



development academy of the philippines

BIDS & AWARDS COMMITTEE per SO-2022-099

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

**"ONE (1) LOT CONSTRUCTION OF IDEA
GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND
THE COVERED WALKWAY FROM INTERIOR 1 TO
INTERIOR 2 TO INCLUDE DETAILED DESIGN,
FABRICATION AND INSTALLATION OF DESIGN
FIT-OUTS, FURNISHINGS AND FIXTURES
(DFOFFS)"**

Approved Budget for the Contract (ABC) of P6,321,000.00

Invitation to Bid No.: IB22-403325-08

DAP Bldg., San Miguel Avenue, Pasig City 1600

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

Telephone: (632) 8631 0921 loc. 133

website: <http://www.dap.edu.ph>

email address of BAC Secretariat: dapbacsec@dap.edu.ph

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



development academy of the philippines

BIDS & AWARDS COMMITTEE per SO No. SO-2022-099

1. The **development academy of the philippines (dap)**, intends to apply the sum of **SIX MILLION THREE HUNDRED TWENTY-ONE THOUSAND PESOS (P6,321,000.00)** being the total Approved Budget for the Contract (ABC) for the procurement of:

Name of Contract:	"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"
Quantity:	1 lot
ABC:	SIX MILLION THREE HUNDRED TWENTY-ONE THOUSAND PESOS AND 00/100 (P6,321,000.00)
Funding Source:	General Appropriations Acts of FY2021 (RA 11518), as extended by RA 11640 and General Appropriations Acts of FY2022 (RA 11518),
Identification No.:	IB22-403325-08

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 **"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"**
4. The completion of the Works shall be **TWO HUNDRED FORTY (240) CALENDAR DAYS from the issuance of Notice to Proceed** and 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 project to be bid.

For this purpose, bidders with completed and/or on-going construction projects close to the nature of the project to be bid (such as but not limited to restaurants, brasseries and coffee

shops with open kitchens as well as bespoke interiors and DFOFFs and the like) will have an advantage.

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 **16 November 2022 (Wed) to 21 December 2022 (Wed)** 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. The **dap** will hold a Pre-Bid Conference on **05 December 2022 (Mon), 2:00PM** via Google Meet Platform which shall be opened to all interested Bidders upon formal request through the BAC Secretariat. 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.
10. Following the existing safety protocols of DAP Pasig due to COVID-19 Pandemic, site visit will be done on a scheduled-basis and must be coordinated in advance with the BAC Secretariat starting **16 November 2022 (Wed) to 02 December 2022 (Fri)** from **10:00AM up to 12:00NN, except weekends and holidays**. Prospective bidders are encouraged to bring their technical personnel during the site visit and only at the maximum of 2 persons per supplier.
11. In compliance with GPPB Resolution Nos. 09-2020 and 12-2020, all electronic-Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat, through the

designated bidms.dap.edu.ph secured account on or before **22 December 2022 (Thu)** and not later than **10:00AM**. All 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 **22 December 2022 (Thu) 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.
14. For further information, please refer to:

RODEL DV. CASTILLO
Director, Logistics Division
development academy of the philippines
3F 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 16th day of November 2022.

For the **dap** Bids & Awards Committee 1:

- original signed -
BERNARDO A. DIZON
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 **"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"** with Project Identification Number **IB22-403325-08**.

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 FY 2021 and FY 2022 in the amount of **SIX MILLION THREE HUNDRED TWENTY-ONE THOUSAND PESOS AND 00/100 (P6,321,000.00)**

1.2 The source of funding is:

NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

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

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

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

7. Subcontracts

- 7.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Works to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.3. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time **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
5.3. 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 <p>For this purpose, bidders with completed and/or on-going construction projects close to the nature of the project to be bid (such as but not limited to restaurants, brasseries and coffee shops with open kitchens as well as bespoke interiors and DFOFFs and the like) 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 PLATINUM CATEGORY 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 (Filed application form and Official Receipt of payment plus copy of expired permit); 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 Photocopy of valid PCAB License and Registration with at least "Small B" (Size Range) and "C & D" (License Category). 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 AWARDED BUT NOT YET STARTED; 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).

ITB Clause	Details of BID DATA SHEET
	<p>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. If not applicable, the bidder must indicate in writing that they will not be partaking in a Joint Venture for this project.</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 (<i>per Board Resolution No.186 series of 2014 issued by Department of Trade and Industry</i>).</p> <p><u>FOR TECHNICAL DOCUMENTS:</u></p> <p>1. Duly accomplished and signed Bid Security, refer to FORM 4 Bid Securing Declaration.</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. ENGR. VENER V. MADERAJE, OR Engineer III, DAP Pasig City</p> <p>2.2. ENGR. MARJORIE M. WAJE Engineer II, DAP Pasig City</p> <p>3. Duly signed Company Profile, in Bidder's Letterhead;</p> <p>4. Duly signed proposed Organization Chart for the Project, in Bidder's Letterhead;</p> <p>5. Duly accomplished and signed List of Bidder's Available Equipment Units (please refer to FORM 6: LIST OF MAJOR EQUIPMENT UNITS);</p> <p>6. 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>7. Duly signed proposed Project Work Schedule & Gantt Chart, in Bidder's Letterhead;</p> <p>8. 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, in Bidder's Letterhead;</p> <p>9. List of Bidder's Key Personnel for the Project with qualification and work experience in accordance with BDS Clause 10.4.</p>

ITB Clause	Details of BID DATA SHEET
	<p>9.1. Overall Project Manager as the authorized person who will be the overall in charge of the Project and is responsible for any and all decisions for and behalf of the Bidder relative to the management progress, changes, adjustments during Project implementation;</p> <p>9.2. Field/ Site Engineer</p> <p>9.3. Registered Architect</p> <p>9.4. Registered Interior Designer</p> <p>9.5. Consulting Engineers;</p> <p>9.5.1. Registered Structural Engineer</p> <p>9.5.2. Professional Mechanical Engineer</p> <p>9.5.3. Professional Electrical Engineer</p> <p>9.5.4. Registered Sanitary Engineer</p> <p>9.5.5. Professional Electronics & Communication Engineer</p> <p>9.6. Head Foreman; and</p> <p>9.7. Safety Officer.</p> <p><i>Note: named Key Personnel are expected to be present and/or accessible as the Project warrants during the duration of the implementation stage of the project</i></p> <p>10. 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), valid certificate of accreditation to specific PRC professional organization as applicable and photocopy of valid accreditation certificate of occupational safety and health practitioner.</p> <p>10.1. Overall Project Manager;</p> <p>10.2. Field Engineer</p> <p>10.3. Registered Project Architect;</p> <p>10.4. Registered Interior Designer;</p> <p>10.5. Consulting Engineers;</p> <p>10.5.1. Registered Structural Engineer</p> <p>10.5.2. Professional Mechanical Engineer</p> <p>10.5.3. Professional Electrical Engineer</p> <p>10.5.4. Registered Sanitary Engineer</p> <p>10.5.5. Professional Electronics & Communication Engineer</p> <p>10.6. Head Foreman; and</p> <p>10.7. Safety Officer.</p> <p>11. Duly signed proposed Manpower Schedule (please refer to FORM 8: MANPOWER SCHEDULE); and</p> <p>12. Duly Notarized Omnibus Sworn Statement (please refer to FORM 7:</p>

ITB Clause	Details of BID DATA SHEET						
	OMNIBUS SWORN STATEMENT).						
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="469 483 673 517"><u>Key Personnel</u></th><th data-bbox="874 483 1279 517"><u>Qualification and Experience</u></th></tr> </thead> <tbody> <tr> <td data-bbox="419 539 609 640"> 1. OVERALL PROJECT MANAGER </td><td data-bbox="802 539 1406 1451"> <ul style="list-style-type: none"> • With minimum of five (5) years relevant experience in the administration and management of any and all activities relevant and pertinent to the construction implementation of infrastructure projects; • Must be a Registered/ Licensed Civil Engineer and a member of the Accredited Professional Organization of Civil Engineers. • Shall have the authority to decide for and in behalf of the Contractor relative to the progress/changes/adjustments during the implementation; • Shall conduct the overall management of the Project from start to finish including coordinating fully and comprehensively with the Field/Site Engineer, and all other registered professionals whenever required in consultations and attendance in Field Meetings; and • Shall to a minimum be present in all Field Meetings and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract. </td></tr> <tr> <td data-bbox="419 1491 628 1559"> 2. FIELD/ SITE ENGINEER </td><td data-bbox="802 1491 1406 1998"> <ul style="list-style-type: none"> • Shall be a Registered/ Licensed Civil Engineer and an active member of the Accredited Professional Organization of Civil Engineers • Shall have at least five (5) years of experience in the construction industry; • Shall have a background undertaking similar projects • Shall render full time service involving a minimum of but not limited to 8-hours per day Monday to Saturday on as warranted by the construction implementation until final completion and turn-over, as required by the contract; and </td></tr> </tbody> </table>	<u>Key Personnel</u>	<u>Qualification and Experience</u>	1. OVERALL PROJECT MANAGER	<ul style="list-style-type: none"> • With minimum of five (5) years relevant experience in the administration and management of any and all activities relevant and pertinent to the construction implementation of infrastructure projects; • Must be a Registered/ Licensed Civil Engineer and a member of the Accredited Professional Organization of Civil Engineers. • Shall have the authority to decide for and in behalf of the Contractor relative to the progress/changes/adjustments during the implementation; • Shall conduct the overall management of the Project from start to finish including coordinating fully and comprehensively with the Field/Site Engineer, and all other registered professionals whenever required in consultations and attendance in Field Meetings; and • Shall to a minimum be present in all Field Meetings and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract. 	2. FIELD/ SITE ENGINEER	<ul style="list-style-type: none"> • Shall be a Registered/ Licensed Civil Engineer and an active member of the Accredited Professional Organization of Civil Engineers • Shall have at least five (5) years of experience in the construction industry; • Shall have a background undertaking similar projects • Shall render full time service involving a minimum of but not limited to 8-hours per day Monday to Saturday on as warranted by the construction implementation until final completion and turn-over, as required by the contract; and
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ITB Clause	Details of BID DATA SHEET
	<ul style="list-style-type: none"> • Shall conduct the overall Project construction implementation on site coordinating fully and closely with the Project Manager and all other registered professionals including the Head Foreman to execute the works and activities to complete the Project. <p>3. REGISTERED ARCHITECT</p> <ul style="list-style-type: none"> • Shall be a Registered/ Licensed Architect and an active member of Accredited Professional Organization of Architects; • Shall have at least five (5) years experience in the architectural design of various types of buildings and/or structures with similar to or greater than the value of the project as well as the design of restaurants, brasseries and/or café with open kitchens inclusive of bespoke interiors and DFOFFs. • Shall to a minimum be present in all Field Meetings and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract. <p>4. REGISTERED INTERIOR DESIGNER</p> <ul style="list-style-type: none"> • Shall be a Registered/ Licensed Interior Designer and an active member of the Accredited Professional Organization of Interior Designers; • Shall have at least five (5) years experience in the interior design of various types of buildings and/or structures with similar to or greater than the value of the project as well as the design of interiors of restaurants, brasseries and/or café with open kitchens inclusive of bespoke DFOFFs. • Shall to a minimum be present in all Field Meetings and or field inspections in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract. <p>5. CONSULTING ENGINEER</p> <p>Professional Technical Experts Registered with the PRC which may be In-House or Out-Sourced who will always be available when</p>

ITB Clause	Details of BID DATA SHEET
	<p data-bbox="802 338 1406 409">called in for Consultations in support of the Project from commencement to completion.</p> <div data-bbox="421 488 660 589"> <p>5.1. REGISTERED STRUCTURAL ENGINEER</p> </div> <ul data-bbox="802 488 1406 1070" style="list-style-type: none"> • Must be a Registered/ Licensed Civil Engineer; • Shall be a member of the Association of Structural Engineer of the Philippines (ASEP) or equivalent Accredited Professional Organization (APO); • Shall have at least five (5) years professional experience in the construction industry; and • Shall attend consultations, Field Meetings and field inspections as called upon by the Project Manager and/ or the Field/Site Engineer and/or the Owner as required and/or warranted by and during the Project implementation until final completion and turn-over, as required by the contract. <div data-bbox="421 1106 683 1207"> <p>5.2. PROFESSIONAL MECHANICAL ENGINEER</p> </div> <ul data-bbox="802 1106 1406 1653" style="list-style-type: none"> • Shall be a Licensed Professional Mechanical Engineer and an active member of Accredited Professional Organization of Mechanical Engineer; • Shall have at least five (5) years professional experience in the construction industry; and • Shall attend consultations, Field Meetings and field inspections as called upon by the Project Manager, and/or the Field/Site Engineer and/or the Owner as required and/or warranted by and during the Project implementation until final completion and turn-over, as required by the contract. <div data-bbox="421 1688 683 1792"> <p>5.3. PROFESSIONAL ELECTRICAL ENGINEER</p> </div> <ul data-bbox="802 1688 1406 2018" style="list-style-type: none"> • Shall be a Licensed Professional Electrical Engineer and an active member of Accredited Professional Organization of Electrical Engineer; • Shall have at least five (5) years experience in building electrical design, lighting, power distribution, switches and panels and preferably knowledgeable in efficient lighting technologies and energy

ITB Clause	Details of BID DATA SHEET
	<p>management; and</p> <ul style="list-style-type: none"> • Shall attend consultations, Field Meetings and field inspections as called upon by the Project Manager, and/or the Field/Site Engineer and/or the Owner as required and/or warranted by and during the Project implementation until final completion and turn-over, as required by the contract. <p>5.4. REGISTERED SANITARY ENGINEER</p> <ul style="list-style-type: none"> • Shall be a Registered/ Licensed Sanitary Engineer and an active member or Accredited Professional Organization of Sanitary Engineer; • Shall have at least five (5) years professional experience in the construction industry; and • Shall attend consultations, Field Meetings and field inspections as called upon by the Project Manager, and/or the Field/Site Engineer and/or the Owner as required and/or warranted by and during the Project implementation until final completion and turn-over, as required by the contract. <p>5.5. PROFESSIONAL ELECTRONICS AND COMMUNICATION ENGINEER</p> <ul style="list-style-type: none"> • Shall be a Licensed Professional Electronics and Communication Engineer and an active member of Accredited Professional Organization of Electronics and Communications Engineer; • Shall have at least five (5) years professional experience in the construction industry; and • Shall attend consultations, Field Meetings and field inspections as called upon by the Project Manager, and/or the Field/Site Engineer and/or the Owner as required and/or warranted by and during the Project implementation until final completion and turn-over, as required by the contract. <p>6. HEAD FOREMAN</p> <ul style="list-style-type: none"> • Shall have at least five (5) years of experience as foreman in the construction industry; • Shall render full time service involving a minimum of but not limited to 8-hours per day Monday to Saturday on site as

ITB Clause	Details of BID DATA SHEET
	<p>warranted by the construction implementation until final completion and turn-over, as required by the contract.</p> <ul style="list-style-type: none"> • Shall coordinate fully and closely with the Field/Site Engineer to execute the works and activities to complete the Project. <p>7. SAFETY OFFICER</p> <ul style="list-style-type: none"> • Shall have least three (3) years of experience in the construction industry; • Shall be a duly accredited safety officer by Department of Labor and Economic Development; • Has completed mandatory 40-hour Construction Occupation Safety and Health Training Course and additional 48-hour of Advanced/ Specialized Occupational Safety and Health Training Course; • Shall have standard and industry approved first aid capability training as obtained from DOH or TESDA to support and assist any and all in case in all types of emergencies on site. • Shall render full time service involving a minimum of but not limited to 8-hours per day Monday to Saturday on site as warranted by the construction implementation until final completion and turn-over, as required by the contract. <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>
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. Chipping Gun; 2. Welding Machine;

ITB Clause	Details of BID DATA SHEET
	<p>3. Power Tools (i.e. Grinder, Tile Trimmer, Hand Drill, etc.);</p> <p>4. Basic Safety Equipment (Personal Protective Equipment)/ Paraphernalia</p> <p>5. Other equipment, please specify</p> <p><u>INSTRUCTIONS to BIDDERS:</u> <i>Bidders should list <u>all equipment</u> that is needed to complete the works for the project.</i></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 <u>Documents Comprising the Bid: Financial Component</u> Bidders' email address; Print in size-A3 paper (11.7 inches x 16.5 inches); Must be signed by the Bidder's duly authorized representative and should be submitted as part of the financial bid documents to be marked as "F02"; and 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. <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); Print in size-A3 paper (11.7 inches x 16.5 inches); Must be signed by the Bidder's duly authorized representative and should be submitted as part of the financial bid documents to be marked as "F03"; and The soft-copy of the filled-out DUPA (in MS-excel format) must be part of the electronic files to be submitted by the bidder. <p>(d) Payment Schedule (per GPPB Resolution No. 07-2018, dated 18 May 2018). The Progress Payment to be referred to SCC Clause 14.</p> <ul style="list-style-type: none"> Should be accomplished using the bidder's letterhead; Signed copy (in PDF-format) should be submitted as part of the

ITB Clause	Details of BID DATA SHEET																				
	<p>Financial Bid Documents to be marked as “F04”; and</p> <p>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>FD1_XXX=EXCEL_Financial_Bid_Form=<BidderName></td><td>F01</td><td>Use Form 10</td></tr><tr><td>b. Bill of Quantities</td><td>FD2_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>FD3_XXX=DUPA=<BidderName></td><td>F03</td><td>Use provided excel template</td></tr><tr><td>d. Payment Schedule</td><td>FD4_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 important, should be indicated under “Other Items”; and</i><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>	Financial Document	File Name (see Section XII for Instructions)	To be marked as:	Remarks	a. Financial Bid Form	FD1_XXX=EXCEL_Financial_Bid_Form=<BidderName>	F01	Use Form 10	b. Bill of Quantities	FD2_XXX=EXCEL_Bill-of-Quantities=<BidderName>	F02	Use provided excel template	c. Detailed Unit Price Analysis	FD3_XXX=DUPA=<BidderName>	F03	Use provided excel template	d. Payment Schedule	FD4_XXX=Payment_Schedule=<BidderName>	F04	Use bidder's letterhead
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c. Detailed Unit Price Analysis	FD3_XXX=DUPA=<BidderName>	F03	Use provided excel template																		
d. Payment Schedule	FD4_XXX=Payment_Schedule=<BidderName>	F04	Use bidder's letterhead																		
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> <p>1. The amount of not less than ONE HUNDRED TWENTY-SIX THOUSAND FOUR HUNDRED TWENTY PESOS (P126,420.00) or 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></p> <p>2. The amount of not less than THREE HUNDRED SIXTEEN THOUSAND FIFTY PESOS (P316,050.00) or 5% of the ABC, if bid security is in Surety Bond.</p>																				
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 Section IX of the OBD), <u>which must be digitally signed.</u></p> <p>An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.</p>																				

ITB Clause	Details of BID DATA SHEET
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 Quarterly Value-Added Tax Returns for 2022 (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. Duly signed narrative description of Construction Methodology that will be used for implementation; 2. Duly accomplished and signed list of Bidder's available equipment 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); 3. Equipment Utilization Schedule (only for the equipment & devices that will be brought at the site). Please refer to FORM 9: EQUIPMENT UTILIZATION SCHEDULE); 4. Certification designating a Registered Medical Clinic and/ or Hospital that will provide assistance by a registered Medical Doctor and/or Nurse when required on site during any and all emergencies occurring during the entire construction implementation period inclusive of rendering triage and requisite medical treatment whether on site or if required at the designated Medical Clinic/ Hospital. 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).

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.
-

Section V. SPECIAL CONDITIONS OF CONTRACT

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
2. Sectional Completion of Works	<p>The Project shall be completed within TWO HUNDRED FORTY (240) CALENDAR DAYS from the date of receipt of Notice-to-Proceed issued by the DAP.</p> <p>Refer to Schedule of Requirements and Specifications found in Section VI of this OBD.</p>
3.1. Possession of Site	<p>The Contractor shall secure from the Procuring Entity a written letter of approval prior to the possession of the project site.</p> <p>The Contractor shall abide to the Approved Construction Rules and Regulations of the DAP throughout the Project Implementation.</p>
5. Performance Security	Any form of performance security shall be renewed three (3) months before the date of expiration until the Contract has been completed, as certified by the DAP.
6. Site Investigation Reports	No further instructions.
7.2. Warranty Against Structural Defects/ Failures	The Contractor shall guarantee the work done to be free from defects for a period of Five (5) years against poor workmanship and One (1) year against defects traceable to materials and equipment supplied/installed, reckoned from acceptance of the project and subject to the provisions on warranties in Section 62 of the Revised IRR of R.A. 9184.
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, which corresponds to the overall PERT-CPM and Gantt Chart, <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	For non-submission of Updated Program of Work, the amount to be withheld is subject to the agreement between DAP's Representative and the Winning Bidder during the pre-implementation meeting.
13. Advance Payment	The amount of Advance Payment is Ten percent (10%) of the total contract price.
14. Progress Payment	The progress payment shall be the following:

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
	<p>1st Progress Billing – 20% actual DAP evaluated work accomplishment 2nd Progress Billing – 45% actual DAP evaluated work accomplishment 3rd Progress Billing – 65% actual DAP evaluated work accomplishment 4th Progress Billing – 100% actual DAP evaluated work accomplishment ...provided that any progress billing requests are supported by progressive as-built drawings.</p> <p>For the Guidelines in claiming Variation Order, refer to Annex E of the 2016 Revised IRR of RA9184.</p>
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"> 1. 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; 2. Four (4) sets of blue print copies in 30" x 40" sheets signed and sealed by appropriate professional architects and engineers; 3. Complete set of electronic files in USB Thumb Drive of "AS-BUILT PLANS" in PDF and CAD format; 4. Complete set of electronic and printed copies of colored photos in <i>jpeg-format</i> with date and time stamped demonstrating before, during, and after construction works; 5. Manuals/brochures with technical specifications and Manufacturer's printed Product Installation Instructions; and 6. Warranty Certificate of at least five (5) years against poor workmanship and one (1) year against defects traceable to materials. Refer to SCC Clause 12.5 for Warranty against Structural Defects/Failures, when applicable. <p><i>Note: Google Drive will be created for repository of all project documentation related to IGH Phase 2. Personnel who will have access to be identified on the Pre-implementation Meeting.</i></p> <p>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></p>
15.2 If the Contractor does not provide the Drawings and/or Manuals	<p>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.</p>

Section VI. SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS

This Schedule of Requirements serves as a guide to the Contractors.

A. OVERALL PROJECT SUMMARY

1. **Project Title:** *"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"*.
2. **Objective:** The Exterior Cafe is a part and continuation of the original plan for the Idea Generation Hub (IGH) to include a place for breaks and relaxation where food and refreshments can be availed while having an immersive experience on information sharing, discussion and decision making, and to generate new or innovative ideas. The Covered Walkway is to provide shading protection in getting from Interior 1 to Interior 2 both in good and inclement weather.
3. **Target User:** DAP Board of Trustees, DAP Management and Eminent Fellows, Important Guest, Department Secretaries, DAP Project Teams, Special Interest Organizations, Innovation Teams, and Government officials including the general government bureaucracy personnel at all levels.
4. **Proponent:** The Development Academy of the Philippines.
5. **Target Duration:** Two Hundred Forty (240) calendar days as will be stated in the Notice to Proceed.

B. PROJECT BACKGROUND AND OBJECTIVE

The Development Academy of the Philippines (DAP) is a knowledge institution and solutions provider that responds to the challenges of nation building and development. The Academy serves as a breeding ground for breakthrough ideas - a place where government leaders separate themselves to work together on new programs and policies for the nation. For years, the Academy has contributed to national development by enabling the bureaucracy as well as other stakeholders to perform their mandates better through its capacity building programs and its leadership in introducing revolutionary ideas to various sectors.

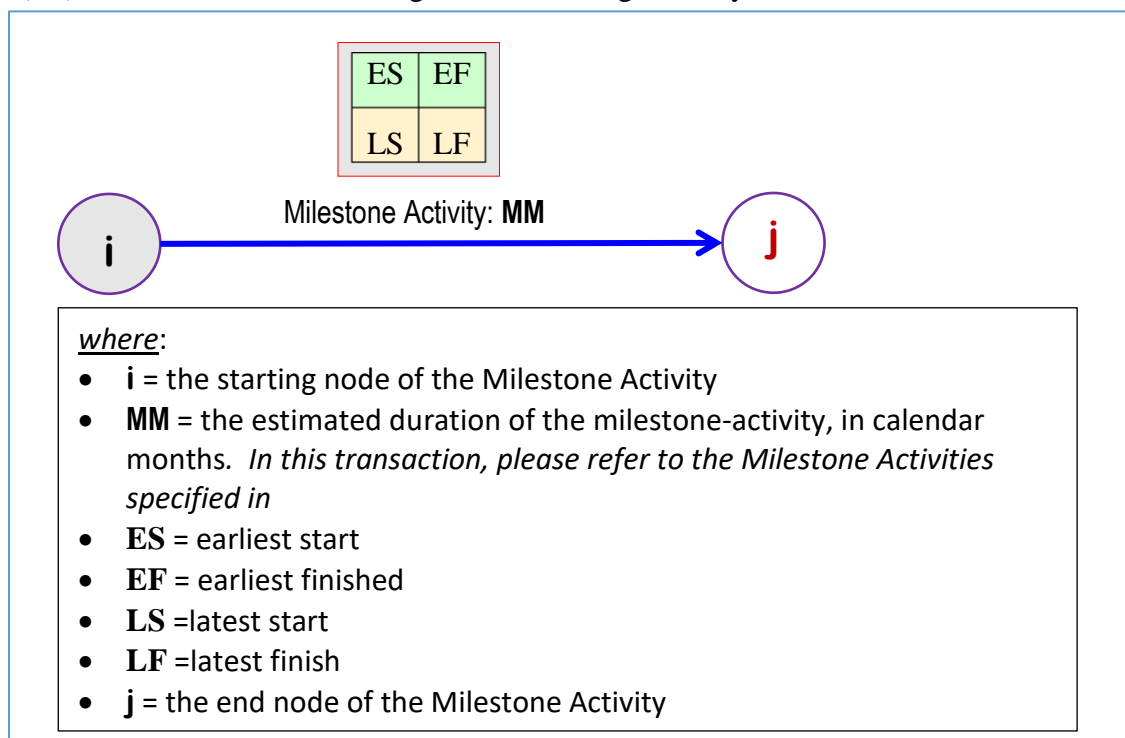
Thus, the conceptualization of the Idea Generation Hub (IGH). The IGH is a collaborative space that provides a venue for creative thinking and stimulates idea generation. This location is intended for the Academy's Board of Trustees, Eminent Fellows, and other important guests to meet, reflect, inspire and collaborate in generating pioneering, value adding and synergistic ideas to address the ever - changing needs of the country. The Exterior Café and the Covered Walkway serves a continuation of and added space to further achieve the concept of the IGH overall.

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.

- SCHEDULE OF REQUIREMENTS:** The Contractor's proposed Work Plan 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 time scaled 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 **should not extend beyond Two Hundred Forty (240) calendar days**. In other words, the proposal's Critical Path should not exceed two hundred forty (240) calendar days.

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.

Unless waived in writing by DAP upon a written request from the Contractor, Contractor's inability to comply with the **Approved Construction Schedule** will serve as the basis for computing the applicable liquidated damages on the value of the activities that fall along the project's critical path.

MILESTONE ACTIVITES; ITEM OF WORK or Work Clusters	
A:	Notice to Proceed
B:	Construction of DAP IGH Phase 2:
B.1.	Exterior Café; and
B.2.	Covered Walkway from Interior 1 to Interior 2
C:	Detailed Design, Fabrication and Installation of Design Fit-outs, Furnishings and Fixtures (DFOFFs)
D:	Testing & Commissioning, and Punch-listing and rectification of punch-list items; cleaning, restoration of all affected facilities/areas, and other related-fixtures due to the works
E:	Project Turn-over including submission of “As-Built Plans” duly signed and sealed by appropriate professional engineer/s; and other construction contract documents.

2. PRE-IMPLEMENTATION ACTIVITIES: The Contractor shall undertake the following activities for a required review of all existing relevant construction and site information prior to project start:

2.1. REVIEW OF THE EXISTING INFORMATION

- 2.1.1. Conduct a thorough and insightful review of the approved construction plans to determine completeness and full coordination of architectural/ interior design plans and technical specifications with detailed engineering design plans and technical specifications and in validation and alignment with relevant and pertinent findings in the conduct of the required “as built” survey/ audit as specified in the succeeding section
- 2.1.2. Conduct an “as-built” survey/ audit of the project site and conditions (e.g. review of the architectural, structural, electrical, electronics & communications, sanitary/plumbing, mechanical, safety/security system, etc. taking into considerations additional specific project requirement)
- 2.1.3. Provide and present findings and recommendation based on Item 2.1.1 review of construction plans and 2.1.2 “as-built” survey/ audit of existing conditions to consolidate and align all significant items and elements to complete the Project of constructing and “Exterior Café” and Covered Walkway”.

2.2. SUBMISSION AND APPROVAL OF ALL REVIEWED PLANS AND OTHER RELEVANT PROJECT DOCUMENTS and INFORMATION for IGH PHASE II

- 2.2.1. Submit updates for the IGH PHASE II DAED plans inclusive of DFOFFs fabrication shop drawings based on Item 2.1 for final review and approval.
- 2.2.2. Submit to the DAP the final and approved updates of the IGH PHASE II plans inclusive of the DFOFFs fabrication shop drawings. The contractor shall submit printed and electronic copies of the following documents:

Two (2) sets signed copies of the approved updates for the IGH Phase II plans/

drawings with DFOFFs fabrication shop drawings in A3 size.

- a. Electronic copy (CAD, pdf and editable file) of the approved updates for the IGH Phase II plans/ drawings inclusive of the DFOFFs fabrication shop drawings

3. CONSTRUCTION OF THE IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 : As a rule, contract implementation guidelines for procurement of infrastructure projects shall comply with **2016 Revised IRR of RA 9184**.

3.1. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR: For the proper execution of the PROJECT, the Contractor shall...

- 3.1.1. Perform all the requirements stipulated in the drawings/plans, Bid Data Sheet, Special Condition of Contracts, Schedules of Requirement, Technical Specifications, Scope-of-Works, and other particulars mentioned in the Official Bid Documents (OBD).
- 3.1.2. 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.
- 3.1.3. Apply for and secure building permit and other needed permits including payment of necessary fees, bond and/or insurance in compliance to all regulating and oversight agencies before construction.
- 3.1.4. Conduct regular Project Progress Meetings to inform and advise the DAP Representatives of the project status including schedule, costs, quality and changes.
- 3.1.5. The Project Manager must be present in all project meetings;
- 3.1.6. Submit weekly Accomplishment Report to the Academy's representative comprising of Progress of Work Updates inclusive of complete set of colored photos in hard and soft copies stamped with date and time demonstrating before, during and after construction works; and
- 3.1.7. Prepare and maintain appropriate documentation relating to this activity including Minutes of Meetings and Meeting Agenda for which shall be submitted by the contractor within two (2) calendar days after a meeting was conducted, duly signed by all concerned in particular the designated heads/ representatives for the Contractor and Owner.
- 3.1.8. 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.
- 3.1.9. 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.

- 3.1.10. Submit for review and approval of the 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.
- 3.1.11. 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.
- 3.1.12. 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.
- 3.1.13. Promptly correct any defective works at the Contractor's sole expense.
- 3.1.14. Prepare and submit to DAP Representative and/or End User all Post-Construction Documentary requirements to include but not limited to the following:
 - a. Final Project Report including photo documentations before, during, and after implementation works;
 - b. Duly signed/approved As-Built Plans complete with legend, technical specifications, and measurements;
 - c. Material brochures with technical specifications and Manufacturer's printed Product Installation Instructions; and
 - d. Certificate of Warranty with period of coverage.
- 3.1.15. 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.

3.2. MOBILIZATION AND GENERAL REQUIREMENTS

- 3.2.1. Obtain building permits and other necessary permits as required for the project;
- 3.2.2. 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;
- 3.2.3. Install board-up, temporary fencing, gates, access areas and project identification/signage;
- 3.2.4. Provide Personal Protective Equipment (PPE) and other Safety & Health Paraphernalia; and
- 3.2.5. Other necessary project requirements and works to complete the mobilization.

3.3. SITE CLEARING & PROPER WASTE DISPOSAL

- 3.3.1. Remove demolished materials, protect of existing structures/facilities from damage, and clearing to allow for rehabilitation/renovation works;

- 3.3.2. Clean-up debris resulting from site clearing operations continuously with the progress of the works;
- 3.3.3. Keep the site and adjacent area clean and free from mud, dirt and debris at all times;
- 3.3.4. Dispose of materials, waste including toxic materials, trash and debris in a safe, acceptable manner; and
- 3.3.5. Remove trash and debris from the site at frequent intervals so its presence will not delay the progress of the works or cause hazardous conditions to workers and the public.

3.4. ARCHITECTURAL AND ENGINEERING WORKS

- 3.4.1. The Contractor shall execute the WORKS in accordance with the approved plans/drawings, technical specifications, delivery schedule and other project-related documents.

a. Architectural, Civil and Structural Works:

- ❖ Complete Architectural Works inclusive of floors, walls, ceiling finishes, lighting layout (reflected ceilings), doors and windows (plus jamb and hardware), open kitchen counter inclusive of all requirements, built up storage area, and all wall accents for the Exterior Café; the Covered Walkway ceiling and finish, lighting layout (reflected ceiling) and all other surface finishes for the Walkway as well as all other related materials and accessories related to architectural works.
- ❖ Complete Interior Works (mainly DFOFFs) inclusive of complete descriptions, dimensions, and profiles plus detailed fabrication/ shop drawings, mock ups and material boards of all DFOFFs for Exterior Café as shown in concept drawings and documents relating to the DFOFFs for the Exterior Café; and
- ❖ Complete Civil and Structural Works for Exterior Café such as steel framing for canopy with metal roof and columns, canopy glazing with UV film, masonry walls and all other related materials and accessories and for covered walkway inclusive of roofing, columns, gutter and insulation.

b. Utility Works:

Mechanical, Electrical, Electronics and Communication and Plumbing/ Sanitary as provided in the plan and as specified in the Project:

- ❖ Complete mechanical works roughing-in, refrigerant piping, air-conditioning unit, testing and commissioning, and all other related materials and accessories.

- ❖ Complete electrical wiring, roughing-in, electrical pipes and utility boxes, electrical panel boards and circuit breakers, switches, power outlet, lighting fixtures and all other related materials and accessories;
- ❖ Complete data and voice for the wired and wireless connection including roughing-in, piping, outlets and fixtures, testing and commissioning and all other related materials and accessories; and
- ❖ Complete sanitary/plumbing works roughing-in, piping, toilet fixtures, lavatory, water closets, urinal, and all other related materials and accessories.

3.4.2. The works shall consist of [1] the entire fabrication, furnishing, delivery, and installation, complete in all details, at the subject premises; and [2] all work materials, tools, equipment and technical operations incidental to the proper completion of the Project.

3.4.3. All works shall be in accordance with the most recent building codes and regulation and with the specifications; and

3.4.4. The requirements with regards to materials necessary to complete installation of the work specified herein and indicated in the drawings shall be executed to the best construction practices and as per Manufacturer's instructions.

4. DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFs)

4.1. The Contractor shall supply and install new DFOFFs based on the project requirements and approved plans/drawings, to include but not limited to: See section on the interior works.

Exterior Café – Open Kitchen excluding Integrated Kitchen Equipment, Round Coffee Tables with Round Coffee Table Chairs, Rectangular Coffee Tables with Rectangular Coffee Table Chairs, Round Center Table with Single Lounge Chairs, Menu Board, Wall Signages, Storage Cabinets with Adjustable Shelves and Wall Accents.

5. TESTING & COMMISSIONING

5.1. This work includes the testing and commissioning of all mechanical, electrical, IT and plumbing/sanitary systems that have been installed to provide the DAP Representative and/or End User a high level of assurance that all equipment and machineries are installed in a prescribed manner;

5.2. Commissioning also includes actual work observation, spot testing, verification and functional performance testing and providing performance and operating information to the DAP Representative and/or End User. Problems observed shall be addressed immediately by the Contractor. The Contractor shall submit a schedule for the commissioning process which is integrated in the construction schedule; and

5.3. The Contractor shall furnish the DAP Representative and/or End User the

Operation & Maintenance (O&M) Manuals of all equipment and machineries installed, incorporating the technical literature as designed and as actually installed, together with brochures and warranty certificates. The O&M information shall be system specific, concise, to the point and tailored specifically to the facility.

6. PROJECT TURN-OVER AND SUBMISSION OF DOCUMENTARY REQUIREMENTS: As part of the requirements for project turn-over, the Contractor shall submit hard and electronic copies of the following documents for inspection, reference purposes and approval:

- 6.1. Complete set of As-built Plans from the CONTRACTOR (signed & sealed plans, including electronic copy in PDF and CAD-format);
 - 6.1.1. 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;
 - 6.1.2. Four (4) sets of blue print copies in 30" x 40" sheets signed and sealed by appropriate professional architects and engineers;
 - 6.1.3. Complete set of electronic files in USB Thumb Drive of "AS-BUILT PLANS" in PDF and CAD format; and
 - 6.1.4. Complete set of electronic and printed copies of colored photos in jpeg-format with date and time stamp demonstrating before, during, and after rehabilitation/ renovation works.
- 6.2. Operations and Maintenance Manuals of all supplied and installed equipment comprising the Technical Specifications and Product Installation Instructions; and
- 1.2. Warranty Certificate of at least five (5) years against poor workmanship and one (1) year from defects traceable to materials and equipment.

Note: Google Drive will be created for repository of all project documentation related to IGH Phase 2. Personnel who will have access to be identified on the Pre-implementation Meeting.

Nothing follows

Section VII. DRAWINGS/PLANS

PARTICULARS	#sheets
1. ARCHITECTURAL SHEETS	
1.1. Cover Sheet, Perspective, Location Map, Vicinity Map	A-1.01
1.2. Outdoor Café Floor Plan	A-2.01
1.3. Outdoor Café Floor Finish Layout	A-3.01
1.4. Outdoor Café Wall Layout Plan	A-4.01
1.5. Outdoor Café Reflected Ceiling Plan	A-5.01
1.6. Outdoor Café Roof Plan	A-6.01
1.7. Covered Walkway Roof Plan	A-6.02
1.8. Outdoor Café Elevation, Door and Window Schedule	A-7.01
1.9. Outdoor Café Section Detail	A-7.02
1.10. Common Details	A-8.01
1.11. Interior Layout Plan Details	A-9.01
1.12. Interior Details	A-9.02
1.13. Interior Details	A-9.03
2. MECHANICAL SHEETS	
2.1. General Notes and Standard Details	M-1.01
2.2. Air Conditioning and Ventilation Layout	M-1.02
2.3. Condensing Unit Layout	M-1.03
3. ELECTRICAL SHEETS	
3.1. General Notes, Single Line Diagrams, Load Computations	E-1.01
3.2. 7A – Lighting Layout Plan	E-1.02
3.3. 7A – Power Layout Plan	E-1.03
3.4. 7A – Power Layout at Roof Area	E-1.04
4. ELECTRONIC SHEETS	
4.1. General Notes, Single Line Diagrams	EC-1.01
4.2. 7A – Fire Alarm and CCTV Camera Layout	EC-1.02
4.3. 7A – Voice Data and WiFi Layout Plan	EC-1.03
5. PLUMBING AND SANITARY SHEETS	
5.1. General Plumbing and Sanitary Notes and Common Details	PS-1.01

PARTICULARS	#sheets
5.2. Water Line Supply Layout Plan	PS-1.02
5.3. Sanitary Waste and Storm Drain Layout Plan	PS-1.03
5.4. Roof Drain Layout Plan	PS-1.04
5.5. Plumbing and Sanitary Isometric Diagrams	PS-1.05
6. STRUCTURAL SHEETS	
6.1. General Notes and Typical Details	S-1.01
6.2. Column Base Plate Layout Plan	S-1.02
6.3. Roof Framing Plan Layout	S-1.03
6.4. Roofing Connection and Structural Standard Details	S-1.04
END OF List of Drawings	

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 the last page of the BOQ where the authorized representative of the Bidder shall affix his signature. **Failure of the authorized representative to sign 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 of the Bidder must clearly indicate the document number. For example, photocopy of valid PhilGEPS registration papers (i.e., 5 pcs) of "Bidder Corporation", Eligibility Documents should be marked "E01~1", "E01~2", "E01~3", "E01~4", "E01~5" and "E01~6", and Technical Documents "T01~1", "T01~2", "T01~3", "T01~4", and "T01~5".
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 proposal 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. IB22-403325-08		ABC: P6,321,000.00	
Particulars: "ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"			
Venue of Bid Opening: Via Google Meet Platform		DATE & TIME of Bid Opening: December 22, 2022 (Thu) at 10:00 AM	
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

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
2) Photocopy of Registration Certificate from SEC or DTI, or CDA, whichever is applicable, per BDS Clause 10.1, item no.	E02	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

ELIGIBILITY DOCUMENTS	mark	As Checked
1.		
3) Photocopy of valid Mayor's/Business Permit issued by City or Municipality where the principal place of business is located, or the equivalent document for Exclusive Economic Zones or Areas. Provided that the principal business address shall match with the address indicated in the Class A Eligibility documents.	E03	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
4) Photocopy of Tax Clearance Certificate for FY2021 issued by the Bureau of Internal Revenue (BIR), <u>per BDS Clause 10.1, item no. 1.</u>	E04	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
5) Photocopy of Audited Financial Statements for FY2020 and FY2021 stamped "received" by the BIR or its duly accredited and authorized institutions, <u>per BDS Clause 10.1, item no. 1.</u>	E05	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
6) Photocopy of valid PCAB License and Registration with at least "Small B" (Size Range) and "C & D" (License Category), <u>per BDS Clause 10.1, item no. 1.</u>	E06	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
7) Statement of <u>ALL ONGOING</u> government and private contracts, including contracts awarded but not yet started, if any, <u>per BDS Clause 10.1, item no. 2.</u>	E07	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
8) Statement of a SINGLE LARGEST COMPLETED CONTRACT (SLCC) similar to the contract to be bid, <u>per BDS Clause 10.1, item no. 3.</u> , and supported by photocopy of the following documents issued by the Owner of the project other than the contractor: ❖ Certificate of Completion or Final Acceptance, whichever is applicable; <u>or</u> ❖ Any proof of documents to the Final Acceptance of the project (e.g. Official Receipt or Sales Invoice) issued by the project owner; <u>or</u> ❖ Photocopy of final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES).	E08	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
9) NFCC computation, <u>per BDS Clause 10.1, item no. 4.</u>	E09	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
ELIGIBILITY DOCUMENTS		
10) <i>If applicable</i> , valid <u>Joint Venture Agreement (JVA)</u> , 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. NOTE: If not into JVA, kindly include a properly tagged	E10	<input type="checkbox"/> Passed <input type="checkbox"/> Failed <input type="checkbox"/> N/A

"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"

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ELIGIBILITY DOCUMENTS			
document stating "NOT APPLICABLE".			
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:	
ENGR. MARJORIE M. WAJE TWG Chairperson	BERNARDO A. DIZON BAC Chairperson	RODEL DV. CASTILLO Logistics Division, 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 10.1.</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) Company Profile, per <u>BDS Clause 10.1</u> under Technical Documents	T03	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
4) Proposed Organizational Chart for the Project, per <u>BDS Clause 10.1</u> under Technical Documents	T04	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
5) Duly accomplished and signed list of Bidder's available equipment units, per <u>BDS Clause 10.1</u> under Technical Documents	T05	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
6) Equipment Utilization Schedule, per <u>BDS Clause 10.1</u> under Technical Documents	T06	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
7) Project Work Schedule & Gantt Chart, <u>per BDS Clause 10.1</u> under Technical Documents	T07	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
8) 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 , <u>per BDS Clause 10.1</u> under Technical Documents	T08	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
9) List of Bidder's Key Personnel for the Project, in Bidder's Letterhead, <u>per BDS Clause 10.4</u> under Technical Documents	T09	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
10) Filled out Form 11 : Format of Curriculum Vitae (CV) for all proposed key personnel <u>per BDS Clause 10.4</u>		
a) Project Manager: <u>per BDS Clause 10.4, item no. 1</u>	T10	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
b) Field Engineer: <u>per BDS Clause 10.4, item no.2</u>	T11	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
c) Registered Architecture: <u>per BDS Clause 10.4, item no.3</u>	T12	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
d) Registered Interior Designer: <u>per BDS Clause 10.4, item no.4</u>	T13	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
Consulting Engineers:		
e) Registered Structural Engineer: <u>per BDS Clause 10.4, item no.5.1</u>	T14	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

TECHNICAL DOCUMENTS	mark	As Checked
f) Professional Mechanical Engineer: <u>per BDS Clause 10.4, item no.5.2</u>	T15	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
g) Professional Electrical Engineer: <u>per BDS Clause 10.4, item no.5.3</u>	T16	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
h) Registered Sanitary Engineer: <u>per BDS Clause 10.4, item no.5.4</u>	T17	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
i) Professional Electronics and Communications Engineer: <u>per BDS Clause 10.4, item no.5.5</u>	T18	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
j) Head Foreman: <u>per BDS Clause 10.4, item no. 6</u>	T19	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
k) Safety Officer: <u>per BDS Clause 10.4, item no. 7</u>	T20	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
11) Proposed Manpower Schedule, <u>per BDS Clause 10.1</u>	T21	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
12) Duly Notarized Omnibus Sworn Statement, <u>per BDS Clause 10.1, Item 12</u> under Technical Documents	T22	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

END OF TECHNICAL 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:	
ENGR. MARJORIE M. WAJE TWG Chairperson	BERNARDO A. DIZON BAC Chairperson	RODEL DV. CASTILLO Logistics Division, Director	

CHECKLIST No. 2: FINANCIAL DOCUMENTS

01. **FOR HARDCOPY SUBMISSION:** All submissions of the Bidder must clearly indicate the document number. For example, the financial documents F01-FINANCIAL PROPOSAL FORM (e.g. 4 pcs) should be marked "**F01~1**", "**F01~2**", "**F01~3**" and "**F01~4**".
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;
03. At any stage of the procurement process, a proposal 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.	IB22-403325-08	ABC:	P6,321,000.00
Particulars:	"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"		
Venue of Bid Opening	Via Google Meet Platform	DATE & TIME of Bid Opening	December 22, 2022 (Thu) at 10:00 AM
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 <input type="checkbox"/> NO <input type="checkbox"/>

THE FINANCIAL DOCUMENTS

nap 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:	

"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"

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ENGR. MARJORIE M. WAJE TWG Chairperson	BERNARDO A. DIZON BAC Chairperson	RODEL DV. CASTILLO Logistics Division, Director
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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 "E07";
- 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 MS-EXCEL FILE AND THE IMAGE COPY (IN PDF OR JPEG FORMAT) OF THE SIGNED COPY OF THIS DOCUMENT MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
- 05.** THE FILENAME STRUCTURE SHOULD BE "E07_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 "E08";
- 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 "E08_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 "E09";
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 "E09_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	E07	
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 "**T01_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. **IB22-403325-08**

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 PASIG DURING THE SITE INSPECTION.



development academy of the philippines

BIDS & AWARDS COMMITTEE per SO#2022-099

CERTIFICATE OF SITE INSPECTION in DAP Pasig City

BIDDING NO.:	IB22-403325-08	
CONTRACT:	<i>"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"</i>	
Bidder's Rep.#1 Name / Position		
Bidder's Rep.#2 Name / Position		
Bidder's Rep.#3 Name / Position		
Bidder's Rep.#4 Name / Position		
DAP Representative during inspection		
Date and time of Inspection		
<p>This is to certify that we have adequately inspected the DAP Pasig 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>This is to certify that the above-named Bidder/Bidder's Representative had indeed visited/ inspected the DAP Pasig 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>	

"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"

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Position Title: _____	
-----------------------	--

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 TECHNICAL DOCUMENTS MARKED AS "T05"
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) PLUS THE EXCEL FILE MUST BE PART OF THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
03. THE FILENAME SHOULD BE STRUCTURED AS EXPLAINED IN "Section XII. FILENAMES".

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	Chipping Gun								
2	Welding Machine								
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: "ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)" PER IB22-403325-08.

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 "T22";
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 "T22_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. **IB22-403325-08**

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 **"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"** per **IB22-403325-08** 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 **"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"** per **IB22-403325-08** 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:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and,
- d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the Project: **"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)" PER IB22-403325-08.**

[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:

04. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T21"
05. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) PLUS THE WORD FILE MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
06. THE FILENAME SHOULD BE STRUCTURED AS EXPLAINED IN "Section XII. FILENAMES".

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: "ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)" PER IB22-403325-08.

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:

07. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T06"
08. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) PLUS THE WORD FILE MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
09. THE FILENAME SHOULD BE STRUCTURED AS EXPLAINED IN "Section XII. FILENAMES".

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: "ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)" PER IB22-403325-08.

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";
10. 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,
02. THE FILENAME STRUCTURE SHOULD BE "FOI_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.: **IB22-403325-08**

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: **"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"** per **IB22-403325-08**;
- 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 **"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"** per **IB22-403325-08** of the Development

² Currently based on GPPB Resolution No. 09-2020

Academy of the Philippines.

- m. We acknowledge that failure to sign each and every page of this Bid Form, including 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 BIDDERS:

1. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T10", "T11", "T12", "T13", "T14", "T15", "T16", "T17", "T18", "T19", AND, "T20" FOR SPECIFIC PROFESSIONAL AS INDICATED IN THE FORMS BELOW;
2. WHEN FILLED-OUT, THESE FORMS SHOULD CONTAIN THE BIDDER'S WRITE-UP THAT PROVIDE DAP THE NAME OF THE BIDDER'S PERSONNEL WHO WILL BE ENGAGED FOR THE PROJECT INCLUDING THEIR RESPECTIVE TASKS;
3. USE ADDITIONAL PAGE/S AS NECESSARY. RECENT ID PHOTO OF THE PERSONNEL MUST BE INSERTED;
4. THE SIGNED COPY OF THESE DOCUMENTS (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
5. DO NOT LEAVE BLANK SPACE, USE "N/A" AS NECESSARY. "XXX" MUST BE REPLACED BY FILE-NUMBER OR PAGE-NUMBER OF THE FILE (001...XXX), "<BidderName>" SHOULD BE REPLACED BY NAME OF THE BIDDER. TOTAL CHARACTERS OF THE FILENAME, INCLUDING UNDERSCORES, MUST NOT EXCEED 75 ALPHANUMERIC CHARACTERS; AND,
6. THE FILENAME STRUCTURE SHOULD BE...

- T10_XXX=CV_Project_Manager=<BidderName>
- T11_XXX=CV_Field_Engineer=<BidderName>
- T12_XXX=CV_Reg._Architect=<BidderName>
- T13_XXX=CV_Reg. Interior_Designer=<BidderName>
- T14_XXX=CV_Reg. Structural_Engineer=<BidderName>
- T15_XXX=CV_Prof.Mechanical_Engineer=<BidderName>
- T16_XXX=CV_Prof.Electrical_Engineer=<BidderName>
- T17_XXX=CV_Reg. Sanitary_Engineer=<BidderName>
- T18_XXX=CV_Prof.Electronics&Communication_Engineer=<BidderName>
- T19_XXX=CV_Head_Foreman=<BidderName>
- T20_XXX=CV_Safety_Officer=<BidderName>

{insertdate}

PROPOSED POSITION:	[PROPOSED POSITION]		T##	
FULL NAME OF THE STAFF MEMBER:			[Recent ID Photo]	
PROFESSION:				
NUMBER OF YEARS OF PROFESSIONAL EXPERIENCE:				
PRC ID No. [Note: attach photocopy of PRC ID, if applicable]	REG. DATE:			
DATE OF BIRTH:	VALID UNTIL:		NATIONALITY:	
			YEARS WITH THE FIRM/ENTITY:	

PROPOSED POSITION:	[PROPOSED POSITION]	T##
KEY QUALIFICATIONS <i>RELEVANT TO THE PROJECT: [Give an outline of experience relevant to the proposed position; involvement in other projects; and, training most pertinent to tasks on project, if any.]</i>		
A. EXPERIENCE RELEVANT TO THE PROPOSED POSITION:		
1)		
2)		
B. INVOLVEMENT IN OTHER PROJECTS <i>[List of all current projects, locations, positions and target date of completion. Use additional sheet/s, if needed]:</i>		
1)		
2)		
C. RELEVANT TRAININGS TO TASKS ON PROJECT <i>[Attach photo-copy of Certificate/s, as necessary]:</i>		
1)		
2)		
EDUCATION: <i>[Summarize college/university and other specialized education giving names of schools, dates attended, and degrees obtained; use additional sheet/s, if needed]</i>		
1)		
2)		
3)		
EMPLOYMENT RECORD: <i>[Starting with present position, list every employment held. List all positions held, giving dates, names of employing organizations, and titles of positions; use additional sheet/s, if needed]</i>		
1)		
2)		
3)		
4)		
LANGUAGES SPOKEN:		
1)		
2)		
3)		

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 "ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)" PER **IB22-403325-08** is awarded to [name of company], I firmly commit to assume the post of [designated position].

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

The **[bidder]** 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 AUTHORIZED REPRESENTATIVE:	
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. **IB22-403325-08***

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** execute the project: "**ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)**" PER **IB22-403325-08** (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.*:
 - a.** Official Bidding Documents (OBDs);
 - i. Drawings/Plans;
 - ii. Specifications;
 - iii. Bill of Quantities;
 - iv. General and Special Conditions of Contract;
 - v. Supplemental or Bid Bulletins, if any.
 - b.** Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

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;

- c. Performance Security;
 - d. Notice of Award of Contract and the Bidder's conforme thereto; and
 - e. 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 CEO</i>	name of Authorized Representative. <i>position-title of "Bidder"</i>
***witnesses ***	
Witness1 of DAP <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 DVD 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.	IB22-403325-08	ABC:	P6,321,000.00
Particulars:	"ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)"		
Venue of Bid Opening	Via Google Meet Platform	DATE & TIME of Bid Opening	December 22, 2022 (Thu) at 10:00 AM

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**” = 0% 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 "**E**", 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=**P6.321M**. Bid greater than ABC will be declared "NOT ELIGIBLE"
- B.4.2. In column "**F**", 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 "**G**", 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 "**H**", 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 "**M**", 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 "**O**", 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 "**Q**", 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 place the file in size-A3 paper (11.7in x 16.5in), sign the signature box on the last page of it, and submit the signed and scanned copy, **together** with the editable-file version of your submitted signed and scanned copy, 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 "F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx" must be submitted by the Bidder;*
- C.2. The signed document "F02_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 ***

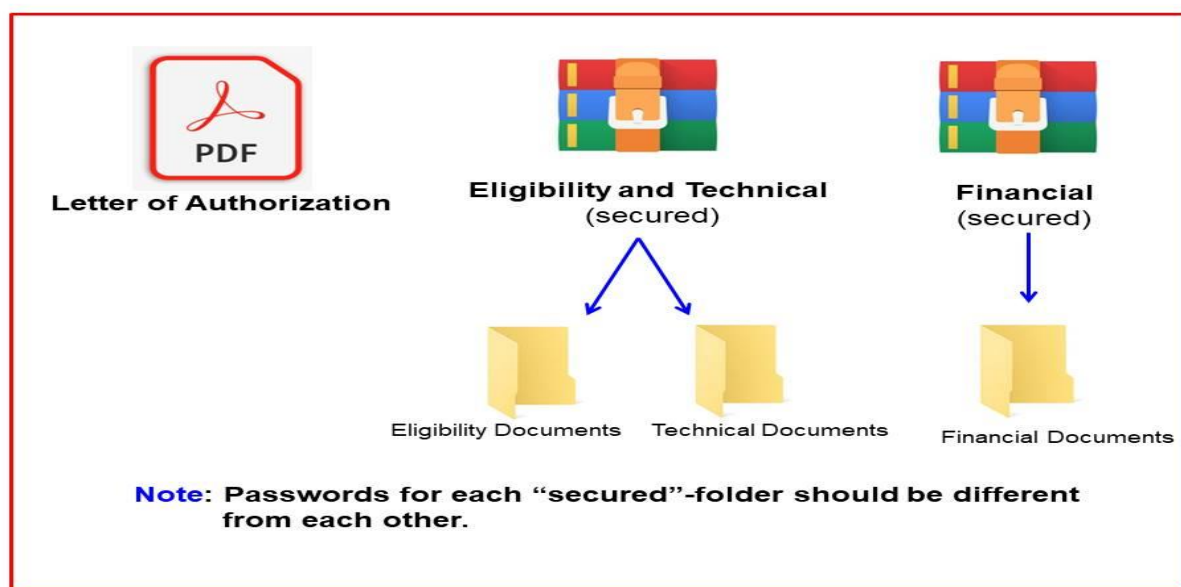
Section XII. FILENAMES

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.

FILENAME		
N	INSTRUCTIONS:	Filetype
	<p>* The structure of the “final-filename” followed the file structure below. The first 3 characters of the filename refers to the document-tag;</p> <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>	

	* The suffix "<BidderName>" was replaced by the Company Name of the Bidder.	
01	LOA_XXX=signed_Letter_of_Authorization=<BidderName> INSTRUCTIONS: The duly adjusted/filled-out, printed, and signed LOA should be pasted on the face of the sealed Bid Box. The LOA can be read without opening any part of the submitted bid.	pdf, or jpg, or word
A: ELIGIBILITY DOCUMENTS		
02	E01_XXX=PhilGEPS_Registration=<BidderName>	pdf or jpg
03	E02_XXX=SEC-DTI-CDA=<BidderName>	pdf or jpg
04	E03_XXX=Mayor_Business_Permit=<BidderName>	pdf or jpg
05	E04_XXX=TAX_Clearance=<BidderName>	pdf or jpg
06	E05_XXX=Audited_Financial_Statements=<BidderName> INSTRUCTIONS: The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar years 2020 & 2021	pdf or jpg
07	E06_XXX=VALID_PCAB_License+Registration=<BidderName>	pdf or jpg
08	E07_XXX=EXCEL_All_Ongoing_Contracts=<BidderName>	EXCEL
09	E07_XXX=IMAGE_All_Ongoing_Contracts=<BidderName>	pdf or jpg
10	E08_XXX=Single_Largest_Completed_Contract= <BidderName>	pdf or jpg
11	E09_XXX=NFCC_computation=<BidderName>	pdf or jpg
B: ELIGIBILITY DOCUMENTS		
12	E10_XXX=VALID_Joint_Venture_Agreement=<BidderName> 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.	pdf or jpg
C: TECHNICAL DOCUMENTS		
13	T01_XXX=BID_SECURITY=<BidderName>	pdf or jpg
14	T02_XXX=Cert_Site_Inspection=<BidderName>	pdf or jpg
15	T03_XXX=Company_Profile=<BidderName>	pdf or jpg
16	T04_XXX=Organizational_Chart_4D_Project=<BidderName>	pdf or jpg
17	T05_XXX=List_Equipment =<BidderName>	pdf or jpg
18	T06_XXX= Equipment_Utilization_Schedule =<BidderName>	pdf or jpg
19	T07_XXX=IMAGE_Construction_Schedule+S-Curve =<BidderName>	EXCEL
20	T08_XXX= IMAGE PERT-CPM_Network_Diagram =<BidderName>	pdf or jpg
21	T09_XXX=List_of_Key_Personnel=<BidderName>	pdf or jpg

22	T10_XXX=Project_Manager=<BidderName>	pdf or jpg
23	T11_XXX=Field_Engineer=<BidderName>	pdf or jpg
24	T12_XXX= Reg_Architect =<BidderName>	pdf or jpg
25	T13_XXX=Reg.Interior_Designer=<BidderName>	pdf or jpg
26	T14_XXX= Reg.Structural_Engineer =<BidderName>	pdf or jpg
26	T15_XXX= Prof.Mechanical_Engineer =<BidderName>	pdf or jpg
27	T16_XXX= Prof.Electrical_Engineer =<BidderName>	pdf or jpg
28	T17_XXX= Reg. Sanitary_Engineer =<BidderName>	pdf or jpg
27	T18_XXX= Prof.Electronics_Communications_Engr =<BidderName>	pdf or jpg
28	T19_XXX=Head_Foreman=<BidderName>	pdf or jpg
29	T20_XXX=Sanitary_Officer=<BidderName>	pdf or jpg
30	T21_XXX=Manpower_Schedule=<BidderName>	pdf or jpg
31	T22_XXX= Notarized_Omnibus_Sworn_Statement =<BidderName>	pdf or jpg
D: FINANCIAL DOCUMENTS		
33	F01_XXX=FINANCIAL_PROPOSAL_FORM=<BidderName>	pdf or jpg
34	F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>	EXCEL
35	F02_XXX=IMAGE_Bill-of-Quantities=<BidderName>	pdf or jpg
36	F03_XXX=EXCEL_DUPA=<BidderName>	EXCEL
37	F03_XXX=IMAGE_DUPA=<BidderName>	pdf or jpg
38	F04_XXX=EXCEL_Payment_Schedule=<BidderName>	EXCEL
39	F04_XXX=IMAGE_Payment_Schedule=<BidderName>	pdf or jpg

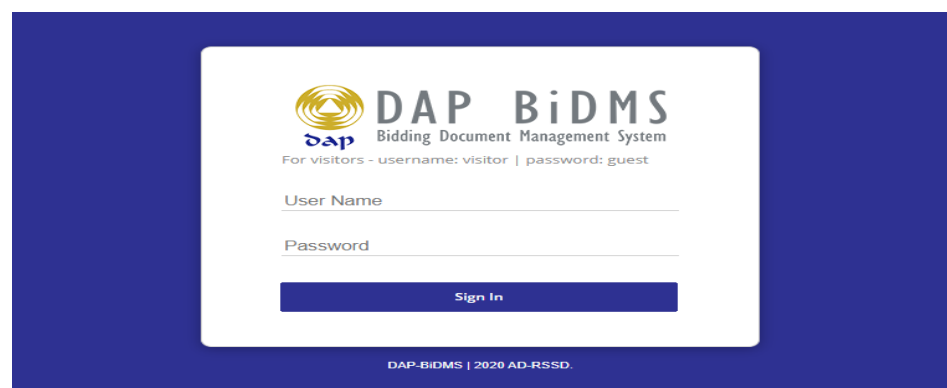
4. The successful Bidder shall also submit the electronics files of all documents specified in **Section III, BDS Clause 21**. The e-files must be saved in a USB thumb drive with filename structures as follows:

N	FILENAME	Filetype
OTHER CONTRACT DOCUMENTS		
01	T23_XXX=Construction_Methodology =<BidderName>	pdf or jpg
02	T24_XXX=List_Equipment=<BidderName>	pdf or jpg
03	T25_XXX= Equipment_Utilization_Schedule=<BidderName>	pdf or jpg
04	T25_XXX= Cert.Reg._Medical_Clinic=<BidderName>	pdf or jpg
05	T26_XXX=Construction_Safety+Health_Program =<BidderName>	pdf or jpg

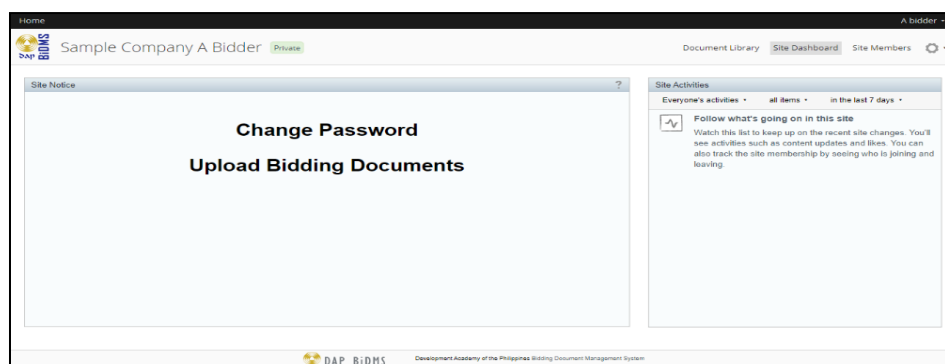
Section XIII. Guide on How to Submit Electronic Bids

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

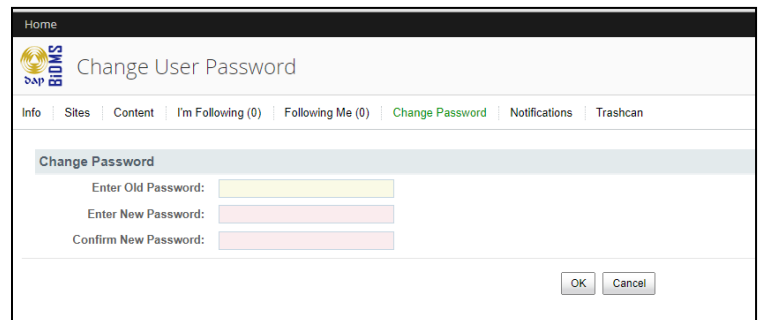
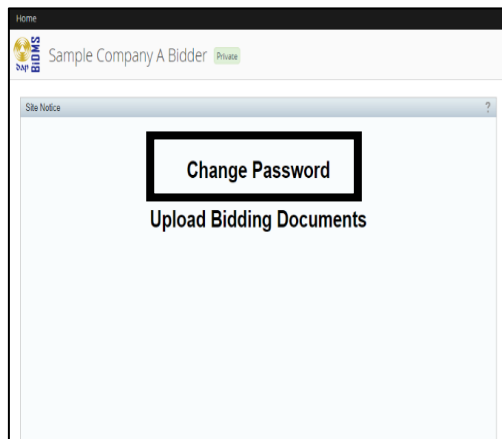
1. Each prospective bidder, who bought the Official Bidding Documents (OBD) amounting to the required OBD Fee and with an issued Official Receipt (OR) from DAP's Finance Department, will be provided by the BAC Secretariat with its own BiDMS credentials (username and password);
2. The given password by 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;



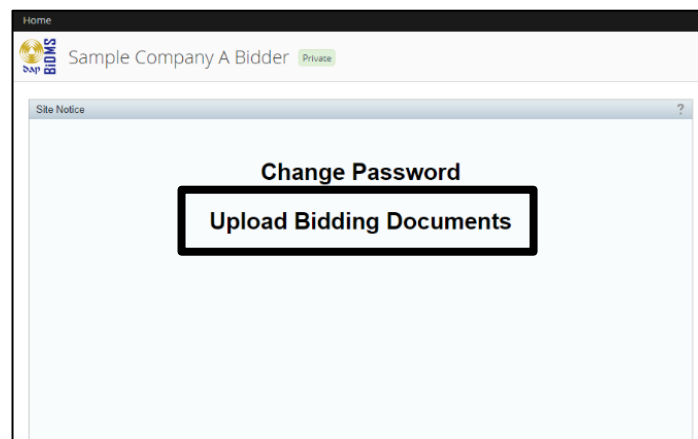
4. The Bidder dashboard will be loaded;



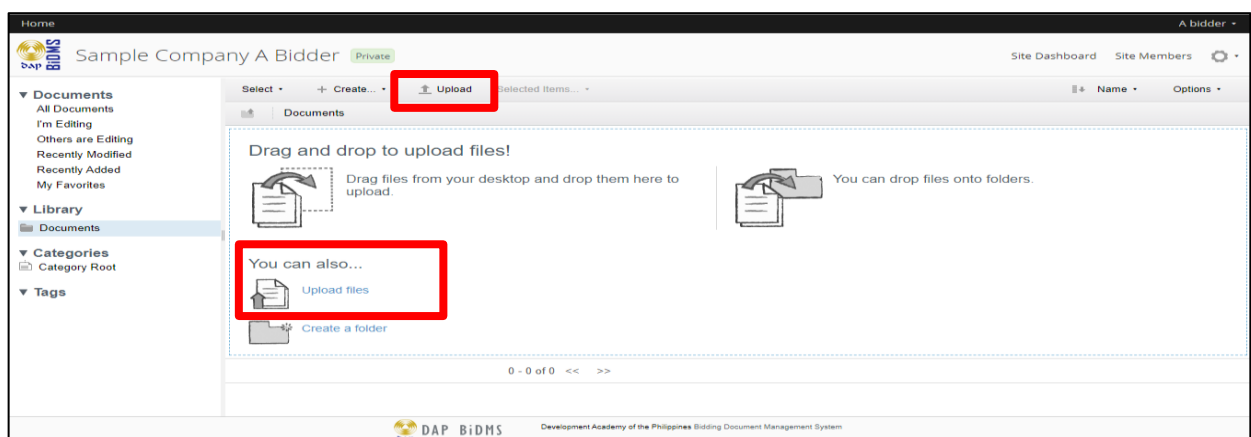
5. The Bidder should change their password;



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

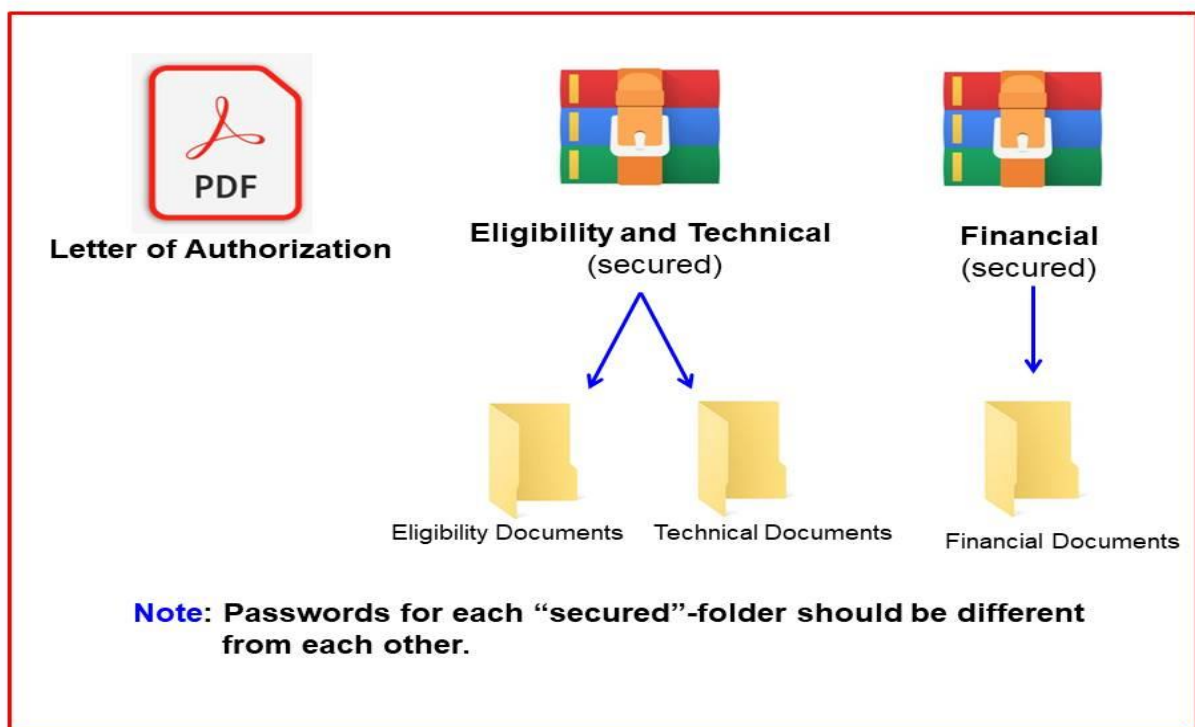
Note: Passwords for each “secured”-folder should be different from each other.

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-2022-099

**NOTHING
FOLLOWS**

DAP Bldg., San Miguel Avenue, Pasig City 1600
P.O. Box 12788, Ortigas Center, Pasig City 1600
Telephone: (632) 8631 0921 loc. 133

website: <http://www.dap.edu.ph>

email address of BAC Secretariat: **dapbacsec@dap.edu.ph**