

PHILIPPINE BIDDING DOCUMENTS



REPAIRS AND MAINTENANCE OF IC FACILITIES

Government of the Republic of the
Philippines
Insurance Commission

Project Reference Number: 2017– 09-357

05 October 2017

TABLE OF CONTENTS

SECTION I. INVITATION TO BID. 3
SECTION II. INSTRUCTIONS TO BIDDERS. 6
SECTION III. BID DATA SHEET. 38
SECTION IV. GENERAL CONDITIONS OF CONTRACT. 47
SECTION V. SPECIAL CONDITIONS OF CONTRACT. 82
SECTION VI. SPECIFICATIONS. 86
SECTION VII. DRAWINGS. 109
SECTION VIII. BILL OF QUANTITIES. 110

Section I. Invitation to Bid



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



INVITATION TO BID

REPAIRS AND MAINTENANCE OF IC FACILITIES
(PROJECT REFERENCE NO. 2017 – 09-357)

1. The **Insurance Commission through its Bids and Awards Committee (BAC)** intends to apply the sum of **Nine Million Four Hundred Thousand Pesos (Php9,400,000.00), inclusive of 12% VAT and all other applicable taxes and charges**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Repair and Maintenance of IC Facilities at 1071 United Nations Avenue, Ermita, Manila**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. IC invites PhilGEPS registered Contractors with valid and current minimum Philippine Contractors Accreditation Board (PCAB) license and registration as follows:

Classification : General Building
General Building category : B
Respective Size Range : Medium A
3. Completion of the Works is within forty-five (45) calendar days from receipt of Notice to Proceed.
4. Prospective Bidders should have completed a single largest completed contract similar to the Project equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the National Statistics Office consumer price index. For purposes of this project, similar contracts shall refer to contracts pertaining to interior fit-out of buildings/offices. The description of an eligible bidder is contained in the Bidding Documents, particularly, in **Section II. Instructions to Bidders**.
5. 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.”
6. Bidding is restricted to Filipino citizen/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
7. Interested bidders may obtain further information from the IC-BAC Secretariat and inspect the Bidding Documents at the address given below from **9:00 A.M. to 4:00 P.M., Monday to Friday**.

8. A complete set of Bidding Documents may be acquired by interested Bidders starting **6 October 2017** from the address below and upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **TEN THOUSAND PESOS (PhP10,000.00)**.

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 nonrefundable fee for the Bidding Documents not later than the submission of their bids.

9. IC will hold a **Pre-Bid Conference** on **13 October 2017, 1:30 P.M.** at the IC Function Lounge, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila, which shall be open to prospective bidders.
10. The Request for Clarification Deadline shall be at the close of business hours on 16 October 2017.
11. Bids must be duly received by the BAC Secretariat at the address below on or before **27 October 2017, 1:00 P.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.
12. Bid opening shall be on **27 October 2017, 1:30 P.M.** at **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
13. IC 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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
14. For further information, please refer to:

MR. EDWIN CORNELIUS A. LAUZ
BAC Chairperson
Insurance Commission
1071 United Nations Avenue, Ermita, Manila
523-8461 to 70 local 107
Email address : bacsec@insurance.gov.ph
Website : www.insurance.gov.ph

SIGNED
The Chairperson
BIDS AND AWARDS COMMITTEE

Section II. Instructions to Bidders

TABLE OF CONTENTS

A. GENERAL	9
1. Scope of Bid.....	9
2. Source of Funds.....	9
3. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices.....	9
4. Conflict of Interest	11
5. Eligible Bidders	12
6. Bidder's Responsibilities	13
7. Origin of GOODS and Services.....	16
8. Subcontracts	16
B. CONTENTS OF BIDDING DOCUMENTS	16
9. Pre-Bid Conference.....	16
10. Clarification and Amendment of Bidding Documents	17
C. PREPARATION OF BIDS	18
11. Language of Bids	18
12. Documents Comprising the Bid: Eligibility and Technical Components.....	18
13. Documents Comprising the Bid: Financial Component	20
14. Alternative Bids	21
15. Bid Prices	21
16. Bid Currencies.....	22
17. Bid Validity	22
18. Bid Security	23
19. Format and Signing of Bids.....	25
20. Sealing and Marking of Bids.....	26
D. SUBMISSION AND OPENING OF BIDS	27
21. Deadline for Submission of Bids	27
22. Late Bids	27
23. Modification and Withdrawal of Bids	27
24. Opening and Preliminary Examination of Bids	28
E. EVALUATION AND COMPARISON OF BIDS.....	29
25. Process to be Confidential	29
26. Clarification of Bids.....	30
27. Detailed Evaluation and Comparison of Bids	30

28.	Post Qualification	31
29.	Reservation Clause	32
F.	AWARD OF CONTRACT	33
30.	Contract Award	33
31.	Signing of the Contract.....	34
32.	Performance Security.....	35
33.	Notice to Proceed.....	36
34.	Protest Mechanism.....	36

A. General

1. Scope of Bid

- 1.1. The Procuring Entity named in the **BDS**, invites bids for the construction of Works, as described in Section VI. Specifications.
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 27.
- 1.3. The successful Bidder will be expected to complete the Works by the intended completion date specified in **SCC** Clause 1.17.

2. Source of Funds

The Procuring Entity has a budget or received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the Contract for the Works.

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

- 3.1. Unless otherwise specified in the **BDS**, the Procuring Entity, as well as bidders and contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Funding Source:
 - (a) defines, for purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Procuring Entity, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019;
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the

Procuring Entity of the benefits of free and open competition;

- (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels; and
 - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
 - (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
 - (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
 - (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded Contract funded by the Funding Source if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing or, or in executing, a Contract funded by the Funding Source.
- 3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under the applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).
- 3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a contractor in the

bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 34.

4. Conflict of Interest

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this Bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the goods and related services that are the subject of the bid; or
- (g) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity (HoPE), members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
- (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and
- (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c) or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

5. Eligible Bidders

5.1. Unless otherwise indicated in the **BDS**, the following persons shall be eligible to participate in this Bidding:

- (a) Duly licensed Filipino citizens/sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least seventy-five percent (75%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines, and of which at least seventy-five percent (75%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines.
- (e) Persons/entities forming themselves into a JV, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that, in accordance with Letter of Instructions No. 630, Filipino ownership or interest of the joint venture concerned shall be at least seventy five percent (75%): Provided, further, that joint ventures in which Filipino ownership or interest is less than seventy five percent (75%) may be eligible where the structures to be built require the application of techniques and/or technologies which are not adequately possessed by a person/entity meeting the seventy five percent (75%) Filipino ownership requirement: Provided, finally, that in the latter case, Filipino ownership or interest shall not be less than twenty five percent (25%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

- 5.2. The Procuring Entity may also invite foreign bidders when provided for under any Treaty or International or Executive Agreement as specified in the **BDS**.
- 5.3. Government owned or controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.
- 5.4. (a) 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 Philippine Statistics Authority (PSA) consumer price index. However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.
- (b) 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 **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**.

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

6. Bidder's Responsibilities

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in **Error! Reference source not found.** s required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:

- (a) Having taken steps to carefully examine all of the Bidding Documents;
- (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
- (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin/s as provided under **ITB** Clause 10.4.
- (e) Ensuring that it is not “blacklisted” or barred from bidding by the GoP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- (g) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
- (j) Complying with existing labor laws and standards, in the case of procurement of services. Moreover, bidder undertakes to:
 - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers’ wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers

pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and

- (k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the;

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder, by the act of submitting its bid, shall be deemed to have inspected the site, determined the general characteristics of the contract works and the conditions for this Project and examine all instructions, forms, terms, and project requirements in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the prospective bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to this Project, including: (a) the location and the nature of the contract, project, or 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.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including supplemental/bid bulletins issued are correct and consistent.

- 6.6. Before submitting their bids, the Bidders are deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect the contract in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7. Origin of Goods and Services

There is no restriction on the origin of Goods, or Contracting of Works or Services other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

8. Subcontracts

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Works to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Works shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Works will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

B. Contents of Bidding Documents

9. Pre-Bid Conference

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.

(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission of and receipt of bids, but not earlier than seven (7) calendar days from the posting of the Invitation

to Bid/Bidding Documents in the PhilGEPS website. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GoP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.

- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.
- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10. Clarification and Amendment of Bidding Documents

- 10.1. Prospective bidders may request for clarification(s) on and/or interpretation of any part of the Bidding Documents. Such a request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have

properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

C. Preparation of Bids

11. Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.

12. Documents Comprising the Bid: Eligibility and Technical Components

12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

Class "A" Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR;
- (ii) Statement 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

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
- (ii.2) date of the contract;
- (ii.3) contract duration;
- (ii.4) owner's name and address;
- (ii.5) nature of work;
- (ii.6) contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
- (ii.7) total contract value at award;
- (ii.8) date of completion or estimated completion time;
- (ii.9) total contract value at completion, if applicable;
- (ii.10) percentages of planned and actual accomplishments, if applicable; and
- (ii.11) value of outstanding works, if applicable.

The statement of the Bidder's SLCC shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted;

- (iii) Unless otherwise provided in the **BDS**, a valid special PCAB License in case of joint ventures, and registration for the type and cost of the contract for this Project; and
- (iv) NFCC computation in accordance with ITB Clause 5.5.

Class "B" Documents

- (v) If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566.
- (b) Technical Documents –
- (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:

- (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
 - (i.2) a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instruments.
- (ii) Project Requirements, which shall include the following:
- (ii.1) Organizational chart for the contract to be bid;
 - (ii.2) List of contractor's 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. These personnel must meet the required minimum years of experience set in the **BDS**; and
 - (ii.3) 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, which must meet the minimum requirements for the contract set in the **BDS**; and
- (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in **Error! eference source not found..**

13. Documents Comprising the Bid: Financial Component

- 13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:
- (a) Financial Bid Form, which includes bid prices and the bill of quantities, in accordance with **ITB** Clauses 15.1 and 15.3; and
 - (b) Any other document related to the financial component of the bid as stated in the **BDS**.
- 13.2. (a) Unless otherwise stated in the **BDS**, all Bids that exceed the ABC shall not be accepted.
- (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:

- (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
- (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the engineer or the responsible unit of the procuring entity and that the estimates are based on adequate detailed engineering (in the case of infrastructure projects) and reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
- (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances. In the case of infrastructure projects, the procuring entity must also have trained quantity surveyors.
- (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
- (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

14. Alternative Bids

- 14.1. Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 14.2. 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.
- 14.3. Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

15. Bid Prices

- 15.1. The contract shall be for the whole Works, as described in **ITB** Clause 1.1, based on the priced Bill of Quantities submitted by the Bidder.
- 15.2. The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for.
- 15.3. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, prior to the deadline for submission of bids, shall be included in the rates, prices, and total bid price submitted by the Bidder.
- 15.4. All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as specified in GCC Clause 48. Upon the recommendation of the Procuring Entity, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Furthermore, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GoP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

16. Bid Currencies

- 16.1. All bid prices shall be quoted in Philippine Pesos unless otherwise provided in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate prevailing on the day of the Bid Opening.
- 16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the exchange rate as published in the *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.
- 16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

17. Bid Validity

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

18. Bid Security

- 18.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in an amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	<p>Two percent (2%)</p>
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by LGUs, the Bank Draft/Guarantee, or irrevocable letter of credit may be issued by other banks certified by the</i></p>	

<i>BSP as authorized to issue such financial instrument.</i>	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 32.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or lapse of the reglementary period without having filed a request for reconsideration or protest. Without prejudice on its forfeiture, Bid Securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and furnished the Performance Security, but in no case later than the expiration of the Bid Security validity period indicated in **ITB** Clause 18.2.
- 18.4. Upon signing and execution of the contract, pursuant to **ITB** Clause 31, and the posting of the performance security, pursuant to **ITB** Clause 32, the successful Bidder's Bid Security will be discharged, but in no case later than the Bid Security validity period as indicated in **ITB** Clause 18.2.
- 18.5. The bid security may be forfeited:
- (a) if a Bidder:
 - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
 - (ii) does not accept the correction of errors pursuant to **ITB** Clause 27.3(b);

- (iii) has a finding against the veracity of the required documents submitted in accordance with ITB Clause 28.2;
 - (iv) submission of eligibility requirements containing false information or falsified documents;
 - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
 - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
 - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
 - (viii) refusal or failure to post the required performance security within the prescribed time;
 - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
 - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
 - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
 - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
- (i) fails to sign the contract in accordance with **ITB** Clause 31;
 - (ii) fails to furnish performance security in accordance with **ITB** Clause 32.

19. Format and Signing of Bids

19.1 Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section IX. Bidding Forms on or before the deadline specified in the **ITB** Clause 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the

bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.

- 19.2 Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3 The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4 Each and every page of the Bid Form, including the Bill of Quantities, under Section IX hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

20. Sealing and Marking of Bids

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12, in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT," and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT," sealing them all in an outer envelope marked "ORIGINAL BID."
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ____ - TECHNICAL COMPONENT" and "COPY NO. ____ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ____," respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 20.1;

- (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
 - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

D. Submission and Opening of Bids

21. Deadline for Submission of Bids

Bids must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the **BDS**.

22. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of Bid Submission and Opening, the Bidder’s name, its representative and the time the late bid was submitted.

23. Modification and Withdrawal of Bids

23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with Clause 20, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.

23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents may also express its intention not to participate in the

bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil, and criminal sanctions as prescribed by RA 9184 and its IRR.

24. Opening and Preliminary Examination of Bids

- 24.1. The BAC shall open the Bids in public, immediately after the deadline for the submission and receipt of bids in public, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.
- 24.2. Unless otherwise specified in the BDS, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in ITB Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible Bidder whose first bid envelope was rated "passed." The second envelope of each complying Bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed." Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.
- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.

- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class “A” Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR.:
- a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
 - b) Mayor’s/Business permit issued by the local government where the principal place of business of the Bidder is located; and
 - c) Audited Financial Statements showing, among others, the prospective Bidder’s total and current assets and liabilities stamped “received” by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the document required in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(ii) to 12.1(a)(iv) by any of the joint venture partners constitutes compliance.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.8. The Bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the Bid Opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.9 To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all Bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

E. Evaluation and Comparison of Bids

25. Process to be Confidential

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any Bidder regarding the evaluation of their bids

until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.

- 25.2. Any effort by a Bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

26. Clarification of Bids

To assist in the evaluation, comparison and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered

27. Detailed Evaluation and Comparison of Bids

- 27.1. The Procuring Entity will undertake the detailed evaluation and comparison of Bids which have passed the opening and preliminary examination of Bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.

- 27.2. The Lowest Calculated Bid shall be determined in two steps:

- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
- (b) The ranking of the total bid prices as so calculated from the lowest to highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.

- 27.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary "pass/fail" criterion. The BAC shall consider the following in the evaluation of bids:

- (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
- (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.

- 27.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 27.5. The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Bill of Quantities.
- 27.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all Bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 27.7. If so indicated pursuant to **ITB** Clause 1.2. Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids 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 prices quoted shall correspond to all of the requirements specified for each lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in **BDS** Clause 27.3.

28. Post Qualification

- 28.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 28.2. 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**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the Bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

- 28.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 28.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower, subject to **ITB** Clause 30.3.
- 28.5. A negative determination shall result in rejection of the Bidder's bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid, with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation of contract award.
- 28.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 28.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the Bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

29. Reservation Clause

- 29.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.

- 29.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all Bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the Bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
 - (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
 - (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
 - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
 - (ii) If the project is no longer necessary as determined by the HoPE; and
 - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

29.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:

- (a) No bids are received;
- (b) All prospective Bidders are declared ineligible;
- (c) All bids fail to comply with all the bid requirements, fail post-qualification; or
- (d) The Bidder with the LCRB refuses, without justifiable cause, to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

F. Award of Contract

30. Contract Award

30.1. Subject to **ITB** Clause 28, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.

- 30.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 30.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
- (a) Submission of the following documents within ten (10) calendar days from receipt of the Notice of Award:
 - (i) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign Bidder; or
 - (ii) Valid PCAB license and registration for the type and cost of the contract to be bid for foreign bidders when the Treaty or International or Executive Agreement expressly allows submission of the PCAB license and registration for the type and cost of the contract to be bid as a pre-condition to the Award;
 - (b) Posting of the performance security in accordance with **ITB** Clause 32;
 - (c) Signing of the contract as provided in **ITB** Clause 31; and
 - (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

31. Signing of the Contract

- 31.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which Contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 31.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.
- 31.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 31.4. The following documents shall form part of the contract:
- (a) Contract Agreement;

- (b) Bidding Documents;
- (c) Winning Bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- (d) Performance Security;
- (e) Notice of Award of Contract; and
- (f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

32. Performance Security

- 32.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.
- 32.2. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Ten percent (10%)

<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by the LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Thirty percent (30%)</p>

32.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until LCRB is identified and selected for recommendation of contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

33. Notice to Proceed

Within seven (7) calendar days from the date of approval of the Contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

34. Protest Mechanism

Decision of the procuring entity at any stage of the procurement process may be questioned in accordance with Sections 55 of the IRR of RA 9184.

Section III. Bid Data Sheet

Bid Data Sheet

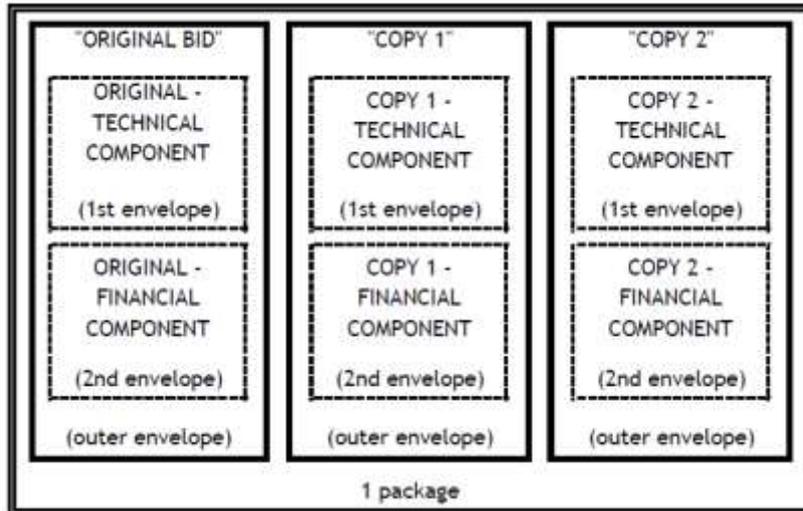
ITB Clause	
1.1	<p>The Procuring Entity is <i>INSURANCE COMMISSION (IC)</i>.</p> <p>The name of the Contract is REPAIRS AND MAINTENANCE OF IC FACILITIES</p> <p>The identification number of the Contract is <i>2017 – 09 - 357</i></p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through <i>Special Fund for the Fiscal Year 2017</i> in the amount of Nine Million Four Hundred Thousand Pesos (Php9,400,000.00), inclusive of 12% VAT and all other applicable taxes and charges .</p> <p>The name of the Project is: <i>REPAIRS AND MAINTENANCE OF IC FACILITIES</i></p>
3.1	No further instructions.
5.1	Bidding is restricted to Filipino citizen/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.
5.4(a)	No further instructions.
5.4(b)	<p>For this purpose, similar contracts shall refer to contracts pertaining to renovation, repair, maintenance and construction of buildings/offices.</p> <p>The following Proofs of Completion for such contract must be submitted:</p> <p>1. Owner’s Certificate of Final Acceptance; or</p> <p>Certificate of Completion and whenever applicable, the Constructors Performance Evaluation Summary (CPES) Final Rating, which must be satisfactory.</p>
8.1	Subcontracting of the portions of Goods/Services will be subject to the approval of the Procuring Entity and is limited to a total of 50% of the Contract amount.
8.2	Subcontractors must submit the following:

	<p>(a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or CDA, whichever is applicable; and</p> <p>(b) Mayor's/Business permit issued by the local government where the principal place of business of the subcontractor is located.</p>
9.1	The Procuring Entity will hold a pre-bid conference for this Project on <u>13 October 2017, 1:30 PM</u> at the <i>IC Function Room, 1071 United Nations Avenue, Ermita, Manila</i>
10.1	<p>The Procuring Entity's address is:</p> <p>THE CHAIRPERSON Bids and Awards Committee 1071 United Nations Avenue, Ermita, Manila 523-8461 to 70 local 107 Email address : <u>bac@insurance.gov.ph</u> BAC Secretariat : <u>bacsec@insurance.gov.ph</u> Website : <u>www.insurance.gov.ph</u></p>
10.4	No further instructions.
12.1	<p>All Bidders must submit their PhilGEPS Certificate of Registration of Membership under Platinum category as part of the eligibility documents for eligibility check pursuant to Section 8.5.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.</p> <p>However, consistent with GPPB Circular No. 07-2017 dated bidders may opt to submit their PhilGEPS Certificate of Registration or their Class "A" Eligibility Documents, or a combination thereof, enclosed as part of their bidding documents. In case a bidder opted to submit Class "A" Eligibility Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised Implementing Rules and Regulation or Republic Act No. 9184.</p> <p>Additional submittals in the first envelope during opening of bids in accordance with Annex G of the Revised Implementing Rules and Regulations (IRR) of the Republic Act (RA) 9184:</p> <p>i. The bidders must submit the following preliminary schematic design plans in accordance with Section VII. Drawings:</p> <p>a. Fully Rendered Interior Perspective of the following:</p> <ol style="list-style-type: none"> 1. Common Comfort Rooms; 2. Canteen; 3. Executive Lounge; 4. Carport;

	<p style="text-align: center;">5. Annex Building</p> <p>b. Fully Rendered Floor Plans with Plumbing, Sanitary Fixture and Electrical Layout;</p> <p>Plans shall be drawn in A3 sheets in suitable scale and in clear colored prints.</p> <p>ii. List of design and construction personnel, to be assigned to the contract to be bid, with their complete qualifications and experience data, supported by the following:</p> <ul style="list-style-type: none"> ○ Key Personnel's Bio-data; ○ Photocopy of Valid Professional Licenses Identification Card as appropriate; and ○ Photocopy of the Certificate of Training of the Construction Safety and Health Personnel/Safety Officer. <p>iii. For the fixtures and accessories, the Bidder shall submit as part of its Technical Documents the following:</p> <ul style="list-style-type: none"> a. Product brochure of the brand/model being offered showing compliance to the technical specifications; b. List of authorized Service Center/s all over the Philippines with available spare parts, indicating address, telephone numbers, email address and contact person. <p>In the event of closure of business, termination of franchisee/service center, the Supplier shall notify IC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and service.</p>
12.1(a)(iii)	<p>PCAB License Category Requirements:</p> <p style="margin-left: 40px;">Classification : General Building General Building Category : B Respective Size Range : Medium A</p>
12.1(b)(ii.2)	<p>The minimum work experience requirements for key personnel are the following:</p> <p>PROJECT MANAGER - experience in construction management of multiple small to medium scale (simultaneous) projects</p> <p>FOREMAN - experience in implementing multiple works on-site as instructed by PROJECT MANAGER</p> <p>LEAD MAN/S - experience in handling portions of work to be delegated by the FOREMAN</p>

	<p>WAREHOUSE MAN - experience in materials handling and inventory</p> <p>TIME KEEPER - experience in monitoring manpower attendance.</p>
12.1(b)(ii.3)	<p>The minimum major equipment requirements are the following:</p> <p>DUMP TRUCK (or equivalent) - for hauling out purposes and other logistics requirements, at least 1</p> <p>- JACKHAMMER / CHIPPING GUNS - for demolition works, 2 or more</p> <p>- WELDING MACHINE, 2 or more</p> <p>- VARIOUS HAND TOOLS (grinder, driller, sander, cut-off, circular saw)</p>
13.1	<p>The second envelope (Financial Proposal) shall contain all the required documents for infrastructure projects under ITB Clause 13.1 and the following additional documents:</p> <ul style="list-style-type: none"> i. Lump sum bid prices, which shall include the detailed engineering cost, in the prescribed Bid Form; ii. Detailed estimate that will reflect the itemized cost per scope of work in accordance with Section VI. Specifications of this bidding documents; and iii. Monthly cash flow and payments schedule.
13.1(b)	No further instructions.
13.2	The ABC is <i>Nine Million Four Hundred Thousand Pesos (Php9,400,000.00)</i> , inclusive of 12% VAT and all other applicable taxes and charges. Any bid with a financial component exceeding this amount shall not be accepted.
14.2	No further instructions.
15.4	No further instruction.
16.1	The bid prices shall be quoted in Philippine Pesos.
16.3	No further instructions.
17.1	Bids will be valid until <u>24 February 2018.</u>
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>1. The amount of not less than <u>One Hundred Eighty-Eight Thousand Pesos (Php188,000.00) [2% of ABC]</u>, if bid security is</p>

	<p>in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>2. The amount of not less than <u>Four Hundred Seventy Thousand Pesos (Php470,000.00) [5% of ABC]</u> if bid security is in Surety Bond.</p> <p>If the Bid Security is in the form of cashier's/manager's check, the payee shall be "INSURANCE COMMISSION".</p> <p>If the bidder opts to submit a surety bond callable upon demand by a surety or insurance company, such surety or insurance company must be duly certified by the Insurance Commission as authorized to issue such security.</p> <p>In view of the intent of the GPPB to give bidders the freedom to choose any form of acceptable bid security, if the bidder opts to submit surety bond, the required certification to be submitted by the bidder together with the surety bond must:</p> <ol style="list-style-type: none"> i. Unequivocally state that the surety or insurance company is specifically authorized to issue surety bonds callable on demand, and ii. Must be certified by the Insurance Commission. <p>If the Bank Guarantee or SBLC is issued by a foreign bank located abroad, the same needs to be confirmed by a commercial or universal bank licensed to do business in the Philippines.</p>
18.2	The bid security shall be valid until <u>24 February 2018.</u>
20.3	<p>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid. Bidders shall also submit electronic copies of the first and second components of its bid in CD-ROM or USB flash drive.</p> <p>For example:</p>



All submissions must be contained and sealed in one (1) package.

Each sealed Bid shall be labeled as follows:

<HEADER/LABEL> sample:

<HEADER/LABEL>	
ATTENTION :	THE BAC CHAIRPERSON INSURANCE COMMISSION 1071 United Nations Avenue, Ermita Manila, 1000
NAME OF PROJECT :	<u>REPAIRS AND MAINTENANCE OF IC FACILITIES</u>
PROJECT REFERENCE NO. :	<u>2017 - 10 - _____</u>
DATE AND TIME OF OPENING BIDS :	<u>BIDDER'S NAME AND SIGNATURE</u>
ADDRESS :	<u>BIDDER'S ADDRESS</u>
<i>DO NOT OPEN BEFORE DATE AND TIME OF OPENING OF BIDS</i>	

1. "ORIGINAL BID PLUS TWO COPIES INSIDE" – for the main envelope
2. "ORIGINAL BID" – for the 1st outer envelope
 - a. "ORIGINAL - TECHNICAL COMPONENT" – for the 1st sub-envelope
 - b. "ORIGINAL - FINANCIAL COMPONENT" – for the 2nd sub-envelope
 - c. "ELECTRONIC COPY" – CD-ROM / USB
3. "COPY 1" – for the 2nd outer envelope
 - a. "COPY 1 - TECHNICAL COMPONENT" – for the 1st sub-envelope
 - b. "COPY 1- FINANCIAL COMPONENT" – for the 2nd sub-envelope

	<p>4. "COPY 2" – for the 3rd outer envelope</p> <p>a. "COPY 2 - TECHNICAL COMPONENT" – for the 1st sub-envelope</p> <p>b. "COPY 2- FINANCIAL COMPONENT" – for the 2nd sub-envelope</p>
21	<p>The address for submission of bids is:</p> <p>INSURANCE COMMISSION</p> <p>G/F, Insurance Commission 1071 United Nations Avenue, Manila.</p> <p>The deadline for submission of bids is on <u>27 October 2017 at 1:00 PM.</u></p>
24.1	<p>The place of bid opening is:</p> <p>Function Room, Insurance Commission, 1071 United Nations Avenue, Manila.</p> <p>The date and time of bid opening is on <u>27 October 2017 at 1:30 PM.</u></p>
24.2	No further instructions.
24.3	No further instructions.
27.3	Partial bid is not allowed. 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.
27.4	No further instructions.
28.2	<p>1. The latest income and business tax returns are those filed within the last six (6) months preceding the date of bid submission.</p> <p>Latest Annual ITR shall refer to the ITR for the year 2016 filed in 2017. For new establishments which have no annual ITR yet, it shall refer to the most recent quarter's ITR. Further, for areas where e-filing is yet to be implemented, a Certification to that effect from BIR main office is acceptable.</p> <p>Latest Business Tax Return refers to Value Added Tax (VAT) and/or Percentage Tax Returns, whichever is applicable covering the last quarter and month prior to the bid opening. Bidders filing both the VAT and Percentage Tax Returns must submit both returns.</p> <p>2. Latest General Information Sheet and Articles of Incorporation and By Laws filed with the SEC, if applicable.</p>

	<p>During the post-qualification, the Lowest Calculated Bidder shall present the original copies of the following documents:</p> <ul style="list-style-type: none"> a) Department of Trade and Industry (DTI) business name registration or Securities and Exchange Commission (SEC) registration certificate whichever is appropriate under existing laws of the Philippines; b) Articles of Incorporation and By-laws; c) Valid and current Mayor's/Business permit; d) Latest Audited Financial Statement stamped received by the BIR; e) For Ongoing Government and Private Contracts: <ul style="list-style-type: none"> i. Notice of Award and/or Contract; ii. Notice to Proceed issued by the owner; and iii. Certificate of Accomplishments signed by the owner or authorized representative. f) For Government & Private Contracts completed which are similar in nature and complexity to the Contract to be Bid <ul style="list-style-type: none"> i. Contract; ii. Certificate of Completion; iii. Certificate of Acceptance; and, iv. CPES Rating Sheet, if applicable.
31.4(f)	<p>The following documents shall be submitted by the winning bidder within ten (10) calendar days from the receipt of the Notice of Award:</p> <ul style="list-style-type: none"> 1. GANTT Chart with Cash Flow and S-curve; 2. Program Evaluation and Review Technique (PERT) and Critical Path Method (CPM); 3. List of Manpower with Deployment Schedule; 4. List of Equipment with Utilization Schedule; 5. Design and Construction Methodology in narrative form; and 6. Construction Safety and Health Program approved by the Department of Labor and Employment (DOLE). <p>Items 1 to 4 of the foregoing documents are subject to approval of IC or its duly authorized representative.</p>

Section IV. General Conditions of Contract

TABLE OF CONTENTS

1.	DEFINITIONS	50
2.	INTERPRETATION.....	52
3.	GOVERNING LANGUAGE AND LAW	53
4.	COMMUNICATIONS.....	53
5.	POSSESSION OF SITE.....	53
6.	THE CONTRACTOR'S OBLIGATIONS.....	54
7.	PERFORMANCE SECURITY	55
8.	SUBCONTRACTING	56
9.	LIQUIDATED DAMAGES	56
10.	SITE INVESTIGATION REPORTS	57
11.	THE PROCURING ENTITY, LICENSES AND PERMITS	57
12.	CONTRACTOR'S RISK AND WARRANTY SECURITY.....	57
13.	LIABILITY OF THE CONTRACTOR.....	59
14.	PROCURING ENTITY'S RISK	59
15.	INSURANCE.....	60
16.	TERMINATION FOR DEFAULT OF CONTRACTOR	61
17.	TERMINATION FOR DEFAULT OF PROCURING ENTITY.....	62
18.	TERMINATION FOR OTHER CAUSES	62
19.	PROCEDURES FOR TERMINATION OF CONTRACTS.....	64
20.	FORCE MAJEURE, RELEASE FROM PERFORMANCE	66
21.	RESOLUTION OF DISPUTES.....	67
22.	SUSPENSION OF LOAN, CREDIT, GRANT, OR APPROPRIATION.....	68
23.	PROCURING ENTITY'S REPRESENTATIVE'S DECISIONS	68
24.	APPROVAL OF DRAWINGS AND TEMPORARY WORKS BY THE PROCURING ENTITY'S REPRESENTATIVE	68
25.	ACCELERATION AND DELAYS ORDERED BY THE PROCURING ENTITY'S REPRESENTATIVE.....	69
26.	EXTENSION OF THE INTENDED COMPLETION DATE	69
27.	RIGHT TO VARY.....	69
28.	CONTRACTORS RIGHT TO CLAIM.....	69

29.	DAYWORKS	70
30.	EARLY WARNING	70
31.	PROGRAM OF WORK	70
32.	MANAGEMENT CONFERENCES	71
33.	BILL OF QUANTITIES	71
34.	INSTRUCTIONS, INSPECTIONS AND AUDITS	72
35.	IDENTIFYING DEFECTS	72
36.	COST OF REPAIRS	72
37.	CORRECTION OF DEFECTS	72
38.	UNCORRECTED DEFECTS	73
39.	ADVANCE PAYMENT	73
40.	PROGRESS PAYMENTS	74
41.	PAYMENT CERTIFICATES	74
42.	RETENTION	75
43.	VARIATION ORDERS	75
44.	CONTRACT COMPLETION	77
45.	SUSPENSION OF WORK	77
46.	PAYMENT ON TERMINATION	78
47.	EXTENSION OF CONTRACT TIME	79
48.	PRICE ADJUSTMENT	80
49.	COMPLETION	80
50.	TAKING OVER	80
51.	OPERATING AND MAINTENANCE MANUALS	80

1. Definitions

For purposes of this Clause, boldface type is used to identify defined terms.

- 1.1. The **Arbiter** is the person appointed jointly by the Procuring Entity and the Contractor to resolve disputes in the first instance, as provided for in **GCC** Clause 21.
- 1.2. **Bill of Quantities** refers to a list of the specific items of the Work and their corresponding unit prices, lump sums, and/or provisional sums.
- 1.3. The **Completion Date** is the date of completion of the Works as certified by the Procuring Entity's Representative, in accordance with **GCC** Clause 49.
- 1.4. The **Contract** is the contract between the Procuring Entity and the Contractor to execute, complete, and maintain the Works.
- 1.5. The **Contract Effectivity Date** is the date of signing of the Contract. However, the contractor shall commence execution of the Works on the Start Date as defined in GCC Clause 1.28.
- 1.6. The **Contract Price** is the price stated in the Notice of Award and thereafter to be paid by the Procuring Entity to the Contractor for the execution of the Works in accordance with this Contract
- 1.7. **Contract Time Extension** is the allowable period for the Contractor to complete the Works in addition to the original Completion Date stated in this Contract.
- 1.8. The **Contractor** is the juridical entity whose proposal has been accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded.
- 1.9. The **Contractor's Bid** is the signed offer or proposal submitted by the Contractor to the Procuring Entity in response to the Bidding Documents.
- 1.10. **Days** are calendar days; months are calendar months.
- 1.11. **Dayworks** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- 1.12. A **Defect** is any part of the Works not completed in accordance with the Contract.
- 1.13. The **Defects Liability Certificate** is the certificate issued by Procuring Entity's Representative upon correction of defects by the Contractor.
- 1.14. The **Defects Liability Period** is the one-year period between contract completion and final acceptance within which the Contractor assumes

the responsibility to undertake the repair of any damage to the Works at his own expense.

- 1.15 **Drawings** are graphical presentations of the Works. They include all supplementary details, shop drawings, calculations, and other information provided or approved for the execution of this Contract.
- 1.16 **Equipment** refers to all facilities, supplies, appliances, materials or things required for the execution and completion of the Work provided by the Contractor and which shall not form or are not intended to form part of the Permanent Works.
- 1.17 The **Intended Completion Date** refers to the date specified in the **SCC** when the Contractor is expected to have completed the Works. The Intended Completion Date may be revised only by the Procuring Entity's Representative by issuing an extension of time or an acceleration order.
- 1.18 **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- 1.19 The **Notice to Proceed** is a written notice issued by the Procuring Entity or the Procuring Entity's Representative to the Contractor requiring the latter to begin the commencement of the work not later than a specified or determinable date.
- 1.20 **Permanent Works** are all permanent structures and all other project features and facilities required to be constructed and completed in accordance with this Contract which shall be delivered to the Procuring Entity and which shall remain at the Site after the removal of all Temporary Works.
- 1.21 **Plant** refers to the machinery, apparatus, and the like intended to form an integral part of the Permanent Works.
- 1.22 The **Procuring Entity** is the party who employs the Contractor to carry out the Works stated in the **SCC**.
- 1.23 The **Procuring Entity's Representative** refers to the Head of the Procuring Entity or his duly authorized representative, identified in the **SCC**, who shall be responsible for supervising the execution of the Works and administering this Contract.
- 1.24 The **Site** is the place provided by the Procuring Entity where the Works shall be executed and any other place or places which may be designated in the **SCC**, or notified to the Contractor by the Procuring Entity's Representative as forming part of the Site.
- 1.25 **Site Investigation Reports** are those that were included in the Bidding Documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.

- 1.26 **Slippage** is a delay in work execution occurring when actual accomplishment falls below the target as measured by the difference between the scheduled and actual accomplishment of the Work by the Contractor as established from the work schedule. This is actually described as a percentage of the whole Works.
- 1.27 **Specifications** means the description of Works to be done and the qualities of materials to be used, the equipment to be installed and the mode of construction.
- 1.28 The **Start Date**, as specified in the **SCC**, is the date when the Contractor is obliged to commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- 1.29 A **Subcontractor** is any person or organization to whom a part of the Works has been subcontracted by the Contractor, as allowed by the Procuring Entity, but not any assignee of such person.
- 1.30 **Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Permanent Works.
- 1.31 **Work(s)** refer to the Permanent Works and Temporary Works to be executed by the Contractor in accordance with this Contract, including (i) the furnishing of all labor, materials, equipment and others incidental, necessary or convenient to the complete execution of the Works; (ii) the passing of any tests before acceptance by the Procuring Entity's Representative; (iii) and the carrying out of all duties and obligations of the Contractor imposed by this Contract as described in the **SCC**.

2. Interpretation

- 2.1. In interpreting the Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of this Contract unless specifically defined. The Procuring Entity's Representative will provide instructions clarifying queries about the Conditions of Contract.
- 2.2. If sectional completion is specified in the **SCC**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 2.3. The documents forming this Contract shall be interpreted in the following order of priority:
- a) Contract Agreement;
 - b) Bid Data Sheet;

- c) Instructions to Bidders;
- d) Addenda to the Bidding Documents;
- e) Special Conditions of Contract;
- f) General Conditions of Contract;
- g) Specifications;
- h) Bill of Quantities; and
- i) Drawings.

3. Governing Language and Law

- 3.1. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract which are exchanged by the parties shall be written in English.
- 3.2. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4. Communications

Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is received by the concerned party.

5. Possession of Site

- 5.1. On the date specified in the **SCC**, the Procuring Entity shall grant the Contractor possession of so much of the Site as may be required to enable it to proceed with 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.
- 5.2. If possession of a portion is not given by the date stated in the SCC Clause 5.1, 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 shall be in accordance with **GCC** Clause 47.
- 5.3. The Contractor shall bear all costs and charges for special or temporary right-of-way required by it in connection with access to the Site. The Contractor shall also provide at his own cost any additional facilities outside the Site required by it for purposes of the Works.

- 5.4. The Contractor shall allow the Procuring Entity's Representative and any person authorized by the Procuring Entity's Representative access to the Site and to any place where work in connection with this Contract is being carried out or is intended to be carried out.

6. The Contractor's Obligations

- 6.1. The Contractor shall carry out the Works properly and in accordance with this Contract. The Contractor shall provide all supervision, labor, Materials, Plant and Contractor's Equipment, which may be required. All Materials and Plant on Site shall be deemed to be the property of the Procuring Entity.
- 6.2. The Contractor shall commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program of Work submitted by the Contractor, as updated with the approval of the Procuring Entity's Representative, and complete them by the Intended Completion Date.
- 6.3. The Contractor shall be responsible for the safety of all activities on the Site.
- 6.4. The Contractor shall carry out all instructions of the Procuring Entity's Representative that comply with the applicable laws where the Site is located.
- 6.5. The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the **SCC**, 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.
- 6.6. If the Procuring Entity's Representative asks the Contractor to remove a member of the Contractor's staff or work force, for justifiable cause, the Contractor shall ensure that the person leaves the Site within seven (7) days and has no further connection with the Work in this Contract.
- 6.7. During Contract implementation, the Contractor and his subcontractors shall abide at all times by all labor laws, including child labor related enactments, and other relevant rules.
- 6.8. The Contractor shall submit to the Procuring Entity for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.
- 6.9. The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity between the dates given in the schedule of other contractors particularly when they shall require access to the Site. The Contractor shall also provide facilities and services for them during this period. The Procuring Entity may

modify the schedule of other contractors, and shall notify the Contractor of any such modification thereto.

- 6.10. Should anything of historical or other interest or of significant value be unexpectedly discovered on the Site, it shall be the property of the Procuring Entity. The Contractor shall notify the Procuring Entity's Representative of such discoveries and carry out the Procuring Entity's Representative's instructions in dealing with them.

7. Performance Security

- 7.1. 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 Contractor shall furnish the performance security in any of the forms prescribed in **ITB** Clause 32.2.
- 7.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the Contractor is in default in any of its obligations under the Contract.
- 7.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 7.4. The performance security may be released by the Procuring Entity and returned to the Contractor after the issuance of the Certificate of Final Acceptance subject to the following conditions:
- (a) There are no pending claims against the Contractor or the surety company filed by the Procuring Entity;
 - (b) The Contractor has no pending claims for labor and materials filed against it; and
 - (c) Other terms specified in the **SCC**.
- 7.5. The Contractor shall post an additional performance security following the amount and form specified in **ITB** Clause 32.2 to cover any cumulative increase of more than ten percent (10%) over the original value of the contract as a result of amendments to order or change orders, extra work orders and supplemental agreements, as the case may be. The Contractor shall cause the extension of the validity of the performance security to cover approved contract time extensions.
- 7.6. In case of a reduction in the contract value or for partially completed Works under the contract which are usable and accepted by the Procuring Entity the use of which, in the judgment of the implementing agency or the Procuring Entity, will not affect the structural integrity of the entire project, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such

reductions is not more than fifty percent (50%) of the original performance security.

- 7.7. Unless otherwise indicated in the **SCC**, the Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to Act 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.

8. Subcontracting

- 8.1. Unless otherwise indicated in the **SCC**, the Contractor cannot subcontract Works more than the percentage specified in **BDS** Clause 8.1.
- 8.2. Subcontracting of any portion of the Works does not relieve the Contractor of any liability or obligation under this Contract. The Contractor 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.
- 8.3. If subcontracting is allowed. The contractor may identify its subcontractor during contract implementation stage. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under ITB Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by any Procuring Entity to be eligible, the subcontracting of such portion of the Works shall be disallowed.

9. Liquidated Damages

- 9.1. The Contractor shall pay liquidated damages to the Procuring Entity for each day that the Completion Date is later than the Intended Completion Date. The applicable liquidated damages is at least one-tenth (1/10) of a percent of the cost of the unperformed portion for every day of delay. The total amount of liquidated damages shall not exceed ten percent (10%) of the amount of the contract. The Procuring Entity may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the Procuring Entity may rescind or terminate this Contract, without prejudice to other courses of action and remedies available under the circumstances.
- 9.2. If the Intended Completion Date is extended after liquidated damages have been paid, the Engineer of the Procuring Entity shall correct any

overpayment of liquidated damages by the Contractor by adjusting the next payment certificate.

10. 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.

11. The Procuring Entity, Licenses and Permits

The Procuring Entity shall, if requested by the Contractor, assist him in applying for permits, licenses or approvals, which are required for the Works.

12. Contractor's Risk and Warranty Security

12.1. The Contractor shall assume full responsibility for the Works from the time project construction commenced up to final acceptance by the Procuring Entity and shall be held responsible for any damage or destruction of the Works except those occasioned by *force majeure*. The Contractor shall be fully responsible for the safety, protection, security, and convenience of his personnel, third parties, and the public at large, as well as the Works, Equipment, installation, and the like to be affected by his construction work.

12.2. The defects liability period for infrastructure projects shall be one year from contract completion up to final acceptance by the Procuring Entity. During this period, the Contractor shall undertake the repair works, at his own expense, of any damage to the Works on account of the use of materials of inferior quality within ninety (90) days from the time the HoPE has issued an order to undertake repair. In case of failure or refusal to comply with this mandate, the Procuring Entity shall undertake such repair works and shall be entitled to full reimbursement of expenses incurred therein upon demand.

12.3. Unless otherwise indicated in the **SCC**, in case the Contractor fails to comply with the preceding paragraph, 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.

12.4. After final acceptance of the Works by the Procuring Entity, the Contractor shall be held responsible for "Structural Defects," *i.e.*, major faults/flaws/deficiencies in one or more key structural elements of the project which may lead to structural failure of the completed elements or structure, or "Structural Failures," *i.e.*, where one or more key structural elements in an infrastructure facility fails or collapses, thereby rendering the facility or part thereof incapable of withstanding the design loads, and/or endangering the safety of the users or the general public:

- (a) Contractor – Where Structural Defects/Failures arise due to faults attributable to improper construction, use of inferior quality/substandard materials, and any violation of the contract plans and specifications, the contractor shall be held liable;
- (b) Consultants – Where Structural Defects/Failures arise due to faulty and/or inadequate design and specifications as well as construction supervision, then the consultant who prepared the design or undertook construction supervision for the project shall be held liable;
- (c) Procuring Entity’s Representatives/Project Manager/ Construction Managers and Supervisors – The project owner’s representative(s), project manager, construction manager, and supervisor(s) shall be held liable in cases where the Structural Defects/Failures are due to his/their willful intervention in altering the designs and other specifications; negligence or omission in not approving or acting on proposed changes to noted defects or deficiencies in the design and/or specifications; and the use of substandard construction materials in the project;
- (d) Third Parties - Third Parties shall be held liable in cases where Structural Defects/Failures are caused by work undertaken by them such as leaking pipes, diggings or excavations, underground cables and electrical wires, underground tunnel, mining shaft and the like, in which case the applicable warranty to such structure should be levied to third parties for their construction or restoration works.
- (e) Users - In cases where Structural Defects/Failures are due to abuse/misuse by the end user of the constructed facility and/or non-compliance by a user with the technical design limits and/or intended purpose of the same, then the user concerned shall be held liable.

12.5. The warranty against Structural Defects/Failures, except those occasioned on force majeure, shall cover the period specified in the **SCC** reckoned from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity.

12.6. The Contractor shall be required to put up a warranty security in the form of cash, bank guarantee, letter of credit, GSIS or surety bond callable on demand, in accordance with the following schedule:

Form of Warranty	Amount of Warranty Security Not less than the Percentage (%) of Total Contract Price
(a) Cash or letter of credit issued by Universal or Commercial bank:	Five Percent (5%)

provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	
(b) Bank guarantee confirmed by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Ten Percent (10%)
(c) Surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission	Thirty Percent (30%)

12.7. The warranty security shall be stated in Philippine Pesos and shall remain effective for one year from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity, and returned only after the lapse of said one year period.

12.8. In case of structural defects/failure occurring during the applicable warranty period provided in **GCC** Clause 12.5, the Procuring Entity shall undertake the necessary restoration or reconstruction works and shall be entitled to full reimbursement by the parties found to be liable for expenses incurred therein upon demand, without prejudice to the filing of appropriate administrative, civil, and/or criminal charges against the responsible persons as well as the forfeiture of the warranty security posted in favor of the Procuring Entity.

13. 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.

14. Procuring Entity's Risk

14.1. From the Start Date until the Certificate of Final Acceptance has been issued, the following are risks of the Procuring Entity:

- (a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to:
 - (i) any type of use or occupation of the Site authorized by the Procuring Entity after the official acceptance of the works; or

- (ii) negligence, breach of statutory duty, or interference with any legal right by the Procuring Entity or by any person employed by or contracted to him except the Contractor.
- (b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Procuring Entity or in the Procuring Entity's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.

15. Insurance

15.1. The Contractor shall, under his name and at his own expense, obtain and maintain, for the duration of this Contract, the following insurance coverage:

- (a) Contractor's All Risk Insurance;
- (b) Transportation to the project Site of Equipment, Machinery, and Supplies owned by the Contractor;
- (c) Personal injury or death of Contractor's employees; and
- (d) Comprehensive insurance for third party liability to Contractor's direct or indirect act or omission causing damage to third persons.

15.2. The Contractor shall provide evidence to the Procuring Entity's Representative that the insurances required under this Contract have been effected and shall, within a reasonable time, provide copies of the insurance policies to the Procuring Entity's Representative. Such evidence and such policies shall be provided to the Procuring Entity's through the Procuring Entity's Representative.

15.3. The Contractor shall notify the insurers of changes in the nature, extent, or program for the execution of the Works and ensure the adequacy of the insurances at all times in accordance with the terms of this Contract and shall produce to the Procuring Entity's Representative the insurance policies in force including the receipts for payment of the current premiums.

The above insurance policies shall be obtained from any reputable insurance company approved by the Procuring Entity's Representative.

15.4. If the Contractor fails to obtain and keep in force the insurances referred to herein or any other insurance which he may be required to obtain under the terms of this Contract, the Procuring Entity may obtain and keep in force any such insurances and pay such premiums as may be necessary for the purpose. From time to time, the Procuring Entity may deduct the amount it shall pay for said premiums including twenty five percent (25%) therein from any monies due, or which may become due, to the Contractor, without prejudice to the Procuring Entity exercising its

right to impose other sanctions against the Contractor pursuant to the provisions of this Contract.

- 15.5. In the event the Contractor fails to observe the above safeguards, the Procuring Entity may, at the Contractor's expense, take whatever measure is deemed necessary for its protection and that of the Contractor's personnel and third parties, and/or order the interruption of dangerous Works. In addition, the Procuring Entity may refuse to make the payments under **GCC** Clause 40 until the Contractor complies with this Clause.
- 15.6. The Contractor shall immediately replace the insurance policy obtained as required in this Contract, without need of the Procuring Entity's demand, with a new policy issued by a new insurance company acceptable to the Procuring Entity for any of the following grounds:
- (a) The issuer of the insurance policy to be replaced has:
 - (i) become bankrupt;
 - (ii) been placed under receivership or under a management committee;
 - (iii) been sued for suspension of payment; or
 - (iv) been suspended by the Insurance Commission and its license to engage in business or its authority to issue insurance policies cancelled; or
 - (v) Where reasonable grounds exist that the insurer may not be able, fully and promptly, to fulfill its obligation under the insurance policy.

16. Termination for Default of Contractor

- 16.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attend its implementation:
- (i) Due to the Contractor's fault and while the project is on-going, it has incurred negative slippage of fifteen percent (15%) or more in accordance with Presidential Decree 1870, regardless of whether or not previous warnings and notices have been issued for the Contractor to improve his performance;
 - (ii) Due to its own fault and after this Contract time has expired, the Contractor incurs delay in the completion of the Work after this Contract has expired; or
 - (iii) The Contractor:
 - (i) abandons the contract Works, refuses or fails to comply with a valid instruction of the Procuring Entity or fails to

proceed expeditiously and without delay despite a written notice by the Procuring Entity;

- (ii) does not actually have on the project Site the minimum essential equipment listed on the bid necessary to prosecute the Works in accordance with the approved Program of Work and equipment deployment schedule as required for the project;
- (iii) does not execute the Works in accordance with this Contract or persistently or flagrantly neglects to carry out its obligations under this Contract;
- (iv) neglects or refuses to remove materials or to perform a new Work that has been rejected as defective or unsuitable; or
- (v) sub-lets any part of this Contract without approval by the Procuring Entity.

16.2. All materials on the Site, Plant, Works, including Equipment purchased and funded under the Contract shall be deemed to be the property of the Procuring Entity if this Contract is rescinded because of the Contractor's default.

17. Termination for Default of Procuring Entity

The Contractor may terminate this Contract with the Procuring Entity if the works are completely stopped for a continuous period of at least sixty (60) calendar days through no fault of its own, due to any of the following reasons:

- (a) Failure of the Procuring Entity to deliver, within a reasonable time, supplies, materials, right-of-way, or other items it is obligated to furnish under the terms of this Contract; or
- (b) The prosecution of the Work is disrupted by the adverse peace and order situation, as certified by the Armed Forces of the Philippines Provincial Commander and approved by the Secretary of National Defense.

18. Termination for Other Causes

18.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate this Contract for the convenience of the Procuring Entity if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and National Government policies.

18.2. The Procuring Entity or the Contractor may terminate this Contract if the other party causes a fundamental breach of this Contract.

- 18.3. Fundamental breaches of Contract shall include, but shall not be limited to, the following:
- (a) The Contractor stops work for twenty eight (28) days when no stoppage of work is shown on the current Program of Work and the stoppage has not been authorized by the Procuring Entity's Representative;
 - (b) The Procuring Entity's Representative instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within twenty eight (28) days;
 - (c) The Procuring Entity shall terminate this Contract if the Contractor is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Contractor. In the case of the Contractor's insolvency, any Contractor's Equipment which the Procuring Entity instructs in the notice is to be used until the completion of the Works;
 - (d) A payment certified by the Procuring Entity's Representative is not paid by the Procuring Entity to the Contractor within eighty four (84) days from the date of the Procuring Entity's Representative's certificate;
 - (e) The Procuring Entity's Representative gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Procuring Entity's Representative;
 - (f) The Contractor does not maintain a Security, which is required;
 - (g) The Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in the **GCC** Clause 9; and
 - (h) 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, the following:
 - (i) corrupt, fraudulent, collusive, coercive, and obstructive practices as defined in **ITB** Clause 3.1(a), unless otherwise specified in the **SCC**;
 - (ii) drawing up or using forged documents;

- (iii) using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
 - (iv) any other act analogous to the foregoing.
- 18.4. The Funding Source or the Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with corrupt, fraudulent, or coercive practices.
- 18.5. When persons from either party to this Contract gives notice of a fundamental breach to the Procuring Entity's Representative in order to terminate the existing contract for a cause other than those listed under **GCC** Clause 18.3, the Procuring Entity's Representative shall decide whether the breach is fundamental or not.
- 18.6. If this Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

19. Procedures for Termination of Contracts

- 19.1. The following provisions shall govern the procedures for the termination of this Contract:
 - (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Procuring Entity shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
 - (b) Upon recommendation by the Procuring Entity, the HoPE shall terminate this Contract only by a written notice to the Contractor conveying the termination of this Contract. The notice shall state:
 - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Contractor to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report;

- (c) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Contractor shall submit to the HoPE a verified position paper stating why the contract should not be terminated. If the Contractor fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating the contract;
- (d) The Procuring Entity may, at anytime before receipt of the Contractor's verified position paper described in item (c) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Contractor's receipt of the notice;
- (e) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Contractor of its decision and, unless otherwise provided in the said notice, this Contract is deemed terminated from receipt of the Contractor of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate; and
- (f) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE.

19.2. Pursuant to Section 69(f) of RA 9184 and without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution as provided by applicable laws, the procuring entity shall impose on contractors after the termination of the contract the penalty of suspension for one (1) year for the first offense, suspension for two (2) years for the second offense from participating in the public bidding process, for violations committed during the contract implementation stage, which include but not limited to the following:

- (a) Failure of the contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period in the Notice to Proceed ("NTP");
- (b) Failure by the contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the contractor to comply with any written lawful instruction of the procuring entity or its representative(s) pursuant to the implementation of the contract. For the procurement of infrastructure projects or consultancy contracts, lawful instructions include but are not limited to the following:

- (i) Employment of competent technical personnel, competent engineers and/or work supervisors;
 - (ii) Provision of warning signs and barricades in accordance with approved plans and specifications and contract provisions;
 - (iii) Stockpiling in proper places of all materials and removal from the project site of waste and excess materials, including broken pavement and excavated debris in accordance with approved plans and specifications and contract provisions;
 - (iv) Deployment of committed equipment, facilities, support staff and manpower; and
 - (v) Renewal of the effectivity dates of the performance security after its expiration during the course of contract implementation.
- (c) Assignment and subcontracting of the contract or any part thereof or substitution of key personnel named in the proposal without prior written approval by the procuring entity.
- (d) Poor performance by the contractor or unsatisfactory quality and/or progress of work arising from his fault or negligence as reflected in the Constructor's Performance Evaluation System ("CPES") rating sheet. In the absence of the CPES rating sheet, the existing performance monitoring system of the procuring entity shall be applied. Any of the following acts by the Contractor shall be construed as poor performance:
- (i) Negative slippage of 15% and above within the critical path of the project due entirely to the fault or negligence of the contractor; and
 - (ii) Quality of materials and workmanship not complying with the approved specifications arising from the contractor's fault or negligence.
- (e) Willful or deliberate abandonment or non-performance of the project or contract by the contractor resulting to substantial breach thereof without lawful and/or just cause.

In addition to the penalty of suspension, the performance security posted by the contractor shall also be forfeited.

20. Force Majeure, Release From Performance

20.1. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event

or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor.

- 20.2. If this Contract is discontinued by an outbreak of war or by any other event entirely outside the control of either the Procuring Entity or the Contractor, the Procuring Entity's Representative shall certify that this Contract has been discontinued. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all works carried out before receiving it and for any Work carried out afterwards to which a commitment was made.
- 20.3. If the event continues for a period of eighty four (84) days, either party may then give notice of termination, which shall take effect twenty eight (28) days after the giving of the notice.
- 20.4. After termination, the Contractor shall be entitled to payment of the unpaid balance of the value of the Works executed and of the materials and Plant reasonably delivered to the Site, adjusted by the following:
 - (a) any sum to which the Contractor is entitled under **GCC** Clause 28;
 - (b) the cost of his suspension and demobilization;
 - (c) any sum to which the Procuring Entity is entitled.
- 20.5. The net balance due shall be paid or repaid within a reasonable time period from the time of the notice of termination.

21. Resolution of Disputes

- 21.1. If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of the contract covered by the Act and this IRR, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 21.2. If the Contractor believes that a decision taken by the Procuring Entity's Representative was either outside the authority given to the Procuring Entity's Representative by this Contract or that the decision was wrongly taken, the decision shall be referred to the Arbiter indicated in the **SCC** within fourteen (14) days of the notification of the Procuring Entity's Representative's decision.
- 21.3. Any and all disputes arising from the implementation of this Contract covered by the R.A. 9184 and its IRR shall be submitted to arbitration in the Philippines according to the provisions of Republic Act No. 876, otherwise known as the " Arbitration Law" and Republic Act 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004":

Provided, however, That, disputes that are within the competence of the Construction Industry Arbitration Commission to resolve shall be referred thereto. The process of arbitration shall be incorporated as a provision in this Contract that will be executed pursuant to the provisions of the Act and its IRR: *Provided, further,* That, by mutual agreement, the parties may agree in writing to resort to other alternative modes of dispute resolution.

22. Suspension of Loan, Credit, Grant, or Appropriation

In the event that the Funding Source suspends the Loan, Credit, Grant, or Appropriation to the Procuring Entity, from which part of the payments to the Contractor are being made:

- (a) The Procuring Entity is obligated to notify the Contractor of such suspension within seven (7) days of having received the suspension notice.
- (b) If the Contractor has not received sums due it for work already done within forty five (45) days from the time the Contractor's claim for payment has been certified by the Procuring Entity's Representative, the Contractor may immediately issue a suspension of work notice in accordance with **GCC** Clause 45.2.

23. Procuring Entity's Representative's Decisions

- 23.1. Except where otherwise specifically stated, the Procuring Entity's Representative will decide contractual matters between the Procuring Entity and the Contractor in the role representing the Procuring Entity.
- 23.2. The Procuring Entity's Representative may delegate any of his duties and responsibilities to other people, except to the Arbitrator, after notifying the Contractor, and may cancel any delegation after notifying the Contractor.

24. Approval of Drawings and Temporary Works by the Procuring Entity's Representative

- 24.1. All Drawings prepared by the Contractor for the execution of the Temporary Works, are subject to prior approval by the Procuring Entity's Representative before its use.
- 24.2. The Contractor shall be responsible for design of Temporary Works.
- 24.3. The Procuring Entity's Representative's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 24.4. The Contractor shall obtain approval of third parties to the design of the Temporary Works, when required by the Procuring Entity.

25. Acceleration and Delays Ordered by the Procuring Entity's Representative

- 25.1. When the Procuring Entity wants the Contractor to finish before the Intended Completion Date, the Procuring Entity's Representative will obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Procuring Entity accepts these proposals, the Intended Completion Date will be adjusted accordingly and confirmed by both the Procuring Entity and the Contractor.
- 25.2. If the Contractor's Financial Proposals for an acceleration are accepted by the Procuring Entity, they are incorporated in the Contract Price and treated as a Variation.

26. Extension of the Intended Completion Date

- 26.1. The Procuring Entity's Representative shall extend the Intended Completion Date if a Variation is issued which makes it impossible for the Intended Completion Date to be achieved by the Contractor without taking steps to accelerate the remaining work, which would cause the Contractor to incur additional costs. No payment shall be made for any event which may warrant the extension of the Intended Completion Date.
- 26.2. The Procuring Entity's Representative shall decide whether and by how much to extend the Intended Completion Date within twenty one (21) days of the Contractor asking the Procuring Entity's Representative for a decision thereto after fully submitting all supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

27. Right to Vary

- 27.1. The Procuring Entity's Representative with the prior approval of the Procuring Entity may instruct Variations, up to a maximum cumulative amount of ten percent (10%) of the original contract cost.
- 27.2. Variations shall be valued as follows:
- (a) At a lump sum price agreed between the parties;
 - (b) where appropriate, at rates in this Contract;
 - (c) in the absence of appropriate rates, the rates in this Contract shall be used as the basis for valuation; or failing which
 - (d) at appropriate new rates, equal to or lower than current industry rates and to be agreed upon by both parties and approved by the HoPE.

28. Contractor's Right to Claim

If the Contractor incurs cost as a result of any of the events under **GCC** Clause 13, the Contractor shall be entitled to the amount of such cost. If as a result of any of the said events, it is necessary to change the Works, this shall be dealt with as a Variation.

29. Dayworks

- 29.1. Subject to **GCC** Clause 43 on Variation Order, 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.
- 29.2. All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Procuring Entity's Representative. Each completed form shall be verified and signed by the Procuring Entity's Representative within two days of the work being done.
- 29.3. The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

30. Early Warning

- 30.1. The Contractor shall warn the Procuring Entity's Representative at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Procuring Entity's Representative may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
- 30.2. The Contractor shall cooperate with the Procuring Entity's Representative in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Procuring Entity's Representative.

31. Program of Work

- 31.1. Within the time stated in the **SCC**, the Contractor shall submit to the Procuring Entity's Representative for approval a Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works.
- 31.2. An update of the Program of Work shall show the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.

- 31.3. 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.
- 31.4. The Procuring Entity's Representative's approval of the Program of Work shall not alter the Contractor's obligations. The Contractor may revise the Program of Work and submit it to the Procuring Entity's Representative again at any time. A revised Program of Work shall show the effect of any approved Variations.
- 31.5. When the Program of Work is updated, the Contractor shall provide the Procuring Entity's Representative with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.
- 31.6. All Variations shall be included in updated Program of Work produced by the Contractor.

32. Management Conferences

- 32.1. Either the Procuring Entity's Representative or the Contractor may require the other to attend a Management Conference. The Management Conference shall review the plans for remaining work and deal with matters raised in accordance with the early warning procedure.
- 32.2. The Procuring Entity's Representative shall record the business of Management Conferences and provide copies of the record to those attending the Conference and to the Procuring Entity. The responsibility of the parties for actions to be taken shall be decided by the Procuring Entity's Representative either at the Management Conference or after the Management Conference and stated in writing to all who attended the Conference.

33. Bill of Quantities

- 33.1. The Bill of Quantities shall contain items of work for the construction, installation, testing, and commissioning of work to be done by the Contractor.
- 33.2. The Bill of Quantities is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the Bill of Quantities for each item.
- 33.3. If the final quantity of any work done differs from the quantity in the Bill of Quantities for the particular item and is not more than twenty five

percent (25%) of the original quantity, provided the aggregate changes for all items do not exceed ten percent (10%) of the Contract price, the Procuring Entity's Representative shall make the necessary adjustments to allow for the changes subject to applicable laws, rules, and regulations.

- 33.4. If requested by the Procuring Entity's Representative, the Contractor shall provide the Procuring Entity's Representative with a detailed cost breakdown of any rate in the Bill of Quantities.

34. Instructions, Inspections and Audits

- 34.1. The Procuring Entity's personnel shall at all reasonable times during construction of the Work be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of the construction.
- 34.2. If the Procuring Entity's Representative instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no defect, the test shall be a Compensation Event.
- 34.3. The Contractor shall permit the Funding Source named in the **SCC** to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

35. Identifying Defects

The Procuring Entity's Representative shall check the Contractor's work and notify the Contractor of any defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Entity's Representative may instruct the Contractor to search uncover defects and test any work that the Procuring Entity's Representative considers below standards and defective.

36. Cost of Repairs

Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Liability Periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

37. Correction of Defects

- 37.1. The Procuring Entity's Representative shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which is One (1) year from project completion up to final acceptance by the Procuring Entity's Representative.

- 37.2. Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified in the Procuring Entity's Representative's notice.
- 37.3. The Contractor shall correct the defects which he notices himself before the end of the Defects Liability Period.
- 37.4. The Procuring Entity shall certify that all defects have been corrected. If the Procuring Entity considers that correction of a defect is not essential, he can request the Contractor to submit a quotation for the corresponding reduction in the Contract Price. If the Procuring Entity accepts the quotation, the corresponding change in the SCC is a Variation.

38. Uncorrected Defects

- 38.1. The Procuring Entity shall give the Contractor at least fourteen (14) days notice of his intention to use a third party to correct a Defect. If the Contractor does not correct the Defect himself within the period, the Procuring Entity may have the Defect corrected by the third party. The cost of the correction will be deducted from the Contract Price.
- 38.2. The use of a third party to correct defects that are uncorrected by the Contractor will in no way relieve the Contractor of its liabilities and warranties under the Contract.

39. Advance Payment

- 39.1. 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**.
- 39.2. The advance payment shall be made only upon the submission to and acceptance by the Procuring Entity of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the Procuring Entity.
- 39.3. The advance payment shall be repaid by the Contractor by an amount equal to the percentage of the total contract price used for the advance payment.
- 39.4. The contractor may reduce his standby letter of credit or guarantee instrument by the amounts refunded by the Monthly Certificates in the advance payment.

- 39.5. The Procuring Entity will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the maximum amount stated in **SCC** Clause 39.1.

40. Progress Payments

- 40.1. The Contractor may submit a request for payment for Work accomplished. Such request 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.
- 40.2. The Procuring Entity shall deduct the following from the certified gross amounts to be paid to the contractor as progress payment:
- (a) Cumulative value of the work previously certified and paid for.
 - (b) Portion of the advance payment to be recouped for the month.
 - (c) Retention money in accordance with the condition of contract.
 - (d) Amount to cover third party liabilities.
 - (e) Amount to cover uncorrected discovered defects in the works.
- 40.3. Payments shall be adjusted by deducting therefrom the amounts for advance payments and retention. The Procuring Entity shall pay the Contractor the amounts certified by the Procuring Entity's Representative within twenty eight (28) days from the date each certificate was issued. No payment of interest for delayed payments and adjustments shall be made by the Procuring Entity.
- 40.4. 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.
- 40.5. Items of the Works for which a price of "0" (zero) has been entered will not be paid for by the Procuring Entity and shall be deemed covered by other rates and prices in the Contract.

41. Payment Certificates

- 41.1. The Contractor shall submit to the Procuring Entity's Representative monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 41.2. The Procuring Entity's Representative shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 41.3. The value of Work executed shall:
- (a) be determined by the Procuring Entity's Representative;

- (b) comprise the value of the quantities of the items in the Bill of Quantities completed; and
 - (c) include the valuations of approved variations.
- 41.4. The Procuring Entity's Representative may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

42. Retention

- 42.1. The Procuring Entity shall retain from each payment due to the Contractor an amount equal to a percentage thereof using the rate as specified in GCC Sub-Clause 42.2.
- 42.2. Progress payments are subject to retention of ten percent (10%), referred to as the "retention money." Such retention shall be based on the total amount due to the Contractor prior to any deduction and shall be retained from every progress payment until fifty percent (50%) of the value of Works, as determined by the Procuring Entity, are completed. If, after fifty percent (50%) completion, the Work is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten percent (10%) retention shall again be imposed using the rate specified therefor.
- 42.3. The total "retention money" shall be due for release upon final acceptance of the Works. The Contractor may, however, request the substitution of the retention money for each progress billing with irrevocable standby letters of credit from a commercial bank, bank guarantees or surety bonds callable on demand, of amounts equivalent to the retention money substituted for and acceptable to the Procuring Entity, provided that the project is on schedule and is satisfactorily undertaken. Otherwise, the ten (10%) percent retention shall be made. Said irrevocable standby letters of credit, bank guarantees and/or surety bonds, to be posted in favor of the Government shall be valid for a duration to be determined by the concerned implementing office/agency or Procuring Entity and will answer for the purpose for which the ten (10%) percent retention is intended, *i.e.*, to cover uncorrected discovered defects and third party liabilities.
- 42.4. On completion of the whole Works, the Contractor may substitute retention money with an "on demand" Bank guarantee in a form acceptable to the Procuring Entity.

43. Variation Orders

- 43.1. Variation Orders may be issued by the Procuring Entity to cover any increase/decrease in quantities, including the introduction of new work items that are not included in the original contract or reclassification of

work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding and the “as staked plans” or construction drawings prepared after a joint survey by the Contractor and the Procuring Entity after award of the contract, provided that the cumulative amount of the Variation Order does not exceed ten percent (10%) of the original project cost. The addition/deletion of Works should be within the general scope of the project as bid and awarded. The scope of works shall not be reduced so as to accommodate a positive Variation Order. A Variation Order may either be in the form of a Change Order or Extra Work Order.

- 43.2. A Change Order may be issued by the Procuring Entity to cover any increase/decrease in quantities of original Work items in the contract.
- 43.3. An Extra Work Order may be issued by the Procuring Entity to cover the introduction of new work necessary for the completion, improvement or protection of the project which were not included as items of Work in the original contract, such as, where there are subsurface or latent physical conditions at the site differing materially from those indicated in the contract, or where there are duly unknown physical conditions at the site of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the Work or character provided for in the contract.
- 43.4. Any cumulative Variation Order beyond ten percent (10%) shall be subject of another contract to be bid out if the works are separable from the original contract. In exceptional cases where it is urgently necessary to complete the original scope of work, the HoPE may authorize a positive Variation Order go beyond ten percent (10%) but not more than twenty percent (20%) of the original contract price, subject to the guidelines to be determined by the GPPB: *Provided, however,* That appropriate sanctions shall be imposed on the designer, consultant or official responsible for the original detailed engineering design which failed to consider the Variation Order beyond ten percent (10%).
- 43.5. In claiming for any Variation Order, the Contractor shall, within seven (7) calendar days after such work has been commenced or after the circumstances leading to such condition(s) leading to the extra cost, and within twenty-eight (28) calendar days deliver a written communication giving full and detailed particulars of any extra cost in order that it may be investigated at that time. Failure to provide either of such notices in the time stipulated shall constitute a waiver by the contractor for any claim. The preparation and submission of Variation Orders are as follows:
 - (a) If the Procuring Entity’s representative/Project Engineer believes that a Change Order or Extra Work Order should be issued, he shall prepare the proposed Order accompanied with the notices submitted by the Contractor, the plans therefore, his computations as to the quantities of the additional works involved

per item indicating the specific stations where such works are needed, the date of his inspections and investigations thereon, and the log book thereof, and a detailed estimate of the unit cost of such items of work, together with his justifications for the need of such Change Order or Extra Work Order, and shall submit the same to the HoPE for approval.

- (b) The HoPE or his duly authorized representative, upon receipt of the proposed Change Order or Extra Work Order shall immediately instruct the appropriate technical staff or office of the Procuring Entity to conduct an on-the-spot investigation to verify the need for the Work to be prosecuted and to review the proposed plan, and prices of the work involved.
- (c) The technical staff or appropriate office of the Procuring Entity shall submit a report of their findings and recommendations, together with the supporting documents, to the Head of Procuring Entity or his duly authorized representative for consideration.
- (d) The HoPE or his duly authorized representative, acting upon the recommendation of the technical staff or appropriate office, shall approve the Change Order or Extra Work Order after being satisfied that the same is justified, necessary, and in order.
- (e) The timeframe for the processing of Variation Orders from the preparation up to the approval by the Procuring Entity concerned shall not exceed thirty (30) calendar days.

44. Contract Completion

Once the project reaches an accomplishment of ninety five (95%) of the total contract amount, the Procuring Entity may create an inspectorate team to make preliminary inspection and submit a punch-list to the Contractor in preparation for the final turnover of the project. Said punch-list will contain, among others, the remaining Works, Work deficiencies for necessary corrections, and the specific duration/time to fully complete the project considering the approved remaining contract time. This, however, shall not preclude the claim of the Procuring Entity for liquidated damages.

45. Suspension of Work

45.1. The Procuring Entity shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary, due to *force majeure* or any fortuitous events or for failure on the part of the Contractor to correct bad conditions which are unsafe for workers or for the general public, to carry out valid orders given by the Procuring Entity or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The Contractor shall immediately comply with such order to suspend the work wholly or partly.

45.2. The Contractor or its duly authorized representative shall have the right to suspend work operation on any or all projects/activities along the critical path of activities after fifteen (15) calendar days from date of receipt of written notice from the Contractor to the district engineer/regional director/consultant or equivalent official, as the case may be, due to the following:

- (a) There exist right-of-way problems which prohibit the Contractor from performing work in accordance with the approved construction schedule.
- (b) Requisite construction plans which must be owner-furnished are not issued to the contractor precluding any work called for by such plans.
- (c) Peace and order conditions make it extremely dangerous, if not possible, to work. However, this condition must be certified in writing by the Philippine National Police (PNP) station which has responsibility over the affected area and confirmed by the Department of Interior and Local Government (DILG) Regional Director.
- (d) There is failure on the part of the Procuring Entity to deliver government-furnished materials and equipment as stipulated in the contract.
- (e) Delay in the payment of Contractor's claim for progress billing beyond forty-five (45) calendar days from the time the Contractor's claim has been certified to by the procuring entity's authorized representative that the documents are complete unless there are justifiable reasons thereof which shall be communicated in writing to the Contractor.

45.3. In case of total suspension, or suspension of activities along the critical path, which is not due to any fault of the Contractor, the elapsed time between the effectivity of the order suspending operation and the order to resume work shall be allowed the Contractor by adjusting the contract time accordingly.

46. Payment on Termination

46.1. If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Procuring Entity's Representative shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as indicated in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to the Procuring Entity exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Entity.

- 46.2. If the Contract is terminated for the Procuring Entity's convenience or because of a fundamental breach of Contract by the Procuring Entity, the Procuring Entity's Representative shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.
- 46.3. The net balance due shall be paid or repaid within twenty eight (28) days from the notice of termination.
- 46.4. If the Contractor has terminated the Contract under **GCC** Clauses 17 or 18, the Procuring Entity shall promptly return the Performance Security to the Contractor.

47. Extension of Contract Time

- 47.1. Should the amount of additional work of any kind or other special circumstances of any kind whatsoever occur such as to fairly entitle the contractor to an extension of contract time, the Procuring Entity shall determine the amount of such extension; provided that the Procuring Entity is not bound to take into account any claim for an extension of time unless the Contractor has, prior to the expiration of the contract time and within thirty (30) calendar days after such work has been commenced or after the circumstances leading to such claim have arisen, delivered to the Procuring Entity notices in order that it could have investigated them at that time. Failure to provide such notice shall constitute a waiver by the Contractor of any claim. Upon receipt of full and detailed particulars, the Procuring Entity shall examine the facts and extent of the delay and shall extend the contract time completing the contract work when, in the Procuring Entity's opinion, the findings of facts justify an extension.
- 47.2. No extension of contract time shall be granted the Contractor due to (a) ordinary unfavorable weather conditions and (b) inexcusable failure or negligence of Contractor to provide the required equipment, supplies or materials.
- 47.3. Extension of contract time may be granted only when the affected activities fall within the critical path of the PERT/CPM network.
- 47.4. No extension of contract time shall be granted when the reason given to support the request for extension was already considered in the determination of the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection.
- 47.5. Extension of contract time shall be granted for rainy/unworkable days considered unfavorable for the prosecution of the works at the site, based on the actual conditions obtained at the site, in excess of the number of rainy/unworkable days pre-determined by the Procuring Entity

in relation to the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection, and/or for equivalent period of delay due to major calamities such as exceptionally destructive typhoons, floods and earthquakes, and epidemics, and for causes such as non-delivery on time of materials, working drawings, or written information to be furnished by the Procuring Entity, non-acquisition of permit to enter private properties or non-execution of deed of sale or donation within the right-of-way resulting in complete paralyzation of construction activities, and other meritorious causes as determined by the Procuring Entity's Representative and approved by the HoPE. Shortage of construction materials, general labor strikes, and peace and order problems that disrupt construction operations through no fault of the Contractor may be considered as additional grounds for extension of contract time provided they are publicly felt and certified by appropriate government agencies such as DTI, DOLE, DILG, and DND, among others. The written consent of bondsmen must be attached to any request of the Contractor for extension of contract time and submitted to the Procuring Entity for consideration and the validity of the Performance Security shall be correspondingly extended.

48. Price Adjustment

Except for extraordinary circumstances as determined by NEDA and approved by the GPPB, no price escalation shall be allowed. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GoP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

49. Completion

The Contractor shall request the Procuring Entity's Representative to issue a certificate of Completion of the Works, and the Procuring Entity's Representative will do so upon deciding that the work is completed.

50. Taking Over

The Procuring Entity shall take over the Site and the Works within seven (7) days from the date the Procuring Entity's Representative issues a certificate of Completion.

51. Operating and Maintenance Manuals

- 51.1. If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the **SCC**.
- 51.2. If the Contractor does not supply the Drawings and/or manuals by the dates stated in the **SCC**, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative shall

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	
1.17	<p>The Intended Completion Date is <i>Forty Five (45) days from receipt of Notice to Proceed.</i></p> <p>NOTE: The contract duration shall be reckoned from the said start date and not from contract effectivity date.</p>
1.22	<p>The Procuring Entity is:</p> <p>INSURANCE COMMISSION (IC) 1071 United Nations Avenue, Ermita, Manila</p>
1.23	<p>The Procuring Entity's Representative is :</p> <p>ATTY. DENNIS B. FUNA <i>Insurance Commissioner</i></p> <p><i>1071 United Nations Avenue, Ermita, Manila</i></p>
1.24	<p>The Site is located at 1071 United Nations Avenue, Ermita, Manila.</p>
1.28	<p>The Start Date shall be the date of receipt of the Notice to Proceed or three (3) days from its issuance, whichever comes first.</p>
1.31	<p>Refer to Article III (Scope of Work) of Section VI. Specifications.</p>
2.2	<p>Project Completion shall be Forty Five (45) calendar days from Start Date.</p>
5.1	<p>The Procuring Entity shall give possession of all parts of the Site to the Contractor upon issuance of Notice to Proceed (NTP).</p>
6.5	<p>Refer Article VIII (Staff Requirement) of Section VI. Specifications.</p> <p>Each Key Position shall be played by a different person. Unless the professional personnel are licensed and certified to serve in the multiple capacities.</p>
7.4(c)	<p>No further instructions.</p>
7.7	<p>No further instructions.</p>
8.1	<p>The Contractor shall undertake not less than 50% of the contracted works with its own resources.</p>
10	<p>None</p>
12.3	<p>No further instructions.</p>
12.5	<p><i>Select one, delete the other.</i></p> <p><i>In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines</i></p>

	<p><i>and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures: Fifteen (15) years.</i></p> <p><i>In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures: Five (5) years.</i></p> <p><i>In case of other structures, such as Bailey and wooden bridges, shallow wells, spring developments, and other similar structures: Two (2) years.</i></p>
13	All partners to the joint venture shall be jointly and severally liable to the Procuring Entity.
18.3(h)(i)	No further instructions.
21.2	<p>The Arbiter is:</p> <p>CONSTRUCTION INDUSTRY ARBITRATION COMMISSION (CIAC) 2/F & 5/F Executive Center Building 369 Gil Puyat Avenue Corner Makati Avenue, Makati City</p>
29.1	Based on the original cost of labor and materials per approved contract.
31.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <i>ten (10)</i> days of delivery of the Notice of Award.
31.3	<p>The period between Program of Work updates is <i>fifteen (15)</i> calendar days.</p> <p>The amount to be withheld for late submission of an updated Program of Work is 1/50 of 1% of the Contract Price.</p>
34.3	The Funding Source is the <i>IC General Fund 151</i> .
39.1	The amount of the advance payment is <i>fifteen percent (15%) of the Contract Price</i> .
40.1	The first progress payment may be paid by IC, upon billing by the Contractor, after 20% of the work had been accomplished. Thereafter, Progress Billing shall be submitted to IC every 20% project completion. The contractor may submit billing for the penultimate payment for the project when ninety percent (90%) of the project has been completed. The final payment shall be made

	<p>upon one hundred percent (100%) completion of the project. Such billing, including the Statement of Work and Time accomplished by the contractor, must be verified and approved by Procuring Entity's Representative.</p> <p>Materials delivered on site but not completely put in place shall not be included for payment.</p> <p>The Bill of Quantities as submitted by the Contractor during the bidding process shall serve only for that purpose and shall not in any way become the basis for payment.</p>
51.1	<p>The date by which the Operating and Maintenance Manuals and "As Built" drawings are required is twenty (20) calendar days upon submission of request for final payment. Electronic versions of the As Built documents shall be in PDF and original design software formats.</p> <p>Three (3) sets of As Built drawings, One (1) original and two (2) copies, shall be provided to the Procuring Entity in 20" x 30" format.</p>
51.2	<p>The final payment amount shall be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals within the date required.</p>

Section VI. Specifications

Table of Contents

SECTION VI. SPECIFICATIONS	86
I. DEFINITION OF TERMS.....	88
II. GENERAL DESCRIPTION.....	89
III. SCOPE OF WORK.....	90
IV. GENERAL LAWS, RULES AND STANDARDS.....	92
V. DESIGN PHASE	Error! Bookmark not defined.
VI. CONSTRUCTION PHASE	92
VII. DESIGN AND CONSTRUCTION SCHEDULE	103
VIII. STAFF REQUIREMENT.....	103
IX. CONCEPTUAL DESIGN	104

I. DEFINITION OF TERMS

1. Approved Budget for the Contract (ABC).	This shall be a lump sum amount that shall cover the cost of design and construction works based on the conceptual design and performance specifications and in accordance with applicable provisions of the law or agency guidelines.
2. Bidding Documents	This refers to documents issued by the Insurance Commission as the basis for Bids, furnishing all information necessary for a prospective Contractor to prepare a bid for the project.
3. Certificate of Acceptance	Refers to the IC's acknowledgment that the services have been delivered and duly received and meets the requirements of the project.
4. Design and Plans	This shall describe the general idea of the IC with regards to the completed facility and shall identify the scope or physical components and structures, specific outputs and requirements of the structures and proposed methods of construction, where necessary.
5. Contractor	Refers to the Winning Bidder eligible to execute the specifications of the project consistent with the bidding documents and/or terms and conditions of the contract.
6. Owner	Refers to Insurance Commission (IC).
7. PERT-CPM	Refers to a Performance Evaluation and Review Technique – Critical Path Method for the Project.
8. Project Site	1071 United Nations Avenue, Ermita, Manila
9. PTR	Refers to a Professional Tax Receipt Number.
10. S-Curves	Refers to important project management tool. It allows the progress of a project to be traced visually over time, and form a historical record of what has happened to date.

II. GENERAL DESCRIPTION OF REQUIREMENT

NAME OF PROJECT : **REPAIRS AND MAINTENANCE OF IC FACILITIES**
OWNER : **INSURANCE COMMISSION**
LOCATION : **1071 UNITED NATIONS AVENUE, ERMITA, MANILA**
DURATION : **FORTY-FIVE (45) DAYS**

1. The Project covers the Repairs and Maintenance of the following areas premises of the Insurance Commission located at 1071 United Nations Avenue, Ermita, Manila: (1) Common Rest Rooms; (2) Canteen, Executive Lounge and Carport; and, (3) Annex Building
2. The Contractor shall be fully qualified to perform the class of work provided herein, and that he is duly licensed, equipped and organized to perform such work.
3. The Contractor shall provide experienced and qualified manpower, tools and equipment which are capable of producing the quality and quantity of work and materials required to complete the project per herein provided specifications.
4. The Contractor shall undertake all the contingencies and other necessary works to complete the project. Bid tendered shall be deemed complete in all aspects of the work.
5. Examination of Site: A company submitting a bid for the project shall first examine the site and note all conditions. All proposals shall take into consideration all conditions that may affect the work under this contract.
6. The Contractor shall comply with IC service and operational requirements regarding occasional and reasonable work stoppage due to dust and noise problems.
7. Initial indoctrination regarding security, safety, IC house rules, plans for maintaining continued job cleanup, access and egress for the Contractor's employees shall be performed by the IC.
8. Prohibitions:
 - a. Smoking shall not be allowed within the building, work and storage area.
 - b. Drinking of liquor shall not be allowed within the site.
 - c. Gambling of any type is strictly prohibited within the site.
 - d. Carrying of items determined by IC as "deadly instrument" is strictly prohibited within the site.
 - e. Sleeping quarters are not allowed in the project site.
 - f. Workers are not allowed to eat within the project work area.
9. Washing area (to be determined by IC) and facilities (to be provided by the Contractor) shall be maintained for sanitation purposes.
10. Contractor is required to provide its workers with safety harness, goggles, facemasks or shields when performing welding works and other related works.

11. All employees of the Contractor at the jobsite shall wear T-shirts marked with Contractor's company name and valid company ID.
12. Storage of Materials:
 - a. Lumber shall be stacked in a stable and self-supporting manner. All nails and sharp objects shall be removed on all reusable lumber before storage.
 - b. Empty cement, lime bags and other dust-producing material shall be removed from the project site as directed by IC.
13. Stairways, passageways and all access ways shall be kept free from construction materials/obstructions at all times.
14. The Contractor shall thoroughly clean the project site including all areas disturbed by the repair activities to the full satisfaction of IC.
15. Standards of Material: Where the Technical Specifications or Drawings indicate the name of the manufacturer or model of the materials, it should serve as a guide as to the size, strength, quality or class of materials desired and shall be interpreted to mean that the item or another is fully equal or better for the service intended.
16. The visible silence of these Specifications and the Drawings to any detail, or noticeable omission from them of a detailed description concerning any materials shall be regarded to mean that "only materials of first class quality" shall be used.
17. The Contractor shall, within five (5) days after issuance of Notice to Proceed submit to IC for approval a list of materials proposed to be used in the project, including all the samples. Materials shall be presented to IC for inspection and approval. All materials and equipment installed without prior approval of IC shall be at the risk of rejection.
18. The work shall be executed in a workmanlike manner and in accordance with the best practices employed in modern construction/installations.
19. Only competent and efficient workers shall be employed by the Contractor and shall, upon written request of IC, remove from the project site any employee who, in the opinion of IC, is incompetent or who obstruct the progress of the work.
20. The Contractor shall be responsible for all injuries to persons and damage to IC and other property caused by the execution of the works and shall be liable for any claims against IC on account of such injury and/or damage.
21. The Contractor shall likewise provide necessary precaution to protect the property of IC against rain or other stormy weather condition and/or theft. The Contractor shall be liable for any such damage or loss.

III. SCOPE OF WORK

1. The Contractor shall undertake thorough ocular site inspection and investigation in accordance with standard practice on building facility repairs and maintenance, and shall implement the project in conformity with the drawings, plans, bill of materials and other specifications issued by the IC.
2. The Contractor shall be in charge of mobilization and demobilization of temporary facilities;
3. The Contractor shall secure all necessary permits and licenses from relevant government agencies for the repair and maintenance, and shall shoulder fees accessory thereto in relation to the Contract;
4. The Contractor shall supply and furnish all labor, materials, fixtures and equipment necessary for the completion of the Project;
5. The Contractor shall be responsible for the safety and safe working practices of its respective employees, workers and agents;
6. The Contractor shall, at all times, keep the premises free from accumulation of waste materials or rubbish caused by his employees, workers and agents. Upon completion of the work, the Contractor shall remove from the Project Site all temporary structures, rubbish, tools, scaffoldings and waste materials and shall leave the work in clean state.
7. The Contractor shall guarantee the Work against all defects in workmanship and materials furnished by him for the period specified in the Contract. In the event that the Work or any part thereof is found defective or not in compliance with the Contract and the Contract Documents within the said period, the Contractor shall, at his own expense, promptly carry-out remedial/corrective measures to correct the defects, errors or omissions pointed out by the Owner to the satisfaction of the latter;
8. In case of discrepancy in the figures or drawings, the Contractor shall submit to the Owner shop drawings within seven (7) days before any adjustment shall be made by the Contractor. The decision of the Owner on the adjustment of the Drawings and Specifications shall govern and shall be followed by the Contractor at no cost to the Owner;
9. Omissions from the drawings or specifications or misdescription of details of works which are manifestly necessary to carry out the intent of the drawings and specifications, or which are customarily performed, shall not relieve the Contractor from performing such omitted or undescribed details of work but they shall be performed as fully and correctly set forth and described in the drawings and specifications;
10. The Contractor shall furnish for approval of the Owner, with such promptness as to cause no delay in work, samples as specified or required. Work shall be in accordance with approved samples;
11. All materials not conforming to the requirements of these Specifications shall be considered as defective and shall not be used.

12. Upon failure on the part of the Contractor to comply forth with any order of the Owner made pursuant to the provision of this article, the Owner shall have authority to deduct the equivalent amount due to the Contractor; and

13. Other works, equipment and furniture necessary for the completion of the Project.

IV. GENERAL LAWS, RULES AND STANDARDS

1. The design and specifications shall conform to, among others, the latest edition of the following laws, rules and standards:

- a. National Building Code of the Philippines (NBCP) under RA 6541
- b. Fire Code of the Philippines (PD 1185)
- c. Accessibility Law (BP 344)
- d. Philippine Electrical Code (RA 184)
- e. Philippine Mechanical Code (RA 8495)
- f. Revised National Plumbing Code of the Philippines (RA 1378)
- g. RA 9184 and its Revised IRR
- h. Applicable Local Regulations and Ordinances

2. With respect to the actual construction, applicable rules and regulations prescribed by the following agencies and/or embodied by the following shall be observed:

- a. Department of Public Works and Highways
- b. Department of Health
- c. Bureau of Fire Protection
- d. Department of Environment and Natural Resources
- e. Department of Labor and Employment

The quality of materials to be furnished and work to be done shall be in accordance with industry guidelines and standards.

V. CONSTRUCTION PHASE

All works shall include, but shall not be limited to, the following and shall be in accordance with the above general laws, rules and standards.

1. **ARCHITECTURAL WORKS**. For easy reference, prospective bidder may refer to **Annex A: Material Specifications**

a. Floor Plans

- i. The sanitary, plumbing, and electrical designs are required to refer to the architectural plans and specifications.
- ii. Contractor shall request for approval from the Owner for any changes in

the floor plan, specification, and other related matters based on approved plans.

b. Walls

- i. For the Main Comfort Rooms at the GF and 2F walls finishes shall be 300x600mm Porcelain Tile for General Surface with Beige color and with Medium Brown color matte for Accent Surface (including Tile Adhesive and Tile Grout).
- ii. The toilet partitions the paneling shall be 18mm Phenolic Compact Board Laminated, color Wood Grain and Walnut and glossy finish. The accessories shall be stainless steel color silver with matte finish.
- iii. The toilet countertop shall be Glossy Top and Fasia with Natural Marble with sealer color Black with White Streaks .
- iv. For the Canteen and Executive Lounge shall have a 3D wall panel accent.
- v. For the Annex Building Gym Toilet and Barracks Toilet shall have 300 x 300 Ceramic Tile and Gym shall have a 42 square meter Mirror.
- vi. Windows shall be provided with Awning Type Aluminum Frame, Powder coated TBC with Matte finish and window glazing, 6mm Clear Glass and with window blinds, as may be necessary.

c. Floors

- i. For the Main Comfort Rooms at the GF and 2F, the Contractor shall provide 300 x 600mm Porcelain Tile with matte finish in Dark Brown color; and 600x600mm Polished Porcelain Tile for the Canteen, Executive Lounge and Annex Building
- ii. Layout and work on the wall and floor tiles must be aligned, plumb, level and square.
- iii. All edges, corners and intersections of toilet tiles shall be provided with polyvinyl tile trims
- iv. The contractor shall provide the two (2) offices at the Annex Building 600 x 600 polished porcelain tile and for the Gym shall have wood plank vinyl tile with locking system with concrete topping.
- v. For the gym and barrack toilets shall have 300 x 300 sq. m. ceramic tiles

d. Ceiling Works

- i. Ceiling finish shall be 18mm Moisture-Resistant Gypsum Board on LGS Framing for the Main Comfort Rooms at the GF and 2F, and Annex Building offices.

e. Doors and Jambs

- i. The Contractor shall provide doors with jambs with lockset with hardware.
- f. Roofing Works
 - i. The Contractor shall provide GI Roofing:
 - (i) Pre-painted Ga. 24 GI Rib-Type Roofing
 - (ii) Stainless Ga. 24 Inside Gutter
 - (iii) Pre-painted Ga. 25 3"x6" GI Downspout
 - (iv) Roof Insulation
 - (v) Waterproofing (Elastomeric Membrane)
- g. Fixtures and Accessories
 - i. Pinlights – 6"x6" pinlight with 2X Cool White LED Bulb, Square with Glass Diffuser, Powercoated, color white with glossy finish
 - ii. Cove Lighting – T5 Shadowless Fluorescent Light, Cool White.
 - iii. Sensor type Lavatory, Faucet, Soap Dispenser, Hand Dryer, watercloset with concealed AC toilet sensor, hand-held bidet, tissue dispenser urinal with exposed DC sensor
 - iv. PWD Aid Brass Grab Bar chrome and glossy
 - v. Baby Need, Plastic Diaper Changing Station, color Biege

2. ELECTRICAL WORKS

a. Lightning System

Provide and install adequate normal branch circuits for Lighting System to all areas using the standard Lighting Design Analysis. Utilize the standard illumination requirements per area of concern using the preferred particular type of luminaries.

b. Cooling System

Provide and install adequate normal branch circuits for 2.5HP Inverter Series, Wall Hung.

3. SANITARY/PLUMBING WORKS

The Contractor shall utilize the existing sewer line, wastewater line, waterline system and storm drainage system.

4. DETAILS OF SCOPE OF WORKS

4.1 MAIN COMFORT ROOMS-GF AND 2F

ITEM NO.	SCOPE OF WORK	QTY	U/M
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I	DEMOLITION WORKS		
1.00	Dismantling of Existing Ceilings	1.00	lot
2.00	Dismantling of Existing Toilet Partitions	1.00	lot
3.00	Dismantling of Existing Waterclosets + Accessories	1.00	lot
4.00	Dismantling of Existing Lavatories + Accessories	1.00	lot
5.00	Dismantling of Existing Mirrors	1.00	lot
6.00	Removal of Existing Wall Tiles	1.00	lot
7.00	Removal of Existing Floor Tiles	1.00	lot
8.00	Dismantling of Existing Windows	1.00	lot
9.00	Demolition of Existing Walls (for PWD Toilet)	1.00	lot
10.00	Demolition of Existing Doors	1.00	lot
11.00	Consumables	1.00	lot
12.00	Others		
	a. Hauling-Out of Debris and Garbage	1.00	lot
II	CONCRETING WORKS		
1.00	Concrete Counters	1.87	cu.m.
III	REBAR WORKS		
1.00	Concrete Counters	150.00	kgs
2.00	Slop Sinks	40.00	kgs
3.00	Others		
	a. Tie Wire	20.00	kgs
	b. Hacksaw Blade	8.00	pcs
IV	FORMWORKS		
1.00	Concrete Counters	12.48	sq.m.
2.00	Others		
	a. Assorted Nails	1.00	kgs
	b. GI Wire #16	1.00	roll
V	MASONRY WORKS		
1.00	0.15m CHB with mortar	22.80	sq.m.
2.00	0.10m CHB with mortar	10.72	sq.m.
3.00	Plastering		
	a. Interior	44.24	sq.m.
	b. Exterior	22.80	sq.m.
5.00	Others		
	a. Rebars	150.00	kgs
	b. Tie Wire	10.00	kgs
VI	PARTITIONING WORKS		
1.00	Dry Wall Partition	31.59	sq.m.
VII	THERMAL AND MOISTURE PROTECTION (Waterproofing)		
1.00	Waterproofing		
	a. T&B	65.88	sq.m.
VIII	FLOOR FINISHES (Inclusive of Tile Adhesive and Tile Grout)		
1.00	Ground Floor (Male)	16.47	sq.m.
2.00	Ground Floor (Female)	16.47	sq.m.
3.00	Ground Floor (PWD)	4.00	sq.m.
4.00	Second Floor (Male)	16.47	sq.m.
5.00	Second Floor (Female)	16.47	sq.m.
IX	WALL FINISHES (Inclusives of Tile Adhesive and Tile Grout)		
1.00	Ground Floor (Male)	52.80	sq.m.
2.00	Ground Floor (Female)	52.80	sq.m.

3.00	Ground Floor (PWD)	24.00	sq.m.
4.00	Second Floor (Male)	52.80	sq.m.
5.00	Second Floor (Female)	52.80	sq.m.
X	CEILING FINISHES		
2.00	12mm MR Gypsum Board on LGS Framing	69.88	sq.m.
XI	CARPENTRY WORKS		
1.00	Toilet Partitions	4.00	lots
2.00	Slop Sink Doors	4.00	sets
XII	PAINTING WORKS		
1.00	Concrete Walls		
	a. Exterior Walls	32.40	sq.m.
2.00	Ceiling		
	a. MR Gypsum Board	69.88	sq.m.
3.00	Doors and Jambs	5.00	sets
XIII	DOORS & JAMBS		
1.00	Door with Jamb	5.00	sets
2.00	Lockset and Hardware	5.00	sets
XIV	GLASS AND GLAZING		
1.00	Windows	4.00	sets
2.00	Mirrors	4.00	sets
XV	PLUMBING WORKS		
1.00	Sewer Line Adjustment	1.00	lot
2.00	Drainage Line Adjustment	1.00	lot
3.00	Vent Line Adjustment	1.00	lot
4.00	Water Line Adjustment	1.00	lot
5.00	Hangers	1.00	lot
6.00	Plumbing Fixtures and other Accessories		
	a. Wall-Hung Type Watercloset	17.00	sets
	b. Watercloset Sensor	17.00	sets
	c. Hand-Held Bidet	17.00	sets
	d. Tissue Roll Dispenser	23.00	sets
	e. Bag Hook	17.00	sets
	f. Urinal Top-Inlet Type	5.00	sets
	g. Urinal Flush Sensor Type	5.00	sets
	h. Lavatory Undercounter Type	17.00	sets
	i. Lavatory Faucet Sensor Type	17.00	sets
	j. Soap Dispenser Sensor Type	10.00	sets
	k. Hand Dryer	5.00	sets
	l. Grab Bar	2.00	sets
	m. Diaper Changing Station	1.00	sets
7.00	Floor Drains	15.00	sets
8.00	Testing and Commissioning		
9.00	Others		
	a. ACU Drain	2.00	sets
	b. Consumables	1.00	lot
XVI	ELECTRICAL WORKS		
1.00	Roughing-Ins of PVC Conduits and Fittings	1.00	lot
2.00	Wire and Cables	1.00	lot
3.00	Wiring Devices	1.00	lot
4.00	Airconditioning, 2.5HP Inverter Series, Wall-Hung Type	4.00	sets
5.00	Lighting Fixtures		
	a. 6" x 6" Pinlight with 2X LED Bulb, Cool-White	43.00	sets
	b. T5 Fluorescent Cove Lighting, Cool-White	42.00	sets
6.00	Testing and Commissioning	1.00	lot
7.00	Others		
	a. Hangers, Support and other Consumables	1.00	lot

4.2 CANTEEN, EXECUTIVE LOUNGE & CARPORT

ITEM NO.	SCOPE OF WORK	QTY	U/M
I	DEMOLITION WORKS		
1.00	Canteen		
	a. Dismantle Existing Roof + Accessories	1.00	lot
	b. Dismantle Existing Windows	1.00	lot
	c. Dismantle Existing Ceiling	1.00	lot
	d. Dismantle Existing Floor Tiles	1.00	lot
	e. Dismantle Existing Column Base Tile Accent	1.00	lot
	f. Dismantle Existing Wall Divider Vertical Wood Accent	1.00	lot
2.00	Canteen Kitchen	1.00	lot
	a. Dismantle Existing Roof + Accessories	1.00	lot
	b. Dismantle Existing Portion of Overhead Unit Above Counters	1.00	lot
3.00	Executive Lounge	1.00	lot
	a. Dismantle Existing Roof + Accessories	1.00	lot
	b. Dismantle Existing Windows	1.00	lot
	c. Dismantle Existing Ceiling	1.00	lot
	d. Dismantle Existing Floor Tiles	1.00	lot
	e. Dismantle Existing Wall Panellings	1.00	lot
	f. Dismantle Existing Cabinet	1.00	lot
4.00	Consumables	1.00	lot
5.00	Others		
	a. Hauling-Out of Debris and Garbage	1.00	lot
II.	FLOOR FINISHES (Inclusive of Tile Adhesive and Tile Grout)		
1.00	Canteen		
	a. 600 x 600 Polished Porcelain Tile	85.00	sqm
2.00	Executive Lounge		
	a. 600 x 600 Polished Porcelain Tile	65.00	sqm
III.	WALL FINISHES		
1.00	Canteen		
	a. 3D Wall Panel Accent	27.00	sqm
2.00	Executive Lounge		
	a. 3D Wall Panel Accent	18.00	sqm
IV.	CEILING FINISHES		
1.00	12mm Gypsum Board on LGS Framing (General Areas)	190.00	sqm
1.00	12mm Gypsum Board on LGS Framing (Drop Ceiling @ Executive Lounge)	30.00	sqm
V.	CARPENTRY WORKS		
1.00	Canteen		
	a. Booth Seating	1.00	lot
2.00	Canteen Kitchen		
	a. Overhead Cabinet	1.00	lot
2.00	Executive Lounge		
	a. Raised Platform	1.00	lot
VI.	PAINTING WORKS		
1.00	Concrete Walls		

	a. Interior Walls	200.0 0	sq.m.
2.00	Ceiling		
	a. Gypsum Board	190.0 0	sq.m.
3.00	Others		
	a. 3D Wall Panel	45.00	sq.m.
	b. Existing Wall Panelling	36.00	sq.m.
	c. Existing Doors and Jambs	5.00	sets
	d. Existing Joineries	1.00	lot
VII.	GLASS AND GLAZING		
1.00	Windows		
	a. 1500 x 1800	3.00	sets
	b. 2500 x 1800	4.00	sets
VIII.	ROOFING WORKS		
1.00	Canteen		
	a. Pre-painted Ga. 24 GI Rib-Type Roofing	85.00	sqm
	b. Stainless Steel Ga. 24 Inside Gutter	15.00	lm
	c. Pre-painted Ga. 25 3"x6" GI Downspout	12.00	lm
	d. Roof Insulation	85.00	sqm
2.00	Canteen Kitchen		
	a. Pre-painted Ga. 24 GI Rib-Type Roofing	40.00	sqm
	b. Stainless Steel Ga. 24 Inside Gutter	5.00	lm
	c. Pre-painted Ga. 25 3"x6" GI Downspout	6.00	lm
	d. Roof Insulation	40.00	sqm
3.00	Executive Lounge		
	a. Pre-painted Ga. 24 GI Rib-Type Roofing	65.00	sqm
	b. Stainless Steel Ga. 24 Inside Gutter	10.00	lm
	c. Pre-painted Ga. 25 3"x6" GI Downspout	9.00	lm
	d. Roof Insulation	65.00	sqm
IX.	ELECTRICAL WORKS		
1.00	Roughing-Ins of PVC Conduits and Fittings	1.00	lot
2.00	Wire and Cables	1.00	lot
3.00	Wiring Devices	1.00	lot
4.00	Airconditioning, 2.5HP Inverter Series, Wall-Hung Type	2.00	sets
5.00	Lighting Fixtures		
	a. 6" x 6" Pinlight with 2X LED Bulb, Cool-White	40.00	sets
	b. T5 Fluorescent Cove Lighting, Cool-White	48.00	sets
	c. Feature Wall Lamps	3.00	sets
6.00	Testing and Commissioning	1.00	lot
7.00	Others		
	a. Hangers, Support and other Consumables	1.00	lot

4.3 ANNEX BUILDING COMPOSED OF THE GYMN, 2 OFFICES, and BARRACKS

ITEM NO.	SCOPE OF WORK	QTY	U/M
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I	DEMOLITION WORKS		
1.00	Gym		
	a. Dismantle Existing Roof + Accessories	1.00	lot
	b. Dismantle Existing Windows	1.00	lot
	c. Dismantle Existing Ceiling	1.00	lot
	d. Dismantle Existing Floor Tiles	1.00	lot
	e. Dismantle Existing Toilet Fixtures	1.00	lot
	f. Dismantle Existing Toilet Tiles	1.00	lot
2.00	Consumables	1.00	lot
3.00	Others		
	a. Hauling-Out of Debris and Garbage	1.00	lot
II.	FLOOR FINISHES (Inclusive of Tile Adhesive and Tile Grout)		
1.00	2 Offices		
	a. 600 x 600 Polished Porcelain Tile	57.56	sqm
2.00	Gym		
	a. Wood Plank Vinyl Tile (with Locking System)	130.03	sqm
	b. Concrete Floor Topping	130.03	sqm
3.00	Gym Toilet + Barracks Toilet		
	a. 300 x 300 Ceramic Tile	26.42	sqm
4.00	Barracks		
	a. 300 x 300 Ceramic Tile	37.64	sqm
III.	WALL FINISHES		
1.00	Gym Toilet + Barracks Toilet		
	a. 300 x 300 Ceramic Tile	46.80	sqm
2.00	Gym		
	a. Mirror	42.00	sqm
IV.	CEILING FINISHES		
1.00	12mm Gypsum Board on LGS Framing (General Areas)	260.00	sqm
1.00	12mm MR Gypsum Board on LGS Framing (Toilets)	26.00	sqm
V.	PAINTING WORKS		
1.00	Concrete Walls		
	a. Interior Walls	230.00	sq.m.
2.00	Ceiling		
	a. Gypsum Board	286.00	sq.m.
3.00	Others		
	c. Existing Doors and Jambs	7.00	sets
	d. Existing Joineries	1.00	lot
VI.	GLASS AND GLAZING		
1.00	Windows		
	a. 2000 x 600	7.00	sets
	b. 1200 x 1500	2.00	sets
VII.	ROOFING WORKS		
1.00	GI Roofing		
	a. Pre-painted Ga. 24 GI Rib-Type Roofing	42.00	sqm
	b. Stainless Steel Ga. 24 Inside Gutter	19.00	lm
	c. Pre-painted Ga. 25 3"x6" GI Downspout	10.00	lm
	d. Roof Insulation	42.00	sqm
2.00	Waterproofing		
	a. Elastomeric Membrane	280.00	sqm
VIII.	PLUMBING WORKS		
1.00	Sewer Line Adjustment	1.00	lot
2.00	Drainage Line Adjustment	1.00	lot
3.00	Vent Line Adjustment	1.00	lot
4.00	Water Line Adjustment	1.00	lot

5.00	Hangers	1.00	lot
6.00	Plumbing Fixtures and other Accessories		
	a. 2-Piece Watercloset	3.00	sets
	b. Hand-Held Bidet	3.00	sets
	c. Tissue Roll Dispenser	2.00	sets
	d. Bag Hook	1.00	sets
	e. Urinal	2.00	sets
	f. Lavatory Pedestal Type	3.00	sets
7.00	Floor Drains	6.00	sets
8.00	Testing and Commissioning		
9.00	Others		
	a. Consumables	1.00	lot
IX.	ELECTRICAL WORKS		
1.00	Roughing-Ins of PVC Conduits and Fittings	1.00	lot
2.00	Wire and Cables	1.00	lot
3.00	Wiring Devices	1.00	lot
4.00	Airconditioning, 1.5HP Window Type	2.00	sets
5.00	Lighting Fixtures		
	a. 6" x 6" Pinlight with 2X LED Bulb, Cool-White	50.00	sets
6.00	Testing and Commissioning	1.00	lot
7.00	Others		
	a. Hangers, Support and other Consumables	1.00	lot

5. OTHER REQUIREMENTS

5.1 Mobilization/Demobilization

The Contractor shall mobilize and bring out into work, all personnel, materials, equipment, in accordance with his approved construction program, equipment moving and utilization schedule and manpower schedule, from its regular place of business to the site to undertake the contract in accordance with the IC's rules and regulations.

Mobilization shall include the obtaining and transporting to the jobsite of equipment, materials, tools, personnel, and all necessary items for the execution and completion of the work and shall also include the setting up and the verification of all equipment and instrument until rendered operable. Equipment breakdowns are to be repaired on site by the most expeditious method possible at no cost to the IC.

In the event of repairs being beyond the capability of personnel or tools at the site, to effect repairs within a reasonable time, then a replacement machine or equipment, or equipment of a similar capacity shall be provided by the Contractor at no additional mobilization costs to the IC, nor extension of completion of works.

Demobilization shall include dismantling and removal from the site of Contractor's materials and equipment and all temporary facilities. Demobilization shall also include clean-up of the site after completion of the contract as approved by the IC.

5.2 Contractor's Temporary Facilities

The Contractor shall provide and maintain field office including all the necessary utilities such as electricity, water, drainage, security, safety requirements and other temporary works necessary for the successful completion of the work. **The cost for all the utilities shall be borne by the Contractor.**

The Contractor shall provide all necessary safety/protective tools, identifications, uniforms and equipment for the workers and his staff in accordance with the existing safety standards. The Contractor shall provide construction safety barricades along the perimeter of and/or within the project site.

The Contractor's temporary facilities shall be dismantled and removed from the site after completion of the contract.

5.3 Engineering Support Services

The Contractor shall submit additional detailed plans and analyses as required, which are necessary for the faithful completion of the works.

The Contractor shall prepare daily accomplishment reports, supported with progress photographs and S-curves to monitor actual progress status report and to be used as basis for progress billing.

5.4 Permits

The Contractor shall secure the following permits from the Lessor and other governmental agencies and to be submitted to the Owner or its representative/s:

- a. Work Permit
- b. Building/Construction Permit
- c. Electrical Permit
- d. Mechanical/Fire Protection, Sanitary and Structural Permits (when applicable)
- e. Signage Permit (when applicable)
- f. Other permits/clearances as may be required for the successful completion of the project

5.5 Logbook/s

The Contractor shall maintain a logbook/s at all times reflecting time extensions, work suspensions, change/extra work orders and circumstances, affecting the progress of work.

5.6 Construction CPM

The CPM network shall be the basis of the Contractor in completing the project in the prescribed period of time. The CPM shall be updated by the Contractor when required by the IC.

5.7 Workmen's Identification Badges and Safety Gears

The Contractor shall provide all his men working in the project with proper identification badges and safety gears.

5.8 On-site Inspection and Testing

All materials furnished and all work performed under this contract shall be subject to inspection by the IC. The Contractor shall be held strictly to the true intent of the Specifications and Drawings in regard to quality of materials, workmanship and diligent execution of the Contract. Work done in the absence of prescribed inspection may be required to be removed and replaced under the proper inspection; and the entire cost of removal and replacement including the cost of materials which may be used in the project shall be borne by the Contractor.

The costs for carrying out the inspection and test for materials, if any, shall be at the expense of the Contractor.

5.9 Safeguarding of Equipment, Materials and Work

The Contractor shall properly safeguard all equipment, materials and work against loss, damages, malicious mischief, or tampering by unauthorized persons until acceptance of the work by the IC. Locked and covered storage or continuous surveillance by a watchman shall be provided if required to accomplish this purpose.

5.10 Defective Equipment, Materials or Work

- 5.10.1 Inspection of the work shall not relieve the Contractor of any of his obligations under the Contract. Even though the equipment, materials, or work required to be provided under the Contract have been inspected, accepted, and estimated for payment, the Contractor shall, at his own expense, replace or repair any such equipment, materials, or work found to be defective or otherwise not to comply with the requirements of the Contract up to the end of the warranty period.
- 5.10.2 Any equipment or materials brought upon the job site by the Contractor and subsequently rejected by the IC as not complying with the requirements of the Contract shall be removed immediately by the Contractor to a satisfactory distance from the job site.
- 5.10.3 If the Contractor shall fail to repair or replace unsatisfactory equipment or materials from the job site within seven (7) calendar days after being ordered to do so by the IC, the IC may make the ordered repairs or remove the condemned equipment or materials; and the IC shall deduct the cost thereof from any moneys due or to

become due the Contractor.

5.11 Rubbish Control

During the progress of the work, the Contractor shall keep the site of the work and other areas used by him in a neat and clean condition, and free from any accumulation of rubbish.

5.12 Dust Control

The Contractor shall at all times conduct his work so as to avoid unnecessary dust. The Contractor shall provide adequate equipment and water to be necessary for accomplishment of this objective.

5.13 Character of Workmen

Only qualified personnel and skilled workmen shall be employed on the site except in positions normally occupied by unskilled labor. When required in writing by the IC, the Contractor shall discharge any person who is, in the opinion of the agency, incompetent, disorderly or otherwise unsatisfactory and shall not again employ such discharged person on the work except with the written consent of IC. Such discharged person shall not be the basis of any claim for damages against the IC or any of his agents. If the Contractor permits such a person on the work site without the consent of the IC, this alone shall be sufficient to immediately suspend the Contract until the IC's instructions have been fulfilled.

VI. DESIGN AND CONSTRUCTION SCHEDULE

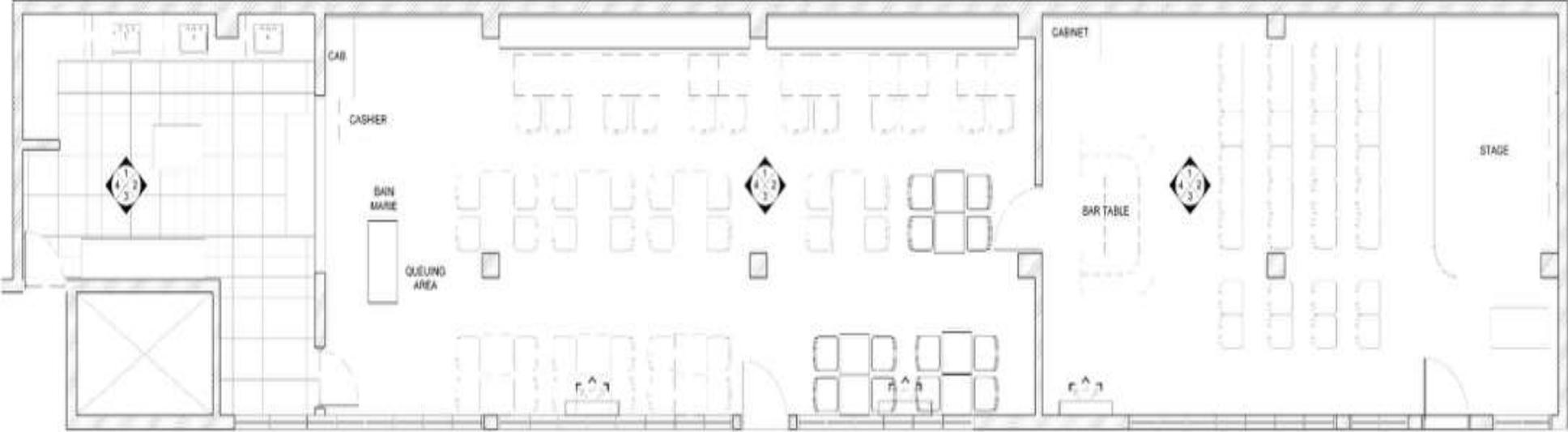
The project shall be carried out within the duration herein specified.

PARTICULARS	DURATION Calendar days (CD)
Permit Acquisition	FORTY FIVE (45)
Construction Phase, including mobilization, demobilization, post construction evaluation and testing and commissioning: (1) MAIN COMFORT ROOMS-GF AND 2F (2) CANTEEN, EXECUTIVE LOUNGE & CARPORT (3) ANNEX BUILDING COMPOSED OF THE GYM, 2 OFFICES, BARRACKS	

VII. STAFF REQUIREMENT

The Contractor shall provide adequate and qualified staff to perform the services required herein. Each Key Position shall be played by a different person, unless the professional personnel are licensed and certified to serve in multiple capacities.

B. Floor Layout (CANTEEN, EXECUTIVE LOUNGE AND CARPORT)- A clearer copy of the layout shall be provided by IC upon request.

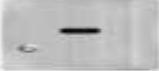


FLOOR PLAN
SCALE: 1:50M

C. Floor Layout (ANNEX BUILDING)- This will be available upon request from IC.

Annex D. FIXTURES AND ACCESSORIES (SPECIFICATION)

MAIN COMFORT ROOMS-GF AND 2F

NO.	PARTICULAR		SPECIFICATION				REFERENCE PICTURE
			DESCRIPTION		COLOR	FINISH	
1	Ceiling	Surface	18mm Moisture-Resistant Gypsum Board	Painted	White	Flat	
		Frame	Metal Furring Channel	-	-	-	
2	Walls	Surface, General (Type 1)	300x600mm Porcelain Tile	-	Beige	Matte	
		Surface, Accent (Type 2)	300x600mm Porcelain Tile	-	Medium Brown	Matte	
3	Floors	Surface, General	300x600mm Porcelain Tile	-	Dark Brown	Matte	
4	Windows	Frame	Awning Type, Aluminum	Powdercoated	TBC	Matte	
		Glazing	6mm Clear Glass	-	-	-	
5	Toilet Partitions	Panelling	18mm Phenolic Compact Board	Laminated	Wood Grain, Walnut	Glossy	
		Accessories		Stainless Steel	Silver	Matte	
6	Watercloset	Fixture	Wall-Hung Type Toilet	Ceramic	White	-	
		Flushing Mechanism	Concealed AC Toilet Sensor	Stainless Steel	Silver	-	
7	Hand-Held Bidet	Sprayer		ABS Plastic	Chrome Plated	Glossy	
		Holder	Bracket	ABS Plastic	Chrome Plated	Glossy	
		Hose		Stainless Steel	Chrome Plated	Glossy	

8	Tissue Dispenser	Roll Type		ABS Plastic	Gray	-	
9	Holder	Hook	Single	Brass	Chrome	Glossy	
10	Urinal	Fixture	Top-Inlet Type	Ceramic	White	-	
		Flushing Mechanism	Exposed DC Sensor	Stainless Steel	Silver	-	
11	Countertop	Top & Fascia	Natural Marble	With Sealer	Black with White Streaks	Glossy	
12	Lavatory	Fixture	Undercounter Type	Ceramic	White	-	
		Accessories	Pop-Up Drain & P-Trap	ABS Plastic	Chrome Plated	Glossy	
13	Faucet	Top Mount Sensor		Brass	Chrome	Glossy	
14	Soap Dispenser	Sensor Type (Battery Operated)		ABS Plastic	White	-	
15	Hand Dryer	Hands-In Type		ABS Plastic	White	-	
16	PWD Aid	Grab Bar		Brass	Chrome	Glossy	
17	Baby Need	Diaper Changing Station		Plastic	Beige	-	
18	Mechanical Ventilation	Airconditioning	2.5HP Split-Type, Inverter Type	-	-	-	
19	Lighting	Pinlights	6" x 6" Pinlight with 2X Cool White LED Bulb, Square with Glass Diffuser	Powdercoated	White	Glossy	
20		Cove Lighting	T5 Shadowless Fluorescent Light, Cool White	-	-	-	

Section VII. Drawings

Refer to Section X (Conceptual Designs) of Section VI. Specifications.

Section VIII. Bill of Quantities

Project: **ITEM (1) REPAIRS AND MAINTENANCE (MAIN COMFORT ROOMS-GF AND 2F)**
 Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
I	DEMOLITION WORKS							
1.00	Dismantling of Existing Ceilings	1.00	lot					
2.00	Dismantling of Existing Toilet Partitions	1.00	lot					
3.00	Dismantling of Existing Waterclosets + Accessories	1.00	lot					
4.00	Dismantling of Existing Lavatories + Accessories	1.00	lot					
5.00	Dismantling of Existing Mirrors	1.00	lot					
6.00	Removal of Existing Wall Tiles	1.00	lot					
7.00	Removal of Existing Floor Tiles	1.00	lot					
8.00	Dismantling of Existing Windows	1.00	lot					
9.00	Demolition of Existing Walls (for PWD Toilet)	1.00	lot					
10.00	Demolition of Existing Doors	1.00	lot					
11.00	Consumables	1.00	lot					
12.00	Others							
	a. Hauling-Out of Debris and Garbage	1.00	lot					
	Sub-Total (DEMOLITION WORKS)							
II	CONCRETING WORKS							
1.00	Concrete Counters	1.87	cu.m.					
	Sub-Total (CONCRETE WORKS)							
III	REBAR WORKS							
1.00	Concrete Counters	150.00	kgs					
2.00	Slop Sinks	40.00	kgs					
3.00	Others							
	a. Tie Wire	20.00	kgs					
	b. Hacksaw Blade	8.00	pcs					
	Sub-Total (REBAR WORKS)							

Project: **ITEM (1) REPAIRS AND MAINTENANCE (MAIN COMFORT ROOMS-GF AND 2F)**
 Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
IV	FORMWORKS							
1.00	Concrete Counters	12.48	sq.m.					
2.00	Others							
	a. Assorted Nails	1.00	kgs					
	b. GI Wire #16	1.00	roll					
	Sub-Total (FORMWORKS)							
V	MASONRY WORKS							
1.00	0.15m CHB with mortar	22.80	sq.m.					
2.00	0.10m CHB with mortar	10.72	sq.m.					
3.00	Plastering							
	a. Interior	44.24	sq.m.					
	b. Exterior	22.80	sq.m.					
5.00	Others							
	a. Rebars	150.00	kgs					
	b. Tie Wire	10.00	kgs					
	Sub-Total (MASONRY WORKS)							
VI	PARTITIONING WORKS							
1.00	Dry Wall Partition	31.59	sq.m.					
	Sub-Total (PARTITIONING WORKS)							
VII	THERMAL AND MOISTURE PROTECTION (Waterproofing)							
1.00	Waterproofing							

Project: **ITEM (1) REPAIRS AND MAINTENANCE (MAIN COMFORT ROOMS-GF AND 2F)**

Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
	a. T&B	65.88	sq.m.					
	Sub-Total (THERMAL AND MOISTURE PROTECTION)							
VIII	FLOOR FINISHES (Inclusive of Tile Adhesive and Tile Grout)							
1.00	Ground Floor (Male)	16.47	sq.m.					
2.00	Ground Floor (Female)	16.47	sq.m.					
3.00	Ground Floor (PWD)	4.00	sq.m.					
4.00	Second Floor (Male)	16.47	sq.m.					
5.00	Second Floor (Female)	16.47	sq.m.					
	Sub-Total (FLOOR FINISHES)							
IX	WALL FINISHES (Inclusives of Tile Adhesive and Tile Grout)							
1.00	Ground Floor (Male)	52.80	sq.m.					
2.00	Ground Floor (Female)	52.80	sq.m.					
3.00	Ground Floor (PWD)	24.00	sq.m.					
4.00	Second Floor (Male)	52.80	sq.m.					
5.00	Second Floor (Female)	52.80	sq.m.					
	Sub-Total (WALL FINISHES)							
X	CEILING FINISHES							

Project: **ITEM (1) REPAIRS AND MAINTENANCE (MAIN COMFORT ROOMS-GF AND 2F)**
 Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
2.00	12mm MR Gypsum Board on LGS Framing	69.88	sq.m.					
	Sub-Total (CEILING FINISHES)							
XI	CARPENTRY WORKS							
1.00	Toilet Partitions	4.00	lots					
2.00	Slop Sink Doors	4.00	sets					
	Sub-Total (CARPENTRY WORKS)							
XII	PAINTING WORKS							
1.00	Concrete Walls							
	a. Exterior Walls	32.40	sq.m.					
2.00	Ceiling							
	a. MR Gypsum Board	69.88	sq.m.					
3.00	Doors and Jambs	5.00	sets					
	Sub-Total (PAINTING WORKS)							
XIII	DOORS & JAMBS							
1.00	Door with Jamb	5.00	sets					
2.00	Lockset and Hardware	5.00	sets					
	Sub-Total (DOORS & JAMBS)							
XIV	GLASS AND GLAZING							
1.00	Windows	4.00	sets					
2.00	Mirrors	4.00	sets					
	Sub-Total (GLASS AND GLAZING)							
XV	PLUMBING WORKS							
1.00	Sewer Line Adjustment	1.00	lot					

Project: **ITEM (1) REPAIRS AND MAINTENANCE (MAIN COMFORT ROOMS-GF AND 2F)**
Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
2.00	Drainage Line Adjustment	1.00	lot					
3.00	Vent Line Adjustment	1.00	lot					
4.00	Water Line Adjustment	1.00	lot					
5.00	Hangers	1.00	lot					
6.00	Plumbing Fixtures and other Accessories							
	a. Wall-Hung Type Watercloset	17.00	sets					
	b. Watercloset Sensor	17.00	sets					
	c. Hand-Held Bidet	17.00	sets					
	d. Tissue Roll Dispenser	23.00	sets					
	e. Bag Hook	17.00	sets					
	f. Urinal Top-Inlet Type	5.00	sets					
	g. Urinal Flush Sensor Type	5.00	sets					
	h. Lavatory Undercounter Type	17.00	sets					
	i. Lavatory Faucet Sensor Type	17.00	sets					
	j. Soap Dispenser Sensor Type	10.00	sets					
	k. Hand Dryer	5.00	sets					
	l. Grab Bar	2.00	sets					
	m. Diaper Changing Station	1.00	sets					
7.00	Floor Drains	15.00	sets					
8.00	Testing and Commissioning							
9.00	Others							
	a. ACU Drain	2.00	sets					
	b. Consumables	1.00	lot					
	Sub-Total (PLUMBING WORKS)							
XVI	ELECTRICAL WORKS							

Project: **ITEM (1) REPAIRS AND MAINTENANCE (MAIN COMFORT ROOMS-GF AND 2F)**
 Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
1.00	Roughing-Ins of PVC Conduits and Fittings	1.00	lot					
2.00	Wire and Cables	1.00	lot					
3.00	Wiring Devices	1.00	lot					
4.00	Airconditioning, 2.5HP Inverter Series, Wall-Hung Type	4.00	sets					
5.00	Lighting Fixtures							
	a. 6" x 6" Pinlight with 2X LED Bulb, Cool-White	43.00	sets					
	b. T5 Fluorescent Cove Lighting, Cool-White	42.00	sets					
6.00	Testing and Commissioning	1.00	lot					
7.00	Others							
	a. Hangers, Support and other Consumables	1.00	lot					
	Sub-Total (ELECTRICAL WORKS)							
XVII	OTHER COSTS							
	MOBILIZATION / DEMOBILIZATION	1.00	lot					
	TEMPORARY FACILITIES + SITE PROTECTIONS + STAGING	1.00	lot					
	BONDS, INSURANCES, PERMITS AND LICENSES	1.00	lot					
	TOTAL COST (MAIN GF AND 2F COMFORT ROOMS)							
	PLUS: VAT (12%)							
	<u>FINAL CONTRACT PRICE (VAT INCLUSIVE)</u>							

Project: **ITEM 2: REPAIRS AND MAINTENANCE (CANTEEN, EXECUTIVE LOUNGE & CARPORT)**

Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
I	DEMOLITION WORKS							
1.00	Canteen							
	a. Dismantle Existing Roof + Accessories	1.00	lot					
	b. Dismantle Existing Windows	1.00	lot					
	c. Dismantle Existing Ceiling	1.00	lot					
	d. Dismantle Existing Floor Tiles	1.00	lot					
	e. Dismantle Existing Column Base Tile Accent	1.00	lot					
	f. Dismantle Existing Wall Divider Vertical Wood Accent	1.00	lot					
2.00	Canteen Kitchen	1.00	lot					
	a. Dismantle Existing Roof + Accessories	1.00	lot					
	b. Dismantle Existing Portion of Overhead Unit Above Counters	1.00	lot					
3.00	Executive Lounge	1.00	lot					
	a. Dismantle Existing Roof + Accessories	1.00	lot					
	b. Dismantle Existing Windows	1.00	lot					
	c. Dismantle Existing Ceiling	1.00	lot					
	d. Dismantle Existing Floor Tiles	1.00	lot					
	e. Dismantle Existing Wall Panellings	1.00	lot					
	f. Dismantle Existing Cabinet	1.00	lot					
4.00	Consumables	1.00	lot					
5.00	Others							
	a. Hauling-Out of Debris and Garbage	1.00	lot					
	Sub-Total (DEMOLITION WORKS)							
II.	FLOOR FINISHES (Inclusive of Tile Adhesive and Tile Grout)							

Project: **ITEM 2: REPAIRS AND MAINTENANCE (CANTEEN, EXECUTIVE LOUNGE & CARPORT)**

Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
1.00	Canteen							
	a. 600 x 600 Polished Porcelain Tile	85.00	sqm					
2.00	Executive Lounge							
	a. 600 x 600 Polished Porcelain Tile	65.00	sqm					
	Sub-Total (FLOOR FINISHES)							
III.	WALL FINISHES							
1.00	Canteen							
	a. 3D Wall Panel Accent	27.00	sqm					
2.00	Executive Lounge							
	a. 3D Wall Panel Accent	18.00	sqm					
	Sub-Total (WALL FINISHES)							
IV.	CEILING FINISHES							
1.00	12mm Gypsum Board on LGS Framing (General Areas)	190.00	sqm					
1.00	12mm Gypsum Board on LGS Framing (Drop Ceiling @ Executive Lounge)	30.00	sqm					
	Sub-Total (CEILING FINISHES)							
V.	CARPENTRY WORKS							
1.00	Canteen							
	a. Booth Seating	1.00	lot					
2.00	Canteen Kitchen							
	a. Overhead Cabinet	1.00	lot					
2.00	Executive Lounge							

Project: **ITEM 2: REPAIRS AND MAINTENANCE (CANTEEN, EXECUTIVE LOUNGE & CARPORT)**

Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
	a. Raised Platform	1.00	lot					
	Sub-Total (CARPENTRY WORKS)							
VI.	PAINTING WORKS							
1.00	Concrete Walls							
	a. Interior Walls	200.00	sq.m.					
2.00	Ceiling							
	a. Gypsum Board	190.00	sq.m.					
3.00	Others							
	a. 3D Wall Panel	45.00	sq.m.					
	b. Existing Wall Panelling	36.00	sq.m.					
	c. Existing Doors and Jambs	5.00	sets					
	d. Existing Joineries	1.00	lot					
	Sub-Total (PAINTING WORKS)							
VII.	GLASS AND GLAZING							
1.00	Windows							
	a. 1500 x 1800	3.00	sets					
	b. 2500 x 1800	4.00	sets					
	Sub-Total (GLASS AND GLAZING)							
VIII.	ROOFING WORKS							
1.00	Canteen							
	a. Pre-painted Ga. 24 GI Rib-Type Roofing	85.00	sqm					

Project: **ITEM 2: REPAIRS AND MAINTENANCE (CANTEEN, EXECUTIVE LOUNGE & CARPORT)**

Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
	b. Stainless Steel Ga. 24 Inside Gutter	15.00	lm					
	c. Pre-painted Ga. 25 3"x6" GI Downspout	12.00	lm					
	d. Roof Insulation	85.00	sqm					
2.00	Canteen Kitchen							
	a. Pre-painted Ga. 24 GI Rib-Type Roofing	40.00	sqm					
	b. Stainless Steel Ga. 24 Inside Gutter	5.00	lm					
	c. Pre-painted Ga. 25 3"x6" GI Downspout	6.00	lm					
	d. Roof Insulation	40.00	sqm					
3.00	Executive Lounge							
	a. Pre-painted Ga. 24 GI Rib-Type Roofing	65.00	sqm					
	b. Stainless Steel Ga. 24 Inside Gutter	10.00	lm					
	c. Pre-painted Ga. 25 3"x6" GI Downspout	9.00	lm					
	d. Roof Insulation	65.00	sqm					
	Sub-Total (ROOFING WORKS)							
IX.	ELECTRICAL WORKS							
1.00	Roughing-Ins of PVC Conduits and Fittings	1.00	lot					
2.00	Wire and Cables	1.00	lot					
3.00	Wiring Devices	1.00	lot					

Project: **ITEM 2: REPAIRS AND MAINTENANCE (CANTEEN, EXECUTIVE LOUNGE & CARPORT)**

Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
4.00	Airconditioning, 2.5HP Inverter Series, Wall-Hung Type	2.00	sets					
5.00	Lighting Fixtures							
	a. 6" x 6" Pinlight with 2X LED Bulb, Cool-White	40.00	sets					
	b. T5 Fluorescent Cove Lighting, Cool-White	48.00	sets					
	c. Feature Wall Lamps	3.00	sets					
6.00	Testing and Commissioning	1.00	lot					
7.00	Others							
	a. Hangers, Support and other Consumables	1.00	lot					
	Sub-Total (ELECTRICAL WORKS)							
X	OTHER COSTS							
	MOBILIZATION / DEMOBILIZATION	1.00	lot					
	TEMPORARY FACILITIES + SITE PROTECTIONS + STAGING	1.00	lot					
	BONDS, INSURANCES, PERMITS AND LICENSES	1.00	lot					
	TOTAL COST (CANTEEN, EXECUTIVE LOUNGE & CARPORT)							
	PLUS: VAT (12%)							
	<u>FINAL CONTRACT PRICE (VAT INCLUSIVE)</u>							

Project: **ITEM 3: REPAIRS AND MAINTENANCE (ANNEX BUILDING COMPOSED OF THE GYMN, 2 OFFICES, BARRACKS)**
 Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
I	DEMOLITION WORKS							
1.00	Gym							
	a. Dismantle Existing Roof + Accessories	1.00	lot					
	b. Dismantle Existing Windows	1.00	lot					
	c. Dismantle Existing Ceiling	1.00	lot					
	d. Dismantle Existing Floor Tiles	1.00	lot					
	e. Dismantle Existing Toilet Fixtures	1.00	lot					
	f. Dismantle Existing Toilet Tiles	1.00	lot					
2.00	Consumables	1.00	lot					
3.00	Others							
	a. Hauling-Out of Debris and Garbage	1.00	lot					
	Sub-Total (DEMOLITION WORKS)							-
II.	FLOOR FINISHES (Inclusive of Tile Adhesive and Tile Grout)							
1.00	2 Offices							
	a. 600 x 600 Polished Porcelain Tile	57.56	sqm					
2.00	Gym							
	a. Wood Plank Vinyl Tile (with Locking System)	130.03	sqm					
	b. Concrete Floor Topping	130.03	sqm					
3.00	Gym Toilet + Barracks Toilet							

Project: **ITEM 3: REPAIRS AND MAINTENANCE (ANNEX BUILDING COMPOSED OF THE GYMN, 2 OFFICES, BARRACKS)**

Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
	a. 300 x 300 Ceramic Tile	26.42	sqm					
4.00	Barracks							
	a. 300 x 300 Ceramic Tile	37.64	sqm					
	Sub-Total (FLOOR FINISHES)							
III.	WALL FINISHES							
1.00	Gym Toilet + Barracks Toilet							
	a. 300 x 300 Ceramic Tile	46.80	sqm					
2.00	Gym							
	a. Mirror	42.00	sqm					
	Sub-Total (WALL FINISHES)							
IV.	CEILING FINISHES							
1.00	12mm Gypsum Board on LGS Framing (General Areas)	260.00	sqm					
1.00	12mm MR Gypsum Board on LGS Framing (Toilets)	26.00	sqm					
	Sub-Total (CEILING FINISHES)							
V.	PAINTING WORKS							
1.00	Concrete Walls							
	a. Interior Walls	230.00	sq.m.					
2.00	Ceiling							
	a. Gypsum Board	286.00	sq.m.					
3.00	Others							

Project: **ITEM 3: REPAIRS AND MAINTENANCE (ANNEX BUILDING COMPOSED OF THE GYMN, 2 OFFICES, BARRACKS)**
 Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
	c. Existing Doors and Jambs	7.00	sets					
	d. Existing Joineries	1.00	lot					
	Sub-Total (PAINTING WORKS)							
VI.	GLASS AND GLAZING							
1.00	Windows							
	a. 2000 x 600	7.00	sets					
	b. 1200 x 1500	2.00	sets					
	Sub-Total (GLASS AND GLAZING)							
VII.	ROOFING WORKS							
1.00	GI Roofing							
	a. Pre-painted Ga. 24 GI Rib-Type Roofing	42.00	sqm					
	b. Stainless Steel Ga. 24 Inside Gutter	19.00	lm					
	c. Pre-painted Ga. 25 3"x6" GI Downspout	10.00	lm					
	d. Roof Insulation	42.00	sqm					
2.00	Waterproofing							
	a. Elastomeric Membrane	280.00	sqm					
	Sub-Total (ROOFING WORKS)							
VIII.	PLUMBING WORKS							
1.00	Sewer Line Adjustment	1.00	lot					
2.00	Drainage Line Adjustment	1.00	lot					

Project: **ITEM 3: REPAIRS AND MAINTENANCE (ANNEX BUILDING COMPOSED OF THE GYMN, 2 OFFICES, BARRACKS)**

Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
3.00	Vent Line Adjustment	1.00	lot					
4.00	Water Line Adjustment	1.00	lot					
5.00	Hangers	1.00	lot					
6.00	Plumbing Fixtures and other Accessories							
	a. 2-Piece Watercloset	3.00	sets					
	b. Hand-Held Bidet	3.00	sets					
	c. Tissue Roll Dispenser	2.00	sets					
	d. Bag Hook	1.00	sets					
	e. Urinal	2.00	sets					
	f. Lavatory Pedestal Type	3.00	sets					
7.00	Floor Drains	6.00	sets					
8.00	Testing and Commissioning							
9.00	Others							
	a. Consumables	1.00	lot					
	Sub-Total (PLUMBING WORKS)							
IX.	ELECTRICAL WORKS							
1.00	Roughing-Ins of PVC Conduits and Fittings	1.00	lot					
2.00	Wire and Cables	1.00	lot					
3.00	Wiring Devices	1.00	lot					
4.00	Airconditioning, 1.5HP Window Type	2.00	sets					
5.00	Lighting Fixtures							
	a. 6" x 6" Pinlight with 2X LED Bulb, Cool-White	50.00	sets					
6.00	Testing and Commissioning	1.00	lot					
7.00	Others							
	a. Hangers, Support and other Consumables	1.00	lot					
	Sub-Total (ELECTRICAL WORKS)							

Project: **ITEM 3: REPAIRS AND MAINTENANCE (ANNEX BUILDING COMPOSED OF THE GYM, 2 OFFICES, BARRACKS)**

Subject: **BILL OF QUANTITIES**

ITEM NO.	SCOPE OF WORK	QUANTITY		UNIT COST		TOTAL AMOUNT		
				MATERIALS	LABOR	MATERIALS	LABOR	TOTAL
X	OTHER COSTS							
	MOBILIZATION / DEMOBILIZATION	1.00	lot					
	TEMPORARY FACILITIES + SITE PROTECTIONS + STAGING	1.00	lot					
	BONDS, INSURANCES, PERMITS AND LICENSES	1.00	lot					
	<u>TOTAL COST (CANTEEN, EXECUTIVE LOUNGE & CARPORT)</u>							
	<u>PLUS: VAT (12%)</u>							
	<u>FINAL CONTRACT PRICE (VAT INCLUSIVE)</u>							

ITEM NO.	DESCRIPTION	AMOUNT
I	MAIN COMFORT ROOMS-GF AND 2F	
II	CANTEEN, EXECUTIVE LOUNGE & CARPORT	
III	ANNEX BUILDING COMPOSED OF THE GYMN, 2 OFFICES, BARRACKS	
Total Bid Offer in Words		:
Company Name		:
Company Address		:

AUTHORIZED REPRESENTATIVE:

SIGNATURE : _____

NAME : _____

POSITION : _____

DATE : _____

Section IX. Bidding Forms

Section IX. Bidding Forms

Form No.	Form Description
Form No. 1	BID FORM 133
Form No. 2	FORM OF CONTRACT AGREEMENT 135
Form No. 3	OMNIBUS SWORN STATEMENT 137
Form No. 4	BID-SECURING DECLARATION 140
Form No. 5	STATEMENT 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 142
Form No. 6	STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID 143
Form No. 7	LIST OF EQUIPMENT, OWNED OR LEASED AND/OR UNDER PURCHASE AGREEMENTS, PLEDGED TO THE PROPOSED CONTRACT 144
Form No. 8	FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK 146
Form No. 9	JOINT VENTURE AGREEMENT 147
Form No. 10	STATEMENT OF AVAILABILITY OF EQUIPMENT 148
Form No. 11	QUALIFICATION OF KEY PERSONNEL PROPOSED TO BE ASSIGNED TO THE CONTRACT 149
Form No. 12	CONTRACTOR'S LETTER-CERTIFICATE TO PROCURING ENTITY 151
Form No. 13	KEY PERSONNEL'S CERTIFICATE OF EMPLOYMENT 152
Form No. 14	KEY PERSONNEL (FORMAT OF BIO-DATA)..... 154
Form No. 15	OUTLINE NARRATIVE DESCRIPTION OF CONSTRUCTION METHODS..... 156
Form No. 16	CONTRACTOR'S ORGANIZATIONAL CHART FOR THE CONTRACT 157
Form No. 17	CASH FLOW BY QUARTER AND PAYMENT SCHEDULE 158
Form No. 18	FORM OF BID SECURITY (BANK GUARANTEE) 159
Form No. 19	FORM OF BID SECURITY (IRREVOCABLE LETTER OF CREDIT) 162
Form No. 20	AUTHORITY OF SIGNATORY - SECRETARY'S CERTIFICATE 165

Checklist of Technical & Financial Envelope Requirements for Bidders

PROJECT	REPAIR AND REHABILITATION OF IC FACILITIS	
LOCATION	1071 UNITED NATIONS AVENUE, ERMITA, MANILA	
OWNER	INSURANCE COMMISSION	
ABC	PHP	
BIDDER		
Envelope 1: Eligibility and Technical Documents		
ITB/BDS Clause	REQUIREMENTS	
(a) Eligibility Documents		
Class "A" Documents		
12.1.a(i)	PhilGEPS Certificate of Registration of Membership under Platinum category pursuant to Section 8.5.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 and the Government Procurement Policy Board Circular 03-2016 dated 27 October 2016, " <i>Delayed Implementation of the Mandatory Submission of PhilGEPS Certificate of Registration and Membership in Competitive Bidding</i> ".	
12.1.a(ii)	Statement 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 [IC Form No. 5]	
	Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4. [IC Form No. 6]	
12.1.a(iii)	Original or Certified True Copy of a valid Philippine Contractors Accreditation Board (PCAB) License and registration for Size Range: Medium A, License Category; B, General Building (Minimum Requirement) or a valid special PCAB License in case of joint ventures	
12.1.a(iv)	NFCC computation in accordance with ITB Clause 5.5. [IC Form No. 8]	
CLASS "B" DOCUMENTS		
12.1.a(v)	If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566.	
(b) Technical Documents		
12.1.b(i)	Bid security in accordance with ITB Clause 18 in any of the following forms:	
12.1.b(i.1)	A bank draft/guarantee [IC Form No. 18] or an irrevocable letter of credit [IC Form No. 19] issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank	

12.1.b(i.2)	A surety bond accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument	
12.1.b(i.3)	Bid Securing Declaration [IC Form no. 4]	
12.1.b(ii)	Project Requirements, which shall include the following:	
12.1.b(ii.1)	Organizational chart for the contract to be bid [IC Form No. 16];	
12.1.b(ii.2)	List of contractor's 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. These personnel must meet the required minimum years of experience set in the BDS [IC Form No. 11] and supported by the following:	
	o Contractor's Letter Certificate to Procuring Entity [IC Form No. 12];	
	o Key Personnel's Certificate of Employment [IC Form No. 13];	
	o Key Personnel's Bio-data [IC Form No. 14];	
	o Photocopy of Valid Professional Licenses Identification Card; and	
	o Photocopy of the Certificate of Training of the Construction Safety and Health Personnel/Safety Officer	
12.1.b(ii.3)	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, which must meet the minimum requirements for the contract set in the BDS [IC Form No. 7];	
	o supported by the Contractor's Statement of Availability of Equipment [IC Form No. 10];	
12.1.b(iii)	Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed Section IX. Bidding Forms.	
BDS 12.1(i)	Preliminary Conceptual Design Plans and Perspective in accordance with the degree of details specified by IC. <i>The bidder shall submit the following Preliminary Conceptual Design Plans in accordance with Section VII. Drawings (Plans shall be drawn in A3 sheets in suitable scale and in clear colored prints):</i>	
	a. Fully Rendered Interior Perspective of the following: 1. Common Comfort Room; 2. Canteen; 3. Executive Lounge; 4. Annex Building a. Two (2) Office; and b. Gym	
	b. Fully Rendered Floor Plans with Furniture Layout;	
BDS 12.1(ii)	Design and construction methods	

	Narrative description of the following architectural and engineering system indicating approaches and methodologies and highlights unique to office requirements: a. Architectural; b. Civil/Structural; c. Plumbing and Sanitary; d. Electrical; and	
BDS 12.1(v.a)	Product brochure of the brand/model being offered showing compliance to the technical specifications;	
BDS 12.1(v.b)	List of authorized Service Center/s all over the Philippines with available spare parts, indicating address, telephone numbers, email address and contact person.	
Envelope 2: Financial Documents		
13.1(a) / BDS 13.1(ii)	Duly Signed Bid Form [IC Form No. 1] ;	
13.1(a)	Bill of Quantities [Section VIII. Bill of Quantities] which must be fully accomplished by the bidder. In filling out, bidders must indicate “ZERO” or “0” for corresponding items offered with no cost to the government.	
BDS 13.1(ii)	Duly Signed Detailed Estimate that will reflect the itemized cost per scope of work in accordance with Section VI. Specifications of these bidding documents.	
BDS 13.1(iii)	Duly Signed Monthly Cash Flow and Payments Schedule [IC Form No.17] .	

Note: In case of inconsistency between this checklist and the provisions in the Instruction to Bidders, Instruction to Bidders shall prevail.

Bid Form

Date: _____

To: *[name and address of PROCURING ENTITY]*

Address: *[insert address]*

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered below is: *[insert information]*;

The discounts offered and the methodology for their application are: *[insert information]*;

- (c) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

- (j) **We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].**
- (k) **We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.**

Name: _____

In the capacity of: _____

Signed: _____

Duly authorized to sign the Bid for and on behalf of: _____

Date: _____

Form of Contract Agreement

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the "Entity") and *[name and address of Contractor]* (hereinafter called the "Contractor").

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called "the Works") and the Entity has accepted the Bid for *[insert the amount in specified currency in numbers and words]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
 - (a) General and Special Conditions of Contract;
 - (b) Drawings/Plans;
 - (c) Specifications;
 - (d) Invitation to Bid;
 - (e) Instructions to Bidders;
 - (f) Bid Data Sheet;
 - (g) Addenda and/or Supplemental/Bid Bulletins, if any;
 - (h) Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - (i) Eligibility requirements, documents and/or statements;
 - (j) Performance Security;
 - (k) Notice of Award of Contract and the Bidder's conforme thereto;
 - (l) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any

defects therein in conformity with the provisions of this Contract in all respects.

4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

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

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Contractor).

Binding Signature of Procuring Entity

Binding Signature of Contractor

[Addendum showing the corrections, if any, made during the Bid evaluation should be attached with this agreement]

Omnibus Sworn Statement

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

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___
at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place*

issued]

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

Invitation to Bid *[Insert reference number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - c. I am/we are declared as the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this __ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, [date issued], [place issued]
IBP No. __, [date issued], [place issued]
Doc. No. ____
Page No. ____
Book No. ____
Series of _____.

Statement 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

Business Name : _____

Business Address : _____

Name of Contract/ Project Cost	Owner's Name a. Address b. Telephone Nos.	Nature of Work	Bidder's Role		Date Awarded a. Date Started b. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	

Note: The following original documents shall be verified upon post-qualification:

1. Notice of Award and/or Contract
2. Notice to Proceed issued by the owner
3. Certificate of Accomplishments signed by the owner or authorized representative.

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid

Business Name : _____

Business Address : _____

Name of Contract	Owner's Name a. Address b. Telephone Nos.	Nature of Work	Bidder's Role		Amount at Award a. Amount at Completion b. Duration	Date Awarded a. Contract Effectivity b. Date Completed
			Description	%		

Note: The following original documents shall be verified upon post-qualification:

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance
4. CPES Rating Sheet, if applicable

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract

Business Name : _____

Business Address : _____

Description	Model/Year	Capacity / Performance / Size	Plate No.	Motor No./ Body No.	Locations	Condition	Proof of Ownership / Lessor or Vendor
<u>A. Owned</u>							
i.							
ii.							
iii.							
iv.							
v.							
<u>B. Leased</u>							
i.							
ii.							
iii.							
iv.							
v.							
<u>C. Under Purchase Agreements</u>							
i.							
ii.							
iii.							
iv.							
v.							

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue (BIR) or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Net Working Capital (2-4)	

B. The **Net Financial Contracting Capacity (NFCC)** based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

Submitted by:

Name of Firm / Contractor

Signature of Authorized Representative
Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into by and between:
 _____, of legal age, (civil status), owner/proprietor of
 _____ and a resident of _____.

- and -

of _____, of legal age, (civil status), owner/proprietor
 of _____ a resident of _____.

That both parties agree to join together their capital, manpower, equipment, and other resources and efforts to enable the Joint Venture to participate in the Eligibility Check, Bidding and Undertaking of the hereunder stated Contract of the **IC**.

NAME OF PROJECT

CONTRACT AMOUNT

Repair and Rehabilitation of
 IC Facilities at 1071 United
 Nations Avenue, Ermita, Manila

That both parties agree to be jointly and severally liable for their participation in the Eligibility Check, Bidding and Undertaking of the said contract.

That both parties agree that _____ and/or _____ shall be the Official Representative of the Joint Venture, and are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the Eligibility Check, Bidding and Undertaking of the said contract, as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Contracts until terminated by both parties.

Done this _____ day of _____, in the year of our Lord _____.

Statement of Availability of Equipment

(Date of Issuance)

To: **DENNIS B. FUNA**
Insurance Commissioner
Insurance Commission
1071 United Nations Avenue, Ermita, Manila

Attention : The Chairman
Bids and Awards Committee

Dear Sir :

In compliance with the requirements of the Insurance Commission BAC for the bidding of the (Name of the Contract), we certify the availability of equipment that (Name of the Bidder) owns, has under lease, and/or has under purchase agreements, that may be used for the construction contracts.

Very truly yours,

(Name of Representative)
(Position)
(Name of Bidder)

Qualification of Key Personnel Proposed to be Assigned to the Contract

Business Name : _____

Business Address : _____

		Project -in-Charge	Structural Engineer	Design Architect	Prof. Electrical Engineer	Other positions deemed required by the Applicant for this project*
1	Name					
2	Address					
3	Date of Birth					
4	Employed Since					
5	Experience					
6	Previous Employment					
7	Education					

8	PRC License					
*Minimum Requirements	Design Phase: Project -in- Charge, Design Architect, Prof. Electrical Engineer, Prof. Mechanical Engineer, Sanitary Engineer/ Registered Master Plumber, Interior Designer and other appropriate qualified support staff.					
	Construction Phase: Construction-in-Charge, Supervising Civil Engineer, Supervising Architect, Electrical Engineer, Mechanical Engineer, Sanitary Engineer/ Registered Master Plumber and other appropriate qualified support staff.					
Note: Attached individual resume and PRC License of the (professional) personnel.						
Submitted by	: _____					
	(Printed Name & Signature)					
Designation	:					
Date	:					

CONTRACTOR'S LETTER-CERTIFICATE TO PROCURING ENTITY

_____ Date

To: **DENNIS B. FUNA**
Insurance Commissioner
Insurance Commission
1071 United Nations Avenue, Ermita, Manila

Dear Sir:

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith, and to certify as true and correct, the following pertinent information:

1. That I/we have engaged the services of _____, to be the _____ of the _____, who is a _____ with Professional License Certificate No. _____ issued on _____ and who has performed the duties in the Construction of the Contracts enumerated in the duly filled Form _____.
2. The said Engineer shall be designated by us as our _____ to personally perform the duties of the said position in the above-mentioned Project, if and when the same is awarded in our favor.
3. That said Engineer shall employ the best care, skill and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions, and other provisions embodied in the proposed contract.
4. That said Engineer shall be personally present at the jobsite to supervise the phase of the design/construction work pertaining to this assignment as _____, all the time.
5. That, in order to guarantee that said Engineer shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a Certificate of Appearance for the IC at the end of every month.
6. That, in the event that I/we elect or choose to replace said _____ with another _____, IC will be accordingly notified by us in writing at least twenty one (21) days before making the replacement. We will submit to the IC, for prior approval, the name of the proposed new _____, his qualifications, experience, list of projects undertaken and other relevant information.
7. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of IC.

Very truly yours,

CONCURRED IN:

(Name of Engineer and Address)

(Authorized Representative of Bidder)

KEY PERSONNEL'S CERTIFICATE OF EMPLOYMENT

Date

To: **DENNIS B. FUNA**
Insurance Commissioner
Insurance Commission
1071 United Nations Avenue, Ermita, Manila

Dear Sir:

I am _____ a Licensed _____ with Professional License No. _____ issued on _____ at _____.

I hereby certify that _____ has engaged for my _____ services as _____ for _____, if awarded to it.

As _____, I supervised the following completed projects similar to the contract under bidding.

<u>NAME OF PROJECT</u>	<u>OWNER</u>	<u>COST</u>	<u>DATE COMPLETED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following projects:

<u>NAME OF PROJECT</u>	<u>OWNER</u>	<u>COST</u>	<u>DATE COMPLETED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the IC at least twenty one (21) days before the effective date of my separation.

As _____, I know I will have to stay in the job site all the time to supervise and manage the contract works to the best of my ability, and aware that I am authorized to handle only one (1) contract at a time.

I do not allow the use of my name for the purpose of enabling the above-mentioned Contractor to qualify for the Contract without any firm commitment on my part to assume the post of _____ therefore, if the contract is awarded to him since I understand that to do so will be a sufficient ground for my

KEY PERSONNEL
(FORMAT OF BIO-DATA)

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

1. Name :
2. Date of Birth :
3. Nationality :
4. Education and Degrees :
5. Specialty :
6. Registration :
7. Length of Service with the Firm : Year from _____(months) _____ (year)
To _____ (months) _____ (year)
8. Years of Experience :
9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10) – year period (attached additional sheet/s), if necessary:

Name and Address of Employer	Length of Service
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____

10. Experience:

This should cover the required years of experience. (Attached as many pages as necessary to show involvement of Personnel in projects using the format below).

1. Name :
2. Name and Address of Owner :
3. Name and Address of the Owner's Engineer (Consultant) :
4. Indicate the Features of Project (particulars of the project components and any other particular interest connected with the project) :
5. Contact amount Expressed in Philippine Currency :
6. Position :
7. Structures for which the employee was responsible :
8. Assignment Period : from _____(months)_____ (years)
: to _____ (months) _____ (years)

Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(Place and Date)

(The Authorized Representative)

**OUTLINE
NARRATIVE DESCRIPTION
OF
CONSTRUCTION METHODS**

1.0 INTRODUCTION

Refer to Bidding, etc.

2.0 BRIEF DESCRIPTION OF CONTRACT WORKS

State general features of contract works. Use tables as necessary.

3.0 CONSTRUCTION METHODS AND PROCEDURES

3.1 Methodology or General Approach

State general approach in construction in terms of use of equipment-intensive or labor-based methods, any special techniques, methods or procedures to ensure completion on time and quality of construction financing the project, etc.

3.2 Program of Work

CPM, Progress Bar Schedule and Development Schedules submitted.

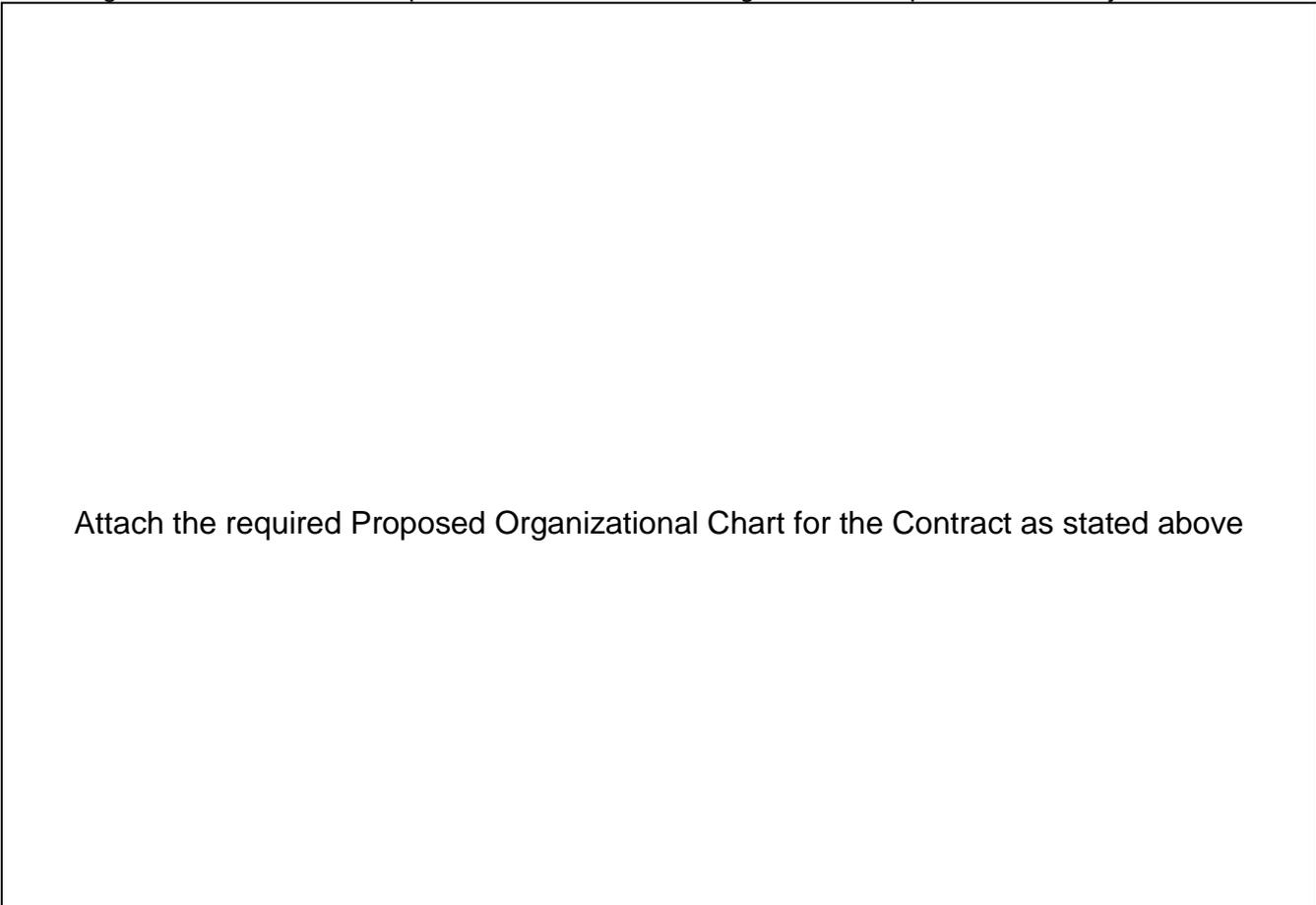
3.3 Financial Program

Cash flow schedules, provision for working capital, schedule of receipts, etc.

Contractor's Organizational Chart for the Contract

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him. Indicate in the chart the names of the Project Manager, Project Engineer, Structural Engineer, Materials and Quality Control Engineer, Foreman and other Key Engineering Personnel.

This organization chart should represent the "Contractor's Organization" required for the Project, and



Attach the required Proposed Organizational Chart for the Contract as stated above

not the organizational chart of the entire firm.

Contract : _____
 Name : _____
 Location : _____

Monthly Cash Flow and Payment Schedule

PARTICULAR	% WT.	1ST MONTH	2ND MONTH	3RD MONTH
Advance Payment (if any)				
ACCOMPLISHMENT				
CASH FLOW				
CUMULATIVE ACCOMPLISHMENT				
CUMULATIVE CASH FLOW				

Submitted by:

Name of the Representative of the Bidder

Date:

Position
Name of the Bidder

Form of Bid Security (Bank Guarantee)

WHEREAS, *[insert name of bidder]* (hereinafter called the "bidder") has submitted his bid dated *[insert date]* for the *Repair and Rehabilitation of IC Facilities at 1071 United Nations Avenue, Ermita, Manila* (hereinafter called the "Bid").

KNOW ALL MEN by these presents that We *[insert name of Bank]* of *[insert name of Country]* having our registered office at *[insert address]* (hereinafter called the "Bank" are bound unto IC (hereinafter called the "Entity") in the sum of *[insert amount]*¹ for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the bidder:

- (a) withdraws its bid during the period of bid validity specified in ITB;
- (b) does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to bidders;
- (c) fails to submit the requirements within the prescribed period, or a finding against their veracity, as stated in ITB Clause 28.2;
- (d) submission of eligibility requirements containing false information or falsified documents;
- (e) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
- (f) allowing the use of one's name, or using the name of another for purposes of public bidding;
- (g) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;
- (h) refusal or failure to post the required performance security within the prescribed time;
- (i) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
- (j) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;
- (k) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or

¹ The bank/bidder should insert the amount of the guarantee in words and figures, denominated in Philippine currency or an equivalent amount in a freely convertible currency. This amount shall not be lower than that set by the Entity in the Instruction to bidders.

- (l) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
2. If the bidder having been notified of the acceptance of his bid by the Entity during the period of bid validity:
- (a) fails or refuses to execute the Contract Form in accordance with the Instructions to bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security in accordance with the Instructions to bidders.

We undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate his demand, provided that in his demand the Entity will note that the amount claimed by him is due to him owing to the occurrence of above conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date *[insert date]*, one hundred and twenty (120) days after the deadline for submission of Bids as such deadline is stated in the Instructions to bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK _____
 WITNESS _____ SEAL _____
 _____ (Signature, Name and Address)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____)SS.

BEFORE ME, a Notary Public for and in _____, Philippines, this
_____ day of _____, 20_____, personally appeared:

Name	Identification Document	Issued on	Issued at

known to me and known to be the same person who executed the foregoing instrument consisting of _____ () pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public
Until 31 December 20_____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

Form of Bid Security (Irrevocable Letter of Credit)

Date: _____

DENNIS B. FUNA
Insurance Commissioner
Insurance Commission
1071 United Nations Avenue, Ermita, Manila

Irrevocable Letter of Credit No. _____
For Contract No. _____

WHEREAS, _____, hereinafter called "Supplier" has undertaken in pursuance to _____ (name of Project and contract number), and whereas it has been stipulated by you in the said Contract that the Supplier shall furnish an irrevocable standby Letter of Credit for a sum specified therein as security for the faithful compliance of Supplier's obligations in accordance with the Contract.

WHEREAS, we have agreed to guarantee this obligation by Supplier.

THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of Supplier, up to the total amount of _____ and we undertake to pay you, upon first written demand declaring the Supplier to be in default under the Contract and without cavil, or argument, any sum or sums within the limits of _____ (amount of guarantee) as aforesaid, without you needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This irrevocable guarantee is valid until the issuance by you of Notice of Final Acceptance.

This certification is being issued in favor of the said Supplier in connection with the requirements of bidding of **IC** for the above-mentioned contract. We are aware that any false statements issued by us makes us liable for perjury.

Name and Signature of Authorized

Financing Institution Officer : _____

Official Designation : _____

Concurred By:

Name & Signature of Supplier's

Authorized Representative : _____

Official Designation : _____

Note:

The amount committed should be machine validated.

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____)SS.

BEFORE ME, a Notary Public for and in _____, Philippines, this
_____ day of _____, 20_____, personally appeared:

<u>NAME</u>	<u>GOV'T ISSUED ID & NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of _____ () pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public
Until 31 December 20_____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

**AUTHORITY OF SIGNATORY
SECRETARY'S CERTIFICATE**

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the law of the _____, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding of _____ by the Insurance Commission; and that if awarded the project shall enter into a contract with the Insurance Commission; and in connection therewith hereby appoint _____, acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully and effectively as the _____ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the _____ hereby authorizes _____ to:

- (1) execute a waiver of jurisdiction whereby the _____ hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the _____ shall not seek and obtain writ of injunctions or prohibition or restraining order against IC or any of its executives, personnel and staffs in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____,
20__ affiant exhibited to me his/her _____ issued on
_____ at _____, Philippines.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

