



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

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# BIDDING DOCUMENTS

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## **REPAIR AND IMPROVEMENT OF VARIOUS BUILDINGS AND FACILITIES OF DSWD FO III**

ITB No. GOP/DSWD3-2022-09-06

(PR No. 2022-09-1291)

JULY 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**

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City of San Fernando Pampanga, Philippines 2000

Tel: (045) 861 – 2413; Telefax: (045) 961 – 2413

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**INVITATION TO BID FOR**  
**REPAIR AND IMPROVEMENT OF VARIOUS**  
**BUILDINGS AND FACILITIES OF DSWD FO III**

ITB No. GOP/DSWD3-2022-09-06  
(PR No. 2022-09-1291)

The **Department of Social Welfare and Development (DSWD) - Field Office III**, through the **GASS Funds** intends to apply the sum of **TWO MILLION PESOS (Php2,000,000.00)** being the proposed Approved Budget for the Contract (ABC) to payments under the contract for the **Repair and Improvement of Various Buildings and Facilities of DSWD FO III** under ITB No. GOP/DSWD3-2022-09-06.

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

1. The DSWD - Field Office III now invites bids for the above Procurement Project. Completion of Works is required **within sixty (60) 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 three (3) 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).
2. 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(.PhilGEPS).

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.

3. 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.
4. A complete set of Bidding Documents, in digital copy, may be acquired by interested Bidders starting **27 September 2022 to 17 October 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 **Five Thousand Pesos (PhP5,000.00)**.

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.

Upon receipt from the BAC of an official Acknowledgement Receipt of Bid and payment of the Bidding Document Fee, the bidder shall submit to the BAC Secretariat clear digital copies of the aforementioned Acknowledgement Receipt of Bid and either clear scanned copy of Official Receipt issued by the DSWD Field Office III Cashier's Office or any valid proof of payment made via bank or electronic banking **on or before the deadline of submission of bids**.

5. DSWD Field Office III, which shall be open to prospective bidders, will hold a Pre-Bid Conference on **4 October 2022 (Tuesday)** at **10:00AM** 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.

6. Bids must be duly received and acknowledged by the BAC Secretariat through online or electronic submission **on or before 17 October 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.

7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
8. Bid opening shall be **on 17 October 2022 (Monday) at 10:00 AM** via google meet video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. 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;
  - e) **In case of modification of bids by the bidder**, the bidder shall use the file name for the main folder "**DSWD-FOIII Bidding ITB No. GOP/DSWD3-2022-08-003- (Name of Bidder)- Modification**"
  - f) 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:

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.



- g) Submit your bids to <https://tinyurl.com/dswdfo3ebid> on or before the set deadline with Subject: “DSWD-FOIII Bidding ITB No. GOP/DSWD3-2022-08- 003 - (Name of Bidder)”.
- h) 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 upon submission of the copy of the Acknowledgement Receipt of Bid and proof of payment of the bidding document to the BAC Secretariat as stated in item no.6 hereof.

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

- 10. 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.
- 11. In case the bidder fails to submit any or all of the folders containing the documentary requirements in unique 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.
- 12. ALL PASSWORDS must be disclosed by the bidder’s representative ONLY DURING THE SCHEDULED DATE and TIME for the OPENING OF BIDS stated herein when prompted by the BAC Secretariat.
- 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 Bidder, by the act of submitting its bid, shall be deemed to have inspected the site, determined the general characteristics of the contract works and conditions for this Project and examine all instructions, forms, terms, and project requirements in the Bidding Documents.
- 15. The schedule of site inspection for those who will purchase the Bidding Documents shall be from **5 October 2022 to 14 October 2022**. Bidders **must coordinate via email with the BAC Secretariat Office** in order to properly facilitate the schedule of the conduct of site inspection with the end-user office.
- 16. 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.

17. For further information, please refer to:

**THE CHAIRPERSON**

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

18. 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

Prospective bidders are **required** to pay for the purchase of the project's Philippine Bidding Documents personally at DSWD FO III.



**ARMONT C. PECINA**  
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 folder. Same Bidding Documents

passwords for all folders 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. Print the confirmation sent by the BAC as proof of your submission and send it to the BAC Secretariat together with your proof of payment to receive the link for the Opening of Bids.

**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.

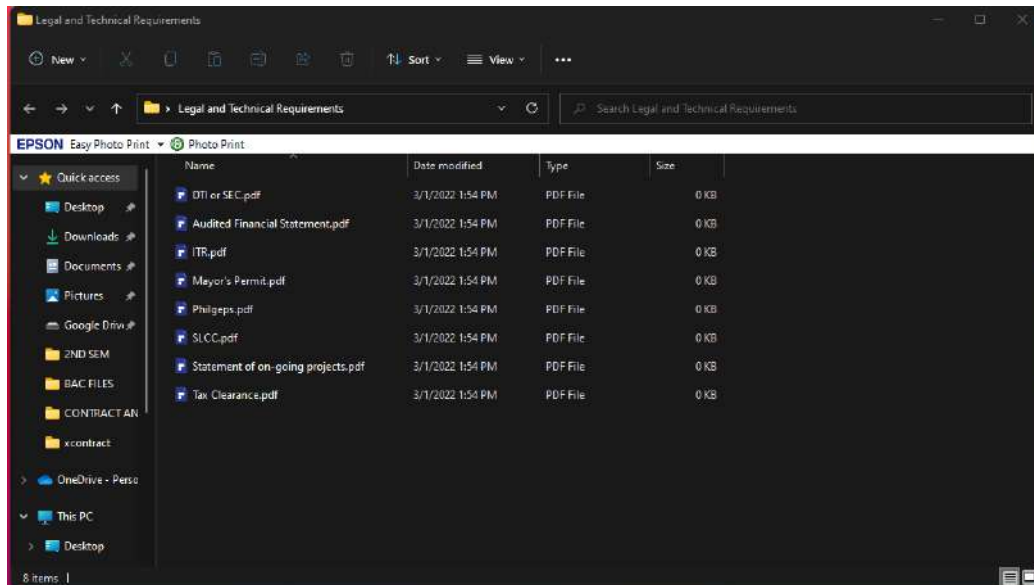
**IMPORTANT NOTE:** If you are not present in the online meeting in Google Meet, the Secretariat will send you an inquiry for such password via text message to your registered mobile number. You are given a minimum of five (5) minutes to respond. Should you not respond with the password when prompted, 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 A

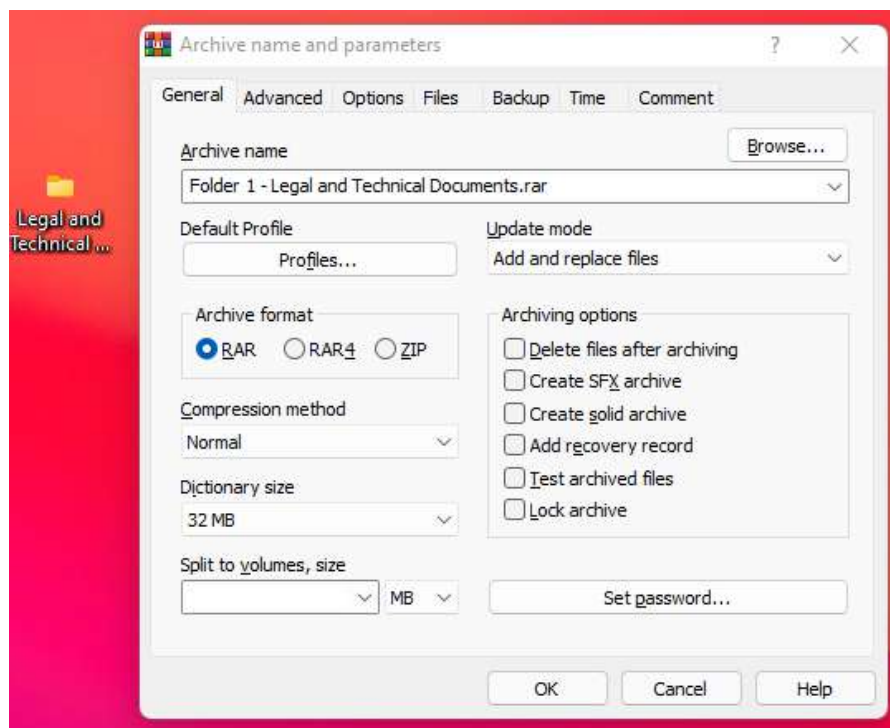
Compressing your Files into password-protected RAR format

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

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

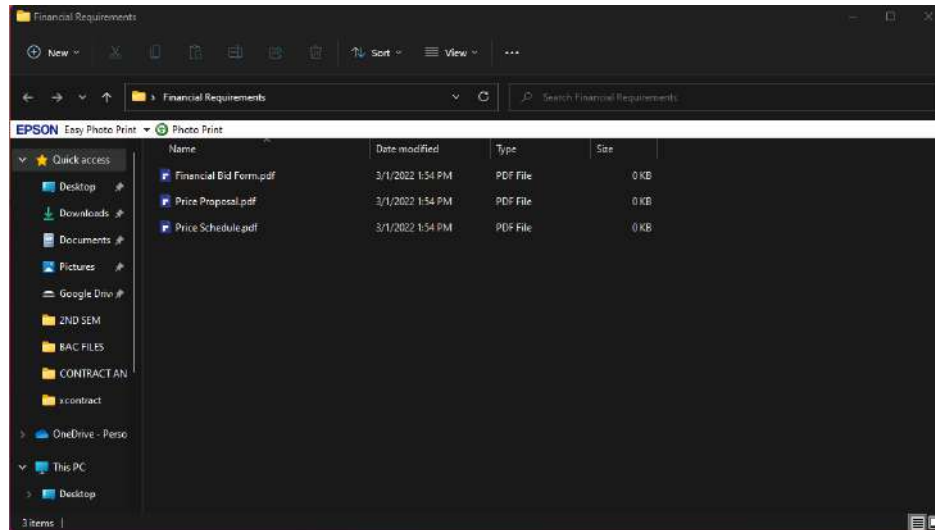


- Compress the folder using **WinRAR Extractor Application** with filename “**Folder 1 - Legal and Technical Documents**” and set a strong password.

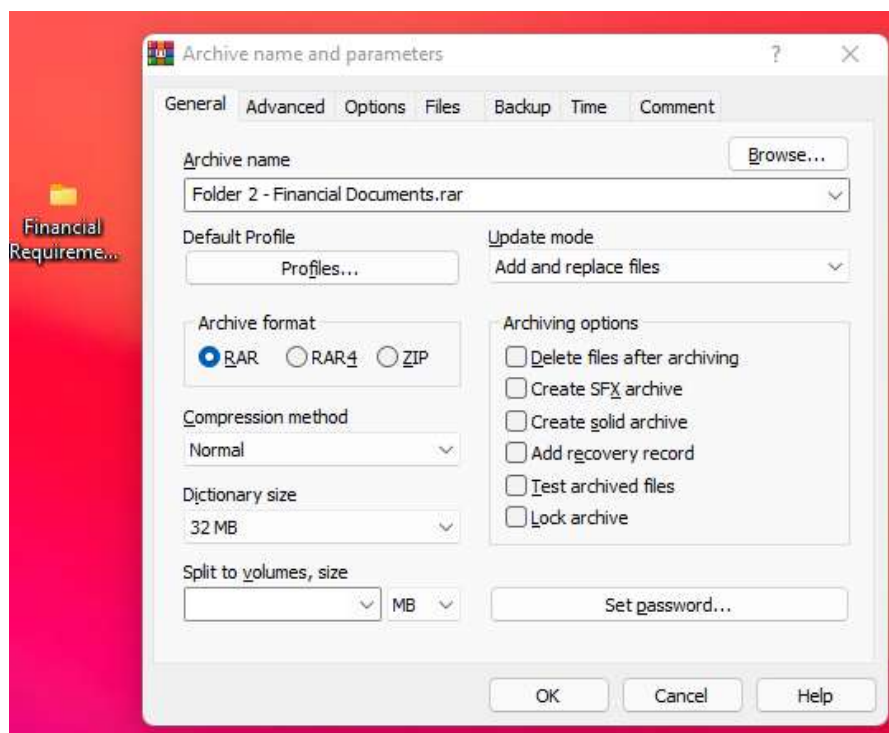


### For Financial Requirements (based on the checklist)

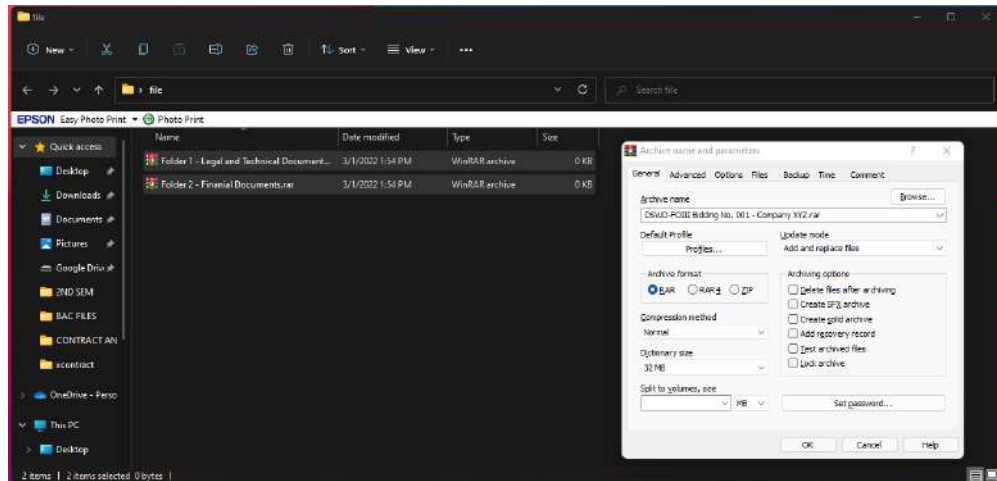
- Place the scanned files in one (1) folder with filename **“Financial Requirements”**



- 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**”

**THESE ARE SAMPLE FILES ONLY.**

## ***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 **Repair and Improvement of Various Buildings and Facilities of DSWD FO III** with ITB NO. **GOP/DSWD3-2022-09-06**.

## **2. Funding Information**

- 2.1.** The GOP through the source of funding as indicated below for **GASS Funds**, in the total amount of **Two Million Pesos (PhP2,000,000.00)**.
- 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 inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

- 5.1.** Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

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

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

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

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

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

## **7. Subcontracts**

- 7.1. The 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. 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 In case of joint ventures, a special PCAB License, and registration for the type and cost of the contract for this Project, shall be required. 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**.

<https://tinyurl.com/dswdfo3ebid>

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

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

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

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

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

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

- 19.1 The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2 If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.
- 19.3 In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## **20 Post Qualification**

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

## **21    Signing of the Contract**

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

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

# 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><b>Contractor shall have a Single Largest Completed Contract with similar project contract and scope such as construction, improvement / rehabilitation / repair of building interior / exterior works completed within three (3) 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.</b></p> <p><b>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.</b></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>Small B</td><td>C &amp; D</td><td>General Building</td></tr></table>	Size Range	License Category	Classification	Small B	C & D	General Building
Size Range	License Category	Classification					
Small B	C & D	General Building					
10.4	<p>The technical/key personnel must meet the required minimum years of experience setbelow:</p> <ul style="list-style-type: none"><li>• One (1) Project License Engineer with minimum experience of three (3) years</li><li>• One (1) License Architect with minimum experience of three (3) years</li><li>• One (1) License Electrical Engineer with minimum experience of three (3) years</li><li>• One (1) Master Electrician with minimum experience of three (3) years for construction industry</li><li>• One (1) General Foreman with minimum experience of three (3) years of finishing works in construction industry</li></ul> <p>➤ In absence of Mater Electrician, the Registered Electrical Engineer assigned to the project must regularly supervise and monitor electrical works.</p>						



	<p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>• <u>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.</u></li> <li>-</li> <li>• <u>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.</u></li> </ul>
10.5	<p>The minimum major equipment requirements are the following:</p> <p>1 Unit Service Truck 1 Unit Chipping Gun/ Drilling Tools 1 Unit Grinder 1 Unit Bagger Mixer 1 Unit Welding Machine</p> <p>Contractor/Service Provider shall issue a Certification to the Procuring Entity that the Equipment listed in their other awarded project/s will not be used to this Project subject to bidding except for Service Truck. In case the equipment is rented, the Contractor/Service Provider shall submit a copy of the Lease Agreement.</p> <p>Note: 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> <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. See sample forms under Section X - Bidding Forms</p>
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <b><u>10</u></b> calendar days of delivery of the Notice of Award.
11.2	Noncompliance with the submission of the Program of Works on the allotted period shall be a ground for post disqualification stated in section 40 of 2016 Revised IRR of the RA 9184 GPPB
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> <p>a. The amount of not less than <b>2%</b>, if bid security is in cash,</p>

	<p>cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than <b>5%</b> if bid security is in Surety Bond.</p>
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><u><i>Reference must be made to herewith attached <b>Guidelines to Bidders in Adopting Electronic Submission of Bids</b></i></u></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, after scanning the original copy of the <b>Legal and Technical Requirements</b>, place the scanned files in one folder with file name "<b>Legal and Technical Documents</b>" and compress the folder using <b>WinRAR Extractor Application</b> with file name "<b>Folder 1 - Legal and Technical Documents</b>", place/set a password on the file;</p> <p><b>Step 2:</b> Scan the original copy of the <b>Financial Requirements</b> and save as PDF, after scanning the original copy of the <b>Financial Requirements</b>, place the scanned files in one folder with file name "<b>Financial Requirements</b>" and compress the folder using <b>WinRAR Extractor Application</b> with file name "<b>Folder 2 - Financial Documents</b>", place/set a password on the file;</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</p>

following file names for the PDF files:

- 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 B** for your guidance.

**Step 4:** Submit your bids to

<https://tinyurl.com/dswdfo3ebid>

on or before the set deadline with Subject: **“DSWD-FOIII Bidding No. - (Name of Bidder)”**.

**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.

**NOTE: ALL PASSWORDS must be disclosed by the bidder’s representative ONLY DURING THE SCHEDULED DATE and TIME for the OPENING OF BIDS stated herein when prompted by the BAC Secretariat.**

#### **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.

	<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> 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.</p>
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 60 calendar days</li> <li>2. Manpower Deployment Schedule;</li> <li>3. List of Manpower to be deployed;</li> <li>4. List of Equipment/tools Schedule;</li> <li>5. Project Site Organizational Structure.</li> </ol> <p>Note: Noncompliance for the submission of the documents on the prescribed period shall be a ground for disqualification as stated in Section 40 of 2016 Revised IRR of the RA 9184 GPPB</p>
	<p><b>CERTIFICATION OF AUTHENTICITY OF SUBMITTED DOCUMENTS</b></p> <p>Scanned copies of mere duplicate or photocopy of all documents supporting the bids must be <b>duly certified as true copies</b> thereof.</p>
	<p><b>Additional Documentary Requirements</b></p> <p><b>FOR SUBMISSION ON <u>OPENING OF BIDS</u></b></p> <ol style="list-style-type: none"> <li>1. Duly Signed Section VI. Schedule of Requirements</li> <li>2. Proof of competence and meaningful experience of t least three (3) years in construction/repair/renovation and improvement works.</li> </ol> <p><b>FOR SUBMISSION ON <u>POST QUALIFICATION</u></b></p> <ol style="list-style-type: none"> <li>1. The Supplier's Audited Financial Statements for year 2021 and 2020 (in comparative form or separate form):</li> </ol> <ul style="list-style-type: none"> <li>• Independent Auditor's Report</li> <li>• Balance Sheet (Statement of Financial Position) and</li> </ul>

	<ul style="list-style-type: none"> <li>• Income Statement (Statement of Comprehensive Income)</li> </ul> <p><i>Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited institutions.</i></p> <ol style="list-style-type: none"> <li>2. Original copy of Bid Security / Bid Securing Declaration</li> <li>3. Original copy of Omnibus Sworn Statement</li> <li>4. Original copy of All Mandatory Forms to be signed and accomplished pursuant to 2016 IRR of RA 9184 / GPPB Circular 04-2020.</li> </ol>
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## ***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 appearing 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 ONE (1) day after the pre-construction meeting or as agreed upon after necessary permits are obtained.												
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.												
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:												
	<table><tr><th>Tranches of Payment</th><th>Percentage of Contract Price</th><th>Deliverables</th></tr><tr><td>1<sup>st</sup> Tranche</td><td>15% payment of the total contract cost less 10% of 15% as retention fee</td><td>Must be Fifteen Percent (15%) of project completion / physical accomplishment with submission of Billing Statement, Progress / Accomplishment Report, Statement of Work Accomplished, Progress Photos and Narrative Report.</td></tr><tr><td>2<sup>nd</sup> Tranche</td><td>35% payment of the total contract cost less 10% of 35% as retention fee</td><td>Must be Fifty Percent (50%) of project completion / physical accomplishment with submission of Billing Statement, Progress / Accomplishment Report, Statement of Work Accomplished, Progress Photos and Narrative Report.</td></tr><tr><td>3<sup>rd</sup> Tranche</td><td>50% payment of the total contract cost less 10% of 50% as retention fee</td><td>Must be One Hundred Percent (100%) physical completed. Due upon submission of Billing Statement, Contractors accomplishment reports, Statement of Work Accomplished, Progress Photos and Narrative Report, Contractor’s Certificate of</td></tr></table>	Tranches of Payment	Percentage of Contract Price	Deliverables	1 <sup>st</sup> Tranche	15% payment of the total contract cost less 10% of 15% as retention fee	Must be Fifteen Percent (15%) of project completion / physical accomplishment with submission of Billing Statement, Progress / Accomplishment Report, Statement of Work Accomplished, Progress Photos and Narrative Report.	2 <sup>nd</sup> Tranche	35% payment of the total contract cost less 10% of 35% as retention fee	Must be Fifty Percent (50%) of project completion / physical accomplishment with submission of Billing Statement, Progress / Accomplishment Report, Statement of Work Accomplished, Progress Photos and Narrative Report.	3 <sup>rd</sup> Tranche	50% payment of the total contract cost less 10% of 50% as retention fee	Must be One Hundred Percent (100%) physical completed. Due upon submission of Billing Statement, Contractors accomplishment reports, Statement of Work Accomplished, Progress Photos and Narrative Report, Contractor’s Certificate of
	Tranches of Payment	Percentage of Contract Price	Deliverables										
	1 <sup>st</sup> Tranche	15% payment of the total contract cost less 10% of 15% as retention fee	Must be Fifteen Percent (15%) of project completion / physical accomplishment with submission of Billing Statement, Progress / Accomplishment Report, Statement of Work Accomplished, Progress Photos and Narrative Report.										
2 <sup>nd</sup> Tranche	35% payment of the total contract cost less 10% of 35% as retention fee	Must be Fifty Percent (50%) of project completion / physical accomplishment with submission of Billing Statement, Progress / Accomplishment Report, Statement of Work Accomplished, Progress Photos and Narrative Report.											
3 <sup>rd</sup> Tranche	50% payment of the total contract cost less 10% of 50% as retention fee	Must be One Hundred Percent (100%) physical completed. Due upon submission of Billing Statement, Contractors accomplishment reports, Statement of Work Accomplished, Progress Photos and Narrative Report, Contractor’s Certificate of											

			Completion, contractors warranty security, contractor's Request for Acceptance, Turn-Over Certificate and Notarized Certificate of Warranty.
		Retention Fee	Must be one (1) month and without damage / defect of installed items; due upon submission of Contractor's warranty security issued by the private insurance company; Notarized Certificate of Warranty
14	Materials and equipment agreed to be delivered on the site although not completely put in place shall be included for payment.		
	Any and all disputes arising from the implementation of a contract covered by the Act and this IRR shall be submitted to arbitration in the Philippines according to the provisions of R.A. 876, otherwise known as the "Arbitration Law" and R.A. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004": Provided, however, That disputes that are within the competence of the Construction Industry Arbitration Commission to resolve shall be referred thereto. The process of arbitration shall be incorporated as a provision in the contract that will be executed pursuant to the provisions of the Act and the 2016 IRR of RA9184.		

## ***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	Various Repair, Improvement and Renovation of DSWD FO III Main and Annex Building Offices and Facilities	Such date is ONE (1) day after the pre-construction meeting or as agreed upon after necessary permits are obtained.

Particulars	Project Duration
Replacement of Floor Tiles HRMD, Legal and Cash Releasing	Based on Project Timeline
Glass windows for HRMD and HRDC walls along the corridor, Glass Door for Review/ Examination Board of HRMD and Sliding Door & Window at HRDC	
Replacement of Carpet Vinyl tiles to Granite Tiles at RD's Office	
Re-piping of RD's CR Sewage Line	
RE-piping of ARDO's and FMD's CR (Separate from RD's CR Sewage Line)	
Ditch (Canal) from Canteen sump passing through the corridor of COA, through the HRMD side, existing to external canal	
Re-lining of Rain Water Downspout at for HRMD side	
Demolition of Existing Guard House	
New Ceiling (Acoustic Ceiling System) for Legal, Cash Releasing Office, HRMD and HRDC including lighting and additional outlets	
Additional Water and Drain Line for Annex Building 3F Pantry and Breastfeeding Room	
Booster Pump, Repair of Water Tank and Re-lining of Water Line to Pressurize Water Supply up to 2nd Floor	
Additional Transaction Window for CIU and Travel Clearance Offices	

**Conforme:**

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Name of Company

---

Signature of Bidder or Authorized Representative

---

Name and Designation

---

Date

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

<p><b>PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM</b></p>
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## *Section VII. Specifications*

# SCOPE OF WORKS

The Administrative Division - General Services Section is responsible for ensuring the compliance of 7s Good Housekeeping in order to achieve the organization's vision and goal. Thus, in order to ensure the section's contribution in the achievement of the said vision, the proposal Various Repair, Improvement and Renovation of DSWD FO III Main and Annex Building Offices and Facilities is being made. The following Scope of Works is as follows:

1. Replacement of Floor Tiles HRMD, Legal and Cash Releasing
2. Glass windows for HRMD and HRDC walls along the corridor, Glass Door for Review/ Examination Board of HRMD and Sliding Door & Window at HRDC
3. Replacement of Carpet Vinyl tiles to Granite Tiles at RD's Office
4. Re-piping of RD's CR Sewage Line
5. Re-piping of ARDO's and FMD's CR Sewage Line
6. Additional Septic Tank for ARDO's and FMD's CR (Separate from RD's CR Sewage Line)
7. Ditch (Canal) from Canteen sump passing through the corridor of COA, through the HRMD side, existing to external canal
8. Re-lining of Rain Water Downspout at for HRMD side
9. Demolition of Existing Guard House
10. New Ceiling (Acoustic Ceiling System) for Legal, Cash Releasing Office, HRMD and HRDC including lighting and additional outlets
11. Additional Water and Drain Line for Annex Building 3F Pantry and Breastfeeding Room
12. Booster Pump, Repair of Water Tank and Re-lining of Water Line to Pressurize Water Supply up to 2nd Floor
13. Additional Transaction Window for CIU and Travel Clearance Offices.

# Terms of Reference

## A. Background/Rationale

The DSWD Field Office III Admin Division Provides leadership, staff expertise and support in the management and administration of resources, facilities and the physical infrastructure.

Regional Field Office III adheres to its thrust in providing the finest social services to its clientele. Making the workplace as stress free as possible is one of many ways to alleviate individuals and families in stressful situations. Apparently, the physical appearance of the place of work is an important part that sets cordial ambiance to the staff, visitors and clients. Moreover, it contributes to the atmosphere of dignity working in the place well-kept and sets the mood of amiability and good nature despite the hectic activities required in the department.

## B. Objectives

1. To maintain good conditions and prevent further deterioration of the buildings and therefore ensure better service to the public.
2. To provide storage room including various repair / improvement of the building and facilities.
3. To ensure the fullest availability of production equipment, utilities and related facilities at optimal cost and under satisfactory conditions of quality, safety and protection of the environment.
4. To promote 7s Good Housekeeping and welfare/well-being of the staffs by providing clean and sanitary surroundings.
5. To further improve and prevent future high building maintenance costs and
6. To assure the safety and protection of the clients, staffs and visitors.

## C. Schedule of Works

The project duration is Sixty (60) Calendar days and will commence a day after the pre-construction meeting or as per agreed upon. Particulars project duration are as follows;

Particulars	Project Duration
VARIOUS REPAIR, IMPROVEMENT AND RENOVATION OF DSWD FO III MAIN AND ANNEX BUILDING OFFICES AND FACILITIES	60 Calendar Days

#### **D. Qualification of the Service Provider**

See Contractors Terms of References for the Qualification of Service Provider

#### **E. Duties and Responsibilities of the Service Provider**

1. The Service provider shall ensure that the scope of work and schedules are diligently rendered.
2. The Service Provider shall ensure and warrant the quality of work.
3. The Service Provider shall exercise diligence in performing its services to ensure that no illness, accident or damage will happen to any DSWD FO III employees, clients and properties. The service provider shall assume full responsibility for any claims or liabilities that may arise because of illness, accident and/or damage due to its acts of omission and negligence

#### **F. Contractor's Responsibility and Conditions (For Construction)**

- a. Contractor/Service Provider shall request a Pre-Construction Meeting with Admin-GSS/Implementing Team before the start of work.
- b. Contractor shall control the generation of dust and flying particles from the operation and shall provide a temporary closure to prevent creation of nuisance to the adjacent offices/rooms;
- c. Contractor/ Service Provider shall submit performance security, own construction schedule, manpower deployment schedule, equipment's/ tools schedule, list of manpower to be deployed and Project Site organizational structure within Ten (10) days upon received of Notice of Award. Non-compliance for the submission of documents on the allotted period shall be grounds for sanctions stated on section 40 of 2016 Revised IRR of the RA 9184 GPPB.
- d. Contractor/Service provider shall assign at least a project engineer/ project architect from the start until completion stage;
- e. Contractor/Service provider shall coordinate to the Admin-GSS/Implementing Team all the execution of works;
- f. Contractor/Service provider shall provide warning signages on on-going works;
- ~~g.~~ Contractor/Service provider's workers shall sign on the logbook before entering the premises as reference of the DSWD-Regional Center security guards.
- ~~h.~~ Contractor/Service provider shall provide/submit Statement of Works Accomplishment, Progress Photos and other necessary documents as requirement of the billing request;

- i. Contractor/Service provider shall submit weekly progress reports with attached progress photos to Admin Division Implementing team with completed signed by the contractor project implementation team;
- j. Contractor/Service provider shall provide delivery receipt or list of all materials brought inside the compound including the list of equipment and tools;
- k. Contractor/Service provider shall provide complete uniform with ID and basic PPE for all the construction worker and personnel; and
- l. Contractor/Service Provider shall strictly comply/observe the Construction Safety Guidelines for the Implementation of All Infrastructure Projects during the Covid-19 Public Health Crisis as per DPWH Department Order No. 35 Series of 2020.
- m. Contractor/Service Provider shall assist the DSWD in securing Building Permit, Occupancy Permit and other clearances without additional cost.
- n. Contractor/Service Provider shall issue a Certification to the Procuring Entity that the Equipment listed in their Previous Awarded Project/s will no longer be used to the other DSWD Project/s for Bidding except for Service Truck. In case, the Equipment is rented; the Contractor/Service Provider shall submit a copy of Lease of Agreement.
- o. The Service Provider must conform with the warranty provision in accordance with section 62.2 of revised IRR of RA 9184, one (1) year from project completion up to final acceptance or the defects liability period

#### **G. Other General Requirements**

1. All dimensions/level etc. indicated in the drawing plans are to be verified on the site and/or AdminGSS/Implementing Team;
2. All materials are subjected for the approval by the End- user/Admin-GSS/Implementing Team;
3. Any discrepancies, either between written dimensions and site dimensions shall be brought to the AdminGSS/Implementing Team office before executing the works;
4. All equipment, tools, scaffolding and other personnel needed shall be provided by the service provider/contractor;
5. Removal, dismantling and demolition work shall be coordinated and requested to the AdminGSS/Implementing Team;
6. All waste materials shall be turned over to the Admin-GSS/Implementing Team with proper documentation;
7. All works shall comply with the National Building Code of the Philippines, Fire Code of the Philippines, Philippine Electrical Code and Department rules and Regulations and other relevant laws, rules and regulations.

8. No additional/extra cost to be claimed/charged by the Contractor for the Construction Works alone other than those expressly approved by the Procuring Entity
9. All actual and necessary expenses incurred during the application of Building Permit, Occupancy Permit and other clearances will be shouldered by DSWD except those incurred by the Contractor/Service Provider in assisting the DSWD and No Construction will commence without Building Permit.

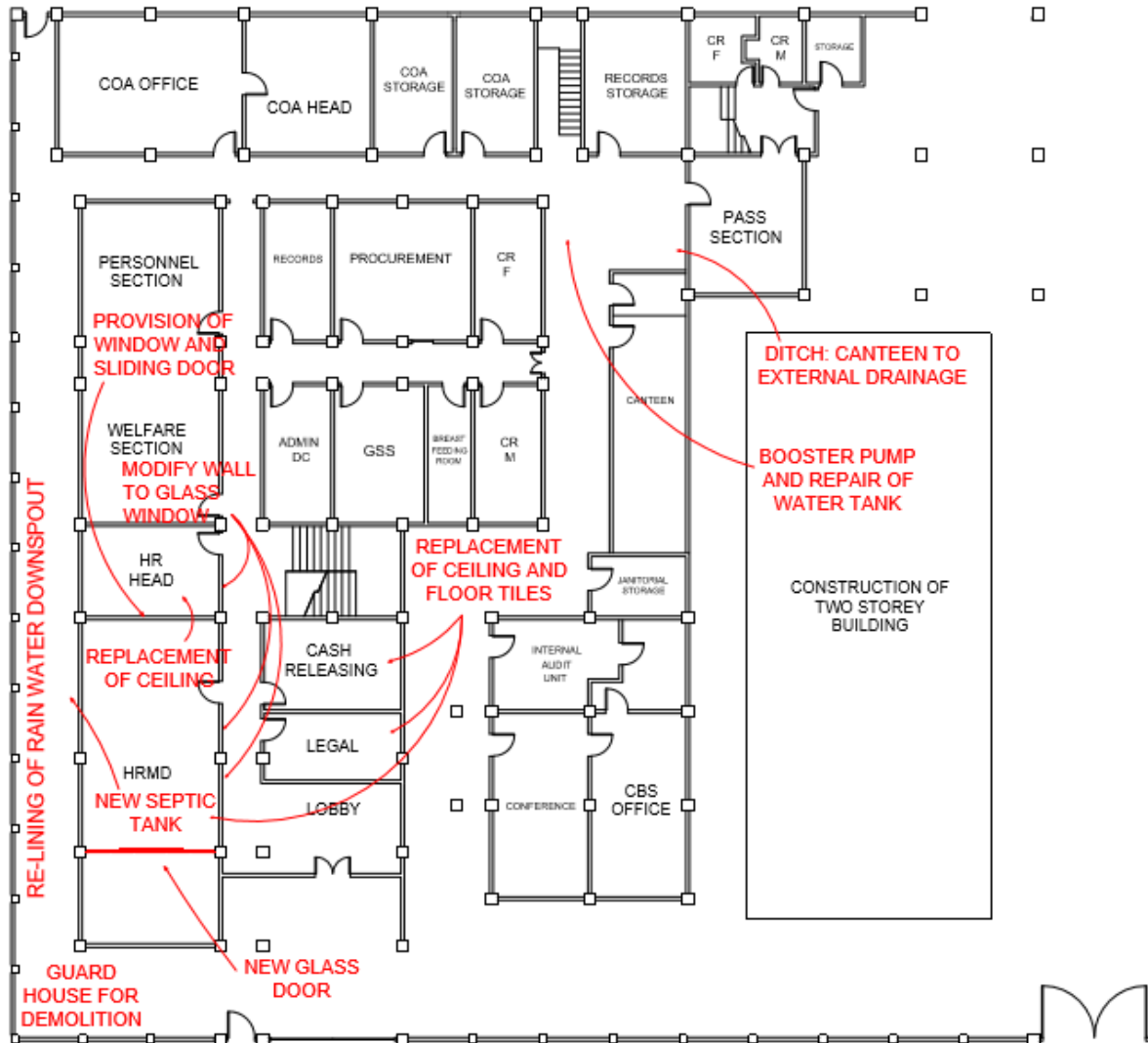
## Section VIII. Drawings

**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.

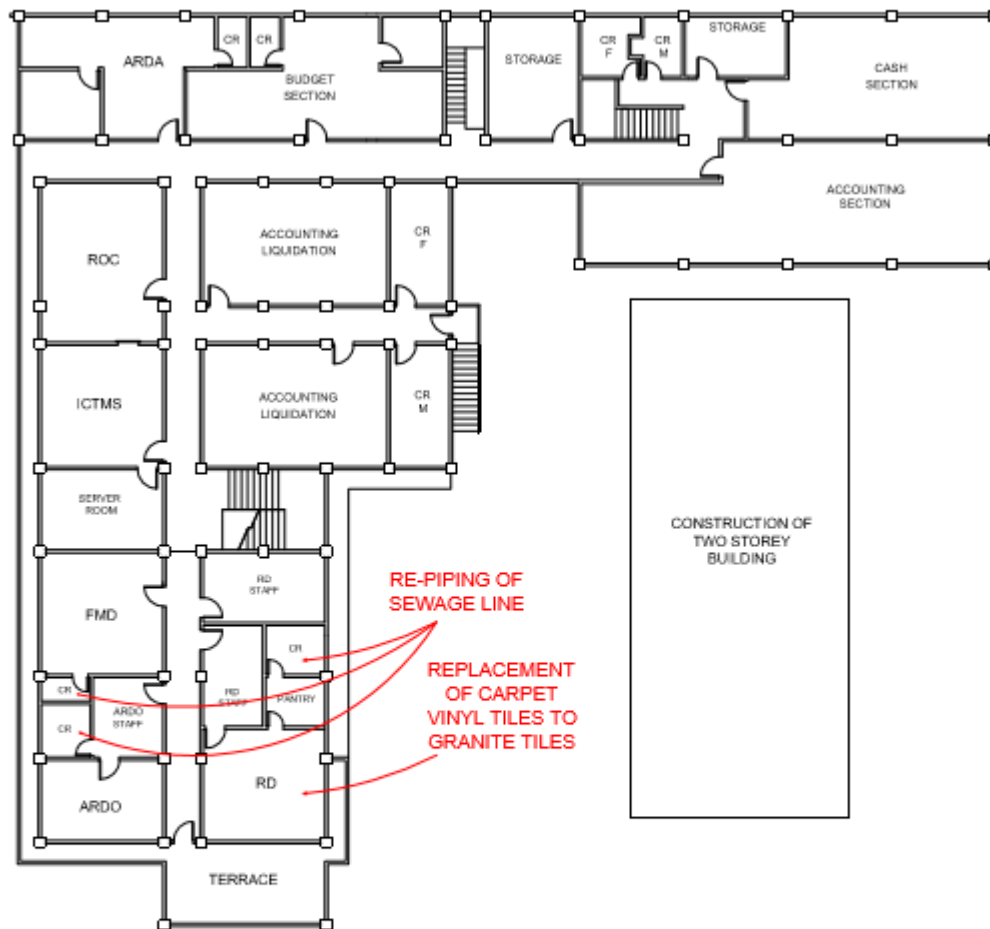
# ILLUSTRATIONS

## CONCEPTUAL DESIGNS

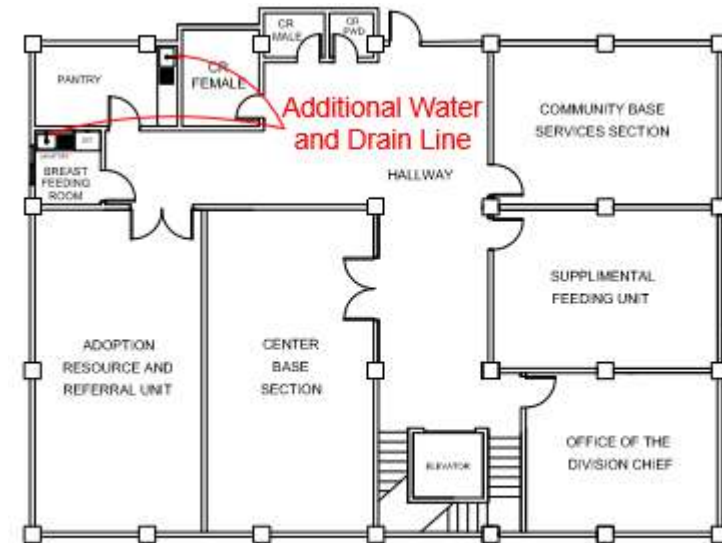
To view a clearer copy of this document, please contact bacsecretariat .



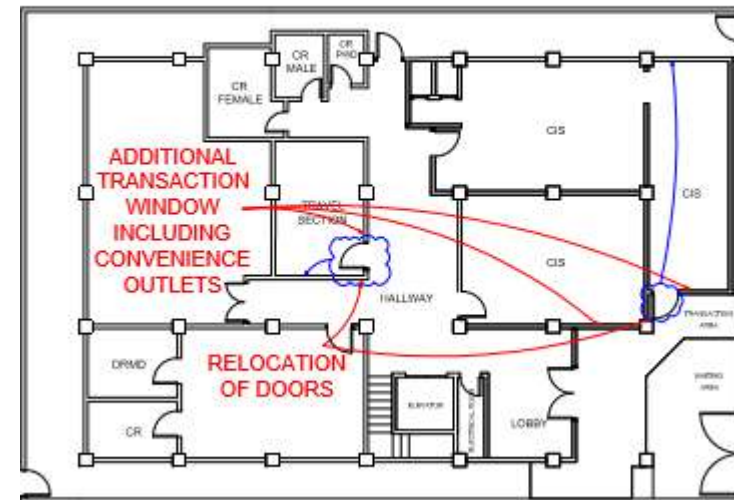




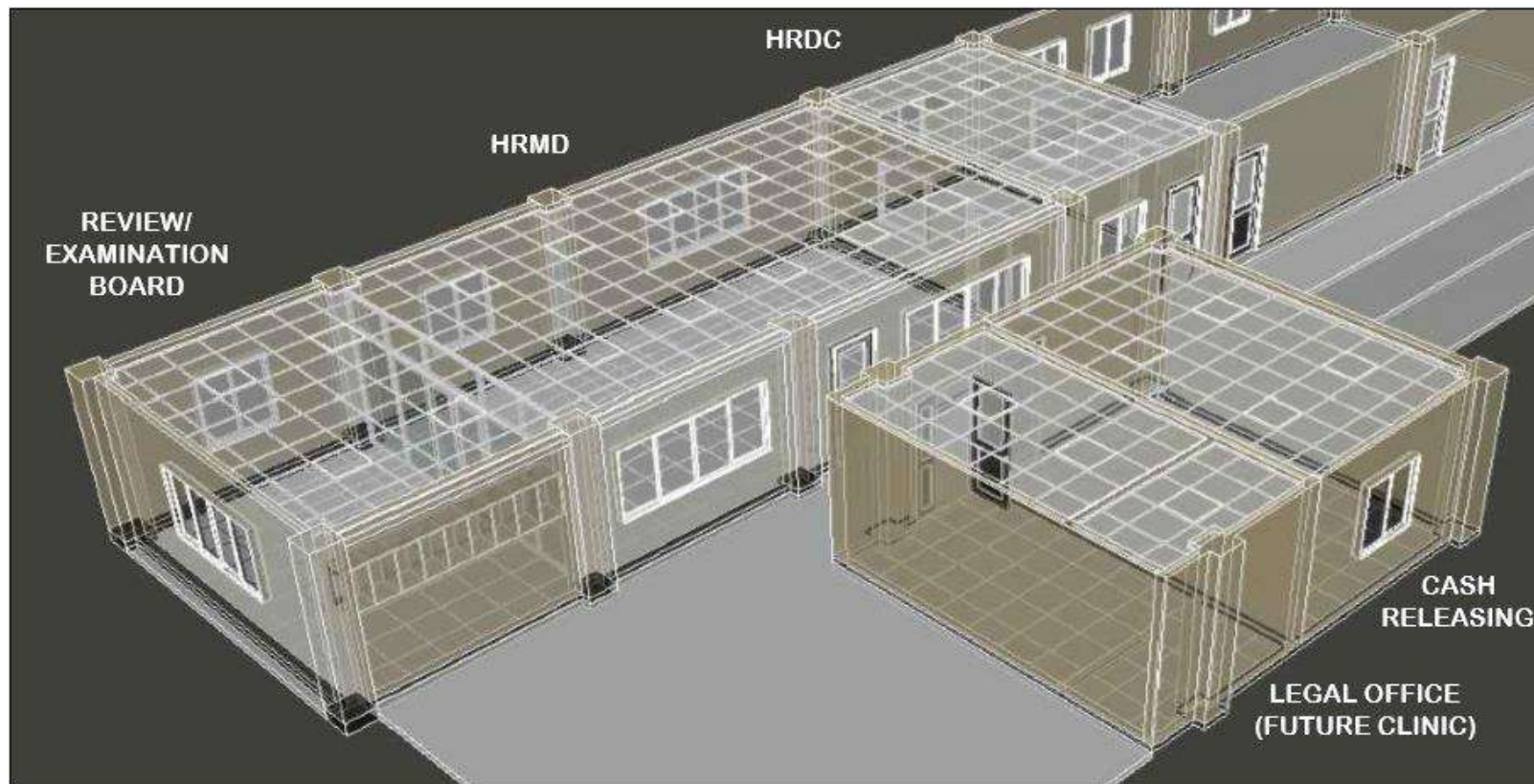
**DSWD MAIN BUILDING SECOND FLOOR PLAN**  
SCALE: 1/8" = 1'-0" NTG



**DSWD ANNEX BUILDING THIRD FLOOR PLAN**  
SCALE: 1/8" = 1'-0" NTG



**DSWD ANNEX BUILDING GROUND FLOOR PLAN**  
SCALE: 1/8" = 1'-0" NTG



Replacement of Ceiling for HRDC, HRMD, Cash Releasing and Legal Office

Provision of HRMD partition for Review/ Examination Board

Replacement of Tiles for HRMD, Cash Releasing and Legal Office

Provision of Glass Window for HRMD and HRDC along the Hallway

Provision of Sliding Door and Window for HRDC to HRMD and Welfare

1  
A-03 SCALE: NTS  
PERSPECTIVE LAYOUT



1  
A/04  
SCALE: NTS  
**HRMD GLASS WINDOW**



2  
A/04  
SCALE: NTS  
**HRDC GLASS WINDOW**



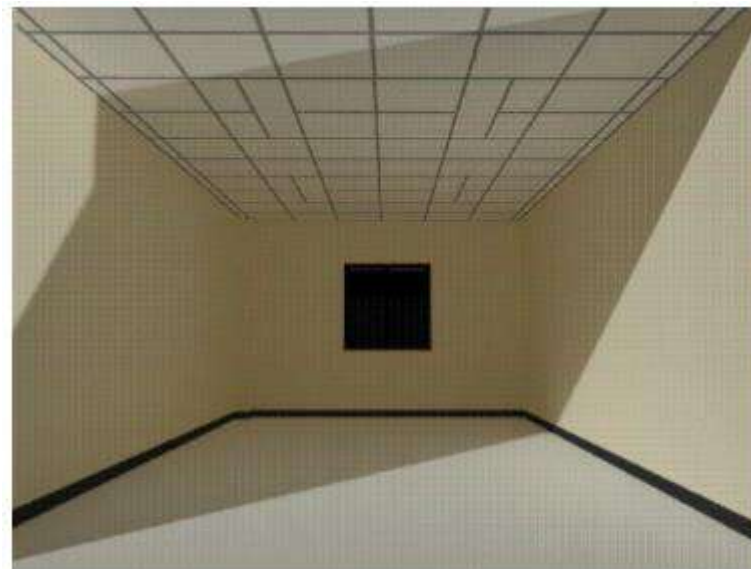
3  
A/04  
SCALE: NTS  
**HRMD INSIDE PERSPECTIVE**



1 HRDC INSIDE PERSPECTIVE  
A 105 SCALE: NTS

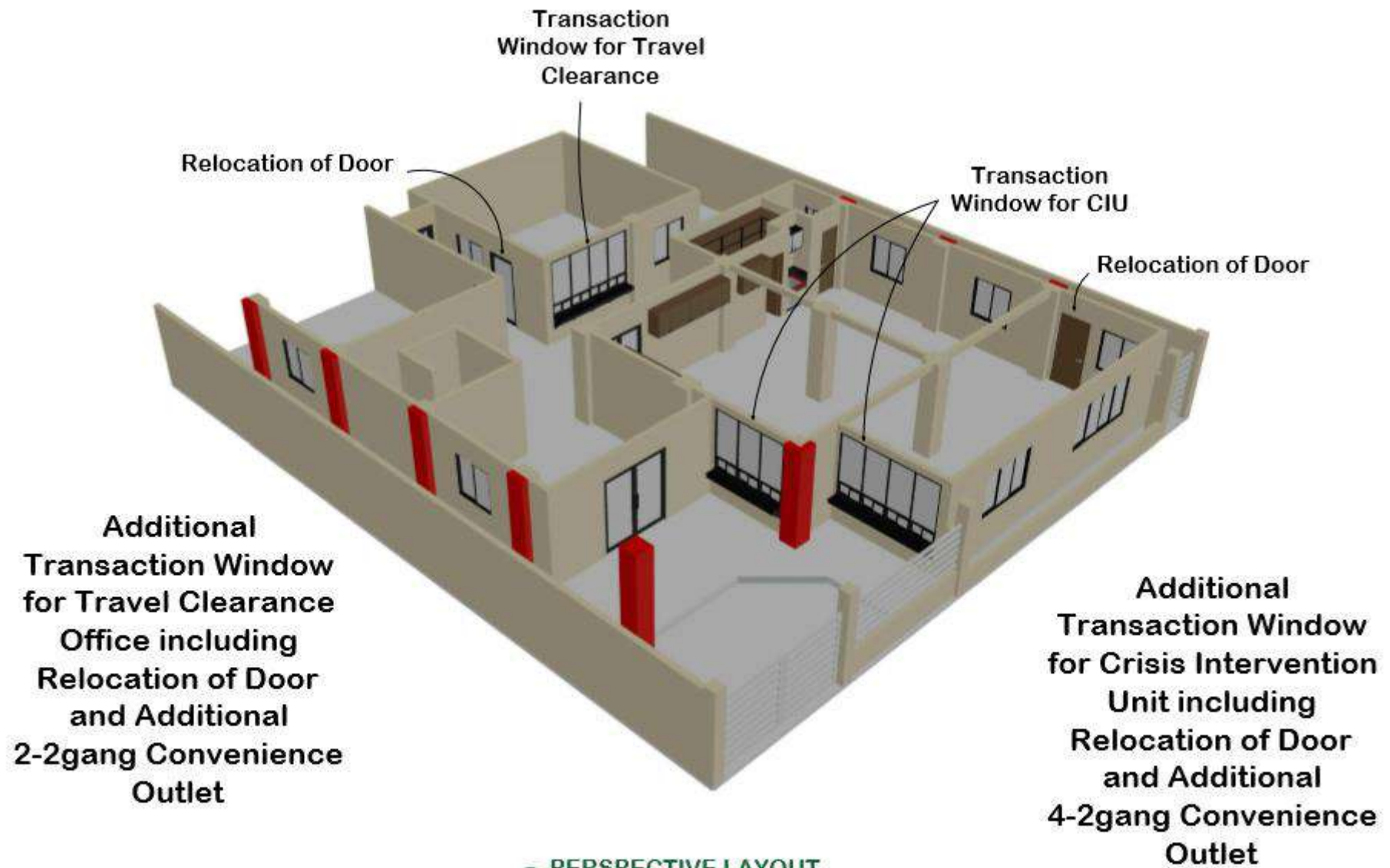


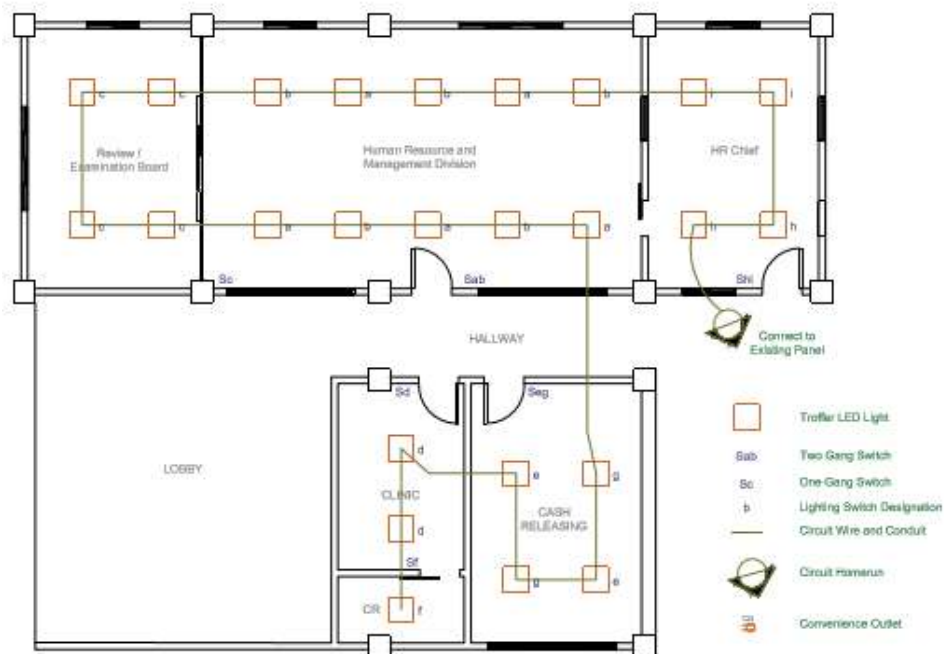
2 LEGAL AND CASH RELEASING PERSPECTIVE  
A 105 SCALE: NTS



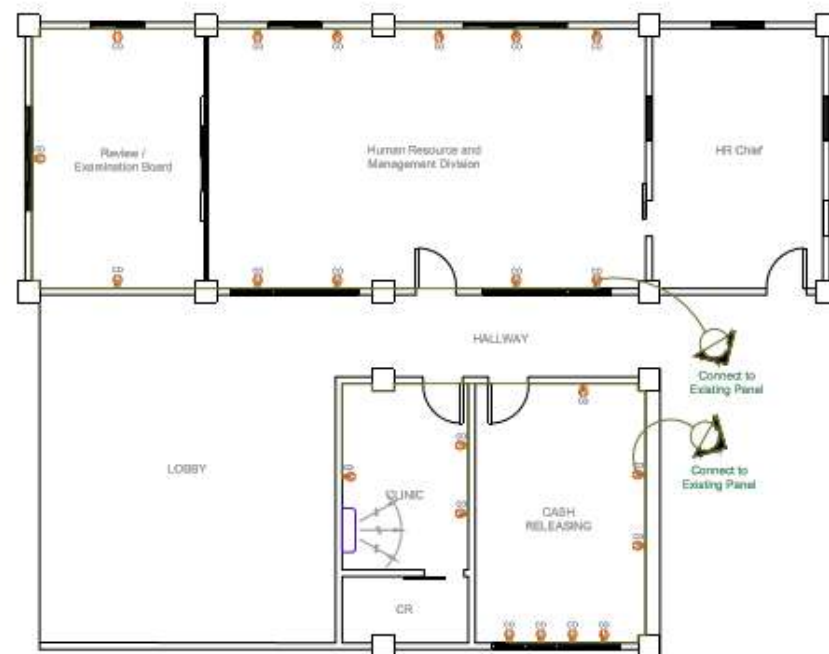
3 CEILING PERSPECTIVE  
A 105 SCALE: NTS



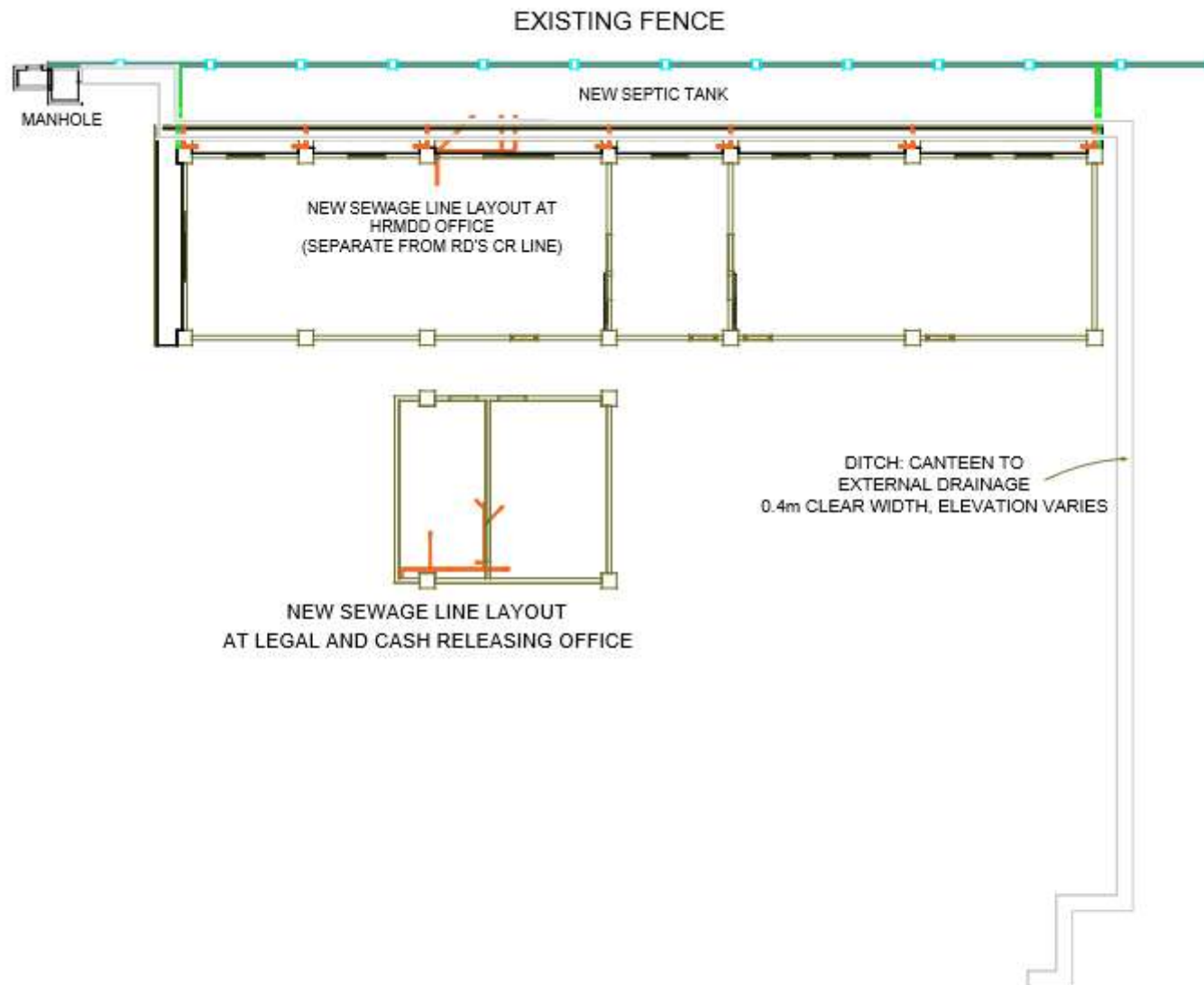


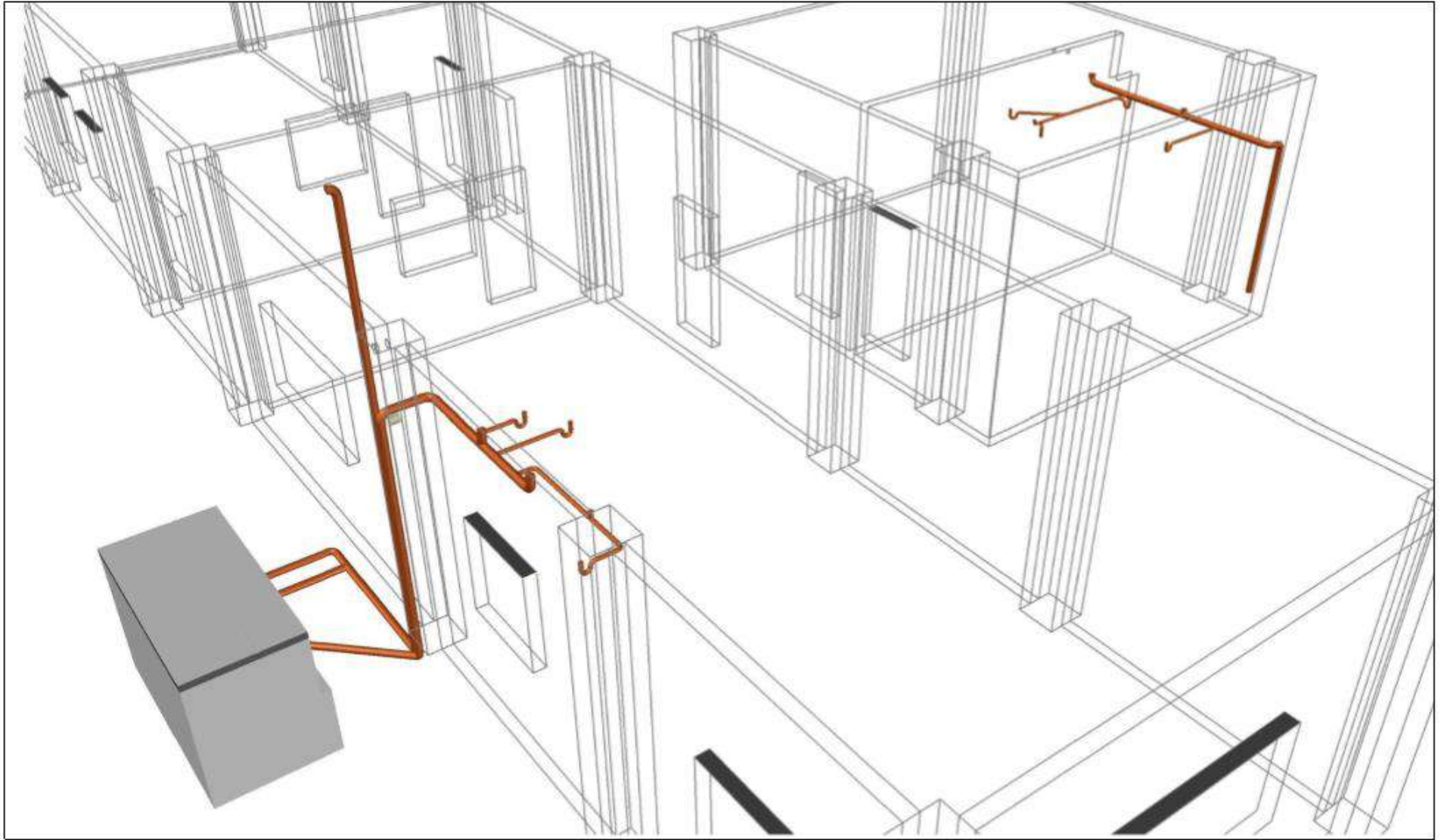


1 ELECTRICAL LIGHTING LAYOUT  
SCALE: NTS

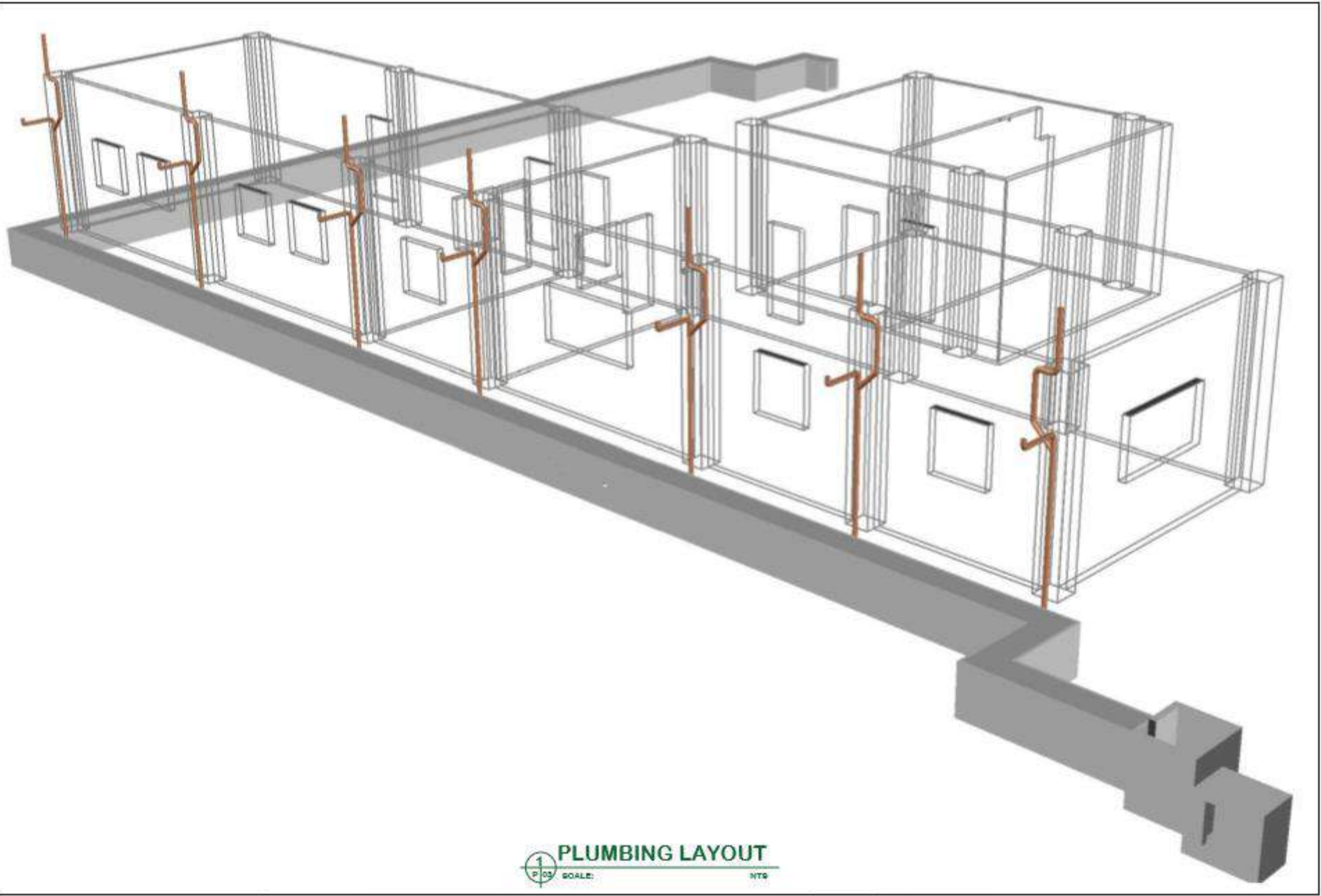


2 ELECTRICAL POWER LAYOUT  
SCALE: NTS









## **Section IX. Program of Works**

# PROGRAM OF WORKS

PROGRAM OF WORKS									
Name of Project:			VARIOUS REPAIR, IMPROVEMENT AND RENOVATION OF DSWD FO III MAIN AND ANNEX BUILDING OFFICES AND FACILITIES			Location:		DSWD Region III FO3 Main Building, DMGC Maimpis, CSFP	
Total Project Cost:			PHP -			Project Duration:		60 Calendar Days	
Source of Fund:			RM Buildings			Mode of Procurement:		Competitive Bidding	
Date:			Monday, 19 September 2022			Source of Manpower:		Outsource	
I	GENERAL REQUIREMENTS								
Item No.	Item Description			Quantity	Unit	Unit Cost	Amount		
1	MOBILIZATION / DEMOBILIZATION			1.00	lot		-		
2	Health and Safety			1.00	lot		-		
II	CONSTRUCTION WORKS								
Item No.	Item Description			Quantity	Unit	Unit Cost	Amount		
1	Site Preparation			1.00	lot		-		
2	Earthworks			1.00	lot		-		
3	Reinforced Concrete			1.00	lot		-		
4	Masonry Works			1.00	lot		-		
5	Electrical Works			1.00	lot		-		
6	Plumbing Works			1.00	lot		-		
7	Wood Works			1.00	lot		-		
8	Floor Finish			1.00	lot		-		
9	Ceiling Works			1.00	lot		-		
10	Painting Works			1.00	lot		-		
11	Water Works			1.00	lot		-		
12	Doors and Window			1.00	lot		-		
SUB TOTAL (Construction Phase)							-		
A		Total Direct Cost (Material, Labor and Equipment: Item II)				-			
B		OCM (15% of A)				-			
C		Health and Safety (I.2)				-			
D		Contractor's Profit (10% of A+C)				-			
E		MOB/DEMOB/Permit (I.1)				-			
F		VAT (5% of A+B+C+D+E)				-			
TOTAL PROJECT COST						PHP		-	

## Section X. Bill of Quantities

### **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.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents

# Bill of Quantities

BILL OF QUANTITIES									
Name of Project:			VARIOUS REPAIR, IMPROVEMENT AND RENOVATION OF DSWD FO III MAIN AND ANNEX BUILDING OFFICES AND FACILITIES			Location:	DSWD Region III FO3 Main Building, DMGC Maimpis, CSFP		
Total Project Cost:			PHP -			Project Duration:		60 working days	
Source of Fund:			Maintenance and Other Operating Expenses - RM Buildings			Mode of Procurement:		Competitive Bidding	
Date:			Monday, 19 September 2022			Source of Manpower:		Outsource	
I	GENERAL REQUIREMENTS								
Item No.	Item Description			Quantity	Unit	Material Cost	Labor Cost	Unit Cost	Amount
	1	MOBILIZATION / DEMOBILIZATION		1.00	lot				-
	2	Health and Safety		1.00	lot	-	-		-
SUB - TOTAL (GENERAL REQUIREMENTS)									-
II	CONSTRUCTION WORKS								
Item No.	Item Description			Quantity	Unit	Material Cost	Labor Cost	Unit Cost	Amount
1	Site Preparation								
	1.1	Demolition of Existing Guard House, Grills, and Disposal of Debris		1.00	lot	-		-	-
	1.2	Chipping Works of Existing SOG, and Disposal of Debris (approx. 90 sq.m.)		1.00	lot	-		-	-
	1.3	Chipping Works For 2F Floor Drain		1.00	lot	-		-	-
	1.4	Demolition of Walls (HRMD,HRDC, CIS, MTA) and Disposal of Debris		1.00	lot	-		-	-
	1.5	Removal of Doors and Windows (HRMD, Cash, HRDC, CIS, MTA)		1.00	lot	-		-	-
	1.6	Chipping works for Tile replacement and disposal of Debris (HRMD, Legal, Cash)		1.00	lot	-		-	-
	1.7	Removal of Existing Ceiling (Legal, Cash Releasing, HRMD, HRDC)		1.00	lot	-		-	-
	1.8	Removal of Existing piping for Modification (HRMD, Legal)		1.00	lot	-		-	-
	1.9	Relocation of Furniture and Fixtures, Removal of Worn-out Carpet Vinyl Tiles and Chipping Works to roughen surface at RDs Office		1.00	lot	-		-	-
SUB - TOTAL (Site Preparation)									-
2	Earthworks								
	2.1	Excavation (Common Soil), including disposal of excess (Septic Tank, Ditch)		70.96	m³	-		-	-
	2.2	Embankment and Compaction from Structure Excavation		19.04	m³	-		-	-
SUB - TOTAL (Earthworks)									-
3	Reinforced Concrete								
	3.1	Concrete (sog, septic tank, ditch, wall footing)		19.27	m³			-	-
	3.2	RSB (sog, septic tank, ditch, wall, wall footing)		999.39	kg.			-	-
	3.3	Formworks (septic tank, ditch)		51.00	sq.m.			-	-
	3.4	Gravel Fill		1.00	m³			-	-
SUB - TOTAL (Reinforced Concrete)									-
4	Masonry Works								
	4.1	5" CHB Laying, class B fill (Ditch, Manhole, Septic Tank)		129.49	sq.m.			-	-
	4.2	Plastering (1:4(C), 20mm thk), (Walls, Ditch, Manholes, Septic Tank)		183.18	sq.m.			-	-
SUB - TOTAL (Masonry Works)									-
5	Electrical Works								
	5.1	20 mmø Polyvinyl Chloride (PVC) Pipes		25.00	set			-	-
	5.2	uPVC Electric Wire Moulding with Adhesive		120.00	m			-	-
	5.3	Junction Box		25.00	pc			-	-
	5.4	Utility Box		28.00	pc			-	-
	5.5	5.5 mm2 Electric Wire THHN Black		2.00	rl			-	-
	5.6	3.5mm2 Electric Wire THHN Green		80.00	m			-	-

5.7	One Gang Switch		3.00	set			-	-
5.8	Two Gang Switch		2.00	set			-	-
5.9	LED Recessed Type Troffer Fixture for T-Runner		25.00	set			-	-
5.10	Duplex Convenience Outlet		28.00	set			-	-
5.11	20A Breaker 2Pole for Panel Board		3.00	pc			-	-
<b>SUB - TOTAL (Electrical Works)</b>								-
<b>6</b>	<b>Plumbing Works</b>							
6.1	Sewage Line RD CR, ARDO/FMD CR		1.00	lot			-	-
6.2	Storm Drainage (Storage, 2F downspout, 2F floor drain, and COA downspout extension to ditch)		1.00	lot			-	-
6.3	Sewage Line to Septic Tank ARDO/FMD CR		1.00	lot			-	-
6.4	Drainage Line from Annex Building BF room and Pantry (include Chipping Works)		1.00	lot			-	-
6.5	Water Line to Annex Building BF Room and Pantry (include Chipping Works)		1.00	lot			-	-
<b>SUB - TOTAL (Plumbing Works)</b>								-
<b>7</b>	<b>Wood Works</b>							
7.1	Cashier Type Window Counter at CIS@2, MTA@1 (3/4" Phenolic Board, including screws and wood strips)		1.00	lot			-	-
<b>SUB - TOTAL (Wood Works)</b>								-
<b>8</b>	<b>Floor Finish</b>							
8.1	Granite Tiles (600x600mm with mortar topping, adhesive and grout) (HRMD, HRDC, Legal Cash)		126.00	sq.m.			-	-
8.2	Granite Tiles (600x600mm with mortar topping, adhesive and grout) (RDs Office)		36.00	sq.m.			-	-
<b>SUB - TOTAL (Floor Finish)</b>								-
<b>9</b>	<b>Ceiling Works</b>							
9.1	60x60cm Acousting Ceilings on T-runner system (Legal, Cash Releasing, HRMD, HRDC)		150.00	sq.m.			-	-
<b>SUB - TOTAL (Ceiling Works)</b>								-
<b>10</b>	<b>Painting Works</b>							
10.1	Masonry (3 coats)		140.00	sq.m.			-	-
10.2	Wood (3 coats)		26.60	sq.m.			-	-
<b>SUB - TOTAL (Painting Works)</b>								-
<b>11</b>	<b>Water Works</b>							
11.1	Booster Pump with Complete Accessories (including pressure tank, lever valves, etc.)		1.00	unit			-	-
11.2	Repair of Water Tank		1.00	lot			-	-
11.3	Painting on Water Tank Structure (Metal)		24.00	sq.m.			-	-
11.4	PPR Pipe 1/2" dia and other connection and accessories (tank to all CRs)		1.00	lot			-	-
<b>SUB - TOTAL (Water Works)</b>								-
<b>12</b>	<b>Doors and Window</b>							
12.1	1.20x1.20m Sliding Glass Window on Powder Coated White Aluminum Frame (HRDC)		16.00	sq.ft.			-	-
12.2	1.20x1.20m Fixed Glass Window on Powder Coated White Aluminum Frame (HRDC @2)		32.00	sq.ft.			-	-
12.3	0.8x2.10m Single Leaf Sliding Glass Door on Powder Coated White Aluminum Frame (HRDC @2)		37.33	sq.ft.			-	-
12.4	Fixed Glass Partition on Powder Coated White Aluminum Frame (HRMD)		145.00	sq.ft.			-	-
12.5	1.40x2.10m Double Leaf Sliding Glass Door on Powder Coated White Aluminum Frame (HRMD)		35.00	sq.ft.			-	-
12.6	2.80x1.20m Sliding Glass Window on Powder Coated White Aluminum Frame (HRMD @2)		74.67	sq.ft.			-	-
12.7	0.80x2.10m Half Glass Single Leaf Panel Swing Door on metal jambs, with lever knob and complete accessories (HRMD, HRDC, Cash,MTA,CIS)		5.00	sets			-	-
12.8	1.20x2.10m Half Glass 1n1/2 Leaf Panel Swing Door on metal jambs, with lever knob and complete accessories (Legal)		1.00	set			-	-
12.9	2.8x1.7m Powder Coated White Aluminum Frame Cashier Type Window (CIU & MTA)		105.80	sq.ft.			-	-
12.10	1.9x1.7m Powder Coated White Aluminum Frame Cashier Type Window (CIU & MTA)		35.91	sq.ft.			-	-
<b>SUB - TOTAL (Doors and Window)</b>								-
A	Total Direct Cost (Material, Labor and Equipment)							-
B	OCM (15% of A)							-
C	Health and Safety (I.2)							-
D	Contractor's Profit (10% of A+C)							-
E	MOB/DEMOB(I.1)							-
F	VAT (5% of A+B+C+D+E)							-
<b>TOTAL PROJECT COST</b>							<b>PHP</b>	<b>-</b>

## ***Section XI. 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) in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

- ☐ (b) 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**
- ☐ (c) 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**
- ☐ (d) Special PCAB License in case of Joint Ventures;  
**and** registration for the type and cost of the contract to be bid; **and**
- ☐ (e) 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**
- ☐ (f) 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**
- ☐ (g) 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

- ☐ (h) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC).

### *Class “B” Documents*

- ☐ (i) 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.

## I. FINANCIAL COMPONENT ENVELOPE

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

#### Other documentary requirements under RA No. 9184



- ☐ (k) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (l) 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**
- ☐ (m) Cash Flow by Quarter.

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**Repair and Improvement of Various Buildings  
and Facilities of DSWD FO III**  
*[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, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>1</sup> for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

---

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

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

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

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

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

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

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

**Contract Agreement Form for the  
Procurement of Infrastructure Projects**  
*[not required to be submitted with the Bid, but it shall be submitted  
On the indicated date upon issuance]*

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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]*

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

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

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

I/We, the undersigned, declare that:

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

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

—

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

*[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/manufacture/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]*

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

**Statement 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:**  
**Notice of Award or Contract or Notice to Proceed issued by the owner**

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/ Certificate of Acceptance
- 3 Sales Invoice/Official Receipt

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

### 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.*

