

PHILIPPINE BIDDING DOCUMENTS

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
FIELD OFFICE MIMAROPA

BIDDING DOCUMENTS FOR REPAIR AND IMPROVEMENT OF OFFICE OF THE REGIONAL DIRECTOR

PROJECT ID NO. DSWD4B-2021-019

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

Contractor – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

Foreign-funded Procurement or Foreign-Assisted Project – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
FIELD OFFICE MIMAROPA
16680 F.T Benitez cor Malvar Sts. Malate, Manila

**INVITATION TO BID FOR THE REPAIR AND IMPROVEMENT OF
OFFICE OF THE REGIONAL DIRECTOR**

PROJECT ID NO. DSWD4B-2021-019

1. The *Department of Social Welfare and Development Field Office MIMAROPA*, through the *authorized appropriations under the FY 2021 General Appropriations Act* intends to apply the sum of ***Two Million Five Hundred Thirteen Thousand Nine Hundred Three Pesos and 12/100 Only (Php 2,513,903.12)*** being the ABC to payments under the contract for *Project, “Repair and Improvement of Office of the Regional Director with Project ID No. DSWD4B-2021-019*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The DSWD Field Office MIMAROPA now invites bids for the above Procurement Project. Completion of the works is required Seventy Calendar Days (70). Bidders should have completed, within *five (5 years)* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *DSWD Field Office MIMAROPA Bids and Awards Committee Secretariat* and inspect the Bidding Documents at the address given below during office hours from 8:00 A.M to 5:00 P.M.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 7 –September 27, 2021** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only (Php 5,000.00)* .
6. 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 the bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
Payment for the purchase of Bid Documents may be deposited thru electronic fund transfer or over-the-counter (OTC) transaction to:

Account Name: **DSWD IV-B MISCELLANEOUS TRUST FUND**
 Type Account: **Land Bank (Main –Cash Dept) Current Account**
 Account Number: **3402-1021-51**

Proof of payment of bid documents i.e photos/ screenshots/printouts of electronic fund transfer receipts; actual OTC deposit receipts should be submitted with or before the submission of bid documents.

7. The *DSWD Field Office MIMAROPA* will hold a **Pre-Bid Conference¹ on September 15, 2021, Wednesday 1:30 P.M** at DSWD Admin Building and/or through video conferencing or webcasting *via google meet*, which shall be open to prospective bidders.

Interested bidders who would like to join the Pre-Bid Conference through video teleconferencing (google meet) may send at **procurement.fomimaropa@dswd.gov.ph** not later than **September 15, 2021** the following details so that the DSWD Field Office MIMAROPA BAC Secretariat may send the link and other instructions for the conduct of the video conference;

- a. Name of Company;
 - b. Name of Authorized Representative/s;
 - c. Contact Number;
 - d. Email Address
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **September 27, 2021, Monday 1:30 P.M. at DSWD Field Office MIMAROPA, 1680 F.T Benitez cor Malvar Sts., Malate, Manila. Late bids shall not be accepted.**

Should there happen a fortuitous event, the Pre-Bid Conference and Submission/Opening of Bids shall be automatically conducted on the next

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

available working day, after the dates as above mentioned respectively for each of the afore-stated activities at the same time and place without need of further advertisement/posting.

9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on *September 27, 2021, Monday 2:00 P.M at DSWD Conference Room, 1680 F.T Benitez cor Malvar Sts, Malate, Manila and/or via Video Teleconferencing (VTC)thru google meet*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The DSWD Field Office MIMAROPA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Harvy B. Calabio
BAC Secretariat Head
DSWD FO MIMAROPA Bids and Awards Committee
DSWD FO MIMAROPA
1680 F.T Benitez cor Malvar Sts, Malate, Manila
Telephone Number: 5336-8107 Local 24052
Cellphone Number: +63998-474-6898
Email Address: procurement.fomimaropa@dswd.gov.ph
Website: www.fo4b.dswd.gov.ph

13. You may visit the following websites:
For downloading of Bidding Documents:
<https://fo4b.dswd.gov.ph/opportunities/invitation-to-bid-notice/bid-2021/>

September 5, 2021

(ORIGINAL SIGNED)

SONIA R. DE LEON
BAC Vice Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, *Department of Social Welfare and Development MIMAROPA Region* invites Bids for the *Repair and Improvement of Office of the Regional Director*, with Project Identification Number *DSWD4B-2021-019*.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for Fiscal Year 2021 in the amount of *Two Million Five Hundred Thirteen Thousand Nine Hundred Three Pesos and 12/100 only (Php 2,513,903.12)*.

2.2. The source of funding is NGA , the General Appropriations Act:

3. Bidding Requirements

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

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

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and

obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

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

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

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

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

7. Subcontracts

- 7.1. The Procuring Entity has prescribed that Sub-contracting is not allowed

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

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

11. Documents Comprising the Bid: Financial Component

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

12. Alternative Bids

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and

specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

13. Bid Prices

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

14. Bid and Payment Currencies

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

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

15. Bid Security

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

15.2. The Bid and bid security shall be valid until *One Hundred Twenty Calendar Days (120) from the date of opening*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit three copies of the first and second components of its Bid.

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

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

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

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

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet (BDS)

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause																						
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p><i>Service Provider/Contractor shall have a Single Largest Contract with similar project contract and scope such as construction , improvement/rehabilitation /repair of building interior /exterior works completed within five (5) years from the deadline of bid submission , whose value of contract amount must at least fifty (50%) of the ABC which supported by the contractor’s performance evaluation system rating or a certificate of satisfactory rating or certificate of satisfactory completion of the project issued by the owner of the previous completed project.</i></p>																					
7.1	<i>Subcontracting is not allowed</i>																					
10.3	<p><i>PCAB Classifications:</i> <i>Principal Classification: General Building/General Engineering</i></p> <p><i>Category: C&D</i> <i>Registration Particulars:</i> <i>Kind of Project: General Building /General Engineering</i> <i>Respective Size Range (Minimum Requirement): Small B</i></p>																					
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Key Personnel</u></th> <th style="text-align: center;"><u>General Experience</u></th> <th style="text-align: center;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td>Project Supervisor</td> <td style="text-align: center;">3 years</td> <td style="text-align: center;">5 years</td> </tr> <tr> <td>Site/Project Engineer(Registered)</td> <td style="text-align: center;">2 years</td> <td style="text-align: center;">2 years</td> </tr> <tr> <td>Master Electrician</td> <td style="text-align: center;">1 year</td> <td style="text-align: center;">1 year</td> </tr> <tr> <td>Safety Officer</td> <td style="text-align: center;">2 years</td> <td style="text-align: center;">2 years</td> </tr> <tr> <td>Mechanical Engineer or</td> <td style="text-align: center;">2 years</td> <td style="text-align: center;">2 years</td> </tr> <tr> <td>Electronics Engineer</td> <td style="text-align: center;">2 years</td> <td style="text-align: center;">2 years</td> </tr> </tbody> </table> <p><i>Respective resumes and photocopy of valid Professional Regulation Commission (PRC) license shall be submitted within five (5) calendar days upon declaration of Lowest Calculated Bid.</i></p>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project Supervisor	3 years	5 years	Site/Project Engineer(Registered)	2 years	2 years	Master Electrician	1 year	1 year	Safety Officer	2 years	2 years	Mechanical Engineer or	2 years	2 years	Electronics Engineer	2 years	2 years
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>																				
Project Supervisor	3 years	5 years																				
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Mechanical Engineer or	2 years	2 years																				
Electronics Engineer	2 years	2 years																				
10.5	<p>The minimum major equipment requirements are the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Equipment</u></th> <th style="text-align: center;"><u>Capacity</u></th> <th style="text-align: center;"><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td>Welding Machine</td> <td style="text-align: center;">200- 400 amp</td> <td style="text-align: center;">1 unit</td> </tr> </tbody> </table> <p><u><i>Supporting documents like proof of ownership, lease and/or purchase agreements shall be submitted within five (5) calendar days upon declaration of Lowest Calculated Bid. Submission of a certification of availability of equipment from the lessor for the duration of the Project is required.</i></u></p>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	Welding Machine	200- 400 amp	1 unit															
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>																				
Welding Machine	200- 400 amp	1 unit																				

12	N/A
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than Fifty Thousand Two Hundred Seventy Eight Pesos and 06/100 Only (Php 50,278.06) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than One Hundred Twenty Five Thousand Six Hundred Ninety Five Pesos and 16/100 Only (Php 125,695.16) if bid security is in Surety Bond.</p>
16	<p>Each bidder shall submit (one) 1 original and two (2) copies of the first and second components of the bid. Bid shall be enclosed in one sealed mother envelope/package as TECHNICAL ENVELOPE and FINANCIAL ENVELOPE. TECHNICAL ENVELOPE should be sealed with three envelopes mark as "ORIGINAL, COPY 1 AND COPY 2 –TECHNICAL COMPONENT. FINANCIAL ENVELOPE should also be sealed with three (3) envelopes such as ORIGINAL, COPY 1 AND COPY 2-FINANCIAL COMPONENT.</p> <p>All bid should be originally signed and documents should have a clear copy, page number and with corresponding tabs/ear-tags.</p>
19.2	Partial bids are not allowed.
20	<p>The following shall be submitted in addition to those specified under Section 20 of the GCC:</p> <p><i>Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</i></p> <p><i>- 2020 Income Tax Return with proof of payment; and</i></p> <p><i>-VAT Returns (Form 2550M and 2550Q with proof of payment covering the months from January to August 2021.</i></p> <p><i>Proof of Ongoing Contracts Awarded but not yet Started as identified in the Statement of All Ongoing Contracts but not yet Started.</i></p>
21	<p>The following documents shall be submitted by the winning bidder within ten (10) calendar days from receipt of the Notice of Award (NOA):</p> <ol style="list-style-type: none"> 1. Construction Schedule and S-curve 2. Manpower Schedule 3. Construction Methods

- | | |
|--|--|
| | <ol style="list-style-type: none">4. Equipment Utilization Schedule5. Construction safety, sanitation and health program approved by DOLE6. PERT-CPM |
|--|--|

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. **Scope of Contract**

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

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

2. **Sectional Completion of Works**

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

3. **Possession of Site**

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

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

4. **The Contractor's Obligations**

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

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

5. **Performance Security**

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

6. Site Investigation Reports

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

7. Warranty

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

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

- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause									
2	<i>The intended completion is 70 Calendar Days upon issuance of Notice to Proceed (NTP)</i>								
4.1	<i>The Procuring Entity shall give possession of the Site to the contractor upon receipt of the Notice to Proceed.</i> <i>The Start Date should be upon the receipt of the Notice to Proceed.</i>								
6	Site Investigation Reports								
7.2	<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>								
10	No dayworks are applicable to the contract.								
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <i>Ten (10) Calendar</i> days of delivery of the Notice of Award.								
11.2	The amount to be withheld for late submission of an updated Program of Work is <i>Twenty Five Thousand Pesos Only (Php 25,000.00)</i>								
13	The amount of the advance payment is <i>shall not exceed 15% of the total contract price and schedule of payment.</i>								
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment. The payment for this project shall be made upon completion of the following activity/scope of works: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Payment Tranches</th> <th style="text-align: center;">Output /Deliverables</th> </tr> </thead> <tbody> <tr> <td>1st Tranche: 15% payment of the total contract cost (Mobilization fee based on RA 9184)</td> <td>Upon signing of the contract and submission of Performance Security indicated in the bid docs.</td> </tr> <tr> <td>2nd Tranche: 50% of the total contract cost (subject for deduction of 10% Retention and 15% Mobilization Fee)</td> <td>Must be Fifty Percent (50%) of the project completion /physical accomplishment with the submission of Billing Statement , Progress/Accomplishment Report , Statement of Work Accomplished , Progress Photos and Narrative Report</td> </tr> <tr> <td>3rd Tranche: 25% of the total contract cost (subject for deduction of 10% Retention)</td> <td>Must be Fifty Percent (75%) of the project completion /physical accomplishment with the submission of Billing Statement , Progress/Accomplishment Report , Statement of Work Accomplished , Progress Photos and Narrative Report</td> </tr> </tbody> </table>	Payment Tranches	Output /Deliverables	1 st Tranche: 15% payment of the total contract cost (Mobilization fee based on RA 9184)	Upon signing of the contract and submission of Performance Security indicated in the bid docs.	2 nd Tranche: 50% of the total contract cost (subject for deduction of 10% Retention and 15% Mobilization Fee)	Must be Fifty Percent (50%) of the project completion /physical accomplishment with the submission of Billing Statement , Progress/Accomplishment Report , Statement of Work Accomplished , Progress Photos and Narrative Report	3 rd Tranche: 25% of the total contract cost (subject for deduction of 10% Retention)	Must be Fifty Percent (75%) of the project completion /physical accomplishment with the submission of Billing Statement , Progress/Accomplishment Report , Statement of Work Accomplished , Progress Photos and Narrative Report
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	<p>Last Tranche: Final Billing 100% Accomplishments payment of the remaining contract price (Subject for Deduction of 10% Retention)</p>	<p>Must be One Hundred Percent (100%) of the project completion /physical accomplishment with the submission of Billing Statement , Progress/Accomplishment Report ,Statement of Work Accomplished , Progress Photos and Narrative Report.</p> <p>Must be two (2) months from the liability period and or from date of Final Acceptance and without damage /defect of installed items upon submission of Contractor's Warranty security which equivalent to the amount of retention money and issued by the private insurance company , notarized Certificate of Warranty, signed and approved punch list report</p>	
15.1	<p>The date by which operating and maintenance manuals are required is <i>within thirty (30) calendar days from the date of completion</i></p> <p>The date by which “as built” drawings are required is <i>within thirty (30) calendar days from the date of completion.</i></p>		
15.2	<p>The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is <i>Twenty Five Thousand Pesos Only (Php 25, 000.00) .</i></p>		

Section VI. Specifications

TECHNICAL SPECIFICATIONS

General: THE CONTRACTOR SHALL SUBMIT MATERIAL AND FINISH SAMPLES FOR OWNERS' APPROVAL PRIOR TO FINAL INSTALLATION AND/OR APPLICATION.

1.0 SITE WORKS

Site Works includes the following scopes:

1.1. Site Clearing (transfer of documents, files, & other obstructions)

1.2. Scraping of old tiles/vinyl tiles and removal of adhesive.

1.2.1. Use floor adhesive remover.

1.3. Demolition of existing walls and ceiling.

2.0 INSTALLATION OF WALLS AND PARTITIONS.

2.1 Conference Room. Refer to attached plans and details.

2.1.1. Double Glass Partition. Use 6mm thick clear double-glazed glass on snap on base and cover and 1-3/4" x 4" plain tubular framing. Aluminum frame in analok brown finish.

2.2. Wall at Grid line – 2. Refer to attached plan.

2.2.1. Drywall Partition wooden stud at Grid Line 2 – Wall between office and Conference Room.

2.2.2. Use Good Lumber 2"x2" for Framing with ¼" marine plywood on both side in Quick Dry Enamel paint finish. Refer to owner's approved color.

2.3. Office Low Partition. Refer to attached plan.

2.3.1. Use Aluminum tubular framing 1-3/4" x 4" with tubular 1"x1" divider and u-channel.

2.3.2. Use aluminum composite panel both sides. Refer to owners approved color.

3.0 TILE WORKS

3.1. Conference Room.

3.1.1. Use carpet tiles 50 m. x 50 cm with self-adhesive, color Gray. Refer to owner's approved color shades.

3.2. Other Offices.

3.2.1. Use granite floor tiles with a size of 0.60m x 0.60m minimum thickness of 6mm. Refer to owners approved color. Use tile adhesive for tiles connection to flooring. Tiles spacing is maximum of 3 mm with tile grout.

4.0 DOORS

4.1. Main Door, Exit Door.

4.1.1. (Door-1) Single Panel Door, 1.00 m W x 2.10 m H using hard wood with Jamb 2" x 4". Use heavy duty lockset and stainless hinges. Varnished Finished.

4.2. Conference Room.

4.2.1. (Door-2) Double Panel Frameless Door, 1.20 m W x 2.10 m H using 12mm thick tempered clear glass on patch fittings with concealed floor hinges. C- Type stainless handles and patch lock.

4.3. Reception.

4.3.1. (Door-3) Single Panel Flush Door, hollow core, 0.75m W x 1.0m H. with double action hinges, door handle in varnish finished.

5.0 CEILING WORKS

6.1. All Offices. Refer to attached plans.

6.1.1. Dropped ceiling/suspended ceiling type. Use pre-coated white Tee runners and wall angles 1"x1". Supported with hanger rod 4mm diameter with adjustable clip. Ceiling Tiles made up of acoustic board white 2' x 4'.

6.0 ELECTRICAL WORKS

8.1 Provide 1 set Panel Board with 6 branches/ 220V/ 60 Amp. Provided with 2 pcs 30 Amp circuit breaker, 2 pcs 20 Amp circuit breaker, 1 pc 15Amp circuit breaker.

8.2 Provide 12 sets of Duplex Convenient Outlet with Plate and cover. Use 3.5mm² THWN copper wire stranded connected to 30Amp circuit breaker. Wirings should be installed using ¾" thick PVC wire mouldings for exposed area and flexible hose or Electrical pipes for dry walls. (See attached plan).

8.3. Use heavy duty universal outlets for ACU Units.

8.4. Lightings. Provide new 12 sets, Double Florescent lamp 40W, with housing and louver type light diffuser.

8.5. Re-use, re-installation of electrical fixtures and wirings affected by installation of new ceiling and wall systems. Provide hanger rods for Electrical wirings and other fixtures located above dropped acoustic tiles ceiling.

8.6. Ventilation System (Exhaust fan). See attached plan.

8.6.1. Provide 17 sets of ceiling mounted exhaust fan 12" to all office & rooms.

8.6.2. All Exhaust fan is provided with switch. Exhaust fan is connected to flexible alloy ducting ventilation pipe 4" diameter with stainless steel exhaust pipe hood with screen at the end.

7.0 FIRE ALARM & PROTECTION SYSTEM

7.1. Fire Protection System. Refer to attached plans.

7.1.1. Use Black Iron Pipes schedule 80/40 for piping's complete with fittings. All pipes must be painted with color red finish.

7.1.2. Sprinkler head must be pendant type and Quick Response Type.

7.1.3. Fire hose valve complete with hose, chain and cap with floor control valve assembly and fire hose cabinet.

7.2. Fire Alarm system. Refer to attached plan.

7.2.1. Fire Detectors and alarms.

7.2.1. Provide Fire Alarm Control panel, heat detectors, annunciator, Fire alarm control bell 220V, Manual pull station, and Pull box FDAS.

7.2.2. All wirings must be T.F. Fire Rated.

7.2.3. Use IMC Pipes/Upvc pipes for electrical wires.

8.0 PAINTING WORKS

8.1 Concrete walls.

8.1.1. Use Flat Wall Latex for first coating, apply skim coat to uneven surface and semi-gloss or gloss latex with acry-color for 2nd and 3rd coating. Refer to owner's approved color.

8.2. Metal or Steel Materials.

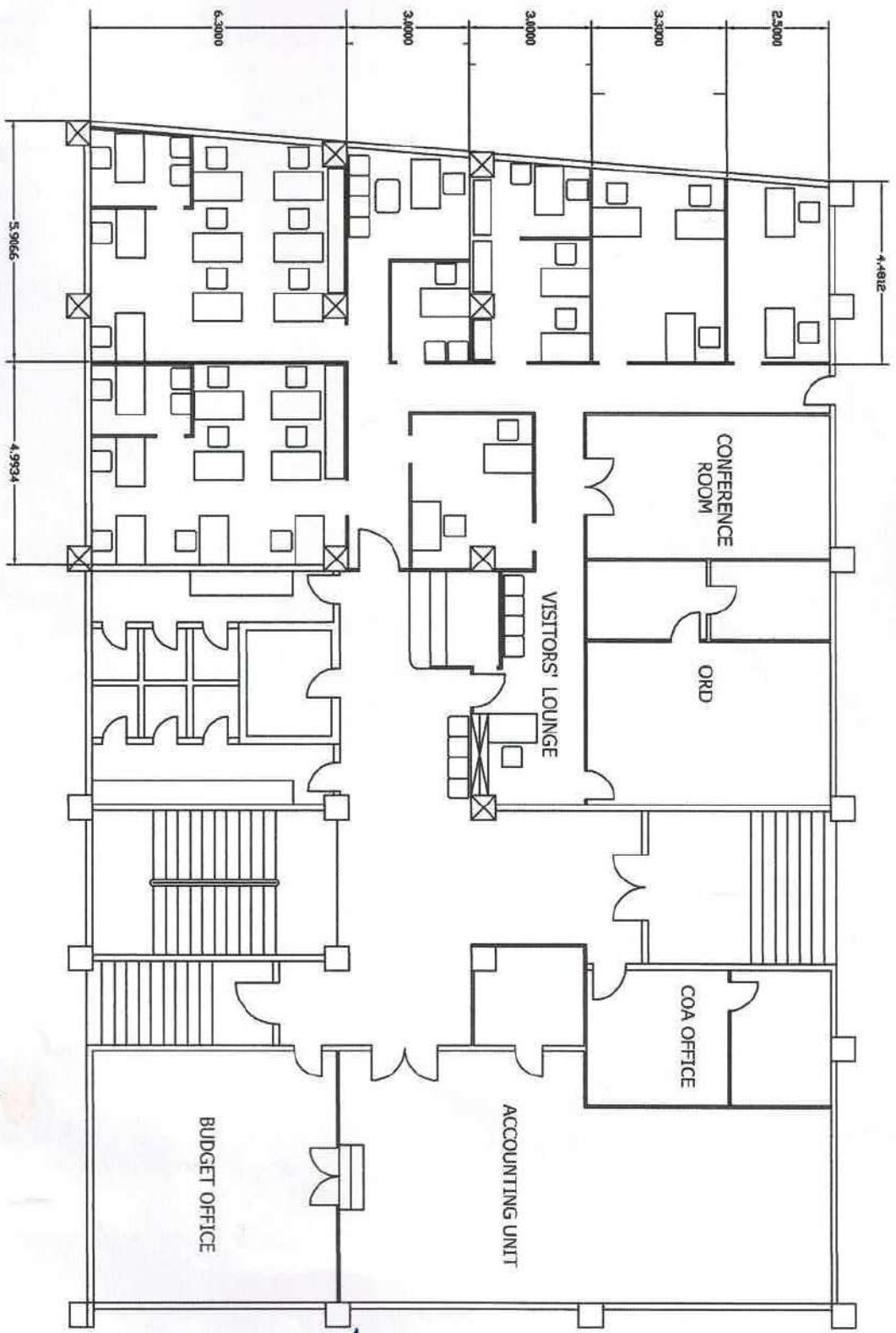
8.2.1. Red Oxide Primer for first coating and Quick Dry enamel for 2nd and 3rd coating with tinting color. Refer to owner's approved color.

9.0 BUILT-IN TABLES CABINETS AND DRAWERS.

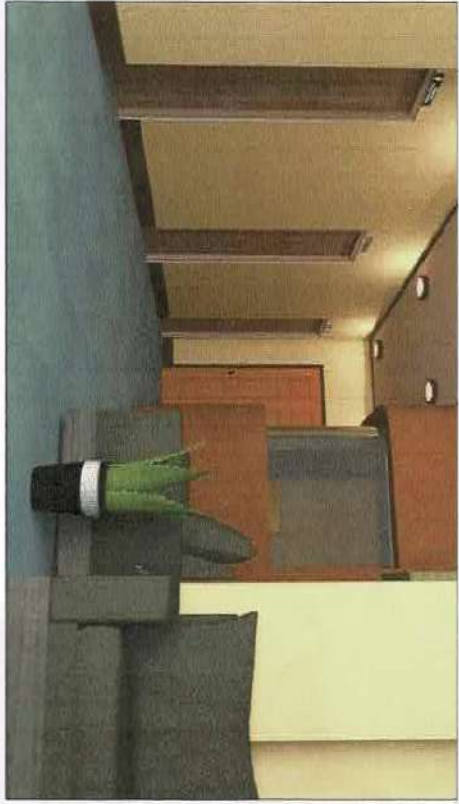
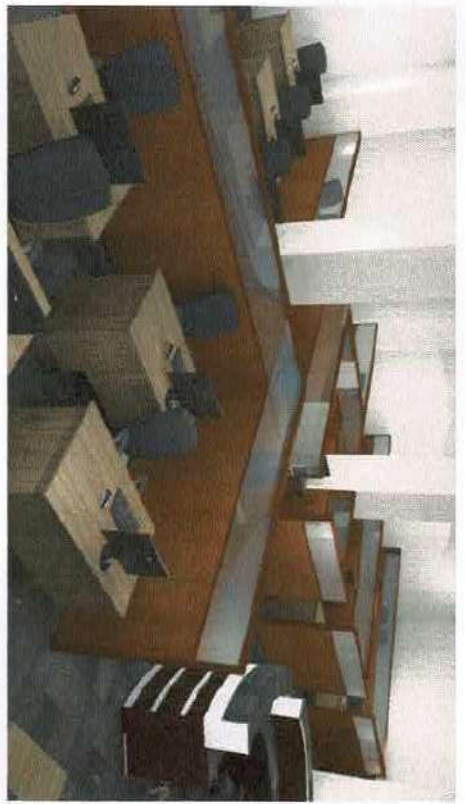
9.1 Reception.

9.1.1 Materials. Use ¾" thick marine plywood and ¼" marine plywood for curved portion. Apply Wood adhesive to all connections. Use Flat Enamel for first coating, poly tuff for uneven surface and Quick Dry Enamel mixed with tinting color for 2nd and 3rd coating. Refer to owner's approved color.

Section VII. Drawings



PREPARED BY: ENGR. ROMYND F. FADRI REGIONAL INFRASTRUCTURE OFFICER III PLACE: DATE:	OWNER: DSWD - MIMAROPA FO PROJECT LOCATION: MALATE, MANILA PROJECT TITLE: OFFICE OF THE REGIONAL DIRECTOR PROPOSED EXPANSION	RECOMMENDING APPROVAL: ENGR. ROMYND B. LIBARRA PROJECT DEVELOPMENT OFFICER IV	APPROVED BY: FERNANDO R. DE VILLA JR. CESO III REGIONAL DIRECTOR	SHEET CONTENTS: FLOOR PLANS	SHEET NO. I: AR 1
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DRAWN BY: 
 ENGR. RAYMOND F. FADRI
 REGIONAL INFRASTRUCTURE OFFICER II
 REG. NO. : _____ PLACE : _____
 DATE : _____

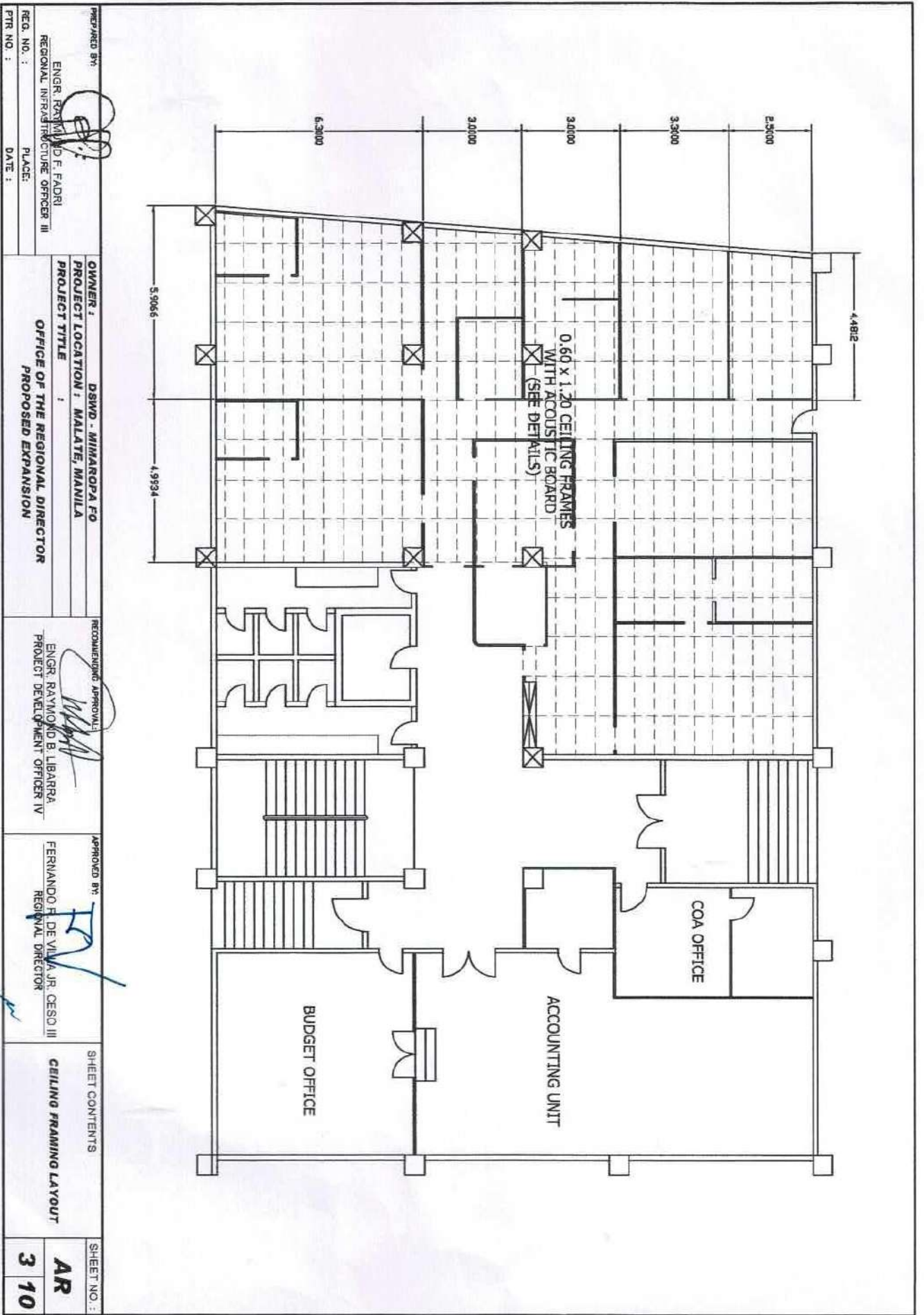
OWNER : **DSWD - MIMAROPA FO**
 PROJECT LOCATION : **MALAYTE, MANILA**
 PROJECT TITLE : _____
 OFFICE OF THE REGIONAL DIRECTOR
 PROPOSED EXPANSION

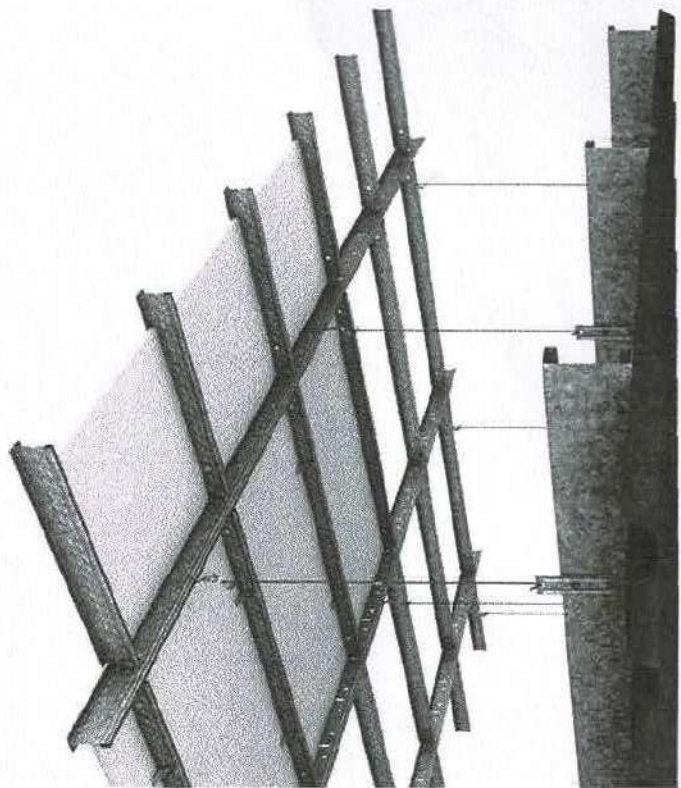
RECOMMENDING APPROVAL:

 ENGR. RAYMOND S. LIBARRA
 PROJECT DEVELOPMENT OFFICER IV

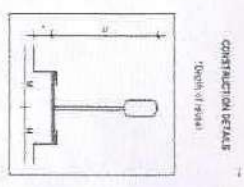
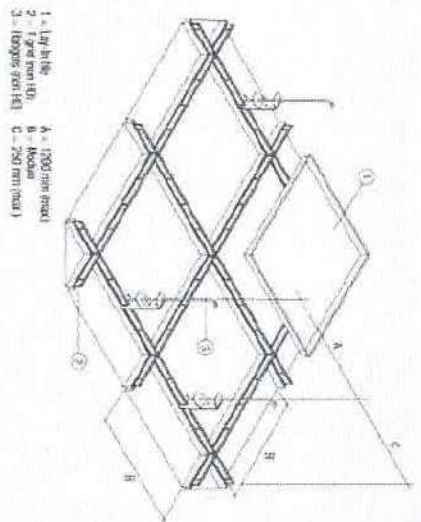
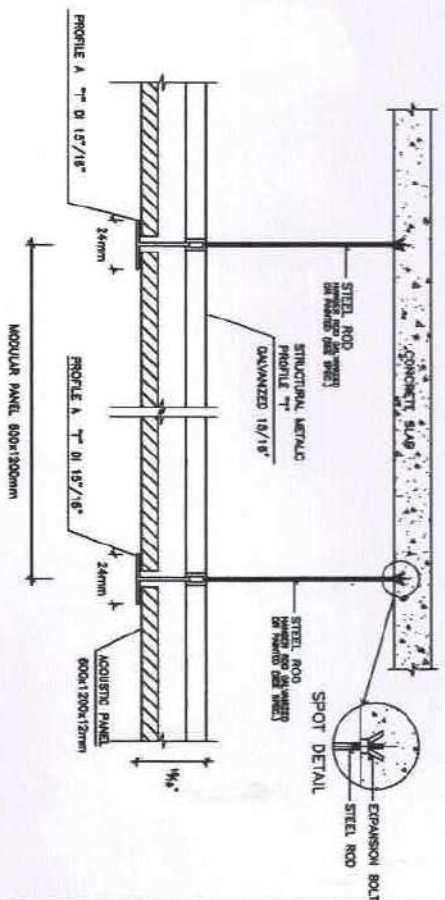
APPROVED BY: 
 FERNANDO R. DE VILLA, JR. DESO III
 REGIONAL DIRECTOR

SHEET CONTENTS: **Interior Designs**
 SHEET NO. : **AR**
2 10



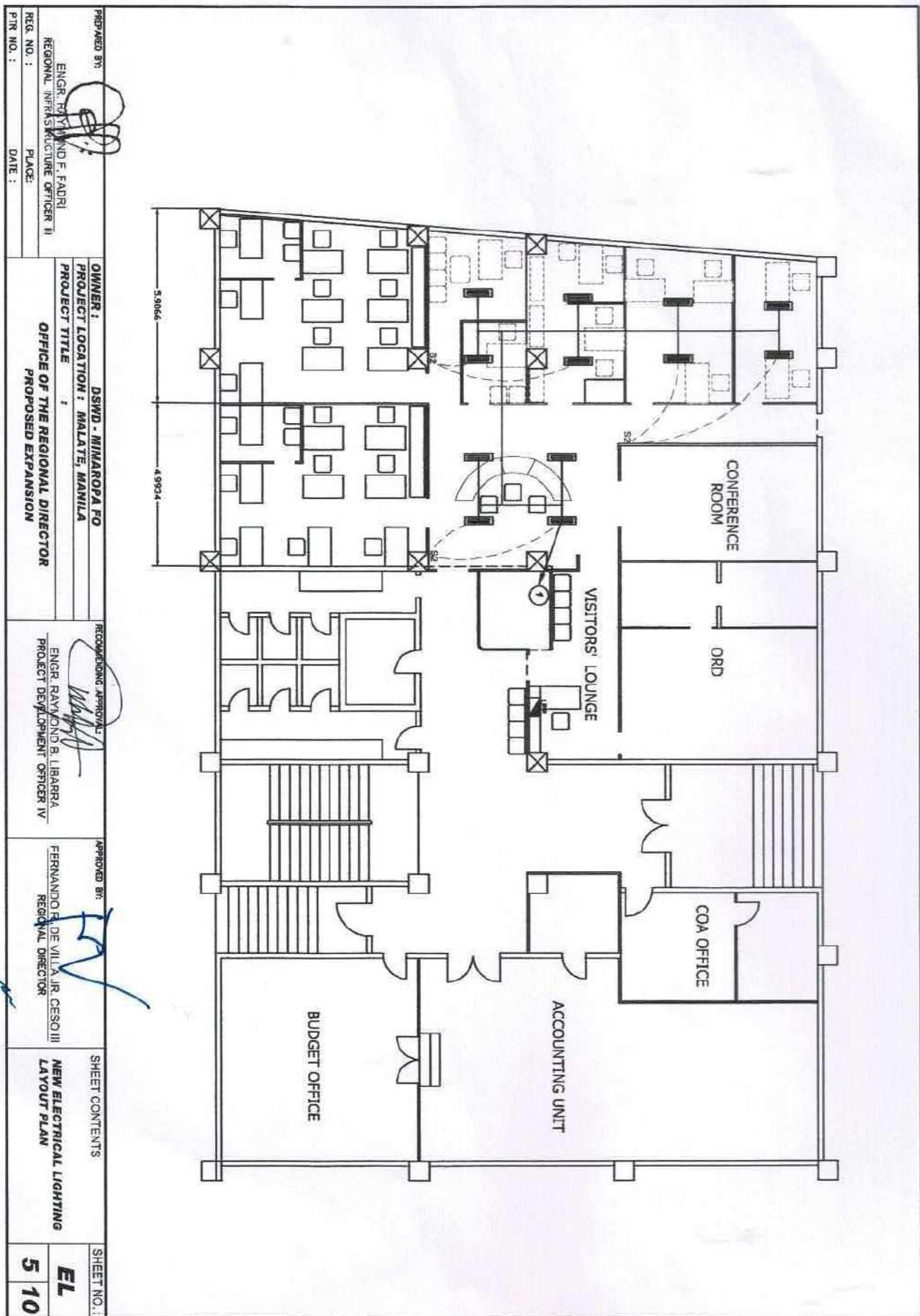


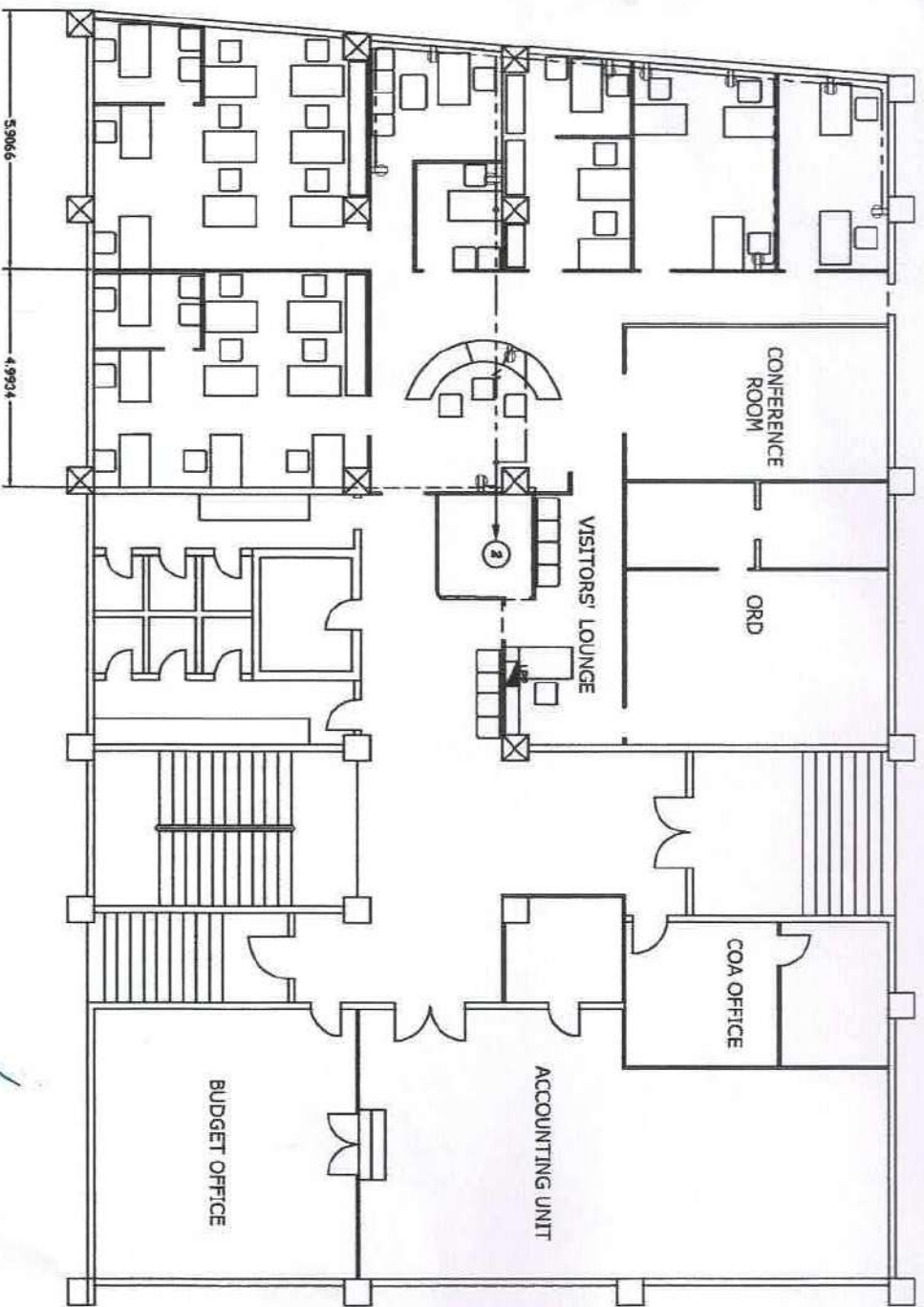
3D VIEW OF CEILING INSTALLATIONS
SCALE: NTS




CEILING DETAILS
SCALE: NTS

PREPARED BY: ENGR. RAYMOND F. FADRI REGIONAL INFRASTRUCTURE OFFICER II PLACE: _____ DATE: _____	OWNER: DSWD - MIMAROPA FO PROJECT LOCATION: MALATE, MANILA PROJECT TITLE: _____ OFFICE OF THE REGIONAL DIRECTOR PROPOSED EXPANSION	RECOMMENDING APPROVAL: ENGR. RAYMONDO B. LIBARRIA PROJECT DEVELOPMENT OFFICER IV	APPROVED BY: FERNANDO R. DE VILLALUZ, CESO III REGIONAL DIRECTOR	SHEET CONTENTS: CEILING INSTALLATION 3D VIEW/ CEILING DETAILS	SHEET NO.: AR 4 / 10
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PREPARED BY: 
 ENGR. RAYMOND F. FADRI
 REGIONAL INFRASTRUCTURE OFFICER III
 REG. NO. :
 PLACE:
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OWNER : **DSWD - MIMAROPA FO**
 PROJECT LOCATION : **MALATE, MANILA**
 PROJECT TITLE :
OFFICE OF THE REGIONAL DIRECTOR
PROPOSED EXPANSION

RECOMMENDED APPROVAL:

 ENGR. RAYMOND B. LIBARUA
 PROJECT DEVELOPMENT OFFICER IV

APPROVED BY:

 FERNANDO R. DE VILLA, JR. CESO III
 REGIONAL DIRECTOR

SHEET CONTENTS
NEW ELECTRICAL POWER
LAYOUT PLAN

SHEET NO. :
EL
6 10

ELECTRICAL NOTES :

1. INSTALLATION SHALL CONFORM TO THE PROVISIONS OF THE LATEST EDITION OF BOTH PHILIPPINE ELECTRICAL CODE OF GOVERNMENT AGENCY CONCERNED AND MERRCAL REQUIREMENTS.
2. ALL MATERIALS AND EQUIPMENT TO BE USE SHALL BE NEW AND OF THE APPROVED TYPES FOR ALL LOCATIONS AND INTENDED USE.
3. WIRING METHODS TO BE USE SHALL BE RIGID STEEL CONDUIT WITH CONCEALED OPEN WIRING WITH PROPER BOXES SUPPORTS AND FITTINGS
4. ADEQUATE AND EFFECTIVE EQUIPMENT SHALL BE PROVIDED.
5. THERE SHALL BE ONLY ONE SERVICE DROP TO THE BUILDING.
6. SERVICE SHALL BE SINGLE PHASE 3 WIRE, 220 VOLTS AC, AND 60HERTZ.
7. ALL SERVICE EQUIPMENTS SHALL BE READILY ACCESSIBLE.
8. WORKMANSHIP SHALL BE FIRST CLASS AND CONFORM TO GOOD AND MODERN ENGINEERING PRACTICES.
9. ALL WORKS SHALL BE DONE UNDER THE DIRECT SUPERVISION OF A PROFESSIONAL ELECTRICAL ENGINEER.

LEGEND:

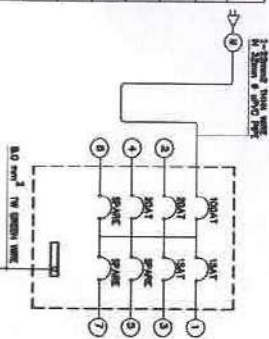
- PANELBOARD
- WIRING IN CONDUIT CONCEALED IN FLOOR OR WALL
- WIRING IN CONDUIT CONCEALED IN CEILING
- CIRCUIT BREAKER IN PANEL BOARD
- SWITCH
- 1 X 40 MVA TRANSFORMER
- CIRCUIT BREAKER
- GROUNDING BUS (GROUNDING TYPE, 250V, 220V)
- GROUNDING BUS (GROUNDING TYPE, 250V, 220V)
- GROUNDING BUS (GROUNDING TYPE, 250V, 220V)
- S1 - SINGLE POLE SWITCH IN 1 GANG PLATE COVER, 15A, 250V
- S2 - TWO POLE SWITCH IN TWO GANG PLATE COVER, 15A, 250V
- Ⓜ - MOUNTING METERS
- Ⓜ - CABLE TV OUTLET
- Ⓜ - SMOKE DETECTOR ALARM SYSTEM

SCHEDULE OF LOADS

DIST. NO.	DESCRIPTIONS	VA	VOLTS	AMP.	C.B. (A17)	WIRE SIZE	CONDUIT SIZE
1	LIGHTING OUTLET	1200	220	5.45	15	1-1/8" W/ 1/2" WIRE	20 mm φ UPVC PIPE
2	CONVEYOR OUTLET	1900	220	8.61	20	1-3/8" W/ 1/2" WIRE	20 mm φ UPVC PIPE
3	SHOP DETECTOR	540	220	2.45	15	1-1/8" W/ 1/2" WIRE	20 mm φ UPVC PIPE
4	EQUIPT FAN	3000	220	13.64	20	1-3/8" W/ 1/2" WIRE	20 mm φ UPVC PIPE
5	SPACE						
6	SPACE						
7	SPACE						
	TOTAL	4740		21.57			

LOAD CALCULATION:

$I = \frac{57,700,000}{220 \times 2338} = 114.3 \text{ Amp}$
 USE: 2-25mm THIN WIRE IN 32 mm φ UPVC PIPE
 30 A7, 6P, 60HZ, 240V NCCB
 1-80mm² THW GROUNDING CONDUCTOR



RISER DIAGRAM

SCALE

NTS

PREPARED BY:
 ENGR. RAMON D. F. PADRI
 REGIONAL INFRASTRUCTURE OFFICER II
 PLACE:
 DATE:

OWNER: **DSWD - MIAMAROPA FO**
 PROJECT LOCATION: **MALATE, MANILA**
 PROJECT TITLE: **OFFICE OF THE REGIONAL DIRECTOR PROPOSED EXPANSION**

RECOMMENDING APPROVAL:
 ENGR. RAMON D. F. PADRI
 PROJECT DEVELOPMENT OFFICER IV

APPROVED BY:
 FERNANDO R. DE VILLAJAR, CESO III
 REGIONAL DIRECTOR

SHEET CONTENTS:
 ELECTRICAL NOTES
 LEGEND
 LOAD SCHEDULE
 LOAD CALCULATION
 RISER DIAGRAM

SHEET NO.:
EL
7 10

PREPARED BY: 
 ENGR. RAVI AND F. PADRI
 REGIONAL INFRASTRUCTURE OFFICER III
 REG. NO. : _____
 PLACE : _____
 DATE : _____

OWNER : **DSWD - MIMAROPA FO**
 PROJECT LOCATION : **MALATE, MANILA**
 PROJECT TITLE : **OFFICE OF THE REGIONAL DIRECTOR**
 PROPOSED EXPANSION

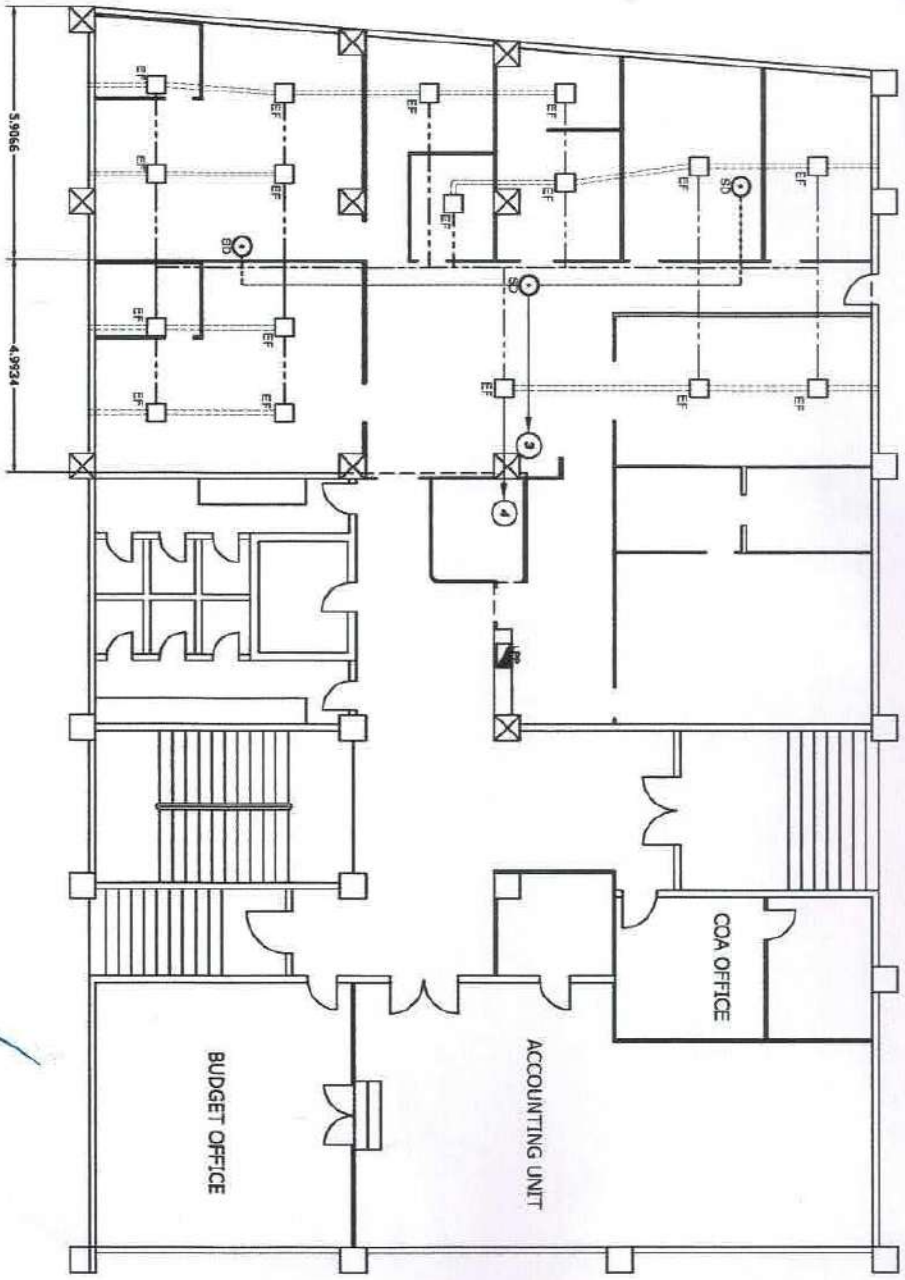
RECOMMENDED APPROVAL

 ENGR. RAVI AND F. PADRI
 PROJECT DEVELOPMENT OFFICER IV

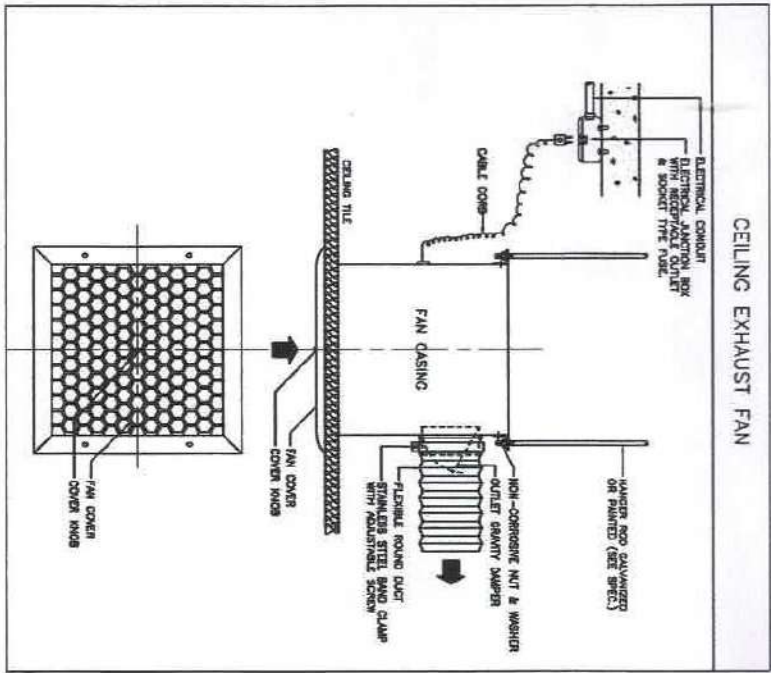
APPROVED BY: 
FERNANDO B. DE VILLA JR. CESO III
 REGIONAL DIRECTOR

SHEET CONTENTS
VENTILATION SYSTEM & SMOKE DETECTOR LAYOUT PLAN

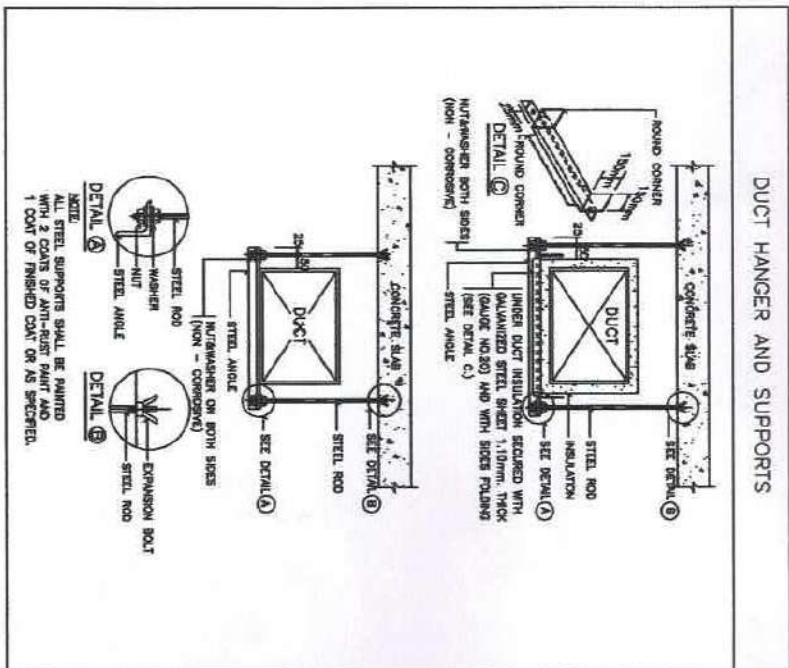
SHEET NO. : **V/S**
8 10



CEILING EXHAUST FAN



DUCT HANGER AND SUPPORTS



PREPARED BY:
 ENGR. RAYMOND D. E. FADRIN
 REGIONAL INFRASTRUCTURE OFFICER III
 PLACE:
 DATE:

OWNER: DSWD - MIMAROPA FO
 PROJECT LOCATION: MALATE, MANILA
 PROJECT TITLE: OFFICE OF THE REGIONAL DIRECTOR
 PROPOSED EXPANSION

RECOMMENDING APPROVAL:
 ENGR. RAYMOND B. LIBARRA
 PROJECT DEVELOPMENT OFFICER IV

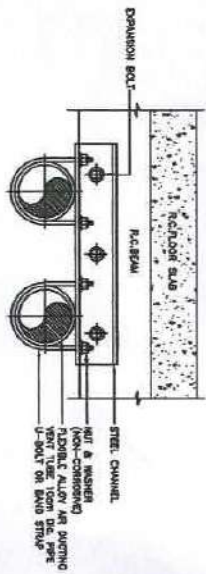
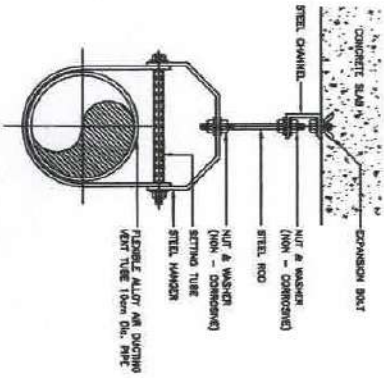
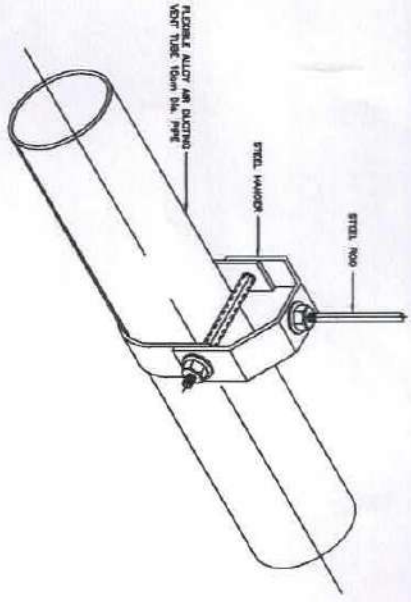
APPROVED BY:
 FERNANDO B. DE VILVA JR. CESO III
 REGIONAL DIRECTOR

SHEET CONTENTS
 CEILING EXHAUST FAN
 DUCT HANGER & SUPPORTS

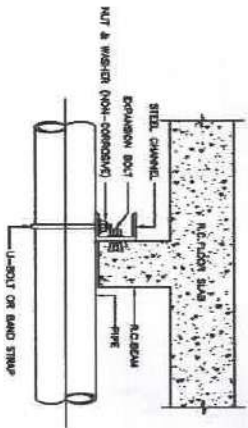
SHEET NO.:
 VS
 9 10

PIPE HANGER FOR SIZE 65 mm ($\phi 2 \frac{1}{2}$ ") AND LARGER

PIPE HANGER FROM BEAM



END VIEW



ELEVATION

PREPARED BY: ENGR. RAYMOND B. LIBARRÍA REGIONAL INFRASTRUCTURE OFFICER III PLACE: _____ DATE: _____	OWNER: DSWD - MANKARAO FO PROJECT LOCATION: MALATE, MANILA PROJECT TITLE: _____ OFFICE OF THE REGIONAL DIRECTOR PROPOSED EXPANSION	RECOMMENDING APPROVAL: ENGR. FERNANDO R. DE VILLA, JR. PROJECT DEVELOPMENT OFFICER IV	APPROVED BY: FERNANDO R. DE VILLA, JR. CESO III REGIONAL DIRECTOR	SHEET CONTENTS: AS SHOWN	SHEET NO.: VS 1010
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Section VIII. Bill of Quantities

REPUBLIC OF THE PHILIPPINES					
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT					
Field Office IV-MIMAROPA					
MALATE , MANILA					
BILL OF QUANTITIES					
Name of Project		:	Repair and Improvement of Office of the Regional Director		
Location		:	DSWD Regional Office, Malate, Manila		
Project Duration			70 CALENDAR DAYS		
Item No.	Description	Unit	Quantity	UNIT COST	TOTAL COST
A.1	Site Works	sq.m.	198.00		
A.2	Installation of Walls and Partition	sq.m.	57.20		
A.3	Tile Works	sq.m.	161.23		
A.4	Doors	sq.m.	10.32		
A.5	Ceiling Works	sq.m.	217.20		
A.6	Electrical Works	lot	1.00		
A.7	Fire Protection , Detection and Alarm	sq. m	347.56		
A.8	Painting Works	sq.m.	31.68		
A.9	Built in Tables, Cabinets and Drawers	lot	1.00		
B.	Indirect Cost	lot	1.00		
GRAND TOTAL					
Total Amount in Words:					

Submitted by:

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

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

BID FORM

Date : _____
Project Identification No. : _____

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

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

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines² for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

² currently based on GPPB Resolution No. 09-2020

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

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

1. *[Select one, delete the other:]*

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

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

2. *[Select one, delete the other:]*

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

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and

the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

[Jurat]

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

Bid Securing Declaration Form

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

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

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Section IX. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- (h) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**
- (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (j) Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid;
 - b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be;
 - d. **Certificate of Site Inspection**
 - e. **Concurred/Enhanced Fire Alarm and Fire Protection Plan (signed by ECE/Mechanical Engineer) and**

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

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

Other documentary requirements under RA No. 9184

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

