

# **PHILIPPINE BIDDING DOCUMENTS**

## **Repair of COB Building at Pililla Campus**

URS-24-11-052

Government of the Republic of the Philippines

**UNIVERSITY OF RIZAL SYSTEM**

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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

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# *Glossary of Terms, Abbreviations, and Acronyms*

**ABC** – Approved Budget for the Contract.

**ARCC** – Allowable Range of Contract Cost.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

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

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

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

**CPI** – Consumer Price Index.

**DOLE** – Department of Labor and Employment.

**DTI** – Department of Trade and Industry.

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

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

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

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

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



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## **Invitation to Bid for the Repair of COB Building at Pililla Campus**

1. The **University of Rizal System**, through the **fund 052 of 2024** intends to apply the sum of **One Million Twenty-One Pesos and 56/100 Only (₱1,000,021.56)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Repair of COB Building at Pililla Campus, URS-24-11-052**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **University of Rizal System** now invites bids for the above Procurement Project. Completion of the Works is required **Sixty 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 **University of Rizal System** and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested bidders on **July 2, 2024** 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 One Thousand Pesos (₱1,000,00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.
6. The **University of Rizal System** will hold a Pre-Bid Conference<sup>1</sup> on **July 10, 2024, 1:30 PM at AVEC, URS Morong Campus, J. Sumulong St., Brgy. San Juan, Morong, Rizal**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **1:00 PM of July 22, 2024**. Late bids shall not be accepted.

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<sup>1</sup> 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 **1:30 PM of July 22, 2024** at **AVEC, URS Morong Campus, J. Sumulong St., Brgy. San Juan, Morong, Rizal**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **University of Rizal System** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*Mr. Joel Francisco  
Head, BAC Secretariat  
J. Sumulong St., Morong, Rizal  
bacsecretariat@urs.edu.ph  
09189519618*

1. You may visit the following websites:

For downloading of Bidding Documents: *<http://www.urs.edu.ph/bid-opportunities/>*

July 2, 2024

**ARIEL M. PLANTILLA, DBA**  
Chairperson, Bids and Awards Committee

## ***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, **University of Rizal System** invites Bids for the **Repair of COB Building at Pililla Campus**, with Project Identification Number **URS-24-11-052**.

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 2024 in the amount of **One Million Twenty-One Pesos and 56/100 Only (₱1,000,021.56)** for **Repair of COB Building at Pililla Campus**.

2.2. The source of funding is:

**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:

**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 **AVEC URS Morong Campus, J. Sumulong St., Brgy San Juan, Morong, Rizal** 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 special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of

the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

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

## **12. Alternative Bids**

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

## **13. Bid Prices**

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

## **14. Bid and Payment Currencies**

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

**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 *[indicate date]*. 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: <b>Construction and/or Repair of Vertical Structure</b>												
7.1	<b>Subcontracting is not allowed.</b>												
10.3	N/A												
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Key Personnel</u></th> <th style="text-align: center;"><u>General Experience</u></th> <th style="text-align: center;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;"><b>CONSTRUCTION TEAM</b></td> </tr> <tr> <td style="width: 50%;">Site Project Engineer/Architect</td> <td style="width: 20%;"></td> <td style="width: 30%;">Responsible for all construction works, testing and records keeping to be performed by one construction team at an assigned site. Must be a registered and licensed Civil Engineer or Architect with at least three (3) years of responsible experience in supervising the construction of buildings and its facilities. Must possess a COSH certificate from the Department of Labor and Employment (DOLE).</td> </tr> <tr> <td>Foreman (Civil)</td> <td></td> <td>Responsible for the utilization of manpower on site for civil/structural works. Must have at least three (3) years of responsible experience in supervising the construction of buildings and its facilities. Must possess of at least BOSH Certificate from the Department of Labor and Employment (DOLE)).</td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	<b>CONSTRUCTION TEAM</b>			Site Project Engineer/Architect		Responsible for all construction works, testing and records keeping to be performed by one construction team at an assigned site. Must be a registered and licensed Civil Engineer or Architect with at least three (3) years of responsible experience in supervising the construction of buildings and its facilities. Must possess a COSH certificate from the Department of Labor and Employment (DOLE).	Foreman (Civil)		Responsible for the utilization of manpower on site for civil/structural works. Must have at least three (3) years of responsible experience in supervising the construction of buildings and its facilities. Must possess of at least BOSH Certificate from the Department of Labor and Employment (DOLE)).
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>											
<b>CONSTRUCTION TEAM</b>													
Site Project Engineer/Architect		Responsible for all construction works, testing and records keeping to be performed by one construction team at an assigned site. Must be a registered and licensed Civil Engineer or Architect with at least three (3) years of responsible experience in supervising the construction of buildings and its facilities. Must possess a COSH certificate from the Department of Labor and Employment (DOLE).											
Foreman (Civil)		Responsible for the utilization of manpower on site for civil/structural works. Must have at least three (3) years of responsible experience in supervising the construction of buildings and its facilities. Must possess of at least BOSH Certificate from the Department of Labor and Employment (DOLE)).											
10.5	<p>The minimum major equipment requirements are the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Equipment</u></th> <th style="text-align: center;"><u>Capacity</u></th> <th style="text-align: center;"><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Concrete Mixer</td> <td style="text-align: center;">1 bagger</td> <td style="text-align: center;">at least 1 unit</td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	Concrete Mixer	1 bagger	at least 1 unit						
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>											
Concrete Mixer	1 bagger	at least 1 unit											
12	N/A												
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>₱20,000.43</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit for; or</p> <p>b. The amount of not less than <b>₱ 50,001.08</b> if bid security is in Surety Bond.</p>												
19.2	N/A												

20	<i>[List licenses and permits relevant to the Project and the corresponding law requiring it, e.g. Environmental Compliance Certificate, Certification that the project site is not within a geohazard zone, etc.]</i>
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

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

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

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

## **1. Scope of Contract**

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

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

## **2. Sectional Completion of Works**

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

## **3. Possession of Site**

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	<i>[If different dates are specified for completion of the Works by section, i.e. "sectional completion," these dates should be listed here.]</i>
4.1	<i>[Specify the schedule of delivery of the possession of the site to the Contractor, whether full or in part.]</i>
6	The site investigation reports are: <i>[list here the required site investigation reports.]</i>
7.2	<p><i>[Select one, delete the other.]</i></p> <p><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></p> <p><i>[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:] Five (5) years.</i></p> <p><i>[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:] Two (2) years.</i></p>
10	<p><i>[Select one, delete the other:]</i></p> <p style="padding-left: 40px;">a. Dayworks are applicable at the rate shown in the Contractor's original Bid.</p> <p style="padding-left: 40px;">b. No dayworks are applicable to the contract.</p>
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <i>[insert number]</i> 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>[insert amount as percentage of the contract price that shall not exceed 15% of the total contract price and schedule of payment]</i> .
14	<i>[If allowed by the Procuring Entity, state:]</i> Materials and equipment delivered on the site but not completely put in place shall be included for payment.
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*

### **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.



Republic of the Philippines  
**UNIVERSITY OF RIZAL SYSTEM**  
Province of Rizal

**TERMS OF REFERENCE**

**FOR THE**

**REHABILITATION OF ROOMS 101,102,201 & 202, AND FUNCTION  
HALL OF THE COLLEGE OF BUSINESS BUILDING UNIVERSITY OF  
RIZAL SYSTEM PILILLA CAMPUS**

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## **TERMS OF REFERENCE**

FOR THE

### **REHABILITATION OF ROOMS 101,102,201,202 AND FUNCTION HALL OF THE COLLEGE OF BUSINESS BUILDING INPILILLA CAMPUS**

#### **1. INTRODUCTION:**

This document outlines the terms of reference for the rehabilitation of rooms 101, 102, 201, and 202, as well as the function hall of the College of Business building. The rehabilitation aims to address visible, non-structural cracks in the walls that may pose a hazard to the end-users, including students and faculty. The goal is to restore the aesthetic features of the affected areas while ensuring an environment conducive to learning and development.

The structure has a total Approved Budget for the Contract of One Million Twenty-One & 56/100.00 Philippine Currency (PhP 1,000,021.56)

#### **2. OBJECTIVE:**

The primary objectives of this rehabilitation project are:

- To repair and rehabilitate the walls in rooms 101, 102, 201, 202, and the function hall.
- To address and eliminate visible, non-structural cracks to ensure safety.
- To restore the aesthetic quality of the classroom and function hall walls.
- To enhance the learning and development environment for students and faculty.

#### **3. SCOPE OF THE PROJECT**

The scope of work for this project includes, but is not limited to, the following tasks:

Ground Floor (Rooms 101 and 102):

- Demolition of wall-facing hallway.
- Removal of doors and windows.
- Disposal of concrete debris.
- Breaking/demolition of the concrete floor.
- Concrete hollow block laying including plastering.
- Rebar, formworks, and concreting of stiffener column, beam, and slab on grade.
- Painting.
- Installation of new steel casement windows.
- Installation of door jambs.
- Restoration of doors.
- Repair/restoration of stairs.
- Ceiling works:
  - a. Removal of the affected ceiling.
  - b. Ceiling board up.
  - c. Painting of ceiling.
- Electrical works:
  - a. Replacement of panel board cover at EE room.
  - b. Replacement of panel board at EE Room.
  - c. Repainting of outdoor and indoor electrical panel boards.
  - d. Installation of lighting switch and power outlet.

Second Floor (Rooms 201 and 202):

- Repair of ceiling.

Repair of cracks.  
Repainting of ceiling and walls.

Third Floor (Function Hall):

Repair of ceiling and roofing.

#### 4. PRINCIPAL DUTIES AND RESPONSIBILITIES

The contracting firm will be required to carry out the following tasks:

##### A. Construction/Repair Phase:

- Observe the specification in this TOR (Term of Reference)
- Submit for final approval of all necessary documentary requirements:
  - a. GANTT Chart
  - b. Construction Methodology
  - c. Manpower and Equipment Schedule
  - d. Daily Weather Chart
- Ensure that no sub-contracting of work takes place without prior approval of University of Rizal System;
- Prepare and submit the following documents as the work progresses;
  - a) Daily, weekly, and monthly schedule of activities
  - b) Actual daily weather report.
- Prepare and deliver to the University of Rizal System, updated "AS BUILT" plans/drawings per percentage of completion/accomplishment with corresponding billing statement claims of the project and a full set of reproducible documents/ "AS BUILT" drawings indicating any changes made during the construction/repair upon completion of the project.
- Secure the necessary permits and licenses before the start of the project
- Provide such other services as may reasonably be required to fulfill the objectives of these services within the agreed contract terms.

#### 5. TIME SCHEDULE AND STAFF REQUIREMENT

Professional services under the contract are to be rendered by approved personnel of the contracting firm led by an experienced Architect/Civil Engineer. Standard requirements for key technical staff for the repair are as follows:

Site Project Engineer	Will be responsible for the supervision of the whole work duration, and records keeping to be performed by one construction team at the assigned site. A Licensed Civil Engineer with at least 3 years of experience in the construction/repair of physical structures.
Foreman (Civil)	Responsible for the utilization of manpower on site for civil works. Must have at least five (5) years of responsible experience in supervising the construction of buildings and their facilities.
Other appropriate qualified support staff, and other sub-professional personnel.	

**6. DOCUMENTS AND REPORTS**

The documentation and reports shall be written in English, and they shall become the property of URS.

**7. LOGISTIC SUPPORT**

The URS shall provide the contracting firm;

- o University Document(s) as may be allowed by the laws of the land to facilitate the execution of the project;

**8. CONTRACT PERIOD**

The Contract Period, or term for the services described in the TOR shall be based on the date of the Official Notice to Proceed issued by the URS to the Contracting Firm; unless otherwise agreed in the contract.

**9. MANPOWER REQUIREMENTS (CONSTRUCTION/REPAIR PHASE)**

Rehabilitation of Rooms 101,102,201,202 and Function Hall of the College of Business Building in Pililla Campus

<b>DESIGNATION</b>	<b>CS (mos. or days)</b>
<b>Site Project Engineer</b>	
<b>Foreman (Civil)</b>	

**Note:**

1. CS - (Construction Supervision) involves all activities during Construction/Repair Phase until turn-over of completed works.

### III. MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS

#### A. General Requirements:

The contractor shall:

- Coordinate closely with campus representatives throughout the project duration.
- Ensure minimal disruption to campus activities during construction.
- Maintain a clean and organized work site.
- Adhere to all relevant local regulations and building codes.

#### B. Mobilization and Equipment:

The contractor is responsible for mobilizing all necessary tools and equipment required for the duration of the project. This includes but is not limited to, scaffolds and shoring for work at heights. All equipment must be in good working condition and meet safety standards.

#### C. Safety Requirement

- Safety is of utmost priority and must be adhered to throughout the project. The contractor must:
  - Ensure all workers are trained in safety protocols and procedures.
  - Provide appropriate personal protective equipment (PPE) to all workers.
  - Implement safety measures for working at heights, including the use of scaffolds and shoring.
  - Conduct regular safety audits and inspections to identify and mitigate potential hazards.

#### D. Demolition of wall:

The scope of work includes but is not limited to the following activities:

- Pre-demolition assessment and planning.
- Securing the demolition site.
- Implementation of safety measures.
- Demolition of the specified wall.
- Debris removal and site cleanup.
- Post-demolition inspection and approval.

#### E. Structure Excavation

*Review of Plans:*

All excavation work must be performed in strict accordance with the project plans and specifications.

Prior to commencement, the construction drawings and excavation plans should be reviewed by the project engineer or supervisor.

*Site Preparation:*

Clear the excavation site of any debris, vegetation, or obstructions.

Mark the boundaries of the excavation area as per the construction drawings.

*Excavation Process:*

Begin excavation at the location and depth specified in the construction plans.

Use appropriate excavation equipment and techniques to ensure accuracy and safety.

Monitor the excavation depth continuously to ensure compliance with the specified dimensions.

*Verification of Depth:*

After reaching the specified depth, conduct a thorough inspection to confirm the excavation meets the required depth and dimensions.

Document the depth measurements and compare them with the plan specifications.

*Safety Measures:*

Implement appropriate safety measures to protect workers and prevent cave-ins, including shoring, trench boxes, or sloping as necessary.

Ensure compliance with relevant safety regulations and standards.

*Handling of Excavated Material:*

Store excavated material at a safe distance from the edge of the excavation.

Dispose of excess material in accordance with environmental regulations and project guidelines.

*Backfilling and Compaction:*

Once the structure or utility is installed, backfill the excavation with suitable material as specified in the plans.

Compact the backfill in layers to the required density.

## **F. Concreting Works**

The concreting works shall include all labor, materials, tools, equipment, and incidentals necessary to complete the following:

- Mixing, placing, and curing concrete.
- Preparation and treatment of surfaces to receive concrete.
- Installation of reinforcement steel.
- Any other work required to complete the concreting as specified.

1. Standards:

All works shall conform to the following standards, where applicable:

American Concrete Institute (ACI) Standards.

ASTM International (ASTM) Specifications.

Relevant local building codes and regulations.

## 2. Materials

Cement: Use Portland cement that complies with ASTM C150, Type I or Type II.

Aggregates:

Fine Aggregate: Clean, natural sand complying with ASTM C33.

Coarse Aggregate: Clean, crushed stone or gravel, size as per the design mix, complying with ASTM C33.

Water: Clean, potable water free from harmful amounts of oils, acids, alkalis, salts, organic materials, or other substances that may impair the properties of concrete.

Admixtures: Use admixtures complying with ASTM C494 as approved by the engineer.

## 3. Concrete Mix Design

Design Mix: Concrete mix design shall be submitted for approval. The mix design should achieve the required strength and workability as specified in the project plans and specifications.

Proportioning: The concrete shall be proportioned by weight or volume to produce a workable mix meeting the design criteria.

Strength: The minimum compressive strength of concrete shall be as specified in the project documents, typically 3000 psi (20.7 MPa) at 28 days.

## 4. Preparation and Execution

Formwork:

Formwork shall be designed and constructed to provide the desired shape, lines, and dimensions of the finished concrete.

Forms shall be tight and sufficiently braced to withstand the pressure of the concrete.

Reinforcement:

Steel reinforcement shall be placed as per the design drawings and securely tied to prevent displacement during concreting.

Reinforcement shall be free from rust, oil, or other coatings that may reduce bond with concrete.

Mixing:

Concrete shall be mixed until there is a uniform distribution of materials and shall be discharged completely before recharging the mixer.

Hand mixing is permitted only for small quantities and shall be done on a clean, non-absorbent surface.

Placing:

Concrete shall be placed as close as possible to its final position to avoid segregation.

It shall be placed in layers not exceeding 18 inches (450 mm) in depth and consolidated using mechanical vibrators.

**Curing:**

Fresh concrete shall be protected from drying and maintained in a moist condition for at least seven days.

Curing methods may include water spraying, wet burlap, plastic sheeting, or curing compounds.

**5. Quality Control**

**Sampling and Testing:**

Concrete samples shall be taken and tested in accordance with ASTM C172 and ASTM C39.

At least one set of test specimens (minimum three cylinders) shall be taken for each 50 cubic meters of concrete placed or as directed.

**Inspection:**

All aspects of the concreting work shall be subject to inspection by the engineer or designated representative.

**6. Safety and Environmental Considerations**

**Safety:**

All personnel involved in concreting works shall use appropriate personal protective equipment (PPE).

Adequate safety measures shall be implemented to prevent accidents and injuries.

**Environmental Protection:**

Measures shall be taken to minimize dust, noise, and pollution.

Waste concrete and washout water shall be disposed of in accordance with local environmental regulations.

**G. CHB Laying Works**

**1. Scope of Work**

The CHB laying works shall include, but not be limited to, the following:

- Surface preparation
- Layout and alignment
- Mixing and application of mortar
- Placement and leveling of CHB
- Reinforcement placement (if required)
- Curing and protection of work

**2. Materials**

Concrete Hollow Blocks (CHB): Standard size, 4", 6", or 8" as specified.

Mortar: Cement, sand, and water mix in the proportion of 1:3 or as specified.

Reinforcement Bars: Deformed steel bars of specified diameter (if required).

Water: Clean, potable water free from impurities.

### 3. Tools and Equipment

Mason's trowel  
Spirit level  
Mason's line  
Tape measure  
Mortar mixer  
Shovels  
Wheelbarrows

### 4. Procedure

#### Surface Preparation:

1. Clean the surface where the CHBs will be laid to remove dust, debris, and loose particles.
2. Dampen the surface before laying the first course of CHB.

#### Layout and Alignment:

1. Mark the layout of the wall on the surface using chalk or a marker.
2. Use a mason's line to ensure straight and level courses.

#### Mixing Mortar:

1. Mix cement and sand in the specified ratio (1:3) to form mortar.
2. Add water gradually to achieve a workable consistency.

#### Laying CHB:

1. Apply a layer of mortar on the surface where the first course of CHB will be laid.
2. Place the CHBs one by one, tapping them gently into the mortar bed.
3. Ensure that each block is level and aligned using a spirit level and mason's line.
4. Fill the vertical and horizontal joints with mortar and strike off excess.

#### Reinforcement Placement:

1. Insert reinforcement bars in the vertical and horizontal joints as per design specifications.
2. Ensure proper bonding and embedment of bars in the mortar.

#### Curing and Protection:

Keep the laid CHBs moist by sprinkling water periodically to facilitate curing.  
Protect the work from direct sunlight, rain, and other adverse conditions.

### 5. Quality Control

Ensure that all CHBs are of uniform size and free from cracks and defects.

Verify the mortar mix ratio and consistency regularly.

Check the alignment and level of each course of CHB.

Inspect the placement and bonding of reinforcement bars.

#### 6. Safety Measures

Provide personal protective equipment (PPE) such as gloves, safety glasses, and helmets to all workers.

Ensure that all tools and equipment are in good working condition.

Follow safe lifting and handling procedures for CHBs and other materials.

### H. Plastering Works

#### Preparation:

Prepare the surfaces by cleaning and removing debris, ensuring a smooth and suitable substrate for plaster application.

#### Plaster Application:

Apply appropriate plaster materials to the affected walls, ensuring uniformity and adherence to architectural standards.

#### Finishing:

Ensure smooth finishes that meet aesthetic requirements, with attention to detail in corners and edges.

#### Cleanup:

Remove any excess materials and debris resulting from the plastering process.

### I. Plastering Works

#### Preparation:

**Clear the Area:** Remove furniture and any obstacles from the installation site.

**Protect Surfaces:** Cover floors and walls to prevent damage during installation.

#### Installation:

**Install Support Structures:** If necessary, install furring strips or a grid system to support the ceiling panels.

#### Cutting and Fitting:

**Cut ceiling materials** to fit around light fixtures, vents, and other obstructions.

**Attach Ceiling Materials:** Secure panels or tiles using appropriate methods (screws, nails, adhesive) according to manufacturer guidelines.

**Ensure Alignment:** Use a level to ensure panels are installed straight and evenly aligned.

#### Finishing Touches:

**Sealing and Painting:**

Seal joints and edges where applicable, and paint or finish ceiling materials if desired.

**Cleanup:**

Remove debris and clean the installation area thoroughly.

**Final Inspection:**

**Quality Check:** Inspect the installed ceiling for any defects or issues.

**Functionality:** Test lights, fans, or other fixtures integrated into the ceiling.

**J. Painting Works**

**Preparation:**

Surface cleaning, filling of cracks, and minor repairs.

**Priming:**

Application of suitable primers to enhance paint adhesion and surface durability.

**Paint Application:**

Use of high-quality paint to achieve desired colors and finishes.

**Quality Assurance:**

Regular inspections to ensure adherence to specifications and standards.

**Completion:**

On-time delivery with minimal disruption to regular activities.

**K. Electrical Works**

The scope of work for the electrical works includes, but is not limited to, the following:

**Electrical Installation:**

Installation of electrical wiring and conduits.

Installation of lighting fixtures, switches, and outlets.

Installation of distribution boards and circuit breakers.

Installation of power outlets for specific equipment as required.

**Repair and Maintenance:**

Inspection and testing of existing electrical systems.

Repair or replacement of damaged or faulty wiring, switches, outlets, and other electrical components.

Upgrading of electrical systems to meet current safety standards.

**Safety and Compliance:**

Ensuring all electrical works comply with relevant electrical codes and standards.

Implementation of safety measures to protect workers and occupants during the execution of electrical works.

**L. Project Duration**

The project must be completed within sixty (60) calendar days upon contract award, with allowances for unforeseen delays accounted for in the project plan.

**M. Payment Terms**

Payment terms will be based on the agreed contract and milestones achieved throughout the project duration. Specific payment schedules and conditions will be outlined in the final contract.

## ***Section VII. Drawings***

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

## ***Section VIII. Bill of Quantities***

### **Notes on the Bill of Quantities**

#### **Objectives**

The objectives of the Bill of Quantities are:

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

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

#### **Daywork Schedule**

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

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

#### **Provisional Sums**

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

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

**Signature Box**

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

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



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University Project Management Unit (formerly University Physical Facilities)  
 P.O. Box 1021 0703-5004 Inc., 1218 North Alibonca, Marikina City, Philippines

**Bill of Quantities**

**Project:** Rehabilitation of Rooms 101, 102, 201, 202 and Function Hall of the College of Business in Pililla Campus  
**Location:** URS Pililla Campus

ITEM	WORK DESCRIPTION	QTY	UNIT	UNIT COST (P)		COST		TOTAL (P)
				MATERIAL	LABOR	MATERIAL	LABOR	
<b>I</b>	<b>GENERAL REQUIREMENTS</b>							
	Project Billboard/ Sign Board	1.00	lot					
	Temporary Facility	1.00	lot					
	Mobilization/Demobilization	1.00	lot					
	Permits & Clearances	1.00	lot					
	Occupational Safety and Health Program	1.00	lot					
	<b>SUB-TOTAL I</b>							
<b>II</b>	<b>REHABILITATION OF WALL FACING HALLWAY (ROOM 101 &amp; 102)</b>							
	<b>a. Site Works</b>							
	Demolition of Walls and concrete floor	1.00	lot					
	Removal of ceiling, doors and windows	1.00	lot					
	Hauling	1.00	lot					
	Structure Excavation	1.00	lot					
	Embankment from Structure Excavation	1.00	lot					
	Gravel Bedding	4.20	m <sup>3</sup>					
	<b>b. Structural Concrete</b>							
	Footing (F1)	0.75	m <sup>3</sup>					
	Portland Cement	8.00	bags					
	White Sand, Washed	0.41	m <sup>3</sup>					
	Gravel, 3/4"	0.83	m <sup>3</sup>					
	Column (C1)	0.96	m <sup>3</sup>					
	Portland Cement	10.00	bags					
	White Sand, Washed	0.50	m <sup>3</sup>					
	Gravel, 3/4"	1.01	m <sup>3</sup>					
	Tie Beam (TB-1)	0.72	m <sup>3</sup>					
	Portland Cement	7.00	bags					
	White Sand, Washed	0.38	m <sup>3</sup>					
	Gravel, 3/4"	0.76	m <sup>3</sup>					
	Beam (B-1)	0.72	m <sup>3</sup>					
	Portland Cement	7.00	bags					
	White Sand, Washed	0.38	m <sup>3</sup>					
	Gravel, 3/4"	0.76	m <sup>3</sup>					
	Slab on Grade	3.40	m <sup>3</sup>					
	Portland Cement	35.00	bags					
	White Sand, Washed	1.89	m <sup>3</sup>					
	Gravel, 3/4"	3.77	m <sup>3</sup>					
	<b>c. Reinforcing Steel</b>							
	Footing (F1)							
	16mmØ x6.0m RSB Gr.40	84.00	pcs					
	G.I. Tie Wire,#16	0.87	kgs					
	Column (C1)							
	16mmØ x6.0m RSB Gr.40	18.00	pcs					
	10mmØ x6.0m RSB Gr.40	15.00	pcs					
	G.I. Tie Wire,#16	2.89	kgs					
	Tie Beam (TB-1)							
	16mmØ x6.0m RSB Gr.40	12.00	pcs					
	10mmØ x6.0m RSB Gr.40	11.00	pcs					
	G.I. Tie Wire,#16	1.54	kgs					
	Beam (B-1)							
	16mmØ x6.0m RSB Gr.40	12.00	pcs					
	10mmØ x6.0m RSB Gr.40	11.00	pcs					
	G.I. Tie Wire,#16	1.54	kgs					
	Slab on Grade							
	10mmØ x6.0m RSB Gr.40	34.00	pcs					
	G.I. Tie Wire,#16	1.56	kgs					
	<b>d. Formworks</b>							
	Footing (F1)							
	Ordinary Plywood	1.00	pcs					
	Good Lumber	8.00	bd.ft					
	Assorted Common Nails	0.63	kgs					
	Column (C1)							
	Ordinary Plywood	2.00	pcs					
	Good Lumber	41.00	bd.ft					
	Assorted Common Nails	3.53	kgs					
	Tie Beam (TB-1)							



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University Project Management Unit (formerly University Physical Facilities)  
 Tel. No. (02) 8703-4998 to 1, 422 E-mail Address: [upm@urs.edu.ph](mailto:upm@urs.edu.ph)

**Bill of Quantities**

**Project:** Rehabilitation of Rooms 101, 102, 201, 202 and Function Hall of the College of Business in Pililla Campus  
**Location:** URS Pililla Campus

ITEM	WORK DESCRIPTION	QTY	UNIT	UNIT COST (P)		COST		TOTAL (P)
				MATERIAL	LABOR	MATERIAL	LABOR	
	Ordinary Plywood	1.00	pcs					
	Good Lumber	18.00	bd.ft					
	Assorted Common Nails	1.51	kgs					
	<b>Beam (B-1)</b>							
	Ordinary Plywood	2.00	pcs					
	Good Lumber	26.00	bd.ft					
	Assorted Common Nails	2.27	kgs					
<b>e.</b>	<b>CHB Laying Works including Plastering</b>							
	6" CHB	386.00	pcs					
	Portland Cement	65.00	bags					
	White Sand, Washed	2.79	m <sup>3</sup>					
	10mmØ x6.0m RSB Gr.33	26.00	pcs					
	G.I. Tie Wire,#16	1.48	kgs					
<b>f.</b>	<b>Painting Works for wall</b>							
	Skimcoat	6.00	bags					
	Sanding Paper, Grit 120	15.00	pcs					
	Flat Latex Paint	9.00	liters					
	Semi-Gloss Latex Paint	16.00	liters					
	Rugs, Cotton	0.50	kg					
	Paint Brush 2"	2.00	pc					
	Baby Roller, Cotton	2.00	pcs					
	<b>SUB-TOTAL II</b>							
<b>III</b>	<b>Repair/ Restoration of Stair</b>							
<b>a.</b>	<b>Site Works</b>							
	Demolition of stair (2 steps only)	1.00	lot					
	Removal of gate and railings	1.00	lot					
	Installation of gate and railings	1.00	lot					
	Hauling	1.00	lot					
	Structure Excavation	1.00	lot					
	Embankment from Structure Excavation	1.00	lot					
	Gravel Bedding	0.34	m <sup>3</sup>					
<b>b.</b>	<b>Structural Concrete</b>							
	Portland Cement	8.00	bags					
	White Sand, Washed	0.45	m <sup>3</sup>					
	Gravel, 3/4"	0.89	m <sup>3</sup>					
<b>c.</b>	<b>Reinforcing Steel</b>							
	16mmØ x6.0m RSB Gr.40	3.00	pcs					
	12mmØ x6.0m RSB Gr.40	6.00	pcs					
	10mmØ x6.0m RSB Gr.40	6.00	pcs					
	G.I. Tie Wire,#16	1.80	kgs					
<b>d.</b>	<b>Formworks</b>							
	Ordinary Plywood	1.00	pc					
	Good Lumber	14.00	bd.ft					
	Assorted Common Nails	1.16	kgs					
<b>e.</b>	<b>CHB Laying Works including Plastering</b>							
	6" CHB	12.00	pcs					
	Portland Cement	2.00	bags					
	White Sand, Washed	0.10	m <sup>3</sup>					
	10mmØ x6.0m RSB Gr.33	3.00	pcs					
	G.I. Tie Wire,#16	0.10	kgs					
<b>f.</b>	<b>Repair of cracks</b>							
	Concrete Epoxy	2.00	liters					
<b>g.</b>	<b>Tile works</b>							
	0.30m x 0.30m Tiles (anti-slip with embossed groove lines)	16.00	pcs					
	Cement	1.00	bag					
	Sand	0.04	m <sup>3</sup>					
	Tile adhesive	1.00	bag					
	Tile grout	1.00	bag					
<b>h.</b>	<b>Painting Works for stairs, gate and railings</b>							
	Skimcoat	1.00	bag					
	Flat Latex Paint	2.00	liters					
	Sanding Paper, Grit 120	5.00	pcs					
	Semi-Gloss Latex Paint	4.00	liters					
	Quick Drying Enamel	4.00	liters					



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**Bill of Quantities**

**Project:** Rehabilitation of Rooms 101, 102, 201, 202 and Function Hall of the College of Business in Pililla Campus  
**Location:** URS Pililla Campus

ITEM	WORK DESCRIPTION	QTY	UNIT	UNIT COST (P)		COST		TOTAL (P)
				MATERIAL	LABOR	MATERIAL	LABOR	
	Paint Thinner	2.00	liters					
	Rugs, Cotton	0.50	kg					
	Paint Brush 2"	2.00	pc					
	Baby Roller, Cotton	1.00	pc					
	Baby Roller, Foam	1.00	pc					
	<b>SUB-TOTAL III</b>							
<b>IV</b>	<b>Ceiling Works</b>							
a.	<b>Ceiling Board Up</b>							
	Marine Plywood, 6mm thk	12.00	pcs					
	Assorted Nails	2.00	kgs					
b.	<b>Painting Works (Ceiling of 2 rooms and hallway)</b>							
	Glazing Putty	26.00	liters					
	Flat Wall Enamel	6.00	liters					
	Quick Drying Enamel, White	37.00	liters					
	Paint Thinner	16.00	liters					
	Sanding Paper, Grit 180	35.00	pcs					
	Rugs, Cotton	2.00	kg					
	Paint Brush 2"	3.00	pc					
	Paint Roller, 7"	3.00	pcs					
	<b>SUB-TOTAL IV</b>							
<b>V</b>	<b>Installation of Steel Casement Windows, Steel Door Jamb and Restoration of Doors</b>							
	Steel Door Jamb, 1.2mm thk	4.00	sets					
	Stainless Steel Door Knob	4.00	pcs.					
	Heavy Duty Door Hinges	16.00	pcs.					
	Z-bar, 2mm thk x 6.0m	10.00	pcs.					
	I-bar, 2mm thk x 6.0m	4.00	pcs.					
	T-bar, 2mm thk x 6.0m	1.00	pc.					
	Square bar, 10mmx6.0m	16.00	pcs.					
	Clear Glass, 1/8" thk	61.97	sq.ft.					
	Window Hinges	32.00	pcs.					
	Window Handles	16.00	pcs.					
	Welding Rod, 60/13	5.00	kg					
	Grinding Disc, 4"	12.00	pcs					
	Cutting Disc, 4"	6.00	pcs.					
	Red Oxide Primer	4.00	liters					
	Quick Drying Enamel, Royal Blue	4.00	liters					
	Quick Drying Enamel, White	4.00	liters					
	Paint Thinner	2.00	liters					
	Sanding Paper, Grit 120	10.00	sheets					
	Paint Brush, 2"	2.00	pcs.					
	Baby Roller, Foam	2.00	pcs.					
	<b>SUB-TOTAL V</b>							
<b>VI</b>	<b>Second Floor Room 201 &amp; 202</b>							
a.	<b>Repair of ceiling</b>	1.00	lot					
b.	<b>Painting Works (Ceiling of 2 rooms and hallway)</b>							
	Glazing Putty	26.00	liters					
	Flat Wall Enamel	6.00	liters					
	Quick Drying Enamel, White	37.00	liters					
	Paint Thinner	16.00	liters					
	Sanding Paper, Grit 180	35.00	pcs					
	Rugs, Cotton	2.00	kg					
	Paint Brush 2"	3.00	pc					
	Paint Roller, 7"	3.00	pcs					
c.	<b>Repair of cracks</b>							
	Concrete Epoxy	2.00	liters					
d.	<b>Painting Works for wall</b>							
	Skimcoat	6.00	bags					



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

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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

### *Class "B" Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

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

### Other documentary requirements under RA No. 9184

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

Republic of the Philippines



Government Procurement Policy Board