

# **PHILIPPINE BIDDING DOCUMENTS**

# **Procurement of INFRASTRUCTURE PROJECTS**

Government of the Republic of the Philippines

**PROPOSED REHABILITATION OF YOUTH  
DEVELOPMENT OFFICE AT 7TH FLOOR CIVIC CENTER  
BUILDING A**

**Project number:  
24-00073**

**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



July 23, 2024

## Invitation to Bid

No.	Project No.	Project Name	Location	Amount	Duration Cal. Days	Office	Source Fund
<b><u>Building – Small B</u></b>							
1	24-00071	Proposed Upgrading of Waterline System and Rehabilitation of Comfort Rooms at Don Quintin Paredes High School	Quirino 2-B	1,961,350.80	120	Engineering Department	Special Education Fund (Local School Board)
2	24-00072	Proposed Upgrading of Waterline System and Rehabilitation of Comfort Rooms at Camarilla Elementary School	San Roque	3,414,099.96	120	Engineering Department	Special Education Fund (Local School Board)
3	24-00073	Proposed Rehabilitation of Youth Development Office at 7th Floor Civic Center Building A	Central	4,557,947.65	90	Engineering Department	Engineering
4	24-00074	Proposed Upgrading of Waterline System and Rehabilitation of Comfort Rooms at Aguinaldo Elementary School in Barangay San Roque	San Roque	6,557,365.27	150	Engineering Department	Special Education Fund (Local School Board)
5	24-00075	Proposed Rehabilitation of Multi-Purpose Building at Holy Spirit Barangay Complex	Holy Spirit	6,671,860.84	90	Engineering Department	20% Community Development Fund
6	24-00076	Proposed Upgrading of Waterline System and Rehabilitation of Comfort Rooms at Culiati High School in Barangay Culiati	Culiati	8,437,798.40	90	Engineering Department	Special Education Fund (Local School Board)
7	24-00077	Proposed Rehabilitation of Maclang Dialysis Clinic at Rosario Maclang Bautista General Hospital	Batasan Hills	8,530,829.81	120	Engineering Department	20% Community Development Fund
8	24-00078	Proposed Upgrading of Waterline System and Rehabilitation of Comfort Rooms at Juan Sumulong High School	San Roque	9,935,119.32	150	Engineering Department	Special Education Fund (Local School Board)
9	24-00079	Proposed Rehabilitation of QC Citizen Services Department at 14th Floor High Rise Building	Central	10,824,613.48	120	Engineering Department	Engineering – Continuing
10	24-00080	Proposed Rehabilitation of Comfort Rooms and Upgrading of Waterline System at Project 3 Elementary School	Duyan-Duyan	11,087,908.73	150	Engineering Department	Special Education Fund (Local School Board)
11	24-00081	Proposed Upgrading of Waterline System and Rehabilitation of Comfort Rooms at Culiati Elementary School in Barangay Culiati	Culiati	11,308,289.35	120	Engineering Department	Special Education Fund (Local School Board)

12	24-00082	Proposed Upgrading of Waterline System and Rehabilitation of Comfort Rooms at Balara Elementary School in Barangay Pansol	Pansol	17,249,724.10	150	Engineering Department	Special Education Fund (Local School Board)
13	24-00083	Proposed Construction of E-Vehicle Charging Stations at Quezon City Hall Compound	Central	22,883,314.41	120	Engineering Department	20% Community Development Fund - Continuing
14	24-00084	Proposed Rehabilitation of Three Storey Civic Center Building at Lagro Subdivision in Barangay Greater Lagro	Greater Lagro	26,973,817.17	180	Engineering Department	Engineering - Continuing

#### **Building – Medium A**

15	24-00085	Proposed Construction of Two (2) Storey with Deck Multi-Purpose Building (Senior Citizen, and Gathering Area) at Villilia Village, Brgy. Talipapa	Talipapa	30,740,164.41	210	Engineering Department	20% Community Development Fund
16	24-00086	Proposed Construction of Three (3) Storey with Deck Roxas Multi-Purpose Building at Barangay Roxas	Roxas	49,495,484.94	210	Engineering Department	20% Community Development Fund
17	24-00087	Proposed Construction of Catwalk and Watchtower including Appurtenances at Bureau of Jail Management and Penology (BJMP) Compound	Bagong Silangan	51,250,926.05	240	Engineering Department	Engineering
18	24-00088	Proposed Rehabilitation of Basement to Fourth Floor (Offices) Civic Center Building B at Quezon City Hall Compound	Central	69,561,520.18	270	Engineering Department	Engineering

#### **Building – Large B**

19	24-00089	Proposed Installation of Mechanical, Electrical, Plumbing, and Fire Protection System (MEPFS) at M.I.C.E. Center	Central	533,508,790.60	300	Engineering Department	Engineering
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#### **Communication Facilities – Small B**

20	24-00090	Proposed Enhanced Surveillance System Using Fiber Optic Cable Technology at U.P. Village and Barangay Hall Complex, Barangay U.P. Village	U.P. Village	10,387,429.60	90	Engineering Department	Engineering
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#### **Electrical Work – Small B**

21	24-00091	Quezon City Hall Solar PV Rehabilitation and Restoration in Civic Center Building E	Central	8,067,740.87	120	Engineering Department	Trust Fund
22	24-00092	Proposed Installation of Solar Power System at Quezon City General Hospital	Bahay Toro	21,807,334.21	150	Engineering Department	Trust Fund
23	24-00093	Proposed Installation of Streetlights in Barangay Krus Na Ligas, Pinyahan and Kamuning	Krus Na Ligas, Pinyahan and Kamuning	24,842,287.46	150	Engineering Department	20% Community Development Fund



<b><u>Flood Control – Medium A</u></b>							
24	24-00094	Proposed Rehabilitation of Retaining Wall along Magnolia Street at Spring Country Subdivision in Barangay Bagong Silangan	Bagong Silangan	49,061,995.55	210	Engineering Department	20% Community Development Fund
<b><u>Road – Small B</u></b>							
25	24-00095	Proposed Rehabilitation of Road and Drainage at Bansalangan Street (Tanguile Street to Acacia Street), Parkwood Hills Subdivision in Barangay Bagong Silangan	Bagong Silangan	6,823,382.31	60	Engineering Department	20% Community Development Fund
26	24-00096	Proposed Rehabilitation of Road and Drainage at Yakal Street (Anahaw Street to Kaymito Street), Parkwood Hills Subdivision in Barangay Bagong Silangan	Bagong Silangan	16,964,861.62	90	Engineering Department	20% Community Development Fund
27	24-00097	Proposed Rehabilitation of Road and Drainage at Anahaw Street (Tanguile Street to Golden Shower Street), Parkwood Hills Subdivision in Barangay Bagong Silangan	Bagong Silangan	21,157,781.87	90	Engineering Department	20% Community 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 July 2024 (Wednesday)** from given address and website/s below *and upon payment of a non-refundable 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 500,000 up to 1 Million	1,000.00
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.

6. The **QC- BAC- INFRASTRUCTURE & CONSULTANCY** will hold a Pre-Bid Conference<sup>1</sup> on **August 2, 2024 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: 854 9489 0133**

**Password: 273320**

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **August 15, 2024 – 9:00 AM**. 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 **August 15, 2024 - 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: 810 3646 5257**

**Password: 201522**

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: bacinfra.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:

  
**ARCH. LUCILLE H. CHUA, fuap, piep**  
 Chairperson, BAC-Infra and Consultancy

<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.

## ***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 OF YOUTH DEVELOPMENT OFFICE AT 7TH FLOOR CIVIC CENTER BUILDING A**, with Project Identification Number **24-00073**.

*[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 **2024** in the amount of **Four Million Five Hundred Fifty-Seven Thousand Nine Hundred Forty-Seven Pesos and 65/100 Cts. (P 4,557,947.65)**.

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 **August 02, 2024 at 10:00 AM 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: 854 9489 0133 Password: 273320

## **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>Building - Small B</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-in-Charge (Project Engineer)</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>1</td><td>Trade Engineers/Leadman for Civil Works</td><td>3 years</td><td>3 years</td></tr><tr><td>1</td><td>Trade Engineers/Leadman for Electrical Works</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>1</td><td>DPWH duly Accredited Materials Engineer/QA/QC Engineer</td><td>3 years</td><td>3 years</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-in-Charge (Project Engineer)	3 years	3 years	1	General Foreman	3 years	3 years	1	Trade Engineers/Leadman for Civil Works	3 years	3 years	1	Trade Engineers/Leadman for Electrical Works	3 years	3 years	1	Safety Officer	3 years	3 years	1	DPWH duly Accredited Materials Engineer/QA/QC Engineer	3 years	3 years
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12	<i>[Insert Value Engineering clause if allowed.]</i>																																

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> <ul style="list-style-type: none"> <li>a) The amount of not less than Php <b>91,158.95</b> 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</li> <li>b) The amount of not less than Php <b>227,897.38</b> or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.</li> </ul>
19.2	<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.
20	No additional requirement.
21	<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**

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 90 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.





Republic of the Philippines  
**CITY ARCHITECT DEPARTMENT**  
5th Floor, Civic Center Building B Quezon City Hall Compound, Quezon City  
(02) 8558-4242 Local 1501, 1509 & 9194 | cityarchitect@quezoncity.gov.ph



**PROJECT :** PROPOSED REHABILITATION OF YOUTH DEVELOPMENT OFFICE AT 7<sup>TH</sup> FLOOR CIVIC CENTER BUILDING A

**LOCATION :** Brgy. Central, Quezon City

**SUBJECT :** GENERAL CONDITIONS AND TECHNICAL SPECIFICATIONS

## **I. GENERAL CONDITIONS**

### **1.0 DEFINITIONS**

- a. **OWNER :** LOCAL GOVERNMENT OF QUEZON CITY
- b. **CONTRACTOR :** Any individual, firm, corporation, partnership or association that enters into an agreement with the Owner for furnishing the materials and/or labor, tools, equipment, plant and other facilities required for the erection and completion of the project subject to the accompanying plans and working drawings
- c. The Owner/Implementing Agency and the Contractor are treated through the contract documents as if each were of the regular number, masculine gender.

### **1.1 EXAMINATION OF MEMBER**

The Contractor shall carefully examine the premises before submitting any bids to enable him to have full knowledge of conditions existing therein

### **1.2 LOCATION**

The Proposed Rehabilitation of Youth Development Office at 7<sup>th</sup> Floor Civic Center Building A at Brgy. Central, Quezon City refer to the approved Location Plan.

### **1.3 EXECUTION, CORRELATION & INTENT OF DOCUMENTS**

- a. The Contract Documents are signed in sufficient number of copies by all parties concerned. In case anybody fails to sign copies of any item forming part of the set contract documents, the Implementing Agency's identification thereon shall suffice.
- b. The items, specifications and all other documents forming the contract documents are complementary. Anything shown on plans but not mentioned in the specifications or vice versa or anything not expressly set forth in either, but necessarily implied, shall be furnished or done as if specifically shown and mentioned in both, with no extra charge. Where dimensions are given in figures, follow them in preference to measurement by scale
- c. Execute work as per agreement, making no changes or deviations whatsoever, without prior permission from the Implementing Agency
- d. The Contractor shall verify and check all dimensions particularly those on the plans. He will be held directly responsible in case of any discrepancy that may be discovered during the progress of work.

### **1.4 DETAIL DRAWINGS AND INSTRUCTIONS**

Plans furnished for use at the jobsite are whenever necessary, supplemented by detail drawings and instructions essential to the proper execution of the work. Such supplementary detail drawings and instructions shall be treated as of equal force as though originally issued

## **1.5 PLANS AND PROJECT SITE**

Keep at project site, in good order and condition one (1) set of approved plans, specifications, supplementary detail drawings and instructions

## **1.6 SHOP DRAWINGS**

Shop drawings shall be provided by the Implementing Agency and/or Contractor during the progress of construction. The contractor should not place any item subject to shop drawings until the Implementing Agency shall have duly approved such drawings

## **1.7 CHANGES**

The Owner and the Implementing Agency reserve the right to make alterations or additions, including changes during the progress of work. The same shall be carried into effect without in any way deviating from or violating any agreement. Whatever amount shall necessarily be entailed in the cost of labor or materials or both shall be added to or deducted from the original contract price.

## **1.8 TIME OF COMPLETION AND SCHEDULE OF CONSTRUCTION**

The Contractor shall before actual commencement of the project operations, prepare and submit to the Implementing Agency for verification and approval a complete and comprehensive work schedule covering the entire duration of construction. He shall also include therein, the estimated number of days within which the entire project shall be completed stage by stage by phase

## **1.9 WORKMANSHIP**

The project shall be executed with the use of first class workmanship to the full intent and meaning of the plans and specifications and to the complete approval and acceptance by the Implementing Agency.

## **1.10 MATERIALS**

All materials to be used shall be the best of their respective types and kind. They shall be properly stored and protected from damage or injury

## **1.11 SAMPLES**

Submit samples as specified and proceed with the work with the use of materials procured based on the samples previously approved by the Designing Agency.

## **1.12 INSPECTION OF WORK**

The Contractor shall provide the facility for inspecting the work to the Implementing Agency, the Owner and other personnel having jurisdiction over the work.

## **1.13 DEFECTIVE OR IMPROPER WORK**

All work or materials not acceptable to the Architect shall be removed immediately and replaced with appropriate work or materials without extra charge. All condemned materials shall be taken away from the premises without delay.

## **1.14 BUILDING LAWS AND REGULATIONS**

The Contractor shall be held responsible for strict compliance with existing labor laws and regulations and shall free the Owner from any responsibility in connection therewith, he shall pay on time at his own expense, all taxes, fees and/or licenses due to the government, both national and local arising from his work on the project.

### **1.15 MANNER OF PAYMENT**

Payments to the Contractor shall be based on the periodic work accomplishments subject to verification, approval and recommendation by the Implementing Agency

### **1.16 RETENTION MONEY**

Progress payments shall be subject to a ten percent (10%) deduction, referred to as retention money. All retained amounts shall be released upon satisfactory completion of the work and issuance of the Certificate of Final Completion and Acceptance

### **1.17 TEMPORARY WATER, POWER AND TELEPHONE FACILITIES**

The Contractor shall make the necessary arrangements with the local utility companies so as to provide temporary facilities for the supply of water, power and telephone for the duration of construction, and all expenses in connection therewith shall be borne by the Contractor

### **1.18 PRIVY**

The Contractor shall provide a temporary privy in a most inconspicuous and sanitary manner and shall have it removed at the termination of the work.

### **1.19 CLEARING AND CLEANING**

Upon its completion, the project and its premises shall be cleared and cleaned as directed by the Implementing Agency, and made ready for immediate occupancy.

### **1.20 TEMPORARY BARRICADES, SIGNAL LIGHTS, BILLBOARDS, ETC.**

The Contractor shall provide all temporary barricades, signal lights, Architect and Contractor's billboards, the required official building billboard, etc., necessary for the protection of the public and for the proper prosecution of the work and display of construction requirements.

### **1.21 PERFORMANCE AND GUARANTEE BOND**

To guarantee the faithful performance of the Contractor under the contract, he shall post a Performance Bond in the amount of thirty percent (30%) of the contract price in the form of cash, manager's check or surety bond, callable on demand

### **1.22 QUESTIONS AND DISAGREEMENTS**

All questions and disagreements between the Contractor and the Owner relative to the interpretation of the plans and specifications shall be referred to the Implementing Agency whose decision on the matter shall be final.

## **II. TECHNICAL SPECIFICATIONS**

### **2.0 SITE WORK**

2.0.1 Various demolition works to complete the Projects

## **III. THERMAL CONTROL AND MOISTURE PROTECTION**

### **3.0 WATERPROOFING**

a Capillary Type . . . . . Toilets

#### IV. ARCHITECTURAL

##### 4.0 FLOOR AND WALL FINISHES

###### 4.0.1 Floor Finishes

- a. 300mm x 600mm Non-Skid Porcelain Floor Tiles

###### 4.0.2 Interior Walls

- a. 300mm x 600mm Non-Skid Porcelain Wall Tiles
- b. 6mm thk Fiber Cement Board on Metal Studs - Double Wall. Painted Finish
- c. 6mm thk Fiber Cement Board on Metal Studs - Double Wall, Wallpaper Finish
- d. 6mm thk Fiber Cement Board on Metal Studs - Double Wall. Laminated and Wallpaper Finish
- e. 6mm thk Fiber Cement Board on Metal Studs (Double Wall) w/ 10 mm Thk Tempered Clear Glass Aluminum Powder Coated, Laminated and Wallpaper Finish

###### 4.0.3 Ceiling Finishes

- a. 12mm Thk. MR Gypsum Board including framing and accessories

##### 4.1 DOORS

Follow as per approved plan and specifications.

##### 4.2 PAINTING

All paints shall meet the required specifications and shall be delivered at the site in the original container. Use non Volatile Organic Compound (V.O.C.) paint or approved by the implementing agency and only accredited painters of the manufacturer shall execute the work to ensure the true origin and quality of paint and warranty of work.

Concrete walls shall be treated with neutralizers. Exterior walls without wall veneer shall be applied with a primer before final coat. In general, rough surfaces of concrete, cabinets and woodworks surfaces shall be properly sandpapered and puffed before any application of paint.

- a. Semi-Gloss Enamel Paint Finish (Wood - 3 coats)
- b. Repainting of Interior Wall - Latex Paint Finish

##### 4.3 HARDWARE

- a. Provide all rough hardware required for the construction of works: nails, straps, lag screws, etc
- b. Butt Hinges - Use Butt Hinges, 3 5" x 3 5" with bearings for panel door.
- c. Locksets - For PVC plastic, wood and metal swing doors use stainless mortise locksets with striker plate
- d. Door Stop - Locate position where no traffic could be obstructed. For restroom doors where tile finish abuts the door swing side, 6" above inside floor finish on door panel.

#### 4.4 OTHER FINISHES

- a. 6mm thk facial mirror on 6mm thk marine plywood backing including all incidentals to complete.
- b. Countertop & Backsplash: 20mm thk. Granite Slab Finish (CDS) - GR
- c. Countertop with Aluminum Cabinet: 20mm thk Granite Slab (CDS)
- d. Aluminum Wall Hung Cabinet
- e. Laminated wall including drawers. Painted Wall Backing
- f. Bathroom Accessories (Metal Door Hook, Liquid Soap Dispenser and Tissue Holder)

#### 4.5 CLEAN-UP

When the work is completed, the Contractor shall remove all temporary structures and surplus materials of every sort, restore what has been removed before, and leave the premises or site in as good condition as he had originally found them.

### V. ELECTRICAL WORKS

#### 5.0 WORK INCLUDED

- 5.0.1 The work to be done under this Division comprises the furnishing of all tools, labor equipment, fixtures and materials, unless otherwise herein specified, required to complete and leave ready for use the electrical system in accordance with this specification and accompanying drawings of materials and finishes.
- 5.0.2 The electrical contractor shall coordinate his work so that the general contractor and all other subcontractors will understand clearly the work to be done. The electrical contractor shall finish all electrical facilities and provision necessary for the installations and operations of other trades such as mechanical, air-conditioning, plumbing, sanitary and others.
- 5.0.3 All contractors and all companies or persons providing labor, materials or both for this project, are specifically referred to the General Conditions of the specifications, to the general contract plans, to all Divisions of specifications and to the various other contract documents, which may affect the completion of the contract work.

#### 5.1 CODES, INSPECTIONS, PERMITS AND FEES

- 5.1.1 The work under this contract shall be done according to the requirements of the latest edition of the Philippine Electrical Code, the rules and regulations of the Local Government Authorities of Quezon City and the requirements of Manila Electric Company. Nothing contained in this specification or shown on the drawings shall be construed as conflict with national and local ordinances or laws governing the installation of Electrical Works, and all such laws and ordinances are hereby made part of these specifications. The contractor is required to meet the requirements hereof.
- 5.1.2 All permits and electrical fees required for this work shall be obtained at the expense of the Contractor. The Contractor shall furnish the Architect or the Owner or the same maybe, a final certificate of electrical inspection and approval from the proper government authorities after completion of the work.

#### 5.2 TEST

- 5.2.1 The electrical contractor shall apply such test, replace or remedy all defective work and adjust such system as needed or as the Architect or the owner shall direct. He shall

also instruct the proper use of the system and equipment to persons designated by the owner

### **5.3 MEASUREMENTS**

- 5.3.1** The Electrical Contractor shall procure from the Architect detailed drawings of those parts of the work not fully shown on the plans and he shall compare and verify with the Owner. Any lack of agreement shall be submitted at once to the Architect for adjustments

### **5.4 SLEEVES AND FORMS FOR OPENING**

- 5.4.1** The Electrical Contractor shall provide and places all sleeves, for piping penetrating floors, walls, partitions, etc. He shall locate all necessary slots and openings for his work and it shall be done at such time as not to delay the general contractor of the project.

### **5.5 LOCATION OF OUTLETS**

- 5.5.1** All Outlets shall be truly centered in panels and spaces provided thereof. Any discrepancy in the outlet location between the electrical plan and architectural plans shall be submitted to the Architect at once, to be verified before outlets are installed.

### **5.6 GROUNDINGS**

- 5.6.1** All metallic conduits, supports, cabinets and equipment shall be properly grounded and bonded by means of copper straps. The conduits of such system shall be grounded by connecting to the grounding rod
- 5.6.2** All ground connections shall have clean outlet surfaces and shall be tinned and sealed while bolting. Unless otherwise specified, ground wire shall be installed in exposed conduits and connections made readily accessible for inspection. Connection shall not be made underground or concealed in floors or walls.

### **5.7 WIRING METHODS**

All wiring shall in general be installed inside standard conduits. All conduits shall run embedded in concrete, underground but in concrete envelope, embedded in hollow blocks partition, concrete slab, walls and roof above, between double wall wooden partitions if any, where the installation of concealed and/or embedded conduit wiring may be used, but only upon approval of the Owner's authorities concerned. Exposed conduits shall be Intermediate Metal Conduits unless otherwise specified.

### **5.8 GUARANTEE**

- 5.8.1** The Electrical Contractor shall guarantee his work for a period of one (1) year from the date of final acceptance by the owner except for particulars items specifically mentioned in these specifications.
- 5.8.2** The Electrical Contractor shall, without additional compensation for the period specified, replace any work materials or equipment furnished and installed by him under this contract, which develop defects except from ordinary wear and tear.

### **5.9 MATERIALS**

- 5.9.1** All materials shall be new and shall conform to the standards of Underwriter's Laboratories, Inc
- 5.9.2** All materials on all systems shall comply with the following specifications unless specified and all materials not specified shall be of the best of their respective kind.
- 5.9.3** Materials sample shall be submitted for approval as required by the Architect and Electrical Engineer.

## 5.10 WIRES

- 5.10.1 All wires shall be copper, soft drawn and annealed, shall be 98% conductivity or better, shall be smooth and true of a cylindrical form and shall be within the actual size called for
- 5.10.2 All wires and cables shall comply with the requirements of the Underwriter's Laboratories Inc., the ASTM and the IPCEA as to their particular usage.
- 5.10.3 Wires and cables for outdoor and indoor lighting and power system shall be moisture and Heat Resistant Thermoplastic insulated for 600volts working pressure type THHN unless otherwise noted on the plans or specified.
- 5.10.4 For lighting and power system, no wire smaller than 2.5mm<sup>2</sup> shall be used except for control leads/ grounding wire.
- All wires and cables shall be manufactured by a reliable manufacturing company acceptable to the Electrical Engineer of the owner

## 5.11 CONDUITS

- 5.11.1 The conduit system shall consist of the following

Intermediate Metal Conduit (IMC) & Electrical Metallic Tubing (EMT)

They shall be of standard sizes and weight, mild steel hot dipped galvanized with inside enamel or epoxy coating, and acceptable to the Electrical Engineer of the Owner

Polyvinyl Chloride Conduit (PVC)

They shall be of standard size and weight, made of polyvinyl chloride extruded, heavy wall, rated for 90-degree centigrade cable, schedule 40, pipes or approved equal pipes.

Limitations of use shall be as follows:

- a. As per requirement of the latest edition of PEC and/or NEC.
- b. Not permitted where subject to mechanical damage

- 5.11.2 All conduits shall be true cylindrical form and shall be within the actual size called for.
- 5.11.3 All conduits shall be of true cylindrical form and shall be within the actual size called for
- 5.11.4 No conduits shall be used in any system smaller than 15-mm electrical trade size, not shall have more than four 90 degrees' bend in any one run, and where necessary, hand hole and pull boxes shall be provided.
- 5.11.5 No wires shall be pulled in any conduit until the conduit system is complete in all details, in case of underground work, until concrete envelope or masonry has been completed in every detail, in case of concealed work, until rough plastering has been completed
- 5.11.6 The ends of all conduits shall be tightly plugged to exclude plaster dust sand and soil including moisture while the renovation of the perimeter is in the process.

## 5.12 OUTLET BOXES AND FITTINGS

- 5.12.1 At all outlets of every kind, for all systems, there shall be provided a suitable fitting which shall be either a box or other device especially designed to receive the type of fitting to be mounted thereon.

**5.12.2** The Contractor shall consult with the Electrical Engineer as to the nature of various fittings to be used before installing his outlet fittings and shall conform strictly in the use of fittings so that the work when completed will be finished design.

**5.12.3** In case of lamp post, the outlet of fittings shall be provided with suitable fixtures supports or a support of a size and a kind required by the fixture to be erected.

### **5.13 SWITCHES**

**5.13.1** Local lighting switches shall be flush type, heavy duty, 15- ampere size 250 volts, bakelite case, quick connect terminal. Outdoor lights shall be automatically operated by means of photo switch and manual selection. Or it might be a manual switch by means of breaker switch inside the lighting panel.

### **5.14 RECEPTACLES**

**5.14.1** Standard receptacles shall be 15- ampere size 250volts, parallel slots, duplex, flush mounted composition case, side wired with the insulated mounting yoke. If weatherproof wall plate is required, standard factory made metal waterproof plate.

### **5.15 PLATES**

**5.15.1** All switches and receptacles plates shall be bakelite plastic, ivory-colored or as directed by the Architect.

### **5.16 SWITCH GEAR, PANEL BOARDS AND CABINETS**

**5.16.1** Panel boards for outdoor lightings shall conform as indicated in the drawings with respect to supply characteristics, rating of main lug or main circuit breaker, main magnetic contactor, number and sizes of branch circuit breakers. All should have factory-wired control wirings with terminal block connection for external leads.

**5.16.2** Lighting and power panel board either wall mounted or free standing shall consist of a factory complete dead front assembly of back plan, main busses, overcurrent and switching units, sheet metal cabinet and trim. Cabinet shall be fabricated from code gauge galvanized sheet metal with cover capped and fastened.

**5.16.3** Panel boards and trim shall be suitable for the type of mounting shown on the drawings. The inside and outside of the panel boards cabinet and trim shall be factory painted and having two (2) coats of rust proof prime coat and one finish shop of gray enamel paint.

**5.16.4** All cabinets and enclosure shall be general purpose, NEMA type 1 for indoor installation. Except where specifically noted on plans for outdoor use shall be rain tight and dust type NEMA 4X type enclosure.

**5.16.5** All circuit breakers with frame size above 100AT shall have minimum interrupting capacity of 22 KAIC at 240 volts and frame size 70AT and below shall have minimum interrupting capacity of 18 KAIC at 240 volts. All circuit breakers shall be molded case, bolt on type with thermal magnetic trip elements. Number of poles, trip coil rating and frame size shall be as indicated on plans.

**5.16.6** Switchgear main circuit breaker shall be stationary type, programmable trip device, an electronic relay that employs microprocessors-based technology. Functions to overload protection, short circuit protection, with selectivity, instantaneous short circuit protection with adjustment and ground fault protection.

**5.16.7** Cardholder on inside of door with clear plastic cover and complete typewritten schedule of panel branch circuit shall be provided. Leave spare circuit blank.

**5.16.8** Local panel boards and switchgear manufacture shall include among others,



- 5.16.9 Submit samples and or product description of panel board to be used for approval prior to ordering and installation.

## 5.17 ELECTRIC SERVICE

- 5.17.1 The electric service shall be three-phase, 3-wires+ 1-ground wire, 220volts 60 hertz. The sizes of service entrance conductor and conduit are shown in the plans.
- 5.17.2 The electrical contractor shall inspect the site, consult with MERALCO and check the orientation of the proposed service entrance before commencing work to avoid field problems.

## 5.18 LIGHTING SYSTEM

- 5.18.1 The lighting system shall be complete in every respect as indicated on the electrical plans or as specified in the Architectural plans. Exact fixture location shall be determined.
- 5.18.2 All wiring shall be installed in conduits, and in general shall be concealed. Buried underground in concrete encasement and/or embedded in concrete.
- 5.18.3 Mounting height of devices shall be as indicated in the plans and/or subject to Architect's approval prior to installations as follows
- |                |   |                             |
|----------------|---|-----------------------------|
| Local switches | - | 1.4 above finish floor line |
| Receptacles    | - | 0.3 above finish floor line |

## 5.19 DISTRIBUTION FEEDERS

- 5.19.1 Distribution voltage shall be 220volts, three-phase, 3 wire +1 - ground. Feeder conductors and raceway shall be installed as shown on drawings and no change in size shall be made without the written consent of the Architect. Feeder conductors shall be continuous, and without splices between terminals. When feeders are run in multiple, they shall be exactly of the same length to avoid unbalanced division of the current.

## 5.20 CONNECTORS AND INSULATION

- 5.20.1 Use solderless mechanical pressure type lugs, copper connectors for splicing wires greater than no 8mm sq. All splices shall be properly insulated using rubber tape and plastic electrical tape. Application of tapes shall be equivalent to the insulation of wire concerned, edges to provide smooth surfaces before taping.

## 5.21 BRANCH CIRCUITS

- 5.21.1 The drawings indicate the general methods of installation of all circuit wirings and the power lighting outlets which are to be supplied from this circuit. Branch circuit raceways shall be run from outlets to panel boards as direct as the ground and level condition will allow. Circuit allocations shall be as indicated on the drawings. Where it becomes necessary to connect any outlet to the circuit other than the one shown on the drawings, this shall be done without extra charge and only upon written consent of the Architect. No wire smaller than 3.5mm sq. shall be used for any lighting or power branch circuit. All lighting outlet shall be supplied from 2-wire single phase circuits. Number of wires for other outlets shall be as indicated on the drawings.

## 5.22 MOTOR CONNECTIONS

- 5.22.1 Connect the motor starting devices for all motors, except where otherwise specifically provided for under other contracts. Furnish all necessary connections between controllers and motors in conduit, and leave motor ready to start. The power supply leads to the motor from the controller shall be the same as the feeder indicated on the drawings, except for six terminal lead motor where wye-delta starting method is being applied.

5.22.2 Other trades i.e. mechanical contractor, except as otherwise noted or specified will supply and deliver all controllers and shall erect and connect up safe complete

5.22.3 The Electrical Contractor or trade people shall be held responsible as far as power supply to the controller is concerned. He shall ascertain the exact location of the motor controller and motors from other trades before installing the circuit work

#### 5.23 RECORD DRAWINGS AND AS BUILT PLANS

5.23.1 The Electrical Contractor shall keep an active record of the actual installation works during the progress job. These shall become the reference for the preparation of the As-Built Plans which shall include all pertinent information, complete in all aspects of the actual installations, all new information not originally shown in the contract drawings. The As-Built Plans shall be prepared by the Electrical Contractor at his expense and shall be submitted to the Architect and the Engineer for approval upon the completion of the work. The approval of the As-Built drawings shall be a pre-requisite for the final acceptance of the electrical works.

5.23.2 Two (2) copies of the As-Built drawings, signed and sealed by the Electrical Contractor's Professional Electrical Engineer, shall be submitted to the Architect and Engineer consultants. Original tracing/ reproducible copy shall also be submitted.

### VI. AUXILIARY WORKS

#### 6.0.1 WORK INCLUDED

6.0.2 The work to be done under this Auxiliary System comprises the furnishing of all tools, materials, labor & installation of equipment, unless otherwise herein specified, required to complete and leave ready for use the Voice and Data System and in accordance with this specification and accompanying drawings.

6.0.3 The contractor for the electronic works (auxiliary systems Contractor) shall coordinate his work so that the general contractor and all other subcontractors will understand clearly the work to be done.

6.0.4 All contractors and all companies or persons providing labor, materials or both for this project, are specifically referred to the General Conditions of the specifications, to the general contract plans, to all Divisions of specifications and to the various other contract documents, which may affect the completion of the contract work.

#### 6.1 CODES, INSPECTIONS, PERMITS AND FEES

6.1.1 The work under this contract shall be done according to the requirements of the latest edition of the Philippine Electronics Code, the rules and regulations of the Local Government Authorities of Quezon City and the requirements of the telecommunications service provider. Nothing contained in this specification or shown on the drawings shall be construed as conflict with national and local ordinances or laws governing the installation of Electronic Works, and all such laws and ordinances are hereby made part of these specifications. The contractor is required to meet the requirements hereof.

6.1.2 All permits and fees required for this work shall be obtained at the expense of the auxiliary system Contractor. The auxiliary system Contractor shall furnish to the Architect/Engineer or the Owner or the same maybe, a final certificate of electronic inspection and approval from the proper government authorities after completion of the work.

#### 6.2 TEST

6.2.1 The auxiliary system Contractor shall test all installed systems, replace or remedy all defective works and adjust such system as needed or as the Architect or the Owner

shall direct. He shall also conduct meetings with the technical people selected by the Owner, and properly discuss the proper operation and maintenance of all auxiliary system installed.

### **6.3 MEASUREMENTS**

- 6.3.1** The auxiliary systems Contractor shall procure from the Architect/Engineer detailed drawings of those parts of the work not fully shown on the plans and he shall compare and verify with the Owner. Any lack of agreement shall be submitted at once to the Architect/Engineer for adjustments.

### **6.4 SLEEVES AND FORMS FOR OPENINGS**

- 6.4.1** The auxiliary systems Contractor shall provide and places all sleeves, for piping penetrating floors, walls, partitions, etc. He shall locate all necessary slots and openings for his work and it shall be done at such time as not to delay the general contractor of the project.

### **6.5 LOCATION OF DATA OUTLETS**

- 6.5.1** All data outlets shall be truly centered in panels and spaces provided thereof. Any discrepancy in the location of an outlet and security camera between the electronics plans and architectural plans shall be submitted to the Architect/Engineer at once and verify before such are installed.

### **6.6 GROUNDINGS**

- 6.6.1** All metallic conduits, cable trays, supports, cable ladder, metallic cabinets, metallic enclosures/tracks and all electronic equipment shall be properly grounded by means of AWG #6 copper wire that is bonded to the building's Electrical grounding system or other means prescribed by EIA- 607. Special attention should be given to independent grounding of each auxiliary system to eliminate EMC and EMI problems.

### **6.7 WIRING METHOD**

- 6.7.1** All wiring shall in general be installed inside standard conduits. All conduits that runs thru or embedded in concrete, underground but in concrete envelope, embedded in hollow blocks partition, concrete slab, walls and roof above, between double wall, wooden partitions if any, PVC conduit can be used. Where the installation of concealed and/or embedded conduit wiring may be used, but only upon approval of the Owner's authorities concerned. Exposed conduits shall be Intermediate Metal Conduit (IMC) unless otherwise specified.
- 6.7.2** In Voice and Data System, cable trays and ladders may be used as a requirement for structured cabling system, as prescribed by EIA- 569. Patch guide is also used for orderly cord storage inserted just above and beneath on modular patch panel (MPP) frame at the front side. Patch guides allow an orderly arrangement of patch cords. Marking/ labeling all the different component for easy identification and maintenance is a must.
- 6.7.3** Proper guidelines for cabling administration shall be strictly provided, cabling plan, numbering & labeling scheme, location of cabinets and distribution boxes. Respect the maximum drive distances between the equipment racks and telecom outlet: for UTP Cat6 is 120 meters, while 3,000 meters for fiber-optic cables.
- 6.7.4** As per requirement set by the Bureau of Fire Protection (BFP) and also per recommendation of the Fire Code of the Philippines, Intermediate Metal Conduit (IMC) conduit shall be used for the entire installation of Fire Alarm System in buildings, except Electrical Metallic Tubing (EMT) conduit may be provided in dry locations not enclosed in concrete or where not subject to mechanical damage.
- 6.7.5** Strictly maintain uniform cable geometry all through wiring schemes.

## 6.8 GUARANTEE

- 6.8.1 The auxiliary system Contractor shall guarantee his work for a period of one (1) year from the date of final acceptance by the owner except for particular items specifically mentioned in these specifications
- 6.8.2 The auxiliary system Contractor shall, without additional compensation for the period specified, replace any work materials or equipment furnished and installed by him under this contract which develop defects except from ordinary wear and tear.

## 6.9 MATERIALS

- 6.9.1 All materials to be installed shall be brand new. All the materials shall conform to the standards set by Underwriter's Laboratories, Inc. (UL)
- 6.9.2 All materials to be installed for the auxiliary system shall comply with the following specifications, and for those materials which are not directly specified shall be of the best of their respective kind
- 6.9.3 Samples on all materials to be installed shall be submitted to the Architect/Engineer for approval.

## 6.10 WIRES/CABLES

- 6.10.1 All wires and cables shall comply with the requirements of the Underwriter's Laboratories, Inc. (UL), the ASTM, the IPCEA as to their particular usage, and the cabling/ wiring requirement set by EIA- 568A.
- 6.10.2 Category 6 (CAT6) UTP cable for horizontal cabling shall be used for the entire Data System. For safety reasons, the fiber- optic cable should be low smoke halogen free and flame retardant. The UTP cable shall be UL approved and should be able to run applications up to 1000 MHz. UTP cables and fiber- optic cables manufactured by a reliable manufacturing company acceptable to the Engineer or the Owner.

## 6.11 CONDUITS

- 6.11.1 The conduit system shall consist of the following:

### Polyvinyl Chloride Conduit (PVC)

Conduit shall be of standard size and weight, made of polyvinyl chloride, extruded, heavy wall, rated for 90-degree centigrade cable, schedule 40 and acceptable to the Engineer or the Owner.

- 6.11.2 All conduits shall be of true cylindrical form and shall be within the actual size called for
- 6.11.3 No conduits shall be used in any system smaller than 16-mm electrical trade size, shall not have more than four 90 degrees' bend in any one run, and where necessary, hand hole and pull boxes shall be provided.
- 6.11.4 No wires shall be pulled in any conduit until the conduit system is complete in all details, in case of underground work, until concrete envelope or masonry has been completed in every detail. In case of concealed work, until rough plastering has been completed.
- 6.11.5 The ends of all conduits shall be tightly plugged to exclude plaster dust sand and soil including moisture while other works in the perimeter is in process.

## 6.12 TELECOM OUTLET BOXES AND FITTINGS

- 6.12.1 LAN outlet is the interface between horizontal cabling and the modular line cord connecting to the computer/ telephone terminal. The eight (8)- position modular UTP telecom outlet and its pin assignments shall meet EIA- 568 standards. All voice/ data

outlets should be RJ45 type, ISO compliant, Insulation Displacement Contact, modular for RJ45 connector universal application and multi-vendor supportive

- 6.12.2 Use a modular line cord (patch cord) with  $L \leq 3m$  to connect the telecom outlet to a workstation. Patch cord is a flexible piece of cable terminated at both ends with plugs. Patch cords shall connect either the ports of active equipment on patch panel or the workstations to the wall outlet at the workplace. Twisted pair patch cord RJ45/ RJ45 shall be very high speed multimedia patch cords. Patch cord gray (G) will be installed from telecom outlet to workstation, while patch cord blue (B) will be installed from modular patch panel (MPP) to hub
- 6.12.3 At all data outlets of every kind, for all auxiliary systems, there shall be provided suitable fittings which shall be either a box or other device especially designed to receive the type of fitting to be mounted thereon
- 6.12.4 The auxiliary systems Contractor shall consult with the Engineer as to the nature of various fittings to be used before installing the outlet fittings and shall conform strictly in the use of fittings so that the wire when completed will be finished design

### 6.13 ELECTRONIC COMPONENTS & EQUIPMENT

- 6.13.1 All Telephone (Voice) and Data System electronic devices/components and equipment shall be listed by Underwriter's Laboratories Inc. (UL), or approved by the Factory Mutual System. It should be furnished by a single supplier/ manufacturer (one-brand) only who are regularly engaged in the production/supply of such component/equipment, to achieve devices compatibility and for a reliable voice and data system. The specifications are intended to provide a broad outline of the required voice and data system, but are not intended to include all details of design and construction.

#### 6.13.2 Private Automatic Branch Exchange (PABX)

PABX shall be capable of connecting virtually all types of data/ voice telecommunication equipment into an integrated, easily controllable and configurable network. PABX can provide 20- direct lines and 180- IP extensions. This compatibility boosts speed and broadens networks for global connections. The system can be easily upgradeable/ stackable to handle at multiple of 256 extensions with a range of capabilities.

#### 6.13.3 Cabinets/ Rack Enclosures

Cabinets are the basis for housing all cabling system components. The cabinets shall be fully equipped with internal frames for patch panel, active equipment (cross-connect hardware), connection modules, and to organize the cable and patch cord lay out. Typically, a standard 19" framing and paneling shall be used provided by proper climate control or ventilation. Cabinets should be in a room that is environmentally suitable, climate controlled and that can be secured. All cabinets should have locks or intrusion detection to safeguard the network infrastructure

#### 6.13.4 IDC Frame

Insulation displacement contact (IDC) frame shall have sufficient space for overvoltage protection, front side connections for easy installation, one single insertion tool for all connections. The front panel covers all underlying modules and cabling for a homogenous appearance and orderly installation

### 6.14 RECORD DRAWINGS AND AS BUILT PLANS

- 6.14.1 The auxiliary system Contractor shall keep an active record of the actual installation works during the progress job. The said records shall become the reference for the preparation of the As-Built Plans which shall include all pertinent information, complete in all aspects of the actual installations, all new information not originally shown in the contract drawings. The As-Built Plans shall be prepared by the auxiliary system Contractor at his expense and shall be submitted to the Architect and the Engineer for

approval upon the completion of the work. The approval of the As-Built drawings shall be a pre-requisite for the final acceptance of the electronic works.

Two (2) copies of the As-Built drawings, signed and sealed by the auxiliary system Contractor's Professional Electronics Engineer, shall be submitted to the Architect and Engineer consultants. Original tracing/ reproducible copy shall also be submitted

## **VII. PLUMBING WORKS**

### **7.0 DESCRIPTION**

- 7.0.1** Applicable provisions of General Conditions govern work under this section.
- 7.0.2** All fittings, connections and piping embedded in concrete shall be subject to inspection by the Architect and/or his representative before covering and/or completion.
- 7.0.3** The contractor shall provide all items, articles, materials, operations of methods listed, mentioned or scheduled on the drawings and/or herein including labor, materials and incidentals necessary and required for their completion.
- 7.0.4** The contract drawings and specifications are complementary to each other, and any labor or materials called for by either whether or not called for by both, if necessary, for the successful operation of any of the particular type of equipment furnished and installed will be without additional cost to the owner.
- 7.0.5** Intent: It is not intended that the drawings shall show every pipe fitting.
- 7.0.6** All such items, whether specifically mentioned or not, or indicated in the drawings shall be furnished and installed if necessary to complete the system in accordance with the best practice of the plumbing trade and to the satisfaction of the engineer and the owner.
- 7.0.7** The plumbing contractor is required to refer to all architectural, structural and electrical plans and specifications and shall investigate all possible interferences and conditions affecting his work

### **7.1 SCOPE OF WORKS**

- 7.1.1** Work included under this section of this specification consists of furnishing all labor, tools and equipment, appliances and materials necessary for complete installation, testing and operation of the plumbing and storm drainage system in accordance with the contract.
  - a** Arrange for, obtain and bear the cost of necessary permits, bonds and fees, private or government shall be paid by the contractor.
  - b** Supply of all plumbing fixtures, trims and accessories.
  - c** The contractor shall provide all necessary shop drawings and two (2) sets of As-Built Plans
  - d** Testing for leakage of all water supply and distribution system, drains, waste and venting system plus pressure testing for two (2) hours and disinfection of water distribution system
  - e** Water meter and MWSI connection as shown on plans and to be verified at the jobsite.
  - f** Furnishing of written one (1) year warranty of the plumbing system

## **7.2 SUBMITTALS**

- 7.2.1** Within fifteen (15) days after award of contract, the plumbing contractor shall submit for engineer's approval four (4) copies of all complete list of manufacturer's name of all materials he proposes to use.
- 7.2.2** After approval of the above list and before purchase of any materials, the plumbing contractor shall submit to the engineer for approval, four (4) complete sets of detailed information consisting of manufacturer's bulletins, shop drawings and partial list of materials to be provided under this contract.
- 7.2.3** The plumbing contractor shall assume the loss of and the entire responsibility of any change in the work as shown in the contract drawings, which may be occasioned by approval of materials other than those specified.

## **7.3 APPLICABLE CODE AND STANDARDS**

- 7.3.1** All plumbing works to be done and the sizes of pipes to be used shall be in accordance with the National Plumbing Code and the Plumbing Code of the Philippines.
- 7.3.2** The plumbing contractor shall verify the above paragraphs with each section of the specifications and coordinate his work so that the general contractor will understand clearly the intent of the work to be done.

## **7.4 PRODUCTS**

### **7.4.1 Description of Materials**

All materials to be used shall conform to the standards specified. Use of materials shall be governed by other requirements imposed on other section of these specifications. Materials shall be subject to tests necessary to ascertain their fitness if the engineer so requires.

### **7.4.2 Alternate Materials**

Use of any material not specified in these specifications may be allowed, provided such alternate has been approved by the engineer, and provided further, that a test if required shall be done by an approved agency in accordance with generally accepted standards.

### **7.4.3 Identification of Materials**

Each length of pipe, fittings, traps, fixtures and devices used in the storm drainage system shall have case, stamped or indelibly marked on it the manufacturer's trademark or name, type and classes of products when so required by the standards mentioned. All materials and equipment mentioned in these specifications, including all incidental items not specifically indicated, but required to complete the contract shall be new and free from defects. If damaged during the course of construction, it shall be repaired or replaced as directed by the Project Manager at no additional cost for the owner.

### **7.4.4 Drains**

- 7.4.4.1** Floor drains at toilets shall be gauge no. 22 with round strainer and plastic bucket. Pipe size 50mmØ or approved equal.

### **7.4.5 Plumbing Fixtures and Accessories**

- 7.4.5.1** Water closet shall be flush tank type toilet, vitreous china, elongated, siphon jet bowl with bottom outlet and extended rear shelf, 38 mm top spud for quiet. Color is white.
- 7.4.5.2** Lavatory shall be vitreous china, self-priming with front overflow or approved equal. Color is white.

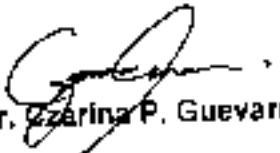
## 7.5 EXECUTION

### 7.5.1 Fixture Installation

Support all fixtures securely in a neat workman-like manner on approved carriers and supports. The method of support for each fixture shall be approved type manufacturer's standard, except where fixture designations on the drawings indicate modifications. Install all fixtures level and flush with finish floors and partitions. All fixtures shall be provided with individual shut-off valve and equipped with a trap.


*Note: In contrast between these Technical Specifications and the approved Plans issued to the Contractor, the approved Plans shall prevail. See also the approved program of works. In case of doubt, for clearer outlooks consult the assigned Architect/Engineer.*

Prepared by:

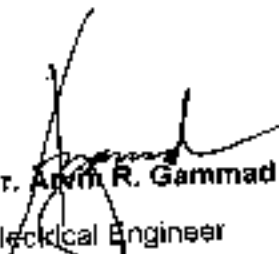
  
Engr. Gzarina P. Guevarra  
Civil Engineer

Designers:

  
Ar. Ruel G. Resurreccion  
Architect

  
Engr. Emmanuel R. Sibucan  
Mechanical Engineer / Master Plumber

  
Engr. Erwin R. Sibucan  
Electronics Engineer

  
Engr. Arvin R. Gammad  
Electrical Engineer



## ***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.]*

## ***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 OF YOUTH DEVELOPMENT OFFICE AT 7TH FLOOR CIVIC CENTER BUILDING A

LOCATION : BARANGAY CENTRAL, DISTRICT 4, QUEZON CITY

PROJECT NO. : 24 - 00073

DURATION : Ninety (90) Calendar Days

BREAKDOWN OF COST

ITEM NO.	DESCRIPTION	ESTIMATED DIRECT COST	TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	TOTAL COST
			%	VALUE			
PART I	OTHER GENERAL REQUIREMENTS						
PART II	REHABILITATION OF YOUTH DEVELOPMENT OFFICE AT 7TH FLOOR						
PART II A	REMOVAL WORKS						
PART II B	FINISHING AND OTHER CIVIL WORKS						
PART II C	PLUMBING/SANITARY WORKS						
PART II D	ELECTRICAL WORKS						
	TOTAL OF PART II						
TOTAL							

TOTAL COST ₱\_\_\_\_\_

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

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

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

PROJECT TITLE : PROPOSED REHABILITATION OF YOUTH DEVELOPMENT OFFICE AT 7TH FLOOR CIVIC CENTER BUILDING A  
LOCATION : BARANGAY CENTRAL, DISTRICT 4, QUEZON CITY  
PROJECT NO. : 24 - 00073  
DURATION : Ninety (90) Calendar Days

ITEM CODE	DESCRIPTION	QUANTITY	UNIT	ESTIMATED DIRECT COST	MARK-UP IN %		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
					OCM	PROFIT	%	VALUE				
<b>PART I</b>	<b>OTHER GENERAL REQUIREMENTS</b>											
B.5	Project Billboard / Sign Board	1	ea									
B.7(1)	Occupational Safety and Health	3	mo									
B.9	Mobilization	1	lot									
B.9	Demobilization	1	lot									
B.24	Formworks and Falseworks (Scaffolding)	22	sq.m									
	<b>TOTAL OF PART I</b>											
<b>PART II</b>	<b>REHABILITATION OF YOUTH DEVELOPMENT OFFICE AT 7TH FLOOR</b>											
<b>PART II A</b>	<b>REMOVAL WORKS</b>											
800(1)	Clearing and Grubbing	455	m²									
801(1)	Removal of Actual Structure/Obstruction	738	m²									
	<b>TOTAL OF PART II A</b>											
<b>PART II B</b>	<b>FINISHING AND OTHER CIVIL WORKS</b>											
<b>B.1 Masonry Works</b>												
1021(3)a	Floor Topping, Plain	478	m²									
1027(1)	Cement Plaster Finish	19	m²									
1046(2)a1	CHB Load Bearing (Including Reinforcing Steel), 100mm	10	m²									
<b>B.2 Fabricated Materials and Hardwares</b>												
1002(15a)	20mm Granite Countertop with Aluminum Under Counter Cabinet	5	L.m.									
1002(16d)	20mm Thick Granite Slab Countertop and Splash Board (Polish)	3	L.m.									
1003(3a)	Hanging Cabinets, Aluminum Powder Coated	5	m²									
	6mm Thick Facial Mirror with 6mm Thick Plywood Backing	2	m²									
1003(1)e2	Ceiling Metal Frame, 12mm Moisture Resistant Gypsum Board	4	m²									
	Acoustic Board on T-Runners	246	m²									
1012(3)b	Tempered Glass Door, 12mm	5	m²									
1010(2)b	Doors, Wood Panel with 6mm Tempered Glass, Frosted Film	7	m²									
1010(2)a	Doors, Flush Hollow Core Door	5	m²									
1010(2)2a	Doors, Flush Hollow Core Door with Louver Vents	2	m²									
1012(4a)	10mm Thick Clear Glass Wall Partition	12	m²									
1012(4b)	6mm Thick Clear Glass Wall Partition with Frosted Film Sticker	4	m²									
1004(2)	Finishing Hardware	1	set									
<b>B.3 Finishing Works</b>												
1003(2)a1	Wall, 6mm, Metal Frame, Fiber Cement Board	31	m²									
1003(2)a1	Wall, 6mm, Metal Frame, Fiber Cement Board with Aluminum Trim, Laminated Finish	38	m²									
1018(1)	Glazed Tiles and Trims	17	m²									
1018(2)	Unglazed Tiles	4	m²									
1020(1)a	300mm x 300mm Vinyl Floor Tile	492	m²									
1032(1)a	Painting Works, Masonry/Concrete	278	m²									
1032(1)b	Painting Works, Wood	139	m²									
	<b>TOTAL OF PART II B</b>											

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

PROJECT TITLE : PROPOSED REHABILITATION OF YOUTH DEVELOPMENT OFFICE AT 7TH FLOOR CIVIC CENTER BUILDING A  
LOCATION : BARANGAY CENTRAL, DISTRICT 4, QUEZON CITY  
PROJECT NO. : 24 - 00073  
DURATION : Ninety (90) Calendar Days

ITEM CODE	DESCRIPTION	QUANTITY	UNIT	ESTIMATED DIRECT COST	MARK-UP IN %		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
					OCM	PROFIT	%	VALUE				
<b>PART II C</b>	<b>PLUMBING/SANITARY WORKS</b>											
<b>C.1 Sewerline Works</b>												
1001 (1) a5	50mm Ø PVC Pipe and Fittings with Hanger/Support	12	I.m.									
1001 (1) a6	75mm Ø PVC Pipe and Fittings with Hanger/Support	12	I.m.									
<b>C.2 Waterline Works</b>												
1002 (2) a3	20mm Ø PPR Pipe and Fittings with Hanger/Support	24	I.m.									
1002 (2) b3	25mm Ø PPR Pipe and Fittings with Hanger/Support	8	I.m.									
<b>C.3 Plumbing/Sanitary Fixtures</b>												
1002 (7)	Water Closet, Tank Type with Bidet, Complete	1	set									
1002 (11) a	Kitchen Sink, Single, Complete (Stainless)	2	set									
1002 (15) a	Lavatory, Countertop Mounted, Complete	1	set									
1002 (16) a3	Floor Drain Plates, 100mmØ	1	pc									
<b>C.3 Valves and Apputenances</b>												
1201 (12)	Valve and Pipe Fittings (20Ø Gate Valve)	3	set									
1201 (12)	Valve and Pipe Fittings (25Ø Gate Valve)	1	set									
1201 (12)	Valve and Pipe Fittings (25Ø Check Valve)	1	pc									
	<b>TOTAL OF PART II C</b>											
<b>PART II D</b>	<b>ELECTRICAL WORKS</b>											
<b>D.1 Roughins, Boxes and Fittings</b>												
1100	PVC Utility Box	2	set									
1100	20mmØ PVC	167	piece									
1100	25mmØ IMC	23	piece									
1100	Horizontal Layout	167	set									
<b>D.2 Wires and Wiring Devices</b>												
1101	3.5mm² THHN Wire and 2.0mm² THW Wire	1,000	I.m.									
1101	14mm² THHN Wire and 8.0mm² THW Wire	210	I.m.									
1101	Simplex Convenience Outlets/Receptacles (GT)	3	piece									
1101	Duplex Convenience Outlets/Receptacles (GT)	2	piece									
<b>D.3 Panelboard with Main and Branch Breakers</b>												
1102	PP(7F)	1	assy									
1102	ECB, 30AT, 2P	1	assy									
<b>D.4 Network Cabling System</b>												
1105	IDF7, 32U	1	assy									
1105	TTC7	1	assy									
1105	Wifi Access	3	piece									
1105	RJ45	380	piece									
1105	Junction Box	3	set									
1105	Utility Box	92	set									
1105	25mmØ PVC	67	piece									
1105	25mmØ Cable Threshold	10	piece									
1105	Pull Box	1	piece									
1105	UTP CAT6 Cable	5,000	I.m.									
1105	Wall Plate 1 port (Data Outlet)	59	piece									
1105	Wall Plate 2 port (Data Outlet)	17	piece									
1105	Wall Plate 2 port (Voice/Data Outlet)	16	piece									
	<b>TOTAL OF PART E</b>											
	<b>TOTAL OF PART II</b>											
	<b>GRAND TOTAL</b>											

## ***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 (*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.

**Bid Form for the Procurement of Infrastructure Projects**  
*[shall be submitted with the Bid]*

---

**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. 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, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>1</sup> for this purpose;
- h. 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;
- i. 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
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

---

<sup>1</sup> currently based on GPPB Resolution No. 09-20^^

- k. 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].
- l. 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: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

## Bid Securing Declaration Form

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert 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 procurement 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 the 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 No. 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; and
  - c. I am/we are declared 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 OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

### **[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

GPPB Resolution No. 16-2020, dated 16 September 2020

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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], as shown in the attached duly notarized Special Power of Attorney;

*[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], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**
11. We pledge that the project will be completed in accordance and congruency with the approved plans and programs.

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Contract Agreement Form for the Procurement of Infrastructure Projects (Revised)

*[not required to be submitted with the Bid, but it shall be submitted within ten (10) days after  
receiving the Notice of Award]*

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### 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 *[contract price in words and figures in specified currency]* 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 as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. Philippine Bidding Documents (PBDs);
    - i. Drawings/Plans;
    - ii. Specifications;
    - iii. Bill of Quantities;
    - iv. General and Special Conditions of Contract;
    - v. Supplemental or Bid Bulletins, if any;
  - b. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

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;

- c. Performance Security;
- d. Notice of Award of Contract and the Bidder’s conforme thereto; and
- e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**



3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

*[Format shall be based on the latest Rules on Notarial Practice]*

LIST OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

NAME OF CONTRACTOR: \_\_\_\_\_

[illegible]

PHOTOCOPY ADDITIONAL FORMS, IF NECESSARY

Page \_\_\_\_\_ of \_\_\_\_\_



SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

NAME OF CONTRACTOR: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROJECT TITLE (Name of the Contract) & EXACT PROJECT LOCATION	DATE OF CONTRACT	CONTRACT DURATION	PROJECT OWNER & POSTAL ADDRESS	NATURE OF WORK	CONTRACTOR'S ROLE (SOLE CONTRACTOR, SUBCONTRACTOR, PARTNER IN A /S) and PERCENTAGE OF PARTICIPATION	TOTAL CONTRACT VALUE AT AWARD	DATE OF COMPLETION or ESTIMATED COMPLETION TIME	TOTAL CONTRACT VALUE AT COMPLETION IF APPLICABLE

PHOTOCOPY ADDITIONAL FORMS, IF NECESSARY

Page \_\_\_\_\_ of \_\_\_\_\_

LIST OF MAJOR EQUIPMENT TO BE USED FOR THE PROJECT

NAME OF CONTRACTOR: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

TYPE	DESCRIPTION / CAPACITY	SERIAL NO.	YEAR ACQUIRED	PRESENT LOCATION (SPECIFIC ADDRESS)	STATUS OF AVAILABILITY (OWNED/LEASED)

PHOTOCOPY ADDITIONAL FORMS, IF NECESSARY

Page \_\_\_\_\_ of \_\_\_\_\_

A. LIST OF KEY CONSTRUCTION PERSONNEL TO BE ASSIGNED TO THE PROJECT

NAME OF CONTRACTOR: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

NAME	POSITION	AGE	EDUCATIONAL ATTAINMENT	TYPE OF CONSTRUCTION EXPERIENCE	NO.OF YEARS WITH THE CONTRACTOR	PROFESSION	PRC NO.

PHOTOCOPY ADDITIONAL FORMS, IF NECESSARY

Page \_\_\_\_\_ of \_\_\_\_\_

# COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)

NAME OF BIDDER: \_\_\_\_\_

CURRENT ASSETS*		PHP	_____
(LESS) CURRENT LIABILITIES*	(LESS)	PHP	_____
NETWORTH		PHP	_____
NETWORTH x 15	x 15	PHP	_____
(LESS) VALUE OF ALL OUTSTANDING ON-GOING CONTRACTS**	(LESS)	PHP	_____
(LESS) VALUE OF ALL AWARDED BUT NOT YET STARTED CONTRACTS AS OF DATE**	(LESS)	PHP	_____
<b>NET FINANCIAL CONTRACTING CAPACITY</b>		PHP	_____

- NOTES:
- \* CURRENT ASSETS AND LIABILITIES BASED ON AUDITED FINANCIAL STATEMENT FOR THE PRECEDING CALENDAR YEAR SUBMITTED TO B.I.R.
  - \*\* BASED ON LIST OF ON-GOING AND AWRDED BUT NOT YET STARTED CONTRACTS SUBMITTED

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 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



