

PHILIPPINE BIDDING DOCUMENTS

**Procurement of
INFRASTRUCTURE
PROJECTS**

Government of the Republic of the Philippines

**REPAIR /REHABILITATION OF PHYSICAL PLANT, PLANNING, AND
RESEARCH INNOVATION AND EXTENSION OFFICES**

Php 628,078.59

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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

TABLE OF CONTENTS

Glossary of Terms, Abbreviations, and Acronyms	5
Section I. Invitation to Bid.....	8
Section II. Instructions to Bidders	11
1. Scope of Bid.....	12
2. Funding Information	12
3. Bidding Requirements.....	12
4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices	13
5. Eligible Bidders.....	13
6. Origin of Associated Goods	13
7. Subcontracts	13
8. Pre-Bid Conference.....	14
9. Clarification and Amendment of Bidding Documents	14
10. Documents Comprising the Bid: Eligibility and Technical Components	14
11. Documents Comprising the Bid: Financial Component	15
12. Alternative Bids	15
13. Bid Prices	15
14. Bid and Payment Currencies.....	16
15. Bid Security.....	16
16. Sealing and Marking of Bids.....	16
17. Deadline for Submission of Bids	17
18. Opening and Preliminary Examination of Bids	17
19. Detailed Evaluation and Comparison of Bids.....	17
20. Post Qualification.....	17
21. Signing of the Contract	18
Section III. Bid Data Sheet	19
Section IV. General Conditions of Contract.....	21
1. Scope of Contract.....	22
2. Sectional Completion of Works	22
3. Possession of Site.....	22
4. The Contractor’s Obligations.....	22
5. Performance Security	23
6. Site Investigation Reports	23

7.	Warranty.....	23
8.	Liability of the Contractor.....	23
9.	Termination for Other Causes.....	23
10.	Dayworks	24
11.	Program of Work.....	24
12.	Instructions, Inspections and Audits	24
13.	Advance Payment.....	24
14.	Progress Payments	24
15.	Operating and Maintenance Manuals.....	25
Section V. Special Conditions of Contract.....		26
Section VI. Specifications		28
Section VII. Drawings.....		30
Section VIII. Bill of Quantities.....		37
Section IX. Checklist of Technical and Financial Documents		39

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



West Visayas State University
LAMBUNAO CAMPUS
Procurement Office

Ladrado Street, Poblacion Ilawod,
Lambunao, Iloilo, Philippines 5042

*Trunkline: (033) 533-8053 loc 101-133

*Telefax No.: (033) 533-8053

*Website: www.wvsu.edu.ph

* Email Address: lambunao@wvsu.edu.ph



Invitation to Bid No. IB2024-03

**REPAIR /REHABILITATION OF PHYSICAL PLANT, PLANNING, AND RESEARCH
INNOVATION AND EXTENSION OFFICES**

ABC: 628,078.59

1. The **West Visayas State University-Lambunao Campus**, through its **FUND 164 (INCOME)** intends to apply the sum of **SIX HUNDRED TWENTY-EIGHT THOUSAND SEVENTY-EIGHT PESOS & FIFTY-NINE CENTAVOS ONLY (Php628,078.59)** payments under the contract for **REPAIR /REHABILITATION OF PHYSICAL PLANT, PLANNING, AND RESEARCH, INNOVATION AND EXTENSION OFFICES**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **West Visayas State University-Lambunao Campus** now invites bids for the above Project. Completion of the work is required **Sixty (60) Calendar Days (CD)**. Bidders should have completed within two (2) years 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 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives and partnerships or organizations with at least Sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippine, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA5183.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **April 2-22, 2024 from 8:00 A.M. to 5:00 P.M. and April 22, 2024 from 8:00AM to 9:30 AM ONLY from** the address 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 **ONE THOUSAND PESOS (Php1,000.00) ONLY**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
5. The West Visayas State University-Lambunao Campus will hold a **Pre-Bid Conference on April 10, 2024, 9:00 A.M.** at the **WVSU-LC Finance Office, 1st Floor Administration Building, Lambunao, Iloilo** which shall be open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat through manual submission at the address below on or **before 9:30 A.M. on April 22, 2024.** Late bids shall not be accepted.
7. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

8. Bid opening shall be on **April 22, 2024, 9:30 A.M. at WVSU -Lambunao Campus, Finance Office, 1st Floor Administration Building.**
9. The **West Visayas State University-Lambunao Campus** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further inquiries, please refer to:

LUDOVINA L. CATILO, Ph.D/HAZEL A. ACADEMIA

BAC Secretariats

Tel. No.: (033) 533-8053

WVSU-Lambunao Campus

Lambunao, Iloilo

04/02/2024

Approved:

LESTER L. LUCERO LI.B., Ph.D

Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, [WVSULC] invites Bids for the REPAIR /REHABILITATION OF PHYSICAL PLANT, PLANNING, AND RESEARCH INNOVATION AND EXTENSION OFFICES, with Project Identification Number [IB2024-03].

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

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

2. Funding Information

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

2.2. The source of funding is:

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

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

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

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

3. Bidding Requirements

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

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

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions

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

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

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

5. Eligible Bidders

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

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

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

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

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

6. Origin of Associated Goods

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

7. Subcontracts

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

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

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.
 - b. Subcontracting is not allowed.
- 7.1. *[If Procuring Entity has determined that subcontracting is allowed during the bidding , state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterion stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.2. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.3. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

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

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

11. Documents Comprising the Bid: Financial Component

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

12. Alternative Bids

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

13. Bid Prices

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

14. Bid and Payment Currencies

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

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

[Select one, delete other/s]

a. Philippine Pesos.

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

15. Bid Security

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

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

16. Sealing and Marking of Bids

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

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

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

17. **Deadline for Submission of Bids**

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

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

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

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

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

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

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

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

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

20. **Post Qualification**

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																			
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <u>REPAIR /REHABILITATION OF PHYSICAL PLANT, PLANNING, AND RESEARCH INNOVATION AND EXTENSION OFFICES</u>																		
7.1	<i>SUBCONTRACTING IS NOT ALLOWED.</i>																		
10.3	<i>PCAB LICENSE-General Construction</i>																		
10.4	The key personnel must meet the required minimum years of experience set below: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Key Personnel</u></th> <th style="text-align: center;"><u>General Experience</u></th> <th style="text-align: center;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td>Civil Engineer/Foreman</td> <td style="text-align: center;">3 years</td> <td></td> </tr> <tr> <td>Master Electrician</td> <td style="text-align: center;">3 years</td> <td></td> </tr> <tr> <td>Skilled Worker</td> <td style="text-align: center;">3 years</td> <td></td> </tr> <tr> <td>Plumber</td> <td style="text-align: center;">3 years</td> <td></td> </tr> <tr> <td>Laborer</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Civil Engineer/Foreman	3 years		Master Electrician	3 years		Skilled Worker	3 years		Plumber	3 years		Laborer		
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Minor Tools/Hand Tools/Const. tools																			
12	<i>No other Instruction</i>																		
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than Php 12,561.57, 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 Php 31,403.93 if bid security is in Surety Bond. 																		
19.2	Partial bids are not allowed;																		
20	<i>No further instructions</i>																		
21	<i>List of additional contract documents relevant to the Project: construction schedule and S-curve, PERT/CPM, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the Department of Labor and Employment</i>																		

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

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

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

6. Site Investigation Reports

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

7. Warranty

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2	Target completion date is Sixty (60) Calendar Days for the whole of the scope of works of contract
4.1	<ul style="list-style-type: none"> • Key personnel (project engineer, foreman, project manager) are required to attend the pre-construction meeting. • -Foreman should be present for the entire duration of the project. • -Project engineer shall be on-site at least three times a week.
6	<i>Bidder site inspection is mandatory</i>
7.2	<i>Standard warranty applies on the specific scope of work.</i>
10	a. Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work (<i>construction schedule and S-curve, PERT/CPM, manpower schedule, construction methods, equipment utilization schedule, construction safety, and health program approved by the Department of Labor and Employment</i>) to the Procuring Entity's Representative within Three [3] 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 equivalent to 1% of the 10% of the contract amount.
13	The amount of the advance payment is 15% of the total contract price.
14	The first progress payment may be paid by the Procuring Entity to the Contractor, provided that at least twenty percent (20%) of the work has been accomplished as certified by the Procuring Entity's Representative.
15.1	"As built" drawings are required upon submission of the final billing.
15.2	No further instructions.

Section VI. Specifications

Project: **REPAIR /REHABILITATION OF PHYSICAL PLANT OFFICE**

I. TILE WORKS

This item shall consist of furnishing all ceramic/porcelain tiles and cementitious materials, tools, and equipment including labor required in undertaking the proper installation of walls and floor tiles as shown on the plans and in accordance with the specification.

Tile work shall not be started until roughing-ins for plumbing, electrical and other trades have been completed and tested. The work of all other trades shall be protected from damage.

Tiles shall have laid in place for at least 24 hours or until completely dried before grouting of the joints is started.

II. MASONRY WORKS

This item shall consist of furnishing of all necessary materials, tools, and equipment including labor necessary to complete execution of the masonry works using concrete hollow blocks as shown on the plans and in accordance with the specification. All masonry work shall be laid true to line, level, plumb and neat.

III. DRYWALL PARTITION

The framework of the drywall system shall be of galvanised steel. Studs shall be spaced at centres between 400mm and 600mm, depending on the type of wall covering.

IV. CEILING WORKS

A naturally ventilated structure shall have ceiling heights not less than 2.70 meters, otherwise an artificially ventilated shall not be less than 2.40 meters measured from floor to ceiling.

V. ELECTRICAL WORKS

All electrical systems, equipment and installation shall conform to the provisions of the Philippine Electrical Code, as adopted by the Board of Electrical Engineering pursuant to Republic Act No. 184 otherwise known as the Electrical Engineering Law. Installation shall be performed by skilled workers highly knowledgeable in electrical works.

Project: **REPAIR /REHABILITATION OF PLANNING, RESEARCH EXTENSION AND INNOVATION OFFICES**

I. DRYWALL PARTITION

The framework of the drywall system shall be of galvanized steel. Studs shall be spaced at centres between 400mm and 600mm, depending on the type of wall covering.

II. DOORS AND WINDOWS

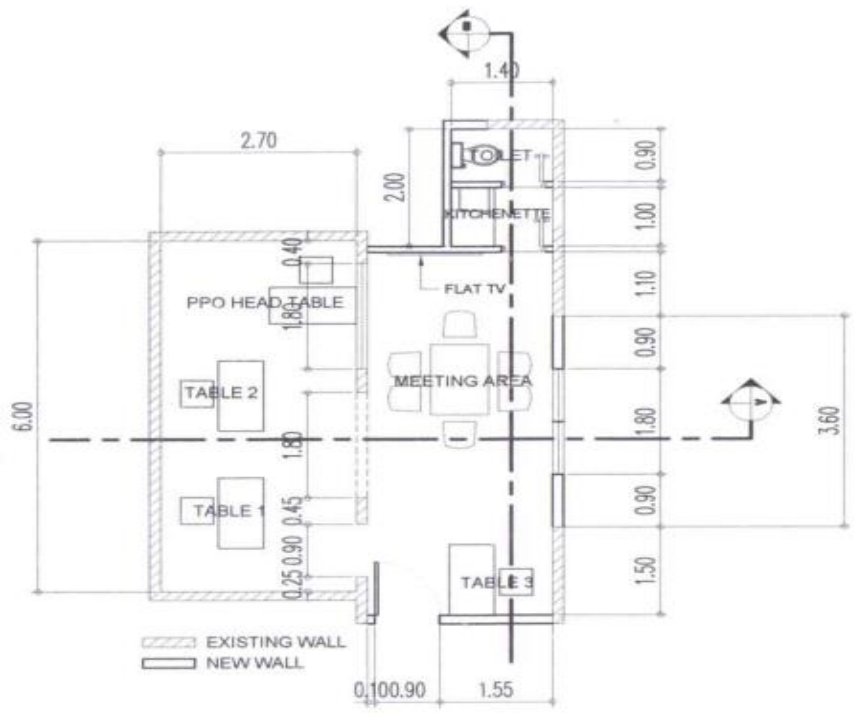
Glass shall be ¼” thick, clear heat strengthened consists of all fabricated aluminum framed glass doors and windows fully equipped with accessories as shown on the plans and in accordance with the specifications.

III. WASTEWATER DISPOSAL SYSTEM

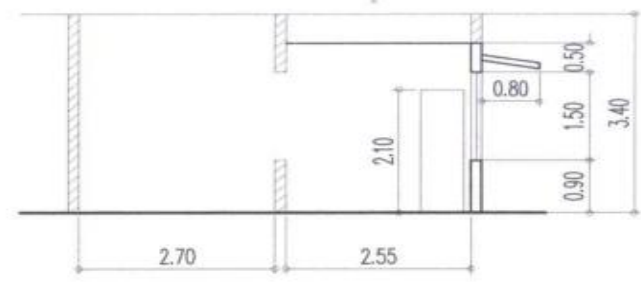
All buildings located in areas where there are no available sanitary sewerage systems shall dispose their sewage or septic tank and subsurface absorption field.

Sanitary and industrial plumbing installations inside buildings and premises shall conform to the provisions of the National Plumbing Code.

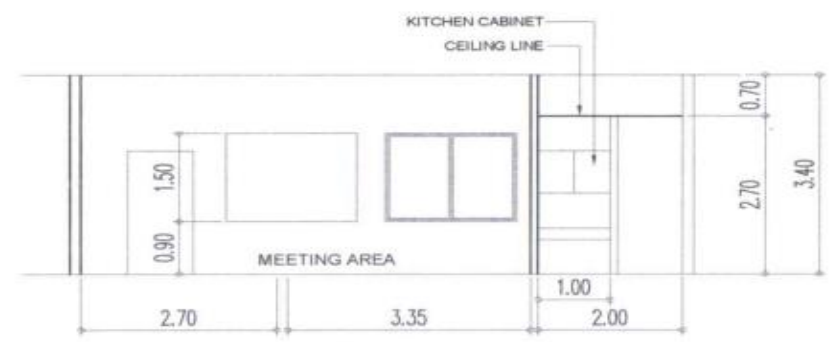
Section VII. Drawing



FLOOR PLAN
SCALE 1:100M



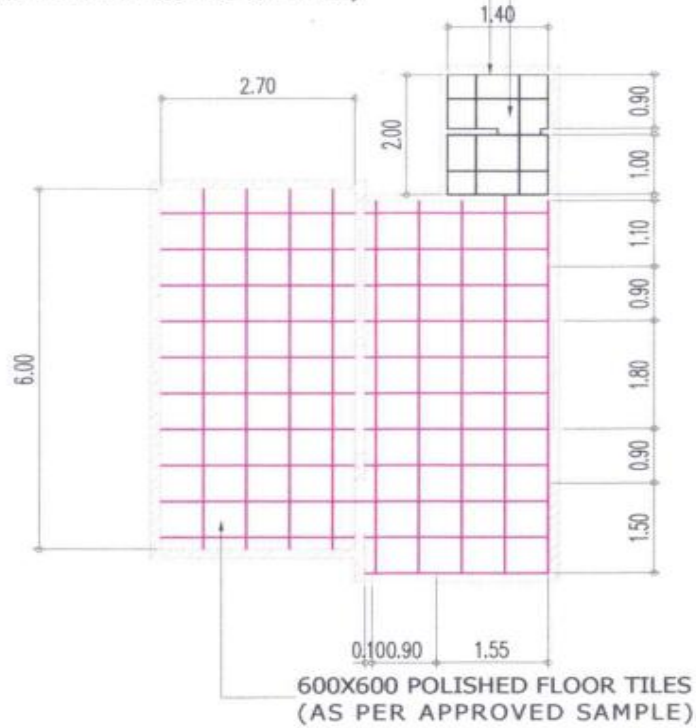
SECTION @ A
SCALE 1:100M



SECTION @ B
SCALE 1:100M

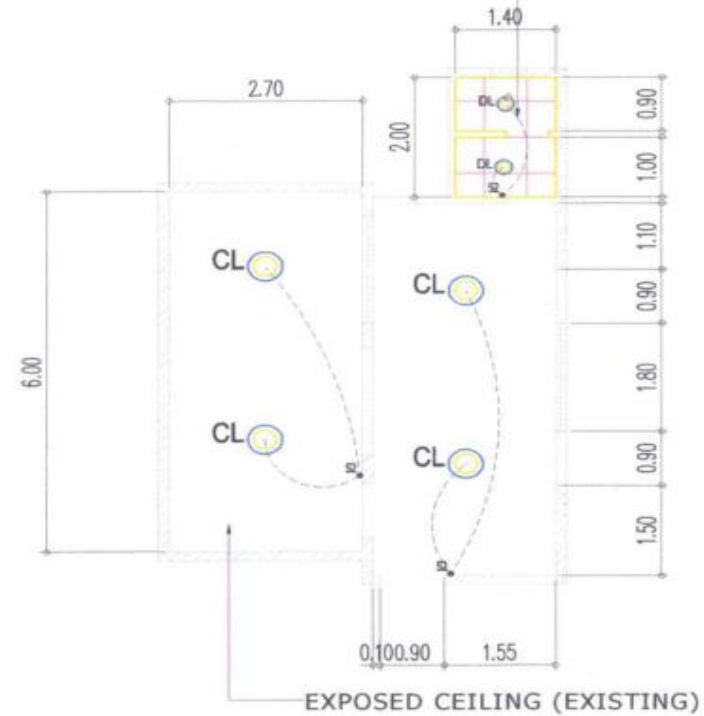
	WEST VISAYAS STATE UNIVERSITY LAMBUNAO CAMPUS LAMBUNAO, ILOILO, PHILIPPINES PROJECT PLANNING AND DEVT. OFFICE	PREPARED BY: MR. VICTOR ALMAY JR. CAMPUS ARCHITECT	PREPARED BY: ENGR. MARY GRACE A. ALFOSTAER CAMPUS ENGINEER	PROJECT TITLE: REPAIR/REHABILITATION OF PHYSICAL PLANT OFFICE LAMBUNAO, ILOILO	REVIEWED BY: ARTHUR D. SABLON HEAD, PHYSICAL PLANNING OFFICE	NOTED: CLYDE C. LARRODER HEAD PLANNING AND DEVELOPMENT OFFICE	APPROVED BY: MARY JOSEPHINE C. BAUTISTA, RUP CHAIRMAN, DIRECTORATE WEST VISAYAS STATE UNIVERSITY	SHEET CONTENT: AS SHOWN	SHEET NO.: A-1

600X600 MATTE FLOOR TILES
(AS PER APPROVED SAMPLE)
300X600 POLISHED WALL TILES
(AS PER APPROVED SAMPLE)



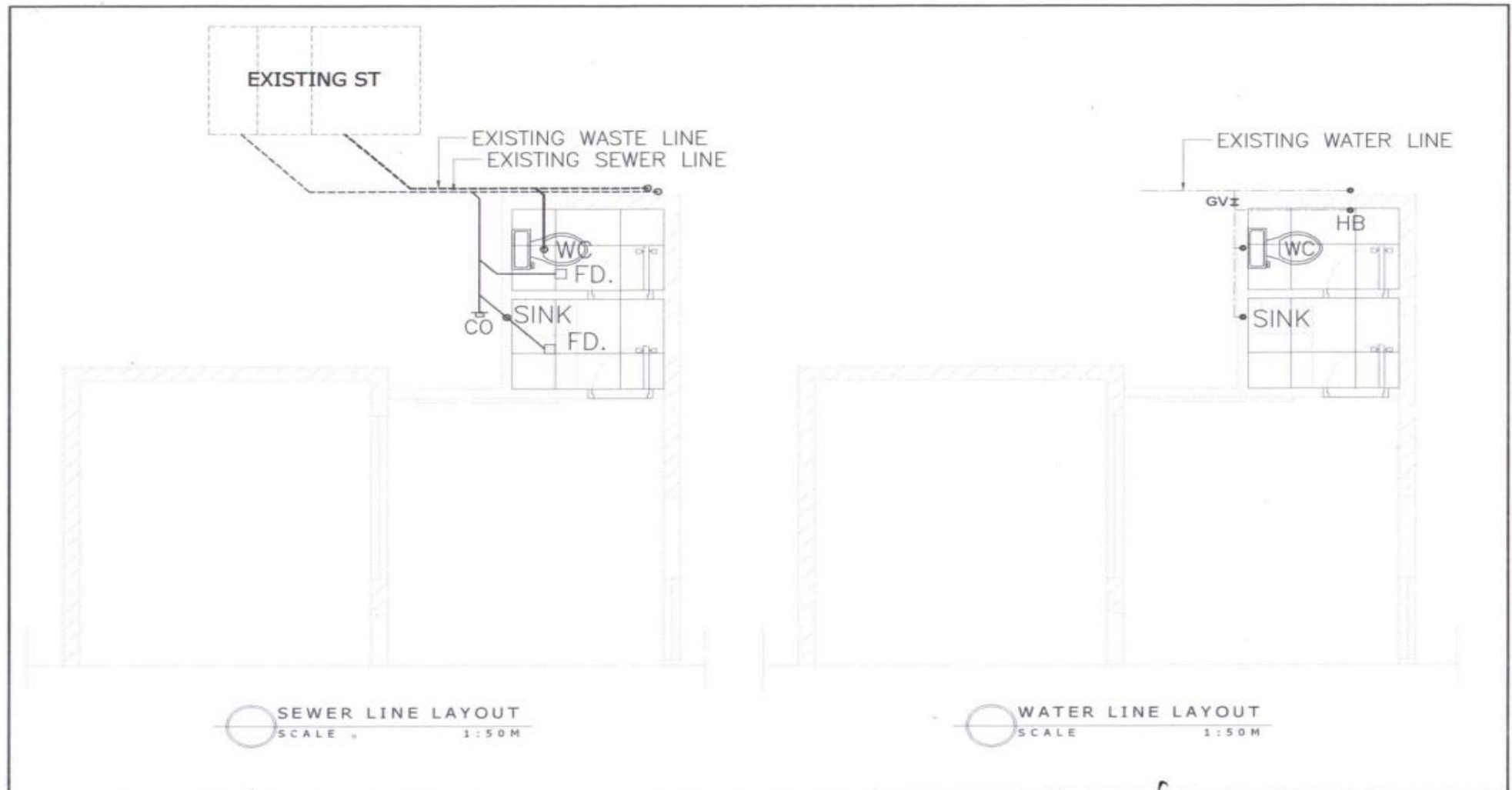
TILING LAYOUT
SCALE 1:100M


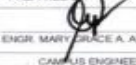
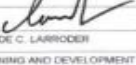
CEMENT BOARD MOISTURE
RESISTANT CEILING

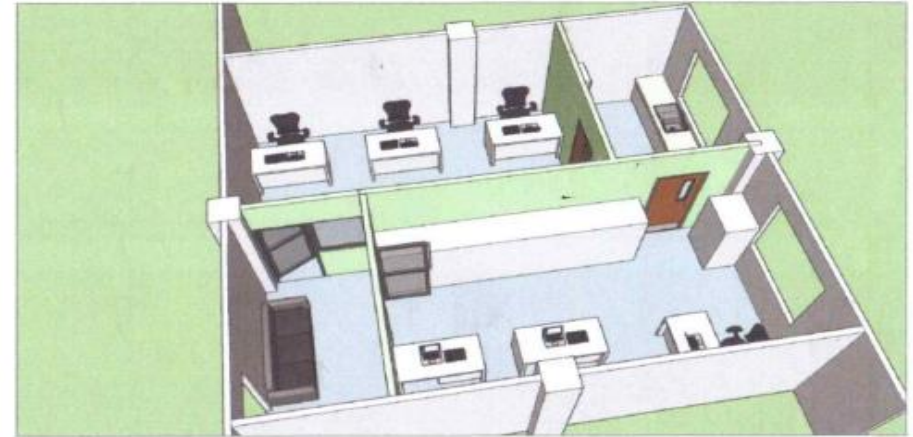
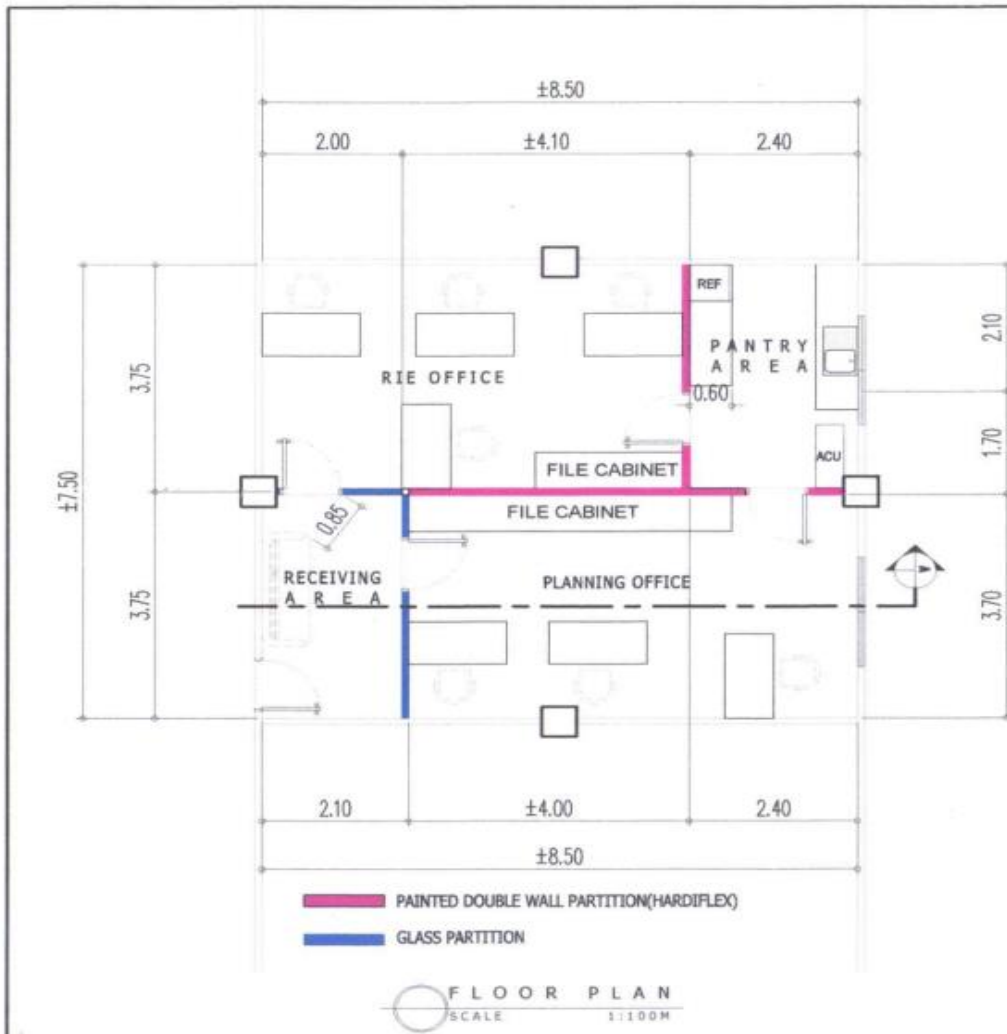


CEILING LAYOUT
SCALE 1:100M

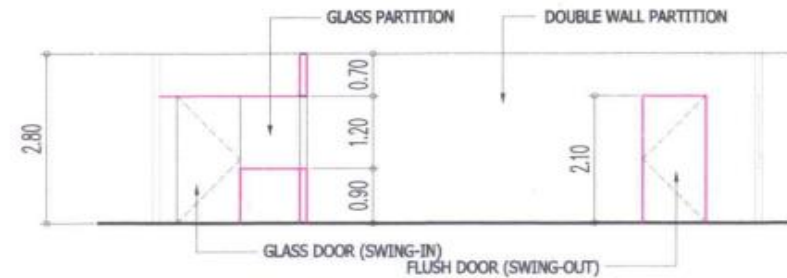
	WEST VISAYAS STATE UNIVERSITY LAMBUNAO CAMPUS LAMBUNAO, ILOILO, PHILIPPINES PROJECT PLANNING AND DEVT. OFFICE	PREPARED BY: MR. VICTOR ALARCON JR. CAMPUS ARCHITECT	PREPARED BY: ENGR. MARY GRACE A. ALIPOSTOEN CAMPUS ENGINEER	PROJECT TITLE: REPAIR/REHABILITATION OF PHYSICAL PLANT OFFICE LAMBUNAO, ILOILO	REVIEWED BY: ARTHUR G. SAELOAN HEAD, PHYSICAL PLANNING OFFICE	NOTED: CLYDE C. LARRODER D.C. HEAD PLANNING AND DEVELOPMENT OFFICE	APPROVED BY: MARY JOSEPHINE BAUTISTA, Ph.D. CAMPUS ADMINISTRATOR WEST VISAYAS STATE UNIVERSITY LAMBUNAO CAMPUS	SHEET CONTENT: AS SHOWN	SHEET NO.: A-2



 WEST VISAYAS STATE UNIVERSITY LAMBUNAO CAMPUS LAMBUNAO, ILOILO, PHILIPPINES PROJECT PLANNING AND DEVT. OFFICE	PREPARED BY  AR. VICTOR ALUNDAY JR. CAMPUS ARCHITECT	PREPARED BY  ENGR. MARY GRACE A. ALIOSTAEN CAMPUS ENGINEER	PROJECT TITLE REPAIR/REHABILITATION OF PHYSICAL PLANT OFFICE LAMBUNAO, ILOILO	REVIEWED BY  ARTHUR G. SABILON HEAD, PHYSICAL PLANNING OFFICE	NOTED  CLYDE C. LARRODER INC. HEAD PLANNING AND DEVELOPMENT OFFICE	APPROVED BY  MARY JOSEPHINE C. BAUTISTA, INC. CAMPUS ADMINISTRATOR WEST VISAYAS STATE UNIVERSITY	SHEET CONTENT: AS SHOWN	SHEET NO.: P-1
	WEST VISAYAS STATE UNIVERSITY LAMBUNAO CAMPUS LAMBUNAO, ILOILO, PHILIPPINES PROJECT PLANNING AND DEVT. OFFICE							



V I E W



SECTION A-A
SCALE 1:100M

	WEST VISAYAS STATE UNIVERSITY LAMBUNAG CAMPUS LAMBUNAG, ILOILO, PHILIPPINES PROJECT PLANNING AND DEVT. OFFICE	PREPARED BY: MR. VICTOR ALINBAY JR. CAMPUS ARCHITECT	PREPARED BY: ENGR. MARY GRACE A. ALIPOSTAEN CAMPUS ENGINEER	PROJECT TITLE: REPAIR/REHABILITATION OF PLANNING AND RESEARCH EXTENSION & RENOVATION OFFICE LAMBUNAG, ILOILO	REVIEWED BY: ARTHUR G. SMLON HEAD, PHYSICAL PLANNING OFFICE	NOTED: CLYDE C. LARRODER HEAD PLANNING AND DEVELOPMENT OFFICE	APPROVED BY: MARY JOSEPHINE C. BAUTISTA, P.E. CAMPUS ADMINISTRATOR WEST VISAYAS STATE UNIVERSITY	SHEET CONTENT: AS SHOWN	SHEET NO. A-1

Name of Project: **REPAIR/REHABILITATION OF PHYSICAL PLANT OFFICE**
 Name of the Procuring Entity: **WEST VISAYAS STATE UNIVERSITY**
 Contract Duration: **30 CD**

PERT/CPM SCHEDULE

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	% WT.	MONTH 1			
							7 1-7	8 8-15	9 16-23	7 24-30
A	REINFORCED CONCRETE WORKS									
	Concrete and masonry works	1.00	lot	87,237.35	87,237.35	23.98%	20	4.80%	9.59%	9.59%
B	RIB WALL PANEL, DRYWALL AND CANOPY									
	Installation of wall and canopy framing	1.00	lot	49,345.86	49,345.86	13.57%	15		7.24%	6.33%
C	TILE WORKS									
	Tile setting and grouting	35.80	sq.m.	2,146.12	76,831.25	21.12%	15		11.27%	9.86%
C	PLUMBING WORKS									
	Installation of fixtures, exhaust fan and piping system	1.00	lot	34,644.37	34,644.37	9.53%	16	4.76%	4.76%	
D	DOORS AND WINDOWS									
	Installation of doors and window with grills	1.00	lot	31,346.13	31,346.13	8.62%	10	1.72%	6.89%	
E	PAINTING WORKS									
	Wall and ceiling painting	1.00	lot	27,357.55	27,357.55	7.52%	23	2.62%	2.62%	2.39%
E	ELECTRICAL WORKS									
	Installation of electrical fixtures and wirings	1.00	lot	33,970.22	33,970.22	9.34%	15		4.36%	4.36%
E	CEILING/CARPENTRY WORKS									
	Ceiling and Carpentry Works	1.00	lot	22,985.46	22,985.46	6.32%	10		1.90%	4.42%
TOTAL CONTRACT						100.00%				

WEEKLY TARGET	4.80%	18.70%	49.25%	27.26%
CUMMULATIVE	4.80%	23.49%	72.74%	100.00%
MONTHLY TARGET	100.00%			
CUMMULATIVE	100.00%			

Prepared by:

ENGR. MARY GRACE A. ALIPOSTAEN
 Campus Engineer


AR. VICTOR WALRUSAY JR.
 Campus Architect

Checked by:

ARTHUR G. SABLON
 Head, Physical Plant Office

Approved:

MARY JOSEPHINE C. BAUTISTA, Ph. D.
 Campus Administrator

Noted:

CLYDE C. LARRODER
 Head, Planning Development Office

Recommending Approval:


MY P. CASAMORIN
 Administrative Officer V


Name of Project: **REPAIR/REHABILITATION OF PLANNING, AND RESEARCH, INNOVATION AND EXTENSION OFFICES**
 Name of the Procuring Entity: **WEST VISAYAS STATE UNIVERSITY**
 Contract Duration: **30 CD**

PERT/CPM SCHEDULE


ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	% WT.	CD	MONTH 1					
								7 1-7	8 8-15	8 16-23	7 24-30		
A	CARPENTRY WORKS												
	Drywall partition	44.94	sq.m.	1,288.84	57,920.28	23.50%	23	7.15%	8.18%	8.18%			
B	DOORS AND WINDOWS												
	Installation of glass doors with complete accessories	2.00	units	28,842.63	57,685.27	23.41%	10		18.73%	4.68%			
	Installation of fixed glass windows	2.00	units	16,771.46	33,542.92	13.61%	8			13.61%			
	Installation of flush doors with complete accessories	2.00	units	18,160.18	36,320.35	14.74%	8			14.74%			
C	VENTILATION												
	Provision of exhaust fans	2.00	units	6,409.47	12,818.95	5.20%	1					5.20%	
D	PLUMBING WORKS												
	Installation of plumbing fixtures and piping system	1.00	lot	10,148.33	10,148.33	4.12%	15			2.20%		1.92%	
E	CONCRETE/TILE WORKS												
	Concreting of sink and tile setting	1.00	lot	17,946.53	17,946.53	7.28%	16		3.64%	3.64%			
F	PAINTING WORKS												
	Wall painting	134.00	sq.m.	149.55	20,040.29	8.13%	15				4.34%	3.80%	
	TOTAL CONTRACT				246,422.93	100.00%							

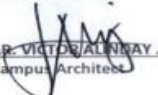
	7.15%	30.54%	51.38%	10.92%
WEEKLY TARGET				
CUMMULATIVE	7.15%	37.70%	89.08%	100.00%
MONTHLY TARGET		100.00%		
CUMMULATIVE		100.00%		

Prepared by: 
ENGR. MARY GRACE A. ALIPOSTAEN
 Campus Engineer

Checked by: 
ARTHUR G. SABLON
 Head, Physical Plant Office

Noted: 
CLYDE C. LARRODER
 Head, Planning Development Office

Recommending Approval: 
IVY P. CASAMORIN
 Administrative Officer V


AR. VICTOR ALONZO JR.
 Campus Architect

Approved: 
MARY JOSEPHINE C. BAUTISTA, Ph. D.
 Campus Administrator

Section VIII. Bill of Quantities

Bill of Quantities

Name of Project: **Repair/Rehabilitation of Physical Plant, Planning Research & Innovation Offices**

Location: **West Visayas State University Lambunao Campus, Lambunao, Iloilo**

Item no.	Description	Total Quantity	Unit	Unit Cost	TOTAL
I	Repair/Rehabilitation of Physical Plant Office	35.80	Sq.m		
II	Repair/Rehabilitation of Planning, and Research Innovation and Extension Offices	44.94	Sq.m		
TOTAL					

Total Amount in Words: _____.

Name & Signature of Bidder/Bidder Representative: _____

I	REPAIR/REHABILITATION OF PHYSICAL PLANT OFFICE				35.8	SQ.M.
	DESIGNATION	NO. OF PERSONS	NO. OF DAYS		DAILY RATE	AMOUNT
A.	LABOR					
	Foreman					
	Skilled					
	Labor					
	Sub-Total for A					
B.	EQUIPMENT	Quantity	Duration	Unit	Rate	
	1.) Minor Tools					
	Sub-Total for B					
C.	Total (A+B)					
D.	MATERIALS	QUANTITY	UNIT		UNIT COST	AMOUNT (PhP)
1	CHB 4"	200	pcs			
2	Cement	60	bags			
3	Sand	4	cu.m.			
4	Gravel	3	cu.m.			
5	RSB 10mmx6m	29	pcs			
6	Prepainted corrugated long span 0.5mm	6	ln.m.			
7	Prepainted end wall flashing 0.5mm	6	ln.m.			
8	Prepainted rib roof panel 0.5mm x 8ft	15	pcs			
9	Metal studs 35mmX76mmX3m T.60m	20	pcs			
10	Cement board hardieflex 4.5mmx4x8	10	sheets			
11	Blind Rivets 1/8"x1/2" 1000's	1	packs			
12	Tecscrew 100's	3	packs			
13	Tiles 0.6x1.2m	3	pcs			
14	Tiles 60x60	115	pcs			
15	Tiles 30x60	50	pcs			

16	Tile adhesive	15	bags		
17	Tile grout	20	packs		
18	Water closet with fittings and accessories	1	set		
19	G.I. Pipes 1/2"	3	pcs		
20	P-trap 2"	3	pcs		
21	PVC Elbow 2"x90deg	4	pcs		
22	Solvent cement	1	can		
23	PVC Pipe 2"	4	pcs		
24	Stainless Goose Neck Faucet with complete accessories	1	pcs		
25	G.I. Coupling Elbow 1/2"	10	pcs		
26	G.I. Tee 1/2"	10	pcs		
27	Stainless flexible hose with brass angle valve (1/2X12"X14")	1	pcs		
28	Teflon tape	3	rolls		
29	Common Nails	10	kgs		
30	Stainless Floor Drain 4x4"	3	pcs		
31	Wall Mirror	1	pcs		
32	Brass Gate Valve 1/2"	1	pcs		
33	Door Hinge	6	set		
34	Door Knob	3	pcs		
35	Marine Plywood 17.5MM	2	sheets		
36	Finishing Nails	2	kgs		
37	PVC Door with Jamb and Louver	1	set		

38	Tie Wire #16	10	kgs		
39	Flat latex Paint	2	gals		
40	Semigloss latex paint	10	gals		
41	Paint roller	10	pcs		
42	Paint brush	5	pcs		
43	Ceiling exhaust fan 10"	1	set		
44	Metal furring 19mm x 25mm x 5m x 0.40mm	3	pcs		
45	Convenience Outlet	3	pcs		
46	Utility box	5	pcs		
47	1 gang switch	1	pcs		
48	2 gang switch	1	pcs		
49	THHN Wire 2.0mm	20	m		
50	Electrical tape	2	rolls		
51	Led Ceiling Slim Light 32Wx410mm	4	pcs		
52	Recessed surface type led downlight 18W	2	pcs		
53	Electrical Trunking 24x14x0.8m	20	pcs		
	Sub-Total for D				
E.	DIRECT UNIT COST (C+D)				
F.	ADJUSTED DIRECT UNIT COST				
G.	OVERHEAD, CONTINGENCIES AND MISCELLANEOUS (OCM) EXPENSES				
H.	CONTRACTOR'S PROFIT				
I.	VALUE ADDED TAX (VAT)				
J.	TOTAL UNIT COST				

II	REPAIR/REHABILITATION OF PLANNING, AND RESEARCH EXTENSION AND INNOVATION OFFICES			45	SQ.M.
	DESIGNATION	NO. OF PERSONS	NO. OF DAYS	DAILY RATE	AMOUNT
A.	LABOR				
	Skilled Labor				
	Sub-Total for A				
B.	EQUIPMENT	Quantity	Duration	Rate	
	1.) Minor Tools (10% of Labor)				
	Sub-Total for B				
C.	Total (A+B)				
D.	MATERIALS	QUANTITY	UNIT	UNIT COST	AMOUNT (PhP)
	Hardieflex Cement Board 4.5MMX4X8	27	sheets		
	Metal studs 35MMX76MMX3M T.60M	55	pcs		
	Blind Rivets 1/8"x1/2" 1000's	2	packs		
	Gypsum Screw 100s	2	packs		
	Glass Door on Aluminum Casing 0.90x2.10mx1/4"	2	units		
	Stainless Door Handle with Lockset	2	sets		
	Fixed Glass Window on Aluminum Casing 0.90x1.10m	1	units		
	Fixed Glass Window on Aluminum Casing 0.70x1.10m	1	units		
	Flush Door with Door Jamb 0.90x2.10m	2	units		
	Door Knob	2	pcs		
	Stainless Door Hinges	8	pcs		
	Exhaust Fan 0.40x0.40m	2	units		
	Flat latex paint	4	gals		
	Semi gloss latex paint	6	gals		
	Paint roller	10	pcs		
	Skim coat	2	bags		
	Cement	8	bags		
	Sand	2	cu.m.		
	Gravel	1	cu.m.		
	Tiles 60x120	3	pcs		
	Tile adhesive	1	bags		
	Tile grout	2	packs		
	Stainless sink	1	pcs		
	Floor Drain	1	pcs		

	Faucet	1	pcs		
	PVC Pipe 2"	3	pcs		
	PVC P-Trap 2"	1	pcs		
	PVC Elbow 2"	5	pcs		
	Solvent cement	1	pcs		
	PVC pipe 1/2"	5	pcs		
	PVC Elbow 1/2"	3	pcs		
	PVC Coupling 1/2"	3	pcs		
	Sub-Total for D				
E.	DIRECT UNIT COST (C+D)				
F.	ADJUSTED DIRECT UNIT COST				
G.	OVERHEAD, CONTINGENCIES AND MISCELLANEOUS (OCM) EXPENSES				
H.	CONTRACTOR'S PROFIT				
I.	VALUE ADDED TAX (VAT)				
J.	TOTAL UNIT COST				

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

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules;
and
- (h) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**
- (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (j) Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid;
 - b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - 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**
- (k) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

Other documentary requirements under RA No. 9184

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

