



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number	10098706
Procuring Entity	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION XII
Title	DSWD12-2023-RRCY-019 Procurement of Design-Build Scheme for the Rehabilitation of Electrical and FDAS of RRCY Dormitory Building, Storage Building, Covered Court and Admin Building
Area of Delivery	South Cotabato

Solicitation Number:	DSWD12-2023-RRCY-019	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Civil Works	Document Request List	0
Category:	Construction Projects	Date Published	05/09/2023
Approved Budget for the Contract:	PHP 2,700,000.00	Last Updated / Time	05/09/2023 00:00 AM
Delivery Period:	120 Day/s	Closing Date / Time	25/09/2023 17:00 PM
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

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.
- e. 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 Design-Build Scheme for the Procurement of Rehabilitation of Electrical and FDAS of RRCY Dormitory Building, Storage Building, Covered Court and Admin 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 TWO MILLION SEVEN HUNDRED THOUSAND PESOS ONLY (Php 2,700,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Procurement of Design-Build Scheme for the Rehabilitation of Electrical and FDAS of RRCY Dormitory Building, Storage Building, Covered Court and Admin Building under Project Identification Number DSWD12-2023-RRCY-019. 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 120 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 5, 2023 to September 25, 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 Conference on September 13, 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 September 25, 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 September 26, 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).

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 05, 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 Design Build Scheme for the Rehabilitation of Electrical and FDAS of RRCY Dormitory Building, Storage Building, Covered Court and Admin Building, with Project Identification Number DSWD12-2023-RRCY-019.

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 SEVEN HUNDRED THOUSAND PESOS ONLY (Php 2,700,000.00).

2.2. The source of funding is:

a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

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

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

5. Eligible Bidders

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

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

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

BDS.

5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

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

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and 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 15, 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 January 24, 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

7.1

Subcontracting is not allowed.

10.3 At least PCAB License Category C

10.4

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

FOR DE

a. SIGN PHASE

Electrical Engineer

The Electrical Engineer must be a registered Professional Electrical Engineer with at least five (5) years' experience in the design of lighting power distribution, communication system (specially structured and local area network cabling PABX) Building management systems and knowledgeable in the development in emergent efficient lighting technologies and energy management.

b. Mechanical Engineer

The Mechanical Engineer must be a Professional Mechanical Engineer with at least five (5) years' experience in HVAC and Fire Protection system and shall preferably be knowledgeable in emergent alternative energy-efficient HVAC technologies.

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. 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.

c. Mechanical Engineer

The Mechanical Engineer must be duly-licensed with at least five (5) years' experience in similar and comparable projects in the installation of HVAC and fire protection.

d. 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.

e. 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 Design and Build 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.

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-Four thousand pesos only (Php54,000.00) 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 Thirty-Five Thousand pesos only (135,000.00) 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 Design-Build Scheme for the Rehabilitation of Electrical and FDAS of RRCY Dormitory Building, Storage Building, Covered Court and Admin Building

BID REF NO.: ITB NO. DSWD12-2023-RRCY-019

ABC : Php2,700,000.00

DO NOT OPEN BEFORE: 26 SEPTEMBER 2023; 1:30 P.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.

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

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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.

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.

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Special Conditions of Contract

GCC Clause

2

Particulars Time Frame

Design Preparation Thirty (30) Calendar Days

Construction One Hundred Eighty (90) Calendar Days

TOTAL

Two Hundred Ten (120) Calendar Days

4.1 No further instructions

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

[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

TERMS OF REFERENCE

I. Project Information

a. Title: Rehabilitation of Electrical and FDAS of Dormitory Building, Storage Building, Covered Court and Admin Building

b. Date: July 06, 2023

c. Location: RRCY Compound, Brgy. Bukay Pait, Tantaran South Cotabato

d. Proponent: RRCY e. Budgetary Requirement: Php 2,700,000.00

f. Fund Source: Centrally Managed Fund (CRCF FUND)

II. Rationale

The DSWD Field Office XII with The Regional Rehabilitation Center for Youth (RRCY) and with the Regional Project Management Team (RPMT) intends to rehabilitate the Electrical and Fire Detection Alarm System (FDAS) of Dormitory

Building, Storage Building, Covered Court and Admin Building. The RRCY and the RPMT will address the facility's outdated equipment, improve operational efficiency and ensure compliance with the latest safety regulations.

The current manpower of the DSWD XII cannot support the preparation of the Detailed Architectural and Engineering Design (DAED) which will be the basis for the Rehabilitation of Electrical and Fire Detection Alarm System (FDAS) of Dormitory Building, Storage Building, Covered Court and Admin Building. Hence, there is a need for a Design and Build Contract Scheme.

In view thereof, the agency uses the Design and Build Scheme procurement for this specific project under the conditions stipulated in Section 5.1. of ANNEX "G", GUIDELINES FOR THE PROCUREMENT AND IMPLEMENTATION OF CONTRACTS FOR DESIGN AND BUILD INFRASTRUCTURE PROJECTS.

III. Objectives

Generally, this TOR serves as a guidelines and specification for the procurement of Rehabilitation of Electrical and FDAS of Dormitory Building, Storage Building, Covered Court and Admin Building (Design and Build Contract).

IV. Design and Build Contract Requirements

The Procurement and Implementation of the project using the DESIGN and BUILD Scheme shall be in accordance with the provisions of R.A. 9184 specifically its Annex G. Bidding shall be conducted by the DSWD Field Office XII Bids and Award Committee (BAC) constituted by to conduct the procurement of the project.

A. Eligibility Requirements

1. The eligibility requirements for the Design and Build Infrastructure project shall comply with the applicable provisions under Section 23 of IRR of R.A. 9184 and in accordance to PCAB approved Categorization.

2. The prospective bidder shall submit all the required Class "A" and Class "B" documents for infrastructure projects and the following:

i. Relevant statement of all completed, on-going, and awarded but not yet started design, design and build 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 design and build contractors shall be based on technical and financial requirements. In the technical requirements the design and build contractors (as sole or joint venture/consortia) should be able to comply with the experience requirements stated in the IRR of R.A. 9184 where one of the parties in (joint venture /consortia) should have at least one similar project both in design and build construction, with at least 50% of the cost of the Approved Budget Cost of this Design and Build Contract.

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

3. If the bidder has no experience in Design and Build projects on its own, it may enter into partnership or joint venture with the design or engineering firm for the design scopes of the project provided that bidder shall declare their JVA prior bidding.

4. The relevant provision under Section 23.4.2 of the IRR-A of R.A. 9184 on eligibility requirements shall be observed, with the following exceptions:

Joint ventures/consortia among Filipino contractors and consultants or among Filipino contractors and foreign consultants shall be allowed subject to pertinent laws and the relevant provisions of the IRR of R.A. 9184. The joint venture/consortia shall be jointly and severally responsible for the obligations and the civil liabilities arising from the design and build contract: Provided, however, That Filipino ownership or interest thereof shall be at least seventy five percent (75%): Provided further, That joint ventures/consortia in which Filipino ownership or interest is less than seventy-five percent (75%) may be eligible where the structures to be built require the application of techniques and/or technologies which are not adequately possessed by Filipinos and that Filipino ownership or interest shall not be less than twenty-five percent (25%): Provided, finally, that when the design services in which the joint venture wishes to engage involve the practice of professions regulated by law, all those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions and where foreign designers are required, the foreign designer must be authorized by the appropriate Philippine Government professional regulatory body to engage in the practice of those professions and allied professions.

C. Submission and Receipt of Bids

1. 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. Schematic Documents

The Schematic Documents shall be a take-off from the approved Conceptual Design (attached herewith as annex "A"), this TOR and Design Standards and Specifications (attached herewith as annex "B"). These documents shall be scaled presentation of technical drawings comprising but not limited to;

1. Electrical Design

- a. Power Line Diagram/Schematics
- b. Lighting lay-out per facility
- c. Power lay-out per facility
- d. Load Schedules
- e. Electrical Notes

2. Mechanical Design

- a. FDAS Diagram/ Schematics
- b. FDAS Layout
- c. Automatic Fire Sprinkler System (Roughing-Ins Only)
- d. General Notes

All drawings shall be submitted on A3 size sheets using appropriate scale.

The schematic documents shall also include an outline of specifications, illustrating the kinds of materials intended to be used, for the electrical, mechanical, equipment and utilities to be installed, including other item of the work that are indicated in this Terms of Reference, and Design Standards and Specifications (attached herewith as annex "B"). All these documents shall be submitted in ring bound A4 size sheets.

ii. Design and Construction Methods

Emphasis shall be made on the methods that best befits cost and compressed duration of the project.

iii. Value Engineering Analysis

Prospective bidders shall prepare a value engineering analysis report of their proposed design and construction method to be applied for the project. Importance shall be made on the following criteria:

- a. Cost-saving compared to conventional construction methods.
- b. Time-saving in the design and construction duration (can be measured and compared by using Bar Chart and PERT-CPM) due to expertise and past experiences with the proposed methods.
- c. Operational Efficiency (consideration of using an energy saving electrical fixtures.)

iv. List of Design Professionals and Construction personnel to be assigned to the contract to bid, with their complete qualification and experience.

FOR DESIGN PHASE

c. Electrical Engineer

The Electrical Engineer must be a registered Professional Electrical Engineer with at least five (5) years' experience in the design of lighting power distribution, communication system (specially structured and local area network cabling PABX) Building management systems and knowledgeable in the development in emergent efficient lighting technologies and energy management.

d. Mechanical Engineer

The Mechanical Engineer must be a Professional Mechanical Engineer with at least five (5) years' experience in HVAC and Fire Protection system and shall preferably be knowledgeable in emergent alternative energy-efficient HVAC technologies.

FOR CONSTRUCTION PHASE

f. 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.

g. 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.

h. Mechanical Engineer

The Mechanical Engineer must be duly-licensed with at least five (5) years' experience in similar and comparable projects in the installation of HVAC and fire protection.

i. 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.

j. 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 Design and Build 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. Lump sum bid prices which shall include the detailed engineering cost in the bill of Quantities in the Prescribed Bid Form, not to exceed 2,700,000.00 (Two Million Seven Hundred Thousand Pesos).

1. The Detailed Engineering Design Cost which should not be greater than (5.5%) of the ABC

2. The Construction Cost which is (94.5%) of the ABC including, general requirements, machineries and equipment installation, Taxes, Overhead expenses, Contingencies and Miscellaneous.

b. Bill of Quantities with supporting detailed estimates including a summary sheet indicating the unit price of materials, labor rates, testing, safety requirements, equipment rentals, contingencies and miscellaneous in coming up with the bid; and

c. 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 also follow the provisions of Annex "G" of IRR of RA 9184 on the Guidelines for the Procurement and Implementation on Contracts for Design and Build Infrastructure Projects. For the detailed evaluation of the design and build proposals a two-step procedure shall be adopted:

1) First-Step Procedure:

The first step of the evaluation shall involve the review of the preliminary conceptual designs and track record submitted by the contractor as indicated in the bid documents using a nondiscretionary "pass/fail" criteria that involve compliance with the following requirements:

a. Adherence of preliminary design plans to the required performance specifications and parameters and degree of details (35%);

b. Concept of approach and methodology for detailed engineering, design and construction with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions (35%);

c. Quality of personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff (30%);

Criteria Points (%)

Adherence of preliminary design plans to the required parameters 35

Approach and Methodology 35

Quality of Proposed Personnel 30

Total 100

THE MINIMUM PASSING RATE IS EIGHTY FIVE PERCENT (85%)

2) Second-Step Procedure:

Only those bids that passed the above criteria shall be subjected to the second step of evaluation. The BAC shall open the financial proposal of each "passed" bidder and shall obtain the correct calculated prices. The financial bids as so calculated shall be ranked, in ascending order, from lowest to highest. The bid with the lowest price shall be identified as the Lowest Calculated and Responsive Bid (LCRB).

V. Scope of Works

DESIGN

The DSWD Field Office XII with the RRCY through the TWG of RPMT shall provide the design standards and specification in reference to the conceptual design in terms of architectural schematic plans, elevations and sections of the building.

In compliance with the design standards and specification and this TOR, the Design and Build Contractor shall;

- a. Conduct complete engineering assessment, an investigation/study of the site prior to the design.
- b. Established detailed electrical engineering and FDAS design for the facilities based on the conducted engineering investigation/ study which shall be in accordance with the latest codes and standards.
- c. Prepare the scope of works for construction based on the prepared bill of quantities and cost estimates while fitting within the approved budget.
- d. Provide value engineering analysis on all cost related works and aspect of the project.
- e. Coordinate with all offices and agencies concerned, within and outside the Center regarding utility connections, property confirmations, permits and other pre engineering requirements needed.
- f. Responsible for revision of design per recommendation of DSWD XII in accordance with the requirements or standards and discuss the works to be done and the support needed from the End User without any additional cost.
- g. Provide soft copies of plans (CAD Format), scanned signed and sealed PDF, materials specifications and detailed estimates; Provide Hard Copy as indicated in the deliverables.

When required design components shall be designed in coordination with the agencies concerned (e.g., coordination with electric company for power lines).

The Design and Build Contractor may only proceed with the construction phase after the approval of the drawings by RPMT, design and bill of estimates as recommended by the TWG of RPMT and upon completion of all necessary pre construction requirements task.

CONSTRUCTION**a. Pre-Construction Phase**

1. Secure all necessary permits and clearances prior to const. All incidental fees shall be included in the cost estimates of the project.
2. Preparation of PERT-CPM, BAR CHART with S-CURVE, with equipment, and manpower schedules and program of the construction phase.
3. Provide all other necessary documents relevant to the preconstruction phase, required by RPMT

b. Construction Phase

1. Implement all works indicated in the approved construction drawings and construction documents, all revisions and deviations from the approved plans, especially if it shall impact the overall cost of the project, must be subject for RPMT approval.
2. Facilitate the connection of electrical utilities with their corresponding utility companies. All application fees shall be included in the project cost.
3. Preparation of shop-drawings as needed in the construction subject for verification and approval of TWG of RPMT.
4. Coordinate with the RPMT regarding scheduling of deliveries and installation of all machineries and equipment.
5. Conduct all necessary test as required by the RPMT.
6. Rectify Punch-list items and other defects identified from the final inspection and assessment of DSWD Inspectorate Team.
7. Provide all other necessary documents and services relevant to the construction that shall be required by RPMT.

c. Post Construction Phase

1. Preparation of As-built Plan.
2. Turn-over of all manuals, certificates and warranties of installed machineries and equipment including all other installed items and fixtures subject to warranties.
3. Defects and liability monitoring and rectifications, if necessary.

VI. Accountabilities**A. THE IMPLEMENTING AGENCY'S GENERAL RESPONSIBILITY**

The implementing agency for the project is the DSWD FO XII through RPMT in consultation with its TWG. Final approval for all decisions and actions shall come from the Office of Regional Director.

The RPMT shall;

- a. Prepare the Design Standards and Specifications with an initial conceptual design in accordance with the DSWD Centers policies, existing codes and standards, the culture of DSWD and the conditions and design criteria enumerated in this TOR.
- b. Coordinate with the Design and Build Contractor.
- c. Assist in the coordination of the Design and Build Contractor with various utility agencies during the design and construction phase of the project.

d. Conduct regular coordination meeting between the Design and Build Contractor and the end-user to facilitate the implementation of the project.

B. THE DESIGN AND BUILD CONTRACTOR'S GENERAL RESPONSIBILITY

- a. The Design and Build 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 Design and Build Contractor shall ensure that all works at the stage of design, construction and restoration of affected areas, testing and commissioning of all equipment and machineries installed shall be carried out efficiently and effectively.
- c. The Design and Build Contractor shall provide DSWD the complete reports, engineering investigations, regarding the existing conditions and proposed improvements within the center's premises.
- d. The Design and Build Contractor shall consider the institutional calendar and critical dates and occasions and events with the DSWD and RSCC 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 lines, and conflict on use of spaces and access and open areas.
- e. The Design and Build Contractors shall inform the RPMT of Critical Times during construction, especially in cases where the normal course of the activity in the RRCY shall be affected.
- f. The Design and Build 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.
- g. The Design and Build 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 Design and Build Contractor is required to install warning and safety devices, signage and barriers for the safety of general public and clients. The Contractors provide appropriate and approved personal protective equipment for their workers and personnel as well as for the visitors, inspectors of the project.
- h. The Design and Build Contractor shall be professionally liable for the design and shall submit a signed and sealed copy of approved construction documents to form part of the contract documents.
- i. Only the plans approved by the RPMT shall be signed and sealed by the Design and Build Contractor, and thereafter shall be the plans used for construction.
- j. All works designed and constructed should be guaranteed to be seamlessly fit into the overall system of the DSWD Field Office XII RRCY.

VII. Other Provisions

A. SPACE AND DESIGN REQUIREMENTS

The TWG of Regional Project Management Team (RPMT) came up with the Conceptual Design (attached herewith as annex "A"). Wherein this conceptual designs shall serve as the take-off reference of the DESIGN and BUILD CONTRACT.

The DESIGN and BUILD CONTRACT aims to optimize DSWD resources and to enhance and improve the existing conceptual design by considering value engineering of the existing cost estimates, quantification and specifications of the initial plan.

The existing Conceptual Design part of this TOR that were initially consulted with, and agreed upon with the end users and duly approved by the DSWD FO XII shall be the general reference of the DESIGN and BUILD CONTRACT. Should the winning bidder recommend to revise, alter or change the initial design, consultation and approval with the end users and the RPMT shall be deemed necessary prior to finalization of all technical Documents.

B. PROJECTED SUBMITTALS DURING THE PROJECT

The following submittals and accomplished documents shall be duly completed and turned-over by the Design and Build Contractor for the project in hard copies and Electronic Copies.

1. For the Design Phase

- a. Signed Assessment report of the state of electrical and FDAS design of the Center.
- b. Complete Engineering plans and drawings: Signed and Sealed in A3 sheet (1 set for all facilities of RRCY XII) and Signed and Sealed Photocopy of PRC license and PTR of PEE with three signatures.
- c. Technical/ Materials Specifications (1 set printed in A4 sheet)
- d. Detailed Estimate (1 sets in A4 sheets) with summary sheet indicating brand and the unit price of construction materials, labor rates, testing, safety requirements, equipment rentals, contingencies and miscellaneous.
- e. Bill of Quantities (1 sets in A4 sheets)
- f. Construction Duration (1 set)
- g. Load Computation and Analysis (1 set)
- h. Documents required for the securing of Permits of Building Official and Socoteco.
- i. Reports that RPMT may require for the periodic update concerning the status of the design phase.

2. For the Construction Phase.

- a. As-built plan (Signed and Sealed by Professional Engineers/Designers) that include, Electrical, and Fire Protection plans - 2 sets printed in A3 sheets including one (1)

- set Original Copy.
- b. All necessary permits and Clearances.
- c. Shop Drawings
- d. PERT-CPM, S-CURVE and others required schedules by RPMT
- e. Guarantees, warranties and other certificates
- f. All other necessary documents to be required by RPMT

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 Philippine Electrical Code, 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 Design and Build Contractor should be specialist and highly skilled in their respective trades, performing all labor according to first-class standards. A full time Construction Safety Officer shall be assigned by the Design and Build Contractor at the Job site for the entire duration of the Project.
- b. The Design and Build 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.
- c. Any errors, omissions, inconsistencies inadequacies or failure of the Design and Build Contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the Contractor's cost. If the Design and Build Contractor wishes to modify any design or documents which has been previously submitted, reviewed and approved. The Design and Build Contractor shall shoulder the cost of such changes.

E. MATERIALS

- a. All materials and equipment shall be the standard products of the manufacturers engage 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 RPMT.

VIII. Contract Duration and Schedule

The Design and Build Contractor shall propose the most reasonable time schedule for the completion of the project. It is expected that this period will not exceed 120 calendar days (nine (9) months) from the date of issuance of the notice to proceed (NTP).

Particulars Time Frame Expected Date

Design Preparation Thirty (30) Calendar Days September 9, 2023 to October 9, 2023

Construction Ninety (90) Calendar Days October 9, 2023 to January 7, 2024

TOTAL One Hundred Twenty (120) Calendar Days September 9, 2023 to January 7, 2024

IX. Terms of Payment

- a. The DSWD XII shall pay the winning Design and Build 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 Design and Build 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 Design and Build 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 Design and Build 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

Design and Build Proposal for the Rehabilitation of Electrical and FDAS of Dormitory Building, Storage Building, Covered Court and Admin Building amounting to 2,700,000.00 (Two Million Seven Hundred Thousand Pesos) that will

be funded from the Centrally Managed Fund.

Section VII. Conceptual Design Drawing

PROJECT TITLE: REHABILITATION OF ELECTRICAL AND FDAS OF DORMITORY BUILDING, STORAGE BUILDING, COVERED COURT AND ADMIN BUILDING OF RRCY XII (DESIGN AND BUILD CONTRACT SCHEME)

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

PROGRAM OF WORKS

ITEM NO. DESCRIPTION INCLUSIONS BUT NOT LIMITED TO QTY UNIT UNIT PRICE TOTAL PRICE

1.0 Detailed Engineering Design Electrical Works Admin Building, Dormitory Building, Storage Building and Covered Court (2023.39 sqm.) 1 LOT 88,400.29 88,400.29

1.2 Detailed Engineering Design Fire Protection Admin Building, Dormitory Building, and Storage Building (1175.69 Sqm) 1 lot 72,969.51 72,969.51

2.1 Rehabilitation of Electrical of Admin Building, Dormitory Building, Storage Building, and Covered Court General Requirements, Electrical Works, etc. 2023.39 Sq.m 700.00 1,416,373.00

2.2 Rehabilitation of FDAS of Admin Building, Dormitory Building, and Storage Building General Requirements, Fire Protection, etc. 1175.69 Sq.m 400.00 470,276.00

TOTAL DIRECT COST 2,048,018.80

A Overhead, Contingencies, Miscellaneous (15% of Direct Cost) 307,202.82

B Contractor's Profit (10% of Direct Cost) 204,801.88

C Value Added Tax (5% of Direct Cost, OCM and CP) 128,001.17

TOTAL PROJECT COST 2,700,000.00

Section VIII. Bill of Quantities

Name of Project:

Rehabilitation of Electrical and FDAS of Dormitory Building, Storage Building, Covered Court, and Admin Building (Design and Build Contract Scheme) Location:

RRCY Compound, Brgy. Bukay Pait, Tantaran South Cotabato

Total Project Cost: PHP 2,700,000.00 Project Duration: 120 calendar days

Source of Fund: CAPITAL OUTLAY (CRCF FUND) Mode of Procurement: COMPETITIVE PUBLIC BIDDING

Date:

Source of Manpower:

OUTSOURCE

Item No.	Item Description	Quantity	Unit	Material Cost	Labor Cost	Unit Cost	Amount
A DESIGN PHASE							
1 *DETAILED ENGINEERING DESIGN SERVICES							
1.1	Sevices for Detailed Engineering Design, Complete discipline with Signed & Sealed Detailed Engineering Design Plans and other analysis needed for this project	1.00	lot				
B CONSTRUCTION PHASE							
1 GENERAL REQUIREMENTS							
1.1	Mobilization	1.00	lot				
1.2	Demobilization	1.00	lot				
1.3	Processing of Building Permit, Gov't Clearances, Occupancy Permit, and other necessary requirements including its fees.	1.00	lot				
2 *ELECTRICAL WORKS							
2.1	Electrical Conduits Works	1.00	lot				
2.2	Wires and Wiring Devices	1.00	lot				
2.3	Panelboards	1.00	lot				
2.4	Lighting Fixtures	1.00	lot				
3 *MECHANICAL WORKS							
3.1	Fire Detection Alarm System	1.00	lot				

See attached Conceptual Plan and Design Standards and Specifications for more information

A Total Direct Cost (Material, Labor and Equipment)
 B Overhead, Contingencies & Miscellaneous Expenses
 C Contractor's Profit
 D Value Added Tax (5% of A+B+C)
 TOTAL PROJECT COST 2,700,000.00

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

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; and
- (d) Special PCAB License in case of Joint Ventures and registration for the type and cost of the contract to be bid; and
- (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or original copy of Notarized Bid Securing Declaration; and
- (f) Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid;
 - b. List of contractor’s key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; and
- (g) Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class “B” Documents

- (i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

ADDITIONAL DOCUMENTARY REQUIREMENTS PER ANNEX G:

- Preliminary Conceptual Design Plans in accordance with the degree of details specified by the procuring entity
- Design and Construction Method
- Value Engineering Analysis of Design and Construction Method

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.

Pre-bid Conference

Date	Time	Venue
13/09/2023	1:30:00 PM	DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City

Created by Loreto Jr. Vargas Cabaya

Date Created 04/09/2023

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