

PHILIPPINE BIDDING DOCUMENTS

IB 2021 – 30E

**Procurement of Proposed Repair and
Maintenance of HFEPMU Office and
LHSD Proper Office
(Lot Bidding) (Rebid)**

ABC PHP 1,676,025.08

Bid Docs Fee P 5,000.00

Government of the Republic of the Philippines

Sixth Edition

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
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

Invitation to Bid for

IB 2021 – 30E - Procurement of Proposed Repair and Maintenance of HFEPMU Office and LHSB Proper Office (Lot Bidding) (Rebid)

1. The **DEPARTMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT**, through the **GOP FUNDS** intends to apply the sum of ***One Million Six Hundred Seventy-Six Thousand Twenty-Five Pesos and 08/100 Only (P 1,676,025.08)*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***IB 2021 – 030E - Procurement of Proposed Repair and Maintenance of HFEPMU Office and LHSB Proper Office (Lot Bidding) (Rebid)***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DEPARTMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT** now invites bids for the above Procurement Project. Completion of the Works is required ***one hundred twenty (120) calendar days***. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from **DEPARTMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT** Mandaluyong City at BAC Office c/o BAC Secretariats and inspect the Bidding Documents at the address given below during office hours from 8:30 AM – 4:00 PM Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested bidders on ***August 02 - 23, 2021*** from given address and website/s below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (Php 5,000.00) only***. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The **DEPARTMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT** will hold a ***PRE-BID CONFERENCE¹*** on ***August 09, 2021, 9:00 AM*** at ***MM-CHD Amphitheater, Mandaluyong City***, and/or through video conferencing or webcasting *via **CISCO WEBEX APPLICATION***, which shall be open to prospective bidders.
7. Bids must be duly received by the **BAC Secretariat** through manual submission at the office address indicated below, on or before ***August 23, 2021, 9:00 AM***. Late bids shall not be accepted.

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.

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 **August 23, 2021 at 10:00 AM** at **the DOH – NCRO Amphitheater, Mandaluyong City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **DEPARTMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*MM-CHD, BAC Office
JEREMIAS FRANCIS Y, CHAN, MD, MPH,
BAC CHAIRPERSON
BAC Secretariat c/o Ma. Theresa Reyes
Block 6 Barangay Road, Welfareville Compound
Barangay Additional Hills, Mandaluyong City 1550
531-00-34/37 loc. 308
bacoffice@ncro.doh.gov.ph*

12. You may visit the following websites:

For downloading of Bidding Documents:
<http://ncrooffice.doh.gov.ph/BidsAndAwardsCommittee>

JEREMIAS FRANCIS Y, CHAN, MD, MPH,
BAC, Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, **DEPARTMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT** invites Bids for **the Procurement of Proposed Repair and Maintenance of HFEPMU Office and LHSD Proper Office (Lot Bidding) (Rebid)**, with Project Identification Number **IB 2021 – 030E**.

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 2021 in the amount of **P 1,676,025.08**.

2.2. The source of funding is:

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

3. Bidding Requirements

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

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

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

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

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

5. Eligible Bidders

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

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

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

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

- 7.1. 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 **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. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

11. Documents Comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Alternative Bids

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

13. Bid Prices

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by

the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

14. Bid and Payment Currencies

14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

14.2. *Payment of the contract price shall be made in:*

- a. Philippine Pesos.

15. Bid Security

15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

15.2. The Bid and bid security shall be valid until *One Hundred Twenty (120) calendar days from the date of Opening of Bids*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet (BDS)

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

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

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

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

Bid Data Sheet

ITB Clause			
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <ul style="list-style-type: none"> a. Construction / Renovation or Repair of Offices; b. completed within three (3) years prior to the deadline for the submission and receipt of bids. 		
7.1	"Subcontracting is not allowed."		
10.3	PCAB Liscence (at least Small B)		
10.4	The key personnel must meet the required minimum years of experience set below:		
	Key Personnel	General Experience	Relevant Experience
	Project Manager	Minimum of 10 years' experience	Must have managed at least 3 health facilities/offices construction or repair/renovation in the last 5 years
	Civil Engineer/Architect	Minimum of 5 years' experience	Must have supervised at least 1 health facility/office construction or repair/renovation in the last 3 years
	Electrical Engineer	Minimum of 5 years' experience	Must have supervised at least 1 health facility/office construction or repair/renovation in the last 3 years
	Safety Engineer/Officer	Minimum of 2 years' experience	Must have implemented and managed safety programs for health facility/office construction or repair/renovation works
	QC/QA Engineer/Officer	Minimum of 2 years' experience	Should have managed/participated in any health facility/office construction or repair/renovation works

	General Foreman	Minimum of 3 years' experience	Must have supervised at least 1 health facility/office construction or repair/renovation in the last 2 years
10.5	The minimum major equipment requirements are the following:		
	Equipment	Capacity	Number of Units
	1. Dump truck/Elf truck		<u>1</u>
	2. Demolition Hammer/Electric Jack Hammer		<u>1</u>
	3. Oxy-acetylene cutting machine		<u>1</u>
	4. Rebar cutter		<u>1</u>
	5. Rebar bender		<u>1</u>
	6. Portable electric drill		<u>1</u>
	7. Portable electric grinder		<u>1</u>
	8. Welding machine		<u>1</u>
	9. Steel scaffolding		<u>1</u>
12	<i>No further instructions.</i>		
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 <i>two percent (2%) of ABC to be bid</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 <i>five percent (5%) of ABC to be bid</i> if bid security is in Surety Bond.		
19.2	Partial bids are allowed, as follows: <i>Not Applicable</i>		
20	<i>No further instructions.</i>		
21	<i>The following documents must be submitted within 3 days upon receipt of Notice of Award:</i> 1. <i>Construction schedule and S-curve;</i> 2. <i>Manpower schedule;</i> 3. <i>Construction methods;</i> 4. <i>Equipment utilization schedule;</i> 5. <i>Construction safety and health program approved by the Department of</i>		

	<p><i>Labor and Employment;</i></p> <ol style="list-style-type: none">6. <i>PERT/CPM or other acceptable tools of project scheduling;</i>7. <i>List of key personnel by name and designation; and,</i>8. <i>Program of Works for the first 15days.</i>
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

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

7. Warranty

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

- 15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity’s Representative’s approval, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

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

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

Special Conditions of Contract

GCC Clause	
2	The Intended Completion Date is <i>one hundred twenty (120) calendar days</i> <i>NOTE: The contract duration shall be reckoned from the start date and not from contract effectivity date.</i>
4.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor <i>[insert date]</i> .
6	The site investigation reports are: <i>Site Investigation Report must be certified by the End-user</i>
7.2	<i>In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures: Fifteen (15) years.</i>
10	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 <i>[15]</i> working 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> .
13	The amount of the advance payment is <i>Two Hundred Fifty-One Thousand Four Hundred Three Pesos and 76/100 (PhP 251,403.76)</i> .
14	Materials and equipment delivered on the site but not completely put in place shall not be included for payment.
15.1	The date by which "as built" drawings are required is <i>upon completion of the project</i> .
15.2	The amount to be withheld for failing to produce "as built" drawings by the date required is <i>[amount in local currency]</i> .

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

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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.

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PROJECT : REPAIR AND MAINTENANCE OF HFEPMU OFFICE

LOCATION : BLDG. 2, DOH-MMCHD, Mandaluyong City

SUBJECT : SUMMARY OF WORKS/SCOPE OF WORKS

The CONTRACTOR shall fully and faithfully deliver, undertake and perform the complete supply of materials, labor, consumables, tools, equipment, coordination, technical supervision and other facilities needed for the **Repair and Maintenance of HFEPMU Office** based on the work items covered as indicated in the plans, specifications, supplementary drawings and bid documents at the Contract Price and within the Contract Time herein stipulated. The scope of works generally include all as stated hereunder but not limited to the following:

I. GENERAL REQUIREMENTS

1. Mobilization and Demobilization

Furnish all labor, materials, equipment, tools and other facilities to complete the entire works, which include mobilization, demobilization, structural, architectural, sanitary and electrical works and render ready for use of the **Proposed Repair and Maintenance of HFEPMU Office** in accordance with the plans and specifications and other contract documents;

2. Supply and installation of Billboard with Frames (COA Format) including necessary consumables and accessories;

3. Rental of construction equipment including, but not limited to, welding machine, grinder and hammer;

4. Safety Requirements (Occupational Safety and Health)

4.1 Enforced standard safety procedures throughout the contract period;

4.2 Workers must be proper safety attire/uniform for the duration of the projects; and,

4.3 First aid kits must be available at the site at all times.

5. Project Coordination and Supervision

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5.1 The Contractor is responsible in coordinating the various parts of the trades of work; and,

5.2 The contractor must employ competent professionals to oversee the construction work.

6. Workmanship

6.1 Skilled and competent workers who regularly engage or specialize in the type of work specified shall do the work; and,

6.2 Workmanship at all phases of work shall be of the very best of trade.

7. Submittals

7.1 A list of materials and finishes sample for submittals shall be provided prior to installation;

7.2 Submit for approval the following:

a. Materials for testing;

b. Shop Drawing for all work requiring fabrication;

c. Mock-up of fabricated items;

d. Material/finishing sample so specified with corresponding information as to the color, size, make and other pertinent data as outlined in the Technical Specifications; and,

e. Materials/Finishes not approved should not be installed.

II. PRE-CONSTRUCTION WORK

1. Removal of tiles, electrical lines and fixtures, and windows including crapping of existing paint and chipping works:

- Protect from damage existing utility lines within the site and adjoining rooms. Any existing utility line that will be damaged shall be repaired by the Contractor and utility lines which

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will be affected by the construction implementation shall be relocated without extra cost to the Owner;

- Protect all salvaged materials taken from cleaning and grubbing. They shall be the property of the Owner and the Contractor shall not appropriate any of it. The Contractor shall be responsible for the salvaged materials until the completion of construction unless removed by the Owner;
- Pile neatly all salvaged materials of value in a location designated by the Owner without extra compensation;

2. Hauling and disposal of demolished materials/waste material:

- Hauling and disposal of demolished materials/waste material;
- Cleaning and Hauling Debris. Clear the construction site from all debris, vegetation and any organic material to ground level for a workable environment; and,
- Unless otherwise specified by the Owner, disposal of debris and other excess materials which is of no value to the Owner shall be done by the Contractor. All disposal must be accompanied by a report and duly inspected.

III. ARCHITECTURAL WORKS

A. Carpentry Works

Including all necessary hardware, consumables and accessories:

1. Supply and Installation of KD, Good Lumber Framing, Ceiling Joist spaced @ 600mm O.C. B.W. including all necessary hardware, consumable and consumable;(framing for the reorientation of ceiling at proposed conference room and pantry)
2. Supply and installation of 1/4" thk. Fiber Cement Board including Light Steel Framing System & Accessories (Metal Furring spaced @ 400mm O.C. B.W.) at Mezzanine Storage Room and Pantry;
3. Supply and installation of 1/2" thk. Marine Plywood one-sided dry wall including framing accessories and other necessary consumables; and,
4. All works shall be done in accordance with the plans and specifications.

B. Tile Works

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Including all necessary consumables:

1. Supply & Installation of 600mm x 600mm Synthetic Granite Tiles (Floor Tiles; @ Office field), including concrete topping, supply & application of tile adhesive & tile grout and all necessary consumables, provide sample for approval; and,
2. All works shall be done in accordance with the approved plans and specifications.

C. Doors and Windows

Supply and Installation of the Doors including Jamb and all necessary accessories and consumables

1. Supply, fabrication and installation of Panel Door w/ 1/4" thk clear glass side lite, knob and deadbolt lockset (match frame with existing window frame) including necessary consumables and accessories;
2. Supply, fabrication and installation of 1/4" thk Fixed Glass on wood framing (450mm x 500mm) including necessary consumables;
3. W-2, Supply and Installation of 1/4" thk fixed glass with frostic sticker on wood framing;
4. All works shall be done in accordance with the approved plans and specifications.

IV. STRUCTURAL WORKS

A. Mezzanine (Storage Room)

1. Supply, fabrication and installation of C8x18.75 C-Chanel, as joists, on 2" x 2" x 6mm Thk. Angle Bar and Anchor Bolts, Nuts, and Washer (M16X125) and all necessary consumables;
2. Supply and installation of Vinyl Wood Plank laid to Floor Joist with 3/4" thk. Marine Plywood subfloor, w/ grain perpendicular to floor joist including all necessary consumables;
3. All double angle structural members must be provided with filler plates;
4. All welds shall be e70xx electrode and shall develop at least 100% of the strength of the connected members;
5. All exposed structural steel members shall have at least two coats of red lead or zinc chromate primer paint and must be free from rust, scales, and oil; and,
6. All finishes shall be done in accordance with the plans and specifications.

B. Formworks and Scaffolding

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1. Construction of forms-construct forms sufficiently tight to prevent leakage, securely fasten brace and tighten to prevent displacement and to safely support construction loads. Forms shall not be removed until concrete is set;
2. Every scaffold shall be of good construction of sound materials and strength for the purpose for which it is intended;
3. Scaffold shall be erected, added, altered or dismantled only under the supervision of the person in charge of the construction;
4. Scaffolding and staging should be made correctly so as to ensure safety to workmen and adjacent properties; and,
5. All materials used in any scaffold shall be inspected before use.

V. SPECIALTY WORKS

A. Cabinet and Shelves

1. Supply, fabrication and installation of Built-in Shelves for Mezzanine with base framing, cabinet cleats, concealed hinges and stainless-steel handles including all necessary accessories, hardware and consumables;
2. Supply, fabrication and installation of Low Cabinet and Low Shelves with base framing, concealed hinges and stainless-steel handles including all necessary accessories, hardware and consumables;
3. Supply and installation of Low Shelving including base framing, concealed hinges and stainless-steel handles and all necessary accessories, hardware and consumables;
4. Supply, fabrication and installation of Built-in Cabinets and Shelves at East End of the Office with base framing, cabinet cleats, concealed hinges and stainless-steel handles including all necessary accessories, hardware and consumables (*floor cabinets, shelves, overhead cabinet, backing board, and trim molding*);
5. Supply, fabrication and installation of Built-in Cabinets with Shelves at West End of the Office with base framing, cabinet cleats, concealed hinges and stainless-steel handles including all necessary accessories, hardware and consumables; and,
6. Supply and installation of counter cabinet and overhead cabinet including base framing, cabinet cleats, concealed hinges and stainless-steel handles including all necessary accessories, hardware and consumables;
7. All works shall be done in accordance with the approved plans and specifications.

B. Baseboard

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1. Supply and installation of Base Board (1" x 4") including all necessary accessories, hardware and consumables; and,

C. Windows

1. Replacement of Broken Steel Casement Window Frames;
2. Replacement of Broken Glass Windows on Steel Casement Frames; and,
3. Replacement of Broken Glass Windows on 2nd floor located at proposed mezzanine.

D. Cubicle and Blinds

1. Supply and installation of Blinds (Zebra Blind) including necessary consumables and accessories (See plans for details) (provide sample for approval).
2. Supply and assembly of Fourteen (14) sets of Work Station cubicle with glass (1.20m X 0.60m) including Ergonomic Chair, Mobile Pedestal Drawer, Desk Tray, accessories and all necessary consumables (provide sample for approval);
3. Supply and assembly of Two (2) sets of Work Station Cubicle with Glass (0.7m x 1.4m) including Ergonomic Chair, Mobile Pedestal Drawer, Desk Tray, accessories and all necessary consumables (provide sample for approval);
4. Supply and assembly of One (1) L-Table (1.6m x 0.7m & 1m x 0.45m) with drawers including Ergonomic Chair, Desk Tray, accessories and all necessary consumables (provide sample for approval);
5. Supply and assembly of 6mm Thk. Cubicle Partition with Glass (H= 1520mm) with drawers including accessories and all necessary consumables (provide sample for approval).

VI. PAINTING AND VARNISHING WORKS

1. Interior: Supply and application of Odorless and Anti-Bacterial Semi-Gloss Acrylic Interior Latex Paint Finish and Enamel Paint Finish - Plant Mixed full putty (including necessary accessories and consumables) with one (1) priming coat and two (2) finish coats to include surface preparations all in accordance with Architectural plans and specifications;
2. Supply and Application of Quick Drying Enamel (QDE) on selected wood surfaces, wood cabinets and shelves with full putty (glazing putty), one (1) priming coat (Flat Wall Enamel) and two (2) finish coats (QDE) to include surface preparations all in accordance with architectural plans and specifications;
3. Supply and Application of Lacquer Varnish on selected wood surfaces, wood cabinets and shelves with wood stain, intermediate sealer coat, sanded lightly and a series of finish coat of lacquer varnish mixed with lacquer flo to include surface preparations all in accordance with architectural plans and specifications;
4. Supply and Application of Automotive Lacquer on selected wood surfaces, wood cabinets and shelves with full putty (Lacquer spot putty), one (1) priming coat of lacquer primer surfacer and

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a series of finish coats of automotive lacquer mixed with lacquer flo to include surface preparations all in accordance with architectural plans and specifications;

5. Walls: Supply and Application of Semi-gloss Latex on cement/fiber cement surfaces and Semi-gloss Enamel on wood surfaces with skim coat, full putty, mesh/paper tape, one (1) priming coat and two (2) finish coats to include surface preparations all in accordance with architectural plans and specifications (*Mezzanine, Pantry and affected areas in office*);
6. Ceiling: Supply and Application of Flat Latex on fiber cement surfaces with skim coat, full putty, mesh/paper tape, one (1) priming coat and two (2) finish coats to include surface preparations all in accordance with architectural plans and specifications (*Mezzanine and Pantry*);
7. Repainting of Existing Doors, Door Jambs, and Window Steel Casement to include surface preparations all in accordance with architectural plans and specifications;
8. Painting should be executed in a manner widely accepted and should follow manufacturer's instruction for painting process;
9. Proper surface preparations and coating time intervals should be observed;
10. All surface imperfections should be puttied smooth except when textured finish is required;
11. Color selection and surface designation prior to painting shall be approved by the End User thru the Architect/Engineer-In-Charge; and,
12. All works shall be done in accordance with the approved plans and specifications.

VII. ELECTRICAL WORKS

1. Supply and Installation of 1 HP Window Type Air-conditioning Unit, Remote Control, 220 volts, 60hz, completed hardware, fittings & accessories (inclusive 2 years' preventive maintenance) including the frames and brackets;
2. Supply and installation of LED Down light, 3 watts, recessed type (Warm White, Tilttable) including all necessary accessories and consumables;
3. Supply and installation of LED Down light, 6 watts, recessed type (Daylight) including all necessary accessories and consumables;
4. Supply and installation of T5 Tube Light, 5 watts (Warm white) including all necessary accessories and consumables;
5. Supply and installation of Square Floor Receptacle with 2-Gang Duplex Universal Outlet with Ground & Shutter including all necessary accessories and consumables;
6. Supply and installation of electrical fixtures such as junction box, utility box, switches (wide series), outlets, and all necessary consumables;
7. Supply and installation of wires and cables with respective conduit pipe, complete hardware, fittings and other necessary consumables and hardware; and

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8. All Electrical Works shall comply to the latest provision of the Philippine Electrical Code with the rules and regulations of the National and Local Authorities concerned in the reinforcement of the electrical law ordinances and with the rules and regulations of the local utility concerned.

VIII. INTENT OF THE CONTRACTOR DOCUMENTS

The Engineering documents are complementary and what is called for one shall be as binding as if called for by all. The intent of the plans and technical specifications is to prescribe a complete work, which the Engineer-in-charge shall undertake to do in full compliance with the Approved Documents. The Engineer shall perform all items of work covered and stipulated in the technical specifications on the issued plans.

It is not intended that the drawing shall show every detail of all such items whether mentioned or not in the specifications shown or not in the plans. Such items shall be furnished and installed if necessary, to complete the items of work.

IX. SAFETY MEASURES

1. It is the Engineer-in-charge's responsibility to take extra precaution in the process of implementing the project. As a matter of policy, the Engineer shall be required to install warning signs for the safety of the general public. The concerned Engineer will be held contractors liable for any accidents that may occur during the execution of the project.
2. Contractor is required to have all members of his construction crew to wear uniform T-shirt (one color) bearing the Contractor's name and address or identification.
3. Contractor is required to have all the members of his crew wear hard hats at designated places in the construction site.
4. The Contractor shall submit a complete list of his crew.

X. OTHER WORKS

1. All demolished/removed materials that are still usable will not be allowed to be used and shall be properly stocked, inventoried and turned over to in writing to the owner/end-user.
2. The Contractor shall take due care to protect existing structures which will be affected and unaffected by the work to be implemented.
3. The Contractor shall at all-time keep the premises free from the accumulation of waste or rubbish, caused by his subordinates or worker. Upon completion of each item of work, they shall remove all rubbish materials from and within the site including all his tools, scaffoldings and surplus materials. The Contractor shall leave his work "Broom and Cleaned".

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XI. AS BUILT DRAWING

1. Submit As-built drawings/plans for structural, architectural, sanitary & electrical signed and sealed by a duly Registered/Professional Engineer/Architect in one (1) set reproducible copy and three (3) sets blueprinted copies.

XII. PERMITS, LICENSES AND TAXES

1. All Construction permits, licenses and taxes shall be shouldered by the Contractor.
2. Carry all expenditures for temporary water, electrical and telephone connections with meters.
3. Monthly Bill during the duration of construction is on account of the Contractor.

XIII. TIME OF COMPLETION

The construction shall be completed in

ONE HUNDRED EIGHTY CALENDAR DAYS (120 C.D.)

****** NOTHING FOLLOWS ******

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Chief, Local Health Support Division

Director IV

READ AND ACCEPTED AND GOOD FOR AGREEMENT

CONTRACTOR/BIDDER

PROJECT : REPAIR AND MAINTENANCE OF LOCAL HEALTH SUPPORT DIVISION (LHSD)
Proper Office

LOCATION : BLDG. 1, Department of Health-Metro Manila Center for Health Development

(DOH-MMCHD), Mandaluyong City

SUBJECT : SUMMARY OF WORKS/SCOPE OF WORKS

The CONTRACTOR shall fully and faithfully deliver, undertake and perform the complete supply of materials, labor, consumables, tools, equipment, coordination, technical supervision and other facilities needed for the **Repair and Maintenance of Local Health Support Division (LHSD) Proper Office** based on the work items covered as indicated in the plans, specifications, supplementary drawings and bid documents at the Contract Price and within the Contract Time herein stipulated. The scope of works generally include all as stated hereunder but not limited to the following:

XIV. GENERAL REQUIREMENTS

8. Mobilization and Demobilization

Furnish all labor, materials, equipment, tools and other facilities to complete the entire works, which include mobilization, demobilization, structural, architectural, sanitary and electrical works and render ready for use of the **Local Health Support Division (LHSD) Proper Office** in accordance with the plans and specifications and other contract documents;

9. Supply and installation of Billboard with Frames (COA Format) including necessary consumables and accessories;

10. Safety Requirements (Occupational Safety and Health)

3.1 Enforced standard safety procedures throughout the contract period;

3.2 Workers must be in proper safety attire/uniform for the duration of the projects; and,

3.3 First aid kits must be available at the site at all times.

11. Project Coordination and Supervision

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4.1 The Contractor is responsible in coordinating the various parts of the trades of work; and,

4.2 The contractor must employ competent professionals to oversee the construction work.

12. Workmanship

5.1 Skilled and competent workers who regularly engage or specialize in the type of work specified shall do the work; and,

5.2 Workmanship at all phases of work shall be of the very best of trade.

13. Submittals

6.1 A list of materials and finishes sample for submittals shall be provided prior to installation;

6.2 Submit for approval the following:

a. Materials for testing;

b. Shop Drawing for all work requiring fabrication;

c. Mock-up of fabricated items;

d. Material/finishing sample so specified with corresponding information as to the color, size, make and other pertinent data as outlined in the Technical Specifications; and,

e. Materials/Finishes not approved should not be installed.

XV. PRE-CONSTRUCTION WORK

3. Chipping of necessary existing wall cement for installation of wiring for power supply and piping system of the split type air conditioning unit:

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- Protect from damage existing utility lines within the site and adjoining rooms. Any existing utility line that will be damaged shall be repaired by the Contractor and utility lines which will be affected by the construction implementation shall be relocated without extra cost to the Owner;
 - Protect all salvaged materials taken from cleaning. They shall be the property of the Owner and the Contractor shall not appropriate any of it. The Contractor shall be responsible for the salvaged materials until the completion of construction unless removed by the Owner; and,
 - Pile neatly all salvaged materials of value in a location designated by the Owner without extra compensation.
4. Restorations and retrofitting of damaged flooring, walls and ceiling including plastering, tiling and painting of retrofitted parts and relocation of affected switches and lighting fixtures;
5. Hauling and disposal of demolished materials/waste material:
- Hauling and disposal of demolished materials/waste material;
 - Cleaning and Hauling Debris. Clear the construction site from all debris, vegetation and any organic material to ground level for a workable environment; and,
 - Unless otherwise specified by the Owner, disposal of debris and other excess materials which is of no value to the Owner shall be done by the Contractor. All disposal must be accompanied by a report and duly inspected.

XVI. ARCHITECTURAL WORKS

- D. Fabrication and installation of aluminum framed with 12 mm thk glass (analok surface finish), good quality, two-way sliding partition with transom window above including all necessary consumables and hardware;
- E. Standard fixed glass with wood casing;
- F. Painting Works:
Including all necessary hardware, consumables and accessories:
13. Interior: Supply and application of Odorless and Anti-Bacterial Semi-Gloss Acrylic Interior Latex Paint Finish and Enamel Paint Finish - Plant Mixed full putty (including necessary

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accessories and consumables) with one (1) priming coat and two (2) finish coats to include surface preparations all in accordance with Architectural plans and specifications;

14. Painting of all Interior Walls as indicated in plans;
15. Painting of Ceiling Panels;
16. Painting of Existing Doors, Door Jambs and Windows;
17. Painting of all necessary parts within the scope of the project;
18. Painting should be executed in a manner widely accepted and should follow manufacturer's instruction for painting process;
19. Proper surface preparations and coating time intervals should be observed;
20. All surface imperfections should be puttied smooth except when textured finish is required;
21. Color selection and surface designation prior to painting shall be approved by the End User thru the Architect/Engineer-In-Charge; and,
22. All works shall be done in accordance with the approved plans and specifications.

G. Masonry Works

1. Supply and installation of concrete hollow blocks, 700psi 100 mm thick for interior walls to include reinforcement installation with gauge 16 G.I. tie wire, concrete mortar and grout (mix 1:3) and placing of sealant and backer rod (ready to receive paint);
2. Cement plastering, smooth, plain cement plaster finish to CHB Wall mortar mix 1:3; ready to receive paint;
3. All concrete works shall be done in accordance ACI-318 building code for reinforced concrete as it does not conflict with the National Structural Code of the Philippines (NSCP-C101) requirements;
4. All works shall be done in accordance with the approved plans and specifications.

H. Miscellaneous

1. Supply of the 100 mm. dia. continuous blade diamond grinding disc, 1/2 in. dia. masonry drill bit and all other consumables and hardware to complete the project;
2. Supply and installation of Frosted glass sticker (provision and installation);

XVII. ELECTRICAL WORKS

1. Split-Type, 1hp, Inverter, Air Conditioning Unit completed w/ hardware, fittings & accessories (with 5-year warranty, compressor inclusive 2 years' preventive maintenance) including the frames, brackets of condenser, drain pipe and all other necessary consumables, fittings and accessories;

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2. Supply and installation of electrical fixtures such as junction box, utility box, switches, outlets, and all necessary consumables;
3. Supply and installation of wires and cables with complete hardware, fittings and other necessary consumables and hardware; and,
4. All Electrical Works shall comply to the latest provision of the Philippine Electrical Code with the rules and regulations of the National and Local Authorities concerned in the reinforcement of the electrical law ordinances and with the rules and regulations of the local utility concerned.

XVIII. INTENT OF THE CONTRACTOR DOCUMENTS

The Engineering documents are complementary and what is called for one shall be as binding as if called for by all. The intent of the plans and technical specifications is to prescribe a complete work, which the Engineer-in-charge shall undertake to do in full compliance with the Approved Documents. The Engineer shall perform all items of work covered and stipulated in the technical specifications on the issued plans.

It is not intended that the drawing shall show every details of all such items whether mentioned or not in the specifications shown or not in the plans. Such items shall be furnished and installed if necessary to complete the items of work.

XIX. SAFETY MEASURES

5. It is the Engineer-in-charge's responsibility to take extra precaution in the process of implementing the project. As a matter of policy, the Engineer shall be required to install warning signs for the safety of the general public. The concerned Engineer will be held contractors liable for any accidents that may occur during the execution of the project.
6. Contractor is required to have all members of his construction crew to wear uniform T-shirt (one color) bearing the Contractor's name and address or identification.
7. Contractor is required to have all the members of his crew wear hard hats at designated places in the construction site.
8. The Contractor shall submit a complete list of his crew.

XX. OTHER WORKS

4. All demolished/removed materials that are still usable will not be allowed to be used and shall be properly stocked, inventoried and turned over to in writing to the owner/end-user.

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5. The Contractor shall take due care to protect existing structures which will be affected and unaffected by the work to be implemented.
6. The Contractor shall at all-time keep the premises free from the accumulation of waste or rubbish, caused by his subordinates or worker. Upon completion of each item of work, they shall remove all rubbish materials from and within the site including all his tools, scaffoldings and surplus materials. The Contractor shall leave his work "Broom and Cleaned".

XXI. AS BUILT DRAWING

2. Submit As-built drawings/plans for structural, architectural, sanitary & electrical signed and sealed by a duly Registered/Professional Engineer/Architect in one (1) set reproducible copy and three (3) sets blueprinted copies.

XXII. PERMITS, LICENSES AND TAXES

4. All Construction permits, licenses and taxes shall be shouldered by the Contractor.
5. DOH Permit to Construct prior to project implementation and licenses shall be shouldered by the end – user.
6. Carry all expenditures for temporary water, electrical and telephone connections with meters.
7. Monthly Bill during the duration of construction is on account of the Contractor.

XXIII. TIME OF COMPLETION

The construction shall be completed in

SIXTY CALENDAR DAYS (60 C.D.)

****** NOTHING FOLLOWS ******

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Prepared by:

Verified by:

ANABEL C. CAUILAN, RCE

MARIA TERESA B. RIVERA, MD

Engineer III

MO IV - Head, HFEP-MU

Recommending Approval:

Approved by:

AMELIA C. MEDINA, MD, MPH

CORAZON I. FLORES, MD, MPH, CESO IV

Chief, Local Health Support Division

OIC-Director IV

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);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) 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**
- (g) 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**
- (h) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**
- (i) 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**
- (j) 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**
- (k) 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

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

Class "B" Documents

- (n) 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

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

Other documentary requirements under RA No. 9184

- (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (q) 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**
- (r) Cash Flow by Quarter.

