



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number	9881915
Procuring Entity	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION XII
Title	DSWD12-2023-RCY-015 Procurement of Repair and Improvement of RRCY XII Residential Facility
Area of Delivery	South Cotabato

Solicitation Number:	2023-03-0379 RRCY	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Civil Works	Document Request List	0
Category:	Construction Projects	Date Published	24/06/2023
Approved Budget for the Contract:	PHP 2,902,994.06	Last Updated / Time	24/06/2023 00:00 AM
Delivery Period:	168 Day/s	Closing Date / Time	18/07/2023 10:30 AM
Client Agency:			
Contact Person:	Loreto Jr. Vargas Cabaya Regional Director Purok Bumanaag, Depita Subdivision Koronadal City South Cotabato Philippines 9506 63-228-3180 Ext.81 63-228-3180 fo12@dswd.gov.ph		

Description

PHILIPPINE BIDDING DOCUMENTS

Procurement of Repair and Improvement of RRCY XII Residential Facility

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.

TABLE OF CONTENTS

Glossary of Terms, Abbreviations, and Acronyms 5

Section I. Invitation to Bid 8

Section II. Instructions to Bidders 11

1. Scope of Bid 12

2. Funding Information 12

3. Bidding Requirements 12

4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices 13

5. Eligible Bidders 13

6. Origin of Associated Goods 13

7. Subcontracts 13

8. Pre-Bid Conference 14

9. Clarification and Amendment of Bidding Documents 14

10. Documents Comprising the Bid: Eligibility and Technical Components 14

11. Documents Comprising the Bid: Financial Component 15

12. Alternative Bids 15

13. Bid Prices 15

14. Bid and Payment Currencies 15

15. Bid Security 15

16. Sealing and Marking of Bids 16

17. Deadline for Submission of Bids 16

18. Opening and Preliminary Examination of Bids 16

19. Detailed Evaluation and Comparison of Bids 16

20. Post Qualification 17

21. Signing of the Contract 17

Section III. Bid Data Sheet 18

Section IV. General Conditions of Contract 24

1. Scope of Contract 25

2. Sectional Completion of Works 25

3. Possession of Site 25

4. The Contractor's Obligations 25

5. Performance Security 25

6. Site Investigation Reports 26

7. Warranty 26

8. Liability of the Contractor 26

9. Termination for Other Causes 26

10. Dayworks 26

11. Program of Work 27

12. Instructions, Inspections and Audits 27

13. Advance Payment 27

14. Progress Payments 27

15. Operating and Maintenance Manuals 27

Section V. Special Conditions of Contract 28

Section VI. Specifications 30

Section VII. Drawings 32

Section VIII. Bill of Quantities 39

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.

Invitation to Bid for Procurement of Repair and Improvement of RRCY XII Residential Facility

1. The DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII, through the GENERAL APPROPRIATIONS ACT FY 2023 intends to apply the sum of TWO MILLION NINE HUNDRED TWO THOUSAND NINE HUNDRED NINETY FOUR PESOS AND 0625/100 (Php 2,902,994.0625) being the Approved Budget for the Contract (ABC) to payments under the contract for Procurement of Repair and Improvement of RRCY XII Residential Facility under Project Identification Number DSWD12-2023-RRCY-015. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII now invites bids for the above Procurement Project. Completion of the Works is required One hundred sixty-eight (168) CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER. Bidders should have completed 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 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 XII – Bids and Awards Committee Secretariat Office and inspect the Bidding Documents at the address given below from 8:00a.m. to 5:00 p.m..

5. A complete set of Bidding Documents may be acquired by interested bidders on June 24, 2023 to July 17, 2023, 4:30 p.m. from 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 Five Thousand Pesos Only (Php5,000.00).The Procuring Entity shall allow the bidder to present its proof of payment for the fees 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 July 03, 2023, 10:30 a.m. at DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at DSWD Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, 9506 on or before July 17, 2023, 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 16.

9. Bid opening and evaluation shall be on July 18, 2023, 10:30 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. Prospective bidders are hereby reminded, as follows:

a. Bidding documents for Eligibility and Financial Envelopes shall comprise the following:

i. The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).

*One (1) mother Envelope for Technical Component Documents, composed of three (3) sub envelopes for (ORIGINAL, COPY 1, and COPY 2).

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

*One (1) mother Envelope for Financial Component Documents, composed of three (3) sub envelopes for (ORIGINAL, COPY 1, and COPY 2).

11. 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

DSWD 12 – BAC Secretariat Head
Administrative Division – Procurement Section
DSWD Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, 9506
procurement.fo12@dswd.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents:
<https://fo12.dswd.gov.ph/bid-bulletin/>
<https://www.philgeps.gov.ph>

June 23, 2023

EMERITA Q. DIZON
Bids and Awards Committee, Vice-Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII invites Bids for the Procurement of Repair and Improvement of RRCY XII Residential Facility, with Project Identification Number DSWD12-2023-RRCY-015.

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 2023 Approved GAA in the amount of TWO

MILLION NINE HUNDRED TWO THOUSAND NINE HUNDRED NINETY FOUR PESOS AND 0625/100 (Php 2,902,994.0625).

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 either at its physical address 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, on/or before July 07, 2023 or at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents Comprising the Bid: Eligibility and Technical Components

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

10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

10.3. A valid 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.

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 until November 18, 2023. 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.

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "passed" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the BDS shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by ITB Clause 15 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet (BDS)

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

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

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

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

Bid Data Sheet

ITB Clause

5.2 For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:

*Construction of Low Rise Buildings

7.1

Subcontracting is not allowed.

10.3 At least PCAB License Category C and D (Please see ANNEX A)

10.4

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

Project Manager

The Project Manager shall be a licensed architect or engineer with at least five (5) years relevant experience on similar and comparable projects. The Project Manager should have a proven record of managerial capability through the directing/managing of major civil engineering works including projects of a similar magnitude.

Project Architect/Engineer

The Project Architect or Engineer shall be a licensed architect or engineer with at least five (5) years' experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.

Civil Engineer

The Civil Engineer must be duly-licensed with at least five (5) years' experience in similar and comparable projects and shall be preferably knowledgeable in the application of rapid construction technologies.

Material Engineer

The Material Engineer must be duly-licensed with at least five (5) years' experience in similar and comparable projects and shall be preferably knowledgeable in the application of rapid construction technologies.

Electrical Engineer

The Electrical Engineer must be duly-licensed with at least five (5) years of experience in similar comparable projects in the installation of lightings, power distribution, communication systems (specially structured and local area network cabling PABX) building management system.

Sanitary Engineer

The Sanitary Engineer must be duly-licensed with at least five (5) years' experience in similar and comparable projects in the installation of building water supply, distribution and sanitary plumbing.

Foreman

The foremen must have at least five (5) years' experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.

Safety Officer

The safety officer must be an accredited safety practitioner by the Department of Labor and Employment. (DOLE) and undergone the prescribed 40 hours Construction safety and Health Training (COSH).

Key Personnel General Experience Relevant Experience

Project Manager 5 years 5 years
Project Architect/ Engineer 5 years 5 years
Civil Engineer 5 years 5 years
Material Engineer 5 years 5 years
Electrical Engineer 5 years 5 years
Sanitary Engineer 5 years 5 years
Foreman 5 years 5 years
Safety Officer 1 year 1 year

These key personnel listed are required. The Contractor may, as needed and at its own expense add additional professionals and/or support personnel for the optimal performance of all Construction Services as stipulated in these Terms of Reference Prospective bidders shall attached each individual's resume and PRC license for the professional staffs.

10.5 The minimum major equipment requirements are the following:

Equipment Capacity Number of Units

Service Truck 4 cum to 6cum 1 unit
Angle Grinder 2 unit
Jack Hammer 1 unit
Electric Drill 2 unit
Auger Drain Cleaner 1 unit
Hand-Held Circular Saw 1 unit
Riveter 2 unit
Wire Cutter 1 unit
PVC Cutter 1 unit

12 Value Engineering: Please refer to the attached Terms of Reference

15.1 The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:

a. The amount of not less than Fifty-Eight Thousand Fifty-Nine Pesos and Eighty-Eight Centavos Only (Php58,059.88) or two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable

letter of credit;

b. The amount of not less than One Hundred Forty-Five Thousand One Hundred Forty-Nine Pesos and Seventy Centavos (Php145, 149.70) or five percent (5%) of ABC if bid security is in Surety Bond.

16.1 Each Bidder shall submit the following in one (1) "mother" envelope duly sealed and labeled, containing two (2) sets of envelopes:

First envelope containing three (3) sets of Eligibility and Technical documents duly sealed and marked as Original Copy, Copy One and Copy Two.

Second envelope containing three (3) sets of Financial Bid documents duly sealed and marked as Original Copy, Copy One and Copy Two.

16.2 All envelopes shall be labeled/marked as follows:

TO : JACKIYA A. LAO

CHAIRPERSON

BIDS AND AWARDS COMMITTEE DSWD-FIELD OFFICE 12

FROM : _____ (Name of Bidder in Capital Letters)

ADDRESS: _____ (Address of Bidder in Capital Letters)

PROJECT: Procurement of Repair and Improvement of RRCY XII Residential Facility

BID REF NO.: ITB NO. DSWD12-2023-RRCY-015

ABC : ₱2,902,994.0625

DO NOT OPEN BEFORE: 18 JULY 2023; 10:30 A.M.

19.2 Partial bids are not allowed

20 Within a non-extendible period of five (5) calendar days from receipt by the supplier of the Notice of Post Qualification from the BAC that the supplier has the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB), the Supplier shall submit and/or present the following requirements for Post Qualification in accordance to Section 34 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA9184:

1. Present original copy of the following:

a. Latest Income Tax Return and Business Tax Return

b. Latest Value Added Tax (VAT) Return

Only tax returns filed and taxes paid through the BIR Electronic Filing & Payment System (EFPS) shall be accepted.

a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)

b. Valid Registration Certificate from Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;

c. Valid Business/Mayor's permit issued by the city or municipality where the principal place of business of the bidder is located;

d. Valid Tax Clearance per EO 398, Series of 2005, as finally reviewed and approved by the BIR;

e. Bureau of Internal Revenue (BIR) Registration Certificate.

f. Copy of Contracts or PO's, Notice of Award (NOA) and Notice to Proceed (NTP) for all On-going contracts

g. End-User's Acceptance, Official Receipt (duplicate or triplicate copy) or Sales Invoice with Collection Receipt/s (duplicate or triplicate copy) relative to Single Largest Completed Contract

h. Company profile and Organizational Chart. Company printed brochure may be included.

i. Vicinity Map/Location of the business.

j. 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 earlier than two (2) years from the date of bid submission.

k. Other appropriate licenses and permits required by law and stated in the Bidding Documents.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

NOTE: FOR POST QUALIFICATION PURPOSES ONLY

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.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.

5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

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

7. Warranty

7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.

7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the SCC.

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In

preparing this Section, the following aspects should be checked:

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

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

Special Conditions of Contract

GCC Clause

2 Particulars Time Frame

Rehabilitation One Hundred Sixty-Eight (168) Calendar Days

TOTAL Two Hundred Seventy (270) Calendar Days

4.1 No further instructions

6 Site investigation and survey reports (please refer to the attached Terms of Reference)

7.2

[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:] Fifteen (15) years.

10 Dayworks are applicable at the rate shown in the Contractor's Original Bid.

11.1 Please refer to the Terms of Reference for Contractor's submission of Program of Work to the Procuring Entity's Representative from the Receipt of Notice of Award.

11.2 The amount to be withheld for late submission of an updated Program of Work is 1/10 of 1% per day of Contract Cost.

13 The amount of the advance payment shall not exceed 15% of the total contract price and schedule of payment.

14 Materials and equipment delivered on the site but not completely put in place shall NOT be included for payment.

15.1 The date by which operating and maintenance manuals are required before the issuance of the Occupancy and Permit to Operate Certificates.

The date by which "as built" drawings are required during the application for Occupancy and Permit to Operate Certificates.

15.2 The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is 1/10 of 1% per day of Contract Cost.

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.

Section VII. Drawings

TERMS OF REFERENCE

I. Project Information

- a. Title: Rehabilitation of Dormitory Building of RRCY XII
- b. Location: RRCY Compound, Brgy. Bukay Pait, Tantaran, South Cotabato
- c. Proponent: RRCY
- d. Budgetary Requirement: Php 2,902,994.06
- e. Fund Source:

II. Rationale

The Centers and Residential Care facilities (CRCF) significantly contribute to the attainment of the Department's organizational outcome. As the vanguard of hope that will provide therapeutic, protective and safe environment, the Centers and Residential care Facilities (CRCF) aim to provide exemplary service in the protection and rehabilitation of marginalized and disadvantaged individuals, groups, and families.

The DSWD Field Office XII with Regional Rehabilitation Center for the Youth (RRCY) intends to enhance and rehabilitate the Dormitory Building of RRCY XII to further improve its capabilities to provide quality services to all clients and a safe environment for the residents and staffs.

III. Objectives

Generally, this TOR serves as a guidelines and specification for the procurement of Rehabilitation of Dormitory Building of RRCY XII.

IV. Infrastructure Projects Contract Requirements

The Procurement and Implementation of the Infrastructure Project shall be in accordance with the provisions of R.A. 9184.

A. Eligibility Requirements

1. The eligibility requirements for the Infrastructure project shall comply with the applicable provisions under Section 23 of IRR of R.A. 9184 and in accordance with PCAB approved Categorization.
2. The prospective bidder shall submit all the required Class "A" documents for infrastructure projects and the following:
 - i. Relevant statement of all completed, on-going, and awarded but not yet started related contracts, curriculum vitae of key personnel/staffs, partners or principal officers;
 - ii. Valid license issued by the Professional Regulations Commission (PRC) for design professionals and architects; and
 - iii. A final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES) and Owner's Certification of Final Acceptance issued by the project owner other than the contractor of the SLCC.

B. Eligibility Criteria

1. The eligibility of contractors shall be based on technical and financial requirements stated under Section 23.4.2 of IRR of R.A. 9184.

2. The Procuring Entity shall in no case allow any sub-contract agreement between the winning bidder and other suppliers.

3. The Procuring Entity shall not allow joint venture/ consortia.

C. Submission and Receipt of Bids

1. The Technical Proposal

The Technical Proposal shall be comprised of all the required documents for infrastructure project under Section 25.2 (b) of IRR-A of R.A. 9184 and the following additional documents;

i. List of Contractor's personnel to be assigned to the contract to bid, with their complete qualification and experience.

FOR CONSTRUCTION PHASE

a. Project Manager

The Project Manager shall be a licensed architect or engineer with at least five (5) years relevant experience on similar and comparable projects. The Project Manager should have a proven record of managerial capability through the directing/managing of major civil engineering works including projects of a similar magnitude.

b. Project Architect/Engineer

The Project Architect or Engineer shall be a licensed architect or engineer with at least five (5) years' experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.

c. Civil Engineer

The Civil Engineer must be duly-licensed with at least five (5) years' experience in similar and comparable projects and shall be preferably knowledgeable in the application of rapid construction technologies.

d. Material Engineer

The Material Engineer must be duly-licensed with at least five (5) years' experience in similar and comparable projects and shall be preferably knowledgeable in the application of rapid construction technologies.

e. Electrical Engineer

The Electrical Engineer must be duly-licensed with at least five (5) years of experience in similar comparable projects in the installation of lightings, power distribution, communication systems (specially structured and local area network cabling PABX) building management system.

f. Sanitary Engineer

The Sanitary Engineer must be duly-licensed with at least five (5) years' experience in similar and comparable projects in the installation of building water supply, distribution and sanitary plumbing.

g. Foreman

The foremen must have at least five (5) years' experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.

h. Safety Officer

The safety officer must be an accredited safety practitioner by the Department of Labor and Employment. (DOLE) and undergone the prescribed 40 hours Construction safety and Health Training (COSH).

These key personnel listed are required. The Contractor may, as needed and at its own expense add additional professionals and/or support personnel for the optimal performance of all Construction Services as stipulated in these Terms of Reference Prospective bidders shall attached each individual's resume and PRC license for the professional staffs.

2. The Financial Proposal

The Financial Proposal shall be comprised of all the required documents for the infrastructure projects under Section 25.4 of the IRR of R.A. 9184. And the following;

a. Cash flow per quarter and payment schedule.

IMPORTANT: Please refer to the Instruction to bidders to be issued by the BAC for more detailed instructions regarding the bidding process requirements and schedules.

D. Bid Evaluation

The evaluation of Bids shall follow the provisions under Section 32 of IRR of RA 9184.

V. Scope of Works

See attached Program of Works (attached herewith as annex "A") of Rehabilitation of Dormitory Building RRCY XII.

VI. Accountabilities

A. THE IMPLEMENTING AGENCY'S GENERAL RESPONSIBILITY

The implementing agency for the project is the DSWD FO XII through RRCY and CRCF Engineers. Final approval for all decisions and actions shall come from the Office of Regional Director.

The implementing agency shall;

- a. Facilitate and coordinate with the contractor for proper disposal of retrieved tiles, ceilings and debris.
- b. Assist in the coordination of the Contractor with various utility agencies during the implementation of the project.
- c. Conduct regular coordination meetings between the contractor and the end-user to facilitate the implementation of the project.

B. THE CONTRACTOR'S GENERAL RESPONSIBILITY

- a. The Contractor shall certify that he has, at his own expense, inspected and examined the proposed locations of the project, its surroundings and existing infrastructure and facilities related to the execution of the work and has obtained all the pieces of information that are considered necessary for the proper execution of the work covered under these TOR.
- b. The Contractor shall consider the institutional calendar and critical dates and occasions and events with the DSWD and RRCY XII in order to align his work schedule with critical agency's activities in order to avoid the disruption of such activities due to construction activities such as interruptions on power or water lines, and conflict on use of spaces and access and open areas.
- c. The Contractors shall inform the implementing agency of critical times during construction, especially in cases where the normal course of the activity in the RRCY XII shall be affected.
- d. The Contractor shall be PCAB accredited and shall have a safety and Health Program approved by the Department of Labor and Employment (DOLE) and designed specifically for construction projects of DSWD.
- e. The Contractor has sole and full responsibility and accountability for any accidents or incidents that may result to loss of life and damage to property in the course of project execution. The Contractor is required to install warning and safety devices, signage and barriers for the safety of the general public and clients. The Contractor should provide appropriate and approved personal protective equipment for their workers and personnel as well as for the visitors, inspectors of the project.
- f. All works constructed should be guaranteed to be seamlessly fit into the overall system of the RRCY XII.

VII. Other Provisions

A. SPACE AND DESIGN REQUIREMENTS

The CRCF Engineer came up with the Technical Plan and Bill of Quantities (attached herewith as annex "B" and "D") of the proposed Rehabilitation of Dormitory Building of RRCY XII. Wherein this technical plan and Bill of Quantities shall serve as the take-off reference of this infrastructure project. Should the winning bidder recommend to revise, alter or change the initial design, consultation and approval of the implementing agency shall be deemed necessary prior to implementation of the project.

B. DEMOLITION

Demolition subject to the following conditions:

1. Before commencing the work of demolition of a building/structure, all gas, electric, water and other meters shall be removed and the supply lines disconnected, except such as are especially provided or required for use in connection with the work for demolition.
2. All necessary steps shall be taken to prevent danger to persons arising from fire or explosion from leakage or accumulation of gas or vapour; and from flooding from uncapped water mains, sewers and/or culverts.
3. All entrances/exits to and from the building shall be properly protected so as to prevent any danger to persons engaged in the demolition work using such entrances/exits in the performance of their work.
4. At least five (5) days before actual demolition work is started, you are required to advise the implementing agency.

C. CODES AND STANDARDS

The project shall be designed, engineered, installed, tested, commissioned and handed over in conformity with the Administrative Order 15 Series of 2012 – Entitled Revised Standards and Residential Care Facilities and with the latest edition of the National Building Code of the Philippines, the National Structural Code of the Philippines, the Philippine Electrical Code, Philippine Mechanical Code, the National Plumbing Code of the Philippines, the National Fire Code of the Philippines and all other local Ordinances and relevant codes and standards.

D. INSTALLATION AND WORKMANSHIP

- a. Personnel of the Contractor should be specialist and highly skilled in their respective trades, performing all labor according to first-class standards. A full time Project Engineer/Architect and Construction Safety Officer shall be assigned by the Contractor at the Job site for the entire duration of the Project.
- b. The contractor is responsible for its own utilities such as water communication and electricity in the execution of the contract. Tapping for utilities such shall be coordinated with their respective utilities / service provider / companies, and all works involved, including access to utilities tapping point, excavation, removal of obstruction, concrete bracing, backfilling and restoration of affected areas shall be coordinated and included in the scope of works cost of the project.
- c. Any errors, omissions, inconsistencies, inadequacies or failure of the Contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the Contractor's cost. If the Contractor wishes to modify any design or documents which has been previously submitted, reviewed and approved, the Contractor shall shoulder the cost of such changes.

E. MATERIALS

- a. All materials and equipment shall be the standard products of the manufacturers engaged in the production of such materials and equipment and shall be the manufacturer's latest standard design.
- b. The materials and workmanship supplied shall be of the best grade and constructed and/or installed in a practical and first class manner. It will be complete in operation, nothing being omitted in the way of labor and materials required and it will be delivered and turned over in a good condition, complete and perfect in every aspect.
- c. All materials shall be in conformance with the latest standard and with inspection and approval from CRCF Engineers.

VIII. Contract Duration and Schedule

See attached Schedule of Works (attached herewith as annex "C") of Rehabilitation of Dormitory Building RRCY XII.

IX. Terms of Payment

- a. The DSWD XII shall pay the winning Contractor progress payments based on billings and actual works accomplished, as certified by DSWD XII Inspectorate Team. In no case shall progress billing be made more than once every thirty (30) calendar days. Materials or equipment delivered on site but not yet completely installed shall not be included for payment.
- b. All Progress payments shall be subject to retention of ten percent (10%) The total retention money shall be released only upon Final Acceptance of the project. The winning Contractor may, however request for its release prior to Final Acceptance subject to the guidelines set forth in the R.A. 9184 and its Implementing Rules and Regulations
- c. The Contractor may request in writings which must be submitted to form part of the Contract Documents, for an advance payment equivalent to fifteen percent (15%) of the total Contract Price. The advance payment shall be made once the Contractor issues an irrevocable standby letter of credit from a reputable bank acceptable to the DSWD XII, or GSIS surety bond of equivalent value. Within fifteen days from the signing of the Contract Agreement to cover said advance payment.
- d. First payment/billing shall have at least thirty percent (30%) accomplishments.

X. Budgetary Requirement and Fund Source

The Rehabilitation of Dormitory Building at RRCY XII amounting to Php 2,902,994.06 (Two Million Nine Hundred Two Thousand Nine Hundred Ninety Four Pesos and 6/100 Centavos) will be fund*ed from the Centrally Managed Fund. See attached Bill of Quantities (attached herewith as Annex "B") of Rehabilitation of Dormitory Building of RRCY XII.

Section VIII. Bill of Quantities

DRN:

Name of Project: Rehabilitation of RRCY XII Dormitory Building Location: RRCY XII Compound, Brgy Bukay Pait, Tantangan, South Cotabato
 Total Project Cost: Project Duration: 168 Calendar Days
 Source of Fund: Mode of Procurement: Public Bidding
 Date: Source of Manpower: Contractor

Item No.	Item Description	Quantity	Unit	Material Cost	Labor Cost	Unit Cost	Amount
RRCY DORMITORY BUILDING							
A Demolition Works							
1 Manpower							
1.1	Demolition of Tiles and Mortar	266.20	sqrm				
1.2	Demolition of Comfort Room Partitions	46.00	sqrm				
1.3	Retrival of Plumbing Fixtures (Sinks/Water Closet/Shower & Faucet)	33.00	sets				
1.4	Retrival of Electrical Fixtures (Lighting & Outlets)	2.00	lot				
1.5	Demolition of Hardiflex Ceiling and Electrical Lighting	78.00	sqrm				
1.6	Hauling & Disposal of Materials	2.00	lot				
1.7	Demolition of Cabinets	7.00	sets				
2 Power Tools, Equipment and Consumables							
2.1	Jack Hammer	20.00	days				
2.2	Electric Drill	20.00	days				
2.3	Angle Grinder	20.00	days				
2.4	1/8" Metal/Concrete Drill Bit	10.00	pcs				
2.5	4" Cutting Disc (Superthin)	5.00	pcs				
SUB - TOTAL (Demolition Works)							
B Tiling Works							
1 Materials							
1.1	0.60m x 0.60m Decorative Unglazed Tiles (Design to be approved by end user)	288.00	pcs				
1.2	0.60m x 0.60m Decorative Glazed Tiles (Design to be approved by end user)	660.00	pcs				
1.3	10ft Tile Trim (Design Approved by end user)	20.00	pcs				
1.4	Cement (40kg)	120.00	bags				
1.5	Fine Sand	12.00	c.u.				
1.6	Tile Grout (2kg)	55.00	bags				
1.7	Tile Adhesive (25kg)	53.00	bags				

A Demolition Works

1 Manpower

- 1.1 Demolition of Tiles and Mortar 266.20 sqrm
 - 1.2 Demolition of Comfort Room Partitions 46.00 sqrm
 - 1.3 Retrival of Plumbing Fixtures (Sinks/Water Closet/Shower & Faucet) 33.00 sets
 - 1.4 Retrival of Electrical Fixtures (Lighting & Outlets) 2.00 lot
 - 1.5 Demolition of Hardiflex Ceiling and Electrical Lighting 78.00 sqrm
 - 1.6 Hauling & Disposal of Materials 2.00 lot
 - 1.7 Demolition of Cabinets 7.00 sets
- 2 Power Tools, Equipment and Consumables
- 2.1 Jack Hammer 20.00 days
 - 2.2 Electric Drill 20.00 days
 - 2.3 Angle Grinder 20.00 days
 - 2.4 1/8" Metal/Concrete Drill Bit 10.00 pcs
 - 2.5 4" Cutting Disc (Superthin) 5.00 pcs

SUB - TOTAL (Demolition Works)

B Tiling Works

1 Materials

- 1.1 0.60m x 0.60m Decorative Unglazed Tiles (Design to be approved by end user) 288.00 pcs
- 1.2 0.60m x 0.60m Decorative Glazed Tiles (Design to be approved by end user) 660.00 pcs
- 1.3 10ft Tile Trim (Design Approved by end user) 20.00 pcs
- 1.4 Cement (40kg) 120.00 bags
- 1.5 Fine Sand 12.00 c.u.
- 1.6 Tile Grout (2kg) 55.00 bags
- 1.7 Tile Adhesive (25kg) 53.00 bags

2 Power Tools, Equipment and Consumables
 2.1 Electric Drill 38.00 days
 2.2 Angle Grinder 38.00 days
 2.3 1/8" Metal/Concrete Drill Bit 15.00 pcs
 2.4 4" Cutting Disc (Superthin) 15.00 pcs
 2.5 10mm Concrete Drill Bit 2.00 pcs
 3 Manpower
 38 3.1 Supervising Foreman 304.00 MH
 3.2 Skilled 1216.00 MH
 3.3 Helper 1216.00 MH
 SUB - TOTAL (Tiling Works)
 C Waterproofing
 1 Materials
 1.1 Elastomeric Waterproofing/Sealant (2coats) 10.00 gal
 1.2 Baby Roller 5.00 pcs
 1.3 4" Paint Brush 5.00 pcs
 1.4 Paint Tray 5.00 pcs
 2 Manpower
 5 2.1 Supervising Foreman 40.00 MH
 2.2 Skilled 120.00 MH
 2.3 Helper 120.00 MH
 SUB - TOTAL (WaterProofing)
 D Plumbing Works
 1 Materials
 1.1 Replacement of Damage Pipes and Fittings (Sanitary and Water Supply at Ground and 2nd Floor) 2.00 lot
 1.2 Siphoning and Declogging of Pipes and Sinks (Inclusion of Equipment e.g. Auger Drain Cleaner) 2.00 lot
 1.3 Stainless Steel Sink Double Bowl 5.00 sets
 1.4 Stainless Steel Faucet with Retractable Head 5.00 sets
 1.5 2" Stainless Steel P-Trap with Accessories 11.00 sets
 1.6 Elastomeric Sealant 20.00 gal
 1.7 Epoxy Non-Sag (A&B) 2.00 gal
 2 Power Tools, Equipment and Consumables
 2.1 Electric Drill 15.00 days
 2.2 Angle Grinder 15.00 days
 2.3 4" Cutting Disc (Superthin) 4.00 pcs
 15 2.4 Teflon Tape 20.00 pcs
 3 Manpower
 3.1 Supervising Foreman 120.00 MH
 3.2 Skilled 480.00 MH
 3.3 Helper 480.00 MH
 SUB - TOTAL (Plumbing Works)
 E HDPE Wall Partitions
 1 Materials
 1.1 4ft x 8ft x 3/4"thk HDPE Board 50.00 pcs
 1.2 Rectangular Prepainted Aluminum Frame (6m) 50.00 pcs
 1.3 Prepainted Aluminum H-Type Frame (3m) 17.00 pcs
 1.4 Stainless Self Closing Rising Hinge (2hinges/set) 16.00 sets
 1.5 Toilet Partition Indicator Metal Lock 16.00 sets
 2 Power Tools, Equipment and Consumables
 2.1 Hand-Held Circular Saw (2 set) 24.00 days
 2.2 Electric Drill (2 set) 24.00 days
 2.3 Angle Grinder (2 set) 24.00 days
 3 Manpower
 24 3.1 Supervising Foreman 192.00 MH
 3.2 Skilled 768.00 MH
 3.3 Helper 768.00 MH
 SUB - TOTAL (HDPE Wall Partitions)
 F Roof Repair
 1 Materials
 1.1 Pre-Painted Flashing 10.00 m
 2 Power Tools, Equipment and Consumables
 2.1 Riveter 10.00 days
 2.2 Electric Drill (2 set) 10.00 days
 2.3 H-Frame Scaffolds (Rent) 1.00 lot
 3 Manpower
 10 3.1 Supervising Foreman 80.00 MH
 3.2 Skilled 80.00 MH
 3.3 Helper 160.00 MH
 SUB - TOTAL (Roof Repair)
 G Ceiling Works
 1 Materials
 1.1 PVC Wood Laminated Ceiling Panel (168x25x2850mm) 419.00 pcs
 1.2 PVC Wall Angle Moulding (3m) 50.00 pcs
 1.3 PVC H-Frame (3m) 23.00 pcs
 1.4 Metal Double Furring 32x52x0.8mm (5m) 147.00 pcs

1.5 Carrying Channel 12x38x0.8mm (5m) 60.00 pcs
 1.6 10mm Threaded Rod (3m) 65.00 pcs
 1.7 Wall Angle (3m) 54.00 pcs
 2 Power Tools, Equipment and Consumables
 2.1 Riveter 24.00 days
 2.2 Electric Drill (2 set) 24.00 days
 2.3 Angle Grinder (2 set) 24.00 days
 2.4 Rivets 1/8x3/4" 15.00 box
 2.5 Metal Screw 2" 756.00 pcs
 2.6 Channel Clip 1134.00 pcs
 2.7 10mm Concrete Drill Bit 2.00 pcs
 2.8 1/8" Concrete Drill Bit 5.00 pcs
 3 Manpower
 3.1 Supervising Foreman 192.00 MH
 24 3.2 Skilled 768.00 MH
 3.3 Helper 768.00 MH
 SUB - TOTAL (Ceiling Works)
 H Electrical Works (Reinstallation of Electrical Fixtures) & Mechanical Works
 1 Materials
 1.1 3.5mm THHN Wire 3.00 box
 1.2 Flexible Hose 2.00 roll
 1.3 1/2" PVC Pipe 50.00 pcs
 1.4 2-Gang Switch 10.00 pcs
 1.5 1hp Split Type Inverter ACU with Accessories 1.00 unit
 1.6 60cm x 60cm Wall Mounted Exhaust 1.00 set
 1.7 Ceiling Mounted CCTV (2Mp-360° View) with Accessories and Wirings 1.00 set
 2 Power Tools, Equipment and Consumables
 2.1 Multi Purpose Wire Cutter 10.00 days
 2.2 PVC Cutter 10.00 days
 3 Manpower
 3.1 Supervising Foreman 80.00 MH
 10 3.2 Skilled 160.00 MH
 3.3 Helper 160.00 MH
 SUB - TOTAL (Electrical Works (Reinstallation of Electrical Fixtures) & Mechanical Works)
 I Architectural & Carpentry Works
 1 Materials
 1.1 60cm x 60cm Polyurethane Padded Wall 115.00 pcs
 1.2 Body Filler 2.00 gal
 1.3 Acrylic Paint 3.00 pcs
 1.4 1/2" x 4ft x 8ft Marine Plywood 4.00 pcs
 1.5 0.5mm x 32mm x 54mm Metal Stud (3m) 10.00 pcs
 1.6 0.6mm thk Clear Glass with Aluminum Frame and Accessories 3.30 sqrm
 1.7 Flat Wall Enamel 2.00 gal
 1.8 Quick Dry Enamel 2.00 gal
 1.9 Paint Thinner 1.00 gal
 1.10 Tinting Color 2.00 Pint
 2 Power Tools, Equipment and Consumables
 2.1 Baby Roller w/ Paint Tray 1.00 pcs
 2.2 4" Paint Brush 1.00 pcs
 2.3 Electric Drill 2.00 lot
 2.4 3/16 x 3/4 Blind Revits 2.00 box
 2.5 1" Black Screw 200.00 pcs
 3 Manpower
 3.1 Supervising Foreman 120.00 MH
 15 3.2 Skilled 240.00 MH
 3.3 Helper 240.00 MH
 SUB - TOTAL (Architectural & Carpentry Works)

 A Total Direct Cost (Material, Labor and Equipment)
 B Overhead, Contingencies & Miscellaneous Expenses (15% of A)
 C Contractor's Profit (10% of A)
 D Value Added Tax (5% of A+B+C)
 TOTAL PROJECT COST

Submitted by:

_____ Date: _____
 Name and Signature of bidder's Representative

 Position

 Company Name

ANNEX A

PROJECT TITLE: REHABILITATION OF DORMITORY BUILDING OF RRCY XII

ENTITY: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, FIELD OFFICE XII

PCAB CATEGORIZATION

In accordance with PCAB BOARD RESOLUTION No. 201 Series of 2017, the minimum required licensed category for this Project is license category:

Size Range License Category Classification
At least Small B C & D GB – 1 / General Building

LIST OF KEY PERSONNEL

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

Key Personnel General Experience Relevant Experience

Project Manager 5 years 5 years
Project Architect/ Engineer 5 years 5 years
Civil Engineer 5 years 5 years
Material Engineer 5 years 5 years
Electrical Engineer 5 years 5 years
Sanitary Engineer 5 years 5 years
Foreman 5 years 5 years
Safety Officer 1 year 1 year

LIST OF MINIMUM MAJOR EQUIPMENT

The minimum major equipment requirements are the following:

Equipment Capacity Number of Units
Service Truck 4 cum to 6cum 1 unit
Angle Grinder 2 unit
Jack Hammer 1 unit
Electric Drill 2 unit
Auger Drain Cleaner 1 unit
Hand-Held Circular Saw 1 unit
Riveter 2 unit
Wire Cutter 1 unit
PVC Cutter 1 unit

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) Philippine Contractors Accreditation Board (PCAB) License; or Special PCAB License in case of Joint Ventures and registration for the type and cost of the contract to be bid; and

(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.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	CIVIL WORKS	Repair and Improvement of RRCY XII Residential Facility	1	Lot	2,902,994.06

Pre-bid Conference

Date	Time	Venue
03/07/2023	10:30:00 AM	DSWD Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, 9506

Created by

Loreto Jr. Vargasa Cabaya

Date Created 23/06/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

© 2004-2023 DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)