

PHILIPPINE BIDDING DOCUMENTS
(As Harmonized with Development Partners)

**Procurement of
INFRASTRUCTURE
PROJECTS**

Government of the Republic of the Philippines

*For Project i2022-01: REPAIR/IMPROVEMENT OF
UNIVERSITY COMFORT ROOMS FOR
BAYOMBONG CAMPUS*

Sixth Edition
July 2020

Preface

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

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

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

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

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

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

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

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



Republic of the Philippines
NUEVA VIZCAYA STATE UNIVERSITY
Bayombong, Nueva Vizcaya

INVITATION TO BID
For Project i2022-01: REPAIR/IMPROVEMENT OF
UNIVERSITY COMFORT ROOMS FOR
BAYOMBONG CAMPUS

1. The Nueva Vizcaya State University, through the Special Trust Fund (F164) intends to apply the sum of *Php1,000,000.00* being the Approved Budget for the Contract (ABC) to payments under the contract for project *i2022-01: Repair/Improvement of University Comfort Rooms for Bayombong Campus*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Nueva Vizcaya State University now invites bids for the above Procurement Project. Completion of the Works is required one hundred twenty (120) *calendar days*. Bidders should have completed within two (02) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from Nueva Vizcaya State University and inspect the Bidding Documents at the address given below from *Mondays to Fridays, 8:00AM to 5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested bidders starting on March 18, 2022 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 Php5,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *through electronic means*.
6. The NVSU will hold a Pre-Bid Conference¹ on *March 28, 2022 @ 9:00am at the Function Room, 3/F New Administration Building, NVSU Bayombong, Campus* and through videoconferencing/webcasting via Zoom, which shall be open to prospective bidders. To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via **ZOOM (Meeting ID: 525 793 2135, Password: nvsu@2022)** until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.

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.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before April 11, 2022 at 8:59am or courier submission at the same address on or before April 8, 2022 at 5:00pm. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on *April 11, 2022 at 9:00am at the given address and via Zoom (Meeting ID: 525 793 2135, Password: nvsu@2022)*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *Submission of Bid Envelopes by the bidder's representative must be accompanied by an authorization through a Special Power of Attorney (SPA):*

A limit of three (3) projects shall be awarded per contractor. In case that a contractor won more than 03 projects, the BAC shall determine the 03 projects; and

In case a contractor wins more than one project, the contractor must detail specific manpower and equipment for every project.

11. The Nueva Vizcaya State University reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:
MS. MARITESS N. MORTERA
MS. JEANYBEE A. MARIANO
MS. DIANNE MARGARETH B. TITO
MS. ICY B. PASI
UBAC Secretariat

UBAC Office, 3rd floor New Administration Building, NVSU Bayombong Campus, Bayombong, Nueva Vizcaya Tel. No. 078-321-2112-138 (trunkline)

Email address: nvsubacinfra@gmail.com

NVSU LANDBANK ACCOUNT No.: 0432-1028-82

13. You may visit the website:

For downloading of Bidding Documents: www.nvsu.edu.ph on March 18, 2022.

ARACELI V. DOMAGAS, RCE, PhD
UBAC Chairperson - Infrastructure

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, *Nueva Vizcaya State University* invites Bids for the *Repair/Improvement of University Comfort Rooms for Bayombong Campus* with Project Identification Number *Project i2022-01*.

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

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FY2022 (Reprogrammed Accumulated savings)* in the amount of *Php1,000,000.00*.

2.2. The source of funding is:

[If an early procurement activity, select one and delete others:]

- a. NGA, the National Expenditure Program.
- b. GOCC and GFIs, the proposed Corporate Operating Budget.
- c. LGUs, the proposed Local Expenditure Program.

[If not an early procurement activity, select one and delete others:]

- a. NGA, the General Appropriations Act or Special Appropriations.
- b. GOCC and GFIs, the Corporate Operating Budget.
- c. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

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:

[Select one, delete other/s]

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.
- b. Subcontracting is not allowed.

7.1. *[If Procuring Entity has determined that subcontracting is allowed during the bidding , state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterial stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

7.2. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.3. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 *{[insert if applicable]}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

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

- 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. In joint ventures, a special PCAB License, and registration for the type and cost of the contract for this Project, shall be required. 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:*

[Select one, delete other/s]

a. Philippine Pesos.

b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP.]*

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 *[one hundred twenty (120) calendar days from the bid opening]*. 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 16 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: Repair/Improvement of Comfort Rooms. <i>[provide description/clarification of what are major categories of work].</i>						
7.1	<i>[Specify the portions of Works and the maximum percentage allowed to be subcontracted, which shall not be significant or material components of the Project as determined by the Procuring Entity.]</i>						
10.3	<i>[Specify if another Contractor license or permit is required.]</i>						
10.4	The key personnel must meet the required minimum years of experience set below: <table><tr><td><u>Key Personnel</u></td><td><u>General Experience</u></td><td><u>Relevant Experience</u></td></tr><tr><td>Civil Engineer</td><td></td><td></td></tr></table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Civil Engineer		
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>					
Civil Engineer							
10.5	The minimum major equipment requirements are the following: <table><tr><td><u>Equipment</u></td><td><u>Capacity</u></td><td><u>Number of Units</u></td></tr><tr><td></td><td></td><td></td></tr></table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>			
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>					
12	<i>[Insert Value Engineering clause if allowed.]</i> Not applicable.						
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 <u>Php20,000.00</u> <i>[Insert two percent (2%) of ABC]</i>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than <u>Php50,000.00</u> <i>[Insert five percent (5%) of ABC]</i> if bid security is in Surety Bond.						
19.2	Partial bids are allowed, as follows: <i>[Insert grouping of lots by specifying the items and the quantity for every identified lot.]</i> Not Applicable						
20	<i>[List licenses and permits relevant to the Project and the corresponding law requiring it, e.g. Environmental Compliance Certificate, Certification that the project site is not within a geohazard zone, etc.]</i>						
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.						

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

4.1. 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.

4.2. 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	<i>[If different dates are specified for completion of the Works by section, i.e. “sectional completion,” these dates should be listed here.]</i>
4.1	<i>[Specify the schedule of delivery of the possession of the site to the Contractor, whether full or in part.]</i> 7 days after receipt of Notice to Proceed.
6	The site investigation reports are: <i>[list here the required site investigation reports.]</i> Not Applicable
7.2	<i>[Select one, delete the other.]</i> <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:]</i> Fifteen (15) years.
10	<i>[Select one, delete the other:]</i> a. Dayworks are applicable at the rate shown in the Contractor’s original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within seven (7) days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <i>[insert amount]</i> . Not Applicable.
13	The amount of the advance payment is <i>[insert amount as percentage of the contract price that shall not exceed 15% of the total contract price and schedule of payment]</i> . 15% advance payment.
14	<i>[If allowed by the Procuring Entity, state:]</i> Materials and equipment delivered on the site but not completely put in place shall be included for payment. Not Applicable.
15.1	The date by which operating and maintenance manuals are required is <i>[date]</i> . Not Applicable. The date by which “as built” drawings are required is <i>[date]</i> . Upon final billing.
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 <i>[amount in local currency]</i> . Not Applicable.

Section VI. Specifications

Notes on Specifications

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

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

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

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

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted

subject to the Procuring Entity's Representative's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity's Representative at least twenty-eight (28) days prior to the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

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

Section VII. Drawings

[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]

Section VIII. Bill of Quantities

Notes on the Bill of Quantities

Objectives

The objectives of the Bill of Quantities are:

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

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

Daywork Schedule

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

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

Provisional Sums

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

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

Signature Box

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents.

Bill of Quantities

Name of Project : **i2022-01: Repair/Improvement of University Comfort**

Rooms for Bayombong Campus

Location : NVSU Bayombong, Nueva Vizcaya

Mode of Implementation : Public Bidding

Source of Fund : Special Trust Fund

Number of Calendar Days to Complete: 120 calendar days

Approved Budget for Contract: Php1,000,000.00

ITEM	DESCRIPTION OF WORK	QTY	UNIT	UNIT COST	AMOUNT
801(1)	Removal of structures/Obstructions	LS	1.00		
1002(4)	Plumbing Fixtures	LS	1.00		
1003(a)a2	Ceiling-4.5mm Cement Fiber Board	sq.m.	49.20		
1003(22)	Modular Partition	sq.m.	29.52		
1010(2)a	Door (Flush)	LS	1.00		
1011 (a) b	Cold Water Lines	LS	1.00		
1016(1)a	Water Proofing Cement Base	sq	22.13		
1018(1)	Glazed Tiles and Trims	sq.m.	105.06		
1018(2)	Unglazed Tiles	sq.m.	41.04		
1018(3)	Granite Textured Tiles	sq.m.	4.76		
1027(1)	Cement Plaster Finish	Sq.m.	123.03		
1032(1)a	Painting Work (Masonry Painting)	Sq.m.	97.25		
1032(1)b	Painting Works (Wood Painting)	Sq.m.	20.70		
1046(1)a1	Non-Load Bearing CHB (Incl. RSB)	Sq.m.	3.20		
1100(10)	Conduit Boxes & Fittings	LS	1.00		
1101(33)	Wires and Wiring Devices	LS	1.00		
1103(1)	Lighting Fixtures and Lamps	LS	1.00		
	Total Estimated Project Cost:				

Prepared by:

Civil Engineer

PRC No:

Validity:

PTR No.:

Date Issued:

Submitted by:

Contractors Representative

DETAILED UNIT PRICE ANALYSIS

JOB: **IMPROVEMENT OF UNIVERSITY COMFORT ROOM**

PAY ITEM: Removal of structures/Obstructions

COST ID : 801(1)

QUANTITY: **1.00 LS**

PRODUCTION RATE: _____ LS

NUMBER OF HOURS: _____ Hrs.

A. MATERIAL COST	Unit	Quantity	Unit Price	Total Cost
SCOPE OF WORK: 1. Removal of all existing aluminum framed partition, water closets, lavatories and urinals. 2. Removal of all existing floor and wall tiles including lavatory tiles including floor topping. 3. Chipping of walls for new water line. 4. Removal of Main doors for Painting 5. Turnover of salvage materials to the supply office. 6. Disposal of debris and other waste derived from the construction activities. 7. Declogging of existing sewer lines by applying pressurized water pump. NOTE: 1. Aluminum partitions, water closets, lavatories & urinals shall be carefully removed and turnover to the supply office. 2. Existing floor and wall tiles shall be removed including topping. All debris shall be dump at the area directed by the supervising Engineer. 3. Entrance doors shall be repainted with approved color. Refer to the end user. 4. All works shall be supervised by architect/civil Engineer in all phases of works. 5. Sewer lines shall be covered/plugged immediately after the removal of the plumbing fixtures. 6. Existing cold water line shall be plugged at the main entrance before removal of fixtures. 7. All debris, dust and other loose material shall be removed in all CR's. 8. Safety signage and caution tapes shall be placed at the working area.				
SUB TOTAL (A) =				
B. LABOR COST	No. of Person/s	Total Hours	Hourly Rate	Total Cost
Leadman Skilled Labor (For removal of plumbing fixtures & partitions) Laborer				
SUB TOTAL (B) =				
C. EQUIPMENT COST	No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Portable Jack Hammer				

SUB TOTAL (C) =	
D. DIRECT COST (A + B + C)	
E. INDIRECT COST	1. OCM 2. Contractor's Profit 3. VAT
SUB TOTAL (E) =	
ITEM COST (D + E)	
UNIT COST	

DETAILED UNIT PRICE ANALYSIS

JOB: **IMPROVEMENT OF UNIVERSITY COMFORT ROOM**

PAY ITEM: Plumbing Fixtures

COST ID : 1002(4)

QUANTITY: **1.00 LS**
35.00 sets

PRODUCTION RATE: Set/Hr.
NUMBER OF HOURS: Hrs.

A. MATERIAL COST		Unit	Quantity	Unit Price	Total Cost
Urinal with Flush Valve, Complete Set (Push Botton Type)		set	6		
Automatic Hand Dryer, Heavy Duty for bathroom		set	4		
460mm x 150mm Lavatory, Countertop, complete with complete gooseneck faucet, p-trap, etc. (manually operated)		set	8		
HCG Smart AW Water Closet, Single Flush, Round Front		set	10		
Stainles 302 Hand Bidet Set w/ 3 way angle Valve		set	10		
Heavy Duty Stainless Steel Tap Faucets		set	3		
Wall Mirror with decorative wood frame, 24" x 40"		set	4		
Consumables (Sealant, etc.)		LS	1		
<i>Note:</i> 1. All plumbing fixtures shall be brand new of approved type and design. Please refer to the end user before buying. 2. Hand Dryers will be placed in each comfort room including presidents office comfort room 3. All plumbing fixtures shal be installed by skilled laborer with supervision of Civil Engineer/Archietect. 4. All fixtures shall include "Heavy Duty" accessories and fittings and shall be installed in goodworkmanship.					
SUB TOTAL (A) =					
B. LABOR COST		No. of Person/s	Total Hours	Hourly Rate	Total Cost
Leadman					
Skilled					
Laborer					
SUB TOTAL (B) =					
C. EQUIPMENT COST		No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Minor Tools		LS			
SUB TOTAL (C) =					
D. DIRECT COST (A + B + C)					
E. INDIRECT COST		1. OCM 2. Contractor's Profit 3. VAT			
SUB TOTAL (E) =					
ITEM COST (D + E)					
UNIT COST					

DETAILED UNIT PRICE ANALYSIS

JOB: **IMPROVEMENT OF UNIVERSITY COMFORT ROOM**

PAY ITEM: Ceiling-4.5mm Cement Fiber Board

COST ID : 1003(a)a2

QUANTITY: **49.20 sq.m.**

PRODUCTION RATE:

Sq.m./Hr.

NUMBER OF HOURS:

hrs

A. MATERIAL COST	Unit	Quantity	Unit Price	Total Cost
Metal Furring, 0.8mmx12mmx50mmx5m	pcs	32		
Primary/Carrying Channel, 1mmx12mmx38mmx5m	pcs	22		
Rod Suspension Hanger with Adjustment Clip, 12mm	set	20		
Suspension Clip (for carrying channel and suspension rod)	pcs	20		
Concrete Expansion Shield Anchor with Bolt, 5/8	pcs	20		
Concrete Anchor, 50mm x 50mm (Steel angle)	pcs	20		
Wall Angle, 0.2mmx20mmx20mmx 3m	pcs	18		
Tie Wire, #16	kg	1		
Fiber Cement Board, 4.50mm tick	pcs	18		
Blind Rivets, 1/8"x1/2" (500pc/box)	box	3		
Cement board Tape	roll	5		
Consumables(screws, furring clips, furring joiner, etc.)	LS	1		
<i>Note: Refer to the architect at PPSDS for the ceiling height and other details.</i>				
SUB TOTAL (A) =				
B. LABOR COST	No. of Person/s	Total Hours	Hourly Rate	Total Cost
Leadman				
Skilled				
Laborer				
SUB TOTAL (B) =				
C. EQUIPMENT COST	No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
H-frames, Rental Basis, set				
Minor Tools/Equipment (Electric Drill, Riveter, etc)	LS			
SUB TOTAL (C) =				
D. DIRECT COST (A + B + C)				
E. INDIRECT COST	1. OCM			
	2. Contractor's Profit			
	3. VAT			
	SUB TOTAL (E) =			
			ITEM COST (D + E)	
			UNIT COST	

DETAILED UNIT PRICE ANALYSIS				
JOB: IMPROVEMENT OF UNIVERSITY COMFORT ROOM PAY ITEM: Modular Partition COST ID : 1003(22) QUANTITY: 29.52 Sq.m.				
Productivity of Labor: No of Workers: PRODUCTION RATE: NUMBER OF HOURS:				
A. MATERIAL COST	Unit	Quantity	Unit Price	Total Cost
SCOPE OF WORK: Furnishing & Installation of Modular Toilet Partition w/ Stainless 202 Accessories:				
12mm thick HPL Phenolic Board (Anti-Bacterial) Toilet Partition, Complete with Stainless Accessories (bracket, top rail, knob handle, adjustable footleg, indicator lockset, h profile, u profile, rising hinge, HD Screws, etc.) See Samples.	sq.m.	0		
12mm thick HPL Phenolic Board Urinal Partition complete w/ u profile, brackets (6/panel) and head rail.	Sq.m.	0		
12mm thick HPL Phenolic Board doors for Lavatory Cabinet and slope drain complete w/ HD Stainless hydraulic soft closing concealed hinges, lockset/latches & stainless C-puller. This shall include threaded wood for cabinet door jambs.	sq.m.	8.52		
NOTE: 1. Modular partition panel texture design shall be approved by the end users. 2. Verify design, dimesions, specified material texture and qualities prior to your order. 3. This item shall be installed by skilled laborers w/ the supervision of civil engineer/architect to ensure the quality of works.				
SUB TOTAL (A) =				
B. LABOR COST	No. of Person/s	Total Hours	Hourly Rate	Total Cost
NOTE: Labor cost for installation is included in the material cost				
SUB TOTAL (B) =				
C. EQUIPMENT COST	No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Equipment Rental should be included in the material cost.				
SUB TOTAL (C) =				
D. DIRECT COST (A + B + C)				
E. INDIRECT COST				
1. OCM 2. Contractor's Profit 3. VAT				
SUB TOTAL (E) =				
ITEM COST (D + E)				
UNIT COST				

DETAILED UNIT PRICE ANALYSIS				
JOB: IMPROVEMENT OF UNIVERSITY COMFORT ROOM PAY ITEM: Door (Flush) COST ID : 1010(2)a QUANTITY: 1.00 LS PRODUCTION RATE: _____ Set/Hr. 5.00 set NUMBER OF HOURS: _____				
A. MATERIAL COST	Unit	Quantity	Unit Price	Total Cost
SCOPE: Repair of existing door including painting works Door Knob (original kwikset) (Gold) HD Hydraulic Door Closer, Yale and max. cap. Of 65kg Flatwall Enamel Paints Quick Drying Enamel Paints Consumables (Paint Brush, Sand Paper, and putty, etc.) <i>Note: All comfort room main doors doorknob shall be replace</i>	pc pc gal gal LS	5 5 1 1 1		
SUB TOTAL (A) =				
B. LABOR COST	No. of Person/s	Total Hours	Hourly Rate	Total Cost
Leadman Skilled Labor	1 1			
SUB TOTAL (B) =				
C. EQUIPMENT COST	No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Minor Tools/Equipment	LS			
SUB TOTAL (C) =				
D. DIRECT COST (A + B + C)				
E. INDIRECT COST				
1. OCM 2. Contractor's Profit 3. VAT _____				
SUB TOTAL (E) =				
ITEM COST (D + E)				
UNIT COST				

DETAILED UNIT PRICE ANALYSIS				
JOB: IMPROVEMENT OF UNIVERSITY COMFORT ROOM PAY ITEM: Cement Plaster Finish COST ID : 1027(1) QUANTITY: 123.03 Sq.m.				
			PRODUCTION RATE: _____ Sq.m./Hr. NUMBER OF HOURS: _____ Hr.	
A. MATERIAL COST	Unit	Quantity	Unit Price	Total Cost
Portland Cement, 40kg/bag Fined Sand, Washed Sand - 2.5cu.m/T-Load Scope of Work: Plastering of CR masonry wall in preparation of wall tile setting. Female CR (1st & 2nd) 48.6 Male CR (1st & 2nd) 60.3 CR D'Stair 11.97 <i>Total Area:</i> 123.03 Sq.m.	bag T-Load	41 1		
SUB TOTAL (A) =				
B. LABOR COST	No. of Person/s	Total Hours	Hourly Rate	Total Cost
Leadman Skilled Labor Unskilled Labor				
SUB TOTAL (B) =				
C. EQUIPMENT COST	No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Minor Tools	LS			
SUB TOTAL (C) =				
D. DIRECT COST (A + B + C)				
E. INDIRECT COST 1. OCM 2. Contractor's Profit 3. VAT				
SUB TOTAL (E) =				
ITEM COST (D + E)				
UNIT COST				

DETAILED UNIT PRICE ANALYSIS											
JOB:		IMPROVEMENT OF UNIVERSITY COMFORT ROOM									
PAY ITEM:		Non-Load Bearing CHB (Incl. RSB)									
COST ID :		1046(1)a1									
QUANTITY:		3.20		Sq.m.		PRODUCTION RATE:		_____ Sq.m./Hr.			
						NUMBER OF HOURS:		_____ Hr.			
A. MATERIAL COST				Unit		Quantity		Unit Price		Total Cost	
CHB, 4" Machine Made. 2.50 MPa				pc		41.60					
Portland Cement, 40kg/bag				bag		6.00					
Screened Sand, S-1				Cu.m.		1.00					
RSB, 10mm Ø x 6.0m				kg		7.39					
Tie Wire, # 16				kg		0.50					
Scope of Work:											
Catch Basin w/ cover, uPVC support and plastering											
Area=		0.8m x 0.80m		2.56		sq.m					
Area Truss Block=		0.4m x 0.4m		0.64		sq.m					
				3.2		Sq.m.					
Cover:		0.048		Cu.m.							
Footing:		0.128		Cu.m.							
		0.176		Cu.m.							
SUB TOTAL (A) =											
B. LABOR COST				No. of Person/s		Total Hours		Hourly Rate		Total Cost	
Leadman											
Skilled Labor											
SUB TOTAL (B) =											
C. EQUIPMENT COST				No. of Equipment/s		Total Hours		Hourly Rate		Total Cost	
SUB TOTAL (C) =											
D. DIRECT COST (A + B + C)											
E. INDIRECT COST				1. OCM							
				2. Contractor's Profit							
				3. VAT							
SUB TOTAL (E) =											
ITEM COST (D + E)											
UNIT COST											

DETAILED UNIT PRICE ANALYSIS				
JOB:	IMPROVEMENT OF UNIVERSITY COMFORT ROOM			
PAY ITEM:	Cold Water Lines			
COST ID :	1011 (a) b			
QUANTITY:	1.00 LS	PRODUCTION RATE: <u>6.3</u> Ln.m./Hr. NUMBER OF HOURS: <u>15</u> Hrs.		
	72.00 Ln.m.			
A. MATERIAL COST	Unit	Quantity	Unit Price	Total Cost
32mm Dia. PP-R Pipe, PN20	pcs	3		
25mm Dia. PP-R Pipe, PN20	pcs	5		
20mm Dia. PP-R Pipe, PN20	pcs	10		
20mm PPR 90 deg. Elbow	pcs	51		
32mm PPR 90 deg Elbow	pcs	3		
PPR Tee, 32mm Ø	pcs	3		
PPR Tee, 25mm Ø	pcs	8		
PPR Tee, 20mm Ø	pcs	33		
PPR Female threaded Tee adaptor, 20mm Ø	pcs	30		
20mm PPR End Cap	pcs	30		
25mm PPR End Cap	pcs	3		
Miscellaneous (teflon tape, other fittings , etc.)	ls	1		
<i>Note:</i> All existing Water lines shall be removed or plugged. Change all existing waterlines				
SUB TOTAL (A) =				
B. LABOR COST	No. of Person/s	Total Hours	Hourly Rate	Total Cost
Leadman				
Skilled				
Laborer				
SUB TOTAL (B) =				
C. EQUIPMENT COST	No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Minor Tools/Equipment (Fusion Machine)	LS			
SUB TOTAL (C) =				
D. DIRECT COST (A + B + C)				
E. INDIRECT COST				
1. OCM				
2. Contractor's Profit				
3. VAT				
SUB TOTAL (E) =				
ITEM COST (D + E)				
UNIT COST				

DETAILED UNIT PRICE ANALYSIS

JOB: **IMPROVEMENT OF UNIVERSITY COMFORT ROOM**

PAY ITEM: Water Proofing Cement Base

COST ID : 1016(1)a

QUANTITY: **22.13 sq**

PRODUCTION RATE: _____ Sq.m./Hr.

NUMBER OF HOURS: _____ Hr.

A. MATERIAL COST		Unit	Quantity	Unit Price	Total Cost
SCOPE OF WORK: Proper application of cement based water roofing at the second floor CR's. Cement-Based Water Proofing (2 coats) Portland Cement, Holcim (40kg per bag) HandyFix Multi-Purpose Adhesive Leak Plug, 4kg/gal Consumables (Brushes, Chisel, Etc.) <i>Note:</i> All floor surfaces shall be free from dust, loose sand/debris & contaminants before applying water proofing. Water proofing shall be 2 coatings of cement base. CR's shall be subjected to leak test after 2 coats of WF. Sewer pipe shall be sealed with handyfix in all outside circumference before placing floor tiles. Refer to the PPSDS office for the proper application of water proofing. No water proofing shall be done without the present of the PPSDS engineer. Surface should be clean, free from oil, grease, dirt, any loose grit or mortar. Wet Masonry surfaces first with water before applying mix to avoid abrupt drying and cracking of the applied modified cement, especially under hot and sunny conditions.					
		gal	8		
		bag	2		
		each	2		
		gal	2		
		LS	1		
Female:	10.066	Including 10 cm from floor line to be applied w/ water proofing.			
Male:	12.06				
	22.126	Sq.m.			
SUB TOTAL (A) =					
B. LABOR COST		No. of Person/s	Total Hours	Hourly Rate	Total Cost
Leadman					
Skilled Labor					
Unskilled Labor					
SUB TOTAL (B) =					
C. EQUIPMENT COST		No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Minor Tools for mixing					
Use electric drill w/ mixing tools for mixing.					
SUB TOTAL (C) =					
D. DIRECT COST (A + B + C)					
E. INDIRECT COST		1. OCM			
		2. Contractor's Profit			
		3. VAT			
SUB TOTAL (E) =					
ITEM COST (D + E)					
UNIT COST					

DETAILED UNIT PRICE ANALYSIS

JOB: **IMPROVEMENT OF UNIVERSITY COMFORT ROOM**

PAY ITEM: Glazed Tiles and Trims

COST ID : 1018(1)

QUANTITY: **105.06 sq.m.**

PRODUCTION RATE: _____ Sq.m./Hr.

NUMBER OF HOURS: _____ hrs.

A. MATERIAL COST			Unit	Quantity	Unit Price	Total Cost
30cm x 60 cm Glazed Tiles(Approved Textured Tiles)			pcs	600		
Tile Adhesive, 25 kg/bag			bags	41		
Tile Grout, 2 kg/pack			bags	14		
Polyvinyl Chloride Tile Trim, 8" (Color match w/ tiles)			pcs	36		
Portland Cement, 40 kg/bag (for Plastering of wall)			bags	34		
Fine Sand (Wash Sand)			cu.m	3		
Consumables (Tile spacers, etc.)			LS	1		
Slope Sink	1.6	Sq.m.				
Female CR:	44.6	Sq.m.				
Male:	55.89	Sq.m.				
Pres. CR.:	2.97	Sq.m.				
PWD CR:		Sq.m.				
	105.06	Sq.m.				
SUB TOTAL (A) =						
B. LABOR COST			No. of Person/s	Total Hours	Hourly Rate	Total Cost
Leadman						
Skilled						
Laborer						
SUB TOTAL (B) =						
C. EQUIPMENT COST			No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Minor Tools(Angle Grinder,Tile Cutter, scraper)			LS			
SUB TOTAL (C) =						
D. DIRECT COST (A + B + C)						
E. INDIRECT COST			1. OCM			
			2. Contractor's Profit			
			3. VAT			
SUB TOTAL (E) =						
ITEM COST (D + E)						
UNIT COST						

DETAILED UNIT PRICE ANALYSIS

JOB: **IMPROVEMENT OF UNIVERSITY COMFORT ROOM**

PAY ITEM: Unglazed Tiles

COST ID : 1018(2)

QUANTITY: **41.04 sq.m.**

PRODUCTION RATE: _____ Sq.m./Hr

NUMBER OF HOURS: _____ hrs.

A. MATERIAL COST	Unit	Quantity	Unit Price	Total Cost
SCOPE OF WORK: 30cm x 30 cm Textured Tiles - Ceramic Tiles Tile Adhesive (25kg/bag) Tile Grout Portland Cement Fine Sand (Wash Sand) Entrance: Sq.m. Female CR: 16.98 Sq.m. Male: 20.36 Sq.m. Pres. CR.: 3.7 Sq.m. PWD CR: Sq.m. 41.04 Sq.m.				
	pcs	480		
	bags	6		
	bags	6		
	bags	14		
	cu.m	2		
SUB TOTAL (A) =				
B. LABOR COST	No. of Person/s	Total Hours	Hourly Rate	Total Cost
Leadman				
Skilled				
Laborer				
SUB TOTAL (B) =				
C. EQUIPMENT COST	No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Minor Tools(Angle Grinder, Tile Cutter, scraper)	LS			
SUB TOTAL (C) =				
D. DIRECT COST (A + B + C)				
E. INDIRECT COST				
1. OCM				
2. Contractor's Profit				
3. VAT				
SUB TOTAL (E) =				
ITEM COST (D + E)				
UNIT COST				

DETAILED UNIT PRICE ANALYSIS				
JOB: IMPROVEMENT OF UNIVERSITY COMFORT ROOM PAY ITEM: Granite Textured Tiles COST ID : 1018(3) QUANTITY: 4.76 sq.m.				
		PRODUCTION RATE: NUMBER OF HOURS:		Sq.m./Hr. Hrs.
A. MATERIAL COST	Unit	Quantity	Unit Price	Total Cost
Ceramic Granite Textured Tiles, 60 cm x 60 cm	pcs	15		
Tile Adhesive, 5kg/bag	bags	2		
Tile Groutn 2kg/bag	bags	1		
Tile Trim, Polyvinyl Chloride - 8ft	pcs	7		
Portland Cement, 40kg/bag	bags	1		
Fine Sand (Included item 1018(2). Consumables (cutting Disc, etc.)	LS	1		
Male CR: 2.66 sq.m. Female CR: 2.1 sq.m. 4.76 Sq.m.				
SUB TOTAL (A) =				
B. LABOR COST	No. of Person/s	Total Hours	Hourly Rate	Total Cost
Leadman Skilled Laborer				
SUB TOTAL (B) =				
C. EQUIPMENT COST	No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Minor Tools(Angle Grinder, Tile Cutter, scraper)	LS			
SUB TOTAL (C) =				
D. DIRECT COST (A + B + C)				
E. INDIRECT COST				
1. OCM				
2. Contractor's Profit				
3. VAT				
SUB TOTAL (E) =				
ITEM COST (D + E)				
UNIT COST				

DETAILED UNIT PRICE ANALYSIS

JOB: **IMPROVEMENT OF UNIVERSITY COMFORT ROOM**

PAY ITEM: Conduit Boxes & Fittings

Productivity of Labor: _____ ln.m/hr

COST ID : 1100(10)

_____ pcs/hr

QUANTITY: **1.00 LS**

72.00 ln.m

NUMBER OF HOURS: _____ hrs.

43.00 pcs

A. MATERIAL COST	Unit	Quantity	Unit Price	Total Cost
20mmØ uPVC Thick Wall	pcs	24		
20mmØ uPVC Connector	pcs	4		
Junction Box w/ cover and screw	pcs	40		
400 ml.PVC Solvent	can	1		
Tie Wire, #16	kg	1		
2 x 4 Utility Box	pcs	3		
Consumables (Clamp, etc.)	LS	1		
<i>Note: All conduit for switches and other traversing the wall shall be embedded. Cut wall shall be restored and painted. All electrical wires for comfort rooms will be changed</i>				
SUB TOTAL (A) =				
B. LABOR COST	No. of Person/s	Total Hours	Hourly Rate	Total Cost
Electrical Engineer/Master Electrician				
Skilled Labor (Electrician)				
Laborer				
SUB TOTAL (B) =				
C. EQUIPMENT COST	No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Minor Tools	LS			
SUB TOTAL (C) =				
D. DIRECT COST (A + B + C)				
E. INDIRECT COST				
1. OCM				
2. Contractor's Profit				
3. VAT				
SUB TOTAL (E) =				
ITEM COST (D + E)				
UNIT COST				

DETAILED UNIT PRICE ANALYSIS				
JOB: IMPROVEMENT OF UNIVERSITY COMFORT ROOM				
PAY ITEM: Painting Works (Masonry Painting)				
COST ID : 1032(1)a				
QUANTITY: 97.25 Sq.m.		Productivity of Labor: _____ Sq.m./Hr. NUMBER OF _____ HOURS: _____ hrs.		
A. MATERIAL COST	Unit	Quantity	Unit Price	Total Cost
Flat Latex Paint, white - Boysen Semigloss latex Paint, Approved Color Tinting Color, Assorted - 1/4 Liter Masonry Putty Consumables (Sand paper, paint brush, etc.)	gal gal can gal LS	4 8 12 2 1		
Ceiling Wall <i>Male CR:</i> 10.56 9.88 <i>Female CR:</i> 8.7 9.696 38.52 58.728 97.248 q.m.				
SUB TOTAL (A) =				
B. LABOR COST	No. of Person/s	Total Hours	Hourly Rate	Total Cost
Leadman Skilled Labor Unskilled labor				
SUB TOTAL (B) =				
C. EQUIPMENT COST	No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
H-Frame Rental (set)				
SUB TOTAL (C) =				
D. DIRECT COST (A + B + C)				
E. INDIRECT COST 1. OCM 2. Contractor's Profit 3. VAT				
SUB TOTAL (E) =				
ITEM COST (D + E)				
UNIT COST				

DETAILED UNIT PRICE ANALYSIS				
JOB: IMPROVEMENT OF UNIVERSITY COMFORT ROOM PAY ITEM: Painting Works (Wood Painting) COST ID : 1032(1)b QUANTITY: 20.70 Sq.m.				
		Productivity of Labor:	3.780	Sq.m./Hr.
		NUMBER OF HOURS:	6.00	hrs.
A. MATERIAL COST	Unit	Quantity	Unit Price	Total Cost
Flatwall Enamel Paint	gal	1		
Quick Drying Enamel Paint, Approve Color	gal	1		
Wood Glazing Putty	Lit	2		
Consumables (Sand paper, paint brush, etc.)	LS	1		
Door Area: 12.9 Sq.m.				
Door Jamb: 7.8 Sq.m.				
20.7 Sq.m.				
NOTE: Existing door shall be properly sanded before applying putty and paints. Final Coating shall be approved color.				
SUB TOTAL (A) =				
B. LABOR COST	No. of Person/s	Total Hours	Hourly Rate	Total Cost
Leadman				
Skilled Labor				
Unskilled labor				
SUB TOTAL (B) =				
C. EQUIPMENT COST	No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Minor Tools	LS			
SUB TOTAL (C) =				
D. DIRECT COST (A + B + C)				
E. INDIRECT COST				
1. OCM				
2. Contractor's Profit				
3. VAT				
SUB TOTAL (E) =				
ITEM COST (D + E)				
UNIT COST				

DETAILED UNIT PRICE ANALYSIS				
JOB: IMPROVEMENT OF UNIVERSITY COMFORT ROOM PAY ITEM: Wires and Wiring Devices COST ID : 1101(33) QUANTITY: 1.00 LS 104.00 ln.m 6.00 pcs Productivity of Labor: _____ ln.m/hr _____ pcs/hr NUMBER OF HOURS: _____ hrs.				
A. MATERIAL COST	Unit	Quantity	Unit Price	Total Cost
2.0mm ² THHN Cu. Wire 3.5mm ² THHN Cu. Wire 2-Gang Universal Outlet w/ ground 2-gang, switch wide series Electric Tape (Big) Consumables	ln.m ln.m set set roll LS	100.00 4.00 2.00 4.00 4.00 1.00		
<i>Note:</i> <i>All comfort rooms shall be rewire (see electrical plan)</i>				
SUB TOTAL (A) = -				
B. LABOR COST	No. of person/s	Total Hours	Hourly Rate	Total Cost
Electrical Engineer/Master Electrician Skilled Labor (Electrician) Laborer				- - -
SUB TOTAL (B) = -				
C. EQUIPMENT COST	No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Minor Tools (Ladder)	LS			-
SUB TOTAL (C) = -				
D. DIRECT COST (A + B + C) -				

E. INDIRECT COST	1. OCM	-
	2. Contractor's Profit	-
	3. VAT	-
SUB TOTAL (E)		
=		
		ITEM COST (D + E)
		UNIT COST

DETAILED UNIT PRICE ANALYSIS					
JOB:	IMPROVEMENT OF UNIVERSITY COMFORT ROOM				
PAY ITEM:	Lighting Fixtures and Lamps				
COST ID :	1103(1)				
QUANTITY:	1.00 LS	Productivity of Labor:		set/hr	
	48.00 Set	NUMBER OF HOURS:		hrs.	
A. MATERIAL COST		Unit	Quantity	Unit Price	Total Cost
10Watts LED Bulb, Daylight		pcs	24		
Vertical Downlight Recessed Type w/ Partial Frosted Glass		set	24		
Note:					
Removal of existing lighting system					
Installation of new lighting fixtures					
SUB TOTAL (A)					
=					
B. LABOR COST		No. of person/s	Total Hours	Hourly Rate	Total Cost
Electrician					
Semi-Skilled Labor					
SUB TOTAL (B)					
=					
C. EQUIPMENT COST		No. of Equipment/s	Total Hours	Hourly Rate	Total Cost
Minor Tools(H-Frame Rental or Ladder)		LS			
SUB TOTAL (C)					
=					
D. DIRECT COST (A + B + C)					
E. INDIRECT COST		1. OCM			
		2. Contractor's Profit			
		3. VAT			
SUB TOTAL (E)					
=					
ITEM COST (D + E)					
UNIT COST					

Section IX. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Class “B” Documents

- ☐ (i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; **or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (j) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- ☐ (k) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (l) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- ☐ (m) Cash Flow by Quarter.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the

Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this day _____ of [month][year] at [place of execution].

[Insert NAME OF
BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid Form for the Procurement of Infrastructure Projects

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines² for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

² currently based on GPPB Resolution No. 09-2020

- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____
Legal Capacity: _____
Signature: _____
Duly authorized to sign the Bid for and behalf of: _____
Date: _____

Contract Agreement Form for the Procurement of Infrastructure Projects (Revised)

*[not required to be submitted with the Bid, but it shall be submitted within ten (10) days after
receiving the Notice of Award]*

CONTRACT AGREEMENT

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the “Entity”) and *[name and address of Contractor]* (hereinafter called the “Contractor”).

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called “the Works”) and the Entity has accepted the Bid for *[contract price in words and figures in specified currency]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. Philippine Bidding Documents (PBDs);
 - i. Drawings/Plans;
 - ii. Specifications;
 - iii. Bill of Quantities;
 - iv. General and Special Conditions of Contract;
 - v. Supplemental or Bid Bulletins, if any;
 - b. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- c. Performance Security;
- d. Notice of Award of Contract and the Bidder’s conform thereto; and
- e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

[Insert Name and Signature]
[Insert Signatory's Legal Capacity]
for:

[Insert Procuring Entity]

[Insert Name and Signature]
[Insert Signatory's Legal Capacity]
for:

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this _____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*
[Insert signatory's legal capacity]
Affiant

[Jurat]

*[Format shall be based on the latest Rules
on Notarial Practice]*

