



development academy of the philippines

BIDS & AWARDS COMMITTEE per SO-2022-019

OFFICIAL BIDDING DOCUMENTS

NOTE: This OBD is compliant with the Philippine Bidding Documents (Infrastructure), 6th Edition
(As Amended) prepared by GPPB.

Some minor changes have been made to suit the requirements of the

development academy of the philippines (dap)

as the Procuring Entity

for

**"IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY:
ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND
MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY
CITY" – 2ND BIDDING**

**Approved Budget for the Contract (ABC) of
P7,200,000.00**

Invitation to Bid No.: IB22-399499-03A

DAP Bldg., San Miguel Avenue, Pasig City 1600

P.O. Box 12788, Ortigas Center, Pasig City 1600

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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 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

1. The **development academy of the philippines (dap)**, intends to apply the sum of **SEVEN MILLION TWO HUNDRED THOUSAND PESOS (P7,200,000.00)** being the total Approved Budget for the Contract (ABC) for the procurement of:

| Particular | Details |
|----------------------------|--|
| Name of Contract: | Improvement of DAP Conference Center Facility: One (1) Lot Lump Sum Physical Upgrade and Maintenance for the Existing Executive Villa-Type Cottage at the DAP Conference Center in Tagaytay City – 2 nd Bidding |
| Quantity: | 1 lot |
| ABC: | Seven Million Two Hundred Thousand Pesos (P7,200,000. ⁰⁰) |
| Funding Source: | General Appropriations Acts of FY2020 and FY2021 |
| Identification No.: | IB22-399499-03A |

2. Bids received in excess the stated amount of ABC shall be automatically rejected at bid opening.
3. The **dap** now invites interested Bidders to apply for eligibility and to bid for the procurement of ***“IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY” – 2ND BIDDING.***
4. The completion of the Works shall be in accordance with the delivery schedule under Section VI - Schedule of Requirements and Specifications.
5. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. INSTRUCTIONS TO BIDDERS. Bidders should have completed similar contracts amounting to at least fifty percent (50%) of ABC of the specified lot/s to be bid.
6. 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 9184 (RA9184), otherwise known as the “Government Procurement Reform Act.” Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock to citizens of the Philippines.
7. A complete set of **Official Bidding Documents (OBD)** may be acquired by interested Bidders on **24 Oct 2022 (Mon) to 28 Nov 2022 (Mon)** from **09:00AM to 05:00PM**, of the non-refundable applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, the cost for the Official Bidding Documents is **FIVE THOUSAND PESOS (P5,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the

development academy of the philippines. In order for bidders to participate, they shall pay the cost of the Official Bidding Documents not later than the submission date of their bids.

8. Interested bidders must make payment to:

| | |
|--------------------|--|
| Account Name: | Development Academy of the Philippines |
| Account Number: | 0671-0105-40 |
| Bank: | Landbank of the Philippines |
| Branch of Account: | Pasig Capitol Branch |

A copy of proof of payment must be emailed to DAP's Finance Department at: cashtreasury@dap.edu.ph for the issuance of Official Receipt (OR) and the BAC Secretariat will provide assistance to the On-line Bidder for the creation of "bidms account" and dedicated site in the bidms.dap.edu.ph.

9. Following the existing safety protocols of DAPCC-Tagaytay due to COVID-19 Pandemic, **Site Visit** will be done on **08 Nov 2022 (Tue), 10:00AM to 12:00NN at DAPCC-Tagaytay** and must be coordinated in advance through the BAC Secretariat. Prospective bidders are encouraged to bring their technical personnel during the site visit and only at the maximum of three (3) persons per bidder.
10. The **dap** will hold a hybrid Pre-Bid Conference on **08 Nov 2022 (Tue), 01:30PM** via Google Meet Platform and face-to-face which shall be opened to all interested Bidders upon formal request through the BAC Secretariat. The face-to-face Pre-Bid Conference will also be held at **DAP Conference Center, Tagaytay City**. For those representatives that will be attending via Google Meet, requests shall be coursed through email at dapbacsec@dap.edu.ph and an invitation link will be then provided for at most three (3) email addresses per On-line Bidder.
11. In compliance with GPPB Resolution Nos. 09-2020 and 12-2020, the DAP will only accept submission of electronic-Bids which must be duly uploaded and received by the Bids and Awards Committee (BAC) Secretariat, through the designated bidms.dap.edu.ph secured account on or before **29 Nov 2022 (Tue)** and not later than **10:00AM**. All e-bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.
12. Bid opening shall be on **29 Nov 2022 (Tue) at 10:00AM** via Google Meet Platform. Electronic-bids will be opened in the presence of the bidders' authorized representative/s who are authorized to attend the proceedings. **LATE BIDS SHALL NOT BE ACCEPTED.**
13. **The dap reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time in accordance with the provisions of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.**

IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY - 2ND BIDDING

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14. For further information, please refer to:

RODEL DV. CASTILLO

Acting Director, BAC Secretariat Division

development academy of the philippines

G/F DAP Bldg., San Miguel Avenue, Pasig City 1600

P.O. Box 12788 Ortigas Center, Pasig City 1600 Philippines

Telephone No. : (632) 8631-0921 loc. 133

BAC Secretariat email : dapbacsec@dap.edu.ph

Website address : <http://www.dap.edu.ph>


15. You may visit the following websites:

For downloading of Official Bidding Documents: <https://www.dap.edu.ph/invitation-to-bid/>

For online bid submission: <http://bidms.dap.edu.ph/page/>

Issued this 24th day of October 2022.

For the DAP Bids & Awards Committee 1:


Digitally signed by De
Armas Monina Agrifina
Reyes
Date: 2022.10.21 13:41:38
+08'00'
MUNINA A.R. DE ARMAS
Vice-Chairperson, BAC 1

>> Nothing Follows <<

Section II. INSTRUCTIONS TO BIDDERS

1. Scope of Bid

The Procuring Entity, **Development Academy of the Philippines** invites Bids for the ***“IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE ENCLAVE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY” – 2nd Bidding***, with Project Identification Number **IB22-399499-03A**.

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

2. Funding Information

1.1 The GOP through the source of funding as indicated below for FY2020 & FY2021 in the amount of **Seven Million Two Hundred Thousand Pesos (P7,200,000.00)**.

1.2 The source of funding is:

NGA, the General Appropriations Act.

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time **through videoconferencing/webcasting** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

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

11. Documents Comprising the Bid: Financial Component

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

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

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

- 14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 14.2. Payment of the contract price shall be made in: **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 within **One Hundred Twenty (120) calendar days from the date of the Opening of Bids**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

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

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

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

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

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

20. Post Qualification

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

21. Signing of the Contract

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

Section III. BID DATA SHEET

| ITB Clause | Details of BID DATA SHEET |
|--|---|
| 1.0 Scope of Bid | <p>Project Title: IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2nd Bidding</p> <p>For this purpose, a Lump Sum Contract also known as a “stipulated sum contract”, is a construction agreement in which the contractor agrees to complete the project for a predetermined, set price. The Winning Contractor submits a total project price instead of bidding on each individual item. A lump sum contract can define a total price for the project, but still call for progress payments to be made over time throughout the job, subject to government auditing rules and regulations.</p> |
| 5.2 Single Largest Completed Contract | <ul style="list-style-type: none"> The bidder should have a similar completed project whose Contract value (adjusted to current prices using the PSA consumer price indices) is at least fifty percent (50%) of the ABC to be bid; or Bidders who have PCAB License of at least “Small B” category may participate even without similar completed contracts as prescribed in Section 23.4.2.4 of the 2016 Revised IRR of RA9184. <p>For this purpose, bidders with completed and/or on-going construction projects close to the nature of the project to be bid will have an advantage.</p> |
| 7.1. Sub-contracting | Subcontracting is not allowed. |
| 10.1. Eligibility and Technical Components | <p>Bidders shall submit the following:</p> <p><u>FOR ELIGIBILITY DOCUMENTS:</u></p> <ol style="list-style-type: none"> Valid PhilGEPS Certificate of Registration under <u>PLATINUM CATEGORY</u> with the current and updated copy of the documents as follows; <ol style="list-style-type: none"> Photocopy of Registration Certificate from SEC, DTI, or CDA, whichever is applicable; Photocopy of valid Mayor’s/Business Permit or its Equivalent Document; Photocopy of Tax Clearance Certificate for FY2021 issued by the Bureau of Internal Revenue (BIR); Photocopy of Audited Financial Statements for FY2020 and FY2021 stamped “received” by the BIR or its duly accredited and authorized institutions; and |

| ITB Clause | Details of BID DATA SHEET |
|------------|--|
| | <p>1.5. Photocopy of valid PCAB License and Registration with at least “Small B” (Size Range) and “C & D” (License Category).</p> <p>2. Statement of <u>ALL</u> 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. Submit accomplished FORM 1: STATEMENT OF ALL ONGOING CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED;</p> <p>3. Statement of its Single Largest Completed Contract (SLCC), in accordance with BDS clause 5.2, similar to the contract to be bid and supported by a Certificate of Completion or Final Acceptance or any supporting proof of documents to the Final Acceptance of the project (e.g. Official Receipt or Sales Invoice) issued by the project owner or a final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES). Submit accomplished FORM 2: STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC);</p> <p>4. NFCC computation of at least equal to the ABC in accordance with ITB Clause 5.4. Submit accomplished FORM 3: NET FINANCIAL CONTRACTING CAPACITY (NFCC); and</p> <p>5. Joint Venture Agreement (JVA), if applicable. Submit requirements as required by Section 23.1 (b) for Infrastructure Projects.</p> <p>Note: For this transaction, special license application for joint venture or consortium license must be filed with PCAB at least five (5) working days before the bidding (per Board Resolution No.186 series of 2014 issued by Department of Trade and Industry).</p> <p><u>FOR TECHNICAL DOCUMENTS:</u></p> <p>1. Bid Security in accordance with <u>BDS Clause 15.1</u>;</p> <p>2. Certificate of Site Inspection duly signed by any of the following (please refer to FORM 5: CERTIFICATE OF SITE INSPECTION):</p> <p>2.1. ALBERTO ANGELO M. JIMENEZ Manager, Engineering & Maintenance Services, DAP Conference Center</p> <p>2.2. CHRISTIAN VER B. SIGUENZA Supervisor, Engineering & Maintenance Services, DAP Conference Center</p> <p>3. Duly signed proposed Organizational Chart for the Project;</p> <p>4. Duly signed proposed Project Work Schedule & Gantt Chart;</p> <p>5. Duly signed PERT-CPM reflecting the Critical Path Method with a Time Scaled Network Diagram showing the Early Start, Early Finish, Late Start, Late Finish, Total Float, and Free Float of all the activities stated on the Network Diagram;</p> |

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| | <p>6. List of Bidder's Key Personnel for the Project with qualification and work experience in accordance with BDS Clause 10.4.</p> <p>6.1. Project Manager as the authorized person who can decide for and behalf of the Bidder relative to the progress/changes/adjustments during the implementation;</p> <p>6.2. Project Engineer;</p> <p>6.3. Occupational Safety and Health Practitioner;</p> <p>6.4. Registered Electronics & Communications Engineer;</p> <p>6.5. Registered Electrical Engineer; and</p> <p>6.6. Foreman.</p> <p><i>Note: Named Key Personnel are the ones expected to be present during the implementation stage of the project. Any proposed replacement of key personnel by the contractor during the project implementation must be done in writing and shall be approved in writing by the Procuring Entity. Non-compliance of the contractor shall constitute appropriate security measures to be employed by the Procuring Entity.</i></p> <p>7. An accomplished CV using FORM 11: FORMAT OF CURRICULUM VITAE (CV) FOR ALL PROPOSED KEY PERSONNEL TO BE ASSIGNED TO THE PROJECT. Bidder shall attach photocopy of valid PRC license/s (applicable only to professionals with PRC license), and photocopy of valid accreditation certificate of occupational safety and health practitioner.</p> <p>7.1. Project Manager;</p> <p>7.2. Project Engineer;</p> <p>7.3. Occupational Safety and Health Practitioner;</p> <p>7.4. Registered Electronics & Communications Engineer;</p> <p>7.5. Registered Electrical Engineer; and</p> <p>7.6. Foreman.</p> <p>8. Duly signed proposed Manpower Schedule (please refer to FORM 8: MANPOWER SCHEDULE); and</p> <p>9. Duly Notarized Omnibus Sworn Statement (please refer to FORM 7: OMNIBUS SWORN STATEMENT).</p> | | | | |
| 10.4. List of Contractor's key personnel | <p>The minimum qualification and work experience requirements of Bidder's key personnel are the following:</p> <table border="0"> <thead> <tr> <th data-bbox="469 1727 675 1765"><u>Key Personnel</u></th><th data-bbox="874 1727 1278 1765"><u>Qualification and Experience</u></th></tr> </thead> <tbody> <tr> <td data-bbox="421 1783 611 1850">1. PROJECT MANAGER</td><td data-bbox="754 1783 1406 2031"> <ul style="list-style-type: none"> • Shall have the qualification and experience to decide for and behalf of the Bidder relative to the progress/changes/adjustments during the implementation; • With at least five (5) years professional experience in the construction industry; • With a background on similar projects; and </td></tr> </tbody> </table> | <u>Key Personnel</u> | <u>Qualification and Experience</u> | 1. PROJECT MANAGER | <ul style="list-style-type: none"> • Shall have the qualification and experience to decide for and behalf of the Bidder relative to the progress/changes/adjustments during the implementation; • With at least five (5) years professional experience in the construction industry; • With a background on similar projects; and |
| <u>Key Personnel</u> | <u>Qualification and Experience</u> | | | | |
| 1. PROJECT MANAGER | <ul style="list-style-type: none"> • Shall have the qualification and experience to decide for and behalf of the Bidder relative to the progress/changes/adjustments during the implementation; • With at least five (5) years professional experience in the construction industry; • With a background on similar projects; and | | | | |

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| | <ul style="list-style-type: none"> • Shall render services for this Project until its completion and turn-over. <p>2. PROJECT ENGINEER</p> <ul style="list-style-type: none"> • Shall be a Registered Civil Engineer; • Shall have least three (3) years of experience in the construction industry; • With a background on similar projects; and • Shall render full time services as-required for this Project. <p>3. OCCUPATIONAL SAFETY & HEALTH PRACTITIONER</p> <ul style="list-style-type: none"> • Shall have least three (3) years of experience in the construction industry; • Has completed Occupational Safety and Health Training; and • Shall render services as-required for this Project. <p>4. REGISTERED ELECTRONICS & COMMUNICATIONS ENGINEER</p> <ul style="list-style-type: none"> • Shall be a Registered Electronics and Communications Engineer; • With at least three (3) years of experience in the construction industry; • With a background on similar projects; and • Shall render services for this Project. <p>5. REGISTERED ELECTRICAL ENGINEER</p> <ul style="list-style-type: none"> • Shall be a Registered Electrical Engineer; • With at least three (3) years of experience in the construction industry; • With a background on similar projects; and • Shall render services for this Project. <p>6. FOREMAN</p> <ul style="list-style-type: none"> • With at least ten (10) years of experience as foreman in the construction industry; and, • Shall render full-time services for this Project until its completion and turn-over. <p><u>INSTRUCTIONS to BIDDERS:</u></p> <ul style="list-style-type: none"> • <i>Designation of key personnel to more than one of the above stated fields/professions is <u>not allowed</u>.</i> • <i>The Contractor may assign support personnel, for the optimal performance of the Project Team. The support personnel shall undertake the required day-to-day site or office-related activities of the Contractor without additional cost to the Procuring Entity.</i> • <i>Full time services means the personnel involved shall render minimum of 8 hours on a given working day throughout the construction period and</i> |

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| | <i>shall be available upon request by the End User.</i> |
| 10.5. List of Contractor's Major Equipment | <p>The minimum equipment units needed are the following:</p> <ol style="list-style-type: none"> 1. Hand Tools 2. Power Tools 3. Basic Safety Equipment (Personal Protective Equipment) / Paraphernalia 4. Other equipment, please specify <p><u>INSTRUCTIONS to BIDDERS:</u> Bidders should list <u>all equipment</u> that is needed to complete the works for the project.</p> |
| 11.1 Financial Component | <p>Bidders shall submit the following documents using the prescribed forms:</p> <p>(a) Financial Bid Form as prescribed in ITB Clause 11.</p> <ul style="list-style-type: none"> • Bidders shall accomplish “FORM 10: FINANCIAL BID FORM” which editable file will be provided to the Bidders’ email address and to be marked as “F01”; <p>(b) Duly signed Bill of Quantities (BOQ).</p> <ul style="list-style-type: none"> • Should be prepared using the template with file name “F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>” which editable file will be provided to the Bidders’ email address; • The soft-copy of the filled-out BOQ (in MS-excel format) must be part of the electronic files to be submitted by the bidder and to be marked as “F02”, file should be named as “F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>” as indicated on Section XII. Filenames; and • The signed soft-copy (in PDF) by the Bidder’s duly authorized representative should also be submitted and to be marked as “F02”, file should be named as “F02_XXX=IMAGE_Bill-of-Quantities=<BidderName>” as indicated on Section XII. Filenames. <p>(c) Detailed Unit Price Analysis (DUPA): detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid.</p> <ul style="list-style-type: none"> • Should be prepared using the worksheet provided (please refer to “F03_XXX=DUPA=<BidderName>” which editable file will be provided to the Bidders’ email address); • The electronic-copy of the filled-out DUPA (in MS-excel format) must be part of the electronic files to be submitted by the bidder and to be marked as “F03”, file should be named as “F03_XXX=EXCEL_Detailed_Unit_Price_Analysis=<BidderName>” as |

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| | <p>indicated on Section XII. Filenames; and</p> <ul style="list-style-type: none">• The signed copy (in PDF format) by the Bidder’s duly authorized representative should also be submitted and to be marked as “F03”, “F03_XXX=IMAGE_Detailed_Unit_Price_Analysis=<BidderName>” as indicated on Section XII. Filenames. <p>(d) Payment Schedule (per GPPB Resolution No. 07-2018, dated 18 May 2018). The first Progress Payment shall be paid only upon completion of at least 20% of the work and certified by the Procuring Entity’s Representative.</p> <ul style="list-style-type: none">• Should be accomplished using the bidder’s letterhead;• The soft-copy of the payment schedule (in MS-excel format) must be part of the electronic files to be submitted by the bidder and to be marked as “F04”, file should be named as “F04_XXX=EXCEL_Payment_Schedule=<BidderName>” as indicated on Section XII. Filenames; and• The signed copy (in PDF format) by the Bidder’s duly authorized representative should also be submitted and to be marked as “F04”, file should be named as “F04_XXX=IMAGE_Payment_Schedule=<BidderName>” as indicated on Section XII. Filenames. <p style="text-align: center;">Financial Bid Document Table of Requirements</p> <table><tr><th>Financial Document</th><th>File Name (see Section XII for Instructions)</th><th>To be marked as:</th><th>Remarks</th></tr><tr><td>a. Financial Bid Form</td><td>F01_XXX=EXCEL_Financial_Bid_Form=<BidderName></td><td>F01</td><td>Use Form 10</td></tr><tr><td>b. Bill of Quantities</td><td>F02_XXX=EXCEL_Bill-of-Quantities=<BidderName></td><td>F02</td><td>Use provided excel template</td></tr><tr><td>c. Detailed Unit Price Analysis</td><td>F03_XXX=DUPA=<BidderName></td><td>F03</td><td>Use provided excel template</td></tr><tr><td>d. Payment Schedule</td><td>F04_XXX=Payment_Schedule=<BidderName></td><td>F04</td><td>Use bidder’s letterhead</td></tr></table> <p><u>REMINDERS:</u></p> <ul style="list-style-type: none">• <i>Bids not addressing or providing all of the required items in the bidding document including, where applicable, BOQ shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a “0” (zero) or “-” (dash) for the said item would mean that it is being offered for free to the Government [Sec. 32.2.1(a) of the 2016 Revised IRR of RA 9184];</i>• <i>Item/s not indicated in the BOQ, but determined to be deemed vital to the completion of said item, should be inserted under “Other Items” by the bidder. Failure to do this on part of the bidder shall constitute that all item/s are already part in parcel of the bid. The same shall be applicable</i> | Financial Document | File Name (see Section XII for Instructions) | To be marked as: | Remarks | a. Financial Bid Form | F01_XXX=EXCEL_Financial_Bid_Form=<BidderName> | F01 | Use Form 10 | b. Bill of Quantities | F02_XXX=EXCEL_Bill-of-Quantities=<BidderName> | F02 | Use provided excel template | c. Detailed Unit Price Analysis | F03_XXX=DUPA=<BidderName> | F03 | Use provided excel template | d. Payment Schedule | F04_XXX=Payment_Schedule=<BidderName> | F04 | Use bidder’s letterhead |
| Financial Document | File Name (see Section XII for Instructions) | To be marked as: | Remarks | | | | | | | | | | | | | | | | | | |
| a. Financial Bid Form | F01_XXX=EXCEL_Financial_Bid_Form=<BidderName> | F01 | Use Form 10 | | | | | | | | | | | | | | | | | | |
| b. Bill of Quantities | F02_XXX=EXCEL_Bill-of-Quantities=<BidderName> | F02 | Use provided excel template | | | | | | | | | | | | | | | | | | |
| c. Detailed Unit Price Analysis | F03_XXX=DUPA=<BidderName> | F03 | Use provided excel template | | | | | | | | | | | | | | | | | | |
| d. Payment Schedule | F04_XXX=Payment_Schedule=<BidderName> | F04 | Use bidder’s letterhead | | | | | | | | | | | | | | | | | | |

IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

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| | <p><i>for quantities of the item/s indicated in the BOQ as the Bidder is responsible to make an estimate of the facilities available and all matters pertaining to the Project; and</i></p> <ul style="list-style-type: none"> <i>• BOQ and DUPA must be compliant to pertinent and relevant provisions of DPWH's Department Order No.197 series of 2016 dated 07October2016.</i> |
| 12. Alternative Bids | No further instructions. |
| 15.1 Bid Security | <p>The Bid Security shall be in the form of a Bid Securing Declaration (please refer to FORM 4: BID SECURING DECLARATION) <u>OR</u> any of the following forms and amounts:</p> <ol style="list-style-type: none"> 1. The amount of not less than 2% of the ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; <u>OR</u> 2. The amount of not less than 5% of the ABC, if bid security is in Surety Bond. |
| 16. Sealing and Marking of Bids | <p>The Bidder must submit an electronic copy of its Bid (consisting of Eligibility, Technical, and Financial Documents including all Bidding Forms as indicated in <u>Section X</u> of the OBD), which must be digitally signed.</p> <p>An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.</p> |
| 19.2. Partial Bids | Not applicable. |
| 20. Post Qualification | <p>Bidder shall submit the following documentary requirements within five (5) calendar days from notification from the BAC that the bidder has the Lowest Calculated Bid:</p> <ol style="list-style-type: none"> 1. 2021 Income/Business Tax Return (ITR) duly filed thru Electronic Filing and Payment System (eFPS) of the BIR as provided for under Executive Order No.398 or RR 3-2005 together with Filing and Payment References. 2. Latest Applicable Quarterly Value-Added Tax Returns (Quarterly Value-Added Tax Form No. 2550-Q) for the quarter ending, per Revenue Regulations 3-2005. <p><u>Instruction to Bidders:</u> If bidding as a Joint Venture (JV), each member of the JV shall submit the same documents.</p> |
| 21. Signing of the Contract | <p>The successful bidder shall submit the following project requirements for contracting purposes:</p> <ol style="list-style-type: none"> 1. Company Profile; 2. Duly signed narrative description of Construction Methodology that will be used for implementation; 3. Duly accomplished and signed list of Bidder's available equipment |

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| | <p>units as specified in <u>BDS Clause 10.5</u>, which are owned, leased and/or under purchase agreements. The Bidder shall state a complete technical description of the pledged equipment. (please refer to FORM 6: LIST OF MAJOR EQUIPMENT UNITS);</p> <p>4. Equipment Utilization Schedule (only for the equipment & devices that will be brought at the site). Please refer to FORM 9: EQUIPMENT UTILIZATION SCHEDULE);</p> <p>5. Construction Safety & Health Program for the Project (per DPWH Department Order No. 39 series of 2020 and other LGU issuances, DOLE Department Order No.13 series of 1998, and DOLE, DPWH, DTI-CMDF-PCAB, DILG and PRC Joint Administrative Order No.01 series of 2011);</p> <p>6. Valid ISO Certification of at least ISO 9001:2015 from a recognized accreditation body (as prescribed by Department Order No. 01 series of 2011 issued by the Department of Public Works and Highways), <u><i>applicable only to the successful bidder whose category is Large “B”</i></u>; and</p> <p>7. USB thumb drives containing electronic-copies of the submitted additional documents as explained in “<u>Section XII. FILENAMES</u>” of this OBD.</p> |

Section IV. GENERAL CONDITIONS OF CONTRACT

1. SCOPE OF CONTRACT

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

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

2. SECTIONAL COMPLETION OF WORKS

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

3. POSSESSION OF SITE

- 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 10.4** 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 request 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.
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Section V. SPECIAL CONDITIONS OF CONTRACT

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| 2. Sectional Completion of Works | For the Completion Date per Work Cluster, refer to Schedule of Requirements and Specifications found in Section VI of this OBD. |
| 3.1. Possession of Site | The Contractor shall secure from the Procuring Entity a written letter of approval prior to the possession of the project site. |
| 6. Site Investigation Reports | No further instructions. |
| 7.2. Warranty Against Structural Defects/ Failures | No further instruction since the Project is only renovation and not a construction of new building. |
| 10. Daywork's rate | No Dayworks are applicable to the Contract. |
| 11.1. Approval of Program of Work | <p>The Awarded Bidder shall submit the Program of Work to the Procuring Entity's Representative within ten (10) calendar days from the date of acceptance of the Notice to Proceed.</p> <p>The Awarded Bidder shall submit a monthly Program of Work, <i>which corresponds to the overall PERT-CPM and Gantt Chart</i>, this will be <u>subject to the agreed date between the DAP's Representative and the Winning Bidder</u> during the pre-project implementation meeting.</p> |
| 11.2. Updated Program of Work | The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work on a monthly basis starting from Day 1 of the project implementation. If the Contractor does not submit an updated Program of Work within the prescribed period, the Procuring Entity's Representative shall withhold an amount equal to 10% of the amount receivable 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. Late submission will be treated as non-submission. |
| 13. Advance Payment | The amount of Advance Payment is Fifteen percent (15%) of the total contract price. |
| 14. Payments | <p>When submitting its request for payment, the contractor shall submit to the Procuring Entity's Representative, the complete set of requirements as guided by COA Circular 2012-001 dated June 14, 2012. Non-compliance of the contractor to these requirements shall be grounds for non-processing of payment.</p> <p>A. Shown below are the requirements for the <u>first progress payment</u>:</p> <p>A.1. Written Letter requesting payment reflecting the work accomplished that totals to at least 20% actual accomplished for the</p> |

| GCC Clause | Details of SPECIAL CONDITIONS OF CONTRACT |
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| | <p>period declared;</p> <p>A.2. Accomplishment Report reflecting the declared statement of work accomplished (SWA) for the period declared;</p> <p>A.3. Keyplans highlighting the work accomplished as declared on the SWA for the period declared;</p> <p>A.4. Progress photographs with time and date stamp. Photographs must have caption/description of the work being done;</p> <p>A.5. Items A.1 to A.4 shall be printed and ring-bound, on A4 size paper, with Font Style “Arial”, font size “12”. Three (3) sets shall be submitted; and</p> <p>A.6. Electronic copies of items A.1 to A.4 shall be submitted on a USB thumb drive.</p> <p>B. Shown below are the requirements for the <u>succeeding progress payments</u>, but it shall not be limited to the following:</p> <p>B.1. Written Letter requesting payment reflecting the work accomplished for the period declared;</p> <p>B.2. Accomplishment Report reflecting the declared statement of work accomplished (SWA) for the period declared;</p> <p>B.3. Keyplans highlighting the work accomplished as declared on the SWA for the period declared;</p> <p>B.4. Progress photographs with time and date stamp. Photographs must have caption/description of the work being done;</p> <p>B.5. Items B.1 to B.4 shall be printed and ring-bound, on A4 size paper, with Font Style “Arial”, font size “12”. Three (3) sets shall be submitted; and</p> <p>B.6. Electronic copies of items B.1 to B.4 shall be submitted on a USB thumb drive.</p> <p>C. Shown below are the requirements for the <u>final progress payment</u>, but it shall not be limited to the following:</p> <p>C.1. Written Letter requesting payment reflecting the work accomplished for the period declared;</p> <p>C.2. Accomplishment Report reflecting the declared statement of work accomplished (SWA) for the period declared;</p> <p>C.3. Keyplans highlighting the work accomplished as declared on the SWA for the period declared;</p> <p>C.4. Progress photographs with time and date stamp. Photographs must have caption/description of the work being done;</p> |

| GCC Clause | Details of SPECIAL CONDITIONS OF CONTRACT |
|---|--|
| | <p>C.5. Items C.1 to C.4 shall be printed and ring-bound, on A4 size paper, with Font Style “Arial”, font size “12”. Three (3) sets shall be submitted;</p> <p>C.6. Electronic copies of items C.1 to C.4 shall be submitted on a USB thumb drive; and</p> <p>C.7. Requirements for the final progress billing shall also be compliant to the submittals indicated on item 4.1 to 4.5 of Section VI. Specifications and on item 15.1 of Section V. Special Conditions of Contract.</p> <p><i>Reminders:</i></p> <ul style="list-style-type: none"> <i>The submitted documents that were assessed and identified as complete by the Procuring Entity’s representative shall be subjected to pertinent accounting and auditing rules & regulations as guided by RA9184 guidelines and per COA Circular 2012-001 dated June 14, 2012. For submitted documents that were assessed and identified as incomplete by the Procuring Entity’s representative shall not be processed until such time that the Contractor has complied and that the Procuring Entity’s representative has deemed the submission as complete.</i> |
| 15.1. Submission of “As Built” Drawings | <p>The following documents shall be submitted by the Contractor and it shall include the submission of complete and final “As-Built Drawings”:</p> <ol style="list-style-type: none"> One (1) set of original copy in 30” x 40” sheets (drawn on a mylar sheets) signed and sealed by appropriate professional architects and engineers; Six (6) sets of blue print copies in 30” x 40” sheets signed and sealed by appropriate professional architects and engineers; Complete set of electronic files in USB Thumb Drive of “AS-BUILT PLANS” in PDF and CAD format; Complete set of electronic and printed copies of colored photos in <i>jpeg-format</i> with date and time stamp demonstrating before, during, and after construction works; Submission of Final Project Report as indicated in Section VI. Item 2.13.1; Manuals/brochures with technical specifications and Manufacturer’s printed Product Installation Instructions; and Warranty Certificate of at least five (5) years against poor workmanship and one (1) year against defects traceable to materials. <p>Refer to SCC Clause 7.2 for Warranty against Structural Defects/Failures, when applicable.</p> |

| GCC Clause | Details of SPECIAL CONDITIONS OF CONTRACT |
|---|---|
| | The period, by which above-cited documents are required to be submitted, shall be <u>within fifteen (15) calendar days prior to the issuance of Certificate of Completion.</u> |
| 15.2 If the Contractor does not provide the Drawings and/or Manuals | Release of Final Payment shall be made only upon the submission of the “As-Built Drawings” by the Contractor and issuance of Certificate of Completion as recommended by DAP’s authorized representative/s or End User of the project and subject to the approval of the signatory of the Contract or the Head of the Procuring Entity. |

Section VI. SPECIFICATIONS

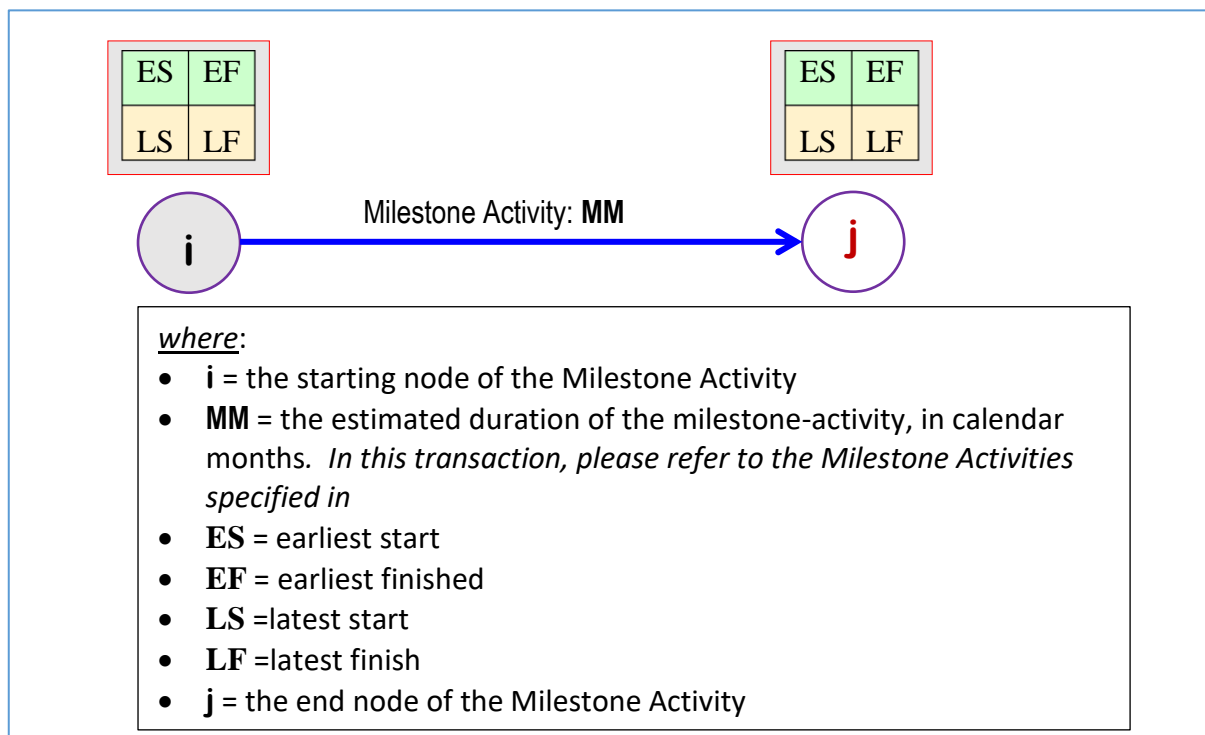
PROJECT NAME:

**“IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY” – 2ND BIDDING**

A. Schedule of Requirements

The Contractor’s proposed Construction Schedule shown in Gantt chart should provide a more detailed schedule of activities. Unless approved in writing by DAP on the written request of the Contractor, the coverage –*from mobilization to demobilization*, should not extend beyond the derivable dates as indicated here below.

The **critical path must be shown** in the network-diagram. The Early Start (ES), the Early Finish (EF), the Late Start (LS), and the Late Finish (LF) must be indicated. A segment of the diagram may be illustrated as follows:



The coverage –*from the date the Project Contract is notarized, to mobilization to demobilization, up until issuance of Certificate of Completion (COC)*, **should not extend beyond five (5) calendar months.**

More detailed PERT-CPM shall be required from the Proponent to whom the Project will be awarded and contracted. Exact dates of delivery and/or completion should be reckoned from date of Contractor’s receipt of Notice-to-Proceed from **DAP**.

The liquidated damages shall be imposed for the inability of the Contractor to comply with the **Approved Project Schedule**, unless a written request for time extension has been approved in writing by **DAP**.

| Work Clusters | Nth Cal-days from Contractor's Date of Receipt of Notice-to-Proceed | |
|--|---|-------------------|
| | START | FINISH |
| 1. Notice to Proceed. | 1 st | 1 st |
| 2. Pre-Construction Phase | 1 st | 30 th |
| 3. Repair/ Rehabilitation/ Restoration/ Refurbishing (4R) works for existing Cottages | 31 st | 90 th |
| 4. Site Development and Upgrade of Utilities for Cottages Enclave | 61 st | 100 th |
| 5. Punch-listing, rectification of punch-list items; cleaning, restoration of all affected facilities/areas/landscape, and other related-fixtures due to the works | 101 st | 125 th |
| 6. Project Turn-over including submission of “As-Built Plans” duly signed and sealed by appropriate professional engineer/s; and other construction contract documents | 126 th | 150 th |
| END OF SCHEDULE OF REQUIREMENTS | | |

B. Technical Specifications

1. **General Requirements:** The Contractor shall comply with the requirements detailed here:
 - 1.1. Perform all the requirements stipulated in the drawings/plans, Bid Data Sheet, Special Condition of Contracts, Schedules of Requirement, Technical Specifications and Scope-of-Works, and other particulars mentioned in the Official Bid Documents (OBD); and
 - 1.2. Perform all other works involved not specifically mentioned but are necessary to complete the works in accordance with the plans, specifications, and other related documents at no additional cost to the Procuring Entity.
2. **Duties and Responsibilities of the Contractor:** For the proper execution of the PROJECT, the Contractor shall:
 - 2.1. Provide and pay for all labor, materials, equipment, tools, construction equipment, machinery, transportation and all other facilities and services necessary for the proper execution and completion of the all the works;
 - 2.2. Apply for and secure necessary permits, including payment of needed fees, bonds and/or insurance (if any) in compliance to all rules and regulations as required by oversight government agencies for the PROJECT;
 - 2.3. Designate in writing, its proposed Project Team defining clearly their lines of

authority and communications to coordinate the construction activity. The proposed project team shall be duly approved by the DAP. If the DAP instructs to remove or replace any of the contractor's named key personnel, the contractor shall do so without contest;

- 2.4. Submit a **Network Diagram** and **Time Scaled Event Network** highlighting the **Critical Path Method** and reflecting all activities involved in the project to clearly indicate which of the activities must be performed sequentially and which can be performed independently from the other. The **Network Diagram** must reflect the Early Start (ES), Early Finish (EF), Late Start (LS), Late Finish (LF), Total Float (TF) and Free Float (FF). The total project duration is not to exceed **One Hundred Fifty (150)** calendar days;
- 2.5. Conduct regular Project Progress Meetings to inform and advise the DAP Representatives of the project status including schedule, costs, quality and changes.
 - 2.5.1. The Project Manager and Project Engineer must be present in all weekly, monthly, and special periodic meetings;
 - 2.5.2. Submit Monthly Accomplishment Report (MAR) to the Academy's representative comprising of ***Progress of Work Updates***, inclusive of :
 - (a) Complete set of colored photos in hard and soft copies stamped with date and time demonstrating before, during and after construction works for the month. Format of photos must be in jpeg;
 - (b) Complete presentation of program of work corresponding to the monthly accomplishment. The contractor shall show if the project is ahead or behind, in reference to the approved construction schedule. The contractor to highlight the actions that it would undertake to catch up to the approved construction schedule. This submission, if accepted by the DAP or its duly authorized representative, will be used as basis to issue the contractor, a monthly Statement of Work Accomplished (SWA).
 - 2.5.3. Prepare and maintain appropriate documentation relating to this activity including preparation of Meeting Agenda and Minutes of Meetings for which shall be submitted by the contractor within two (2) calendar days after a meeting was conducted;
- 2.6. Coordinate, monitor and inspect the work to ensure conformance with the approved plans/drawings, technical specifications, cost, delivery schedules, and other terms and conditions of the Contract;
- 2.7. Submit for review and approval of DAP Representative and/or End User all Shop Drawings, Product Data, and Material Samples. The contractor shall maintain a record of all submitted and approved Shop Drawings, Product Data and Material Samples for the Project;
- 2.8. Submit for review and approval of DAP Representative and/or End User any Variation Order works that deviate from the original approved plans/drawings, technical specifications, cost, delivery schedules, and other terms and conditions of the Contract. The Contractor shall justify the need for it and who will bear the burden of

cost. All changes shall be appropriately documented;

- 2.9. Warrant that all the materials and equipment provided for the Project will be of good quality and new unless otherwise required or permitted by the DAP Representative and/or End User;
- 2.10. Prepare the construction punch list and administer needed corrections until all punch list items have been resolved to the DAP Representative and/or End User satisfaction;
- 2.11. Promptly correct any defective works at the Contractor's sole expense;
- 2.12. Prepare and submit to DAP Representative and/or End User all Post-Construction Documentary requirements to include but not limited to the following:
 - 2.12.1. Final Project Report including photo documentations before, during, and after implementation works;
 - 2.12.2. Duly signed/approved As-Built Plans complete with legend, technical specifications, and measurements;
 - 2.12.3. Material brochures with technical specifications and Manufacturer's printed Product Installation Instructions; and
 - 2.12.4. Certificate of Warranty with period of coverage.
- 2.13. Prior to turn-over of the project, work areas should be clear from any debris and contractor shall restore any facilities and areas that have been damaged during implementation works.

C. DETAILED SCOPE OF WORKS

All WORKS should be implemented in strict compliance with the approved plans/drawings, technical specifications, cost, delivery schedules, and other terms and conditions of the Contract.

- 1. **Pre-Implementation Activities:** The Contractor shall undertake the following activities necessary to the preparation of plans/ designs/ drawings for the proposed improvements for the cottages enclave.
 - 1.1. **MOBILIZATION AND GENERAL REQUIREMENTS.** For the proper execution of the PROJECT, the Contractor shall:
 - 1.1.1. Conduct an "as-built" survey/audit of the building site and existing facilities and conditions (e.g. review of electrical, electronics & communications, etc. taking into considerations of additional loads and future requirement);
 - 1.1.2. Secure End User's project requirements and design parameters;
 - 1.1.3. Evaluate the End User's requirements and design parameters for compliance with standards, and all applicable local and national laws, rules and regulations.
 - 1.1.4. Provide and present findings and recommendations based on "as-built" survey/audit of existing conditions and based on End User's requirements and design parameters; and

1.1.5. Submit a comprehensive plans/ designs/ drawing to be known as **“Villa Type Cottages-R&M: Proposed Improvements”** for End User’s review and approval. The proposed improvements shall include but not limited to the following:

- (a) Complete detailed designs and construction drawings setting forth in detail the works required for the Site Development, Landscaping, Civil/Structural, Mechanical, and Electrical/Electronics & Communications;
- (b) Complete Technical Specifications encompassing all the architectural and engineering disciplines;
- (c) Complete Engineering Design Criteria and Calculations; and
- (d) Final/Updated Cost Estimate with Bill-of-Quantities (BOQ) and Detailed Unit Price Analysis (DUPA).

❖ *Note 1: The general lay-out or Functionality-&-Uses/Assignment of the spaces of the current Villa 9 shall be maintained. The structural integrity shall be assured and shall be the responsibility of the Contractor/Winning Bidder.*

❖ *Note 2: The works for Villa No. 9 is intended to rehabilitate the overall outlook that shall approximate the façade of the current Cottage 7 or Cottage 8. The design perspectives should be ARCHITECTURALLY HARMONIZED with the DAP approved look of the two-floor design of Cottage 7 or Cottage 8. Repaired/ Rehabilitated Villa 9 should be conceived as part of the Cottages Enclave or VIP-lodging Facilities.*

1.2. SUBMITTALS: The Contractor shall submit hard and electronic copies of the following documents:

- 1.2.1. Six (6) sets of signed and sealed in Mylar, 30” x 40” of the approved plans/ designs/ drawings for **“Cottages-R&M: Proposed Improvements”**;
- 1.2.2. Six (6) sets of signed and sealed 30” x 40” blueprint-copies of the approved plans/ designs/ drawings for **“Cottages-R&M: Proposed Improvements”**;
- 1.2.3. Nine (9) sets of signed and sealed A3 size paper of the approved plans/ designs/ drawings for **“Cottages-R&M: Proposed Improvements”**;
- 1.2.4. Six (6) sets of signed and sealed complete Technical Specifications;
- 1.2.5. Six (6) sets of signed and sealed complete Engineering Design Criteria and Calculations; and
- 1.2.6. Six (6) sets of signed and sealed Updated Total Project Cost supported with BOQ and DUPA.

2. **Implementation Activities.** The following are the detailed scope-of-works as specified for the Project, to include but not limited to the following:

2.1. MOBILIZATION AND GENERAL REQUIREMENTS

- 2.1.1. Obtain building permits and other necessary permits as required for the project;
- 2.1.2. Obtain building permits and other necessary permits as required for the project including health certificate(s), for manpower/personnel to be deployed, complying to the national laws, issuances, and local policies pertaining to COVID-19
- 2.1.3. Provide temporary field office with health/safety/first aid facility and utilities with corresponding sub-meters to be connected to supply of water and electricity;
 - (a) The temporary field office shall be at least 30 square meters fitted out with tables, desks, chairs and:
 - ❖ There should be at least one (1) working computer with printer-scanner that their technical staff can use to print out and submit documents that they need for the project; and
 - ❖ Will have appropriate ventilation to allow a smooth flow of fresh air.
 - (b) First aid facility shall have at least:
 - ❖ A standard first aid kit; and
 - ❖ Basic medicine/s for common ailments
- 2.1.4. Install board-up, temporary fencing, gates, access roads and project identification/signage;
 - (a) Board-up / temporary fencing to be used shall be G.A. 26 G.I. sheets on 50mm dia. Pipe frames;
 - (b) Project Billboard shall be conforming to COA Circular No. 2013-004;
- 2.1.5. Provide Personal Protective Equipment (PPE) and other Safety & Health Paraphernalia; and
 - (a) Basic PPE's to include (i) Safety Shoes (ii) Hand Gloves (iii) Hard Hat (iv) Face Mask.
- 2.1.6. Hauling and disposal of debris, garbage, excess material(s) that were the result of the conduction of the works; and
- 2.1.7. Other necessary project requirements and works to complete the mobilization.

2.2. DISMANTLING/DEMOLITION WORK AT EXECUTIVE VILLA-TYPE COTTAGE

- 2.2.1. Dismantling/Removal of worn out/dilapidated metal railings at Villa 9 (Upper and Lower);
- 2.2.2. Dismantling/Removal of worn out/dilapidated steel support frames for main stair going to second floor at Villa 9; and
- 2.2.3. Removal of existing windows (500mm width x 1500mm height) located on the front of Villa 9 (Upper and Lower).

2.3. ARCHITECTURAL & ALLIED ENGINEERING WORKS

2.3.1. CIVIL WORKS

- (a) Provision of concrete pads for the One (1) Silent Type 33 KVA Generator Set and Fuel Tank for cottage 1;

2.3.2. METAL WORKS;

- (a) Supply and Installation of stainless-steel type (SUS304) railings for Villa 9 (Upper and Lower):
 - ❖ For railing of main stairs going to second floor;
 - ❖ For railing at outdoor kitchen second floor;
 - ❖ Include all needed consumables, fixings, accessories
- (b) Supply and Installation of new steel support frames for main stair going to second floor, for Villa 9;
- (c) Supply and Installation of glass railing at balcony second floor of Villa 9:
 - ❖ Tempered Clear Glass with thickness of 10 millimeter;
 - ❖ Steel Posts are spaced at least a meter apart;
 - ❖ Include all needed consumables, fixings, accessories

2.3.3. ARCHITECTURAL (Interior & Exterior Finishes)

- (a) Repainting interior and exterior walls, ceilings, doors for Villa 9, (Upper and Lower) including surface preparation;
- (b) Supply and Installation of 60cm x 60cm floor tiles for Villa 9 (Upper and Lower);
- (c) Repainting of exterior walls of Villa 9 (Upper and Lower) including surface preparation;
- (d) Repainting of exterior ceiling of Villa 9 (Upper and Lower) including surface preparation;
- (e) Repainting of roof gutter cover of Villa 9 (Upper and Lower) including surface preparation;
- (f) Supply and Installation of adobe panel cladding for Villa 9 (Upper and Lower). This would include, at least, the columns, walls, and planter boxes of Villa 9; and
- (g) Supply and Installation of casement windows with complete hardware and accessories (to be installed on the front of Villa 9 – Upper & Lower).

2.3.4. MECHANICAL WORKS

- (a) Supply and install new inverter air-conditioning unit split-type wall mounted (2 Horsepower, Refrigerant R-410A, Single Phase, 220 Volts) at living & dining area, and new inverter air-conditioning units window type (1 Horsepower, Refrigerant R-410A, Single Phase, 220 Volts) for

bedrooms at Villa 9 (Upper, and Lower). To include:

- ❖ Supply and installation of circuit breaker, wires, air conditioning outlets, panels, hangers and supports, concrete pads, steel base with rubber dampers for split type and window type air-conditioning units;
- ❖ Supply and installation of refrigerant piping for split type air-conditioning units;
- ❖ Restoration of damaged part/s of Villa 9 (Upper, and Lower) due to the conduct of the works
- ❖ Dismantling of existing air conditioning units including refrigerant pipings, support, and other accessories at Villa 9 (Upper, and Lower)

2.3.5. PLUMBING AND SANITARY WORKS

- (a) Supply and Installation of automatic sensorized lavatory faucets for Cottages 1 to 6 and Villa 9 (Upper and Lower) at:
 - ❖ Common Bathroom
 - ❖ Bathroom at Master's Bedroom
 - ❖ To include removal of existing faucets at mentioned locations
 - ❖ To include provision of new stainless type (SUS304) plumbing fittings (p-traps, angle valves, pop-up, and flexible hose), compatible with the automatic sensorized faucets
- (b) Supply and Installation of new toilet fixtures, to include but not limited to:
 - ❖ Shower Heads, Shower Mixers, and Spout Diverters for Cottages 1 to 6, with the following minimum specifications & features:
 - Common Bathroom;
 - Bathroom at Master's Bedroom;
 - Stainless Steel Type (SUS304);
 - To include removal of existing shower heads, shower mixers, spout diverters at mentioned locations;
 - ❖ Water Closets, Bidets, and Angle Valves for Cottages 1 to 6, with the following minimum specifications & features:
 - Common Bathroom;
 - Bathroom at Master's Bedroom;
 - Stainless Steel Type (SUS304);
 - To include removal of existing water closets, bidets, and angle valve at mentioned locations;
 - ❖ Lavatory Basins with pedestal for Cottages 1 to 6, with the following minimum specifications & features:
 - Common Bathroom;

- Bathroom at Master's Bedroom;
- To include removal of existing lavatory basins with pedestal at mentioned locations;
- ❖ Towel holders, Tissue Holders, and Soap Holders for Cottages 1 to 6, with the following minimum specifications & features:
 - Common Bathroom;
 - Bathroom at Master's Bedroom;
 - Stainless Steel Type (304);
 - To include removal of existing towel holders, tissue holders, and soap holders at mentioned locations;
- ❖ Kitchen Sink Faucets for Cottages 1 to 6, with the following minimum specifications & features:
 - Stainless Steel Type (SUS304);
 - Color: Black Matte Finished;
 - Hot and Cold;
 - Heavy Duty, Durable Material, and Pull Down;
 - 360-degree rotation two-way spraying mode feature;
 - To include removal of existing Kitchen Sink Faucets at mentioned locations;
- ❖ Kitchen Sinks for Cottages 1 to 6, with the following minimum specifications & features:
 - Stainless Steel Type (SUS304);
 - Color: Black Matte Finished;
 - To include removal of existing Kitchen Sinks at mentioned locations;

2.3.6. DESIGNED FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFs)

(a) Supply and install new furniture, to include but not limited to:

- ❖ Modern Wall Mirrors for Cottages 1 to 6, located at:
 - Common Bathroom;
 - Bathroom at Master's Bedroom;
 - To include removal of existing mirror at mentioned locations;
 - To include provision of mounting brackets/supports for installation of new mirrors
 - With feature: LED illuminated wall backlit, Built-in Anti Fog Film

- ❖ Supply and installation of new automatic/motorized roller blinds for windows and sliding doors for Cottages 1 to 6, and Villa 9 (Upper and Lower):
 - Dining Room
 - Living Room
 - Kitchen
 - Master Bedroom
 - Guest Bedroom
 - To include removal of existing curtains at mentioned locations
 - Shall have individual controller/driver for the automatic/motorized roller blinds
- ❖ Supply and Installation of Built-in / Anti-theft wooden hanger set for Cottages 1 to 6, and Villa 9 (Upper and Lower);
- ❖ Provision of Induction stove 4-Gas burner cooking range with oven for Cottages 1 to 6, and Villa 9 (Upper and Lower)

2.4. Site Development and Upgrade of Utilities for Cottages Enclave: The following are the detailed scope-of-works as specified for the Project. The Contractor shall undertake the following activities:

2.4.1. ELECTRICAL/ELECTRONICS & COMMUNICATIONS

- (a) Supply, Delivery, Installation, and Testing & Commissioning of One (1) Silent Type 33 KVA Generator Set for cottage 1;
 - ❖ Frequency: 60 Hz
 - ❖ Engine Speed: 1800 rpm
 - ❖ Phase / Poles: 3-Phase / 4 Poles
 - ❖ Power Factor: 0.80
 - ❖ AVR Regulation: Yes
 - ❖ Standby Power: 33 KVA
 - ❖ 24 Volts Maintenance Free Battery with connecting cables
 - ❖ Voltage: 220 Volts
 - ❖ Dimensions (L x W x H) mm: 2470 x 1100 x 1200
 - ❖ Weight: 1030 kgs
 - ❖ Base Tank at 100% Load: 10 hours, 10 Liters
 - ❖ With Enclosure / Canopy (Sound-attenuated & Weather Protective)
 - ❖ Engine: Cummins

- ❖ Controller with Viewable Parameters: Phase Voltage, Current, Frequency, Active Power, Reactive Power, Apparent Power, Power Factor, and Electric Energy Metering
 - ❖ Generator Protection: Abnormal Voltage, Over-current Warning, Over current Protection, Over Frequency Protection, and Short Circuit Protection
 - ❖ Engine Figure: Oil Pressure, Water Temperature, Fuel Meter / Fuel Sensor, Speed, Battery Voltage, and Elapsed Time
 - ❖ Engine Protection: Low Oil Pressure Warning, Low Oil Pressure Protection, High Temperature Warning, High Temperature Protection, Overspeed Warning, Overspeed Protection, and Alternator Charger
 - ❖ Functions: Remote Start, AMF (Auto Main Failure), Programmable Input & Output, Communication Port. CAN, Service Indicate, Fault History, Gen-Gen Synchronising, and Gen-Mains Synchronising
- (b) Supply and installation of wires, conduits necessary to commission the generator set for the emergency power supply of Cottage 1. To include necessary work for re-routing, reconnection of wires and conduits of the possible affected utilities;
- (c) Supply, delivery, installation, and testing & commissioning of an automatic transfer switch (ATS);
- (d) Supply and installation of fuel day tank (1.0 meter x 1.0 meter x 1.0 meter) for the new generator set.

2.4.2. ENERGY EFFICIENCY MEASURES

- (a) Supply, delivery, installation, and testing & commissioning of electric smart meters (BMS Ready) at Cottage Electrical Room for Cottages 1 to 8, and Villa 9 (Upper and Lower);
- (b) Supply, installation, testing, and commissioning of electronic lockset compatible to the existing hotel lockset system of DAPCC for Cottages 1-6;
- (c) Supply, installation, testing, and commissioning of energy saving card switch for Cottages 1-6 and 9 including the necessary electrical devices, conduit, and wiring installations;
- (d) Supply and installation of water sub-meters for Cottages 1 to 8, and Villa 9 (Upper and Lower); and
- (e) Supply new refrigerator sets for Cottages 1 to 8, and Villa 9 (Upper and Lower). New refrigerator sets shall be inverter type.

3. Post-Implementation Activities. The following are the detailed scope-of-works as specified for the Project, to include but not limited to the following:

3.1. Testing & Commissioning, Final Inspection, Turn-Over and Acceptance, and Demobilization:

- 3.1.1. Removal of all installed temporary facilities that was used during the implementation of the works;
- 3.1.2. Restore any facility/utility which may have been damaged in the course of the implementation and perform corrective measures as may be identified;
- 3.1.3. Clean, clear/remove and dispose all construction debris, and demobilization;
- 3.1.4. Conduct training of the DAP maintenance personnel who will operate and maintain all equipment, facilities and utilities installed;
- 3.1.5. Rectification of Punch-List with known defects.

3.2. Submission of Documentary Requirements (Final Project Report): Prior to Project Turn-Over, the Contractor shall submit hard and electronic copies of the following documents for inspection, reference purposes and approval (*required outputs for the project*):

- 3.2.1. Original Copy of “Record Drawings/Plans” complete with legend, technical specifications, and measurements;
- 3.2.2. Compilation of Periodic Project Reports including photo documentations before, during, and after implementation works. Each photo-documentation should have the date and time stamps, in *jpg-format*;
- 3.2.3. Complete set of As-built Plans from the CONTRACTOR (signed & sealed plans, including electronic copy in PDF and CAD-format);
 - (a) Six (6) set of original copy in 30” x 40” sheets (drawn on a mylar sheets) signed and sealed by appropriate professional architects and engineers;
 - (b) Six (6) sets of blue print copies in 30” x 40” sheets signed and sealed by appropriate professional architects and engineers; and
 - (c) Complete set of electronic files in USB Thumb Drive of “AS-BUILT PLANS” in PDF and CAD format.
- 3.2.4. Manuals of all supplied and installed equipment comprising the Technical Specifications and Product Installation Instructions;
- 3.2.5. Warranty Certificate of at least five (5) years against poor workmanship and one (1) year from defects traceable to materials and equipment; and
- 3.2.6. Submit three (3) pieces of USB Thumb Drive containing the complete set of electronic files mentioned on item 4.1 to 4.5 and should be arranged appropriately.

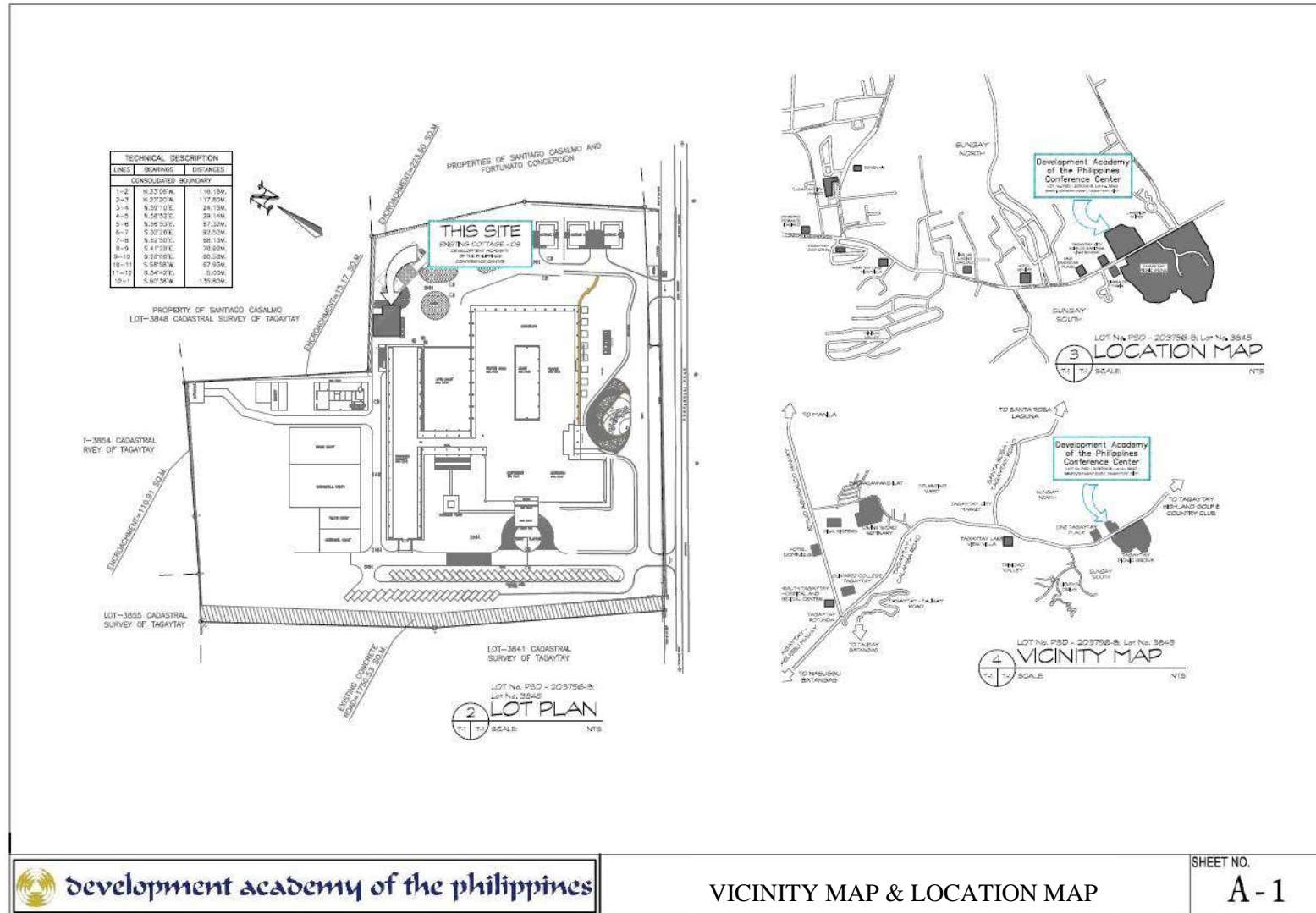
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Section VII. DRAWINGS

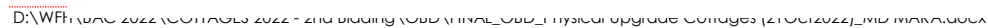
| PLANS | #sheets |
|---|---------|
| 1. VICINITY MAP AND LOCATION MAP | A-1 |
| 2. TYPICAL FLOOR PLAN OF ONE-STOREY COTTAGES | A-2 |
| 3. TYPICAL ELEVATIONS OF ONE-STOREY VILLA-TYPE COTTAGES | A-3 |
| 4. TYPICAL ELECTRICAL PLAN OF ONE-STOREY VILLA-TYPE COTTAGES | E-1 |
| 5. ARCHITECTURAL PLAN OF TWO-STOREY EXECUTIVE VILLA-TYPE COTTAGE | A-4 |
| 6. ARCHITECTURAL PLAN OF TWO-STOREY EXECUTIVE VILLA-TYPE COTTAGE | A-5 |
| 7. ARCHITECTURAL PLAN OF TWO-STOREY EXECUTIVE VILLA-TYPE COTTAGE | A-6 |
| 8. ELECTRICAL PLAN OF TWO-STOREY EXECUTIVE VILLA-TYPE COTTAGE | E-2 |
| 9. PROPOSED LOCATION OF GENSET AT THE BACK OF COTTAGE 1 | E-3 |
| 10. KEY PLAN OF COTTAGE ELECTRICAL & DATA ROOM, BUS BAR 1 & 2, MDP PANEL DETAILS | E-4 |
| 11. BUS BAR GUTTER TABLE, MAIN DISTRIBUTION PANEL DETAILS | E-5 |

IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

...p.47/98

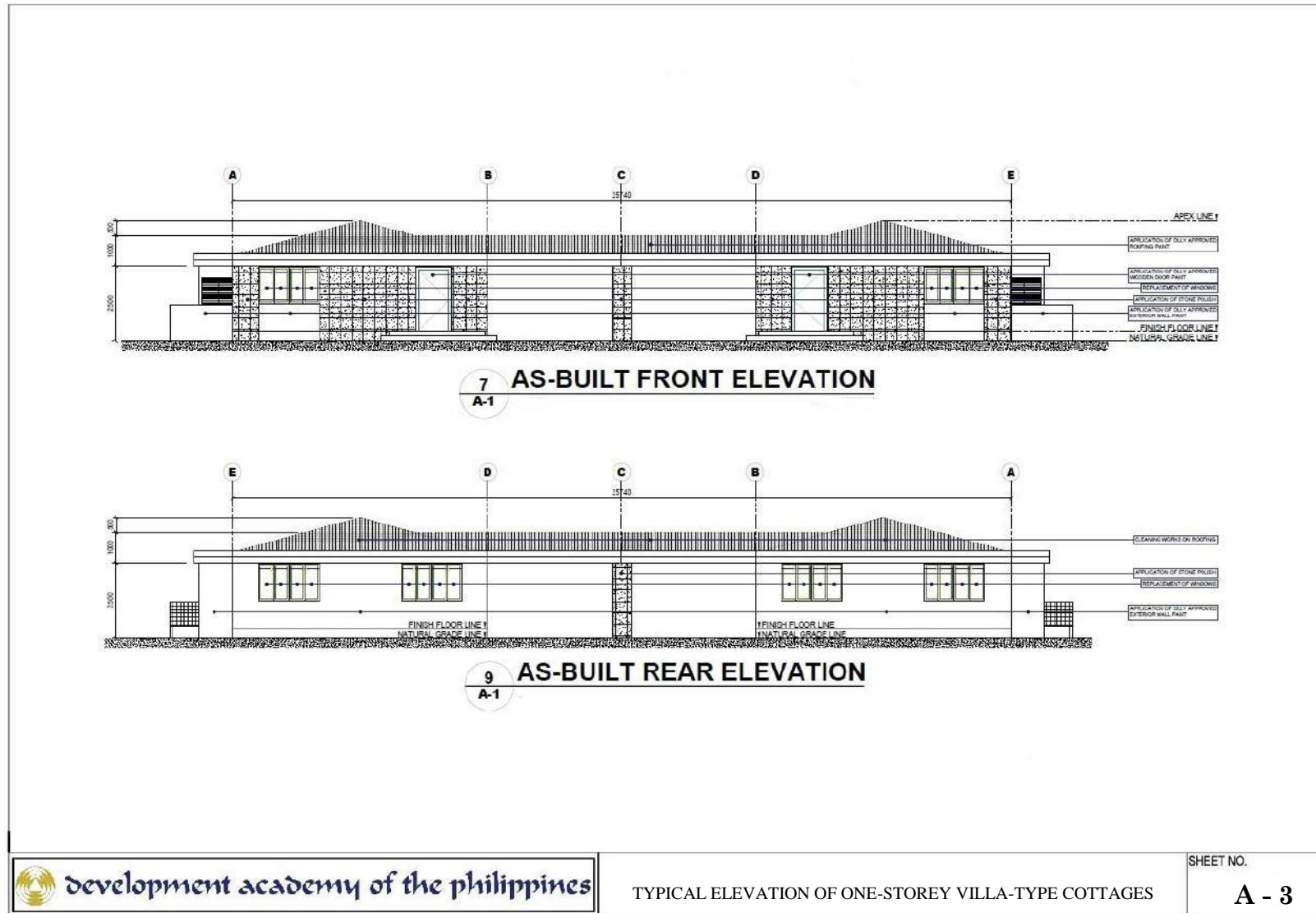


...p.48/98



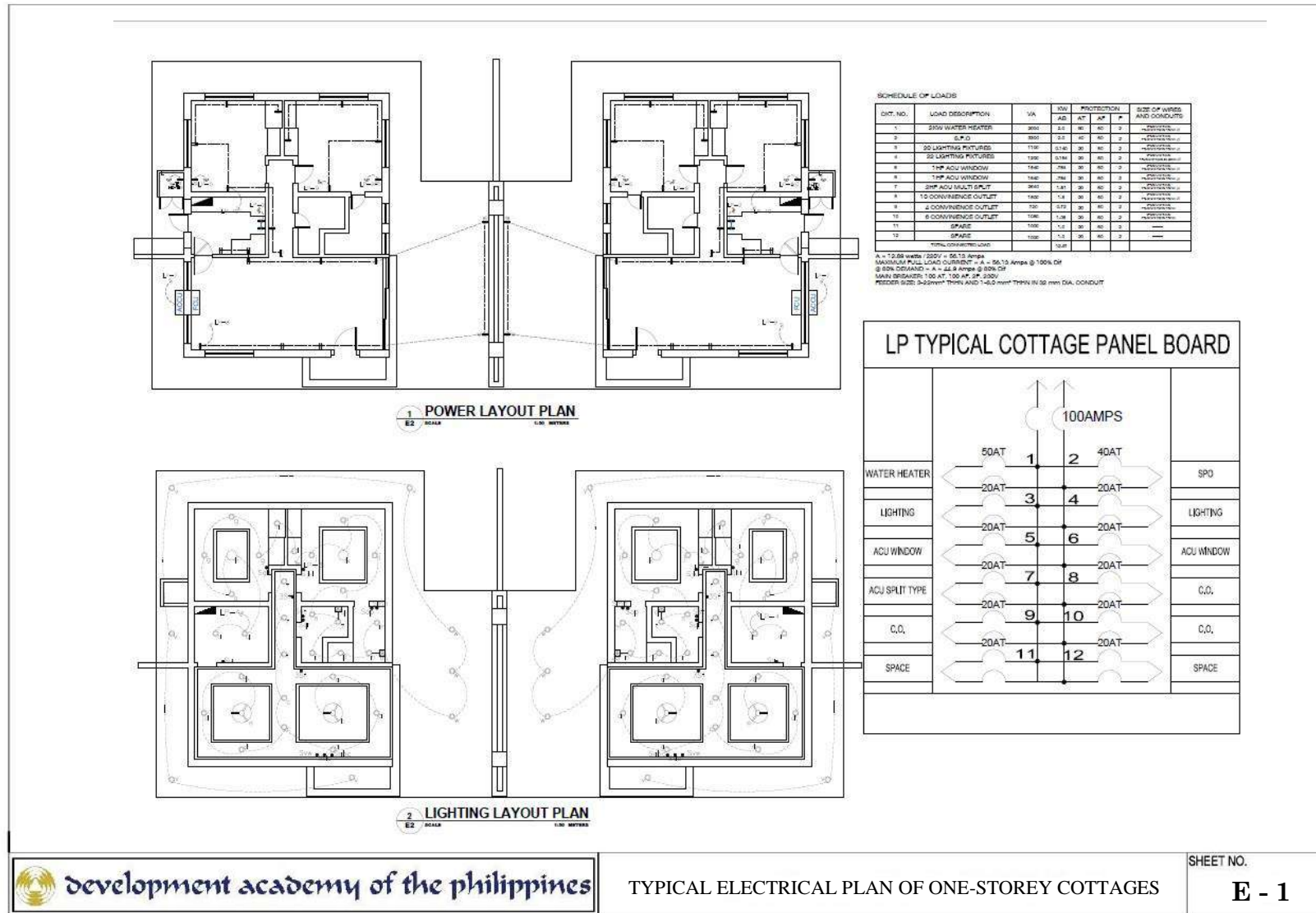
IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

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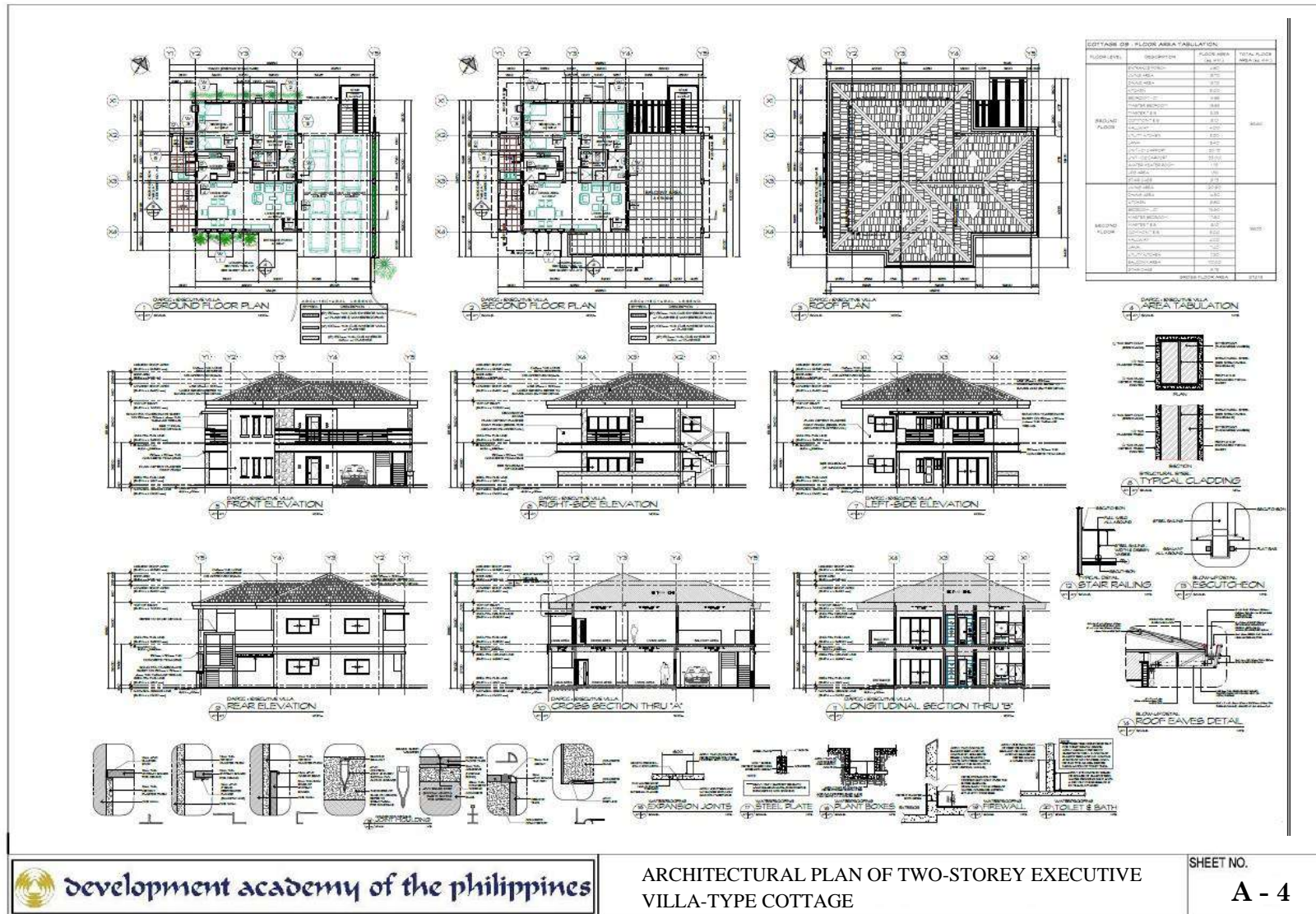
IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

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IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

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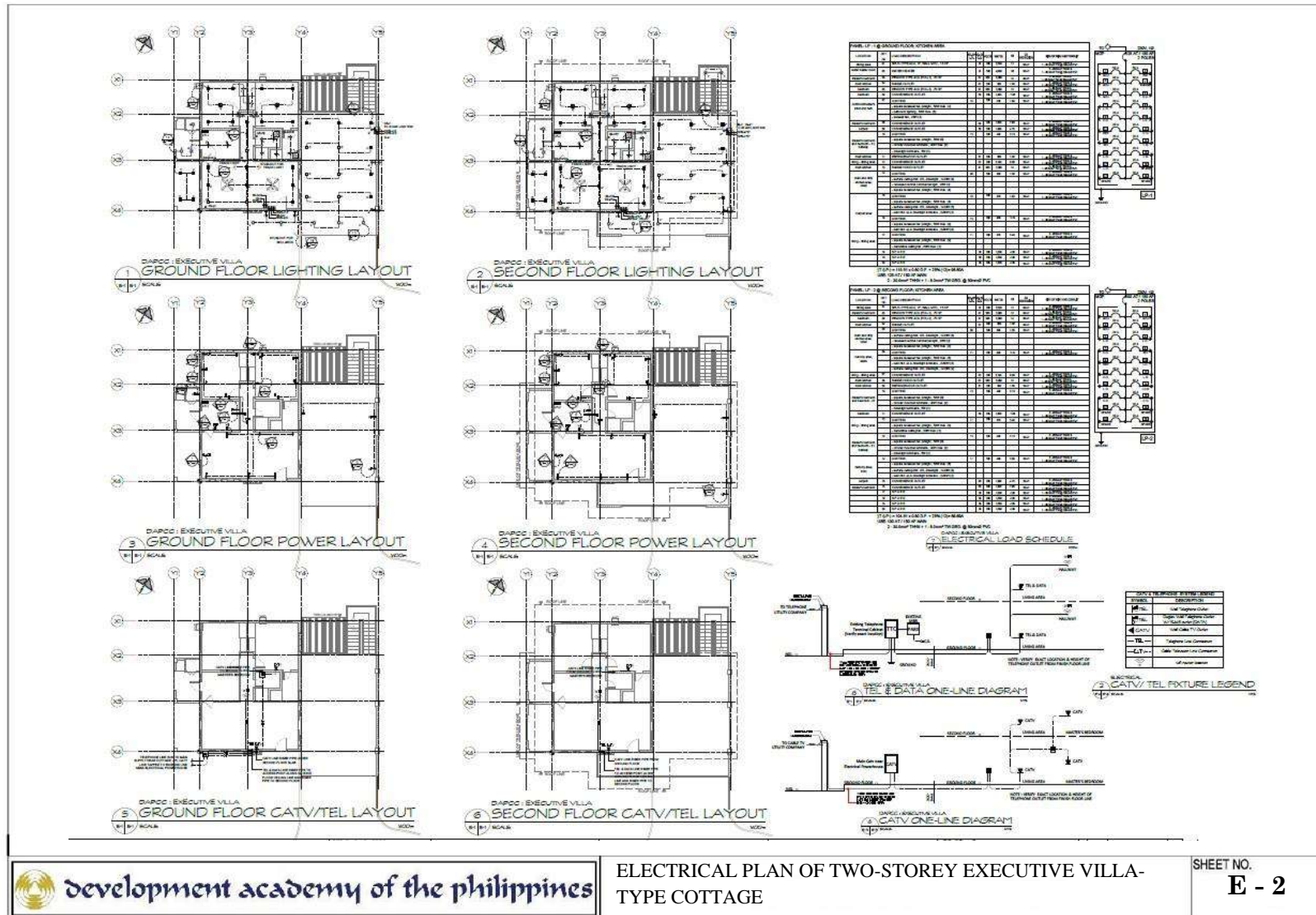


...p.53/98



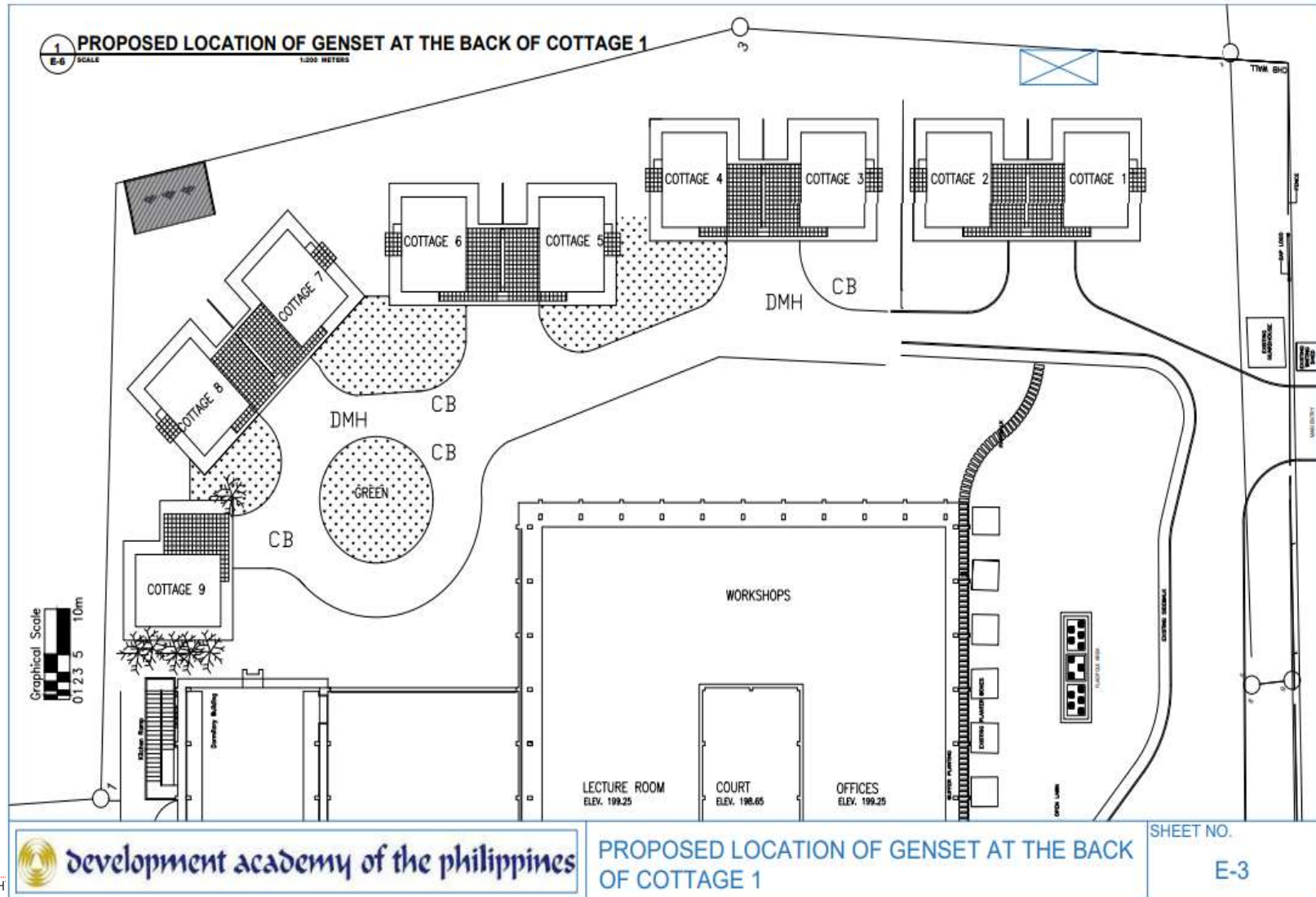
IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY - 2ND BIDDING

...p.54/98



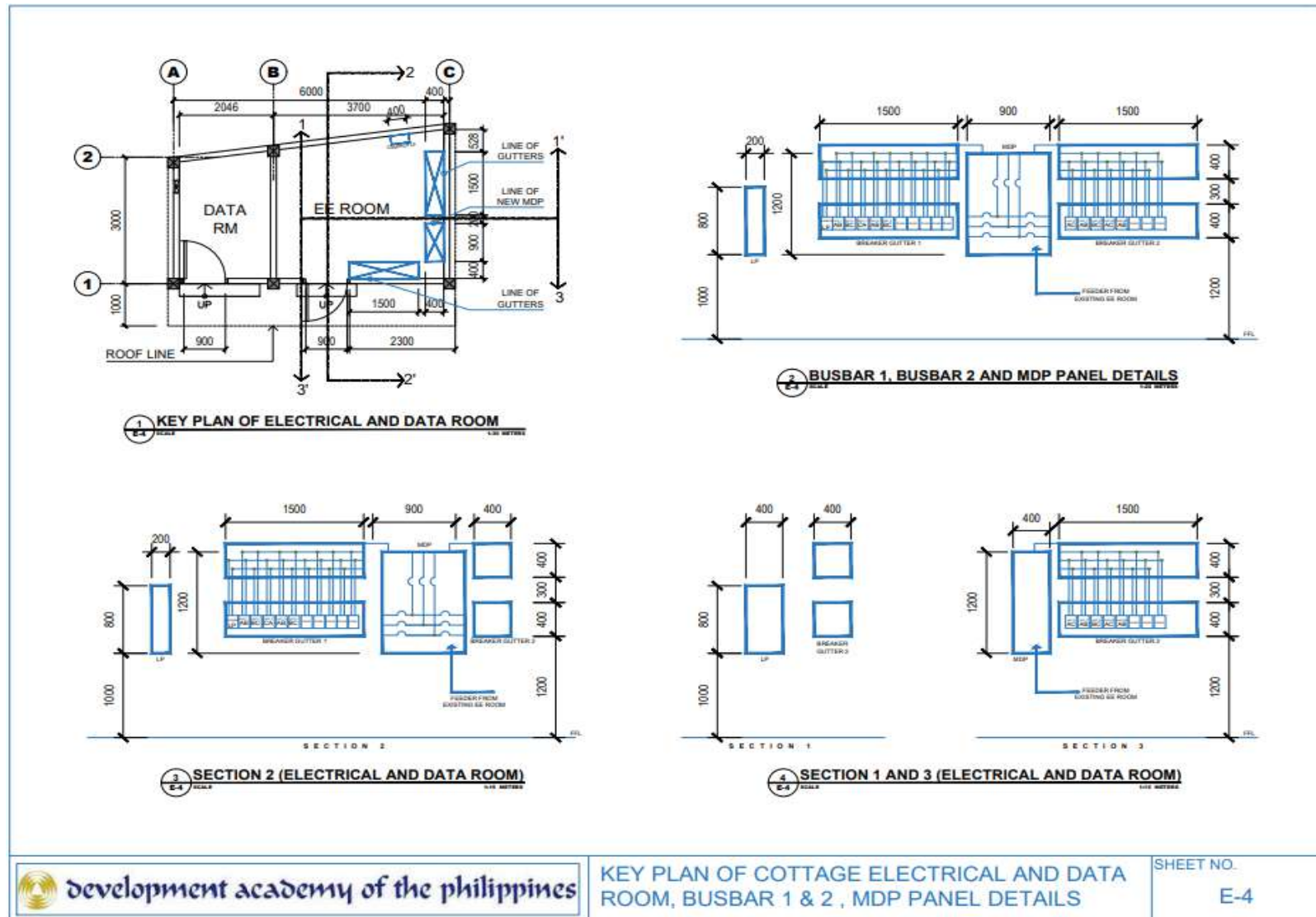
IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

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IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

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development academy of the philippines

KEY PLAN OF COTTAGE ELECTRICAL AND DATA
ROOM, BUSBAR 1 & 2, MDP PANEL DETAILS

SHEET NO.

E-4

IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

...p.57/98

BUSBAR GUTTER 1

| NO. | LOAD DESCRIPTION | PHASE | | | |
|-----|------------------|-------|-------|-------|----|
| | | AB | BC | CA | AT |
| 1 | COTTAGE 1 | 56.13 | | 56.13 | |
| 2 | COTTAGE 2 | | | | |
| 3 | COTTAGE 3 | | 56.13 | | |
| 4 | COTTAGE 4 | 56.13 | | | |
| 5 | COTTAGE 5 | | | 56.13 | |
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Section VIII. BILL-of-QUANTITIES (BOQ)

Objectives: The objectives of the BOQ 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 BOQ for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the BOQ 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 BOQ 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 BOQ, 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 BOQ. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary BOQ. 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 (refer to GCC Clause 8) should be indicated in the relevant part of the BOQ 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 BOQ 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 BOQ where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the BOQ shall be a cause for rejection of his bid.

These Notes for Preparing a BOQ 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

| |
|---------------------------------|
| Bill of Quantities (BOQ) |
|---------------------------------|

Participating Bidder shall place its tender/quotation or bid on the prescribed form of Bill-of-Quantities (BOQ).

The BOQ will form part of the Bidder's Financial Bid Documents. Refer to BOQ-template "F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx" which editable file will be provided to the Bidders' email address.

INSTRUCTION to BIDDERS:

1. Bid for any item that will not be referred to the details of the Drawings/Plans and Technical Specifications will not be considered as part of the tendered bid; and
2. Bidders are required to carefully and thoroughly follow the “**Instructions: How to Fill-out BOQ**” found in Section XII of this OBD.

*** nothing follows ***

Section IX. Checklist of Technical and Financial Documents

ELIGIBILITY AND TECHNICAL DOCUMENTS CHECKLIST

01. **FOR HARDCOPY SUBMISSION:** All submissions (through hardcopy) of the Bidder must clearly indicate the document number. For example, Photocopy of valid PhilGEPS Certificate of Registration papers (i.e., 5 pcs) of “Bidder Name” should be consistent with filename of the electronic copy e.g: “**E01~1**”, “**E01~2**”, “**E01~3**”, “**E01~4**”, and “**E01~5**” for *Eligibility Documents* and “**T01~1**”, “**T01~2**”, “**T01~3**”, “**T01~4**”, and “**T01~5**” for *Technical Documents*.
02. On this checklist; the column “As Checked” shall be marked ...
 - ✓ “**PASSED**” to indicate that said document was available; or
 - ✓ “**FAILED**” when the document listed is not available in the bid proposal submitted; or
 - ✓ “**NO NEED**” if the item in the checklist was not appropriate or no longer required.
03. *At any stage of the procurement process, a bid may still be declared “not eligible” or “failed” if the contents / substance of the submitted document is missing, or is found inappropriate, or does not comply with the given requirements for this transaction.*

| | | | |
|---|--|---|----|
| Bidding No. IB22-399499-03A | | ABC: P7,200,000.00 | |
| Particulars: “IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY” – 2ND BIDDING | | | |
| Venue of Bid Opening: Via Google Meet Platform | | DATE & TIME of Bid Opening: 29 Nov 2022 (Tue); 10:00AM | |
| BIDDER'S INFORMATION | COMPANY NAME: ? | | |
| | COMPANY HEAD OFFICE MAILING ADDRESS: ? | | |
| | COMPANY WEBSITE OR EMAIL ADDRESS: ? | | |
| Representative attending the Bidding: | NAME OF THE COMPANY REPRESENTATIVE: ? | | |
| | POSITION TITLE OF THE COMPANY REPRESENTATIVE: ? | | |
| JV info: IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITY/IES? | | YES | NO |

THE ELIGIBILITY DOCUMENTS

dap DOES NOT ALLOW ANY BIDDER from any country outside the Philippines

| ELIGIBILITY DOCUMENTS | mark | As Checked |
|---|------|--|
| 1) Valid PhilGEPS Certificate of Registration, per BDS Clause 10.1, item no. 1. | E01 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |

| ELIGIBILITY DOCUMENTS | | mark | As Checked |
|---|-----|--|--|
| 2) Statement of <u>ALL ONGOING</u> government and private contracts, including contracts awarded but not yet started, if any, per BDS Clause 10.1, item no. 2. | E02 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed | |
| 3) Statement of a SINGLE LARGEST COMPLETED CONTRACT (SLCC) similar to the contract to be bid, per BDS Clause 10.1, item no. 3., and supported by photocopy of the following documents issued by the Owner of the project other than the contractor: <ul style="list-style-type: none"> ❖ Certificate of Completion or Final Acceptance, whichever is applicable; or ❖ Any proof of documents to the Final Acceptance of the project (e.g. Official Receipt or Sales Invoice) issued by the project owner; or ❖ Photocopy of final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES). | E03 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed | |
| 4) NFCC computation, per BDS Clause 10.1, item no. 4. | E04 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed | |
| 5) Valid PCAB License and Registration with at least “Small B” (Size Range) and “C & D” (License Category) per BDS Clause 12.1(a), item no. 1.5. | E05 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed | |
| ELIGIBILITY DOCUMENTS | | | |
| 6) <i>If applicable</i> , valid <u>Joint Venture Agreement</u> (JVA), 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, shall be included in the bid. | E06 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed <input type="checkbox"/> N/A | |
| END OF ELIGIBILITY DOCUMENTS CHECKLIST | | | |
| BAC's Remarks: <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED <input type="checkbox"/> FOR RECONSIDERATION | | | |
| CHECKED BY: | | ENDORSED BY: | DOCUMENTS RECEIVED BY: |
| ALBERTO ANGELO M. JIMENEZ TWG Chairperson | | BERNARDO A. DIZON BAC Chairperson | RODEL DV. CASTILLO BAC Secretariat Division, Acting Director |

THE TECHNICAL DOCUMENTS

DAP DOES NOT ALLOW ANY BIDDER from any country outside the Philippines

| TECHNICAL DOCUMENTS | mark | As Checked |
|---|------|--|
| 1) Bid security in the prescribed form, amount and validity period, per <u>BDS Clause 15.1</u> . | T01 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 2) Certificate of Site Inspection duly signed by authorized DAP Officer, per <u>BDS Clause 10.1</u> , under Technical Documents | T02 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 3) Proposed Organizational Chart for the Project, per <u>BDS Clause 10.1</u> under Technical Documents | T03 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 4) Project Work Schedule & Gantt Chart, per <u>BDS Clause 10.1</u> under Technical Documents | T04 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 5) PERT-CPM reflecting the Critical Path Method with a Time Scaled Network Diagram showing the Early Start, Early Finish, Late Start, Late Finish, Total Float, and Free Float of all the activities stated on the Network Diagram , per BDS Clause 10.1 under Technical Documents | T05 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 6) List of Bidder's Key Personnel for the Project, in Bidder's Letterhead, per <u>BDS Clause 10.1</u> under Technical Documents | T06 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 7) Filled out Form 11 : Format of Curriculum Vitae (CV) for all proposed key personnel per <u>BDS Clause 10.1</u> | | |
| 7.1 Project Manager: per <u>BDS Clause 12.1(b)</u> , item no. 7.1 | T07 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 7.2 Project Engineer: per <u>BDS Clause 12.1(b)</u> , item no. 7.2 | T08 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 7.3 Occupational Safety & Health Practitioner: per <u>BDS Clause 12.1(b)</u> , item no. 7.3 | T09 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 7.4 Registered Electronics and Communications Engineer: per <u>BDS Clause 12.1(b)</u> , item no. 7.4 | T10 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 7.5 Registered Electrical Engineer: per <u>BDS Clause 12.1(b)</u> , item no. 7.5 | T11 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 7.6 Foreman: per <u>BDS Clause 12.1(b)</u> , item no. 7.6 | T12 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 8) Proposed Manpower Schedule, per <u>BDS Clause 10.1</u> | T13 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 9) Duly Notarized Omnibus Sworn Statement, per <u>BDS Clause 10.1(b)</u> | T14 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |

END OF TECHNICAL DOCUMENTS CHECKLIST

BAC's Remarks: ☐ **PASSED** ☐ **FAILED** ☐ **FOR RECONSIDERATION**

CHECKED BY:

ENDORSED BY:

DOCUMENTS RECEIVED BY:

IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

...p.63/98

| | | |
|---|---|--|
| ALBERTO ANGELO M. JIMENEZ TWG Chairperson | BERNARDO A. DIZON BAC Chairperson | RODEL DV. CASTILLO BAC Secretariat Division, Acting Director |
|---|---|--|

IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

...p.64/98

FINANCIAL DOCUMENTS CHECKLIST

- FOR HARDCOPY SUBMISSION:** All submissions (through hardcopy) of the Bidder must clearly indicate the document number. For example, the financial documents F01-FINANCIAL BID FORM (e.g, 4 pcs) should be consistent with filename of the electronic copy e.g: “F01~1”, “F01~2”, “F01~3” and “F01~4”.
- On this checklist; the column “As Checked” shall be marked ...
 - ✓ “**PASSED**” to indicate that said document was available; or
 - ✓ “**FAILED**” when the document listed is not available in the bid proposal submitted;
- At any stage of the procurement process, a bid may still be declared “not eligible” or “failed” if the contents / substance of the submitted document is missing, or is found inappropriate, or does not comply with the given requirements for this transaction.

| | | | |
|--|--|--|----|
| Bidding No. IB22-399499-03A | | ABC: P7,200,000.00 | |
| Particulars: “IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY” – 2ND BIDDING | | | |
| Venue of Bid Opening Via Google Meet Platform | | DATE & TIME of Bid Opening 29 Nov 2022 (Tue); 10:00AM | |
| BIDDER'S INFORMATION | COMPANY NAME: ? | | |
| | COMPANY HEAD OFFICE MAILING ADDRESS: ? | | |
| | COMPANY WEBSITE OR EMAIL ADDRESS: ? | | |
| Representative attending the Bidding: | NAME OF THE COMPANY REPRESENTATIVE: ? | | |
| | POSITION TITLE OF THE COMPANY REPRESENTATIVE: ? | | |
| JV info: IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITY/IES? | | YES | NO |

THE FINANCIAL DOCUMENTS

DAP DOES NOT ALLOW ANY BIDDER from any country outside the Philippines

| FINANCIAL DOCUMENTS | mark | As Checked |
|--|------|--|
| 1) FINANCIAL BID FORM as prescribed in per <u>BDS Clause 11.1, item (a).</u> | F01 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 2) Duly signed Bill-of-Quantities (BOQ) as prescribed in per <u>BDS Clause 11.1, item no. (b).</u> | F02 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 3) Detailed Unit Price Analysis (DUPA) as prescribed in per <u>BDS Clause 11.1, item no. (c).</u> | F03 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 4) Payment Schedule as prescribed in per <u>BDS Clause 11.1, item no. (d).</u> | F04 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |

END OF FINANCIAL PROPOSAL COMPONENT CHECKLIST

| | | | |
|---------------------------|---------------------------------|---------------------------------|--|
| BAC's Remarks: | <input type="checkbox"/> PASSED | <input type="checkbox"/> FAILED | <input type="checkbox"/> FOR RECONSIDERATION |
| CHECKED BY: | NOTED BY: | DOCUMENTS RECEIVED BY: | |
| ALBERTO ANGELO M. JIMENEZ | BERNARDO A. DIZON | RODEL DV. CASTILLO | |

IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

...p.65/98

TWG Chairperson

BAC Chairperson

BAC Secretariat Division, Acting Director

Section X. BIDDING FORMS

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Bidder's LETTERHEAD

FORM 1: STATEMENT OF ALL ONGOING CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE ELIGIBILITY DOCUMENTS MARKED AS "E02";
- 02.** IF THERE IS NO ONGOING INCLUDING AWARDED BUT NOT YET STARTED GOVERNMENT OR PRIVATE CONTRACTS, STATE "**NONE**", OR EQUIVALENT TERM;
- 03.** THE TOTAL AMOUNT OF THE ONGOING AND AWARDED BUT NOT YET STARTED CONTRACTS SHOULD BE CONSISTENT WITH THOSE FIGURES USED IN THE NET FINANCIAL CONTRACTING CAPACITY (NFCC);
- 04.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
- 05.** THE FILENAME STRUCTURE SHOULD BE "**E02_XXX=EXCEL_All_Ongoing_Contracts=<BidderName>**", PLUS "**E02_XXX=IMAGE_All_Ongoing_Contracts=<BidderName>**"; AND,
- 06.** BIDDER SHALL SUBMIT WITHIN FIVE (5) CALENDAR DAYS FROM NOTIFICATION FROM THE BAC THAT THE BIDDER HAS THE LOWEST CALCULATED BID THE FOLLOWING:
 - PHOTOCOPY OF THE NOTICE-OF-AWARD (NOA) FOR CONTRACTS AWARDED BUT NOT YET STARTED; AND,
 - PHOTOCOPY OF NOTICE-TO-PROCEED (NTP); AND,
 - PHOTOCOPY OF THE CONTRACT FOR THE PROJECT/S; AND
 - CERTIFIED TRUE COPY OF THE "CERTIFICATE OF WORK ACCOMPLISHMENT" SIGNED BY PROJECT OWNER OR PROJECT ENGINEER FOR ALL ONGOING CONTRACTS.

Note: Excel file will be provided, through email, which forms part of the OBD bought by the Bidder.

Bidder's LETTERHEAD

FORM 2: STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC)

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE ELIGIBILITY DOCUMENTS MARKED AS "E03";
- 02.** ATTACHED PHOTOCOPY OF CERTIFICATE OF COMPLETION/FINAL ACCEPTANCE OR A FINAL RATING OF AT LEAST SATISFACTORY IN THE CONSTRUCTORS PERFORMANCE EVALUATION SYSTEM (CPES) ISSUED BY THE PROJECT OWNER;
- 03.** THE TOTAL AMOUNT OF THE SLCC SHOULD BE EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC;
- 04.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
- 05.** THE FILENAME STRUCTURE SHOULD BE "**E03_XXX=SINGLE_LARGEST_COMPLETED_CONTRACT=<BidderName>**"; AND
- 06.** FROM NOTIFICATION FROM THE BAC THAT THE BIDDER HAS THE LOWEST CALCULATED BID, BIDDER SHALL SUBMIT WITHIN FIVE (5) CALENDAR DAYS THE PHOTOCOPY OF NOTICE-OF-AWARD, NOTICE-TO-PROCEED, AND CONTRACT.

Note: Excel file will be provided, through email, which forms part of the OBD bought by the Bidder.

Bidder's LETTERHEAD

FORM 3: NET FINANCIAL CONTRACTING CAPACITY

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE ELIGIBILITY DOCUMENTS MARKED AS "E04";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
03. THE FILENAME STRUCTURE SHOULD BE "E04_XXX=NFCC_COMPUTATION=<BIDDERNAME>".

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

| | Particulars | Source Document | Amount |
|----|--|------------------------------------|--------|
| 1. | Current Assets | Balance Sheet Audited FS (2021) | |
| 2. | Minus: Current Liabilities | Balance Sheet Audited FS (2021) | |
| 3. | Sub-Total | | |
| 4. | Multiplied by 15 | | |
| 5. | Sub-Total | | |
| 6. | Minus: Value of Outstanding Contracts | E02 | |
| 7. | NFCC | | |

Note: The NFCC amount must be **at least equal** to the ABC to be bid (Based on the 2016 IRR of RA9184 Rule VIII Section 23.4.1.4).

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(current assets minus current liabilities) **times (15)**] **minus** [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].

NFCC¹ = _____

¹ Fill-out the value of NFCC based on the above formula.

Herewith attached are certified true copies of the Income Tax Return (*filed through the Electronic Filing and Payments System (EFPS)*) and Audited Financial Statement: stamped “RECEIVED” by the BIR or BIR authorized collecting agent for the immediately preceding year.

| | |
|---|--|
| SIGNATURE OF THE AUTHORIZED REPRESENTATIVE | |
| NAME OF THE AUTHORIZED REPRESENTATIVE: | |
| POSITION TITLE OF AUTHORIZED REPRESENTATIVE: | |
| POSTAL ADDRESS: | |
| TELEPHONE NUMBER: | |
| EMAIL ADDRESS: | |

NOTE:

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

Bidder's LETTERHEAD

FORM 4: BID SECURING DECLARATION

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "**T01**";
- 02.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
- 03.** THE FILENAME STRUCTURE SHOULD BE "**TOI_XXX=BID_SECURITY=<BIDDERNAME>**".

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION

Issued by the GPPB through GPPB Resolution 16-2020, dated 16 September 2020

*Invitation to Bid No. **IB22-399499-03A***

To : **Development Academy of the Philippines**
dapbacsec@dap.edu.ph

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 DAP for the commission of acts resulting to the enforcement of the bid securing declaration under Section 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f) of the IRR of RA 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 shall have furnished the Performance Security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ___TH day of <month> 2022 at [place of execution].

| | |
|--|----------------|
| | AFFIANT |
| Signature of the Authorized Representative: | |
| Name of the Authorized Representative: | |
| Position Title of Authorized Representative: | |
| Name of Firm/Bidder: | |
| Postal Address: | |
| Telephone Number: | |
| email address: | |

SUBSCRIBED AND SWORN to before me this ___TH day of <month> 2022 at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert two (2) government identification cards used], with his/her photograph and signature appearing thereon, with 1st ID No. _____ issued on _____ at _____ and 2nd ID No. _____ issued on _____ at _____.

Witness my hand and seal this ___TH day of <month> 2022.

| | |
|--------------------------------|--|
| Signature of the NOTARY PUBLIC | |
| NAME OF THE NOTARY PUBLIC | |
| Serial No. of Commission | |
| Notary Public for | |
| ...until | |
| PTR No.(date & place issued) | |
| IBP No.(date & place issued) | |

| | |
|-----------|-------|
| Doc. No. | |
| Page No. | |
| Book No. | |
| Series of | 2022. |

FORM 5: CERTIFICATE OF SITE INSPECTION

INSTRUCTIONS to BIDDERS:

01. SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS “T02”;
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
03. THE FILENAME STRUCTURE SHOULD BE “T02_XXX=CERT_SITE_INSPECTION=<BIDDERNAME>”; AND
04. INTERESTED BIDDERS SHALL FOLLOW THE EXISTING PROTOCOLS SET BY THE DAP CONFERENCE CENTER DURING THE SITE INSPECTION.



development academy of the philippines

BIDS & AWARDS COMMITTEE per SO#2022-019

CERTIFICATE OF SITE INSPECTION in DAP Conference Center Tagaytay City

| | | |
|--|--|--|
| BIDDING NO.: | IB22-399499-03A | |
| CONTRACT: | <i>“IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING</i>” | |
| Bidder's Rep.#1 Name /Position | | |
| Bidder's Rep.#2 Name / Position | | |
| Bidder's Rep.#3 Name / Position | | |
| DAP Representative during inspection | | |
| Date and time of Inspection | | |
| <p>This is to certify that we have adequately inspected the DAPCC-Tagaytay facilities and was able to get enough info/data pertaining to the above stated Project.</p> <p>By Bidder/ Bidder's Authorized Representative:</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Position Title: _____</p> | <p>This is to certify that the above-named Bidder/Bidder's Representative had indeed visited/ inspected the DAPCC-Tagaytay facilities in reference to the above stated Project.</p> <p>By DAP Authorized Representative:</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Position Title: _____</p> | |

Bidder's LETTERHEAD

FORM 6: LIST OF MAJOR EQUIPMENT UNITS

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE OTHER DOCUMENTS AS SPECIFIED ON BDS CLAUSE 21;
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG OR WORD FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
03. THE FILENAME STRUCTURE SHOULD BE "LIST_OF_AVAILABLE_EQUIPMENT=<BIDDERNAME>".

| MINIMUM EQUIPMENT REQUIREMENT [refer to Bid Data Sheet-ITB Clause 12.1(b)(ii.3)] | | | | | | | | | |
|---|--|-----------------|-------------------------|---------------------------|-----------|--------------------|-------------------|-----------|--|
| Item No. | Equipment Description | No. of Unit (s) | Model/Year Manufactured | Capacity/Performance/Size | Plate No. | Motor No./Body No. | Specific Location | Condition | Proof of Ownership/ Lessor or Vendor (Indicate if Owned, Leased, or Under Purchase Agreements) |
| 1 | Hand Tools | | | | | | | | |
| 2 | Power Tools | | | | | | | | |
| 3 | Safety Equipment (PPE) / Paraphernalia | | | | | | | | |
| 4 | Other Equipment... | | | | | | | | |
| 5 | ... | | | | | | | | |
| nth | ... | | | | | | | | |

This is to certify that undersigned commits to provide and make available all equipment listed above for the project: "IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY" – 2ND BIDDING PER IB22-399499-03A.

| | |
|---|--|
| SIGNATURE OF THE AUTHORIZED REPRESENTATIVE | |
| NAME OF THE AUTHORIZED REPRESENTATIVE: | |
| POSITION TITLE OF AUTHORIZED REPRESENTATIVE: | |
| POSTAL ADDRESS: | |
| TELEPHONE NUMBER: | |
| EMAIL ADDRESS: | |
| DATE ACCOMPLISHED: | |

Bidder's LETTERHEAD

FORM 7: OMNIBUS SWORN STATEMENT

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T05";
02. ABSENCE OF THIS STATEMENT SHALL RENDER THE BID AS 'INELIGIBLE';
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
04. THE FILENAME STRUCTURE SHOULD BE "T05_XXX=NOTARIZED_OMNIBUS_SWORN_STATEMENT=<BIDDERNAME>".

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

Issued by the GPPB through GPPB Resolution 16-2020, dated 16 September 2020

Invitation to Bid No. **IB22-399499-03A**

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:

[Select one, delete the other:]

- [1] **[If a sole proprietorship:]** I am the sole proprietor or authorized representative of [*Name of Bidder*] with office address at [*address of Bidder*];

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 "IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY" – 2ND BIDDING per **IB22-399499-03A** of the **Development Academy of the Philippines**, as shown in the attached duly notarized Special Power of Attorney;

OR

- [2] **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]*;

I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bids, and to sign and execute the ensuing contract for **“IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY” – 2ND BIDDING** per **IB22-399499-03A** of the **Development Academy of the Philippines**, 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, or 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 of the **Development Academy of the Philippines** 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 Development Academy of the Philippines, 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 Development Academy of the Philippines, 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 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 Development Academy of the Philippines, 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:
- Carefully examine all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and,
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the Project: ***“IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY” – 2ND BIDDING*** PER **IB22-399499-03A**.
- [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 ___TH day of <month>, 2022 at _____, Philippines.

| | |
|--|-------|
| Signature of the Authorized Representative | _____ |
| Name of the Authorized Representative: | _____ |
| Position Title of Authorized Representative: | _____ |
| Name of Firm\Bidder: | _____ |
| Postal Address: | _____ |
| Telephone Number: | _____ |
| email address: | _____ |

SUBSCRIBED AND SWORN to before me this ____TH day of <month>, 2022 at [*place of execution*], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of [*IDENTIFICATION-TYPE & NUMBER*] as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her [*insert two (2) government identification cards used*], with his/her photograph and signature appearing thereon, with 1st ID No. _____ issued on _____ at _____ and 2nd ID No. _____ issued on _____ at _____.

Witness my hand and seal this ____TH day of <month>, 2022.

| | |
|--------------------------------|--|
| Signature of the NOTARY PUBLIC | |
| Name of the NOTARY PUBLIC | |
| Serial No. of Commission | |
| Notary Public for | |
| ...until | |
| PTR No.(date & place issued) | |
| IBP No.(date & place issued) | |

| | |
|-----------|------|
| Doc. No. | |
| Page No. | |
| Book No. | |
| Series of | 2022 |

Bidder's LETTERHEAD

FORM 8: MANPOWER SCHEDULE

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T13";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
03. THE FILENAME STRUCTURE SHOULD BE "T13_XXX=PROPOSED_MANPOWER_SCHEDULE=<BIDDERNAME>".

Date: _____

| Name | Position | Reports Due/Activities (Use additional/ separate sheet if needed) | Weeks (in the Form of a Bar Chart) | | | | | | | | |
|------|----------|--|------------------------------------|---|---|---|---|---|---|-----------------|-----|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | N th | sum |
| (1) | | | | | | | | | | | |
| (2) | | | | | | | | | | | |
| (3) | | | | | | | | | | | |
| (4) | | | | | | | | | | | |
| (5) | | | | | | | | | | | |

This is to certify that undersigned commits to finish the requirements on or before the prescribed date for the undertaking we bid re: "IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY" – 2ND BIDDING per IB22-399499-03A.

| | |
|---|--|
| SIGNATURE OF THE AUTHORIZED REPRESENTATIVE | |
| NAME OF THE AUTHORIZED REPRESENTATIVE: | |
| POSITION TITLE OF AUTHORIZED REPRESENTATIVE: | |
| POSTAL ADDRESS: | |
| TELEPHONE NUMBER: | |
| EMAIL ADDRESS: | |

Bidder's LETTERHEAD

FORM 9: EQUIPMENT UTILIZATION SCHEDULE

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE OTHER DOCUMENTS AS SPECIFIED ON **BDS CLAUSE 21**;
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
03. THE FILENAME STRUCTURE SHOULD BE "**EQUIPMENT_UTILIZATION_SCHEDULE=<BIDDERNAME>**".

Date: _____

| Category/Equipment | Weeks | | | | | | | | | | | | |
|--|-------|---|---|---|---|---|---|---|---|----|----|----|-----------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | N th |
| 1. Hand Tools | | | | | | | | | | | | | |
| 2. Power Tools | | | | | | | | | | | | | |
| 3. Safety Equipment (PPE) / Paraphernalia | | | | | | | | | | | | | |
| 4. Other Equipment... | | | | | | | | | | | | | |
| 5... | | | | | | | | | | | | | |
| Nth ... | | | | | | | | | | | | | |

*This is to certify that undersigned commits to provide and make available all equipment listed above for the project: **"IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY" – 2ND BIDDING** per IB22-399499-03A.*

| | |
|---|--|
| SIGNATURE OF THE AUTHORIZED REPRESENTATIVE | |
| NAME OF THE AUTHORIZED REPRESENTATIVE: | |
| POSITION TITLE OF AUTHORIZED REPRESENTATIVE: | |
| POSTAL ADDRESS: | |
| TELEPHONE NUMBER: | |
| EMAIL ADDRESS: | |

Bidder's LETTERHEAD

FORM 10: FINANCIAL BID FORM

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS "F01";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
03. THE FILENAME STRUCTURE SHOULD BE "F01_XXX=FINANCIAL_Bid_FORM=<BIDDERNAME>".

BID FORM

Issued by the GPPB through GPPB Resolution 16-2020, dated 16 September 2020

Date: _____

Invitation to Bid No.: **IB22-399499-03A**

BIDS & AWARDS COMMITTEE

Development Academy of the Philippines

G/F, dap Bldg., San Miguel Avenue, Pasig City 1600

P.O. Box 12788 Ortigas Center, Pasig City 1600 Philippines

Telephone: (632) 8631-0921 loc. 133

BAC Secretariat email: dapbacsec@dap.edu.ph

Website address: <http://www.dap.edu.ph>

Having examined the Official Bidding Documents (OBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the OBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: **"IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY" – 2ND BIDDING per IB22-399499-03A.**
- b. We offer to execute the Works for this Contract in accordance with the OBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;

e. The Summary of our Bid Price is:

| | DIRECT COST (MAT'L + LABOR&EQUIP) | INDIRECT COST (DCM+PROFIT) | VAT | TOTAL |
|-------------------------------|--------------------------------------|-------------------------------|-----|-------|
| AMOUNT | | | | |
| DISCOUNT, IF ANY | | | | |
| PROPOSED CONTRACT PRICE | | | | |
| GRAND TOTAL, IN WORDS | | | | |

- f. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates;
- g. Our Bid shall be valid within a period stated in the OBD, and its shall remain binding upon us at any time before the expiration of that period;
- h. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines² for this purpose;
- i. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- j. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- k. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- l. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **“IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY” – 2ND BIDDING** per IB22-399499-03A of the Development Academy of the Philippines.
- m. We acknowledge that failure to sign each and every page of this Bid Form, including

² Currently based on GPPB Resolution No. 09-2020

the Bill of Quantities, shall be ground for the rejection of our bid.

| | |
|--|------------------|
| | Yours sincerely, |
| NAME: | |
| LEGAL CAPACITY: | |
| SIGNATURE: | |
| DULY AUTHORIZED TO SIGN THE BID FOR AND BEHALF OF: | |
| TELEPHONE NUMBER: | |
| EMAIL ADDRESS: | |
| DATE: | |

Bidder's LETTERHEAD

Form 11: FORMAT OF CURRICULUM VITAE (CV) FOR ALL PROPOSED PERSONNEL TO BE ASSIGNED TO THE PROJECT

INSTRUCTIONS to PROPONENTS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS;
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
03. THE FILENAME STRUCTURE SHOULD BE (FOR EACH KEY PERSONNEL):

- a. "T07_XXX=CV_PROJECT_MANAGER=<BIDDERNAME>";
- b. "T08_XXX=CV_PROJECT_ENGINEER=<BIDDERNAME>";
- c. "T09_XXX=CV_OCCUPATIONAL_SAFETY&HEALTH_PRACTITIONER=<BIDDERNAME>";
- d. "T10_XXX=CV_REGISTERED_ELECTRONICS_AND_COMMUNICATIONS_ENGINEER=<BIDDERNAME>";
- e. "T11_XXX=CV_REGISTERED_ELECTRICAL_ENGINEER=<BIDDERNAME>"; AND
- f. "T12_XXX=CV_FOREMAN=<BIDDERNAME>".

{insertdate}

| | | | | |
|---|----------------------------|--|-----------------------------|--|
| PROPOSED POSITION: | [PROPOSED POSITION] | | T07 – T12 | |
| NAME OF FIRM: | | | [Recent ID Photo] | |
| FULL NAME OF THE STAFF MEMBER: | | | | |
| PROFESSION: | | | | |
| YEARS OF PROFESSIONAL EXPERIENCE: | | | | |
| PRC ID No. [Note: attach photocopy of PRC ID, if applicable] | REG. DATE: | | | |
| PTR No. [Note: attach photocopy of PTR receipt, if applicable] | DATE & PLACE OF ISSUE: | | | |
| DATE OF BIRTH: | NATIONALITY: | | YEARS WITH THE FIRM/ENTITY: | |
| DETAILED TASKS ASSIGNED IN RELATION TO THE PROJECT: | | | | |
| 01. | | | | |
| 02. | | | | |
| 03. | | | | |
| 04. | | | | |
| KEY QUALIFICATIONS IN RELATION TO THE PROJECT: [Give an outline of experience relative to the proposed position; | | | | |

IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

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| | | |
|--|----------------------------|------------------|
| PROPOSED POSITION: | [PROPOSED POSITION] | T07 – T12 |
| involvement in other projects ongoing; and, training most pertinent to tasks on project. Describe degree of responsibility held on relevant previous projects and give dates and locations] | | |
| A. EXPERIENCE RELATIVE TO THE PROPOSED POSITION: | | |
| ❖ | | |
| ❖ | | |
| ❖ | | |
| B. INVOLVEMENT IN OTHER PROJECTS ONGOING [List of all current projects, locations, positions and target date of completion. Use additional sheet/s, if needed] | | |
| ❖ | | |
| ❖ | | |
| ❖ | | |
| C. RELEVANT TRAININGS TO TASKS ON PROJECT [Attach photo-copy of Certificate/s]: | | |
| ❖ | | |
| ❖ | | |
| ❖ | | |
| EDUCATION: [Summarize college/university and other specialized education giving names of schools, dates attended, and degrees obtained; use additional sheet/s, if needed] | | |
| ❖ | | |
| ❖ | | |
| ❖ | | |
| ❖ | | |
| EMPLOYMENT RECORD: [Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions and locations of projects. For experience in last ten years, also give types of activities performed; use additional sheet/s, if needed] | | |
| 1) | | |
| 2) | | |
| 3) | | |
| 4) | | |
| LANGUAGES: [For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing; use additional sheet/s, if needed] | | |
| A. | | |
| B. | | |
| C. | | |

CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

In the event that the contract **“IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY” – 2ND BIDDING** per IB22-399499-03A is awarded to **[name of company]**, I firmly commit to assume the post of **[designated position]**.

IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

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| | |
|---|-------------------------|
| SIGNATURE OF THE PROPOSED PERSONNEL: | DATE SIGNED: |
|---|-------------------------|

The [**Proponent**] firmly commits to engage and assign the above person as [**position**] should the project be awarded.

| | |
|---|--|
| SIGNATURE OF THE AUTHORIZED REPRESENTATIVE | |
| NAME OF THE AUTHORIZED REPRESENTATIVE: | |
| POSITION TITLE OF SIGNATORY: | |
| NAME OF FIRM\BIDDER: | |
| POSTAL ADDRESS: | |
| TELEPHONE NUMBER: | |
| EMAIL ADDRESS: | |

FORM OF CONTRACT AGREEMENT

CONTRACT AGREEMENT

Issued by the GPPB through GPPB Resolution 16-2020, dated 16 September 2020

*Invitation to Bid No. **IB22-399499-03A***

THIS AGREEMENT, made this ____th day of _____ **2022** between Development Academy of the Philippines with office address DAP Building, San Miguel Avenue, Ortigas Center, Pasig City, hereinafter called the “**DAP**” and [name and address of Bidder] (hereinafter called the “**CONTRACTOR**”).

WHEREAS, the **DAP** is desirous that the **CONTRACTOR** shall execute the project: **“IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY” – 2ND BIDDING per IB22-399499-03A** (hereinafter called the “**WORKS**”), and the **DAP** has accepted the bid for [insert the amount in specified currency in numbers and words] by the **CONTRACTOR** for the execution and completion of such **WORKS** and the remedying of any defect therein.

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

- 1.** In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
- 2.** The following documents as required by the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - 2.1.** Official Bidding Documents (OBDs);
 - a.** Drawings/Plans;
 - b.** Schedule of Requirements and Specifications;
 - c.** Bill of Quantities;
 - d.** General and Special Conditions of Contract;
 - e.** Supplemental or Bid Bulletins, if any.
 - 2.2.** Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 - 2.3.** Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- 2.4. Performance Security;
 - 2.5. Notice of Award of Contract and the Bidder's conforme thereto; and
 - 2.6. Other contract documents that may be required by existing laws and/or the DAP concerned in the OBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequential required for the submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Name of the Bidder]* agrees to *[such the object of the contract]* in accordance with his/her/its Bid.
 4. The **Development Academy of the Philippines** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

| | |
|--|---|
| <i>for the Development Academy of the Philippines("DAP"):</i> | <i>for the {name of the Firm of the Winning Bidder} ("CONTRACTOR"):</i> |
| Atty. ENGELBERT C. CARONAN, JR., MNSA <i>President and Chief Executive Officer</i> | name of Authorized Representative. <i>position-title of "Bidder"</i> |
| ***witnesses *** | |
| Witness1 of the Bidder <i>position-title of "DAP's Witness1"</i> | Witness1 of the Bidder <i>position-title of "Bidder's Witness1"</i> |
| Witness2 of DAP <i>position-title of "DAP's Witness2"</i> | Witness2 of the Bidder <i>position-title of "Bidder's Witness2"</i> |

REMINDER: *[Addendum showing the corrections, if any, made during the bid evaluation and/or negotiation should be attached to this Contract]*

Section XI. INSTRUCTIONS ON HOW TO FILL-OUT BOQ

Notes to the Bidders:

This Section of the Official Bidding Documents provides the information necessary for interested Bidders to prepare responsive bids, in accordance with the requirements of DAP. It also provides information as well as step-by-step guide in preparing a financial bid acceptable to DAP. A separate USB thumb drive containing an e-copy of this file as well as the e-copy of the BOQ had been meticulously prepared to ensure comparability of bids.

Bids found to be non-compliant shall be declared “not eligible” and will be a ground for the forfeiture of the Bid Security. However, compliance to the instructions herein detailed does not guarantee award.

The tendered Bid shall be assessed on the basis of what is deemed advantageous to DAP, in particular, and to the Government, in general before an award will be served.

This Section contains provisions that are to be used unchanged.

| | | | |
|----------------------|--|----------------------------|----------------------------|
| Bidding No. | IB22-399499-03A | ABC: | P7,200,000.00 |
| Particulars: | “IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE COTTAGE AT DAP CONFERENCE CENTER IN TAGAYTAY CITY” – 2ND BIDDING | | |
| Venue of Bid Opening | Via Google Meet Platform | DATE & TIME of Bid Opening | 29 Nov 2022 (Tue); 10:00AM |

A. INSTRUCTION to BIDDERS:

- A.1. Using at least version 2010 of Microsoft Excel... “F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx”;
- A.2. Save the said excel files with another filename where “<BIDDERNAME>” represents the Bidder’s company name;
- A.3. This file is password protected. DO NOT ATTEMPT to crack the password in order not to disturb the formulations. The built-in formulas were meant to assist the Bidder finalize its bid in accordance to the minimum requirements of the Project;
- A.4. *A file that will be detected that has a cracked password shall invalidate the tendered bid and shall not be considered, and may render the tendered bid ‘ineligible’;*
- A.5. Bidder must take enough care and patience to fill-out data needed in order to come-up with eligible / competitive bid;
- A.6. Clarification/s, if any, must be emailed to dapbacsec@dap.edu.ph;
- A.7. **Rule “ZERO”:** When the bid is finally submitted, any “zero” appearing in the bid-

item will be taken to mean that the Bidder will provide for free the described bid-item. In case of award and actual implementation, the said described bid-item shall be demanded from the Bidder even as the price for that particular was valued at zero. Thus, care must be taken during the bid-preparation.

While it is also acceptable that zero can be maintained, zero can be replaced with a numeric value if the Bidder intends that a specific amount to be paid for that particularly described item. There are five-variables per bid-item, as follows:

A.7.1. “**UC_Matls**” = 0.00 or to be replaced with Bidder’s bid for every unit of materials described;

A.7.2. “**UC_Labor+Eqpt**” = 0.00 or to be replaced with Bidder’s bid for every unit of labor and equipment described;

NOTE: “**Direct Costs**” for that particular bid-item is also automatically computed each time that the inputs for UC_Matls and UC_Labor+Eqpt is adjusted/changed;

A.7.3. “**%O**” = 0% or to be replaced with Bidder’s bid for every unit of Direct Costs for each item described. Note that the “**OCM**” is automatically computed;

A.7.4. “**%P**” = 0% or to be replaced with Bidder’s bid for every unit of Direct Costs for each item described. Note that the “**Profit**” is automatically computed;

A.7.5. “**%T**” = 5% or to be replaced with Bidder’s bid for every unit of Direct Costs + the associated OCM+Profit (if any) for each bid-item described. Note that the “**VAT**” is automatically computed based on computed values of [(Materials) + (Labor & Eqpt) + (Overhead Contingency & Miscellaneous) + (Profit)];

NOTE: The **Total Price** for described bid item is automatically computed each time that the inputs for “**UC_Matls**”, “**UC_Labor+Eqpt**”, “**%O**”, “**%P**”, &/or “**%T**” are/is adjusted/changed;

B. AMOUNTS OF BID:

B.1. For each bid item, the total “**CALCULATED Total BID**” *will automatically computed based on the encoded unit cost data* for...

B.1.1. Direct Costs = “AMT_Matl’s + AMT_L&E”; and,

B.1.2. Indirect Costs = “OCM + Profit + VAT”; and,

NOTE: Ranges of the acceptable rates are defined/prescribed in DPWH’s Dept Order #197 s.2016 dated 07Oct2016.

B.2. After all the data have been encoded, checks should be done such that **the total bid will not exceed the declared Approved Budget Ceiling (ABC) for the transaction.**

B.3. Be conscious of the “**QTY**” and “**Unit**”. ***These are not meant to be changed for comparability of tendered bids.*** Bid with a changed QTY-value, and Unit of measure nomenclature may render the bid ineligible;

B.4. **OTHER BID ITEMS NOT IDENTIFIED IN THE BOQ:** The excel template contains three (3) additional rows per Work Cluster as provision for possible additional item/s that the Bidder may want to add. As the Bidder feels necessary, THESE **ROWS SHOULD NOT BE LEFT UNFILLED-OUT.** To complete the

calculations of the financial bid, the following must be done...

- B.4.1. In column “**F**”, input ITEM DESCRIPTION. This is an alphabetic data that pertains to an additional item suggested by the Bidder. Further explanation may be asked by the BAC/TWG as to the necessity of such item. Addition of this item will not be construed as a basis to legitimize that the total bid can be more than the ABC. Bid greater than ABC will be declared “NOT ELIGIBLE”.
- B.4.2. In column “**G**”, input item QTY. This is a numeric data representing the volume of the item that will be used for the project. The succeeding estimation of cost will depend on this data;
- B.4.3. In column “**H**”, input item Unit (of measure). This is an alphabetic info indicating the description of the previously inputted QTY. This data should be the commercially available measure of quantity, preferably in metric system;
- B.4.4. In column “**I**”, input Unit Cost of Materials [**UC_Matls**]. This a numeric data representing the bid-price tendered by the Bidder for every unit of materials that will be needed for implementation of the previously described item.
- B.4.5. In column “**J**”, input Unit Cost of Labor [**UC_L+E**]. This a numeric data representing the bid-price tendered by the Bidder for direct labor inclusive of equipment-rental (*if any*) cost per unit item that will be needed for implementation of the previously described item;
- B.4.6. In column “**N**”, input percent Overhead, Contingencies & Miscellaneous (OCM) expenses [%**O**]. This a numeric percentage data representing the bid-price tendered by the Bidder as a function of the automatically computed [(Direct Cost) = (Cost of Materials) + (Cost of Labor & Eqpt)] needed for implementation of the previously described item;
- B.4.7. In column “**P**”, input percent Profit [%**P**]. This a numeric percentage data representing the bid-price tendered by the Bidder will the estimated profit for the Bidder; and,
- B.4.8. In column “**R**”, input percent Tax [%**T**]. This a numeric percentage data representing the tax that will be cost tendered by the Bidder as a payment of tax for bid-item earlier described.
- B.5. Once finalized, the Bidder has to submit the signed document, together with the editable-file version, as part of the Financial Proposal.

C. WHAT TO SUBMIT: “F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx” must be copied and saved in another filename (where “<BIDDERNAME>” represents the Bidder’s company name) to be submitted by the Bidder and explained during the Pre-Bid Conference;

- C.1. *Softcopy of the filled-out "FO2_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx" must be submitted by the Bidder;*
- C.2. The signed document "FO2_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx" must be submitted as integral part of the Financial Proposal.
- C.3. Non-submission may render the Financial Proposal not eligible. **The contents as to the prescribed filenames shall be checked. Absence of any filename will render the submission non-compliant and may render the entire submission/bid "not eligible".**

*** nothing follows ***

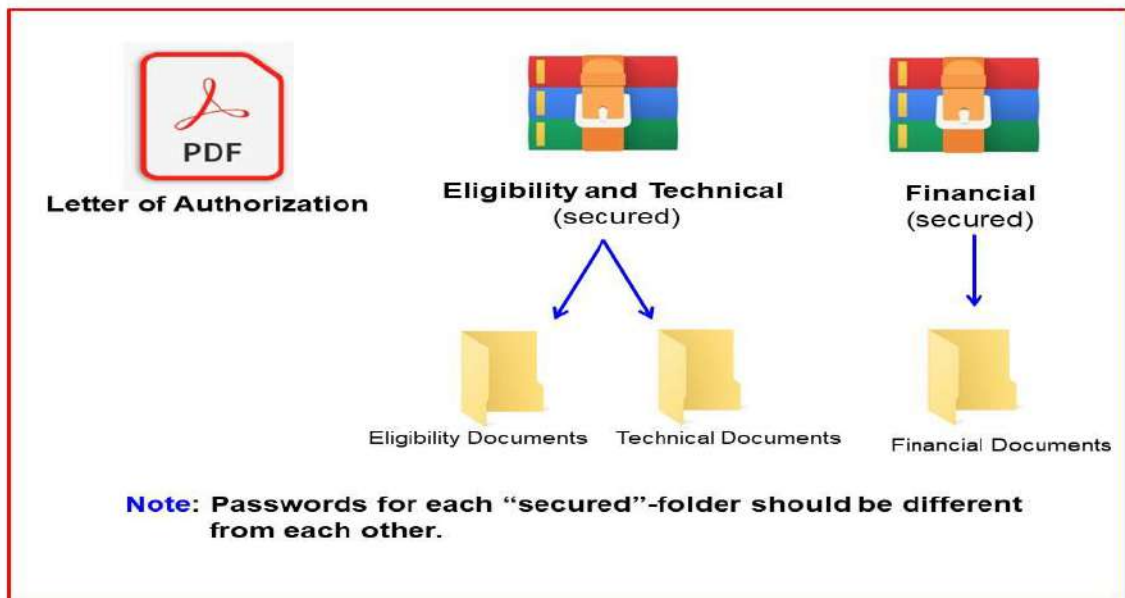
Section XII. FILENAMES

Notes to the Bidders:

This Section of the OBD provides the information necessary for interested Bidders to prepare responsive bids, in accordance with the requirements of DAP.

The tendered Bid shall be assessed on the basis of what is deemed advantageous to DAP, in particular, and to the Government, in general before an award will be served.

This Section contains provisions that are to be used unchanged. For illustration purposes, the following shall be packaged as follows:



Below are information and step-by-step guide in preparing the FILENAMES acceptable to DAP:

1. The submitted secured [zip/rar.file](#)-bid should contain the Technical and Financial Components of the Bid. The e-files that can be found in the said secured [zip/rar.file](#)-bid must be certified by the Bidder as the faithful electronic copies of the submitted requirements.
2. The Bidder certifies that all of the electronic files with suffix **<BidderName>** had been diligently and carefully examined;
3. The Bidder must ensure that each file is inspected, and the files enumerated here below are saved and uploaded in the designated bidms.dap.edu.ph account of the Bidder.

| N | FILENAME | Filetype | Saved in USB Thumb Drive No. |
|---|---|----------|------------------------------|
| | INSTRUCTIONS: *The structure of the “final-filename” followed the file structure below. The first 3 characters of the filename refers to the document-tag; | | |

IMPROVEMENT OF DAP CONFERENCE CENTER FACILITY: ONE (1) LOT LUMP SUM
PHYSICAL UPGRADE AND MAINTENANCE FOR THE EXISTING EXECUTIVE VILLA-TYPE
COTTAGE AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY – 2ND BIDDING

...p.93/98

| | | | |
|----------------------------------|---|----------------------------|-------|
| | <p>* The “_XXX” represents the page-number of the file (if in jpg-format), or the last page-number if the file is in pdf-format. In case there is only one page, “_XXX” will be “_000”; and,</p> <p>* The suffix “<BidderName>” was replaced by the Company Name of the Bidder.</p> | | |
| 1 | <p>LOA_XXX=signed_Letter_of_Authorization=<BidderName></p> <p>INSTRUCTIONS: The duly adjusted/filled-out, printed, and signed LOA should be placed prior to the Opening of the secured zip-file bid. The LOA can be read without opening any part of the submitted bid.</p> | Pdf, or jpg, or word | 1 & 3 |
| A: ELIGIBILITY DOCUMENTS | | | |
| 01 | E01_XXX=PhilGEPS_Registration=<BidderName> | pdf or jpg | 1 & 3 |
| 02 | E02_XXX=EXCEL_All_Ongoing_Contracts=<BidderName> | EXCEL | 1 & 3 |
| 03 | E02_XXX=IMAGE_All_Ongoing_Contracts=<BidderName> | pdf or jpg | 1 & 3 |
| 04 | E03_XXX=Single_Largest_Completed_Contract=<BidderName> | pdf or jpg | 1 & 3 |
| 05 | E04_XXX=NFCC_computation=<BidderName> | pdf or jpg | 1 & 3 |
| 06 | E05_XXX=VALID_PCAB_License+Registration=<BidderName> | pdf or jpg | 1 & 3 |
| B1: ELIGIBILITY DOCUMENTS | | | |
| 07 | <p>E06_XXX=VALID_Joint_Venture_Agreement=<BidderName></p> <p>INSTRUCTIONS: If the Bidder will not have any joint venture agreement (JVA) with any juridical entity/ies, the Bidder is still required to issue a Statement, written in its letterhead, clearly indicating that the Bidder will not enter into any JVA for this Project.</p> | pdf or jpg | 1 & 3 |
| C: TECHNICAL DOCUMENTS | | | |
| 08 | T01_XXX=BID_SECURITY=<BidderName> | pdf or jpg | 1 & 3 |
| 09 | T02_XXX=Cert_Site_Inspection=<BidderName> | pdf or jpg | 1 & 3 |
| 10 | T03_XXX=Organizational Chart 4D Project=<BidderName> | pdf or jpg | 1 & 3 |
| 11 | T04_XXX= IMAGE_Construction_Schedule+S-Curve =<BidderName> | pdf or jpg | 1 & 3 |
| 12 | T05_XXX= IMAGE PERT-CPM_Network_Diagram =<BidderName> | pdf or jpg | 1 & 3 |
| 13 | T06_XXX=List_of_Key_Personnel=<BidderName> | pdf or jpg | 1 & 3 |
| 14 | T07_XXX=CV_Project_Manager=<BidderName> | pdf or jpg | 1 & 3 |
| 15 | T08_XXX=CV_Project_Engineer=<BidderName> | pdf or jpg | 1 & 3 |
| 16 | T09_XXX=CV_Occupational_Safety&Health_Practitioner=<BidderName> | pdf or jpg | 1 & 3 |
| 17 | T10_XXX=CV_Registered_Electronics_and_Communications_Engineer=<BidderName> | pdf or jpg | 1 & 3 |
| 18 | T11_XXX=CV_Registered_Electrical_Engineer=<BidderName> | pdf or jpg | 1 & 3 |
| 18 | T12_XXX=CV_Foreman=<BidderName> | pdf or jpg | 1 & 3 |

| | | | |
|-------------------------------|---|------------|-------|
| 11 | T13_XXX=Proposed_Manpower_Schedule =<BidderName> | pdf or jpg | 1 & 3 |
| 12 | T14_XXX=Notarized_Omnibus_Sworn_Statement=<BidderName> | pdf or jpg | 1 & 3 |
| D: FINANCIAL DOCUMENTS | | | |
| 13 | F01_XXX=FINANCIAL_BID_FORM=<BidderName> | pdf or jpg | 2 & 4 |
| 14 | F02_XXX=EXCEL_Bill-of-Quantities=<BidderName> | EXCEL | 2 & 4 |
| 15 | F02_XXX=IMAGE_Bill-of-Quantities=<BidderName> | pdf or jpg | 2 & 4 |
| 16 | F03_XXX=EXCEL_Detailed_Unit_Price_Analysis=<BidderName> | EXCEL | 2 & 4 |
| 17 | F03_XXX=IMAGE_Detailed_Unit_Price_Analysis=<BidderName> | pdf or jpg | 2 & 4 |
| 18 | F04_XXX=EXCEL_Payment_Schedule=<BidderName> | EXCEL | 2 & 4 |
| 19 | F04_XXX=IMAGE_Payment_Schedule=<BidderName> | pdf or jpg | 2 & 4 |

4. The successful Bidder shall also submit the electronics files of all documents specified in **Section III, BDS Clause 31.4(f)**. The e-files must be saved in a USB thumb drive with filename structures as follows:

| N | FILENAME | Filetype |
|---------------------------------|---|------------|
| OTHER CONTRACT DOCUMENTS | | |
| 01 | T15_XXX=Company_Profile=<BidderName> | pdf or jpg |
| 10 | T16_XXX=Construction_Methodology=<BidderName> | pdf or jpg |
| 11 | T17_XXX=List_of_Available_EQUIPMENT=<BidderName> | pdf or jpg |
| 12 | T18_XXX=Equipment_Utilization_Schedule=<BidderName> | pdf or jpg |
| 13 | T19_XXX=Construction_Safety+Health_Program=<BidderName> | pdf or jpg |
| 14 | T20_XXX=ISO_Certification=<BidderName> | pdf or jpg |

Section XIII. Guide on How to Submit Electronic Bids

ACCESSING AND USING THE BIDDING DOCUMENT MANAGEMENT SYSTEM (BiDMS):

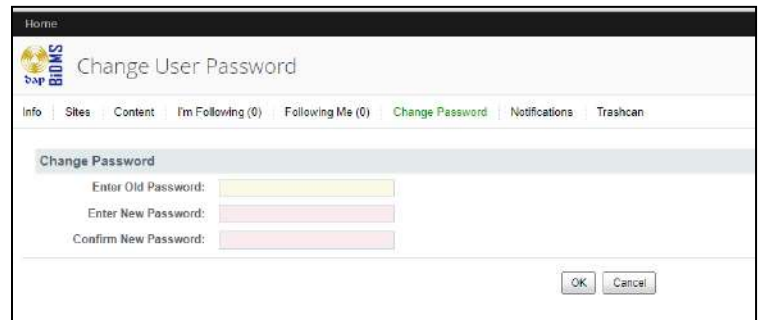
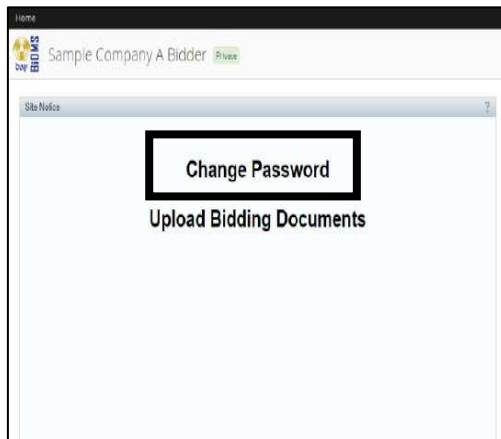
1. Each prospective bidder, who bought the Official Bidding Documents (OBD) amounting to the required OBD Fee and with an issued Official Receipt (OR) from DAP's Finance Department, will be provided by the BAC Secretariat with its own BiDMS credentials (username and password);
2. The given password by the BAC Secretariat must be changed upon logging in and the Bidder should not disclose their password to any unauthorized personnel from their Company nor to the Procuring Entity;
3. The Bidders should access the BiDMS web portal through: <http://bidms.dap.edu.ph> and to log-in using the username and password;



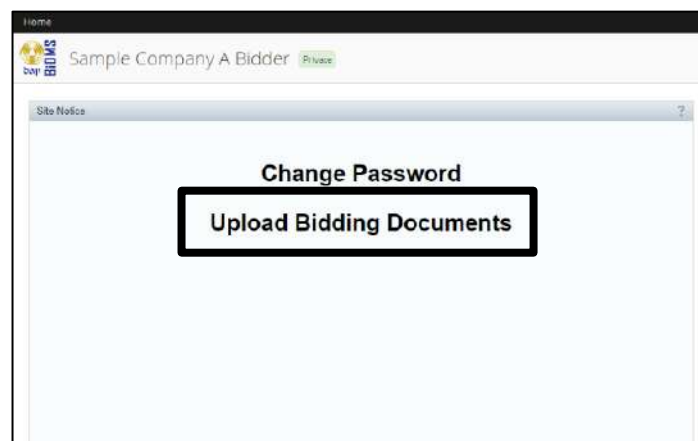
4. The Bidder dashboard will be loaded;



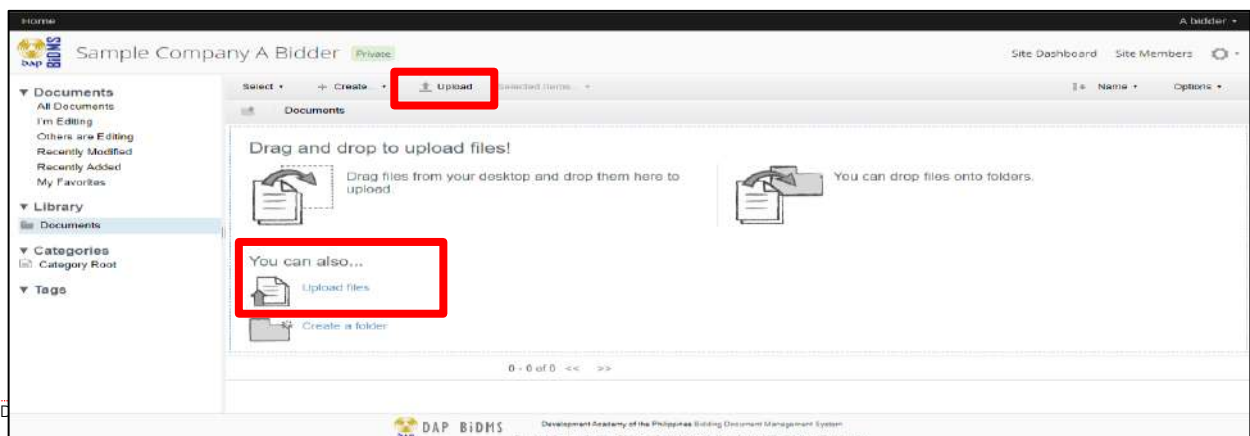
5. The Bidder should change their password;



6. After changing the password, the Bidder can now upload their electronic bid submission in two (2) password protected compressed folders (zip/rar);



7. The Bidder could either upload the compressed folders using the upload button or dragging and dropping the compressed from a device.



8. The Bidders site folder should contain only three (3) files:

1st: Duly Notarized Scanned-copy of the Letter of Authorization;

2nd: A secured folder containing the secured compressed file of Eligibility and Technical Documents; and

3rd: A secured folder containing the secured compressed file of Financial Documents.

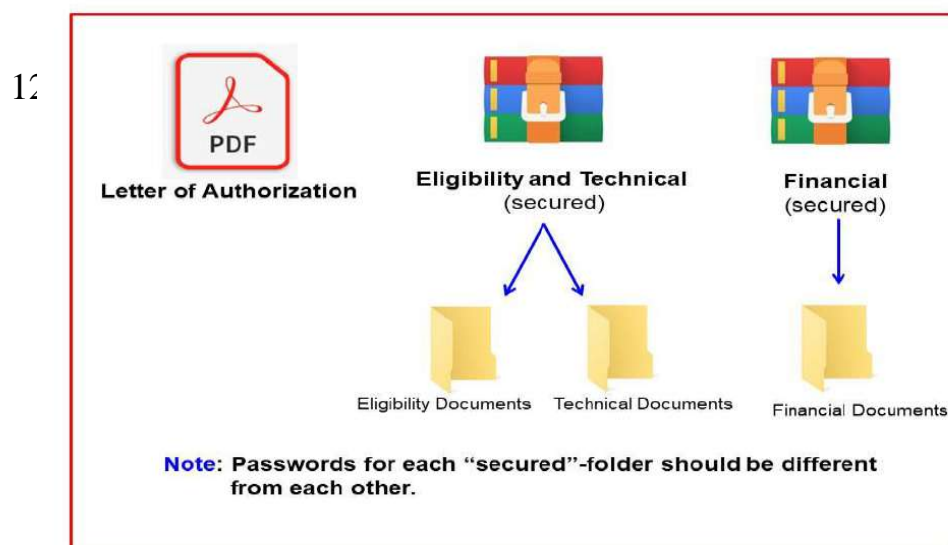
Note: Passwords for each “secured”-folder should be different from each other.

9. The Bidder may update/upload their bidding documents by first deleting the initially uploaded compressed folders. Bidders are allowed to upload before the set deadline which is prior to the announced schedule of the Opening of Bids.

Note: On the set deadline of submission of e-Bids, the system will disable Bidders access to ensure that the most recent uploaded e-Bid will not be modified.

10. The Bidders will only be asked to provide their passwords during the Opening of Bids by typing into the chat-box while in session.

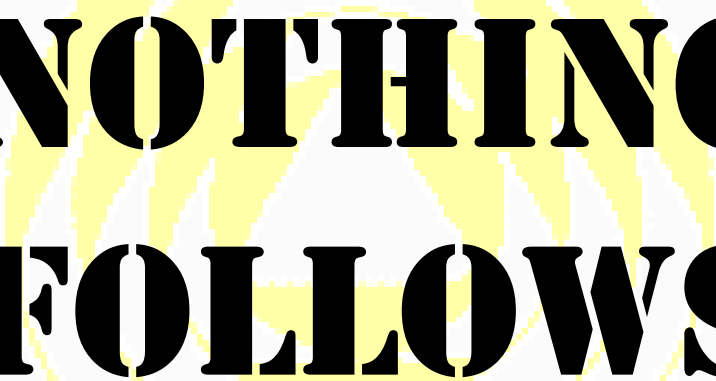
11. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.





development academy of the philippines

BIDS & AWARDS COMMITTEE per SO-2022-019



**NOTHING
FOLLOWS**

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