

PHILIPPINE BIDDING DOCUMENTS

Procurement for

CONSTRUCTION OF IMPROVEMENT ON EXISTING CEILING

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

Foreign-funded Procurement or Foreign-Assisted Project – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as

specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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

Invitation to Bid

for the Procurement of Improvement on Existing Ceiling of RRCY Dormitory Building

1. The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII**, through the **GENERAL APPROPRIATIONS ACT FY 2023** intends to apply the sum of **THREE MILLION SEVEN HUNDRED SIXTY-NINE THOUSAND EIGHTY-TWO PESOS & SIXTY-THREE CENTAVOS ONLY (Php 3,769,082.63)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Improvement on Existing Ceiling of RRCY Dormitory Building under Project Identification Number DSWD12-2023-RRCY-022**. 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 **144 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. The eligibility of Design and Build Contractors shall be based on provisions of Annex ‘G’, IRR / R.A. No. 9184, including Legal, Technical and Financial requirements. In the technical requirements, the Design and Build Contractor [as in solo or in joint venture/ consortia] should be able to comply with the experience requirement under the IRR/ R.A. No. 9184, where one (1) of the parties [in a joint venture/ consortia] should have completed at least one (1) similar project, over the last five (5) years from the date of Bid submission, both in design and build, with at least 50% of the cost of the ABC of the project. The joint venture/ consortia Contractor must also submit Class ‘A’ and Class ‘B’ Documents.
4. Bidding will be conducted through open competitive bidding procedures using nondiscretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
5. 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.**.
6. A complete set of Bidding Documents may be acquired by interested bidders on **September 20, 2023 to October 10, 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*

(Php 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means.*

7. In accordance with provisions of Annex 'G' IRR/ R.A. No. 9184, Bidders shall submit Bids in two [2] separate sealed envelopes. The first envelope [Technical Proposal] shall contain all the required Class A documents for the infrastructure projects and additional documents specified in the Bid Data Sheets and Bid Forms of the Bidding Documents. The second envelope [Financial Proposal] shall contain all the required documents for infrastructure specified in the Bid Data Sheets and Bid Forms.
8. The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII** will hold a Pre-Bid Conference¹ on **September 28, 2023, 1:30 p.m.** at **DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City**, which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address as indicated below on or before **October 10, 2023, 5:00 p.m.** Late bids shall not be accepted.
10. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
11. Bid opening and evaluation shall be on **October 11, 2023, 1:30 p.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
12. 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).

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.

13. 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.

14. For further information, please refer to:

DSWD 12 – BAC Secretariat Head

Administrative Division – Procurement Section

DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, 9506

procurement.fo12@dswd.gov.ph

15. You may visit the following websites:

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

September 20, 2023

JACKIYA A. LAO

Bids and Awards Committee, 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 Improvement on Existing Ceiling of RRCY Dormitory Building** with Project Identification Number **DSWD12-2023-RRCY-022**.

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 **THREE MILLION SEVEN HUNDRED SIXTY-NINE THOUSAND EIGHTY-TWO PESOS & SIXTY-THREE CENTAVOS ONLY (Php 3,769,082.63)**.

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 September 30, 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 **February 07, 2024**. 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: <ul style="list-style-type: none"> a. Improvement on Existing Ceiling b. Completed within two (2) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
10.1	At least PCAB License Category C
10.2	Contractor shall be competent and experienced in the field of Construction with a minimum of five (5) years prior experience.
10.3	<p>Contractor's Working Hours</p> <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 Development Officer. b. If work is required overnight, the Contractor will be require to furnish safe, proper and sufficient lighting arrangement if necessary. c. Work may be required on weekends/holidays to avoid interruptions in the Field Office operations.
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <p>FOR CONSTRUCTION PHASE</p> <ul style="list-style-type: none"> 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.

	<p>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.</p> <p>f. 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.</p> <p>g. 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).</p> <p>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.</p>
12	<i>Value Engineering: Please refer to the attached Terms of Reference</i>
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than Seventy-five thousand three hundred eighty-one pesos and sixty-five centavos only (Php75,381.65) 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;</p> <p>b. The amount of not less than One hundred eighty-eight thousand four hundred fifty-four pesos and thirteen centavos only (Php188,454.13) or five percent (5%) of ABC if bid security is in Surety Bond.</p>
16.1	<p>Each Bidder shall submit the following in one (1) "mother" envelope duly sealed and labeled, containing two (2) sets of envelopes:</p> <p>First envelope containing three (3) sets of Eligibility and Technical documents duly sealed and marked as Original Copy, Copy One and Copy Two.</p> <p>Second envelope containing three (3) sets of Financial Bid documents duly sealed and marked as Original Copy, Copy One and Copy Two.</p>
16.2	<p>All envelopes shall be labeled/marked as follows:</p> <p>TO : JACKIYA A. LAO</p> <p>CHAIRPERSON</p> <p>BIDS AND AWARDS COMMITTEE DSWD-FIELD OFFICE 12</p>

	<p>FROM : _____ (Name of Bidder in Capital Letters)</p> <p>ADDRESS: _____ (Address of Bidder in Capital Letters)</p> <p>PROJECT: PROCUREMENT OF IMPROVEMENT OF EXISTING CEILING OF RRCY DORMITORY BUILDING</p> <p>BID REF NO.: ITB NO. DSWD12-2023-RRCY-022</p> <p>ABC : ₱3,769,082.63</p> <p>DO NOT OPEN BEFORE: 11 OCTOBER 2023; 1:30 P.M.</p>
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19.2	Partial bids are not allowed
20	<p>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:</p> <p>1. Present original copy of the following:</p> <ul style="list-style-type: none"> a. Latest Income Tax Return and Business Tax Return b. Latest Value Added Tax (VAT) Return <p><i>Only tax returns filed and taxes paid through the BIR Electronic Filing & Payment System (EFPS) shall be accepted.</i></p> <ul style="list-style-type: none"> 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

	<p>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</p> <p>h. Company profile and Organizational Chart. Company printed brochure may be included.</p> <p>i. Vicinity Map/Location of the business.</p> <p>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.</p> <p>k. Other appropriate licenses and permits required by law and stated in the Bidding Documents.</p> <p>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.</p> <p>NOTE: FOR POST QUALIFICATION PURPOSES ONLY</p>
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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 Scurve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

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

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

6. Site Investigation Reports

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

7. Warranty

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

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

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
	Construction	One Hundred Forty-Four (144) Calendar Days
	TOTAL	One Hundred Forty-Four (144) Calendar Days
4.1	<i>No further instructions</i>	
6	All Interested Bidders shall conduct Site visit and investigation reports and secure a site inspection certification issued by the Procuring Entity and be form part of the bidding documents under technical component envelope.	
7.2	<i>[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.</i>	
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

TERMS OF REFERENCE

I. Project Information

- a. Title:** Improvement of Existing Ceiling of RRCY XII Dormitory Building
- b. Date:** June 29, 2023
- c. Location:** RRCY Compound, Brgy. Bukay Pait, Tantaran, South Cotabato
- d. Proponent:** RRCY
- e. Budgetary Requirement:** Php 3,769,082.63
- f. Fund Source:** Centrally Managed Fund (CRCF Fund)

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 existing ceiling of dormitory building to create, comfortable, and visually appealing environment for the residents.

III. Objectives

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

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

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

h. 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.

i. 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.

j. 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.

k. 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.

l. 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.

m. 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.

n. 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 Improvement of Existing Ceiling of RRCY XII Dormitory Building.

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 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 Improvement of Existing Ceiling of RRCY XII Dormitory Building. 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, 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 braking, 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 Improvement of Existing Ceiling of RRCY XII Dormitory Building.

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

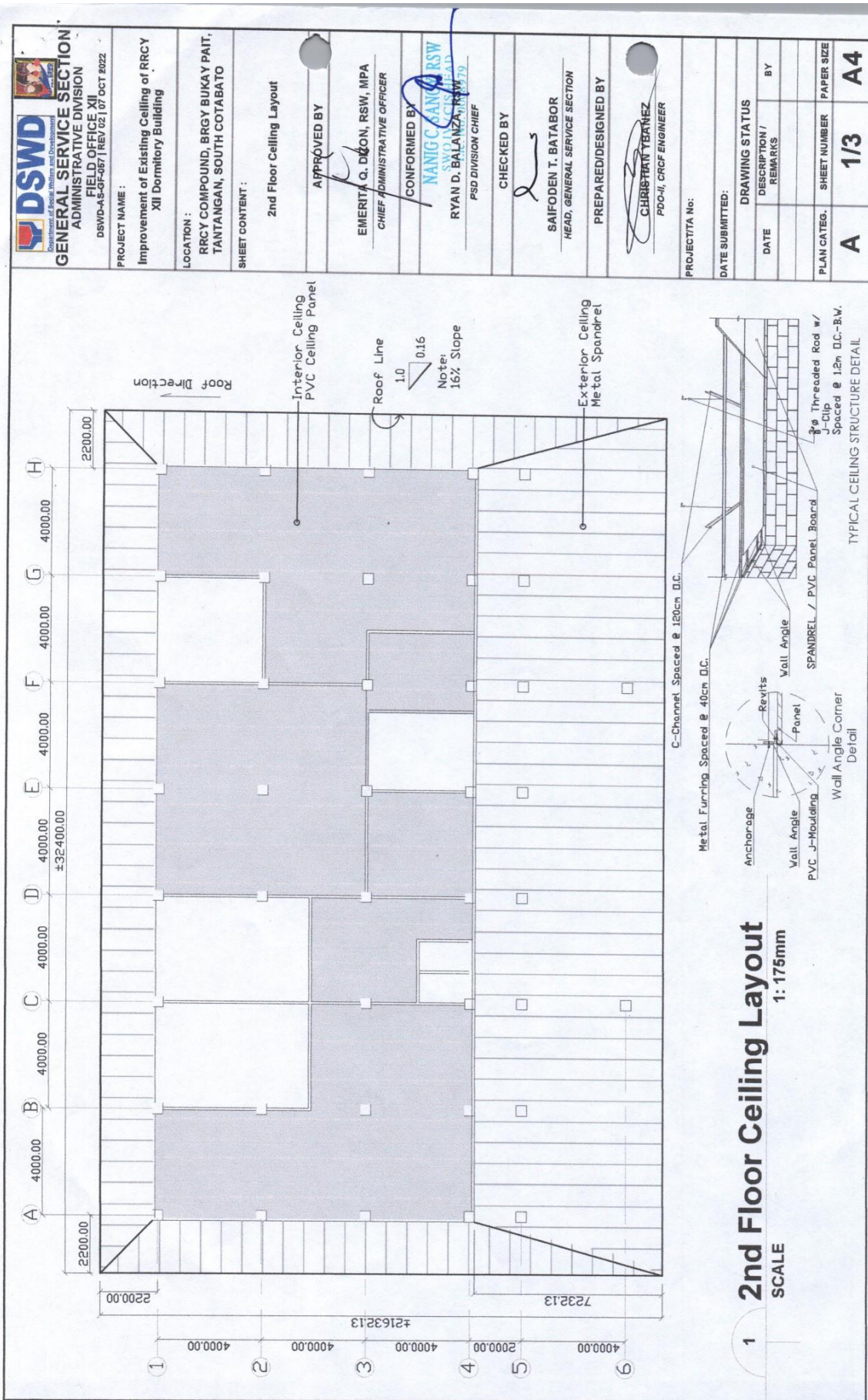
release prior to Final Acceptance subject to the guidelines set forth in the R.A. 9184 and its Implementing Rules and Regulations

- 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 Improvement of Existing Ceiling of RRCY XII Dormitory Building amounting to **Php 3,769,082.63** (Three Million Seven Hundred Sixty Nine Thousand Eighty Two Pesos and 63/100 Centavos) will be funded from the Centrally Managed Fund. See attached Bill of Quantities (attached herewith as Annex "B") of Improvement of Existing Ceiling of RRCY XII Dormitory Building.

Section VII. Conceptual Design Drawings



DSWD
 Department of Social Welfare and Development
GENERAL SERVICE SECTION
 ADMINISTRATIVE DIVISION
 FIELD OFFICE XII
 DSWD-AS-GF-087 | REV 02 | 07 OCT 2022

PROJECT NAME:
 Improvement of Existing Ceiling of RRCY
 XII Dormitory Building

LOCATION:
 RRCY COMPOUND, BRGY BUKAY PAIT,
 TANTANGAN, SOUTH COTABATO

SHEET CONTENT:
 2nd Floor Ceiling Layout

APPROVED BY
 EMERITA G. DICON, RSW, MPA
 CHIEF ADMINISTRATIVE OFFICER

CONFORMED BY
 NAMIG C. SANCHEZ, RSW
 RYAN D. BALANZA, RSW
 PSD DIVISION CHIEF

CHECKED BY
 SAIFODEN T. BATABOR
 HEAD, GENERAL SERVICE SECTION

PREPARED/DISEIGNED BY
 CHRISTOPHER YBARNEZ
 PDD-II, CRCF ENGINEER

PROJECT/TA No:

DATE SUBMITTED:

DATE	DESCRIPTION / REMARKS	BY

PLAN CAT.: A **SHEET NUMBER:** 1/3 **PAPER SIZE:** A4



DSWD Field Office XII, Prk Bumanaag, Zone III, Koronadal City, South Cotabato, Philippines (9506)
 Website: <http://www.dswd.gov.ph> Tel Nos.: (083)228-8637 Telefax: (083)228-6080

PROJECT NAME :
Improvement of Existing Ceiling of RRCY XII Dormitory Building

LOCATION :
RRCY COMPOUND, BRGY BUKAY PAIT, TANTANGAN, SOUTH COTABATO

SHEET CONTENT :
1st Floor Ceiling Layout

APPROVED BY
EMERITA C. DIZON, RSW, MPA
CHIEF ADMINISTRATIVE OFFICER

CONFORMED BY
NANIG C. SANON, RSW
RYAN D. BALANZA, RSW
PSD DIVISION CHIEF

CHECKED BY
SAIFODEN T. BATABOR
HEAD, GENERAL SERVICE SECTION

PREPARED/DESIGNED BY
CHRISTIAN YBARNEZ
PDO-II, CRCF ENGINEER

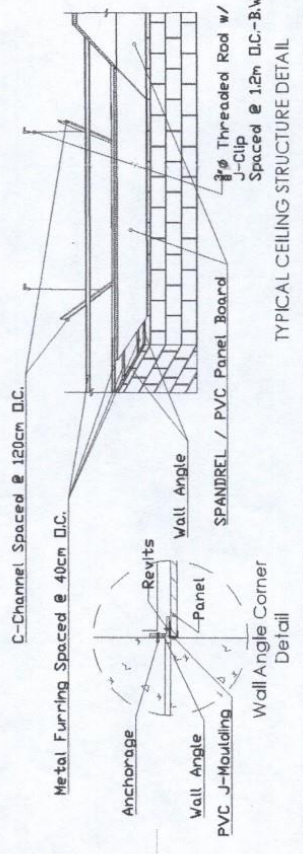
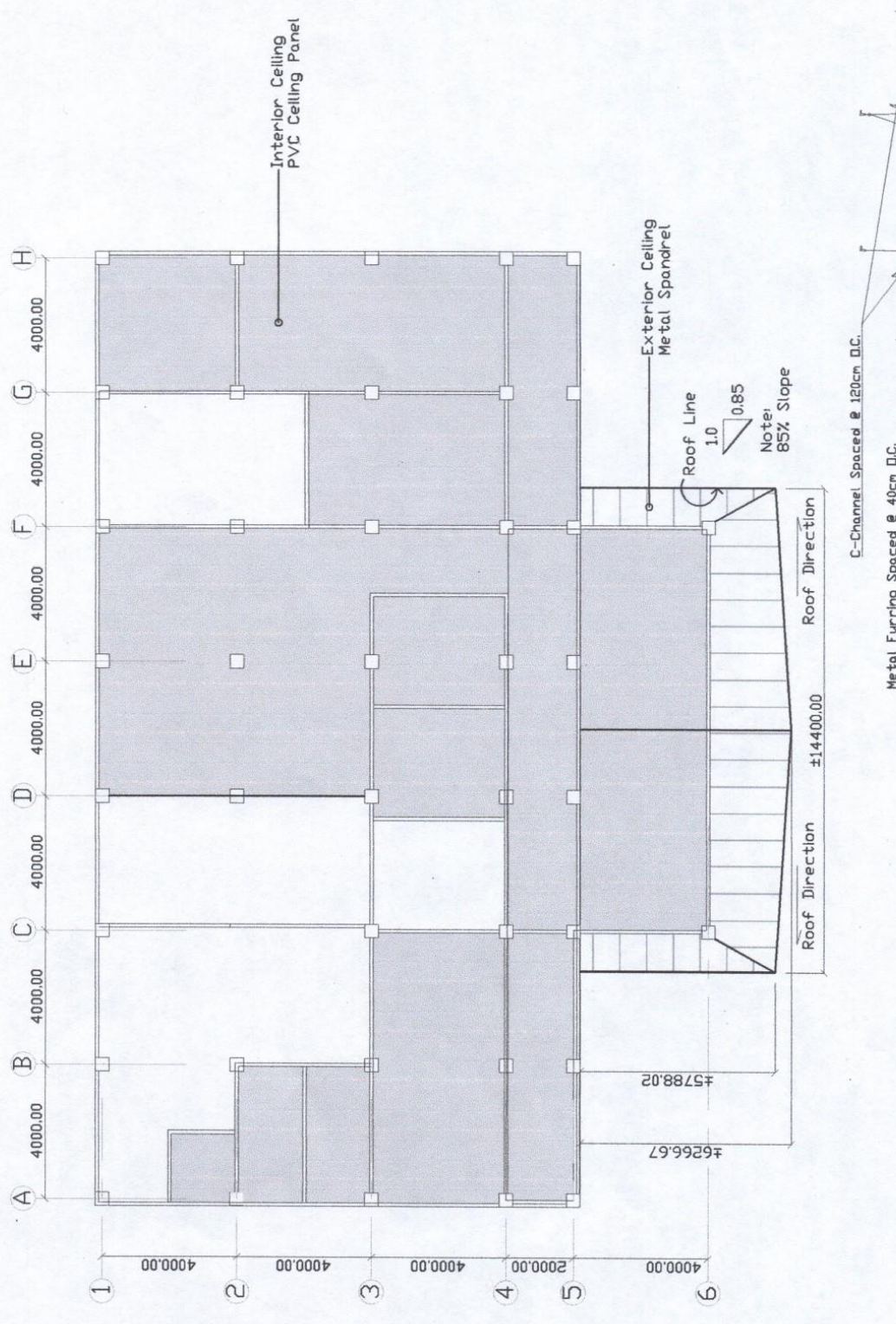
PROJECTITA No:

DATE SUBMITTED:

DRAWING STATUS	
DATE	DESCRIPTION / REMARKS

BY

PLAN CATEG.	SHEET NUMBER	PAPER SIZE
A	2/3	A4



1st Floor Ceiling Layout
SCALE
1: 175mm





GENERAL SERVICE SECTION
ADMINISTRATIVE DIVISION

FIELD OFFICE XII
 DSWD-AS-01-067 (REV 02) OF OCT 2022

PROJECT NAME :
 Improvement of Existing Ceiling of RRCY
 XII Dormitory Building

LOCATION :
 RRCY COMPOUND, BRGY BUKAY PAIT,
 TANTANGAN, SOUTH COTABATO

SHEET CONTENT :
 Front Elevation
 Side Elevation

APPROVED BY
 EMERITA Q. DRON, RSW, MPA
 CHIEF ADMINISTRATIVE OFFICER

CONFORMED BY
 NANCY C. ANO, RSW
 RYAN D. BALANZA, RSW
 PSD DIVISION CHIEF

CHECKED BY
 SAIFODEN T. BATABOR
 HEAD, GENERAL SERVICE SECTION

PREPARED/DESIGNED BY
 CHRISTIAN YBANEZ
 PDO-II, CRCF ENGINEER

PROJECTITA No:

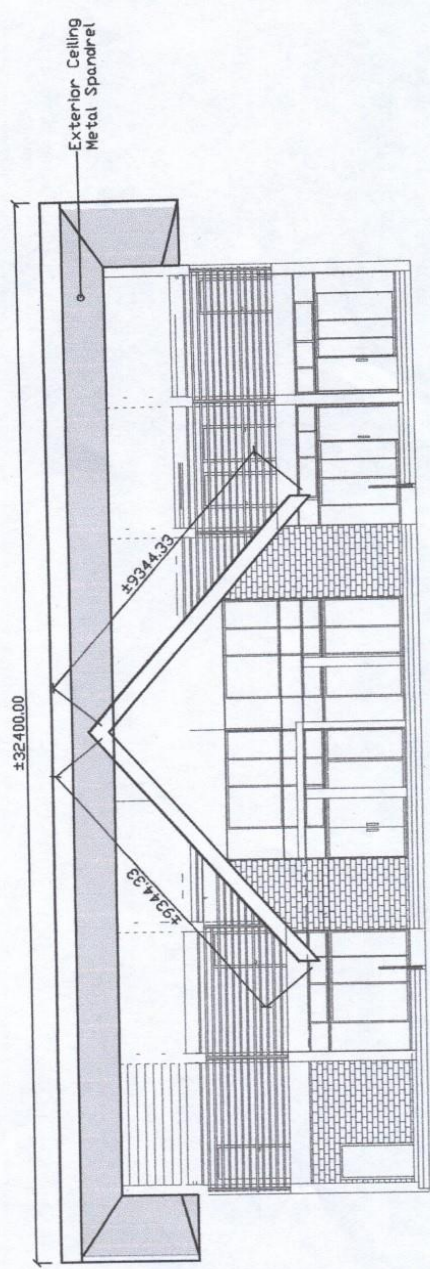
DATE SUBMITTED:

DRAWING STATUS

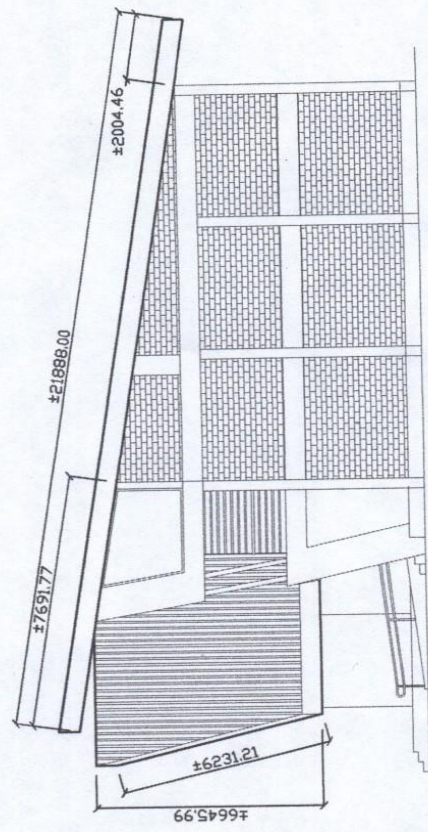
DATE DESCRIPTION / REMARKS BY

PLAN CATEG. SHEET NUMBER PAPER SIZE

A 3/3 A4



1 **Front Elevation**
 SCALE 1: 200mm



2 **Side Elevation**
 SCALE 1: 200mm

PROJECT TITLE: CONSTRUCTION OF IMPROVEMENT ON EXISTING CEILING OF RRCY DORMITORY BUILDING

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

PROGRAM OF WORKS						
Item No.	Item Description	Quantity	Unit	Unit Cost	Amount	
A. (801)	Demolition Works	1194.70	sqm	236.3665	282,387.00	
B. (1003(1)_{g2})	Ceiling Works	1194.70	sqm	2,048.8784	2,447,795.00	
C.	Electrical Works					
1100	Conduits, Boxes & Fittings (Conduit Works/Rough In)	1	lot	24,879.12	24,879.12	
1101	Wires and Wiring Devices	1	lot	116,620.88	116,620.88	
A				Total Direct Cost (Material, Labor and Equipment)		2,871,682.00
B				Overhead, Contingencies & Miscellaneous Expenses (15% of A)		430,752.30
C				Contractor's Profit (10% of A)		287,168.20
D				Value Added Tax (5% of A+B+C)		179,480.13
TOTAL PROJECT COST						PHP 3,769,082.63

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 (5) 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 Development 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 FIELD OFFICE operations.

Section VIII. Bill of Quantities

Name of Project:	Improvement of Existing Ceiling of RRCY XII Dormitory Building	Location:	RRCY XII Compound, Brgy Bukay Pait, Tantaran, South Cotabato
Total Project Cost:	PHP3,769,082.63	Project Duration:	144 Calendar Days
Source of Fund:	Centrally Managed Funds (CRCF Funds)	Mode of Procurement:	Public Bidding
Date:	Thursday, 6 July 2023	Source of Manpower:	Cotractor

Item No.	Item Description	Quantity	Unit	Material Cost	Labor Cost	Unit Cost	Amount
RRCY XII DORMITORY BUILDING							
A	Demolition Works						
1	Manpower						
	1.1	Demolition of Ceiling	1194.70	sqm			
	1.2	Retrival of Light Fixtures	2.00	lot			
	1.3	Hauling & Disposal of Materials	2.00	lot			
2	Power Tools, Equipment and Consumables						
	2.1	Minor Tools (5% of Manpower)	1.00	lot			
SUB - TOTAL (Demolition Works)							
B	Ceiling Works						
1	Materials						
	1.1	PVC Ceiling Panel (0.168m x2850m)	1970.00	pcs			
	1.2	PVC Wall Angle Moulding / J-Clip (2.85m)	432.00	pcs			
	1.3	PVC H-Clip (2.85m)	135.00	pcs			
	1.4	Metal Double Furring 32x52x0.8mm (5m)	650.00	pcs			
	1.5	Carrying Channel 12x38x0.8mm (5m)	240.00	pcs			
	1.6	10mm Treaded Rod (3m)	260.00	pcs			
	1.7	Wall Angle (3m)	432.00	pcs			

	1.8	6" x 8ft Prepainted Metal Spandrel	1467.00	pcs				
	1.9	Prepainted Metal Flashing	126.00	ln.m				
	1.10	3mm x 1.0" Angle Bar	24.00	pcs				
	1.11	Flexible Thermal Heat Reflective Insulation Sheets	712.80	sqm				
2	Power Tools, Equipment and Consumables							
	2.1	Minor Tools (5% of Manpower)	1.00	lot				
	2.2	Rivets 1/8x3/4"	20.00	box				
	2.3	Assorted Concrete/Metal Screw	4024.00	pcs				
	2.4	W-Clip	4536.00	pcs				
	2.5	Assorted Drill Bit	50.00	pcs				
	2.6	4" Cutting Disc	50.00	pcs				
	2.7	10mm Anchor Bolt	390.00	pcs				
	2.8	#16 Tie Wire	71.50	kg				
3	Manpower							
	3.1	Supervising Foreman	736.00	MH				
	3.2	Skilled	4416.00	MH				
	3.3	Helper	2208.00	MH				
SUB - TOTAL (Ceiling Works)								
C	Electrical Works							
1	Materials							
	1.1	THHN Wire 2.0mm ²	10.00	roll				
	1.2	THHN Wire 3.5mm ²	10.00	roll				
	1.3	Flexible Hose 1/2", 50 meters	20.00	roll				
	1.4	Flexible Connector 1/2"	100.00	pcs				
	1.5	Utility Box	50.00	pcs				
	1.6	Junction Box	50.00	pcs				
	Power Tools, Equipment and Consumables							
	2.1	Minor Tools (5% of Labor Cost)	1.00	lot				
	2.2	Electric Tape	20.00	pcs				
	Manpower							
	3.1	Supervising Foreman	120.00	MH				
	3.2	Skilled	360.00	MH				
	3.3	Helper	240.00	MH				

	SUB - TOTAL (Electrical Works)	141,500.00
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		PHP 3,769,082.63

Submitted by:

Date: _____
Name and Signature of bidder's Representative

Position

Company Name

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	
<i>Class "A" Documents</i>	
<u>Legal Documents</u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
<u>Technical Documents</u>	
<input type="checkbox"/>	(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
<input type="checkbox"/>	(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
<input type="checkbox"/>	(d) Special PCAB License in case of Joint Ventures and registration for the type and cost of the contract to be bid; and
<input type="checkbox"/>	(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:
<input type="checkbox"/>	a. Organizational chart for the contract to be bid;
<input type="checkbox"/>	b. List of contractor's key personnel (<i>e.g.</i> , Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
<input type="checkbox"/>	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
<input type="checkbox"/>	(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.
<u>Financial Documents</u>	
<input type="checkbox"/>	(h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).
<i>Class "B" Documents</i>	
<input type="checkbox"/>	(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

ADDITIONAL DOCUMENTARY REQUIREMENTS PER ANNEX G:	
<input type="checkbox"/>	Preliminary Conceptual Design Plans in accordance with the degree of details specified by the procuring entity
<input type="checkbox"/>	Design and Construction Method
<input type="checkbox"/>	Value Engineering Analysis of Design and Construction Method
II. FINANCIAL COMPONENT ENVELOPE	
<input type="checkbox"/>	(j) Original of duly signed and accomplished Financial Bid Form; and
<i>Other documentary requirements under RA No. 9184</i>	
<input type="checkbox"/>	(k) Original of duly signed Bid Prices in the Bill of Quantities; and
<input type="checkbox"/>	(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
<input type="checkbox"/>	(m) Cash Flow by Quarter.
	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.



