



REPUBLIC OF THE PHILIPPINES
**DEPARTMENT OF SOCIAL WELFARE AND
DEVELOPMENT FIELD OFFICE XII**
PUROK BUMANAAG, BRGY. ZONE III, KORONADAL CITY, 9506

BIDDING DOCUMENTS

FOR THE

**Installation and Delivery of Office
Furniture and Vault Storage Area for
the Preparation of Cable System
Installation.**

Project Reference No. DSWD12-ICTMS-PB-2022-009

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

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.

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])

CDA - Cooperative Development Authority.

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.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

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.

GPPB – **Government** Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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.

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.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

INVITATION TO BID FOR THE

DSWD12-ICTMS-PB-2022-009 Installation and Delivery of Office Furniture and Vault Storage Area for the Preparation of Cable System Installation

1. The **Department of Social Welfare and Development Field Office XII**, through the Government of the Philippines (GOP) under General Appropriations Act (GAA) 2022 intends to apply the allocated sum of **One Million Five Hundred Eighty-Seven Thousand Ninety Pesos and Seventy-five Centavos (₱1,587,090.75)** being the ABC to payments under the contract for **DSWD12-ICTMS-PB-2022-009 Installation and Delivery of Office Furniture and Vault Storage Area for the Preparation of Cable System Installation**.
2. The **Department of Social Welfare and Development Field Office XII** now invites bids for the above Procurement Projects. Delivery of the Goods is required by *Seventy-seven (77) Calendar Days upon receipt of purchase order*. Bidders should have completed, within *Two (2) years (from November 01, 2020 to November 01, 2022)* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *DSWD FO XII Bids and Awards Committee (BAC) Secretariat* through the contact details given below and inspect the Bidding Documents at the address given below during office hours.
5. A complete set of Bidding Documents may be acquired by interested Bidders from *October 14, 2022 to November 02, 2022, 4:00pm*, 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, in the amount of **Php 5,000.00 for an ABC more than P 1,000,000.00 to Php 5,000,000.00**. The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and DSWD FO 12 website. The Procuring

Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile, or through electronic means.

6. The Department of Social Welfare and Development Field Office XII will hold a Pre-Bid Conference on October 21, 2022, 10:00 am at DSWD FO XII Office which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, **on or before November 02, 2022, 5:00 p.m. Late bids shall not be accepted.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening and evaluation shall be on **November 03, 2022, 10:00 a.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Social Welfare and Development Field Office XII** 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.
11. For further information, please refer to:

DSWD FO XII-BAC Secretariat
Administrative Division-Procurement Section
Department of Social Welfare and Development FO XII
Purok Bumanaag, Brgy. Zone III, Koronadal City
Email Address: procurement.fo12@dswd.gov.ph
Telephone No. +63 (083)-228-8637
12. You may visit the following websites:

<https://fo12.dswd.gov.ph/bid-bulletin/>
<https://www.philgeps.gov.ph>

October 13, 2022

(Sgd.)BAILANO SALIK-ALI, RSW
BAC Chairperson, DSWD FO XII

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Department of Social Welfare and Development Field Office XII** wishes to receive Bids for the **Installation and Delivery of Office Furniture and Vault Storage Area for the Preparation of Cable System Installation.**, with Project Reference No. **DSWD12-ICTMS-PB-2022-009**.

The Procurement Project (referred to herein as “Project”) is composed of *two* (2) line items, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FY 2022* in the amount of **One Million Five Hundred Eighty-Seven Thousand Ninety Pesos and Seventy-five Centavos (₱1,587,090.75)**.

2.2. The source of funding is General Appropriations Act *FY 2022*

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 Manuals 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 **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an **SLCC that is one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty (50%) of the ABC.**
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of 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, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Procuring Entity has prescribed that **Subcontracting is not allowed.**

8. 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.**

9. 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 VIII (Checklist of Technical and Financial Documents).**
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *two (2) years* prior to the deadline for the submission and receipt of bids.
- 10.3. 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. Similar to the required authentication above, 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. Documents comprising the Bid: Financial Component

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

- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. 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.

11. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

12. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradable 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.

13. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ 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**.
- 14.2. The Bid and bid security shall be valid until *March 02, 2023*. **Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.**

14. 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 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.

-Online submission of bids shall not be allowed by the Procuring Entity

15. Deadline for Submission of Bids

- 16.1. 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**.

16. Opening and Preliminary Examination of Bids

- 17.1. 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.

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

17. Domestic Preference

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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

18. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring 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 the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded *as One Project* having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

19. 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**.

20. Signing of the Contract

- 21.1. 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	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Items similar or within the definitions of the goods to be procured.</i> b. Completed within two (2) years (from November 02, 2020 to November 02, 2022) prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed</i>
10	<p>Documents comprising the Bid: Eligibility and Technical Components</p> <ul style="list-style-type: none"> A. The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents). <ul style="list-style-type: none"> <li style="text-align: center;"><u>*One (1) mother Envelope for Technical Component Documents, composed of three (3) sub envelopes for (ORIGINAL, COPY 1, and COPY 2).</u> B. The second bid envelope shall contain the financial documents for the Bid as specified in Section VIII (Checklist of Technical and Financial Documents). <ul style="list-style-type: none"> <li style="text-align: center;"><u>*One (1) mother Envelope for Financial Component Documents, composed of three (3) sub envelopes for (ORIGINAL, COPY 1, and COPY 2).</u>
12	The price of the Goods shall be quoted DDP <i>in Region XII</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>The amount of not less than <i>2% of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>The amount of not less than <i>5% of ABC</i>, if bid security is in Surety Bond.</p>

17	<p>a. Failure to submit a copy of the Single Largest Completed Contract (SLCC) with proof of completion is an outright ground for disqualification of the bidder.</p> <p>b. In case the PhilGEPS Platinum Certificate of Registration is not available during bid submission, the prospective bidder should attach as part of the bidding documents the expired Certificate of Registration and proof of its renewal to PhilGEPS. Renewed PhilGEPS Registration Certificate shall be submitted as a post-qualification requirement and/or before payment, in accordance with Section 34.2 of the 2016 Revised IRR of R.A. No. 9184.</p> <p>c. In case the valid Mayor’s Permit is not available during bid submission, the prospective bidder should attach as part of the bidding documents the expired Mayor’s Permit and its proof of renewal. Renewed Mayor’s Permit shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.</p> <p>d. In case Registration Certificates from SEC, DTI, and CDA are expired during bid submission, the same shall be included in the bidding documents with attached proof or evidence of renewal.</p> <p>e. Erasures, tampering, and other alterations found on any part of the bidding forms and documents without countersignature of the owner or its authorized representative during the bid opening shall be an outright ground for disqualification of bids.</p> <p>f. Failure to attach any documents required by the procuring entity as part of the bidding documents shall also be an outright ground for disqualification of bids.</p>
19.3	<p>One Million Five Hundred Eighty-Seven Thousand Ninety Pesos and Seventy-five Centavos (₱1,587,090.75) being the ABC for DSWD12-ICTMS-PB-2022-009 Installation and Delivery of Office Furniture and Vault Storage Area for the Preparation of Cable System Installation.</p>
20.2	<p>The Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</p> <ol style="list-style-type: none"> 1. Photocopy of Single Largest Completed Contract or Purchase Order, which should be signed by both parties. 2. The corresponding proof of completion, which could either be: <ol style="list-style-type: none"> i. Certificate of Final Acceptance/Completion from the bidder’s client; ii. Official Receipt or Sales Invoice of the bidder covering the full amount of the contract 3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following: <ol style="list-style-type: none"> i. 2020 Income Tax Return with proof of payment; and ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns

	(2551M) with proof of payment covering the months from January 2021 to June 2021.
21.2	<i>Duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable. (Should expressly indicate the Authorized representative to transact with the Procuring Entity)</i>

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.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to 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 of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <ul style="list-style-type: none"> ▪ Location: Regional Center, Brgy Carpenter Hill, Koronadal City, South Cotabato ▪ Contract duration is 77 calendar days from the receipt of Purchase Order. ▪ Contractor’s Working Hours <ul style="list-style-type: none"> a. All normal work for this contract shall be performed during normal daylight hours. Any exceptions will require the written approval of the assigned Project Management Officer. b. If work is required overnight, the Contractor will be requires to furnish safe, proper and sufficient lighting arrangement if necessary. c. Work may be required on weekends/holidays to avoid interruptions in the Office operations. <p style="text-align: center;">For complete details please see attached Term of Reference</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered within Region XII Areas. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are to be delivered within Region XII Areas. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is the End-user or the SFP Staffs.</p>

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p>Packaging – Not applicable</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation – not applicable</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights – not applicable</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Payment Term: Please see attached Term of Reference
4	<p>The inspections and approval as to the acceptability of the Goods and Services vis-à-vis its compliance with the technical specifications as scheduled will be conducted by the DSWD Inspection Committee, and other Designated Inspectorate.</p> <p>Final Acceptance by the DSWD Acceptance Committee, and End-User, shall be done at the DSWD Regional Office area.</p>

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.

a. One Million Five Hundred Eighty-Seven Thousand Ninety Pesos and Seventy-five Centavos (₱1,587,090.75) for DSWD12-ICTMS-PB-2022-009 Installation and Delivery of Office Furniture and Vault Storage Area for the Preparation of Cable System Installation

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	1st Floor			SHOULD BE COMPLETED IN 77 CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER
	Installation and Delivery			
	Office System			
1	1.2m x 0.6m x 0.8m Office Table 3/4" thk Medium Density Fiber (MDF) Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	41 set	41 set	
2	1.5m x 0.7m x 0.8m L-Shape Office Table 3/4" thk MDF Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	3 set	3 set	
3	0.6m x 0.6m x 0.3m 3/4" thk MDF Laminated Board Office Cabinet with Swivel Wheel w/ Lock	44 set	44 set	
4	2.40m x 0.4m x 0.8m 3/4" thk MDF Laminated Cupboard	1 set	1 set	
5	Adjustable Reclining Office Chair with Armchair	44 pcs	44 pcs	
6	Epoxy Primer	10 gal	10 gal	
	Tools and Consumables			

7	Rotary Electric Drill	50 days	50 days
8	Cut Off Saw	50 days	50 days
9	Angle Grinder	50 days	50 days
10	Consumable and Other Accessories	1 lot	1 lot
	Cash Vault Storage Area		
11	Demolition of Ceiling and Floor	13 sqm	13 sqm
12	4" CHB	363 pcs	363 pcs
13	Portland Cement (40kg)	33 bags	33 bags
14	Washed Sand	2.73 cum	2.73 cum
15	Metal door 2.15m x 1.1m with Metal Jamb, Floor Mounted Hinge, Lever Type Knob w/ Double Pad Lock	1 set	1 set
16	Concrete Neutralizer	3 gal	3 gal
17	Concrete Sealer/ Primer	3 gal	3 gal
18	Skim Coat (25kg)	5 bags	5 bags
19	Semi-Gloss Paint (Double Coat)	4 gal	4 gal
20	Baby Roller	5 pcs	5 pcs
21	Paint Tray	5 pcs	5 pcs
22	Assorted Sand Paper	30 pcs	30 pcs
23	4" Paint Brush	5 pcs	5 pcs

24	12mm RSB	31 pcs	31 pcs
25	#16 Tie Wire	2 kg	2 kg
26	Concrete Epoxy	1 gal	1 gal
27	60cm x 60cm Unglazed Tiles	13 pcs	13 pcs
28	Tile Adhesive (25kg)	3 bags	3 bags
29	Tile Grout (2kg)	3 bags	3 bags
30	C-channel (5m)	3 pcs	3 pcs
31	Metal Furring (5m)	5 pcs	5 pcs
32	4ft x 8ft 4.5mm Fiber Cement Board	3 pcs	3 pcs
33	1/8 x 3/4 Blind Rivet	1 box	1 box
	Installation of Door and Window		
34	Demolition of CHB Wall	3 sqm	3 sqm
35	Demolition and Retrieval of Double Glass Door	1 set	1 set
36	Installation of Retrieve Glass Door	1 set	1 set
37	2" x 4" x 1.0mm thk Tubular Door Jamb	1 set	1 set
38	4" CHB	30 pcs	30 pcs
39	Portland Cement 40 kg	7 bags	7 bags
40	Washed Sand	1 cum	1 cum

41	12mm RSB	4 pcs	4 pcs
42	#16 Tie Wire	1 kgs	1 kgs
43	Concrete Neutralizer	1 gal	1 gal
44	Concrete Sealer/ Primer	1 gal	1 gal
45	Skim Coat (25 kg)	1 bag	1 bag
46	Semi-Gloss Paint (Double coat)	1 gal	1 gal
47	3/8" thk x 2.0m x 1.0m Tainted Fixed Glass Window with 2-sets 1.0m x 0.2m Tainted Awning Glass window with Frame and Accessories	2.4 sqm	2.4 sqm
	Manpower		
48	Supervising Carpenter	400 manhour	400 manhour
49	Skilled Worker	1200 manhour	1200 manhour
50	Helper	800 manhour	800 manhour
	2nd Floor		
	Installation and Delivery		
	Office System		

51	1.2m x 0.6m x 0.8m Office Table 3/4" thk Medium Density Fiber (MDF) Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	16 set	16 set
52	1.5m x 0.7m x 0.8m L-Shape Office Table 3/4" thk MDF Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	4 set	4 set
53	0.6m x 0.6m x 0.3m 3/4" thk MDF Laminated Board Office Cabinet with Swivel Wheel w/ Lock	20 set	20 set
54	Adjustable Reclining Office Chair with Armchair	20 pcs	20 pcs
55	Epoxy Primer	3 gal	3 gal
	Tools and Consumables		
56	Rotary Electric Drill	20 days	20 days
57	Cut Off Saw	20 days	20 days
58	Consumable and Other Accessories	1 lot	1 lot
	Manpower		
59	Supervising Carpenter	160 manhour	160 manhour
60	Skilled Worker	480 manhour	480 manhour

61	Helper	320 manhour	320 manhour
	Total of Materials and Labor Cost		
	Miscellaneous		
	OCM (15% of Total of Materials and Labor Cost)		
	Contractor's Profit (10% of Total of Materials and Labor Cost)		
	VAT (5% of OCM, Contractor's Profit, and Total of Materials and Labor Cost)		

* The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

I hereby certify to comply and deliver all the above requirements.

Name of the Company/Bidder

Signature Over Printed Name of the Representative

Date

Section VII. Technical Specifications

Technical Specifications

a. One Million Five Hundred Eighty-Seven Thousand Ninety Pesos and Seventy-five Centavos (₱1,587,090.75) for DSWD12-ICTMS-PB-2022-009 Installation and Delivery of Office Furniture and Vault Storage Area for the Preparation of Cable System Installation

Item	Specification	Statement of Compliance
	1st Floor	<p>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the</p>
	Installation and Delivery	
	Office System	
1	41 set 1.2m x 0.6m x 0.8m Office Table 3/4" thk Medium Density Fiber (MDF) Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	
2	3 set 1.5m x 0.7m x 0.8m L-Shape Office Table 3/4" thk MDF Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)	
3	44 set 0.6m x 0.6m x 0.3m 3/4" thk MDF Laminated Board Office Cabinet with Swivel Wheel w/ Lock	
4	1 set 2.40m x 0.4m x 0.8m 3/4" thk MDF Laminated Cupboard	
5	44 pcs Adjustable Reclining Office Chair with Armchair	
6	10 gal Epoxy Primer	
	Tools and Consumables	
7	50 days Rotary Electric Drill	

8	50 days Cut Off Saw	Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]
9	50 days Angle Grinder	
10	1 lot Consumable and Other Accessories	
	Cash Vault Storage Area	
11	13sqm. Demolition of Ceiling and Floor	
12	363 pcs 4" CHB	
13	33 bags Portland Cement (40kg)	
14	2.73 cu.m. Washed Sand	
15	1 set Metal door 2.15m x 1.1m with Metal Jamb, Floor Mounted Hinge, Lever Type Knob w/ Double Pad Lock	
16	3 gal Concrete Neutralizer	
17	3 gal Concrete Sealer/ Primer	
18	5 bags Skim Coat (25kg)	
19	4 gal Semi-Gloss Paint (Double Coat)	
20	5 pcs Baby Roller	
21	5pcs Paint Tray	
22	30 pcs Assorted Sand Paper	
23	5pcs 4" Paint Brush	
24	31 pcs 12mm RSB	

25	2 kg #16 Tie Wire
26	1 gal Concrete Epoxy
27	13 pcs 60cm x 60cm Unglazed Tiles
28	3 bags Tile Adhesive (25kg)
29	3 bags Tile Grout (2kg)
30	3 pcs C-channel (5m)
31	5 pcs Metal Furring (5m)
32	3 pcs 4ft x 8ft 4.5mm Fiber Cement Board
33	1 box 1/8 x 3/4 Blind Rivet
	Installation of Door and Window
34	3 sqm Demolition of CHB Wall
35	1 set Demolition and Retrieval of Double Glass Door
36	1 set Installation of Retrieve Glass Door
37	1 set 2" x 4" x 1.0mm thk Tubular Door Jamb
38	30 pcs 4" CHB
39	7 bags Portland Cement 40 kg
40	1 cum Washed Sand
41	4 pcs 12mm RSB

42	1 kg #16 Tie Wire
43	1 gal Concrete Neutralizer
44	1 gal Concrete Sealer/ Primer
45	1 bag Skim Coat (25 kg)
46	1 gal Semi-Gloss Paint (Double coat)
47	2.4 sqm 3/8" thk x 2.0m x 1.0m Tainted Fixed Glass Window with 2-sets 1.0m x 0.2m Tainted Awning Glass window with Frame and Accessories
	Manpower
48	Supervising Carpenter
49	Skilled Worker
50	Helper
	2nd Floor
	Installation and Delivery
	Office System
51	16 set 1.2m x 0.6m x0.8m Office Table 3/4" thk Medium Density Fiber (MDF) Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)

52	4 set 1.5m x 0.7m x 0.8m L-Shape Office Table 3/4" thk MDF Laminated Board for Table top and 1/2" Laminated Particle Board for Side Support (Design approved by end user)
53	20 set 0.6m x 0.6m x 0.3m 3/4" thk MDF Laminated Board Office Cabinet with Swivel Wheel w/ Lock
54	20 pcs Adjustable Reclining Office Chair with Armchair
55	3 gal Epoxy Primer
	Tools and Consumables
56	20 days Rotary Electric Drill
57	20 days Cut Off Saw
58	1 lot Consumable and Other Accessories
	Manpower
59	160 manhour Supervising Carpenter
60	480 manhour Skilled Worker
61	320 manhour Helper
	Total of Materials and Labor Cost
	Miscellaneous

	OCM (15% of Total of Materials and Labor Cost)	
	Contractor's Profit (10% of Total of Materials and Labor Cost)	
	VAT (5% of OCM, Contractor's Profit, and Total of Materials and Labor Cost)	

I hereby certify to comply with all the above requirements.

Name of the Company/Bidder

Signature Over Printed Name of the Representative

Date

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

And

- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

And

- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;

And

- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) 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**

- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

- (g) 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**

- (h) Conformity with the Schedule of Requirements, which may include production/delivery schedule, and/or warranty period requirements, if applicable; **and**
- (i) Project Requirements, which shall include the following:
 - - Technical Specifications
 - Organizational chart for the contract to be bid; **and**
 - 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; **and**
 - 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**
- (j) 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

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

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) 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.

Other documentary requirements under RA No. 9184

- (n) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Other documentary requirements by the Procuring Entity

- (p) Philippine Contractors Accreditation Board (PCAB) License;

Or

Special PCAB License in case of Joint Ventures; **and**

Registration for the type and cost of the contract to be bid

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed Bid Form and Bid Prices in the Bill of Quantities; **and**
- (b) Original 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.

DRN: PPD-ICTMS-2022-0016

Term of Reference

I. Project Information

- a. **Title:** DSWD FO XII : 64 Units Customized Office Table with Cabinet, 1 unit Cupboard, and Vault Storage Area in preparation for cable system installation.
- b. **Date:** September 22, 2022
- c. **Location:** DSWD FO XII Regional Building, Brgy. Carpenter Hill, Koronadal City South Cotabato
- d. **Proponent:** DSWD
- e. **Budgetary Requirement:** P 1,587,090.75
- f. **Fund Source:** 20000010000010000

II. Rationale

In developing adequate office system equipped for structured data and network cabling, it is important to developed customized table and office system that will greatly help in improving and making a neat/organized office system eliminating octopus wirings/cabling and will help secure the safety of the Building by preventing electrical hazard cause by inadequate cabling system.

III. Objectives

To provide a safe and comfortable working environment, to satisfy the needs of DSWD workers, and to fully utilize the DSWD FO XII Regional Building, thus it is necessary for installation of office system in preparation for network cabling structure.

IV. Competence and Qualifications

Prospective Contractor must have at least three (3) years of similar and/or relevant experience related to this TOR.

Similar Projects shall refer to contracts with scope of works related to the preparation of tender documents, architectural design and detailed engineering of government / public and private buildings.

Relevant Projects shall refer to contracts with scope of works related to the preparation of tender documents, architectural design and detailed engineering of other vertical structures (government / public and private buildings) such as dams, port facilities, airport facilities and the like.

The key personnel must meet the required minimum years of experience set below:

Key Personnel	General Experience	Relevant Experience
Project Supervisor	3 years	3 years
Carpenter	2 years	2 years
Welder	2 years	2 years

The minimum major equipment requirements are the following:

Equipment	Capacity	Number of Units
Electric Drill		2
Cut Off Saw		2
Angle Grinder		2

V. Scope of Works

Item No.	Item Description
A	Office System of 1st floor and 2nd floor
B	Power Tools
C	Installation of Doors and Windows
D	Cash Vault Storage Area
E	Over-all Manpower

See attach in Program of Works for more details.

VI. Detailed Estimate and Schedule

See attach Program of Works, Bill of Quantities and Schedule of Works.

VII. Other Provisions**A. Office Tables**

- Redesign Frames if necessary to reassure the rigidity of the table.
- Fully furnish the edgings of the table to avoid future damages.
- Provide necessary bracket to ensure no buckling and no separation of Joints of the table/cupboard.

B. Vault Storage Area

- Vault Storage Area should be able to withstand from forced entry.
- Partition walls should be from floor level to Concrete Ceiling.

VIII. Accountabilities

The Contractor shall use such methods and appliances for the performance of the Work as will ensure its timely completion and of the required quality.

A welding machine should always be used in accordance to safety fire hazard as not to damage the surrounding area like painted walls and fixed glass window, basically all works shall be supervised and approved by the project engineer upon final execution of the work.

All works should be done in accordance with the specification, while observing alignments, plumbness, levelled, aesthetic, and under the supervision of the Engineer/Supervising Carpenter.

DSWD will provide the Contractor the necessary documents to enable the conduct of activities.

IX. Contract Duration and Schedule

See attach Schedule of Works for more details.

X. Terms of Payment

Progress Payments

Based upon the weighted percentage progress of the works, a Progress Accomplishment Billing will be submitted to DSWD by the Contractor, and DSWD

shall make progress payment on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

When a Request for Payment is submitted, DSWD shall, within 7 days from receipt thereof: (i) evaluate and certify the Contractor's accomplishment; and (ii) pay the amount as certified.

Where the Consulting Firms refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the Contractor shall pay DSWD for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay. Should the amount of liquidated damages reach ten percent (10%) of the contract amount, DSWD shall, at its own discretion, terminate the contract without prejudice to any further action it may take to recover whatever losses incurred due to non-performance of the Contractor.

XI. Budgetary Requirement and Fund Source

Item No.	Item Description	Quantity	Unit	Unit Cost	Amount
1	Office System				
	1st Floor and 2nd Floor Installation and Delivery				
	Office Table	57	Set		
	L-Shape Table	7	Set		
	Office Cabinet	64	Set		
	Cupboard	1	Set		
	Adjustable Reclining Office Chair	64	Pcs		
	Epoxy Primer	13	Gal		
2	Power Tools				
	Electric Drill	70	Days		
	Cut Off Saw	70	Days		
	Angle Grinder	50	Days		
	Consumables and other Accessories	2	lot		
3	Installation of Door and Window				
	Demolition of CHB Wall	3	sqm		
	Demolition and Retrieval of Double Glass Door	1	Set		
	Installation of Retrieve Glass Door	1	Set		

	2" x 4" x 1.0mm thk Tubular Door Jamb	1	Set		
	4" CHB	30	Pcs		
	Cement (40KG)	7	Bags		
	Sand	1	cu		
	12mm RSB	4	Pcs		
	#16 Tie Wire	1	kg		
	Concrete Neutralizer	1	Pcs		
	Concrete Sealer / Primer	1	Box		
	Skim Coat (25kg)	1	Bags		
	Semi-Gloss Paint(Double Coat)	1	gal		
	3/8" thk x 2.0m x 1.0m Tainted Fixed Glass Window with 2.0m x 0.2m Tainted Sliding Glass Window with Frame and Accessories	2.4	sqrm		
4	Cash Vault Storage Area				
	Demolition of Ceiling and Floor	13	Sqrm		
	4" CHB	363	Pcs		
	Portland Cement	33	Bags		
	Washed Sand	2.64	Cum		
	Metal Door	1	Set		
	Concrete Neutralizer	3	Gal		
	Concrete Sealer/ Primer	3	Gal		
	Skim Coat	5	Bags		
	Semi-Gloss Paint	4	Gal		
	Baby Roller	5	Pcs		
	Paint Tray	5	Pcs		
	Assorted Sand Paper	30	Pcs		
	4" Paint Brush	5	Pcs		
	12mm RSB	31	Pcs		
	#16 Tie Wire	2	Kg		
	Concrete Epoxy	1	Gal		
	60cm x 60cm Unglazed Tiles	13	Pcs		
	Tile Adhesive	3	Bags		
	Tile Grout	3	Bags		
	C-channel	3	Pcs		
	Metal Furringq	5	Pcs		
	4' x 8' 4.5mm Fiber Cement Board	3	Pcs		
	1/8 x 3/4 Blind Rivet	1	Box		
4	Over-all Manpower				
	Supervising Carpenter	560	Mnhr		
	Skilled	1680	Mnhr		

	Helper	1120	Mnhr		
A	Total Direct Cost (Material, Labor and Equipment)				
B	OCM (15% of A)				
C	Contractor's Profit (10% of A)				
D	VAT (5% of A+B+C)				
TOTAL PROJECT COST					PHP 1,587,090.75

Prepared by:

Checked by:

(sgd.) MARC RANDOPLH C. DALIDA

(sgd.) SOHRA P. GUIALEL

CMT-II

SWO IV/PPD CHIEF

Submitted by:

Certified as to Availability of Funds:

(sgd.) CRES L. OCSO

(sgd.) LUDMILLA D. RELLORES

ITO-II

Chief, Budget Division

Recommending Approval:

(sgd.) BONIFACIO V. SELMA, JR

Assistant Regional Director for Operation

Approved by:

(sgd.) LORETO JR V. CABAYA

Regional Director

SCHEDULE OF WORKS

Date: _____

Project/TA Control #: _____

Name of Project:	DSWD FO XII : 64 Units Customized Office Table with Cabinet, 1 unit Cupboard, and Vault Storage Area in preparation for cable system installation.			
ACTIVITY / SCOPE OF WORKS	START DATE	FINISH DATE	DURATION	REMARKS
A. Office System				
1 2nd Floor				
2 1st Floor				
Additional Days for Unexpected Holidays,Catastrophe & Etc.				
NOTES	SUMMARY			
1. This approved Schedule of Works shall be properly executed 2. Any changes/revision shall be subjected for re-approval of new Schedule of Works.	Target Date of Start			
	Target Completion Date			
	Project Duration			

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign and behalf of: _____

BILL OF QUANTITIES (Form 2)

Name of Project:	DSWD FO XII : 64 Units Customized Office Table with Cabinet, 1 unit Cupboard, and Vault Storage Area in preparation for cable system installation.	Location:	Regional Center, Brgy Carpenter Hill, Koronadal City, South Cotabato
Total Project Cost:	PHP 1,587,090.75	Project Duration:	77 calendar days
Source of Fund:	20000010000010000	Mode of Procurement:	Public Bidding
Date:	October 13, 2022	Source of Manpower:	Contractor / Service Provider

Item No.	Item Description	Quantity	Unit	Unit Cost	Amount
A	Office				
1	2nd Floor				
	Office System				
1.1	1.2m x 0.6m x 0.8m Laminated MDF Board Office Table (Design approved by end user)	16	set		
1.2	1.5m x 0.7m x 0.8m Laminated MDF Board L-Shape Office Table (Design approved by end user)	4	set		
1.3	0.6m x 0.6m x 0.3m Laminated MDF Board Office Cabinet with Swivel Wheel w/ Lock	20	set		
1.4	Adjustable Reclining Office Chair w/ Armchair	20	pcs		
1.5	Epoxy Primer	3	gal		
	Tools and Consumables				
1.6	Electric Drill	20	Days		
1.7	Cut Off Saw	20	Days		
1.8	Consumable and Other Accessories	1	lot		
	Manpower				
1.9	Surpervising Carpenter	1-Manpower	20	Days	
1.10	Skilled	3-Manpower	20	Days	
1.11	Helper	2-Manpower	20	Days	
	SUB - TOTAL (2nd Floor)				
2	1st Floor				
	Installation of Door and Window				
2.24	Demolition of CHB Wall	3	sqrm		
2.25	Demolition and Retrieval of Double Glass Door	1	set		
2.26	Installation of Retrieve Glass Door	1	set		
2.27	2" x 4" x 1.0mm thk Tubular Door Jamb	1	set		
2.28	4" CHB	30	pcs		
2.29	CEMENT (40KG)	7	bags		
2.30	SAND	1	cu		
2.31	12mm RSB	4	pcs		
2.32	#16 TIE WIRE	1	kg		
2.31	Concrete Neutralizer	1	pcs		
2.32	Concrete Sealer / Primer	1	box		
2.33	Skim Coat (25kg)	1	bags		
2.34	Semi-Gloss Paint(Double Coat)	1	gal		
2.35	3/8" thk x 2.0m x 1.0m Tainted Fixed Glass Window with 2-sets of 1.0m x 0.2m Tainted Sliding Glass Window with Frame and Accessories	2.4	sqrm		
	Cash Vault Storage Area				
2.1	DEMOLITION OF CEILING AND FLOOR	13	sqrm		
2.2	4" CHB	363	pcs		
2.3	CEMENT (40KG)	33	bags		
2.4	SAND	1	cu		
2.5	Metal Door 2.15m x 1.1m with Metal Jamb, Floor Mounted Hinge, Lever Type Knob w/ Double Pad lock	1	set		
2.6	Concrete Neutralizer	3	gal		

2.7	Concrete Sealer / Primer	3	gal		
2.8	Skim Coat (25kg)	5	bags		
2.9	Semi-Gloss Paint(Double Coat)	4	gal		
2.10	Baby Roller	5	pcs		
2.11	Paint Tray	5	pcs		
2.12	Assorted Sand Paper	30	pcs		
2.13	4" Paint Brush	5	pcs		
2.14	12mm RSB	31	pcs		
2.15	#16 TIE WIRE	2	kg		
2.16	Concrete Epoxy	1	gal		
2.17	60cm x 60cm Unglazed Tiles	13	pcs		
2.18	Tile Adhesive(25kg)	3	bags		
2.19	Tile Grout(2kg)	3	bags		
2.20	C-channel (5m)	3	pcs		
2.21	Metal Furring (5m)	5	pcs		
2.22	4ft x 8ft Hardiflex	3	pcs		
2.23	1/8 x 3/4 Blind Revit	1	box		

Office System

2.36	1.2m x 0.6m x 0.8m Laminated MDF Board Office Table (Design approved by end user)	41	set		
2.37	1.5m x 0.7m x 0.8m Laminated MDF Board L-Shape Office Table (Design approved by end user)	3	set		
2.38	0.6m x 0.6m x 0.3m Laminated MDF Board Office Cabinet with Swivel Wheel w/ Lock	44	set		
2.39	Adjustable Reclining Office Chair w/ Armchair	44	pcs		
2.40	Epoxy Primer	10	gal		
2.41	2.40m x 0.4m x 0.8m Laminated MDF Board Cupboard	1	set		

Tools and Consumables

2.42	Rotary Electric Drill	50	Days		
2.43	Cut Off Saw	50	Days		
2.44	Angle Grinder	50	Days		
2.45	Consumable and Other Accessories	1	lot		

Manpower

2.46	Surpervising Carpenter	1-Manpower	50	Days	
2.47	Skilled	3-Manpower	50	Days	
2.48	Helper	2-Manpower	50	Days	

SUB - TOTAL (1st Floor)

A	Total Direct Cost (Material, Labor and Equipment)	
B	OCM (15% of A)	
C	Contractor's Profit (10% of A)	
D	VAT (5% of A+B+C)	
TOTAL PROJECT COST		PHP -

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign and behalf of: _____

PROGRAM OF WORKS

Name of Project: DSWD FO XII : 64 Units Customized Office Table with Cabinet, 1 unit Cupboard, and Vault Storage Area in preparation for cable system installation.		Location: Regional Center, Brgy Carpenter Hill, Koronadal City, South Cotabato			
Total Project Cost:	PHP 1,587,090.75	Project Duration:	77 calendar days		
Source of Fund:	20000010000010000	Mode of Procurement:	Public Bidding		
Date:		Source of Manpower:	Contractor / Service Provider		
Item No.	Item Description	Quantity	Unit	Unit Cost	Amount
A	Office				
1	2nd Floor				
	Office System	20	set		
	Tools and Consumables	2	tools		
	Manpower	20	days		
2	1st Floor				
	Installation of Doors and Windows	2	set		
	Cash Vault Storage Area	1	lot		
	Office System	44	set		
	Tools and Consumables	3	set		
	Manpower	50	days		
A	Total Direct Cost (Material, Labor and Equipment)				
B	OCM (15% of A)				
C	Contractor's Profit (10% of A)				
D	VAT (5% of A+B+C)				
TOTAL PROJECT COST					PHP -

GENERAL CONDITION AND REQUIREMENTS

1.	Contractor's Qualification(s)
	a. Contractor shall be competent and experienced in the field of Construction with a minimum of three (3) years prior experience.
2.	Contractor's Working Hours
	a. All normal work for this contract shall be performed during normal daylight hours. Any exceptions will require the written approval of the assigned Project Management Officer.
	b. If work is required overnight, the Contractor will be requires to furnish safe, proper and sufficient lighting arrangement if necessary.
	c. Work may be required on weekends/holidays to avoid interruptions in the Central Office operations.

Name: _____

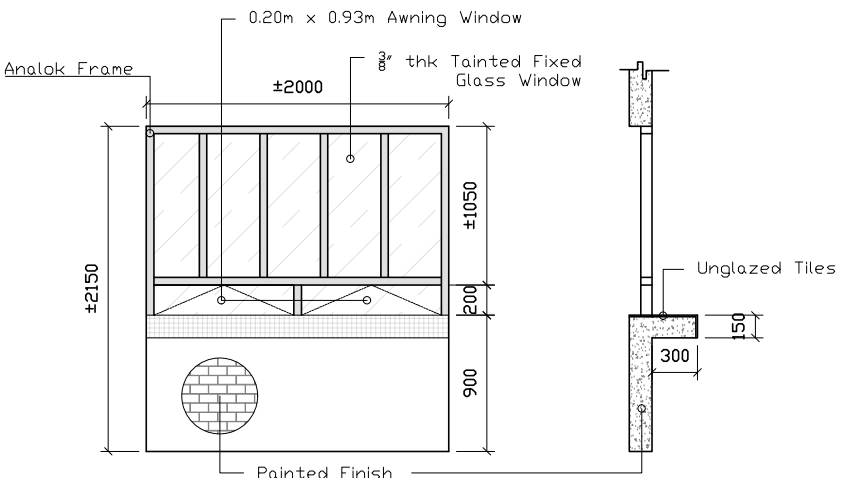
Legal Capacity: _____

Signature: _____

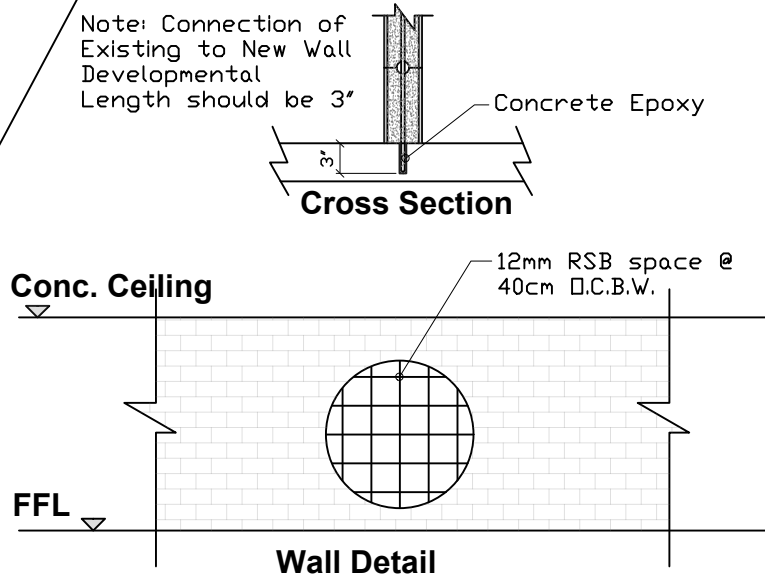
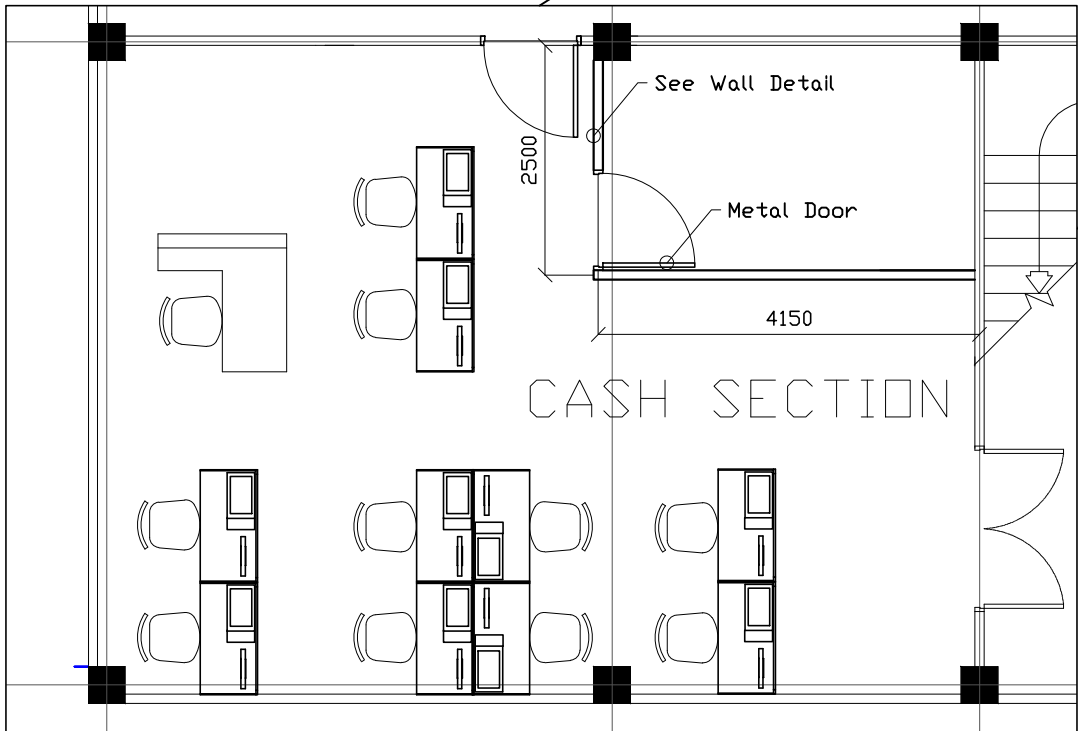
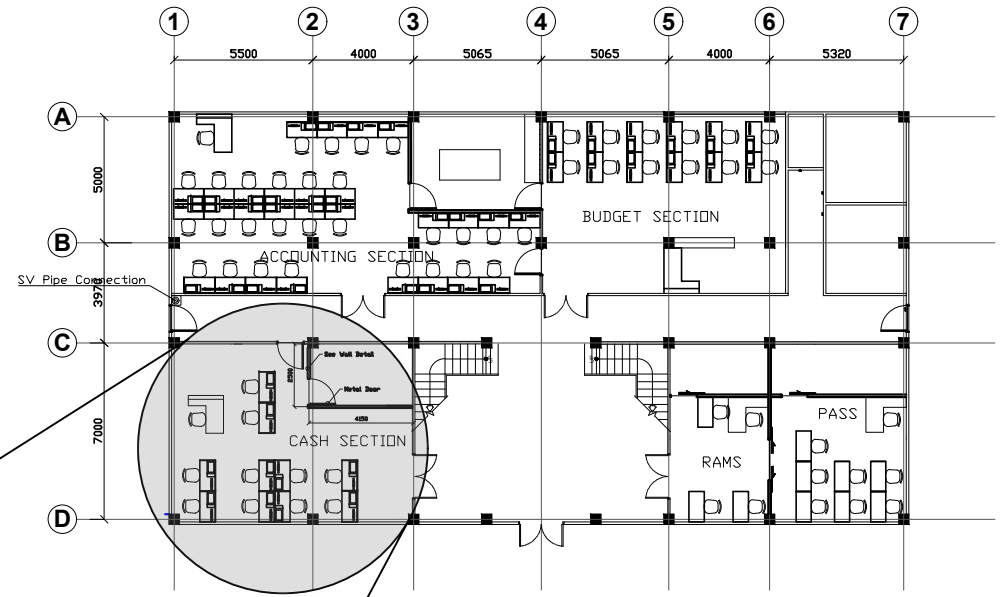
Duly authorized to sign and behalf of: _____

DATE	DESCRIPTION/REMARKS	BY

PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
A	1	A4



Cash Counter Detail



1
00 00 SCALE
Ground Floor Layout
NTS

