



# West Visayas State University

(Formerly Iloilo Normal School)

Procurement Division/ Bids and Awards Committee Secretariat Office

Luna St., La Paz, Iloilo City 5000

Iloilo, Philippines

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## SUPPLEMENTAL/BID BULLETIN

Project Reference No.	<b>IB No. 2024-02</b>
Name of the Project	<b><u>Construction of Three (3)-Storey Academic Building I (IT Building) of WVSU Himamaylan City Campus Under the Design and Build Scheme– Php20,000,000.00</u></b>
Location of the Project	<b>WVSU – Himamaylan City Campus</b>

### ADDENDUM NO. 2024-02

November 28, 2023

This **Addendum No. 2024-02** is issued to modify the **Section III. Bid Data Sheet, Section VI. Technical Specifications, Section VIII. Bill of Quantities, and Section IX. Checklist of Technical And Financial Documents.** This shall form an integral part of the Bidding Documents.

#### I. Section III. Bid Data Sheet:

ITB Clause	Description	Corrections/ Amendments/ Instructions																																										
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:  <b>Design and Build of 3-Storey Building</b>	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:  <b>Design and Build of 3-Storey Building</b>																																										
7.1	<b>Subcontracting is not allowed</b>	<b>Subcontracting is allowed for conduct of soil test/investigation</b>																																										
10.3	<b>PCAB License: Small B; License Category: C &amp; D</b>	<b>PCAB License: Small B; License Category: C &amp; D</b>																																										
10.4	The key personnel must meet the required minimum years of experience set below:	The key personnel must meet the required minimum years of experience set below:																																										
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	6. Sanitary Engineer	Design of building water supply and distribution, plumbing	At least five (5) years		23. Sanitary Engineer	Design of building water supply and distribution, plumbing	At least five (5) years	
	7. Master Plumber	Design of buildings and high-rise infrastructure both in public and private.	At least five (5) years		24. Master Plumber	Design of buildings and high-rise infrastructure both in public and private.	At least five (5) years	
	8. Geodetic Engineer	Design of buildings and high-rise infrastructure both in public and private.	At least five (5) years		25. Geodetic Engineer	Design of buildings and high-rise infrastructure both in public and private.	At least five (5) years	
	9. Geotechnical Engineer	Design of buildings and high-rise infrastructure both in public and private.	At least five (5) years		26. Geotechnical Engineer	Design of buildings and high-rise infrastructure both in public and private.	At least five (5) years	
	B. Construction Personnel				D. Construction Personnel			
	10. Project Manager	Building Construction	At least five (5) years		27. Project Manager	Building Construction	At least five (5) years	
	11. Project Engineer	Building Construction	At least five (5) years		28. Project Engineer	Building Construction	At least five (5) years	
	12. Materials Engineer	Building Construction	At least five (5) years		29. Materials Engineer	Building Construction	At least five (5) years	
	13. Electrical Engineer	Building Construction	At least five (5) years		30. Electrical Engineer	Building Construction	At least five (5) years	
	14. Mechanical Engineer	Building Construction	At least five (5) years		31. Mechanical Engineer	Building Construction	At least five (5) years	
	15. Sanitary Engineer	Building Construction	At least five (5) years		32. Sanitary Engineer	Building Construction	At least five (5) years	
	16. Foreman	Building Construction	At least five (5) years		33. Foreman	Building Construction	At least five (5) years	
	17. Project Architect	Building Construction	At least five (5) years		34. Project Architect	Building Construction	At least five (5) years	
	10.5	The minimum major equipment requirements are the following:			The minimum major equipment requirements are the following:			
		<u>Equipment</u>	<u>Capacity</u>		<u>Number of Units</u>			
		<b>Heavy Equipment – See final list on approve document</b>						



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		Equipment	Capacity	Number of Units
		Bar Cutter	6MM – 28 MM	1
		Bar Bender	6MM – 28 MM	1
		One Bagger Mixer		1
		Concrete Vibrator		2
		Hand Roller		1
		Plate Compactor	15.5 psi	1
		Hauling Truck	20 tons – 30 tons	1
		Backhoe Loader	16 tons	1
		Spray Pump		1
		Submersible Pump		1
		Cargo Truck	20 tons – 30 tons	1
12	<i>No further instructions.</i>	<i>No further instructions.</i>		
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than <b><u>Php400,000.00</u></b> [Insert two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than <b><u>Php1,000,000.00</u></b> [Insert five percent (5%) of ABC] if bid security is in Surety Bond.	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than <b><u>Php400,000.00</u></b> [Insert two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than <b><u>Php1,000,000.00</u></b> [Insert five percent (5%) of ABC] if bid security is in Surety Bond.		
19.2	The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.	The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.		
20	<b><i>1. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);</i></b> <b><i>2. PRC License of key personnel assigned to the project.</i></b>	<b><i>1. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);</i></b> <b><i>2. PRC License of key personnel assigned to the project.</i></b>		
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as <b>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 and Contractors All Risk Insurance (CARI).</b>	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as <b>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 and Contractors All Risk Insurance (CARI).</b>		

**II. Section VI. Specifications:**

**Original**

**Terms of Reference (TOR)**

**For the Procurement and Implementation of the Project  
“Construction of Three (3)-Storey Academic Building I (IT Building)”  
of WVSU Himamaylan City Campus**

**1. PROJECT INFORMATION**



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## 1.1 Project Description

The WVSU Himamaylan City Campus, having no licensed engineer to facilitate their preparation of detailed engineering documents, requested this office to assist in the preparation of engineering works. However, due to the lack of experts needed for the preparation of the said documents, and having this project included in the National Expenditure Program of 2024, thus the urgency of this project to be bidded out under the Early Procurement Activity (EPA) of this year. On this basis, the university deems it appropriate to undertake a Design and Build (DB) Scheme guidelines as per R.A. 9184 and its Implementing Rules and Regulations to ensure the implementation of this project.

The contract will involve the **Design and Build Scheme** leading to the construction of the **Three (3)–Storey Academic Building I (IT Building) at WVSU Himamaylan City Campus**. The lot where the 3-storey building will be built is presently vacant and adjacent to an existing 2-storey structure. The lot area is approximately 720 sq.m. with each floor having an area of 560 sq.m. for a total floor area of 1,700.00 sq.m. The plans and designs shall be in accordance with the plan of the said structures as conceptualized by the end user’s technical team and by the winning bidder (as defined in Section 3.1.1 of this TOR).

The Project shall have an Approved Budget for the Contract (ABC) of **PhP 20,000,000.00**, (Twenty Million Pesos only) inclusive of the cost for the Detailed Architectural and Engineering Design DAED (for the Complete 3-storey Building and for the Phase 1 works of the said project), the soil bearing/boring test, and the Construction proper for the Phase 1 of the 3-Storey Academic Building.

The project shall have the following basic components:

- a. Complete Detailed Architectural and Engineering Design Plans, technical specifications, and design calculations for the **Complete** 3-storey construction of the Project. Such plans, designs, and technical specifications shall be subject for review and recommendation by the end-user together with the TWG for endorsement and approval by the president. The Design Development (DD) and the Contract Documents (CD) phases of the design shall continue after the bid is awarded. It shall likewise be subject for review and recommendation by the end-user together with the TWG for endorsement and approval by the president.
- b. Complete Detailed Architectural and Engineering Design Plans, technical specifications, and design calculations for the **Phase 1** of the 3-storey construction of the Project. Such plans, designs, and technical specifications shall be subject for review and recommendation by the end-user together with the TWG for endorsement and approval by the president. The Design Development (DD) and the Contract Documents (CD) phases of the design shall continue after the bid is awarded. It shall likewise be subject for review and recommendation by the end-user together with the TWG for endorsement and approval by the president. Please see details of the Phase 1 scope of works on the support documents attached this TOR.
- c. b. The bid shall be based on the conceptual/schematic design drawings prepared by the winning bidder as conceptualized and detailed as to technical specification of rooms, amenities and utilities included in the building such as data connectivity, server and internet connections, mechanical connections and FDAS, cctv and other cablings, septic tank, sanitary and water lines among others as specified and recommendation by the end-user together with the TWG for endorsement and approval by the president.
- d. c. The Contractor shall demolish/clear any structures obstructing the site. Clearing also entails protection of existing lines and amenities inside the premises of the site for the project. To include safeguarding of the existing adjacent building near the site.

## 1.2 Contractual Framework





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The contractual arrangement to be used for the project is the Design-and-Build (DB) scheme. Under this scheme the procuring entity awards a single contract for the architectural/engineering design and construction to a single firm, partnership, corporation, joint venture or consortium. The winning contractor shall consult and collaborate with the WVSU Design Architect and TWG for the preparation of the Detailed Architectural Design of the Project. The Detailed Architectural and Engineering Design shall be subject for the review and recommendation by the end-user together with the TWG for endorsement and approval by the president.

The obligations and liabilities of the contractor and its Architect shall be joint and solidary for purposes of the Detailed Architectural Design of the Project in accordance with Article 1723 of the Civil Code of the Philippines and other pertinent laws.

The DB Scheme of procurement was recommended, endorsed, and adopted pursuant to the guidelines provided in Annex "G" – Guidelines for the Procurement and Implementation of Contracts of Design and Build Infrastructure of the revised IRR of RA 9184.

## 2. SCOPE OF CONTRACT

### 2.1 OBLIGATIONS OF THE WINNING BIDDER/CONTRACTOR

- a. Render architectural and allied engineering design services including final schematic design necessary for the implementation of the Project. The allied engineering design services shall include, but shall not be limited to, design for architectural, civil, structural, electrical, mechanical/fire protection, sanitary/plumbing, electronics, cctv and data (fiber optics) and security systems works. All drawings shall be generated using licensed AutoCAD or Revit software and printed on A1 (594mm x 841mm.) High-Quality Tracing Papers. The winning bidder is required to submit an electronic AutoCAD file of the complete DAED plans as well as the final As-built plans in the same format (reflecting the changes in the original plans);
- b. Undertake Detailed Architectural and Engineering Designs (DAEDs) using the given data such as topographic, hydrographic and cross-section surveys, geotechnical and geological investigation, and hydrologic investigation and initial schematic design or design concept provided by the end user which conforms with the Minimum Performance Specifications and Standards (MPSS);
- c. The project shall be constructed according to the DAEDs prepared by the Winning Bidder and approved by the end user and in compliance with the MPSS. Likewise, construction includes conformance to the provisions pertaining to buildings under the latest edition of the DPWH Standard Specifications for Public Works Structures, Volumes II and III (Blue Book). The Blue Book prescribes, among other things, the material requirements;
- d. and construction requirements for different items of work, including the tests to be conducted during construction by the DPWH-accredited testing laboratory. The Blue Book incorporates pertinent provisions of the American Society for Testing and Materials (ASTM) and American Concrete Institute (ACI), among other standards, pertaining to construction. Attention shall be given to the relevant items of work in the following Parts of the Blue Book:

#### Volume II

- Part A – Facilities for the Engineer
- Part B – Other General Requirements
  - Volume III
    - Part A – Earthwork
    - Part B – Plain and Reinforced Concrete Works
    - Part C – Finishing
    - Part D – Electrical
    - Part E – Mechanical/Fire Protection
    - Sanitary/Plumbing Works (under Part E – Mechanical/Fire Protection)



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For materials and technologies not covered by the Blue Book, or if the Proponent intends to use any new material/technology which is not accredited by the DPWH Bureau of Research and Standards (BRS), the Proponent shall submit a certification from a recognized foreign or international institution to the effect that the new materials or technology meets the MPSS for this Project and has been successfully used in existing structures with proven integrity.

**The Winning Bidder or Contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty period specified in Section 62.2 of the IRR of RA 9184; and,**

- a. If applicable, secure environmental clearance or an “Environmental Compliance Certificate (ECC)”. If the proposed project is considered outside the purview of the Philippine Environmental Impact Statement (EIS) System, a Certificate of Noncoverage or Certificate of Exemption shall be secured.
- b. Supervise and monitor the implementation of the project; and,
- c. Secure/ process all permits to include DOLE permit, building permit, zoning permit, fire permit and others in similar nature for the project implementation.

## 2.2 OBLIGATIONS OF THE PROCURING OFFICE (WVSU)

- a. Provide full information on all requirements for the Project;
- b. Approve the Winning Bidder or Contractor’s design without diminishing their full and sole responsibility for the quality and integrity thereof;
- c. Give prompt written notice thereof to Winning Bidder or Contractor, if it observes or becomes aware of any defect in the Project;
- d. Designate when necessary, representatives authorized to act on its behalf. It shall examine documents submitted by the Winning Bidder or Contractor and render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of their work. It shall observe the procedure of issuing orders to the Winning Bidder or Contractor;
- e. Supervise and monitor the implementation of the project; and,
- f. Pay the accomplishment accepted in the conformance with the MPSS included under the Design and Build Contract.

## 2.3 BIDDING DOCUMENTS

The Bidding Documents for the Project shall govern the conduct of the procurement of the Project.

## 3. SCOPE OF WORKS

### 3.1 DESIGN PHASE

#### 3.1.1 Preliminary Architectural Plan (PAP) by Bidder

The approved concept design shall adopt the old building of the Main campus design which is characterized by columns and arches. The building’s design shall blend with Quezon Hall features of the Main Campus.

Bidders shall submit also an alternative design concept with respect to the space allocation which provides an optimum use of spaces taking into consideration the classrooms and offices shown on the end user’s conceptual floor plans. This alternative design by the winning bidder shall be adopted should the same be found to be superior than the one conceptualized by the end user.

#### 3.1.2 Detailed Architectural and Engineering Design (DAED) by the Winning Bidder

During the implementation of the Project, the Winning Bidder shall prepare the DAED of the Project and submit the same to the end user (WVSU) for approval prior to the execution of the construction works. The winning bidder must submit 2 different set of detailed cost estimates, complete with BOQ and technical specifications for the following:



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1. Complete Set of DAED plans, cost estimates, specification, design analysis, and other requirement for a complete design for the Proposed 3-storey Academic Building and;
2. Complete Set of DAED plans, cost estimates, specification, design analysis, and other requirement for a complete design for the Phase 1 construction works of the Proposed 3-storey Academic Building, to indicate in the plans the cutting line/ termination point for phase 1 and indicate the start for phase 2 and other succeeding works. The Phase 1 plans will be based on the overall complete plans as required in no.1.

The Winning Bidder shall prepare the DAED based on its PAP as reviewed and accepted by the end user and in accordance with the MPSS. The DAED shall be undertaken with a degree of accuracy that will allow estimates to be made within approximately plus or minus five percent (+/-5%) of the final quantities.

Once approved by the end user, the Winning Bidder's DAED shall form part of the MPSS. The WVSU (end user)-approved DAED, together with the MPSS provisions on Construction under Section 2.0 hereof, shall govern the actual Construction undertaken by the Winning Bidder.

The Winning Bidder shall undertake the necessary field surveys and investigation in accordance with the end user's Design Guidelines, Criteria and Standards in the preparation of detailed engineering plans in accordance with the requirements of the TWG of the project. In carrying out these works, the Winning Bidder shall ensure that the engineering, environmental, social and resettlement teams collaborate closely throughout the entire process, particularly during field investigations and the development of the preliminary and final detailed engineering designs. The Winning Bidder shall ensure that all designs submitted for approval have fully taken into account key findings from the engineering, environmental, and social analyses and that negative environmental and social impacts have been minimized or eliminated to the fullest extent possible.

3.1.2 The foundation plan should be based on the design analysis of the carrying capacity of the intended structure. Thus, a **Soil investigation (Soil Bearing/Boring Test) is required**. This activity should be conducted by an accredited agency/testing center and should have concrete results and recommendations signed by certified and licensed engineers or qualified equivalent personnel with certifications. The Test results should clearly indicate the suggestions/recommendations for foundation plan, as well as water table levels, water/soil saturation test and other findings required on a soil boring test.

### **3.1.3 See attached support documents for the checklist and details of the conceptual plan.**

## **3.2 CONSTRUCTION PHASE**

The following works shall comprise this phase:

- I. Demolition/clearing of existing site.
- II. Boring test (required as pre-requisite to design of structural foundation).
- III. General requirements:
  1. Service Vehicles for the Engineer and Engineer's Representative during testing of materials and similar activities.
  2. Temporary facilities such as field offices for the engineers and quarters for laborers; bodega for the construction material.
  3. Office furniture and equipment, survey equipment and consumables not limited to:
  4. Photographs

This item consists of the supply of equipment and materials, i.e., album, necessary to undertake photographic progress activities of the project and of all costs incidental to the



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preparation and submission of photographs (at least 12 photographs per day). The quantities for photographs shall be one (1) set of photographs per month selected and provided as “Progress Photographs”. Unit measurement and payment shall be “Month”.

- 5. Health and Safety Program including Personal Protective Equipment (PPE)
- 6. Environmental compliance
- 7. Billboards (COA standard size)
- 8. Traffic management
- 9. Permits and Licenses

The winning bidder shall process and secure all the necessary permits as required by authorities for the preparation, and execution. The winning bidder shall coordinate with other agencies and pay the corresponding fees incidental to the acquisition of the required permits.

#### IV. Building Construction

For Phase 1 of the project construction, the winning bidder will prepare the phase 1 works which will be based on the overall design of the 3-storey structure, wherein the phase 1 project construction costing will be in the amount of **PhP 20,000,000.00 (Twenty Million)** tax inclusive. The firm will provide complete detailed specifications for the said phase 1, as well as the necessary BOQ, structural analysis, design analysis, detailed architectural and engineering plans and the detailed estimates covered for and set as the cutting line/ end of works included in the said phase. Likewise, the winning bidder will already establish the cutting line (scope of works for phase 1), but not limited to preparation for future tapping points, dowels and other connections required to proceed for phase 2 and succeeding phases if needed.

#### 4. MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS (MPSS)

The Contractor shall undertake the design and construction of the Project in conformance with the MPSS as contained in Section VI of the bidding documents.

#### 5. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **PhP 20,000,000.00**. This is the ceiling for acceptable bids. **Bids higher than ABC shall be automatically rejected.**

Particulars				Total (in PhP)
1. Remuneration Cost				
a. Basic Rates				
Scope of work	Qty.	Unit	Unit cost	
Soil Boring test	1		50,000.00	50,000.00
Complete design of the 3-storey building	1		950,000.00	950,000.00
a. Complete plans, specifications, detailed estimates for the 3-storey structure				





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b. Complete plans, specifications, detailed estimates for Phase 1 of the 3-storey structure				
Construction of Phase 1 base on the BOQ and program of works as indicated/required	1		19,000,000.00	19,000,000.00
<ul style="list-style-type: none"> <li>• DAED plans</li> <li>• Permits and licenses</li> <li>• As built plans</li> <li>• Mobilization</li> <li>• Reproductions and printings</li> </ul>				
<b>TOTAL APPROVED BUDGET OF THE CONTRACT</b>				<b>20,000,000.00</b>

5.1 The contract shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to the winning bidder.

5.2 Schedule release of payment for services rendered as follows:

-Based on progress billing according to the Approved Contract Amount upon submission of all required documents and endorsement of approval for payment by the Procuring Office. Percentage of billing accomplishment will be subject to inspection report for verification of actual percentage accomplishment.

### 5.3. Payment Scheme/Schedule

5.3.1. Payments for the contract by the winning bidder shall be made upon submission of all documents by the company accompanied by billing statement, and upon acceptance and issuance of certificate of satisfactory service by the Procuring Office. Billing must be accompanied by an Accomplishment Inspection Report, photos of accomplishments, and test results as performed (if applicable).

All submitted works will be checked before processing of payments. Winning bidder shall be paid according to the stated fees subject to the required Expanded withholding Tax (EWT) of Ten percent (10%) or Fifteen percent (15%), whichever is applicable, subject to the consultant's gross income and Final Withholding VAT of Five percent (5%).

Payments shall be made within reasonable time after submission of all required documents.

## 6. PROPOSED IMPLEMENTATION SCHEDULE (Example):

### Work Schedule

a. For the following items, the design, computations and other detailed works for the mentioned works shall be submitted to the Procuring office within 45 calendar days upon receipt of Notice to Proceed (NTP) for checking and evaluation:

1. Complete documents for the proposed 3-storey Academic Building
2. Complete documents for the proposed phase 1 of the 3-storey Academic building



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- b. Approved signed and sealed documents within 15 calendar days upon receipt of corrections and comments from the procuring office. For a total of sixty (60) CD for the preparation of detailed plans for items no.1 and no. 2 respectively.
- b. The total number of days for the Construction works for Phase 1 of the 3-Storey Building will be 210 (CD) calendar days.

## 7. ELIGIBILITY CRITERIA FOR BIDDERS

### 7.1 General

The Eligibility Requirements for this DB Project shall adopt the provisions of Annex “G” of the Implementing Rules and Regulations of RA 9184 (e.g. Eligibility Requirement). However, a prospective bidder who has no experience in DB Project on its own may opt to enter a subcontracting agreement with a design or engineering firm for the design portion of the project.

### 7.2 Legal Requirements

- a. Valid Contractor’s License issued by the Philippine Contractor’s Accreditation Board
- b. Valid license of the Contractor’s designer issued by the Professional Regulation Commission.

### 7.3 Technical Requirements

- a. The Contractor must have built one structure similar to the project at hand with construction cost of at least 50 % of the ABC.
- b. The Contractor’s designer must have designed one structure similar to the project at hand with a construction cost of at least 50 % of the ABC.

### 7.4 Financial Requirements

The Contractor must have a Net Financial Contracting Capacity (NFCC) at least equal to the ABC to be bid or equivalent to PhP20,000,000.00.

## 8. CONTENTS OF THE BID

### 8.1 IN THE FIRST ENVELOPE

#### Class “A” Documents

##### Legal Documents

1. Mayor’s/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. In cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of this IRR. (or otherwise indicated in the pre-bidding meeting)
2. Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
3. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.

##### Technical Documents

4. 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.



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5. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of this IRR, within the relevant period as provided in the Bidding Documents in the case of Goods.

6. A valid Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract to be bid.

### Financial Documents

7. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

8. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

### Class "B" Document

9. If applicable, JV bidders shall submit a JVA in accordance with R.A. 4566 and its IRR.

### Bid Security

10. Bid Security in the prescribed form, amount, and validity period (see Section 27 of the Revised IRR of R.A. 9184).

### Project Requirements, which shall include the following:

11. Organizational Chart for the contract to be bid;

12. List of Contractor's Key Personnel (Design and Construction), (see Clause 12.2(d)(2), Section III, BDS of Bidding Documents) to be assigned to the contract to be bid, with their complete qualification and experience data;

13. List of Contractor's Equipment Units which are owned, leased and/or under purchase

agreements, supported by certification of availability of equipment from lessor/vendor for the duration of the project (see Clause 12.2(d)(3), Section III, BDS of Bidding Documents).

### Other documents included in the 1st envelope are the following:

14. Omnibus Sworn Statement by the prospective bidder or its authorized representative in the prescribed format, duly signed and notarized;

15. Minimum Materials Testing Equipment (D.O. #11, Series of 2017);

16. **Preliminary Conceptual Architectural Design Plans** in accordance with the degree of details specified by the procuring entity:

- a. Location plan/vicinity map
- b. Perspective
- c. Floor plans
- d. Front view elevation
- e. Rear view elevation
- f. Left side view elevation
- g. Right side view elevation
- h. Longitudinal section
- i. Transverse section/ Cross Section

17. Design and Construction Method

18. List of Design and Construction Personnel.

### For Design

**The key professionals and the respective qualifications of the design personnel shall be as follows:**



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- Principal Architect

The Principal Architect must be duly licensed with at least five (5) years' experience in the design of residential, government offices or institutional facilities, and shall preferably be knowledgeable in the application of rapid construction technologies.

- Structural Engineer

The Structural Engineer must be a duly licensed Civil Engineer with at least five (5) years' experience in structural design and shall preferably be knowledgeable in the application of rapid construction technologies.

- Professional Electrical Engineer

The Electrical Engineer must be a registered Professional Electrical Engineer with at least five (5) years' experience in the design of lighting, power distribution, communication systems (specifically structured and local area network cabling, PABX), building management systems and preferably knowledgeable in developments in emergent efficient lighting technologies and energy management.

- Professional Mechanical Engineer

The Mechanical Engineer must be a Professional Mechanical Engineer with at least five (5) years in HVAC and fire Protection systems and preferably knowledgeable in emergent, alternative energy-efficient HVAC technologies.

- Professional Electronics and Communications Engineer

- Sanitary Engineer

The Sanitary Engineer must be duly licensed with at least five (5) years' experience in the design of building water supply and distribution, plumbing, and preferably knowledgeable in waste water management/treatment, and emergent, alternative effluent collection and treatment system.

The key professionals listed are required. The DESIGN & BUILD CONTRACTOR may, as needed and at its own expense, add additional professionals and/or support personnel for the optimal performance of all Architectural and Engineering Design Services, as stipulated in these Terms of Reference, for the PROJECT.

- Master Plumber

- Geodetic Engineer

- Geotechnical Engineer

Design personnel may also be utilized for the construction phase provided that the same meet the minimum number of years of experience in the construction of similar projects.

Prospective bidders shall attach everyone's resume and PRC license of the (professional) staff. Each license of all key personnel should be valid and non-expired up to the target completion date for phase 1 of the said project according to the timeline and established PERT-CPM. Key personnel may only be allowed to occupy a maximum of two (2) key positions for the same person.

### For Construction Personnel

The key professionals and the respective qualifications of the DESIGN PERSONNEL shall be as follows:

- Project Manager

The Project Manager shall be a licensed architect or engineer with at least (5) years relevant experience on similar and comparable projects in different locations. The Project Manager should have a proven record or managerial capability through the directing/managing of major civil engineering works, including projects of a similar magnitude.





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- Project Engineer

The Project Engineer shall be a licensed architect or engineer with at least five (5) years' experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.

- Materials Engineer (M.E.I)

The Materials Engineer must be duly accredited with the DPWH and with at least five (5) years' experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.

- Electrical Engineer

The Electrical Engineer must be duly licensed with at least five (5) years' experience in similar and comparable projects in the installation of lighting, power distribution, communication systems (specifically structured and local area network cabling, PABX), building management systems.

- Mechanical Engineer

The Mechanical Engineer must be duly licensed with at least five (5) years' experience in similar and comparable projects in the installation of HVAC and fire protection.

- Sanitary Engineer

The Sanitary Engineer must be duly licensed with at least five (5) years' experience in similar and comparable projects in the installation of building water supply and distribution, plumbing.

- Foreman

The Foreman must have at least five (5) years' experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.

- Project Architect/ Project Engineer. (as required)

## 19. Value Engineering Analysis of design and construction.

The second envelope (Financial Proposal) shall contain all the required documents for infrastructure projects under Section 25.38 of the IRR of R.A 9184.

### 8.2 IN THE SECOND ENVELOPE – FINANCIAL PROPOSAL

The contents of Financial Proposal – In the Second Envelope shall be governed by Section 6.1 Design and Build Scheme of the DPWH Procurement Manual Volume II – Infrastructure Main Guidelines (2016).

#### 1. Lump sum bid prices for the following in the prescribed Bid Form:

- a) Detailed Architectural and Engineering Design;
- b) Demolition Works; and
- c) Building Construction/Civil Works.

#### 2. Cash flow by the quarter and payments schedule.

### 3. PROCEDURE AND CRITERIA FOR BIDS EVALUATION

The Procedure and Criteria for Bids Evaluation shall be governed by Section 6.1 Design and Build Scheme of the DPWH Procurement Manual Volume II – Infrastructure Main Guidelines (2016).

### 4. DATA TO BE PROVIDED BY THE END USER (WVSU)



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These data are for reference only and does not guarantee the Contractor that the data provided are correct, free from error, and applicable to the project at hand. The Contractor is responsible for the accuracy or applicability of any data that he will use in his design–build proposal and services.

Sample Data for Buildings:

- a. Conceptual Plans

## 5. DOCUMENTS TO BE PROVIDED BY THE CONTRACTOR DURING CONTRACT

### IMPLEMENTATION

- a. Detailed Architectural and Engineering Plans (both for the complete 3-storey structure and the Phase 1 construction works)
- b. Design Analysis
- c. Survey Data
- d. Quantity Calculation and detailed cost estimates (both for the complete 3-storey structure and the Phase 1 construction works)
- e. Detailed Geotechnical Investigation Report
- f. Design Report.
- g. As-Built Plans, (Printed including CAD Files and BIM files (LOD 500))
- h. Other relevant documents

## 6. DESIGN AND BUILD PERIOD

The Winning Bidder shall commence actual works upon the issuance by the Procuring entity of the Notice to Proceed (NTP).

The Winning Bidder shall complete the signed and sealed DAED and submit within the sixty (60) calendar days (CDs) period to the end user/ TWG for review and approval. The contractor shall complete the construction of the building for the Phase 1 of construction works within the period of 210 calendar days.

## 7. AMENDMENTS AND FORMS

In the implementation of these guidelines, the WVSU (end user) may issue additional guidelines or introduce modifications thereto through the amendment of its specific provisions as the need arises, as well as formulate, approve and disseminate standard bidding documents, forms and evaluation documents, whenever necessary.

## Corrections/ Amendments/ Instructions

### TERMS OF REFERENCE (TOR)

For the Procurement and Implementation of the Project

“Construction of Three (3)-Storey Academic Building I (IT Building)”

of WVSU Himamaylan City Campus

## 1. PROJECT INFORMATION

### 1.1 Project Description

The WVSU Himamaylan City Campus, having no licensed engineer to facilitate their preparation of detailed engineering documents, requested this office to assist in the preparation of



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engineering works. However, due to the lack of experts needed for the preparation of the said documents, and having this project included in the National Expenditure Program of 2024, thus the urgency of this project to be bid out under the Early Procurement Activity (EPA) of this year. On this basis, the university deems it appropriate to undertake a Design and Build (DB) Scheme guidelines as per R.A. 9184 and its Implementing Rules and Regulations to ensure the implementation of this project.

The contract will involve the **Design and Build Scheme** leading to the construction of the **Three (3)-Storey Academic Building I (IT Building) at WVSU Himamaylan City Campus**. The lot where the 3-storey building will be built is presently vacant and adjacent to an existing 2-storey structure. The lot area is approximately 720 sq.m. with each floor having an area of 560 sq.m. for a total floor area of 1,700.00 sq.m. The plans and designs shall be in accordance with the plan of the said structures as conceptualized by the end user's technical team and by the winning bidder (as defined in Section 3.1.1 of this TOR).

The Project shall have an Approved Budget for the Contract (ABC) of **PhP 20,000,000.00**, (Twenty Million Pesos only) inclusive of the cost for the Detailed Architectural and Engineering Design DAED (for the Complete 3-storey Building and for the Phase 1 works of the said project), the soil bearing/boring test, and the Construction proper for the Phase 1 of the 3-Storey Academic Building, inclusive of taxes.

The project shall have the following basic components:

- a) Complete Detailed Architectural and Engineering Design Plans, technical specifications, and design calculations for the **Complete** 3-storey construction of the Project. Such plans, designs, and technical specifications shall be subject for review and recommendation by the end-user together with the TWG for endorsement and approval by the president. The Design Development (DD) and the Contract Documents (CD) phases of the design shall continue after the bid is awarded. It shall likewise be subject for review and recommendation by the end-user together with the TWG for endorsement and approval by the president.
- b) Complete Detailed Architectural and Engineering Design Plans, technical specifications, and design calculations for the **Phase 1** of the 3-storey construction of the Project. Such plans, designs, and technical specifications shall be subject for review and recommendation by the end-user together with the TWG for endorsement and approval by the president. The Design Development (DD) and the Contract Documents (CD) phases of the design shall continue after the bid is awarded. It shall likewise be subject for review and recommendation by the end-user together with the TWG for endorsement and approval by the president. Please see details of the Phase 1 scope of works on the support documents attached this TOR.
- c) The bid shall be based on the conceptual/schematic design drawings as prepared and conceptualized and detailed as to technical specification of rooms, amenities and utilities included in the building such as data connectivity, server and internet connections, mechanical connections and FDAS, cctv and other cablings, septic tank, sanitary and water lines among others as specified and recommendation by the end-user together with the TWG for endorsement and approval by the president.
- d) The Contractor shall demolish/clear any structures obstructing the site. Clearing also entails protection of existing lines and amenities inside the premises of the site for the project. To include safeguarding of the existing adjacent buildings near the site.
- e) A Soil Boring/bearing test is required as basis for the structural foundation plan of the project. The conduct of the said activity can be performed thru sub-contracting by the winning bidder, provided that the company/firm to perform such tests are qualified/accredited by the DPWH for conduct of testing. Likewise, the winning bidder will be held accountable as to the correctness



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of data and design derived thru the soil test. A complete and certified test results with recommendations and all pertinent information must be submitted to the end user for verification.

## 1.2 Contractual Framework

The contractual arrangement to be used for the project is the Design-and-Build (DB) scheme. Under this scheme the procuring entity awards a single contract for the architectural/engineering design and construction to a single firm, partnership, corporation, joint venture or consortium. The winning contractor shall consult and collaborate with the WVSU Design Architect and TWG for the preparation of the Detailed Architectural Design of the Project. The Detailed Architectural and Engineering Design shall be subject for the review and recommendation by the end-user together with the TWG for endorsement and approval by the president.

The obligations and liabilities of the contractor and its Architect shall be joint and solidary for purposes of the Detailed Architectural Design of the Project in accordance with Article 1723 of the Civil Code of the Philippines and other pertinent laws.

The DB Scheme of procurement was recommended, endorsed, and adopted pursuant to the guidelines provided in Annex "G" – Guidelines for the Procurement and Implementation of Contracts of Design and Build Infrastructure of the revised IRR of RA 9184.

## 2. SCOPE OF CONTRACT

### 2.1 OBLIGATIONS OF THE WINNING BIDDER/CONTRACTOR

- a. Render architectural and allied engineering design services including final schematic design necessary for the implementation of the Project. The allied engineering design services shall include, but shall not be limited to, design for architectural, civil, structural, electrical, mechanical/fire protection, sanitary/plumbing, electronics, cctv and data (fiber optics) and security systems works. All drawings shall be generated using licensed AutoCAD or Revit software and printed on A1 (594mm x 841mm.) High-Quality Tracing Papers. The winning bidder is required to submit an electronic AutoCAD file of the complete DAED plans as well as the final As-built plans in the same format (reflecting the changes in the original plans);
- b. Undertake Detailed Architectural and Engineering Designs (DAEDs) using the given data such as topographic, hydrographic and cross-section surveys, geotechnical and geological investigation, and hydrologic investigation and initial schematic design or design concept provided by the end user.
- c. The project shall be constructed according to the DAEDs prepared by the Winning Bidder by recommendation of the end-user together with the TWG for endorsement and approval by the president.

### Considerations

- Part A – Facilities for the Engineer
- Part B – Other General Requirements

### Construction Procedure

- Part A – Earthwork
- Part B – Plain and Reinforced Concrete Works
- Part C – Finishing
- Part D – Electrical
- Part E – Mechanical/Fire Protection





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## ➤ Sanitary/Plumbing Works (under Part E – Mechanical/Fire Protection)

The Proponent shall submit a certification from a recognized foreign or international institution to the effect that the new materials or technology meets the standards for this Project and has been successfully used in existing structures with proven integrity.

**The Winning Bidder or Contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty period specified in Section 62.2 of the IRR of RA 9184; and,**

- a. If applicable, secure environmental clearance or an “Environmental Compliance Certificate (ECC)”. If the proposed project is considered outside the purview of the Philippine Environmental Impact Statement (EIS) System, a Certificate of Noncoverage or Certificate of Exemption shall be secured.
- b. Supervise and monitor the implementation of the project; and,
- c. Secure/ process all permits to include DOLE permit, building permit, zoning permit, fire permit and others in similar nature for the project implementation.

## 2.2 OBLIGATIONS OF THE PROCURING OFFICE (WVSU)

- a. Provide full information on all requirements for the Project;
- b. Approve the Winning Bidder or Contractor’s design without diminishing their full and sole responsibility for the quality and integrity thereof;
- c. Give prompt written notice thereof to Winning Bidder or Contractor, if it observes or becomes aware of any defect in the Project;
- d. Designate when necessary, representatives authorized to act on its behalf. It shall examine documents submitted by the Winning Bidder or Contractor and render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of their work. It shall observe the procedure of issuing orders to the Winning Bidder or Contractor;
- e. Supervise and monitor the implementation of the project; and,
- f. Pay the accomplishment accepted in the conformance with the MPSS included under the Design and Build Contract.

## 2.3 BIDDING DOCUMENTS

The Bidding Documents for the Project shall govern the conduct of the procurement of the Project.

## 3. SCOPE OF WORKS

### 3.1 DESIGN PHASE

#### 3.1.1 Preliminary Architectural Plan (PAP) by Bidder

The approved concept design shall adopt the old building of the Main campus design which is characterized by columns and arches. The building’s design shall blend with Quezon Hall features of the Main Campus.

Bidders shall submit also an alternative design concept with respect to the space allocation which provides an optimum use of spaces taking into consideration the classrooms and offices shown on the end user’s conceptual floor plans. This alternative design by the winning bidder shall be adopted should the same be found to be superior than the one conceptualized by the end user.

#### 3.1.2 Detailed Architectural and Engineering Design (DAED) by the Winning Bidder

During the implementation of the Project, the Winning Bidder shall prepare the DAED of the Project and submit the same to the end user (WVSU) for approval prior to the execution of the construction works. The winning bidder must submit 2 different set of detailed cost estimates, complete with BOQ and technical specifications for the following:



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1. Complete Set of DAED plans, cost estimates, specification, design analysis, and other requirement for a complete design for the Proposed 3-storey Academic Building and;
2. Complete Set of DAED plans, cost estimates, specification, design analysis, and other requirement for a complete design for the Phase 1 construction works of the Proposed 3-storey Academic Building, to indicate in the plans the cutting line/ termination point for phase 1 and indicate the start for phase 2 and other succeeding works. The Phase 1 plans will be based on the overall complete plans as required in no.1.
3. The same approved complete documents that will be used during the Phase 1 construction of the building will be the basis and reference plan for succeeding construction phases until the project is completed. For succeeding construction phases that merits change due to the needs and requirement of the end users, the plans may be allowed for any revisions if it only pertains to the space utilization and minor details that does not affect/impact the existing design. For any major revisions as to the structural component and the overall architectural and engineering design of the building, the original designer/s will be notified and if needed to seek their certification.

The winning bidder is required to submit 7 complete DEAD set of plans in white print standard size, signed sealed with corresponding and valid licenses; and 5 sets each in A4 Bond Paper or otherwise specified for the BOQ, Detailed Cost Estimates, Technical Specifications, Structural Design Analysis, and Building Permit forms (all mentioned signed and sealed). Likewise, they are required to submit an e-copy of their works in AutoCAD format, a jpeg copy of perspectives, and an excel file of their prepared Bill of quantities and Detailed Cost Estimates, and in Word format the Detailed Technical Specifications and other design analysis. (This applies to the complete set of documents for the complete 3-Storey Building, and the Construction of Phase 1 of the building).

The Winning Bidder shall prepare the DAED based on its PAP as reviewed and accepted by the end user and in accordance with the MPSS. The DAED shall be undertaken with a degree of accuracy that will allow estimates to be made within approximately plus or minus five percent (+/-5%) of the final quantities.

Once approved by the end user, the Winning Bidder's DAED shall form part of the MPSS. The WVSU (end user)-approved DAED, together with the MPSS provisions on Construction under Section 2.0 hereof, shall govern the actual Construction undertaken by the Winning Bidder.

The Winning Bidder shall undertake the necessary field surveys and investigation in accordance with the end user's Design Guidelines, Criteria and Standards in the preparation of detailed engineering plans in accordance with the requirements of the TWG of the project. In carrying out these works, the Winning Bidder shall ensure that the engineering, environmental, social and resettlement teams collaborate closely throughout the entire process, particularly during field investigations and the development of the preliminary and final detailed engineering designs. The Winning Bidder shall ensure that all designs submitted for approval have fully taken into account key findings from the engineering, environmental, and social analyses and that negative environmental and social impacts have been minimized or eliminated to the fullest extent possible.

3.1.2 The foundation plan should be based on the design analysis of the carrying capacity of the intended structure. Thus, a **Soil investigation (Soil Bearing/Boring Test) is required**. This activity should be conducted by an accredited agency/testing center and should have concrete results and recommendations signed by certified and licensed engineers or qualified equivalent personnel with certifications. The Test results should clearly indicate the suggestions/recommendations for foundation plan, as well as water table levels, water/soil saturation test and other findings required on a soil boring test. As mentioned above, the winning bidder is only allowed to go into sub-contracting for conduct of soil testing, which is considered as special activity, that will be conducted by a qualified and accredited company or firm by the DPWH. The winning bidder will be held accountable of the said activity and of any results and documents that will be derived from the said works.

**3.1.3 See attached support documents for the checklist and details of the conceptual plan.**

## 3.2 CONSTRUCTION PHASE

The following works shall comprise this phase:



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I. Demolition/clearing of existing site.

II. Boring test (required as pre-requisite to design of structural foundation).

III. General requirements:

1. Service Vehicles for the Engineer and Engineer's Representative during testing of materials and similar activities.
2. Temporary facilities such as field offices for the engineers and quarters for laborers; bodega for the construction material.
3. Office furniture and equipment, survey equipment and consumables not limited to:
4. Photographs

This item consists of the supply of equipment and materials, i.e., album, necessary to undertake photographic progress activities of the project and of all cost's incidental to the preparation and submission of photographs (at least 12 photographs per day). The quantities for photographs shall be one (1) set of photographs per month selected and provided as "Progress Photographs". Unit measurement and payment shall be "Month".

5. Health and Safety Program including Personal Protective Equipment (PPE)
6. Environmental compliance
7. Billboards (COA standard size)
8. Traffic management
9. Permits and Licenses

The winning bidder shall process and secure all the necessary permits as required by authorities for the preparation, and execution. The winning bidder shall coordinate with other agencies and pay the corresponding fees incidental to the acquisition of the required permits.

IV. Building Construction

For Phase 1 of the project construction, the winning bidder will prepare the phase 1 works which will be based on the overall design of the 3-storey structure, wherein the phase 1 project construction costing will be in the amount of **PhP 20,000,000.00 (Twenty Million)**. The firm will provide complete detailed specifications for the said phase 1, as well as the necessary BOQ, structural analysis, design analysis, detailed architectural and engineering plans and the detailed estimates covered for and set as the cutting line/ end of works included in the said phase. Likewise, the winning bidder will already establish the cutting line (scope of works for phase 1), but not limited to preparation for future tapping points, dowels and other connections required to proceed for phase 2 and succeeding phases if needed.

#### 4. MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS (MPSS)

The Contractor shall undertake the design and construction of the Project in conformance with the MPSS as contained in Section VI of the bidding documents.

#### 5. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **PhP 20,000,000.00**. This is the ceiling for acceptable bids. **Bids higher than ABC shall be automatically rejected.**

Particulars				Total (in PhP)
1. Remuneration Cost				
a.) Basic Rates				
Scope of work	Qt y.	Unit	Unit cost	
Soil Boring test	1	lot	50,000.00	50,000.00
Complete design of the 3-storey building	1	lot	950,000.00	950,000.00
a. Complete plans, specifications, detailed estimates for the 3-storey structure				



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b. Complete plans, specifications, detailed estimates for Phase 1 of the 3-storey structure				
Construction of Phase 1 base on the BOQ and program of works as indicated/required	1	lot	19,000,000.00	19,000,000.00
<ul style="list-style-type: none"> <li>➤ DAED plans</li> <li>➤ Permits and licenses</li> <li>➤ As built plans</li> <li>➤ Mobilization</li> <li>➤ Reproductions and printings</li> </ul>				
<b>TOTAL APPROVED BUDGET OF THE CONTRACT</b>				<b>20,000,000.00</b>

5.1 The contract shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to the winning bidder.

5.2 Schedule release of payment for services rendered as follows:

-Based on progress billing according to the Approved Contract Amount upon submission of all required documents and endorsement of approval for payment by the Procuring Office. Percentage of billing accomplishment will be subject to inspection report for verification of actual percentage accomplishment.

### 5.3. Payment Scheme/Schedule

5.3.1. Payments for the contract by the winning bidder shall be made upon submission of all documents by the company accompanied by billing statement, and upon acceptance and issuance of certificate of satisfactory service by the Procuring Office. Billing must be accompanied by an Accomplishment Inspection Report, photos of accomplishments, and test results as performed (if applicable).

All submitted works will be checked before processing of payments. Winning bidder shall be paid according to the stated fees subject to the required Expanded withholding Tax (EWT) of Ten percent (10%) or Fifteen percent (15%), whichever is applicable, subject to the consultant's gross income and Final Withholding VAT of Five percent (5%).

Payments shall be made within reasonable time after submission of all required documents.

## 6. PROPOSED IMPLEMENTATION SCHEDULE (Example):

### Work Schedule

- a) For the following items, the design, computations and other detailed works for the mentioned works shall be submitted to the Procuring office within 45 calendar days upon receipt of Notice to Proceed (NTP) for checking and evaluation:
1. Complete documents for the proposed 3-storey Academic Building
  2. Complete documents for the proposed phase 1 of the 3-storey Academic building





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- b) Approved signed and sealed documents within 15 calendar days upon receipt of corrections and comments from the procuring office. For a total of sixty (60) CD for the preparation of detailed plans for items no.1 and no. 2 respectively.
- c) The total number of days for the Construction works for Phase 1 of the 3-Storey Building will be **210 (CD) calendar days**.

## 7. ELIGIBILITY CRITERIA FOR BIDDERS

### 7.1 General

The Eligibility Requirements for this DB Project shall be based on the provisions of Annex “G” in relations to Sec. 23 and 24 as applicable of the Implementing Rules and Regulations of RA 9184 (e.g. Eligibility Requirement). However, a prospective bidder who has no experience in DB Project on its own may opt to enter a subcontracting agreement with a design or engineering firm for the design portion of the project.

### 7.2 Legal Requirements

- a. Valid Contractor’s License issued by the Philippine Contractor’s Accreditation Board
- b. Valid license of the Contractor’s designer issued by the Professional Regulation Commission.

### 7.3 Technical Requirements

- a. The Contractor must have built one structure similar to the project at hand with construction cost of at least 50 % of the ABC.
- b. The Contractor’s designer must have designed one structure similar to the project at hand with a construction cost of at least 50 % of the ABC.

### 7.4 Financial Requirements

The Contractor must have a Net Financial Contracting Capacity (NFCC) at least equal to the ABC to be bid or equivalent to Php20,000,000.00.

## 8. CONTENTS OF THE BID

### 8.1 IN THE FIRST ENVELOPE

#### Class “A” Documents

##### Legal Documents

1. Mayor’s/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. In cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of this IRR. (or otherwise indicated in the pre-bidding meeting)
2. Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
3. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.

##### Technical Documents

4. 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.
5. Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of this IRR, within the relevant period as provided in the Bidding Documents in the case of Goods.
6. A valid Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract to be bid.



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## Financial Documents

7. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
8. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

## Class "B" Document

9. If applicable, JV bidders shall submit a JVA in accordance with R.A. 4566 and its IRR.

## Bid Security

10. Bid Security in the prescribed form, amount, and validity period (see Section 27 of the Revised IRR of R.A. 9184).

## Project Requirements, which shall include the following:

11. Organizational Chart for the contract to be bid;
12. List of Contractor's Key Personnel (Design and Construction), (see Clause 12.2(d)(2), Section III, BDS of Bidding Documents) to be assigned to the contract to be bid, with their complete qualification and experience data;
13. List of Contractor's Equipment Units which are owned with evidence, leased and/or under purchase agreements, supported by certification of availability of equipment from lessor/vendor for the duration of the project (see Clause 12.2(d)(3), Section III, BDS of Bidding Documents).  
The required list for Phase 1 of the project includes the following:

- 13.1 Hauling Truck
- 13.2 One-bagger mixer
- 13.2 Bar cutter
- 13.3 Bar Bender
- 13.4 Concrete vibrator
- 13.5 Bar Cutter
- 13.6 Bar Bender
- 13.7 Concrete Vibrator
- 13.8 Submersible Pump
- 13.9 Plate Compactor
- 13.10 Hand Roller
- 13.11 Sprayer Pump
- 13.12 Concrete Vibrator

## Other documents included in the 1st envelope are the following:

14. Omnibus Sworn Statement by the prospective bidder or its authorized representative in the prescribed format, duly signed and notarized;

## 15. Preliminary Conceptual Architectural Design Plans in accordance with the degree of details specified by the procuring entity:

- a. Location plan/vicinity map (to include access and entry points adjacent to roads)
- b. Perspectives (Man's eye view of front with side angle, and Aerial view)
- c. Floor plans (3 floors)
- d. Front view elevation (complete with dimensions from natural ground to established 1<sup>st</sup> floor line, and height per floor, and overall total height up to top of roofing)
- e. Rear view elevation (same with front view elevation)
- f. Left side view elevation (same with front view elevation)
- g. Right side view elevation (same with front view elevation)
- h. Longitudinal section (same with front view elevation)



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- 
- i. Transverse section/ Cross Section (same with front view elevation)

16. Design and Construction Method

17. List of Design and Construction Personnel

## For Design

**The key professionals and the respective qualifications of the design personnel shall be as follows:**

- Principal Architect

The Principal Architect must be duly licensed with at least five (5) years' experience in the design of residential, government offices or institutional facilities, and shall preferably be knowledgeable in the application of rapid construction technologies.

- Structural Engineer

The Structural Engineer must be a duly licensed Civil Engineer with at least five (5) years' experience in structural design and shall preferably be knowledgeable in the application of rapid construction technologies.

- Professional Electrical Engineer

The Electrical Engineer must be a registered Professional Electrical Engineer with at least five (5) years' experience in the design of lighting, power distribution, communication systems (specifically structured and local area network cabling, PABX), building management systems and preferably knowledgeable in developments in emergent efficient lighting technologies and energy management.

- Professional Mechanical Engineer

The Mechanical Engineer must be a Professional Mechanical Engineer with at least five (5) years in HVAC and fire Protection systems and preferably knowledgeable in emergent, alternative energy-efficient HVAC technologies.

- Professional Electronics and Communications Engineer

- Sanitary Engineer

The Sanitary Engineer must be duly licensed with at least five (5) years' experience in the design of building water supply and distribution, plumbing, and preferably knowledgeable in waste water management/treatment, and emergent, alternative effluent collection and treatment system.

The key professionals listed are required. The DESIGN & BUILD CONTRACTOR may, as needed and at its own expense, add additional professionals and/or support personnel for the optimal performance of all Architectural and Engineering Design Services, as stipulated in these Terms of Reference, for the PROJECT.

- Master Plumber
- Geodetic Engineer
- Geotechnical Engineer

Design personnel may also be utilized for the construction phase provided that the same meet the minimum number of years of experience in the construction of similar projects.

Prospective bidders shall attach everyone's resume and PRC license of the (professional) staff. Each license of all key personnel should be valid and non-expired up to the target completion date for phase 1 of the said project according to the timeline and established PERT-CPM. Key personnel may only be allowed to occupy a maximum of two (2) key positions for the same person.

## For Construction Personnel

The key professionals and the respective qualifications of the DESIGN PERSONNEL shall be as follows:

- Project Manager

The Project Manager shall be a licensed architect or engineer with at least (5) years relevant experience on similar and comparable projects in different locations. The Project Manager should have a proven record or managerial capability through the directing/managing of major civil engineering works, including projects of a similar magnitude.

- Project Engineer



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The Project Engineer shall be a licensed architect or engineer with at least five (5) years' experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.

- Materials Engineer (M.E.I)

The Materials Engineer must be duly accredited with the DPWH and with at least five (5) years' experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.

- Electrical Engineer

The Electrical Engineer must be duly licensed with at least five (5) years' experience in similar and comparable projects in the installation of lighting, power distribution, communication systems (specifically structured and local area network cabling, PABX), building management systems.

- Mechanical Engineer

The Mechanical Engineer must be duly licensed with at least five (5) years' experience in similar and comparable projects in the installation of HVAC and fire protection.

- Sanitary Engineer

The Sanitary Engineer must be duly licensed with at least five (5) years' experience in similar and comparable projects in the installation of building water supply and distribution, plumbing.

- Foreman

The Foreman must have at least five (5) years' experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.

- Project Architect/ Project Engineer. (as required)

Prospective bidders shall attach everyone's resume and PRC license of the (professional) staff. Each license of all key personnel should be valid and non-expired up to the target completion date for phase 1 of the said project according to the timeline and established PERT-CPM. Key personnel may only be allowed to occupy a maximum of two (2) key positions for the same person.

19. Value Engineering Analysis of design and construction.

The second envelope (Financial Proposal) shall contain all the required documents for infrastructure projects under Section 25.38 of the IRR of R.A 9184.

## 8.2 IN THE SECOND ENVELOPE – FINANCIAL PROPOSAL

The contents of Financial Proposal – In the Second Envelope shall be governed by the guidelines for the procurement and implementation of contract for design and build infrastructure of revised IRR of RA 9184.

1. Lump sum bid prices for the following in the prescribed Bid Form:
  - a) Detailed Architectural and Engineering Design;
  - b) Demolition Works; and
  - c) Building Construction/Civil Works.
2. Cash flow by the quarter and payments schedule.

## 3. PROCEDURE AND CRITERIA FOR BIDS EVALUATION

The Procedure and Criteria for Bids Evaluation shall be governed by the Annex “G” of Design and Build Scheme of the guidelines for the procurement and implementation of contract for design and build infrastructure of revised IRR of RA 9184.

## 4. DATA TO BE PROVIDED BY THE END USER (WVSU)

These data are for reference only and does not guarantee the Contractor that the data provided are correct, free from error, and applicable to the project at hand. The Contractor is responsible for the accuracy or applicability of any data that he will use in his design–build proposal and services.

Sample Data for Buildings:

- a. Conceptual Plans

## 5. DOCUMENTS TO BE PROVIDED BY THE CONTRACTOR DURING CONTRACT IMPLEMENTATION

- a. Detailed Architectural and Engineering Plans (both for the complete 3-storey structure and the Phase 1 construction works)





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- b. Design Analysis
- c. Survey Data
- d. Quantity Calculation and detailed cost estimates (both for the complete 3-storey structure and the Phase 1 construction works)
- e. Detailed Geotechnical Investigation Report
- f. Design Report.
- g. As-Built Plans, (Printed including CAD Files and BIM files (LOD 500))
- h. Other relevant documents

## 6. DESIGN AND BUILD PERIOD

The Winning Bidder shall commence actual works upon the issuance by the Procuring entity of the Notice to Proceed (NTP).

The Winning Bidder shall complete the signed and sealed DAED and submit within the sixty (60) calendar days (CDs) period to the end user/ TWG for review and approval. The contractor shall complete the construction of the building for the Phase 1 of construction works within the period of **210 calendar days**.

## 7. AMENDMENTS AND FORMS

In the implementation of these guidelines, the WVSU (end user) may issue additional guidelines or introduce modifications thereto through the amendment of its specific provisions as the need arises, as well as formulate, approve and disseminate standard bidding documents, forms and evaluation documents, whenever necessary.

### III. Section VIII. Bill of Quantities:

**Original**

Contract Reference Number: **IB No. 2024-02**

Name of the Contract: **Construction of Three (3)-Storey Academic Building (IT Building) of WVSU Himamaylan City Campus Under the Design and Build Scheme.**

Location of the Contract: **West Visayas State University – Himamaylan City Campus**

Calendar Days: **270 Calendar days**

<i>Item No.</i>	<i>Item Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Price ceiling (Total)</i>	<i>Unit Price</i>	<i>Total Price</i>
<b>1.</b>	<b>Design</b>	<b>1.00</b>	<b>lot</b>	<b>1,000,000.00</b>		
<b>2.</b>	<b>Construction</b>	<b>1.00</b>	<b>lot</b>	<b>19,000,000.00</b>		
	<b>----Noting Follows----</b>					
	<b>TOTAL BID PRICE</b>					

### Submitted by:

\_\_\_\_\_  
*Name of Representative of the Bidder*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Name of Bidder*

\_\_\_\_\_  
*Date*



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## Corrections/ Amendments/ Instructions

Contract Reference Number: **IB No. 2024-02**

Name of the Contract: **Construction of Three (3)-Storey Academic Building (IT Building) of WVSU Himamaylan City Campus Under the Design and Build Scheme.**

Location of the Contract: **West Visayas State University – Himamaylan City Campus**

Calendar Days: **270 Calendar days**

Item No.	Item Description	Quantity	Unit	Price ceiling (Total)	Unit Price	Total Price
1.	Soil Bearing/Boring Test	1.00	lot			
2.	Complete Design of the 3-Storey Academic Building	1.00	lot			
3.	Mobilization/Demobilization	1.00	lot			
4.	Permits & Licenses	1.00	lot			
5.	Temporary Facilities	1.00	lot			
6.	Testing of Materials	1.00	lot			
7.	Safety and Health Program	1.00	lot			
8.	Clearing/Demolition of Structure, Trees and Crops	1.00	lot			
9.	Construction Survey & Staking Earthwork	1.00	lot			
10.	Excavation	597.60	cu.m			
11.	Embankment	740.35	cu.m			
12.	Gravel Bedding	45	sq.m			
13.	Soil Poisoning	503.00	sq.m			
14.	Reinforced Concreting Works					
	a. Foundation (Footing, Column Footing, FTB, Wall Footing)	200.30	cu.m			
	b. GF (Column, Beam, Slab on Grade)	178.11	cu.m			
	c. 2F (Slab, Column, Beam)	146.58	cu.m			
	d. 3F (Slab, Column, Beam)	138.94	cu.m			
	e. Septic Tank (Slab on Grade, Column, Beam, Slab)	5.00	cu.m			
15.	Masonry Works (Retaining Wall for Elevated Floor and Septic)	176.00	sq.m			
16.	Electrical Works (Embedded on concrete)	1.00	lot			



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17.	<i>Plumbing Works (Embedded on Concrete)</i>	<i>1.00</i>	<i>lot</i>			
18.	<i>Formworks &amp; Scaffolding</i>	<i>1.00</i>	<i>lot</i>			
19.	<i>Project Billboard</i>	<i>1.00</i>	<i>lot</i>			
	<i>----Noting Follows----</i>					
	<b>TOTAL BID PRICE</b>					

**Submitted by:**

\_\_\_\_\_  
*Name of Representative of the Bidder*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Name of Bidder*

\_\_\_\_\_  
*Date*



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## IV. Section IX. Checklist of Technical and Financial Documents:

Checklist of Technical and Financial Documents	Checklist of Technical and Financial Documents
<p><b>I. TECHNICAL COMPONENT ENVELOPE</b>  <b>(Bidder should submit only one copy labeled “ORIGINAL”)</b></p> <p style="text-align: center;"><i>Class “A” Documents</i></p> <p><u>Legal Documents</u></p> <p><input type="checkbox"/> (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;</p> <p><u>Technical Documents</u></p> <p><input type="checkbox"/> (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; <b>and</b></p> <p><input type="checkbox"/> (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; <b>and</b></p> <p><input type="checkbox"/> (d) Philippine Contractors Accreditation Board (PCAB) License; or Special PCAB License in case of Joint Ventures <b>and</b> registration for the type and cost of the contract to be bid; <b>and</b></p> <p><input type="checkbox"/> (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <b>or</b> original copy of Notarized Bid Securing Declaration; <b>and</b></p> <p><input type="checkbox"/> (f) Project Requirements, which shall include the following:</p> <p style="padding-left: 20px;"><input type="checkbox"/> a. Organizational chart for the contract to be bid;</p>	<p><b>III. TECHNICAL COMPONENT ENVELOPE</b>  <b>(Bidder should submit only one copy labeled “ORIGINAL”)</b></p> <p style="text-align: center;"><i>Class “A” Documents</i></p> <p><u>Legal Documents</u></p> <p><input type="checkbox"/> (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;</p> <p><u>Technical Documents</u></p> <p><input type="checkbox"/> (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; <b>and</b></p> <p><input type="checkbox"/> (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; <b>and</b></p> <p><input type="checkbox"/> (d) Philippine Contractors Accreditation Board (PCAB) License; or Special PCAB License in case of Joint Ventures <b>and</b> registration for the type and cost of the contract to be bid; <b>and</b></p> <p><input type="checkbox"/> (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <b>or</b> original copy of Notarized Bid Securing Declaration; <b>and</b></p> <p><input type="checkbox"/> (f) Project Requirements, which shall include the following:</p> <p style="padding-left: 20px;"><input type="checkbox"/> (a) Organizational chart for the contract to be bid;</p>





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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;

**No personnel must occupy more than two (2) positions in the list of the contractor's key personnel to be assigned to the contract to be bid. The submission should include curriculum vitae of the key personnel including licenses; 1. Valid PRC license for registered Engineers, Architects and Master Plumber; 2. Certificate of Accreditation as Materials Engineer issued by DPWH and 3. Certificate of completion of DOLE prescribed training (COSH) for Safety Officer.**

Key Personnel	General Experience	Relevant Experience
<b>A. Design Personnel</b>		
Principal Architect	Design of buildings and high-rise infrastructure both in public and private.	at least 5 years
Structural Engineer		at least 5 years
Electrical Engineer	Design of lighting, power distribution, communication systems	at least 5 years
Mechanical Engineer	HVAC and Fire Protection system	at least 5 years
Electronics and Communications Engineer	Design of buildings and high-rise infrastructure both in public and private.	at least 5 years
Sanitary Engineer	Design of building water supply and distribution, plumbing	at least 5 years
Master Plumber	Design of buildings and high-rise infrastructure both in public and private.	at least 5 years
Geodetic Engineer		at least 5 years
Geotechnical Engineer		at least 5 years
<b>B. Construction Personnel</b>		
Project Manager	Building Construction	at least 5 years
Project Engineer	Building Construction	at least 5 years
Materials Engineer	Building Construction	at least 5 years
Electrical Engineer	Building Construction	at least 5 years
Mechanical Engineer	Building Construction	at least 5 years
Sanitary Engineer	Building Construction	at least 5 years
Foreman	Building Construction	at least 5 years
Project Architect	Building Construction	at least 5 years

(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;

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Geodetic Engineer		at least 5 years
Geotechnical Engineer		at least 5 years
<b>C. Construction Personnel</b>		
Project Manager	Building Construction	at least 5 years
Project Engineer	Building Construction	at least 5 years
Materials Engineer	Building Construction	at least 5 years
Electrical Engineer	Building Construction	at least 5 years
Mechanical Engineer	Building Construction	at least 5 years
Sanitary Engineer	Building Construction	at least 5 years
Foreman	Building Construction	at least 5 years
Project Architect	Building Construction	at least 5 years



# West Visayas State University

(Formerly Iloilo Normal School)

Procurement Division/ Bids and Awards Committee Secretariat Office

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Iloilo, Philippines

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(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.

(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**

<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>
Bar Cutter	6MM – 28 MM	1
Bar Bender	6MM – 28 MM	1
One Bagger Mixer		1
Concrete Vibrator		2
Hand Roller		1
Plate Compactor	15.5 psi	1
Hauling Truck	20 tons – 30 tons	1
Backhoe Loader	16 tons	1
Spray Pump		1
Submersible Pump		1
Cargo Truck	20 tons – 30 tons	1

(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 audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (i)The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

**Class "B" Documents**

(j)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.

**IV. FINANCIAL COMPONENT ENVELOPE**

(k)Original of duly signed and accomplished Financial Bid Form; **and**

**Other documentary requirements under RA No. 9184**

- (l)Original of duly signed Bid Prices in the Bill Of Quantities; **and**
- (m)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**



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	<input type="checkbox"/> (n)Cash Flow by Quarter.
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For guidance and information of all concerned.

**DR. PORFERIO J. BARLAS, JR.**

Chairperson, Special Bids and Awards Committee