

PHILIPPINE BIDDING DOCUMENTS

**Procurement of
INFRASTRUCTURE
PROJECTS**

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria.

The IB should be incorporated into the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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

INVITATION TO BID

**SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND IMPROVEMENTS OF
 AICS CLIENTS MALE, FEMALE AND PWD COMFORT ROOMS AT THE MAIN
 BUILDING, ORD AND AICS SUPPORT OFFICES AND OTHER FACILITIES CY 2025**

ITB No. GOP/DSWD3-2025-06-0001

1. The **Department of Social Welfare and Development (DSWD) - Field Office III**, through the **GAA FY 2025 – Various Funds (PSIF-AICS, DRRP-DF, ICTMS, SFP, AND PAG-ABOT)** of **DSWD FO III** intends to apply the sum of **FOUR MILLION NINE HUNDRED NINETY THOUSAND PESOS ONLY (PHP 4,990,000.00)** being the Approved Budget for the Contract for the **SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND IMPROVEMENTS OF AICS CLIENTS MALE, FEMALE AND PWD COMFORT ROOMS AT THE MAIN BUILDING, ORD AND AICS SUPPORT OFFICES AND OTHER FACILITIES CY 2025**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

LOT	PARTICULARS	ABC	BIDDING DOCUMENT FEE
1	SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND IMPROVEMENTS OF AICS CLIENTS MALE, FEMALE AND PWD COMFORT ROOMS AT THE MAIN BUILDING, ORD AND AICS SUPPORT OFFICES AND OTHER FACILITIES CY 2025	PHP 4,990,000.00	Php 5,000.00

2. The **Department of Social Welfare and Development (DSWD) - Field Office III** now invites bids for the above Procurement Project. Completion of the Works should be within the period appearing in the **SCOPE OF WORKS | TERMS OF REFERENCE**. Bidder must have at least three (3) years prior to the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the

Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested Bidders may obtain further information from **Department of Social Welfare and Development Field Office III – BAC Secretariat** and inspect the Bidding Documents at the address given below or at the DSWD Field Office III official website.

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

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.”

5. A complete set of Bidding Documents may be acquired by interested Bidders on **July 3, 2025 to July 15, 2025 (8:30 AM)** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or electronic mail.

Interested Bidders shall contact the BAC Secretariat through e-mail at quotation.fo3@dswd.gov.ph 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.**

6. Department of Social Welfare and Development Field Office III will hold a Pre-Bid Conference on **July 3, 2025 | 10:00 AM** through video conferencing or webcasting via Google Meet which shall be open to prospective bidders.

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 on the said conference.

7. Bids must be duly received and acknowledged by the BAC Secretariat through online or electronic submission **on or before July 15, 2025 at 9:00 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 SUBMISSION OF BIDS SHALL NOT BE ACCEPTED

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **July 15, 2025 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.
10. Prospective bidders are requested to organize and submit their Bids electronically as provided under the Bidder's Kit on **Guidelines to Bidders in Adopting Electronic Submission of Bids and suppliers are hereby reminded as follows:**
 - a) The submission of the Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) shall be in PDF file;
 - b) Scan the original copies of the Legal and Technical Requirements and save them as PDF files. Place the scanned documents in a single folder named "**Legal and Technical Requirements**";

 Note: The scanned documents must be arranged following the sequence stated in the Checklist of Technical and Financial Requirements with correct filename based on the Checklist.
 - c) Compress the folder using WinRAR Extractor Application (or its equivalent) and name the compressed file "**FOLDER 1 – LEGAL AND TECHNICAL DOCUMENTS**". Assign a strong password to the compressed file.
 - d) Scan the original copies of the Financial Requirements and save them as PDF files. Place the scanned documents in a single folder named "**Financial Requirements**";
 - e) Compress the folder using WinRAR Extractor Application (or its equivalent) and name the compressed file "**FOLDER 2 – FINANCIAL DOCUMENTS**". Assign a strong password to the compressed file;

- f) After encrypting both the Legal and Technical Documents and the Financial Documents, compress these two encrypted files into a single archive using WinRAR Extractor Application (or its equivalent). Name the final compressed file as: "**DSWD-FOIII ITB No. [Insert ITB Number] - (Name of Company)**";
- g) Assign another different unique, strong password to the final compressed file (i.e., different from the passwords assigned in Folder 1 and Folder 2).

 **Summary on Passwords:**

- Folder 1 – Legal and Technical Documents: Password 1 (unique)
- Folder 2 – Financial Documents: Password 2 (unique, different from Password 1)
- Final compressed file: Password 3 (unique, different from Password 1 and Password 2)

Same passwords for any and all files are strictly not allowed

The original bid submitted shall not be retrieved. Instead, the modified bid shall be uploaded to the BAC Secretariat's official uploading site, properly secured with a strong and unique password, properly identified, and submitted on or before the set deadline.

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

- a) Submit/Upload your bids thru this link: <https://tinyurl.com/dswdfo3cbupload> on or before the set deadline;
- b) After submission of your bids, wait for an acknowledgement of BAC via email for the confirmation of your submitted bids indicating the Date and Time of your submission; and
- c) 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.

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.

In case the bidder fails to submit any or all of the folders containing the documentary requirements in unique password-protected RAR 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.

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.

11. The DSWD FO III reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to.

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 – 2143

13. 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 Field Office III

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

DIR. MARIBEL M. BLANCO
Bids and Awards Committee Chairpers

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE III** invites Bids for the **SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND IMPROVEMENTS OF AICS CLIENTS MALE, FEMALE AND PWD COMFORT ROOMS AT THE MAIN BUILDING, ORD AND AICS SUPPORT OFFICES AND OTHER FACILITIES CY 2025**, with Project Identification Number **GOP/DSWD3-2025-06-0001**.

Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **CURRENT FUNDS FY 2025 - Various Funds (PSIF-AICS, DRRP-DF, ICTMS, SFP, AND PAG-ABOT)** in the amount of **FOUR MILLION NINE HUNDRED NINETY THOUSAND PESOS ONLY (PHP 4,990,000.00)**.

2.2. The source of funding is:

a. **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.

The Procuring Entity has prescribed that:

- 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 and through Google Meet Videoconferencing as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

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

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

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

11. Documents Comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.

(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

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

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

a. Philippine Pesos.

15. Bid Security

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

- 15.2. The Bid and bid security shall be valid within **ONE HUNDRED TWENTY (120) CALENDAR DAYS FROM THE SUBMISSION OF BID**. 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 and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

Submit via <https://tinyurl.com/dswdfo3cbupload>

(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 15 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet (BDS)

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

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

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


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

Bid Data Sheet

ITB Clause									
3.0	<p>Site Inspection shall be performed by the Participating Bidders within July 3, 2025 to July 11, 2025 (except Saturday and Sunday).</p> <p>Certificate of Site Inspection duly signed by the Implementing Officer of DSWD FO III, or his duly authorized representative, is required to be submitted.</p> <p>This shall include all of the following documents as attachment to the Certificate of Site Inspection and shall form part of the bidder’s technical documents:</p> <ul style="list-style-type: none">a) Copy of company ID of the person who conducted the site inspection;b) Picture of the proposed site including the personnel who conducted the site inspection together with the Officer-In-Charge or his/her duly authorized representative of the Implementing Office. <p>BIDS NOT COMPLYING WITH THE ABOVE INSTRUCTION SHALL BE DISQUALIFIED.</p>								
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>Any related civil and architectural works construction; civil engineering projects; and infrastructure projects such as construction; improvement; rehabilitation; repair; interior/ exterior works completed within the three (3) years prior to the deadline of bid submission.</p> <p>The prospective bidder must have completed an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the PSA consumer price indices, must be at least fifty percent (50%) of the ABC to be bid 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 project.</p>								
7.1	SUBCONTRACTING IS NOT ALLOWED								
10.3	<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>Allowable Range</th><th>License Category</th><th>Classification</th></tr><tr><td>Small B</td><td>≤ 30 Million</td><td>C & D</td><td>General Building</td></tr></table>	Size Range	Allowable Range	License Category	Classification	Small B	≤ 30 Million	C & D	General Building
Size Range	Allowable Range	License Category	Classification						
Small B	≤ 30 Million	C & D	General Building						

10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table><tr><th>Key Personnel</th><th>General Experience</th><th>Relevant Experience</th></tr><tr><td>One (1) Project Engineer</td><td>Must be Licensed Civil Engineer</td><td>Minimum of three (3) years of relevant experience</td></tr><tr><td>One (1) Project Architect</td><td>Must be Licensed Architect</td><td>Minimum of three (3) years of relevant experience</td></tr><tr><td>One (1) Electrical Engineer</td><td>Must be Licensed Electrical Engineer</td><td>Minimum of three (3) years of relevant Experience</td></tr><tr><td>One (1) Master Electrician</td><td>Must be Master Electrician</td><td>Minimum of three (3) years of experience in construction industry</td></tr><tr><td>One (1) General Foreman</td><td>N/A</td><td>Minimum of three (3) years of experience in finishing works in construction industry</td></tr></table> <p>Note: In absence of the Master Electrician, the Registered Electrical Engineer assigned to the project must regularly supervise and monitor electrical works.</p> <p>The Contractor must provide such sufficient number of workforce necessary to complete the project within schedule / target timeline.</p>	Key Personnel	General Experience	Relevant Experience	One (1) Project Engineer	Must be Licensed Civil Engineer	Minimum of three (3) years of relevant experience	One (1) Project Architect	Must be Licensed Architect	Minimum of three (3) years of relevant experience	One (1) Electrical Engineer	Must be Licensed Electrical Engineer	Minimum of three (3) years of relevant Experience	One (1) Master Electrician	Must be Master Electrician	Minimum of three (3) years of experience in construction industry	One (1) General Foreman	N/A	Minimum of three (3) years of experience in finishing works in construction industry
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One (1) General Foreman	N/A	Minimum of three (3) years of experience in finishing works in construction industry																	
10.5	<p>The minimum major equipment requirements are the following:</p> <table><tr><th>Equipment</th><th>Number of Units</th></tr><tr><td>Service Truck</td><td>One (1)</td></tr><tr><td>Chipping Gun / Drilling Tools</td><td>One (1)</td></tr><tr><td>Grinder Portable</td><td>One (1)</td></tr><tr><td>Welding Machine (at least portable)</td><td>One (1)</td></tr></table>	Equipment	Number of Units	Service Truck	One (1)	Chipping Gun / Drilling Tools	One (1)	Grinder Portable	One (1)	Welding Machine (at least portable)	One (1)								
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Grinder Portable	One (1)																		
Welding Machine (at least portable)	One (1)																		
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 <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</p>																		

	b. The amount of not less than <i>five percent (5%) of ABC</i> , if bid security is in Surety Bond.
19.2	<p>Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation must be sufficient for the contract to be awarded to the Bidder</p>
20	No further instructions
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.
	<p>Additional Documentary Requirements</p> <p>FOR SUBMISSION ON <u>OPENING OF BIDS</u></p> <p>1. Site Inspection Certificate with supporting documents as required by</p> <p>FOR SUBMISSION ON <u>POST QUALIFICATION</u></p> <p>1. The Supplier's Audited Financial Statements for year 2024 and 2023 (in comparative form or separate form):</p> <ul style="list-style-type: none"> • Independent Auditor's Report • Balance Sheet (Statement of Financial Position) and • Income Statement (Statement of Comprehensive Income) <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited institutions.</p> <p>2. Supporting Documents for the STATEMENT OF THE BIDDER OF ALL ITS ONGOING GOVERNMENT AND PRIVATE CONTRACTS</p> <ul style="list-style-type: none"> ✓ Notice of Award; ✓ Contract if necessary; and/or ✓ Notice to Proceed if necessary <p>3. Supporting Documents for the STATEMENT OF THE BIDDER OF ITS SINGLE LARGEST COMPLETED CONTRACT (SLCC).</p> <ul style="list-style-type: none"> ✓ Official Receipt(s) or Sales Invoice; ✓ User's Certificate of Completion and/ or at least Satisfactory CPES Rating or any duly issued certificate showing the performance of the Contractor; and ✓ Certificate of Final Acceptance

	<p>4. All documents submitted during Opening of Bids including those Permits indicated in the Philgeps Registration Certificate – Annex</p>
	<p>Downloadable General Forms</p> <p>Please refer to link below for the general forms to be used: https://tinyurl.com/fo3bacsite or https://gppb.gov.ph</p>
	<p>CERTIFICATION OF AUTHENTICITY OF SUBMITTED DOCUMENTS</p> <p>Scanned copies of mere duplicate or photocopy of all documents supporting the bids must be duly certified as true copies thereof.</p> <p>USE OF PRESCRIBED FORMS & TEMPLATES</p> <p>Format and Content of herewith attached Templates and Forms provided in this Bidding Documents <u>MUST BE USED.</u></p> <p>FAILURE TO USE THE PRESCRIBED FORMS PROVIDED IN THE BIDDING DOCUMENTS SHALL RESULT IN THE DISQUALIFICATION OF THE BID.</p> <p>Reference must be made to herewith attached Guidelines to Bidders in Adopting Electronic Submission of Bids</p> <p>For Submission of Bids</p> <ul style="list-style-type: none"> a) The submission of the Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) shall be in PDF file; b) Scan the original copies of the Legal and Technical Requirements and save them as PDF files. Place the scanned documents in a single folder named "Legal and Technical Requirements"; <p style="text-align: center;"> Note: The scanned documents must be arranged following the sequence stated in the Checklist of Technical and Financial Requirements with correct filename based on the Checklist.</p> <ul style="list-style-type: none"> c) Compress the folder using WinRAR Extractor Application (or its equivalent) and name the compressed file "FOLDER 1 – LEGAL AND TECHNICAL DOCUMENTS". Assign a strong password to the compressed file. d) Scan the original copies of the Financial Requirements

and save them as PDF files. Place the scanned documents in a single folder named "**Financial Requirements**";

- e) Compress the folder using WinRAR Extractor Application (or its equivalent) and name the compressed file "**FOLDER 2 – FINANCIAL DOCUMENTS**". Assign a strong password to the compressed file;
- f) After encrypting both the Legal and Technical Documents and the Financial Documents, compress these two encrypted files into a single archive using WinRAR Extractor Application (or its equivalent). Name the final compressed file as: "**DSWD-FOIII ITB No. [Insert ITB Number] - (Name of Company)**";
- g) Assign another different unique, strong password to the final compressed file (i.e., different from the passwords assigned in Folder 1 and Folder 2).



Summary on Passwords:

- Folder 1 – Legal and Technical Documents: Password 1 (unique)
- Folder 2 – Financial Documents: Password 2 (unique, different from Password 1)
- Final compressed file: Password 3 (unique, different from Password 1 and Password

Same passwords for any and all files are strictly not allowed

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 BAC Secretariat to join the video conference. Wait for the BAC Secretariat's confirmation before entering the meeting room.

Step 2: When prompted, disclose the password for the password-protected folder in the chat box. The BAC Secretariat will specifically prompt you to disclose the password for the document containing the Legal and Technical Requirements. If you are present during the meeting, the Secretariat will request the corresponding

	<p>password in the chat box of the Google Meet video conference during the bid opening.</p> <p>Step 3: If the Legal and Technical Requirements are declared “PASSED,” you will then be prompted to disclose the password for the PDF document containing the Financial Requirements. You must respond promptly.</p> <p>IMPORTANT NOTE:</p> <p>If you are not present in the online Google Meet session, the BAC Secretariat will send you a text message inquiry requesting the password via your registered mobile number. You will be given a maximum of five (5) minutes to respond.</p> <ul style="list-style-type: none"> • If you fail to respond with the password within five (5) minutes, the BAC shall proceed to open the next bid, if any. • If there are no other bids to be considered, the Secretariat shall send another text message requesting the password, and you will be given another five (5) minutes to respond. • Should you still fail to respond within the given time, YOUR SUBMITTED BID WILL NO LONGER BE CONSIDERED. <p>The prospective bidder is allowed only three (3) attempts to provide the correct password. Failure to provide the correct password within three attempts shall result in the disqualification of the bid.</p>
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

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

6. Site Investigation Reports

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

7. Warranty

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

- 11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the SCC.
- 11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the SCC from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

Advanced Payment is not allowed for this procurement project

14. Progress Payments

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

15. Operating and Maintenance Manuals

- 15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the SCC.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity’s Representative’s approval, the Procuring Entity’s Representative may withhold the amount stated in the SCC from payments due to the Contractor.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
2	<p>Pre-Construction Meeting shall be conducted by the key personnel of the Implementing Unit and contractor within 3 calendar days upon receipt of the NTP by the Contractor.</p> <p>Duration of the Contract: within 120 calendar days from the date of conduct of Pre-Construction Meeting</p> <p>The Implementation of the Contract shall only be commenced upon completion of the Pre-Construction Meeting</p> <p>In the event that the delay in the conduct of the Pre-Construction Meeting is attributable to the Implementing Unit, the said unit shall prepare a report and corresponding justification stating the reasons for the delay. In such case, the Contractor shall not be held liable for Liquidated Damages for the number of days exceeding the prescribed three (3) calendar days from receipt of the Notice to Proceed (NTP).</p>
4.1	The Procuring Entity shall give possession of the site to the Contractor from the date of completion of the Pre-Construction Meeting
6	The site investigation report needed shall be the Site Ocular Inspection Report.
7.2	<p>As may be applicable:</p> <p>Reference: Section 62.2.3.2 of 2016 IRR of RA 9184.</p>
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	<p>The Contractor shall submit the Program of Work, and other documents to the Procuring Entity's Representative within 10 calendar days of delivery of the Notice of Award, to wit;</p> <ul style="list-style-type: none"> ➤ Performance Security ➤ Owned Construction Schedule ➤ Manpower Deployment Schedule ➤ Equipment/Tools' Schedule ➤ List of Manpower to be deployed ➤ Project Site Organizational Structure
11.2	The amount to be withheld for late submission of an updated Program of Work is Ten percent (10%) of the remaining value of works.
13	<p>NO ADVANCE PAYMENT SHALL BE APPLIED</p> <p>The Schedule of Payment is as follows:</p>

	Payment Tranches	Outputs/ Deliverables
	1st Tranche: 35% of the total contract cost less 10% of 35% as retention fee	Must be 35% of project completion/ physical accomplishment with the submission of Billing Statement, Progress/Accomplishment Report, Statement of Work Accomplished, Progress Photos, and Narrative Report.
	2nd Tranche: 50% of the total contract cost less 10% of 50% as retention fee	Must be 50% of project completion/physical accomplishment with the submission of Billing Statement, Progress/Accomplishment Report, Statement of Work Accomplished, Progress Photos, and Narrative Report
	3rd Tranche: 75% of the total contract cost less 10% of 75% as retention fee	Must be 75% of project completion/physical accomplishment with the submission of Billing Statement, Progress/Accomplishment Report, Statement of Work Accomplished, Progress Photos, and Narrative Report
	4th Tranche: 100% of the total contract cost less 10% of 100% as retention fee	Must be 100% physically completed upon with submission of Billing Statement, Contractor's accomplishment reports, Statement of Work Accomplished, Progress Photos, Narrative Report, Contractors Certificate of Completion, Contractors Warranty Security, Contractor's request for acceptance and turn-over certificate, and Notarized Certificate of Warranty
	Retention Fee	Must be one (1) month and without damage/defect of installed items and upon submission of Contractors warranty security issued by the private insurance company, Notarized Certificate of Warranty.
	LIQUIDATED DAMAGES	
	In accordance with Section 68 of the 2016 Revised IRR of Republic Act No. 9184, liquidated damages which shall be payable by the contractor in case of breach thereof shall be as follows: For the procurement of Goods, Infrastructure Projects and Consulting Services, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative number of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances	
14	Materials and equipment delivered on the site but not completely put in place shall not be included for payment.	
15.1	NOT APPLICABLE	

	PLEASE REFER TO OTHER GENERAL REQUIREMENTS STATED IN THE CONTRACTOR'S TERMS OF REFERENCE																																
15.2	NOT APPLICABLE																																
26.1	Non-compliance by the bidder and its implementation partner/s with the provisions of Republic Act No. 10173, known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations is also considered as "Unlawful Act".																																
	<p>CONTRACTOR'S RESPONSIBILITIES AND CONDITIONS</p> <table border="1"> <tr> <td colspan="2">C.) Contractor's Responsibilities and Conditions</td></tr> <tr> <td>1.)</td><td>Contractor/Service Provider shall request a Pre-Construction Meeting with Admin-BGMS/Implementing Team before the start of work.</td></tr> <tr> <td>2.)</td><td>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;</td></tr> <tr> <td>3.)</td><td>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.</td></tr> <tr> <td>4.)</td><td>the end user may require at least one Licensed Civil Engineer or Licensed Architect as a project Engineer/ Supervisor from the start until completion stage;</td></tr> <tr> <td>5.)</td><td>Contractor/Service provider shall coordinate to the Admin-BGMS/Implementing Team all the execution of works;</td></tr> <tr> <td>6.)</td><td>Contractor/Service provider shall provide warning signages on on-going works;</td></tr> <tr> <td>7.)</td><td>Contractor/Service provider's workers shall sign on the logbook before entering the premises as reference of the DSWD-Regional Center security guards.</td></tr> <tr> <td>8.)</td><td>Contractor/Service provider shall provide/submit Statement of Works Accomplishment, Progress Photos and other necessary documents as requirement of the billing request;</td></tr> <tr> <td>9.)</td><td>Contractor/Service provider shall conduct a weekly progress site meeting and submit weekly progress reports with attached progress photos to Admin-BGMS/Implementing Team with completed signed by the contractor project implementation team;</td></tr> <tr> <td>10.)</td><td>Contractor/Service provider shall provide delivery receipt or list of all materials brought inside the compound including the list of equipment and tools;</td></tr> <tr> <td>11.)</td><td>Contractor/Service provider shall provide complete uniform with ID and basic PPE for all the construction worker and personnel; and</td></tr> <tr> <td>12.)</td><td>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.</td></tr> <tr> <td>13.)</td><td>Contractor/Service Provider shall assist the DSWD in securing Building Permit, Occupancy Permit and other clearances without additional cost.</td></tr> <tr> <td>14.)</td><td>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.</td></tr> <tr> <td>15.)</td><td>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.</td></tr> </table>	C.) Contractor's Responsibilities and Conditions		1.)	Contractor/Service Provider shall request a Pre-Construction Meeting with Admin-BGMS/Implementing Team before the start of work.	2.)	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;	3.)	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.	4.)	the end user may require at least one Licensed Civil Engineer or Licensed Architect as a project Engineer/ Supervisor from the start until completion stage;	5.)	Contractor/Service provider shall coordinate to the Admin-BGMS/Implementing Team all the execution of works;	6.)	Contractor/Service provider shall provide warning signages on on-going works;	7.)	Contractor/Service provider's workers shall sign on the logbook before entering the premises as reference of the DSWD-Regional Center security guards.	8.)	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Section VI. Specifications

Notes on Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Bids. In the context of international competitive bidding, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is mandatory. Most specifications are normally written specially by the Procuring Entity or its representative to suit the Works at hand. There is no standard set of Specifications for universal application in all sectors in all regions, but there are established principles and practices, which are reflected in these PBDs.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addenda should then adapt the General Specifications to the particular Works.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the SCC.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Procuring Entity's Representative's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity's Representative at least twenty-eight (28) days prior to the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

These notes are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.

CONTRACTOR'S TERMS OF REFERENCE

CONTRACTORS TERM OF REFERENCE			
Name of Project:	DSWD FO III: SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND IMPROVEMNETS OF AICS CLIENTS MALE, FEMALE AND PWD COMFORT ROOMS AT THE MAIN BUILDING, ORD AND AICS SUPPORT OFFICES AND OTHER FACILITIES	Location:	DSWD Region III FO3 Main Building and Annex Building DMGC Maimpis, CSFP
Total Project Cost:	₱4,990,000.00	Project Duration:	120 Calendar days
Source of Fund:	PBSC - CAPITAL OUTLAY BUILDING	Mode of Procurement:	Competitive Bidding
Date:	Friday, 31 January 2025	Source of Manpower:	Outsource
A.) Contractor's Qualifications			
1.)	Service Provider/ Contractor shall have competence and meaningful experience of minimum of Three (3) years of Construction/repair/renovation/improvement works.		
2.)	Service Provider/ Contractor shall have a Single Largest Contract with similar project contract and scope such as construction, improvement/ rehabilitation/ repair of building interior/ exterior works completed within the three (3) years from the deadline of bid submission, whose the value of contract amount must be at least fifty percent (50%) of the ABC with 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.		
3.)	Service Provider/ Contractor required minimum license shall be at least:		
	Size Range	Allowable Range for	License Category
	Small B	≤ 30 Million	C & D
			Classification
			General Building
4.)	Service Provider/ Contractor shall have at least a License Civil Engineer with minimum experience of three (3) years, License Architect with minimum experience of three (3) years, License Electrical Engineer with minimum experience of three (3) years, Master Electrician with minimum experience of three (3) years for construction industry and General Foreman with minimum experience of three (3) years of finishing works in construction industry.		
5.)	In absence of the Master Electrician, the Registered Electrical Engineer assigned to the project must regularly supervise and monitor electrical works.		

B.) Contractor's Working Hours	
1.)	All normal works for regular days of this contract shall be performed during office hours (8:00am to 5:00Pm) and noisy works shall be performed during after office hours, including Weekends, Holiday and Special Holiday with proper coordination/approval to Admin-BGMS/Implementing
2.)	The Contractor/Service Provider shall be required to furnish safe, proper and sufficient lighting arrangement during overnight works.
3.)	Weekends/holidays shall deploy a maximum number of manpower based on the submitted Contractors Schedule, just to catch-up the possible delays due to possible stoppage instructed by Admin BGMS/Implementing Team.

C.) Contractor's Responsibilities and Conditions	
1.)	Contractor/Service Provider shall request a Pre-Construction Meeting with Admin-BGMS/Implementing Team before the start of work.
2.)	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;
3.)	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.
4.)	the end user may require at least one Licensed Civil Engineer or Licensed Architect as a project Engineer/ Supervisor from the start until completion stage;
5.)	Contractor/Service provider shall coordinate to the Admin-BGMS/Implementing Team all the execution of works;
6.)	Contractor/Service provider shall provide warning signages on on-going works;
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8.)	Contractor/Service provider shall provide/submit Statement of Works Accomplishment, Progress Photos and other necessary documents as requirement of the billing request;
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11.)	Contractor/Service provider shall provide complete uniform with ID and basic PPE for all the construction worker and personnel; and
12.)	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.
13.)	Contractor/Service Provider shall assist the DSWD in securing Building Permit, Occupancy Permit and other clearances without additional cost.
14.)	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.
15.)	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.

D.) RECOMMENDED PAYMENT ARRANGEMENT SCHEDULE			
1.)	The Payment for this project shall be made upon completion of the following activity/ scope of works:		
	Payment Tranches	Outputs/ Deliverables	
	1st Tranche: 35% of the total contract cost less 10% of 35% as retention fee	Must be Thirty Five Percent (35%) of project completion/ physical accomplishment with the submission of Billing Statement, Progress/Accomplishment Report, Statement of Work Accomplished, Progress Photos, and Narrative Report.	
	2nd Tranche: 50 % of the total contract cost less 10% of 50% as retention fee	Must be Fifty Percent (50%) of project completion/ physical accomplishment with the submission of Billing Statement, Progress/Accomplishment Report, Statement of Work Accomplished, Progress Photos, and Narrative Report.	
	3rd Tranche: 75 % of the total contract cost less 10% of 75% as retention fee	Must be Seventy Five Percent (75%) of project completion/ physical accomplishment with the submission of Billing Statement, Progress/Accomplishment Report, Statement of Work Accomplished, Progress Photos, and Narrative Report.	
	4th Tranche: 100 % of the total contract cost less 10% of 100% as retention fee	Must be Hundred Percent (100%) physical completed Upon with submission of Billing Statement, Contractors accomplishment reports, Statement of Work Accomplished, Progress Photos, Narrative report, Contractors certificate of completion, contractors warranty security, contractors request for acceptance and turn-over certificate; and Notarized certificate of warranty.	
	Retention Fee	Must be one (1) month and without damage/defect of installed items and Upon Submission of Contractors warranty security issued by the private insurance company, Notarized Certificate of	

E.) CONTRACTOR'S MINIMUM MAJOR EQUIPMENTS AND TOOLS REQUIREMENTS

1.)	List of Minimum majorequipments/ tools requirement are the following				
a.)	1-Unit Service truck				
b.)	1-units Chipping Gun/ Drilling Tools				
c.)	1-units Grinder Portable				
d.)	1-unit Welding Machine (at least portable)				

F.) OTHER GENERAL REQUIREMENTS

1.)	All dimensions/level etc. indicated in the drawing plans are to be verified on the site and/or Admin BGMS/Implementing Team;
2.)	All materials are subjected for the approval by the End- user/Admin-BGMS/Implementing Team;
3.)	Any discrepancies, either between written dimensions and site dimensions shall be brought to the Admin-BGMS/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 Admin-BGMS/Implementing Team;
6.)	All waste materials shall be turned over to the Admin-BGMS/Implementing Team with proper documentation;
7.)	All works shall comply with the National Bulidling Code of the Philippines, Fire Code of the Philippines, Philippine Electrical Code and Department rules and Regulations and othe 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 neccessary 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.
10.)	The Service Provider shall ensure quality of work and warranty of at least one (1)year from the completion of project.

	11.)	To ensure the timely implementation of infrastructure projects and effective management of the performance of contractors, the following calibrated actions in response to delays in the implementation of infrastructure projects are hereby adopted:
		<p>11.1) Negative slippage of five percent (5%) - The contractor shall be given a warning and be required to:</p> <p>11.2) Submit a detailed "catch-up" program every two weeks in order to eliminate the slippage and to restore the project to its original schedule;</p> <p>11.3) Accelerate work and identify specific physical targets to be accomplished over a definite period of time; and</p> <p>11.4) Provide additional input resources such as the following; money, manpower, materials, equipment, and management, which shall be mobilized for this action.</p>
		<p>11.5) Negative slippage of ten percent (10%) -</p> <p>The contractor shall be issued a final warning and be required to come-up with revised detailed "catch-up" program with weekly physical targets together with the required additional input resources.</p> <p>The implementing unit shall intensify on-site supervision and evaluation of the project performance to at least once a week and prepare contingency plans for a possible termination of the contract or take-over of the work by administration or contract.</p>
		<p>11.6) Negative slippage of fifteen percent (15%) -</p> <p>The contractor shall be issued a final warning and be required to come-up with a revised detailed "catch-up" program with weekly physical targets together with the required additional input</p>
		The implementing unit shall intensify on-site supervision and evaluation of the project

Section VII. Drawings

ALL DRAWINGS CAN BE ACCESSED THROUGH THE LINK BELOW:

<https://tinyurl.com/fo3biddingfiles>



OPEN THE FOLDER GOP/DSWD3-2025-06-0001

The actual Drawings, including site plans, are available at the DSWD FO III, Procurement Section, upon procurement of the corresponding bidding documents.

Section VIII. Bill of Quantities

Notes on the Bill of Quantities

Objectives

The objectives of the Bill of Quantities are:

- a. to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
- b. when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

Daywork Schedule

A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Entity of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise the following:

- a. A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis.
- b. Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor's profit, overheads, supervision, and other charges.

Provisional Sums

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the SCC should state the manner in which they will be used, and under whose authority (usually the Procuring Entity's Representative's).

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

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.

**TEMPLATE OF BILL OF QUANTITIES, DUPA, AND PROGRAM OF WORKS
CAN BE ACCESSED AND DOWNLOADED THROUGH THE LINK BELOW:**

<https://tinyurl.com/fo3biddingfiles>



OPEN THE FOLDER GOP/DSWD3-2025-06-0001

Section IX. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

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.

II. 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.

BIDDING FORMS

Bidding Forms can be downloaded through the following link:

Name of Documents	Link
Omnibus Sworn Statement	<u>https://tinyurl.com/fo3bacsite</u> <u>https://www.gppb.gov.ph/downloadable-forms/#tab-61412</u> <u>https://tinyurl.com/fo3biddingfiles</u> and select the folder with name: <u>GOP/DSWD3-2025-06-0001</u>
Bid Securing Declaration	<u>https://tinyurl.com/fo3bacsite</u> <u>https://www.gppb.gov.ph/downloadable-forms/#tab-61412</u> <u>https://tinyurl.com/fo3biddingfiles</u> and select the folder with name: <u>GOP/DSWD3-2025-06-0001</u>
Bid Form	<u>https://tinyurl.com/fo3bacsite</u> <u>https://www.gppb.gov.ph/downloadable-forms/#tab-61412</u> <u>https://tinyurl.com/fo3biddingfiles</u> and select the folder with name: <u>GOP/DSWD3-2025-06-0001</u>
NFCC	<u>https://tinyurl.com/fo3biddingfiles</u> and select the folder with name: <u>GOP/DSWD3-2025-06-0001</u>
Statement of All On-Going Government and Private Contracts, Including Contracts Awarded but Not Yet Started, Whether	<u>https://tinyurl.com/fo3biddingfiles</u> and select the folder with name: <u>GOP/DSWD3-2025-06-0001</u>

Similar or Not Similar in Nature and Complexity to the Contract to be Bid	
Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid	<u>https://tinyurl.com/fo3biddingfiles</u> and select the folder with name: <u>GOP/DSWD3-2025-06-0001</u>
MANPOWER UTILIZATION SCHEDULE FORM	<u>https://tinyurl.com/fo3biddingfiles</u> and select the folder with name: <u>GOP/DSWD3-2025-06-0001</u>
Qualification of Key Personnel Proposed to be Assigned to the Contract	<u>https://tinyurl.com/fo3biddingfiles</u> and select the folder with name: <u>GOP/DSWD3-2025-06-0001</u>
List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract	<u>https://tinyurl.com/fo3biddingfiles</u> and select the folder with name: <u>GOP/DSWD3-2025-06-0001</u>
Statement of Availability of Key Personnel and Equipment Key Personnel's Certificate of Employment Key Personne's Bio Data	<u>https://tinyurl.com/fo3biddingfiles</u> and select the folder with name: <u>GOP/DSWD3-2025-06-0001</u>
Contractor's Organizational Chart for the Contract	<u>https://tinyurl.com/fo3biddingfiles</u> and select the folder with name: <u>GOP/DSWD3-2025-06-0001</u>
Bill of Quantities, Program of Works, Schedule of Works, and DUPA	<u>https://tinyurl.com/fo3biddingfiles</u> and select the folder with name: <u>GOP/DSWD3-2025-06-0001</u>

In case of difficulty accessing the link provided, you may reach the Bids and Awards Committee through official email address: **quotation.fo3@dswd.gov.ph**.

