



development academy of the philippines

OFFICIAL BIDDING DOCUMENTS (OBD)

NOTE: This OBD is compliant with the Philippine Bidding Documents (Infrastructure)
6th Edition as of July 2020 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 SUPPLY OF MATERIALS, LABOR, TOOLS,
EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE
UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF
WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND
SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES
CONFERENCE CENTER IN TAGAYTAY CITY”**

with Approved Budget for the Contract of 5,900,000.00

Invitation to Bid No.: IB24- 412339-02

DAP Bldg., San Miguel Avenue, Pasig City 1600

Telephone: (632) 8631 0921 loc. 133

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

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Preface

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

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

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

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

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

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

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

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

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

GOP – Government of the PHILIPPINES.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – PHILIPPINESS Contractors Accreditation Board.

PhilGEPS - PHILIPPINESS 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 – PHILIPPINESS Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid



INVITATION TO BID

ONE (1) LOT SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES CONFERENCE CENTER IN TAGAYTAY CITY

1. The **Development Academy of the Philippines (DAP)**, through the **Corporate Operating Budget FY 2024** intends to apply the sum of **FIVE MILLION NINE HUNDRED THOUSAND PESOS (P5,900,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **“ONE (1) LOT SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES CONFERENCE CENTER IN TAGAYTAY CITY”** per Invitation to Bid No. **IB24-412339-02**. **Bids received in excess of the ABC shall be automatically rejected at bid opening.**
2. The **Development Academy of the Philippines (DAP)** now invites bids for the above Procurement Project. Completion of the Works is required **One Hundred Eighty (180) calendar days from the Conforme Date of the Notice to Proceed**. Bidders should have completed a contract similar to the Project with a contract amount equivalent to at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from the **Development Academy of the Philippines (DAP)** and inspect the Bidding Documents at the address given below from 9:00AM to 4:30PM.
5. A complete set of Bidding Documents may be acquired by interested bidders on **May 17, 2024 (Fri) to June 18, 2024 (Tue)** from the given address and website/s below, and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **FIVE THOUSAND PESOS (P5,000.00)**. The DAP shall allow the bidder to present its proof of payment for the fees in person, or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (www.philgeps.gov.ph) and the website of the DAP (www.dap.edu.ph). However, **only bidders who have paid the non-refundable applicable fee not later than the deadline for submission of bids, shall qualify to participate and submit the bids.**

6. 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 and copy furnish dapbacsec@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.

7. The **Development Academy of the Philippines (DAP)** will hold a Pre-Bid Conference on **June 03, 2024 (Mon), at 01:30 PM at the DAP Conference Center, Tagaytay City**, which shall be open to prospective bidders upon formal request through the BAC Secretariat.
8. Site visit may be done from **June 03, 2024 (Mon) to June 07, 2024 (Fri)**, from **3:00PM up to 4:00PM** and must be coordinated well in advance with the BAC Secretariat. Prospective bidders are encouraged to bring their technical personnel during the site visit and only at a maximum of three (3) representatives per bidder.
9. In compliance with GPPB Resolution Nos. 09-2020 and 12-2020, all electronic bids must be duly received by the BAC Secretariat, through the designated bidms.dap.edu.ph secured account on or before **June 19, 2024 (Wed) and not later than 09:30AM. LATE BIDS SHALL NOT BE ACCEPTED.**
10. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16**.
11. Bid opening shall be on **June 19, 2024 (Wed) 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, as evidenced by the **Bidders' Notarized Letter of Authorization (LOA)**. The **Authorized Representative** is a person who has been authorized by the company's owner, board, or management, and via a notarized document, to represent the company, to ask questions, answer questions, and make decisions on behalf of the company during the bid opening.

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

13. For further information, please refer to:

MARIET RIZ M. BRADECINA

Manager, BAC Secretariat Division

Development Academy of the Philippines

1st Floor DAP Bldg., San Miguel Avenue, Pasig City 1600

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

BAC Secretariat email : dapbacsec@dap.edu.ph

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

14. 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 18th day of May 2024.

For the DAP Bids and Awards Committee 1:

-original signed-

MONINA A.R. DE ARMAS

Chairperson, BAC 1

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Development Academy of the Philippines (DAP)** invites Bids for the **“ONE (1) LOT SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVTAION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES CONFERENCE CENTER IN TAGAYTAY CITY”**, with Project Identification Number IB24-412339-02.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2024 in the amount of **FIVE MILLION NINE HUNDRED THOUSAND PESOS (P5,900,000.00)**.

2.2. The source of funding is: **Corporate Operating Budget for FY2024**.

3. Bidding Requirements

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

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

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

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or

through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

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

A contract is considered to be “similar” to the contract to be bid if it has the major categories of work stated in the **BDS**.
- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through **Face-to-Face Modality at the DAP Conference Center, Tagaytay City** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents Comprising the Bid: Eligibility and Technical Components

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

11. Documents Comprising the Bid: Financial Component

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

12. Alternative Bids

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and

specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

13. Bid Prices

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

14. Bid and Payment Currencies

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

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

15. Bid Security

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

15.2. The Bid and bid security shall be valid within **One Hundred Twenty (120) Calendar Days from the date of submission 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 15 shall be submitted for each contract (lot) separately.

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

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

| ITB Clause | Details of BID DATA SHEET (BDS) |
|--|---|
| 5.2 Eligible Bidders | <ul style="list-style-type: none"> • The bidder should have a similar completed project whose Contract value (adjusted to current prices using the PSA consumer price indices) is at least fifty percent (50%) of the ABC to be bid; or • Bidders who have a PCAB License of at least “Small B” category may participate even without similar completed contracts as prescribed in Section 23.4.2.4 of the 2016 Revised IRR of RA9184. <p>For this purpose, similar projects shall refer to any contract for construction or installation of refrigeration and cold storage rooms / facilities such as walk-in freezers, walk-in chillers, etc.</p> |
| 7.1 Subcontracts | Subcontracting is <u>not</u> allowed. |
| 10 Eligibility and Technical Components of the Bid | <p>Bidders shall submit the following eligibility and technical documents:</p> <p><u>FOR ELIGIBILITY DOCUMENTS</u></p> <ol style="list-style-type: none"> 1. Valid PhilGEPS Certificate of Registration under <u>PLATINUM CATEGORY</u> with the current and updated copy of the documents as follows; <ol style="list-style-type: none"> 1.1. Photocopy of Registration Certificate from SEC, DTI, or CDA, whichever is applicable; 1.2. Photocopy of valid Mayor’s/Business Permit or its Equivalent Document; 1.3. Photocopy of the Latest and Valid Tax Clearance Certificate issued by the Bureau of Internal Revenue (BIR); 1.4. Photocopy of Audited Financial Statements for Calendar Year (CY) 2023 stamped “received” by the BIR or its duly accredited and authorized institutions, or in accordance to the Revenue Memorandum Circular 51-2024 issued on April 8, 2024, prescribes the guidelines in the filing of Annual Income Tax Return (AITR) for CY2023 and payment of corresponding taxes due thereon on or before April 15, 2024, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission and signed by bidder’s Certified Public Accountant; and, 1.5. Photocopy of valid PCAB License and Registration with at least “Small B” (Size Range) and “C & D” (License Category). 2. Statement of <u>ALL</u> its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. Submit accomplished FORM 6: STATEMENT OF ALL ONGOING CONTRACTS INCLUDING AWARDED BUT NOT YET STARTED; 3. Statement of its Single Largest Completed Contract (SLCC), in accordance with BDS clause 5.3, similar to the contract to be bid and |

| ITB Clause | Details of BID DATA SHEET (BDS) | | | | |
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| | <p>supported by a Certificate of Completion or Final Acceptance. Submit accomplished FORM 7: STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC);</p> <p>4. NFCC computation of at least equal to the ABC. Submit accomplished FORM 8: NET FINANCIAL CONTRACTING CAPACITY (NFCC);</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><u>FOR TECHNICAL DOCUMENTS</u></p> <p>6. Bid Security in accordance with BDS Clause 14 (please refer to FORM 3: BID SECURING DECLARATION);</p> <p>7. Duly Notarized Omnibus Sworn Statement (please refer to FORM 5: OMNIBUS SWORN STATEMENT);</p> <p>8. Duly signed proposed Organizational Chart showing the List of Bidder's Key Personnel for the Project with qualification and work experience in accordance with BDS Clause 10.4;</p> <p>9. Certificate of Site Inspection duly signed by either of the following (please refer to FORM 9: CERTIFICATE OF SITE INSPECTION):</p> <p>9.1. CHRISTIAN VER B. SIGUENZA Supervisor, Engineering & Maintenance Services - DAP Conference Center</p> <p>9.2. ADRIAN RUSSEL I. MONTENEGRO Supervisor, Engineering & Maintenance Services - DAP Conference Center</p> <p>10. Company Profile with a List of All Completed Contracts within the last five (5) years; and,</p> <p>11. Certificate of Distribution and Service.</p> | | | | |
| <p>10.4 List of Contractor's Key Personnel</p> | <p>The minimum qualification and work experience requirements of Bidder's key personnel are the following:</p> <table border="0" data-bbox="384 1585 1412 1995"> <thead> <tr> <th data-bbox="384 1585 730 1626">Key Personnel</th> <th data-bbox="730 1585 1412 1626">Qualification and Experience</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 1626 730 1995"> <p>1. PROJECT MANAGER</p> </td> <td data-bbox="730 1626 1412 1995"> <ul style="list-style-type: none"> • Shall have the qualification and experience to decide for and on behalf of the Bidder relative to the progress/changes/adjustments during the implementation; • With at least five (5) years of professional experience in the construction industry; • Shall be a Licensed Civil Engineer, • With a background in similar projects; and • Shall render services for this Project until its completion and turn-over. </td> </tr> </tbody> </table> | Key Personnel | Qualification and Experience | <p>1. PROJECT MANAGER</p> | <ul style="list-style-type: none"> • Shall have the qualification and experience to decide for and on behalf of the Bidder relative to the progress/changes/adjustments during the implementation; • With at least five (5) years of professional experience in the construction industry; • Shall be a Licensed Civil Engineer, • With a background in similar projects; and • Shall render services for this Project until its completion and turn-over. |
| Key Personnel | Qualification and Experience | | | | |
| <p>1. PROJECT MANAGER</p> | <ul style="list-style-type: none"> • Shall have the qualification and experience to decide for and on behalf of the Bidder relative to the progress/changes/adjustments during the implementation; • With at least five (5) years of professional experience in the construction industry; • Shall be a Licensed Civil Engineer, • With a background in similar projects; and • Shall render services for this Project until its completion and turn-over. | | | | |

| ITB Clause | Details of BID DATA SHEET (BDS) |
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| | <p>2. PROJECT ENGINEER</p> <ul style="list-style-type: none"> • Shall be a Registered Mechanical Engineer; • Shall have at least three (3) years of experience in the construction industry; • With a background in similar projects; and • Shall render full-time services as required for this Project. <p>3. SAFETY OFFICER</p> <ul style="list-style-type: none"> • Shall have at least three (3) years of experience in the construction industry; • Has completed Occupational Safety and Health Training; and • Shall render full-time services as required for this Project. <p>4. REGISTERED ELECTRICAL ENGINEER</p> <ul style="list-style-type: none"> • Shall be a Registered Electrical Engineer; • With at least three (3) years of experience in the construction industry; • With a background in similar projects; and • Shall render services for this Project. <p>5. FOREMAN</p> <ul style="list-style-type: none"> • With at least ten (10) years of experience as a foreman in the construction industry; and, • Shall render full-time services for this Project until its completion and turn-over. <p><u>INSTRUCTIONS to BIDDERS:</u></p> <ul style="list-style-type: none"> • <i>Designation of key personnel to more than one of the above-stated fields/professions is <u>not allowed</u>.</i> • <i>The Contractor may assign support personnel, for the optimal performance of the Project Team. The support personnel shall undertake the required day-to-day site or office-related activities of the Contractor without additional cost to the Procuring Entity.</i> • <i>Full time services means the personnel involved shall render minimum of 8 hours on a given working day throughout the construction period and shall be available upon request by the End User.</i> |
| 10.5 List of Minimum Equipment Units | <p>The minimum equipment units required for the contract are the following:</p> <ol style="list-style-type: none"> 1. Hand Tools 2. Power Tools 3. Basic Safety Equipment (Personal Protective Equipment) / Paraphernalia 4. Other equipment, please specify (<i>Bidders should list <u>all equipment</u> that is needed to complete the works for the project</i>). |
| 11 Financial Component of the Bid | <p>Bidders shall submit the following financial documents using the prescribed forms:</p> <ol style="list-style-type: none"> 1. Financial Bid Form as prescribed in ITB Clause 11. |

| ITB Clause | Details of BID DATA SHEET (BDS) |
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| | <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>2. Duly signed Bill of Quantities (BOQ).</p> <ul style="list-style-type: none"> • Should be prepared using the template with file name “F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>” which editable file will be provided to the Bidders’ email address; • The soft-copy of the filled-out BOQ (in MS-excel format) must be part of the electronic files to be submitted by the bidder and to be marked as “F02”, file should be named as “F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>” as indicated on Section XII. Filenames; and • The signed soft-copy (in PDF) by the Bidder’s duly authorized representative should also be submitted and to be marked as “F02”, file should be named as “F02_XXX=IMAGE_Bill-of-Quantities=<BidderName>” as indicated on Section XII. Filenames. <p>3. Detailed Unit Price Analysis (DUPA): detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid.</p> <ul style="list-style-type: none"> • Should be prepared using the worksheet provided (please refer to “F03_XXX=DUPA=<BidderName>” which editable file will be provided to the Bidders’ email address); • The electronic-copy of the filled-out DUPA (in MS-excel format) must be part of the electronic files to be submitted by the bidder and to be marked as “F03”, file should be named as “F03_XXX=EXCEL_Detailed_Unit_Price_Analysis=<BidderName>” as indicated on Section XII. Filenames; and • The signed copy (in PDF format) by the Bidder’s duly authorized representative should also be submitted and to be marked as “F03”, “F03_XXX=IMAGE_Detailed_Unit_Price_Analysis=<BidderName>” as indicated on Section XII. Filenames. <p>4. Payment Schedule (per GPPB Resolution No. 07-2018, dated 18 May 2018). The first Progress Payment shall be paid only upon completion of at least 20% of the work and certified by the Procuring Entity’s Representative.</p> <ul style="list-style-type: none"> • Should be accomplished using the bidder’s letterhead; • The soft-copy of the payment schedule (in MS-excel format) must be part of the electronic files to be submitted by the bidder and to be marked as “F04”, file should be named as “F04_XXX=EXCEL_Payment_Schedule=<BidderName>” as indicated on Section XII. Filenames; and • The signed copy (in PDF format) by the Bidder’s duly authorized representative should also be submitted and to be marked as “F04”, file should be named as |

| ITB Clause | Details of BID DATA SHEET (BDS) | | | | | | | | | | | | | | | | | | | | |
|---|---|--------------------|---|-----------------|---------|-----------------------|---|-----|-------------|-----------------------|---|-----|-----------------------------|---------------------------------|---------------------------|-----|-----------------------------|---------------------|---------------------------------------|-----|-------------------------|
| | <p data-bbox="480 239 1394 304">“F04_XXX=IMAGE_Payment_Schedule=<BidderName>” as indicated on Section XII. Filenames.</p> <p data-bbox="592 331 1206 360" style="text-align: center;">Financial Documents Table of Requirements</p> <table border="1" data-bbox="392 383 1410 770"> <thead> <tr> <th data-bbox="392 383 603 461">Financial Document</th> <th data-bbox="603 383 1110 461">File Name (see Section XII for Instructions)</th> <th data-bbox="1110 383 1219 461">To be marked as</th> <th data-bbox="1219 383 1410 461">Remarks</th> </tr> </thead> <tbody> <tr> <td data-bbox="392 461 603 539">1. Financial Bid Form</td> <td data-bbox="603 461 1110 539">F01_XXX=EXCEL_Financial_Bid_Form=<BidderName></td> <td data-bbox="1110 461 1219 539">F01</td> <td data-bbox="1219 461 1410 539">Use Form 10</td> </tr> <tr> <td data-bbox="392 539 603 618">2. Bill of Quantities</td> <td data-bbox="603 539 1110 618">F02_XXX=EXCEL_Bill-of-Quantities=<BidderName></td> <td data-bbox="1110 539 1219 618">F02</td> <td data-bbox="1219 539 1410 618">Use provided excel template</td> </tr> <tr> <td data-bbox="392 618 603 696">3. Detailed Unit Price Analysis</td> <td data-bbox="603 618 1110 696">F03_XXX=DUPA=<BidderName></td> <td data-bbox="1110 618 1219 696">F03</td> <td data-bbox="1219 618 1410 696">Use provided excel template</td> </tr> <tr> <td data-bbox="392 696 603 770">4. Payment Schedule</td> <td data-bbox="603 696 1110 770">F04_XXX=Payment_Schedule=<BidderName></td> <td data-bbox="1110 696 1219 770">F04</td> <td data-bbox="1219 696 1410 770">Use bidder's letterhead</td> </tr> </tbody> </table> <p data-bbox="392 831 592 860"><u>REMINDERS:</u></p> <ul data-bbox="411 887 1394 1532" style="list-style-type: none"> <li data-bbox="411 887 1394 1133">• <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> <li data-bbox="411 1155 1394 1402">• <i>Item/s not indicated in the BOQ, but determined to be deemed vital to the completion of said item, should be inserted under “Other Items” by the bidder. Failure to do this on part of the bidder shall constitute that all item/s are already part in parcel of the bid. The same shall be applicable for quantities of the item/s indicated in the BOQ as the Bidder is responsible to make an estimate of the facilities available and all matters pertaining to the Project; and</i> <li data-bbox="411 1424 1394 1532">• <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 | 1. Financial Bid Form | F01_XXX=EXCEL_Financial_Bid_Form=<BidderName> | F01 | Use Form 10 | 2. Bill of Quantities | F02_XXX=EXCEL_Bill-of-Quantities=<BidderName> | F02 | Use provided excel template | 3. Detailed Unit Price Analysis | F03_XXX=DUPA=<BidderName> | F03 | Use provided excel template | 4. Payment Schedule | F04_XXX=Payment_Schedule=<BidderName> | F04 | Use bidder's letterhead |
| Financial Document | File Name (see Section XII for Instructions) | To be marked as | Remarks | | | | | | | | | | | | | | | | | | |
| 1. Financial Bid Form | F01_XXX=EXCEL_Financial_Bid_Form=<BidderName> | F01 | Use Form 10 | | | | | | | | | | | | | | | | | | |
| 2. Bill of Quantities | F02_XXX=EXCEL_Bill-of-Quantities=<BidderName> | F02 | Use provided excel template | | | | | | | | | | | | | | | | | | |
| 3. Detailed Unit Price Analysis | F03_XXX=DUPA=<BidderName> | F03 | Use provided excel template | | | | | | | | | | | | | | | | | | |
| 4. Payment Schedule | F04_XXX=Payment_Schedule=<BidderName> | F04 | Use bidder's letterhead | | | | | | | | | | | | | | | | | | |
| <p data-bbox="201 1561 344 1659" style="text-align: center;">12 Alternative Bids</p> | <p data-bbox="392 1561 692 1590"><i>No further instructions.</i></p> | | | | | | | | | | | | | | | | | | | | |
| <p data-bbox="217 1691 328 1756">15.1 Bid Security</p> | <p data-bbox="392 1691 1394 1792">The <u>Bid Security</u> shall be in the form of a <u>Bid Securing Declaration</u> (please refer to FORM 4: BID SECURING DECLARATION) <u>OR</u> any of the following forms and amounts:</p> <p data-bbox="392 1814 1394 1957">a. The amount of not less than 2% of the ABC or ONE HUNDRED EIGHTEEN THOUSAND PESOS (P118,000.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit; <u>OR</u></p> | | | | | | | | | | | | | | | | | | | | |

| ITB Clause | Details of BID DATA SHEET (BDS) |
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| | <p>b. The amount of not less than <i>5% of the ABC or TWO HUNDRED NINETY-FIVE THOUSAND PESOS (P295,000.00)</i>, if bid security is in Surety Bond.</p> |
| <p>19.2 Detailed Evaluation and Comparison of Bids</p> | <p>Partial bids are not allowed.</p> |
| <p>20 Post Qualification</p> | <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. 2023 Income/Business Tax Return (ITR) duly filed thru Electronic Filing and Payment System (eFPS) of the BIR as provided for under Executive Order No.398 or RR 3-2005 together with Filing and Payment References. 2. Latest Applicable Quarterly Value-Added Tax Returns (Quarterly Value-Added Tax Form No. 2550-Q) for the quarter ending, per Revenue Regulations 3-2005. <p><u>Instruction to Bidders:</u> If bidding as a Joint Venture (JV), each member of the JV shall submit the same documents.</p> |
| <p>21 Signing of the Contract</p> | <p>The successful bidder shall submit the following project requirements for contracting purposes:</p> <ol style="list-style-type: none"> 1. Printed and Certified True Copies of the Bidder’s submitted eligibility documents as follows: <ol style="list-style-type: none"> 1.1. Valid PhilGEPS Certificate of Registration under PLATINUM CATEGORY with the current and updated copy of the documents as follows; 1.2. Registration Certificate from SEC, DTI, or CDA, whichever is applicable; 1.3. Valid Mayor’s/Business Permit or its Equivalent Document; 1.4. Latest and Valid Tax Clearance Certificate issued by the Bureau of Internal Revenue (BIR); 1.5. Audited Financial Statements for Calendar Year (CY) 2023 stamped “received” by the BIR or its duly accredited and authorized institutions; 1.6. Valid PCAB License and Registration with at least “Small B” (Size Range) and “C & D” (License Category); 1.7. Statement of ALL its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; 1.8. Statement of its Single Largest Completed Contract (SLCC) supported by a Certificate of Completion or Final Acceptance; |

| ITB Clause | Details of BID DATA SHEET (BDS) |
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| | <p>1.9. NFCC computation of at least equal to the ABC; and</p> <p>1.10. Joint Venture Agreement (JVA), if applicable.</p> <p>2. Printed and duly signed original copies of the Bidder's submitted technical documents as follows:</p> <p>2.1. Bid Security in a form of a Bid Securing Declaration or Surety Bond;</p> <p>2.2. Notarized Omnibus Sworn Statement;</p> <p>2.3. Duly signed proposed Organizational Chart showing the List of Bidder's Key Personnel;</p> <p>2.4. Certificate of Site Inspection issued by DAP;</p> <p>2.5. Company Profile; and</p> <p>2.6. Certificate of Distribution and Service.</p> <p>3. Printed and duly signed original copies of the Bidder's financial documents as follows:</p> <p>3.1. Financial Bid Form;</p> <p>3.2. Bill-of-Quantities (BOQ), in size-A3 paper;</p> <p>3.3. Detailed Unit Price Analysis (DUPA); and</p> <p>3.4. Proposed Payment Schedule with planned dates.</p> <p>4. Duly signed narrative description of Construction Methodology that will be used for implementation;</p> <p>5. Curriculum Vitae (CV) of all proposed Key Personnel. Bidder shall attach photocopy of valid PRC license/s (applicable only to professionals with PRC license), and photocopy of valid accreditation or certificate of the Safety Officer and Materials Engineer. Submit accomplished FORM 11: FORMAT OF CURRICULUM VITAE (CV) FOR ALL PROPOSED KEY PERSONNEL TO BE ASSIGNED TO THE PROJECT;</p> <p>6. Duly signed PERT-CPM for the Project reflecting the critical path with a Time Scaled Network Diagram showing the Early Start, Early Finish, Late Start, Late Finish, Total Float, and Free Float of all the activities stated on the network diagram;</p> <p>7. Duly signed proposed Construction Schedule (Gantt Chart);</p> <p>8. Duly signed proposed Manpower Schedule;</p> <p>9. Duly accomplished and signed List of Bidder's available equipment units as specified in BDS Clause 10.5, which are owned, leased and/or under purchase agreements. The Bidder shall state a complete technical description of the pledged equipment. (please refer to FORM 6: LIST OF MAJOR EQUIPMENT UNITS);</p> <p>10. Equipment Utilization Schedule (only for the equipment & devices that will be brought to the site). Please refer to FORM 9: EQUIPMENT UTILIZATION SCHEDULE);</p> <p>11. Construction Safety & Health Program for the Project (per DPWH</p> |

| ITB Clause | Details of BID DATA SHEET (BDS) |
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| | <p>Department Order No. 39 series of 2020 and other LGU issuances, DOLE Department Order No.13 series of 1998, and DOLE, DPWH, DTI-CMDF-PCAB, DILG and PRC Joint Administrative Order No.01 series of 2011);</p> <p>12. Performance Security in any form as required in Section 39 of the 2016 Revised IRR of RA9184;</p> <p>13. Valid ISO Certification of at least ISO 9001:2015 from a recognized accreditation body (as prescribed by Department Order No. 01 series of 2011 issued by the Department of Public Works and Highways), <u>applicable only to the successful bidder whose category is Large “B”</u>; and</p> <p>14. USB thumb drives containing electronic copies of the submitted documents with filenames as explained in “Section XI. FILENAMES” of this OBD.</p> |

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

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

6. Site Investigation Reports

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

7. Warranty

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation

of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity’s Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials

and equipment delivered on the site but not completely put in place shall not be included for payment.

15. Operating and Maintenance Manuals

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

Section V. Special Conditions of Contract

| GCC Clause | Details of SPECIAL CONDITIONS OF CONTRACT (SCC) |
|--|---|
| 2 Sectional Completion of Works | For the Completion Date per Work Cluster, refer to the Schedule of Requirements and Specifications found in Section VI of this OBD. |
| 4.1 The Contractor's Obligation | No further instructions. |
| 6 Site Investigation Report | No further instructions. |
| 7.2 Warranty against Structural defects/failures | Provision of Post-Installation Documents including Certificate of Warranty to DAP of at least five (5) years on Sandwich Panel, five (5) years on Compressors, two (2) years on Workmanship, and one (1) year on Parts and Materials reckoned from the date of receipt of the Certificate of Completion issued by the DAP End User. |
| 10 Dayworks | No Dayworks are applicable to the Contract. |
| 11.1 Approval of Program of Work | <ol style="list-style-type: none"> 1. The awarded Contractor shall submit the Program of Work to the DAP's Authorized Representative/s for approval within ten (10) calendar days from the date of acceptance of the Notice of Award. 2. The Awarded Contractor shall submit a monthly Program of Work, <i>which corresponds to the overall Proposed Project Schedule (Gantt Chart) and S-Curve</i>, this will <u>be subject to the agreed date between the DAP's Authorized Representative and the awarded Contractor during the pre-project implementation meeting.</u> 3. Prior to issuance of Notice-to-Proceed, a Pre-Implementation Meeting shall be conducted with the awarded Contractor and DAP's Authorized Representative/s. 4. The awarded contractor shall prepare the official notice containing the list of agenda items that will be discussed/decided/agreed. The site-construction rules and regulations, and the safety/security concerns shall be taken-up, among others. The DAP's Authorized Representative/s shall preside the meeting. |
| 11.2 Updated Program of Work | The Contractor shall submit to the DAP's Authorized Representative/s, for approval of an updated Program of Work monthly from the Day-1 of project implementation. If the Contractor does not submit an updated Program of Work within this period, the DAP's Authorized Representative/s shall withhold an amount equal to 10% of the amount receivable from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted. Late submission will be treated as non-submission. |

| GCC Clause | Details of SPECIAL CONDITIONS OF CONTRACT (SCC) |
|--|---|
| <p>13 Advance Payment</p> | <p>The amount of the advance payment is Fifteen percent (15%) of the total contract price in accordance with COA Circular 2021-001, subject to the submission of the following:</p> <ol style="list-style-type: none"> 1. Written request from the Awarded Contractor; 2. Duly Notarized Contract; and, 3. Irrevocable Letter of Credit (LC), or Bank Guarantee, or Surety Bond Callable Upon Demand. |
| <p>14 Progress Payments</p> | <p>The first progress payment may be paid by DAP to the Contractor provided that at least twenty percent (20%) of the work has been accomplished as certified by the DAP’s Authorized Representative/s.</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Progress payment is subject to the submission of an updated Accomplishment Report plus required documentation prescribed in SCC Clause 11.2 and evaluation of the said report by the DAP’s Authorized Representative/s. 2. Payment shall be subject to government taxation, accounting, budgeting and auditing rules and regulations. 3. Processing of requested valid payment shall require the submission of the general and additional requirements in accordance with COA Circular 2012-001 dated June 14, 2012, as follows: <ol style="list-style-type: none"> 3.1. Statement of Work Accomplished/Progress Billing; 3.2. Inspection Report by the DAP’s authorized representatives; 3.3. Result of test analysis and/or commissioning certificates, if applicable; 3.4. Statement of time elapsed; 3.5. Previous certificates of accomplishments, if any; 3.6. Contractor’s affidavit on payment of laborers and materials; 3.7. Pictures before, during and after construction of items of work specially the embedded items indicating the specific locations; 3.8. Photocopy of vouchers of all previous payments, if any; and 3.9. Certificate of Completion, in case of Contractor’s request is for final payment. 4. Other documentary requirements required by DAP and COA in order to validate and verify the request for progress billing (e.g. sales invoice of materials/equipment delivered, manufacturers products/materials warranty certificates, etc.). |
| <p>15.1 Submission of “As Built” Drawings and</p> | <p>The following documents shall be included in 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 |

| GCC Clause | Details of SPECIAL CONDITIONS OF CONTRACT (SCC) |
|--|---|
| Operating and Maintenance Manuals | <p>engineers;</p> <ol style="list-style-type: none"> 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 DRAWINGS” in PDF and CAD format; 4. Complete set of colored photos in jpeg format and printed copies with date-stamp and time-stamp demonstrating before, during, and after construction works; 5. Manuals/brochures with technical specifications and Manufacturer’s printed Product Installation / Application Instructions; and 6. Warranty Certificate of at least five (5) years on Sandwich Panel, five (5) years on Compressors, two (2) years on Workmanship, and one (1) year on Parts and Materials reckoned from the date of receipt of the Certificate of Completion issued by the DAP End User. <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 the Certificate of Completion.</u></p> |
| <p>15.2 Contractor’s non-submission of As-Built Drawings and/or Manuals</p> | <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

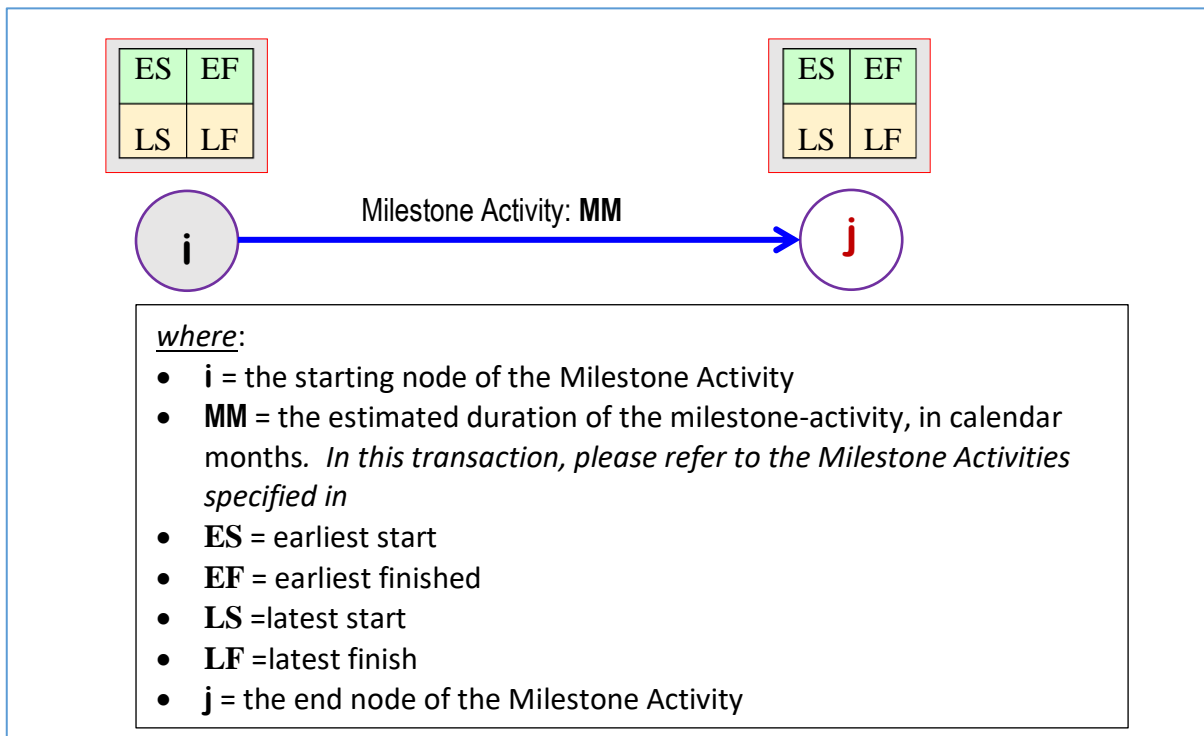
PROJECT NAME:
“ONE (1) LOT SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES CONFERENCE CENTER IN TAGAYTAY CITY”

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

A. Schedule of Requirements

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

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



The coverage *–from the date the Project Contract is notarized, to mobilization to demobilization, up until issuance of Certificate of Completion (COC)*, **should not extend beyond six (6) calendar months.**

More detailed PERT-CPM shall be required from the Proponent to whom the Project will be awarded and contracted. Exact dates of delivery and/or completion should be reckoned

from date of Contractor’s receipt of Notice-to-Proceed from DAP.

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

| Work Clusters | Nth Cal-days from Contractor's Date of Receipt of Notice-to-Proceed | |
|--|---|-------------------|
| | START | FINISH |
| 1. Notice to Proceed. | 1 st | 1 st |
| 2. Pre-Construction Phase | 1 st | 40 th |
| 3. Total Repair, Rehabilitation, Renovation of DAPCC Kitchen Walk-In Freezer and Walk-In Chiller Rooms including its Supply of Mechanical and Electrical Equipment | 41 st | 130 th |
| 4. Testing and Commissioning of DAPCC Kitchen Walk-In Freezer and Walk-In Chiller Rooms including its Supply of Mechanical and Electrical Equipment | 131 st | 140 th |
| 5. Punch-listing, rectification of punch-list items; cleaning, restoration of all affected facilities/areas/landscape, and other related-fixtures due to the works | 141 st | 160 th |
| 6. Project Turn-over including submission of “As-Built Plans” duly signed and sealed by appropriate professional engineer/s; and other construction contract documents | 161 st | 180 th |
| <i>END OF SCHEDULE OF REQUIREMENTS</i> | | |

B. Specifications

1. **General Requirements:** The Contractor shall comply with the requirements detailed here:
 - 1.1. Perform all the requirements stipulated in the drawings/plans, Bid Data Sheet, Special Condition of Contracts, Schedules of Requirement, Technical Specifications and Scope-of-Works, and other particulars mentioned in the Official Bid Documents (OBD); and
 - 1.2. Perform all other works involved not specifically mentioned but are necessary to complete the works in accordance with the plans, specifications, and other related documents at no additional cost to the Procuring Entity.

2. **Duties and Responsibilities of the Contractor:** For the proper execution of the PROJECT, the Contractor shall:
 - 2.1. Provide and pay for all labor, materials, equipment, tools, construction equipment, machinery, transportation and all other facilities and services necessary for the proper execution and completion of the all the works;
 - 2.2. Apply for and secure necessary permits, including payment of needed fees, bonds

and/or insurance (if any) in compliance to all rules and regulations as required by oversight government agencies for the PROJECT;

- 2.3. Designate in writing, its proposed Project Team defining clearly their lines of authority and communications to coordinate the construction activity. The proposed project team shall be duly approved by the DAP. If the DAP instructs to remove or replace any of the contractor's named key personnel, the contractor shall do so without contest;
- 2.4. Submit a **Network Diagram** and **Time Scaled Event Network** highlighting the **Critical Path Method** and reflecting all activities involved in the project to clearly indicate which of the activities must be performed sequentially and which can be performed independently from the other. The **Network Diagram** must reflect the Early Start (ES), Early Finish (EF), Late Start (LS), Late Finish (LF), Total Float (TF) and Free Float (FF). The total project duration is not to exceed **One Hundred Eighty (180)** calendar days;
- 2.5. Conduct regular Project Progress Meetings to inform and advise the DAP Representatives of the project status including schedule, costs, quality and changes.
 - 2.5.1. The Project Manager and Project Engineer must be present in all weekly, monthly, and special periodic meetings;
 - 2.5.2. Submit Monthly Accomplishment Report (MAR) to the Academy's representative comprising of *Progress of Work Updates*, inclusive of :
 - (a) Complete set of colored photos in hard and soft copies stamped with date and time demonstrating before, during and after construction works for the month. Format of photos must be in jpeg;
 - (b) Complete presentation of program of work corresponding to the monthly accomplishment. The contractor shall show if the project is ahead or behind, in reference to the approved construction schedule. The contractor to highlight the actions that it would undertake to catch up to the approved construction schedule. This submission, if accepted by the DAP or its duly authorized representative, will be used as basis to issue the contractor, a monthly Statement of Work Accomplished (SWA).
 - 2.5.3. Prepare and maintain appropriate documentation relating to this activity including preparation of Meeting Agenda and Minutes of Meetings for which shall be submitted by the contractor within two (2) calendar days after a meeting was conducted;
- 2.6. Coordinate, monitor and inspect the work to ensure conformance with the approved plans/drawings, technical specifications, cost, delivery schedules, and other terms and conditions of the Contract;
- 2.7. Submit for review and approval of DAP Representative and/or End User all Shop Drawings, Product Data, and Material Samples. The contractor shall maintain a record of all submitted and approved Shop Drawings, Product Data and Material Samples for the Project;
- 2.8. Submit for review and approval of DAP Representative and/or End User any Variation Order works that deviate from the original approved plans/drawings, technical specifications, cost, delivery schedules, and other terms and conditions of the Contract. The Contractor shall justify the need for it and who will bear the burden of

cost. All changes shall be appropriately documented;

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

C. DETAILED SCOPE OF WORKS

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

1. GENERAL REQUIREMENTS

- 1.1. Conduct of baseline audit to establish extent of damages / defects of the existing Walk-in Freezer & Chiller Facilities and Systems, Controls, Devices, Equipment & all related civil, electrical & mechanical Accessories;
- 1.2. Provision of temporary facilities, construction signs, cautions, jobsite temporary board-up, Personal Protective Equipment (PPE) and other paraphernalia
- 1.3. Assessment of the existing Walk-in Freezer & Chiller Rooms including Systems, Controls, Devices, Equipment & all related civil, electrical & mechanical Accessories based on its current condition - obsolescence, wear and tear, insulation, noise, vibration, non-availability of parts, recurring high maintenance costs, safety issues, high energy costs, etc.;
- 1.4. Submission and Presentation of Audit Survey and Shop Drawings or signed and sealed "As-field condition" drawings to DAPCC Management;
- 1.5. Comparative study on possible alternative improved layouts and schemes to rehabilitate, renovate, replace existing Walk-in Freezer and Walk-in Chiller Facilities and Systems, Controls, Devices, Equipment & all related civil, electrical, electronic & mechanical accessories;

- 1.6. Recommendation on most preferred layout and scheme citing advantages of such layout and scheme to DAPCC operations and approval of DAPCC management on the recommended layout & scheme;
- 1.7. Preparation of detailed engineering plans/designs, bill-of-quantities on the approved scheme and approval of appropriate professional engineer for each required discipline, including the submission of a detailed Program of Work (POW);
- 1.8. Complete rehabilitation, renovation, replacement and commissioning of the Walk-in Freezer and Walk-in Chiller Facilities and Systems, Controls, Devices, Equipment & all related civil, electrical, electronic & mechanical accessories as indicated in the approved detailed engineering plans/ designs and bill-of-quantities;
- 1.9. Provision of temporary freezer and chiller storage that can accumulate the maximum stock of kitchen products;
- 1.10. Cleaning, Clearing, Hauling and Turnover to include all works but not limited to the restoration to original condition of all affected facilities, areas, fixtures, etc. due to the rehabilitation works; and
- 1.11. Provision of Post-Installation Documents including Certificate of Warranty to DAP of at least five (5) years on Sandwich Panel, five (5) years on Compressors, two (2) years on Workmanship and one (1) year on Parts and Materials reckoned from the date of receipt of the Certificate of Completion issued by the DAP End User.

2. REQUIRED REPORTS AND DOCUMENTARY SUBMITTALS

- 2.1. Final Engineering Report (to include the Detailed Engineering Plans/Designs, As-Built Plans, Final Audit Survey, Testing and Commissioning):
 - 2.1.1. Hardbound copy two (2) sets; and
 - 2.1.2. Soft copies in USB Drive two (2) pieces.
- 2.2. Detailed Engineering Plans/Designs | submit two (2) sets preliminary plans in size A3 sheets to include but not limited to the following:
 - 2.2.1. Complete Mechanical plans including schematic diagram, schedule of loads, description, technical specifications, etc., and;
 - 2.2.2. Complete Electrical plans including single line diagram, panel board
 - 2.2.3. details, schedule of loads, descriptions, technical specifications, etc.
 - 2.2.4. Complete Electronic plans, if any, including single line diagram, descriptions, technical specifications, etc.; and,
 - 2.2.5. Complete Civil plans, including concrete foundation details, technical specifications, etc.
- 2.3. Complete Detailed Engineering Plans/Designs | three (3) sets for final submittal of “As-Built Drawings”, in blue print copies and plotted in size 30”x40” mylar sheets, to include but not limited to the following:
 - 2.3.1. Complete signed and sealed Mechanical plans including schematic diagram, schedule of loads, description, technical specifications, etc.;
 - 2.3.2. Complete signed and sealed Electrical plans including single line diagram, panel board details, schedule of loads, descriptions, technical

specifications, etc.;

- 2.3.3. Complete signed and sealed Electronics plans, if any, including single line diagram, descriptions, technical specifications, etc.; and,
- 2.3.4. Complete signed and sealed Civil plans, including ceiling, wall, flooring as well as Walk-in Freezer & Walk-in Chiller equipment's concrete foundation details, technical specifications, etc.
- 2.4. Certification from the contractor specifying warranty of at least five (5) years on Sandwich Panel, five (5) years on Compressors, two (2) years on Workmanship and one (1) year on Parts and Materials reckoned from the date of receipt of the Certificate of Completion issued by the DAP End User,
- 2.5. Technical Brochures and Operating Manuals;
- 2.6. Conduction of free quarterly Preventive Maintenance Services, Site Checking, Diagnostics and Testing Works within the systems' warranty period of at least one year;
- 2.7. Procedure and Work Instruction Manual (PAWIM) for the New Walk-In Freezer and Walk-In Chiller Facilities;
- 2.8. Photos with date and time stamp, before, during, and after the execution of the project;
- 2.9. Documentary Requirements in acquiring of Imported Items (Bill of Lading, etc.), if applicable;
- 2.10. Submission of Weekly and Monthly Progress Reports;
- 2.11. Methodology for the installation, testing and commissioning of the New Walk-In Chiller and Walk-In Freezer Facilities; and
- 2.12. Signed and/or editable copies of above-mentioned items shall be stored in a USB Thumb Drive and shall be submitted to the DAPCC-EMS.

3. PRE-IMPLEMENTATION ACTIVITIES:

The Contractor shall undertake the following activities necessary to the preparation of plans/ designs/ design analysis and computations/ drawings for the possible alternative improved layouts and schemes to rehabilitate, renovate, replace existing Walk-in Freezer and Walk-in Chiller Facilities, and Systems.

- 3.1. Conduct of baseline audit/as-found survey to establish extent of damages / defects of the existing Walk-in Freezer & Chiller Facilities and Systems, Controls, Devices, Equipment & all related civil, electrical & mechanical Accessories (e.g. review of civil, electrical, electronics, mechanical etc. taking into considerations of proposed volume/capacity of cold storages);
- 3.2. Assessment of the existing Walk-in Freezer & Chiller Rooms including Systems, Controls, Devices, Equipment & all related civil, electrical & mechanical Accessories based on its current condition - obsolescence, wear and tear, insulation, noise, vibration, non-availability of parts, recurring high maintenance costs, safety issues, high energy costs, etc;
- 3.3. Comparative study on possible alternative improved layouts and schemes to rehabilitate, renovate, replace existing Walk-in Freezer and Walk-in Chiller Facilities and Systems, Controls, Devices, Equipment & all related civil, electrical, electronic

& mechanical accessories; and,

- 3.4. Provide and present findings and recommendation on most preferred layout and scheme citing advantages of such layout and scheme to DAPCC operations and approval of DAPCC management on the recommended layout & scheme.
- 3.5. Preparation of detailed engineering plans/designs, bill-of-quantities on the approved scheme and approval of appropriate professional engineer for each discipline:
 - 3.5.1. Detailed Engineering Plans/ Designs in size A3 for preliminary submittal of plans to include but not limited to the following:
 - (a) Complete Mechanical plans including schematic diagram, schedule of loads, description, technical specifications, etc;
 - (b) Complete Electrical plans including single line diagram, panel board details, schedule of loads, descriptions, technical specifications, etc.
 - (c) Complete Electronic plans, if any, including single line diagram, descriptions, technical specifications, etc.; and,
 - (d) Complete Civil plans, including concrete foundation details, technical specifications, etc.

4. IMPLEMENTATION ACTIVITIES:

Complete rehabilitation, renovation, replacement and commissioning of the Walk-in Freezer and Walk-in Chiller Facilities and Systems, Controls, Devices, Equipment & all related civil, electrical, electronic & mechanical accessories as indicated in the approved detailed engineering plans/designs and bill-of-quantities. The following are the detailed scope-of-works as specified for the Project, to include but not limited to the following:

4.1. Mobilization and General Requirements

- 4.1.1. Obtain building permits and other necessary permits as required for the Project;
- 4.1.2. Provide Temporary field office with health/safety/first aid facility and utilities with corresponding sub-meters to be connected to supply of electricity;
- 4.1.3. Provide Personal Protective Equipment (PPE) and other Safety & Health Paraphernalia;
- 4.1.4. Other necessary project requirements, and works to complete the mobilization; and
- 4.1.5. Provide board up that will safeguard the kitchen of DAPCC to any form of dirt and foreign objects that may affect its stock raw foods and its daily operation.

4.2. Upgrade and Renovation of the Walk-In Freezer and Walk-In Chiller Facilities, and Systems

- 4.2.1. Electrical Works
 - (a) Provision of 4 units of IP 67 LED Lighting for each room;
 - (b) Provision of Room Temperature Control by Thermostat which is Self-contained remote bulb, liquid filled, reverse acting, adjustable, sealed mercury bulb type, with three-degree differential. Thermostat may be mounted on the unit cooler wall with remote bulb positioned in inlet air to

the evaporator;

- (c) Provision of a local audible and visual over-temperature alarm with silencer switch, for each Walk-In Freezer/Walk-In Chiller. Locate devices in a stainless-steel enclosure by the door. Where shown on the drawings provide an additional remote alarm located in an adjacent corridor, and
- (d) Provision of Emergency Push Button at Walk-In Freezer, and Walk-In Chiller Rooms.

4.2.2. Civil Works / Demolition & Dismantling Works

- (a) Removal of existing tiles of Walk-In Freezer and Walk-In Chiller Rooms;
- (b) Removal of all dilapidated insulation;
- (c) Removal of all old plaster/chipped off concrete;
- (d) Demolition of walls, partition, and ceiling insulations of the cold storage rooms;
- (e) Hauling and disposal of all construction debris;
- (f) Provision of floor, ceilings, CHB walls or partitions of the cold rooms shall have prefab polyisocyanurate panels (Thickness of polyisocyanurate panel shall be 100 millimeters for the Walk-In Freezer and Walk-In Chiller Rooms) with an approved/standard layer for Concrete, polyisocyanurate Panels, Steel Round Bars, Polyethylene Tape, etc.;
- (g) Floor and wall surface preparation including restoration/repair of observed cracks;
- (h) Application of Waterproofing (Cementitious) to flooring and be extended to walls at 1-meter height;
- (i) Installation of wall tiles, and non-skid floor tiles;
- (j) Installation of Ceiling with Insulation including hangers and supports;
- (k) Installation of new Door System with PVC Strip Curtain for Walk-In Freezer, and Walk-In Chiller Rooms;
- (l) Install floor drain including pipes & accessories for Walk-In Freezer and Walk-In Chiller Rooms;
- (m) Provide pipe sleeves/openings for refrigerant and electrical lines from condensing unit to unit coolers, gauges, and other services; and
- (n) Provision of Stainless-Steel Shelves for the Walk-In Freezer, and Walk-In Chiller Rooms (refer to approved layout) with 10 pieces customized and fabricated food crates and long pan suited to the shelf's dimensions for each room.

4.2.3. Mechanical Works

- (a) Provision of additional drain pans under uncovered refrigerant connections and interconnect them with main drain pan. For freezer units provide electrically heated drain pan; and
- (b) Defrost Provision for Walk-In Chiller and Walk-In Freezer:
 - ❖ Walk-In Chiller Room. Defrost shall occur during compressor off-

cycle with evaporator fan running continuously; and

- ❖ Walk- In Freezer Room. Defrost by heating elements incorporated into coil and drain pan. Operation of evaporator pan shall be delayed after defrost cycle until evaporator is cold enough to freeze any water droplets that are on the evaporator coil. Defrosting unit shall be automatically controlled by an electric shock, refrigerant suction gas pressure sensing device, or by means of sensing increased air resistance due to ice accumulation.

4.3. Upgrade and Renovation of the Machine Room

4.3.1. Electrical Works

- (a) Dismantle existing feeders, wirings, conduit piping, and any other necessary supports, brackets, fittings including the existing control panel of the Compressor and Evaporator Units of Walk-In Freezer, and Walk-In Chiller;
- (b) Install controls, and wires from the control panel to condensing units, unit coolers, gauges, solenoid valves and other related refrigeration components, and accessories. Install ¼ HP, 18” dia. exhaust fan (refer to approved layout);
- (c) Replacement of existing main feeder lines including the circuit breaker and its enclosures for the Main Power Supply of Main Circuit Breakers for the Walk-In Freezer, and Walk-In Chiller;
- (d) Supply and Installation of new, complete sets of Circuit Breakers and its NEMA Type 3R enclosures, and the Control Panels including the electrical wiring terminations, and installation for the for the Walk-Freezer and Walk-In Chiller room electromechanical equipment;
- (e) Supply of works for electrical wiring terminations and installations from circuit breaker to Control Panels, and new refrigerant equipment;
- (f) Supply and Installation of wirings and conduit pipings needed for the power supply of the Exhaust fan to be installed from Main Panel Board of Main Kitchen to the Machine Room;
- (g) Provide 2 smart meters (BMS Ready) for monitoring the equipment electric consumption;
- (h) Provide 4 units of 12 Watts LED Lighting in accordance with the approved plan including wiring, and conduit piping installation; and
- (i) Provide the supply and installation for new panelboard for the lightings of machine room, walk-in freezer, and walk-in chiller rooms and, the exhaust fan including the provision of spare circuit breakers in accordance with the approved layout.

4.3.2. Mechanical Works

- (a) Supply of labor, tools, and equipment needed to conduct purging, and discharging of existing refrigerant of the compressor before conducting dismantling of existing condensing units, and refrigeration piping, and other accessories.
 - ❖ Refrigerant pipe material shall be Type “L” copper tubing, hard drawn

with wrought copper solder type fittings suitable for connection with silver solder; and

- ❖ Refrigerant pipe shall be insulated properly. The drainpipes shall be insulated with pre-molded 19 mm thick flexible unicellular insulation.
- (b) Dismantle the existing condensing units, and existing refrigeration piping, and accessories; provide necessary safekeeping.

4.3.3. Civil Works

- (a) Construct new reinforced concrete bases including vibration pads, in accordance with the approved plan. (NOTE: Contractor will submit for approval the specification of construction materials to be used).
- (b) Clean machine room from all debris;
- (c) Construct an extension area for the machine room following the approved layout;
- (d) Provision and application of Self-Levelling Epoxy at Machine Room Flooring; and
- (e) Provision of painting works for ceiling and walls.

4.4. Installation of New Refrigeration Equipment for the Walk-In Freezer, and Walk-In Chiller Facilities, and Systems

4.4.1. New Refrigeration Equipment and Control System

- (a) Outdoor type air cooled condensing units each complete with 3 phase, 220 volts, 60 Hz semi-hermetic compressor motor (R404 or R507A), liquid receiver, suction, and discharge service valves, crankcase heaters, hi-lo pressure cut-outs, and gauges compressor over current, and over temperature protection, thermally protected permanently lubricated condenser fan motor, fusible plug or relief valves, sight glass moisture indicators, control panel with compressor contactor, defrost control timer, defrost heater, contactor, and unit cooler fan motor, fuse disconnect, or breaker oil separator and suction accumulator as may be required, suction and discharge vibration eliminator, weatherproof cabinet:
 - ❖ For Walk-In Freezer = 3.0 HP (or equal to achieve the required operating temperature (cut in = +25 deg C and cut off = -25 deg C))
 - ❖ For Walk-In Chiller = 2.0 HP (or equal to achieve the required operating temperature (cut in = +25 deg C and cut off = 0 deg C))
- (b) Provision of Remote Monitoring Alarm Management System that has Automatic System Report Generation via XWEB. It can monitor the temperature, pressure, condensing unit, superheat, door sensor/alarm, and has Mobile and PC Remote Access.
- (c) Individual solenoid valves, expansion valves, sight glass, and filter core/drier with bypass lines, and isolation valves, digital temperature gauges, evaporator/room temperature probes, pressure probe, control driver, transformer;
- (d) Walk-In Freezer, and Walk-In Chiller Thermostat control for automatic “ON-OFF”, and an individual manual defrost switches; and

- (e) Individual motor control devices in NEMA 3R enclosure.
- 4.4.2. Supply All Systems Consumables, and All Other Accessories Needed for Termination, Testing, And Commissioning of the New Walk-In Freezer, and Walk-In Chiller Facilities:
- (a) Leak testing of Walk-In Freezer and Walk In Chiller full system;
 - (b) Test run of Walk-In Freezer and Walk In Chiller full system;
 - (c) Provide all other accessories required per design including refrigerant lines;
 - (d) Flush the system with non-CFC or environmentally friendly gas;
 - (e) Perform initial leak test for each system, fix leaks if any;
 - (f) Carefully mount/ connect the compressors; install all electrical lines necessary for commissioning;
 - (g) Vacuum and fully charge the system with refrigerant, and
 - (h) Testing and commissioning of both systems.

5. CLEANING / CLEARING / HAULING AND TURN-OVER:

- 5.1. Restore to its original condition any facilities, utilities and areas that has been damaged due to accidents arising from installation;
- 5.2. Clean the areas before turn-over;
- 5.3. Turn-over the entire project for acceptance to DAPCC Engineering Office;
- 5.4. Conduct training of the DAP maintenance personnel who will operate and maintain all equipment, facilities and utilities installed. Orientation and Training shall occur on the date and time that DAPCC requires. (Attendance List, Photos, and Presentation)
- 5.5. Rectification of Punch-List with known defects; and
- 5.6. Demobilization

6. OTHER REQUIREMENTS:

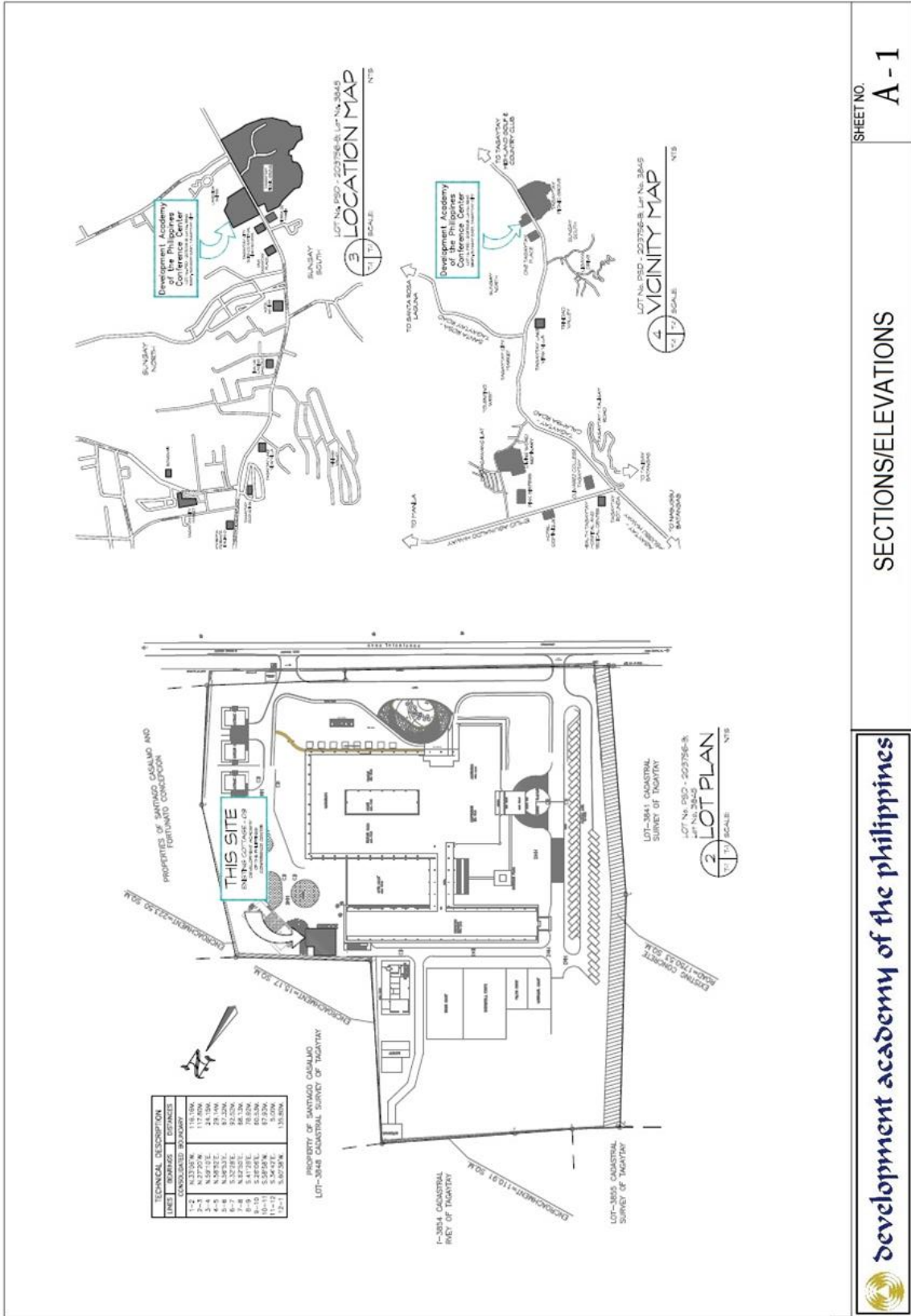
- 6.1. Interested contractors must do site visit at DAPCC before submitting a proposal/quotation;
- 6.2. CONTRACTOR must clearly itemize the cost components of the Quotation, to include data as follows:
 - 6.2.1. FOR THE MATERIALS AND EQUIPMENT: All materials/parts/items to be used shall include the specifications. **NOTE: *NO CHANGE IN SPECS OF THE MATERIALS WILL BE ENTERTAINED UNLESS THE CHANGE IS APPROVED IN WRITING;***
 - 6.2.2. FOR LABOR / TECHNICAL SUPERVISION: Specify labor type and amount;
- 6.3. All wiring works shall be done in good engineering practice, workmanship, and in accordance with the applicable standards;
- 6.4. All work-details, plans, lay-outs, and schedule should be submitted in the form of Work Permit issued by DAPCC Engineering Office and approved by the DAPCC

Department Manager; and

- 6.5. Submit hard and soft copy of before, on-going and after pictures with date and time stamps.

Section VII. Drawings

| PLANS | #Sheets |
|---|---------|
| 1. VICINITY MAP AND LOCATION MAP | A-1 |
| 2. EXISTING LAYOUT OF WALK IN FREEZER AND CHILLER | TRRR-1 |
| 3. LEGENDS AND SYMBOLS | TRRR-2 |
| 4. SINGLE LINE DIAGRAM AND PANEL BOARD DETAILS | TRRR-3 |



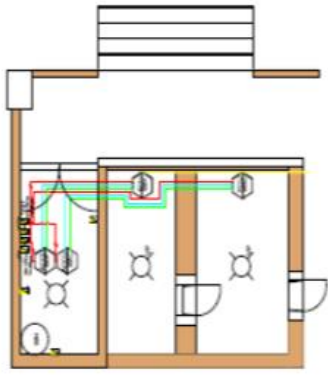
| LINE | BEARINGS | DISTANCES |
|-----------------------|-------------|-----------|
| CONSOLIDATED BOUNDARY | | |
| 1-2 | N 77° 20' N | 117.80M |
| 2-3 | S 2° 15' E | 24.15M |
| 3-4 | N 89° 33' E | 87.32M |
| 4-5 | N 89° 33' E | 87.32M |
| 5-6 | S 41° 28' E | 78.82M |
| 6-7 | S 41° 28' E | 78.82M |
| 7-8 | S 41° 28' E | 78.82M |
| 8-9 | S 41° 28' E | 78.82M |
| 9-10 | S 41° 28' E | 78.82M |
| 10-11 | S 41° 28' E | 78.82M |
| 11-12 | S 41° 28' E | 78.82M |
| 12-13 | S 41° 28' E | 78.82M |

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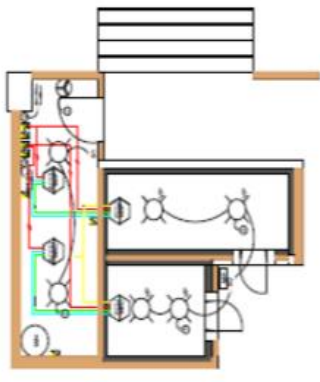
SECTIONS/ELEVATIONS

SHEET NO. **A-1**

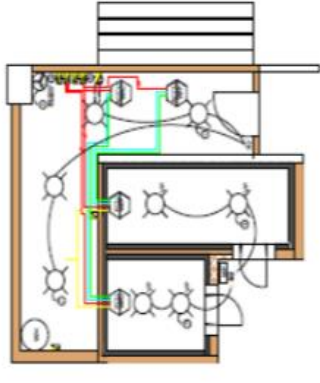
Existing Layout of Walk-In Freezer and Walk Chiller Rooms including Machine Room



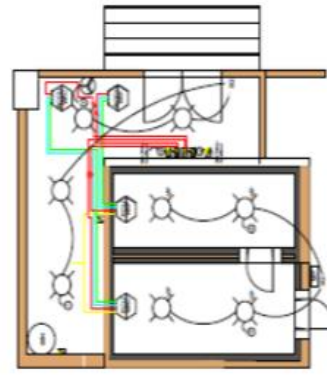
Proposed Layout of Walk-In Freezer and Walk Chiller Rooms including Machine Room Option 1



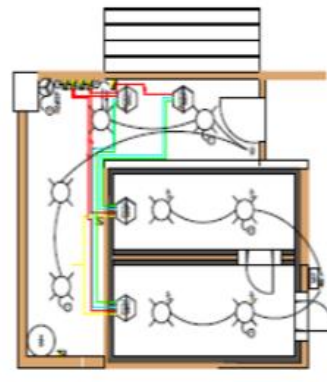
Proposed Layout of Walk-In Freezer and Walk Chiller Rooms including Machine Room Option 2



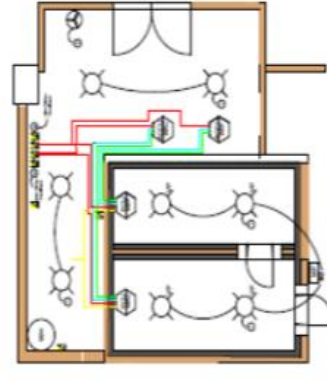
Proposed Layout of Walk-In Freezer and Walk Chiller Rooms including Machine Room Option 3



Proposed Layout of Walk-In Freezer and Walk Chiller Rooms including Machine Room Option 4


















Proposed Layout of Walk-In Freezer and Walk Chiller Rooms including Machine Room Option 5



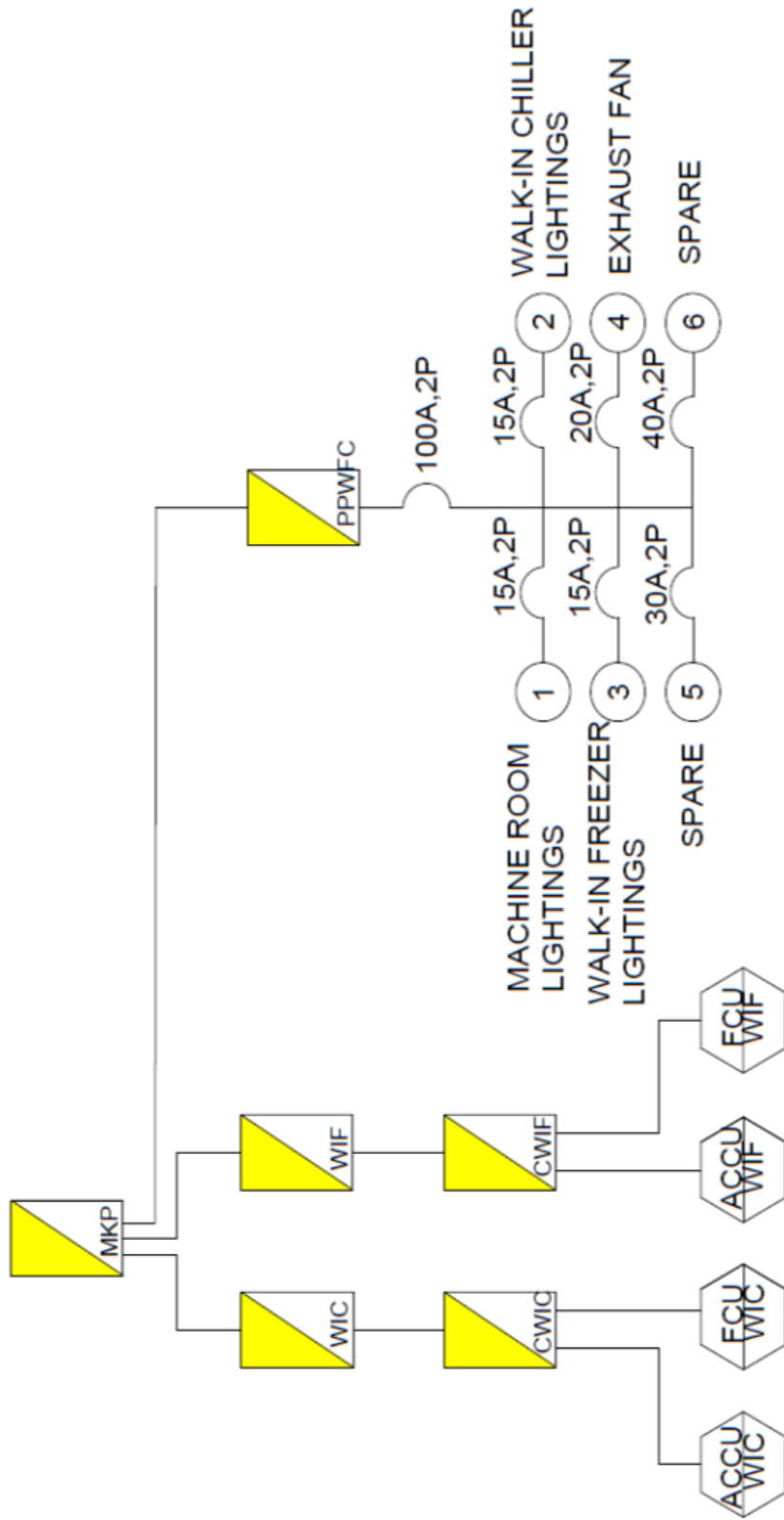
| | | | | | | | |
|---|---|---|--|--|--|---|---------------------|
|  development academy of the philippines | PROJECT TITLE TOTAL REPAIR, REHABILITATION, RENOVATION OF DAPCC ROTORNA WALK-IN FREEZER AND WALK-IN CHILLER ROOMS INCLUDING ITS SUPPLY OF MECHANICAL AND ELECTRICAL EQUIPMENT DAP CONVENTION CENTER, TAGAYtay CITY | DRAWN BY C.V. B. SIBUENZA ENGINEER - MECH | RECOMMENDING APPROVAL BY: ERMARIE A. MONDECAR MANAGING ELECTRICAL ENGINEER | APPROVED BY NELSON L. CASALAN SENIOR ELECTRICAL ENGINEER | APPROVED BY BERNARDO A. DIZON MEP-SERIES | SHEET CONTENT EXISTING LAYOUT OF WALK-IN FREEZER AND WALK-IN CHILLER ROOMS INCLUDING MACHINE ROOM PROPOSED LAYOUT (OPTIONS 1-5) | SHEET NO. TRRR-1 |
| | | | | | | | 1 1 |


LEGENDS & SYMBOLS:

| | | | | | |
|---|-------------------------------------|---|--|---|--------------------|
|  | CONDENSING UNIT OF WALK -IN FREEZER |  | FREEZER/CHILLER DOOR |  | 3 PHASE POWER LINE |
|  | CONDENSING UNIT OF WALK -IN CHILLER |  | MACHINE ROOM DOOR |  | MONITORING PANEL |
|  | FAN COIL UNIT OF WALK -IN FREEZER |  | MACHINE ROOM DOOR | S2 | 1 GANG SWITCH |
|  | FAN COIL UNIT OF WALK -IN CHILLER |  | LED LAMPS | S2 | 2 GANG SWITCH |
|  | EXHAUST FAN |  | VAPOR PROOF LAMPS |  | CIRCUIT HOMERUN |
|  | LIQUID LINE |  | STORAGE WATER HEATER |  | NEW PANEL BOARD |
|  | SUCTION LINE |  | ELECTRIC METER | | |
|  | DRAIN LINE |  | MAIN CIRCUIT BREAKER - WALK-IN CHILLER | | |
|  | CONCRETE WALL/PARTITION |  | CONTROL PANEL- WALK-IN CHILLER | | |
|  | POLYURETHANE INSULATION |  | MAIN CIRCUIT BREAKER - WALK-IN FREEZER | | |
| | |  | CONTROL PANEL- WALK-IN FREEZER | | |
| | |  | MAIN CIRCUIT BREAKER- WATER HEATER | | |

| | | | | | | |
|---|--|--|-------------------------------------|--|--|--------------------------------|
|  | development academy of the philippines | PROJECT TITLE | DESIGN BY | RECOMMENDING APPROVAL BY: | APPROVED BY: | SHEET NO. |
| | | TOTAL REPAIR, REHABILITATION, RENOVATION OF CHILLER ROOMS INCLUDING THE SUPPLY OF MECHANICAL AND ELECTRICAL EQUIPMENT SM CONFERENCE CENTER, MARSHY CITY | C.V. B. SIGLENZA ENGINEER - MECH | EMARIE A. MONDEJAR MANAGING ELECTRICAL ENGINEER | NELSON L. CASALAN ELECTRICAL ENGINEER | BERNARDO A. DIZON SM-SENIOR |
| | | | | | | 1 |
| | | | | | | 2 |

SINGLE LINE DIAGRAM, AND PANEL BOARD DETAILS



| | | | | | | | | |
|---|--|--|--|---|--|--|--|---------------------|
|  | development academy of the philippines | PROJECT TITLE TOTAL REPAIR, REHABILITATION, RENOVATION OF DANCE KITCHEN WALK-IN FREEZER AND WALK-IN CHILLER ROOMS INCLUDING ITS SUPPLY OF MECHANICAL AND ELECTRICAL EQUIPMENT | DRAWN BY C.V. B. SIEJENZA ENGINEER - DMC | ENMARIE A. MONSIEAR MANAGING ELECTRICAL ENGINEER | NELSON L. CASALAN ELECTRICAL ENGINEER | APPROVED BY BERNARDO A. DIZON SUPERVISOR | SHEET CONTENT SINGLE LINE DIAGRAM AND PANEL BOARD DETAILS | SHEET NO. TRRR-1 |
| | | | | | | | | 1 |
| | | | | | | | | |

Section VIII. Bill of Quantities (BOQ)

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.

A. 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;
2. Participating Bidder shall place its tender/quotation or bid on the prescribed form of Bill-of-Quantities (BOQ);
3. *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; and*
4. Bidders are required to carefully and thoroughly follow the “**Instructions: How to Fill-out BOQ**” of this Section.

B. INSTRUCTIONS on how to FILL-OUT the BOQ:

1. *Using at least version 2010 of Microsoft Excel, retrieve from the DVD the filename... “F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx”;*
2. Save the said excel file with another filename “F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx”, where “<BidderName>” represents the Bidder's name;
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;
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’;*
5. Bidder must take enough care and patience to fill-out data needed in order to come-up with eligible / competitive bid;
6. Clarification/s, if any, must be emailed to dapbacsec@dap.edu.ph;
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:

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

8. AMOUNTS OF BID:

- 8.1. For each bid item, the total “**CALCULATED Total BID**” *will automatically computed based on the encoded unit cost data* for...
 - i. Direct Costs = “AMT_Matl’s + AMT_L&E”; and,
 - ii. 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.
- 8.2. 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.**
- 8.3. 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;
- 8.4. **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...
 - i. In column “**F**”, input ITEM DESCRIPTION. This is an alphabetic data that pertains to an additional item suggested by the Bidder. Further explanation may be asked by the BAC/TWG as to the necessity of such item. Addition of this item will not be construed as a basis to legitimize that the total bid can be more than the ABC=**P5.90M**. **Bid greater than ABC will be declared “NOT**

ELIGIBLE”.

- ii. In column “**G**”, input item QTY. This is a numeric data representing the volume of the item that will be used for the project. The succeeding estimation of cost will depend on this data;
- iii. In column “**H**”, input item Unit (of measure). This is an alphabetic info indicating the description of the previously inputted QTY. This data should be the commercially available measure of quantity, preferably in metric system;
- iv. In column “**T**”, input Unit Cost of Materials [**UC_Matls**]. This is 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.
- v. In column “**K**”, input Unit Cost of Labor [**UC_L+E**]. This is 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;
- vi. In column “**N**”, input percent Overhead, Contingencies & Miscellaneous (OCM) expenses [%**O**]. This a numeric percentage data representing the bid-price tendered by the Bidder as a function of the automatically computed [(Direct Cost) = (Cost of Materials) + (Cost of Labor & Eqpt)] needed for implementation of the previously described item;
- vii. In column “**P**”, input percent Profit [%**P**]. This a numeric percentage data representing the bid-price tendered by the Bidder will the estimated profit for the Bidder; and,
- viii. In column “**R**”, input percent Tax [%**T**]. This a numeric percentage data representing the tax that will be cost tendered by the Bidder as a payment of tax for bid-item earlier described.

- 8.5. Once finalized, the Bidder has to place the file in size-A3 paper (11.7in x 16.5in), 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.

9. WHAT TO SUBMIT: “F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx” must be copied and saved in the USB thumb drive to be submitted by the Bidder and explained during the Pre-Bid Conference;

- 9.1. *Softcopy of the filled-out “F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx” (should be contained in the USB Thumb Drive to be submitted by the Bidder);*
- 9.2. The print copy in size-A3 paper (11.7in x 16.5in) of the sheet named “F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx” must be submitted as integral part of the Financial Proposal;
- 9.3. Non-submission of the *USB Thumb Drive* containing the “F02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx” together with the signed print copy 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 IX. Checklist of Technical and Financial Documents

01. All submissions of the Bidder must clearly indicate the paper the document number. For example, photocopy of valid PhilGEPS registration papers (i.e., 5pcs) of “Bidder Corporation”, **Technical Component** should be marked “**E01~1**”, “**E01~2**”, “**E01~3**”, “**T01~1**”, and “**T01~2**”, and so on...
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 will not be appropriate
03. **At any stage of the procurement process**, a proposal may still be declared “not eligible” if the contents/substance of the document are missing, or its found inappropriate or does not comply with the given requirements for this transaction.
04. The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

| | | |
|--|--|--|
| Bidding No. IB24-412339-02 | ABC: P5,900,000.00 | |
| Particulars: “ONE (1) LOT SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES CONFERENCE CENTER IN TAGAYTAY CITY” | | |
| Venue of Bid Opening: Via Google Meet Platform | DATE & TIME of Bid Opening: June 19, 2024 (Wed), 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 | |
| CLASS “A” LEGAL DOCUMENTS | | |
| | mark | As Checked |
| 1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR; | E01 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 2. Photocopy of Registration Certificate from SEC, DTI, or CDA, whichever is applicable; | E02 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 3. Photocopy of valid Mayor’s/Business Permit or its Equivalent Document; | E03 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |

| | | |
|--|------------|--|
| 4. Photocopy of the Latest and Valid Tax Clearance Certificate issued by the Bureau of Internal Revenue (BIR); | E04 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 5. Photocopy of Audited Financial Statements for FY2023 stamped “ received ” by the BIR or its duly accredited and authorized institutions; | 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); | E06 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| <p>7. Statement of Bidder’s all 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. <i>(Using the editable prescribed form, in Excel file)</i></p> <p>The statement shall include, for each contract the following:</p> <ul style="list-style-type: none"> a. Name of the Contract; b. Duration of the Contract; c. Amount of Contract and Value of Outstanding Contracts; d. End user’s Certificate of Acceptance and Conformity; and e. Whenever available, provide the end user’s evaluation of at least a satisfactory rating. | E07 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| <p>8. Statement of a SINGLE LARGEST COMPLETED CONTRACT (SLCC) similar to the contract to be bid, and supported by photocopy of the following documents issued by the Owner of the project other than the contractor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Completion or Final Acceptance, whichever is applicable; or <input type="checkbox"/> Any proof of documents to the Final Acceptance of the project (e.g. Official Receipt or Sales Invoice) issued by the project owner; or <input type="checkbox"/> 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. Duly filled-out NET FINANCIAL CONTRACTING CAPACITY (NFCC) computation of at least equal to the ABC; | E09 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| <p>10. <i>If applicable</i>, valid Joint Venture Agreement (JVA), in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid.</p> <p><i>If not applicable</i>, 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 or just put</p> | E10 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed <input type="checkbox"/> N/A |

| | | | |
|--|--|--|---|
| N/A. | | | |
| CLASS "B" TECHNICAL DOCUMENTS | | | |
| 11. Original copy of Bid Security . If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or an Original copy of the Notarized Bid Securing Declaration. | T01 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed | |
| 12. Duly Notarized Omnibus Sworn Statement (OSS) with the attached duly notarized copy of: a. Secretary's Certificate in case of a corporation, partnership, or cooperative; or b. Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. | T02 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed | |
| 13. Duly signed proposed Organizational Chart showing the List of Bidder's Key Personnel for the Project with qualification and work experience in accordance with BDS Clause 10.4; | T03 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed | |
| 14. Certificate of Site Inspection duly signed by the authorized DAP Representative; | T04 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed | |
| 15. Company Profile with a List of All Completed Contracts within the last five (5) years; | T05 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed | |
| 16. Certificate of Distribution and Service. | T06 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed | |
| END OF ELIGIBILITY AND TECHNICAL DOCUMENTS CHECKLIST | | | |
| BAC's Remarks: | <input type="checkbox"/> PASSED | <input type="checkbox"/> FAILED | <input type="checkbox"/> FOR RECONSIDERATION |
| DOCUMENTS RECEIVED BY: | CHECKED BY: | NOTED BY: | |
| MARIET RIZ M. BRADECINA Manager, BAC Secretariat | ENGR. ANTONIO L. ALEGRIA TWG Chairperson | MONINA A.R. DE ARMAS BAC Chairperson | |

BID DOCUMENT CHECKLIST No.2: FINANCIAL DOCUMENTS

01. All submissions of the Bidder must clearly indicate the paper the document number. For example, Financial Component (i.e., 4pcs) should be marked **“F01~1”**, **“F01~2”** and so on...
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
03. *At any stage of the procurement process, a proposal may still be declared “not eligible” if the contents/substance of the document are missing, or its found inappropriate or does not comply with the given requirements for this transaction.*

| | | |
|--|--|--|
| Bidding No. IB24-412339-02 | ABC: P5,900,000.00 | |
| Particulars: “ONE (1) LOT SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES CONFERENCE CENTER IN TAGAYTAY CITY” | | |
| Venue of Bid Opening Via Google Meet Platform | DATE & TIME of Bid Opening June 19, 2024 (Wed), 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 | |
| FINANCIAL DOCUMENTS | Mark | As Checked |
| 1. Duly signed and accomplished Financial Bid Form , using Form 10: Financial Bid Form. | F01 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 2. Duly accomplished and signed Bill of Quantities (BOQ) , using the form provided. 2.1. EXCEL file format of the duly accomplished BOQ; and 2.2. Image copy (in PDF file format) of the duly signed BOQ. | F02 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |
| 3. Duly accomplished and signed Detailed Unit Price Analysis (DUPA) , using the form provided. 3.1. EXCEL file format of the duly accomplished DUPA; and 3.2. Image copy (in PDF file format) of the duly signed DUPA. | F03 | <input type="checkbox"/> Passed <input type="checkbox"/> Failed |

| | | |
|--|-------------------|---|
| <p>4. Duly accomplished and signed Payment Schedule, using the Bidder's Letterhead.</p> <p>4.1. EXCEL file format of the proposed Payment Schedule; and</p> <p>4.2. Image copy (in PDF file format) of the proposed Payment Schedule.</p> | <p>F04</p> | <p><input type="checkbox"/> Passed</p> <p><input type="checkbox"/> Failed</p> |
|--|-------------------|---|

END OF FINANCIAL DOCUMENTS CHECKLIST

| | | | |
|--|--|--|--|
| <p>BAC's Remarks:</p> | <p><input type="checkbox"/> PASSED</p> | <p><input type="checkbox"/> FAILED</p> | <p><input type="checkbox"/> FOR RECONSIDERATION</p> |
| <p>DOCUMENTS RECEIVED BY:</p> | <p>CHECKED BY:</p> | <p>NOTED BY:</p> | |
| <p>MARIET RIZ M. BRADECINA Manager, BAC Secretariat</p> | <p>ENGR. ANTONIO L. ALEGRIA TWG Chairperson</p> | <p>MONINA A.R. DE ARMAS BAC Chairperson</p> | |

Section X. BIDDING FORMS

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 CONTAINED IN THE SUBMITTED USB THUMB DRIVE;
- 05.** THE FILENAME STRUCTURE SHOULD BE "E07_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 THE 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 CONTAINED IN THE SUBMITTED USB THUMB DRIVE;
- 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 CONTAINED IN THE SUBMITTED USB THUMB DRIVE; 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 (2023) | |
| 2. | Minus: Current Liabilities | Balance Sheet Audited FS (2023) | |
| 3. | Sub-Total | | |
| 4. | Multiplied by 15 | | |
| 5. | Sub-Total | | |
| 6. | Minus: Value of Outstanding Contracts | E02 | |
| 7. | NFCC | | |

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

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

NFCC = [(current assets minus current liabilities) **times (15)**] **minus** [value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid].

NFCC¹ = _____

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.

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

| | |
|--|--|
| <i>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</i> | |
| 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 CONTAINED IN THE SUBMITTED USB THUMB DRIVE; AND,
03. THE FILENAME STRUCTURE SHOULD BE "TOI_XXX=BID_SECURITY=<BIDDERNAME>".

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION

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

Invitation to Bid No. **IB24-412339-02**

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> 2024 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> 2024 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> 2024.

| | |
|--------------------------------|--|
| 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 | 2024. |

FORM 5: CERTIFICATE OF SITE INSPECTION

INSTRUCTIONS to BIDDERS:

- 01. SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T04";
- 02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED USB THUMB DRIVE;
- 03. THE FILENAME STRUCTURE SHOULD BE "T04_XXX=CERT_SITE_INSPECTION=<BIDDERNAME>"; AND
- 04. INTERESTED BIDDERS SHALL FOLLOW THE EXISTING PROTOCOLS SET BY THE DAP CONFERENCE CENTER DURING THE SITE INSPECTION.



| |
|---|
| <p>CERTIFICATE OF SITE INSPECTION</p> <p>in</p> <p>DAP Conference Center Tagaytay City</p> |
|---|

| | |
|---|--|
| BIDDING NO.: | IB24-412339-02 |
| CONTRACT: | ONE (1) LOT SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES CONFERENCE CENTER IN TAGAYTAY CITY |
| Bidder's Rep.#1 Name / Position | |
| Bidder's Rep.#2 Name / Position | |
| Bidder's Rep.#3 Name / Position | |
| Company Name | |
| DAP Representative during inspection | |
| Date and time of Inspection | |

This is to certify that we have adequately inspected the DAPCC-Tagaytay facilities and was able to get enough info/data pertaining to the above stated Project.

By Bidder/ Bidder's Authorized Representative:

Signature: _____

Name: _____

Position Title: _____

This is to certify that the above-named Bidder/Bidder's Representative had indeed visited/ inspected the DAPCC-Tagaytay facilities in reference to the above stated Project.

By DAP Authorized Representative:

Signature: _____

Name: _____

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;
- 02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG OR WORD FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
- 03. THE FILENAME STRUCTURE SHOULD BE **"TIG_XXX=LIST_OF_AVAILABLE_EQUIPMENT=<BIDDERNAME>"**.

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

*This is to certify that undersigned commits to provide and make available all equipment listed above for the project: **"ONE (1) LOT SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES CONFERENCE CENTER IN TAGAYTAY CITY"** PER **IB24-412339-02**.*

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

Bidder's LETTERHEAD

FORM 7: OMNIBUS SWORN STATEMENT

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T05";
02. ABSENCE OF THIS STATEMENT SHALL RENDER THE BID AS 'INELIGIBLE';
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED USB THUMB DRIVE; AND,
04. THE FILENAME STRUCTURE SHOULD BE "T02_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. **IB24-412339-02**

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 SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES"** per **IB24-412339-02** 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 SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND**

SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES” per IB24-412339-02 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 PHILIPPINESS 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 SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES” PER IB24-412339-02.**

[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>, 2024 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>, 2024 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>, 2024.

| | |
|--|--|
| | |
|--|--|

| | |
|---|--|
| 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 | 2024 |

Bidder's LETTERHEAD

FORM 8: MANPOWER SCHEDULE

INSTRUCTIONS to BIDDERS:

- 01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD;
- 02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG OR EXCEL FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
- 03. THE FILENAME STRUCTURE SHOULD BE **"T15_XXX=PROPOSED_MANPOWER_SCHEDULE=<BIDDERNAME>"**.

Date: _____

| Name | Position | Reports Due/Activities <i>(Use additional/ separate sheet if needed)</i> | 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 SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES"** per IB24-412339-02.*

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

Bidder's LETTERHEAD

FORM 9: EQUIPMENT UTILIZATION SCHEDULE

INSTRUCTIONS to BIDDERS:

- 01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD;
- 02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG OR EXCEL FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
- 03. THE FILENAME STRUCTURE SHOULD BE **"T17_XXX=EQUIPMENT_UTILIZATION_SCHEDULE=<BIDDERNAME>"**.

Date: _____

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

*This is to certify that undersigned commits to provide and make available all equipment listed above for the project: **"ONE (1) LOT SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES"** per IB24-412339-02.*

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

Bidder's LETTERHEAD

FORM 10: FINANCIAL BID FORM

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS "F01";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
03. THE FILENAME STRUCTURE SHOULD BE "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.: **IB24-412339-02**

BIDS & AWARDS COMMITTEE

Development Academy of the PHILIPPINES

1st Floor, DAP Bldg., San Miguel Avenue, Pasig City 1600

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 SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES"** per IB24-412339-02.
- 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 SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES”** per IB24-412339-02 of the Development 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, |
|--|------------------|

² Currently based on GPPB Resolution No. 09-2020

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

Bidder's LETTERHEAD

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

INSTRUCTIONS to PROPONENTS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD;
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG OR WORD FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
03. THE FILENAME STRUCTURE SHOULD BE (FOR EACH KEY PERSONNEL):
 - a. "T08_XXX=CV_PROJECT_MANAGER=<BIDDERNAME>";
 - b. "T09_XXX=CV_PROJECT_ENGINEER=<BIDDERNAME>";
 - c. "T10_XXX=CV_SAFETY_OFFICER=<BIDDERNAME>";
 - d. "T11_XXX=CV_REGISTERED_ELECTRICAL_ENGINEER =<BIDDERNAME>"; AND
 - e. "T12_XXX=CV_FOREMAN=<BIDDERNAME>".

{insertdate}

| | | |
|--|-----------------------------------|------------------------------------|
| <i>PROPOSED POSITION:</i> | [Proposed Position] | T08 – T12 |
| <i>NAME OF FIRM:</i> | | [Recent ID Photo] |
| <i>FULL NAME OF THE STAFF MEMBER:</i> | | |
| <i>PROFESSION:</i> | | |
| <i>YEARS OF PROFESSIONAL EXPERIENCE:</i> | | |
| <i>PRC ID No. [Note: attach photocopy of PRC ID, if applicable]</i> | <i>REG. DATE:</i> | |
| | <i>VALID UNTIL:</i> | |
| <i>PTR No. [Note: attach photocopy of PTR receipt, if applicable]</i> | <i>DATE & PLACE OF ISSUE:</i> | |
| <i>DATE OF BIRTH:</i> | <i>NATIONALITY:</i> | <i>YEARS WITH THE FIRM/ENTITY:</i> |
| DETAILED TASKS ASSIGNED IN RELATION TO THE PROJECT: | | |
| 01. | | |
| 02. | | |
| 03. | | |
| 04. | | |
| KEY QUALIFICATIONS IN RELATION TO THE PROJECT: <i>[Give an outline of experience relative to the proposed position; involvement in other projects ongoing; and, training most pertinent to tasks on project. Describe degree of responsibility held on relevant previous projects and give dates and locations]</i> | | |
| A. EXPERIENCE RELATIVE TO THE PROPOSED POSITION: | | |
| ❖ | | |
| ❖ | | |
| ❖ | | |

| | | |
|---|----------------------------|------------------|
| <i>PROPOSED POSITION:</i> | [Proposed Position] | T08 – T12 |
| B. INVOLVEMENT IN OTHER PROJECTS ONGOING <i>[List of all current projects, locations, positions and target date of completion. Use additional sheet/s, if needed]</i> | | |
| ❖ | | |
| ❖ | | |
| ❖ | | |
| C. RELEVANT TRAININGS TO TASKS ON PROJECT <i>[Attach photo-copy of Certificate/s]:</i> | | |
| ❖ | | |
| ❖ | | |
| ❖ | | |
| 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> | | |
| ❖ | | |
| ❖ | | |
| ❖ | | |
| ❖ | | |
| EMPLOYMENT RECORD: <i>[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions and locations of projects. For experience in last ten years, also give types of activities performed; use additional sheet/s, if needed]</i> | | |
| 1) | | |
| 2) | | |
| 3) | | |
| 4) | | |
| LANGUAGES: <i>[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing; use additional sheet/s, if needed]</i> | | |
| A. | | |
| B. | | |
| C. | | |

CERTIFICATION

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

In the event that the contract **“ONE (1) LOT SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES”** per IB24-412339-02 is awarded to [**name of company**], I firmly commit to assume the post of [**designated position**].

| | |
|---|---------------------|
| <i>SIGNATURE OF THE PROPOSED PERSONNEL:</i> | <i>DATE SIGNED:</i> |
|---|---------------------|

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

| | |
|---|--|
| <i>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</i> | |
|---|--|

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

FORM OF CONTRACT AGREEMENT

CONTRACT AGREEMENT

Issued by the GPPB through GPPB Resolution 16-2020, dated 16 September 2020
*Invitation to Bid No. **IB24-412339-02***

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

WHEREAS, the **DAP** is desirous that the **CONTRACTOR** shall execute the project: “**ONE (1) LOT SUPPLY OF MATERIALS, LABOR, TOOLS, EQUIPMENT AND TECHNICAL EXPERTISE FOR THE COMPLETE UPGRADE, RENOVATION, REPLACEMENT AND COMMISSIONING OF WALK-IN FREEZER AND WALK-IN CHILLER FACILITIES AND SYSTEMS IN THE DEVELOPMENT ACADEMY OF THE PHILIPPINES**” per **IB24-412339-02** (hereinafter called the “**WORKS**”), and the **DAP** has accepted the bid for [insert the amount in specified currency in numbers and words] by the **CONTRACTOR** for the execution and completion of such **WORKS** and the remedying of any defect therein.

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

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

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

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

| | |
|--|---|
| <i>for the Development Academy of the Philippines (“DAP”):</i> | <i>for the {name of the Firm of the Winning Bidder, (“CONTRACTOR”):</i> |
| MAJAH-LEAH V. RAVAGO, PhD <i>President and Chief Executive Officer</i> | name of Authorized Representative. <i>position-title of “Bidder”</i> |
| ***witnesses*** | |
| Witness1 of the Bidder <i>position-title of “DAP’s Witness1”</i> | Witness1 of the Bidder <i>position-title of “Bidder’s Witness1”</i> |
| Witness2 of DAP <i>position-title of “DAP’s Witness2”</i> | Witness2 of the Bidder <i>position-title of “Bidder’s Witness2”</i> |

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

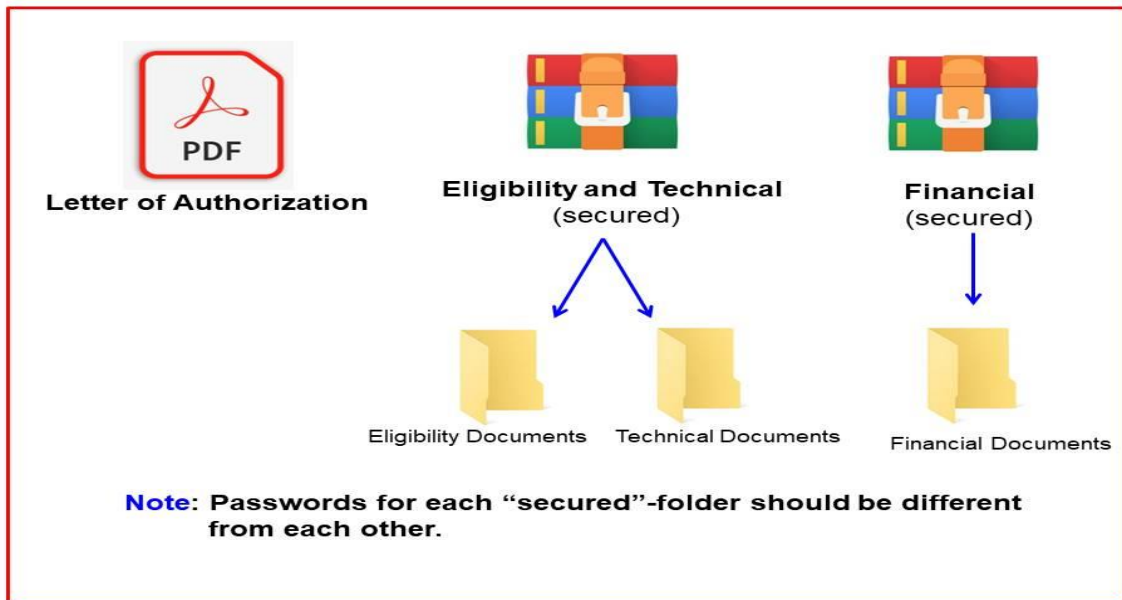
Section XI. FILENAMES

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.file](#)-bid should contain the Technical and Financial Components of the Bid. The e-files that can be found in the said secured [zip.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 | | Filetype | Saved in USB Thumb Drive No. |
|----------|---|----------|------------------------------|
| N | <p>INSTRUCTIONS: * 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> <p>* The suffix “<BidderName>” was replaced by the Company Name of the Bidder.</p> | | |

| | | | |
|----------------------------------|---|----------------------|-------|
| 1 | LOA_XXX=signed_Letter_of_Authorization=<BidderName> INSTRUCTIONS: <i>The duly adjusted/filled-out, printed, and signed LOA should be placed prior to the Opening of the secured zip-file bid. The LOA can be read without opening any part of the submitted bid.</i> | Pdf, or jpg, or word | 1 & 3 |
| A: ELIGIBILITY DOCUMENTS | | | |
| 01 | E01_XXX=PhilGEPS_Registration=<BidderName> | pdf | 1 & 3 |
| 02 | E02_XXX=SEC-DTI-CDA=<BidderName> | pdf | 1 & 3 |
| 03 | E03_XXX=Mayor_Business_Permit=<BidderName> | Pdf | 1 & 3 |
| 04 | E04_XXX=TAX_Clearance=<BidderName> | pdf | 1 & 3 |
| 05 | E05_XXX=Audited_Financial_Statements=<BidderName> | pdf | 1 & 3 |
| 06 | E06_XXX=VALID_PCAB_License+Registration=<BidderName> | pdf | 1 & 3 |
| 07 | E07_XXX=All_Ongoing_Contracts=<BidderName> | pdf | 1 & 3 |
| 08 | E08_XXX=Single_Largest_Completed_Contract= <BidderName> | pdf | 1 & 3 |
| 09 | E09_XXX=NFCC_computation=<BidderName> | pdf | 1 & 3 |
| B1: ELIGIBILITY DOCUMENTS | | | |
| 10 | E10_XXX=VALID_Joint_Venture_Agreement=<BidderName> INSTRUCTIONS: <i>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.</i> | pdf | 1 & 3 |
| C: TECHNICAL DOCUMENTS | | | |
| 11 | T01_XXX=BID_SECURITY=<BidderName> | pdf | 1 & 3 |
| 12 | T02_XXX=Notarized_Omnibus_Sworn_Statement=<BidderName> | pdf | 1 & 3 |
| 13 | T03_XXX=Organizational_Chart_4D_Project=<BidderName> | pdf | 1 & 3 |
| 14 | T04_XXX=Certificate_Site_Inspection=<BidderName> | pdf | 1 & 3 |
| 15 | T05_XXX=Company_Profile=<BidderName> | pdf | 1 & 3 |
| 16 | T06_XXX=Certificate_Distribution-and-Service =<BidderName> | pdf | 1 & 3 |
| D: FINANCIAL DOCUMENTS | | | |
| 17 | F01_XXX=FINANCIAL_BID_FORM=<BidderName> | pdf | 2 & 4 |
| 18 | F02_XXX=EXCEL_Bill-of-Quantities=<BidderName> | EXCEL | 2 & 4 |
| 19 | F02_XXX=IMAGE_Bill-of-Quantities=<BidderName> | pdf | 2 & 4 |
| 20 | F03_XXX=EXCEL_Detailed_Unit_Price_Analysis=<BidderName> | EXCEL | 2 & 4 |
| 21 | F03_XXX=IMAGE_Detailed_Unit_Price_Analysis=<BidderName> | pdf | 2 & 4 |
| 22 | F04_XXX=EXCEL_Payment_Schedule=<BidderName> | EXCEL | 2 & 4 |
| 23 | F04_XXX=IMAGE_Payment_Schedule=<BidderName> | pdf | 2 & 4 |

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 | T07_XXX=Construction_Methodology=<BidderName> | pdf |
| 02 | T08_XXX=CV_Project_Manager=<BidderName> | pdf |
| 03 | T09_XXX=CV_Project_Engineer=<BidderName> | pdf |
| 04 | T10_XXX=CV_Safety_Officer=<BidderName> | pdf |
| 05 | T11_XXX=CV_Reg-Electrical_Engineer=<BidderName> | pdf |
| 06 | T12_XXX=CV_Foreman=<BidderName> | pdf |
| 07 | T13_XXX=PERT-CPM_Network_Diagram=<BidderName> | pdf |
| 08 | T14_XXX=Construction-Schedule=<BidderName> | pdf |
| 09 | T15_XXX= Proposed_Manpower_Schedule =<BidderName> | pdf |
| 10 | T16_XXX=List_of_Available_EQUIPMENT=<BidderName> | pdf |
| 11 | T17_XXX=Equipment_Utilization_Schedule=<BidderName> | pdf |
| 12 | T18_XXX=Construction_Safety+Health_Program=<BidderName> | pdf |
| 13 | T19_XXX=Performance_Security=<BidderName> | pdf |
| 14 | T20_XXX=ISO_Certification=<BidderName> | pdf |



development academy of the philippines

**NOTHING
FOLLOWS**

1st Floor DAP Bldg., San Miguel Avenue, Pasig City 1600

Telephone: (632) 8631 0921 loc. 133

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

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