

**PHILIPPINE BIDDING DOCUMENTS**

**Procurement of  
INFRASTRUCTURE  
PROJECTS**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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

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# *Glossary of Terms, Abbreviations, and Acronyms*

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

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

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

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

**CPI** – Consumer Price Index.

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.

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

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

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

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

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

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

## **Invitation to Bid for the REHABILITATION OF FMS BUILDING**

1. The *Department of Environment and Natural Resources (DENR) – Region 10*, through the *National Expenditure Program, for FY 2022* intends to apply the sum of *Four Million Five Hundred Thousand Pesos (₱4,500,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for the ***Rehabilitation of FMS Building***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DENR-10* now invites bids for the above Procurement Project. Completion of the Works is required *Eighty (80) 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 *DENR Bids and Awards Committee Secretariat’s Office at the Procurement Section* and inspect the Bidding Documents at the address given below from *8:00 am to 5:00 pm Mondays to Fridays*.
5. A complete set of Bidding Documents may be acquired by interested bidders on *December 06, 2021 (Monday)* from given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Five Thousand Pesos (₱5,000.00)*.
6. The *DENR-10* will hold a Pre-Bid Conference<sup>1</sup> on ***December 13, 2021*** at ***2:00 p.m*** at *DENR-10 Conference Room, Puntod, Cagayan de Oro City*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before ***December 27, 2021*** at ***1:30 p.m***. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on ***December 27, 2021*** at ***2:00 p.m*** at the given address below. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. *The Schedule of BAC Activities are as follows:*

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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.

Activity	Date	Time	Venue
Availability of Bidding Documents	December 4- December 27, 2021	8:00 am to 5:00 pm Monday to Friday (December 4-December 26)  8:00 am to 1:29 p.m (December 27)	DENR-10 BAC Secretariat Office, Executive Building
Pre-Bid Conference	December 13, 2021	2:00 pm	DENR-10 Conference Room
Deadline for Submission of Bid Documents	December 27, 2021	1:30 pm	DENR-10 Conference Room
Opening of Bids	December 27, 2021	2:00 pm	DENR-10 Conference Room

11. The *DENR-10* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

*ROGELITO D. URBIZTONDO*  
*Chairman, BAC Secretariat*  
*DENR-10, Puntod*  
*Cagayan de Oro City*  
*Tel No. 856-7025*

13. You may visit the following websites:

For downloading of Bidding Documents: *r10.denr.gov.ph* or the *Philippine Electronic Procurement System (PhilGEPS)*

**PURA T. PALLARES**  
*Chair, Bids and Awards Committee*  
*Chief, Finance Division*

## ***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, *DENR-10* invites Bids for the *Rehabilitation of FMS Building*, with Project Identification Number *[indicate number]*.

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

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for *FY 2022* in the amount of *Four Million Five Hundred Thousand Pesos (₱4,500,000.00)*.

2.2. The source of funding is:

a. NGA, the National Expenditure Program.

## **3. Bidding Requirements**

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

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

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

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

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.  
  
A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.
- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## 6. Origin of Associated Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. **Subcontracting is not allowed.**

- 7.2. 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.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *DENR-10 Conference Room, Puntod, Cagayan de Oro City* as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

## 10. Documents Comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## 11. Documents Comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.

- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Alternative Bids

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

## 13. Bid Prices

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

## 14. Bid and Payment Currencies

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

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

- a. Philippine Pesos.

## 15. Bid Security

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

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

## 16. Sealing and Marking of Bids

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

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

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

## **17. Deadline for Submission of Bids**

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

## **18. Opening and Preliminary Examination of Bids**

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

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

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

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## **20. Post Qualification**

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

## **21. Signing of the Contract**

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

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet (BDS)**

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

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

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

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

# Bid Data Sheet

ITB Clause																															
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <i>[provide description/clarification of what are major categories of work].</i>																														
7.1	<i>Subcontracting is not allowed.</i>																														
10.3	<i>“No additional Requirements”</i>																														
10.4	The key personnel must meet the required minimum years of experience set below: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Key Personnel</u></th> <th style="text-align: left;"><u>General Experience</u></th> <th style="text-align: left;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td>Completed and on</td> <td>Single largest similar</td> </tr> <tr> <td>Project Engineer</td> <td>similar and not similar</td> <td>contract of at least</td> </tr> <tr> <td>Materials Engineer</td> <td>contract of at least</td> <td>50% of ABC</td> </tr> <tr> <td>General Foreman</td> <td>50% of ABC</td> <td></td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project Manager	Completed and on	Single largest similar	Project Engineer	similar and not similar	contract of at least	Materials Engineer	contract of at least	50% of ABC	General Foreman	50% of ABC																
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>																													
Project Manager	Completed and on	Single largest similar																													
Project Engineer	similar and not similar	contract of at least																													
Materials Engineer	contract of at least	50% of ABC																													
General Foreman	50% of ABC																														
10.5	The minimum major equipment requirements are the following: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Equipment</u></th> <th style="text-align: left;"><u>Capacity</u></th> <th style="text-align: left;"><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td>Dump Truck</td> <td>12 yd<sup>3</sup></td> <td>2</td> </tr> <tr> <td>Concrete Vibrator</td> <td>5 amp</td> <td>1</td> </tr> <tr> <td>One Bagger Mixer</td> <td></td> <td>1</td> </tr> <tr> <td>Bar Cutter</td> <td>4-6 ft<sup>3</sup>/ min</td> <td>1</td> </tr> <tr> <td>Bar Bender</td> <td></td> <td>1</td> </tr> <tr> <td>Welding Machine</td> <td></td> <td>1</td> </tr> <tr> <td>Cutting Outfit</td> <td>500 amp</td> <td>1</td> </tr> <tr> <td>Water Pump</td> <td></td> <td>1</td> </tr> <tr> <td>Truck Mounted Crane</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	Dump Truck	12 yd <sup>3</sup>	2	Concrete Vibrator	5 amp	1	One Bagger Mixer		1	Bar Cutter	4-6 ft <sup>3</sup> / min	1	Bar Bender		1	Welding Machine		1	Cutting Outfit	500 amp	1	Water Pump		1	Truck Mounted Crane	1	1
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Truck Mounted Crane	1	1																													
12	<i>[Insert Value Engineering clause if allowed.]</i>																														
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: <p style="margin-left: 40px;">a. The amount of not less than <b><i>Ninety Thousand Pesos (₱90,000.00)</i></b> or <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</p> <p style="margin-left: 40px;">b. The amount of not less than <b><i>Two Hundred Twenty-Five Thousand Pesos (₱225,000.00)</i></b> or <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</p>																														
19.2	Partial bids are allowed, as follows: <i>[Insert grouping of lots by specifying the items and the quantity for every identified lot.]</i>																														
20	<i>[List licenses and permits relevant to the Project and the corresponding law requiring it, e.g. Environmental Compliance Certificate, Certification that the project site is not within a geohazard zone, etc.]</i>																														

21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.
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## ***Section IV. General Conditions of Contract***

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

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

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

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

## 1. Scope of Contract

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

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

## 2. Sectional Completion of Works

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

## 3. Possession of Site

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

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

## 4. The Contractor's Obligations

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

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

## **5. Performance Security**

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

## **6. Site Investigation Reports**

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

## **7. Warranty**

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

## **8. Liability of the Contractor**

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

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

## **9. Termination for Other Causes**

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

## **10. Dayworks**

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

## **11. Program of Work**

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

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

## **12. Instructions, Inspections and Audits**

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

## **13. Advance Payment**

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

## **14. Progress Payments**

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

## **15. Operating and Maintenance Manuals**

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

## ***Section V. Special Conditions of Contract***

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

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

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

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

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

# Special Conditions of Contract

GCC Clause	
2	<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	Fifteen (15) years.
10	Dayworks are applicable at the rate shown in the Contractor’s original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within <i>five (5) calendar</i> days upon receipt of Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <i>Ten Thousand Pesos (₱10,000.00)</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.

Project: **PROPOSED REHABILITATION OF FOREST MANAGEMENT SERVICE (FMS) BUILDING**

Location: DENR Compound, Macabalan, Cagayan De Oro City

Owner: DENR 10

Subject: **SPECIFICATIONS**

## **INTRODUCTION**

The drawings and the Specification are complementary to each other. Drawings are graphic means of showing works to be done. They are particularly suited to showing where materials are located. Thus, drawing exists essentially to show sizes, location and placement. Not all works, however, can be presented in the drawings. Generalized works are usually in statement form; hence the Contractor is strongly advised to read the specification carefully.

Specification on the other hand, is used to describe the materials, construction techniques, samples, shop drawings, guarantee, and the other contract requirements. Together, the Drawings and the Specification are used to inform the contractor. In cases where specified brand carries with it the manufacture's specifications, the manufacture's specification shall hold the precedence over this specification.

## **THE LANGUAGE OF THE SPECIFICATIONS:**

The specifications are the abbreviated type and include incomplete sentences. The selection of sentence structure depends on the underlying principles of the specifications:

- a. That the technical specifications are only one part of the Contract Document:
- b. That the contract is between the Owner and the General Contractor; and
- c. That the General Contractor is the only party responsible for completing the work in accordance with the Contract Document.

Therefore:

- A. Only the General Contractor is referred to in the specification so as not to violate the intent of the contract and so as not to undermine the proper chain of command.
- B. Any reference to Specialty Trade Contractors in the technical Specifications is made only in so far a selection of Specialty Trade Contractors is made through bidding. Once the Specialty Trade Contractions are selected and assigned to the General Contractor, the General Contractor assumes all responsibilities for the execution of the whole project in accordance with the Contract Documents. Therefore, in the contract between the Owner and the General Contractor, the Specialty Trade Contractor, the Specialty Trade Contractor is not referred to the entire contract Document, the work "Contractor" referred to the General Contractor.
- C. The omission of the phrase "the contractor shall" is intentional because the whole specifications are directed to the Contractor. Omitted words or phrases shall be

supplied by the interference in the same manner, as they are when a “note” occurs in the drawings.

- D. Where “as shown”, “as indented”, “as detailed”, or words similar import are used, it shall be understood that the reference in the drawings accompanying the specifications is made unless otherwise stated.
- E. Where “as directed”, “as required”, “as permitted”, “as authorized”, “as approved”, “as accepted”, or other words similar import are used, it shall be understood that the direction, requirements, permission, authorization, approval, or acceptance of the Architect is intended unless otherwise stated.
- F. As used herein, “provide” shall be understood to mean “provide complete in place” that is “furnished and installed”.

**I. GENERAL REQUIREMENTS:**

- 1. The Contractor shall secure from the government agencies all necessary licenses and permits needed.
- 2. Cleanliness shall be maintained at all times within the job site and its immediate premises.
- 3. If errors or omissions appear in the drawings, specifications or other documents, these shall be referred to the designing architect.
- 4. The building site shall be filled up to the required grade.
- 5. All fills shall be in layers of 0.15m in thickness, each layer being thoroughly compacted by wetting and tamping.
- 6. All applicable provisions of the different divisions of the specification for each work trade shall apply for all items cited in this summary.
- 7. Materials deemed necessary to complete the work but not specifically mentioned in the specification, working drawings, or in the Contract Document, shall be supplied and installed by the Contractor without extra cost to the Owner. Such material shall be of the highest quality available and install and applied in a workmanlike manner at prescribed or appropriate locations.
- 8. Materials specifically mentioned in this Summary shall be installed following efficient and sound Engineering and Construction practice, and especially as per Manufacture’s application and installation specification, which shall govern over all works, alluded in this Specification.
- 10. The Contractor shall clean the site and disposed waste after the completion of the project.

**II. PREPARATION OF SITE:**

- 1. The owner shall take out the building accurately and shall establish grades according to plans and specifications.

2. Basic batter board references as directed by the project engineer shall be erected at such places where they will not be disturbed during construction.

### **III. CONCRETE FORM WORK:**

1. Design, construct, erect, brace, maintain and remove forms in conformance with the requirements of ACI 318 part 1, 2 and 3 inclusive and ACI 347 for loads and stresses.
2. Clean form before each use and apply form oil.
3. Unless otherwise specified, use 12mm (1/2") thick plywood, free from warp a gross deformity, sufficiently braced with solid lumber, and applied with the form release agent at its casting before each casting.
4. Forms and supports shall remain in place until the concrete has attained sufficient strength to support the loads to be applied, but in no case shall they be removed in less than the following minimum periods.

Columns	- 2 days
Walls	- 2 days
Sides of beams and girders	- 2 days
Floor slabs	- 14 days
Shoring for beams and girders	- 14 days
Beams and girders	- 14 days

### **IV. CONCRETE REINFORCEMENT:**

1. Drawings shall show the details and dimensions of all components parts including plan and elevation views, cross sections and details.
2. For reinforcing bars, use grade 33.
3. Provide concrete reinforcement, which is made from new billet steel and free of rust, dirt, oil and grease and any other foreign substances detrimental to the bonding with concrete.
4. Secure reinforcement with accessories and the wire to prevent displacement before and during concreting.
5. Lap-splice all bars up to No. 11 in accordance with ACI 318.

### **V. CAST-IN-PLACE CONCRETE:**

1. Upon delivery at site work, cement and admixture shall be stored separately in dry, weather tight, properly ventilated structure with adequate provision for prevention of absorption of moisture.

2. Aggregates shall be stored in a manner to assure good drainage to preclude inclusion of foreign matters and to preserve the gradation. Fine aggregate shall be protected from wind-caused segregation.
3. Fine aggregates shall consist of natural sand, manufactured sand or combination of the two and shall be composed of clean, hard and durable spherical or curvical particles.
4. Coarse aggregates shall consist of crushed or uncrushed gravel, crushed stones or a combination thereof and shall be clean, hard. Uncoated particles of maximum nominal size 3/4".
5. Water shall be clean, fresh and free from injurious amount of oil, acid, salt, alkali, organic matter, or other deleterious substances.
6. Concrete of various classes indicated and as required under other section for different usage shall be proportioned and mixed by volumetric batching and continuous mixing in accordance with ASTM C685.
7. Concrete shall be placed in forms or excavated portions as close as possible in final position, in uniform approximately horizontal layers not over 12 inches deep unless otherwise directed. Concrete shall not be allowed to drop freely more than 5 feet in unexposed work nor 3 feet in exposed work.
8. Immediately after placing each layer of concrete shall be compacted by hand spading, rodding and tamping.
9. Concrete shall be protected against moisture loss, rapid temperature changes, mechanical injury and injury from rain or flowing water for a period of 7 days.
10. Cement: Use Excel brand for the whole works.

## **VI. MASONRY WORKS:**

1. Concrete hollow blocks shall be of approved kind by the project engineer.
2. Mortar aggregate shall be Natural River sand, clean free from soluble salts and organic matter, graded from fine to coarse, compatible with the thickness of joints in which it is used.
3. Cement shall be Wallright cement or its equivalent.
4. Mix mortar from 3 to 5 minutes in such quantities as are needed for immediate use. No re-tempering will be permitted if mortar stiffens because of premature setting.
5. Concrete Hollow Block shall be of Approved sample (ASTM C129) with minimum compressive Strength of 250 PSI. 100 mm (4") and 150 mm (6") thickness as indicated in the plans.

## **VII. THERMAL AND MOISTURE PROTECTION:**

1. Use Water tite-Pioneer Waterproofing for Roof deck, shall be applied by four circle engineering or its approved equivalent.
2. Harvi foil for roof insulation

## **VIII. GLASS AND GLAZING:**

1. Glass works:
  - a. 12mm (1/2") thick clear float for frameless door
  - b. 6mm (1/4") thick reflective green for curtain wall and awning window.
  - c. 6mm (1/4") thick reflective green for sliding and fixed window.
2. Glazing
  - a. Bulk compound such as: Mastic sealants,
  - b. Preformed sealants and synthetic polymer base or preformed gaskets.
  - c. Glass framing shall be Standard Aluminum Section, Powder coated finish colored white exterior type. Submit sample for approval.
  - d. Ryobi or Star Floor Hinged Closer.

## **X. CARPENTRY WORKS:**

1. Lumber shall be of the approved quality of the respective kinds for various parts of the work, well-seasoned, thoroughly dry, and free from large, loose of unsound knots, saps, shakes, and other imperfections impairing its strength, durability or appearance. All exposed finishing lumber to be used shall be kiln-dried. All concealed lumber shall be treated with cuprinol or its approved equal.
2. Any lumber equally good for the purposes intended may be substituted for the kin specified, subject to the approval if the Project Engineer
3. All wood to be used shall be Mattwood, or approved equivalent.
4. Surfaces or wood works in contact with concrete or masonry shall be coated with two (2) coats of asphalt applied hot.
5. Lumber shall be protected and kept under cover both in transmit and at the job site, and shall be carefully filed off the ground and be insured of proper drainage, ventilation and protection from weather.
6. All rough carpentry work shall be in accordance with detail drawings or where not detailed shall be in accordance with recognized carpentry standards.

Rigidly construct all wood framing true to line, levels and dimensions and adequately braced, anchored or secured.

7. Locks shall be fitted in their respective doors and then removed in case of unfinished doors, until after painting is complete. All other hardware, except butts, shall be applied after all painting is complete. On Completion, all hardware shall securely attach and adjusted to proper operation.
8. Wood Doors
  - a. Panel Door: K.D. Lawaan Varnish Finished.

## **XI. FINISHES**

### **1. Floor Finishes:**

<i>Location</i>	<i>Finishes</i>	<i>Texture</i>	<i>Color Reference</i>
Main Floor	24"x24" Granite	high polish	refer to architect
Comfort room	16"x16" granite tiles	semi-polish	as indicated on plan

### **B. Wall Finishes:**

<i>Location</i>	<i>Finishes</i>	<i>Texture</i>	<i>Color Reference</i>
Lobby wall	painted	plain	refer to the architect
Comfort room	16"x16" granite tiles	hi-polish	as indicated on plan
Interior Wall	painted	plain	refer to the architect
Stair way	painted	plain	as indicated on plan

### **C. Ceiling Finishes:**

<i>Location</i>	<i>Material</i>	<i>Texture</i>	<i>Color Reference</i>
Comfort room	12mm gypsum board	painted plain	refer to the architect
Drop Ceiling	12mm gypsum board	painted plain	refer to the architect
Main Ceiling	9mm pvc laminated gypsum	Texture	refer to architect

## **4. PAINT AND COVERING**

- A. Coating for Steel- Primer-Epoxy Paints

## **XII. HARDWARE:**

1. Hardware finishes specified are in accordance with U.S. standard finishes.

2. Unless otherwise specified, all locksets and trims, flush bolts, push plates, pulls, and knobs and other finishing hardware shall be polished chromium plate over nickel or brass.
3. After hardware has been properly fitted, all exposed items such as knobs, escutcheons, plates, locks etc. shall be removed until final coat of painters finished has been applied. When finish coat has been thoroughly dried, install exposed items. All hardware not removed before painting shall be properly masked.
4. Unless otherwise specified, locate hardware as follows:
  - a.) Doorknobs shall be 39" from finish floor level to center of knob.
  - b.) Push plates shall be 60" from finish floor level to center of push plate.
  - c.) Door pulls shall be 40" from finish floor level to grip center.
  - d.) Cylinder dead lock shall be 55" from finish floor level to center of lock.
5. The number but hinges to be furnished for each door shall be determined as follows:
  - a.) For doors 5'-0" high or less, provide two (2) butts.
  - b.) For doors over 5'-0" but less than 7'-0" high, provide three (3) butts, unless otherwise required.
  - c.) For doors over 7'-0" high unless otherwise required, provide additional one (1) butt for every 2'-0" or fraction thereof.

But hinges shall be 8" from top and bottom of floor to center of hinges and the rests equally spaced.
6. Door Hardware
  - 6.1. Lockset:
    - a. Entry: Stainless Steel Finish "Faultless" heavy duty
    - b. Service: Stainless Steel Finish "Faultless" heavy duty
    - c. Cylinder Deadbolt: "Faultless"
  - 6.2. Door Handle:
    - a. Stainless Steel matt Finish.
  - 6.3. Hinges:
    - a. Loose Pin Hinges "Sentry"

- b. Floor hinges self Closing: “Stanley” or “Yale” Brand
  - c. Bar Door Hinges: “Stanley” Brand
- 6.4 Door Closer: Yank, Stanly, Yale or an approved equal, stainless steel finish, regular arm. For all doors.
- 6.5 Accessories:
- 6.6 Door stopper: Rubber or metal door stop. As required
- a. Accessories: Color, design, size, and materials for Architect’s approval.

**XIII. ROOFING WORK:**

1. Use 0.40mmRib-Span colored roof steel tech roofing or its approved equivalent.
2. Color shall be white.
3. Use tekscrew for fasteners.
4. Lay roofing sheets as per manufacturer’s recommendations with overlaps oriented following storms wind direction.
5. All roofing shall be done by experience Installer known to the project engineer.

*Prepared by:*

*Recommending Approval:*

**NANCY C. FABREA**  
Cartographer II

**GRACE DOLORES R. CHAN**  
Chief, Administrative Division

Approved:

**ARLEIGH J. ADORABLE**  
Regional Executive Director

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

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



Republic of the Philippines

**Department of Environment and Natural Resources, Region 10**

Puntod, Cagayan de Oro City

E-mail: [r10@denr.gov.ph](mailto:r10@denr.gov.ph) Telephone No.: (088) 862-2593

## **REHABILITATION OF THE FOREST MANAGEMENT SERVICE (FMS) BUILDING**

DENR-X, PUNTOD,  
CAGAYAN DE ORO CITY



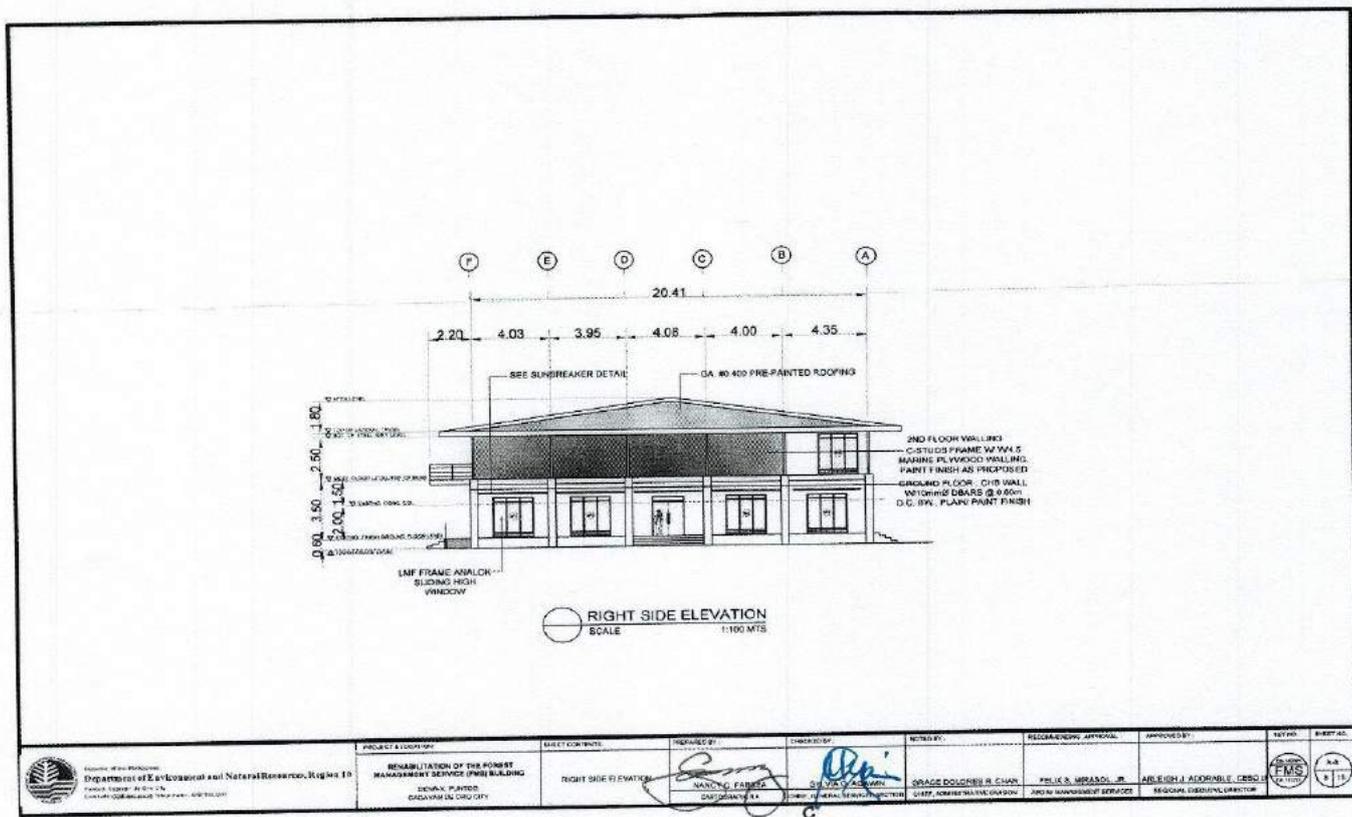
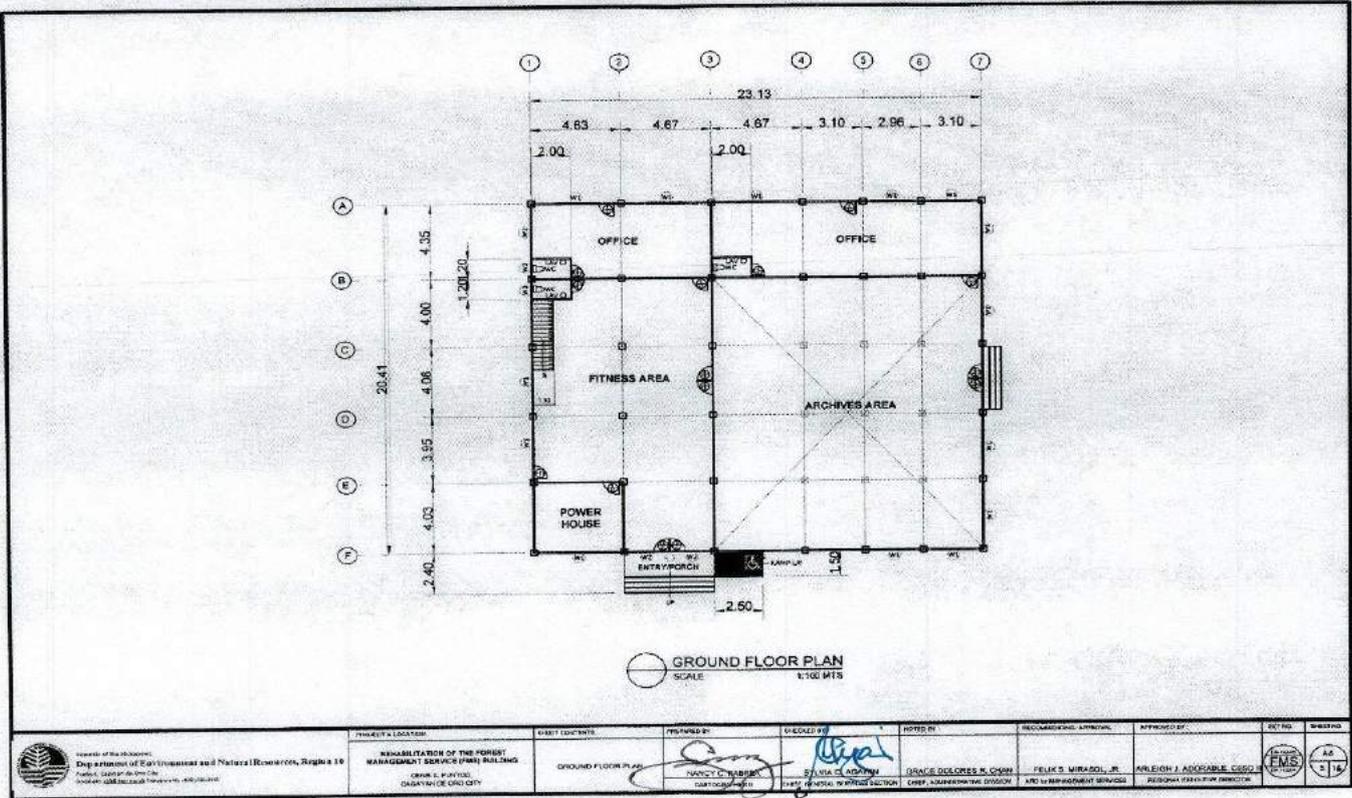


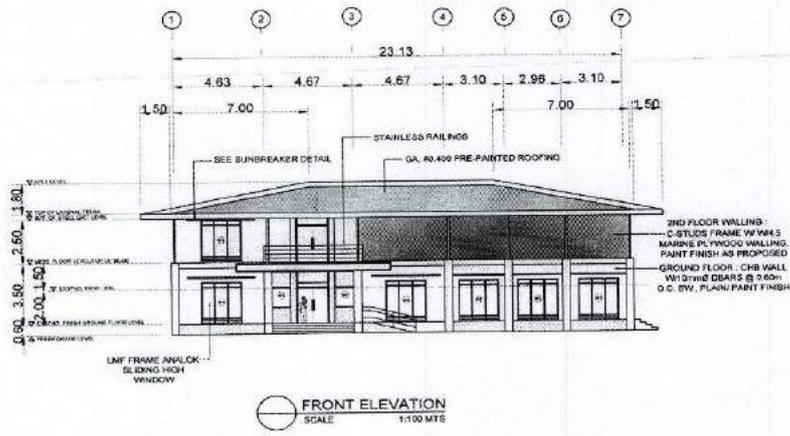
FLOOR AREA	LEGEND	NO. OF PERSONNEL
8.25 X 12.81	1. QUARD HOUSE	
8.25 X 12.96	2. OLD EXECUTIVE GUEST HOUSE	
30.5 X 18.20	3. LANDS RECORDS BUILDING	4
	OFFICE OF THE ARO FOR TECHNICAL SERVICES	98
	SURVEYS AND MAPPING DIVISION	
16.5 X 32	4. TECHNICAL SERVICES BUILDING	22
	LICENSE, PATENTS AND TRADE DIVISION	14
	ENVIRONMENT DIVISION	51
	CONSERVATION AND DEVELOPMENT DIVISION	22
	INRAMP	8
	OFFICE OF TASK FORCE GANSON MANSAY	
4 X 7.5	5. ELECTRICAL ROOM	
12.4 X 24.80	6. NEW DENR-A HOSTEL	
12.2 X 9.3	7. DENR GARDEN	
0.8 X 7.8	8. FIREARMS OFFICE	
3.3 X 4.5	9. NARRA OFFICE	
11.7 X 12.4	10. LAND EVALUATION SURVEY SECTION	
18.6 X 32.5	11. MULTI-PURPOSE COVERED COURT	
	12. DENR-A OFFICE	
30.45 X 22.57	13. PROPOSED REGIONAL ARCHIVES BUILDING	
6.2 X 14.2	14. OFFICE OF THE ASAC FOR FIELD OPERATIONS (MANKIND) AND LEGISLATIVE AFFAIRS	
26.6 X 7.6	15. REGIONAL AIRPORT	
9.0 X 3.8	16. UNIMPROVED AREA	
12.7 X 10	17. MINES AND GEOLOGIES BUREAU (MGB)	
	18. REGIONAL WILDLIFE RESERVE CENTER	
	19. OLD ENVIRONMENTAL MANAGEMENT BUREAU (EMB) BUILDING	
	20. ENVIRONMENTAL MANAGEMENT BUREAU (EMB) BUILDING	
	21. EMB LABORATORY	
	22. EMB HOSTEL	
	23. NEW ENVIRONMENTAL MANAGEMENT BUREAU (EMB) BUILDING	
	24. DENR-10 REGIONAL EXECUTIVE BUILDING	
	<b>GROUND FLOOR</b>	
	OFFICE OF THE ARO FOR MANAGEMENT SERVICES	5
	PLANNING AND MANAGEMENT DIVISION	19
	ADMINISTRATIVE DIVISION	61
	FINANCE DIVISION	23
	RESIDENT AUDITOR (ROA)	2
	<b>SECOND FLOOR</b>	
	OFFICE OF THE REGIONAL DIRECTOR	15
	REGIONAL MSP COORDINATOR	
	REGIONAL STRATEGIC COMMUNICATION AND INITIATIVES SECTION	1
	HUMAN RESOURCES DEVELOPMENT SECTION	
	LEGAL DIVISION	
	SERVICES ROOM	15
	CONFERENCE ROOM	
	RECORDS UNIT	
	25. NEW MOTORPOOL	
	26. MSP	
	27. DENR-A EMPLOYEES CARPARK AREA	
	28. BLUEPRINTING ROOM	

TITLE:	PREPARED BY:	SUBMITTED BY:	NOTED BY:	RECOMMENDING APPROVAL	CHECKED AND VERIFIED BY:
DENR-10 REGIONAL OFFICE SITE DEVELOPMENT PLAN	NANCY FABREA CARTOGRAPHER X	SILVIA O. AGAWIN CHIEF, GENERAL SERVICES SECTION	GRACE DOLORES R. CHAN CHIEF, ADMINISTRATIVE DIVISION	FELIX S. MIRASOL, JR. ARO FOR MANAGEMENT	ARLEIGH J. ADORABLE, CESO III REGIONAL EXECUTIVE DIRECTOR

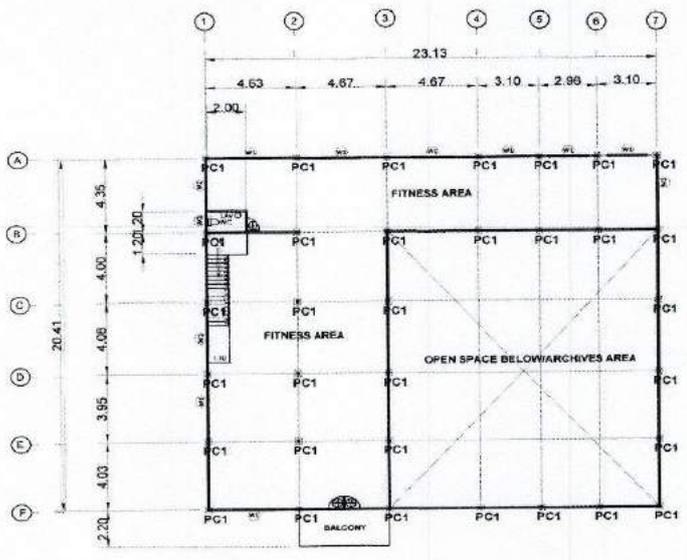






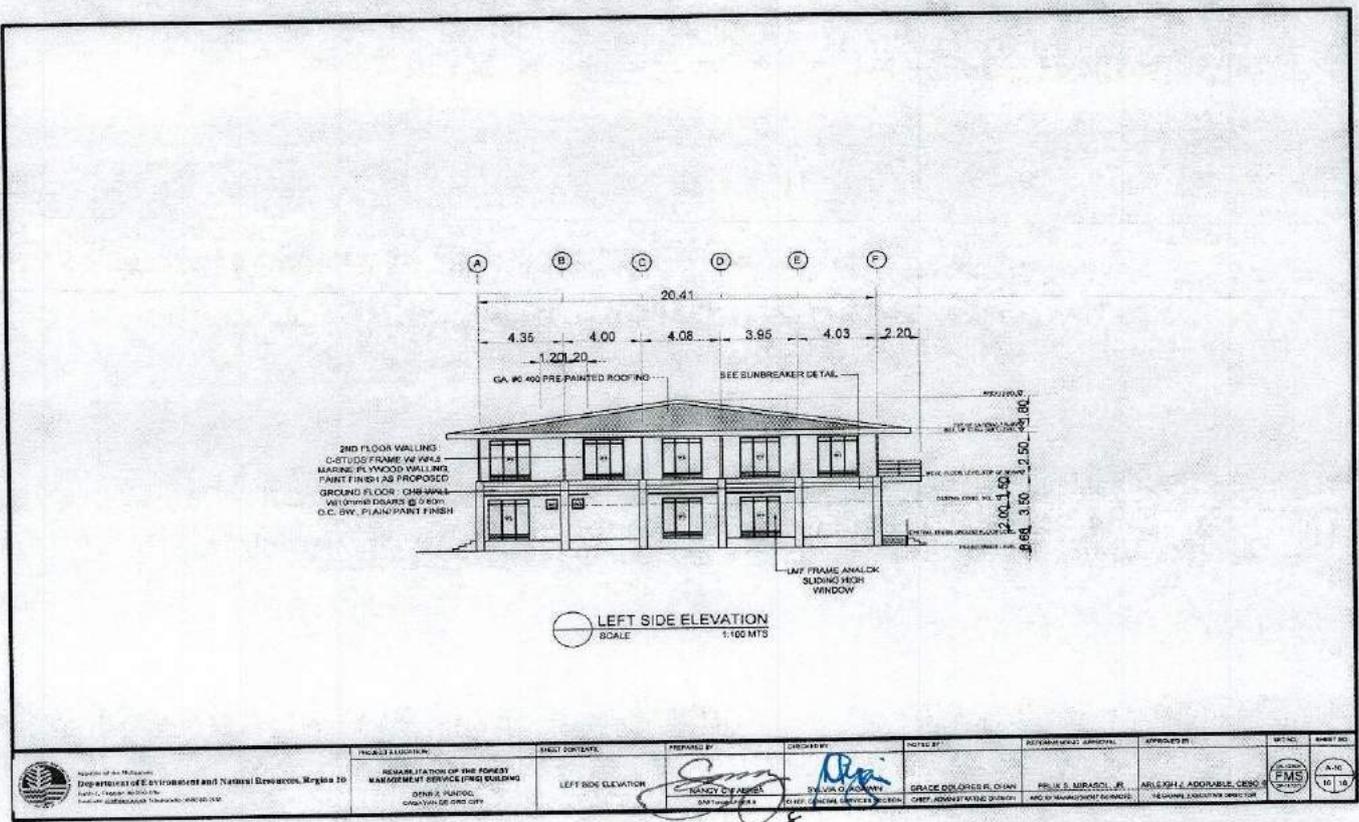
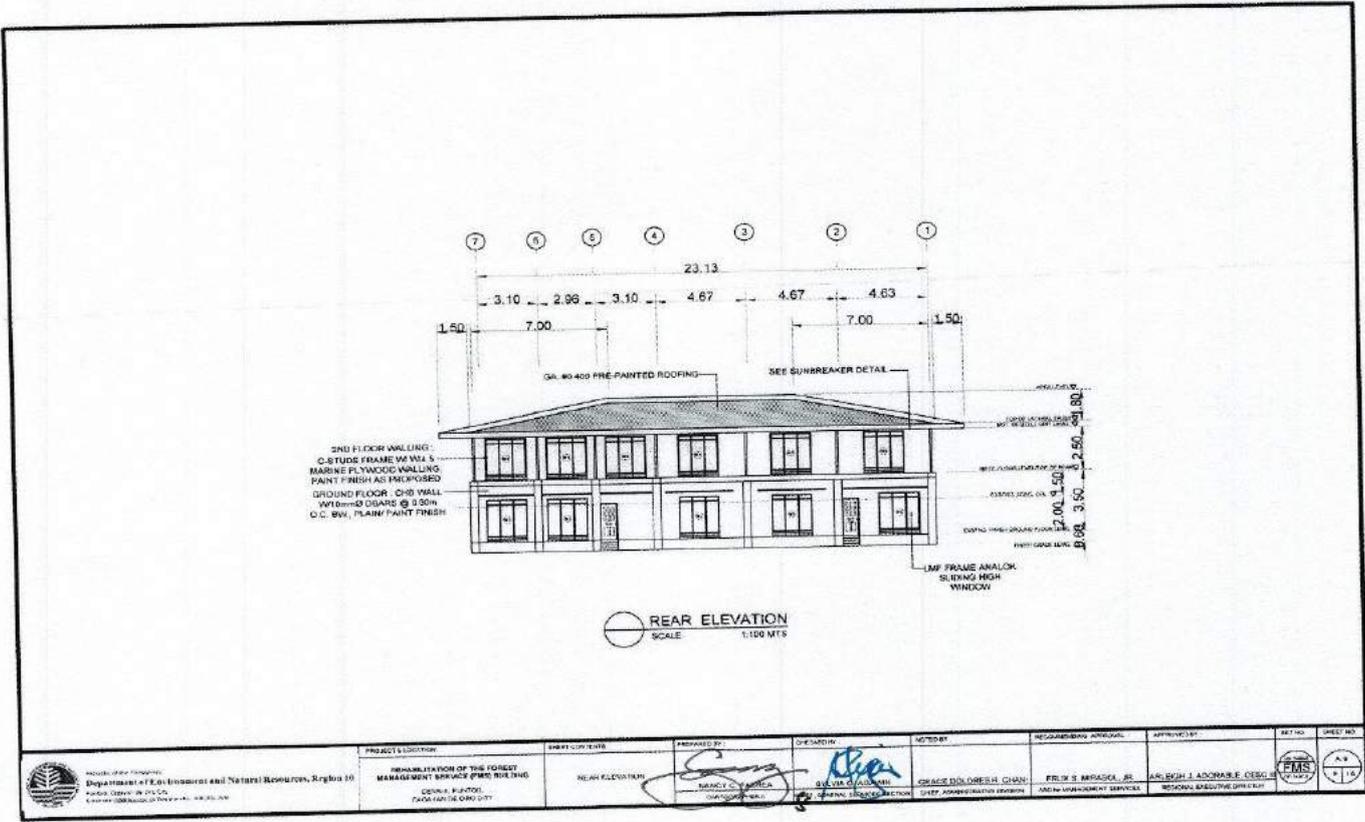
FRONT ELEVATION  
SCALE 1:100 MTS

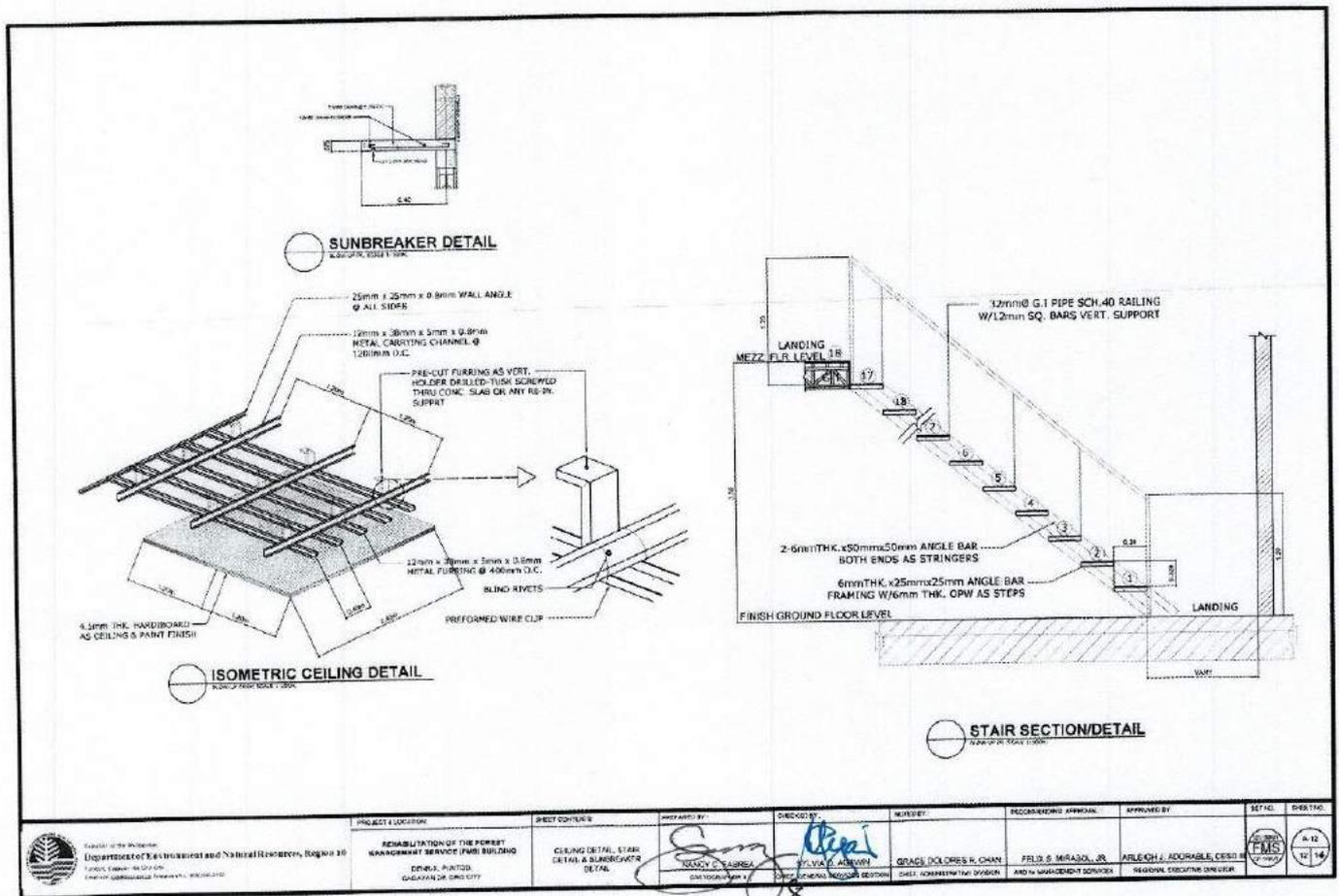
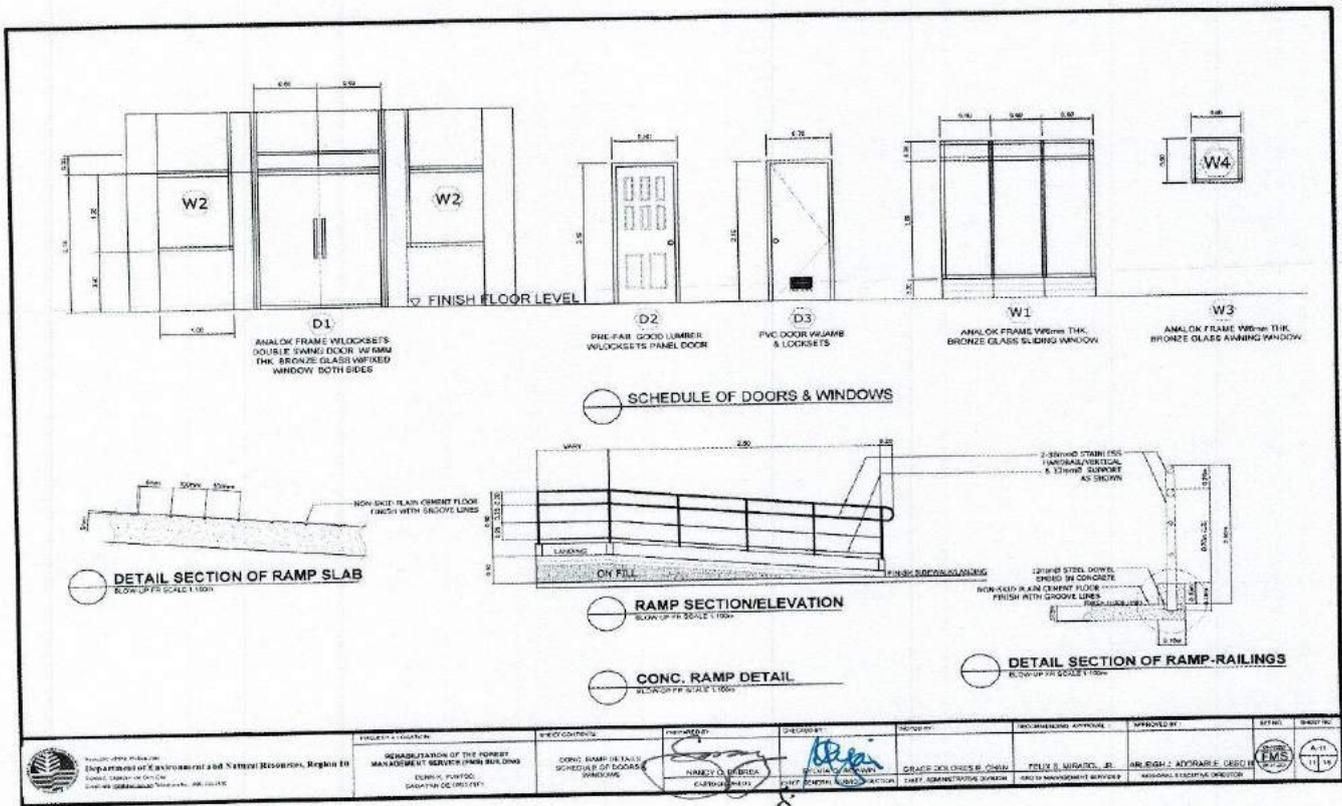
<p>OFFICE OF THE SUPERVISOR Department of Environment and Natural Resources, Region 10 FERRAL, CAGAYAN DE ORO CITY TEL: (088) 828-1000, 828-1001 FAX: (088) 828-1002, 828-1003</p>	PROJECT & LOCATION	APPROVED BY	DESIGNED BY	NOTED BY	RECOMMENDING AGENCY	APPROVED BY	SET NO.	SHEET NO.
	<p>REHABILITATION OF THE FOREST MANAGEMENT SERVICE (FMS) BUILDING DESIGN: FERRAL CAGAYAN DE ORO CITY</p>	<p>FRONT ELEVATION</p> <p>  NANCY FABRIC CHIEF ARCHITECT         </p>	<p>  SYLVIA S. MIRASOL CHIEF ARCHITECT         </p>	<p>  GRACE DOLORES R. CHAN CHIEF ADMINISTRATIVE OFFICER         </p>	<p>  FELIX S. MIRASOL, JR. HEAD OF MANAGEMENT SERVICES         </p>	<p>  ARLEIGH J. ADORABLE, CESO II REGIONAL EXECUTIVE DIRECTOR         </p>		A7

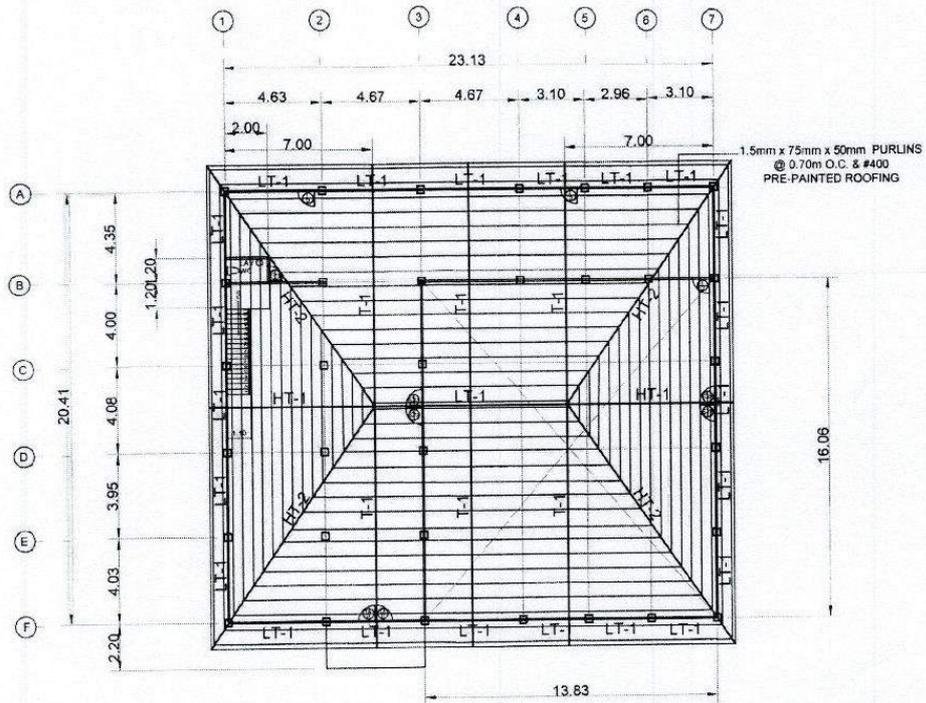


MEZZANINE FLOOR PLAN (SHOWING PEDESTAL COLUMN (PC1))  
SCALE 1:100 MTS

<p>OFFICE OF THE SUPERVISOR Department of Environment and Natural Resources, Region 10 FERRAL, CAGAYAN DE ORO CITY TEL: (088) 828-1000, 828-1001 FAX: (088) 828-1002, 828-1003</p>	PROJECT & LOCATION	APPROVED BY	DESIGNED BY	NOTED BY	RECOMMENDING AGENCY	APPROVED BY	SET NO.	SHEET NO.
	<p>REHABILITATION OF THE FOREST MANAGEMENT SERVICE (FMS) BUILDING DESIGN: FERRAL CAGAYAN DE ORO CITY</p>	<p>MEZZANINE FLOOR PLAN</p> <p>  NANCY FABRIC CHIEF ARCHITECT         </p>	<p>  SYLVIA S. MIRASOL CHIEF ARCHITECT         </p>	<p>  GRACE DOLORES R. CHAN CHIEF ADMINISTRATIVE OFFICER         </p>	<p>  FELIX S. MIRASOL, JR. HEAD OF MANAGEMENT SERVICES         </p>	<p>  ARLEIGH J. ADORABLE, CESO II REGIONAL EXECUTIVE DIRECTOR         </p>		A8





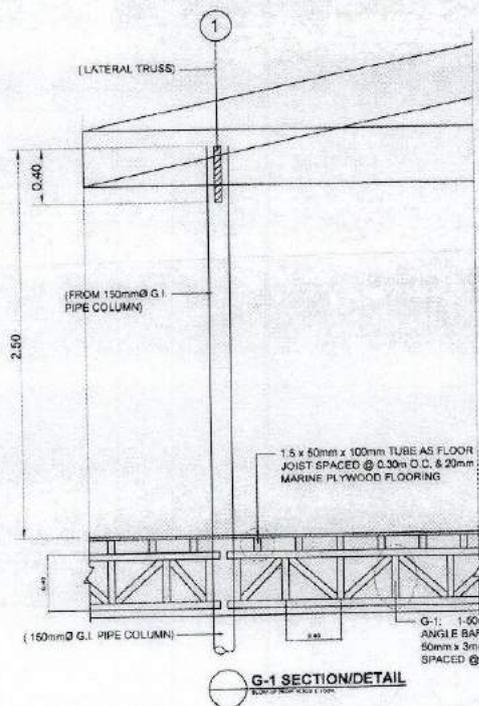


ROOF FRAMING PLAN  
SCALE 1:100 MTS

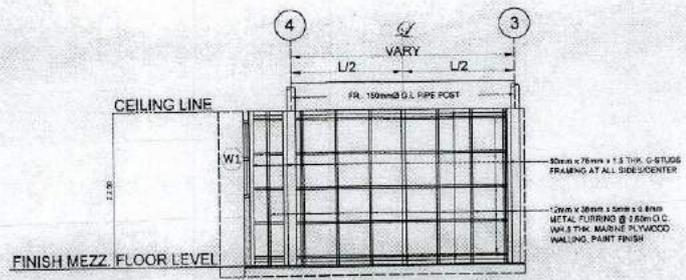


Republic of the Philippines  
Department of Environment and Natural Resources, Region 10  
Habal, Cagayan de Oro City  
Contact: (088) 828-2000, 828-2001, 828-2002

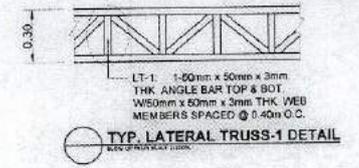
PROJECT & LOCATION	SHEET CONTENTS	PREPARED BY	CHECKED BY	NOTED BY	RECOMMENDATION APPROVAL	APPROVED BY	DATE	SHEET NO.
REHABILITATION OF THE FOREST MANAGEMENT SERVICE (FMS) BUILDING GENERAL PURPOSE CAGAYAN DE ORO CITY	ROOF FRAMING PLAN PLAN	NANCY O. FABREA ARCHITECT	SYLVIA V. ARANZO CHECKED GENERAL ARCHITECT SECTION	GRACE DOLORES R. CHAN CHECK ADMINISTRATIVE DIVISION	FELIX S. MIRASOL, JR. SAP & MANAGEMENT SERVICES	ARLEIGH J. ADORABLE, CFSO II REGIONAL EXECUTIVE DIRECTOR		13 16



G-1 SECTION/DETAIL  
SECTION THROUGH WALL



TYP. WALL FRAMING ELEVATION/DETAIL  
SECTION THROUGH WALL

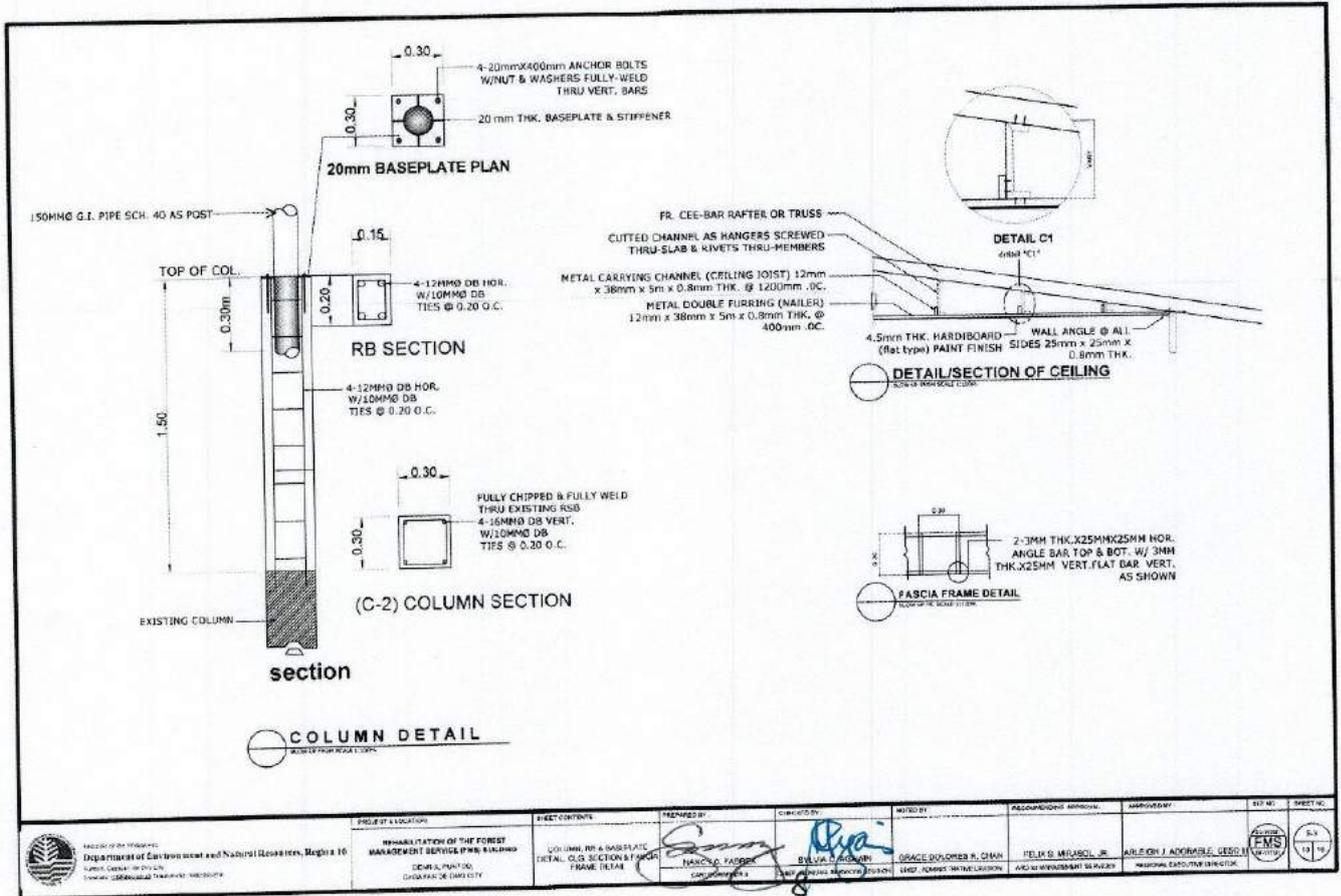


TYP. LATERAL TRUSS-1 DETAIL  
SECTION THROUGH TRUSS

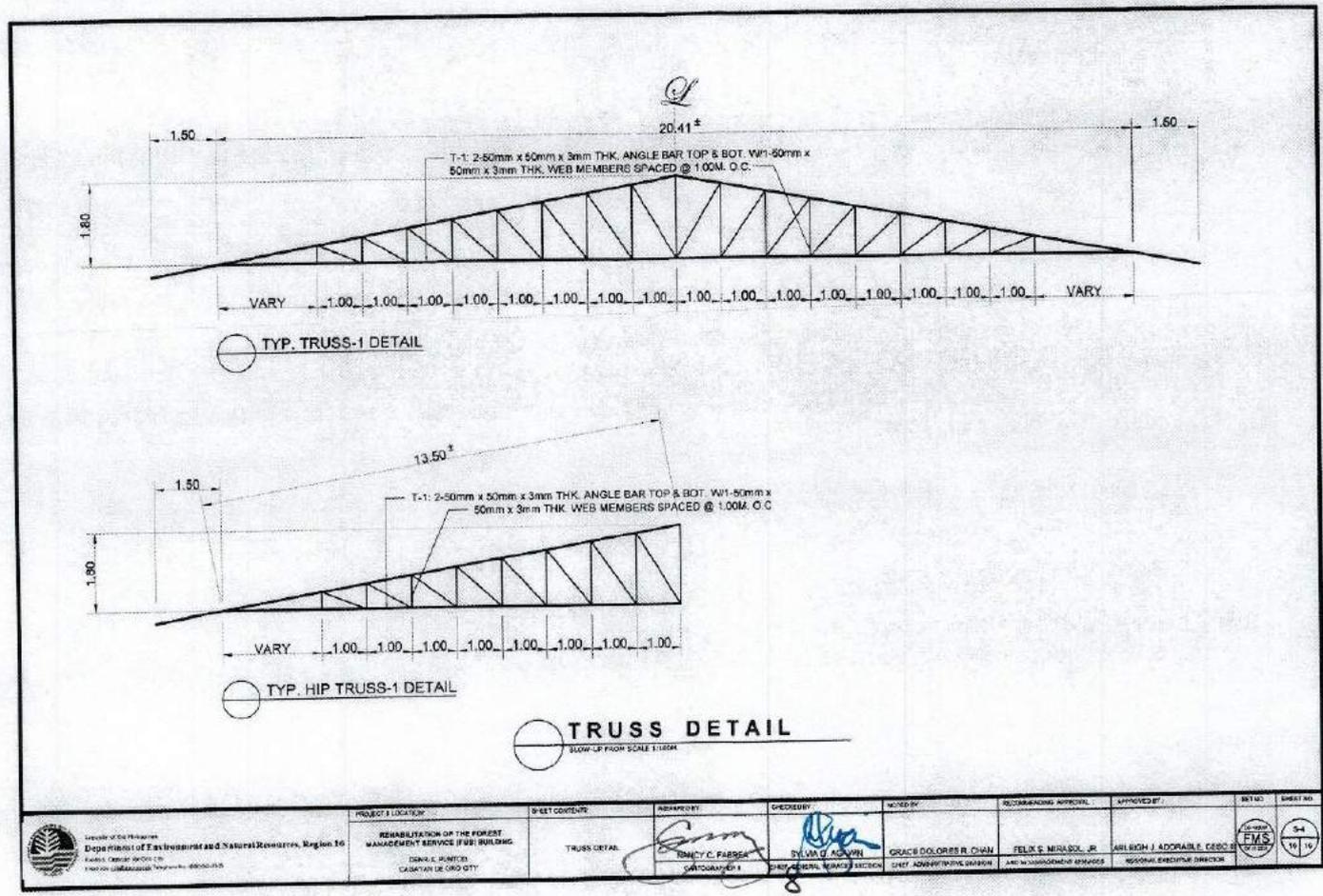


Republic of the Philippines  
Department of Environment and Natural Resources, Region 10  
Habal, Cagayan de Oro City  
Contact: (088) 828-2000, 828-2001, 828-2002

PROJECT & LOCATION	SHEET CONTENTS	PREPARED BY	CHECKED BY	NOTED BY	RECOMMENDATION APPROVAL	APPROVED BY	DATE	SHEET NO.
REHABILITATION OF THE FOREST MANAGEMENT SERVICE (FMS) BUILDING GENERAL PURPOSE CAGAYAN DE ORO CITY	DETAILS: LT-1 DETAIL WALL FRAMING DETAIL	NANCY O. FABREA ARCHITECT	SYLVIA V. ARANZO CHECKED GENERAL ARCHITECT SECTION	GRACE DOLORES R. CHAN CHECK ADMINISTRATIVE DIVISION	FELIX S. MIRASOL, JR. SAP & MANAGEMENT SERVICES	ARLEIGH J. ADORABLE, CFSO II REGIONAL EXECUTIVE DIRECTOR		14 16



 DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, REGION 10 OFFICE OF THE REGIONAL DIRECTOR REGIONAL OFFICE, TAGAYAYAN CITY	PROJECT & LOCATION REHABILITATION OF THE FOREST MANAGEMENT SERVICE (FMS) BUILDING TAGAYAYAN CITY CAGAYAN DE ORO CITY	SHEET CONTENTS COLUMN RB & BASEPLATE DETAIL, C/C SECTION & FASCIA FRAME, ELEV.	DESIGNED BY NANCY C. FARBER ARCHITECT	CHECKED BY SYLVIA D. AGUIRRE ARCHITECT	DRAWN BY ORACLE DOLORES B. CHAN ARCHITECT	RECOMMENDING APPROVAL FELIX S. MIRASOL, JR. ARCHITECT	APPROVED BY ARLIGH J. ADORABLE, CESO II REGIONAL EXECUTIVE DIRECTOR	SET NO. 	SHEET NO. 3-4 14/16
	REVISIONS:								



 DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, REGION 10 OFFICE OF THE REGIONAL DIRECTOR REGIONAL OFFICE, TAGAYAYAN CITY	PROJECT & LOCATION REHABILITATION OF THE FOREST MANAGEMENT SERVICE (FMS) BUILDING TAGAYAYAN CITY CAGAYAN DE ORO CITY	SHEET CONTENTS TRUSS DETAIL	DESIGNED BY NANCY C. FARBER ARCHITECT	CHECKED BY SYLVIA D. AGUIRRE ARCHITECT	DRAWN BY ORACLE DOLORES B. CHAN ARCHITECT	RECOMMENDING APPROVAL FELIX S. MIRASOL, JR. ARCHITECT	APPROVED BY ARLIGH J. ADORABLE, CESO II REGIONAL EXECUTIVE DIRECTOR	SET NO. 	SHEET NO. 3-4 14/16
	REVISIONS:								

## ***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.

<b>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES</b>					
<b>REGION 10</b>					
<i>Puntod, Cagayan de Oro City</i>					
PROJECT NAME:		<b>REHABILITATION OF FMS BUILDING</b>			
LOCATION:		<b>PUNTOD, CAGAYAN DE ORO CITY</b>			
DESCRIPTION:		<b>SUMMARY OF SCOPE OF WORKS</b>			
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
1	OTHER GENERAL REQUIREMENTS				
	PROJECT BILLBOARD/SIGNBOARD (DPWH)	2.00	EACH		
	PROEJECT BILLBOARD/SIGNBOARD (COA)	2.00	EACH		
	OCCUPATIONAL SAFETY AND HEALTH PROGRAM (PPE AND SAFETY PERSONNEL)	2.67	MOS		
	OCCUPATIONAL SAFETY AND HEALTH PROGRAM (SIGNAGE AND BARRICADES)	1.00	LUMPSUM		
	MOBILIZATION/ DEMOBILIZATION	1.00	LUMPSUM		
2	CIVIL, MECHANICAL, ELECTRICAL AND SANITARY/ PLUMBING WORKS				
2.1	EARTHWORKS				
	REMOVAL OF STRUCTURES AND OBSTRUCTION	1.00	CU.M		
3	PLAIN AND REINFORCED CONCRETE WORKS				
	STRUCTURAL CONCRETE, CLASS A (28 DAYS)	7.07	CU.M		
	REINFORCING STEEL BAR, DEFORMED (GRADE 40)	1,015.51	KGS		
	FORMWORKS AND FALSEWORKS	533.31	SQ.M		
4	FINISHINGS AND OTHER WORKS				
	WALL, METAL FRAME, 4.5MM MARINE PLYWOOD	178.58	SQ.M		
	FLOORING, WOOD	249.97	SQ.M		
	FRAMES (JAMBS, SILLS, HEAD TRANSOM & MULLIONS)	47.00	SET		
	FABRICATED METAL ROOFING ACCESSORY, GAUGE 26 RIDGE/ HIP ROLLS	57.74	L.M.		
	PREPAINTED METAL SHEETS, ABOVE 0.427MM CORRUGATED, LONG SPAN	580.09	SQ.M		
	CEMENT PLASTER FINISH	377.66	SQ.M		
	PAINTING WORKS, STEEL	704.4	SQ.M		
	STRUCTURAL STEEL	1.00	LUMPSUM		
	A) STRUCTURAL STEEL, TRUSSES	5,988.66	KGS.		
	B) STRUCTURAL STEEL, PURLINS	3,099.60	KGS.		
PREPARED BY:		CHECKED & VERIFIED BY:			
_____		_____			
RECOMMENDING APPROVAL:		APPROVAL:			
_____		_____			

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

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

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

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

**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

**Class "B" Documents**

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

**II. FINANCIAL COMPONENT ENVELOPE**

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

Other documentary requirements under RA No. 9184

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

