

# **PHILIPPINE BIDDING DOCUMENTS**

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
FIELD OFFICE MIMAROPA

## **BIDDING DOCUMENTS FOR CONSTRUCTION OF ONE-STOREY BUILDING AT DSWD REGIONAL OFFICE, MALATE, MANILA**

**PROJECT ID NO. DSWD4B-2021-024**

**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 CONSTRUCTION OF ONE-STOREY  
BUILDING AT DSWD REGIONAL OFFICE, MALATE, MANILA**

***PROJECT ID NO. DSWD4B-2021-024***

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 ***Five Million Five Hundred Thousand Pesos Only (Php 5, 500,000.00)*** being the ABC to payments under the contract for *Project, “Construction of One-Storey Building at DSWD Regional Office, Malate, Manila with Project ID No. DSWD4B-2021-024.* 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 One Hundred Five (105 ) Calendar Days. 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 **November 9, 2021- November 29, 2021** from the given address and website(s) below *and upon payment of the applicable nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos Only (Php 10,000.00) .*
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 Conference<sup>1</sup> on November 17, 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](mailto:procurement.fomimaropa@dswd.gov.ph)** not later than **November 17, 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 **November 29, 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**

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<sup>1</sup> 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 *November 29, 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](mailto:procurement.fomimaropa@dswd.gov.ph)  
Website: [www.fo4b.dswd.gov.ph](http://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-notices/bid-2021/>

*November 8, 2021*

**SHEILA S. TAPIA**  
*BAC 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 Construction of One-Storey Building at DSWD Regional Office, Malate, Manila with Project Identification Number *DSWD4B-2021-024*.

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 Five *Million Five Hundred Thousand Pesos Only (Php 5, 500,000.00)*.

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 “P” 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 one copy of the first and second components of its Bid.

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

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

### **17. Deadline for Submission of Bids**

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

## 18. Opening and Preliminary Examination of Bids

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

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

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

## 19. Detailed Evaluation and Comparison of Bids

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

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 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 style="margin-left: 40px;">a. <i>Construction of Building</i>  b. <i>Completed within five( 5) years from the date of submission</i></p>																		
7.1	<i>Subcontracting is not allowed</i>																		
10.3	<p><i>PCAB Classifications:</i>  <i>Principal Classification: General Building</i></p> <p><i>Category: C&amp;D</i>  <i>Registration Particulars:</i>  <i>Kind of Project: General Building</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> </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			
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Site/Project Engineer(Registered )	2 years	2 years																	
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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: left;"><u>Capacity</u></th> <th style="text-align: center;"><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td>One Bagger Mixer</td> <td>Charging Capacity, 300 L 12 HP Motor Power</td> <td style="text-align: center;">2 units</td> </tr> <tr> <td>Concrete Vibrator</td> <td>Vibrating Amplitude 0.8-1.2 Frequency 12,000 rpm</td> <td style="text-align: center;">2 units</td> </tr> <tr> <td>Welding Machine</td> <td>200- 400 amp</td> <td style="text-align: center;">2 units</td> </tr> <tr> <td>Transit Mixer</td> <td>Min of 5 cubic meter</td> <td style="text-align: center;">1 unit</td> </tr> <tr> <td>Boom Truck</td> <td>Min of 2 tons capacity</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>	One Bagger Mixer	Charging Capacity, 300 L 12 HP Motor Power	2 units	Concrete Vibrator	Vibrating Amplitude 0.8-1.2 Frequency 12,000 rpm	2 units	Welding Machine	200- 400 amp	2 units	Transit Mixer	Min of 5 cubic meter	1 unit	Boom Truck	Min of 2 tons capacity	1 unit
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12	N/A																		
15.1	The bid security shall be in the form of a <b>Bid Securing Declaration</b> or any of the following forms and amounts:																		

	<p>a. The amount of not less than <b>One Hundred Ten Thousand Pesos Only (Php 110,000.00)</b> 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 <b>Two Hundred Seventy Five Thousand Pesos Only (Php 275,000.00)</b> 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 original, copy no 1 and copy no 2. Original Bid envelope should be sealed with two envelopes mark as "ORIGINAL –TECHNICAL COMPONENT" and another envelope as "ORIGINAL- FINANCIAL COMPONENT" sealing them all in outer envelope marked as "ORIGINAL BID". 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.</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><b><i>Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</i></b></p> <ul style="list-style-type: none"> <li>- <b><i>2020 Income Tax Return with proof of payment; and</i></b></li> <li>- <b><i>VAT Returns (Form 2550M and 2550Q with proof of payment covering the months from January to October 2021.</i></b></li> </ul> <p><b><i>Proof of Ongoing Contracts Awarded but not yet Started as identified in the Statement of All Ongoing Contracts but not yet Started.</i></b></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"> <li>1. Construction Schedule and S-curve</li> <li>2. Manpower Schedule</li> <li>3. Construction Methods</li> <li>4. Equipment Utilization Schedule</li> <li>5. Construction safety, sanitation and health program approved by DOLE</li> <li>6. PERT-CPM</li> </ol>

## ***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 One Hundred Five (105) Calendar Days</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 permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:] Fifteen (15) 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>10 Ten 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 Twenty Five Thousand Pesos Only (Php 25,000.00)								
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>1<sup>st</sup> 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>2<sup>nd</sup> Tranche: 50% of the total contract cost ( subject for deduction of 10% Retention and half of 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>3<sup>rd</sup> Tranche: 35% of the total contract cost ( subject for deduction of 10% Retention and half of 15% Mobilization Fee)</td> <td>Must be Eighty Five Percent ( 85% ) of the project completion /physical accomplishment with the submission of Billing Statement , Progress/Accomplishment Report , Statement of Work Accomplished ,</td> </tr> </tbody> </table>	Payment Tranches	Output /Deliverables	1 <sup>st</sup> 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 <sup>nd</sup> Tranche: 50% of the total contract cost ( subject for deduction of 10% Retention and half of 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 <sup>rd</sup> Tranche: 35% of the total contract cost ( subject for deduction of 10% Retention and half of 15% Mobilization Fee)	Must be Eighty Five Percent ( 85% ) of the project completion /physical accomplishment with the submission of Billing Statement , Progress/Accomplishment Report , Statement of Work Accomplished ,
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		Progress Photos and Narrative Report	
	3 <sup>rd</sup> Tranche: Final Billing 100% Accomplishments payment of the contract price (Subject for Deduction of 10% Retention )	<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>10% of the Contract Price.</i></p>		

## ***Section VI. Specifications***

PROJECT: CONSTRUCTION OF ONE STOREY OFFICE BUILDING AT DSWD REGIONAL OFFICE

LOCATION: 1680 FT. Benitez St., Corner Malvar St., Malate Manila,

SUBJECT: TECHNICAL SPECIFICATION

### **GENERAL REQUIREMENTS**

All works specified herein shall be under the Standard Procedures of the NATIONAL BUILDING CODE OF THE PHILIPPINES.

Drawings and specifications are complimentary to each other. Drawings are graphic means of showing works to be done and exist essentially to show size, location and placement. Specifications on the other hand are used to describe materials construction techniques and procedures.

The contractor shall verify all conditions and dimensions at the job site prior to the start of any work. Any discrepancies between drawings and other technical documents shall be brought to the Owners Representative's attention for clarification before proceeding with the work.

### **PERMITS AND LICENSES**

All construction permits and licenses necessary for the execution of the works should be secured and the corresponding requirements should be paid by the contractor. The contractor shall not commence construction without the necessary permits, licenses and bonds. In the event that the contractor starts construction before acquiring the necessary permits and licenses, the contractor shall be solely liable for the resulting damages and liability.

### **PLANT AT SITE**

Labor contractor shall maintain at all times two (2) sets of plans at job site. One (1) for construction laymen and one (1) set free which be for reference in the alterations, changes and revisions specially the electrical and plumbing works. The plan shall be kept and returned to the OWNER as AS- BUILT PLAN for future references.

### **SCOPE OF WORKS**

All works shall be under the strict conformity with the plans and specifications. All forms of construction methods, procedures, system and techniques etc., shall be in confluence with the National Building Codes, Structural, Electrical and Plumbing code of the Philippines.

### **DESCRIPTION OF WORKS**

#### **I – SITE DEVELOPMENT**

1. Minimum excavation shall be 1.20 m (48") from finish grade line. If resting on filled areas, excavations shall go deeper until desired stratum is reached for safe bearing capacity of soil.
2. Earth fills and/or backfills shall be placed on layers not exceeding 0.15m (6"). Each layer shall be properly wetted and compacted every layer. The filling materials shall be free from vegetable matter and lumps of clay, and shall be of such nature that it can be compacted readily to form a firm, stable base.
3. Furnish and install complete soil treatment under and adjacent to building to provide uniform toxic barrier in all routes of termite entry.

## **II – MASONRY**

1. Concrete Hollow Blocks – 6" CHB for perimeter walls of building and septic tank. 4" CHB for side walls of comfort rooms. For CHB installation, first course with 10mm horizontal bar.
  - 10mm horizontal bar @ every three layers of CHB.
  - 12mm @ 0.60m O.C. Vertical.
  - 16mm CHB joints, fill block cores with cement mortar 1:3
  - Stagger splices in adjacent bars at least 600mm. Lap bars at minimum of 40 diameters of the reinforcement.

## **III. – STRUCTURAL**

- A.) Steel Bars – Steel bars shall be intermediate grade deformed bars (RSB ASTMA615 275.8 MPa/ Fy=40,000.00 Psi).
- B.) Tie Wire – Ga. 16 Galvanized
- C.) Cement – Portland Cement Type I. Use one brand for structural and masonry.
- D.) Concrete Mix – Class A mixture, 20.7 MPa (3,000 Psi).
- E.) Concrete Additives – Air retaining agent for mortar/plaster to increase bond strength and job-mix concrete accelerator.
- F.) Form Oil – Non-staining, clean, stripping release agent and form preservatives.
- G.) Expansion Strip – Joint filler between wall and floor slab, walls and other inserts in concrete pavements.

## **IV – CONCRETE**

1. Footings, Foundations and Floor slabs
  - a. Footings and foundations shall follow all dimensions and reinforcements shown in the working drawings. They shall be a continuously poured concrete mix of 3000 psi.
  - b. Steel reinforcements shall be intermediate grade deformed bars and free from rust.
  - c. Footing and foundations depth shall follow a standard dimensions, but may go deeper if the structure will stand on filled areas.



- d. Floor shall be 0.15-meter-thick reinforced as shown in the working drawings.
2. Columns, Beams and Walls
    - a. Columns shall be poured with 3000 psi mix concrete and beams shall be of Class A concrete mixture with rebar and dimensions specified of the working drawings.
    - b. Perimeter walls shall be 6" CHB and partition walls 4" CHB. Vertical bars for CHB Laying is 12 mm rebar and 10 mm rebar for horizontal bars. Vertical and horizontal bars shall be spaced as shown in the working drawings and tied with #16 G.I. wires at intersections.

## **V – CARPENTRY**

1. Ceiling Works
  - a. Ceiling frames shall be of Wall Angle 4mm x 25mm x 25mm x 25mm x 3m and Metal Furring 4mm x 19mm x 50mm x 5m Novell spaced at 16" on centers or as shown in the working drawings. (VARIES)
  - b. Interior ceiling board shall ¼ thick Ficemboard.
2. Drywall
  - a. Drywalls – ¼" thk. Ficemboard (Paint Finished) on double metal stud (0.50 mm x 100mm x 0.55mm) joint @ 0.60 m. spacing on both ways.

## **VI– FLOORS**

- a. Main building Floor shall be finished with 60 cm 60 cm nonskid Tiles.
- b. Tiles at comfort room areas shall also be 60cm x 60cm dimension and installed up to the ceiling area.

## **VII – DOOR AND WINDOWS**

1. CR Doors – Doors for Comfort Rooms shall be PVC Door (0.80 m x 2.10 m) dimension.
2. Interior Doors - Powder coated aluminum framed sliding swing tempered clear glass door (6mm thk.). Door dimension is (0.80 m x 2.10 m).
3. Front Doors – Powder coated aluminum framed Double Swing tempered Clear Glass Door 6mm thick (In & Out with transom) (2.4 m x 1.50 m)
4. Interior Doors - Powder coated aluminum framed sliding swing tempered clear glass door 6 mm thk. (0.80 m x 2.10 m) dimension.
  - c.
- 5.) Window - Powder coated aluminum framed sliding tempered clear glass window (6mm thk.)

- 6.) CR mirrors – Mounted on 6mm thk. Plywood backing. Aluminum frame powder coat finish. Clear plate glass 6 mm thk.

### **VIII – FINISHING HARDWARES**

- a. Locksets – type of lockets shall be according to their functions. Brands to be use may either be kwikset, amerilock, schalage or equivalent.
- b. Hinges – CR doors shall be provided with 3 pcs 3 ½ x 3 ½ hinges.
- c. Railings at Ramps shall be 2” Stainless Pipe.
- d. Railings at stairways shall be 2” GI Pipes with Paint Finish.

### **IX – SANITARY / PLUMBING**

1. All plumbing works included herein shall be executed according to the provisions of the Plumbing Code of the Philippines, The National Building Code and the Rules and Regulations of the Municipality.
2. All pipes shall be installed as indicated on the plans. Any relocations required for proper execution of other trades shall be with the prior approval of Owners representative.
3. Septic Tank:
  - a.) The digestion chamber of the septic tank must be water tight and airtight.
  - b.) Not less than 30 cm. of air space must be left between the top of sewage level and the under part of the cover.
  - c.) No septic tank shall be constructed under the building.
  - d.) Inner surface of leaching and digestion chamber shall be cement plastered finish.
4. Piping and fittings – Polyvinyl Chloride (PVC) system pipes and fittings series 1000.
5. Cleanouts – Floor cleanouts, cast iron, polished bronze, stainless steel or chrome plated w/ “CO” cast in plate, installed flush with finished floor w/ counted sink screws. For cleanouts to exterior of buildings, provide 600mm x 600mm x 100mm thk. Concrete precast detachable cover with top 25mm above grade.

### **X – ELECTRICAL**

1. All electrical works shall comply with plans and specifications, applicable provisions of the latest edition of The Philippine Electrical Code, the rules and regulations of the local enforcing authority and the requirement of the local power company.

2. All materials to be used shall be brand new and approved for the particular location and usage.
3. All wires shall be Thermoplastic Insulated Type (THHN) unless otherwise indicated in the plan. The minimum size wire for power and lighting circuit homeruns shall be 3.5mm<sup>2</sup> and insulated for 600 volts. Likewise, all conductors shall be color coded.
4. Electrical wirings shall be installed using PVC pipes.
5. All electrical works shall be done under the direct and immediate supervision of a duly registered Electrical Engineer or Master Electrician,

## **XI – PAINTINGS**

1. Properly Painted Surface – Surface that is uniform in appearance, color and sheen and free of foreign materials, lumps, skins, runs, sags, misses, strike-through and insufficient coverage. Surface shall be free of drips, spatters, spills, and overspray caused by Paint Applicator. Compliance will be determined when viewed without magnification and at a distance of 5 feet minimum under normal lighting conditions and from normal viewing positions.
2. Perform painting operations at temperature and humidity conditions recommended by paint manufacturer for each operation and for each product.
3. Coordinate with other trades/workers for materials and systems that require painting before installation.
4. Schedule painting and coating work to begin when work upon which painting and coating work is dependent has been completed. Schedule installation of pre-finished and non-painted items, which are to be installed on painted surfaces, after application of final finishes.
5. Use one brand of paint all throughout. All exposed finish hardware, lighting fixtures and accessories, plumbing fixtures and accessories, glasses and the like shall be adequately protected prior to painting works to avoid stains. All other surfaces which stains would endanger with paint marks should be taped and covered with kraft paper or equal. Surface must be dry and clean, light sanded.
6. Paint Brands – Use Boysen Paint or Davies Paint Brand or similar quality (branded paint)
7. Upon completion of painting works, all spots and splashes on floors, glazing and any kinds of debris/dirt shall be removed and cleaned.

## **XII – CONTAINER VAN OFFICE**

### **1.0 CONTAINER VAN**

1.1 Container Van should be air tight, water tight with a dimension of 8 ft. width x 8 ft height x 20 ft. Length.

### **2.0 CONCRETE FOOTING**

2.1 Footing- size of footing is 500mm x 500mm x 200mm thick, with 6 pcs. 12mm reinforcing steel bars both ways. Use Class A Concrete Mixture.

2.2 Pedestal- size of pedestal is 300mm x 300mm x 900mm high. 400mm embedded to soil surface & 500mm is above NGL. 4pcs 12mm vertical bars with 10mm lateral ties spaced 3 @ 0.05m, 1 @ 0.10m rest @ 0.20m on center.

2.3 Base Plate – use 12mm base plate with 12 mm diameter x 400mm height anchor bolt. Provide stiffeners on base plate surface and also a modified or similar pin to twist lock to fit the socket hole of the container van.

### **3.0 CEILING WORKS**

3.1 Ceiling Framing. Use G.I. Metal furring framing. For Perimeter G.I. Wall Angle 25mm x 25mm x 5.0m L x 0.80mm thick Center Frame G.I. Single Furring 25mm x 25mm x 5.0m L x 0.80mm Thick Connection Frame G.I. Double Furring 25mm x 38mm x 5.0m L x 0.80mm thick. Use pre-formed clip for framing connection or its equivalent. Blind rivets 5-5 or 5/32” diameter x ½” length

3.2. Ceiling Board. Use ¼” thick marine plywood using Flat head metal screw 1”

### **4.0 DOORS AND WINDOWS**

#### **4.1 Doors**

Aluminum in Analok Finish tubular profiles. Jamb is made of Aluminum Tubular 1-3/4” x 4” with JW door stopper or SOBC stopper. Panel is framed with tubular 1-3/4”x4 using ¼” thick clear annealed glass with snap on base & cover and silicon sealant. Accessories such as Pin hinged, arm type door closer and heavy duty door knob should be of good quality.

#### **4.2 Windows**

Aluminum in Analok finish using YC- Profiles. Jamb is YC-2A profiles attached to Aluminum Plain Tubular 1”x 2” perimeter. Use YC-2 for aluminum casement panel with ¼” thick clear annealed glass and silicon sealant. Accessories such as 4-bar hinges and cam handles should be of good quality.

## **6.0 ELECTRICAL WORKS**

3.1 Provide each container van 2 pcs of Duplex Convenient Outlet with Plate and cover. Use 3.5mm<sup>2</sup> THWN copper wire stranded connected to 30Amp circuit breaker. Wirings should be installed using ¾" thick PVC wire mouldings.

Provide 2 sets 10 LED lamp (same design with the existing office) with good quality switch. Wirings should be installed using ¾" thick PVC wire mouldings.

## **7.0 PAINTING WORKS**

4.1 Ceiling. Use Flat Enamel for first coating and Quick Dry Enamel mixed with tinting color for 2<sup>nd</sup> and 3<sup>rd</sup> coating. Refer to owners approved color.

4.2. Container Van. Red Oxide Primer for first coating and Quick Dry enamel for 2<sup>nd</sup> and 3<sup>rd</sup> coating. Refer to owners approved color.

### **Prepared by:**

Name: **ENGR. ALDIE E. MALATE**  
PRC No: 0104780  
Issued at: Calapan City, Oriental Mindoro

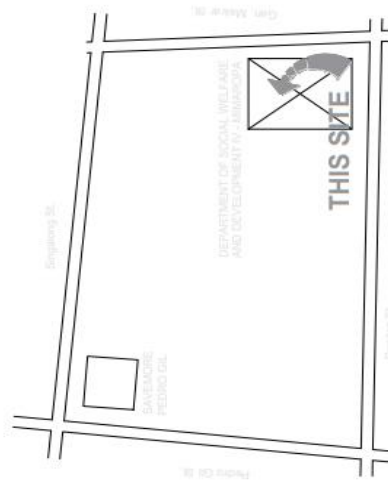
## *Section VII. Drawings*

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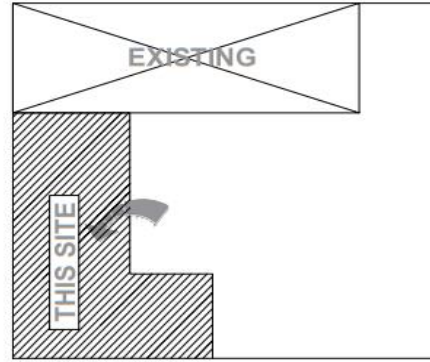
A1	PERSPECTIVE VICINITY MAP SITE DEVELOPMENT PLAN	MUNICIPALITY / CITY _____
A2	FLOOR PLAN ROOF DECK PLAN	LAND USE & ZONING
A3	FRONT ELEVATION REAR SIDE ELEVATION RIGHT SIDE ELEVATION LEFT SIDE ELEVATION	
A4	SCHEDULE OF DOORS AND WINDOW	
S1	GENERAL NOTES	
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E1	GENERAL NOTES LEGENDS PANEL BOARD DIAGRAM ELECTRICAL RISER DIAGRAM	
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P1	PLUMBING NOTES DETAIL OF FLOOR DRAIN DETAIL OF GUTTER	
P2	COLD WATER LINE LAYOUT SEWER LAYOUT	SANITARY
P3	SEPTIC TANK PLAN SEPTIC TANK DETAILS COVER DETAILS	ELECTRICAL
		MECHANICAL



**PERSPECTIVE**  
SCALE \_\_\_\_\_ NTS

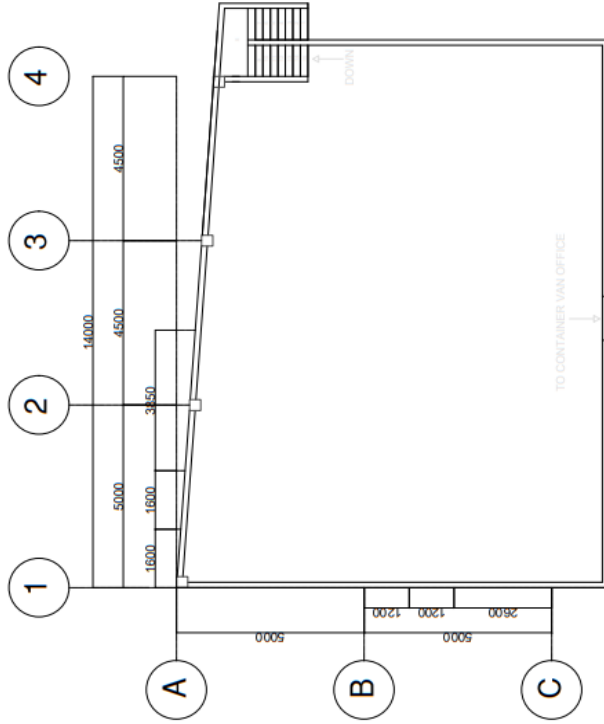


**VICINITY MAP**  
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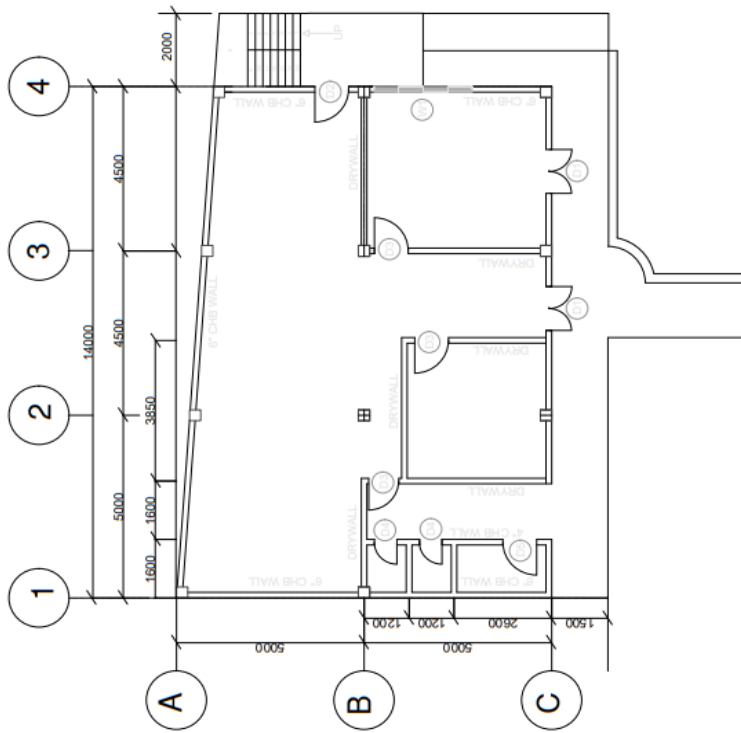


**SITE DEVELOPMENT PLAN**  
SCALE \_\_\_\_\_ NTS

Prepare by: <b>ENGR. ALDIE E. WALATE</b> Engineer III	Prepare by: 	RECOMMENDING APPROVAL <b>JOEL S. MIJARES</b> ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION	APPROVED BY: <b>FERNANDO R. DE VILA, JR., CESO III</b> REGIONAL DIRECTOR	SHEET CONTENTS AS SHOWN	SHEET NO. <b>A-1</b>
PROJECT TITLE CONSTRUCTION OF ONE-STOREY OFFICE BUILDING	PROJECT TITLE CONSTRUCTION OF ONE-STOREY OFFICE BUILDING	PROJECT TITLE CONSTRUCTION OF ONE-STOREY OFFICE BUILDING	PROJECT TITLE CONSTRUCTION OF ONE-STOREY OFFICE BUILDING	PROJECT TITLE CONSTRUCTION OF ONE-STOREY OFFICE BUILDING	PROJECT TITLE CONSTRUCTION OF ONE-STOREY OFFICE BUILDING
PREPARED BY: ENGR. ALDIE E. WALATE	PREPARED BY: 	PREPARED BY: <b>JOEL S. MIJARES</b>	PREPARED BY: <b>FERNANDO R. DE VILA, JR., CESO III</b>	PREPARED BY: AS SHOWN	PREPARED BY: <b>A-1</b>
DESIGNED BY: ENGR. ALDIE E. WALATE	DESIGNED BY: 	DESIGNED BY: <b>JOEL S. MIJARES</b>	DESIGNED BY: <b>FERNANDO R. DE VILA, JR., CESO III</b>	DESIGNED BY: AS SHOWN	DESIGNED BY: <b>A-1</b>
CHECKED BY: ENGR. ALDIE E. WALATE	CHECKED BY: 	CHECKED BY: <b>JOEL S. MIJARES</b>	CHECKED BY: <b>FERNANDO R. DE VILA, JR., CESO III</b>	CHECKED BY: AS SHOWN	CHECKED BY: <b>A-1</b>
DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____
PROJECT NO. _____	PROJECT NO. _____	PROJECT NO. _____	PROJECT NO. _____	PROJECT NO. _____	PROJECT NO. _____
LOCATION: _____	LOCATION: _____	LOCATION: _____	LOCATION: _____	LOCATION: _____	LOCATION: _____



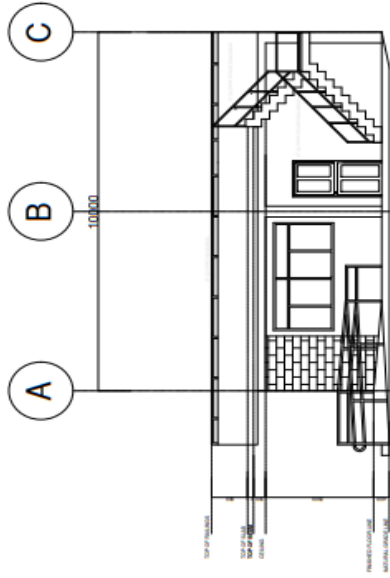
ROOF DECK PLAN  
SCALE NTS



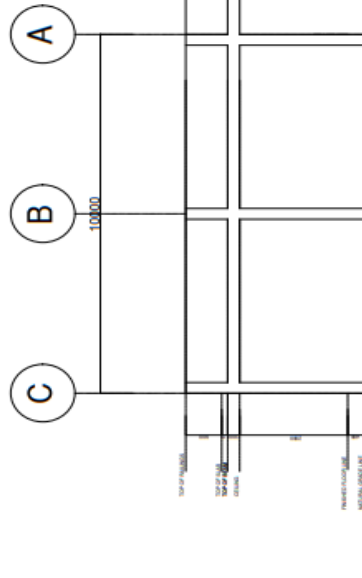
FLOOR PLAN  
SCALE NTS

Prepare by:  <b>ENGR. ALBIE M. MULATE</b> Engineer III	Prepare by:  <b>ENGR. RAYMOND LIBERRA</b> Project Development Officer III for Infrastructure	PROJECT TITLE <b>CONSTRUCTION OF ONE-STOREY OFFICE BUILDING</b> LOCATION: 1001 FT. BARNES ST., COR. MALDEN ST., MALDEN, MASS.	RECOMMENDING APPROVAL APPROVED BY: <b>JOEL S. MIJARES</b> ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION	APPROVED BY: APPROVED BY: <b>FERNANDO R. DE VILLA JR., CESO III</b> REGIONAL DIRECTOR DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT	SHEET CONTENTS AS SHOWN	SHEET NO. <b>A-2</b>
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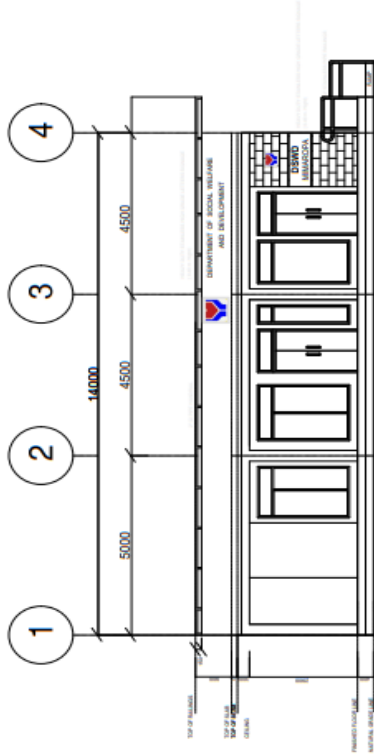




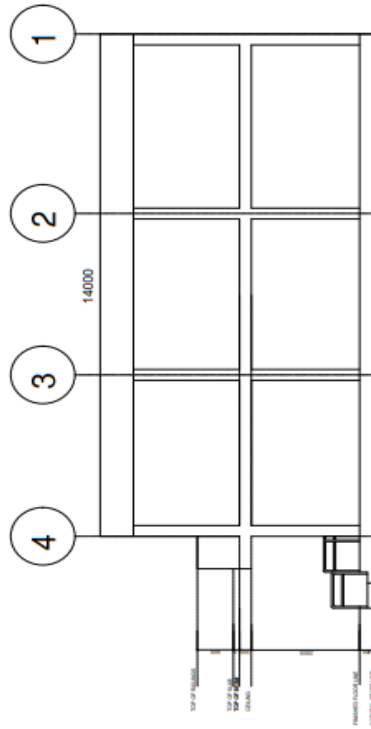
FRONT ELEVATION  
SCALE  
NTS



RIGHT SIDE ELEVATION  
SCALE  
NTS

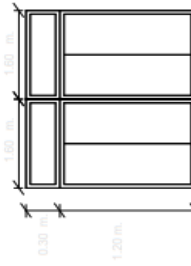


REAR SIDE ELEVATION  
SCALE  
NTS



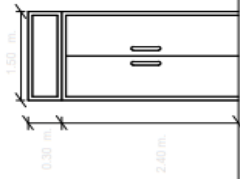
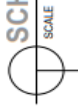
REAR SIDE ELEVATION  
SCALE  
NTS

Prepare By:  ENGR. ALDIE E. AMATE Engr. No.	Prepare By:  ENGR. RAYMOND L. EMBERRA Project Development Officer	PROJECT TITLE CONSTRUCTION OF ONE-STOREY OFFICE BUILDING	RECOMMENDING APPROVAL APPROVED BY: JOEL S. MUARES ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION	APPROVED BY: APPROVED BY: FERNANDO R. DE VILLA, JR., CESO III REGIONAL DIRECTOR	SHEET CONTENTS AS SHOWN	SHEET NO. <b>A-3</b>
PREPARED BY:		CHECKED BY:		DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT		

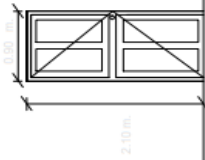


WINDOW 1  
 BUILDING WINDOWING TRANSLUCENT  
 1 PCS  
 Location: All Right Side Elevations

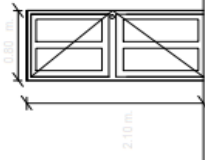
**SCHEDULE OF WINDOW**  
 SCALE NTS



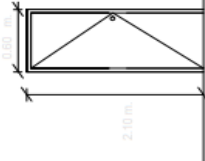
DOOR 1  
 WINDOW AND WINDOWING TRANSLUCENT  
 2 PCS  
 Location: All Front Elevation



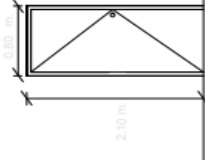
DOOR 2  
 WINDOW AND WINDOWING TRANSLUCENT  
 1 PC  
 Location: All Right Side Elevation



DOOR 3  
 WINDOW AND WINDOWING TRANSLUCENT  
 3 PCS  
 Location: All Front Elevation



DOOR 4  
 WINDOW AND WINDOWING TRANSLUCENT  
 2 PCS  
 Location: All Front Elevation



DOOR 5  
 WINDOW AND WINDOWING TRANSLUCENT  
 1 PC  
 Location: All Front Elevation

**SCHEDULE OF DOORS**  
 SCALE NTS



Prepare by:  
 ENGR. ALDIE E. MAKATE  
 Engineer III

Prepare by:  
 ENGR. JOY VILLALBA  
 ENGR. JOY VILLALBA  
 Project Development Officer III

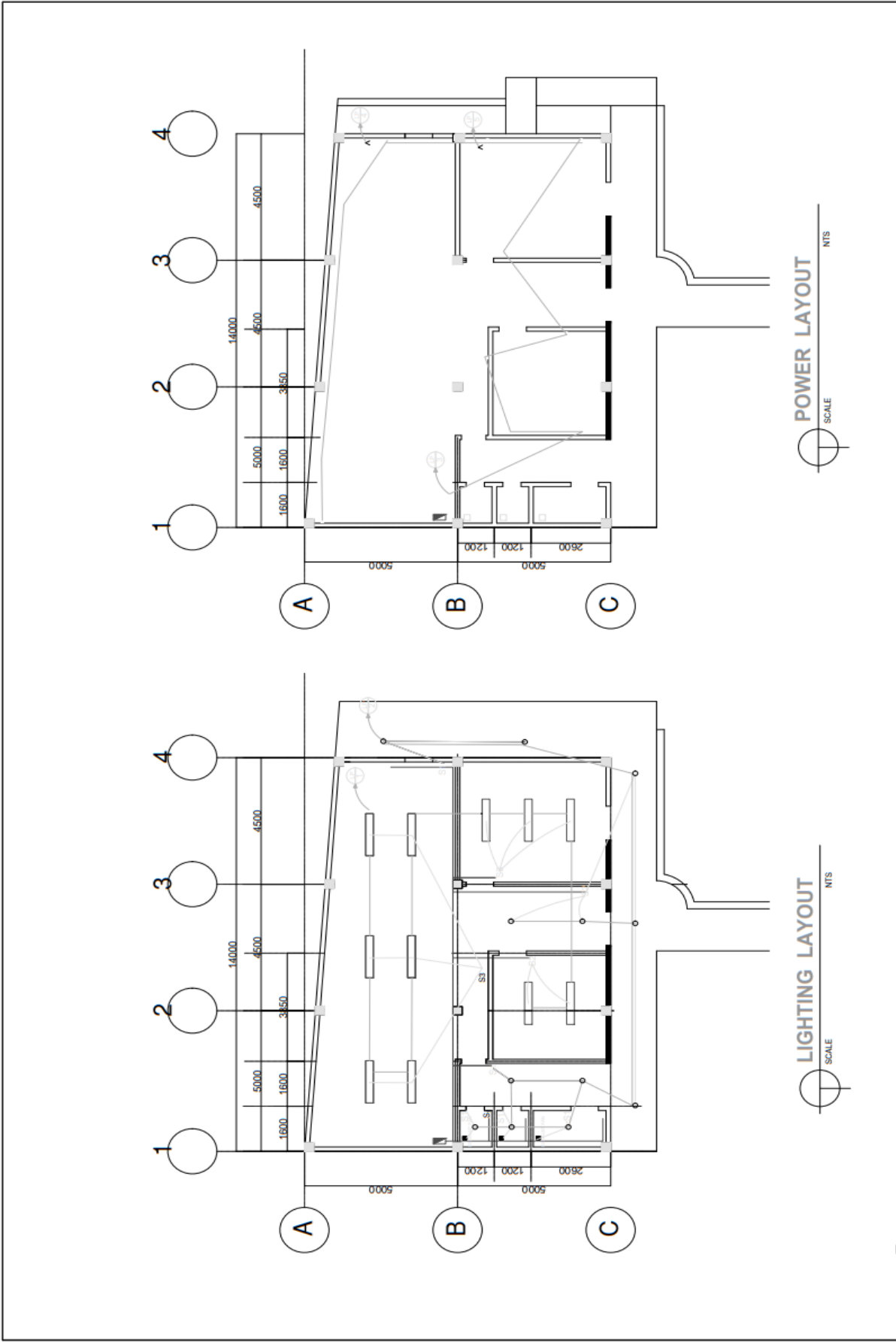
RECOMMENDING APPROVAL  
 APPROVED BY:  
 JOELS. MUIARES  
 ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION

PROJECT TITLE  
 CONSTRUCTION OF ONE-STORY OFFICE BUILDING  
 LOCATION: 1881 FT Ferrel & Cor. Makar P., Marikina

APPROVED BY:  
 FERNANDO R. DE VILLA, JR., CESO III  
 REGIONAL DIRECTOR  
 DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

SHEET NO. A-4  
 SHEET CONTENTS AS SHOWN





Prepare by:  ENGR. ALDEFE MALATE Engineer III	Prepare by:  ENGR. RAYMOND LIBARRA Project Development Officer IV for Infrastructure	PROJECT TITLE CONSTRUCTION OF ONE-STOREY OFFICE BUILDING LOCATION: 1881 FT. Benito St. Cor. Malate St., Manila, Manila	RECOMMENDING APPROVAL APPROVED BY: JOEL S. MUJARES ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION	APPROVED BY: FERNANDO R. DE VILLA, JR., CESO III REGIONAL DIRECTOR DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT	SHEET CONTENTS AS SHOWN	SHEET NO. E-2
DESIGNED ON: _____	DESIGNED ON: _____	DESIGNED AT: _____	DESIGNED AT: _____	DESIGNED AT: _____		

**ELECTRICAL LEGEND :**

SYMBOL	DESCRIPTION
○	PINLIGHT
—	LED FLOURESCENT
S1	SINGLE POLE
S2	2 GANG SWITCH,
S3	3 GANG SWITCH,
☐	PANELBOARD, MARKED AS "LP"
⚡	CKT. BREAKER, RATING AS INDICATED
⊕	DUPLEX CONVENIENCE OUTLET, GROUNDING TYPE 15' AMPS, 240 VOLT
⊕	CIRCUIT HOMERUN
⊕	KWH METER
⊕	SERVICE ENTRANCE
⊕	ACU

PANELBOARD: LP FLUSH MOUNTED, NEMA 1 ENCLOSURE WITH GROUND TERMINAL

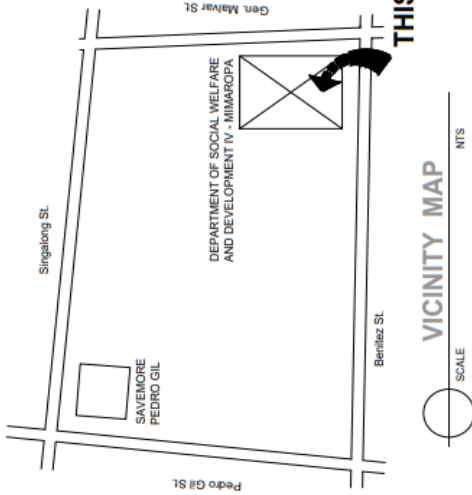
CKT. LOAD DESCRIPTION NO.	V/A LOAD	CIRCUIT BREAKER			WIRE & CONDUIT SIZE		
		VOLT	POLE	AT AF KAIC			
1 MIRRORIZED LED FLUORESCENT LIGHT (11 x 25VA)	275	230	2	20	50	10	2-3.5mm <sup>2</sup> THHN WIRE STRANDED, 1-3.5mm <sup>2</sup> TW(G) WIRE STRANDED 20mm <sup>2</sup> PVC
2 RECESSED TYPE PIN LIGHT (12 x 15VA)	180	230	2	20	50	10	2-3.5mm <sup>2</sup> THHN WIRE STRANDED, 1-3.5mm <sup>2</sup> TW(G) WIRE STRANDED, 20mm <sup>2</sup> PVC
3 CONVENIENCE OUTLETS (13 x 180VA)	2160	230	2	40	50	10	2-3.5mm <sup>2</sup> THHN WIRE STRANDED, 1-3.5mm <sup>2</sup> TW(G) WIRE STRANDED, 20mm <sup>2</sup> PVC
4 EXHAUST FAN (3 x 50VA)	150	230	2	20	50	10	2-5.5mm <sup>2</sup> THHN WIRE STRANDED, 1-5.5mm <sup>2</sup> TW(G) WIRE STRANDED, 20mm <sup>2</sup> PVC
5 AIR CONDITIONING UNIT OUTLET (1hp)	1200	230	2	40	50	10	2-5.5mm <sup>2</sup> THHN WIRE STRANDED, 1-5.5mm <sup>2</sup> TW(G) WIRE STRANDED, 20mm <sup>2</sup> PVC
6 AIR CONDITIONING UNIT OUTLET (1hp)	1200	230	2	40	50	10	2-5.5mm <sup>2</sup> THHN WIRE STRANDED, 1-5.5mm <sup>2</sup> TW(G) WIRE STRANDED, 20mm <sup>2</sup> PVC
7 AIR CONDITIONING UNIT OUTLET (1hp)	1200	230	2	40	50	10	2-3.5mm <sup>2</sup> THHN WIRE STRANDED, 1-3.5mm <sup>2</sup> TW(G) WIRE STRANDED, 20mm <sup>2</sup> PVC
8 SPARE	1000	230	2	40	50	10	2-3.5mm <sup>2</sup> THHN WIRE STRANDED, 1-3.5mm <sup>2</sup> TW(G) WIRE STRANDED 20mm <sup>2</sup> PVC
TOTAL	7365						



TOTAL CONNECTED LOADS: 7365 VA

$I_L @ 80\% DF = \left( \frac{7365}{230} \right) 0.80 = 25.62 \text{ AMPERES}$

USE: 2-14.0 mm<sup>2</sup> THHN + 14.5mm<sup>2</sup> TW(G) WIRE in 25mm<sup>2</sup> RSC (55A/25.62A)

**LOAD SCHEDULE**



Prepare by:  ENGR. ALDIE E. MALATE Engineer III	Prepare by:  ENGR. RAYMOND L. BARRA Project Development Officer III for Infrastructure	PROJECT TITLE CONSTRUCTION OF ONE-STORY OFFICE BUILDING	RECOMMENDING APPROVAL APPROVED BY: PURIFICATION R. ABRILLA, S.W.O.V.O.I.C. ARDO ASDA	APPROVED BY: APPROVED BY: JOEL S. MUALES ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT	SHEET CONTENTS AS SHOWN	SHEET NO. E-3
ISSUED ON: _____	ISSUED ON: _____	ISSUED AT: _____	ISSUED AT: _____	ISSUED AT: _____	ISSUED AT: _____	ISSUED AT: _____

**PLUMBING NOTES**

- GRADES OF HORIZONTAL PIPINGS RUN ALL HORIZONTAL PIPINGS IN PERFECT ALIGNMENT AND AT A FORM GRADE NOT LESS THAN TWO PERCENT (2%).
- CHANGE IN DIRECTION ALL CHANGE IN DIRECTION SHALL BE MADE BY APPROPRIATE USE OF FORTY-FIVE DEGREES (45°) WYES, LONG SWEEP QUARTER BEND, SIXTH-EIGHT OR SIXTEENTH BEND, WHEN THE CHANGE OF FLOW IS FROM HORIZONTAL TO VERTICAL, A SINGLE 1/8 BEND COMBINATION MAY BE USED ON VERTICAL STACKS, AND SHORT QUARTER BENDS MAYBE USED ON WASTE LINE, TEE AND CROSSES MAYBE USED IN BENT PIPES. PROHIBITED FITTINGS NO DOUBLE HUB OR TEE BRANCH SHALL BE USED ON HORIZONTAL SOIL AND WASTE LINES, THE DRILLINGS AND TAPPING OF HOUSE DRAIN, WASTE OR VENT PIPES AND USE OF SADDLE HUB AND BEND ARE PROHIBITED.
- PIPE CLEAN-OUTS CLEAN-OUTS ARE REQUIRED UNDER THE FOLLOWING CONDITIONS:
  - EVERY CHANGE OF HORIZONTAL DIRECTION EXCEEDING TWENTY TWO AND ONE-HALF DEGREES (22 1/2°).
  - ONE AND ONE-HALF METERS (1.50m.) INSIDE THE PROPERTY LINES BEFORE THE HOUSE DRAINAGE CONNECTION.
  - EVERY FIFTEEN METERS (15.00m) IN HORIZONTAL RUN OF PIPES.
  - AT THE END OF ANY HORIZONTAL PIPE LINES.
- THE DIGESTION CHAMBER OF SEPTIC VAULT MUST BE WATERPROOFED.
- NOT LESS THAN 0.30 METER OF AIR SPACE MUST BE LEFT BETWEEN THE TOP OF THE SEWAGE AND THE UNDER PART OF VAULT ROOF SLAB.
- NO SEPTIC VAULT SHALL BE CONSTRUCTED UNDER THE BUILDING.
- ALL PLUMBING WORKS SHALL BE UNDER THE SUPERVISION OF A LICENSED MASTER PLUMBER AND A LICENSED PLUMBING CONTRACTOR.

**DESIGN CRITERIA**

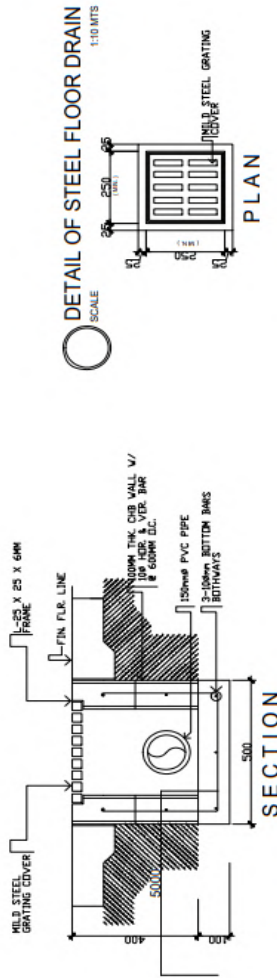
- LIVE LOAD \_\_\_\_\_ 1000Pa
- ALLOWABLE STRESSES
  - CONCRETE
    - FOR FOOTING, BEAMS AND SLABS  $f_c = 20 \text{ MPa}$
    - CONCRETE MASONRY UNITS (LOAD BEARING CHB)  $f_m = 6.90 \text{ MPa}$ ,  $f_m = 2.41 \text{ MPa}$
  - REINFORCING STEEL BARS FOR BARS SMALLER THAN 16mm#  $f_y = 230 \text{ MPa}$
- ASSUMED ALLOWABLE BEARING CAPACITY  $Y = 100\text{KPa}$

**NOTE:**

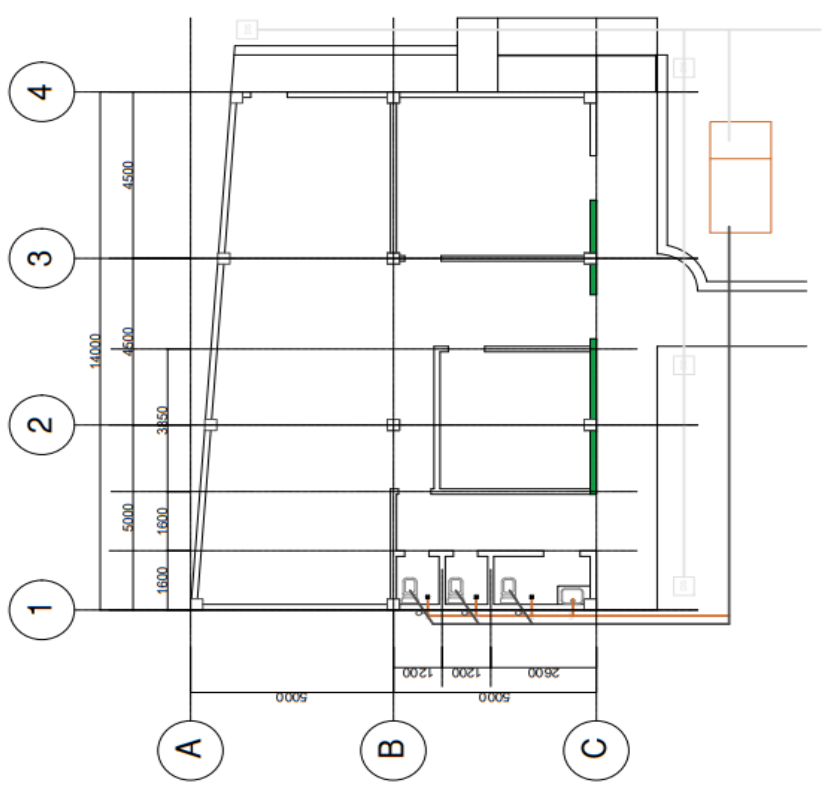
- WATER TABLE IS 1500 BELOW GROUND LEVEL.

**LEGEND:**

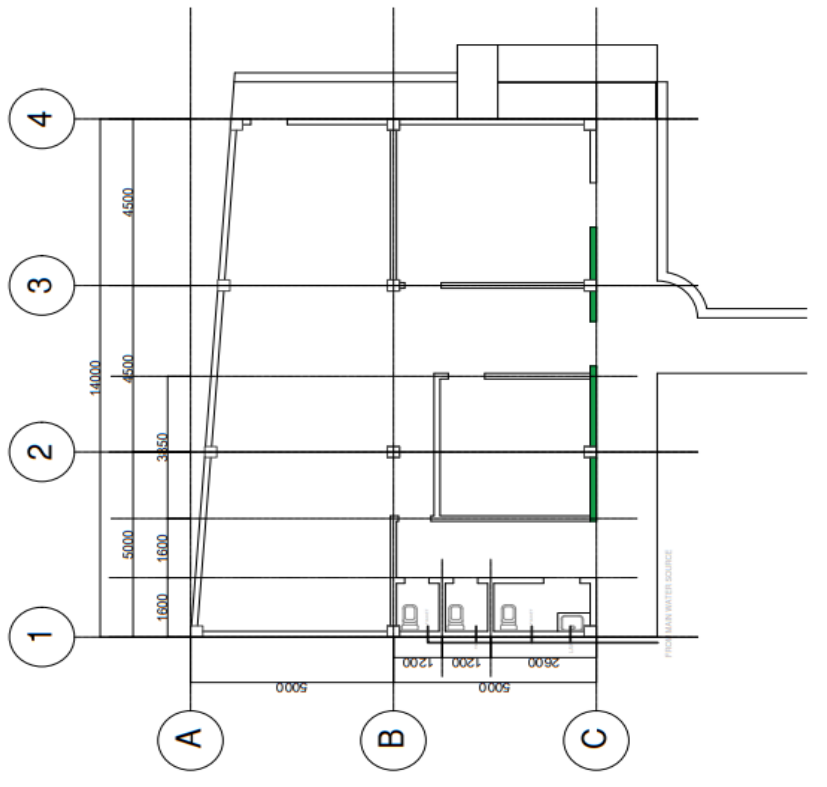
AC	AIR CHAMBER	PVCDS	POLYVINYL CHLORIDE DOWNSPOUT
PT	BLADDER/PNEUMATIC TANK	CO	CLEAN OUT
E	ELECTRIC MOTOR	PVCSP	POLYVINYL CHLORIDE SOIL PIPE
P	PUMP	PVCAC	POLYVINYL CHLORIDE VENT. ACROSS CEILING
U	UNION PATENTE	PVCVP	POLYVINYL CHLORIDE VENT. PIPE
FV	FOOT VALVE	PVCVS	POLYVINYL CHLORIDE VENT STACK
FV	FLOAT VALVE	PVCVTR/W	POLYVINYL CHLORIDE VENT TROUGH ROOF/WALL
PP	FRIMING PORT	PVCWP	POLYVINYL CHLORIDE WASTE PIPE
CB	CATCH BASIN	PVCWS	POLYVINYL CHLORIDE WASTE STACK
CDP	CONCRETE DRAIN PIPE	RD	ROOF DRAIN
CV	CHECK VALVE	LD	LURINAL DRAIN
HB	HOSE BIBB	WC	WATER CLOSET
FD	FLOOR DRAIN	LAV	LAVATORY
PPR	POLYPROPYLENE COLD WATER LINE		
PPR	POLYPROPYLENE COLD WATER RISER		
GV	GATE VALVE		
MH	MANHOLE		
PPR CWL	POLYPROPYLENE COLD WATER LINE		
PVCDS	POLYVINYL CHLORIDE DOWNSPOUT		
PVCDP	POLYVINYL CHLORIDE DRAIN PIPE		



Prepare by: Engr. ALDE E. MALATE Registered Professional Engineer	Prepare by: ENGR. RAIMUNDO DE LA CRUZ Registered Professional Engineer	PROJECT TITLE CONSTRUCTION OF ONE-STORY OFFICE BUILDING	RECOMMENDING APPROVAL APPROVED BY: JOEL S. MUJARES ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION	APPROVED BY: APPROVED BY: FERNANDO R. DE VILLAJR., CESO III REGIONAL DIRECTOR	SHEET CONTENTS AS SHOWN	SHEET NO. P-1
ISSUED DATE: _____ PREPARED BY: _____ CHECKED BY: _____ DATE: _____	ISSUED DATE: _____ PREPARED BY: _____ CHECKED BY: _____ DATE: _____	LOCATION: 1588 FT Building St. Cor. Marikina St., Marikina, Manila	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT			



**SEWER LAYOUT**  
SCALE \_\_\_\_\_ NTS



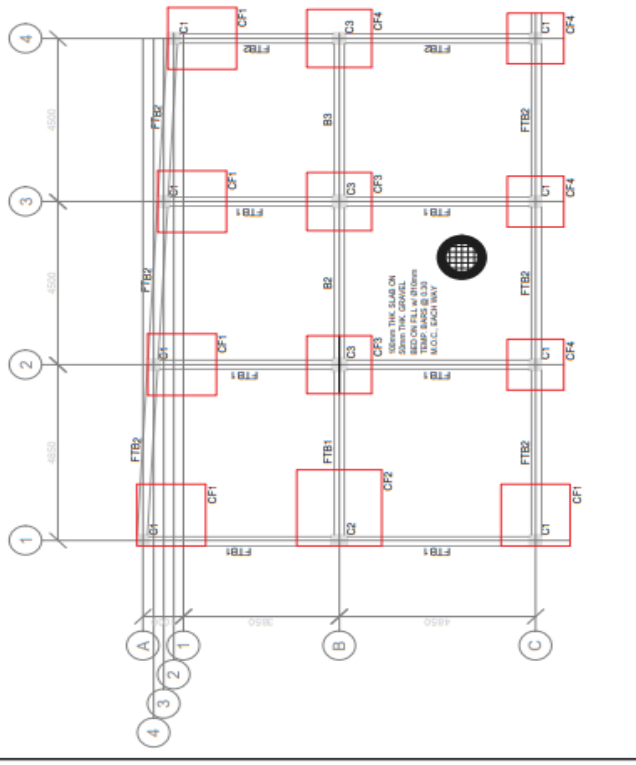
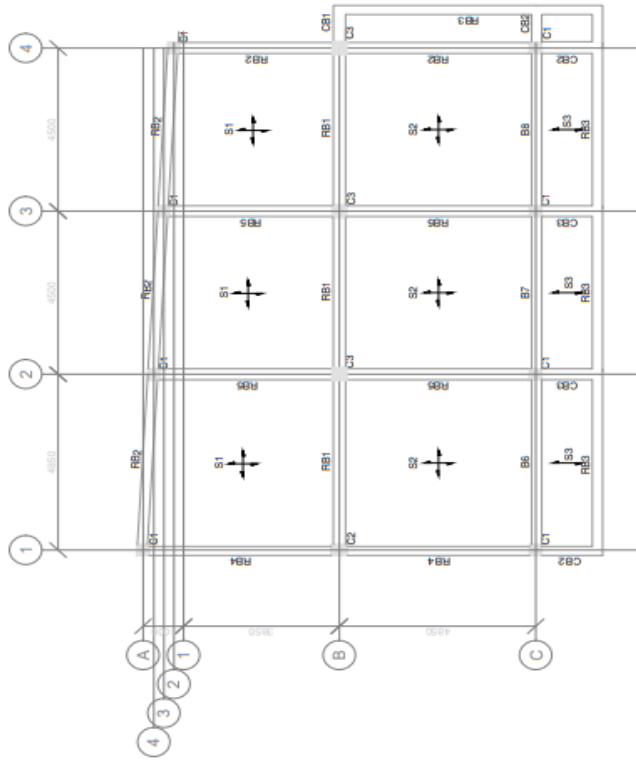
**COLD WATER LINES LAYOUT**  
SCALE \_\_\_\_\_ NTS

Prepare by:  <b>ENGR. ALDIE ALMATE</b> <small>Engr. No. _____</small>	Prepare by:  <b>ENGR. RAIMUNDO LIBARRA</b> <small>Project Development Check by the Administrator</small>	PROJECT TITLE <b>CONSTRUCTION OF ONE-STORY OFFICE BUILDING</b> <small>LOCATION: 1887T Bldg. St. Cor. Marikina Rd., Marikina, Manila</small>	RECOMMENDING APPROVAL APPROVED BY: <b>JOEL S. MUJARES</b> <small>ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION</small>	APPROVED BY: APPROVED BY: <b>FERNANDO R. DE VILLA, JR., CESO III</b> <small>REGIONAL DIRECTOR</small>	SHEET CONTENTS AS SHOWN	SHEET NO. <b>P-2</b>
PREPARED ON: _____ ISSUED ON: _____	PREPARED ON: _____ ISSUED ON: _____	PREPARED ON: _____ ISSUED ON: _____	PREPARED ON: _____ ISSUED ON: _____	PREPARED ON: _____ ISSUED ON: _____	PREPARED ON: _____ ISSUED ON: _____	PREPARED ON: _____ ISSUED ON: _____










ROOF DECK FRAMING PLAN  
SCALE NTS

FOUNDATION PLAN  
SCALE NTS

Prepare by: ENGR. ALDIE F. LUGLATE Engineer II	Prepare by:  ENGR. RAYMOND LIBARRA Project Development Officer II in the Infrastructure	PROJECT TITLE CONSTRUCTION OF ONE-STORY OFFICE BUILDING LOCATION: 1887 FT. BARRAS ST. CAG. MARINA ST. MARINA, MALABO	RECOMMENDING APPROVAL APPROVED BY: JOEL S. MUARES ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION	APPROVED BY: FERNANDO R. DE VILLAR, CESO III REGIONAL DIRECTOR DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT	SHEET CONTENTS AS SHOWN	SHEET NO. S-2
			REG. NO.: ISSUED ON: ISSUED AT:	REG. NO.: ISSUED ON: ISSUED AT:		

**BEAM SCHEDULE (C21:Fy275)**

BEAM NUMBERS	SIZE		BOTTOM REINFORCEMENT			TOP REINFORCEMENT			SHEAR STRIPS			DIAGONAL	REMARKS
	B	D	LEFT	MID SPAN	RIGHT	LEFT	MID SPAN	RIGHT	LEFT	MID SPAN	RIGHT		
FB1	250	400	3#16	3#16	3#16	3#16	3#16	3#16	2L #10980 CC	2L #10980 CC	2L #10980 CC	-	-
FB2	250	350	3#16	3#16	3#16	3#16	3#16	3#16	2L #10975 CC	2L #10975 CC	2L #10975 CC	-	-
CB1	300	400	3#16	3#16	3#16	4#16	4#16	4#16	2L #10940 CC	2L #10940 CC	2L #10940 CC	1#HEF	CANTILEVERED
CB2	250	400	2#16	2#16	2#16	3#16	3#16	3#16	2L #10925 CC	2L #10925 CC	2L #10925 CC	1#HEF	CANTILEVERED
CB3	300	400	3#16	3#16	3#16	4#16	4#16	4#16	2L #10940 CC	2L #10940 CC	2L #10940 CC	1#HEF	CANTILEVERED
RB1	300	400	3#16	3#16	3#16	4#16	4#16	4#16	2L #10980 CC	2L #10980 CC	2L #10980 CC	-	-
RB2	250	400	3#16	3#16	3#16	4#16	4#16	4#16	2L #10980 CC	2L #10980 CC	2L #10980 CC	-	-
RB3	250	350	2#16	2#16	2#16	3#16	3#16	3#16	2L #10975 CC	2L #10975 CC	2L #10975 CC	1#HEF	-
RB4	250	400	3#16	3#16	3#16	4#16	4#16	4#16	2L #10980 CC	2L #10980 CC	2L #10980 CC	-	-
RB5	300	400	4#16	4#16	4#16	4#16	4#16	4#16	2L #10940 CC	2L #10940 CC	2L #10940 CC	-	-

**SLAB SCHEDULE (C21 : Fy275) (LEVEL : 4.75 M)**

SLAB MARKED	THICKNESS	BOTTOM REINFORCEMENT			TOP REINFORCEMENT			REMARKS		
		ALONG SHORT SPAN	ALONG LONG SPAN	CURTIAILED	OVER LONG SUPPORT	OVER SHORT SUPPORT	DISTRIBUTION			
S1	115	#10 @ 180 CC	-	-	#10 @ 180 CC	-	-	#10 @ 180 CC	#10 @ 180 CC	-
S2	115	#10 @ 180 CC	-	-	#10 @ 180 CC	-	-	#10 @ 180 CC	#10 @ 180 CC	-
S3	115	#10 @ 180 CC	-	-	#10 @ 180 CC	-	-	#10 @ 180 CC	#10 @ 180 CC	-

**FOOTING SCHEDULE (C21:Fy275)**

FOOTING NUMBERS	DEPTH (mm)	TYPE	FOOTING DIMENSION			FOOTING REINFORCEMENT						
			STEP	L	B	D1	D2	ALONG A	ALONG B	ALONG L	TOP	
CF1	1000	Flat	-	1700	1700	300	-	-	#16 @ 200 CC	#16 @ 200 CC	-	-
CF2	1000	Flat	-	2100	2100	300	-	-	#16 @ 200 CC	#16 @ 200 CC	-	-
CF3	1000	Flat	-	1600	1600	300	-	-	#16 @ 200 CC	#16 @ 200 CC	-	-
CF4	1000	Flat	-	1400	1400	300	-	-	#16 @ 200 CC	#16 @ 200 CC	-	-

Prepare by:   
**ENGR. ALDEE MALATE**  
 Engr. III  
 Project Development Control & Administration

Prepare by:   
**ENGR. RAYSON ALBARRA**  
 Project Development Control & Administration

PROJECT TITLE  
 CONSTRUCTION OF ONE-STOREY OFFICE BUILDING

RECOMMENDING APPROVAL  
 APPROVED BY:   
**JOEL S. MUIABLES**  
 ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION

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

SHEET CONTENTS  
 AS SHOWN

SHEET NO. **S-3**

ISSUED ON: \_\_\_\_\_ ISSUED AT: \_\_\_\_\_

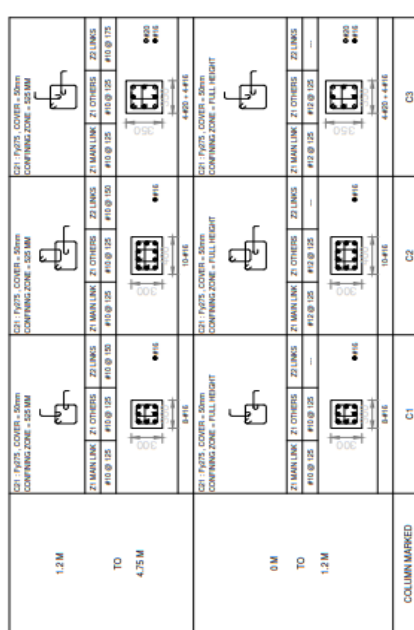
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ISSUED ON: \_\_\_\_\_ ISSUED AT: \_\_\_\_\_



**COLUMN SCHEDULE**

SCALE 1:20  
 NOTES:  
 1. BE - BOUNDARY ELEMENT AS PER NSCP - 2015. PROVIDE CONFINING REINFORCEMENT ACROSS ENTIRE HEIGHT OF WALL IN THE BOUNDARY ELEMENT  
 2. Z1 - SPECIAL CONFINING ZONE AS PER NSCP - 2015. Z2 - REMAINING ZONES AS PER NSCP - 2015



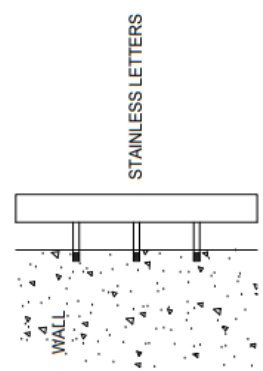
 **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

HEAVY DUTY STAINLESS HIGH GRADE LETTERS SIGNAGE  
(0.40 m. Height)




**DSWD**  
**MIMAROPA**

NON CORROSIVE  
NUTS AND BOLTS  
WELDED TO LETTERS



**DETAILS OF SIGNAGES**  
SCALE  NTS

Prepare by:  ENGR. ALDIE E. MALATE Engineer III	Prepare by:  ENGR. RAYMOND LIBARRA Project Development Office IV for Infrastructure	PROJECT TITLE CONSTRUCTION OF ONE-STOREY OFFICE BUILDING LOCATION: 1988 FT Benard St., Cor. Marat St., Malabon, Manila	RECOMMENDING APPROVAL APPROVED BY: JOEL S. MUARES ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION	APPROVED BY: APPROVED BY: FERNANDO R. DE VILLA, JR., CESO III REGIONAL DIRECTOR DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT	SHEET NO. <b>S-4</b>
			SHEET CONTENTS	AS SHOWN	

## *Section VIII. Bill of Quantities*

**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**Field Office MIMAROPA**  
**MALATE , MANILA**

**BILL OF QUANTITIES**

<b>Name of Project</b>	:		<b>CONSTRUCTION OF ONE STOREY OFFICE BUILDING</b>
<b>Location</b>	:		1680 FT. Benitez St., Corner Malvar St., Malate Manila

Item No.	Description	Quantity	Unit	Unit Cost	Total Cost
I.	SITE CLEARING / LA YOUT/SAFETY FENCE	177.00	sqm		
II.	REMOVAL OF EXISTING STRUCTURES	1.00	lot		
III.	STRUCTURAL EXCA VATION	88.28	cum		
IV.	EMBANKMENT / GRAVEL BEDDING	92.00	cum		
V.	CONCRETING WORKS	62.13	cum		
VI.	FORMWORKS	1.00	lot		
VII.	REINFORCING STEEL BAR	7,031.55	kg		
VIII.	CHB LAYING	276.15	sqm		
IX.	PLASTERING WORKS	444.30	sqm		
X.	CARPENTRY WORKS	245.10	sqm		
XI.	DOORS AND WINDOWS	1.00	lot		
XII.	TILE WORKS	177.80	sqm		
XIII.	ELECTRICAL WORKS	1.00	lot		
XIV.	PLUMBING WORKS	1.00	lot		
XV.	PAINTING WORKS	584.30	sqm		
XVI.	RAMP	1.00	lot		
XVII.	SIGNAGES	1.00	lot		
XVIII.	WALL CLADDING	9.00	sqm		
XIX.	TRANSFER AND REPAIR OF 2 UNITS CONTAINER VAN	2.00	units		
A.1	PROJECT BILLBOARD	1.00	lot		
A.2	PERMITS AND LICENSES	1.00	lot		
A.3	CONSTRUCTION SAFETY AND HEALTH	1.00	lot		
A.4	MOBILIZATION / DEMOBILIZATION	1.00	lot		

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]*

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**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 guidelines<sup>2</sup> 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

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<sup>2</sup> currently based on GPPB Resolution No. 09-2020

Bid that you may receive.

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

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_



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

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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]*

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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. **Affidavit /Certificate of Site Inspection 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.

