

# PHILIPPINE BIDDING DOCUMENTS



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
FIELD OFFICE MIMAROPA

## **BIDDING DOCUMENTS FOR IMPROVEMENT OF THE ELECTRICAL SYSTEM OF MIMAROPA YOUTH CENTER**

**PROJECT ID NO. DSWD4B-2023-014**

**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***

## INVITATION TO BID FOR THE IMPROVEMENT OF THE ELECTRICAL SYSTEM OF THE MIMAROPA YOUTH CENTER

### *PROJECT ID NO. DSWD4B-2023-014*

1. The *Department of Social Welfare and Development Field Office MIMAROPA*, through the *authorized appropriations under the FY 2023 General Appropriations Act* intends to apply the sum of **Two Million Pesos Only (Php 2,000,000.00)** being the ABC to payments under the contract for *Project, "Improvement of the Electrical System of the MIMAROPA Youth Center with Project ID No. DSWD4B-2023-014*. 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 **Eighty Four (84) Calendar Days** upon receipt of Notice to Proceed. 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 **April 25, 2023- May 15, 2023** 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 Five Thousand Pesos Only (Php 5,000.00)* .

6. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PHILGEPS) and the website of the Procuring Entity, provided that the bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Payment for the purchase of Bid Documents may be deposited thru electronic fund transfer or over-the-counter (OTC) transaction to:

Account Name: **DSWD IV-B MISCELLANEOUS TRUST FUND**

Type Account: **Land Bank (Main –Cash Dept) Current Account**

Account Number: **3402-1021-51**

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

7. The *DSWD Field Office MIMAROPA* will hold a **Pre-Bid Conference on May 3, 2023, Wednesday 1:30 P.M** through video conferencing or webcasting *via google meet*, which shall be open to prospective bidders.

Interested bidders who would like to join the Pre-Bid Conference through video teleconferencing (google meet) may send at **procurement.fomimaropa@dswd.gov.ph** not later than **May 3, 2023** 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 **May 15, 2023, Monday 1:00 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 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 **May 15, 2023, Monday 1:30 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 Bidder by the act of submitting its bid shall have deemed to have inspected the site , determined the general characteristics of the contract works, and the condition for this Project, and examine all instructions, forms, terms, and project requirements in the bidding documents.
12. 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.
13. 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: 5328-5111 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)*

14. You may visit the following websites:  
For downloading of Bidding Documents:  
<https://fo4b.dswd.gov.ph/opportunities/invitation-to-bid-notice/bid-2023/>

*April 24, 2023*

*(ORIGINAL SIGNED)*

**GENELIZA Q. GABILAN**  
*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 Improvement of the Electrical System of the MIMAROPA Youth Center with Project Identification Number *DSWD4B-2023-014*

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 2023 in the amount of *Two Million Pesos Only (Php 2,000,000.00)*.

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

## **5. Eligible Bidders**

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

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.
- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## **6. Origin of Associated Goods**

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

## **7. Subcontracts**

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

## **8. Pre-Bid Conference**

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

## **9. Clarification and Amendment of Bidding Documents**

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

## **10. Documents Comprising the Bid: Eligibility and Technical Components**

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

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

## **11. Documents Comprising the Bid: Financial Component**

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

## **12. Alternative Bids**

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

## **13. Bid Prices**

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract



implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

#### **14. Bid and Payment Currencies**

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

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

#### **15. Bid Security**

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

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

#### **16. Sealing and Marking of Bids**

Each Bidder shall submit three (3) copies of the first and second components of its Bid.

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

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

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

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

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

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

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

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

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

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## **20. Post Qualification**

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

## **21. Signing of the Contract**

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

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet (BDS)**

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

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

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

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

# Bid Data Sheet

ITB Clause																
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p style="margin-left: 40px;">a. <i>Construction / Repair/Improvement /Rehabilitation of Facilities</i></p> <p style="margin-left: 40px;">b. <i>Completed within five( 5) years from the date of submission . The amount of the SLCC must be equivalent to at least 50% of the ABC (Approved Budget for the Contract) , supported by the Contractors Performance Evaluation System Rating or a Certificate of Satisfactory Rating or Certificate of Satisfactory Completion of the Project issued by the owner of the previous completed project.</i></p>															
7.1	<i>Subcontracting is not allowed</i>															
10.3	<p><i>PCAB Classifications:</i></p> <p><i>Principal Classification: General Building</i></p> <p><i>Category: C&amp;D</i></p> <p><i>Registration Particulars:</i></p> <p><i>Kind of Project: General Building</i></p> <p><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; margin-left: 20px;"> <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;">3 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>Electrical Engineer/ Registered Electrician</td> <td style="text-align: center;">2 years</td> <td style="text-align: center;">2 years</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 .</i></p>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project Supervisor	3 years	3 years	Site/Project Engineer(Registered )	2 years	2 years	Electrical Engineer/ Registered Electrician	2 years	2 years	Safety Officer	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; margin-left: 20px;"> <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><u>Electrical Testers</u></td> <td><u>DC: 20K Ω/V</u> <u>AC: 9K Ω/V</u></td> <td style="text-align: center;"><u>1 unit</u></td> </tr> <tr> <td><u>Welding Machine</u></td> <td><u>300 AMPS 220 input</u> <u>voltage</u></td> <td style="text-align: center;"><u>1 unit</u></td> </tr> </tbody> </table> <p><i>Supporting documents like proof of ownership, lease and/or purchase agreements shall be submitted . Submission of a certification of availability of equipment from the lessor for the duration of the Project is required.</i></p>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	<u>Electrical Testers</u>	<u>DC: 20K Ω/V</u> <u>AC: 9K Ω/V</u>	<u>1 unit</u>	<u>Welding Machine</u>	<u>300 AMPS 220 input</u> <u>voltage</u>	<u>1 unit</u>						
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<u>Welding Machine</u>	<u>300 AMPS 220 input</u> <u>voltage</u>	<u>1 unit</u>														
12	N/A															

15.1	<p>The bid security shall be in the form of a <b>Bid Securing Declaration</b> or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>Forty Thousand Pesos Only ( Php 40,000.00)</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>One Hundred Thousand Pesos Only (Php 100,000.00)</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><b>All bid should be originally signed and documents should have a clear copy, page number and with corresponding tabs/ear-tags.</b></p>
19.2	<p>Partial bids are not allowed.</p>
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>- Income Tax Return with proof of payment; and</i></b></li> <li><b><i>-VAT Returns (Form 2550M and 2550Q with proof of payment ).</i></b></li> </ul> <p><i>-Certificate of Acceptance /Turn over of Completed Projects to establish that the bidder /contractor shall have a meaningful experience of at least two (2) years of repair works/construction</i></p>
21	<p>The following documents shall be submitted by the winning bidder within ten (10) calendar days from receipt of the Notice of Award (NOA):</p> <ol style="list-style-type: none"> <li>1. Construction Schedule and S-curve</li> <li>2. Manpower Schedule</li> <li>3. List of Manpower to be Deployed</li> <li>4. Construction Methods</li> <li>5. Equipment Utilization Schedule</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 Eighty Four (84) Calendar Days upon receipt of Notice to Proceed</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	<b>Site Investigation Reports</b>										
7.2	<i>The warranty against structural defects /failures is one (1) year</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 <b>Five Thousand Pesos Only (Php 5,000.00)</b>										
13	The amount of the advance payment is <i>shall not exceed 15% of the total contract price and schedule of payment.</i>										
14	<p>The payment for this project shall be made upon completion of the following activity/scope of works:</p> <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 , Progress Photos and Narrative Report</td> </tr> <tr> <td>Last Tranche: Final Billing 100% Accomplishments payment of the contract price (Subject for Deduction of 10% Retention )</td> <td>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.</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 , Progress Photos and Narrative Report	Last Tranche: Final Billing 100% Accomplishments payment of the contract price (Subject for Deduction of 10% Retention )	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.
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		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	
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	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is Five Thousand Pesos Only (Php 5,000.00)		

## *Section VI. Specifications*

## TECHNICAL SPECIFICATIONS

### I.) INSTALLATION OF ELECTRICAL POST

Column Footing: 50cm x 50cm x 35cm @ 5 pcs 12mm steel bars bothways

Height of Excavation is 80 cm.

Concrete Pedestal : 25cm x 25cm @ 4 pcs 12 mm longitudinal bar and 10 mm dia. lateral ties spaced at 10 cm. Concrete pedestal shall be plastered finish with paint.

Electrical post shall be GI Pipe 3" shed. 40 with epoxy primer gray paint.

Main electrical wire from post to post shall be #6 THHN wire while electrical wire from electrical post to buildings shall be #8 THHN wire.

### II.) INSTALLATION OF ACU AND REPLACEMENT OF ACU GRILLS

Supply and Installation 8 units 2 hp Split Type ACU Dual Inverter w/ complete accessories for installation.

Supply and Installation of 1 unit 1.5 hp Window Type ACU w/ complete accessories for installation with aircon grills.

Supply and Installation of 2 units 1.0 hp Window Type ACU w/ complete accessories for installation w/o aircon grills.

Aircon grills shall be made of 1-1/2 x 1-1/2 x 1/4 angle bar and 1 x 1/4 flat bar. Shall be painted with epoxy primer gray. Aircon grills shall extend to the inner wall of the room.

Each ACU shall have a separate breaker at Control Panel Box.

### III.) INSTALLATION OF SOLAR PERIMETER LIGHTS

Solar Light 1500W Outdoor Solar Induction Integrated Street LED Light Warm White with Remote Control

Lumen : 200000 LM

Solar Panel : 6V / 18W

Charging Time : 8-10 H

Working Hours : 12-14 H

Effective Range : 10-12 meters

Light Source : 1395LED 2835SMD

Size: 620mm x 250mm

Warranty: 1 year

Concrete Pedestal w/ Curved Steel Lamp Pole: Height: 6 meters,

Height of Excavation: 80 cm

Footing: 50cm x 50cm x 30cm @ 4pcs 12mm bar bothways

Pedestal: 25cm x 25cm x 70cm @ 4 pcs 12 mm longitudinal bar & 10 mm bar lateral ties spaced at 10cm, plaster smooth finish with paint

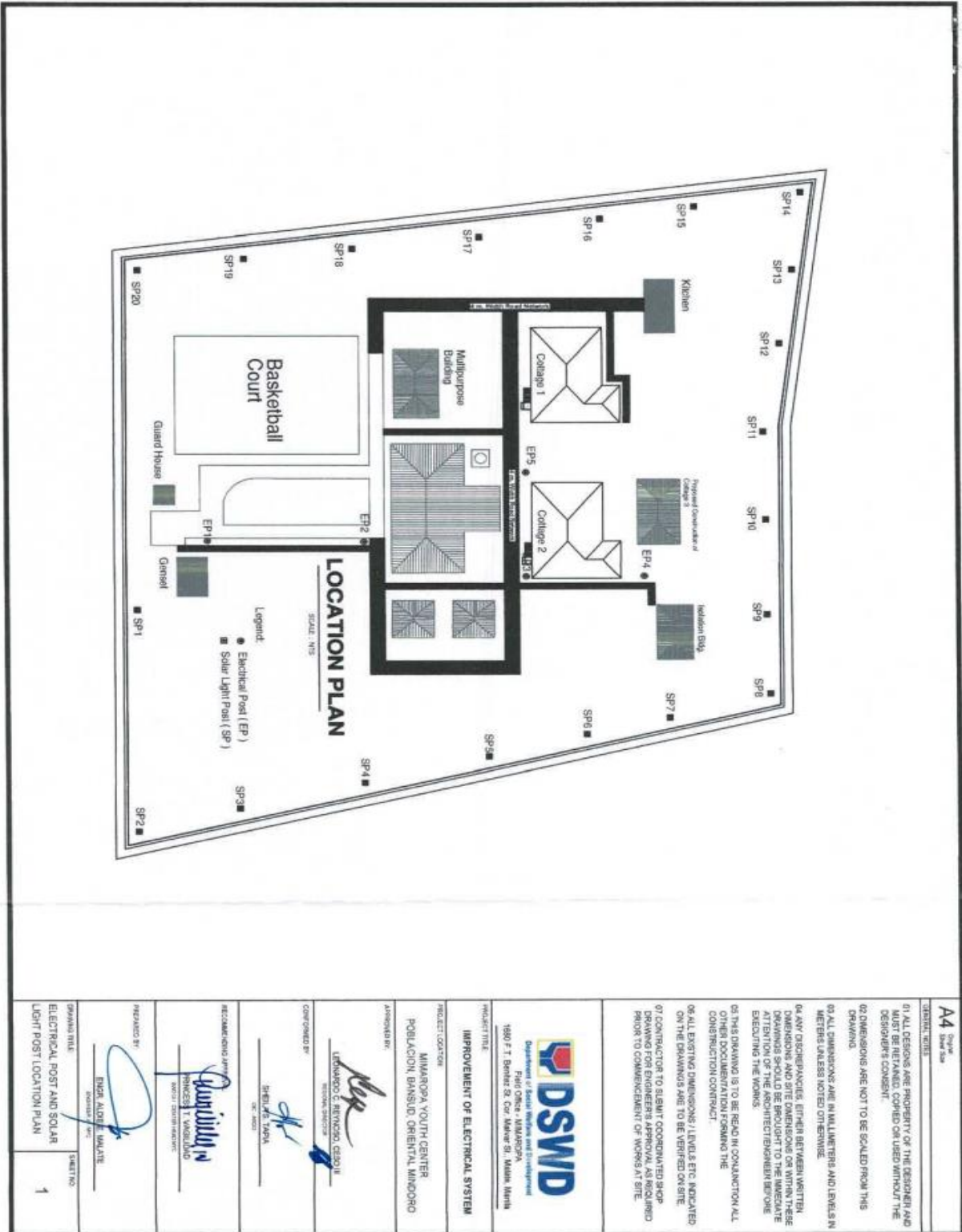
Base Plate: 250mm x 250mm x 10mm base plate with 4 pcs stiffeners per pedestal

Anchor Bolts : 300mm length with nuts and washers

– NOTHING FOLLOWS –

## *Section VII. Drawings*





A4  
 Date: \_\_\_\_\_  
 Drawn by: \_\_\_\_\_

**GENERAL NOTES:**

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- 02. DIMENSIONS ARE NOT TO BE SCALED FROM THIS DRAWING.
- 03. ALL DIMENSIONS ARE IN MILLIMETERS AND LEVELS IN METERS UNLESS NOTED OTHERWISE.
- 04. ANY DISCREPANCIES, EITHER BETWEEN WRITTEN DIMENSIONS AND SITE DIMENSIONS OR WITH THESE DIMENSIONS, SHALL BE THE RESPONSIBILITY OF THE ARCHITECT/ENGINEER BEFORE EXECUTING THE WORKS.
- 05. THIS DRAWING IS TO BE READ IN CONJUNCTION ALL OTHER DOCUMENTATION FORMING THE CONSTRUCTION CONTRACT.
- 06. ALL EXISTING DIMENSIONS, LEVELS, ETC. INDICATED ON THE DRAWINGS ARE TO BE VERIFIED ON SITE.
- 07. CONTRACTOR TO SUBMIT COORDINATED SHOP DRAWING FOR ENGINEER'S APPROVAL, AS REQUIRED PRIOR TO COMMENCEMENT OF WORKS ON SITE.



Field Office - MIMASOPA  
 1480 F. Benitez St. Cor. Makar St., Makar, Marikina

**PROJECT TITLE:**  
 IMPROVEMENT OF ELECTRICAL SYSTEM

**PROJECT LOCATION:**  
 MIMASOPA YOUTH CENTER  
 POBLOACION, BANSUD, ORIENTAL MINDORO

**APPROVED BY:**

*[Signature]*  
 EDUARDO C. MENDOZA, CESO III  
 REGIONAL DIRECTOR

**DESIGNED BY:**

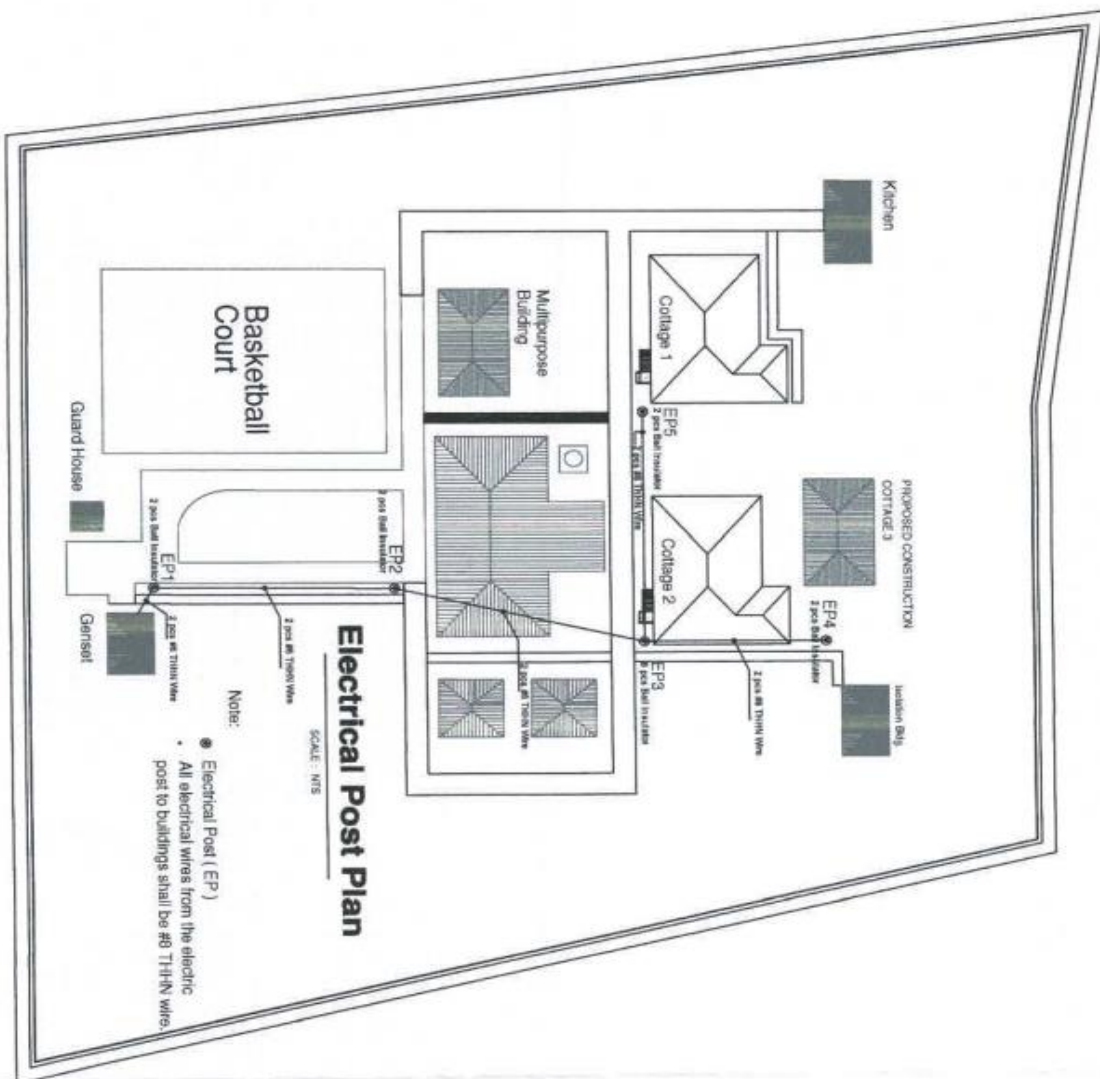
*[Signature]*  
 SHEILA M. TAPA  
 JUNIOR ENGINEER

**PREPARED BY:**

*[Signature]*  
 ERICK ALONZO MALATE  
 PROJECT ENGINEER

**DRAWING TITLE:** ELECTRICAL POST AND SOLAR LIGHT POST LOCATION PLAN

**SHEET NO. 1**



<p><b>A4</b> Copy Sheet No.</p> <p>DATE: 07/11/2017</p> <p>PROJECT: 1600 F.T. Bantay St. Cor. Makar St., Malib, Manila</p> <p><b>DSWD</b> Department of Social Welfare and Development Field Office - Marikina</p> <p>PROJECT TITLE: <b>IMPROVEMENT OF ELECTRICAL SYSTEM</b></p> <p>PROJECT LOCATION: MARAPUA YOUTH CENTER POBLACION, BANGSUD, ORIENTAL MINDORO</p> <p>DESIGNED BY: LEONARDO C. BENDIGO, CEBO II SENIOR ENGINEER</p> <p>CHECKED BY: SHELLY TAPA SR. ENGINEER</p> <p>RECOMMENDING APPROVAL: [Signature] ENGR. T. VASQUEZ SR. ELECTRICAL ENGINEER</p> <p>APPROVED BY: [Signature] SHAWN ALONSO MANATE DIRECTOR</p>	
DRAWING TITLE: ELECTRICAL POST PLAN	SHEET NO.: 2

- 01 ALL DESIGN ARE PROPERTY OF THE DESIGNER AND MUST BE RETURNED, COPIED OR USED WITHOUT THE DESIGNER'S CONSENT.
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# SOLAR LIGHT SPECIFICATIONS:

Product Description: Solar Light 1500W Outdoor Integrated Street LED Light Worm White with Remote Control

Lumen : 200000LM

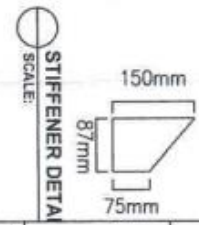
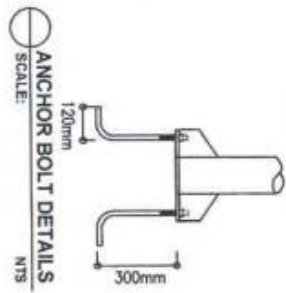
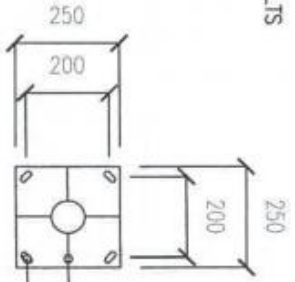
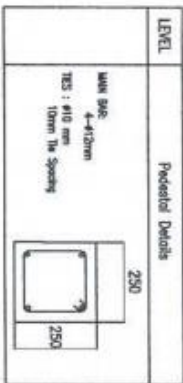
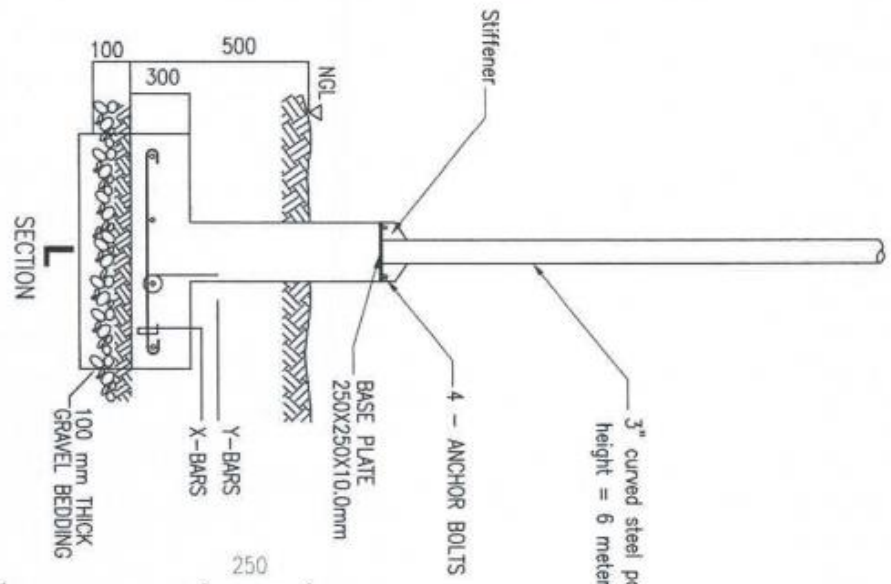
Solar Panel : 6V/18W

Charging Time: 8-10H

Working Hours: 12-14H

Effective Range : 10-12 meters  
Light Source: 139SLED 2835SMD  
Size: 620mm x 250mm

3" curved steel pole height = 6 meters



## GENERAL NOTE:

- \* Profile base plate and stiffeners must be welded around the perimeter of contact
- \* The welds will be continuous with full penetration.

## SOLAR LIGHT POST DETAILS

SCALE: NTS

SCHEDULE OF FOOTING									
FOOTING MARK	FOOTING DIMENSIONS (mm)	REINFORCEMENT	REMARKS						
1	250 x 250	4-#10mm	100mm THICK GRAVEL BEDDING						
2	250 x 250	4-#22x45	4 STIFFENERS						

A4  
Sheet Size

DATE: \_\_\_\_\_

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02 DIMENSIONS ARE NOT TO BE SCALED FROM THIS DRAWING.

03 ALL DIMENSIONS ARE IN MILLIMETERS AND LEVELS IN METERS UNLESS NOTED OTHERWISE.

04 ANY DISCREPANCIES, EITHER BETWEEN WRITTEN DIMENSIONS AND SITE DIMENSIONS OR WITHIN THESE DRAWINGS SHOULD BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ARCHITECT/ENGINEER BEFORE EXECUTING THE WORKS.

05 THIS DRAWING IS TO BE READ IN CONJUNCTION ALL OTHER DOCUMENTATION FORMING THE CONSTRUCTION CONTRACT.

06 ALL EXISTING DIMENSIONS / LEVELS ETC. INDICATED ON THE DRAWINGS ARE TO BE VERIFIED ON SITE.

07 CONTRACTOR TO SUBMIT CORROLATED SHOP DRAWINGS FOR ARCHITECTS APPROVAL AS REQUIRED PRIOR TO COMMENCEMENT OF WORKS AT SITE.



Department of Energy Services and Development  
Phil Office - MANAYOGA  
1680 F T Bunker St. Cor. Mariveles St., Manila, Manila

PROJECT TITLE: IMPROVEMENT OF ELECTRICAL SYSTEM

PROJECT LOCATION: AMARROPA YOUTH CENTER  
POBLACION, BANSUD, ORIENTAL MINDORO

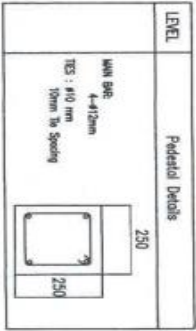
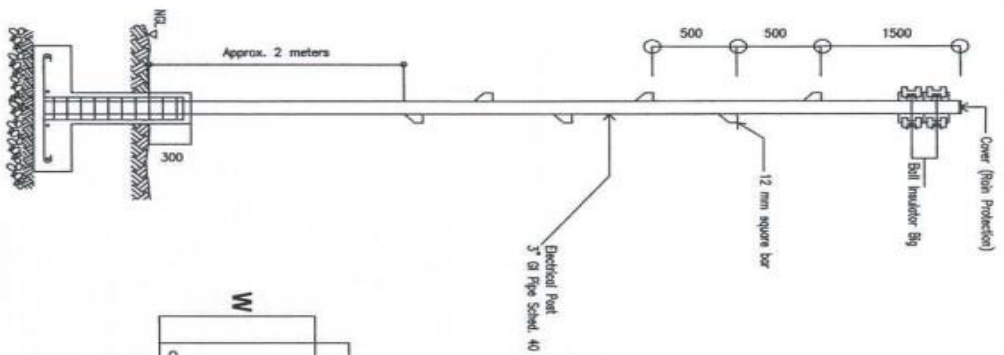
APPROVED BY: LEONARDO C. BERNARDO, DESO II  
SUPERVISOR

CONVENED BY: SERGIO S. TORO  
SUPERVISOR

RECOMMENDING APPROVAL: FRANCISCO VALDELOSA  
SUPERVISOR

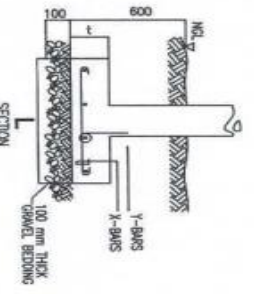
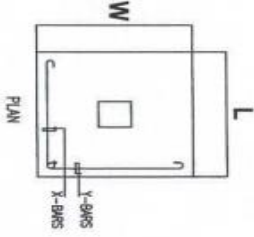
PREPARED BY: ALBERTO E. MALAVE  
DRAWER

DRAWING TITLE: SOLAR LIGHT DETAILS  
SHEET NO: 3



**SCHEDULE OF FOOTING**

TOTAL NO. OF FOOTINGS	TOTAL DIMENSIONS (mm)				REINFORCEMENT		GRADE
	LENGTH	WIDTH	DEPTH	NO. & SIZE	NO. & SIZE		
1	250	250	100	1 - 12mm	1 - 12mm	GRADE 40	



**ELECTRICAL POST DETAILS**  
SCALE:  $\frac{1}{10}$   
NTS

<p><b>A4</b> Sheet Size</p>	<p><b>REVISIONS:</b></p>	<p>01 ALL DESIGNS ARE PROPERTY OF THE DESIGNER AND MUST BE REPAIRED, COPIED OR USED WITHOUT THE DESIGNER'S CONSENT.</p> <p>02 DIMENSIONS ARE NOT TO BE SCALED FROM THIS DRAWING.</p> <p>03 ALL DIMENSIONS ARE IN MILLIMETERS AND LEVELS IN METERS UNLESS NOTED OTHERWISE.</p> <p>04 ANY DISCREPANCIES EITHER BETWEEN WRITTEN DIMENSIONS AND SITE CONDITIONS OR WITHIN THESE DRAWINGS AND THE SPECIFICATIONS OR WITHIN THE DRAWINGS OR THE CONTRACT DOCUMENTS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR BEFORE EXECUTING THE WORKS.</p> <p>05 THIS DRAWING IS TO BE READ IN CONJUNCTION ALL OTHER DOCUMENTATION FORMING THE CONSTRUCTION CONTRACT.</p> <p>06 ALL EXISTING DIMENSIONS, LEVELS, ETC. INDICATED ON THE DRAWINGS ARE TO BE VERIFIED ON SITE.</p> <p>07 CONTRACTOR TO SUBMIT COORDINATED SHOP DRAWINGS FOR ENGINEER'S APPROVAL AS REQUIRED PRIOR TO COMMENCEMENT OF WORKS AT SITE.</p>	<p><b>DSWD</b> Department of Social Welfare and Development Field Office - MINDORO 9800 P. B. Street, St. Ch. Mariveles, Mariveles, Mindoro</p>	<p><b>PROJECT LOCATION:</b> MAMAROPA YOUTH CENTER POBLACION, BANSUD, ORIENTAL MINDORO</p>	<p><b>PROJECT TITLE:</b> IMPROVEMENT OF ELECTRICAL SYSTEM</p>	<p><b>APPROVED BY:</b> <i>[Signature]</i> LEONARDO C. REYNOLDO, CESO III REGIONAL DIRECTOR</p>	<p><b>COMPILED BY:</b> <i>[Signature]</i> SHEILA TAPIA OR. AEC</p>	<p><b>REVISIONS AND COMMENTS:</b> REVISION BY: LEONARDO C. REYNOLDO DATE: 11/11/2023</p>	<p><b>PREPARED BY:</b> <i>[Signature]</i> AMARILLO E. WALUTE PROJECT ENGINEER</p>	<p><b>DRAWING TITLE:</b> ELECTRICAL POST DETAILS</p>	<p><b>SHEET NO.:</b> 4</p>
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A4 Copy  
Sheet No.

01 ALL DESIGNS ARE PROPERTY OF THE DESIGNER AND MUST BE RETAINED, COPIED OR USED WITHOUT THE DESIGNER'S CONSENT.

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07 CONTRACTOR TO SUBMIT COORDINATED SHOP DRAWINGS FOR ENGINEER'S APPROVAL, AS REQUIRED PRIOR TO COMMENCEMENT OF WORKS AT SITE.



PROJECT TITLE  
**IMPROVEMENT OF ELECTRICAL SYSTEM**

PROJECT LOCATION  
MINAROPA YOUTH CENTER  
POBLACION, BANSUD, ORIENTAL MINDORO

DESIGNED BY  
LEONARDO G. BENDIGO, CESO III  
REGISTERED ELECTRICAL ENGINEER

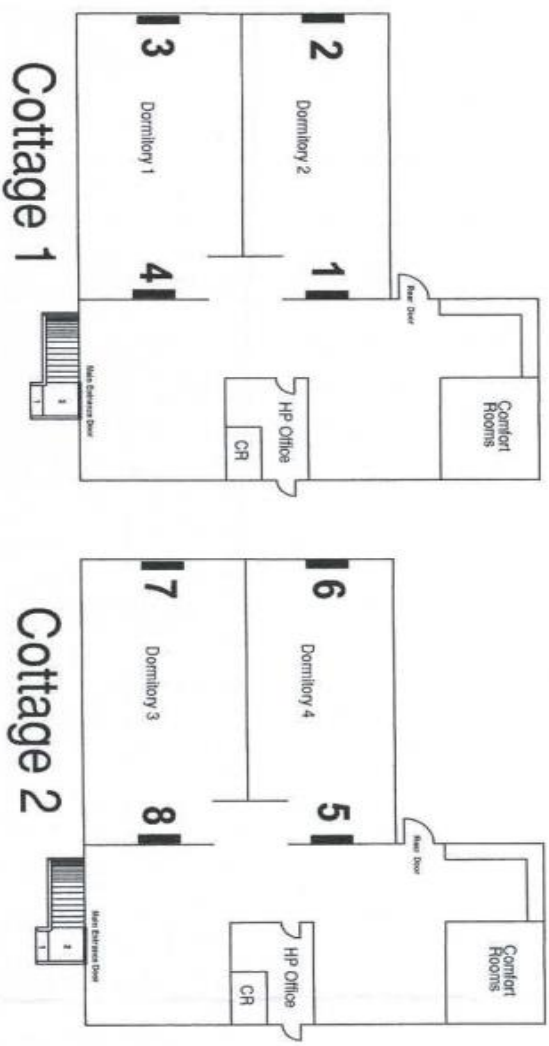
CHECKED BY  
SHEILA S. TAPA  
OC - AEC

RECOMMENDED APPROVAL  
RICHARD T. VASILDADO  
PROJECT ENGINEER

PREPARED BY  
ANGEL ALDREY MALITE  
REGISTERED ELECTRICAL ENGINEER

DRAWING TITLE  
2 HP SPLIT TYPE ACU  
LOCATION PLAN

SHEET NO  
5



**ACU LOCATION PLAN**

SCALE : NTS

LEGEND:  
[Thick black line] = 2 HP SPLIT TYPE ACU

*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>IMPROVEMENT OF ELECTRICAL SYSTEM OF MIMAROPA YOUTH CENTER</b>		
<b>Location</b>	:		<b>MIMAROPA Youth Center, Bansud , Oriental Mindoro</b>		
<b>Contract Duration</b>	:		<b>84 CALENDAR DAYS</b>		
<b>Item No.</b>		<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Cost</b>
		<b>A. DIRECT COST</b>			
I.		INSTALLATION OF ELECTRICAL POST	5.00	UNITS	
II.		INSTALLATION OF ACU AND REPLACEMENT OF ACU GRILLS	11.00	UNITS	
III.		REPLACEMENT OF ELECTRICAL FIXTURES AND BUSTED LIGHTS	1.00	LOT	
IV.		INSTALLATION OF SOLAR PERIMETER LIGHTS	20.00	UNITS	
		<b>B. INDIRECT COST</b>			
		OVERHEAD , CONTINGENCIES AND MISCELLANEOUS	1.00	LOT	
		CONTRACTORS PROFIT	1.00	LOT	
		VAT	1.00	LOT	
		<b>GRAND TOTAL</b>			

Submitted by:

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

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

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

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

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



## BILL OF QUANTITIES

Name of Project: <b>IMPROVEMENT OF ELECTRICAL SYSTEM</b>		Location: <b>Brgy. Poblacion, Bansud, Oriental Mindoro</b>	
Total ABC:	<b>PHP -</b>	Project Duration:	<b>84 Calendar Days</b>
Source of Fund:	<b>CAPITAL OUTLAY FUND</b>	Mode of Procurement:	<b>By Contract</b>

Item No.	Item Description	Quantity	Unit	Crew	Unit Cost	Amount
<b>I</b>	<b>INSTALLATION OF ELECTRICAL POST</b>	<b>5.00</b>	<b>unitS</b>			
	Column Footing: 50cm x 50cm x 35cm @ 5 pcs 12mm steel bars bothways					
	Concrete Pedestal : 25cm x 25cm @ 4 pcs 12 mm longitudinal bar and 10 mm dia. Lateral ties spaced at 10 cm. Concrete pedestal shall be plastered finish with paint.					
	<b>Materials:</b>					
	Portland Cement	6.00	bags			-
	Sand	0.50	cum			-
	Gravel 3/4	1.00	cum			-
	#16 GI Tie Wire	3.00	kg			-
	10 mm dia. steel bar	6.00	pcs			-
	12mm dia. steel Bar	6.00	pcs			-
	12mm square bar	6.00	pcs			-
	Welding Rod	3.00	box			-
	GI Pipe 3" shed. 40	5.00	pcs			-
	Epoxy Primer Gray	2.00	liters			-
	Baby Roller	2.00	pcs			-
	10 pcs - Cocolumber 2x2x12	40.00	bd.ft.			-
	C.W. Nails	3.00	kgs			-
	Concrete pedestal paint	5.00	units			-
	THHN Wire # 6	160.00	meters			-
	THHN Wire # 8	300.00	meters			-
	Valve Regulated Acid Battery ( SH 12V - 100 AH )	3.00	units			-

	Electrical Tape Big	2.00	pcs			-
	Panel Box Bolt On 4 Branches	1.00	unit			-
	Circuit Breaker 225 Amp	1.00	pc			-
	Circuit Breaker 100 Amp	3.00	pcs			-
	PVC Pipe Orange 3/4"	4.00	pcs			-
	PVC Elbow 3/4"	6.00	pcs			-
	Ball Insulator Big	25.00	pcs			-
						-
	<b>Labor:</b>					
	Project Supervisor	24.00	days			-
	Electrician	24.00	days			-
	Mason / Carpenter	24.00	days			-
	Helper	24.00	days			-
						-
<b>SUB - TOTAL (INSTALLATION OF ELECTRICAL POST)</b>						<b>-</b>
<b>II.</b>	<b>INSTALLATION OF ACU AND REPLACEMENT OF ACU GRILLS</b>	<b>11.00</b>	<b>units</b>			
	<b>Split Type ACU 2 hp = 8 units</b>					
	<b>Window Type ACU 1.5 hp = 1 unit</b>					
	<b>Window Type ACU 1 hp = 2 unit</b>					
	<b>Materials:</b>					
	2 hp Split Type ACU Dual Inverter w/ complete accessories for installation	8.00	units			-
	1.5 hp Window Type ACU w/ complete accessories for installation w/o aircon grilles	2.00	unit			-
	1 hp Window Type ACU w/ complete accessories for installation & with aircon grills	1.00	unit			-
						-
	<b>Labor:</b>					
	Installation Cost	9.00	units			
	<b>REPLACEMENT OF AIRCON GRILLS</b>	<b>4.00</b>	<b>units</b>			
	<b>Materials:</b>					
	Angle Bar 1-1/2 x 1-1/2 x 1/4	7.00	pcs			-
	Flat Bar 1x 1/4	3.00	pcs			-
	Epoxy Primer Gray	2.00	liter			-
	Baby Roller	2.00	pcs			-
	Welding Rod	1.00	box			-
	Screened Sand	4.00	bag			-
	Portland Cement	2.00	bag			-

						-
	<b>Labor:</b>					
	Skilled	6.00	days			-
	Helper	6.00	days			-
						-
<b>SUB - TOTAL (INSTALLATION OF ACU AND REPLACEMENT OF ACU GRILLS)</b>						<b>-</b>
<b>III</b>	<b>REPLACEMENT OF ELECTRICAL FIXTURES &amp; BUSTED LIGHTS</b>	<b>1.00</b>	<b>lot</b>			
	Materials:					
<b>Dorm1</b>	LED Bulb 7 watts (outer ceiling)      LED Bulb 7 watts (outer ceiling)	6.00	pcs			-
	LED Recessed Circular Downlight 15watts (inner ceiling)	6.00	pcs			-
	Blank Electrical Plate	2.00	pcs			-
	1/4" Ficemboard	1.00	pcs			-
	Hardiflex Screw	20.00	pcs			-
<b>Dorm2</b>	LED Bulb 7 watts (outer ceiling)	6.00	pcs			-
	LED Recessed Circular Downlight 15watts (inner ceiling)	4.00	pcs			-
	Blank Electrical Plate	4.00	pcs			-
	Surface Type Utility Box	3.00	pcs			-
	2 gang outlet	2.00	set			-
	3 gang outlet	1.00	set			-
	Plastic Molding 1"	2.00	pcs			-
	THHN wire 2.0mm^2	20.00	meters			-
	Electrical Tape Big	1.00	pcs			-
	1/4" Ficemboard	6.00	pcs			-
	Flat latex Primer	1.00	gal			-
	Paint Roller	1.00	pcs			-
	Paint Brush 2"	1.00	pcs			-
	Metal Furring	4.00	pcs			-
	Carrying Channel	2.00	pcs			-
	W-clip	50.00	pcs			-
	Hardiflex Screw	300.00	pcs			-
<b>Isolation</b>	LED Bulb 7 watts (outer ceiling)	6.00	pcs			-
						-
	<b>Labor:</b>					
	Project Supervisor	6.00	days			-
	Electrician	6.00	days			-
	Helper	6.00	days			-

	Carpenter	6.00	days			-
						-
<b>SUB - TOTAL (REPLACEMENT OF ELECTRICAL FIXTURES &amp; BUSTED LIGHTS)</b>						<b>-</b>
<b>IV</b>	<b>INSTALLATION OF SOLAR PERIMETER LIGHTS</b>	<b>20.00</b>	<b>units</b>			
	Solar Perimeter Lights with complete Accessories for Installation	20.00	units			-
	<b>Specs:</b>					-
	Solar Light 1500W Outdoor Solar Induction Integrated Street LED Light Warm White with Remote Control					
	Lumen : 200000 LM					
	Solar Panel : 6V / 18W					
	Charging Time : 8-10 H					
	Working Hours : 12-14 H					
	Effective Range : 10-12 meters					
	Light Source : 1395LED 2835SMD					
	Size: 620mm x 250mm					
	Warranty: 1 year					
	Concrete Pedestal w/ Curved Steel Lamp Pole: Height: 6 meters,					
	Height of Excavation: 80 cm					
	Footing: 50cm x 50cm x 30cm @ 4pcs 12mm bar bothways					
	Pedestal: 25cm x 25cm x 70cm @ 4 pcs 12 mm longitudinal bar & 10 mm bar lateral ties spaced at 10cm, plaster smooth finish with paint					
	Base Plate: 250mm x 250mm x 10mm base plate with 4 pcs stiffeners per pedestal					
	Anchor Bolts : 300mm length with nuts and washers					
	Installation Cost	20.00	unit			-
						-
<b>SUB - TOTAL (INSTALLATION OF SOLAR PERIMETER LIGHTS)</b>						<b>-</b>
A	Total Direct Cost (Material, Labor and Equipment)					-
A	Mobilization					
B	Temporary Facility (Barracks /Storage Area)					
C	Supervising Engineer ( 3 months )					
D	Construction Safety and PPE's					
E	Contractors Profit ( 10 % of DC )					-
F	OCM ( 15% OF DC )					-
G	Value Added Tax ( 7% of DC )					-
<b>TOTAL PROJECT COST</b>						<b>PHP -</b>

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

---

**BID FORM**

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

Project Identification No. : \_\_\_\_\_

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

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

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>1</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 Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of

---

<sup>1</sup> currently based on GPPB Resolution No. 09-2020

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].

- I. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

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

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

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

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

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

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

---

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

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

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

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

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

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

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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



## **Bid Securing Declaration Form**

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

---

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

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

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

I/We, the undersigned, declare that:

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

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

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

**[Jurat]**

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

***Section IX. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**And**
- (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 (**Please attach the supporting documents**); **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 (**Please attached copy of contract/Purchase Order and Certificate of Completion and Acceptance**); **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.

