

# **PHILIPPINE BIDDING DOCUMENTS**

# **Procurement of INFRASTRUCTURE PROJECTS**

Government of the Republic of the Philippines

**PROPOSED REHABILITATION AND CONSTRUCTION OF  
REINFORCED CONCRETE CANAL WITH STRUT AT  
BATASAN AREA (PALTOK CREEK)**

**Project number: 21-00007**

**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

**March 23, 2021**

## Invitation to Bid

No.	Project No.	Project Name	Location	Amount	Duration Cal. Days	Office	Source Fund
<b><u>Buildings – Small B</u></b>							
1	21 - 00001	Proposed Additional Xray Room at Rosario Maclang Bautista General Hospital	Batasan Hills	2,169,318.82	90	City Engineering Department	Engineering Dept.
<b><u>Buildings – Medium A</u></b>							
2	21 - 00002	Proposed Construction of Housing Units No. 28 (3 Cluster - 72 Units) at Barangay Nagkaisang Nayon	Nagkaisang Nayon	48,525,454.36	150	City Engineering Department	Housing Community Development & Resettlement Dept. (HCDRD)
<b><u>Flood Control – Small B</u></b>							
3	21- 00003	Proposed Construction of Box Culvert and Drainage Interceptors at Mariblo Barangay Hall	Mariblo	1,317,316.22	90	City Engineering Department	Engineering Dept.
4	21- 00004	Proposed Construction of Retaining Wall at Animal Pound	Payatas	4,293,141.89	60	City Engineering Department	Engineering Dept.
<b><u>Flood Control – Medium A</u></b>							
5	21- 00005	Proposed Rehabilitation and Construction of Reinforced Concrete Canal with Strut at Creek Beside Mangga Street (Halang Creek)	San Antonio / Katipunan	81,074,284.66	300	City Engineering Department	OCM-LDRRMF
6	21- 00006	Proposed Rehabilitation and Construction of Reinforced Concrete Retaining Wall at Culiati Creek	Vasra	104,028,468.38	360	City Engineering Department	OCM-LDRRMF
7	21- 00007	Proposed Rehabilitation and Construction of Reinforced Concrete Canal with Strut at Batasan Area (Paltok Creek)	Batasan Hills / Commonwealth	135,681,703.28	360	City Engineering Department	OCM-LDRRMF
<b><u>Parks – Small B</u></b>							
8	21- 00008	Proposed Improvement of Bernardo Park at Bernardo Street Corner EDSA	Pinagkaisahan	7,326,407.81	135	Parks Devt. & Admin. Dept.	Engineering Dept.

9	21-00009	Proposed Improvement of Capitol Homes Park at Berlin Road Corner Amsterdam Road	Matandang Balara	12,886,327.65	225	Parks Devt. & Admin. Dept.	Engineering Dept.
10	21-00010	Proposed Improvement of Mapayapa II Park at Narra Avenue, Mapayapa III Subdivision	Pasong Tamo	14,423,567.84	210	Parks Devt. & Admin. Dept.	Engineering Dept.
11	21-00011	Proposed Improvement of Project 6 Park at Road 2 corner Road 7	Project 6	23,292,945.34	330	Parks Devt. & Admin. Dept.	Engineering Dept.
<b><u>Roads – Small B</u></b>							
12	21-00012	Proposed Rehabilitation (Surface Improvement) of Darga Street	Damar	1,551,866.79	15	City Engineering Department	20% City Development Fund
13	21-00013	Proposed Rehabilitation (Surface Improvement) of Mayon and Baco Streets	Nagkaisang Nayon	2,102,789.42	20	City Engineering Department	20% City Development Fund
14	21-00014	Proposed Rehabilitation (Surface Improvement) of Ernesto Porto Street	Del Monte	2,239,914.95	25	City Engineering Department	20% City Development Fund
15	21-00015	Proposed Rehabilitation (Surface Improvement) of Orchids Street	Fairview	2,758,195.60	20	City Engineering Department	20% City Development Fund
16	21-00016	Proposed Rehabilitation (Surface Improvement) of Dancalan Street	Damar	3,033,968.52	20	City Engineering Department	20% City Development Fund
17	21-00017	Proposed Rehabilitation (Surface Improvement) of San Simon Street	Holy Spirit	4,239,797.26	30	City Engineering Department	20% City Development Fund
18	21-00018	Proposed Rehabilitation (Surface Improvement) of Production / VIPRA	Sangandaan	4,740,546.22	35	City Engineering Department	20% City Development Fund
19	21-00019	Proposed Rehabilitation (Surface Improvement) of Filinvest 1 Road	Batasan Hills	7,134,461.11	30	City Engineering Department	20% City Development Fund
20	21-00020	Proposed Rehabilitation (Surface Improvement) of Walnut Street	Fairview	8,584,344.29	55	City Engineering Department	20% City Development Fund
21	21-00021	Proposed Rehabilitation (Surface Improvement) of Road 3	Project 6	11,234,728.41	65	City Engineering Department	20% City Development Fund
<b><u>Roads – Medium A</u></b>							
22	21-00022	Proposed Rehabilitation (Surface Improvement) of N.S. Amoranto Sr. Street	Various Barangays in District 1	30,393,447.36	120	City Engineering Department	20% City Development Fund

1. The **QUEZON CITY LOCAL GOVERNMENT**, through *funding source of various years* intends to apply the sum stated above being the Approved Budget for the Contract (ABC) to payments under the contract *for the above stated Projects*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **QUEZON CITY LOCAL GOVERNMENT** now invites bids for the above Procurement Project. 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).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from **QUEZON CITY LOCAL GOVERNMENT – BAC Secretariat** and inspect the Bidding Documents at the address given below *weekdays from 8:00 am. – 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested bidders on **24 March 2021 (Wednesday)** from given address and website/s below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presented in person*.

**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
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

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 **March 31, 2021 - 5:00PM**.

6. The **QC- BAC- INFRASTRUCTURE & CONSULTANCY** will hold a Pre-Bid Conference<sup>1</sup> on **April 5, 2021 at 10:00 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)** which shall be open to prospective bidders.

**Virtual Conference (ZOOM APP)**  
**Meeting ID: 891 1185 9539**  
**Password: 598996**

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.



7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **April 20, 2021. – 9:00AM**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16**.
9. Bid opening shall be on **April 20, 2021 - 10:00 AM** at **2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound** and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

**Virtual Conference (ZOOM APP)**

**Meeting ID: 836 3298 7664**

**Password: 451221**

10. 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 Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. 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)

12. You may visit the following websites:

For downloading of Bidding Documents: <https://quezoncity.gov.ph/public-notices/procurement/>

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, **Quezon City Government** invites Bids for the **PROPOSED REHABILITATION AND CONSTRUCTION OF REINFORCED CONCRETE CANAL WITH STRUT AT BATASAN AREA (PALTOK CREEK)**, with Project Identification Number **21-00007**.

*[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 **2021** in the amount of **One Hundred Thirty Five Million Six Hundred Eighty One Thousand Seven Hundred Three Pesos & 28/100 Cts. (P 135,681,703.28)**.

2.2. The source of funding is:

a. 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:

### **a. 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 criterial 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 on **April 5, 2021 10:00 A.M. at 2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound** and/or we encourage the prospective bidders to join through our **Virtual Conference (ZOOM APP) Meeting ID: 89111859539 Password: 598996**

## **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:*
  - a. Philippine Pesos.

## **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 **in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government**. 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 **5** 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 15 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																																																	
5.2	For this purpose, similar contracts shall refer to contracts which have the same major categories of work.																																																
7.1	<b>Subcontracting is not allowed.</b>																																																
10.3	<i>No additional contractor license or permit is required</i>  <b><i>In addition, eligible bidders shall qualify or comply with the following:</i></b>  1. Bidders with valid Philippine Contractors Accreditation Board (PCAB)  Type  <b>Flood Control – Medium A</b>																																																
10.4	<table><tr><td colspan="4">The minimum work experience requirements for key personnel are the following:</td></tr><tr><td>Qty.</td><td>Key Personnel</td><td>General Experience</td><td>Relevant Experience</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>DPWH duly accredited Materials Engineer</td><td>3 years</td><td>3 years</td></tr><tr><td>1</td><td>Safety Officer</td><td>3 years</td><td>3 years</td></tr><tr><td>(as needed)</td><td>Surveyor</td><td>3 years</td><td>3 years</td></tr><tr><td>(as needed)</td><td>Surveyor Assistant</td><td>3 years</td><td>3 years</td></tr><tr><td>1</td><td>Procurement Officer</td><td>3 years</td><td>3 years</td></tr><tr><td>7</td><td>Equipment Operator</td><td>3 years</td><td>3 years</td></tr><tr><td>1</td><td>General Foreman</td><td>3 years</td><td>3 years</td></tr><tr><td>48</td><td>Laborer</td><td>1 year</td><td>3 months</td></tr></table> <b><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></b>	The minimum work experience requirements for key personnel are the following:				Qty.	Key Personnel	General Experience	Relevant Experience	1	Project Manager	3 years	3 years	1	Project Engineer	3 years	3 years	1	DPWH duly accredited Materials Engineer	3 years	3 years	1	Safety Officer	3 years	3 years	(as needed)	Surveyor	3 years	3 years	(as needed)	Surveyor Assistant	3 years	3 years	1	Procurement Officer	3 years	3 years	7	Equipment Operator	3 years	3 years	1	General Foreman	3 years	3 years	48	Laborer	1 year	3 months
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7	Equipment Operator	3 years	3 years																																														
1	General Foreman	3 years	3 years																																														
48	Laborer	1 year	3 months																																														

10.5	<p>The minimum major equipment requirements are the following:</p> <table><tr><td>Equipment</td><td>Capacity</td><td>Number of Units</td></tr><tr><td>Backhoe with Concrete Breaker</td><td></td><td>1</td></tr><tr><td>Jackhammer</td><td></td><td>1</td></tr><tr><td>Dumptruck</td><td></td><td>1</td></tr><tr><td>Payloader</td><td></td><td>1</td></tr><tr><td>Concrete Vibrator</td><td></td><td>1</td></tr><tr><td>Concrete Mixer (2-Bagger)</td><td></td><td>1</td></tr><tr><td>Elf Truck</td><td></td><td>1</td></tr></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>	Equipment	Capacity	Number of Units	Backhoe with Concrete Breaker		1	Jackhammer		1	Dumptruck		1	Payloader		1	Concrete Vibrator		1	Concrete Mixer (2-Bagger)		1	Elf Truck		1
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Concrete Mixer (2-Bagger)		1																							
Elf Truck		1																							
12	<p>[Insert Value Engineering clause if allowed.]</p>																								
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration with project number, or any of the following forms and amounts:</p> <p>a) The amount of not less than Php 2,713,634.07 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b) The amount of not less than Php 6,784,085.16 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.</p>																								
19.2	<p><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.</p>																								
20	<p>No additional requirement.</p>																								
21	<p><b>Additional Contract Documents relevant to the Project as required:</b></p> <p><b>1. Construction Schedule and S-curve,</b></p> <p><b>2. Manpower Schedule,</b></p> <p><b>3. Construction Methods,</b></p> <p><b>4. Equipment Utilization Schedule,</b></p> <p><b>5. PERT/CPM or other acceptable tools of project scheduling, shall be included in the submission of Technical Proposal.</b></p>																								

## ***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**

3.1 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.

3.2 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.

# Special Conditions of Contract

GCC Clause	
2	Completion of work shall be within 360 calendar days.
4.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor upon receipt of the Notice to Proceed.
6	The site investigation reports are: <i>[list here the required site investigation reports.]</i>
7.2	<p><i>[Select one, delete the other.]</i></p> <p><i>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:]</i> Fifteen (15) years.</p> <p><i>[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:]</i> Five (5) years.</p> <p><i>[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:]</i> Two (2) years.</p>
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
13	The amount of the advance payment is no more that fifteen percent (15%) of the Contract Price subject to approval by the HOPE and compliance with the conditions under RA 9184 and its IRR.
14	No further instructions.
15.1	<p>The date by which operating and maintenance manuals are required is <i>thirty (30) days</i></p> <p>The date by which "as built" drawings are required as part of final payment</p>
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is ten (10%) percent of the contract price.

## ***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.





REPLUBLIKA NG PILIPINAS  
LUNGSOD 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



NAME OF PROJECT : **PROPOSED REHABILITATION AND CONSTRUCTION OF  
REINFORCED CONCRETE CANAL WITH STRUT AT BATASAN AREA  
(PALTOK CREEK)**

LOCATION : **Barangay Batasan Hills / Commonwealth, District 2, Quezon City**

## **TECHNICAL SPECIFICATIONS**

### **I. GENERAL REQUIREMENTS**

- a. Comply with the current and existing laws, ordinances and applicable codes, rules and regulations and standards. Any works perform contrary to the existing laws, rules and regulations, ordinances and standards without notice shall bear all cost arising therefrom.
- b. Drawings, specifications, codes and standards are minimum requirements. Where requirements differ, the more stringent apply.
- c. Should there be any change(s) in drawings or specifications, it is required to comply with the governing regulations, notify the implementing agency.
- d. Photographs shall be taken as, when and where directed at intervals of not more than one month. The photographs shall be sufficient in number and location to record the exact progress of the works. The photographs shall be retained and will become the property of the Government.
- e. Site verification / inspection shall be conducted to validate the scope of works. No extra compensation and extension of time shall be given due to negligence or inadvertence.
- f. The quality of materials shall be of the best grade of their respective kinds for the purpose. The work shall also be performed in the best and most capable manner in strict accordance with requirements of the plans and details. All materials not conforming to the requirements of these specifications shall be considered as defective.
- g. All equipment and installations shall meet or exceed minimum requirements of the standards and codes.
- h. Mobilization and Demobilization (if applicable)
  - i. Mobilization shall include all activities and related costs for transportation of personnel, equipment, and operating supplies to the site; establishment of offices, buildings, and other necessary general facilities for the operations at the site.
  - ii. Demobilization shall include all activities and costs for transportation of personnel, equipment, and supplies not anymore required within the construction site including the disassembly, removal and site clean-up of offices and other facilities assembled on the site specifically for this contract.
- i. Execute work in strict accordance with the best practices of the trades in a thorough, substantial, workmanlike manner by competent workmen. Provide a competent, experienced, full-time supervisor who is authorized to make decisions on behalf of the Contractor.
- j. Temporary Facilities and Utilities

- i. All facilities shall be near the job site, where necessary and shall conform to the best standard for the required types.
  - ii. Temporary facilities shall be provided and maintained including sanitary facilities and first aid stations.
  - iii. Temporary utilities shall be sufficiently provided until the completion of the project such as water, power and communication.
  - iv. Temporary enclosure shall be provided within the construction site with adequate guard lights, railings and proper signages.
  - v. Temporary roadways shall be constructed and maintained to sustain loads to be carried on them during the entire construction period.
  - vi. Upon completion of the work, the temporary facilities shall be demolished, hauled-out and disposed properly.
- k. Adequate construction safety and health protection shall be provided at all times during the execution of work to both workers and property.
- i. A fully trained Medical Aide shall be employed permanently on the site who shall be engaged solely from medical duties.
  - ii. The medical room shall be provided in waterproof; it could be a building or room designated and used exclusively for the purpose and have a floor area of at least 15 square meters and a glazed window area of at least 2 square meters.
  - iii. The location of the medical room and any other arrangements shall be made known to all employees by posting on prominent locations suitable notices in the site.
  - iv. Additional safety precautions shall be provided in the observance of pandemic. Protocols set-forth by the government shall be strictly followed.
- l. Necessary protections to the adjacent property shall be provided to avoid untoward incidents / accidents.
- m. Final cleaning of the work shall be employed prior to the final inspection for certification of final acceptance. Final cleaning shall be applied on each surface or unit of work and shall be of condition expected for a building cleaning and maintenance program.

#### **ITEM SPL 4 – BARRICADE WITH CAUTION TAPE**

##### **DESCRIPTION**

This item shall consist of furnishing, placing and finishing concrete and reinforcing bars in all structures of the concrete barricade in conformity to the lines, grades, and dimensions shown on the Plans. Compressive strength of concrete shall be 4000 psi and reinforcing steel bars shall not be less than Grade 60.

#### **ITEM SPL 7 – BILLBOARD**

##### **DESCRIPTION**

This item shall consist of installation of Billboards on locations as established by the Engineer-In-Charge in conformity with the standard size, design, layout and dimension as shown in the Plans.

##### **MATERIAL REQUIREMENTS**

Based on the standard design approved by and material requirement of the implementing agency.

#### **ITEM SPL 12 CONSTRUCTION SAFETY AND HEALTH**

##### **DESCRIPTION**

This item shall include necessary provision of construction safety and health gear such as safety vest, Safety helmet, First Aid Kit, Safety Boots and Gloves. All materials delivered and utilized for the project shall be turned-over to the Implementing agency after the completion of the project.



## MATERIAL REQUIREMENTS

Based on the standard design and specifications approved by and material requirement of the implementing agency.

### ITEM SPL10 – HAULING OF MATERIALS (MANUAL) DESCRIPTION

this item shall consist of the transport and delivery of all materials necessary in the implementation of all scope of works covered by the contract.

## II. SITE WORKS

### ITEM SPL 34 – REMOVAL OF EXISTING RIPRAP DESCRIPTION

this item shall consist of the removal, wholly or in part, and satisfactorily disposal of all existing riprap which are not designated or permitted to remain, except for the obstructions to be removed and disposed off under other items in the contract.

### ITEM 106 – EXCAVATION DESCRIPTION

This item shall consist of the necessary excavation for reinforced concrete pipes, lined canal, box culverts and other structures not otherwise provided for in the Specifications. Except as otherwise provided for pipe culverts, the backfilling of completed structures and the disposal of all excavated materials shall be in accordance with this specification and in reasonably close conformity with the Plans or as established by the Engineer-In-Charge. This Item shall include necessary diverting of live streams, bailing, pumping, draining, sheeting, bracing, and the necessary construction of cribs and cofferdams, and furnishing the materials therefore, and the subsequent removal of cribs and cofferdams and the placing of all necessary backfill. It shall also include the furnishing and placing of approved foundation fill material to replace unsuitable material encountered below the foundation elevation of structures.

### ITEM 107 - COMMON BORROW DESCRIPTION

This Item shall consist of the construction of embankment in accordance with this Specification and in conformity with the lines, grades and dimensions shown on the Plans or established by the Engineer-In-Charge.

Construction of Embankment shall consist of constructing roadway embankments, including preparation of the areas upon which they are to be placed; the construction of dikes within or adjacent to the roadway; the placing and compacting of approved material within roadway areas where unsuitable material has been removed; and the placing and compacting of embankment material in holes, pits, and other depressions within the roadway area.

Embankments and backfills shall contain no muck, peat, sod, roots or other deleterious matter. Rocks, broken concrete or other solid, bulky materials shall not be placed in embankment areas where piling is to be placed or driven.

## MATERIAL REQUIREMENTS

Embankments shall be constructed of suitable materials, in consonance with the following definitions:

1. Suitable Material - Material which is acceptable in accordance with the Contract and which can be compacted in the manner specified in this Item. It can be common material or rock.
2. Unsuitable Material - Material other than suitable materials such as:
  - a. Materials containing detrimental quantities of organic materials, such as grass, roots and sewerage.
  - b. Organic soils such as peat and muck.
  - c. Soils with liquid limit exceeding 80 and/or plasticity index exceeding 55.
  - d. Soils with a natural water content exceeding 100%.
  - e. Soils with very low natural density, 800 kg/m<sup>3</sup> or lower.
  - f. Soils that cannot be properly compacted as determined by the Engineer-In-Charge.

**ITEM SPL 35 – SANDBAGGING AND DEWATERING**  
**DESCRIPTION**

This item shall include necessary diverting of live streams, bailing, pumping, drainage, sheeting, bracing and the necessary construction of cofferdams and furnishing materials therefore and the subsequent removal of cofferdams and the placing of all necessary backfill.

**III. CIVIL / STRUCTURAL WORKS**

**ITEM SPL 48– CONSTRUCTION OF REINFORCED CONCRETE CANAL WITH STRUT**  
**DESCRIPTION**

This item shall consist of furnishing, placing and finishing concrete and reinforcing bars in all structures of the concrete barricade in conformity to the lines, grades, and dimensions shown on the Plans. Compressive strength of concrete shall be 4000 psi and reinforcing steel bars shall not be less than Grade 60.

**MATERIAL REQUIREMENTS**

*PORTLAND CEMENT*

It shall conform to the applicable requirements AASHTO M 85, Hydraulic Cement. Only Type I Portland Cement shall be used unless otherwise provided for in the Special Provisions. Different brands or the same brands from different mills shall not be mixed nor shall they be used alternately unless the mix is approved by the Engineer. However, the use of Portland Pozzolana Cement Type IP meeting the requirements of AASHTO M 240/ASTM C 695, Specifications for Blended Hydraulic Cement shall be allowed, provided that trial mixes shall be done and that the mixes meet the concrete strength requirements, the AASHTO/ASTM provisions pertinent to the use of Portland Pozzolana Type IP shall be adopted. Cement which for any reason, has become partially set or which contains lumps of caked cement shall be rejected. Samples of cement shall be obtained in accordance with AASHTO T 127.

*FINE AGGREGATES*

It shall consist of natural sand, stone screenings or other inert materials with similar characteristics, or combinations thereof, having hard, strong and durable particles. Fine aggregate from different sources of supply shall not be mixed or stored in the same pile nor used alternately in the same class of concrete without the approval of the Engineer.

It shall not contain more than three (3) mass percent of material passing the 0.075 mm (No. 200 sieve) by washing nor more than one (1) mass percent each of clay lumps or shale. The use of beach sand will not be allowed without the approval of the Engineer.

If the fine aggregate is subjected to five (5) cycles of the sodium sulfate soundness test, the weighted loss shall not exceed 10 mass percent.

The fine aggregate shall be free from injurious amounts of organic impurities. If subjected to the colorimetric test for organic impurities and a color darker than the standard is produced, it shall be rejected. However, when tested for the effect of organic impurities of strength of mortar by AASHTO T 71, the fine aggregate may be used if the relative strength at 7 and 28 days is not less than 95 mass percent.

The fine aggregate shall be well-graded from coarse to fine and shall conform to Table 311.1

Table 311.1 – Grading Requirements for Fine Aggregate

Sieve Designation	Mass Percent Passing
9.5 mm (3/8 in.)	100
4.75 mm (No. 4)	95 – 100
2.36 mm (No. 8)	-
1.18 mm (No. 16)	45 – 80
0.600 mm (No. 30)	-
0.300 mm (No. 50)	5 – 30
0.150 mm (No. 100)	10



COARSE AGGREGATES

It shall consist of crushed stone, gravel, blast furnace slag, or other approved inert materials of similar characteristics, or combinations thereof, having hard, strong, durable pieces and free from any adherent coatings.

It shall contain not more than one (1) mass percent of material passing the 0.075 mm (No. 200) sieve, not more than 0.25 mass percent of clay lumps, nor more than 3.5 mass percent of soft fragments.

If the coarse aggregate is subjected to five (5) cycles of the sodium sulfate soundness test, the weighted loss shall not exceed 12 mass percent.

It shall have a mass percent of wear not exceeding 40 when tested by AASHTO T 96.

If the slag is used, its density shall not be less than 1120 kg/m<sup>3</sup> (70 lb./cu. ft.). The gradation of the coarse aggregate shall conform to Table 311.2.

Only one grading specification shall be used from any one source.

Table 311.2 – Grading Requirements for Coarse Aggregate

Sieve Designation		Mass Percent Passing		
Standard (mm)	Alternate U.S. Standard	Grading A	Grading B	Grading C
75	3 in.	100	-	-
63	2 – ½ in.	90 – 100	100	100
50	2 in.	- 90 – 100	95 – 100 37.5	1 – ½ in.
	25 – 60	35 – 70	-	
25	1 in.	- 0 – 15	35 – 70 19.0	¾ in.
	0 – 10	- -		
12.5	½ in.	0 – 5	0-5	10 – 30
4.75	No. 4	-	-	0 – 5

WATER

Water used in mixing, curing or other designated application shall be reasonably clean and free of oil, salt, acid, alkali, grass or other substances injurious to the finished product. Water will be tested in accordance with and shall meet the requirements of Item 714, Water. Water which is drinkable may be used without test. Where the source of water is shallow, the intake shall be so enclosed as to exclude silt, mud, grass or other foreign materials.

REINFORCING STEEL

It shall conform to the requirements of AASHTO M 225, Reinforcing Steel. Dowels and tie bars shall conform to the requirements of AASHTO M 31 or M 42, except that rail steel shall not be used for tie bars that are to be bent and straightened during construction. Tie bars shall be deformed bars. Dowels shall be plain round bars. Before delivery to the site of work, one-half of the length of each dowel shall be painted with one coat of approved lead or tar paint. The sleeves for dowel bars shall be metal of approved design to cover 50 mm (2 inches), plus or minus 5 mm (1/4 inch) of the dowel, with a closed end, and with a suitable stop to hold the end of the sleeve at least 25 mm (1 inch) from the end of the dowel. Sleeves shall be of such design that they do not collapse during construction.

ADMIXTURES

Air-entraining admixture shall conform to the requirements of AASHTO M 154. Chemical admixtures, if specified or permitted, shall conform to the requirements of AASHTO M 194. Fly Ash, if specified or permitted as a mineral admixture and as 20% partial replacement of Portland Cement in concrete mix shall conform to the requirements of ASTM C 618. Admixture should be added only to the concrete mix to produce some desired modifications to the properties of concrete where necessary, but not as partial replacement of cement. If specified, monofilament polypropylene synthetic fibrin fibers, which are used as admixture to prevent the formation of temperature/shrinkage cracks and increase impact resistance of concrete slabs shall be applied in the dosage rate recommended by its manufacturer.

STORAGE OF CEMENT AND AGGREGATE

All cement shall be stored, immediately upon delivery at the Site, in weatherproof building which will protect the cement from dampness. The floor shall be raised from the ground. The buildings shall be placed in locations approved by the Engineer. Provisions for storage shall be ample, and the

shipments of cement as received shall be separately stored in such a manner as to allow the earliest deliveries to be used first and to provide easy access for identification and inspection of each shipment. Storage buildings shall have capacity for storage of a sufficient quantity of cement to allow sampling at least twelve (12) days before the cement is to be used. Bulk cement, if used, shall be transferred to elevated air tight and weatherproof bins. Stored cement shall meet the test requirements at any time after storage when retest is ordered by the Engineer-in-charge. At the time of use, all cement shall be free-flowing and free of lumps. The handling and storing of concrete aggregates shall be such as to prevent segregation or the inclusion of foreign materials. The Engineer may require that aggregates be stored on separate platforms at satisfactory locations. In order to secure greater uniformity of concrete mix, the Engineer may require that the coarse aggregate be separated into two or more sizes. Different sizes of aggregate shall be stored in separate bins or in separate stockpiles sufficiently removed from each other to prevent the material at the edges of the piles from becoming intermixed.

#### FORM LUMBER

It shall be specified on the plans. It shall be free from loose knots, splits, worn holes, decay, warp, ring separation, or any defects which will impair its strength or render it unfit for its intended use.

#### NOTES:

All other item of works not covered by this listed TECHNICAL SPECIFICATIONS shall be ISSUED with supplemental specifications by the Implementing Agency based on the Program of Work and Approved Plan(s) for the proposed project.

PREPARED BY:

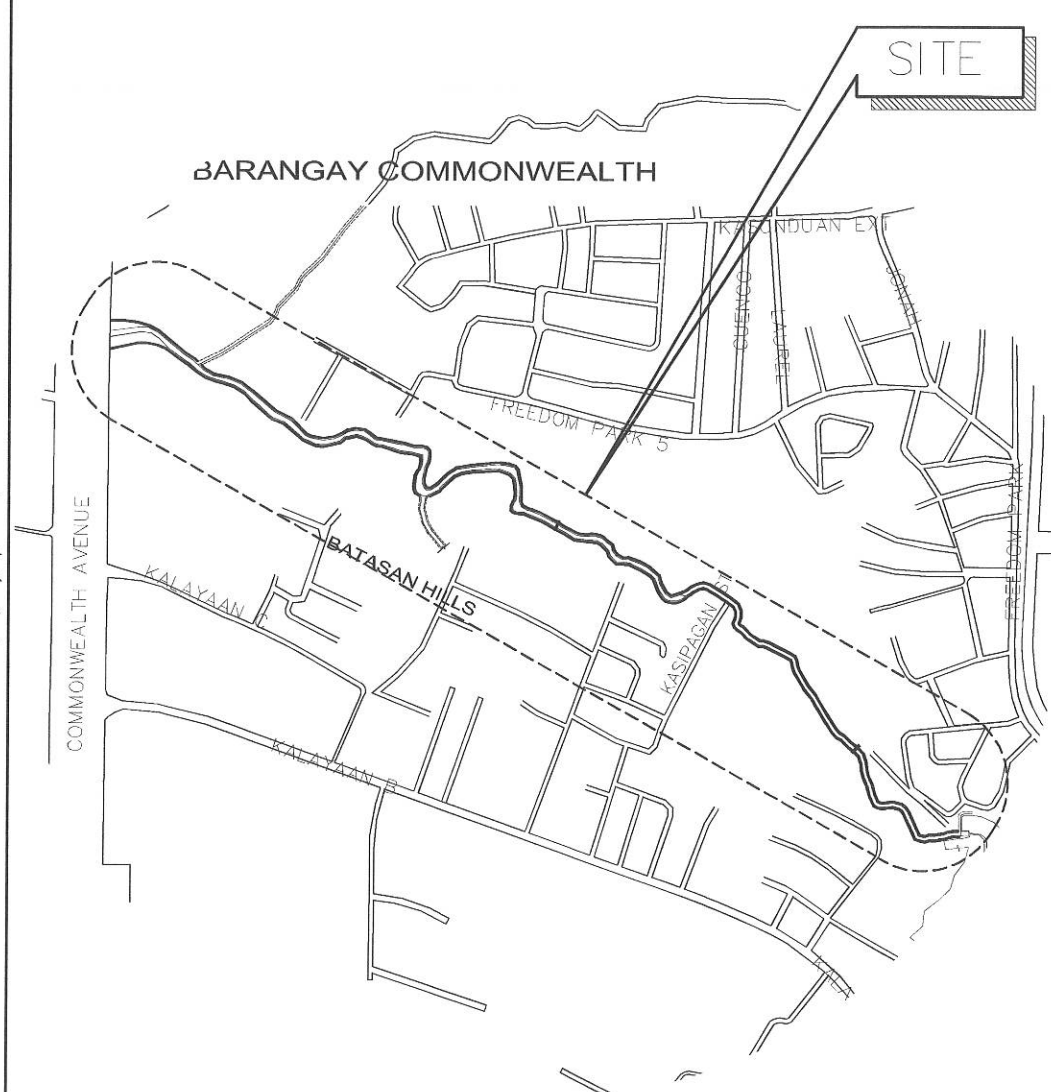
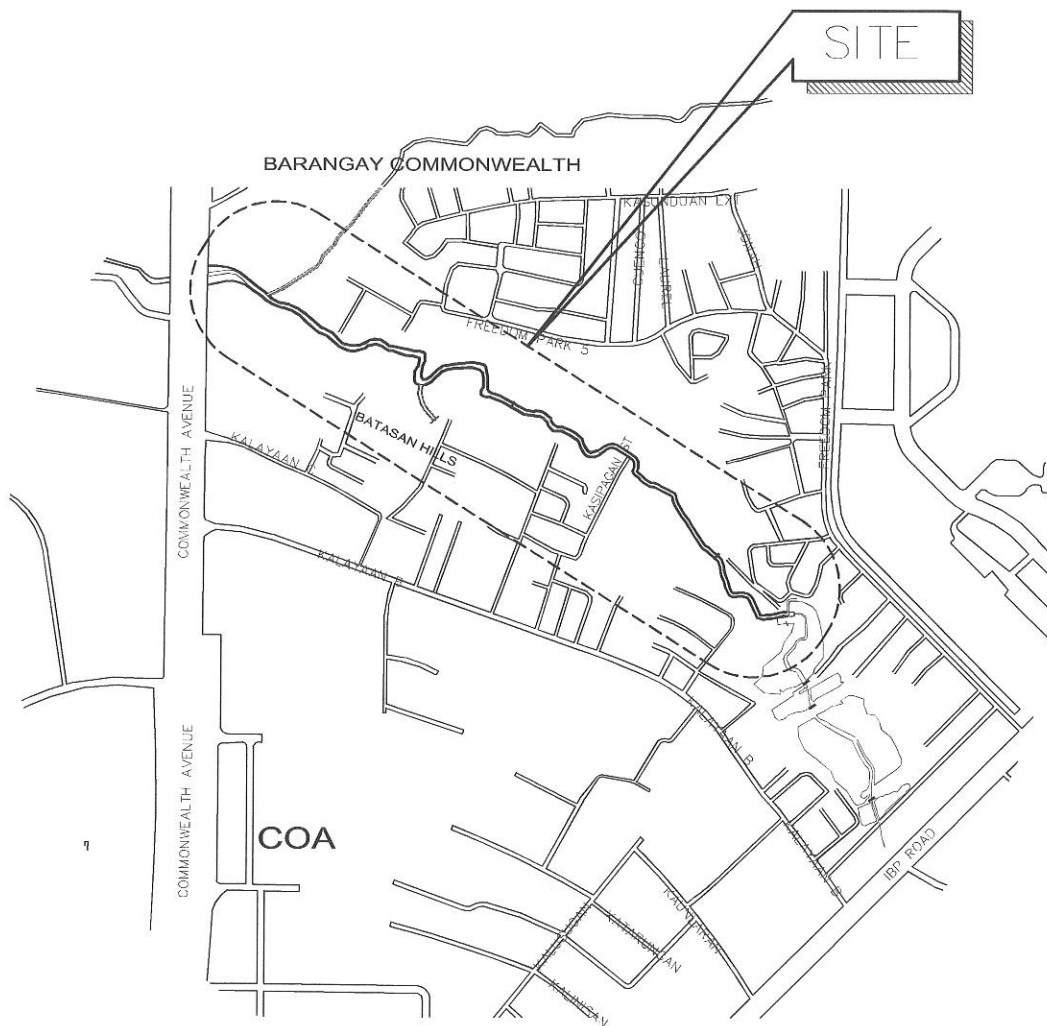
  
AURELIO B. FULGENCIO  
 Planning and Programming Division

CHECKED BY:

  
MARILEN F. COMENDADOR  
 Planning and 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.]*


**1 VICINITY MAP**

NTS

**2 LOCATION MAP**

NTS



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

PROJECT TITLE :

**PROPOSED REHABILITATION AND  
CONSTRUCTION OF REINFORCED  
CONCRETE CANAL WITH STRUT AT  
BATASAN AREA (PALTOK CREEK)**

LOCATION: BARANGAY BATASAN HILLS/COMMONWEALTH  
DISTRICT 2, QUEZON CITY

DRAWN BY : IAM

DATE : 12.3.2020

CHECKED BY:

REVISION NO.:

SUBMITTED BY:

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

RECOMMENDING APPROVAL :

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

APPROVED BY :

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

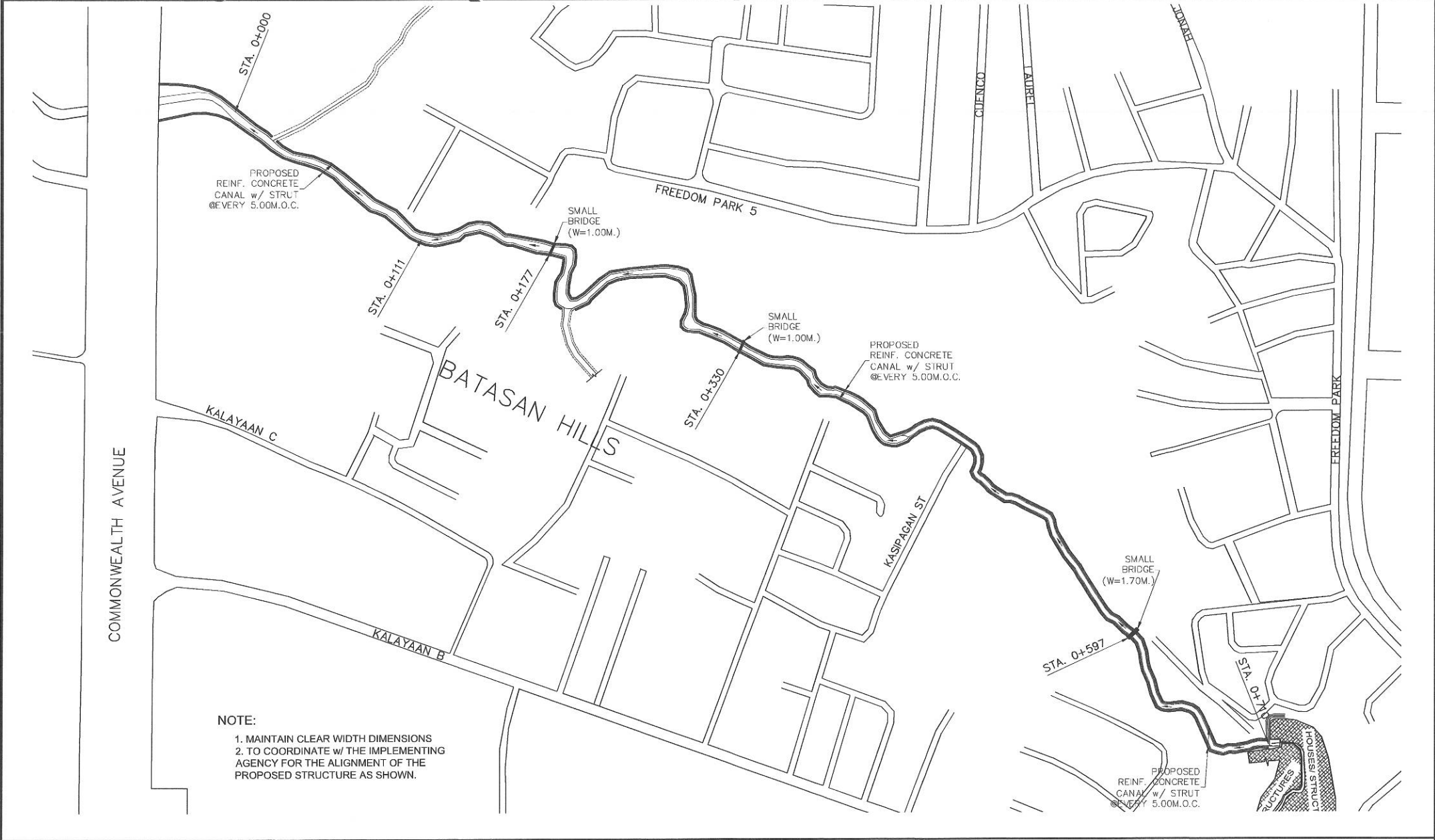
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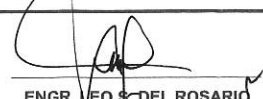


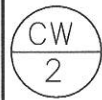

VICINITY MAP  
LOCATION MAP

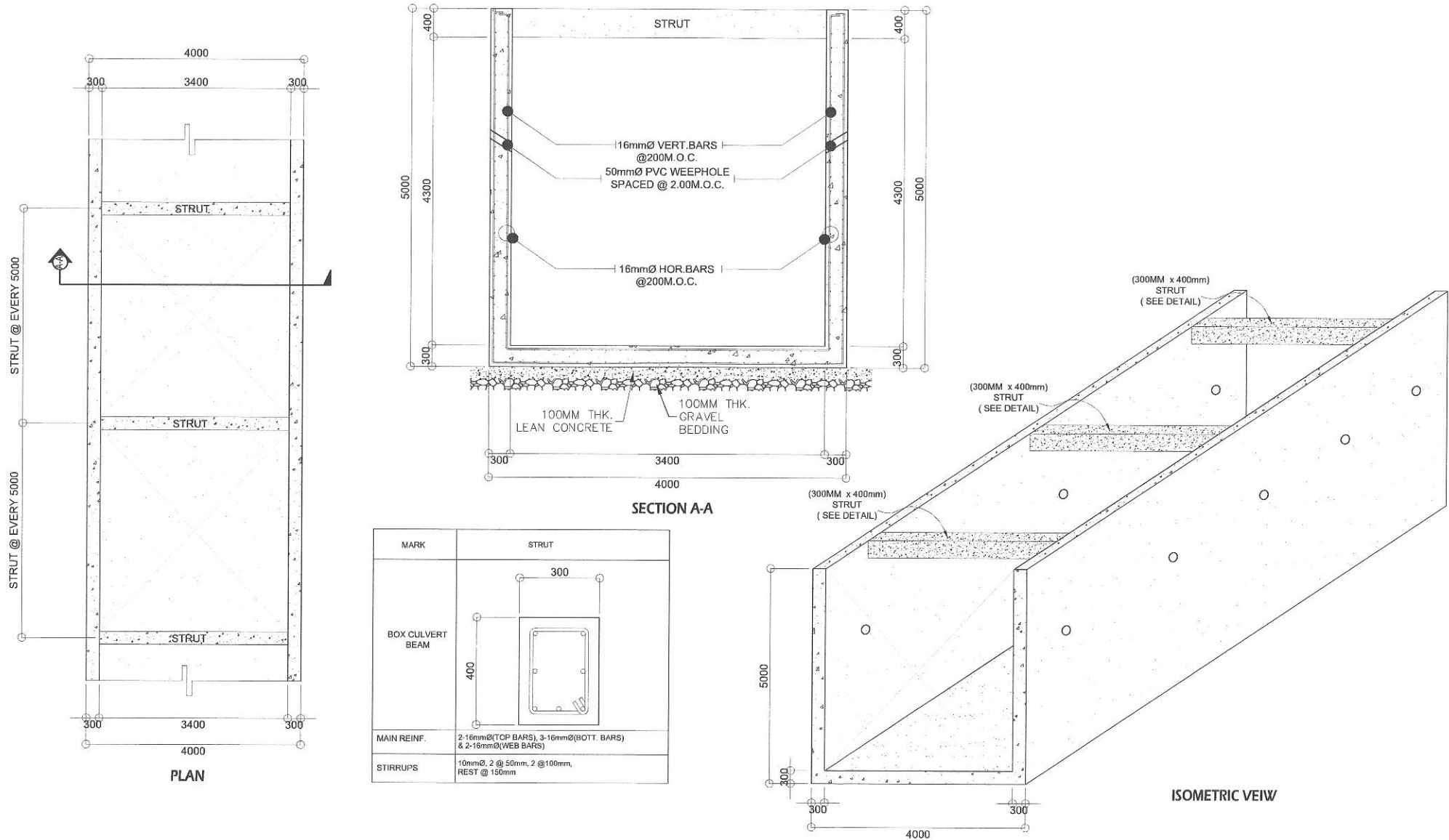
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1   PLAN								
 <div>Republika ng Pilipinas Lungsod ng Quezon CITY ENGINEERING DEPARTMENT</div>	PROJECT TITLE :	DRAWN BY : IAM	SUBMITTED BY:	RECOMMENDING APPROVAL :	APPROVED BY :	SHEET CONTENT	SHEET NO.	
	PROPOSED REHABILITATION AND CONSTRUCTION OF REINFORCED CONCRETE CANAL WITH STRUT AT BATASAN AREA (PALTOK CREEK)	DATE : 12.3.2020	 ENGR. LEO S. DEL ROSARIO HEAD, PLANNING & PROGRAMMING DIVISION	 ENGR. ISAGANI R. VERZOSA, JR. CITY ENGINEERING DEPARTMENT	 HON. MA. JOSEFINA G. BELMONTE CITY MAYOR, QUEZON CITY	PLAN		
	CHECKED BY: 							
LOCATION: BARANGAY BATASAN HILLS/COMMONWEALTH DISTRICT 2, QUEZON CITY	REVISION NO.:							



1 BOX CULVERT DETAILS

SCALE NTS



Republika ng Pilipinas  
Lungsod ng Quezon  
CITY ENGINEERING DEPARTMENT

PROJECT TITLE :  
**PROPOSED REHABILITATION AND  
CONSTRUCTION OF REINFORCED  
CONCRETE CANAL WITH STRUT AT  
BATASAN AREA (PALTOK CREEK)**  
LOCATION: BARANGAY BATASAN HILLS/COMMONWEALTH  
DISTRICT 2, QUEZON CITY

DRAWN BY: IAM  
DATE: 12.3.2020  
CHECKED BY:   
REVISION NO.:

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

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

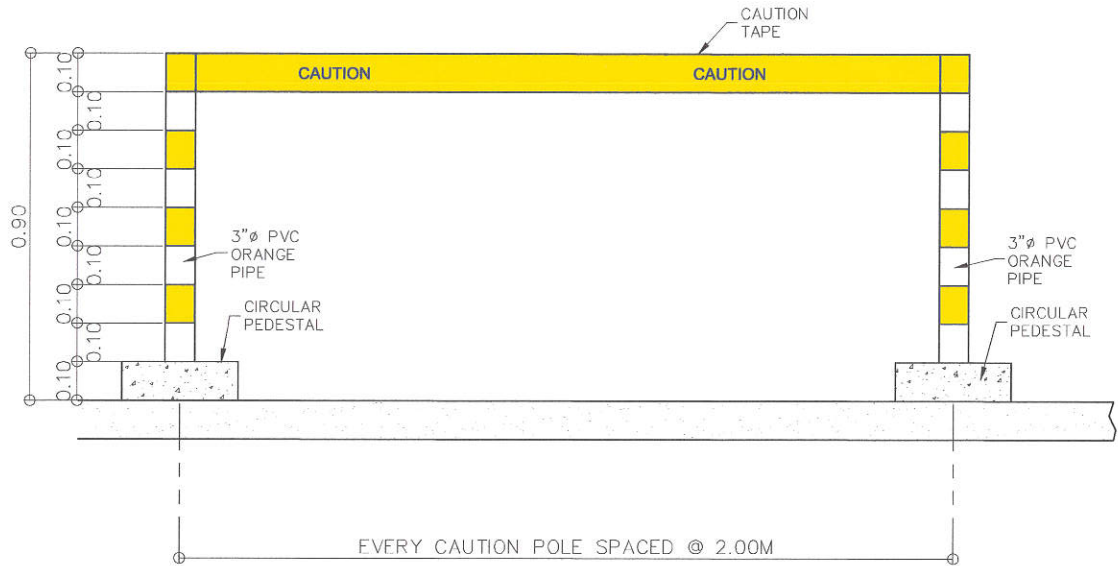
APPROVED BY :  
  
**HON. MA. JOSEFINA G. BELMONTE**  
CITY MAYOR, QUEZON CITY

SHEET CONTENT  
BOX CULVERT DETAILS

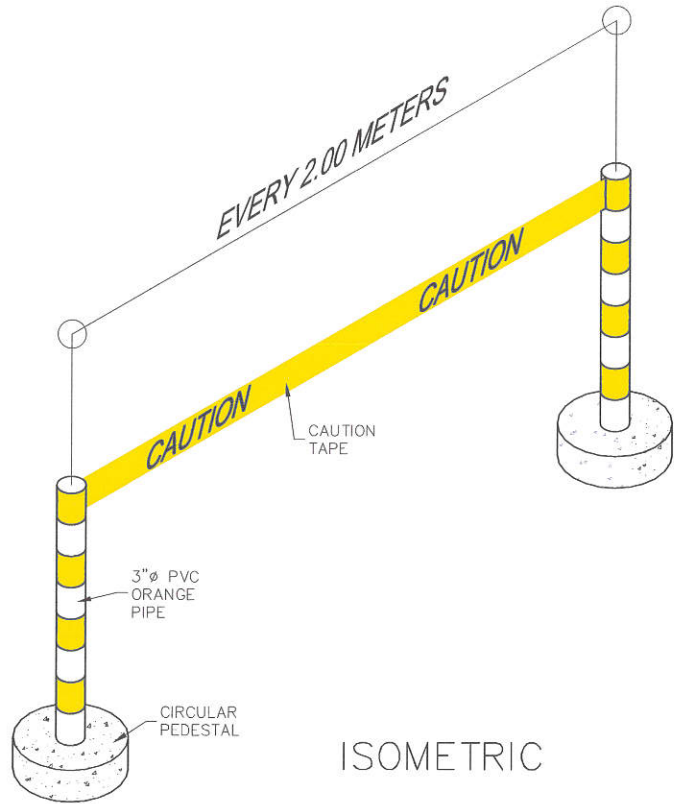
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3



PLAN



ELEVATION



ISOMETRIC

1 SAFETY STRUCTURE

SCALE NTS



Republika ng Pilipinas  
Lungsod ng Quezon  
CITY ENGINEERING DEPARTMENT

PROJECT TITLE :	DRAWN BY : IAM	SUBMITTED BY :	RECOMMENDING APPROVAL :	APPROVED BY :	SHEET CONTENT	SHEET NO.
PROPOSED REHABILITATION AND CONSTRUCTION OF REINFORCED CONCRETE CANAL WITH STRUT AT BATASAN AREA (PALTOK CREEK)	DATE : 12.3.2020	CHECKED BY :	ENGR. LEO S. DEL ROSARIO HEAD, PLANNING & PROGRAMMING DIVISION	ENGR. ISAGANI R. VERZOSA, JR. CITY ENGINEERING DEPARTMENT	HON. MA. JOSEFINA G. BELMONTE CITY MAYOR, QUEZON CITY	SAFETY STRUCTURE
LOCATION: BARANGAY BATASAN HILLS/COMMONWEALTH DISTRICT 2, QUEZON CITY	REVISION NO.:					CW 4

## ***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.

**PROJECT TITLE** : **PROPOSED REHABILITATION AND CONSTRUCTION OF REINFORCED CONCRETE CANAL WITH STRUT AT BATASAN AREA (PALTOK CREEK)**

**LOCATION** : **Barangay Batasan Hills / Commonwealth, District 2, Quezon City**

**PROJECT NO.** : **21 - 00007**

**DURATION** : **Three Hundred Sixty (360) Calendar Days**

***BREAKDOWN OF COST***

ITEM NO.	WORK DESCRIPTION AND SCOPE OF WORKS	DIRECT COST	INDIRECT COST	AMOUNT
I	GENERAL REQUIREMENTS	P	P	P
II	SITE WORKS			
III	CIVIL / STRUCTURAL WORKS			

**TOTAL COST P** \_\_\_\_\_

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.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**and**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;  
**and**
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- ☐ (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (*please see attached prescribed forms required by the QC – BAC for Infrastructure and Consultancy*); **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules with an attached Notice of Award, Notice to Proceed, Contract and Certificate of Acceptance/ Completion (*please see attached prescribed form required by the QC – BAC for Infrastructure and Consultancy*); **and**
- ☐ (h) Philippine Contractors Accreditation Board (PCAB) License;  
**or**  
Special PCAB License in case of Joint Ventures;  
**and** registration for the type and cost of the contract to be bid; **and**
- ☐ (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (j) Project Requirements, which shall include the following:
  - ☐ a. Organizational chart for the contract to be bid;
  - ☐ b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (*please see attached prescribed form required by the QC – BAC for Infrastructure and Consultancy*);
  - ☐ c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment



lessor/vendor for the duration of the project, as the case may be (*please see attached prescribed form required by the QC – BAC for Infrastructure and Consultancy*); **and**

- ☐ (k) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Additional Technical Requirements:

- ☐ • Certificate of Site Inspection or Affidavit of Site Inspection as part of Omnibus Sworn Statement
- ☐ • Affidavit of Undertaking for Key Personnel and Equipment (*please see attached prescribed form required by the QC – BAC for Infrastructure and Consultancy*)
- ☐ • Equipment Utilization Schedule
- ☐ • Manpower Schedule
- ☐ • Construction Schedule and S-Curve
- ☐ • PERT-CMP
- ☐ • Construction Methods

Financial Documents

- ☐ (l) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (*please see attached prescribed form required by the QC – BAC for Infrastructure and Consultancy*).

***Class "B" Documents***

- ☐ (n) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (o) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- ☐ (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- ☐ (r) Cash Flow by Quarter.

