

PHILIPPINE BIDDING DOCUMENTS

Facilities Improvement Related to New Organizational Structure (OS) - Furniture, Fixtures and Equipment (Finance Building, Publication Office, MIS Office, Supply and Property Unit Office & PNU Gymnasium)

Government of the Republic of the Philippines

PRE-BID CONFERENCE:

March 14, 2025 (Friday)

10:00 A.M.

Ground Floor, Room 103,

Pedro T. Orata Hall

BID OPENING:

March 26, 2025 (Wednesday)

10:00 A.M.

Ground Floor, Room 103,

Pedro T. Orata Hall

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 contracts, 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 note 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



Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
Taft Avenue, Manila

FACILITIES IMPROVEMENT RELATED TO NEW ORGANIZATIONAL STRUCTURE (OS) - FURNITURE, FIXTURES AND EQUIPMENT (FINANCE BUILDING, PUBLICATION OFFICE, MIS OFFICE, SUPPLY AND PROPERTY UNIT OFFICE & PNU GYMNASIUM)

1. The **Philippine Normal University**, through the **STF 164 2025** intends to apply the sum of **Eight Million pesos and 00/100 only (Php 8,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Facilities Improvement Related to New Organizational Structure (OS) - Furniture, Fixtures and Equipment (Finance Building, Publication Office, MIS Office, Supply and Property Unit Office & PNU Gymnasium) (CW 2025-03-037)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Philippine Normal University** now invites bids for the above Procurement Project. Completion of the Works is required **One Hundred Eighty (180) Calendar Days**. 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 **PNU BAC Secretariat** and inspect the Bidding Documents at the address given below from **7:00 A.M. - 4:00 P.M. (Monday-Friday)**.
5. A complete set of Bidding Documents may be acquired by interested bidders on **March 7-26, 2025** from given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Eight Thousand Pesos (Php 8,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The **Philippine Normal University** will hold a Pre-Bid Conference on **March 14, 2025 (Friday); 10:00 A.M.** at the **Pedro T. Orata Hall (Room 103)**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **March 26, 2025 at 9:30 A.M.** 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 **March 26, 2025 (Wednesday); 10:00 A.M.** at the **Pedro T. Orata Hall (Room 103)**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Philippine Normal University** 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:

Dr. Denmark L. Yonson
BAC Secretariat Office
Room 202, Second Floor, Old ITL Building
bac.secretariat@pnu.edu.ph
Telefax: 5317-1768 loc. 730 / 731
www.pnu.edu.ph
12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.pnu.edu.ph/bidding-opportunities/>

March 7, 2025

(SGD.) DENMARK L. YONSON
Chairperson, R-BAC

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Philippine Normal University** invites Bids for the **Facilities Improvement Related to New Organizational Structure (OS) - Furniture, Fixtures and Equipment (Finance Building, Publication Office, MIS Office, Supply and Property Unit Office & PNU Gymnasium)**, with Project Identification Number **CW 2025-03-037**.

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 **STF 164 2025** in the amount of **Eight Million pesos and 00/100 only (Php 8,000,000.00)**.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

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 allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.
- 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 criteria 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 through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. In case of joint ventures, a special PCAB License, and registration for the type and cost of the contract for this Project, shall be required. 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 shall be valid until **One Hundred Twenty (120) Calendar Days**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

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

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

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

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause							
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p>Similar contracts shall refer to contracts that have the same major categories of work. The Bidder must have completed, within ten (10) years from the submission of bids, a similar Contract to this Project which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC). Prospective Bidders must submit this Contract and will form part of the Technical Specifications as evidence.</p>						
7.1	<p>Subcontracting is allowed subject to the compliance with RA No. 9184 requirements.</p>						
10.1	<p>Bidders shall also submit the following additional documents as specified and required in Section VI - Specifications under Terms of Reference:</p>						
10.3	<p>PCAB License General Building Category C & D.</p>						
10.4	<p>The Contractor shall employ the following Key Personnel:</p> <p>Bidder shall have one (1) Project-in-Engineer; one (1) Licensed Architect; one (1) Foreman; one (1) Safety Officer; one (1) Materials Engineer. Bidder shall submit during bid opening the photocopy of latest PRC ID Licenses of Engineers and Architect latest PTR, and curriculum vitae of foreman.</p>						
10.5	<p>The minimum major equipment requirements are the following:</p> <table><tr><td><u>Equipment</u></td><td><u>Capacity</u></td><td><u>Number of Units</u></td></tr><tr><td> </td><td> </td><td> </td></tr></table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>			
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>					
11.1	<p>This shall include all the following documents during bid opening:</p> <ul style="list-style-type: none">a. Bid prices in the Bill of Quantities;b. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid;c. Detailed Unit Price Analysis (DUPA); andd. Cash flow by quarter or payment schedule						
12	<p><i>[Insert Value Engineering clause if allowed.]</i></p>						
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p>						

	<p>a. The amount of not less than Php 160,000.00 <i>[Insert two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than Php 400,000.00 <i>[Insert five percent (5%) of ABC]</i> if bid security is in Surety Bond.</p>
19.2	<p>Partial bids are allowed, as follows: <i>[Insert grouping of lots by specifying the items and the quantity for every identified lot.]</i></p>
20	<p><i>[List licenses and permits relevant to the Project and the corresponding law requiring it, e.g. Environmental Compliance Certificate, Certification that the project site is not within a geohazard zone, etc.]</i></p>
21	<p>Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.</p>

Section IV. General Conditions of Contract

1. **Scope of Contract**

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

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

2. **Sectional Completion of Works**

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

3. **Possession of Site**

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

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

4. **The Contractor's Obligations**

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

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

5. Performance Security

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

6. Site Investigation Reports

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

7. Warranty

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.

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

Special Conditions of Contract

GCC Clause	
2	<i>[If different dates are specified for completion of the Works by section, i.e. “sectional completion,” these dates should be listed here.]</i>
4.1	<i>[Specify the schedule of delivery of the possession of the site to the Contractor, whether full or in part.]</i>
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	<p><i>[Select one, delete the other:]</i></p> <p>a. Dayworks are applicable at the rate shown in the Contractor’s original Bid.</p> <p>b. No dayworks are applicable to the contract.</p>
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within <i>[insert number]</i> days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <i>[insert amount]</i> .
13	The amount of the advance payment is <i>[insert amount as percentage of the contract price that shall not exceed 15% of the total contract price and schedule of payment]</i> .

14	<i>[If allowed by the Procuring Entity, state:]</i> Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	The contractor shall submit five (5) copies of as-built drawings size of 20" x 30" duly signed and sealed by the designer upon submission of final billing and softcopy of as-built drawings stored in 1TB SSD drive.
15.2	The amount to be withheld for failing to produce "as built" drawings by the date required is Php 50,000.00.

Section VI. Specifications

Name of Project: **FACILITIES IMPROVEMENT RELATED TO NEW ORGANIZATIONAL STRUCTURE (OS) - FURNITURE, FIXTURES AND EQUIPMENT (FINANCE BUILDING, PUBLICATION OFFICE, MIS OFFICE, SUPPLY AND PROPERTY UNIT OFFICE & PNU GYMNASIUM)**

Subject: **SCOPE OF WORKS**

GENERAL:

The Work consists of supervision, supply of materials, labor, and equipment, as well as all other items and services required to finish the Project. The Work must be fully executed and completed by the Contractor in a professional manner with the highest level of workmanship.

The Contractor must abide by all applicable laws, city ordinances, government regulations, and other legal obligations. He is accountable for any injuries to people or damage to property that may result from carrying out the Work. He is expected to study the details, confirm all dimensions on site, and bring to the attention of the Procuring Entity any discrepancy for clarification.

SCOPE OF DIRECT WORKS:

Unless otherwise specified in the contract documents, the Contractor shall be fully responsible for all the direct work required to complete the project including, but not limited to the following:

GENERAL REQUIREMENTS

1. Mobilization and demobilization of workers, materials, and construction equipment to be supplied by the contractor.
2. Furnishing of ID cards and uniforms, PPEs, and other safety equipment necessary for the complete protection of workers against the dangers of injury, sickness, or death. Also, installation of temporary protection and cover of school facilities.
3. Construction of temporary facilities for temporary office, warehouse and workshop or staging area.
4. Scaffolding works: erection and disassembly.
5. PCAB License General Building Category C & D.
6. This shall include all the following documents during bid opening:

- a. Bid prices in the Bill of Quantities;
 - b. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid;
 - c. Detailed Unit Price Analysis (DUPA); and
 - d. Cash flow by quarter or payment schedule
7. The Contractor shall employ the following Key Personnel:
- a. Bidder shall have one (1) Project-in-Engineer; one (1) Licensed Architect; one (1) Foreman; one (1) Safety Officer; one (1) Materials Engineer. **Bidder shall submit during bid opening the photocopy of latest PRC ID Licenses of Engineers and Architect latest PTR, and curriculum vitae of foreman.**
8. Similar contracts shall refer to contracts that have the same major categories of work. The Bidder must have completed, within ten (10) years from the submission of bids, a similar Contract to this Project which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC). Prospective Bidders must submit this Contract and will form part of the Technical Specifications as evidence.
9. **The bidder shall submit a technical data sheet and evidences (in the form of manufacturer sales literature/catalogs/brochures) during bid opening. The technical data sheet and evidences shall be part of the criteria for evaluation.**
10. **The bidder/s must conduct an onsite inspection on the project mentioned above and submit a site inspection certificate issued by the PNU Facilities Management and Sustainability Office (FMSO) during bid opening. A certificate of site inspection will be given to the bidder/s who procured the bid documents.**
11. Subcontracting is allowed subject to the compliance with the RA9184 requirements.

PUBLICATION OFFICE

I. STRUCTURAL AND ARCHITECTURAL WORKS

A. Site Preparation Works

1. Demolition/Removal works.
2. Disposal of debris and site cleanup.

B. Concrete Works

1. Construction of countertop and concreting of undercounter raised flooring.

C. Partition and Cladding Works

1. Supply and installation of 75 x 0.6mm metal tracks.

2. Supply and installation of 75 x 0.5mm metal studs spaced at maximum of 0.40m.
3. Supply and installation of 9.0mm thick fiber cement wall board.
4. Restoration of steel grilles due to relocation of ACU, complete with repainting.

D. Doors and Window

1. Supply and installation of marine plywood flush door in hardwood door jamb, complete with the following accessories: commercial grade lever type lockset, 3 pcs heavy-duty T304 stainless-steel ball-bearing hinges, 40kg capacity overhead door closer with hold open function, quick-dry enamel paint finish.
2. Supply and installation of frameless tempered glass door with top rail sliding mechanism and stainless handrail.
3. Supply and installation of acrylic sheet to cover the hole where the ACU was previously installed.

E. Painting/Repainting Works

1. Complete surface preparation works ready to receive finishing prior to painting works.
2. Painting of interior concrete and masonry walls, columns, and beams, including window edges using semi-gloss acrylic latex paints.
3. Painting of drywall partition using semi-gloss acrylic latex paint.
4. Painting of undercounter raised flooring using rubberized paint.

F. Carpentry Works

1. Supply and installation of melamine laminated marine plywood cabinets in wood grain and solid white finishes, complete with stainless-steel soft close concealed hinges and stainless-steel pull handle.
2. Supply and installation of tempered glass display cabinets with melamine laminated marine plywood in wood grain and solid white finishes backboards.

G. Stone and Other Works

1. Supply and installation of quartz slab and facial mirror.

II. OFFICE FURNITURES

1. Supply, delivery, and installation of laminated marine plywood conference table with pop-up convenience outlet.
2. Supply, delivery, and installation of various chairs: conference chairs, executive chair, and clerical chair.
3. Supply, delivery, and installation of L-shape desks with laminated drawers, laminated close-in cabinet, keyboard tray and grommet hole with cover.

4. Supply, delivery, and installation of mobile pedestal with 3-slot drawer, including one pen tray and file dividers on powder coated finish.

MIS OFFICE (GW102)

I. CIVIL/ ARCHITECTURAL WORKS

A. Site Preparation Works

1. Demolition/Removal works.
2. Disposal of debris and site cleanup.

B. Partition and Restoration Works

1. Supply and installation of 75 x 0.6mm metal tracks.
2. Supply and installation of 75 x 0.5mm metal studs spaced at maximum of 0.40m.
3. Supply and installation of 9.0mm thick fiber cement wall board.
4. Refurbishment of all existing windows.

C. Painting/Repainting Works

1. Complete surface preparation works ready to receive finishing prior to painting works.
2. Painting of interior concrete and masonry walls, columns, and beams, including window edges using semi-gloss acrylic latex paints.
3. Painting of drywall partition using semi-gloss acrylic latex paint.

II. OFFICE FURNITURES

1. Supply, delivery, and installation of 5-cluster staff cubicle.
2. Supply, delivery, and installation of 4-cluster staff cubicle.
3. Supply, delivery, and installation of receiving cubicle.
4. Supply, delivery, and installation of clerical chairs.
5. Supply, delivery, and installation of conference table with conference chairs.

SUPPLY AND PROPERTY UNIT

A. Site Preparation Works

1. Demolition/Removal works.
2. Disposal of debris and site cleanup.

B. Doors

1. Supply and installation of marine plywood flush door in hardwood door jamb with vision glass panel, complete with the following accessories: commercial grade lever type lockset, 3 pcs heavy-duty T304 stainless-steel ball-bearing hinges, 40kg capacity overhead door closer with hold open function, quick-dry enamel paint finish.
2. Repair and restoration of affected area.

FINANCE BUILDING (GROUND FLOOR AND MEZZANINE)

I. STRUCTURAL WORKS

A. Site Preparation Works

1. Demolition/Removal works.
2. Cutting and breaking of slab for foundation.
3. Excavation for foundation.
4. Backfilling and compaction.
5. Supply, filling, and compaction of gravel/granular bedding.
6. Disposal of debris and site cleanup.

B. Reinforced Concrete Works

1. Concreting of footings, pedestals, wall footings, and stiffener columns and beam.
2. Supply and installation of rebars for footings, pedestals, wall footings, and stiffener columns and beam.
3. Supply and installation of formworks and falseworks pedestals and stiffener columns and beams.

C. Structural Steel Works

1. Construction/erection of structural steel framing for mezzanine, including steel framing for stair.
2. Supply and installation of chemical and mechanical bolts.
3. Supply and installation of non-shrink grout for leveling of steel baseplates.
4. Epoxy priming of all structural steel.

II. ARCHITECTURAL WORKS

A. Masonry Works

1. Construction/erection of new walls for ground floor and mezzanine enclosure using 150mm and 100mm thick concrete hollow block, complete with stiffener columns and beam.
2. Plastering of new walls and other structures and affected by demolition and removal works.
3. Repair and restoration of floor finishes at ground floor.

B. Partition Works and Window Covers

1. Covering of interior windows with fiber cement boards.
2. Erection of drywall partitions at mezzanine on light gage metal framing complete with rockwool insulation.

C. Ceiling Works

1. Supply and installation of PVC ceiling panels, complete with PVC ceiling accessories.
2. Supply and installation of PVC cornices, complete with supports and adhesive.

D. Floor Finishes

1. Supply and installation of fiber cement boards for mezzanine flooring and stair treads and risers, fastened and secured with epoxy and screws.
2. Supply and installation of vinyl wood planks on mezzanines and stairs.
3. Supply and installation of brass stair nosing.

E. Steel Railings

1. Supply and installation of steel tubular railings for mezzanine and stair.

F. Doors

1. Supply and installation of swing solid wood panel doors with vision glass panel on hardwood door jambs with heavy-duty hardware, including automatic door closer.
2. Supply and installation of sliding solid wood panel door with vision glass panel on soft close/open commercial door track and silent roller system, complete with accessories, including bottom door track.
3. Supply and installation of swing marine plywood flush door with vision glass panel on hardwood door jambs with heavy-duty hardware, including automatic door closer.

G. Painting/Repainting Works

1. Complete surface preparation works ready to receive finishing prior to painting works.
2. Painting of interior concrete and masonry walls, columns, and beams, including window edges using semi-gloss acrylic latex paints.
3. Painting of drywall partition using semi-gloss acrylic latex paint.
4. Painting of exposed metal and wood finishes using quick-drying enamel.

III. ELECTRICAL WORKS

1. Inspection of Existing Electrical System

Conduct a thorough inspection of the existing electrical system to determine its condition and identify any potential hazards or deficiencies.

2. Dismantling of Existing Electrical Systems

- a. Roughing-ins
- b. Wires and Cables
- c. Wiring Devices
- d. Panels and Boxes
- e. Lighting Fixtures and Ceiling Equipment
- f. Air Conditioning Unit Indoor and Outdoor

3. Supply and Installation of New Electrical Systems

- a. Roughing-ins
- b. Wires and Cables
- c. Wiring Devices
- d. Panels and Boxes
- e. Lighting Fixtures and Ceiling Equipment
- f. Air Conditioning Unit Indoor and Outdoor

4. Testing and Commissioning

- a. Load testing of panel boards (No Load, Full Load, and Live Test)
- b. Insulation resistance testing and continuity checks on wiring.
- c. Functionality checks of lighting fixtures, outlets, switches, and data outlets.
- d. Rectify any issues identified during testing to ensure all systems are fully operational and compliant with relevant standards.

5. Documentation and Handover

Provide detailed as-built documentation, including:

- a. Updated electrical drawings.
- b. Panel schedules with proper tagging in actual installations.
- c. Circuit directories with proper tagging of all devices.
- d. Test Results
- e. Warranty information and operation manuals for installed equipment.
- f. Continuity Test Result
- g. Live test Result

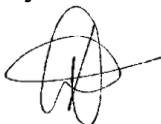
SCOPE OF INDIRECT WORKS:

The following services shall be included in the indirect work/expenses as deemed necessary:

1. Overhead expenses which include but not limited to the following: Engineering and Administrative Supervision, transportation allowances, office expenses, and premiums on bonds and insurances.
2. Contingency works, which include meetings, coordination, design and construction of temporary works, if necessary, and other unforeseen events.
3. Miscellaneous works to include material testing whenever necessary for quality control; preparation and submission of shop drawing, documents, and/or material samples as required; and preparation of as-built plans.
4. Contractor's profit and value-added tax.

Structural and Architectural Works

Prepared by:



ALFREDO G. ALARCON, JR.
Civil Engineer, FMSO

Electrical and Mechanical Works

Prepared by:



MARK ANTHONY Q. AMUL
Electrical Engineer, FMSO

Submitted by:

PROF. JOHN P. NATIVIDAD
Director, FMSO

Section VII. Drawings

Please see attached separate files.

Section VIII. Bill of Quantities

Project: FACILITIES IMPROVEMENT RELATED TO NEW ORGANIZATIONAL STRUCTURE (OS) - FURNITURE, FIXTURES AND EQUIPMENT (FINANCE BUILDING, PUBLICATION OFFICE, MIS OFFICE, SUPPLY AND PROPERTY UNIT OFFICE & PNU GYMNASIUM)
Subject: BILL OF QUANTITIES

Item No.	DESCRIPTION	Quantity	Unit	Unit Cost (PhP)	Amount (PhP)
I	GENERAL REQUIREMENTS				
1.0	Mobilization/demobilization	1.00	lot		
2.0	Construction safety and health	1.00	lot		
3.0	Temporary facilities	1.00	lot		
4.0	COA Bill board	4.00	sets		
	Subtotal (General Requirements)				-
	PUBLICATION OFFICE				
I	STRUCTURAL AND ARCHITECTURAL WORKS				
1.00	Site Preparation Works				
1.01	Demolition/Removal works	1.00	lot		
1.02	Disposal of debris and site cleanup	1.00	lot		
2.00	Concrete Works, for the kitchen undercounter raised flooring and countertop				
2.01	Concrete works, job-mix (1:2:4 by volume)	0.11	cu.m		
2.02	Labor and use of tools	1.00	lot		
3.00	Partitions Works and Restoration Works				
3.01	Fiber cement board, 4' x 8' x 9mm (submit technical data sheet)	3.80	sq.m		
3.02	Metal tracks, 75mm x 3.0m, 0.6mm thk (submit technical data sheet)	3.00	lgts		
3.03	Metal studs, 75mm x 3.0m, 0.6mm thk (submit technical data sheet)	4.00	lgts		
3.04	Restoration of Steel grilles (due to relocation of ACU), including repainting	1.00	lot		
3.05	Miscellaneous and consumables	1.00	lot		
3.06	Labor and use of tools	1.00	lot		
4.00	Doors and Window				
4.01	D-1 Marine Plywood Flush door with vision glass panel, lever type door knob and door closer, painted, swing, 850 mm x 2100 mm, with 2" x 6" hardwood door jamb, painted finish	2.00	sets		
4.02	D-2 Frameless 12mm thk tempered glass door with top rail sliding mechanism and stainless handrail, 800 mm x 2150 mm (submit technical data sheet)	1.00	set		
4.03	Acrylic Sheets, 6mm thk (to cover the hole where the previous location of the ACU is), complete with sealant (@ ±0.40 sq.m.)	1.00	lot		

4.04	Labor and use of tools	1.00	lot		
5.00	Painting/Repainting Works				
5.01	Gloss/semi-gloss acrylic latex on interior concrete/masonry walls, columns, and beams, including window edges (submit technical data sheet)	128.85	sq.m.		
5.02	Semi-gloss acrylic latex on drywalls (submit technical data sheet)	1.80	sq.m.		
5.03	Rubberized paint for raised flooring (submit technical data sheet)	0.72	sq.m.	Owner Supplied Materials	
5.04	Labor and use of tools	1.00	lot		

Item No.	DESCRIPTION	Quantity	Unit	Unit Cost (PhP)	Amount (PhP)
6.00	Carpentry Works				
	<i>Locker</i>				
6.01	Melamine laminated marine plywood, 4' x 8' x 18mm, wood grain finish (exterior) (submit technical data sheet)	4.00	pcs		
6.02	Melamine laminated marine plywood, 4' x 8' x 18mm, solid color finish (interior) (submit technical data sheet)	3.00	pcs		
6.03	T304 s/s corner brackets, 40 x 40 x 16 x 2.5mm (with s/s screws) (submit technical data sheet)	36.00	pcs		
6.04	T304 s/s concealed hinges, soft close, clip on type (submit technical data sheet)	24.00	pcs		
6.05	Edge band, 22 x 1.0mm, wood grain finish (submit technical data sheet)	19.00	l.m.		
6.06	Edge band, 22 x 1.0mm, solid color finish (submit technical data sheet)	15.00	l.m.		
6.07	Cabinet pull handle (submit technical data sheet)	12.00	pcs		
6.08	Miscellaneous and consumables	1.00	lot		
6.09	Labor and use of tools	1.00	lot		
	<i>Pantry</i>				
6.10	Melamine laminated marine plywood, 4' x 8' x 18mm, wood grain finish (exterior)	4.00	pcs		
6.11	T304 s/s concealed hinges, soft close, clip on type	16.00	pcs		
6.12	Edge band, 22 x 1.0mm, wood grain finish	22.00	l.m.		
6.13	Cabinet pull handle	8.00	pcs		
6.14	Miscellaneous and consumables	1.00	lot		
6.15	Labor and use of tools	1.00	lot		
	<i>Comfort Room Hanging Cabinet</i>				
6.16	Melamine laminated marine plywood, 4' x 8' x 18mm, wood grain finish (exterior)	2.00	pcs		
6.17	T304 s/s concealed hinges, soft close, clip on type	4.00	pcs		
6.18	Edge band, 22 x 1.0mm, wood grain finish	7.00	l.m.		
6.19	Cabinet pull handle	2.00	pcs		
6.20	Miscellaneous and consumables	1.00	lot		
6.21	Labor and use of tools	1.00	lot		
	<i>Display Cabinet</i>				
6.22	Melamine laminated marine plywood, 4' x 8' x 18mm, wood grain finish (exterior)	3.00	pcs		

6.23	10mm" thk clear tempered glass panel, with magnetic clutch, hinge and other accessories (submit technical data sheet)	1.00	lot		
6.24	Miscellaneous and consumables	1.00	lot		
6.25	Labor and use of tools	1.00	lot		
7.00	Stone Works and Others				
7.01	3mm thk Quartz slab (submit technical data sheet)	1.00	set		
7.02	600mm x 600mm Facial Mirror	1.00	set		
8.00	Masonry Works				
8.01	CHB 125 mm thk, complete with 10mm dia rebars	1.8	sq.m		
8.02	Plastering	3.60	sq.m		
8.03	Labor and use of tools	1.00	lot		
	Subtotal (Structural and Architectural Works)				-
II	OFFICE FURNITURES (Supply, delivery, and installation)				

Item No.	DESCRIPTION	Quantity	Unit	Unit Cost	Amount
				(PhP)	(PhP)
1.00	Conference table: laminated marine plywood table with table pop-up convenience outlet (900mm x 1800mm) <i>See dwg for further details</i> (submit technical data sheet)	1.00	set		
1.01	Conference chair: fabric midback Seat material: Fire retardant foam on fabric upholstery Armrest: Fixed height Frame and Legs: metal tube in powder-coated finish (custom color) (submit technical data sheet)	8.00	pcs		
1.02	Director's Desk: 25mm thk wood grain laminated Marine plywood elevated table top L-shape desk with laminated drawer - 3 slots with lock, laminated close-in cabinet, keyboard tray and 2- 2" grommet hole with cover. <i>See dwgs for further details</i> (submit technical data sheet)	1.00	set		
1.03	Executive Chair: Executive Leather High back, swivel type One-piece seat and back shell Seat Material: Fire retardant foam and leatherette upholstery, adjustable seat height Armrest: Fixed height with arm padding Legs: Twin wheel caster, chrome star base Mechanism: Tilting and lockable function, pneumatic gas lift with fully enclosed gas and oil system Color: Black (submit technical data sheet)	1.00	pc		

1.04	Staff's desk: Laminated marine plywood L-shape desk with 2-2" grommet hole with cover with powder coated steel drawer - 3 slots, and powder coated steel center drawer - 1 slot. Partition details: fiberboard panel (yellow gold and royal blue) on aluminum frame in powder-coated finish; 6mm thick tempered glass with frosted sticker of PNU and office name; baseboard with raceway provision for wire cables and outlets; Finish: Tabletop on wood grain laminated finish <i>See dwgs for further details (submit technical data sheet)</i>	6.00	sets		
1.05	Mobile Pedestal: 0.60m X 0.55m X 0.65m 3-slot steel mobile drawer including one pen tray and file dividers on powder coated finish (submit technical data sheet)	3.00	sets		
1.06	Clerical chair: Fabric midback, swivel type Seat material: Fire retardant foam on fabric upholstery, adjustable seat height Armrest: Fixed height Legs: Twin wheel caster, chrome star base Mechanism: Tilting and lockable function, pneumatic lift (custom color) (submit technical data sheet)	6.00	pcs	6,840.00	41,040.00
	Subtotal (Office Furnitures)				
	SUBTOTAL (PUBLICATION OFFICE)				
	MIS OFFICE (GW102)				
I	CIVIL /ARCHITECTURAL WORKS				

Item No.	DESCRIPTION	Quantity	Unit	Unit Cost	Amount
				(PhP)	(PhP)
1.00	Site Preparation Works				
1.01	Demolition/Removal works including existing partition	1.00	lot		
1.02	Disposal of debris and site cleanup	1.00	lot		
2.00	Partitions Works and Restoration Works				
2.01	Fiber cement board, 4' x 8' x 9mm	4.2	sq.m		
2.02	Metal tracks, 75mm x 3.0m, 0.6mm thk	4.0	lgts		
2.03	Metal studs, 75mm x 3.0m, 0.6mm thk	7.0	lgts		
2.04	Refurbishment of all existing windows	1.0	lot		
2.05	Miscellaneous and consumables	1.00	lot		
2.06	Labor and use of tools	1.00	lot		
3.00	Painting/Repainting Works				
3.01	Gloss/semi-gloss acrylic latex on interior concrete/masonry	88.62	sq.m.		
3.02	Semi-gloss acrylic latex on drywalls	8.40	sq.m.		
3.03	Labor and use of tools	1.00	lot		
	Subtotal (Civil/Architectural Works)				-

IV	OFFICE FURNITURES (Supply, delivery, and installation)				
1.00	5-Cluster staff cubicles: Laminated marine plywood desk with 2-2" grommet hole with cover and powder-coated steel center drawer. Partition details: fiberboard panel (yellow gold and royal blue) on aluminum frame in the powder-coated finish; 6mm thick tempered glass with frosted sticker of PNU and office name; baseboard with raceway provision for wire cables and outlets; Finish: Tabletop on wood grain laminated finish Mobile Cabinet: 0.55m x 0.40m x 0.65m (LxWxH) 3-slot steel mobile drawer including one pen tray and file dividers on powder coated finish on each table See dwg for details (submit technical data sheet)	1.00	set		
1.01	4-Cluster staff cubicles: Laminated marine plywood desk with 2-2" grommet hole with cover and powder-coated steel center drawer. Partition details: fiberboard panel (yellow gold and royal blue) on aluminum frame in the powder-coated finish; 6mm thick tempered glass with frosted sticker of PNU and office name; baseboard with raceway provision for wire cables and outlets; Finish: Tabletop on wood grain laminated finish Mobile Cabinet: 0.55m x 0.40m x 0.65m (LxWxH) 3-slot steel mobile drawer including one pen tray and file dividers on powder coated finish on each table See dwg for details (submit technical data sheet)	1.00	set		

Item No.	DESCRIPTION	Quantity	Unit	Unit Cost	Amount
				(PhP)	(PhP)
1.02	Receiving cubicle: Laminated marine plywood desk with receiving desk, 2-2" grommet hole with cover, and powder-coated steel center drawer. Partition details: fiberboard panel (yellow gold and royal blue) on aluminum frame in the powder-coated finish; 6mm thick tempered glass with frosted sticker of PNU and office name; baseboard with raceway provision for wire cables and outlets; Finish: Tabletop on wood grain laminated finish Mobile Cabinet: 0.55m x 0.40m x 0.65m (LxWxH) 3-slot steel mobile drawer including one pen tray and file dividers on powder coated finish See dwg for details (submit technical data sheet)	1.00	set		
1.03	Clerical chair: Fabric midback, swivel type Seat material: Fire retardant foam on fabric upholstery, adjustable seat height Armrest: Fixed height Legs: Twin wheel caster, chrome star base Mechanism: Tilting and lockable function, pneumatic lift (custom color)	10.00	pcs		
1.04	Conference table: laminated marine plywood table with table pop-up convenience outlet (900mm x 1800 mm) See dwg for further details	1.00	set		

1.05	Conference chair: fabric midback Seat material: Fire retardant foam on fabric upholstery Armrest: Fixed height Frame and Legs: metal tube in powder-coated finish (custom color)	8.00	pcs		
	Subtotal (Office Furnitures)				
	SUBTOTAL (MIS OFFICE-GW102)				-
	SUPPLY AND PROPERTY UNIT				
1.00	Site Preparation Works				
1.01	Demolition/Removal works	1.00	lot		
2.00	Doors				
2.01	D-1 Marine Plywood Flush door with vision glass panel, lever type door knob and door closer, painted, swing, 850 mm x 2100 mm, with 2" x 6" hardwood door jamb, painted finish	1.00	set		
2.02	Labor and use of tools	1.00	lot		
2.03	Restoration on affected area (due to additional opening)	1.00	lot		
	SUBTOTAL (SUPPLY AND PROPERTY UNIT)				-
	FINANCE BUILDING (GROUND FLOOR AND MEZZANINE)				
I	STRUCTURAL WORKS				
1.00	Site Preparation Works				
1.01	Demolition/Removal works	1.00	lot		
1.02	Cutting and breaking of slab for foundation	1.00	lot		
1.03	Excavation for foundation works	15.50	cu.m.		
1.04	Gravel/granular bedding, compacted	2.50	cu.m.		
1.05	Backfilling and compaction	1.00	lot		
1.06	Disposal of debris and site cleanup	1.00	lot		
2.00	Reinforced Concrete Works				
2.01	Concrete works, job-mix (1:2:4 by volume)	6.90	cu.m.		

Item No.	DESCRIPTION	Quantity	Unit	Unit Cost (PhP)	Amount (PhP)
2.02	Rebar Works, gr.40 (submit technical data sheet)	464.30	kgs		
2.03	Formworks and falseworks	23.30	sq.m.		
2.04	Labor and use of tools	1.00	lot		
3.00	Structural Steel Works				
	<i>Steel Framing</i>				
3.01	Structural steel: W 6 x 20 (OSM)	983.40	kgs	Reuse existing materials on site	
3.02	Structural steel: wide flanges, channels (submit technical data sheet)	2,357.70	kgs		
3.03	Structural steel: angle bars (submit technical data sheet)	898.40	kgs		
3.04	Light rectangular tubing (submit technical data sheet)	6,779.60	kgs		
3.05	Various steel plates	138.40	kgs		
	<i>Anchors and Fasteners</i>				
3.06	Chemical bolts, M16 x 165 (min. length), 5.8 carbon steel, hot-dip galvanized (submit technical data sheet)	52.00	pcs		

3.07	Chemical bolts, M12 x 160 (min. length), 5.8 carbon steel, hot-dip galvanized	70.00	pcs		
3.08	Chemical bolts, M10 x 130 (min. length), 5.8 carbon steel, hot-dip galvanized	80.00	pcs		
3.09	Adhesive anchor (for concrete) (submit technical data sheet)	1.00	lot		
3.10	Adhesive anchor (for masonry/chb wall) (submit technical data sheet)	1.00	lot		
3.09	Anchor bolts, M16 x 400mm x 50mm, L-type, A325 (or equivalent) (submit technical data sheet)	20.00	pcs		
3.10	Hex bolts, M10 x 100mm, A325 (or equivalent) (submit technical data sheet)	20.00	pcs		
3.10	Sleeve anchors, M10 x 80 (submit technical data sheet)	12.00	pcs		
	<i>Other</i>				
3.11	Non-shrink grout (submit technical data sheet)	1.00	bag		
3.12	Prime coat, epoxy primer (submit technical data sheet)	1.00	lot		
3.13	Miscellaneous and consumables	1.00	lot		
3.14	Labor and use of tools	1.00	lot		
	Subtotal (Structural Works)				-
II	ARCHITECTURAL WORKS				
1.00	Masonry Works				
1.01	CHB laying, 150mm thk, complete with rebars	32.30	sq.m.		
1.02	CHB laying, 100mm thk, complete with rebars	8.80	sq.m.		
1.03	Wall repair and plastering works	39.10	sq.m.		
1.04	Repair and restoration of floor finishes	1.00	lot		
1.05	Labor and use of tools	1.00	lot		
2.00	Partitions Works and Window Covers				
2.01	Fiber cement board, 4' x 8' x 6mm	26.0	pcs		
2.02	Metal tracks, 75mm x 3.0m, 0.6mm thk	6.0	lgts		
2.03	Metal studs, 75mm x 3.0m, 0.6mm thk	20.0	lgts		
2.04	Rockwool insulation, 50mm x 60kg./cu.m. @ 0.60 x 5m per roll (submit technical data sheet)	5.0	rolls		
2.05	Miscellaneous and consumables	1.00	lot		
2.06	Labor and use of tools	1.00	lot		
3.00	Ceiling Works				

Item No.	DESCRIPTION	Quantity	Unit	Unit Cost	Amount
				(PhP)	(PhP)
3.01	PVC ceiling panel, 250 x 8mm thk, complete with pvc ceiling accessories (h-trims, j-channel, metal clips , etc.) (submit technical data sheet)	218.40	sq.m.		
3.02	PVC cornices, 3", complete with supports and adhesive (submit technical data sheet)	170.00	l.m.		
3.03	Labor and equipment	1.00	lot		
4.00	Floor Finishes				
4.01	Fiber cement boards for mezzanine flooring and stair treads and risers, 16mm thk (minimum) (submit technical data sheet)	227.20	sq.m.		

4.02	Vinyl wood planks, 150 x 900 x 3.0mm thk (submit technical data sheet)	223.20	sq.m.		
4.03	Brass stair nosing, 50 x 18mm (submit technical data sheet)	21.60	l.m.		
4.04	Labor and use of tools	1.00	lot		
5.00	Steel Railings				
5.01	Rectangular tubing, LR 75 x 50 x 2, 6.0m L (submit technical data sheet)	5.00	lgts		
5.02	Square tubing, LS 50 x 2, 6.0m L (submit technical data sheet)	16.00	lgts		
5.03	Fittings, accessories, and consumables	1.00	lot		
5.04	Prime coat, epoxy primer	1.00	lot		
5.05	Labor and equipment	1.00	lot		
6.00	Doors				
6.01	Solid wood panel door, 900 x 2100, on hardwood door jamb, with heavy duty hardware, including automatic door closer, complete with vision glass panel (submit technical data sheet)	3.00	sets		
6.02	Solid wood panel door, 900 x 2100mm, sliding, with soft close/open commercial door track and silent roller system, complete with accessories, including bottom door track, with vision glass panel (submit technical data sheet)	1.00	set		
6.03	Marine plywood flush door, 700 mm x 2100 mm on hardwood door jamb, with heavy duty hardware complete with accessories	1.00	set		
6.04	Labor and use of tools	1.00	lot		
7.00	Painting/Repainting Works				
7.01	Semi-gloss acrylic latex on interior concrete/masonry finishes, including slab soffit and window edges	711.90	sq.m.		
7.02	Semi-gloss acrylic latex on drywalls	24.40	sq.m.		
7.03	Quick-drying enamel on exposed metal and wood surfaces (submit technical data sheet)	78.70	sq.m.		
7.04	Labor and use of tools	1.00	lot		
	Subtotal (Architectural Works)				-
III	ELECTRICAL WORKS				
1.0	Roughing-ins (submit technical data sheet)				
1.01	40mm Φ PVC pipe	3.00	pcs		
1.02	20 mm Φ PVC pipe	155.00	pcs		
1.03	20 mm Φ Flexible Metallic Tubing	50.00	lm		
1.04	15 mm Φ Mica Tube	50.00	lm		

Item No.	DESCRIPTION	Quantity	Unit	Unit Cost	Amount
				(PhP)	(PhP)
1.05	4" x 4" Octagonal Junction box (metal) ga.16	133.00	pcs		
1.06	2" x 4" Utility box (metal) ga.16	30.00	pcs		
1.07	Square box ga. 16	10.00	pcs		
1.08	40 mm Φ PVC elbow	2.00	pcs		

1.09	20 mm ΦPVC male adaptor w/ locknut	350.00	pcs		
1.10	20 mm Φ Two Hole EMT Clamp	380.00	pcs		
1.11	Labor and equipment	1.00	lot		
2.0	Wires and Cable (submit technical data sheet)				-
2.01	3.5 sqmm THHN Stranded Wire 150m/box	13.00	box		
2.02	5.5sqmm THHN Stranded Wire 150m/box	10.00	box		
2.03	22sqmm THHN Stranded Wire	15.00	lm		
2.04	80sqmm THHN Stranded Wire	30.00	lm		
2.05	Labor and equipment	1.00	lot		
3.0	Wiring Devices (submit technical data sheet)				-
3.01	One-Gang Single Switch Wide Series	1.00	set		
3.02	Two-Gang Single Switch Wide Series	4.00	set		
3.03	Three-Gang Single Switch Wide Series	2.00	set		
3.04	One-Gang Three Way Switch Wide Series	2.00	set		
3.05	Duplex Convenience Outlet Wide Series	12.00	set		
3.06	Labor and equipment	1.00	lot		
4.0	Panels and Boxes				-
4.01	MDP (submit technical data sheet)	1.00	assy		
	Main:250AT,2P, 240 Volts, 60Hz,250 AF, 85 KAIC MCCB				
	Branches:				
	1-160AT 2P, 85 KAIC, 250 AF, 240 MCCB				
	4-30AT 2P, 10 KAIC, 63 AF, 60 Hz,MCB				
	18-20AT 2P, 6 KAIC, 63 AF, 60 Hz, MCB				
4.02	PP2F (submit technical data sheet)	1.00	assy		
	Main:160AT,2P, 240 Volts, 60Hz,250 AF, 85 KAIC MCCB				
	Branches:				
	8-30AT 2P, 10 KAIC, 63 AF, 60 Hz,MCB				
	16-20AT 2P, 6 KAIC, 63 AF, 60 Hz, MCB				
4.03	Pull Boxes (submit technical data sheet)				
	12 x 12 x 6 pull box powder coated	1.00	pcs		
	8 x 8 x 6 pull box powder coated	1.00	pcs		
4.04	30A MCB at NEMA 3R Powder Coated (submit technical data sheet)	12.00	set		
4.05	Labor and equipment	1.00	lot		
5.0	Lighting Fixtures and Ceiling Equipment				-
5.01	9Watts LED Slim Type Recessed Downlight (DL) (submit technical data sheet)	95.00	set		
5.02	PanelLights 600 x 600 40 watts, 3400- 4000lm (submit technical data sheet)	27.00	set		
5.03	LED Emergency Light Dual Optics 2x 1 Watts (submit technical data sheet)	15.00	pcs		
5.04	Lighted Exit Light (submit technical data sheet)	3.00	pcs		
5.05	Labor and equipment	1.00	lot		
6	Miscellaneous				
6.01	Electrical Tape	30.00	pcs		
6.02	G.I. pull wire	5.00	kgs		
6.03	butane gas	3.00	pcs		
6.04	torch head	2.00	pcs		
6.05	hacksaw blade	2.00	pcs		
6.06	1" Black Screw	4.00	box		
6.07	# 6 Plastic Tox	4.00	box		
6.08	Drill Bit	3.00	pcs		

Item No.	DESCRIPTION	Quantity	Unit	Unit Cost	Amount
				(PhP)	(PhP)

6.09	4" Concrete Cutting Disc	2.00	pcs		
6.10	Consumables	1.00	lot		
6.11	Labor and equipment	1.00	lot		
7	Testing and Commissioning				
7.01	Testing and Commissioning	1.00	lot		
8	ACCU/FCU				
8.01	2.5 HP Wall Mounted Inverter Type AC (submit technical data sheet)	6.00	units		
	Supply and Installation of all standard accessories, labor and materials, electrical refrigerant piping insulation and drain materials				
	Testing and Commissioning				
	Subtotal (Electrical Works FB)				
	SUBTOTAL (FINANCE BUILDING)				
	UNIVERSITY GYMNASIUM				
	ELECTRICAL WORKS				
1.0	Roughing-ins				
1.01	80 mm Φ IMC with coupling	3.00	pcs		
1.02	80 mm Φ IMC Elbow	2.00	pcs		
1.03	80 mm Φ IMC locknu & Bushing	6.00	pcs		
1.04	80 mm Entrance Cap	50.00	lm		
1.05	30 sqmm THHN Stranded Wire	3.00	box		
1.06	50 sqmm THHN Stranded Wire	12.00	box		
1.07	150 sqmm THHN Stranded Wire	6.00	box		
1.08	250 sqmm THHN Stranded Wire	24.00	box		
1.10	MDP-GYM (submit technical data sheet)	1.00	assy		
	Main:400AT,2P, 240 Volts, 60Hz,400 AF, 85 KAIC MCCB				
	Branches:				
	4-225AT 2P, 85 KAIC, 250 AF, 240 MCCB				
	2-200AT 2P, 85 KAIC, 250 AF, 60 Hz,MCB				
	2-125AT 2P, 85 KAIC, 250 AF, 60 Hz, MCB				
1.11	PP-GYM (submit technical data sheet)	1.00	assy		
	Main:225AT,2P, 240 Volts, 60Hz,250 AF, 85 KAIC MCCB				
	Branches:				
	10-30AT 2P, 10 KAIC, 63 AF, 60 Hz,MCB				
	10-20AT 2P, 10 KAIC, 63 AF, 60 Hz, MCB				
1.12	12 x 12 x 6 pull box powder coated	2.00	pcs		
1.13	Electrical Tape	10.00	pcs		
1.14	Rubber Tape	3.00	pcs		
1.15	Solderless Connector 250 sqmm	3.00	pcs		
1.16	G.I. pull wire	3.00	kgs		
1.17	2 Hole Clamp	10.00	pcs		
1.18	Drill Bit	2.00	pcs		
1.19	4" Concrete Cutting Disc	2.00	pcs		
1.20	Consumables	1.00	lot		
1.21	Testing and Commissioning	1.00	lot		
	Subtotal (Electrical Works GYM)				

	TOTAL DIRECT COST				

Item No.	DESCRIPTION	Quantity	Unit	Unit Cost	Amount
				(PhP)	(PhP)
	INDIRECT COST				
	OCM				
	Contractor's profit				
	VAT				
	TOTAL COST				

Prepared by:

Signature over printed name

Section IX. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- ☐ (b) 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; **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- ☐ (d) Special PCAB License in case of Joint Ventures; **and** registration for the type and cost of the contract to be bid; **and**
- ☐ (e) 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**
- ☐ (f) 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;
- ☐ 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; **and**
- ☐ (g) 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.

Financial Documents

- ☐ (h) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC).

Class “B” Documents

- ☐ (i) 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

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

Other documentary requirements under RA No. 9184

- ☐ (k) Original of duly signed Bid Prices in the Bill of Quantities; **and**
☐ (l) 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**
☐ (m) Cash Flow by Quarter.

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]

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 Name of Supplier]

[Insert Procuring Entity]

Acknowledgment

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

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and

[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].

[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.

9. **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.**

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]

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 guidelines¹ 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.
- 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]

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]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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]

**Statement of All Ongoing Government & Private Construction Contracts including
contracts awarded but not yet started**

Business Name : _____
Business Address : _____

Name of Contract/Location Project Cost	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
Total Cost								

Note: This statement shall be supported with:

- 1 Notice of Award and/or Contract**
- 2 Notice to Proceed issued by the owner**
- 3 Statement of Time Elapsed signed by the owner or Project Engineer of the owner**

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

Statement of Single Largest Completed Contract (SLCC) similar to the project

Business Name : _____
 Business Address : _____

Name of Contract	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract**
- 2 CPES rating sheets and/or Certificate of Completion**
- 3 Certificate of Acceptance**

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

