

# PHILIPPINE BIDDING DOCUMENTS



**PHILIPPINE MERCHANT MARINE ACADEMY**

# **REPAIR AND REHABILITATION OF HOUSING UNITS**

(PID NO. 2021-006)

**ABC – P4,530,100.00**

**March, 2021**

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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***



Republic of the Philippines

Philippine Merchant Marine Academy

San Narciso, Zambales

## INVITATION TO BID REPAIR AND REHABILITATION OF HOUSING UNITS

1. The PHILIPPINE MERCHANT MARINE ACADEMY, through Fund 101 , FY 2021, intends to apply the sum of **FOUR MILLION FIVE HUNDRED THIRTY THOUSAND ONE HUNDRED PESOS(Php 4,530,100.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for **REPAIR AND REHABILITATION OF HOUSING UNITS**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The PMMA now invites bids for the Project “REPAIR AND REHABILITATION OF HOUSING UNITS”. Completion of Works is required 120 Days upon receipt of notice to proceed.
3. Bidders should have completed within ten (10) 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 (Instruction to Bidders).
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/ fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
5. Prospective bidders may obtain further information from PHILIPPINE MERCHANT MARINE ACADEMY and inspect the Bidding Documents at the address given below 8:00 a.m. to 5:00 p.m. (Mondays- Thursday) and 8a.m. to 3p.m. during Fridays.
6. A complete set of Bidding Documents may be acquired by interested Bidders on March 5, 2021 from the PMMA Complex, Brgy. Natividad, San Narciso, Zambales and at PMMA website ([www.pmma.edu.ph](http://www.pmma.edu.ph)) and upon payment of the applicable fee for the Bidding Documents, Pursuant to the latest Guidelines issued by the GPPB , in the amount of **P5,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means. It may also be downloaded free of charge from the websites of the PhilGEPS and the PMMA, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
7. The PMMA will hold a **Pre-Bid Conference on March 12, 2021 , 09:00 A.M. at Sandagat Hall, PMMA Complex San Narciso, Zambales** which shall be open to prospective bidders or via Google meet <https://meet.google.com/qrd-qovo-wsq> :
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before March 25, 2021, 09:00 A.M., Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 16.



10. Bid opening shall be on March 25, 2021, 09:00 A.M., at the Sandagat Hall., PMMA Complex, San Narciso Zambales, and/or via Google Meet: <https://meet.google.com/fqk-yraz-ded>. Bids will be opened in the presence of the bidder's representatives who choose to attend the activity and/or via Google Meet.

11. The PMMA reserves the right to reject any and all bids, declare a failure of bidding, or not to award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

BAC Secretariat  
PMMA Complex, San Narciso, Zambales  
Email-Address: pmmabac@gmail .com  
PMMA Website :www.pmma.edu.ph  
Contact No.(047) 913 4396 .

Date of Issue: March 4, 2021

**PROF. RONALD G MAGSINO ,MSc**  
BAC CHAIRPERSON

## ***Section II. Instructions to Bidders***

## **1. Scope of Bid**

The Procuring Entity, *PHILIPPINE MERCHANT MARINE ACADEMY* invites Bids for the **REPAIR AND REHABILITATION OF HOUSING UNITS**, with Project Identification Number *PID NO. 2021-006*.

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 *FY 2021* in the amount of *Php4,530,100.00*.

2.2. The source of funding is:

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

## **3. Bidding Requirements**

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

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

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

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and

obstructive practices defined under Annex “P” 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. *[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 criteria 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 **on March 12, 2021 , 09:00 A.M, at Sandagat Hall, PMMA Complex San Narciso, Zambales** and/or through Google meet **<https://meet.google.com/grd-qovo-wsq>** : 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 **July 23, 2021**. 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***

# 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: <i>Construction/Renovation of buildings.</i>
7.1	<i>Subcontracting is not allowed</i>
10.3	<i>No further instructions.</i>
10.4	The key personnel must meet the required minimum years of experience set below: <u>Key Personnel</u> <u>General Experience</u> <u>Relevant Experience</u>
10.5	The minimum major equipment requirements are the following: <u>Equipment</u> <u>Capacity</u> <u>Number of Units</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 <b><u>P90,602.00</u></b> , 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 <b><u>P226,505.00</u></b> if bid security is in Surety Bond.
19.2	Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20	<i>Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)</i>
21	<b><i>Construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the Department of Labor and Employment, and PERT/CPM or other acceptable tools of project scheduling.</i></b>

## ***Section IV. General 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***



# Special Conditions of Contract

GCC Clause	
2	<i>No further instructions.</i>
4.1	The <b>Procuring Entity</b> shall give possession of all parts of the Site to the Contractor <i>from receipt of Notice to Proceed</i>
6	Site Inspection Certificate.
7.2	<i>One (1) Year</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>ten (10)</i> days of delivery of the Notice of Award.
11.2	No further instructions.
13	The amount of the advance payment is <i>not more than 15 percent (15%) of the Contract Price.</i>
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	The date by which operating and maintenance manuals are required is <i>[date]</i> . The date by which "as built" drawings are required is <i>[date]</i> .
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> .

## *Section VI. Specifications*



Project : **REPAIR AND REHABILITATION OF HOUSING UNITS**  
Location : **PMMA Complex, San Narciso, Zambales**  
Owner : **PHILIPPINE MERCHANT MARINE ACADEMY**

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## **TECHNICAL SPECIFICATIONS**

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Project : REPAIR AND REHABILITATION OF HOUSING UNITS  
Location : PMMA Complex, San Narciso, Zambales  
Owner : Philippine Merchant Marine Academy

### **GENERAL REQUIREMENTS:**

**This material specifications shall be used with the Drawings, and general specification which will all form of the contract documents. In case of discrepancy between this specification and the drawings, this specification shall govern. Submit samples to ARCHITECT/ENGINEER for approval prior to implementation.**

- **Contract shall be labor and materials.**
- **The Administrator shall coordinate with all other Sub-contractors to ensure the smooth flow of construction work.**
- **The Administrator shall be responsible for the processing of all government permits including building, electrical, sanitary and occupancy permits. Also, temporary and permanent power and water connections. Government fees with proper receipts and all expediting fees shall be shouldered by the contractor.**

### **SECTION I. SCOPE OF WORKS**

1. The Work stipulated in this section shall consist of furnishing all materials, labor, plan, tools, equipment necessary for the satisfactory performance of the following phrases of the construction:
  - a. Site Work
  - b. Concrete
  - c. Masonry
    - i. Ceramic Floor and Wall Tiles Installation
  - d. Scaffolding
  - e. Carpentry
  - f. Structural Steel
  - g. Roofing
  - h. Doors & Windows
  - i. Plumbing
  - j. Electrical
  - k. Painting
  - l. Architectural Finishes
  - m. Others

### **SECTION II. SITE WORK AND DEMOLITION**

1. Demolish the existing parts to be renovated, if any. Clear and prepare the site within the lot. Remove the shrubs, tree stumps, big boulders and such obstructions and dispositions of resulting trash within the area.
2. Accurately stake out the lines for the building and establish ground elevations. Layout exact batter board for all references.

3. Execute all excavation works to the grounds and lines as per plans. Bottom of the foundations shall be approximately level, clean and free from any loose materials with the sections true to the line.
4. Apply soil-poisoning solution in the excavated area with the maximum penetration of one foot. Base of the floor area shall be applied with the same solution at one gallon per square meter of the surface area. Outside area of the backfill along the walls shall be treated with same solution.
5. Protect existing utility line proper capping and other necessary requirements.
6. During excavation works, precautionary measures shall be made especially along the party lines, providing adequate planks or shoring with prepared braces. The excavation should reach a stable foundation bed.
7. Excavation shall be carried until the desired level from top.

### **SECTION III. CONCRETE**

1. All materials to be use shall good quality for the purpose of which they intended and shall conform to the Manufacturer Standard.
2. Quality of structural materials:
  - a. Cement                      Shall conform to the standard specifications for the Portland Cement (ASTMC-150)
  - b. Sand                            All sand shall be the best quality of the bank sand, free from salt, loams, clay or any other organic materials conforming to ASTM C133.
  - c. Gravel                         Gravel or crushed stone may be used for the coarse aggregates, clean and free from all dirt, organic materials or any other deleterious materials conforming to ASTM C133. Washed gravel preferred.
  - d. Water                         Shall be clean and free from oil, acid, organic matter, and/or other deleterious substances. Seawater is not permitted.
3. Classifications and Uses of Concrete Mixture
  - a. Class A (1:2:4)              Shall be used as slabs, beams columns, footing and other members subject to bending.
  - b. Class B (1:2.5:5)            Shall be used for walls and members not subject to bending.
  - c. Class C (1:3:6)              Shall be used on sidewalks and slabs on fills
  - d. Steel                            Structural grade bars shall be used for slabs, beams, columns footings and walls.
4. Reinforcements shall be accurately placed and adequately supported. Spacers, ties and properly secured against displacements.
5. For plain bars, the minimum splice shall be 0.8m and for deformed bars, the length of splice shall be 0.4m.
6. Whenever practicable, splice shall be butted and welded so that it will develop a tension of at least 125% of the specified yield strength of the reinforcing bars.
7. Reinforcing bars shall be adequately anchored at every joint and its supporting member.

8. Detailed works shall be governed by structural requirements of the UBTI Structural System.

#### **SECTION IV. MASONRY WORKS**

1. All reinforced masonry units shall have a joints reinforcement consisting of 10mm diameter steel bars and with grout or mortar having bond strength sufficient to maintain complete continuity between masonry units and reinforcements under applied bending load.
2. Concrete hollow block walls shall be laid in running bond with 10mm diameter vertical bars at 0.60m on center and 10mm diameter horizontal bars in every third course.
3. Exterior wall shall be of 6" concrete hollow blocs.
4. Interior wall shall be of 4" concrete hollow blocks.
5. Masonry units shall be laid straight, level and plumb at all plane intersections.
6. Cement shall be standard Portland cement, ASTM C – 150 – 68 type 1.
7. *Mortar* – Mix mortar from 3-5 mins in such quantities as needed for immediate use. Retempering will not be permitted if mortar stiffens because of premature setting. Discard such materials as well as those which have not been used within one hour after mixing. Proportioning: Cement mortar shall be one (1) part Portland cement and two (2) parts sand by volume but not more than one (1) part of cement and three (3) parts of sand volume.
8. *Workmanship and installation – Plastering*. Clean and evenly wet surfaces. Apply scratch coat with sufficient force to form good keys. Cross scratch coat upon attaining its initial set; keep damp. Apply brown coat after scratch coat has set at least 24 hours after scratch coat application. Lightly scratch brown coat; keep moist for 2 days. Just before applying coat, wet brown coat again. Float finish coat to true even surface; trowel in manner that will force sand particles down into plaster, with final troweling, leave surfaces varnished smooth, free from rough areas, trowel marks, checks other blemishes. Keep finish coat moist for at least 2 days; thereafter protect against rapid drying until properly thoroughly cured.

#### **Ceramic Floor Tiles Installation**

- 1 Do not start floor tiling occurring in space requiring both floor and wall tile setting has been completed.
- 2 Before spreading setting, bed establish border lines center wires in both directions to permit laying pattern with minimum of cut tiles. Lay floors without borders from center line outward. Make adjustment at walls.
- 3 Clean concrete subfloor and moisten it without soaking. Sprinkle dry cement over surface. Spread setting bed mortar on concrete and tamp to assure good bond over the entire area then screed to smooth level bed. Set average setting bed thickness at ¾" but never less than ½"
- 4 All clean concrete sub floor from dirt and loose concrete shall be applied with waterproofing Thoroseal Brand color white up to 8" on the wall two coats applied by brush, after curing waterproofed floor shall be subjected to 24hrs flood test. Affected offices shall be notified of testing and necessary precautionary measures in place.

#### **Ceramic Wall Tiles Installation**

1. Scratch coat for application as foundation coat shall be at most ½". While still plastic, deeply score scratch coat or scratch and cross scratch. Protect scratch coat and keep reasonably moist within seasoning period. Use mortar for scratch, float coats, within one hour after mixing. Retempering if partially hardened mortar is not permitted. Set scratch coat shall be cured for at least 2 days before starting tile setting.
2. For Float coat, Use one part of Portland cement, one part of hydrated lime (optional), 3 ½ parts of sand.
3. Spot scratch coat or plumb coat when there is one with small pieces of tile mortared in place to accurately indicate plate of tile when finished.
4. Each tile shall be buttered with setting heavy duty tile adhesive ABC Brand or approved equal, tamped in place and brought to a plumb and true surface flush with spot and other tiles. The back of each tile shall be covered with mortar to make the bed full and even.
5. Total thickness of mortar between lath or subwall and tiles including scratch coat, plumb coat and setting bed shall not exceed one (1) inch, same also for setting of floor tiles.

#### **SECTION V. SCAFFOLDING**

Provide all scaffoldings required for all works, including cleaning down on completion on said project.

#### **SECTION VI. CARPENTRY**

1. Materials;
  - a. Quality of Lumber – Lumber shall be the approved quality of the respective kinds for various parts of the work, well-seasoned, thoroughly dry, and free from large, loose or unsound knots, sups, shakes, and other imperfections impairing its strength, durability or appearance. All finishing lumber to be used shall be completely dried and shall not contain more than 14% moisture. All Flooring, tongue and grooved shall be kiln dried.
  - b. Treatment of Lumber – All concealed lumber shall be sprayed with anti-Termite liquid. Surface in contact with masonry and concrete coated with creosote or equivalent.
  - c. Door Sashes – All door sashes shall be well seasoned, flush type, semi hollow core and solid core, tongue and groove plywood veneers on both sides. Exterior door shall be kiln dried Tangile Panel doors.
2. Workmanship;
  - a. Execute rough carpentry in best, substantial, workmen like manner. Erect framing true to line, levels and dimensions, squared, aligned, plumbed, well-spliced and nailed, and adequately braced, properly fitted using mortise and tenon joints.
  - b. Millwork – accurately milled to details, clean cut moldings profile, lines, scrape, sand smooth; mortise, tenon, splice, join, block, nail screw, bolt together, as approved, in manner to allow free play on panels; avoid swelling, shrinkage, ensure work remaining in place without warping, splitting opening of joints. Do not install mill work and case until

concrete and masonry work have been cured and will not release

- moisture harmful to hardwork.
- c. Secure work to grounds, otherwise fasten in position to hold correct surfaces, lines and levels. Make finished work flat, plumb, true.

## SECTION VII. STRUCTURAL STEEL

1. The publications as listed shall form part of this specifications to the extent referenced.
  - American Institute of Steel Construction
  - American Welding Society
2. The works include the fabrication, erection, and shop painting of structural steel.
3. Submit shop drawings for the approval by the Architect/Engineer prior to actual fabrication.
4. Proper erection marking shall be painted.
5. Treat and prime steel works properly as per accepted standards.
6. Properly erect steel with calibration wrenches, and non-shrink grout for full bearing under plates.
7. Connections not detailed shall be designed in accordance with AISC Manual.
8. Provide AWS qualified welders, welding operators and tackers.
9. Perform field test after completion of works to ascertain workmanship.
10. Detailed work shall be governed by structural requirements of UBTI Structural system.

## SECTION VIII. ARCHITECTURAL FINISHES SCHEDULE

### 1. FLOORING

Unless otherwise specified, the floor finish are as follows;

1. EGH Toilet floor shall be 300x300 matte finish/textured floor tiles Mariwasa brand or approved equal by the ARCHITECT/ENGINEER.
2. All bedroom floors at EGH must be repaired, sand smooth and applied with urethane paint gloss finish.

### 2. WALLING

**Setting Wall Tiles**, immerse wall tile thoroughly in clean water before setting. Set wall tile by troweling neat Portland cement skim coat on float coat or apply skim coat to back of each tile unit. Immediately float tile in place. Make joints straight, level and perpendicular. Maintain joints plumb.

**Grouting**, Grout joints in wall tile with neat white cement immediately after suitable area of tile has been set. Tool joints slightly concave, cut off excess mortar and wipe from face tile. Roughen interstices of depressions. In mortar joints after grout has been cleaned from surface. Fill to line of cushion tile bases or covers with mortar. Make joints between wall tile, plumbing and other built in fixtures with light colored caulking. Immediately after grout has had its initial set, give tile wall surfaces protective coat of non-corrosive soap. Unless otherwise specified, the wall finish are as follows;

1. EGH Toilet wall finish shall be 300x600 Ceramic porcelain finish tiles SOL CERAMICA, ATRE CERAMICHE, LOLA Ceramica tile brand or approved equal by site PMMA Architect/Engineer.



2. Interior and exterior walls of Cluster Housing shall be cleaned from mildew and stains and repaired of cracks, bumps or loose concrete then primed and apply two coat semi-gloss latex finish final coat.

### **3. CEILINGS**

Exterior Ceiling and Toilet Ceiling shall be of 4'x8' FICEM Board of 4.50mm thickness on galvanized light metal frames with minimum ceiling height as per existing unless otherwise specified by site PMMA Architect/Engineer.

Interior Ceiling shall be of 4'x8' Gypsum Board of 10mm thickness on galvanized light metal frames with minimum ceiling height as per existing unless otherwise specified by site PMMA Architect/Engineer.

### **4. DOORS**

New Doors for Cluster building shall be solid flush doors with ½" marine plywood both sides, Epoxy Primed and QDE Finish, verify color with PMMA Architect/Engineer.

All doors installed shall use 1 ½ pairs of 3 x 4 Stainless steel bearing type loose pin Hinges STANLEY, NIPPON or HAFELE Brand, with SCHALAGE or YALE door knobs or door levers and door closers, or any approved equal.

EGH Doors shall be pre-fabricated steel doors painted finish on 2 x 6 Steel door jamb double rabbet with complete lockset and door knobs with YALE brand or approved equal. Toilet doors to be use shall be uPVC door with complete accessories.

Lockset. All exterior door shall be equipped with high grade heavy duty or standard duty (as required) cylindrical locksets. The mechanism shall be heavy gauge, cold rolled steel contained in sturdy cylindrical housing with all parts zinc plated and dichromate for maximum resistance against rust and corrosion. Exposed parts shall be stainless satin finish heavily plated as manufactured by Schlage, Yale or approved equivalent.

Locks shall be keyed in sets and subsets to provide maximum expansion. All sets shall be grand master keyed and all entrance locks shall be great master key per unit. Rim bolts and keeper shall be Stainless satin finish. Use door bumpers where wooden doors shall strike an object during opening, provide magnetic door bumpers stainless matte finish HAFELE or YALE or approve equal.

### **5. WINDOWS**

All existing steel casement windows at EGH shall be cleaned, repainted/recoated whichever one applies and repaired of damage handle, hinges, or glass and reapply window sealants color as per existing.

All windows at Cluster Housing must be replace with Analok sliding window with 6mm thick glass on color white powder coated aluminum frame. All

window termination shall be sealed with white or clear silicone sealant in neat

trim line manner.

## **SECTION IX. PLUMBING WORK**

### **1. General**

All plumbing works to be done shall be in accordance with the National Plumbing Code, National Building Code, and such other related ordinances in the Municipality of San Narciso, Zambales

### **2. Materials**

1. Sanitary pipe shall be of PVC pipes, series 1000, with fittings and appurtenances following layout in the plans.
2. PVC Solvent or epoxy mix A and B.
3. PPR pipes PN 20 and fittings (20mm,25mm,32mm&40mm) for waterline
4. PPR Gate valves – RPPPC-GV 20/25/32mm Ø
5. Water Closet – Pozzi / HCG brand of approved equal. All toilets shall be of vitreous china, with US Made stainless steel flexible hose and angle valves. White in Color
6. Lavatories – Pozzi / HCG over counter type or hung type vitreous china, complete with all chrome finish fittings and accessories
7. Soap and Tissue Holders – Vitreous china
8. Towel bars, grab bars and hooks – 304 stainless steel satin finish
9. Drains – Floor drain shall be high grade strong, tough, and even grained metals with adjustable screwed cover nickel plated or stainless satin finish.
10. Shower head and Valve – use single line ceramic disc shower valve Pozzi /American standard or approved equal.

### **3. Installation**

1. Install plumbing fixtures free and open to afford easy access cleaning.
2. Install plumbing fixtures as indicated on drawings, furnishings all brackets, cleats, plates and anchors required to support fixtures rigidly in place.
3. Install all fixtures and accessories in locations directed in accordance with manufacturers instructions, minimizing pipe fittings.
4. Protect items with approval means to maintain perfect conditions. Remove work damage or defective and replace with perfect work without extra cost to the owner.
5. All GI Soil and drainage pipes shall have minimum slope of 1%.
6. Vertical pipes shall be secured strongly by hooks to building framing. Provide suitable bracket or chairs at the floors from which they start.
7. Connection of water closet to soil pipes shall be made by means of flangeplates and asbestos packing without use of rubber putty or cement.
8. Waterline shall be of PPR Pipes DIN8077 for PPR dimensions; DIN 8078 for PPR General Quality Requirements and testing. ISO / DIS 15874.0; all pipes from main source to fixture/tap shall use PN 20/25 PPR Pipes and all accessories: all connections fusion weld and tested.

### **4. Rough-in**

1. Provide correctly located opening of proper sizes where required in walls and floors for passed of pipes.
2. All items to be embedded in concrete shall be thoroughly clean and free from all rust, scale and paint.
3. All changes in pipe sizes on soil, wash and drain lines shall be provided with the reducing fittings or recesses reducers.
4. High corrosive nature ground within site shall be taken into account by plumber. Protective features shall be installed to prevent corrosion of all water pipes installed underground.
5. Extend piping to all fixtures, outlets and equipment from gate valves installed in the branch near the riser.
6. All pipes shall be cut accurately to its respective measurements, and worked into place without springing or forcing.
7. Care shall be taken as not to weaken the structural portion of the building.

## **SECTION X. ELECTRICAL WORK**

1. All electrical installation shall be in accordance with the latest edition of Philippine Electrical Code.
2. All materials to be supplied shall be new and of high quality suitable for the location and purposes. Materials shall be standard products of reputable manufacturers.
3. Electrical conduits shall be of PVC Pipe.
4. Electrical works shall cover complete lines from electric meter box to feeder's lines to all outlets and base plugs.
5. All electrical works shall be as per Electrical Engineering Specification.
6. Light Fixtures – All light fixtures shall be furnished by and installed by the contractor. Detail of fixture design when not standard shall be shown in architectural drawings. All fixtures if any shall be complete set of LED Bulbs and lamps of high quality, Philips / G.E. or approved equal.
7. Wires and Cables – Wires shall be THHN Phelps dodge, Philplex, ROYU or approved equivalent. No wires shall be drawn into a raceway until it is complete with all necessary fittings and boxes supports. Connections shall be securely fastened such as not to loosen under vibration and normal strain. All connections, splices shall be made with approved methods.

## **SECTION XI. ROOFING**

All roof panels must be cleaned, repaired and sealed watertight. After repair is completed, repainting must be done. Prime paint using Epoxy primer and apply two coats of BOYSEN Roofguard or approved equivalent color Pacific Blue. Procedures on painting shall be done in accordance to the specifications and standard provided by the paint manufacturer.

## **SECTION XII. PAINTING WORK**

### **Scope of Work**

Consists of furnishing all items, articles, material tools, equipment, labor scaffoldings, ladders, methods and other incidentals necessary and required for the satisfactory completion of work.

#### **General Painting and Surface Finishing**

1. All painting materials shall be delivered at the jobsite in original paint containers. It shall remain unopened until inspected and approved by the Architect/Engineer. Before applying finish, be sure that all surfaces are dry, clean, smooth, and thoroughly prepared prior to receiving proper and required finish.
2. All paint materials shall meet the requirements of paint materials under classification class "A" as prepared by the institute of Science, Manila, Use "BOYSEN" paints or "DAVIES" Paints.
3. Color shall be in accordance with the color scheme prepared by the Architect/Engineer or as per approved by the owner. Sample colors, actually painted on the suitable piece of sample materials shall be submitted for approval before first coat is applied.
4. Painting of all surfaces, except as otherwise specified shall be three (3) coat work, one primer and two finish top coat.
5. Storage and Protection – The PMMA project engineer shall designate place for storage of paint materials or whenever it may be necessary to change this designated storage place, the contractor shall promptly move to the new location. The storage space shall be adequate protected from damage and paint. Paint shall be covered at all times and safeguards taken to prevent fire.
6. Upon completion of painting, all surplus materials, debris shall be removed from the house and it's surrounding by the Contractor.
7. The project area shall be thoroughly cleaned after work completion prior to turnover to the Owner.

#### **Procedures**

1. All surface to be painted shall be examined carefully before beginning any work and see that all work of other trades is installed in workmanlike condition to receive paint or particular finish.
2. Before proceeding with any painting or furnishing, thoroughly clean, sand and seal if necessary, by removing from all surfaces dust, dirt, grease, or other foreign substances which would affect either the satisfactory execution or permanency of the work. Such cleaning of shall be done after the general cleaning executed under separate division of work.
3. No work shall be done under conditions that are suitable for the production of road results, nor at any time when plastering is in progress or is being cured, or not dry.
4. Only skilled painters shall be employed in the work. All workmanship shall be executed in accordance with the best acceptable practices.
5. Finish hardware, lighting fixtures, plates and other similar items shall be removed by reposition upon completion of each space.
6. Neither paint nor any other finish treatment shall be applied over wet or damp surfaces. Allow at least two (2) days from drying preceding coat before applying succeeding coat.
7. Begin work only when the Project Engineer has inspected and approved prepared surface otherwise no credit for coat applied shall be given. The contractor shall assume responsibility to recoat work in question. Notify Project

Engineer when particular coat applied is complete, ready for inspection and

approval.

### **Preparation of Surfaces**

1. For bricks, concrete, cement or concrete block; cut out scratches, cracks abrasion in plaster surfaces, openings and adjoining trims as required. Fill flush adjoining plaster surface when dry and smooth and seal before priming coat application.
2. Tint plaster priming coat to approximate shade of final coat. Touch up sanctions spots in plaster or cement after first coat application, before applying second coat, to produce even resulting finish coat. Secure color schedules for rooms before priming walls.
3. In cases of presence of high alkali conditions, neutralize surfaces by washing with zinc sulfate solution. Allow to dry thoroughly, brush free of crystals before priming.
4. Prime of mixture of equal parts by volume of L&S Portland cement paint and 5244 improved Alkali proof seal or its equivalent as may be approved by the Project Engineer.
5. Brush one or more finish coats of L & S Thinned if necessary, with minerals spirit or turpentine.

### **Woodwork to be painted**

1. Touch up knots, streaks, sappy spots with shellac.
2. Do necessary puttying of nail holes, cracks etc. after first coat with putty of color to match that of finish. Bring putty with adjoining surface in neat, workmanlike manner.
3. Wipe paste wood fillers, applied in open grain wood, when "set", across wood grain. Then with grain to secure clean surface.
4. Cover surfaces to be stained with uniform stain coat.
5. Tiny undercoats of paint and enamel to same or approximate cost shade.
6. Sand smoothly woodwork to be finished with enamel or varnish, clean surface before proceeding with first coat application. Use fine sand paper between coats on enamel or varnish finish applied to wood to produce even smooth finish.

## **SECTION XIII. PEST AND TERMITE CONTROL**

Scope of works includes one (1) general treatment for Soil, wood drenching, termite and general pest abatement including drilling for injection to prevent or control re-entry of termites from outside and also from flying termites using MAPECON Termite control Services.

*Wood drenching.* Treat all infested and non-infested wooden parts of the house, concentrating on floors, walls, cracks and crevices by directly spraying of MAPECON Household Insecticide Concentrate (HI) or MAPECON F3D concentrate with the dilution rate of 20 cc to one (1) liter of water. This is to control surface infestation and help minimizes and control further infestation.

*Termite Abatement and Maintenance Program.* TAMP service is accomplished by dusting or trophallaxis method, treatment of any sign of infestation by injection of MAPECON proven and very effective termite killer F-3 powder, a white powder termiticide pack in 500 grams. A rubber or plastic applicator is used in order to treat the infested areas and other possible

susceptible areas for termite, such as doorjamb, electrical outlets,

baseboards, and cabinets.

Regular TAMP inspection and treatment minimizes the possibility of infestation by dry and damp wood termites as well as subterranean termites. This service ensures sustained control.

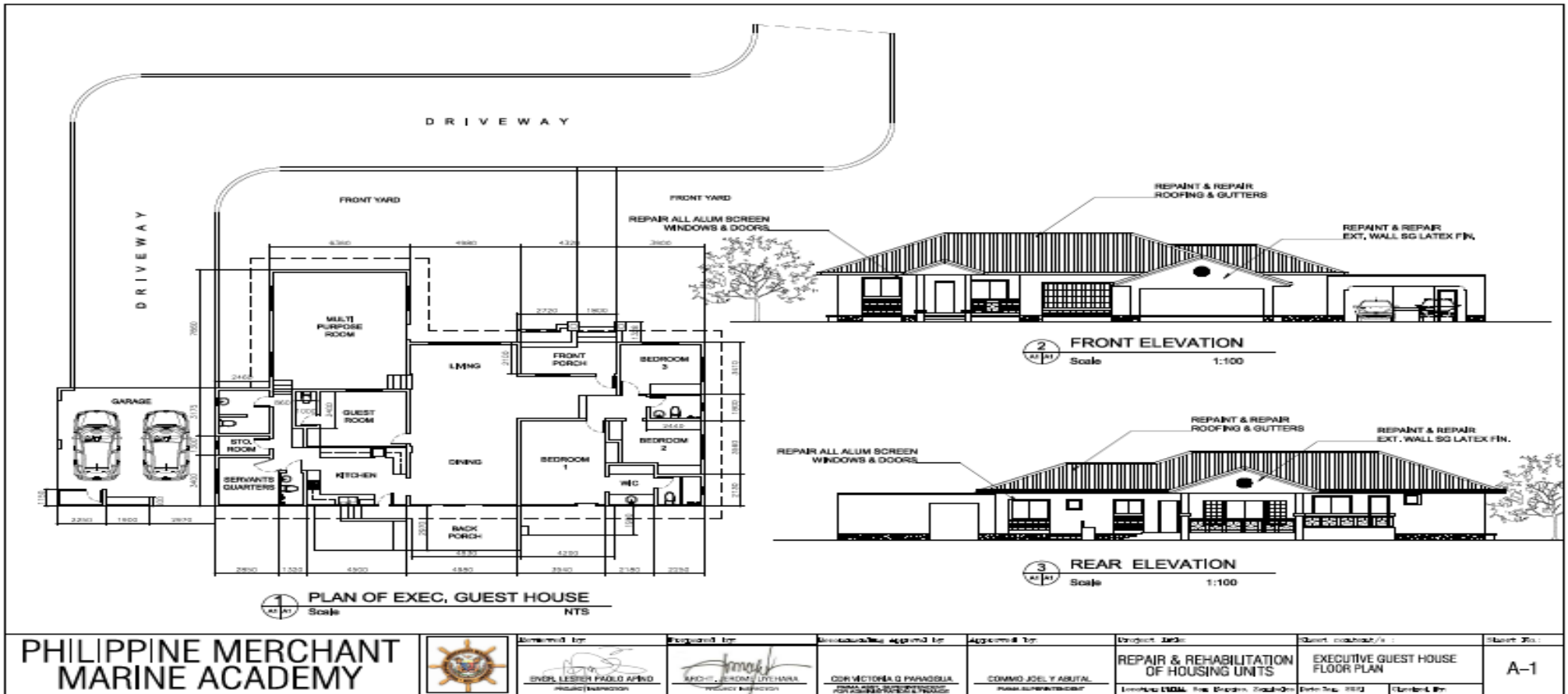
Using heavy-duty drills for cemented areas and soil injection for compacted soil, inject MAPECON F-3D deep under the surface to penetrate the hidden areas so susceptible to subterranean termites thus giving you a greater protection package.

*General Pest and Maintenance Program.* GPAMP treatment is for effective control of disease-transmitting, both flying and crawling household and industrial pests such as cockroaches, mosquitoes, flies, etc. This is accomplished by spraying; misting or brushing of MAPECON synergized Household Insecticide (HI) on pests. This ingredient, while maximizing its effectivity, has flush out, residual and knockdown effects.

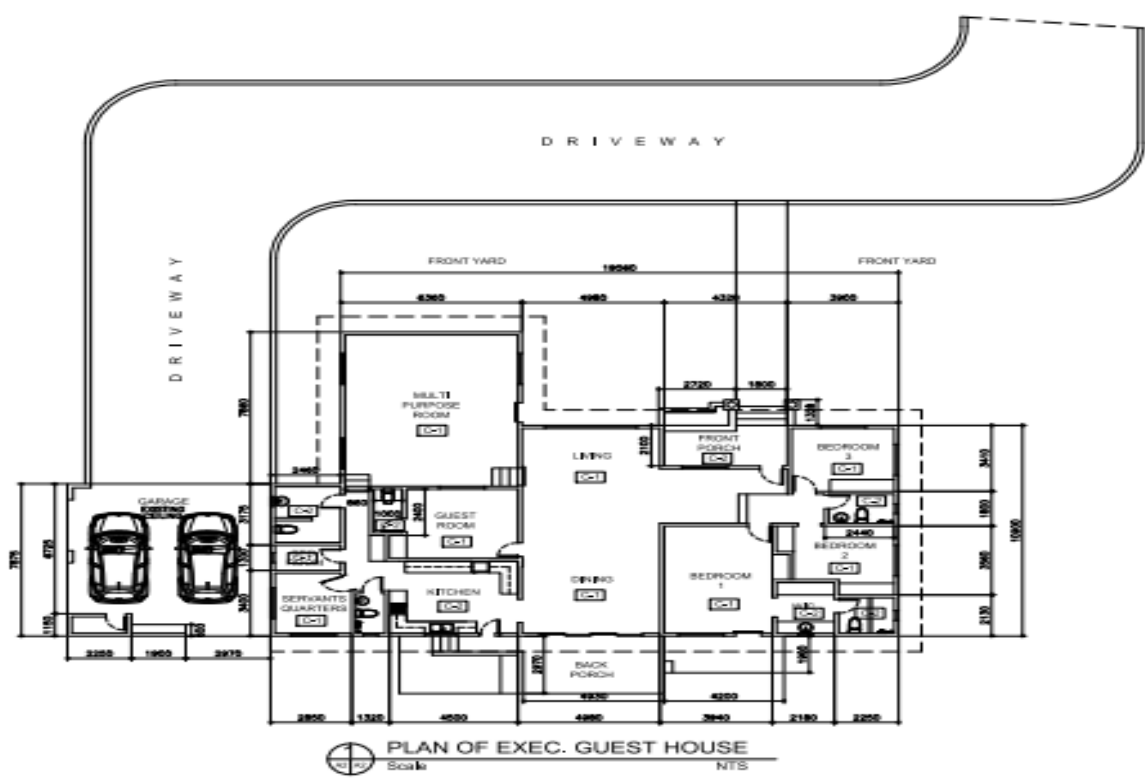
#### **SECTION XIV. OTHERS**

Others specifications and scope of works not mentioned shall be done by the contractor and shall be approved by the site PMMA Architect/Engineer.

## *Section VII. Drawings*







SCHEDULE OF FINISHES	
<b>FLOOR FINISH</b>	
100	REPAIR & REFINISH PARQUET FLOOR POLYURETHANE FINISH
101	300X300X12MM MATTE FLOOR TILES
102	300X300MM UNGLAZED WHITE FIN. CERAMIC FLOOR TILES
<b>CEILING FINISH</b>	
103	10MM GYPSUM BOARD ON METAL FURRING IN FLAT LATEX PAINT FIN.
104	4.5 MM THK. GYPSUM BOARD ON METAL FURRING IN FLAT LATEX PAINT FIN.

**PHILIPPINE MERCHANT MARINE ACADEMY**



Reviewed by:  
  
 ENGR. CESAR PABLO ARINO  
 PROJECT SUPERVISOR

Prepared by:  
  
 ENGR. ROMEO UYCHARA  
 PROJECT SUPERVISOR

Recommending Approval by:  
  
 CDR VICTOR G. PARAGUIR  
 CHIEF OF STAFF

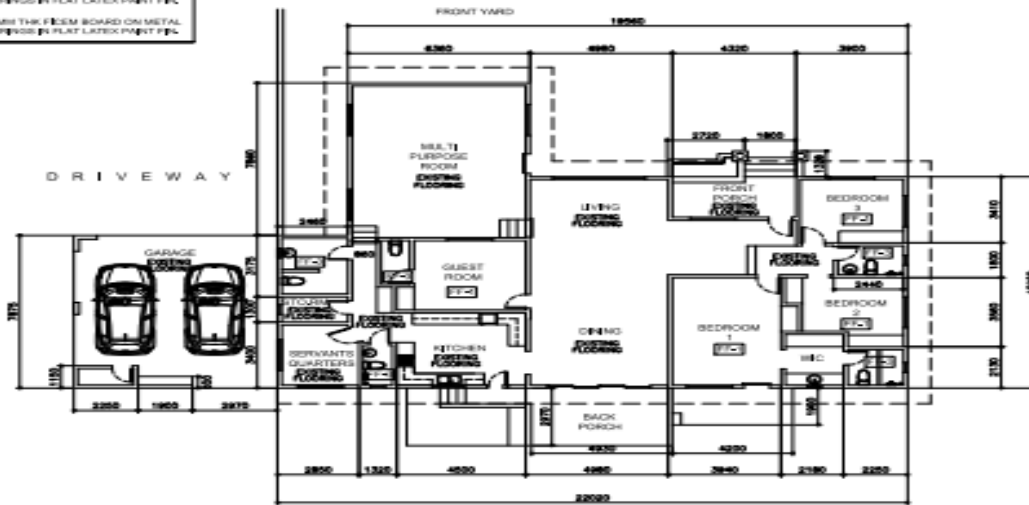
Approved by:  
  
 COMMO JODEL Y. ASUTAL  
 PROJECT SUPERVISOR

Project Title:  
**REPAIR & REHABILITATION OF HOUSING UNITS**

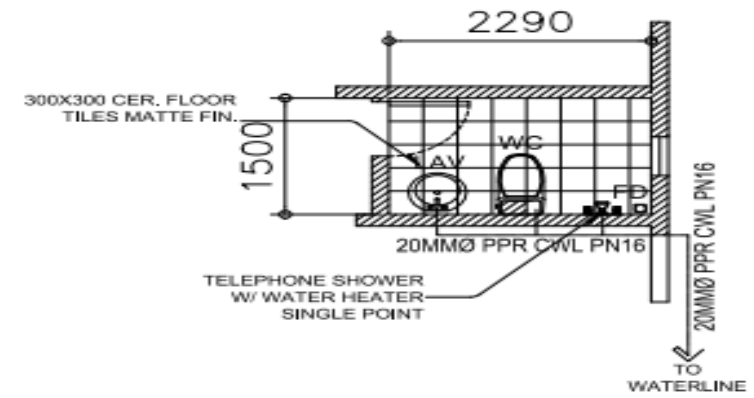
Sheet content/s:  
**EXECUTIVE GUEST HOUSE FLOOR PLAN**

Sheet No.:  
**A-2**

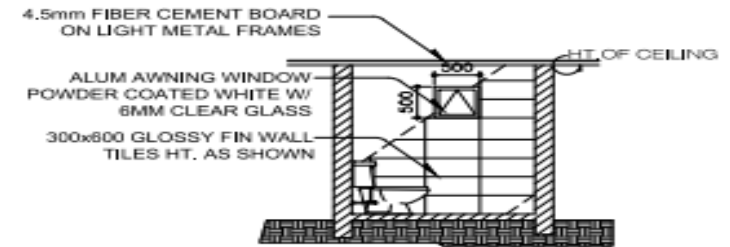
SCHEDULE OF FINISHES	
<b>FLOOR FINISH</b>	
	REPAIR & REFINISH PARQUET FLOOR POLYURETHANE FINISH
	300x300x20MM MATTE FIN TILES
	300x300x10MM UNGLAZED / MATTE FIN ODORANT FLOOR TILES
<b>CEILING FINISH</b>	
	10MM GYPSUM BOARD ON METAL FLOORINGS BY FLAT LATEX PAINT FIN.
	4.5 MM THK FIBER BOARD ON METAL FLOORINGS BY FLAT LATEX PAINT FIN.



**PLAN OF EXEC. GUEST HOUSE**  
Scale NTS



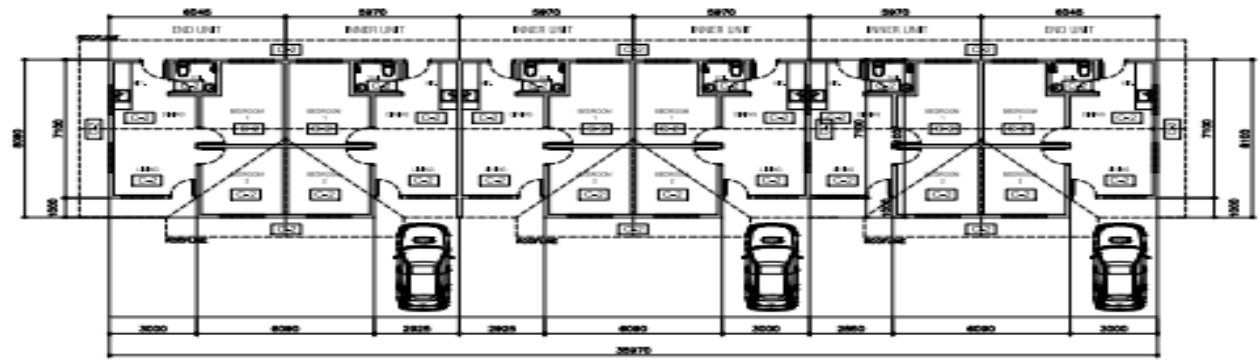
**TYPICAL TOILET PLAN LAYOUT**  
Scale NTS



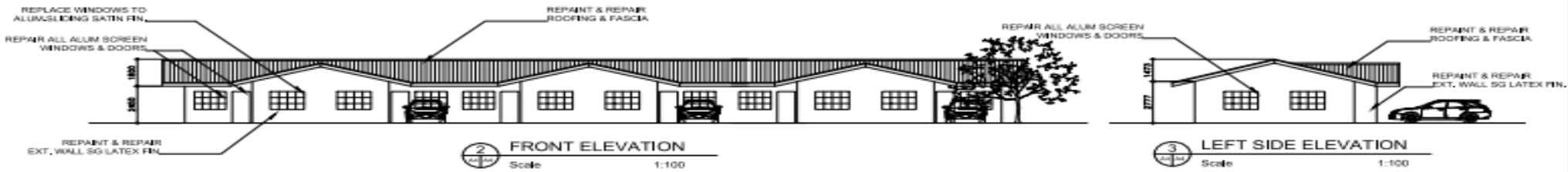
**TYPICAL TOILET CROSS SECTION**  
Scale NTS

<b>PHILIPPINE MERCHANT MARINE ACADEMY</b>		Reviewed by:	Prepared by:	Recommending approved by:	Approved by:	Project Title:	Sheet content/s:	Sheet No.:
		 ENGR. LEO EDY PAOLO ARINO PROJECT ENGINEER	 ENGR. ARMAND L. LUYHAN PROJECT ENGINEER	 CDR VICTORIA G. PARASQUIA CHIEF OF PARTY	 COMMO JOEL F. ARUTA PROJECT ENGINEER	REPAIR & REHABILITATION OF HOUSING UNITS	EGH FLOOR PLAN TYPICAL TOILET PLAN TYPICAL TOILET SECTION	A-3

SCHEDULE OF FINISHES	
<b>FLOOR FINISH</b>	
FC-1	REPAIR & REFINISH PARQUET FLOOR POLYURETHANE FINISH
FC-2	300X300MMX10MM MATTE FLOOR TILES
FC-3	300X300MM UNGLAZED/MATTE FIN. CERAMIC FLOOR TILES
<b>CEILING FINISH</b>	
CC-1	18MM GYPSUM BOARD ON METAL FURRING IN FLAT LATEX PAINT FIN.
CC-2	45 MM THK FORM BOARD ON METAL FURRING IN FLAT LATEX PAINT FIN.



PMMA HOUSING CLUSTER  
Scale: 1:100



**PHILIPPINE MERCHANT MARINE ACADEMY**



Reviewed by: <i>[Signature]</i> ENGINEER PABLO APRI PROJECT SUPERVISOR	Prepared by: <i>[Signature]</i> ARCHT. ANNE M. PACHA PROJECT ARCHITECT	Recommending approval by: CDR VICTORIA G. PARASUELA PROJECT SUPERVISOR PHILIPPINE MERCHANT MARINE ACADEMY	Approved by: COMMO JOEL Y. ALLEN PHILIPPINE MERCHANT MARINE ACADEMY	Project Title: REPAIR & REHABILITATION OF HOUSING UNITS	Sheet content/s: FLOOR PLAN FRONT ELEVATION LEFT SIDE ELEVATION	Sheet No.: A-4
Location: PMMA, San Nicolas, Zamboanga				Date: Dec. 2021	Checked By:	

## *Section VIII. Bill of Quantities*



Republic of the Philippines  
**Philippine Merchant Marine Academy**  
*San Narciso, Zambales*

Name of Project:	<b>REPAIR AND REHABILITATION OF HOUSING UNITS</b> (Executive Guest House)	Date:	January 13, 2021
		Road/Embank. Width:	
		Pavement Width:	
		Bridge/Other Structures:	
Location:	PMMA Complex, San Narciso, Zambales	Type of Structures:	
Appropriation:		Type of Superstructure:	
Source of Fund:		No. of /Span/Storey:	One (1)
		No. of Pier/No. of Abutts:	
Classification:		Starting Time:	
Limits:		No. of Days to Complete:	120 cal.days
Floor Area:	<b>281.39</b> sq.mts		

Description of Works To Be Done	% of Total	EQUIPMENT		
		Description	Needed	Available
GENERAL REQUIREMENTS	3.09%	Welding Machine	1	
REMOVAL OF EXISTING STRUCTURE	5.17%	1 bagger Concrete Mixer	1	
SCAFFOLDING	2.29%	Chipping Hammer	1	
TILEWORKS	9.32%			
PLUMBING WORKS	11.00%			
ELECTRICAL WORKS	19.57%			
CARPENTRY WORKS	13.06%			
FABRICATED MATERIALS	15.02%			
TINSMITHRY WORKS	3.07%			
PAINTING WORKS	14.99%			
PEST CONTROL AND SIPHONING	3.43%			
<b>TOTAL</b>	<b>100.00%</b>			

Spec's Item No.	Description	Unit	Quantity	Estimated Cost of Project	
				Unit Cost	Total Cost
<b>I</b>	<b>GENERAL REQUIREMENTS</b>				
B.5	Project Billboard / Signboard	ea.	1.00		
B.7(2)	Const. Safety and Health Program	l.s	1.00		
B.9	Mobilization/Demobilization	l.s	1.00		
<b>II</b>	<b>REMOVAL OF EXISTING STRUCTURE</b>				
<b>III</b>	<b>SCAFFOLDING</b>				
<b>IV</b>	<b>TILEWORKS</b>				
	Tilessetting for Floors	m <sup>2</sup>	120.01		
<b>V</b>	<b>PLUMBING WORKS</b>				
	Installation of fixtures, waterline and sewerline	l.s	1.00		
<b>VI</b>	<b>ELECTRICAL WORKS</b>				
		l.s.	1.00		

	Installation of conduits, fittings and lighting fixtures				
<b>VII</b>	<b>CARPENTRY WORKS</b>	m <sup>2</sup>	408.54		
	Interior and exterior ceiling including cabinet doors				
<b>VIII</b>	<b>FABRICATED MATERIALS</b>	l.s	1.00		
	Doors and Windows				
<b>IX</b>	<b>TINSMITHRY WORKS</b>	l.m	87.08		
	Installation of Gutter				
<b>X</b>	<b>PAINTING WORKS</b>	m <sup>2</sup>	1741.38		
	Masonry, Concrete, Metal and Wood Repainting				
<b>XI</b>	<b>PEST CONTROL AND SIPHONING</b>	l.s	1.00		

**TOTAL BID AMOUNT** \_\_\_\_\_

**Prepared by:**

\_\_\_\_\_



Republic of the Philippines  
**Philippine Merchant Marine Academy**  
 San Narciso, Zambales

Name of Project: **REPAIR AND REHABILITATION OF HOUSING UNITS** Date: February 05, 2021  
 (Two Units - Cluster Housing)  
 Road/Embank. Width: \_\_\_\_\_  
 Pavement Width: \_\_\_\_\_  
 Bridge/Other Structures: \_\_\_\_\_  
 Location: San Narciso, Zambales Type of Structures: \_\_\_\_\_  
 Appropriation: \_\_\_\_\_ Type of Superstructure: \_\_\_\_\_  
 Source of Fund: \_\_\_\_\_ No. of /Span/Storey: One (1)  
 Classification: \_\_\_\_\_ No. of Pier/No. of Abutts: \_\_\_\_\_  
 Limits: \_\_\_\_\_ Starting Time: \_\_\_\_\_  
 Floor Area: **547.314** sq.mts No. of Days to Complete: 120 Cal.days

Description of Work To Be Done	% of Total	EQUIPMENT		
		Description	Needed	Available
REMOVAL OF EXISTING STRUCTURES	4.82%	Welding Machine	1	
SCAFFOLDING	5.86%			
PAINTING WORKS	22.54%			
CARPENTRY WORKS	25.48%			
ROOF FRAMING WORKS	4.98%			
ROOFING WORKS	1.57%			
FABRICATED MATERIALS	34.75%			
<b>TOTAL</b>	<b>100.00%</b>			

Spec's Item No.	Description	Unit	Quantity	Estimated Cost of Project	
				Unit Cost	Total Cost
<b>I</b>	<b>REMOVAL OF EXISTING STRUCTURES</b>	l.s	1.00		
	Removal of Ceiling				
	Removal of Door screen				
	Removal of Steel Casement window and Screen				
	Removal of Gutters and Fascia Board				
<b>II</b>	<b>SCAFFOLDING</b>	l.s	1.00		
<b>III</b>	<b>PAINTING WORKS</b>	m <sup>2</sup>	2067.42		
	Masonry / Concrete Painting (Exterior Wall)				
	Cement Board Painting - Ceiling (Interior/Exterior)				
	Metal Painting - Roofing				
<b>IV</b>	<b>CARPENTRY WORKS</b>	m <sup>2</sup>	376.36		
	Fiber cement Board Ceiling of Metal Frame				
<b>V</b>	<b>ROOF FRAMING WORKS</b>	kgs	300.26		
	Installation of Steel Fascia				
<b>VI</b>	<b>ROOFING WORKS</b>	l.s	1.00		

	Reinstallation of End Flashing				
<b>VII</b>	<b>FABRICATED MATERIALS</b>	l.s	1.00		
	Flush Door and Door screen				
	Analok Sliding Window w/ Screen				

**TOTAL BID AMOUNT** \_\_\_\_\_

**Prepared by:**

\_\_\_\_\_



***Section IX. Checklist of Technical and Financial Documents***

# 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.

## ***Section IX. Bidding Forms***

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## 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 the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>1</sup> 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;

---

<sup>1</sup> currently based on GPPB Resolution No. 09-2020

- 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.
- 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: \_\_\_\_\_

## 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]*

**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]*

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID								
This is to certify that _____ (company) _____ has the following completed contracts for the past Ten (10) years.								
Date of the Contract	Contracting Party	Name of Contract	Nature of Work	Amount of Contract	Date of Delivery/ End-user’s Acceptance	Date of Official Receipt		
_____ Name and Signature of Authorized Representative						_____ Date		

**\*Instructions:**

- a) Cut-off date as of:
  - (i) **Up to the day before the deadline of** submission of bids.
- b) **In the column under “Dates”, indicate the dates of Delivery/ End-user’s Acceptance and Official Receipt.**
- c) **“Name of Contract”. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: “Supply and Delivery of Generator Set”**

**Note:**

*Please attached the following supporting documents:*

- a. End-user/s Letter of Acceptance*
- b. Notice to Proceed*
- c. Letter of Award*
- d. Contract/Purchase Order*
- e. Delivery Receipt/Sales Invoice*

STATEMENT OF ONGOING GOVERNMENT& PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED							
Business Name: _____							
Business Address: _____							
Date of the Contract	Contracting Party	Name of Contract	Nature of Work	Amount of Contract	a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment	Value of Outstanding Works/Uncompleted Portion
GOVERNMENT							
PRIVATE							
Name and Signature of Authorized Representative					Total Cost		

**\*Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:
  - i. **The day before the deadline of** submission of bids.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) **“Name of Contract”**. Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations

*Note: Please attached the following supporting documents:*

- a. Notice to Proceed*
- b. Letter of Award*
- c. Contract*

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:  
 NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC = P \_\_\_\_\_

Or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: \_\_\_\_\_ Amount: \_\_\_\_\_

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

\_\_\_\_\_

Name of Supplier/Distributor/Manufacturer

\_\_\_\_\_

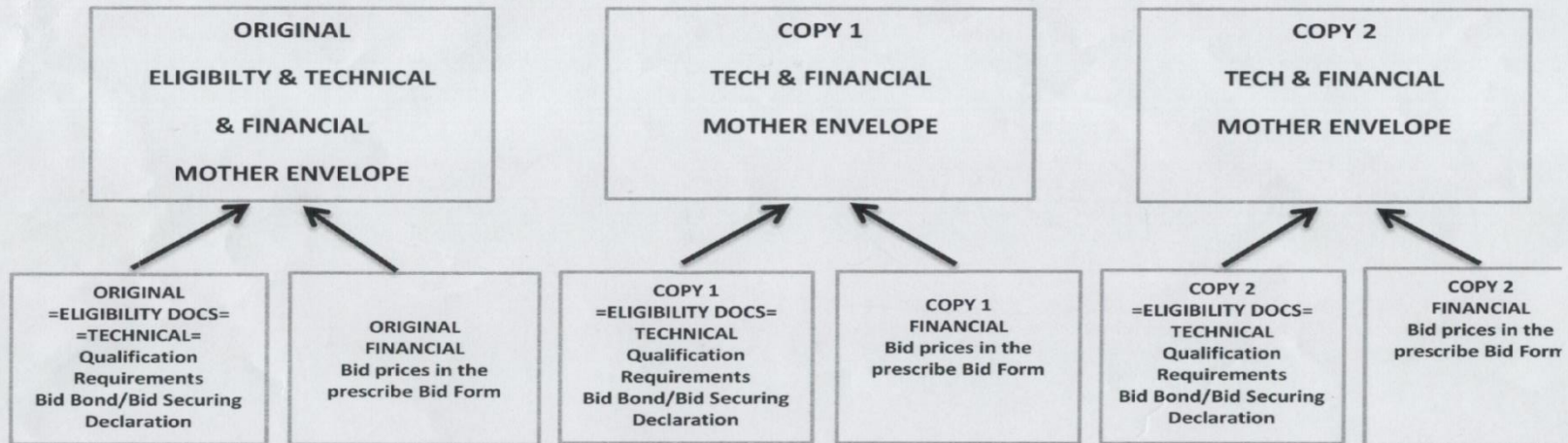
Signature of Authorized Representative

Date: \_\_\_\_\_

NOTE:

If Partnership or Joint Venture, each Partner or Member Firm of Joint venture shall submit the above requirements.

## SAMPLE ENVELOPE TECHNICAL & FINANCIAL



**Note: All envelope must be sealed and signed.**

