

**Republic of the Philippines**  
**Department of Social Welfare and Development**  
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# BIDDING DOCUMENTS

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## **CONSTRUCTION OF TWO – STOREY DSWD FO III BUILDING AND FACILITIES UNDER DESIGN AND BUILD SCHEME**

ITB No. GOP/DSWD3-2022-04-001  
(PR No. 2022-02-0163)

MARCH 2022

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **Procurement of INFRASTRUCTURE PROJECTS**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

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## ***Section I. Invitation to Bid***

**Republic of the Philippines**  
**Department of Social Welfare and Development**

DSWD Field Office III, Diosdado Macapagal Government Center,  
Maimpis, City of San Fernando Pampanga, Philippines 2000  
Tel: (045) 861 – 2413; Telefax: (045) 961 – 2413  
Email: fo3@dswd.gov.ph  
Website:  
<http://www.dswd.gov.ph>

**INVITATION TO BID FOR  
CONSTRUCTION OF TWO – STOREY DSWD FO III  
BUILDING AND FACILITIES UNDER DESIGN AND BUILD  
SCHEME**

ITB No. GOP/DSWD3-2022-04-001  
(PR No. 2022-02-0163)

1. The **Department of Social Welfare and Development (DSWD) - Field Office III**, through the **GASS Funds** intends to apply the sum of **Eighteen Million Six Hundred Forty-Five Thousand Pesos (PhP18,645,000.00)** being the proposed Approved Budget for the Contract (ABC) to payments under the contract for the **Construction of Two – Storey DSWD FO III Building and Facilities under Design and Build Scheme** Under ITB No. GOP/DSWD3-2022-04-001.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The DSWD - Field Office III now invites bids for the above Procurement Project. Completion of Works is required **within one hundred eighty (180) calendar days commencing seven (7) calendar days upon receipt of Notice to Proceed**. Bidders should have completed a contract similar to the Project **within the last five (5) years from the date of submission and receipt of bids**. 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 via electronic or online using non- discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

In compliance with GPPB Resolution 09-2020 entitled, “Approving Measures for the Efficient Conduct of Procurement Activities during a State of Calamity or Implementation of Community Quarantine or Similar Restrictions”, the DSWD Bids and Awards Committee has confirmed, adopted, and approved measures for online or electronic bidding, as recommended by the GPPB-TSO, for the efficient conduct of all procurement activities, regardless of the procurement modality, during the pandemic in preparation for the full implementation of GPPB Resolution No. 21-2021 using E- Bidding Facility of the Modernized Philippine Government Electronic Procurement System (mPhilGEPS).

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In view of this, the procedure for this procurement project shall be in accordance with DSWD BAC Resolution No. 2021-10-01 relative to the Implementation of Electronic Submission and Receipt of Bids and the Bidder's Kit on **Guidelines to Bidders in Adopting Electronic Submission of Bids** is attached herewith as Annex "A."

Bidding is restricted to Filipino citizens/sole proprietorships, 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 5183.

4. Prospective bidders may obtain further information from the **DSWD – Bids and Awards Committee (BAC) Secretariat** and through the e-mail address given below and inspect the Bidding Documents posted at the DSWD Field Office III.
5. A complete set of Bidding Documents, in digital copy, may be acquired by interested Bidders starting **12 April 2022 to 25 April 2022** from the DSWD Field Office III website given below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty Five Thousand Pesos (PhP25,000.00)**.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that bidders shall pay the applicable fee/s for the Bidding Documents not later than the submission of their bids

Interested Bidders shall contact the BAC Secretariat through e-mail at [secretariatbac.fo3@gmail.com](mailto:secretariatbac.fo3@gmail.com) for further instructions on the purchase and payment of the Bidding Documents.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees by sending a clear scanned copy of Official Receipt issued by the DSWD Field Office III Cashier's Office **on or before the deadline of submission of bids**.

6. DSWD Field Office III, which shall be open to prospective bidders, will hold a Pre-Bid Conference on **12 April 2022 (Tuesday)** at **9:00AM** through video conference via google meet, which link shall be provided a day before the said conference. A pre-registration shall be required for all interested suppliers in order to access the video conferences and to participate further in the procurement activities as scheduled. Those interested bidders must provide complete information in the Google Forms which may be accessed via this link: <https://tinyurl.com/DSWDe-bid>.

Prospective bidders are encouraged to discuss any concerns or clarifications about the eligibility requirements including the technical specifications in the said conference.

7. Bids must be duly received and acknowledged by the BAC Secretariat through online or electronic submission **on or before 25 April 2022 (Monday)** at **9:30 AM** in the manner compliant with the submission of eligibility documents for public bidding and in accordance with the above-mentioned DSWD BAC Resolution No. 2021-10-01 relative to the Implementation of Electronic Submission and Receipt of Bids and the Bidder's Kit on **Guidelines to Bidders in Adopting Electronic Submission of Bids**. Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14. Further, pursuant to GPPB Resolution No. 09- 2020, the DSWD shall allow the bidder to submit an unnotarized Bid Securing Declaration (BDS), as alternate documentary requirement subject to compliance therewith by the winning bidder after award and before payment of the contract.
9. **Stage 1** of Bid opening shall be **on 25 April 2022 (Monday) at 10:00 AM** via google meet video conferencing while the **Stage 2** would be **on 27 April 2022 (Tuesday) at 10:00 AM**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Prospective bidders are requested to organize and submit their Bids electronically as provided under the Bidder's Kit on **Guidelines to Bidders in Adopting Electronic Submission of Bids**. and suppliers are hereby reminded, as follows:
  - a) The submission of the Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) shall be in PDF file with password-protected RAR archive file format;
  - b) Scan the original copy of the **Legal and Technical Requirements** and save as PDF, after scanning the original copy of the **Legal and Technical Requirements**, place the scanned files in one folder with file name "**Legal and Technical Documents**" and compress the folder using **WinRAR Extractor Application** with file name "**Folder 1 - Legal and Technical Documents**", place/set a password on the file;
  - c) Scan the original copy of the **Financial Requirements** and save as PDF, after scanning the original copy of the **Financial Requirements**, place the scanned files in one folder with file name "**Financial Requirements**" and compress the folder using **WinRAR Extractor Application** with file name "**Folder 2 - Financial Documents**", place/set a password on the file;
  - d) After encrypting the **Legal and Technical, and Financial Requirements**, compress the two (2) encrypted files using **WinRAR Extractor Application** with file name "**DSWD-FOIII Bidding No. \_\_ - (Name of Bidder)**", and set a strong password;

**In case of modification of bids by the bidder**, the bidder shall use the file name for the main file "**DSWD-FOIII Bidding No. \_\_ - (Name of Bidder) - Modification**"

The original bid submitted shall not be retrieved but a modified bid shall be submitted to the BAC Secretariat official uploading site provided that it is equally secured by password, properly identified, and submitted on or before the set deadline. The bidder shall use the following file names:

- For Legal and Technical Requirements: "**Folder 1 - Legal and Technical Documents – Modification**"
- For Financial Requirements: "**Folder 2 - Financial Documents - Modification**"

**Important:** Passwords shall bear a unique combination for each file. Same passwords for all files are **strictly not allowed**. Please see attached **ANNEX** for your guidance.

- e) Submit/Upload your bids thru this link: <https://tinyurl.com/dswdfo3ebid> on or before the set deadline;
- f) After submission of your bids, wait for an acknowledgement of BAC via email for the confirmation of your submitted bids indicating the Date and Time of your submission, and also the link for the Opening of Bids will be sent to your registered email. Please print the confirmation sent by the BAC as proof of your submission.



**Important:** All bids submitted after the deadline will **NOT** be considered in the bid opening.

11. It is the responsibility of the bidders who submitted their bids electronically to monitor receipt of an auto-generated bid receipt acknowledging their bid submission. Failure to receive a bid receipt means the submission was not successful.
12. In case the bidder fails to submit any or all of the documentary requirements in a password-protected PDF files, the bid/quotation will automatically be disqualified and shall be declared as "FAILED" and the supplier will no longer be allowed to participate further in the procurement activities scheduled for this Project.
13. After the opening and evaluation of bids, the BAC, its staff and personnel, Secretariat and Technical Working Group (TWG), as well as Observers are prohibited from making or accepting any communication with any bidder regarding the evaluation of their bids until issuance of Notice of Award (NOA). However, the BAC, through its Secretariat, may ask in writing the bidder for clarification of its request in writing. All responses to requests for clarification shall be in writing.
14. The DSWD 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
15. For further information, please refer to:

**THE CHAIRPERSON**

Bids and Awards Committee/o  
BAC Secretariat  
DSWD Field Office III, Diosdado Macapagal  
Government Center, Maimpis, City of San  
Fernando, Pampanga, Philippines  
Tel: (045) 961 – 2413

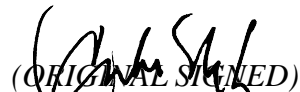
16. You may visit the following websites:  
  
For downloading of Bidding Documents:  
**ps-philgeps.gov.ph** - Website of the Philippine Government Electronic Procurement System (PhilGEPS)  
**www.fo3.dswd.gov.ph** – Website of the DSWD
17. Prospective bidders are **required** to pay for the purchase of the project's Philippine Bidding Documents through over-the-counter cash deposit made via Landbank of the Philippines (LBP).  
  
Only payments made through LBP shall be accepted and recognized. After payment, bidders must immediately send a clear scanned copy of their deposit slip to the official email address of the BAC Secretariat ([secretariatbac.fo3@gmail.com](mailto:secretariatbac.fo3@gmail.com)).

Bank details are as follows:

**Account Name:**

DSWD FO III MISCELLANEOUS TRUST

**Account Number:** 3772-1013-16



(ORIGINAL SIGNED)

**VENUS F. REBULDELA**

Bids and Awards Committee Chairperson

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
FIELD OFFICE III  
BIDS AND AWARDS COMMITTEE**

**GUIDELINES TO BIDDERS IN ADOPTING ELECTRONIC SUBMISSION OF BIDS  
(GPPB Resolution No. 09-2020)**

**For Pre-Bidding Conference**

**Step 1:** Register by completing the information required in the Google Forms that can be accessed with this link: <https://tinyurl.com/DSWDe-bid>. Once the form is successfully submitted, wait for an acknowledgement that will be sent to you via email.

**Step 2:** Attend in the scheduled Pre-Bid Conference by clicking the link attached in the Acknowledgement email.

**Step 3:** Wait for the Bids and Awards Committee to accept your entry in the set conference.

**For Submission of Bids**

**Step 1:** Scan the original copy of the **Legal and Technical Requirements** and save as PDF, after scanning the original copy of the **Legal and Technical Requirements**, place the scanned files in one folder with file name “**Legal and Technical Documents**” and compress the folder using **WinRAR Extractor Application** with file name “**Folder 1 - Legal and Technical Documents**”, place/set a password on the file.

**Step 2:** Scan the original copy of the **Financial Requirements** and save as PDF, after scanning the original copy of the **Financial Requirements**, place the scanned files in one folder with file name “**Financial Requirements**” and compress the folder using **WinRAR Extractor Application** with file name “**Folder 2 - Financial Documents**”, place/set a password on the file.

**Step 3:** After encrypting the **Legal and Technical**, and **Financial Requirements**, compress the two (2) encrypted files using **WinRAR Extractor Application** with file name “**DSWD-FOIII Bidding No. \_\_\_\_ - (Name of Bidder)**”, and set a strong password.

**In case of modification of bids by the bidder**, the bidder shall use the file name for the main file “**DSWD-FOIII Bidding No. \_\_\_\_ - (Name of Bidder) - Modification**”

The original bid submitted shall not be retrieved but a modified bid shall be submitted to the BAC Secretariat official uploading site provided that it is equally secured by password, properly identified, and submitted on or before the set deadline. The bidder shall use the following file names:

- For Legal and Technical Requirements: “**Folder 1 - Legal and Technical Documents – Modification**”
- For Financial Requirements: “**Folder 2 - Financial Documents - Modification**”

**Important:** Passwords shall bear a unique combination for each file. Same passwords for all files are **strictly not allowed**. Please see attached **ANNEX** for your guidance.

**Step 4:** Submit/Upload your bids thru this link: <https://tinyurl.com/dswdfo3ebid> on or before the set deadline.

**Step 5:** After submission of your bids, wait for an acknowledgement of BAC via email for the confirmation of your submitted bids indicating the Date and Time of your submission, and also the link for the Opening of Bids will be sent to your registered email. Please print the confirmation sent by the BAC as proof of your submission.

**Important:** All bids submitted after the deadline will **NOT** be considered in the bid opening.

### **For Opening of Bids**

**Step 1:** Open the email and access the link provided by the Secretariat to enter in the video conference. Wait for the confirmation from the BAC Secretariat to enter the meeting room.

**Step 2:** When prompted, disclose in the chatbox the password to the password-protected RAR folder. The BAC Secretariat will prompt you to disclose the password for the document containing the **Legal and Technical Requirements**. If you are present, the BAC Secretariat will ask in the chatbox of the Google Meet video conferencing room for the corresponding password during the bid opening itself.

**Step 3:** Should the **Legal and Technical requirements** be declared as “**PASSED**”, you will be prompted to disclose the password for the PDF document containing the **Financial Requirements**. You must respond promptly.

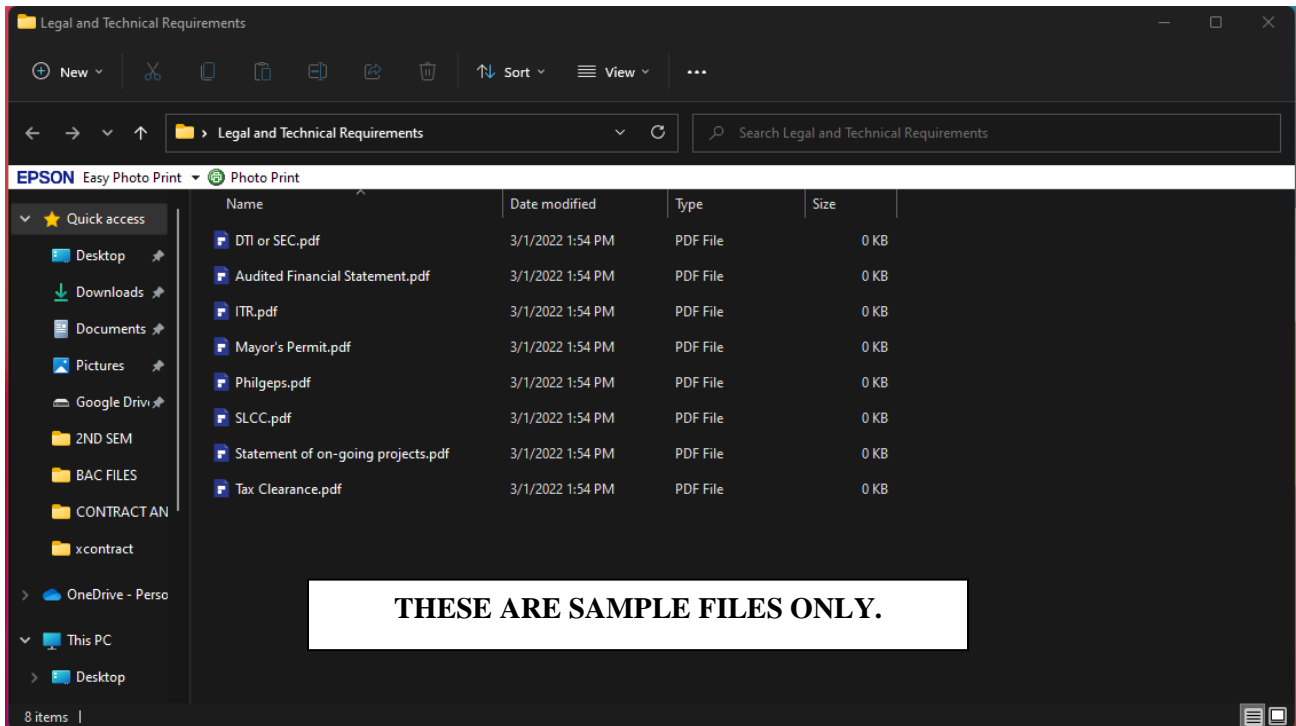
**IMPORTANT NOTE:** If you are not present in the online meeting in Google Meet, the Secretariat will send you an inquiry for such password via text message to your registered mobile number. You are given a minimum of five (5) minutes to respond. Should you not respond with the password when prompted, the BAC shall move on to the next bid, if any. If there are no other bids to be considered, the Secretariat shall ask again via text message for the password, and you are given another five (5) minutes to respond. Should you fail to respond within the allotted time, your submitted bid will no longer be considered.

## “ANNEX”

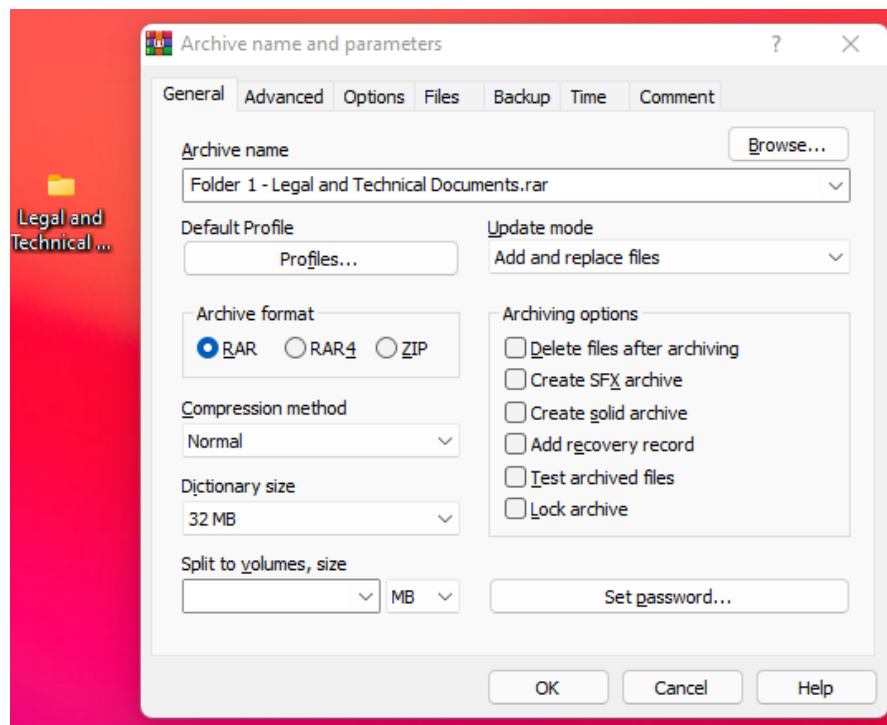
Compressing your Files into password-protected RAR format

### For Legal and Technical Requirements (based on the checklist)

- Place the scanned files in one (1) folder with filename “**Legal and Technical Requirements**”

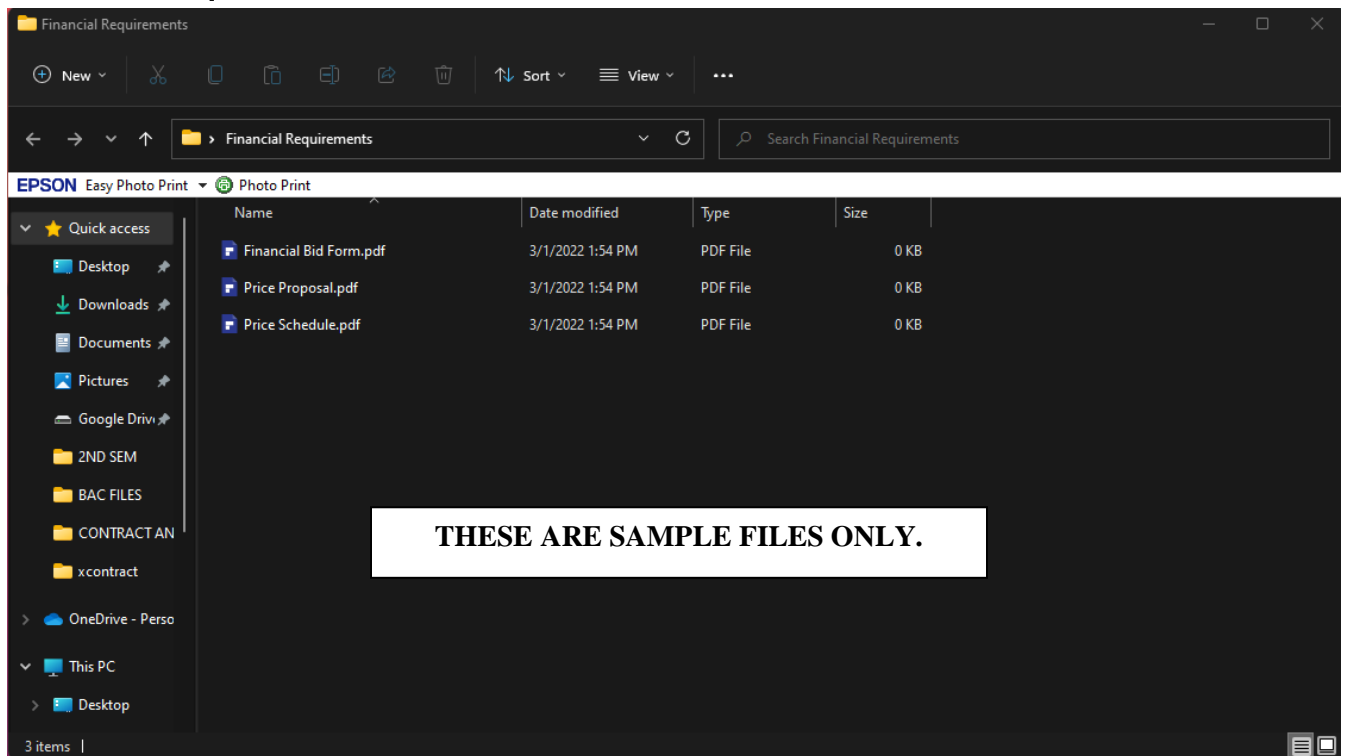


- Compress the folder using **WinRAR Extractor Application** with filename “**Folder 1 - Legal and Technical Documents**” and set a strong password

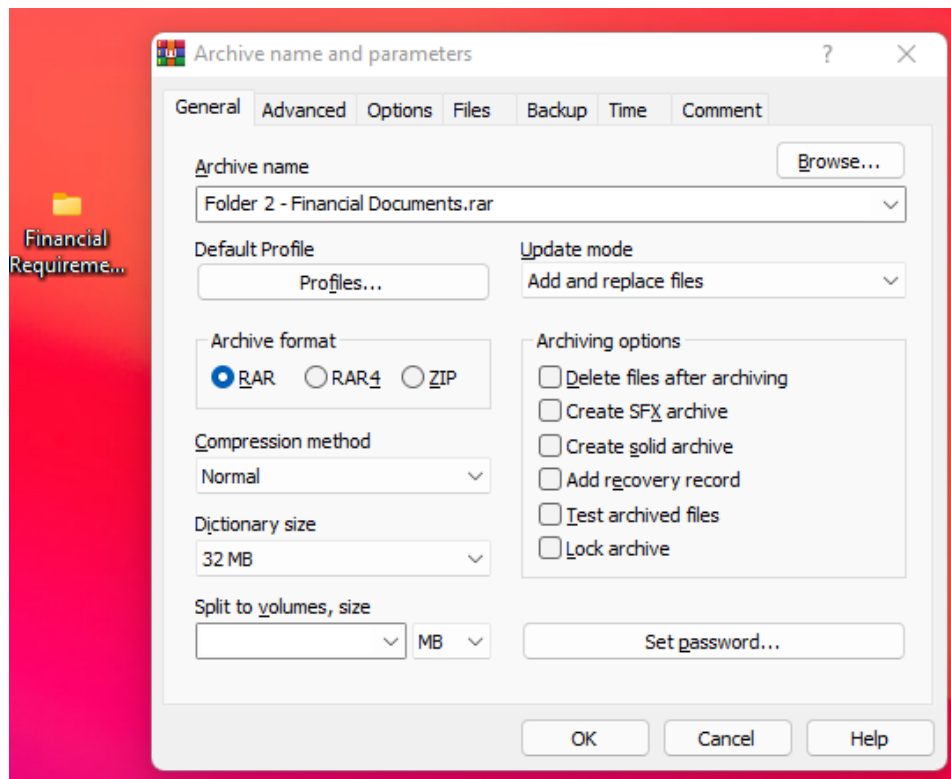


## For Financial Requirements (based on the checklist)

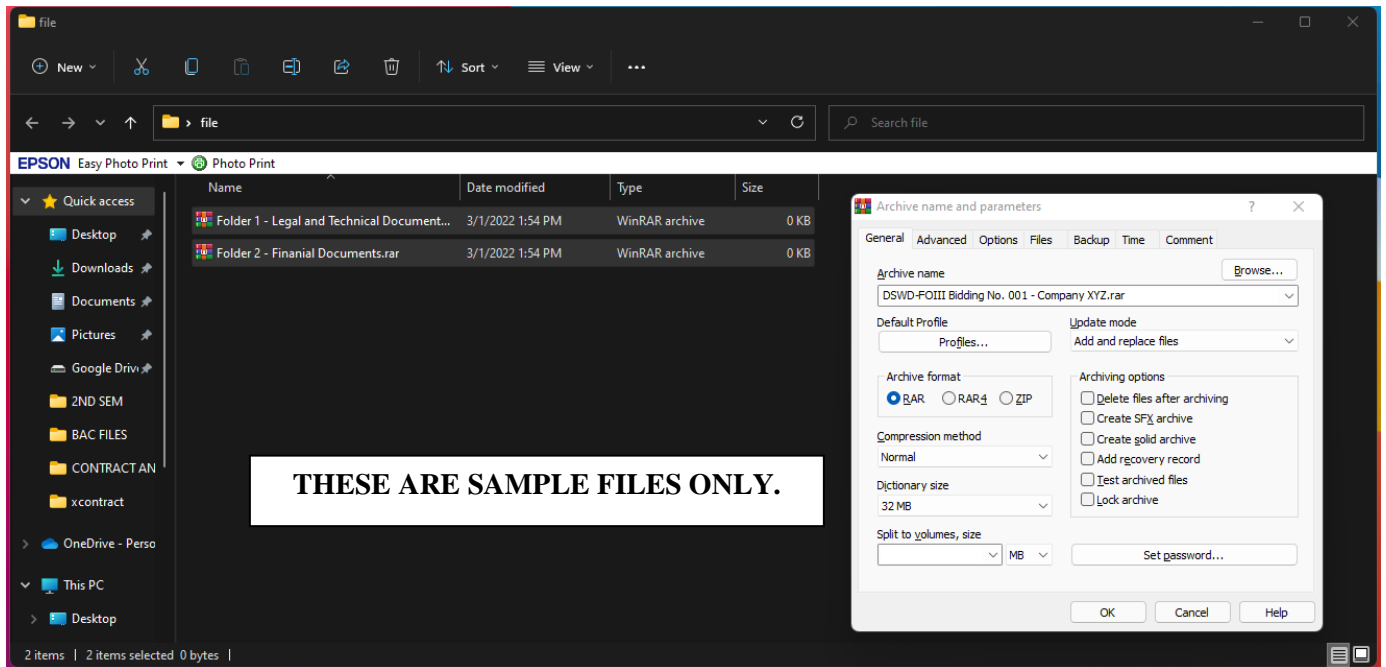
- Place the scanned files in one (1) folder with filename “**Financial Requirements**”



- Compress the folder using **WinRAR Extractor Application** with filename “**Folder 2 - Financial Documents**” and set a strong password



- After encrypting the **Legal and Technical, and Financial Requirements**, compress the two (2) password-protected RAR files using **WinRAR Extractor Application** with filename “**DSWD-FOIII Bidding No. \_\_\_\_ - (Name of Bidder)**”, and set a strong password



### Important:

Passwords shall bear a unique combination for each file. Same passwords for all files are **strictly not allowed**. Please see attached **ANNEX** for your guidance.

**In case of modification of bids by the bidder**, the bidder shall use the file name for the main file “**DSWD-FOIII Bidding No. \_\_\_\_ - (Name of Bidder) - Modification**”

The original bid submitted shall not be retrieved but a modified bid shall be submitted to the BAC Secretariat official uploading site provided that it is equally secured by password, properly identified, and submitted on or before the set deadline. The bidder shall use the following file names:

- For Legal and Technical Requirements: “**Folder 1 - Legal and Technical Documents – Modification**”
- For Financial Requirements: “**Folder 2 - Financial Documents - Modification**”



## ***Section II. Instructions to Bidders***

## **1. Scope of Bid**

**1.1** The Procuring Entity, **Department of Social Welfare and Development (DSWD)**  
– **FIELD OFFICE III** invites Bids for the **Construction of Two – Storey DSWD  
FO III Building and Facilities under Design and Build Scheme** with ITB NO.  
**GOP/DSWD3-2022-04-001**

## **2. Funding Information**

**2.1.** The GOP through the source of funding as indicated below for **GASS Funds**,  
in the total amount of **Eighteen Million Six Hundred Forty-Five Thousand  
Pesos (PhP18,645,000.00)**,

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

## **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 verified and accepted the general requirements of this Project, including 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 within **the last five (5) years** prior to the deadline for the submission and receipt of bids, equivalent to at

least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

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

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

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

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

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.
  - a. The Procuring Entity has prescribed that subcontracting 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 through videoconferencing/webcasting via google meet, 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, 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 X. Checklist of Technical and Financial Documents**.

(Reference must be made to herewith attached **Guidelines to Bidders in Adopting Electronic Submission of Bids**)

- 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 X. Checklist of Technical and Financial Documents**.

*(Reference must be made to herewith attached **Guidelines to Bidders in Adopting Electronic Submission of Bids**)*

- 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

14.2 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.

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

## 15 Bid Security

15.2 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**.

15.3 The Bid and bid security shall be valid until **120 calendar days from the date of Opening of Bids**. 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.

(Reference must be made to herewith attached **Guidelines to Bidders in Adopting Electronic Submission of Bids**)

## 17 Deadline for Submission of Bids

The Bidders shall submit on the specified date and time 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 Domestic Preference**

- 19.1 The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **20 Detailed Evaluation and Comparison of Bids**

- 20.1 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.
- 20.2 If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.
- 20.3 The Project shall be awarded as follows:

*One Project having several items that shall be awarded as one contract*

- 20.4 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.

- 20.5 Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **21 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**.

## **22 Signing of the Contract**

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

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



# Bid Data Sheet

ITB Clause							
5.2	<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>Contractor shall have a Single Largest Completed Contract with similar project contract and scope such as concrete vertical two-storey and construction of Building with Architectural, Electrical, Mechanical, Sanitary works and concrete pavement works involving both components: design component (architectural/engineering aspect of the project) and construction component (infrastructure aspect of the project) within five (5) years from the deadline of bid submission, whose value of contract amount must be at least fifty percent (50%) of the ABC 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.</p> <p>In the event that the bidder does not have a similar largest completed contract for design and build, it should submit at least one (1) similar contract for design, which should be at least fifty percent (50%) of the ABC for the project and at least one (1) contract for construction, each of which should be at least fifty percent (50%) of the cost of the ABC.</p> <p><i>Note: The term “Building” refers to any vertical, at least 2- storey general building (GB-1).</i></p>						
7.1	<b>Subcontracting is not allowed.</b>						
	<p>In accordance with PCAB BOARD RESOLUTION No. 201 Series of 2017, the minimum required licensed category for this Project is license category:</p> <table><tr><th>Size Range</th><th>License Category</th><th>Classification</th></tr><tr><td>At least Medium A</td><td>B</td><td>GB - 1/ General Building</td></tr></table>	Size Range	License Category	Classification	At least Medium A	B	GB - 1/ General Building
Size Range	License Category	Classification					
At least Medium A	B	GB - 1/ General Building					

10.4	<p>The technical/key personnel must meet the required minimum years of experience set below:</p> <ul style="list-style-type: none"> <li>• One (1) Project Manager with minimum experience of five (5) years;</li> <li>• One (1) Licensed Architect/Interior Designer with minimum experience of five (5) years;</li> <li>• One (1) Civil/Structural Engineer with minimum experience of five (5) years;</li> <li>• One (1) Licensed Geotechnical Engineer with minimum experience of three (3) years for general building/engineering;</li> <li>• One (1) Licensed Geodetic Engineer with minimum experience of three (3) years as lot surveyor;</li> <li>• One (1) Licensed Professional Electrical Engineer with minimum experience of three (3) years;</li> <li>• One (1) Licensed Mechanical Engineer with minimum experience of three (3) years;</li> <li>• One (1) Licensed Sanitary Engineer with minimum experience of three (3) years;</li> <li>• One (1) Licensed Electronics Engineer with minimum experience of three (3) years;</li> <li>• One (1) Accredited Material Engineer with minimum experience of five (5) years;</li> <li>• Safety Officer with minimum experience of five (5) years;</li> </ul> <p>The skilled personnel must meet the required minimum years of experience set below:</p> <ul style="list-style-type: none"> <li>• One (1) Master Electrician with minimum experience of Five (5) years;</li> <li>• One (1) ACU Technician Installer with minimum experience of Five (5) years;</li> <li>• One (1) General Foreman with a minimum experience of Five (5) years of finishing works in construction industry.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• The list of key personnel declared in this particular project can be included in another DSWD FO3 infrastructure bidding project except for the General Foreman who should only assigned exclusively to one (1) specific project. Any interest whatsoever to participate in another DSWD FO3 infrastructure project regardless of the stage of the bidding process shall warrant a different General Foreman.</li> <li>• Personnel shall submit their respective resumes and photocopy of valid Professional Regulations Commission (PRC_ license for professionals and Certificate/s of Training issued by DOLE – accredited training centers and the like for safety officers to support educational attainment, work experience and professional certifications.</li> </ul> <p>See sample forms under Section X - Bidding Forms</p>
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10.5	The minimum major equipment requirements are the following:		
	<b>Equipment</b>	<b>Capacity</b>	<b>Number of Units</b>
	Backhoe	0.52-0.8 m <sup>3</sup> Bucket capacity	1 unit
	Service Truck	4m <sup>3</sup> to 6m <sup>3</sup> Capacity.	1 unit
	Chipping Gun/ Drilling Tools	1.5 to 13mm Chuck range capacity	2 units
	Cut-off Machine	(at least cutting capacity: 119x119 for square, 130x130 for L-shape, and 100x130 for rectangular)	1 unit
	Concrete Vibrator		1 unit
	Dump truck	9m <sup>3</sup> to 11m <sup>3</sup> loading Capacity	1 unit
	Grinder Portable/ Machine	(at least 0.6 Mpa Minimum OAP)	2 units
	Bagger Mixer	(500 liter capacity)	1 unit
	Rebar Bender		1 unit
	Rebar Cutter		1 unit
	Welding Machine	(50-400 amperes Current range)	1 unit
	Generator set	(atleast 5KW capacity)	1 unit
	Plate Compactor		1 unit
	<i>Note:</i>		
	The list of equipment included in the bid submitted shall be used exclusively for this project alone except for service truck which may be used in other projects provided that priority to this project must be highly regarded ensuring no delay whatsoever in construction activity.		

	<p>Any similar interest to participate in another DSWD FO3 infrastructure project regardless of the stage of the bidding process shall warrant presentment of different set of equipment ownership/lease or such applicable proof of valid possession.</p> <p>See sample forms under Section X - Bidding Forms</p>
12	No further instruction
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>2%</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>b. The amount of not less than <b>5%</b> if bid security is in Surety Bond.</li> </ul>
19.2	<p>For the detailed evaluation of the design and build proposals a two-step procedure shall be adopted by the BAC and/or TWG in accordance with Annex "G" of the updated 2016 revised IRR of RA 9184.</p> <p><b>First-Step Procedure:</b></p> <ul style="list-style-type: none"> <li>i. The first step of the evaluation shall involve the review of the preliminary conceptual designs and track record submitted by the contractor as indicated in the Bidding Documents using a non-discretionary "pass/fail" criteria that involve compliance with the following requirements: <ul style="list-style-type: none"> <li>a. Adherence of preliminary design plans to the required performance specifications and parameters and degree of details;</li> <li>b. Concept of approach and methodology for detailed engineering, design and construction with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions;</li> <li>c. Quality of personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff;</li> </ul> </li> <li>ii. For complex or unique undertakings, such as those involving highly specialized or advanced engineering technology, eligible bidders may be required, at the option of the agency concerned, to make an oral presentation within fifteen (15) calendar days after the deadline for submission of technical proposals.</li> </ul>

	<p>Review of the Technical Evaluation of the Design and Building Requirement which includes the design, approach, quality of personnel assigned and the experience of the firm using a point system, as follows:</p> <table><tr><td>Approach and Methodology</td><td>-</td><td><b>40</b> points</td></tr><tr><td>Quality of Proposed Personnel</td><td>-</td><td><b>40</b> points</td></tr><tr><td>Quality of Firm/Company Qualification And Work Experience</td><td>-</td><td><b>20</b> points</td></tr></table> <hr/> <table><tr><td>Total</td><td>-</td><td><b>100</b> points</td></tr></table> <p>The passing score is <b><u>70 points</u></b>.</p> <p>Refer to Section 16 of the TOR and Annex M for the detailed Evaluation Criteria. (Please check this link: <a href="http://www.tinyurl.com/hj4fxtxx">www.tinyurl.com/hj4fxtxx</a>)</p> <p><b>Second-Step Procedure:</b></p> <p>All bids including those for Financial component shall be submitted on herein date of Bid Submission.</p> <p>However, only those bids that passed the above criteria shall be subjected to the second step of evaluation. The BAC shall open the financial proposal of each “passed” bidder and shall evaluate it using non-discretionary criteria - including arithmetical corrections for computational errors - as stated in the Bidding Documents, and thus determine the correct total calculated bid prices. The BAC shall automatically disqualify any total calculated bid price which exceeds the ABC. The total calculated bid prices (not exceeding the ABC) shall be ranked, in ascending order, from lowest to highest. The bid with the lowest total calculated bid price shall be identified as the Lowest Calculated Bid (LCB)</p>	Approach and Methodology	-	<b>40</b> points	Quality of Proposed Personnel	-	<b>40</b> points	Quality of Firm/Company Qualification And Work Experience	-	<b>20</b> points	Total	-	<b>100</b> points
Approach and Methodology	-	<b>40</b> points											
Quality of Proposed Personnel	-	<b>40</b> points											
Quality of Firm/Company Qualification And Work Experience	-	<b>20</b> points											
Total	-	<b>100</b> points											
20	<p>The Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) as the case may be, shall submit the following additional documents during the Post Qualification Stage:</p> <ol style="list-style-type: none"><li>1. Latest income tax returns (ITR) are those covering the immediately preceding year while latest business tax returns (BTR) are those filed within the last six (6) months preceding the date of bid submission, provided that such income and business tax returns is the most recent document that can be produced by the bidder without fault or delay on its part in filing the same with the BIR.</li></ol> <p>Note: Only the latest income and business tax returns filed and paid through the EFPS and printed thru the Tax Return Inquiry facility of the BIR shall be accepted.</p> <ol style="list-style-type: none"><li>2. Updated PhilGEPS Certificate of Platinum Membership, in case the said document was not submitted during the opening of bids; and</li><li>3. Certificate of Site Inspection issued by the <b>Admin Division Implementing Team</b></li></ol>												

20.3	<p><i>Reference must be made to herewith attached <b>Guidelines to Bidders in Adopting Electronic Submission of Bids</b></i></p>
	<p><b>For Submission of Bids</b></p> <p><b>Step 1:</b> Scan the original copy of the <b>Legal and Technical Requirements</b> and save as PDF and assigned file name “<b>Folder 1 - Legal and Technical Documents</b>”. Before saving the file, place/set a password on the PDF file.</p> <p><b>Step 2:</b> Scan the original copy of the <b>Financial Requirements</b> and save as PDF and assigned file name “<b>Folder 2 - Financial Documents</b>”. Before saving the file, place/set a password on the PDF file.</p> <p><b>Step 3:</b> After saving the two (2) files, place the files in one (1) folder and compress the folder using WinRAR Extractor Application with file name “<b>DSWD-FOIII Bidding No. - (Name of Bidder)</b>”, and set a strong password.</p> <p><b>In case of modification of bids by the bidder</b>, the bidder shall use the file name for the main folder “<b>DSWD-FOIII Bidding No._ - (Name of Bidder)- Modification</b>”</p> <p>The original bid submitted shall not be retrieved but a modified bid shall be submitted to the BAC Secretariat official email provided that it is equally secured by password, properly identified, and submitted on or before the set deadline. The bidder shall use the following file names for the PDF files:</p> <ul style="list-style-type: none"> <li>➤ For Legal and Technical Requirements: “<b>Folder 1 - Legal and Technical Documents – Modification</b>”</li> <li>➤ For Financial Requirements: “<b>Folder 2 - Financial Documents - Modification</b>”</li> </ul> <p><b>Important:</b> Passwords shall bear a unique combination for each file. Same passwords for all files are <b>strictly not allowed</b>. Please see attached <b>ANNEX B</b> for your guidance.</p> <p><b>Step 4:</b> Submits your bids to <a href="https://tinyurl.com/dswdfo3ebid">https://tinyurl.com/dswdfo3ebid</a> on or before the set deadline with Subject: “<b>DSWD-FOIII Bidding No. - (Name of Bidder)</b>”.</p> <p><b>Step 5:</b> After submission of your bids, wait for an acknowledgement of BAC via email for the confirmation of your submitted bids indicating the Date and Time of your submission, and also the link for the Opening of Bids will be sent to your registered email. Please print the confirmation sent by the BAC as proof of your submission.</p> <p><b>Important:</b> All bids submitted after the deadline will <b>NOT</b> be considered in the bid opening.</p>

	<p><b><u>NOTE: ALL PASSWORDS must be disclosed by the bidder's representative ONLY DURING THE SCHEDULED DATE and TIME for the OPENING OF BIDS</u></b> stated herein when prompted by the BAC Secretariat.</p> <p><b>For Opening of Bids</b></p> <p><b>Step 1:</b> Open the email and access the link provided by the Secretariat to enter in the video conference. Wait for the confirmation from the BAC Secretariat to enter the meeting room.</p> <p><b>Step 2:</b> When prompted, disclose in the chatbox the password to the password-protected RAR folder. The BAC Secretariat will prompt you to disclose the password for the PDF document containing the <b>Legal and Technical Requirements</b>. If you are present, the BAC Secretariat will ask in the chatbox of the Google Meet video conferencing room for the corresponding password during the bid opening itself.</p> <p>If you are not present in the online meeting in Google Meet, the Secretariat will send you an inquiry for such password via text message to your registered mobile number. You are given a minimum of five (5) minutes to respond. Should you not respond with the password when prompted, the BAC shall move on to the next bid, if any. If there are no other bids to be considered, the Secretariat shall ask again via text message for the password, and you are given another five (5) minutes to respond. Should you fail to respond within the allotted time, your submitted bid will longerbe considered.</p> <p><b>Step 3:</b> Should the <b>Legal and Technical requirements</b> be declared as "<b>PASSED</b>", you will be prompted to disclose the password for the PDF document containing the <b>Financial Requirements</b>. You must respond promptly.</p> <p><b>Important:</b> Only <b>five (5) attempts</b> are given to disclose your password per RAR folder and PDF file to open the documents. Shouldyou fail to provide the correct password after the fifth attempt, the submitted bids shall <b>NOT</b> be accepted during the bid opening.</p>
	<p><b><u>ANNEX “M” CRITERIA FOR EVALUATION</u></b>  <b><u><a href="http://www.tinyurl.com/hj4fxtxx">www.tinyurl.com/hj4fxtxx</a></u></b></p> <ol style="list-style-type: none"> <li>1. All submitted designs must be drafted in CAD software;</li> <li>2. Each plan must be plotted as pdf file and electronically submitted in accordance with the DSWD FO 3</li> </ol>

	<p>Guidelines on eBid Submission;</p> <ol style="list-style-type: none"> <li>3. For all conceptual designs, hard copy - printed A3 plans may be submitted either personally or via courier by scheduled submission of bids on Bid Opening;</li> <li>4. Moreover, there shall be additional points for submitted Hard copy colored A3 printed plans AND 20X30 size WHITE print plan for EACH DESIGN.</li> </ol>
21	<p>The following documents shall be submitted by the winning bidder within <b>ten (10) calendar days</b> from receipt of the Notice of Award:</p> <ol style="list-style-type: none"> <li>1.) Construction Schedule reflecting 180 calendar days</li> <li>2.) S-curve with Gantt Chart</li> <li>3.) PERT-CPM</li> <li>4.) Manpower schedule</li> <li>5.) Equipment Utilization schedule</li> <li>6.) Site Organizational structure</li> <li>7.) E-copy and printed copy (20"x30" size) of CAD file for all Design Plans</li> <li>8.) List of Material with unit cost</li> <li>9.) List of Equipment with rental unit cost;</li> </ol>



## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

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

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

## 2. Sectional Completion of Works

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

## 3. Possession of Site

- 3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.
- 3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

## 4. The Contractor's Obligations

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

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

## **5. Performance Security**

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

## **6. Site Investigation Reports**

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

## **7. Warranty**

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

## **8. Liability of the Contractor**

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

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

## **9. Termination for Other Causes**

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

## **10. Dayworks**

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

## **11. Program of Work**

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

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

## **12. Instructions, Inspections and Audits**

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

## **13. Advance Payment**

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

## **14. Progress Payments**

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

## **15. Operating and Maintenance Manuals**

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

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

## ***Section V. Special Conditions of Contract***

# Special Conditions of Contract

GCC Clause				
2	The <b>Intended Completion Date</b> is <b>within such number of days as appeared in the VI. Schedule of Requirements.</b> Note: The contract duration shall be reckoned from the start date and not from the contract effectivity.			
4.1	The <b>Start Date</b> is <b>7 days after</b> the notice from the Head of the Procuring Entity to commence the construction after successful release of pertinent building permit and related documents.			
6	The site investigation reports are: a. Certificate of Site Inspection by the DSWD FO III Inspectorate Team;			
7.2	The warranty against structural defects/failures is <b>One (1) year.</b>			
8	As a rule, contract implementation guidelines for the procurement of Infrastructure Projects shall comply with the provision of Annex “E” of the 2016 revised IRR of RA 9184.  Further, the provisions under Section 13 of Annex “G” of the same IRR shall supplement these procedures.			
10	Dayworks are applicable at the rate shown in the Contractor’s original Bid in accordance with the approved POW.			
11.1	The Contractor shall submit the Detailed Program of Work to the Procuring Entity’s Representative for approval within ten (10) calendar days after the issuance of the <b>Notice of Award.</b>			
13	The Schedule of Payment is as follows:			
		<b>Tranches of Payment</b>	<b>Percentage of Contract Price</b>	<b>Deliverables</b>
		1 <sup>st</sup> Tranche	5% payment of the total contract cost (Subject to Deduction of 10% Retention)	Upon signing on Contract of Agreements and approval of documentary provisions under item number C-2, C-5 & C-6 of this Annex.
		2 <sup>nd</sup> Tranche	15% payment of the total contract cost (Subject to Deduction of 10% Retention)	Must be Twenty Percent (20 %) of 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	30 % payment of the total contract cost (Subject to Deduction of 10% Retention)	Must be Fifty Percent (50 %) of project completion/ physical accomplishment with the submission of Billing Statement, Progress/Accomplishment Report, Statement of Work Accomplished, Progress Photos, and Narrative Report.
	4th Tranche	30 % payment of the contract price (Subject to Deduction of 10% Retention)	Must be Eighty Percent (80 %) of project completion/ physical accomplishment with the submission of Billing Statement, Progress/Accomplishment Report, Statement of Work Accomplished, Progress Photos, and Narrative Report.
	5th Tranche	20 % payment of the contract price (Subject to Deduction of 10% Retention)	Must be Hundred Percent (100%) physical completed Upon with submission of Billing Statement, Contractors accomplishment reports, Statement of Work Accomplished, Progress Photos, Narrative report, Contractors certificate of completion, contractors request for acceptance and turn-over certificate, complete set of As-built Plan with signed and Sealed by the complete engineering discipline.
	<p>Retention Money (10% of the total contract price)</p> <p>Must be two (2) months from the liability period and /or from the date of Final Acceptance and without damage / defect of installed items upon submission of the following:</p> <ul style="list-style-type: none"> <li>• Contractors warranty security which is equivalent to the amount of retention money and issued by the private insurance company;</li> <li>• Notarized Certificate of Warranty; and</li> <li>• Signed and approved Punchlist Report.</li> </ul>		
14	Materials and equipment agreed to be delivered on the site although not completely put in place shall be included for payment.		
15.1	The date by which “as built” drawings are required shall be <b>within fifteen (15) working days upon acceptance and turn-over to the DSWD End-user.</b>		
15.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required authorizes the DSWD to deduct the contractor/service provider amount of 10% of 1/10 on the percentage quoted at the item IV (Indirect Cost)		



## ***Section VI. Schedule of Requirements***

## Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Unit	Quantity	Particulars	Date of Effectivity
1	LOT	As specified and described in Section VII. Technical Specifications	Construction of Two – Storey DSWD FO III Building and Facilities under Design and Build Scheme	<b>One Hundred Eighty (180) calendar days</b> commencing <b>Seven (7) calendar days</b> upon receipt of <b>Notice to Proceed (NTP)</b>

Timeline for Design and Build Scheme:

Design Phase	Seven (7) calendar days upon receipt of Notice to Proceed
Build/Construction Phase	180 calendar days upon completion of design phase AND issuance of necessary permits.

**NOTE: The items must be delivered in standard packing or as prescribed by the specifications.**

**Conforme:**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Date

\*\*\* This document must be attached to the Technical Component Envelope \*\*\*

**PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM**

## *Section VII. Specifications*

### *Scope of Work*

## **A. DESIGN PHASE**

### **I. DETAILED ARCHITECTURAL AND ENGINEERING DESIGN SERVICES**

Services for Detailed Architectural and Engineering Design, Complete discipline with Signed & Sealed Detailed Engineering Design Plans for Securing Permits, Structural Analysis Signed & Sealed by Structural Engineer and other analysis needed for this project

(Refer to the TOR for detailed)

## **B. CONSTRUCTION PHASE**

### **I. General Requirements**

- a. Mobilization
- b. Temporary Facilities
- c. Occupational Safety and Health
- d. Medicine Cabinet with First Aid
- e. Demobilization
- f. COA Billboard
- g. Project Billboard

### **II. Site Development Works**

- a. Demolition of Existing Covered Court, Cutting & Breaking of Pavement, Removal and Disposal of Concrete Debris, Relocation of Container Vans
- b. Structure Excavation (Footing, Tie Beam, Retaining Wall and Septic tank)
- c. Embankment from Structure Excavation
- d. Gravel Beddings
- e. Drainage System Tapping to Existing Outflow
- f. Soil Testing
- g. Soil Poisoning

### **III. Structural Works**

- a. Reinforced Concrete

### **IV. Roofing Works**

- a. Fabrication and Installation of Structural Steel and Roofing

### **V. Architectural Works**

- a. Masonry
- b. Wall and Doors and Jambs with Complete Accessories

- c. Windows
- d. Floor Finishes
- e. Water Proofing
- f. Railings
- g. Ceiling

#### **VI. Sanitary/Plumbing Works**

- a. Water Lines
- b. Sewer Lines
- c. Sanitary/Plumbing Fixture
- d. Storm Drainage and Down Spout

#### **VII. Mechanical Works**

- a. Automatic Fire Sprinkler
- b. Fire Detection and Alarm System
- c. Cooling System/ Centralize

#### **VIII. Electrical Works**

- a. Electrical Conduits Works
- b. Wires and Wiring Devices
- c. Panelboard
- d. Lighting Fixtures
- e. Electrical Transformer

#### **IX. Painting Works**

- a. Masonry Painting
- b. Metal Painting
- c. Wood Painting

#### **X. Electronics and Communications Works**

- a. Installation of CCTV
- b. Data Network Cabling System

#### **XI. Supply and Installation of Office System**

#### **XII. Supply and Installation of Generator Set, 60kVA (3P)**

#### **XIII. Other Engineering Works / Compliance**

- a. (Pre-& During Construction Phase) Processing of Building Permit including its Fees, Gov't Clearances and fees, Location Clearance fees

and application, Electric Temporary Connections Fees, Water District Temporary Connections, (Tax Inclusive for all permits), Preparation of grounds breaking ceremonies & Inauguration ceremonies.

b. (Post Construction Phase) Processing of Occupancy Permits and fees, Processing of Permit to Operate for Generator and Elevators, Securing Permanent Electric Connections and Fees, Securing Permanent Water District Connections and Securing/Processing, Application & Accreditation of DSWD Pollution Control Officers and other Necessary requirements.

## *Terms of Reference*

**1. Project Information:**

**a. Project Title:** Construction of Two – Storey DSWD FO III BUILDING AND FACILITIES under Design and Build Scheme

**b. Project Duration:** One Hundred Eighty (180) Calendar days commencing Seven (7) Calendar Days upon receipt of Notice to Proceed (NTP)

**a. Project Location:** DSWD - Field Office III Main Building, DMGC, Maimpis, City of San Fernando (P)

**c. Proponent:** DSWD Field Office III Administrative Service Division's Property, Asset and Supply, Records and Archive Management, Procurement Sections' Offices and their respective Storage Facilities

**d. Budgetary Requirement:** Eighteen Million Six Hundred Forty-Five Thousand Pesos (₱ 18,645,000.00)

**e. Objective:**

1. To provide office spaces for Property, Asset and Supply Records and Archives, Management, and Procurement Sections to decongest offices due to health guidelines on physical distancing;
2. To provide a standard storage facility for records in order to improve records facility management for systematic control and efficiency;
3. To provide secure storage facility for unserviceable equipment awaiting disposal and newly procured office supplies and other consumables; and
4. To address the demand for large conference meeting rooms and comfortable workspaces.

**f. Legal Bases:**

1. Republic Act (RA) No. 9184, Government Procurement Reform Act”
2. National Structural Code of the Philippines (Published 2015)
3. Presidential Decree (PD) No. 1096, National Building Code of the Philippines
4. The Philippine Green Building Code of June 2015
5. Republic Act (RA) No. 9514, Fire Code of the Philippines of 2008 and its Implementing Rules and Regulations (IRR)
6. Philippine Electrical Code (PEC)

7. Revised National Plumbing Code of the Philippines
8. Department of Public Works and Highways Standard Specification

## **2. Background of the Project:**

The expansion of the Department of Social Welfare and Development (DSWD) brought about the corresponding increase in its personnel. Last year, there are 570 personnel reporting to the DSWD Field Office III. They are holding office in DSWD Field Office III Main and Extension Buildings. Other are in the rented building situated at A74 Brgy. Maimpis, City of San Fernando. To utilize spaces with original designations and avoid overcrowding of work areas, it is proposed that a Two (2) Storey Office Building be constructed in the Field Office III.

The proposed construction of a two-storey office building and storage facility will also free-up space in the DSWD Main Building, which may be used to accommodate the regional office's storage requirements for records and unserviceable PPEs. This will ensure compliance with the Occupational Safety Standards specified by the Department of Labor and Employment and result in an overall improved physical work environment both critical factors in obtaining an ISO certification.

The DSWD has received allocation funds from 2021 Current Appropriation (General Appropriation Act of CY 2021) thru DSWD Central Office and intends to apply the amount of Nineteen Million Six Hundred Thousand Pesos being the Approved Budget for the Contract (ABC) for the Proposed Construction of Two-Storey DSWD Field Office III Building and Facility under the Design and Build Scheme. Under this scheme, the Procuring entity awards a single contract for the architectural and engineering (A&E) designs and construction to a single firm, partnership, corporation, joint venture or consortium.

The Bidders should possess the necessary qualifications in accordance with the Bidding Documents, including Annex G of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184. Prospective bidders shall provide the necessary architectural, engineering and supervision capability for the two - storey structure.

Under Section 5 of the Annex G of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184, the Design and Build scheme shall be applied in the project at hand, specifically, *"For small projects where there are previously approved drawings or standard designs and an innovation in design and construction methods under the design and build scheme will result in lower costs and higher quality projects."*

**3. Adoption of Annex "G" of 2016 IRR of R.A. No. 9184.** The Procurement of Design-Build and Contract Implementation of the Project shall be governed by Annex "G" Guidelines for the Procurement and Implementation of Contracts for Design and Build Infrastructure Projects, the 2016 Revised Implementing Rules and Regulations of R.A. 9184 otherwise known as the Government Procurement Reform Act [hereinafter referred to as "2016 IRR of RA No. 9184"] and all applicable building codes, regulations, and Department Order which may be issued by the DPWH.

**4. Qualification of Bidders.** Bidders should possess the necessary qualification in accordance with Bidding Documents, including Annex "G" 2016 IRR of R.A. No. 9184. Prospective bidders shall provide the necessary architectural, engineering, and supervision capability for multi - storey building structure.



**5. Contractual Framework.** Annex “G” of 2016 IRR of R.A. No. 9184 provides the guidelines for design and build procurement. Briefly, the contractual arrangement for the project is the Design and Build Scheme. Under this scheme, the Procuring Entity award a single contract for the architectural and engineering [A&E] design and construction to a single firm, partnership, corporation, joint venture or consortium.

**6. Project Description:**

- a. Location - DSWD FO3, DMGC, Maimpis, City of San Fernando, Pampanga

**(Annex B - Site Development Plan & Location Plan)**

- b. **Total Floor Area** – The new two (2) storey DSWD FO III BUILDING AND FACILITIES has an estimated Total Gross Floor Area (TGFA) of 525.00 square meters

<b>Total Gross Floor Area [TGFA], Construction of</b> Construction of Two – Storey DSWD FO III BUILDING AND FACILITIES under Design and Build Scheme	<b>Floor Area(sqm)</b>
Ground Floor (Records Storage Room, Records Working Room, Food/Grocery Supply Storage Room, PPE/Office Supply Storage Room, Property Storage Room, COA Storage Room, Common CR, MRF, Staircase)	262.50
Second Floor (Conference Room/Function Hall, Office Areas, Pantry, Male/Female/PWD Comfort Rooms, Lobby and Utility Room)	262.50
<b>Approximately Total Gross Floor Area</b>	<b>525.00</b>

**6.4 Project Components** – For the project components, refer to the table below:

<b>Component</b>	<b>Particulars</b>
Architectural and Detailed Engineering Designs	Complete plans, drawings, specifications, Bill of Quantities and cost estimation, construction management, progress reports
Pre & During Construction Engineering Services	Processing of Building Permit including its Fees, Gov't Clearances and fees, Processing Cutting and balling Permit including supplemental of seedlings at DENR, Location Clearance fees and application, Electric Temporary Connections Fees , Water District Temporary Connections, Perform of Lot survey by the Geodetic Engineer for the actual building location, Provision of Complete Signed & Sealed Detailed Engineering Design Plans for Securing Permits, Structural Analysis prepared, signed and sealed by Structural Engineer, Application of CPES Accreditation and Seminar requirement for DSWD CPES-Implementing Group, (Tax Inclusive for all permits), Preparation of ground breaking ceremonies & Inauguration ceremonies.

Demolition/Clearing Works	Demolition/Dismantling of Existing Covered Court and Pavement, Removal/Hauling of Concrete Debris, Relocation of Container Van/s
Site Civil Works	Conduct of Soil Boring Test, Site stabilization, Ground Embankment, ground leveling and grading including hauling unnecessary soil, sanitary works forming part of the site civil works, drainages system, storm drainage, pavement, etc., with pertinent plans and designs prepared, signed and sealed by a duly-Registered and Licensed Civil/ Geotechnical Engineer
Architectural Works	All masonry, finishing, painting, acoustics/ FICEM Boards, metal spandrel, PVC span flex, LED lightings, moisture protection/ thermal, glazing, wood/ plastics, fenestrations (doors & windows), Laminated Partition, Metal & Aluminum Claddings, wood cabinets (hanging & floor mounted), Fixed Shelves for records room, supply and installation of office system, metal racking files with pertinent plans and designs prepared, signed and sealed by a duly-Registered and Licensed Architect
Structural Works	Building Foundation (progressive type ideal for fourth (4) floors, earthquake-proof superstructure, roof trusses, including Power house structure, stairs, PWD access, etc., with the pertinent plans and designs prepared, signed and sealed by a duly-Registered and Licensed Civil/structural Engineer, who must specialize in structural design practice.
Electrical Works	All electrical systems, including back-up power generator set, automatic transfer switch system, control panels for power, transformer (240/480 kVA) with pertinent plans and designs prepared, signed and sealed by a duly Registered and Licensed Professional Electrical Engineer (PEE)
Mechanical Works	Fire Protection (with, dry and extinguisher, fire sprinkler system), Air-conditioning units (floor/wall mounted), Installation of water system, Supply and installation of Generator Set with pertinent plans and designs prepared, signed and sealed by a duly Registered and Licensed Professional Mechanical Engineer (PME)
Plumbing Works	Water tanks, Water cold supply systems, plumbing fixtures (provide handheld showerhead set, urinals with auto flush sensor system), with pertinent plans and designs prepared, signed and sealed by a duly Registered and Licensed MasterPlumber
Sanitary Works	Water sewage, sanitary and drainages systems with pertinent plans and designs prepared, signed and sealed by a duly Registered and Licensed Sanitary Engineer
Electronics and Communications	Conceptualize, design, test and oversee the installation of communications and electronic systems that includes

Technology Works	vertical and horizontal LAN cabling, CCTV-ready, audio systems, provision for data center/ server room, Fire Detection and alarm system, and Electronic Door Lock System for strict access control on records room, signed and sealed by a duly Registered and Licensed Professional Electronics and Communications Engineer or Professional Electronics Engineer.
Fabrication of Furniture	Fabrication of furniture with complete accessories i.e. cabinets - base and overhead (office area, storage area, pantry)
Post Construction Engineering Services	Processing of Occupancy Permits, Securing Permanent Electrical Connections, Securing Permanent Water District Connections and Application & Accreditation of DSWD Pollution Control Officers and other Necessary requirements.

**6.5 Concept Design Plans and Images – Annex C (Plans and Images)** shows indicative concept plans and images. The concept drawings are for references but preferred design by the Procuring Entity. The Bidder/Contractor may propose alternative schemes in the Bid Proposal subject to final verification and confirmation by the Procuring Entity during the actual conduct of Architectural and Engineering Design Services by the Design and Build Contractor.

## **7. Scope of Design and Build Contract:**

**7.1 General Activities** – The Contractor shall conduct the following:

**7.1.1 Conduct of Architectural and Engineering (A&E Surveys)** - Annex “G” of the 2016 Implementing Rules and Regulations of RA No. 9184 specified that the bidder shall conduct the surveys in its Bid Proposal and present to the DSWD their results and findings which would impact on the detailed A&E designs of the Project. The Bidder shall include the findings and recommendations and effects, if any, on the Technical and Financial Components of its Bid Proposal in its report on Conceptual Engineering Designs of the Project. The Bidder shall be responsible for the accuracy and verification of data in compliance with policies in Annex G;

### **7.1.2 Contract Implementation**

As a rule, contract implementation guidelines for the procurement of Infrastructure Projects shall comply with the provision of Annex “E” of the 2016 revised IRR of RA 9184. Further, the provisions under Section 13 of Annex “G” of the same IRR shall supplement these procedures.

### **7.1.3 DPWH Engineering Survey Guidelines**

**7.1.3.1** *All surveys shall follow Chapter II, Part I, Volume I, Survey and Investigation, DPWH Design Guidelines, Criteria and Standard and Manual on Technical Requirements for Surveying and Investigation of Public Works and Highways Projects and applicable provisions of existing laws, codes or Department Orders.*

**7.1.3.2** *Topographic Survey shall be undertaken by the use of an electronic total station or Real Time Kinematic GPS survey equipment or combination of both in order to gather the precise position of existing, waterways, drainage, structures, utilities, and other features as needed.*

## **7.2 Preparation of the Conceptual and Pre-Detailed Engineering Designs (CED) For the Project Components.**

The Bidder shall prepare and submit to the DSWD the draft Conceptual Engineering Designs (CEDs) for each of the Components. The CEDs shall conform to the Minimum Performance Standards and Parameters and to the Initial Designs and Drawings of the DSWD. The contractor shall submit a report on the CED to the DSWD FO III.

Building design shall conform to the provisions of the National Building Code of the Philippines (PD 1096), National Structural Code of the Philippines, Electrical Engineering Law (RA 7920), Mechanical Engineering Law (RA 5336), Plumbing Code (RA 1378, 1993-1994 Revisions), Fire Code (RA 9514) and other laws and regulations covering environmental concerns and local ordinances and regulations.

## **7.3 Preparation of the Detailed Engineering Design [DED] for Approval of the DSWD.**

**7.3.1** After the Procuring Entity [DSWD] and Design and Build Contractor [DBC] have agreed on the CEDs, Bidder shall prepare and submit the final DED to the DSWD for approval. The Bidder shall adopt a format acceptable to the DSWD for its report.

**7.3.2** Guidelines under Annex “G” of the 2016 IRR of RA 9184. Annex “G” defines, the following:

**7.3.2.1** “Section 8. Detailed Engineering Requirements provides:

- “1. Upon award of the design and build contract, the winning bidder shall be responsible for the preparation and submission of all necessary detailed engineering investigations, surveys and designs in accordance with the provision of Annex “A” of the 2016 IRR, [with exception of the bid documents and the ABC]
- “2. The procuring entity shall ensure that all the necessary schedules with regard to the submission, confirmation and approval of the detailed engineering design and the details of the construction methods and procedures shall be included in the contract documents.
- “3. The procuring entity shall review, order rectification, and approve or disapprove – for implementation only – the submitted plans within these schedules. All instruction for rectification shall be in writing stating the reasons for such rectification. The design and build Contractor shall solely responsible for the integrity of the detailed engineering design and the performance of the structure irrespective of the approval/ confirmation by the procuring entity.”

**7.3.2.2** Changes in Design and Construction Requirements. Section 13.5 provides-As a rule, changes in design and construction requirements shall be limited only to those that have not been anticipated in the contract documents prior to contract signing and approval.

**7.3.3** Contractor's responsibility. The data information in the Bidding Documents are for reference only. The procuring entity does not guarantee that these data are fully correct, up to date, and applicable to the project at hand. The Contractor is responsible for the accuracy and applicability of all data that it will use in its design and build proposal and services as stated in Section 7, Annex "G" of 2016 IRR of RA 9184.

**8. Scope of Construction:** The Contractor shall fully undertake the construction works for all the project components.

**8.1** The Contractor shall implement the construction of the project in accordance with its Bid Proposal and any modifications, which may be agreed upon during the discussion on Conceptual Engineering Designs [CEDs] as officially recorded in the Minutes of Discussion with DSWD Project Management Team and final Detailed Engineering Designs approved by the DSWD.

**8.2** The Contractor shall undertake the construction of the Project in accordance with the Minimum Performance Standards and Parameters [MPSP] and the DPWH Blue Book, Volume II.

## **9. Preliminary Studies and Design Activities Deliverables:**

**9.1 General Responsibilities.** The contractor shall perform the design services to the highest standards of professional and ethical competence and integrity. The Contractor's responsibilities include but are not limited to the following:

**9.1.1** *Undertake and provide the detailed site development plan and detailed architectural and engineering design for the Project that conforms to the provisions of the latest National Building Code of the Philippines, National Structural Code of the Philippines, Electrical Engineering Law, Mechanical Engineering Law, Plumbing Code, Fire Code, Accessibility Law, DPWH Design Standards, and other laws and regulations covering safety and environmental concerns and local ordinances and regulations.*

**9.1.2** *Accept full responsibility for any services to be performed under this TOR including applicable warranties on the quality and soundness of the design.*

**9.1.3** *Facilitate and ensure that the design will be approved by the concerned government agencies, local government unit and utility providers.*

**9.1.4** *Ensure that the Project Cost is maintained within the allotted ABC amount.*

**9.1.5** *Provide on-call services during meetings with DSWD FO III and construction phase of the Project, answer queries/clarifications and provide technical assistance in the modification of the design that may arise during the implementation of the Project at no additional cost to DSWD FO III.*

## **9.2 Site Inspection and Survey**

**9.2.1** Reconnaissance & Investigations shall include ocular inspection of the project site and its surrounding area;

**9.2.2** Lot area shall be subject to preliminary detailed engineering survey;

**9.2.3** The survey shall determine the area, topography, contours, elevation and surveys of existing trees at the project site;

**9.2.4** Soil investigation shall include the testing and analyses of soil samples, soil boring tests five boreholes at 25 m. maximum depth or until hard strata is reached, geotechnical reports to determine load-bearing capacity and other relevant physical properties needed prior to production of construction drawings;

## **9.3 Conceptual Design.**

The Floor Plans as shown in Annex B (Plans and Images) is only for ideation images of the Projects in its Approach and Work Plan as part of the Bid Proposal.

### **9.3.1 Preliminary Conceptual Design Plans in accordance with the degree of details specified by the procuring DSWD**

The Schematic Documents to be submitted shall be a conceptual technical drawing of Architectural, Structural, Electrical, Mechanical, Sanitary and Plumbing, Fire Protection, Electronics, Electronics and Communications Technology Plans and Site Development based on the approved Conceptual Design and Design Brief. These documents shall be a technical presentation of the proposed design, comprising but not limited to:

#### **9.1.1.1 Architectural Design which composed of;**

- a. 3D Rendered Perspective (Exterior & Interior) w/ table of content
- b. Site Development Plan, Location Plan & Vicinity;
- c. Floor Plans Conceptual Design (Ground to Second Floor);
- d. Front, Rear, Left and Right Side Elevations conceptual Design;
- e. Sections Conceptual Design (Longitudinal Section, Cross Section /Transversal Section);

- f. Finishing Schedule for Floors, Walls, Ceiling, Exterior finishing.

**9.1.1.2 Structural Design;**

- a. Structural Design Criteria and Structural Design Notes, Structural Design Concept with Structural analysis (for 4<sup>th</sup> level capacity floor;
- b. Foundation plan (for 4<sup>th</sup> level capacity)
- c. Schedule of Footings, Columns and Beams;
- d. Roof Framing and trusses plan;
- e. Floor & Beam Framing Plans including stair detail;
- f. Elevator Structural Framing Plans and Details;

**9.1.1.3 Electrical Design**

- a. Lighting lay-out per floor;
- b. Power lay-out per floor;
- c. Schedule of loads and Electrical Design Analysis;
- d. Riser Diagram;

**9.1.1.4 Electronics and Communications Technology Plans**

- a. Fire Detectors and Alarm System;
- b. CCTV Plans (rough-ins only);
- c. Data Cabling and networks System with data room home run plans (rough-ins only);
- d. General notes, Legend and Symbols

**9.1.1.5 Sanitary and Plumbing Design Plans**

- a. Sanitary Line, Vent and plumbing fixtures Lay-out Plans including Septic tank Details;
- b. Storm Drainage and Roof Downspout lay-out plans;
- c. Water Supply Line and fixtures layout plans;
- d. Isometric Diagram for Sanitary and Water Supply Pipe Line Layout Plan;
- e. General notes, Legend and Symbols.

**9.1.1.6 Mechanical Design**

- a. Air Conditioning Units, Split type, window type lay-out plans including Ventilating system and drains;
- b. Fire Protection Sprinkler System, Dry Stand Pipes system including pumping System and Portable Fire Extinguisher lay-out plan;
- c. Generator Set Plan, ATS system Plan with oil tank;
- d. General notes, Legend and Symbols.

**Note:** *All plans to be submitted by the prospective bidders must be printed in a minimum A3 size of paper.*

**9.1.2 Project Cost Estimation**

**9.1.2.1** Lump sum bid prices which shall include the detailed engineering cost in the bill of Quantities in the Prescribed Bid Form, not to exceed ***Eighteen Million Six Hundred Forty-Five Thousand Pesos (P 18,645,000.00).***

The lump sum bid shall be the summation of the two (2) following Services:

- a. The Detailed Engineering Design Cost Services shall not greater than 3.5% of the Bid Price;
- b. The Construction Cost (Direct Cost) shall include all items stipulated in the Item B, C, D, E and F of Annex-G (BOQ).

**9.1.2.2** Bill of Quantities with supporting detailed estimates and Detailed unit Price Analysis including a summary sheet indicating the unit price of construction of materials, labor rates, equipment rentals, testing, safety requirements, contingencies and miscellaneous in coming up with the bid and other compliance in Section C.2 of Annex-D.

- a. All items indicated in Bill of Quantities bid sheet forms are required by the end user and should all be filled out completely for proper evaluation of the price quotation. Thus, no line items herein shall be deleted and deletion of line items shall be grounds for disqualification.
- b. All line sub- items indicated in “Annex H” (Minimum quantities and Specifications), are required by the end user and should all be reflected completely on the attached Detailed Estimate for proper evaluation of the price quotation. Thus, no line items in “Annex H” shall be deleted and deletion of line items shall be grounds for disqualification.
- c. Additional line items may be added in “Annex H” given that the purpose and use of the added items is clearly discussed in the construction methodology subject for evaluation and assessment.
- d. Items indicated in “Annex H” may be replaced with other items given that the purpose or intention for the replaced items shall be served and is clearly discussed in the construction methodology subject for evaluation and assessment. All modifications in a way of deletion and reduction in sub-item and quantities shall be equivalent in cost of the replaced items.

**9.1.2.3** Recommended Detailed Estimate Template (Annex –N)

- a. Several items indicated in “Annex H” are the **minimum quantities in Detailed Cost Estimate**. Quoting above the respective minimum quantities per item is allowed. However, quoting below the respective required minimum quantities per item may be grounds for disqualification.
- b. All other items in “Annex H” under sections that are not enumerated above shall have the required minimum quantities. Quoting above the respective minimum quantities per item is



allowed. However, quoting below the minimum quantities may be grounds for disqualification

**9.1.3 Qualification and Experience of Key Personnel and Contractors Company/firm**

**9.1.3.1 Design Phase**

- a. Assigned Key Personnel – “Annex K”
- b. Contractors’ Company/ Firm - “Annex K”

**9.1.3.2 Construction Phase**

- a. Assigned Key Personnel – Section A.4 of “Annex D”
- b. Contractors’ Company/ Firm – Section A.2 of “Annex D”

Note: In compliance to R.A. 10173, otherwise known as the *Data Privacy Act of 2012*, all the submitted copies of PRC licenses of the key personnel shall be used for bidding purposes only as reference of their qualification.

**10. Detailed Architectural and Engineering Design Services:**

- 10.1** Prepare from the approved conceptual design, schematic or design development drawings and design parameters including any revisions and refinements as approved and required by the DSWD, including but not limited to:

**10.1.1** Detailed Architectural Plans;

**10.1.2** Detailed Structural Design Analysis and Plans with capacity up to fourth (4<sup>th</sup>) floor;

**10.1.3** Detailed Electrical Plans and Electrical Design Analysis;

**10.1.4** Detailed Sanitary and Plumbing Plans;

**10.1.5** Detailed Mechanical Plans;

**10.1.6** Detailed Communications Network Layout;

**10.1.7** General Notes and Technical Specifications describing type and quality of materials and equipment to be used, manner of construction and the general conditions under which the project is to be constructed;

**10.1.8** Bill of Quantities, Detailed Unit Price Analysis, Detailed Cost Estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals; and

**10.1.9** Complete construction drawings for the work required for the architectural, structural, civil, electrical, plumbing/sanitary, mechanical and other service-connected equipment, utilities, site planning aspects and related works, and the site development plan of the project’s immediate environs.

**10.1.10** Prepare the scope of work for construction.

- 10.1.11 Coordinate with all offices and agencies concerned, within and outside LGU regarding utility connections, permits and other requirements needed.
- 10.1.12 Periodically coordinate and present the status of the design phase to the DSWD FO III.
- 10.1.13 All drawings included in the contract documents should be drawn using AutoCAD 2010-2018 software (range version) and plotted on a 20" x 30" sheets. All other textual submittals shall be printed and ring-bound on A4-sized sheets.
- 10.1.14 Design components shall be designed in coordination with the agencies concerned (e.g. Electrical, water and sewage companies);
- 10.1.15 Partial and earlier submission of the construction drawings, such as those affecting the preliminary stages of construction [site works, foundation works, etc.] shall be allowed. After the Procuring Entity issues a Notice of No Objection to the Detailed Engineering Plans, the service Provider/contractor may immediately proceed with the Construction Phase provided all necessary Pre-Construction tasks have been accomplished.

## 10.2 **Pre-Construction Phase**

- 10.2.1 Secure and process Building Permits including its Fees, Government Clearances and Fees, Location clearance fees and application, Electric Temporary Connections Fees, Water District Temporary Connections, (tax inclusive for all permits) (Shall comply **Section E** of “**Annex – G**” - **BOQ**)
- 10.2.2 Secure all necessary building permits prior to construction. All incidental fees shall be included in the cost estimate of the building.
- 10.2.3 Preparation of the PERT-CPM, Bar Chart, S-Curve, Cash Flow Schedule, Manpower and Equipment Utilization Schedule of the construction phase.
- 10.2.4 Provide all other necessary documents that shall be required by the Client.
- 10.2.5 Prepare Construction Safety and Health Program.

## 10.3 **Construction Phase**

- 10.3.1 Refer to “**Annex-J**”

- 10.3.2** Implement all works indicated in the approved construction drawings and documents. All revisions and deviation from the approved plans, especially if it shall impact the overall cost of the project, shall be subject for approval.
- 10.3.3** Provide soil filling, grading and other soil protection measures of the building and other elements of the site, in response to the results of soil testing and materials testing.
- 10.3.4** Construct the building and other necessary structures, complete with utilities and finishes, resulting in operable and usable structures.
- 10.3.5** Construct sidewalks and curb cutouts, paving, driveways, parking slots, and, walkways within the project site.
- 10.3.6** Provide protection or relocation of existing trees affected by construction(if any).
- 10.3.7** Preparation of shop-drawings those unforeseen clarification on the plans subjected for approval.
- 10.3.8** Coordinate with the DSWD FO III regarding scheduling of delivery and installation of all owner-furnished materials and equipment during construction.
- 10.3.9** Conduct all necessary tests and issue reports of results.
- 10.3.10** Conduct of punch-listing of the DSWD FO III based on the approved scope of work to be issued and forwarded to the Contractor for rectification. Upon completion of punched-list works, the DSWD FO III shall conduct inspection for evaluation.
- 10.3.11** Provide all other necessary documents that shall be required by the DSWD FO III.

#### **10.4 Post Construction Phase**

- 10.4.1** Preparation of as-built plans;
- 10.4.2** Turn-over of all manuals, certificates and warranties of installed items;
- 10.4.3** Provide all other necessary documents that DSWD FO III shall require;
- 10.4.4** Occupancy Permits and Permit to Operate Equipment;
- 10.4.5** Shall comply with **Section F** of “**Annex – G**” (BOQ)

#### **11. Contractor’s Terms of Reference:**

(See attached “**Annex D**” – Contractors Reference)

#### **12. Contract Duration and Implementation Schedule:**

- a.** Contract Duration (See Attached **Annex E**)

b. Contract Implementation (**Annex F**)

**13. Performance Specifications and Parameters:**

- 13.1** Bill of Quantities (Annex G)
- 13.2** Minimum Quantities and Specification (Annex H)
- 13.3** Minimum Performance, Technical Standards and Parameters (Annex I)
- 13.4** Scope of Work (Annex J)
- 13.5** Minimum Requirement for Design Phase Personnel (Annex K)
- 13.6** Minimum Testing Requirements (for the Construction Phase) (Annex L)

**14. Contract Implementation:**

The implementation of the **Construction of Two – Storey DSWD FO III BUILDING AND FACILITIES under Design and Build Scheme** shall comply with Annex “E” Contract Implementation Guidelines for The Procurement of Infrastructure Projects and Annex "G" of the 2016 IRR of R.A. No. 9184 which states:

As a rule, contract implementation guidelines for the procurement of infrastructure projects shall comply with Annex “E” of the 2016 IRRR of R.A. 9184. The following provisions shall supplement these procedures:

1. No works shall commence unless the contractor has submitted the required documentary requirements and the procuring entity has given written approval. Work execution shall be in accordance with reviewed and approved documents.
2. The contractor shall be responsible for obtaining all necessary information as to risks, contingencies and other circumstances which may affect the works and shall prepare and submit all necessary documents specified by the procuring entity to meet all regulatory approvals as specified in the contract documents.
3. The contractor shall submit a detailed program of work within ten (10) calendar days after the issuance of the Notice to Proceed for approval by the procuring entity that shall include, among others:
  - a) The order in which it intends to carry out the work including anticipated timing for each stage of design/detailed engineering and construction;
  - b) Period for review of specific outputs and any other submissions and approvals;
  - c) Sequence of timing for inspections and tests as specified in the contract documents;
  - d) General description of the design and construction methods to be adopted;
  - e) Number and names of personnel to be assigned for each stage of the work;
  - f) List of equipment required on site for each major stage of the work; and
  - g) Description of the quality control system to be utilized for the project.

4. Any errors, omissions, inconsistencies, inadequacies or failure submitted by the contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the contractor's cost. If the Contractor wishes to modify any design or document which has been previously submitted, reviewed and approved, the contractor shall notify the procuring entity within a reasonable period of time and shall shoulder the cost of such changes.
5. As a rule, changes in design and construction requirements shall be limited only to those that have not been anticipated in the contract documents prior to contract signing and approval. The following guidelines shall govern approval for change or variation orders:
  - a) Change Orders resulting from design errors, omissions or non-conformance with the performance specifications and parameters and the contract documents by the contractor shall be implemented by the contractor at no additional cost to the procuring entity.
  - b) Provided that the contractor suffers delay and/or incurs costs due to changes or errors in the procuring entity's performance specifications and parameters, he shall be entitled to either one of the following:
    - i. An extension of time for any such delays under Section 10 of Annex "E"; or
    - ii. Payment for such costs as specified in the contract documents, provided, that the cumulative amount of the variation order does not exceed ten percent (10 %) of the original contract price.
6. The contract documents shall include the manner and schedule of payment specifying the estimated contract amount and installments in which the contract price will be paid.
7. The contractor shall be entitled to advance payment subject to the provisions of Section 4 of Annex "E".
8. The procuring entity shall define the quality control procedures for the design and construction in accordance with agency guidelines and shall issue the proper certificates of acceptance for sections of the works or the whole of the works as provided for in the contract documents.
9. The contractor shall provide all necessary equipment, personnel, instruments, documents and others to carry out specified tests.
10. All design and build projects shall have a minimum Defects Liability Period of one (1) year after contract completion or as provided for in the contract documents. This is without prejudice, however, to the liabilities imposed upon the engineer/architect who drew up the plans and specification for a building sanctioned under Article 1723 of the New Civil Code of the Philippines.
11. The Contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty periods specified in Section 62.2.3.2 of the IRR.

#### **14.1 OBLIGATIONS OF THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE III AS THE PROCURING ENTITY (PE)**

In general, the Procuring Entity shall:

- 14.1.1** Provide available data to the Contractor. The Procuring Entity (DSWD) informs that data and information in the Bidding Documents are for reference and does not guarantee that these are fully correct, up to date, and applicable to the project at hand. The Contractor is responsible for the accuracy and applicability of all data, including the above, that it would use in its design and build proposal and services, as provided in Annex "G" are for reference only;
- 14.1.2** Approve the Contractor's design without diminishing its full sole responsibility for the quality and integrity thereof as Contractor;
- 14.1.3** Monitor the implementation of the projects;
- 14.1.4** Pay the Contractor's submitted accomplishment accepted in conformity with the payment schedule in the approved build contract; in accordance with the designs approved by the Procuring Entity and government accounting and auditing rules and regulations;
- 14.1.5** Designate an on-site Representative to the Project; and
- 14.1.6** Perform other responsibilities as may be specified in the contract agreement.

#### **14.2 OBLIGATION OF THE CONTRACTOR**

The Contractor shall:

- 14.2.1** Certify that it has inspected and examined the proposed project site, its surroundings and existing infrastructure and facilities related to the execution of the work and has obtained all the pieces of information that are considered necessary for the proper execution of the work covered in the Bidding Documents;
- 14.2.2** Ensure that all works at the stages of design, construction, restoration of affected areas, and testing and commissioning shall be carried out efficiently and effectively;
- 14.2.3** Provide the DSWD with complete reports such as technical analysis, maps and details regarding the existing conditions and proposed improvements within the site;
- 14.2.4** Be accountable for accidents that might occur during the execution of the project and install warning signs and barriers in accordance with Department of Labor and Employment (DOLE) guidelines and construction safety procedures in the Bidding Documents for the safety of the general public and the avoidance of any accidents;

- 14.2.5** Be professionally liable for the design and shall submit all its basic designs, plans, and as part of its Technical Proposal and Qualification Information. The Contractor shall be liable for design and structural defects and/or failure of completed projects within the period specified in the 2016 IRR of R.A. No. 9184;
- 14.2.6** Implement designs, plans, and drawings in accordance with Minimum Performance Standards and Specifications [MPSP] approved by DSWD; and submit basic architectural plans as required in its Approach and Methodology, and Qualification Information.
- 14.2.7** Perform other responsibilities in the contract agreement.

### **14.3 PROJECT DELIVERABLES OF THE CONTRACTOR**

The following submittals and accomplished documents shall be duly completed and turned-over by the CONTRACTOR for the project:

#### **14.3.1 Pre-Design Phase**

- 14.3.1.1** Reconnaissance Report;
- 14.3.1.2** Survey Sketch Plans [with technical description];
- 14.3.1.3** Site survey, topographic survey, geotechnical report signed and sealed with PTR of geotechnical Engineer and all other pertinent data elated to the conditions of the project site;
- 14.3.1.4** Preliminary Architectural and Engineering designs and layouts;
- 14.3.1.5** Outline specifications and cost estimates.

#### **14.3.2 Design Phase**

- 14.3.2.1** Construction plans [signed and sealed] that include Architectural, Civil, Structural, Electrical, Mechanical, Communications Network Layout, Fire Protection and Plumbing plans [8 sets hardcopy and 1 softcopy];
- 14.3.2.2** Technical Specifications [8 sets hardcopy and 1 softcopy];
- 14.3.2.3** Detailed Cost Estimate [8 sets hardcopy and 1 softcopy];
- 14.3.2.4** Bill of Quantities [8 sets hardcopy and 1 softcopy];
- 14.3.2.5** Documents required for securing the Building Permit;
- 14.3.2.6** Drawings and reports that DSWD may require for the periodic update concerning the status of the design phase.

#### **14.3.3 Construction Phase**

- 14.3.3.1** Twice a Month Progress Reports;
- 14.3.3.2** Program of Works, BOQ, Detailed Estimates, DUPA, Technical Specification and As-built plans with Signed & Sealed by Complete Engineering Discipline [6 sets 20 "x 30" Blue Print, 3 Sets of A3 Size and 1 TB External Drive containing CAD files, MS word files of this project];
- 14.3.3.3** All necessary permits [Fees shall be included in the contract];
- 14.3.3.4** PERT-CPM;
- 14.3.3.5** Test results (Shall Comply with Annex L);
- 14.3.3.6** Guarantees, warranties and other certificates;
- 14.3.3.7** Fire and Safety Compliance and Commissioning Report [FSCCR] and Fire Safety Maintenance Report [FSMR];
- 14.3.3.8** Certificate of Occupancy;
- 14.3.3.9** All other documents necessary in line with the construction as may be required by DSWD.

## **15. Warranty Period**

The Contractor shall guarantee the completed Works against structural defects and failure for its satisfactory performance vis-à-vis, the prescribed minimum performance specifications during the lifetime of the structure. For this purpose, the Contractor shall post a warranty security under Section 62.2 of the updated 2016 revised IRR of RA 9184.

## **16 Evaluation of Bids/Proposals**

Following the provisions of Annex G of the 2016 IRR of RA No. 9184, there will be a **Two-Step Procedure** for the Design and Build Proposal.

The **First Step** pertains to (a) Evaluation of the Checklist of Eligibility and Technical requirements using the non-discretionary "PASS/FAIL" Criteria. Only those Bidders which pass the checklist shall be eligible for the second activity; (b) Review of the Technical Evaluation of the Design and Building Requirement which includes the design, approach, quality of personnel assigned and the experience of the firm using a point system, as follows:

Approach and Methodology	-	<b>40</b> points
Quality of Proposed Personnel	-	<b>40</b> points
Experience of the Firm	-	<b>20</b> points

The passing score is **70 points**. (Refer to Annex M for the detailed Evaluation Criteria)

The **Second Step** will be the evaluation of the Price Proposal vis-à-vis the Approved Budget for the Contract (ABC) of the Bidders which met the passing score/points.



As based on the Second 11.2 of Annex G of the 2016 IRR of R.A. 9184, only those bids that passed the above criteria shall be subjected to the second step evaluation.

The BAC shall open the financial proposal of each “passed” bidder and shall evaluate it using non – discretionary criteria – including arithmetical corrections for computational errors – as stated in the Bidding documents, and thus determine the correct total calculated bid prices. The BAC shall automatically disqualify any total calculated bid price which exceeds the ABC. The total calculated bid prices (not exceeding the ABC) shall be ranked, in ascending order, from lowest to highest. The bid with the lowest total calculated bid price shall be identified as the Lowest Calculated Bid (LCB).

#### **SUMMARY OF ANNEXES:**

- Annex A - Summary of Project Cost
- Annex B - Site Development and Location Plan
- Annex C - Conceptual Plans and Images
- Annex D - Contractors Terms and Reference
- Annex E - Contract Duration
- Annex F - Contract Implementation
- Annex G - Bill of Quantities
- Annex H - Minimum Quantities & Specifications
- Annex I - Minimum Performance Standards and Parameters
- Annex J - Scope of Work (for Construction)
- Annex K - Minimum Requirement for the Key Personnel & Company/ Firm  
Qualification & Experience for Design Phase
- Annex L - Minimum Testing Requirements
- Annex M - Evaluation Criteria for Design Phase
- Annex N - Recommended Detailed Estimate Template Form

*For clearer copies, you may click the link: [www.tinyurl.com/hj4fxtxx](http://www.tinyurl.com/hj4fxtxx)*

## Section VIII. Drawings

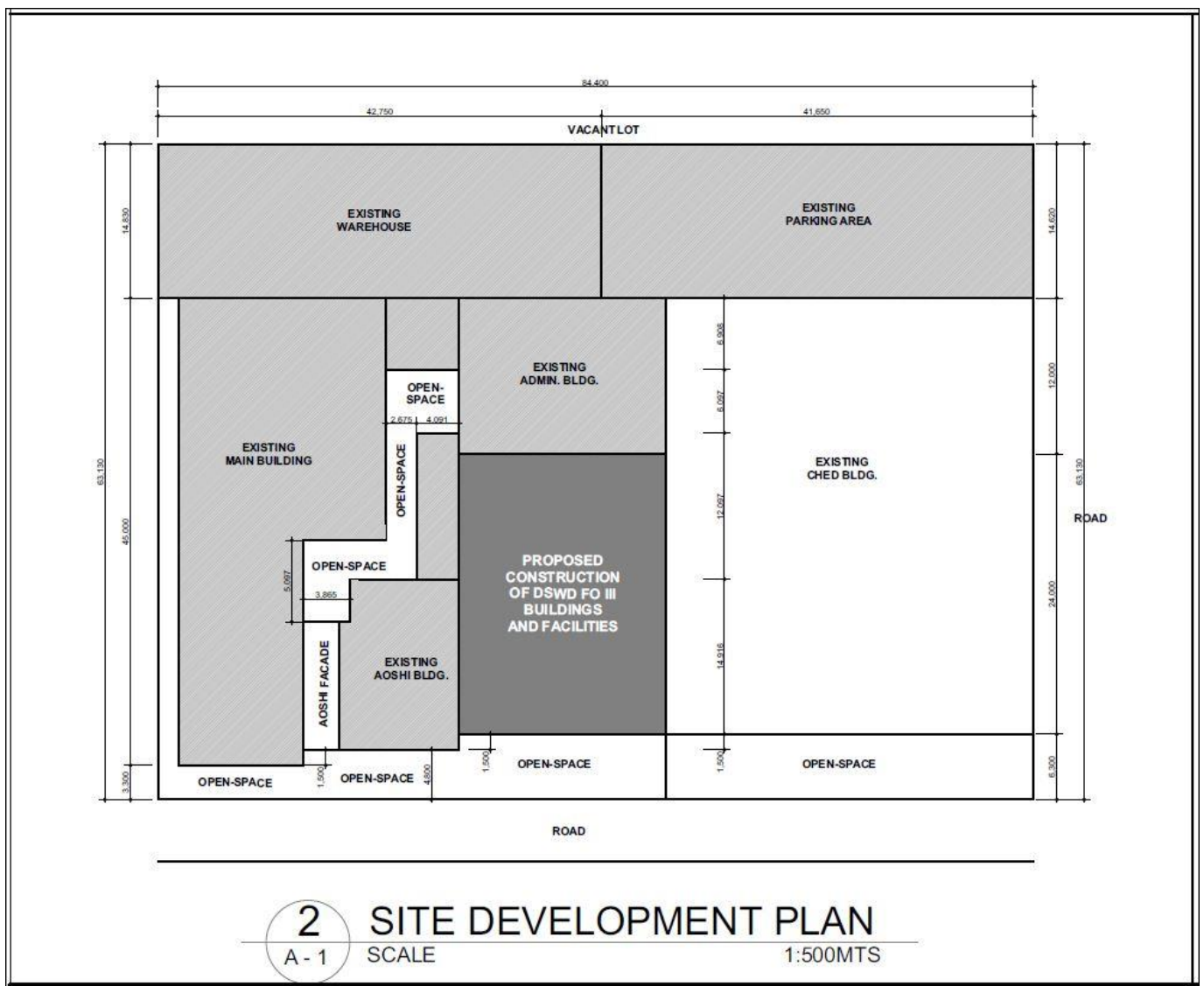
**Concept Design Plans and Images** (*other attachments annexed in a separate file*) shows indicative concept plans and images. **The concept drawings are for references but preferred design by the Procuring Entity.** The Bidder/Contractor may propose alternative schemes in the Bid Proposal subject to final verification and confirmation by the Procuring Entity during the actual conduct of Architectural and Engineering Design Services by the Design and Build Contractor.

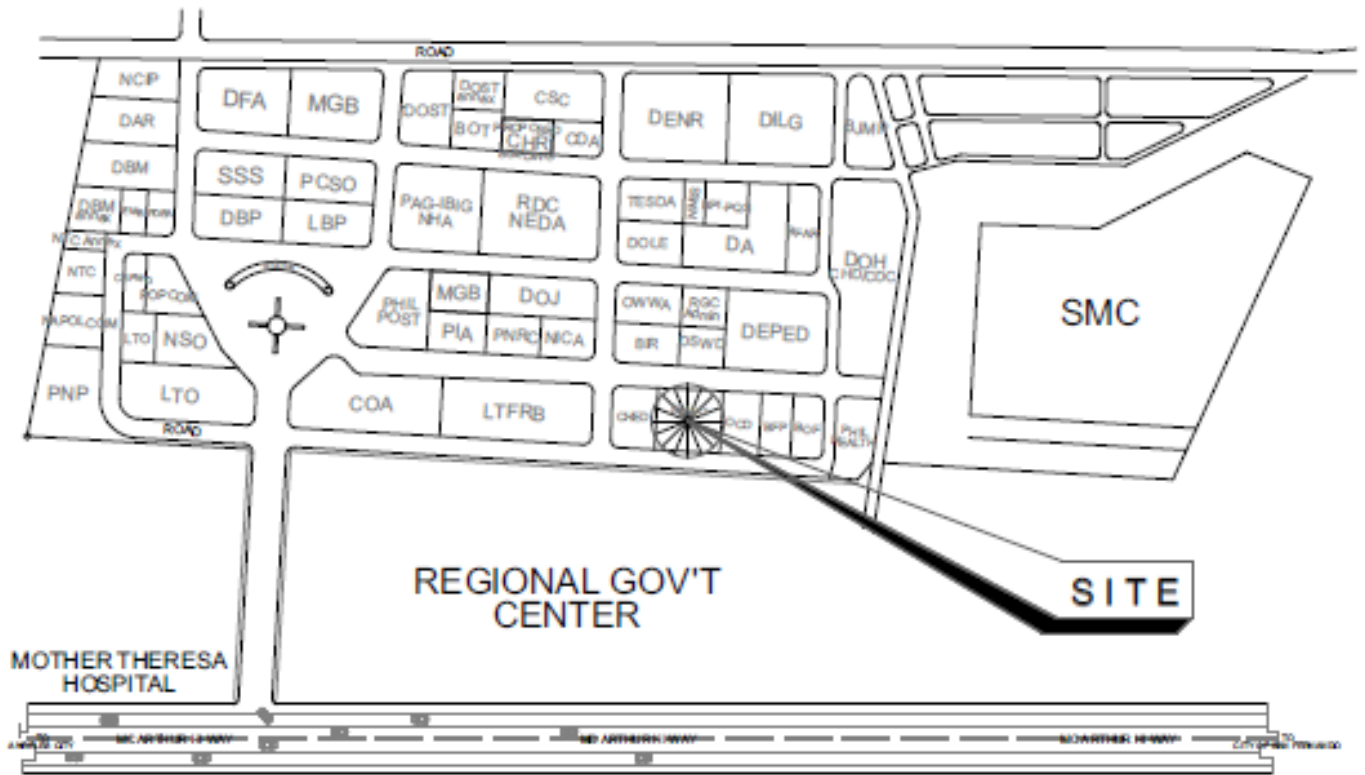
# ILLUSTRATIONS

## CONCEPTUAL DESIGNS

To view a clearer copy of this document, please check this link:

[www.tinyurl.com/hj4fxtxx](http://www.tinyurl.com/hj4fxtxx)



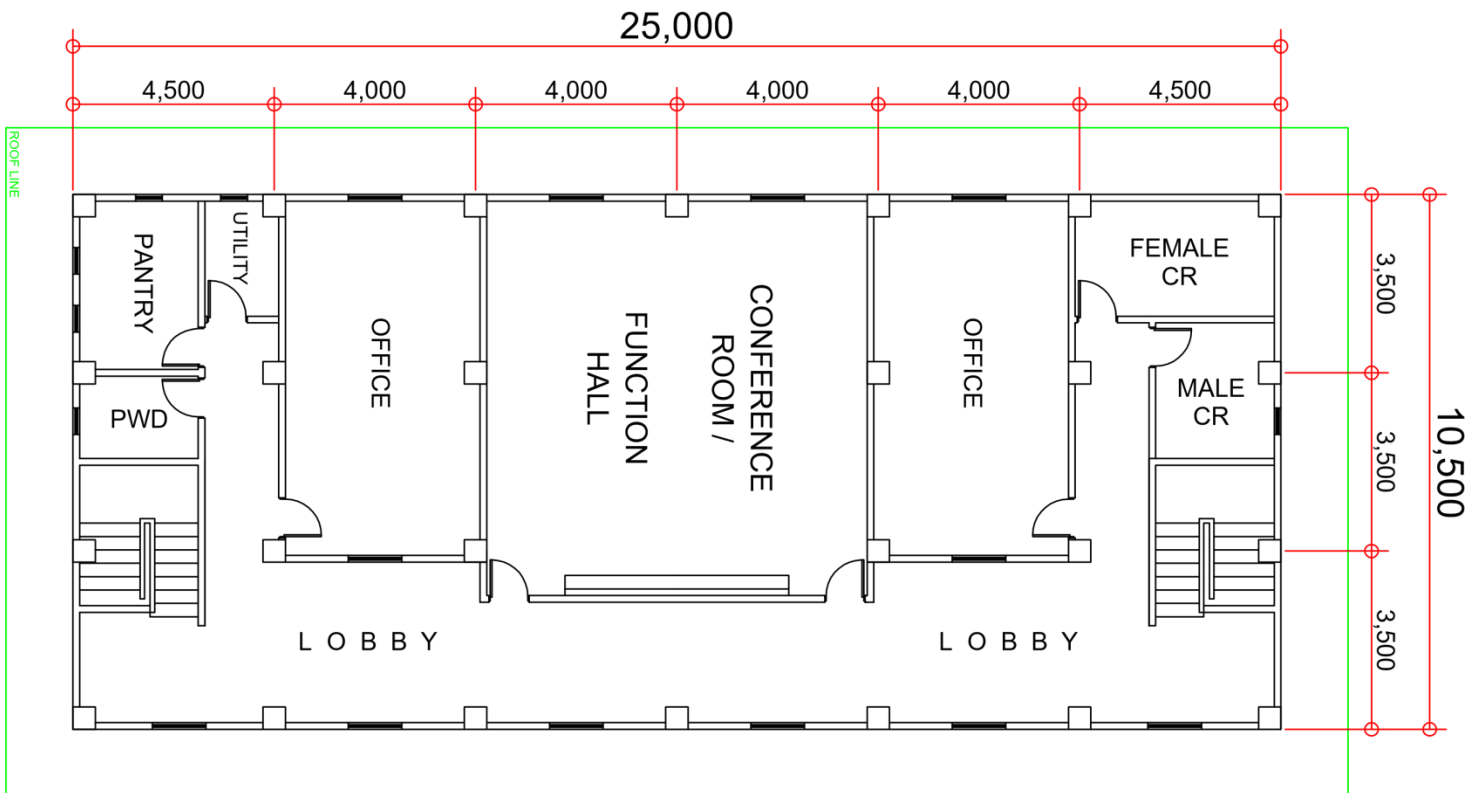
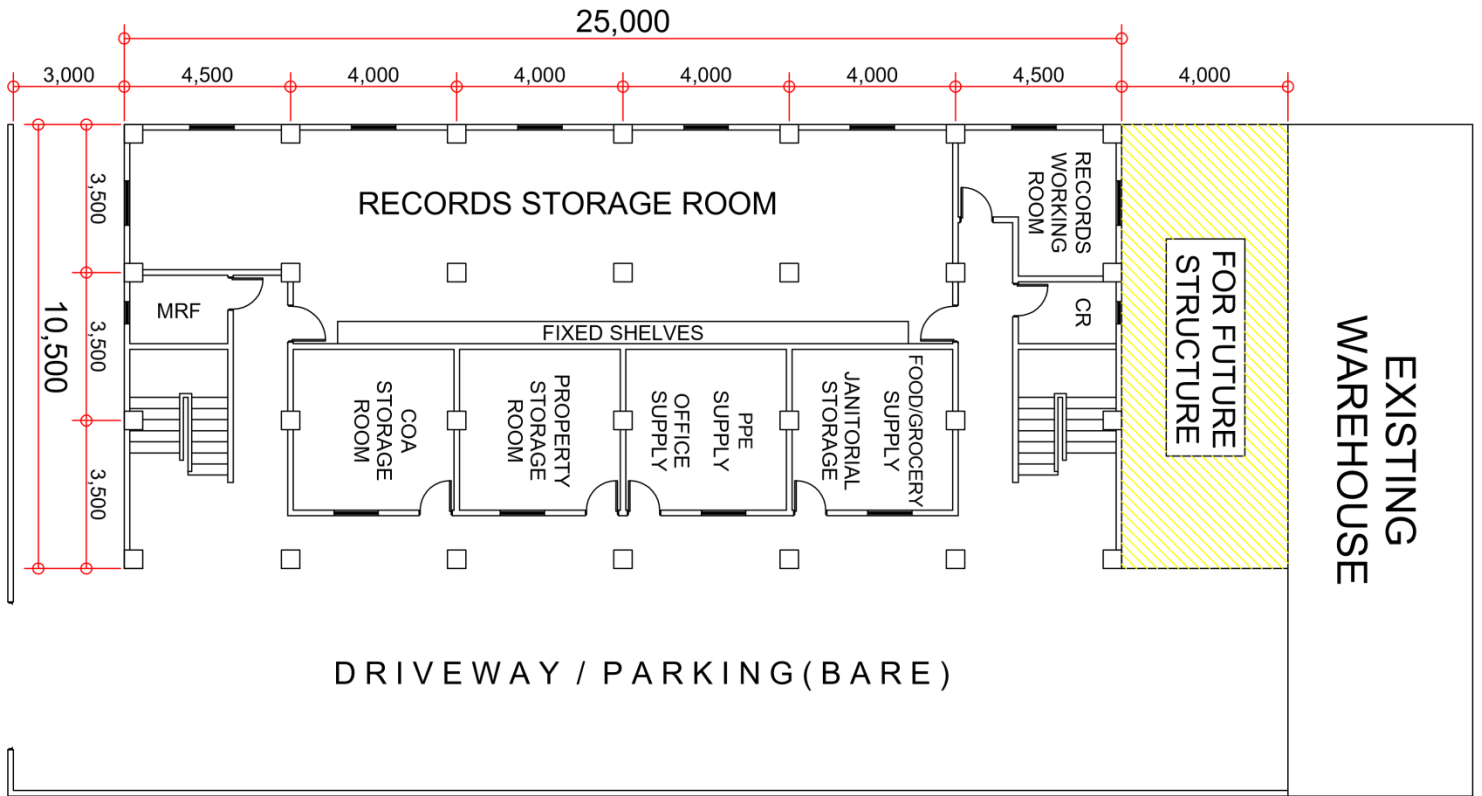


3 LOCATION MAP  
A - 1 NOT TO SCALE

### PROPOSED CONSTRUCTION OF 2-STOREY DSWD FO III BUILDING AND FACILITIES



Note: Conceptual Design only. Actual Design varies on the winning bidder.



## **Section IX. Bill of Quantities**

# Bill of Quantities

Item No.	Item Description	Quantity	Unit	Unit Cost	Amount
<b>A. DESIGN PHASE</b>					
<b>I.</b>	<b>DETAILED ARCHITECTURAL AND ENGINEERING DESIGN SERVICES</b>				
	Services for Detailed Architectural and Engineering Design, Complete discipline with Signed & Sealed Detailed Engineering Design Plans for Securing Permits, Structural Analysis Signed & Sealed by Structural Engineer and other analysis needed for this project	1.00	lot		
<b>B. CONSTRUCTION PHASE</b>					
<b>I.</b>	<b>General Requirements</b>				
	Mobilization	1.00	lot		
	Temporary Facilities	1.00	lot		
	Occupational Safety and Health	1.00	lot		
	Medicine Cabinet w/ First Aid Kit	1.00	lot		
	Demobilization	1.00	lot		
	COA Billboard	1.00	lot		
	Project Billboard	1.00	lot		
<b>II.</b>	<b>Site Development Works</b>				
	Demolition of Existing Covered Court, Cutting & Breaking of Pavement, Removal and Disposal of Concrete Debris, Relocation of Container Vans	1.00	Ls		
	Structure Excavation (Footing, Tie Beam, Retaining Wall and Septic tank)	1.00	lot		
	Embankment from Structure Excavation	1.00	lot		
	Gravel Beddings	1.00	lot		
	Drainage System Tapping to Existing Outflow	1.00	lot		
	Soil Testing	1.00	lot		
	Soil Poisoning	1.00	lot		

SIGNATURE OF THE AUTHORIZED REPRESENTATIVE

<b>III.</b>	<b>Structural Works</b>				
	Reinforced Concrete	1.00	lot		
<b>IV.</b>	<b>Roofing Works</b>				
	Fabrication and Installation of Structural Steel and Roofing	1.00	lot		
<b>V.</b>	<b>Architectural Works</b>				
	Masonry	1.00	lot		
	Doors and Jambs with Complete Accessories	1.00	lot		
	Windows	1.00	lot		
	Floor Finishes	1.00	lot		
	Water Proofing	1.00	lot		
	Railings	1.00	lot		
	Ceiling	1.00	lot		
<b>VI.</b>	<b>Sanitary/Plumbing Works</b>				
	Water Lines	1.00	lot		
	Sewer Lines	1.00	lot		
	Sanitary/Plumbing Fixture	1.00	lot		
	Storm Drainage and Down Spout	1.00	lot		
<b>VII.</b>	<b>Mechanical Works</b>				
	Automatic Fire Sprinkler	1.00	lot		
	Fire Detection and Alarm System	1.00	lot		
	Cooling System/ Centralize Airconditioning and Ventilating System	1.00	lot		
<b>VIII</b>	<b>Electrical Works</b>				
	Electrical Conduits Works	1.00	lot		
	Wires and Wiring Devices	1.00	lot		
	Panelboard	1.00	lot		
	Lighting Fixtures	1.00	lot		
	Electrical Transformer 240/480 KVA	1.00	Set		
<b>IX.</b>	<b>Painting Works</b>				
	Masonry Painting	1.00	lot		
	Metal Painting	1.00	lot		
	Wood Painting	1.00	lot		

SIGNATURE OF THE AUTHORIZED REPRESENTATIVE



<b>X.</b>	<b>Electronics and Communications Works</b>				
	Installation of CCTV	1.00	lot		
	Data Network Cabling System	1.00	lot		
XI.	Supply and Installation of Office System				
	Supply and Installation of Office System	1.00	lot		
XII.	Supply & Installation of Generator Set, 60kVA (3P)				
	Supply & Installation of Generator Set, 60kVA - 100kVA (3P)	1.00	set		
	<u>Taxable Direct Cost (Material, Labor and Equipment)</u>				
	<u>TAX(7% of Taxable Direct Cost )</u>				
<b>( A )</b>	<b>Total Direct Cost (Material, Labor and Equipment)</b>				
<b>( B )</b>	OCM (10% of A)				
<b>( C )</b>	Contractor's Profit (8% of A)				
<b>( D )</b>	VAT (5% of A+B+C)				
<b>( E )</b>	(Pre & During Construction Phase) Processing of Building Permit including its Fees, Gov't Clearances and fees, Location Clearance fees and application, Electric Temporary Connections Fees, Water District Temporary Connections, (Tax Inclusive for all permits), Preparation of grounds breaking ceremonies & Inauguration ceremonies (1.50%-3.0% of DC)				
<b>( F )</b>	(Post Construction Phase) Processing of Occupancy Permits and fees, Securing Permanent Electric Connections and Fees, Securing Permanent Water District Connections and Securing/Processing, Application & Accreditation of DSWD Pollution Control Officers and other Necessary requirements (1.0%-2.0% of DC)				
<b>( H )</b>	<b>TOTAL INDIRECT COST ( B + C + D+ E + F )</b>				
	<b>TOTAL PROJECT COST ( A + H )</b>				

Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

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

SIGNATURE OF THE AUTHORIZED REPRESENTATIVE

### Signature Box

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. **Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.**

PROGRAM OF WORKS					
Name of Project:	CONSTRUCTION OF TWO-STOREY DSWD FO III BUILDING AND FACILITIES UNDER DESIGN AND BUILD SCHEME		Location:  DSWD - Field Office III Main Building, DMGC, Maimpis, City of San Fernando (P)		
Total Project Cost:	PHP     18,645,000.00		Project Duration:	143 CALENDAR DAYS	
Source of Fund:	CAPITAL OUTLAY		Mode of Procurement:	COMPETITIVE PUBLIC BIDDING	
Date:	Friday, 21 January 2022		Source of Manpower:	OUTSOURCE	
“ANNEX – A” – SUMMARY OF PROJECT					
Item No.	Item Description	Quantity	Unit	Unit Cost	Amount
I.	DETAILED ARCHITECTURAL AND ENGINEERING DESIGN SERVICES	1	lot		
I.	Other General Requirements	1.00	lot		
II.	Site Development Works	1.00	Ls		
III.	Reinforced Concrete	1.00	lot		
IV.	Roofing Works	1.00	lot		
V.	Architectural Works	1.00	lot		
VI.	Sanitary/Plumbing Works	1.00	lot		
VII.	Mechanical Works	1.00	lot		
VIII.	Electrical Works	1.00	lot		
IX.	Painting Works	1.00	lot		
X.	Electronics and Communications Works	1.00	lot		
XI.	Supply and Installation of Office System	1.00	lot		
XII.	Supply & Installation of Generator Set, 60kVA - 100kVA (3P)	1.00	set		
TOTAL MATERIAL COST -----					
TOTAL LABOT COST -----					
TOTAL EQUIPMENT COST -----					
TAXABLE DIRECT COST (MATERIALS, LABOR AND EQUIPMENT COST)					
TAX (7% OF TAXABLE DIRECT COST)					

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## ***Section X. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

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

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

Financial Documents

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

***Class "B" Documents***

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

**II. FINANCIAL COMPONENT ENVELOPE**

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

Other documentary requirements under RA No. 9184

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

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**Construction of Two – Storey DSWD FO III Building and Facilities under  
Design and Build Scheme**  
*[shall be submitted with the Bid]*

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*BID FORM*

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

**To: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE III  
Diosdado Macapagal Government Center, City of San Fernando, Pampanga**

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, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. 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 or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address	Amount	Purpose	of agent	Currency	Commission or gratuity
------------------	--------	---------	----------	----------	------------------------

_____
_____
_____

(if none, state "None")



Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: \_\_\_\_\_

## Contract Agreement Form for the Procurement of Infrastructure Projects

*[not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

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### CONTRACT AGREEMENT

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

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

#### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, *viz.*:

- a. Philippine Bidding Documents (PBDs);
  - i. Drawings/Plans;
  - ii. Specifications;
  - iii. Bill of Quantities;
  - iv. General and Special Conditions of Contract;
  - v. Supplemental or Bid Bulletins, if any;
- b. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- c. Performance Security;
- d. Notice of Award of Contract and the Bidder’s conforme thereto; and
- e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

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

## Omnibus Sworn Statement

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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]*

---

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]*

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

## **Certification from Insurance Commission**

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**NOTE:** Use this template for the required “Certification from the Insurance Commission”, which shall accompany surety bonds issued for purposes of Bid Security and Performance Security.

### **[Insurance Commission Letterhead]**

#### **CERTIFICATION**

This is to certify that [insert Name of Insurance Company] is an authorized insurance company and licensed to transact general insurance business in the Philippines for such lines as Fire, Marine, Casualty and Surety under [insert Certificate of Authority Number] effective [insert date of period of effectivity], unless sooner revoked or suspended for cause.

It is certified, moreover, that [insert Name of Insurance Company] is likewise authorized under Administrative Order No. 30 to underwrite and issue Performance Bonds, Bidder’s Bonds, and Surety Bonds, callable on demand in favor of the various agencies and instrumentalities of the government pursuant to the Revised Implementing Rules of RA.9184.

It is further certified that [insert Name of Insurance Company] issued a surety bond under [insert Bond No.] to [insert Name of Service Provider or Supplier] in favor of **Department of Social Welfare and Development** in the amount of [insert amount] for the [insert Name of the Project].

This certification is issued upon the request of [insert Name of the Authorized Representative] of [insert Name of Insurance Company], pursuant to Section 39.2( c ) of the Revised Implementing Rules and Regulations of RA9184.

Issued on the [insert date] in [insert Place].

For the Insurance Commissioner

[insert name of Authorized Representative]

[insert Position and Office]

*Paid under*[insert Official Receipt No.]



## Performance Securing Declaration

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**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]*

**Statement of All On-Going Government and Private Contracts, Including  
Contracts Awarded but Not Yet Started, Whether Similar or Not Similar  
in Nature and Complexity to the Contract to be Bid**

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

Business Address: \_\_\_\_\_

**A. Government**

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address				b. Date Started			
	c. Contact Nos.		Description	%	c. Target Date of Completion	Planned	Actual	
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

## B. Private

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address				b. Date Started			
	c. Contact Nos.		Description	%	c. Target Date of Completion	Planned	Actual	
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

**Note: Kindly include the supporting documents (i.e. copy of NPA; Certificate of Completion), The original copies of such relevant documents must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) *Contract or Purchase Order*, (b) *Official Receipt(s) or Sales Invoice* or (c) *User's Certificate of Acceptance/Completion*.**

Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

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

**Statement of Single Largest Completed Contract of Similar Nature Within the Last Five (5) Years Prior to the Date of Submission and Receipt of Bids, equivalent to at least Fifty percent (50%) of the ABC of this project.**

Business Name: \_\_\_\_\_ Business Address: \_\_

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded
	b. Address				b. Date Started
	c. Contact Nos.		Description	%	c. Date Completed
	a.				a.
	b.				b.
	c.				c.

Note: The following documents must be attached to support this statement: (a) **Official Receipt(s) or Sales Invoice** or (b) **User's Certificate of Acceptance/Completion**

Name of Bidder: \_\_\_\_\_ Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_

<sup>2</sup> The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to the project to be bid, equivalent to a percentage (%) of the ABC specified in ITB Clause 5.4.

Name of the Procuring Entity  
Contract Reference Number  
Name of the Contract  
Location of the Contract

**List of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started**

Business Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_

Name of Contract/Location Project Cost	Owner Name a. Address b. Telephone Nos.	Nature of Work	Contractor's Role		Date Awarded a. Date Started b. Date of Completion	% of Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	
<b>Government</b>								
<b>Private</b>								
<b>Total Cost</b>								

**Note: This statement shall be supported with:**

- 1 Notice of Award and/or Contract**
- 2 Notice to Proceed issued by the owner**
- 3 Certificate of Accomplishments signed by the owner or Project Engineer**

**Submitted by** : \_\_\_\_\_  
(Printed Name & Signature)  
**Designation** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

*One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all its on-going, completed, and awarded but not yet started contracts.*

Name of the Procuring Entity  
Contract Reference Number  
Name of the Contract  
Location of the Contract

### Statement of all Completed Government & Private Construction Contracts which are similar in nature

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

Business Address : \_\_\_\_\_

Name of Contract	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<b>Government</b>						
<b>Private</b>						

**Note: This statement shall be supported with:**

- 1 Contract
- 2 CPES rating sheets and/or Certificate of Completion
- 3 Certificate of Acceptance

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

: \_\_\_\_\_

Designation

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

*One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all contracts which are similar in nature and complexity to the contract to be bid. This statement will show that the value of the prospective bidder's largest single completed contract, adjusted to current prices using the National Statistics Office (NSO) consumer price indices available at the G-EPS website, and similar to the contract to be bid, must be at least fifty percent (50%) of the approved budget for the contract to be bid.*

Name of the Procuring Entity  
Contract Reference Number  
Name of the Contract  
Location of the Contract

MANPOWER UTILIZATION SCHEDULE

Category	Month											
Contractor's Name:	Name of the Procuring Entity:					Contract Name:						

Submitted by:

Name of the Representative of the Bidder  
Position  
Name of the Bidder

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

The manpower schedule (weekly or monthly scheduling of skilled and unskilled workers, including Project Manager, Project Engineers, Materials Engineers, or Foremen) is required to be in the Technical Envelope of the Bidder.

Name of the Procuring Entity  
Contract Reference Number  
Name of the Contract  
Location of the Contract

### Qualification of Key Personnel Proposed to be Assigned to the Contract

**Business Name** : \_\_\_\_\_  
**Business Address** : \_\_\_\_\_

<b>1 Name</b>					
<b>2 Address</b>					
<b>3 Date of Birth</b>					
<b>4 Employed since</b>					
<b>5 Experience</b>					
<b>6 Previous</b>					
<b>7 Education</b>					
<b>8 PRC License</b>					

#### Minimum

- One (1) Project Manager
- One (1) Licensed Architect/Interior Designer
- One (1) Civil/Structural Engineer
- One (1) Licensed Geotechnical Engineer
- One (1) Licensed Geodetic Engineer
- One (1) Licensed Professional Electrical Engineer
- One (1) Licensed Mechanical Engineer
- One (1) Licensed Sanitary Engineer
- One (1) Licensed Electronics Engineer

**Note** : Attached individual resume and PRC License of the (professional) personnel.

**Submitted by** : \_\_\_\_\_  
(Printed Name & Signature)

**Designation** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

*One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).*



Name of the Procuring Entity  
Contract Reference Number  
Name of the Contract  
Location of the Contract

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

**Business Name** : \_\_\_\_\_  
**Business Address** : \_\_\_\_\_

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

List of minimum equipment required for the project:

**Submitted by** : \_\_\_\_\_  
(Printed Name & Signature)  
**Designation** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

*One of the requirements from the bidder to be included in its Technical Envelope is the list of its equipment units pledged for the contract to be bid, which are owned (supported by proof/s of ownership), leased, and/or under purchase agreements (with corresponding engine numbers, chassis numbers and/or serial numbers), supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project.*

*Name of the Procuring Entity*  
*Contract Reference Number*  
*Name of the Contract*  
*Location of the Contract*

## **Statement of Availability of Key Personnel and Equipment**

*(Date of Issuance)*

*Name of the Head of the Procuring Entity*  
*Position of the Head of the Procuring Entity*  
*(Name of Procuring Entity)*  
*(Address of Procuring Entity)*

Attention : The Chairman  
Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the *(Name of the Procuring Entity)* BAC for the bidding of the *(Name of the Contract)*, we certify that *(Name of the Bidder)* has in its employ key personnel, such as project managers, project engineers, materials engineers and foremen, who may be engaged for the construction of the said contract.

Further, we likewise certify the availability of equipment that *(Name of the Bidder)* owns, has under lease, and/or has under purchase agreements, that may be used for the construction contracts.

Very truly yours,

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

*One of the requirements from a bidder for Eligibility Check is statement of the availability of key personnel and equipment needed for the construction of the project being bid.*

Name of the Procuring Entity  
Contract Reference Number  
Name of the Contract  
Location of the Contract

## Key Personnel's Certificate of Employment

### Issuance Date

Name of the Head of the Procuring Entity  
Position of the Head of the Procuring Entity  
Name of the Procuring Entity  
Address of the Procuring Entity

Dear Sir / Madame:

I am (Name of Nominee) a Licensed \_\_\_\_\_ Engineer with Professional License No. \_\_\_\_\_ issued on (date of issuance) at (place of issuance).

I hereby certify that (Name of Bidder) has engaged my services as (Designation) for (Name of the Contract), if awarded to it.

As (Designation), I supervised the following completed projects similar to the contract under bidding):

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

At present, I am supervising the following projects:

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

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

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

I do not allow the use of my name for the purpose of enabling the above-mentioned Contractor to qualify for the Contract without any firm commitment on my part to assume the post of (Designation) therefor, if the contract is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as (Designation) in any future (Name of the Procuring Entity) bidding or employment with any Contractor doing business with the (Name of the Procuring Entity).

---

(Signature of Engineer)

*Name of the Procuring Entity*  
*Contract Reference Number*  
*Name of the Contract*  
*Location of the Contract*

## DRY SEAL

Republic of the Philippines       )  
\_\_\_\_\_ )       S.S.

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_ 2003 affiant exhibiting to me his Residence Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Notary Public  
Until December 31, 20\_\_\_\_

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_;

*One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).*

Name of the Procuring Entity  
Contract Reference Number  
Name of the Contract  
Location of the Contract

**KEY PERSONNEL  
(FORMAT OF BIO-DATA)**

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

- Authorized Managing Officer / Representative
- Sustained Technical Employee

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

Name and Address of Employer

Length of Service

_____	_____ year(s) from	_____ to _____
_____	_____ year(s) from	_____ to _____
_____	_____ year(s) from	_____ to _____

10. Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

*One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).*

\_\_\_\_\_  
Name and Signature of Employee

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

\_\_\_\_\_  
(Place and Date)

\_\_\_\_\_  
(The Authorized Representative)

*One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).*

*Name of the Procuring Entity*  
*Contract Reference Number*  
*Name of the Contract*  
*Location of the Contract*

## **Contractor's Organizational Chart for the Contract**

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

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

1. *This organization chart should represent the "Contractor's Organization" required for the Project, and not the organizational chart of the entire firm.*
2. *All these are required to be in the Technical Envelope of the Bidder.*

