

**PHILIPPINE BIDDING DOCUMENTS**  
(As Harmonized with Development Partners)

**Procurement of  
INFRASTRUCTURE  
PROJECTS**

Government of the Republic of the Philippines

PROPOSED RENOVATION AND EXPANSION OF SENIOR  
CITIZEN MULTI PURPOSE HALL

Project No.: 20-00040

**Sixth Edition**  
**July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# ***Glossary of Terms, Abbreviations, and Acronyms***

**ABC** – Approved Budget for the Contract.

**ARCC** – Allowable Range of Contract Cost.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**Contractor** – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

**CPI** – Consumer Price Index.

**DOLE** – Department of Labor and Employment.

**DTI** – Department of Trade and Industry.

**Foreign-funded Procurement or Foreign-Assisted Project** – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.



## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria.

The IB should be incorporated into the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



REPUBLIC OF THE PHILIPPINES  
QUEZON CITY GOVERNMENT



BIDS AND AWARDS COMMITTEE FOR INFRASTRUCTURE & CONSULTANCY  
2<sup>nd</sup> floor, Finance Building, Procurement Department, Quezon City Hall Complex, Elliptical Road, Quezon City

October 3, 2020

## INVITATION TO BID

No.	Project No.	Project Name	Location	Amount	Duration Cal. Days	Office	Source Fund
<b><u>Buildings – Small B</u></b>							
1	20-00035	Proposed Improvement of Electrical System of Nick M. Joaquin Senior High School	Bahay Toro	2,158,497.58	120	City Engineering Department	Special Educational Fund (SEF)
2	20-00036	Proposed Construction of Stage at Mines Elementary School	Vasra	2,322,428.36	90	City Engineering Department	Special Educational Fund (SEF)
3	20-00037	Proposed Rehabilitation of Roof Deck and Upper Roof Deck at QCRRMO Building	Central	2,515,087.12	120	City Engineering Department	General Fund-Engineering Dept.
4	20-00038	Proposed Construction of Flagpole, Stage and Covered Court at Nick Joaquin Senior High School	Bahay Toro	2,873,144.07	120	City Engineering Department	Special Educational Fund (SEF)
5	20-00039	Proposed Improvement of Barangay Hall with Daycare Center	West Kamias	2,927,446.02	120	City Engineering Department	General Fund-Engineering Dept.
6	20-00040	Proposed Renovation and Expansion of Senior Citizen Multi Purpose Hall	Pinagkaisahan	3,433,214.27	120	City Engineering Department	City Engineering Dept-Continuing
7	20-00041	Proposed Rehabilitation of Sitio Maligaya Multi-Purpose Hall	Bahay Toro	3,501,733.92	90	City Engineering Department	City Engineering Dept-Continuing
8	20-00042	Proposed Construction of Covered Pathwalk at Bagong Pag-Asa Elementary School	Bagong Pag-Asa	4,338,083.07	120	City Engineering Department	Special Educational Fund (SEF)
9	20-00043	Proposed Construction of Exit Gate, Covered Pathwalk and Standard Toilet facilities at Ramon Magsaysay Elementary School	Lourdes	6,359,701.62	120	City Engineering Department	Special Educational Fund (SEF)
10	20-00044	Proposed Improvement of Covered Court and Stage at GSIS Village Elementary School	Sangandaan	6,532,001.97	150	City Engineering Department	Special Educational Fund (SEF)
11	20-00045	Proposed Upgrading of Main Electrical Service Entrance of San Agustin Elementary School	San Agustin	6,804,995.05	150	City Engineering Department	Special Educational Fund (SEF)
12	20-00046	Proposed Renovation of Vice Mayor's Office, Information Desk and QCADDAAC	Central	7,245,482.39	150	City Engineering Department	General Fund-Engineering Dept.
13	20-00047	Proposed Construction of two (2) storey Multi Purpose Hall at R.T. Gonzales Park	San Bartolome	7,991,277.39	180	City Engineering Department	City Engineering Dept-Continuing
14	20-00048	Proposed Construction of Covered Pathwalk, Waiting Area, Hand Washing Area and Exit Gate at Placido Del Mundo Elementary School	Talipapa	9,006,063.18	150	City Engineering Department	Special Educational Fund (SEF)
15	20-00049	Proposed Construction of Covered Pathwalk / Waiting Area at Toro Hills Elementary School	Bahay Toro	9,623,352.25	120	City Engineering Department	Special Educational Fund (SEF)
<b><u>Building – Medium A</u></b>							
16	20-00050	Proposed Construction of Lucrecia Kasilag Performing Arts Building	Veterans Village	34,314,107.16	180	City Engineering Department	General Fund-Engineering Dept.

1. The **QUEZON CITY LOCAL GOVERNMENT** now invites bids for Various Projects. Completion of the works is required *as stated above*. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders
2. A complete set of Bidding Documents may be acquired by interested Bidders on **October 4, 2020** upon submission of a Document Request List (DRL) printed from the Philippine Government Electronic Procurement System (PhilGEPS) website from the address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.*

**STANDARD RATES:**

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of the bids.

3. The following are the requirements for purchase of Bidding Documents;
  1. PhilGEPS Registration Certificate (Platinum – 3 Pages)
  2. Document Request List (DRL)
  3. Authorization to purchase bidding documents
    - 3.1 Secretary’s Certificate (for corporation)
    - 3.2 Special Power of Attorney (for sole proprietorship)
  4. Notarized Joint Venture Agreement (if applicable)
  5. Letter of Intent

It must be duly received by the BAC Secretariat at 2<sup>nd</sup> Floor, Procurement Department, Finance Building, Quezon City Hall Compound on or before **October 11, 2020 - 5:00PM**

4. The **QC- BAC- INFRASTRUCTURE & CONSULTANCY** will hold a Pre-Bid Conference on **October 14, 2020 at 11:00 AM** at **2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound** or we encourage the prospective bidders to join through our **Virtual Conference (ZOOM APP)**  
**Meeting ID : 89111859539**  
**Password : 598996**
5. Bids must be duly received by the BAC Secretariat at the address below on or before **October 28, 2020 – 11:00AM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause.  
  
 Bid opening will be on **October 28, 2020 - 1:00PM** at **2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below. Late bids shall not be accepted.
6. The **Quezon City Local Government** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

7. For further information, please refer to:

**ATTY. DOMINIC B. GARCIA**  
OIC, Procurement Department  
2<sup>nd</sup> Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound  
Elliptical Road, Barangay Central Diliman, Quezon City.  
Tel. No. (02)8988-4242 loc. 8506/8710  
Email Add: [procurement@quezoncity.gov.ph](mailto:procurement@quezoncity.gov.ph)  
Website: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

By:

  
**ATTY. MARK DALE DIAMOND P. PERRAL**  
Chairman BAC-Infra and Consultancy 

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, *[indicate name]* invites Bids for the *[insert Procurement Project]*, with Project Identification Number *[indicate number]*.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as “Project”) is for the construction of Works, as described in Section VI (Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *[indicate funding year]* in the amount of *[indicate amount]*.

2.2. The source of funding is:

*[If an early procurement activity, select one and delete others:]*

- a. NGA, the National Expenditure Program.
- b. GOCC and GFIs, the proposed Corporate Operating Budget.
- c. LGUs, the proposed Local Expenditure Program.

*[If not an early procurement activity, select one and delete others:]*

- a. NGA, the General Appropriations Act or Special Appropriations.
- b. GOCC and GFIs, the Corporate Operating Budget.
- c. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic

conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

#### **4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices**

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

#### **5. Eligible Bidders**

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA’s CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be “similar” to the contract to be bid if it has the major categories of work stated in the **BDS**.

5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

#### **6. Origin of Associated Goods**

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

#### **7. Subcontracts**

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:  
[Select one, delete other/s]

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.
- b. Subcontracting is not allowed.

7.1. *[If Procuring Entity has determined that subcontracting is allowed during the bidding , state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterion stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

7.2. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.3. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[insert if applicable]}* and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents Comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.



- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Alternative Bids**

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

## **13. Bid Prices**

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during

contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

#### **14. Bid and Payment Currencies**

14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

14.2. *Payment of the contract price shall be made in:*

*[Select one, delete other/s]*

a. Philippine Pesos.

b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP.]*

#### **15. Bid Security**

15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

15.2. The Bid and bid security shall be valid until *[indicate date]*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

#### **16. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

#### **17. Deadline for Submission of Bids**

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **18. Opening and Preliminary Examination of Bids**

- 18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## **20. Post Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet (BDS)**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is <b>Quezon City Government</b></p> <p>The name of the Contract is <b>PROPOSED RENOVATION AND EXPANSION OF SENIOR CITIZEN MULTI PURPOSE HALL, BARANGAY PINAGKAISAHAN</b></p> <p>The identification number of the Contract is <b>20-00040</b></p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through <b>City Engineering Dept-Continuing</b> in the amount of <b>Three Million Four Hundred Thirty Three Thousand Two Hundred Fourteen Pesos &amp; 27/100 Cts. (₱ 3,433,214.27).</b></p> <p><i>NOTE: In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of Government-Owned and/or –Controlled Corporations, Government Financial Institutions, and State Universities and Colleges, the Corporate Budget for the contract approved by the governing Boards; in the case of Local Government Units, the Budget for the contract approved by the respective Sanggunian.</i></p> <p>The name of the Project is <b>Proposed Renovation and Expansion of Senior Citizen Multi Purpose Hall, Barangay Pinagkaisahan, District 4, Quezon City</b></p>
3.1	No further instructions.
5.1	<p>In addition, eligible bidders shall qualify or comply with the following:</p> <p>1. Bidders with valid Philippine Contractors Accreditation Board (PCAB) Type</p> <p><input type="checkbox"/> <b>Buildings_Small B</b></p> <p>2. Completed construction project(s) which is similar to the Project and which cost at least fifty percent (50%) of the ABC.</p>
5.2	Bidding is <b>restricted to eligible bidders</b> as defined in ITB Clause 5.1.
5.4(a)	No further instructions.
5.4(b)	For this purpose, similar contracts shall refer to contracts which have the same major categories of work.
8.1	<b>Subcontracting is not allowed</b>

8.2	Not applicable																																
9.1	<p>The <b>QC-BAC- Infrastructure and Consultancy</b> will hold a pre-bid conference for this Project on <b>October 14, 2020 11:00 A.M.</b> at 2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound or we encourage the prospective bidders to join through our <b>Virtual Conference (ZOOM APP)</b> Meeting ID: 89111859539 Password : 598996</p>																																
10.1	<p>The Procuring Entity’s address is:</p> <p><b>QUEZON CITY GOVERNMENT</b> Quezon City Hall Compound Barangay Central, Quezon City</p> <p><b>ATTY. DOMINIC B. GARCIA</b> Procurement Department 2<sup>nd</sup> Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City 8988-4242 loc. 8709/8710 Email Add: <a href="mailto:procurement@quezoncity.gov.ph">procurement@quezoncity.gov.ph</a> Website: <a href="http://www.quezoncity.gov.ph">www.quezoncity.gov.ph</a></p>																																
10.4	No further instructions.																																
12	<p>Bidders are encouraged but not required to comply with the following:</p> <p>-all copy documents be originally stamped “Certified True Copy”and duly signed by the authorized signatory;</p> <p>-use of more visible color of ink other than black when stamping for Certified True Copy; and</p> <p>-tabbing of the required documents</p>																																
12.1(a)	In the statement of all on-going and completed contracts, all requirements in support of the enumerated projects shall be presented in proper sequence as they appear in the issued bid documents.																																
12.1(a)(ii)	Each contractor shall submit its relevant and number of completed projects which shall be subjected to detailed evaluation later on.																																
12.1(b)(ii.2)	<p>The minimum work experience requirements for key personnel are the following:</p> <table><tr><td><u>Qnty.</u></td><td><u>Key Personnel</u></td><td><u>General Experience</u></td><td><u>Relevant Experience</u></td></tr><tr><td>1</td><td>Project Manager</td><td>3 years</td><td>3 years</td></tr><tr><td>1</td><td>Project Engineer</td><td>3 years</td><td>3 years</td></tr><tr><td>1</td><td>Materials Engineer</td><td>3 years</td><td>3 years</td></tr><tr><td>1</td><td>Foreman</td><td>3 years</td><td>3 years</td></tr><tr><td>6</td><td>Skilled Worker</td><td>3 years</td><td>3 years</td></tr><tr><td>6</td><td>Laborer/Helper</td><td>3 years</td><td>3 years</td></tr><tr><td>1</td><td>Driver</td><td>3 years</td><td>3 years</td></tr></table>	<u>Qnty.</u>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	1	Project Manager	3 years	3 years	1	Project Engineer	3 years	3 years	1	Materials Engineer	3 years	3 years	1	Foreman	3 years	3 years	6	Skilled Worker	3 years	3 years	6	Laborer/Helper	3 years	3 years	1	Driver	3 years	3 years
<u>Qnty.</u>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>																														
1	Project Manager	3 years	3 years																														
1	Project Engineer	3 years	3 years																														
1	Materials Engineer	3 years	3 years																														
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6	Skilled Worker	3 years	3 years																														
6	Laborer/Helper	3 years	3 years																														
1	Driver	3 years	3 years																														

	<i>In addition, the bidder must execute an affidavit of undertaking duly notarized stating that the foregoing personnel shall perform work exclusively for the project until its completion. Please see attached bid forms.</i>																					
12.1(b)(iii.3)	<p>The minimum major equipment requirements are the following:</p> <table><thead><tr><th><u>Equipment</u></th><th><u>Capacity</u></th><th><u>Number of Units</u></th></tr></thead><tbody><tr><td>Concrete Saw</td><td></td><td>1</td></tr><tr><td>Bar Cutter</td><td></td><td>1</td></tr><tr><td>Concrete Mixer</td><td></td><td>1</td></tr><tr><td>Welding Machine</td><td></td><td>1</td></tr><tr><td>Elf Truck</td><td></td><td>1</td></tr><tr><td>Minor Tools</td><td></td><td>6</td></tr></tbody></table> <p><i>In addition, the bidder must execute an affidavit of undertaking duly notarized stating that the foregoing equipment shall be used exclusively for the project until its completion. Please see attached bid forms.</i></p>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	Concrete Saw		1	Bar Cutter		1	Concrete Mixer		1	Welding Machine		1	Elf Truck		1	Minor Tools		6
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>																				
Concrete Saw		1																				
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Concrete Mixer		1																				
Welding Machine		1																				
Elf Truck		1																				
Minor Tools		6																				
12.1.(b).(iii)	<p>The bidder’s authorized signatory is the one who executes the Omnibus Sworn Statement, otherwise, a separate Special Power of Attorney (SPA) shall be attached in support of the Omnibus Sworn Statement.</p> <p>An Affidavit of Site Inspection shall also be submitted or as part of the Omnibus Sworn Statement.</p>																					
13.1	“No additional Requirements.																					
13.1(b)	<p>This shall include all of the following documents:</p> <ul style="list-style-type: none"><li>• Bid prices in the Bill of Quantities;</li><li>• Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and</li><li>• Cash flow by quarter or payment schedule.</li></ul>																					
13.2	The ABC is <b>Three Million Four Hundred Thirty Three Thousand Two Hundred Fourteen Pesos &amp; 27/100 Cts. (₱ 3,433,214.27)</b> . Any bid with a financial component exceeding this amount shall not be accepted.																					
14.2	No further instructions																					
15.4	No further instruction																					
16.1	The bid prices shall be quoted in Philippine Pesos.																					
16.3	No further instructions.																					
17.1	<p>Bids will be valid until <b>120 calendar days from opening of bids</b></p> <p>Surety Bond issued by the private insurance company shall be callable on demand, valid up to 120cd, affixed with documentary stamps, with original Official Receipt of premium payment, and accompanied by a Certificate of Authority to issue such security by the Insurance Commission. For bonds issued by the GSIS certification by the Insurance Commission and documentary stamps are not required.</p>																					

18.1	<p>The bid security shall be in the form of a <b>Bid Securing Declaration</b> or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>• The amount of not less than ₱ <b>68,664.29 [2% of ABC]</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>• The amount of not less than ₱ <b>171,660.71 [5% of ABC]</b> if bid security is in Surety Bond.</li> </ul>
18.2	The bid security shall be valid until <b>120 calendar days from opening of bids</b>
20.3	Each Bidder shall submit <i>one</i> (1) original ) and one (1) copies of the first and second components of its bid.
21	<p>The address for submission of bids is at Bids and Awards Committee (BAC) <i>Bidding Room, Procurement Department, 2<sup>nd</sup> Floor, Civic Center Building F, Quezon City Hall Compound, Barangay Central, Quezon City</i></p> <p>The deadline for submission of bids is <b>11:00 AM, October 28, 2020.</b></p>
24.1	<p>The place of bid opening is at Bids and Awards Committee (BAC) <i>Bidding Room, Procurement Department, 2<sup>nd</sup> Floor, Civic Center Building F, Quezon City Hall Compound, Barangay Central, Quezon City</i></p> <p>The date and time of bid opening is <b>1:00 PM, October 28, 2020.</b></p>
24.2	No further instructions.
24.3	No further instructions.
27.3	<b>Partial bid is not allowed.</b> The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
27.4	No further instructions.
28.2	<b>None</b>
31.4(f)	<p><b>Additional Contract Documents relevant to the Project as required:</b></p> <ol style="list-style-type: none"> <li><b>1. Construction Schedule and S-curve,</b></li> <li><b>2. Manpower Schedule,</b></li> <li><b>3. Construction Methods,</b></li> <li><b>4. Equipment Utilization Schedule,</b></li> <li><b>5. PERT/CPM or other acceptable tools of project scheduling, shall be included in the submission of Technical Proposal.</b></li> </ol>



## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

## 2. Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

## 3. Possession of Site

4.1. The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

4.2. If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

## 4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

## **5. Performance Security**

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **6. Site Investigation Reports**

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

## **7. Warranty**

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

## **8. Liability of the Contractor**

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## **9. Termination for Other Causes**

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

## **10. Dayworks**

Subject to the guidelines on Variation Order in Annex “E” of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor’s Bid shall be used for small additional amounts of work only when the Procuring Entity’s Representative has given written instructions in advance for additional work to be paid for in that way.

## **11. Program of Work**

11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.

11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

## **12. Instructions, Inspections and Audits**

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor’s accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

## **13. Advance Payment**

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex “E” of the 2016 revised IRR of RA No. 9184.

## **14. Progress Payments**

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity’s Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

## **15. Operating and Maintenance Manuals**

- 15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity’s Representative’s approval, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## ***Section VI. Specifications***

### **Notes on Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Bids. In the context of international competitive bidding, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is mandatory. Most specifications are normally written specially by the Procuring Entity or its representative to suit the Works at hand. There is no standard set of Specifications for universal application in all sectors in all regions, but there are established principles and practices, which are reflected in these PBDs.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addenda should then adapt the General Specifications to the particular Works.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the SCC.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be

accepted subject to the Procuring Entity's Representative's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity's Representative at least twenty-eight (28) days prior to the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

These notes are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.





Republika ng Pilipinas  
Lungsod ng Quezon  
**CITY ENGINEERING DEPARTMENT**

5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> Floors, QC Civic Center Building "B"  
Telephone Nos. 8988-4242 Local 8538



PROJECT NAME: **PROPOSED RENOVATION AND EXPANSION OF SENIOR CITIZEN  
MULTI-PURPOSE HALL**

LOCATION: **BARANGAY PINAGKAISAHAN, DISTRICT 4, QUEZON CITY**

## TECHNICAL SPECIFICATIONS

20-00040

### I. General Requirements

These supplemental items consist of temporary lighting & water facilities, billboard, construction safety net and health. Personnel Protective Equipment (PPE) should be used by the construction personnel or manpower at all times.

### II. Painting Works

- Old & uneven paints should be scrap surfaces should be thoroughly clean & dried.
- Masonry or plaster shall be completely dried before any sealer or paint is applied.
- Metal shall be clean, dry and free from mill scale, oil, grease and rust.
- Cleaned metal shall be primed with quality epoxy metal primer paint, red lead or red oxide primer.
- Two (2) coatings of paints should be applied until the desired coat is achieved.

### III. Improvement Works

- Roofing Works- This item of work consists of all G.I. roofing materials with complete accessories as specified in the plan and program of works.
- Ceiling Works- All ceiling works must be 6mm thick fiber cement board with metal furring as specified in the plan and program of works.
- Tile Works- Both broken and unbroken old tiles must be chip-off. Surface should be smoothen & clean. Ceramic tiles shall be soaked in clean water prior to installation.
- Doors & Windows- All steel windows and doors shall be set plumb and true to line in openings. The joints between the window frame and masonry shall be carefully caulked. All doors must be in approved quality as specified in the plan and program of works.

### IV. Electrical Works

- Lighting fixtures should energy saving, like Light Emitting Diode (LED) electrical bulbs of fluorescents to comply with energy Efficient Law.
- Electrical Fixtures and rough-ins including wiring must be in approved quality as specified in the plan and program of works.

### V. Plumbing Works

All piping materials fixtures and appliances fitting accessories whether specifically mentioned or not necessary to complete these items shall be furnished and installed.

Prepared By:

**RYAN D. NAVARRO**  
Planning and Programming Division

Checked By:

**JOCELYN A. NAONG**  
Planning and Programming Division



Republika ng Pilipinas  
Lungsod ng Quezon  
**CITY ENGINEERING DEPARTMENT**  
5th, 6th, 7th Floor, QC Civic Center Building "B"  
Telephone Nos. 8988-4242 Local 8538



**PROJECT NAME:** PROPOSED RENOVATION AND EXPANSION OF SENIOR CITIZEN  
MULTI PURPOSE HALL  
**LOCATION:** BARANGAY PINAGKAISAHAN, DISTRICT 4

**QUANTITY TAKE-OFF**

20-00040

**A. GENERAL WORKS**

*Temporary Enclosure*

TEMPORARY ENCLOSURE						
Length (m)	Width(m)	Storey	Height(m)	Offset	Perimeter	Area(sqm)
14.6	8	2	3	0.5	47.2	141.6
Total Area						142

*Scaffolding (H-frame)*

Length	Storey	Height	Area
22.6	2	3	135.6
Total			136

**B. DEMOLITION & CLEARING**

**Truck Load**

**7**

*Removal of Existing Ceiling  
incl. lighting fixtures  
Ground Floor  
2nd Floor  
Roof Eaves*

REMOVAL OF DILAPIDATED CEILING			
Length (m)	Width(m)	Percent	Area(sqm)
14.6	8	60%	71
14.6	8	100%	117
45.2	0.9	100%	41
Total			229

*Removal of Existing GI Roofing  
incl. Gutter and Downspout*

REMOVAL OF DILAPIDATED ROOFING			
Length (m)	Width(m)	Percent	Area(sqm)
16.4	9.8	100%	161
Total			161

*Demolition of CR-6  
incl. kitchen counter and cabinet*

DEMOLITION OF CR 6			
Length (m)	Height(m)	Percent	Area(sqm)
4.5	3	100%	14
Total			14

*Demolition of CHB Wall Partition  
at Ground Floor*

DEMOLITION OF WALL PARTITION			
Length (m)	Height(m)	Percent	Area(sqm)
8	3	100%	24
Total			24

*Removal of Existing Floor Tiles*

*Ground Floor  
2nd Floor*

REMOVAL OF FLOOR DILAPIDATED TILES			
Length	Width	Percent	Area
14.6	8	94%	110
14.6	8	94%	110
Total			220

Removal of Existing Comfort Room Tiles

REMOVAL OF FLOOR DILAPIDATED TILES				
Remarks	Length	Width	Percent	Area
CR-1	1.5	1.5	100%	2.25
CR-2	1.5	1.5	100%	2.25
CR-3	1.5	1.5	100%	2.25
CR-4	1.5	1.5	100%	2.25
CR-5	1.5	1.5	100%	2.25
CR-6	1.5	1.5	100%	2.25
			Total	13.50

20-00060

REMOVAL OF WALL DILAPIDATED TILES				
Remarks	Perimeter	Height	Percent	Area
CR-1	3	2.7	85%	6.885
CR-2	3	2.7	85%	6.885
CR-3	3	2.7	85%	6.885
CR-4	3	2.7	85%	6.885
CR-5	3	2.7	85%	6.885
			Total	34.425

Removal of Dilapidated Gates, Doors and Windows

WINDOWS					
REMARKS	WIDTH	HEIGHT	PCS	PERCENT	AREA
G1	2	2.1	1	100%	5
D1	0.8	2.1	3	100%	6
D2	0.6	2.1	6	100%	8
W1	1.8	1.2	4	100%	9
W2	1.2	1.2	6	100%	9
W3	0.6	0.6	5	100%	2
				Total	39

Removal of Plumbing Fixtures

Water Closet	6
Urinal	2
Kitchen Sink	4

Truck Load	7
------------	---

C. PAINTING WORKS

Epoxy Enamel Paint Finish	Total Area	25 sqm
---------------------------	------------	--------

(Hallway & Steel railings, Grills, Gates)

STAIR RAILING			
HEIGHT	LENGTH	PERCENT	AREA
1.00	10.5	50%	11
		Total	11

WINDOWS					
REMARKS	WIDTH	HEIGHT	PCS	PERCENT	AREA
G1	2	2.1	1	50%	3
G2	0.9	2.1	1	50%	1
W1	1.8	1.2	4	50%	5
W2	1.2	1.2	6	50%	5
				Total	14

TOTAL	25
-------	----



Latex Paint w/ Standard Design Finish (exterior walls)	Total Area	247 sqm
--	------------	---------

REPAINTING EXTERIOR WALL						
Remarks(m)	Length (m)	Width(m)	Height(m)	Percent	Perimeter	Area(sqm)
Ground	14.6	8	3	100%	45.2	135.6
2nd	14.6	8	3	100%	45.2	135.6
						272
Less Openings (sq.m.)						25
Total						247

Latex Paint w/ Standard Design Finish (Interior Walls)	Total Area	350.5 sqm
--	------------	-----------

REPAINTING INTERIOR WALL						
Remarks(m)	Length (m)	Width(m)	Height(m)	Percent	Perimeter	Area(sqm)
Ground	14.6	8	3	100%	45.2	135.6
2nd	14.6	8	3	100%	45.2	135.6
						272
Less Openings (sq.m.)						25
Total						247

REPAINTING INTERIOR PARTITION WALL						20 - 00040
Remarks(m)	Length (m)	Height (m)	Sides	Percent	Area(sqm)	
Ground	15	3	2	100%	90	
2nd	6	3	2	100%	36	
					126	
Less Openings (sq.m.)					22.5	
Total					103.5	
TOTAL					350.5	

Enamel Paint Finish (ceiling board)	Total Area	274.28 sqm
-------------------------------------	------------	------------

REPAINTING CEILING				
Remarks(m)	Length (m)	Width(m)	Percent	Area(sqm)
Ground	14.6	8	100%	116.8
2nd	14.6	8	100%	116.8
Eaves	45.2	0.9	100%	40.68
Total				274.28

D. IMPROVEMENT WORKS

Replacement of Ceiling	Total Area	298 sqm
------------------------	------------	---------

REPLACEMENT OF CEILING				
Remarks(m)	Length (m)	Width(m)	Percent	Area(sqm)
Ground	11.6	11.3	95%	125
2nd	11.6	11.3	100%	132
Eaves	45.2	0.9	100%	40.68
				298

Replacement of GI Roofing	Total Area	161 sqm
---------------------------	------------	---------

REPLACEMENT OF GI ROOFING				
Remarks(m)	Length (m)	Width(m)	Percent	Area(sqm)
Roof	16.4	9.8	100%	161

Replacement of GI Ridge Roll	Total Area	8 pcs
------------------------------	------------	-------

REPLACEMENT OF RIDGE ROLL				
Remarks(m)	Length	Percent	Total (m)	Pcs
Dos Aguas	16.4	100%	17	8

Replacement of Floor Tiles (60 x 60 cm)	Total Area	209 sqm
---	------------	---------

Ground Floor  
2nd Floor

REPLACEMENT OF TILES			
Length	Width	Percent	Area
14.6	8	100%	117
14.6	8	100%	117
			234
Less Stairs & CR's (sq.m.)			25
TOTAL			209

20-00040

Replacement and Instalation of 30 x 30 cm Tiles (30m x 30m)	Total Area	92.7 sqm
--	------------	----------

REPLACEMENT OF FLOOR TILES				
Remarks	Length	Width	Percent	Area
CR-1	1.5	1.5	100%	2.25
CR-2	1.5	1.5	100%	2.25
CR-3	1.5	1.5	100%	2.25
CR-4	1.5	1.5	100%	2.25
CR-5	1.5	1.5	100%	2.25
Total				12

REPLACEMENT OF WALL TILES			
Perimeter	Height	Percent	Area
6	1.5	100%	9
6	1.5	100%	9
6	1.5	100%	9
6	1.5	100%	9
	1.5	100%	9
6	1.5	100%	9
			54
Less Door Opening (sq.m.)			6.3
Total			47.7

REPLACEMENT OF TILES ON STAIRS					
Remarks	Length (m)	Height (m)	Width (m)	Percent	Area(sqm)
Stair 1	5	3	1.5	100%	12
Stair 2	7	3	1.5	100%	15
Total					27

COUNTER INCL. SPLASHBOARD (60cm)				
Remarks	Length	Width (m)	Percent	Area
Counter 1	3	1.2	100%	3.60
Counter 2	1.5	1.2	100%	1.80
Total				6

TOTAL	92.7
-------	------

Replacement of Door

DOORS			
REMARKS	WIDTH	HEIGHT	PCS
D1	2.6	2.1	1
D2	0.7	2.1	1
D3	0.8	2.1	9

Replacement of Window

20-00040

WINDOWS			
REMARKS	WIDTH	HEIGHT	PCS
W1	1.6	2.7	1
W2	1.4	1.5	1
W3	3	1.5	2

F. PLUMBING WORKS

Fixtures

FIXTURES			
Remarks	Water Closet	Urinal	Lavatory
CR-1	1	1	1
CR-2	1	1	1
CR-3	1		1
CR-4	1		1
CR-5	1		1

Prepared by:

Checked by:

for:   
RYAN D. NAVARRO  
Planning & Programming Division

  
JOCELYN A. NAONG  
Planning & Programming Division

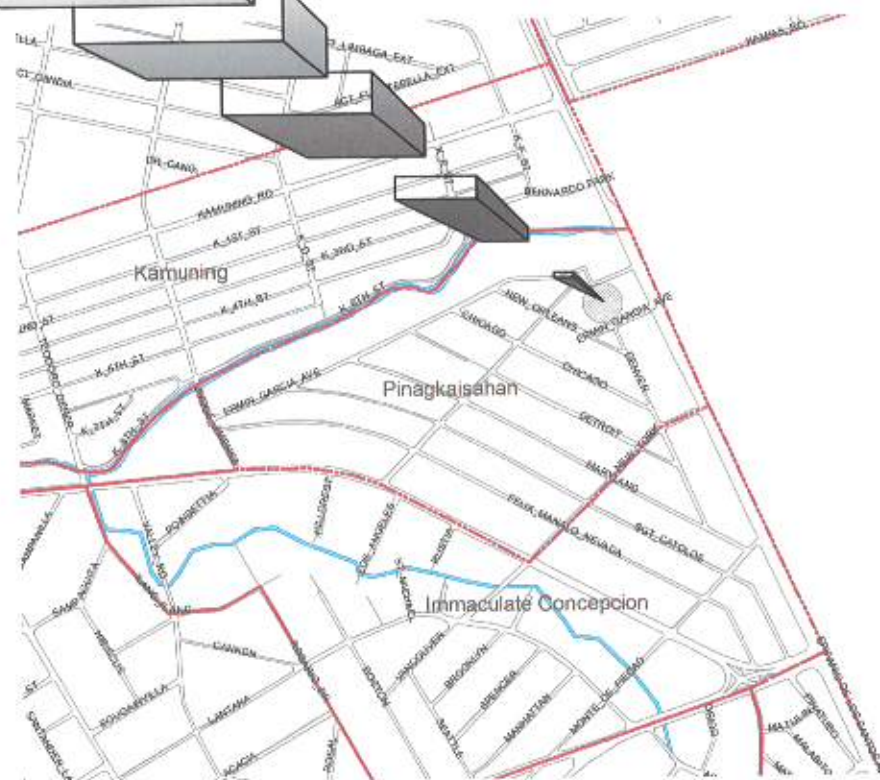
## ***Section VII. Drawings***

*[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]*



20-00040

# THE SITE



# THE SITE



## 1 VICINITY MAP

NOT TO SCALE

2

## LOCATION MAP

NOT TO SCALE



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CITY ENGINEERING DEPARTMENT

PROJECT TITLE:  
PROPOSED RENOVATION AND EXPANSION  
OF SENIOR CITIZEN MULTI PURPOSE HALL  
BARANGAY PINAGKAISAHAN, DISTRICT 4, QUEZON CITY

DRAWN BY: DAA  
DATE:  
CHECKED BY: [Signature]  
REVISION NO. 1

SUBMITTED BY:

ENGR. LEO S. DEL ROSARIO  
HEAD, PLANNING & PROGRAMMING DIVISION

RECOMMENDING APPROVAL:

ENGR. ISAGANI R. VERZOSA, JR.  
CITY ENGINEERING DEPARTMENT

APPROVED BY:

HON. MA. JOSEFINA G. BELMONTE  
CITY MAYOR, QUEZON CITY

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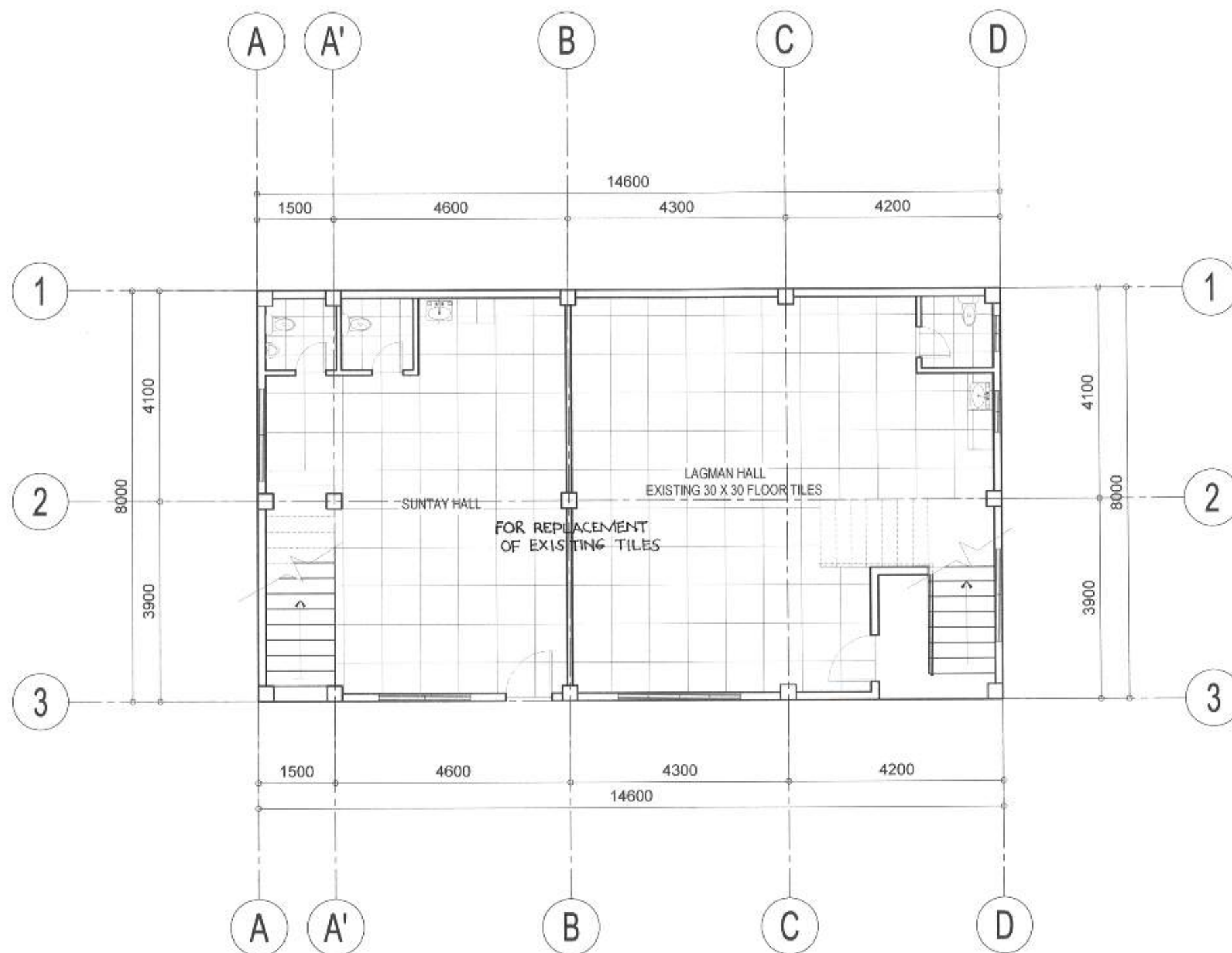
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AR-01



20-00040



1

# EXISTING GROUND FLOOR PLAN

SCALE : 1:100 METERS



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BARANGAY PINAGKAISAHAN, DISTRICT 4, QUEZON CITY

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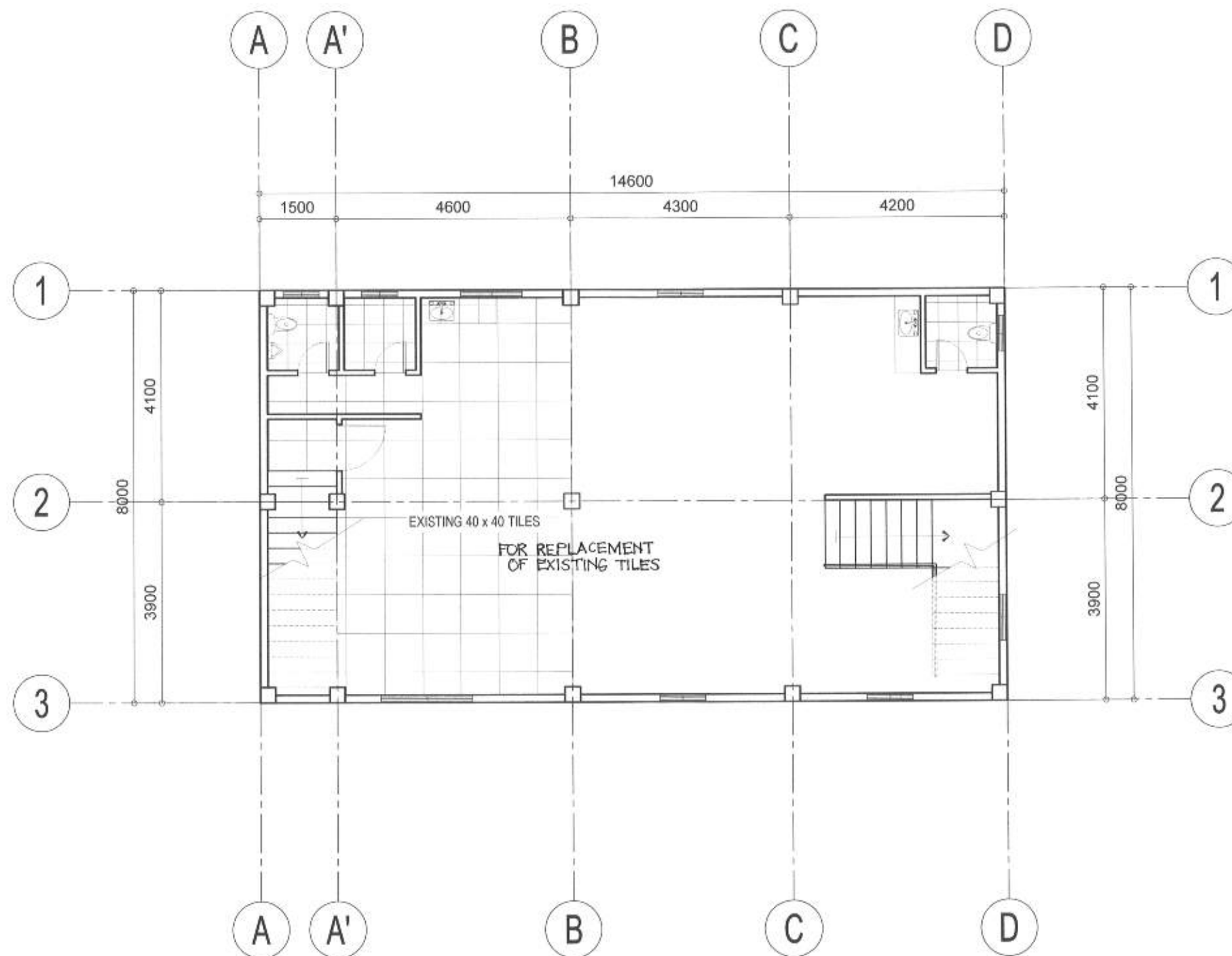
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HEAD, PLANNING & PROGRAMMING DIVISION

RECOMMENDING APPROVAL: [Signature]  
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HEAD, CIVIL ENGINEERING DEPARTMENT

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**AR-02**



1

## EXISTING SECOND FLOOR PLAN

SCALE : 1:100 METERS



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BARANGAY PINACKAISAHAN, DISTRICT 4, QUEZON CITY

DRAWN BY: D.A.A.

DATE:

CHECKED BY:

REVISION NO.:

SUBMITTED BY:

ENGR. LEO S. DEL ROSARIO  
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ENGR. ISAGANI R. VERZOSA, JR.  
CHIEF, CITY ENGINEERING DEPARTMENT

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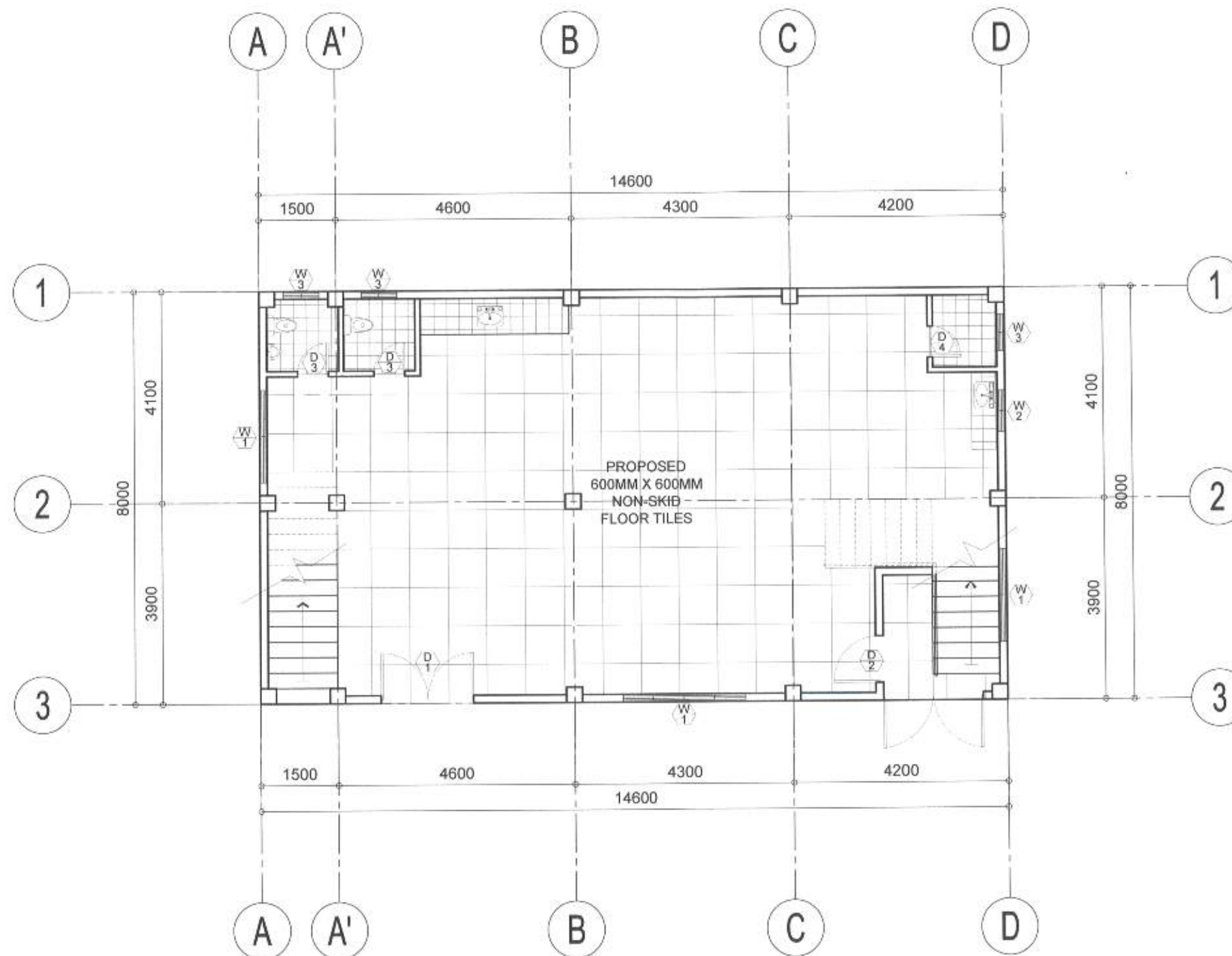
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**AR-03**



## 1 PROPOSED GROUND FLOOR PLAN

SCALE : 1:100 METERS



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SUBMITTED BY:

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CITY ENGINEERING DEPARTMENT

APPROVED BY:

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CITY MAYOR, QUEZON CITY

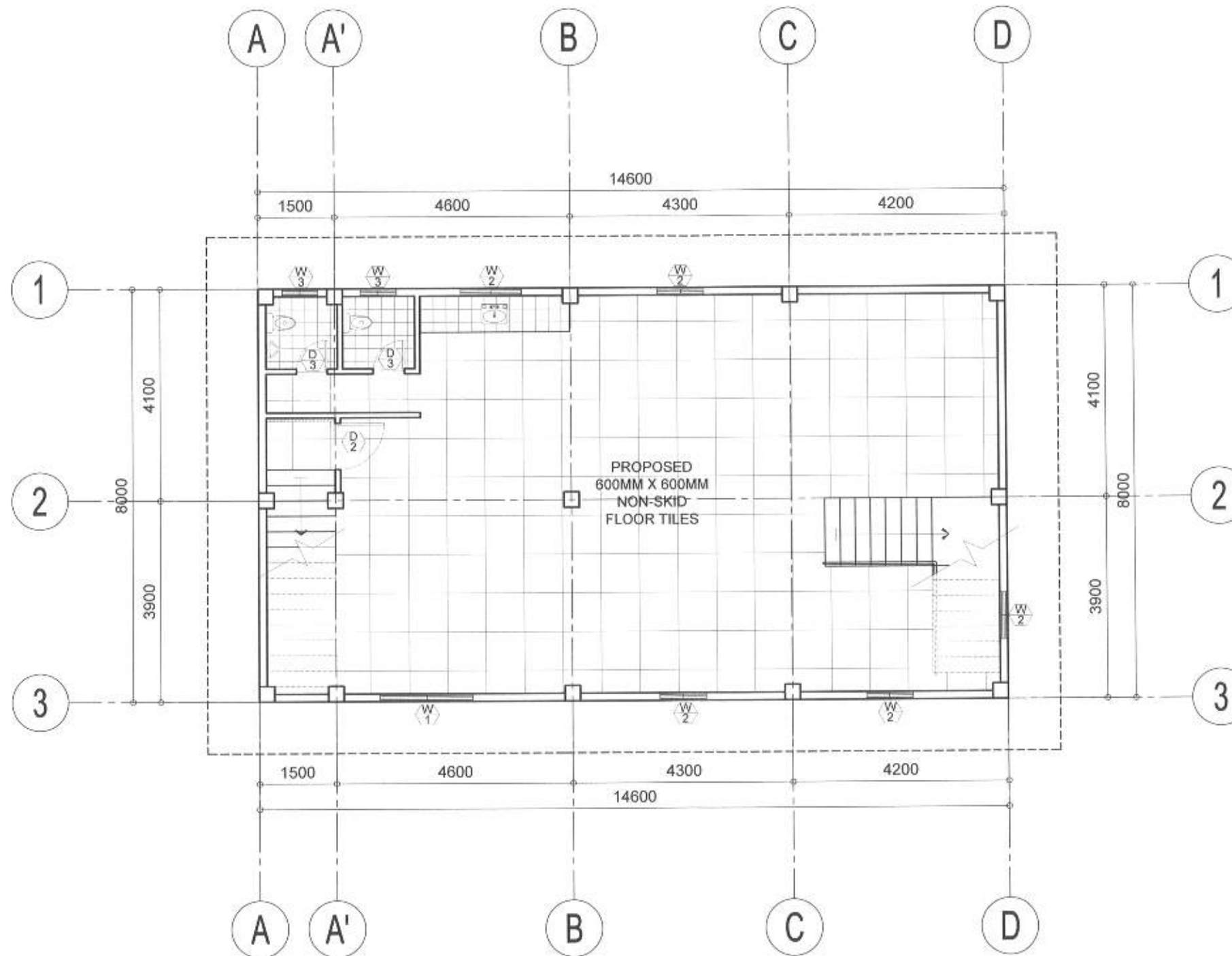
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SHEET NO.

AR-04





## 1 PROPOSED SECOND FLOOR PLAN

SCALE : 1:100 METERS



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BARANGAY PINAGKAISAHAN, DISTRICT 4, QUEZON CITY

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DATE:  
CHECKED BY:  
REVISION NO.:

SUBMITTED BY:

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HEAD, CIVIL ENGINEERING DEPARTMENT

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CITY MAYOR, QUEZON CITY

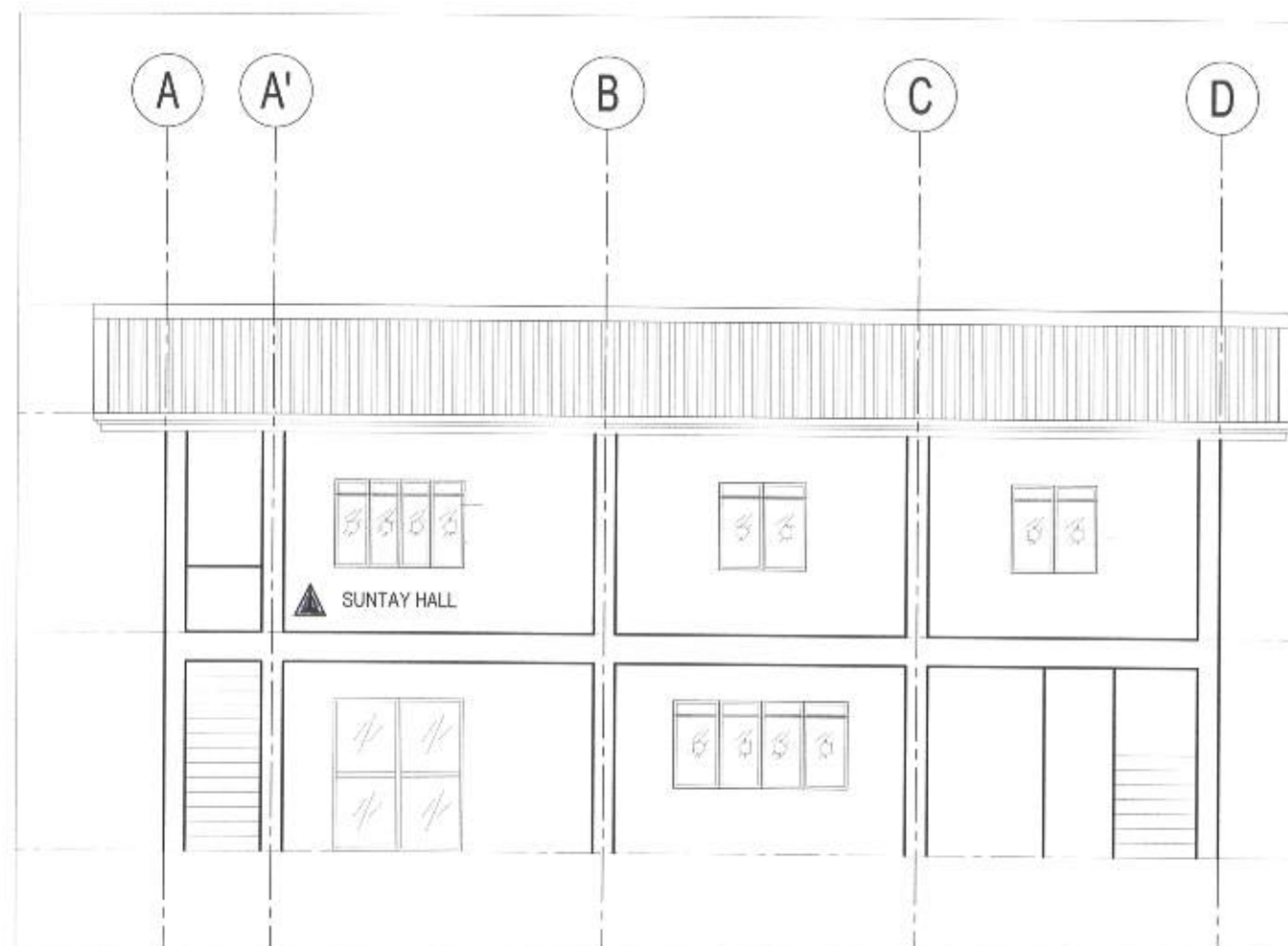
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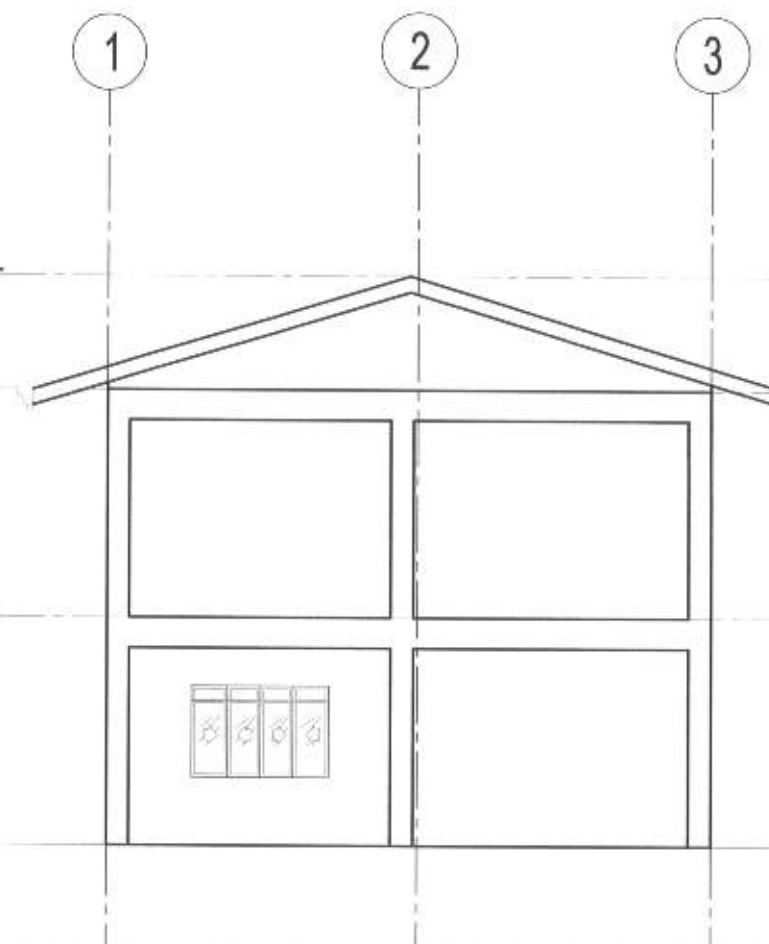


▼ TOP OF RIDGE ROLL  
 ⬆ ELEV + 7.500

▼ TOP OF CEILING  
 ⬆ ELEV + 6.000

▼ 2ND F.F.L.  
 ⬆ ELEV + 3.000

▲ F.F.L.  
 ⬆ ELEV + 0.000



## 1 FRONT ELEVATION

SCALE : 1:100 METERS

## 2 RIGHT ELEVATION

SCALE : 1:100 METERS



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 CHECKED BY:  
 REVISIONS:

SUBMITTED BY:

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 HEAD / PLANNING & PROGRAMMING DIVISION

RECOMMENDING APPROVAL:

ENGR. ISAGANI R. VERZOSA, JR.  
 C.E. CITY ENGINEERING DEPARTMENT

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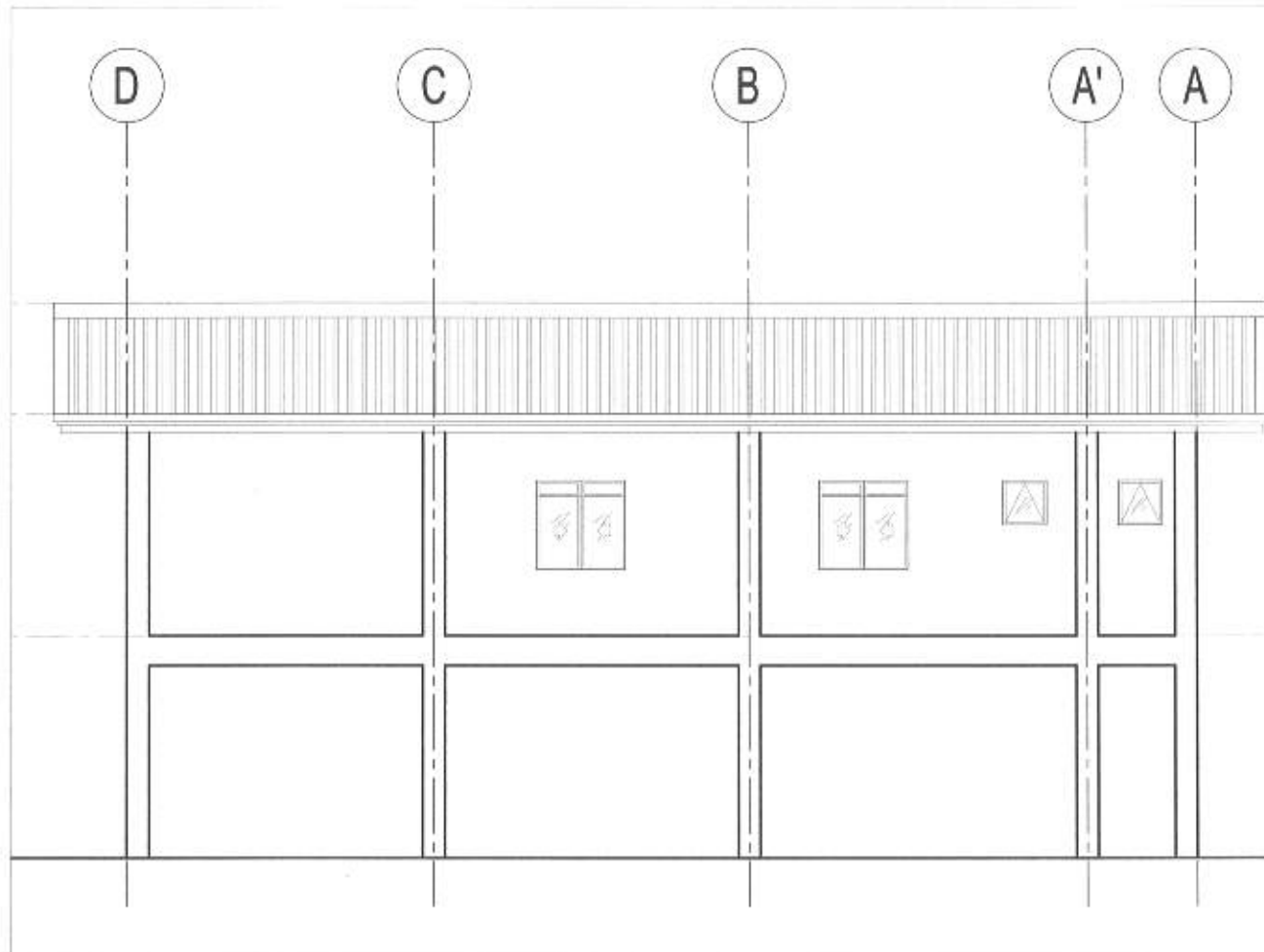
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 CITY MAYOR, QUEZON CITY

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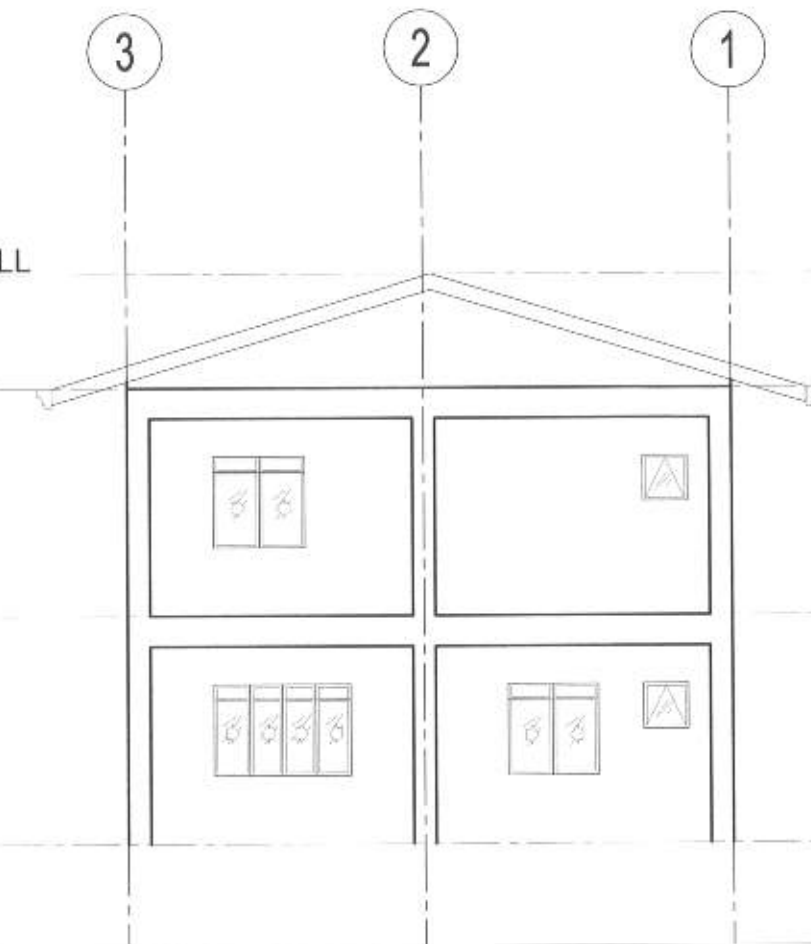


▼ TOP OF RIDGE ROLL  
+ ELEV + 7.500

▼ TOP OF CEILING  
+ ELEV + 6.000

▼ 2ND F.F.L.  
+ ELEV + 3.000

▲ F.F.L.  
+ ELEV + 0.000



1

REAR ELEVATION

SCALE : 1:100 METERS

2

LEFT SIDE ELEVATION

SCALE : 1:100 METERS



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BARANGAY PINAGKAISAHAN, DISTRICT 4, QUEZON CITY

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DATE:  
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REVISION NO.

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ENGR. LEO S. DEL ROSARIO  
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D.C., CITY ENGINEERING DEPARTMENT

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CITY MAYOR, QUEZON CITY

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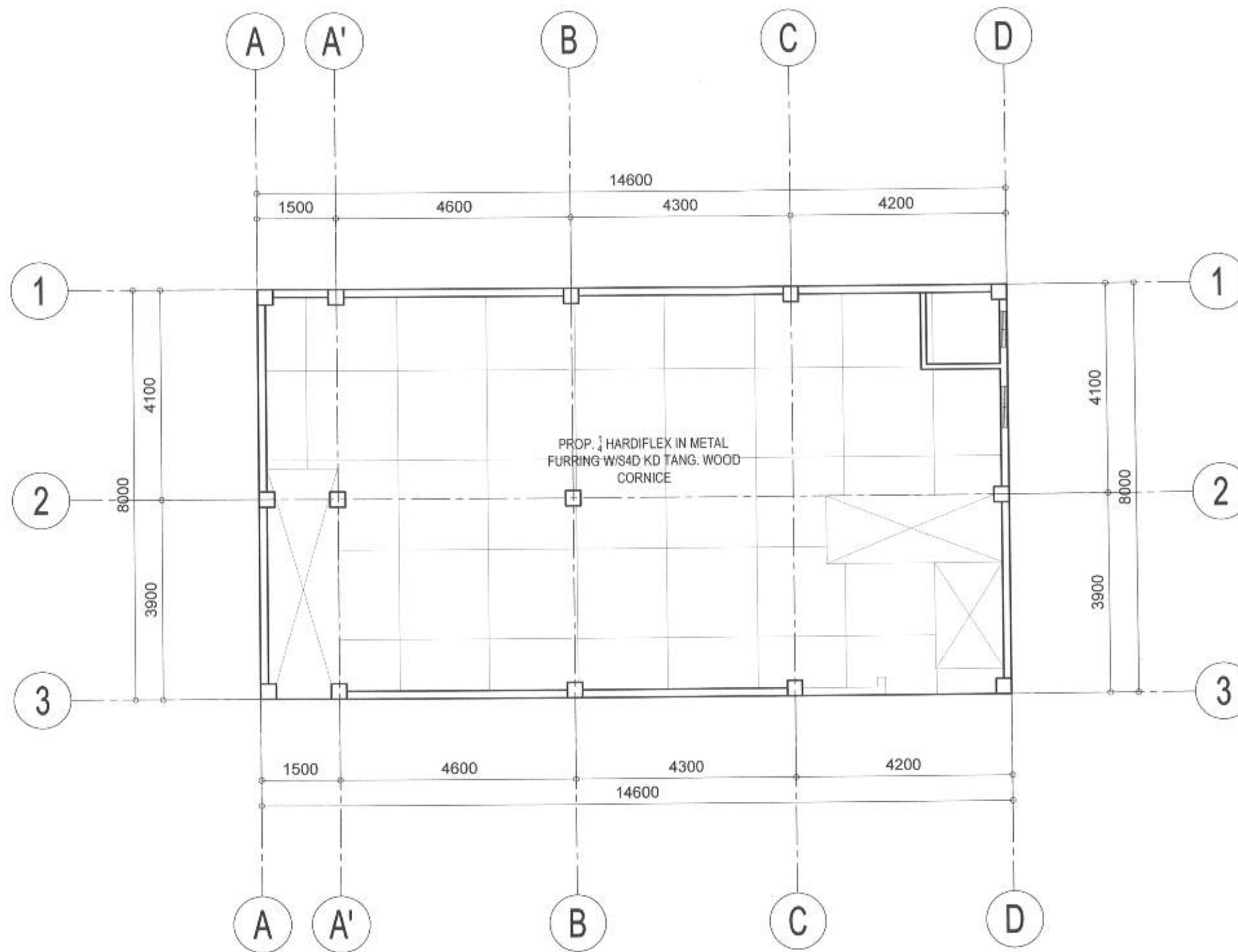
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1

## GROUND REFLECTED CEILING PLAN

SCALE : 1:100 METERS



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BARANGAY PINAGKAISAHAN, DISTRICT 4, QUEZON CITY

DRAWN BY: E.A.A.  
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SUBMITTED BY:

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HEAD, PLANNING & PROGRAMMING DIVISION

RECOMMENDING APPROVAL:

ENGR. MAGANI R. VERZOSA, JR.  
CIC, CITY ENGINEERING DEPARTMENT

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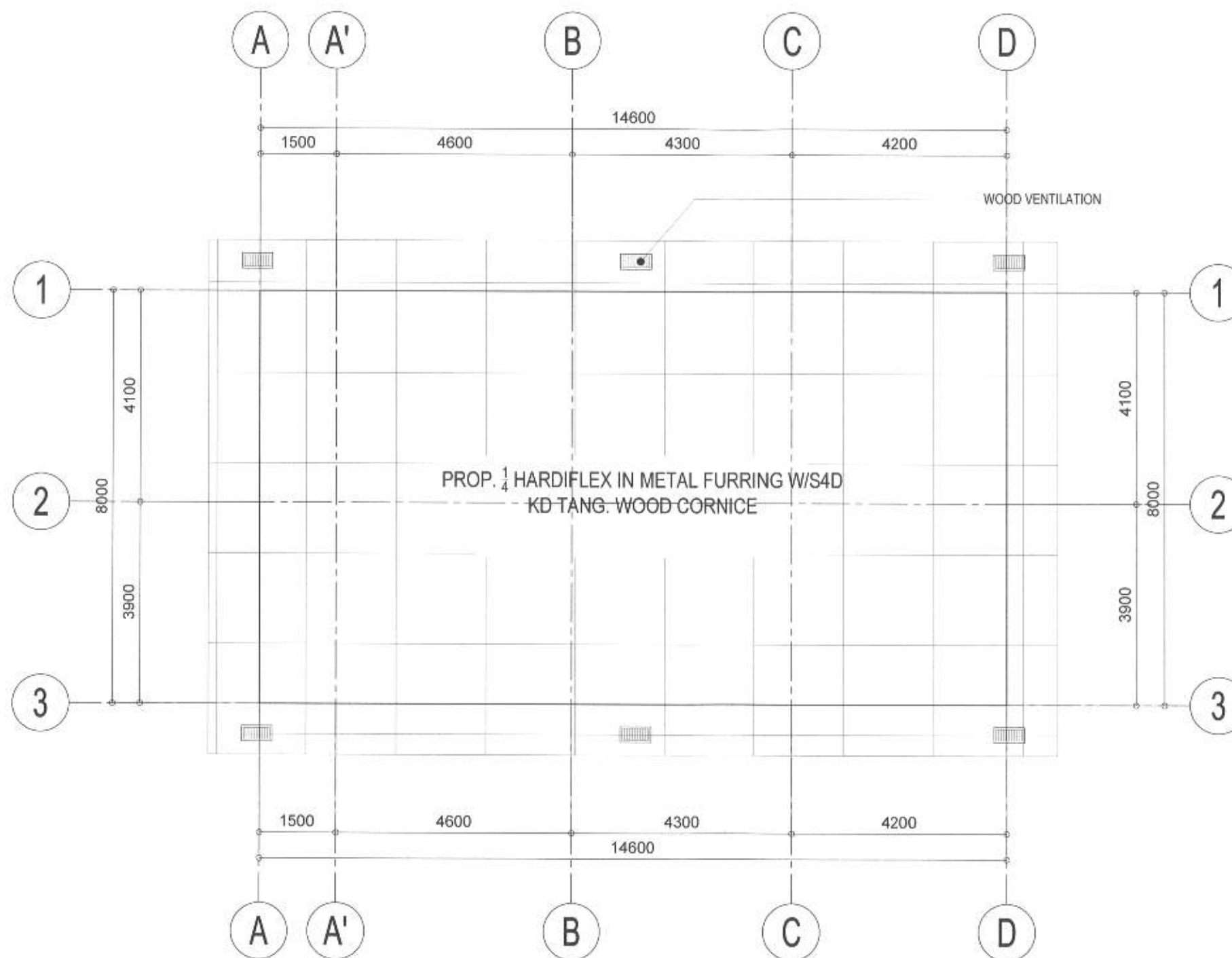
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AR-08



## 1 SECOND FLOOR REFLECTED CEILING PLAN

SCALE : 1:100 METERS



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DESIGNED BY: D.A.A.  
DATE:  
CHECKED BY: *[Signature]*  
REVISION NO.:

SUBMITTED BY: *[Signature]*  
ENGR. LEO S. DEL ROSARIO  
HEAD, PLANNING & PROGRAMMING DIVISION

RECOMMENDING APPROVAL: *[Signature]*  
ENGR. ISAGANI R. VERZOSA, JR.  
CITY ENGINEERING DEPARTMENT

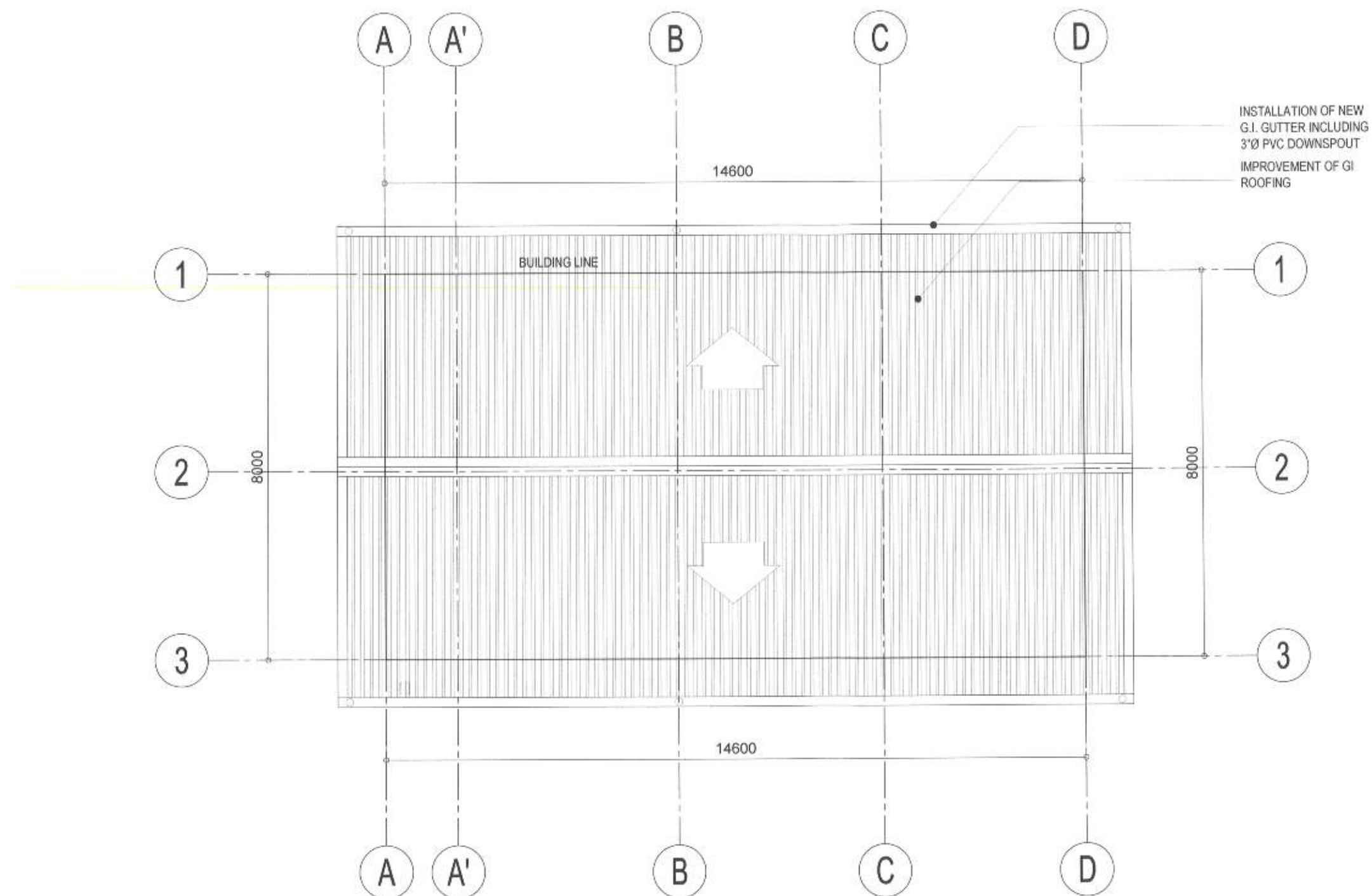
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AR-09



20-00040



1

## ROOF PLAN

SCALE : 1:100 METERS



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BARANGAY PINAGKAISAHAN, DISTRICT 4, QUEZON CITY

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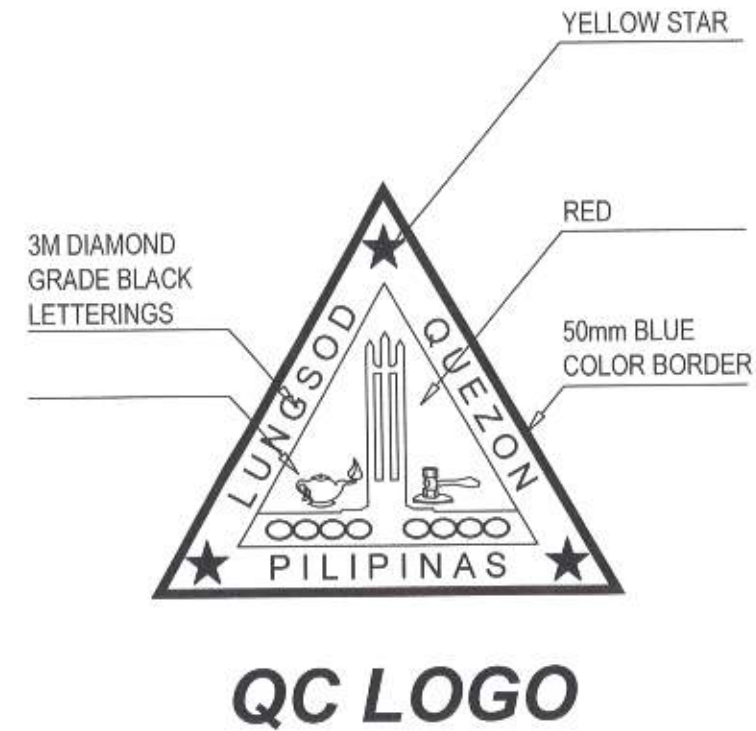
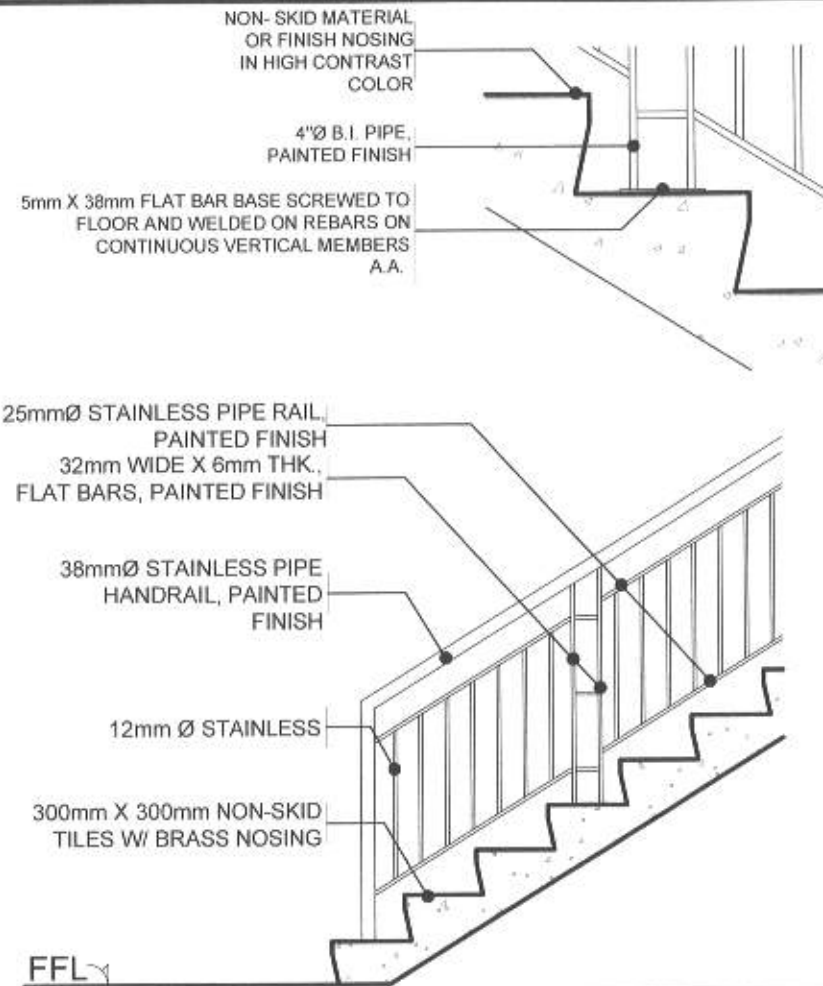
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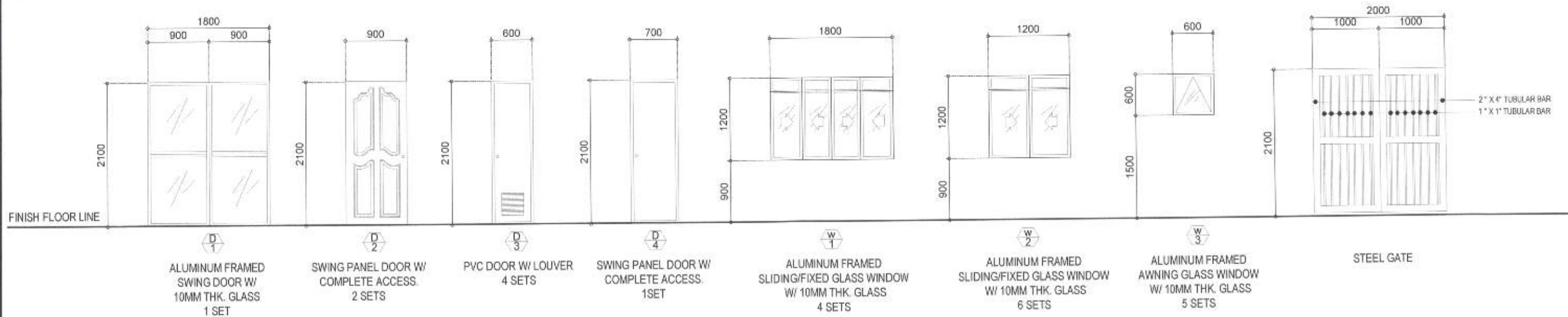
# 1 STAIR DETAILS

NOT TO SCALE

2

# LOGO DETAIL

NOT TO SCALE



# 3 SCHEDULE OF DOORS AND WINDOWS

NOT TO SCALE



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**AR-11**



1. ALL WORKS SHALL BE DONE IN ACCORDANCE WITH THE PLANS AND SPECIFICATION
2. THE WORKS SHALL COMPLY WITH THE PROVISION OF THE LATEST EDITION OF THE PHILIPPINE ELECTRICAL CODE, LAWS, ORDINANCES, RULES AND REGULATIONS OF THE LOCALITY HAVING JURISDICTION OVER THE PROJECT REQUIREMENTS OF LOCAL POWER COMPANY.
3. ALL THE JOB SHALL BE EXECUTED IN THE MOST THOROUGH PROMPT AND WORKMANLIKE MANNER EMPLOYING STANDARD TOOLS, EQUIPMENT, METHOD AND GOOD ENGINEERING PRACTICES. THE JOB SHALL BE DONE COMPLETE IN ALL ASPECTS AS REQUIRED PER PLANS AND SPECIFICATIONS AND READY FOR OPERATIONS.
4. ALL MATERIALS TO BE USED SHALL BE OF THE BEST QUALITY, BRAND NEW AS SPECIFIED.
5. THE DRAWINGS AND SPECIFICATIONS ARE INTENDED TO PRESENT GENERAL LAYOUT AND BROAD OUTLINE/DESCRIPTION OF THE PROJECT BUT DO NOT NECESSARILY INDICATE/DESCRIBED ACTUAL LOCATIONS, LEVEL AND DISTANCES OF THE EQUIPMENT. THE CONTRACTOR IS HEREBY REQUIRED TO MAKE SUCH ADJUSTMENT AT THE JOBSITE AS LOCATION, DISTANCES AND LEVELS ARE GOVERNED BY ACTUAL FIELD CONDITIONS.
6. ANY DISCREPANCY BETWEEN THE PLANS AND SPECIFICATIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER FOR CLARIFICATION /DECISION.
7. ALL LIGHTING AND CONVENIENCE OUTLET CIRCUITS SHALL BE 3.5 SQ. MM. THW COPPER WIRE UNLESS OTHERWISE NOTED. MINIMUM SIZE OF WIRE SHALL BE 3.5 SQ. MM. COPPER WIRE
8. ALL DUPLEX RECEPTACLE OUTLETS SHALL BE GROUNDING TYPE WITH PARALLEL SLOTS FOR 220V.

9. UNLESS NOTED OTHERWISE IN THE DRAWING, WIRING DEVICES SHALL BE INSTALLED AS FOLLOWS.

LIGHTING CONTROL - 1.40 M. ABOVE FLOOR FINISH  
OUTLET  
CONVENIENCE - 0.30 M. ABOVE FLOOR FINISH  
OUTLET

10. BOXES, WIRE, GUTTERS, ENCLOSURE SHALL BE FABRICATED FROM STEEL WITH THICKNESS AS FOLLOWS:

MAXIMUM WIDTH OF THE WIDEST SURFACE STEEL	GA
UP TO INCLUDING 152.40mm	GA 16
OVER 152.40 mm BUT NOT OVER 457.30 mm	GA 14
OVER 457.30 mm BUT NOT OVER 762 mm	GA 12
OVER 762 mm	GA 10

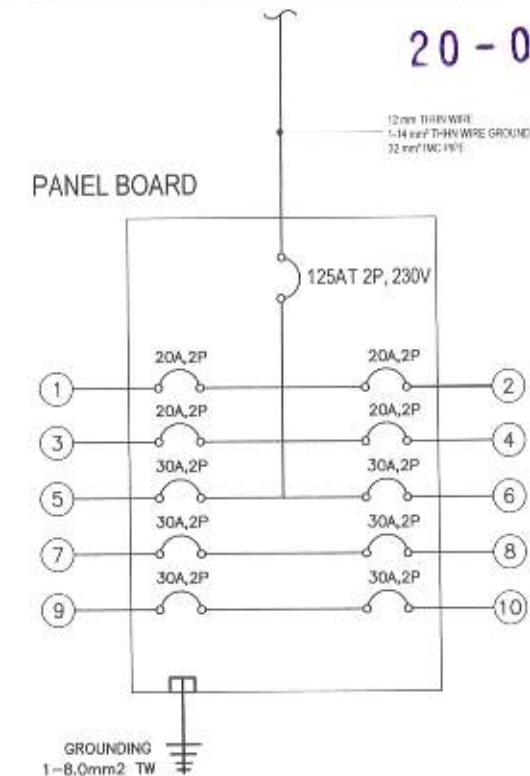
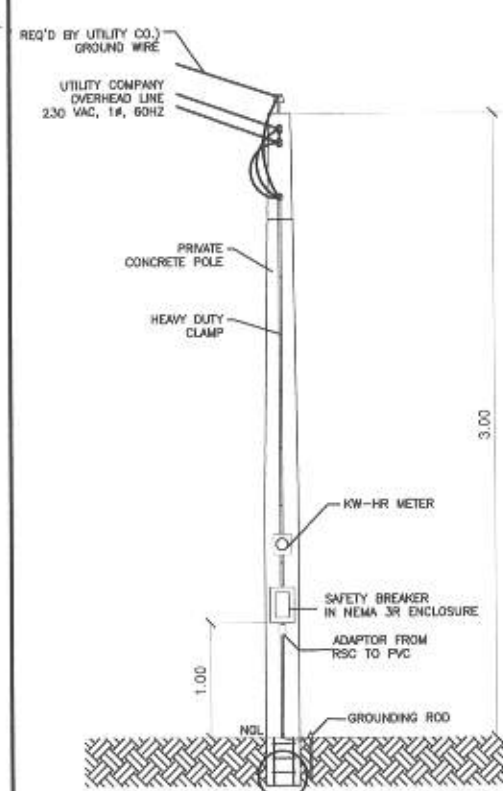
11. REFER TO NOTES AND SPECIFICATION FOR MORE INFORMATION.

#### SWITCH SYMBOLS

S SINGLE POLE TOGGLE SWITCH, NOMENCLATURE DENOTES THE CIRCUIT OR PORTION OF CIRCUIT CONTROLLED BY SWITCH

#### NOMENCLATURE:

3W - THREE WAY SWITCH  
2Sabc - TWO GANG SWITCH  
3Sabc - THREE GANG SWITCH

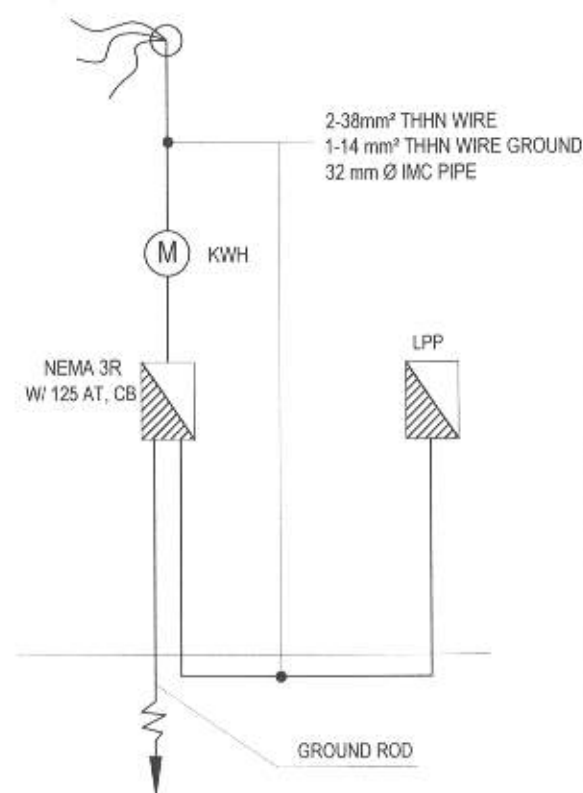


## 1 GENERAL NOTES

## 2 SERVICE ENTRANCE

## 3 PANEL BOARD DETAIL

	CIRCUIT LINE
	SWITCH LINE
	9W LED PINLIGHT
	OUTDOOR WALL LAMP
	1-18W LED FL IN TROFFER FIXTURE
	EXHAUST FAN (WALL MOUNTED)
Sc	SINGLE GANG SWITCH
Sab	TWO GANG SWITCH
Sabc	THREE GANG SWITCH
	CONVENIENCE DUPLEX OUTLET
	SPECIAL PURPOSE OUTLET (ACU)
	CIRCUIT HOMERUN
	PANEL BOARD



#### LOAD SCHEDULE & COMPUTATION LPP

CKT. NO.	LOAD DESCRIPTION	VOLTS	VA	AMP.	CKT. BREAKER			SIZE OF		
					AT	AF	P	WIRES	GROUND	CONDUITS
1	LIGHTING	230	1100	4.73	20	50	2	2-3.5mm2 THHN WIRE		20mm"Ø PVC PIPE
2	LIGHTING	230	1300	5.65	20	50	2	2-3.5mm2 THHN WIRE		20mm"Ø PVC PIPE
3	LIGHTING	230	800	3.48	20	50	2	2-3.5mm2 THHN WIRE		20mm"Ø PVC PIPE
4	LIGHTING	230	1400	6.08	20	50	2	2-3.5mm2 THHN WIRE		20mm"Ø PVC PIPE
5	OUTLET	230	1440	6.26	30	50	2	2-3.5mm2 THHN WIRE	1-2.0mm2 THHN WIRE	20mm"Ø PVC PIPE
6	OUTLET	230	1440	6.26	30	50	2	2-3.5mm2 THHN WIRE	1-2.0mm2 THHN WIRE	20mm"Ø PVC PIPE
7	CEILING FAN	230	600	2.61	30	50	2	2-3.5mm2 THHN WIRE	1-2.0mm2 THHN WIRE	20mm"Ø PVC PIPE
8	CEILING FAN	230	600	2.61	30	50	2	2-3.5mm2 THHN WIRE	1-2.0mm2 THHN WIRE	20mm"Ø PVC PIPE
9	SPARE ( ACU )	230	2760	12.00	30	50	2	2-3.5mm2 THHN WIRE	1-2.0mm2 THHN WIRE	20mm"Ø PVC PIPE
10	SPARE									
			11440							

#### COMPUTATION :

$$WT = \frac{11440 \text{ WATTS}}{230 \text{ V}} (12 \times 0.25)$$

$$IT = 52.74 \text{ A}$$

MAIN CIRCUIT BREAKER  
USE : 125AT, CB 2P  
SIZE OF WIRE AND CONDUITS  
USE : 2 - 38mm2 THHN WIRE  
1-14 mm2 THHN WIRE GROUND  
32 mm2 Ø IMC PIPE

## 4 LEGEND AND SYMBOL

## 5 RISER DIAGRAM

## 6 SCHEDULE OF LOADS



Republika ng Pilipinas  
Lungsod ng Quezon  
CITY ENGINEERING DEPARTMENT

PROJECT TITLE:  
PROPOSED RENOVATION AND EXPANSION  
OF SENIOR CITIZEN MULTI PURPOSE HALL  
BARANGAY PINAGKAISAHAN, DISTRICT 4, QUEZON CITY

DRAWN BY: DAA  
DATE:  
CHECKED BY:  
REVISION NO.:

SUBMITTED BY:  
ENGR. LEO S. DEL ROSARIO  
HEAD, PLANNING & PROGRAMMING DIVISION

RECOMMENDING APPROVAL:  
ENGR. ISAGANI R. VERZOSA, JR.  
CIC, CITY ENGINEERING DEPARTMENT

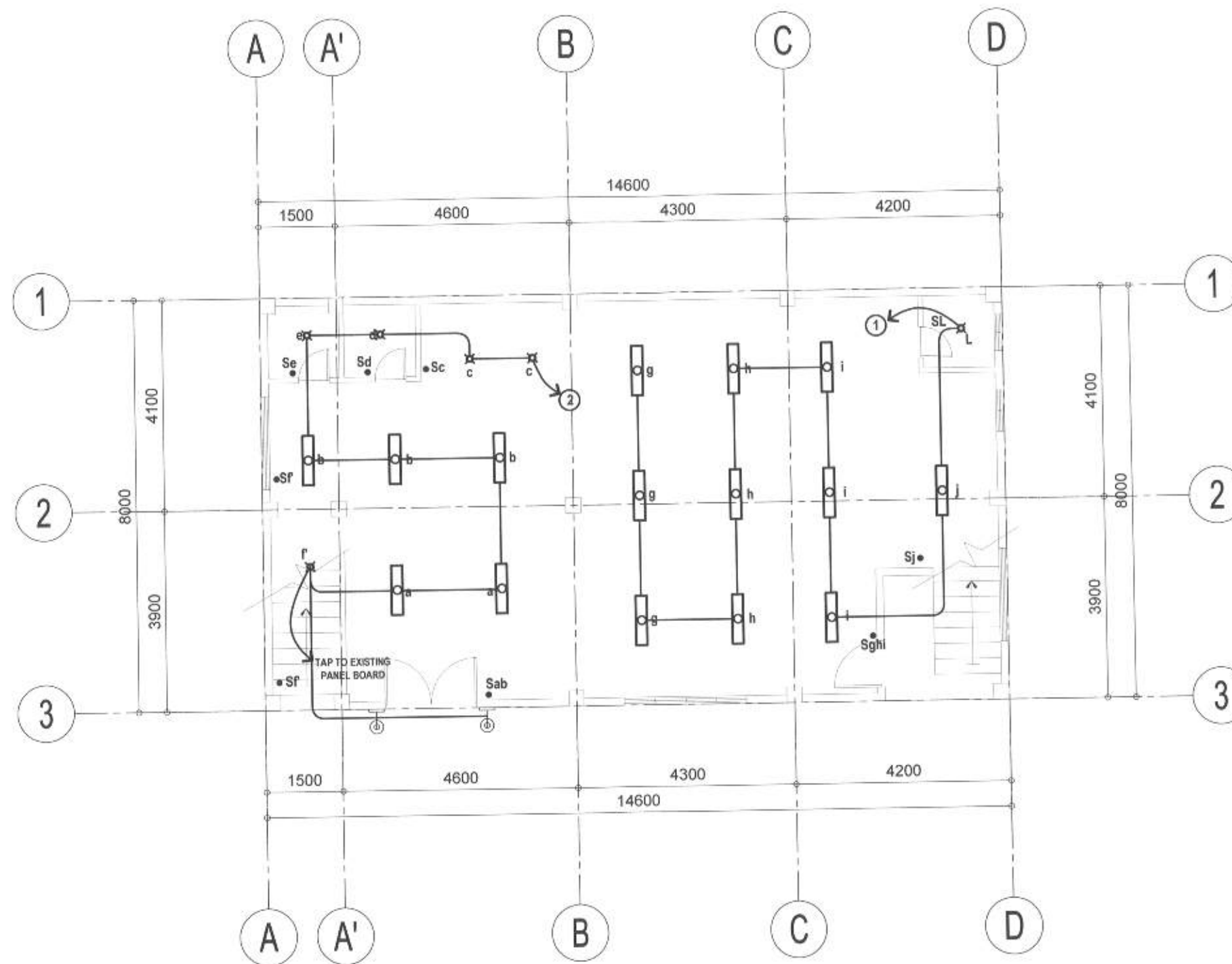
APPROVED BY:  
HON. MA. JOSEFINA G. BELMONTE  
CITY MAYOR, QUEZON CITY

SHEET CONTENTS:  
AS SHOWN

SHEET NO.

EL-01

20-00040



1

# GROUND FLOOR LIGHTING LAYOUT

SCALE : 1:100 METERS



Republika ng Pilipinas  
Lungsod ng Quezon  
**CITY ENGINEERING DEPARTMENT**

PROJECT TITLE:  
**PROPOSED RENOVATION AND EXPANSION  
OF SENIOR CITIZEN MULTI PURPOSE HALL**  
BARANGAY PINACKAISAHAN, DISTRICT 4, QUEZON CITY

DRAWN BY: SAA  
DATE:  
CHECKED BY:  
REVISION NO.:

SUBMITTED BY:  
  
**ENGR. LEO S. DEL ROSARIO**  
HEAD, PLANNING & PROGRAMMING DIVISION

RECOMMENDING APPROVAL:  
  
**ENGR. ISAGANI R. VERZOSA, JR.**  
CITY ENGINEERING DEPARTMENT

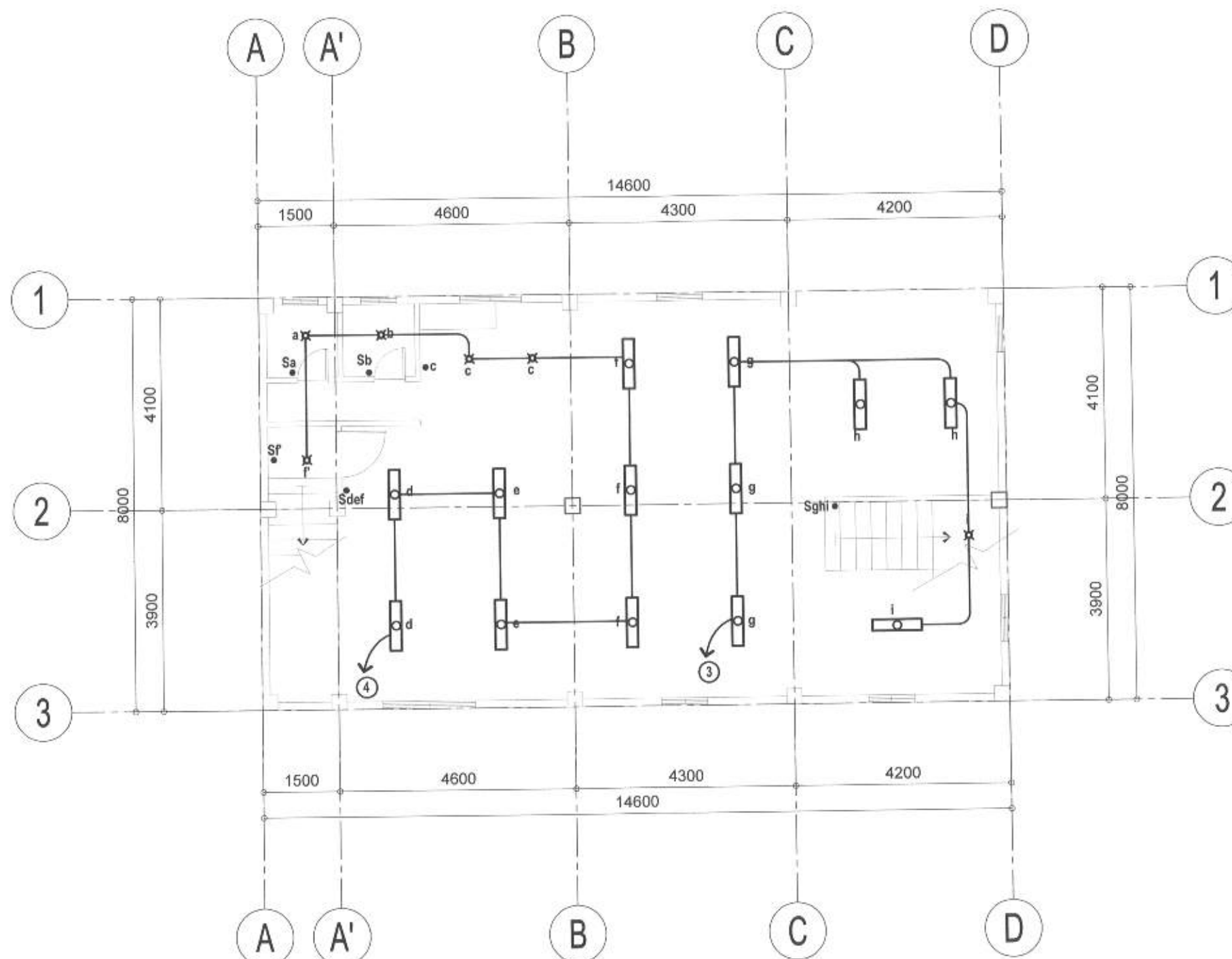
APPROVED BY:  
  
**HON. MA. JOSEFINA G. BELMONTE**  
CITY MAYOR, QUEZON CITY

SHEET CONTENTS:  
AS SHOWN

SHEET NO.  
**EL-02**



20-00040



1

## SECOND FLOOR LIGHTING LAYOUT

SCALE : 1:100 METERS



Republika ng Pilipinas  
Lungsod ng Quezon  
CITY ENGINEERING DEPARTMENT

PROJECT TITLE:  
PROPOSED RENOVATION AND EXPANSION  
OF SENIOR CITIZEN MULTI PURPOSE HALL  
BARANGAY PINAKAISAHAN, DISTRICT 4, QUEZON CITY

DESIGNED BY: DUA  
DATE:  
CHECKED BY:  
REVISION NO.:

SUBMITTED BY:

ENGR. LEO S. DEL ROSARIO  
HEAD - PLANNING & PROGRAMMING DIVISION

RECOMMENDING APPROVAL:

ENGR. ISAGANI R. VERZOSA, JR.  
CITY ENGINEERING DEPARTMENT

APPROVED BY:

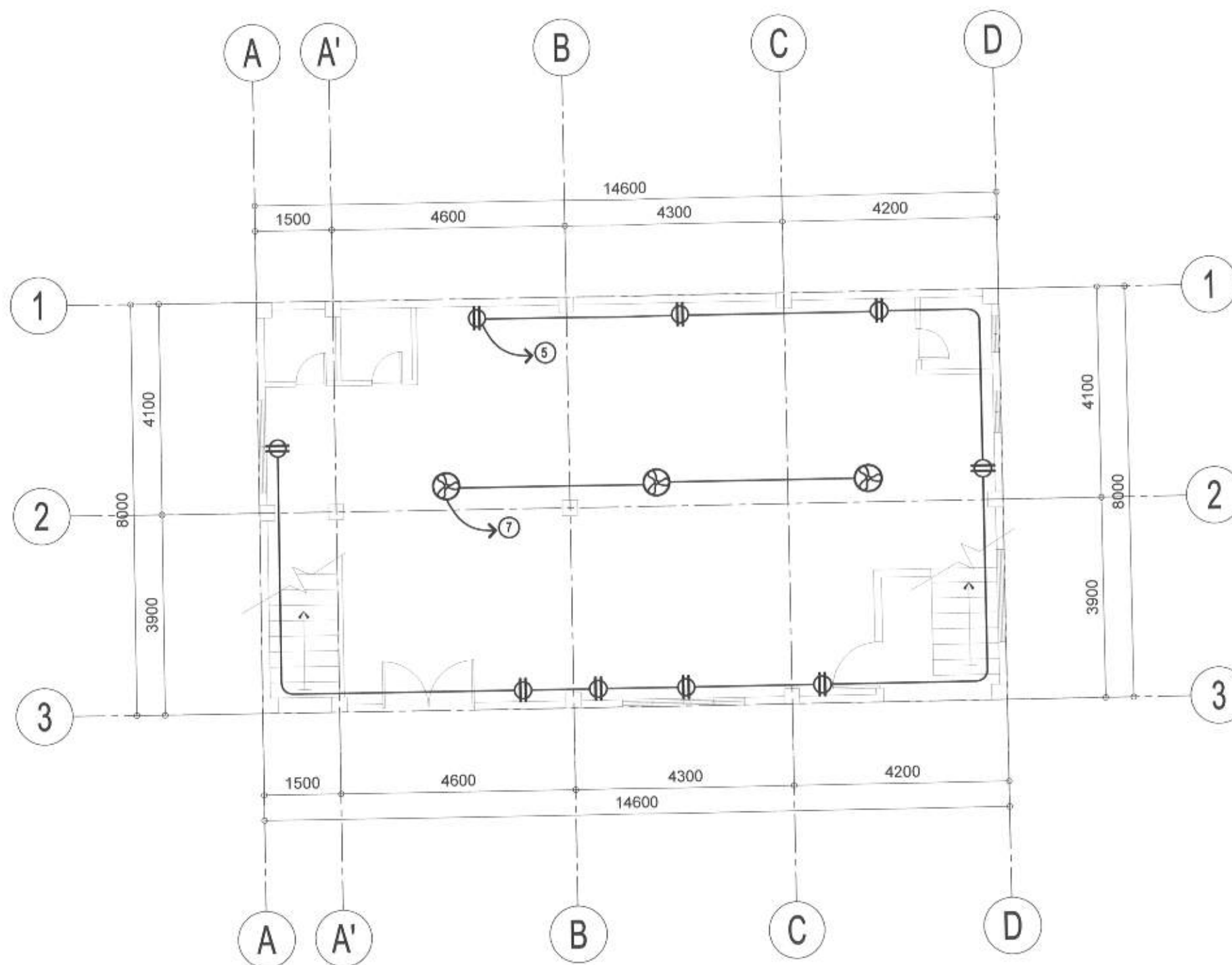
HON. MA. JOSEFINA G. BELMONTE  
CITY MAYOR, QUEZON CITY

SHEET CONTENTS:

AS SHOWN

SHEET NO.

EL-03



SCALE : 1:100 METERS

## 1 GROUND FLOOR POWER LAYOUT



Republika ng Pilipinas  
Lungsod ng Quezon  
CITY ENGINEERING DEPARTMENT

PROJECT TITLE:

PROPOSED RENOVATION AND EXPANSION  
OF SENIOR CITIZEN MULTI PURPOSE HALL

BARANGAY PINACKAISAHAN, DISTRICT 4, QUEZON CITY

DRAWN BY: DAA

DATE:

CHECKED BY:

REVISION NO.:

SUBMITTED BY:

ENGR. LEO S. DEL ROSARIO  
HEAD, PLANNING & PROGRAMMING DIVISION

RECOMMENDING APPROVAL:

ENGR. ISABANI R. VERZOSA, JR.  
D.C., CITY ENGINEERING DEPARTMENT

APPROVED BY:

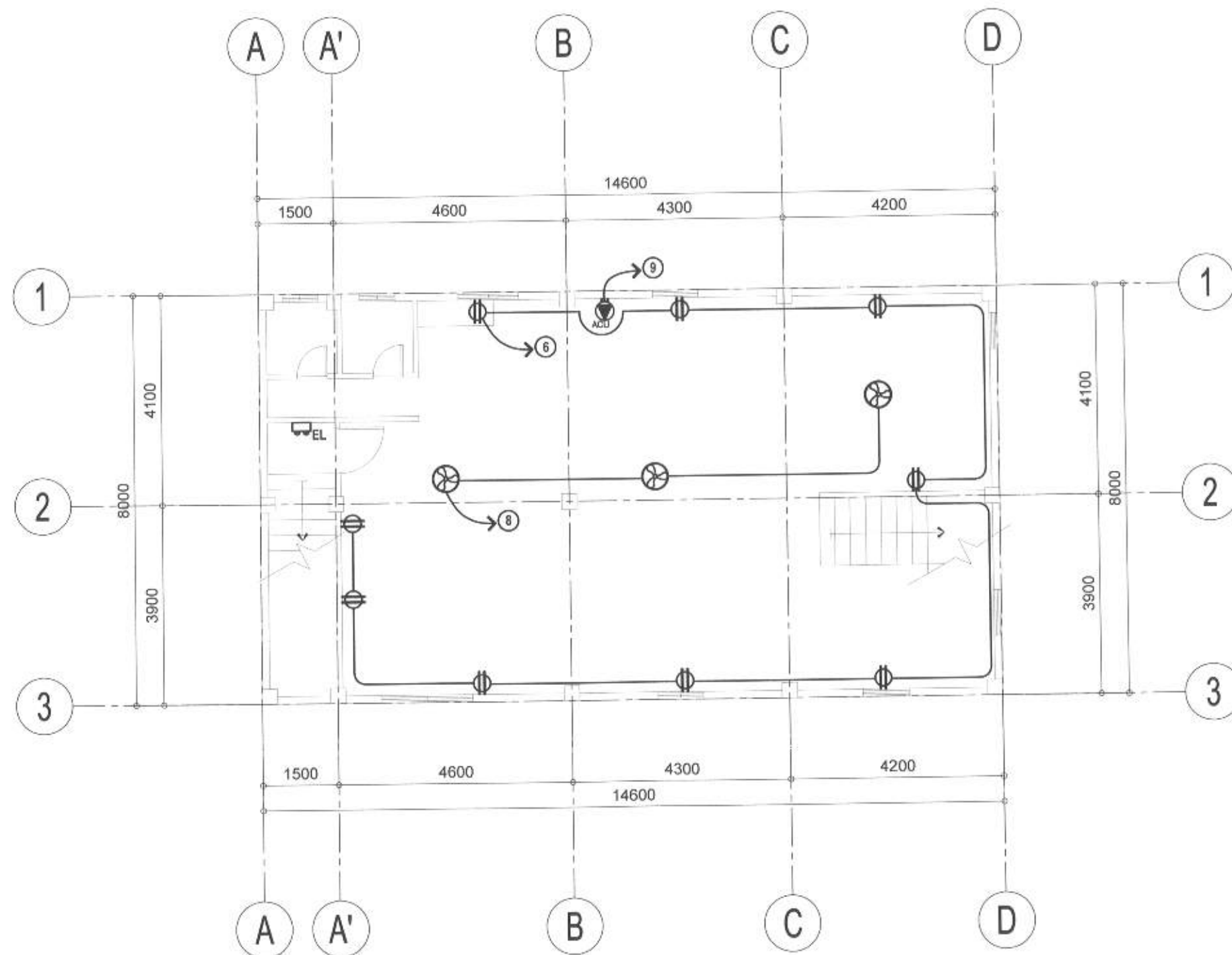
HON. MA. JOSEFINA G. BELMONTE  
CITY MAYOR, QUEZON CITY

SHEET CONTENTS:

AS SHOWN

SHEET NO.

EL-04



1

## SECOND FLOOR POWER LAYOUT

SCALE : 1:100 METERS



Republika ng Pilipinas  
Lungsod ng Quezon  
CITY ENGINEERING DEPARTMENT

PROJECT TITLE:  
PROPOSED RENOVATION AND EXPANSION  
OF SENIOR CITIZEN MULTI PURPOSE HALL  
BARANGAY PINAGKAISAHAN, DISTRICT 4, QUEZON CITY

DRAWN BY: J.A.A.  
DATE:  
CHECKED BY: [Signature]  
REVISION NO.:

SUBMITTED BY:

ENGR. LEO S. DEL ROSARIO  
HEAD, PLANNING & PROGRAMMING DIVISION

RECOMMENDING APPROVAL:

ENGR. ISAGANI R. VERZOSA, JR.  
CIC, CITY ENGINEERING DEPARTMENT

APPROVED BY:

HON. MA. JOSEFINA G. BELMONTE  
CITY MAYOR, QUEZON CITY

SHEET CONTENTS:

AS SHOWN

SHEET NO.

EL-05

## ***Section VIII. Bill of Quantities***

### **Notes on the Bill of Quantities**

#### **Objectives**

The objectives of the Bill of Quantities are:

- a. to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
- b. when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

#### **Daywork Schedule**

A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Entity of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise the following:

- a. A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis.
- b. Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor's profit, overheads, supervision, and other charges.

#### **Provisional Sums**

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the SCC should state the manner in which they will be used, and under whose authority (usually the Procuring Entity's Representative's).



The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

### **Signature Box**

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents.

**BILL OF QUANTITIES**  
(Building Construction/Rehabilitation Project)

**PROJECT :** PROPOSED RENOVATION AND EXPASION OF SENIOR CITIZEN  
MULTI-PURPOSE HALL

**LOCATION :** BARANGAY PINAGKAISAHAN, DISTRICT 4, QUEZON CITY

**PROJECT NO.:** 20 - 00040

**DURATION :** One Hundred Twenty (120) Calendar Days

**SCOPE OF WORK:**

- 1 General requirements, temporary enclosure, electricity and water facilities, billboard, scaffolding and construction protective equipment.
- 2 Demolition, removal and clearing works including dismantling of Roofing, gutter, downspouts and ceiling.
- 3 Demolition of CHB partition at Ground floor and toilet on 2nd floor, Chipping of all existing tiles and Clearing/Hauling of all waste materials.
- 4 Repainting of Ceiling, Exterior Walls, Interior Walls and Steel Members of the building.
- 5 Replacement of Roofing, Dilapidated ceiling, Tiles and Fabricated materials.
- 6 Electrical Works
- 7 Replacement of Plumbing Fixtures only.

ITEM NO.	WORK DESCRIPTION AND SCOPE OF WORKS	UNIT	QTY.	UNIT COST	TOTAL COST
<b>I.</b>	<b>GENERAL REQUIREMENTS</b>				
	Temporary enclosure around const. area	sq.m	142	P	P
	Temporary electric and water facilities	days	120		
	Billboard	pc	1		
	Scaffolding (H-Frame, Cross Bracing & Catwalk)	sq.m	136		
	<i>Construction Safety and Health</i>				
	Safety Vest	pcs	16		
	Safety Helmet/Hard Hat	pcs	16		
	Safety Shoes	pcs	16		
	Goggles	pcs	16		
	Harness	pcs	6		
	Gloves	pcs	16		
	Face Mask	pcs	17		
				<b>Direct Cost</b>	<b>P</b>

ITEM NO.	WORK DESCRIPTION AND SCOPE OF WORKS	UNIT	QTY.	UNIT COST	TOTAL COST
<b>II.</b>	<b>DEMOLITION/CLEANING &amp; CLEARING</b>				
	Removal and Disposal of Existing Dilapidated Ceilings	sq.m	229	P	P
	Removal and Disposal of Existing G.I. Roofing	sq.m	161		
	(including G.I. Gutter, Ridge Roll & Flashing)				
	Demolition and Disposal of CHB CR and Wall Partition	sq.m	38		
	Removal/Chipping Disposal of Existing Tiles	sq.m	268		
	Cleaning/Clearing of Steel Surfaces for painting preparation	sq.m	25		
	Cleaning/Clearing of Wall for painting preparation	sq.m	898		
				<b>Direct Cost</b>	P
<b>III.</b>	<b>PAINTING WORKS</b>				
	Quick Drying Enamel (Steel railings for Stairs, Steel Gate	sq.m.	25	P	P
	Latex Paint w/ Standard Design Finish (exterior walls)	sq.m.	247		
	Latex Paint w/ Standard Design Finish (interior walls)	sq.m.	351		
	Enamel Paint Finish (ceiling board)	sq.m.	274		
	Painting of Doors and jambs	l.m.	72		
				Materials Cost	P
				Labor Cost	
				<b>Direct Cost</b>	P
<b>IV.</b>	<b>IMPROVEMENT WORKS</b>				
	<i>a. Roofings</i>				
	Pre-painted Rib-Type Roofing including bending accessories	sq.m.	151	P	P
	3"Ø PVC Pipe	pcs	8		
	3"Ø PVC Elbow	pcs	3		
	Vulcaseal	gals.	2		
	Solvent Cement	cans	2		
	Silicon sealant	tubes	10		
	Blind Rivets	box	2		
				Materials Cost	P
				Labor Cost	
				<b>Direct Cost</b>	P
	<i>b. Ceiling Works</i>				
	Replacement of dilapidated Ceiling				
	6mm Hardiflex on light metal frame	sq.m	298	P	P
	S4D KD Tang. Wood Cornice	pcs	47		
	Assorted Nail	kls	5		
	Wooden vent	pcs	14		
				Materials Cost	P
				Labor Cost	
				<b>Direct Cost</b>	P

ITEM NO.	WORK DESCRIPTION AND SCOPE OF WORKS	UNIT	QTY.	UNIT COST	TOTAL COST
	<i>c. Tileworks</i>				
	60cm x 60cm Non-Skid Tiles	sq.m.	209	P	P
	30cm x 30cm Ceramic Tiles	sq.m.	93		
	Tile Trim	pcs	15		
	Stair Nosing (Rubber)	pcs	8		
				Materials Cost	P
				Labor Cost	
				<b>Direct Cost</b>	P
	<i>d. Windows</i>				
	W-1 (1.8 x 1.20) Aluminum framed Sliding Window glass	pcs.	4	P	P
	W-2 (1.2 x 1.20) Aluminum framed Sliding Window glass	pcs.	6		
	W-3 (0.6 x 0.60) Aluminum framed Awning Window glass	pcs.	5		
	<i>e. Doors</i>				
	D-1 (1.8 x 2.10) Swing Glass Door w/ Analok framed Powder Coated w/ 6mm thk. Glass	set	1	P	P
	D-2 (0.9 x 2.10) Panel door w/ Jamb and accessories	sets	2		
	D-3 (0.6 x 2.10) Pvc door with jamb and accessories	sets	4		
	D-4 (0.7 x 2.10) Flush door with Jamb and accessories	set	1		
	<i>f. Gate</i>				
	Gate 1 (Patterened 12mm Square Bars inc. Barrel Bolt)	assy	1	P	P
	<i>g. Stainless Railings. Letterings and Logo</i>				
	Stainless QC & Logo	set	1		
	Stainless Letterings (SUNTAY HALL)	sq.in.	800		
	Stainless Railings	l.m.	11		
				Materials Cost	P
				Labor Cost	
				<b>Direct Cost</b>	P
				<b>Sub-Total IV</b>	

ITEM NO.	WORK DESCRIPTION AND SCOPE OF WORKS	UNIT	QTY.	UNIT COST	TOTAL COST
<b>V.</b>	<b>ELECTRICAL WORKS</b>				
	<i>Panel Board and Fixtures</i>				
	Panel Board Circuit Breaker 125AT, 2P, 230V with 10 Branches	set	1	₱	₱
	4-20AT, CB, 2P, 230V, Bolt-on-Type				
	6-30AT, CB, 2P, 230V, Bolt-on-Type				
	with Ground Terminal				
	1 X 18 watts LED Flourescent Tube w/ reflectorized diffuser, louver type w/ complete accessories	sets	28		
	5 watts Led Pinlight	sets	12		
	Wall Mounted Lighting with 14watts Led Bulb	sets	2		
	Ceiling Fan w/ Selector Switch	sets	6		
	Emergency Light	sets	4		
	Single Switch w/ Plate (Wide Series)	sets	8		
	Duplex Switch w/ Plate (Wide Series)	set	1		
	Three Gang Switch w/ Plate (Wide Series)	sets	3		
	Duplex Convenience Outlet w/ Plate (Wide Series)	sets	18		
	Single Convenience Outlet w/ Plate (Wide Series)	sets	4		
	Single Three Way Switch w/ Plate (Wide Series)	sets	4		
	Moulded Circuit Breaker 125AT, 2P, 230V	set	1		
	Enclosure Weather Proof Pipe w/ Ground Terminal				
	in NEMA 3R				
	Aircon Outlet w/ Plate	set	1		
	<i>Rough-Ins</i>				
	1 1/4"dia Entrance Cap Die Cast	set	1		
	1 1/4"dia x 10' IMC Pipe	pc	1		
	1 1/4"dia x 10' PVC Pipe	pcs	10		
	1 1/4"dia PVC Long Elbow	pcs	5		
	1 1/4"dia PVC Adaptor	pcs	6		
	1 1/4"dia Locknut & Bushing	pairs	6		
	1 1/4"dia x 4" RSC Nipple	pc	1		
	1 1/4"dia Malleable Iron Clamp	pcs	10		
	1/2"dia x 10' PVC Pipe	pcs	90		
	1/2"dia PVC Long Elbow	pcs	50		
	1/2"dia PVC Adapter w/ Locknut & Bushing	pairs	120		
	3/4"dia x 8' PVC Moulding	pcs	10		
	PVC AMCO Box	pcs	5		
	Utility Box	pcs	42		
	Junction Box w/ Cover	pairs	48		
	4/16"dia Square Box w/ Cover	pairs	2		
	3/8"dia MICA Tube	mts	30		

ITEM NO.	WORK DESCRIPTION AND SCOPE OF WORKS	UNIT	QTY.	UNIT COST	TOTAL COST
	Tox No. 6 w/ 1"x 8 Metal Screw	boxes	2		
	Electrical Tape	pcs	10		
	Miscellaneous & Consumables	lot	1		
	<i>Wires</i>				
	38mm² THHN Wire	mts	60		
	14mm² THHN Wire	mts	30		
	3.5mm² THHN Wire	rolls	8		
	2.0mm² THHN Wire	rolls	2		
	5.5mm² THHN Wire	mts	40		
				Materials Cost	P
				Labor Cost	
				<b>Direct Cost</b>	P
<b>VI. PLUMBING WORKS</b>					
	<i>Fixtures</i>				
	Lavatory	sets	2	P	P
	Urinal	sets	2		
	Water Closet Tank Type w/ Accessories	sets	5		
	Kitchen Sink	sets	2		
	Faucet	pcs	5		
	Floor Drain	pcs	4		
	<i>Miscellaneous &amp; Consumables</i>				
	400ml Solvent Cement	cans	2		
	Waste Cooton	kgs	1		
	Teflon Tape	rolls	5		
				Materials Cost	P
				Labor Cost	
				<b>Direct Cost</b>	P
				<b>TOTAL DIRECT COST</b>	P
				OCM	
				PROFIT	
				VAT	
				<b>PROJECT COST</b>	P

ITEM NO.	WORK DESCRIPTION AND SCOPE OF WORKS	UNIT	QTY.	UNIT COST	TOTAL COST
----------	-------------------------------------	------	------	-----------	------------

### ***SUMMARY***

I.	GENERAL REQUIREMENTS				P
II.	DEMOLITION/CLEANING & CLEARING				
III.	PAINTING WORKS				
IV.	IMPROVEMENT WORKS				
V.	ELECTRICAL WORKS				
VI.	PLUMBING WORKS				
				<b>TOTAL DIRECT COST</b>	P
				<b>OCM</b>	
				<b>PROFIT</b>	
				<b>VAT</b>	
				<b>PROJECT COST</b>	P

PROJECT : PROPOSED RENOVATION AND EXPANSION OF SENIOR CITIZEN  
MULTI-PURPOSE HALL

LOCATION : BARANGAY PINAGKAISAHAN, DISTRICT 4, QUEZON CITY

PROJECT NO.: 20 - 00040

DURATION : One Hundred Twenty (120) Calendar Days

BREAKDOWN OF COST

	Item of Work (Description)	MATERIALS COST	LABOR COST	INDIRECT COST	AGGREGATE COST
I.	GENERAL REQUIREMENTS				
II.	DEMOLITION/CLEANING & CLEARING				
III.	PAINTING WORKS				
IV.	IMPROVEMENT WORKS				
V.	ELECTRICAL WORKS				
VI.	PLUMBING WORKS				

TOTAL COST ₱ \_\_\_\_\_

LUMP SUM BID IN WORDS : \_\_\_\_\_  
\_\_\_\_\_

Contractor : \_\_\_\_\_



## ***Section IX. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

## Bid Form

---

Date: \_\_\_\_\_

IB<sup>1</sup> N°: \_\_\_\_\_

To: *[name and address of PROCURING ENTITY]*

Address: *[insert address]*

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered below is: *[insert information]*;

The discounts offered and the methodology for their application are: *[insert information]*;

- (c) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

---

<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.

- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- (j) We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- (k) We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## Form of Contract Agreement

---

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the “Entity”) and *[name and address of Contractor]* (hereinafter called the “Contractor”).

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called “the Works”) and the Entity has accepted the Bid for *[insert the amount in specified currency in numbers and words]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
  - (a) General and Special Conditions of Contract;
  - (b) Drawings/Plans;
  - (c) Specifications;
  - (d) Invitation to Bid;
  - (e) Instructions to Bidders;
  - (f) Bid Data Sheet;
  - (g) Addenda and/or Supplemental/Bid Bulletins, if any;
  - (h) Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - (i) Eligibility requirements, documents and/or statements;
  - (j) Performance Security;
  - (k) Notice of Award of Contract and the Bidder’s conforme thereto;
  - (l) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.

4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Contractor).

Binding Signature of Procuring Entity

\_\_\_\_\_

Binding Signature of Contractor

\_\_\_\_\_

*[Addendum showing the corrections, if any, made during the Bid evaluation should be attached with this agreement]*

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

**1. *Select one, delete the other:***

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

**2. *Select one, delete the other:***

*If a sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. ***Select one, delete the rest:***

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

\* This form will not apply for WB funded projects.



## Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_ ) S.S.

X-----X

**Invitation to Bid** *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - c. I am/we are declared as the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

***[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]***  
***[Insert signatory's legal capacity]***

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_, *[date issued]*, *[place issued]*  
**IBP No.** \_\_, *[date issued]*, *[place issued]*  
**Doc. No.** \_\_\_\_  
**Page No.** \_\_\_\_  
**Book No.** \_\_\_\_  
**Series of** \_\_\_\_.

REPUBLIC OF THE PHILIPPINES)

\_\_\_\_\_ ) S. S.

### AFFIDAVIT OF UNDERTAKING

I, \_\_\_\_\_, of legal age, Filipino, \_\_\_\_\_ **[OFFICER OR REPRESENTATIVE]**

with office address at \_\_\_\_\_ after having been duly sworn to in accordance with law, hereby voluntary depose and state:

That I am duly authorized representative of the **[Name of Bidder]** to execute this undertaking as evidenced by Secretary's Certificate and Board Resolution.

That **[Name of Bidder]** bidding for the (Name of Project)

That relative to the aforementioned Project, the **[Name of Bidder]** hereby undertake that the equipment to be use and the key personnel to be assign shall exclusively be used and will only perform to the said project until its completion.

That I am executing this affidavit to attest to the truth of the foregoing and in compliance with the submission of the technical requirements for the public bidding of the said project.

IN WITNESS HEREOF, I have hereunto signed my name below this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_.

AFFIANT FURTHER SAYETH NAUGHT.

\_\_\_\_\_  
Affiant

**SUBSCRIBED AND SWORN TO BEFORE ME** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in \_\_\_\_\_,

affiant exhibiting to me his/her \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

Doc. No. ;

Page No. ;

Book No. ;

Series of 2020

\_\_\_\_\_  
Notary Public

