

# **PHILIPPINE BIDDING DOCUMENTS**

## **Upgrading of Electrical Supply at URS Morong Campus (2<sup>nd</sup> Bidding)**

**URS-25-22-052**

Government of the Republic of the Philippines

**UNIVERSITY OF RIZAL SYSTEM**



**Sixth Edition  
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# 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 Upgrading of Electrical Supply at URS Morong Campus**

1. The **University of Rizal System**, through the **Internally Generated Income/ STF of 2025** intends to apply the sum of **Three Million Four Hundred Ninety-One Thousand Two Hundred Fifty Pesos Only (₱3,491,250.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for Upgrading of Electrical Supply at URS Morong Campus **URS-24-22-052**. 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 **One Hundred Fifty (150) 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 **Monday to Thursday, 7:00 AM to 6:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested bidders on **April 15, 2025** from the given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The **University of Rizal System** will hold a Pre-Bid Conference<sup>1</sup> on **April 23, 2025 at 9:30 AM** at **BAC Conference Room, URS Morong Campus, Morong, Rizal**, which shall be open to prospective bidders.

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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.

7. Eligibility document must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before **9:00 AM of May 5, 2025**. Late submission shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening for eligibility documents shall be on **May 5, 2025, 9:30 AM** at **BAC Conference Room, URS Morong Campus, J. Sumulong St., Brgy San Juan, Morong, Rizal** and broadcast online via **Google Meet**. 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:  
  
*BAC Secretariat*  
*URS Morong Campus, J. Sumulong St., Brgy San Juan, Morong, Rizal*  
*Tel No. (02)8539-9950 to 56 Loc (125)*  
*Email: [bacsecretariat@urs.edu.ph](mailto:bacsecretariat@urs.edu.ph)*
12. You may visit the following websites:

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

*April 15, 2025*

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 **Upgrading of Electrical Supply at URS Morong Campus**, with Project Identification Number **URS-25-22-052**.

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 **fund 052 of 2025** in the amount of **Three Million Four Hundred Ninety-One Thousand Two Hundred Fifty and 0/100 Only (₱3,491,250.00)**.

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 from bidders found to be legally, technically, and financially capable will be evaluated. The bidder must be an electrical contractor with at least 5 years of experience in the construction industry and has exposure to 3-phase electrical systems.
- 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.
- 5.3. 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**.
- 5.4. 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.
- 5.5. 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.
- 7.1. *[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.

- 7.2. 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.

## **1. 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 BAC Conference Room, *URS Morong Rizal* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **2. 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.

## **3. 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**.

#### **4. 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.

#### **5. 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.

#### **6. 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.

#### **7. 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.**

#### **8. 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 May 5, 2025. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **9. 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.

## **10. 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**.

## **11. 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.

## **12. 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.

### **13. 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**.

### **14. 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:<br><b>Electrical Systems Installation, Construction, and Commissioning of Volt houses</b>  |                      |   |                 |   |                           |   |                             |   |                         |  |
| 7.1                         | Sub-contracting is not allowed   |                      |   |                 |   |                           |   |                             |   |                         |  |
| 10.3                        | N/A  |                      |   |                 |   |                           |   |                             |   |                         |  |
| 10.4                        | <p>The key personnel must meet the required minimum years of experience set below:</p> <table> <tr> <th><u>Key Personnel</u></th><th><u>General Experience/Relevant Experience</u></th></tr> <tr> <td>Project Manager</td><td>Responsible for the overall management, supervision, coordination, and control of the construction of the Power/Volt House Structure, electrical systems installation, and commissioning works. The Project Manager shall ensure the successful completion of the project within the approved scope, schedule, budget, and quality standards in accordance with the contract documents, technical specifications, and applicable laws and regulations. Must possess a valid Professional Regulation Commission (PRC) License as a Civil Engineer, Electrical Engineer, or any related field with at least five (5) years of relevant work experience in managing construction projects involving civil works, electrical systems installation, and commissioning of electrical facilities. Must have successfully completed at least two (2) similar infrastructure projects (preferably volt house structures, power distribution facilities, or similar electrical system facilities) as Project Manager.</td></tr> <tr> <td>Prof. Electrical Engineer</td><td>Responsible for the detailed engineering design, electrical systems layout, and technical supervision of the electrical systems installation and commissioning works for the Volt House Structure. The PEE shall ensure that the design, technical drawings, electrical component specifications, and installation works strictly adhere to the applicable codes, standards, and contract documents. Must be a duly licensed Professional Electrical Engineer (PEE) issued by the Professional Regulation Commission (PRC) with at least five (5) years of relevant work experience in the design, layout, installation, and commissioning of electrical power distribution systems, transformer installations, and switchgear systems. Must have completed at least two (2) similar infrastructure projects involving electrical power distribution systems, transformer installations, and related electrical commissioning works as a Design Engineer.</td></tr> <tr> <td>Project Electrical Engineer</td><td>Responsible for the site supervision, implementation, and quality assurance of the electrical systems installation and commissioning works for the Volt House Structure. The Project Electrical Engineer shall ensure that all electrical works, materials, and equipment conform to the approved design, specifications, and relevant codes and standards, and that the installation, testing, and commissioning processes are carried out safely and effectively to achieve full operational functionality of the electrical system. Must be a duly licensed Electrical Engineer (EE) issued by the Professional Regulation Commission (PRC) with at least three (3) years of relevant work experience in the installation, testing, and commissioning of electrical systems for building structures, electrical distribution systems, and power supply systems. Must have been involved in at least two (2) similar infrastructure projects as a Project Electrical Engineer, responsible for electrical systems installation, supervision, and commissioning.</td></tr> <tr> <td>Civil (Design) Engineer</td><td>Responsible for structural design, analysis, technical specifications, and compliance of the volt house, ensuring safety, durability, and alignment with electrical infrastructure requirements. Must be a registered and licensed Civil Engineer with</td></tr> </table> | <u>Key Personnel</u> | <u>General Experience/Relevant Experience</u> | Project Manager | Responsible for the overall management, supervision, coordination, and control of the construction of the Power/Volt House Structure, electrical systems installation, and commissioning works. The Project Manager shall ensure the successful completion of the project within the approved scope, schedule, budget, and quality standards in accordance with the contract documents, technical specifications, and applicable laws and regulations. Must possess a valid Professional Regulation Commission (PRC) License as a Civil Engineer, Electrical Engineer, or any related field with at least five (5) years of relevant work experience in managing construction projects involving civil works, electrical systems installation, and commissioning of electrical facilities. Must have successfully completed at least two (2) similar infrastructure projects (preferably volt house structures, power distribution facilities, or similar electrical system facilities) as Project Manager. | Prof. Electrical Engineer | Responsible for the detailed engineering design, electrical systems layout, and technical supervision of the electrical systems installation and commissioning works for the Volt House Structure. The PEE shall ensure that the design, technical drawings, electrical component specifications, and installation works strictly adhere to the applicable codes, standards, and contract documents. Must be a duly licensed Professional Electrical Engineer (PEE) issued by the Professional Regulation Commission (PRC) with at least five (5) years of relevant work experience in the design, layout, installation, and commissioning of electrical power distribution systems, transformer installations, and switchgear systems. Must have completed at least two (2) similar infrastructure projects involving electrical power distribution systems, transformer installations, and related electrical commissioning works as a Design Engineer. | Project Electrical Engineer | Responsible for the site supervision, implementation, and quality assurance of the electrical systems installation and commissioning works for the Volt House Structure. The Project Electrical Engineer shall ensure that all electrical works, materials, and equipment conform to the approved design, specifications, and relevant codes and standards, and that the installation, testing, and commissioning processes are carried out safely and effectively to achieve full operational functionality of the electrical system. Must be a duly licensed Electrical Engineer (EE) issued by the Professional Regulation Commission (PRC) with at least three (3) years of relevant work experience in the installation, testing, and commissioning of electrical systems for building structures, electrical distribution systems, and power supply systems. Must have been involved in at least two (2) similar infrastructure projects as a Project Electrical Engineer, responsible for electrical systems installation, supervision, and commissioning. | Civil (Design) Engineer | Responsible for structural design, analysis, technical specifications, and compliance of the volt house, ensuring safety, durability, and alignment with electrical infrastructure requirements. Must be a registered and licensed Civil Engineer with |
| <u>Key Personnel</u>        | <u>General Experience/Relevant Experience</u>  |                      |   |                 |   |                           |   |                             |   |                         |  |
| Project Manager             | Responsible for the overall management, supervision, coordination, and control of the construction of the Power/Volt House Structure, electrical systems installation, and commissioning works. The Project Manager shall ensure the successful completion of the project within the approved scope, schedule, budget, and quality standards in accordance with the contract documents, technical specifications, and applicable laws and regulations. Must possess a valid Professional Regulation Commission (PRC) License as a Civil Engineer, Electrical Engineer, or any related field with at least five (5) years of relevant work experience in managing construction projects involving civil works, electrical systems installation, and commissioning of electrical facilities. Must have successfully completed at least two (2) similar infrastructure projects (preferably volt house structures, power distribution facilities, or similar electrical system facilities) as Project Manager.  |                      |   |                 |   |                           |   |                             |   |                         |  |
| Prof. Electrical Engineer   | Responsible for the detailed engineering design, electrical systems layout, and technical supervision of the electrical systems installation and commissioning works for the Volt House Structure. The PEE shall ensure that the design, technical drawings, electrical component specifications, and installation works strictly adhere to the applicable codes, standards, and contract documents. Must be a duly licensed Professional Electrical Engineer (PEE) issued by the Professional Regulation Commission (PRC) with at least five (5) years of relevant work experience in the design, layout, installation, and commissioning of electrical power distribution systems, transformer installations, and switchgear systems. Must have completed at least two (2) similar infrastructure projects involving electrical power distribution systems, transformer installations, and related electrical commissioning works as a Design Engineer.  |                      |   |                 |   |                           |   |                             |   |                         |  |
| Project Electrical Engineer | Responsible for the site supervision, implementation, and quality assurance of the electrical systems installation and commissioning works for the Volt House Structure. The Project Electrical Engineer shall ensure that all electrical works, materials, and equipment conform to the approved design, specifications, and relevant codes and standards, and that the installation, testing, and commissioning processes are carried out safely and effectively to achieve full operational functionality of the electrical system. Must be a duly licensed Electrical Engineer (EE) issued by the Professional Regulation Commission (PRC) with at least three (3) years of relevant work experience in the installation, testing, and commissioning of electrical systems for building structures, electrical distribution systems, and power supply systems. Must have been involved in at least two (2) similar infrastructure projects as a Project Electrical Engineer, responsible for electrical systems installation, supervision, and commissioning.  |                      |   |                 |   |                           |   |                             |   |                         |  |
| Civil (Design) Engineer     | Responsible for structural design, analysis, technical specifications, and compliance of the volt house, ensuring safety, durability, and alignment with electrical infrastructure requirements. Must be a registered and licensed Civil Engineer with   |                      |   |                 |   |                           |   |                             |   |                         |  |

|                              | minimum eight (8) years of relevant work experience in civil/structural design for electrical infrastructure projects.  |                 |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |
|------------------------------|---|-----------------|----------|--------------|------------------------------|---------------|-----------------|----------------------------|--|-----------------|-----------------------------|------------|-----------------|-------------------|-----------------|-----------------|----------------|-------------------|-----------------|
| Civil (Site) Engineer        | Responsible for the overall site supervision, technical coordination, and quality control during the construction of the Volt House. Must be a registered and licensed Civil Engineer in the Philippines with a valid Professional Regulation Commission (PRC) license. Must have a minimum of three (3) years of relevant experience in managing and supervising civil construction works, particularly in concrete structures and similar infrastructure projects.  |                 |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |
| Foreman (Civil)              | Responsible for supervising and managing the construction activities for the construction of Volt House. Must have at least five (5) years of relevant experience supervising civil works, particularly in the construction of concrete structures, or similar infrastructure projects. Must possess a National Certificate II (NCII) in Carpentry/Masonry/Construction Supervision or any related certification issued by the Technical Education and Skills Development Authority (TESDA) or an equivalent recognized training institution.   |                 |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |
| Foreman (Electrical)         | Responsible for the supervision, coordination, and execution of electrical works, including the installation and commissioning of electrical systems for the volt house. Must have at least five (5) years of relevant experience in supervising electrical works, particularly in the installation, termination, and commissioning of electrical systems for residential, commercial, industrial, or institutional structures. Must possess a National Certificate (NC II) in Electrical Installation and Maintenance or any equivalent certification issued by the Technical Education and Skills Development Authority (TESDA) or a recognized training institution.   |                 |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |
| Safety Officer II (SO2)      | Responsible for ensuring the implementation of Occupational Safety and Health (OSH) standards in accordance with Department of Labor and Employment (DOLE) regulations, specifically under Department Order No. 13, Series of 1998 (DO 13) - Guidelines Governing Occupational Safety and Health in the Construction Industry. Must possess a valid Safety Officer II Certification issued by an Occupational Safety and Health Center (OSHC)-accredited training provider or any equivalent safety certification recognized by the Department of Labor and Employment (DOLE). Must have completed the 40-hour Construction Occupational Safety and Health (COSH) training. Must have a minimum of three (3) years of relevant experience in implementing safety management programs in construction projects, preferably in civil, electrical, and structural works. |                 |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |
| 10.5                         | <div>The minimum major equipment requirements are the following:</div> <table><tr><th>EQUIPMENT</th><th>CAPACITY</th><th>NO. OF UNITS</th></tr><tr><td>Insulation Resistance Tester</td><td>1000V minimum</td><td>At least 1 unit</td></tr><tr><td>Earth and Grounding Tester</td><td></td><td>At least 1 unit</td></tr><tr><td>Multi Tester w/ Clamp Meter</td><td>1000 Volts</td><td>At least 1 unit</td></tr><tr><td>Demolition Hammer</td><td>1500 W to 2000W</td><td>At least 1 unit</td></tr><tr><td>Concrete mixer</td><td>1-bagger capacity</td><td>At least 1 unit</td></tr></table>   | EQUIPMENT       | CAPACITY | NO. OF UNITS | Insulation Resistance Tester | 1000V minimum | At least 1 unit | Earth and Grounding Tester |  | At least 1 unit | Multi Tester w/ Clamp Meter | 1000 Volts | At least 1 unit | Demolition Hammer | 1500 W to 2000W | At least 1 unit | Concrete mixer | 1-bagger capacity | At least 1 unit |
| EQUIPMENT                    | CAPACITY  | NO. OF UNITS    |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |
| Insulation Resistance Tester | 1000V minimum   | At least 1 unit |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |
| Earth and Grounding Tester   |   | At least 1 unit |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |
| Multi Tester w/ Clamp Meter  | 1000 Volts  | At least 1 unit |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |
| Demolition Hammer            | 1500 W to 2000W   | At least 1 unit |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |
| Concrete mixer               | 1-bagger capacity   | At least 1 unit |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |
| 12                           | N/A   |                 |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |
| 15.1                         | The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:  |                 |          |              |                              |               |                 |                            |  |                 |                             |            |                 |                   |                 |                 |                |                   |                 |

|      |  |
|------|--|
|      | <p>a. The amount of not less than <b>₱600,000.00</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than <b>₱1,500,000.00</b> if bid security is in Surety Bond.</p>                                       |
| 19.2 | Partial bids are not allowed.  |
| 20   | None required.   |
| 21   | <ol style="list-style-type: none"> <li>1. Construction schedule and S-curve,</li> <li>2. Manpower schedule,</li> <li>3. Construction methods,</li> <li>4. Equipment utilization schedule,</li> <li>5. Construction safety and health program, and other acceptable tools of project scheduling.</li> </ol> |

## ***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:]</i> Fifteen (15) years.</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:]</i> Five (5) years.</p> <p><i>[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:]</i> Two (2) years.</p> |
| 10         | <p><i>[Select one, delete the other:]</i></p> <p>a. Dayworks are applicable at the rate shown in the Contractor’s original Bid.</p> <p>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**

**UPGRADING OF ELECTRICAL SUPPLY AT MORONG CAMPUS**

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## **TERMS OF REFERENCE**

### **FOR THE**

### **UPGRADING OF ELECTRICAL SUPPLY AT MORONG CAMPUS**

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

The University of Rizal System (URS) Morong Campus, located J. Sumulong St., Brgy. San Juan, Morong, Rizal is undertaking a major upgrade of its electrical supply system to support increasing demands and ensure uninterrupted and stable power distribution across its facilities. The existing electrical supply infrastructure has reached its capacity limit, and the growing electrical load from campus facilities necessitates a reliable and sustainable solution.

To address this, the project involves the construction of a new Volt House, inclusive of the design, estimate, construction, testing, commissioning, and turnover of all electrical systems and equipment. The Volt House shall house essential electrical components such as switch gears, panel boards, grounding systems, and other critical electrical devices to ensure the optimal functioning of the University's electrical system.

The construction of the new Volt House will be located at a predetermined site identified and approved by the Project Management Unit (PMU) of the University, with a minimum required area of 3 meters by 4 meters (3m x 4m). The minimum required height of the slab for the structure shall be 1.0 meters from the existing grade of the area.

The Upgrading of Electrical Supply, has a total Approved Budget for the Contract of **Three Million Four Hundred Ninety One Thousand Two Hundred Fifty & 0/100 Philippine Currency (PhP 3,491,250.00) only.**

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

The primary objective of the project is to upgrade and modernize the electrical system of the University of Rizal System Morong Campus to ensure a reliable, efficient, and safe power supply that supports the growing needs of the university.

Specifically this upgrade aims to:

1. Provide a stable and sufficient power supply for all university facilities.
2. House essential electrical equipment and devices within a secure and accessible Volt House structure.
3. Ensure efficient power distribution, load monitoring, and future expansion readiness.
4. Comply with the Philippine Electrical Code (PEC) and other related safety and construction standards.

5. Minimize potential downtimes during power outages and future infrastructure developments.

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

The services to be provided for are the Detailed Electrical/Architectural/Structural Engineering lay-out and design, preparation of the complete construction plans, cost estimates, technical specifications, construction permits, and the construction of New Volt House at the University of Rizal System (URS) Morong Campus.

### **4. PRINCIPAL DUTIES AND RESPONSIBILITIES**

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

#### **I. As-Built Plans**

The Contractor shall be responsible for:

1. Conducting an on-site survey to gather relevant data regarding the existing electrical system, electrical load distribution, and physical site conditions.
2. Preparing and submitting detailed As-Built Plans of the existing electrical system as a basis for the design of the new Volt House.
3. Ensuring that As-Built Plans include electrical layout, panel board schedule, existing service line, grounding system, and single-line diagram.
4. All plans and reports shall be submitted to the Project Management Unit (PMU) for review and approval.

#### **II. Design and Estimate of New Volt House Including All Electrical Equipment and Devices, Structural and Architectural Layouts**

The Contractor shall:

1. Design and prepare complete detailed engineering plans, including:
  - Electrical single-line diagram.
  - Power distribution layout and panel board schedule.
  - Load calculation and voltage drop calculation.
  - Earthing and grounding system.

- Complete architectural and structural layout of the Volt House.
2. Provide detailed cost estimates, bill of quantities, and technical specifications for:
    - Structural works (foundation, walls, roofing, doors, etc.).
    - Electrical works (wiring, panel boards, grounding system, etc.).
    - Electrical equipment and devices.
  3. Integrate future expansion requirements into the electrical system design, ensuring that future developments within the university can still be accommodated.
  4. Secure all necessary permits and licenses in coordination with local regulatory authorities, in accordance with RA 9184.
  5. Submit the complete design and estimate package to the Project Management Unit (PMU) for approval.

### **III. Construction Phase**

The Contractor shall perform the following works:

1. Construct the Volt House structure at the predetermined location identified by the PMU, with a minimum floor area of 3 meters by 4 meters (3m x 4m). The minimum required height of the slab for the structure shall be 1.0 meters from the existing grade of the area. The contractor shall also provide a concrete stair for easy access to the Volt House.
2. Execute the construction works, including:
  - Structural works (foundation, masonry, roofing, flooring, etc.).
  - Architectural works (painting, installation of doors, ventilation, etc.).
  - Electrical works (installation of power lines, grounding system, panel boards, switchgear/LVSB, etc.).
3. Secure all permits and licenses prior to construction as required by the local government unit, and other regulatory bodies.
4. Tapping of Existing Electrical Line: The contractor shall be responsible for tapping the existing electrical line to the newly constructed Volt House. This includes proper connection, termination, and testing of power supply to ensure safe and efficient electrical distribution.
5. Submit a weekly progress report to the PMU, including photographs and updates on work accomplishments.
6. Ensure that all works are in compliance with the Philippine Electrical Code (PEC), the National Building Code, and other applicable standards.

### **IV. Testing and Commissioning Works**

The Contractor shall conduct a full Testing and Commissioning of the newly installed electrical system, including:

1. Functionality testing of all electrical equipment and devices installed in the Volt House.
2. Load simulation and power distribution testing to verify if the electrical system can handle the full load capacity.
3. Grounding resistance testing, insulation resistance testing, and power continuity testing.
4. Verification of all electrical connections, proper circuit protection, and overall system performance.
5. Submission of Testing and Commissioning Reports to the PMU for evaluation and acceptance.

## **V. Turn Over**

The Contractor shall formally turn over the project to the University by:

1. Submitting the following documents to the PMU:
  - As-Built Plans (Final).
  - Warranty certificates and operation manuals of all electrical equipment and devices.
  - Testing and Commissioning Reports.
  - Certificate of Final Electrical Inspection and Testing.
2. Conducting an orientation and training for the University's electrical personnel regarding the operation and maintenance of the Volt House.
3. Securing the Certificate of Final Acceptance from the University after completing all project requirements.

## **6. STAFF REQUIREMENT**

Professional services under the contract are to be rendered by approved personnel of the contracting firm led by an experienced Project Manager. Standard requirements for key technical staff for the design and construction personnel are as follows:

|                 |  |
|-----------------|--|
| Project Manager | Responsible for the overall management, supervision, coordination, and control of the construction of the Power/Volt House Structure, electrical systems installation, and commissioning works. The Project Manager shall ensure the successful completion of the project within the approved scope, schedule, budget, and quality standards in accordance with the contract documents, technical specifications, and applicable laws and regulations. Must possess a valid Professional Regulation Commission |
|-----------------|--|

|                             |   |
|-----------------------------|---|
|                             | (PRC) License as a Civil Engineer, Electrical Engineer, or any related field with at least five (5) years of relevant work experience in managing construction projects involving civil works, electrical systems installation, and commissioning of electrical facilities. Must have successfully completed at least two (2) similar infrastructure projects (preferably volt house structures, power distribution facilities, or similar electrical system facilities) as Project Manager.  |
| Prof. Electrical Engineer   | Responsible for the detailed engineering design, electrical systems layout, and technical supervision of the electrical systems installation and commissioning works for the Volt House Structure. The PEE shall ensure that the design, technical drawings, electrical component specifications, and installation works strictly adhere to the applicable codes, standards, and contract documents. Must be a duly licensed Professional Electrical Engineer (PEE) issued by the Professional Regulation Commission (PRC) with at least five (5) years of relevant work experience in the design, layout, installation, and commissioning of electrical power distribution systems, transformer installations, and switchgear systems. Must have completed at least two (2) similar infrastructure projects involving electrical power distribution systems, transformer installations, and related electrical commissioning works as a Design Engineer.   |
| Project Electrical Engineer | Responsible for the site supervision, implementation, and quality assurance of the electrical systems installation and commissioning works for the Volt House Structure. The Project Electrical Engineer shall ensure that all electrical works, materials, and equipment conform to the approved design, specifications, and relevant codes and standards, and that the installation, testing, and commissioning processes are carried out safely and effectively to achieve full operational functionality of the electrical system. Must be a duly licensed Electrical Engineer (EE) issued by the Professional Regulation Commission (PRC) with at least three (3) years of relevant work experience in the installation, testing, and commissioning of electrical systems for building structures, electrical distribution systems, and power supply systems. Must have been involved in at least two (2) similar infrastructure projects as a Project Electrical Engineer, responsible for electrical systems installation, supervision, and commissioning. |
| Civil (Design) Engineer     | Responsible for structural design, analysis, technical specifications, and compliance of the volt house, ensuring safety, durability, and alignment with electrical infrastructure requirements. Must be a registered and licensed Civil Engineer with minimum eight (8) years of relevant work experience in civil/structural design for electrical infrastructure projects.   |
| Civil (Site) Engineer       | Responsible for the overall site supervision, technical coordination, and quality control during the construction of the Volt House. Must be a registered and licensed Civil Engineer in the Philippines with a valid   |

|                         |   |
|-------------------------|---|
|                         | Professional Regulation Commission (PRC) license. Must have a minimum of three (3) years of relevant experience in managing and supervising civil construction works, particularly in concrete structures and similar infrastructure projects.  |
| Foreman (Civil)         | Responsible for supervising and managing the construction activities for the construction of Volt House. Must have at least five (5) years of relevant experience supervising civil works, particularly in the construction of concrete structures, or similar infrastructure projects. Must possess a National Certificate II (NCII) in Carpentry/Masonry/Construction Supervision or any related certification issued by the Technical Education and Skills Development Authority (TESDA) or an equivalent recognized training institution.   |
| Foreman (Electrical)    | Responsible for the supervision, coordination, and execution of electrical works, including the installation and commissioning of electrical systems for the volt house. Must have at least five (5) years of relevant experience in supervising electrical works, particularly in the installation, termination, and commissioning of electrical systems for residential, commercial, industrial, or institutional structures. Must possess a National Certificate (NC II) in Electrical Installation and Maintenance or any equivalent certification issued by the Technical Education and Skills Development Authority (TESDA) or a recognized training institution.   |
| Safety Officer II (SO2) | Responsible for ensuring the implementation of Occupational Safety and Health (OSH) standards in accordance with Department of Labor and Employment (DOLE) regulations, specifically under Department Order No. 13, Series of 1998 (DO 13) - Guidelines Governing Occupational Safety and Health in the Construction Industry. Must possess a valid Safety Officer II Certification issued by an Occupational Safety and Health Center (OSHC)-accredited training provider or any equivalent safety certification recognized by the Department of Labor and Employment (DOLE). Must have completed the 40-hour Construction Occupational Safety and Health (COSH) training. Must have a minimum of three (3) years of relevant experience in implementing safety management programs in construction projects, preferably in civil, electrical, and structural works. |

## 7. DOCUMENTS AND REPORTS

The Contractor shall be required to submit and secure approval from the Project Management Unit (PMU) of the University for all Necessary Documents and reports related to the construction of the Volt House, electrical systems installation, and commissioning works. These submittals shall include, but are not limited to, the following:



1. Construction Schedule and S-Curve – A detailed project timeline indicating the sequence of activities, project duration, and critical path to ensure timely completion of the project. The S-Curve shall graphically represent the planned progress against actual progress throughout the construction period.
2. Manpower Schedule – A comprehensive schedule of manpower resources to be deployed, specifying the number of workers, technical personnel, and support staff, along with their respective tasks and durations on site.
3. Construction Methods – A detailed description of the construction methodologies to be implemented during the construction of the Volt House and electrical systems installation, including material handling, work sequence, and quality control procedures.
4. Equipment Utilization Schedule – A planned schedule of the major construction equipment to be utilized during the construction phase, including their deployment duration and intended use to optimize efficiency and minimize downtime.
5. Construction Occupational Safety and Health (COSH) Program – A detailed site-specific safety program in compliance with Department of Labor and Employment (DOLE) requirements, ensuring the protection of workers, site personnel, and the general public. The COSH Program shall cover hazard identification, risk assessment, emergency response plan, and safety training procedures.
6. Other Acceptable Tools of Project Scheduling – The Contractor may also use other recognized and acceptable project scheduling tools such as Gantt Charts, Network Diagrams, Work Breakdown Structure (WBS), or any advanced project management software to ensure clear monitoring and control of the project.

All documents and reports shall be submitted prior to the start of construction works and shall be subject to the review, evaluation, and approval of the Project Management Unit (PMU) of the University.

The document must include one full-size, reproducible set of site-adapted construction drawings. During the building phase, the contracting firm shall provide the URS with concise monthly updates on the physical and financial status of the works, as well as a brief description of the operations. The format of such reports must be agreed upon and acceptable to both the contractor and URS. Copies of each monthly report and subsequent special reports submitted to the PMU will be established. Brief special reports will be produced if deemed required or if requested by the client in relation to any problems that obstruct the regular progress of the job. Such a report must clearly outline the steps that must be taken to prevent unjustified delays in the project's completion. A final report on the services provided must be generated, including a concise recapitulation of the technical engineering and construction operations as well as an indication of actual vs planned construction-contract terms. The documentation and reports shall be written in English, and they shall become the property of URS.

## **8. LOGISTIC SUPPORT**

The URS shall provide the contracting firm;

- A copy of the project proposal report for the proposed project;
- University Document(s) as may be allowed by the laws of the land to facilitate the execution of the project;
- Liaison officer in the form of a Project Management Office

## **9. CONTRACT PERIOD**

The Contract Period, or term for the services described in these TOR shall be based from the date of the Official Notice to Proceed issued by the URS to the Contracting Firm; a total of One Hundred Fifty (150) Calendar Days for the Preparation of As Built Plans, Construction of Volt House, Electrical Systems Installation, and Commissioning Works. This duration already includes reasonable allowance for unfavorable weather conditions, unforeseen site conditions, and other uncontrollable circumstances that may affect the progress of the work. The Contractor shall ensure that all phases of work, including design, construction, testing, commissioning, and turnover, are completed within the specified contract period.

In case of justifiable delays, the Contractor may request a time extension in accordance with the provisions of Republic Act No. 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations (IRR). Such requests shall be made in writing, duly supported by proper documentation, time impact analysis, and other relevant evidence to substantiate the claim. The request shall be subject to the review, evaluation, and approval of the Project Management Unit (PMU).

The Contractor shall ensure that all phases of work, including design, construction, testing, commissioning, and turnover, are completed within the specified contract period, unless an approved time extension has been formally granted.

*Annex 1*

**MINIMUM REQUIREMENTS FOR CONSTRUCTION SAFETY AND HEALTH PROGRAM**

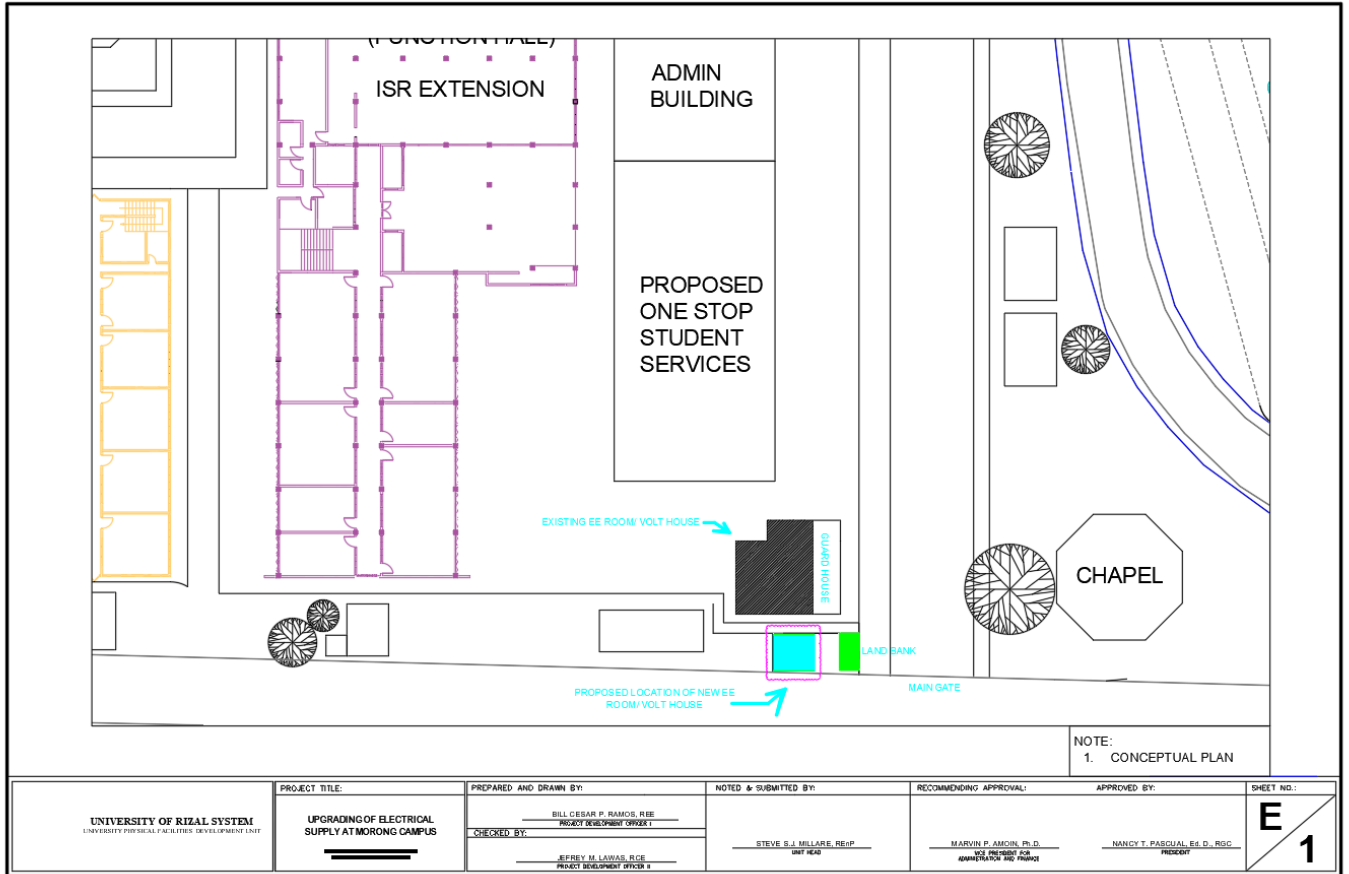
1. The CONTRACTOR shall undertake specific safety policies to observe and maintain in its construction site, including the frequency of and persons responsible for conducting toolbox and gang meetings.
2. The CONTRACTOR shall include the cost of implementing the Construction Safety and Health Program and to be integrated into the project's construction cost, provided, that said cost shall be a separate pay item, duly quantified and stated in the project's tender documents and construction contract documents.
3. The CONTRACTOR shall provide adequate and approved type of protective equipment. Workers within the construction project site shall be required to wear the necessary Personal Protective Equipment's (PPE) at all times. The CONTRACTOR shall see to it that:
  - a. The Construction workers who are working from unguarded surfaces six (6) meters or more above water or ground, temporary or permanent floor platform, scaffold or where they are exposed to the possibility of falls hazardous to life or limb, must be provided with safety harnesses and life lines.
  - b. Specialty construction workers must be provided with special protective equipment, such as specialized goggles or respirators for welders and painters or paint applicators.
  - c. All other persons who are either authorized or allowed to be at a construction site shall wear appropriate PPE
4. The CONTRACTOR must provide for a full-time officer, who shall be assigned as the general construction safety and health officer to oversee full time the overall management of the Construction Safety and Health Program. The general construction safety and health officer shall perform the following duties:
  - a. Frequently monitor and inspect any health and safety aspect of the construction work being undertaken.
  - b. Assist government inspectors in the conduct of safety and health inspection at any time whenever work is being performed or during the conduct of accident investigation.
5. The CONTRACTOR must provide for one (1) Construction Safety and Health Officer for every ten (10) units of heavy equipment assigned to the project site, to oversee the effective compliance with the Construction Safety and Health Program at the construction project site, in terms of heavy equipment utilization and maintenance.

**Proposed Design and Construction Schedule**  
**(Project Duration: 150 calendar days)**

| <b>Work Phase</b>   | <b>Scope of Work</b>  | <b>Proposed Duration(Calendar Days)</b> | <b>Remarks</b>   |
|---|---|---|--|
| 1. As-Built Plans   | Preparation and submission of As-Built Plans for the existing electrical system and site condition. This will serve as the basis for the new design.  | 15 calendar days                        | To be reviewed by the Project Management Unit  |
| 2. Design and Estimate of New Volt House including All Electrical Equipment and Devices, Architectural and Structural Layouts | Preparation of the detailed engineering design, cost estimates, and technical specifications of the new Volt House including the power distribution layout, electrical load calculations, single-line diagram, panel board schedule, architectural and structural layout, and electrical equipment and devices  | 30 calendar days                        | All designs shall comply with the Philippine Electrical Code (PEC) and other relevant standards. The contractor shall also secure all necessary permits during this phase. |
| 3. Construction Phase   | Actual construction of the Volt House, including: <ul style="list-style-type: none"> <li>● Structural Works (foundations, walls, roofing, etc.)</li> <li>● Architectural Works (finishes, doors, windows, painting, etc.)</li> <li>● Electrical Works (power distribution, lighting system, panel board installation, grounding, etc.)</li> <li>● Installation of all electrical equipment and devices</li> </ul> | 75 calendar days                        | The contractor shall implement the approved Construction Occupational Safety and Health Program (COSH) and submit a weekly progress report.                                |
| 4. Testing and Commissioning Works  | Conduct full testing and commissioning of all electrical systems including:   | 20 calendar days                        | The contractor shall submit Testing and Commissioning  |

|              |   |                  |   |
|--------------|---|------------------|---|
|              | <ul style="list-style-type: none"> <li>● Functionality test of the power distribution system</li> <li>● Testing of grounding and electrical safety features</li> <li>● Operational test of electrical equipment and devices</li> </ul>  |                  | g Reports to the Project Management Unit  |
| 5. Turn Over | <p>Formal turnover of the completed volt house and electrical systems to the University, including:</p> <ul style="list-style-type: none"> <li>● Submission of As-Built Plans(Final)</li> <li>● Turnover of equipment manuals, warranties, and certificates</li> <li>● Conduct a walkthrough orientation for end-users</li> </ul> | 10 calendar days | The contractor shall secure a Certificate of Final Acceptance from the University |

# Section VII. Drawings



## ***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.





Republic of the Philippines  
**UNIVERSITY OF RIZAL SYSTEM**  
 Province of Rizal  
 www.urs.edu.ph



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*University Project Management Unit (formerly University Physical Facilities)*  
 Tel. No. (02) 8638-9650 to 58 loc. 123 Email Address: [upfd@urs.edu.ph](mailto:upfd@urs.edu.ph)

#### BILL OF QUANTITIES

**Project:** Upgrading of Electrical Supply at Morong Campus  
**Location:** URS Morong Campus

| ITEM | WORK DESCRIPTION   | QTY  | UNIT | UNIT COST (P) | COST                      | TOTAL (P) |
|------|--|------|------|---------------|---------------------------|-----------|
| I.   | ELECTRICAL SYSTEMS BUILT PLANS OF URS MORONG PHASE 1 W SIGN AND SEAL BY THE PEE  | 1.00 | Lot  |               |                           |           |
| II.  | DESIGN OF NEW ELECTRICAL ROOM/ VOLT HOUSE W/ COMPLETE ELECTRICAL EQUIPMENTS SIGN AND SEAL BY THE PEE   | 1.00 | Lot  |               |                           |           |
| III. | CONSTRUCTION OF NEW ELECTRICAL ROOM/ VOLT HOUSE (w/ Complete Electrical Equipments, LVSB, Bus Bar Gutters, Branch Breakers, Wires, Accessories, Structural/ Civil Works) | 1.00 | Lot  |               |                           |           |
| IV.  | FINAL TESTING AND COMMISSIONING  | 1.00 | Lot  |               |                           |           |
| V.   | APPLICATION FEE FOR CERTIFICATE OF FINAL ELECTRICAL INSPECTION ISSUED BY THE LGU (Requirements of Meralco for Upgrading and Relocation of Transformers)                  | 1.00 | Lot  |               |                           |           |
|      |  |      |      |               | TOTAL DIRECT COST         |           |
|      |  |      |      |               | PROFIT (10% of a)         |           |
|      |  |      |      |               | OCM (15% of a)            |           |
|      |  |      |      |               | VAT 5% (a+b+c)            |           |
|      |  |      |      |               | <b>TOTAL PROJECT COST</b> |           |

Prepared by:

Checked by:

Approved by:

**BILL CESAR P. RAMOS, REE**  
 Project Development Officer I, UPMU

**JEFREY M. LAVA S, RCE**  
 Project Development Officer II, UPMU

**STEVE S.J. MILLARE, RENP**  
 Head, UPMU

**JOAN MARIE F. TIBURCO, RCE**  
 Project Development Officer I, UPMU

## ***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.

### Computation of Net Financial Contracting Capacity (NFCC)

---

|    |                           |  |
|----|---------------------------|--|
|    |                           |  |
| 1. | ABC to be Bid             |  |
| 2. | Total Assets              |  |
| 3. | Current Assets            |  |
| 4. | Total Liabilities         |  |
| 5. | Current Liabilities       |  |
| 6. | Net Worth (1-3)           |  |
| 7. | Net Working Capital (2-4) |  |

#### FORMULA:

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.

## Bid Securing Declaration Form

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

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

### BID SECURING DECLARATION

**Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

***[Jurat]***

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

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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



