



# **OFFICIAL BIDDING DOCUMENTS**

**NOTE:** This Official Bidding Documents (OBD) is compliant with the Philippine Bidding Documents (Infrastructure), 6<sup>th</sup> Edition (as Amended) prepared by GPPB. Some changes have been made to suit the requirements of the

**development academy of the philippines (DAP)**  
*as the Procuring Entity*

**for**

**One Lot Lump Sum Contract for the Completion of  
Unfinished Works for the Construction of the  
Fourteen-Storey New Training Building, Site  
Development and various Site Improvements,  
including supply and installation of Design Fit-Outs,  
Furnishings, and Fixtures (DFOFF) at the DAP  
Conference Center in Tagaytay City**

**with an**

**Approved Budget for the Contract (ABC)  
of**

**ABC = ₱1,740,000,000.00**

**Invitation to Bid No.: IB25-414804-01**

DAP Bldg., San Miguel Avenue, Pasig City 1600

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

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## Glossary of Terms, Abbreviations, & Acronyms

- 01) **ABC** – Approved Budget for the Contract.
- 02) **ARCC** – Allowable Range of Contract Cost.
- 03) **BAC** – Bids and Awards Committee.
- 04) **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])
- 05) **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])
- 06) **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])
- 07) **BIR** – Bureau of Internal Revenue.
- 08) **BSP** – Bangko Sentral ng Pilipinas.
- 09) **CDA** – Cooperative Development Authority.
- 10) **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])
- 11) **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.
- 12) **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.

- 13) **CPI** – Consumer Price Index.
- 14) **DOLE** – Department of Labor and Employment.
- 15) **DTI** – Department of Trade and Industry.
- 16) **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]).
- 17) **GFI** – Government Financial Institution.
- 18) **GOCC** – Government-Owned and/or Controlled Corporation.
- 19) **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])
- 20) **GOP** – Government of the Philippines.
- 21) **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])
- 22) **LGUs** – Local Government Units.
- 23) **NFCC** – Net Financial Contracting Capacity.
- 24) **NGA** – National Government Agency.
- 25) **PCAB** – Philippine Contractors Accreditation Board.
- 26) **PhilGEPS** - Philippine Government Electronic Procurement System.
- 27) **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)

- 28) **PSA** – Philippine Statistics Authority.
- 29) **SEC** – Securities and Exchange Commission.
- 30) **SLCC** – Single Largest Completed Contract.
- 31) **UN** – United Nations.

\*\*\*Nothing Follows\*\*\*

## Section I. INVITATION TO BID



**development academy of the philippines**

BIDS & AWARDS COMMITTEE per SO-2025-145

### INVITATION TO BID

01. The Development Academy of the Philippines (DAP), through its Bids and Awards Committee, invites interested bidders to participate and to bid for the contract for: **“One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of the Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City”** with an Approved Budget for the Contract (ABC) of **One Billion Seven Hundred Forty Million Pesos (₱1,740,000,000.00)** per Invitation to Bid No. **IB25-414804-01**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
02. The completion of the Works shall be in accordance with the delivery schedule under Section VI (Schedule of Requirements and Specifications). Bidders should have completed a contract/s similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
03. 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.
04. Interested bidders may obtain further information from DAP and inspect the Bidding Documents at the address given below from Monday to Friday, 9:00AM to 4:30PM.
05. A complete set of Official Bidding Documents (OBD) including electronic-copy of the Project’s Construction Plans, Technical Specifications, and prescribed Forms may be acquired by interested bidders on 17 July 2025 (Thu) to 01 September 2025 (Mon) from 9:00AM to 4:30PM at the address and website/s below and upon payment of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **SEVENTY-FIVE THOUSAND PESOS (₱75,000.00)**. A scanned copy of proof of payment or proof of deposit duly certified/noted by the Bank must be emailed to the DAP’s Finance Department at: [cashtreasury@dap.edu.ph](mailto:cashtreasury@dap.edu.ph) for the issuance of Service Invoice (SI). *Payment duly acknowledged by DAP Treasury Division shall be a pre-requisite to participate in the bidding.*

For bidders who are interested to know and to study the details of the transaction, the OBD may also be downloaded free-of-charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the DAP. Provided further that those who is/ are interested to participate in the procurement shall pay the cost of the OBD on or before the date and time of the submission of bids set by the DAP.

06. Interested bidders can make their payments through the DAP Account as stated below in Cash, Check, or Online transfer:

❖ <i>Account Name:</i>	DEVELOPMENT ACADEMY OF THE PHILIPPINES
❖ <i>Account Number:</i>	0671-0105-40
❖ <i>Bank:</i>	LANDBANK OF THE PHILIPPINES
❖ <i>Branch of Account:</i>	PASIG CAPITOL BRANCH

Or, at DAP Cash Treasury located at Floor 3A/F, DAP Building, San Miguel Avenue, Ortigas Center, Pasig City.

07. The DAP will hold a Pre-Bid Conference on 25 July 2025 (Fri), at 1:00 PM at the DAP Conference Center in Tagaytay City, which shall be opened to all interested Bidders upon submission of a Letter of Intent (LOI) to participate through the BAC Secretariat. The LOI shall be coursed through the email of the BAC Secretariat at [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph).
08. Site visit will be done on 25 July 2025 (Fri) to 01 September 2025 (Mon), 10:00 AM to 12:00 PM / 2:00 PM to 4:00 PM, 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 a maximum of three (3) representatives per bidder.
09. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before 02 September 2025 (Tue) and not later than 10:00AM. 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 15.
11. Bid opening shall be on 02 September 2025 (Tue) at 10:00AM at the 1B/F, Virata Hall, DAP Building, San Miguel Ave., Ortigas Center, Pasig, Metro Manila. Bids will be opened in the presence of the bidders' authorized representatives who choose to attend the activity.



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:

**RODEL D. CASTILLO**

***Officer-in-Charge, BAC Secretariat Division***

**development academy of the philippines**

GF, DAP Bldg., San Miguel Avenue, Pasig City 1600

*Telephone* : (632) 8631-0921 loc. 133

*BAC Secretariat email* : [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph)

*Website address* : <https://www.dap.edu.ph>

14. You may visit the website <https://www.dap.edu.ph/invitation-to-bid/> for downloading of the OBD.

Issued this 17<sup>th</sup> day of July 2025.

*For the DAP Bids and Awards Committee:*



**JONE ARVIN C. GUDOY**  
*Chairperson, Bids & Awards Committee*

>> Nothing Follows <<

## Section II. INSTRUCTIONS TO BIDDERS

### 1. SCOPE OF BID

The Procuring Entity, Development Academy of the Philippines invites Bids for: **“One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City”** with Project Identification Number **IB25-414804-01**.

The Procurement Project (referred to herein as “Project”) is for the completion of the Works, as described in **Section VI. Schedule of Requirements and Specifications**.

### 2. FUNDING INFORMATION

- 2.1. The GOP through the source of funding as indicated below in the amount of **ONE BILLION SEVEN HUNDRED FORTY MILLION PESOS (₱1,740,000,000.00)** only.
- 2.2. The source of funding is/are the following:
  - (a) The General Appropriations Act of FY2017 (also known as RA 10924) with allocated amount of ₱181,530,000.00;
  - (b) The General Appropriations Act of FY2018 (also known as RA 10964) with allocated amount of ₱326,250,000.00
  - (c) The General Appropriations Act of FY2022 (also known as RA 11639) with allocated amount of ₱158,603,000.00;
  - (d) The General Appropriations Act of FY2023 (also known as RA 11936) with allocated amount of ₱99,632,000.00;
  - (e) The General Appropriations Act of FY2024 (also known as RA 11975) with allocated amount of ₱135,250,000.00; and
  - (f) The remaining amount will be included in the succeeding National Expenditure Programs for FYs 2026, 2027, and 2028, until the completion of the entire Project.

### 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 (a) the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (d) 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 (e) 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 allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.

The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in ITB Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

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

## **8. PRE-BID CONFERENCE**

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

## 11. DOCUMENTS COMPRISING THE BID: FINANCIAL COMPONENT

- 11.1. The second bid envelope shall contain the financial documents for the

Bid as specified in **Section XII. Documentary Requirement Checklist.**

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

## 12. ALTERNATIVE BIDS

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

## 13. BID PRICES

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

## 14. BID AND PAYMENT CURRENCIES

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

## 15. BID SECURITY

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid until within **One Hundred Twenty (120) calendar days from the date of the Opening of Bids**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 16. SEALING AND MARKING OF BIDS

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

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

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

## 17. DEADLINE FOR SUBMISSION OF BIDS

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in in the **Invitation to Bid (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 the **Invitation to Bid (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**.

\*\*\*Nothing Follows\*\*\*



## Section III. BID DATA SHEET

ITB Clause	Details of BID DATA SHEET (BDS)
3. Bidding Requirements	Site condition includes initial works done by the previous contractor including the necessary rectifications and reworks.
5.2. Completed Similar Contract	For this purpose, <u>Similar Contracts</u> shall refer to any contract for Construction of Conference / Convention / Training Center, or Office Building, or Commercial Building, or Mixed-Use Building or Institutional Building, or Hotels <u>at least ten (10) storey high, or of greater magnitude and complexity.</u>
7.1. Sub-contracting	<p>Subcontracting is allowed for the following Work Items:</p> <p>(A) Architectural</p> <ul style="list-style-type: none"> <li>A.1. Marble and Granite Floorings and Counters</li> <li>A.2. Doors and Windows</li> <li>A.3. Stair and Hallway Railings</li> <li>A.4. Operable and Glass Partitions</li> <li>A.5. Interior and Exterior Signage</li> <li>A.6. Compartments and Cubicles (e.g., toilet partitions)</li> <li>A.7. Cabinetry</li> <li>A.8. Aluminum Composite Panels</li> <li>A.9. Roofing</li> <li>A.10. Waterproofing</li> </ul> <p>(B) Structural</p> <ul style="list-style-type: none"> <li>B.1. Post Tensioning System</li> <li>B.2. Structural Steel System</li> </ul> <p>(C) Electrical System and Equipment</p> <ul style="list-style-type: none"> <li>C.1. Electric Generator Sets</li> <li>C.2. Electrical Pannel Boards</li> <li>C.3. Lighting Fixtures</li> </ul> <p>(D) Mechanical</p> <ul style="list-style-type: none"> <li>D.1. HVAC System</li> <li>D.2. Conveying Equipment (e.g., elevator and escalators)</li> </ul> <p>(E) Fire Suppression System</p> <ul style="list-style-type: none"> <li>E.1. Fire Detection and Alarm System Devices and Equipment</li> <li>E.2. Fire Protection System Devices and Equipment</li> </ul>

ITB Clause	Details of BID DATA SHEET (BDS)
	<p>(F) Electronics and Communications</p> <p>F.1. Communications and Audio/Video System Equipment (e.g., public address system devices and equipment)</p> <p>F.2. Electronic Safety and Security (e.g., door access control devices, CCTV devices)</p> <p>F.3. Building Management System</p> <p>F.4. Network Infrastructure System (e.g., network switches, cablings, devices and equipment, etc.)</p> <p>(G) Seismic Electronic System</p> <p>(H) Water Supply System</p> <p>(I) Sanitary</p> <p>I.1. Rain Water Harvesting</p> <p>I.2. Sewage Treatment Plant (STP)</p> <p>I.3. Swimming Pool and Health and Wellness Facilities</p> <p>(J) Landscaping</p> <p>(K) Kitchen System including Food and Beverages Equipment</p> <p>(L) General Requirements (e.g., security services, supply of water and electricity, and other utility services)</p> <p>(M) Other specialty works not specified above that are endorsed by the DAP Project Team, and approved by the HoPE. <b>PROVIDED THAT THE CONTRACTOR SHALL UNDERTAKE AT LEAST 50% OF THE CONTRACTED WORKS WITH ITS OWN RESOURCES.</b></p>
10.1. Technical Components of the Bid	<p>Bidders must submit <u>clear and readable copy</u> of the following <b>TECHNICAL DOCUMENTS</b>:</p> <ol style="list-style-type: none"> <li>1. Valid PhilGEPS Certificate of Registration under PLATINUM CATEGORY with the current and updated copy of the Class “A” eligibility documents as follows: <ol style="list-style-type: none"> <li>1.1. Registration Certificate from SEC or DTI, or CDA, whichever is applicable;</li> <li>1.2. Tax Clearance Certificate for FY2024 issued by the Bureau of Internal Revenue (BIR);</li> <li>1.3. Audited Financial Statements for FY2023 and FY2024 stamped “received” by the BIR or its duly accredited and authorized institutions;</li> <li>1.4. Valid PCAB License and Registration for “Building and Industrial Plant” (Project Kind) with at least “Large B” (Size Range) and “AAA” (License Category); and</li> <li>1.5. Valid Mayor’s / Business Permit issued by the city or municipality where the principal place of business is</li> </ol> </li> </ol>

ITB Clause	Details of BID DATA SHEET (BDS)
	<p>located, or the equivalent document for Exclusive Economic Zones or Areas. <b>PROVIDED FURTHER, THAT THE PRINCIPAL BUSINESS ADDRESS SHALL MATCH WITH THE ADDRESS INDICATED IN ANY OF THE DOCUMENTS LISTED ABOVE.</b></p> <ol style="list-style-type: none"> <li>2. Statement of 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. Submit accomplished <b>Form 1: Statement of All Ongoing Contracts including Contracts Awarded but Not Yet Started</b>;</li> <li>3. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid and supported by photocopy of the Client's: <ul style="list-style-type: none"> <li>❖ Certificate of Final Acceptance issued by the project owner other than the contractor or Certificate of Completion, whichever is applicable, <u>and</u>,</li> <li>❖ Final rating of at least "Satisfactory" in the Constructors Performance Evaluation System (CPES) or any similar performance evaluation documents in case of contracts with the private sector.</li> </ul> <p>Submit accomplished <b>Form 2: Statement of Bidder's Single Largest Completed Contract (SLCC)</b>. The Bidder must have a SLCC that is similar to the contract to be bid, and whose value (<u>adjusted to current prices using the PSA consumer price indices</u>) is at least fifty percent (50%) of the ABC.</p> </li> <li>4. NFCC computation of at least equal to the ABC in accordance with ITB Clause 5.5. Submit accomplished <b>Form 3: Net Financial Contracting Capacity (NFCC)</b>;</li> <li>5. Joint Venture Agreement (JVA), if applicable. Submit requirements as required by Section 23.1 (b) of the 2016 Revised IRR of RA9184, 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>Note: For this transaction, a <b>special license application for joint venture or consortium license must be filed with PCAB at least five (5) working days before the bidding, or opening of the submitted proposal (per Board Resolution No.186 series of 2014 issued by Department of Trade and Industry).</b></p> </li> <li>6. Bid Security in accordance with BDS Clause 15.1;</li> <li>7. Duly Notarized Omnibus Sworn Statement. Submit accomplished <b>Form 5: Omnibus Sworn Statement</b>;</li> <li>8. Proposed Organizational Chart showing the List of Bidder's</li> </ol>

ITB Clause	Details of BID DATA SHEET (BDS)
	<p>Key Personnel for the Project with qualification and work experience in accordance with BDS Clause 10.4;</p> <p>9. 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 <b>Form 6: Format of Curriculum Vitae (CV) for All Proposed Key Personnel to be assigned to the Project;</b></p> <p>10. Duly signed proposed Workforce Schedule. Submit accomplished <b>Form 7: Workforce Schedule;</b></p> <p>11. Duly signed narrative description of Construction Methodology that will be used for implementation. Submit accomplished <b>Form 8: Description of the Construction Methods and Procedure for the Project;</b></p> <p>12. Duly 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. Submit accomplished <b>Form 9: List of Available Equipment Units;</b></p> <p>13. Duly signed Equipment Utilization Schedule. Submit accomplished <b>Form 10: Equipment Utilization Schedule;</b></p> <p>14. Duly signed PERT-CPM for the Project based on the Milestone Activities specified in Section VI. Schedule of Requirements and Specification reflecting the Critical Path of activities;</p> <p>15. Duly signed proposed Construction Schedule (Gantt Chart) and S-Curve with monthly accomplishment and cash flow projections;</p> <p>16. Proposed Construction Safety &amp; Health Program for the Project (per DPWH Department Order No. 39 series of 2020 and other LGU issuances, DOLE Department Order No.13 series of 1998, and DOLE, DPWH, DTI-CMDF-PCAB, DILG and PRC Joint Administrative Order No.01 series of 2011);</p> <p>17. Certificate of Site Inspection duly signed by any of the following (to be provided by the BAC Secretariat to Bidders conducted site inspection):</p> <p>17.1. ANTONIO L. ALEGRIA /// Project Manager, DAPCC Physical Expansion Project</p> <p><u>or,</u></p> <p>17.2. LEE ARVEEN C. GARCIA /// Officer-in-Charge,</p>

ITB Clause	Details of BID DATA SHEET (BDS)
	<p style="text-align: center;">DAPCC Rooms and Facilities Services</p> <p><b>18.</b> Valid ISO 9001:2015 Certification (as prescribed by Department Order No. 01 series of 2011 issued by the DPWH);</p> <p><b>19.</b> Bidder's Company Profile indicating the following:</p> <p style="padding-left: 20px;"><b>19.1.</b> Names of Principal Officers of composition of the Board of Directors;</p> <p style="padding-left: 20px;"><b>19.2.</b> Name(s) of Owner / Stockholders; and</p> <p style="padding-left: 20px;"><b>19.3.</b> Line of Works / Services</p> <p><b>20.</b> Contractors' Performance Evaluation System (CPES) Rating of at least "Satisfactory" or any similar performance evaluation documents in case of contracts with the private sectors for all completed contract/s within the past five (5) years;</p> <p><b>21.</b> Bidder's Certification stating that:</p> <ul style="list-style-type: none"> <li>❖ The Bidder has no negative slippage of at least fifteen percent (15%) in any one ongoing project or a negative slippage of at least ten percent (10%) in each of two or more ongoing contracts; and</li> <li>❖ The Bidder has no terminated contract/s on infrastructure project/s due to default with the public and/or private sector for the past five (5) years.</li> </ul> <p><b>22.</b> USB Thumb Drive containing electronic-copies of the submitted technical documents as explained in <b>Section XIII: FILENAMES</b>.</p> <p><b>NOTE:</b> Bidder who has been established by the BAC having the LCRB must ensure that all of its eligibility requirements remain valid and updated prior and at the time the award of contract is made.</p>
10.4 List of Contractor's Key Personnel	<p>The minimum qualification and work experience requirements of Bidder's Key Personnel are the following:</p> <p><b>1. PROJECT MANAGER</b></p> <p style="padding-left: 20px;"><b>1.1.</b> <i>Must be a licensed Civil Engineer or Architect;</i></p> <p style="padding-left: 20px;"><b>1.2.</b> <i>With at least ten (10) years of professional experience in the field of construction of high-rise building;</i></p> <p style="padding-left: 20px;"><b>1.3.</b> <i>Has handled/managed a similar project of at least 10-storey building or equivalent to the project to be built;</i></p> <p style="padding-left: 20px;"><b>1.4.</b> <i>Shall have the authority to decide for and behalf of the Bidder / Contractor on any and all matters relative to the progress, changes, adjustments during Project implementation;</i></p>

ITB Clause	Details of BID DATA SHEET (BDS)
	<p>1.5. Shall conduct the overall management of the Project from start to finish including close coordination with the Owner Representatives or Construction Management Team and the Design Consultant, and all other registered professionals as whenever required in consultations and attendance in coordination meetings; and,</p> <p>1.6. Shall render <b>full-time service</b> and be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner Representatives or Construction Management Team and the Design Consultant, to be present on site until final completion and turn-over, as required by the contract.</p> <p><b>2. RESIDENT ENGINEER</b></p> <p>2.1. Must be a licensed Civil Engineer;</p> <p>2.2. With at least ten (10) years of professional experience in the field of construction of high-rise building;</p> <p>2.3. Shall conduct the overall Project construction implementation on site and close coordination with the Project Manager and all other registered professionals including the General Foreman to execute the works and activities to complete the Project;</p> <p>2.4. In the absence of the Project Manager, and as officially authorized by the Awarded Contractor, shall conduct the overall management of the Project until such a time that the latter assigns a replacement duly approved by the End User Representative; and,</p> <p>2.5. Shall be present in all coordination meetings and render <b>full-time service</b> involving a minimum of but not limited to 8-hours per day on site from Monday to Saturday or as warranted by the construction implementation until final completion and turn-over, as required by the contract.</p> <p><b>3. PROJECT ARCHITECT</b></p> <p>3.1. Shall be a licensed Architect;</p> <p>3.2. With at least ten (10) years of professional experience in the field of construction of high-rise building;</p> <p>3.3. Shall be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</p> <p><b>4. STRUCTURAL ENGINEER</b></p>

ITB Clause	Details of BID DATA SHEET (BDS)
	<p>4.1. <i>Must be a licensed Civil Engineer;</i></p> <p>4.2. <i>Shall be a member of the Association of Structural Engineer of the Philippines (ASEP) or equivalent Accredited Professional Organization (APO);</i></p> <p>4.3. <i>Preferably has a Master's Degree in Structural Engineering;</i></p> <p>4.4. <i>With at least ten (10) years of professional experience in the field of construction of high-rise building; and,</i></p> <p>4.5. <i>Shall be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</i></p> <p><b>5. PROFESSIONAL ELECTRICAL ENGINEER</b></p> <p>5.1. <i>Must be a licensed Professional Electrical Engineer;</i></p> <p>5.2. <i>With at least ten (10) years of professional experience in the design and supervision of construction of high-rise building; and,</i></p> <p>5.3. <i>Shall be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</i></p> <p><b>6. REGISTERED ELECTRICAL ENGINEER</b></p> <p>6.1. <i>Must be a licensed Electrical Engineer;</i></p> <p>6.2. <i>With at least five (5) years of professional experience in the field of construction of high-rise building; and,</i></p> <p>6.3. <i>Shall render <b>full-time service</b> involving a minimum of but not limited to 8-hours per day on site from Monday to Saturday until final completion and turn-over, as required by the contract.</i></p> <p><b>7. PROFESSIONAL ELECTRONICS ENGINEER</b></p> <p>7.1. <i>Must be a licensed Professional Electronics Engineer with expertise of electronics and communications engineering;</i></p> <p>7.2. <i>With at least ten (10) years of professional experience in the design and supervision of construction of high-rise building; and,</i></p> <p>7.3. <i>Shall be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</i></p> <p><b>8. ELECTRONICS ENGINEER</b></p>



ITB Clause	Details of BID DATA SHEET (BDS)
	<p>8.1. <i>Must be a licensed and registered Electronics Engineer;</i></p> <p>8.2. <i>With at least five (5) years of professional experience in the field of construction of high-rise building; and,</i></p> <p>8.3. <i>Shall render <b>full-time service</b> involving a minimum of but not limited to 8-hours per day on site from Monday to Saturday until final completion and turn-over, as required by the contract.</i></p> <p><b>9. PROFESSIONAL MECHANICAL ENGINEER</b></p> <p>9.1. <i>Must be a licensed Professional Mechanical Engineer;</i></p> <p>9.2. <i>With at least ten (10) years of professional experience in the design and supervision of construction of high-rise building; and,</i></p> <p>9.3. <i>Shall be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</i></p> <p><b>10. REGISTERED MECHANICAL ENGINEER</b></p> <p>10.1. <i>Must be a licensed and registered Mechanical Engineer;</i></p> <p>10.2. <i>With at least five (5) years of professional experience in the field of construction of high-rise building; and,</i></p> <p>10.3. <i>Shall render <b>full-time service</b> involving a minimum of but not limited to 8-hours per day on site from Monday to Saturday until final completion and turn-over, as required by the contract.</i></p> <p><b>11. REGISTERED MECHANICAL ENGINEER FOR FIRE PROTECTION SYSTEM</b></p> <p>11.1. <i>Must be a licensed and registered Mechanical Engineer with expertise in fire protection system;</i></p> <p>11.2. <i>With at least ten (10) years of professional experience in the field of construction of high-rise building; and,</i></p> <p>11.3. <i>Shall be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</i></p> <p><b>12. REGISTERED MASTER PLUMBER</b></p> <p>12.1. <i>Must be a licensed Master Plumber;</i></p> <p>12.2. <i>With at least five (5) years of professional experience in the field of construction of high-rise building; and,</i></p> <p>12.3. <i>Shall render <b>full-time service</b> involving a minimum of</i></p>



ITB Clause	Details of BID DATA SHEET (BDS)
	<p><i>but not limited to 8-hours per day on site from Monday to Saturday until final completion and turn-over, as required by the contract.</i></p> <p><b>13. SANITARY ENGINEER</b></p> <p><i>13.1. Must be a licensed Sanitary Engineer;</i></p> <p><i>13.2. With at least ten (10) years of professional experience in the field of construction of high-rise building; and,</i></p> <p><i>13.3. Shall be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</i></p> <p><b>14. SAFETY OFFICER</b></p> <p><i>14.1. Shall be a duly accredited Safety Officer by the Department of Labor and Employment;</i></p> <p><i>14.2. Has completed the mandatory 40-hour construction occupational safety and health training course and additional 48 hours of advance/specialized occupational safety and health training course;</i></p> <p><i>14.3. Shall have least three (3) years of experience in the construction industry of high-rise building;</i></p> <p><i>14.4. Shall be present in all coordination meetings and render <b>full-time service</b> involving a minimum of but not limited to 8-hours per day on site from Monday to Saturday until final completion and turn-over, as required by the contract; and,</i></p> <p><i>14.5. Deployment on site of Safety Officer/s shall be compliant with the latest and applicable occupational safety and health law otherwise known as R.A 11058.</i></p> <p><b>15. MATERIALS ENGINEER</b></p> <p><i>15.1. Shall be a licensed Civil Engineer;</i></p> <p><i>15.2. Shall be duly accredited Materials Engineer II by the Department of Public Works and Highways (DPWH);</i></p> <p><i>15.3. With at least three (3) years of experience in materials and quality control and quality assurance aspects;</i></p> <p><i>15.4. Shall be responsible in sourcing and provision of materials samples for approval; and,</i></p> <p><i>15.5. Shall be present in all coordination meetings and render <b>full-time service</b> involving a minimum of but not limited to 8-hours per day on site from Monday to Saturday until final completion and turn-over, as required by the contract.</i></p>

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	<p><b>16. QUANTITY SURVEYOR</b></p> <p>16.1. <i>Shall be a graduate of preferably architecture or engineering course related to construction;</i></p> <p>16.2. <i>With at least five (5) years of experience in cost estimating and quantity surveying; and,</i></p> <p>16.3. <i>Shall render <b>full-time service</b> involving a minimum of but not limited to 8-hours per day on site from Monday to Saturday until final completion and turn-over, as required by the contract.</i></p> <p><b>17. TECHNICAL DRAFTER (MINIMUM OF 2 PERSONNEL)</b></p> <p>17.1. <i>Shall be a graduate of architecture or engineering course;</i></p> <p>17.2. <i>With at least two (2) years of experience in encoding and drafting using AutoCAD and 3D utility drawings or any computer-aided design software.</i></p> <p>17.3. <i>Shall render <b>full-time service</b> involving a minimum of but not limited to 8-hours per day on site from Monday to Saturday until final completion and turn-over, as required by the contract.</i></p> <p><b>18. GENERAL SUPERVISOR (MINIMUM OF 2 PERSONNEL)</b></p> <p>18.1. <i>Shall be at least High School graduate;</i></p> <p>18.2. <i>With at least fifteen (15) years of experience as foreman in construction of high-rise building or similar structures;</i></p> <p>18.3. <i>Shall coordinate fully and closely with the Resident Engineer to execute the works and activities to complete the Project; and,</i></p> <p>18.4. <i>Shall render <b>full-time service</b> involving a minimum of but not limited to 8-hours per day on site from Monday to Saturday until final completion and turn-over, as required by the contract.</i></p> <p>18.5. <i>Note: The constructor shall deploy assistant foreman or leadman for different work disciplines (e.g. rebar works, masonry works, carpentry works, finishing works, allied engineering works, etc.).</i></p> <p><b>19. REGISTERED NURSE</b></p> <p>19.1. <i>Shall be a licensed and registered Nurse;</i></p> <p>19.2. <i>With at least two (2) years of experience in construction or manufacturing industry;</i></p> <p>19.3. <i>Shall be available on site 24/7;</i></p> <p>19.4. <i>Shall render full-time service involving a minimum of</i></p>

ITB Clause	Details of BID DATA SHEET (BDS)
	<p><i>but not limited to 8-hours per day on site from Monday to Saturday until final completion and turn-over, as required by the contract; and,</i></p> <p><b>19.5.</b> <i>Deployment on site of Nurse/s shall be compliant with the latest and applicable occupational safety and health law otherwise known as R.A 11058.</i></p> <p><b>NOTE:</b></p> <p><b>A.</b> DESIGNATION OF KEY PERSONNEL TO MORE THAN ONE OF THE ABOVE STATED FIELDS/PROFESSIONS IS <u>NOT ALLOWED</u>.</p> <p><b>B.</b> 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.</p> <p><b>C. FULL TIME SERVICES</b> MEANS THE PERSONNEL INVOLVED SHALL RENDER MINIMUM OF EIGHT <b>(8) HOURS A DAY</b>, OR <b>SIX (6) DAYS A WEEK</b>, OR <b>FORTY-EIGHT (48) HOURS WORK PER WEEK</b> THROUGHOUT THE CONSTRUCTION PERIOD; AND,</p> <p><b>D.</b> THE DESIGNATED KEY PERSONNEL ARE EXPECTED TO BE PRESENT AND ACCESSIBLE AS THE PROJECT WARRANTS DURING THE DURATION OF THE IMPLEMENTATION STAGE, AND SHALL BE AVAILABLE UPON REQUEST BY THE HOPE AND/OR THE DAP PROJECT TEAM.</p>
10.5. List of Contractor's Major Equipment Units	<p>The minimum tools and equipment units required for the Project are the following:</p> <ol style="list-style-type: none"> <li><b>1.</b> Tower Crane (Luffing Tower Crane)</li> <li><b>2.</b> Mobile Crane</li> <li><b>3.</b> Construction Passenger Elevator</li> <li><b>4.</b> Lifting or Conveying Equipment</li> <li><b>5.</b> Dump Trucks</li> <li><b>6.</b> Flatbed Trucks</li> <li><b>7.</b> Back Hoe</li> <li><b>8.</b> Pay Loader</li> <li><b>9.</b> Skid Loader</li> <li><b>10.</b> Walk Behind Roller Compactor / Other appropriate size compactor</li> <li><b>11.</b> Generator Sets (standby / portable)</li> <li><b>12.</b> Concrete Pump</li> <li><b>13.</b> Concrete Mixers</li> <li><b>14.</b> Mortar Mixers</li> </ol>

ITB Clause	Details of BID DATA SHEET (BDS)
	<ul style="list-style-type: none"> <li>15. Mortar Shotcretes</li> <li>16. Concrete Vibrators</li> <li>17. Air Compressor Units</li> <li>18. Mechanical Bar Benders and Cutters</li> <li>19. Cutting Outfits complete with accessories</li> <li>20. Gondolas</li> <li>21. Jackhammers</li> <li>22. Power Trowels</li> <li>23. Submersible Pumps</li> <li>24. Welding Machines</li> <li>25. Water Tanker or Lorry Tanker</li> <li>26. Total Station Surveying Equipment</li> <li>27. Scaffolding and Shoring System</li> <li>28. Exhaust and Ventilation Equipment (e.g., exhaust and ventilation for confined spaces, etc.)</li> <li>29. Drone</li> <li>30. Power Tools</li> <li>31. Leveling Gadgets and other Devices (e.g., laser, electronic gadgets, etc.)</li> <li>32. Personal Protective Equipment (e.g., Hard Hats, Safety Shoes/Boots/Belts, Safety Harness, etc.)</li> <li>33. Other equipment, please specify</li> </ul>
11.1 Financial Components of the Bid	<p>These shall include the following <b>FINANCIAL DOCUMENTS</b> using the prescribed forms.</p> <ul style="list-style-type: none"> <li>1. <b>Financial Bid Form:</b> <ul style="list-style-type: none"> <li>1.1. Should be accomplished using the Bidder's letterhead;</li> <li>1.2. Should be prepared using <b>Form 11: Financial Bid Form</b> which editable file will be provided to all Bidders; and</li> <li>1.3. The filled-out and signed print copy by the Bidder's duly authorized representative should be submitted and to be marked as "<b>FC01</b>".</li> </ul> </li> <li>2. <b>Bill of Quantities (BOQ):</b> <ul style="list-style-type: none"> <li>2.1. Should be prepared using the MS excel-template with filename "<b>F02_EXCEL_BOQ=BidderName</b>", which will be provided to all Bidders;</li> <li>2.2. The filled-out and signed print copy by the Bidder's duly authorized representative should also be</li> </ul> </li> </ul>

ITB Clause	Details of BID DATA SHEET (BDS)
	<p>submitted and to be marked as “<b>FC02</b>”;</p> <p>2.3. The soft-copy of the filled-out BOQ (in MS-excel format) must be part of the electronic files to be submitted by the Bidder;</p> <p>2.4. The signed print copy of the <b>Summary of Bid Amounts per Division of Works</b> in the BOQ excel-file should also be submitted and to be marked as “<b>FC03</b>”.</p> <p>2.5. The detailed instruction on how to fill-out BOQ is shown in Section X. Bill-of-Quantities and Detailed Unit Price Analysis (DUPA);</p> <p>2.6. The Bidder’s Financial Bid shall represent the LUMP SUM AMOUNT for the completion of the entire Contract regardless of the quantities and components on the BOQ;</p> <p>2.7. No variation order/s shall be allowed unless there is an introduction of new work items that are not included in the original contract or reclassification of work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding. Further, no Variation Order/s shall be allowed unless changes in the Original Contract are initiated and/or approved by the Procuring Entity; and</p> <p>2.8. For any item, material, labor and equipment not specifically included herein but are deemed necessary component for the execution of the works cited herein must be supplied for the completion and commissioning of the entire projects without additional cost to the Procuring Entity.</p> <p>2.9. <b>Important Reminder:</b></p> <ul style="list-style-type: none"> <li>❖ 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, no price or a “0” (zero) or a “-” (dash) for the said item would mean that it is being offered for free to the Government;</li> <li>❖ Item/s not indicated in the BOQ, but determined to be deemed important, should be added as an additional item/s under the row “Other Items” applicable for general requirements and all other division/s; and</li> <li>❖ BOQ and DUPA must be prepared in accordance with the pertinent and relevant provisions of DPWH’s Department Order No.030 series of 2025</li> </ul>

ITB Clause	Details of BID DATA SHEET (BDS)
	<p>dated 07 February 2025.</p> <p><b>3. Proposed Payment Schedule</b> (per GPPB Resolution No. 07-2018, dated 18 May 2018). <i><b>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.</b></i></p> <p><b>3.1.</b> Should be accomplished using the bidder's letterhead;</p> <p><b>3.2.</b> The signed print copy by the Bidder's duly authorized representative should be submitted and to be marked as "<b>FC04</b>"; and</p> <p><b>3.3.</b> The soft-copy of the payment schedule (in MS-excel format) must be part of the electronic files to be submitted by the Bidder.</p> <p><b>4.</b> USB Thumb Drive containing electronic-copies of the submitted financial documents as explained in <b>Section XIII: FILENAMES</b>.</p>
12. Alternative Bids	No further instructions.
15.1 Bid Security	<p>The Bid Security shall be in the form of a Bid Securing Declaration (please refer to <b>Form 4: Bid Securing Declaration</b>) <u>or</u> any of the following forms and amounts:</p> <p><b>1.</b> The amount of not less than THIRTY-FOUR MILLION EIGHT HUNDRED THOUSAND PESOS (₱34,800,000.00) ONLY, or <i>2% of the ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; <u>OR</u></p> <p><b>2.</b> The amount of not less than EIGHTY-SEVEN MILLION PESOS (₱87,000,000.00) ONLY, or <i>5% of the ABC</i>, if bid security is in Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p> <p>The validity shall be one hundred twenty (120) Calendar Days from the date of the opening of Bids. Should it become necessary to extend the validity of the bids and bid securities beyond 120 calendar days, the Procuring Entity concerned shall request in writing all those who submitted bids for such extension before the expiration date therefor. Bidders, however, shall have the right to refuse to grant such extension without forfeiting their bid security.</p>
16. Sealing and Marking of Bids	<p>The Bidder shall submit an electronic copy of its Bid (consisting of Eligibility, Technical, and Financial Documents including all Bidding Forms as indicated in Section XI of the OBD), <b><u>which must be digitally signed</u></b>.</p>

ITB Clause	Details of BID DATA SHEET (BDS)
	<b>AN ELECTRONIC COPY THAT CANNOT BE OPENED OR IS CORRUPTED SHALL BE CONSIDERED NON-RESPONSIVE AND, THUS, AUTOMATICALLY DISQUALIFIED.</b>
19.2. Partial Bids	Partial bids are not allowed.
20. Post Qualification Documents	<p>The following documentary requirements shall be submitted <b>within five (5) calendar days</b> from notification from the BAC that the Bidder has the Lowest Calculated Bid:</p> <ol style="list-style-type: none"> <li>1. Latest Applicable Annual Income Tax Return (ITR) for the Year 2023 and 2024 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; and</li> <li>2. Latest Applicable Quarterly Value-Added Tax Returns (Quarterly VAT Form No. 2550-Q) for the quarter ending, per Revenue Regulations 3-2005.</li> </ol> <p><i>If bidding as a Joint Venture (JV), each member of the JV shall comply with the submission of the above-mentioned documents.</i></p>
21. Signing of the Contract	<p>The successful Bidder shall submit eight (8) sets of the following project requirements for contracting purposes.</p> <ol style="list-style-type: none"> <li>1. Printed and Certified True Copies of the Bidder's submitted technical documents as follows: <ol style="list-style-type: none"> <li>1.1. PhilGEPS Certificate of Registration under <u>PLATINUM CATEGORY</u>;</li> <li>1.2. Registration Certificate from SEC or DTI, or CDA, whichever is applicable;</li> <li>1.3. Tax Clearance Certificate for FY2024 issued by the Bureau of Internal Revenue (BIR);</li> <li>1.4. Audited Financial Statements for FY2023 and FY2024 stamped "received" by the BIR or its duly accredited and authorized institutions;</li> <li>1.5. PCAB License and Registration for "Building and Industrial Plant" (Project Kind) with at least "Large B" (Size Range) and "AAA" (License Category);</li> <li>1.6. Mayor's/Business Permit issued by the city or municipality where the principal place of business is located, or the equivalent document for Exclusive Economic Zones or Areas;</li> <li>1.7. Statement of All Ongoing government and private contracts, including contracts awarded but not yet started, if any;</li> <li>1.8. Statement of Single Largest Completed Contract</li> </ol> </li> </ol>



ITB Clause	Details of BID DATA SHEET (BDS)
	<p>(SLCC) that is supported by photocopy of the Client's:</p> <ul style="list-style-type: none"> <li>❖ Certificate of Final Acceptance issued by the project owner other than the contractor or Certificate of Completion, whichever is applicable, <u>and</u></li> <li>❖ Final rating of at least "Satisfactory" in the Constructors Performance Evaluation System (CPES) or any similar performance evaluation documents in case of contracts with private sector.</li> </ul> <p>1.9. NFCC computation of at least equal to the ABC;</p> <p>1.10. Joint Venture Agreement (JVA), if applicable;</p> <p>1.11. Bid Security in a form of a Bid Securing Declaration or Surety Bond;</p> <p>1.12. Notarized Omnibus Sworn Statement;</p> <p>1.13. Proposed Organizational Chart showing the List of Bidder's Key Personnel to be assigned for the Project;</p> <p>1.14. Curriculum Vitae (CV) of all proposed Key Personnel;</p> <p>1.15. Proposed Workforce Schedule;</p> <p>1.16. Narrative description of Construction Methodology that will be used for implementation;</p> <p>1.17. List of Available Tools and Equipment Units intended to be used for the Project;</p> <p>1.18. Tools and Equipment Utilization Schedule;</p> <p>1.19. PERT-CPM for the Project based on the Milestone Activities specified in Section VI. Schedule of Requirements and Specification reflecting the Critical Path activities;</p> <p>1.20. Proposed Construction Schedule (Gantt Chart) and S-Curve with monthly accomplishment and cash flow projections;</p> <p>1.21. Proposed Construction Safety &amp; Health Program for the Project (per DPWH Department Order No.39 series of 2020 and other LGU issuances, DOLE Department Order No.13 series of 1998, and DOLE, DPWH, DTI-CMDF-PCAB, DILG and PRC Joint Administrative Order No.01 series of 2011);</p> <p>1.22. Certificate of Site Inspection issued by DAP;</p> <p>1.23. Valid ISO 9001:2015 Certification;</p> <p>1.24. Bidder's Company Profile indicating the following:</p> <ul style="list-style-type: none"> <li>❖ Names of Principal Officers of composition of the Board of Directors;</li> </ul>



ITB Clause	Details of BID DATA SHEET (BDS)
	<ul style="list-style-type: none"> <li>❖ Name(s) of Owner / Stockholders; and</li> <li>❖ Line of Works / Services.</li> </ul> <p>1.25. Contractors' Performance Evaluation System (CPES) Rating or any similar performance evaluation documents in case of contracts with private sector for all completed contract/s within the past five (5) years; and</p> <p>1.26. Bidder's Certification stating that:</p> <ul style="list-style-type: none"> <li>❖ The Bidder has no negative slippage of at least fifteen percent (15%) in any one ongoing project or a negative slippage of at least ten percent (10%) in each of two or more ongoing contracts; and</li> <li>❖ The Bidder has no terminated contract/s on infrastructure project/s due to default with the public and/or private sector for the past five (5) years.</li> </ul> <p>2. Printed and duly signed original copies of the Bidder's financial documents as follows:</p> <p>2.1. Financial Bid Form;</p> <p>2.2. Hard bound and signed (every page) copy of the Bill-of-Quantities (BOQ), in size-A3 paper;</p> <p>2.3. Signed print copy of the Summary of Bid Amounts per Division of Works; and</p> <p>2.4. Proposed Payment Schedule with planned actual dates.</p> <p>3. Hard bound copy of the Detailed Unit Price Analysis (DUPA), each copy shall be no more than 500 to 600 pages per hard bound. The Bidder/Contractor reserves the right to sign or not to sign every page of the printed DUPA;</p> <p>4. Quantity Take off and Detailed Estimate in accordance to the requirements of COA;</p> <p>5. Performance Security in any form as required in Section 39 of the 2016 Revised IRR of RA9184, and SCC Clause 5 of this Bidding Documents;</p> <p>6. Contractor's All Risk Insurance; and</p> <p>7. USB Thumb Drive containing electronic-copies of all contract documents listed above.</p>

\*\*\*Nothing Follows\*\*\*

## Section IV. GENERAL CONDITIONS OF CONTRACT

### 1. SCOPE OF CONTRACT

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

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

### 2. SECTIONAL COMPLETION OF WORKS

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

### 3. POSSESSION OF SITE

- 3.1. The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.
- 3.2. If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the

2016 revised IRR of RA No.9184.

#### 4. THE CONTRACTOR'S OBLIGATIONS

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB Clause 10.4** and specified in the **BDS**, to carry out the supervision of the Works.

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

Additional provisions can be found in the **SCC**.

#### 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 the **SCC** pursuant to Section 39 of the 2016 revised IRR of RA No. 9184.

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 RA9184.

## 14. PROGRESS PAYMENTS

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

## 15. OPERATING AND MAINTENANCE MANUALS

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

\*\*\*Nothing Follows\*\*\*

## Section V. SPECIAL CONDITIONS OF CONTRACT

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
2. Sectional Completion of Works	<p>The <b>Works</b> consist of the following:</p> <ol style="list-style-type: none"> <li>1. Mobilization and General requirements: application for building and occupancy permits, provision of temporary support facilities and utilities, engagement of security services provider, conduct of detailed structural engineering evaluation, and rectification / corrective works of observed defects on existing structure;</li> <li>2. Completion of the unfinished portions of the fourteen-storey reinforced concrete New Training Building (NTB) comprising of four-storey multi-use podium, ten-storey accommodation tower with roof deck and basement parking &amp; utilities;</li> <li>3. Supply and installation of Design Fit-outs, Furnishings and Fixtures (DFOFF) e.g., elevators, escalators, central and individual air-conditioning equipment, electric generators, lighting fixtures, electronic safety &amp; security devices, IT equipment and devices, building management system equipment and devices, interior fit-outs and furnishings, food service equipment, and other building utilities;</li> <li>4. Completion of the site development and various site improvements;</li> <li>5. Construction of the Materials Recovery Facility (MRF);</li> <li>6. Completion of the construction of the New Sewage Treatment Plant (STP) to include interconnection of Existing and New STP;</li> <li>7. Landscaping of designated areas within the 4.08-hectare DAPCC-Tagaytay training center complex, as indicated in the plans and specifications;</li> <li>8. Renovation of Engineering and Maintenance Building (EMB); and</li> <li>9. Start-Up and Commissioning Support Service prior to turn-over and acceptance of the project.</li> </ol> <p>Further details on the scope-of-work and delivery of the above listed Works shall be in accordance with the delivery schedule under <b>Section VI. Schedule of Requirements and Specifications</b>.</p>

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
3.1. Possession of Site	<p>The Contractor shall secure from the DAP an approved written letter prior to the temporary possession of the project site.</p> <p>Further, the Contractor shall accept all the conditions of the existing site concerning all works that had been preliminarily accomplished by the past Builder.</p> <p>In the event that the Contractor fails to perform its contractual obligations, or committed infractions/violations of the approved construction rules and regulations or <u>any</u> of the grounds for termination of contract as specified under Annex “I” of the 2016 Revised IRR of RA9184, the DAP has the right to terminate the contract and immediately repossess the Project Site.</p> <p>The Contractor agrees to stop work immediately, make the site safe and secure, and vacate the Project Site upon termination of contract.</p>
4. The Contractor's Obligations	<ol style="list-style-type: none"> <li>1. The Contractor is responsible for all the materials, machineries and equipment it uses and responsible to the sub-contractors or auxiliary persons it engages with. Under this contract, the contractor is also duty bound to be attentive to the selection and use of materials such as but not limited to steel reinforcements or rebar, cement, ready-mixed concrete, plumbing, machineries, and equipment. If the materials, machineries, and equipment are prescribed by the Design Consultant and/or the Construction Management Consultant of the DAP, the Contractor is obliged to use it.</li> <li>2. The Contractor must inform the DAP of any inconsistencies in the design during the contract implementation. The duty to notify or inform about these inconsistencies are derived from the obligation of careful examination and execution of the design. The contractor does not execute the design blindly, but first takes a good and critical review of the design to comply the standards that apply in construction.</li> <li>3. The Contractor is obliged to comply all existing laws and regulations related to construction.</li> <li>4. The Contractor, under this agreement, gives consent to the DAP to immediately re-possess the site in the event the DAP terminates the contract when contractor fails to perform its contractual obligations, or committed infractions/violations of the approved construction rules and regulations or any of the grounds for termination of contract as specified under Annex “I”</li> </ol>

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
	<p>of the 2016 Revised IRR of RA9184. For this purpose, the contractor agrees to stop work immediately, make the site safe and secure, and vacate the Project Site upon termination of contract. <b><i>On other hand, the Contractor shall not stop the contracted Works unless the DAP issued a letter ordering the Contractor to stop the Works for whatever reason that DAP deemed appropriate.</i></b></p> <p>5. The Contractor is responsible for forecasting, managing, planning, organizing, controlling, and coordinating for the proper completion of the project and its delivery to the DAP. The Contractor is obliged to deliver the work on time. The Contractor agrees that the DAP shall be entitled payment of Liquidated Damages (LD) under Section 68 of the 2016 Revised IRR of RA9184, in case of delay in completing the project or incurring negative slippage of 15% or more based on the most recent approved construction Master Schedule.</p> <p>5.1. The Contractor shall make it clear to the Insurer who will provide the Performance Bond that DAP has to be compensated with LD if the assessed accomplishments has incurred negative slippage of 15% or more at the end of every calendar month.</p> <p>5.2. The Performance Bond should be "<b><i>Callable On-Demand</i></b>".</p> <p>5.3. The basis of determining the Contractor's works-accomplishments shall be based on the technical assessment of the entity in charge of Construction Management on-site and approved by DAP.</p> <p>6. The Contractor is responsible for the removal of debris from the construction site. These include concrete, wood, metal, and other materials tag as worthless or valueless by the on-site Construction Management Consultant and duly approved by DAP. The debris shall be hauled out by a dump truck regularly throughout the construction period.</p> <p>7. The Contractor is responsible for post-construction clean-up. For this purpose, the Contractor must use cleaning equipment to wash away dirt and grime from surfaces and pressure washers, scrubbers, and hoses with high-powered water jets to remove stains, grease, and dirt from surfaces. The contractor must also use industrial vacuums to clean up any remaining dust particles left. Post-construction clean up shall be prior to final inspection of the DAP Project Team and shall be required</p>



GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
	<p>for the issuance of certificate of completion.</p> <p>8. The Contractor is responsible to conduct inventory of supplies and materials, machineries and equipment left in the construction site. The pull-out of any and all excess construction materials, machineries and equipment by the Contractor shall be subject to approval of the DAP.</p> <p>9. In case materials, machineries and equipment left on site are assessed to be deemed needed and proper for the construction of the project, the Contractor shall retain these for use until the Work is completed, and shall pay reasonable rent directly to the lessor for such use.</p> <p>10. The Contractor should take care of the expenses for venues and meals during project meetings, coordination with other stakeholders, provision of complete personal protective equipment (PPE) for DAP Project Team involved in construction as well as for guests/visitors, and contract signing &amp; post-construction ceremonies in coordination with the DAP Project Team.</p> <p>11. The Contractor should present for approval of the DAP any value-analysis and value engineering (VA/VE) in using alternative materials or methods/technology such as but not limited to:</p> <p>11.1. Prefabricated concrete blocks (PFCB) compared to concrete hollow blocks (CHB) for partition walls;</p> <p>11.2. Steel doors and jambs vs wooden doors and jambs;</p> <p>11.3. Sewage Treatment Plant (STP) e.g., comparison between sequencing batch reactor (SBR), membrane bioreactor (MBR) and moving bed biofilm reactor (MBBR), etc.;</p> <p>Relative to the approved construction plans, the VA/VE should highlight the impact in terms of:</p> <ul style="list-style-type: none"> <li>❖ time-to-construct and consequent labor costs,</li> <li>❖ space maximization,</li> <li>❖ other quantifiable costs, and</li> <li>❖ narratives of other intangibles, such as environmental impact should also be presented.</li> </ul>
5. Performance Security	<p>1. The Winning Bidder shall post and submit its Performance Security prior to the signing of the contract, within ten (10)</p>

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT								
	<p>calendar days from receipt of the Notice of Award from the DAP.</p> <p>2. The <b>Performance Security</b> shall be in any of the following forms and amounts:</p> <table border="1" data-bbox="443 439 1388 1151"> <thead> <tr> <th data-bbox="448 439 1098 555">Form of Performance Security</th><th data-bbox="1098 439 1383 555">Amount of Performance Security</th></tr> </thead> <tbody> <tr> <td data-bbox="448 555 1098 689">a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td><td data-bbox="1098 555 1383 689">Ten percent (10%) of the Total Contract Price</td></tr> <tr> <td data-bbox="448 689 1098 936">b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td><td data-bbox="1098 689 1383 936">Ten percent (10%) of the Total Contract Price</td></tr> <tr> <td data-bbox="448 936 1098 1151">c) Surety bond <b>callable upon demand</b> issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td data-bbox="1098 936 1383 1151">Thirty percent (30%) of the Total Contract Price</td></tr> </tbody> </table> <p>3. The performance security shall be denominated in Philippine Peso and posted in favor of the DAP, which shall be forfeited in the event it is established that the Winning Bidder is in default in any of its obligations under the Contract.</p> <p>4. The performance security shall remain valid until issuance by DAP of the Certificate of Final Acceptance.</p> <p>5. The performance security may be released by DAP after the issuance of the Certificate of Final Acceptance, subject to the following conditions: (a) DAP has no claims filed against the Contract Awardee or the Surety Company in accordance with Sec. 68.6 of the NGPA IRR12009; and (b) other terms of the contract.</p> <p>6. The Winning Bidder shall post an additional performance security following the schedule above to cover any cumulative increase of more than ten percent (10%) over the original value of the contracts as a result of amendments to order or change orders, extra work orders and supplemental agreements, as the case may be. <b>The Winning Bidder shall cause the extension of the validity of the Performance Security to</b></p>	Form of Performance Security	Amount of Performance Security	a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Ten percent (10%) of the Total Contract Price	b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Ten percent (10%) of the Total Contract Price	c) Surety bond <b>callable upon demand</b> issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%) of the Total Contract Price
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a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Ten percent (10%) of the Total Contract Price								
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Ten percent (10%) of the Total Contract Price								
c) Surety bond <b>callable upon demand</b> issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%) of the Total Contract Price								

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	<p><b>cover approved contract time extensions.</b></p> <p><b>7.</b> In case of Surety Bond <b><i>callable upon demand</i></b>, the Winning Bidder acknowledges, understood, and accepts that:</p> <p><b>7.1.</b> Callable upon demand refers to the surety company's absolute, primary, and direct responsibility and liability to the DAP for an obligation that is accessory or collateral to the valid principal obligation contracted by a Bidder/Contractor <b>by virtue of the surety company's undertaking to be bound solidarily with the bidder;</b></p> <p><b>7.2.</b> Surety company must not be included in the Negative List of the GPPB-TSO;</p> <p><b>7.3.</b> Surety company must be a Valid Platinum Member of the PhilGEPS, a copy of the Valid Certificate of Platinum Membership must be submitted along with the Surety Bond;</p> <p><b>7.4.</b> The winning bidder shall post an additional performance security following the schedule above to cover any cumulative increase of more than ten percent (10%) over the original value of the contract as a result of amendments to order or change orders, extra work orders and supplemental agreements, as the case may be. The winning bidder shall cause the extension of the validity of the Performance Security to cover approved contract time extensions; and</p> <p><b>7.5.</b> The Winning Bidder shall submit to DAP the extended / renewed Surety Bond within one (1) month covering the approved contract time extension/s.</p> <p><b>8.</b> In the event that the Winning Bidder failed/defaulted to perform its contractual obligations, or committed infractions/violations of the approved construction rules and regulations or any of the grounds for termination of contract, as prescribed under Annex "I" of the 2016 Revised IRR of RA9184, the DAP shall forfeit the Performance Bond in compliance with Sections 39.3 and 69.2 of the 2016 Revised IRR of RA 9184.</p> <p><b>9. Further, the following shall be followed as minimum requirements:</b></p> <p><b>9.1.</b> The Surety Company or the Insurer issuing the <b><i>Performance Security</i></b> or <b><i>Surety Bond</i></b> shall write the DAP a letter describing the process and procedures that shall be</p>

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
	<p>done in order for DAP to be entitled to a claim in case the Contractor fails to comply with its contractual obligations pertaining to this Project;</p> <p>9.2. The letter should include the <b>Checklist of Supporting Documents</b> that shall be required if DAP opts to file claim against the <b>Performance Security</b> or <b>Surety Bond</b> that the Surety Company or Insurer had issued;</p> <p>9.3. The duration of the <u>validity of claim</u> shall also be specified in the letter;</p> <p>9.4. DAP reserves the right to reject or to refuse the <b>Performance Security</b> or <b>Surety Bond</b> submitted by the Bidder if its chosen Surety Company or Insurer refuses to provide the Letter, as explained above. In such case the award shall be recalled and DAP may consider the next ranked eligible Bidder for possible award.</p>
6. Site Investigation Reports	<p>The Contractor shall be provided with the Site Existing Conditions Report and shall review diligently its contents. The Contractor shall also conduct a thorough site inspection and investigation for appreciation together with the on-site Construction Management Consultant and DAP Project Team.</p>
7.2. Warranty Against Structural Defects / Failures	<p>In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures (<i>As referred to in Section 62.2.3.2 of the 2016 Revised RA9184</i>), the warranty period against structural defects/failures is Fifteen (15) years from the issuance of Certificate of Final Acceptance.</p> <p>In event that the contract is terminated for grounds as prescribed in the 2016 Revised IRR of RA9184, the Contractor shall issue a Warranty Certificate of no less than Fifteen (15) years from the date of termination.</p> <p>The scope of the warranty shall include poor workmanship and/or materials defects, as shall be established by the Construction Management Consultant in-charge of site supervision and management, endorsed by the DAP Project Team, and duly</p>

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
	approved by the HoPE.
10. Daywork's Rate	No Dayworks are applicable to the Contract.
11.1. Approval of Program of Work	<p>Prior to issuance of Notice-to-Proceed, a Pre-Implementation Meeting shall be conducted together with:</p> <ol style="list-style-type: none"> <li>1. DAP Project Team and Authorized Representative/s;</li> <li>2. DAP engaged Design Consultant (DC), the Arce-Bailon-Arce Architects (ABAA);</li> <li>3. DAP contracted Construction Management Consultant (CMC), the A. C. Ong Consulting Inc. (ACOCI); and</li> <li>4. Awarded Contractor's President / CEO, Project Manager, Safety Officers, and Site Management Team.</li> </ol> <p>The awarded Contractor shall submit for review of the CMC and approval of the DAP, the Program of Work <b>within ten (10) calendar days from the date of receipt of the duly signed and notarized Contract.</b></p> <p>The <b>Program of Work</b> shall correspond to the overall construction schedule and PERT-CPM highlighting the project's critical path of activities, and must be in accordance with the details prescribed in <b>Section VI. Schedule of Requirements and Specifications</b>. Also, the PERT-CPM Network Diagram that shall be submitted must be detailed, <u>at least</u>, on a monthly time-scale showing the slack-times or "floats".</p> <p>The CMC shall advise the awarded Contractor to prepare for pre-implementation meeting. The awarded contractor shall prepare the official notice. The notice shall contain the list of agenda items that will be discussed/decided/agreed. The site construction rules and regulations and the safety/security protocols shall be taken-up, among others.</p> <p>The DAP Project Team shall preside the meeting.</p> <p>Copies of [1] Network Diagram in PERT-CPM; and [2] Construction Schedule in Gantt Chart with S-Curve with monthly accomplishment and cash flow projections, together with the notice of meeting plus the agenda list, shall be submitted in advance.</p> <p>At least five (5) sets of these documents in hardcopy and one (1) USB thumb drive containing the e-copies in PDF file format, <i>prepared by the awarded Contractor</i>, shall be submitted to the</p>

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
	CMC, who shall farm-out to the participants of the meeting that DAP shall identify.
11.2. Updated Program of Work	<p>The Contractor shall submit for review of the CMC and approval to the DAP, an <b><u>updated Program of Work every quarter</u></b> of the calendar year during the project implementation. If the Contractor does not submit an updated Program of Work within this period, the DAP 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.</p> <p>Late submission will be treated as non-submission.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>❖ A weekly Accomplishment Report should be submitted to CMC and DAP Project Team comprising of progress updates for the project inclusive of CCTV coverage footages and complete sets of colored photos printed and digital copies <b>stamped with date and time including specific locations</b> demonstrating before, during, and after construction works. The submission, evaluation, and approval shall be done during the project coordination meeting.</li> <li>❖ <i>The format and details of Accomplishment Report including creating cloud-based storage of all files, will be discussed and agreed on the pre-implementation meeting.</i></li> </ul>
13. Advance Payment	<p>The amount of Advance Payment is <b>fifteen percent (15%) of the total contract price</b> in accordance with COA Circular 2012-001, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. The ten percent (10%) shall be released after submission of: <ol style="list-style-type: none"> <li>1.1. Written request from the Contractor;</li> <li>1.2. Duly Notarized Contract; and,</li> <li>1.3. Irrevocable Letter of Credit (<b>LC</b>), bank guarantee or Surety Bond <b>callable upon demand</b>.</li> </ol> </li> <li>2. Five percent (5%) of the advance payment shall be released after at least Ten Percent (10%) accomplishment and submission of: <ol style="list-style-type: none"> <li>2.1. Written request from the Contractor;</li> <li>2.2. Accomplishment Report duly evaluated/signed by the CMC, and certified by the DAP Project Team; and</li> </ol> </li> </ol>

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
	<p>2.3. Irrevocable Letter of Credit (LC), bank guarantee or Surety Bond <b><i>callable upon demand</i></b> for the additional 5% advance payment.</p>
14. Progress Payment	<p>The first progress payment shall be paid to the Contractor provided that <b>at least twenty percent (20%) of the contracted Works</b> has been accomplished and certified by the DAP Project Team.</p> <p><b>The Contractor can only submit its billing for accomplished works that are completely installed, tested/commissioned (where applicable), and accepted.</b> Materials, machineries and equipment that are purchased and delivered, but uninstalled shall not be considered for payment.</p> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Any progress payment is subject to the submission of Statement of Work Accomplished (SWA) and Program of Works as evaluated by the CMC, and certified by the DAP Project Team;</li> <li>2. As-Built Drawings (ASD) of completed works (in A3 size paper including electronic copies in CAD and PDF file format) shall be submitted;</li> <li>3. Payment shall be subject to government taxation, accounting, budgeting and auditing rules and regulations;</li> <li>4. 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"> <li>4.1. Statement of Work Accomplished/Progress Billing;</li> <li>4.2. Inspection Report by the DAP Project Team;</li> <li>4.3. Result of test analysis and/or commissioning certificates, if applicable;</li> <li>4.4. Statement of time elapsed;</li> <li>4.5. Previous certificates of accomplishments, if any;</li> <li>4.6. Contractor's affidavit on payment of laborers and materials;</li> <li>4.7. Pictures <u>before</u>, <u>during</u> and <u>after</u> construction of items of work <i>specially the embedded items indicating the specific locations</i>; and</li> </ol> </li> </ol>



GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
	<p>4.8. Photocopy of vouchers of all previous payments, if any.</p> <p>4.9. Certificate of Completion, in case of Contractor's request is for final payment.</p> <p>5. Other documentary requirements required by DAP and COA in order to validate and verify the request for progress billing (e.g., e-copy of CCTV recordings saved in external drives, sales invoice of materials/equipment delivered, manufacturers certificate, key plan showing areas of completed works, operations manual of equipment delivered and installed, products/equipment warranty certificates, etc.).</p> <p>The Contractor agrees that the amount due pertaining to any of the unpaid progress billings will not be paid in case the contract is pre-terminated for whatever reason/s, as prescribed /defined in the applicable provision/s of the 2016 Revised IRR of RA9184;</p> <p>Any payment/s for the Contractor will not be processed if there is any resistance from the Surety Company when the DAP forfeits the performance security/bond.</p>
<p>15.1. Submission of "As Built" Drawings and/or Operating and Maintenance Manuals</p>	<p>The following documents shall be included in the submission of complete <b>"As-Built Drawings"</b>:</p> <ol style="list-style-type: none"> <li>1. Four (4) sets of original copy in A0 sheets (<i>plotted on a mylar sheets</i>) signed and sealed by appropriate professional architects and engineers;</li> <li>2. Ten (10) sets of blue print copies in A0 sheets signed and sealed by appropriate professional architects and engineers;</li> <li>3. Complete set of colored photos, printed copies with date-stamp and time-stamp including specific locations demonstrating before, during, and after construction works;</li> <li>4. Complete set of electronic files in USB Thumb drive or external drive containing the following;               <ol style="list-style-type: none"> <li>4.1. "AS-BUILT DRAWINGS" in PDF and CADD format for final completion of the project;</li> <li>4.2. Minutes of Meetings approved files in MS Word, and in PDF-files of the signed copy of the said meetings;</li> <li>4.3. Complete set of electronic colored photos and video-coverage, in digital copies jpeg-format and mp4-version, respectively. Each photo and video coverage should be stamped with date and time including specific locations demonstrating the scenes before, during, and after</li> </ol> </li> </ol>



GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
	<p>construction works;</p> <p>5. Complete set of Operating and Maintenance Manual as specified in post-construction documentary requirements under Section VI of this bidding documents. Must be submitted at least a week before the conduct of training of the DAP personnel; and</p> <p>6. Warranty Certificate of at least five (5) years against poor workmanship and defects traceable to materials supplied and installed, and/or as specified in the manufacturer's brochures, reckoned from the date of issuance of the Certificate of Completion. <i>The defects liability period shall be five (5) years from project completion up to final acceptance.</i> The costs of materials, labor, and other related consumables to be incurred in the conduct of preventive maintenance service for electro-mechanical equipment during the warranty period will be on the account of the contractor.</p>
15.2 Contractor's non-submission of As-Built Drawings and/or Manuals	Release of Final Payment shall be made only upon the submission of the "As-Built Drawings" and Operating and Maintenance Manual by the Contractor, and issuance of Certificate of Completion of the Works as evaluated by the CMC, and certified by DAP Project Team.
***Nothing Follows***	

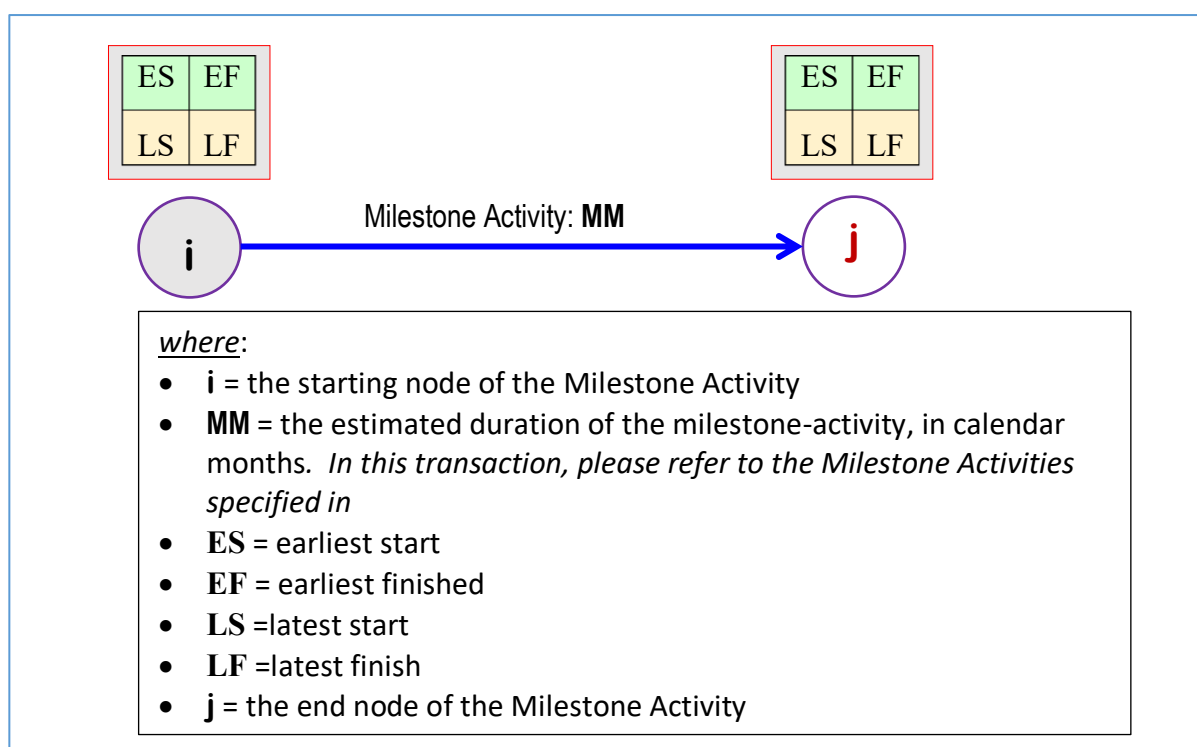
# Section VI. SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS

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

## A. SCHEDULE OF REQUIREMENTS

The Contractor's proposed Program of Work should be supported with time-scaled Network Diagram that should provide a macro-view of the monthly activities. A network-diagram of the milestone events is required indicating the duration (in months) of a major/milestone activity. Slack-time or floats must also be identified within the project duration.

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 of contractor's receipt of Notice to Proceed (NTP) to mobilization to demobilization, up until issuance of Certificate of Completion, **should be within thirty-six (36) calendar months.*** In other words, the proposal's Critical Path of activities should not exceed 36 calendar months.

A more detailed PERT-CPM shall be required from the Contractor to whom the Project will be awarded and contracted on a quarterly basis during implementation. The **detailed PERT-CPM** for the first quarter shall be submitted within ten (10) calendar days from the date of receipt of the NTP. DAP reserves the right to cancel the award if the Contractor fails to submit the construction schedule and the detailed PERT-CPM. Exact dates of delivery and/or completion should be reckoned from date

of Contractor's receipt of the NTP from DAP.

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

<div> <div>MILESTONE ACTIVITIES</div> <div>or ITEM OF WORK / WORK CLUSTERS</div> </div>	START	FINISH	SEQ	MONTH to BEGIN	MONTH to FINISH
1. Notice to Proceed	1 <sup>st</sup>	1 <sup>st</sup>	1	Month-00	Month-01
2. Mobilization & General Requirements: permits, bonds, provision of temporary support facilities/utilities, engagement of security services provider, conduct of detailed structural engineering evaluation, rectification and corrective works of observed defects on existing structure, provision of protection and safety paraphernalia, project bulletins, advisories, etc.	7 <sup>th</sup>	15 <sup>th</sup>	2	Month-01	Month-30
3. Completion of unfinished portions of the 14-storey New Training Building					
3.1. Basement Parking & Utilities	16 <sup>th</sup>	563 <sup>rd</sup>	5	Month-01	Month-19
3.2. Floor01-1: Multi-use Podium	41 <sup>st</sup>	699 <sup>th</sup>	6	Month-02	Month-23
3.3. Floor02-2: Multi-use Podium	66 <sup>th</sup>	384 <sup>th</sup>	7	Month-03	Month-13
3.4. Floor03-3: Multi-use Podium	91 <sup>st</sup>	418 <sup>th</sup>	8	Month-03	Month-14
3.5. Floor04-4: Multi-use Podium	121 <sup>st</sup>	452 <sup>nd</sup>	9	Month-04	Month-15
3.6. Floor05-01: Accommodation Tower and Podium Roof Deck	151 <sup>st</sup>	496 <sup>th</sup>	10	Month-05	Month-17
3.7. Floor06-02: Accommodation Tower	181 <sup>st</sup>	535 <sup>th</sup>	11	Month-06	Month-18
3.8. Floor07-03: Accommodation Tower	211 <sup>st</sup>	579 <sup>th</sup>	12	Month-07	Month-19
3.9. Floor08-04: Accommodation Tower	241 <sup>st</sup>	618 <sup>th</sup>	13	Month-08	Month-21
3.10. Floor09-05: Accommodation Tower	271 <sup>st</sup>	657 <sup>th</sup>	14	Month-09	Month-22
3.11. Floor10-06: Accommodation Tower	301 <sup>st</sup>	696 <sup>th</sup>	16	Month-10	Month-23
3.12. Floor11-07: Accommodation Tower	331 <sup>st</sup>	735 <sup>th</sup>	18	Month-11	Month-24
3.13. Floor12-08: Accommodation Tower	361 <sup>st</sup>	769 <sup>th</sup>	19	Month-12	Month-25
3.14. Floor14-09: Accommodation Tower	391 <sup>st</sup>	803 <sup>rd</sup>	21	Month-13	Month-27
3.15. Floor15-10: Accommodation Tower	421 <sup>st</sup>	842 <sup>nd</sup>	22	Month-14	Month-28
3.16. Tower Roof Deck and Machine Room	446 <sup>th</sup>	851 <sup>st</sup>	23	Month-15	Month-28
3.17. Acquisition and installation of the Design Fit-outs, Furnishings and Fixtures (DFOFF), including major Electro-Mechanical Equipment	271 <sup>st</sup>	780 <sup>th</sup>	15	Month-09	Month-30

MILESTONE ACTIVITIES or ITEM OF WORK / WORK CLUSTERS	START	FINISH	SEQ	MONTH to BEGIN	MONTH to FINISH
4. Site Development & Various Site Improvements;	306 <sup>th</sup>	862 <sup>nd</sup>	17	Month-10	Month-29
5. Completion of the new Sewage Treatment Plant (STP) including interconnection of existing and new STP;	16 <sup>th</sup>	356 <sup>th</sup>	4	Month-01	Month-12
6. Construction of the Materials Recovery Facility (MRF); including the enclosure of the fence at the portion where MRF is located	16 <sup>th</sup>	265 <sup>th</sup>	3	Month-01	Month-09
7. Landscaping of designated areas within the 4.08-hectare DAPCC-Tagaytay training center complex;	600 <sup>th</sup>	779 <sup>th</sup>	24	Month-20	Month-26
01) Renovation of existing Engineering and Maintenance Building;	366 <sup>th</sup>	615 <sup>th</sup>	20	Month-12	Month-21
02) Punch Listing, Rectification, and Testing and Commissioning;	750 <sup>th</sup>	870 <sup>th</sup>	25	Month-28	Month-34
03) Submission of the occupancy and other pertinent permits, and other post-construction documentary requirements; and,	780 <sup>th</sup>	870 <sup>th</sup>	26	Month-30	Month-34
04) Final Inspection & Testing, Turn-over and Acceptance, and Contractor's Demobilization.	840 <sup>th</sup>	900 <sup>th</sup>	27	Month-34	Month-36
<b>NOTE:</b> The above schedule may change depending on the actual date of receipt of the Notice-to-Proceed and Contractor's proposed Program of Work.					

## B. SPECIFICATIONS

**Minimum & Essential Specifications:** The Contractor shall comply with the requirements detailed here below.

- ❖ Perform all the requirements stipulated in the Detailed Architectural and Engineering Design (DAED) drawings, Construction Plans and Details, supplemental drawings, Bid Data Sheet, General and Special Condition of Contracts, Schedules of Requirement, Outline and Technical Specifications, approved material samples and manufacturers, Scope-of-Works, approved Shop Drawings, Bill of-Quantities (BOQ), Detailed Unit Price Analysis (DUPA), and other particulars mentioned in the Official Bidding Documents (OBD); and
- ❖ Perform all other works involved not specifically mentioned but are deemed necessary components for the execution of the works must be supplied and installed for the completion and commissioning of the entire project in accordance

with the cited requirements as mentioned-above and other related contract documents at no additional cost to the DAP.

## 1. BACKGROUND OF THE PROJECT

DAP's core function of being at the forefront of professionalizing and developing an agile government bureaucracy through innovative and "top-notch" training, education, research and consultancy activities, the current DAPCC facility in Tagaytay is being considered for a major physical re-development.

The goal is to revisit the site development and physical plan of the 4.08-hectare site of DAPCC Tagaytay to accommodate the envisioned Project to drive DAP's target to re-energize and expand its training, education, research and consultancy functions through an enlarged and enhanced existing facility.

The goal is the redevelopment of the current DAPCC facility in Tagaytay into a ***Leadership and Public Management Training and Development Centre***.

The key words in the refocusing of the mandate and vision/mission of DAP are "**transformative, innovative, synergistic and productivity**". These key words further generate two other significant ideas, competency and leadership development. These key words must be transformed into study and plan concepts and construction that can be as good anchors to drive the direction for reshaping the future of the DAPCC facility to respond to its new challenges.

### 1.1. General Description of the Project

The project is located at the rear area of the DAP Conference Center (DAPCC) compound in Tagaytay City.

The NEW TRAINING BUILDING (NTB), and other site developments shall have complete architectural, civil, structural, mechanical, electrical, electronics and communications, plumbing and sanitary systems, CCTV and security management system, seismic auto-sensing / reporting system; and Future Center and Innovation Laboratories (FCIL), and landscape.

The NTB is consisting of a Fourteen-Storey Reinforced Concrete Building comprising Four-Storey Multi-use Podium, Ten-Storey Accommodation Tower with Roof Deck and Basement Parking & Utilities, shall be used as lectures, conferences and conventions facilities to host training, education, research and consultancy functions that takes into consideration in the conservation of the existing DAP Main Conference Facility.

The proposed NTB shall provide accommodation facilities (*standard rooms, suite and deluxe rooms*), dining hall, workshop rooms, speech lab, library, offices and future center innovation laboratory and art gallery. For recreational facilities, the building shall also include multi-purpose/team building area, ecumenical room, swimming pool area, massage rooms with fitness gym, sky high bar with social activity rooms and an activity

deck.

In the development of the proposed expansion, it shall also include the...

01. Provision of Materials Recovery Facilities (MRF) structure;
02. Provision of Sewage Treatment Plant (STP);
03. Site Development and Various Site Improvements: the site development plan is to improve the walkways, landscaping, existing road which includes the street lighting, security surveillance and fire hydrants for the site, and to strengthen the perimeter fence at the back portion of the compound;
04. Landscaping Works of designated areas within the 4.08 hectares DAPCC-Tagaytay compound, as indicated in the plans and specifications; and
05. Renovation of the Engineering and Maintenance Building (EMB).

The site development plan is to improve the walkways, landscaping, existing road which includes the street lighting, security surveillance and fire hydrants for the site, and to strengthen the perimeter fence at the back portion of the compound.

To date, preliminary preparations and concreting works for the sub-structure up to the podium levels of the NTB are partially completed. Initial utility lines stub-outs and embedment in preparation for the next installations are included. **The prospective Bidders are required to verify and assess the partially completed works and related documents such as as-built drawings, accomplishment reports, and other project-related reports and documentations.**

## 1.2. Building Area Allocation

### 1.2.1. Fourteen-Storey Building with Basement and Roof Deck

Area Allocation	Areas (SQM)
01. Basement Floor including Chiller Area	3,385.29
02. Ground Floor	3,368.52
03. Second Floor	3,311.00
04. Third Floor	2,409.58
05. Fourth Floor including Open Deck and Multi-purpose Court	3,311.00
06. Fifth Floor	992.05
07. Sixth Floor	1,029.59
08. Seventh Floor	1,029.59
09. Eighth Floor	1,029.59
10. Ninth Floor	1,029.59
11. Tenth Floor	1,029.59
12. Eleventh Floor	1,029.59

13. Twelfth Floor	1,029.59
14. Fourteenth Floor (13th Level)	886.55
15. Fifteenth Floor with Activity Deck and Facilities (14th Level)	849.80
16. Machine Room and ACCU Deck Floor	164.22
<b>Total Construction Floor Area</b>	<b>25,885.12</b>
<b><i>Less Open Spaces: Roof Decks, Utility Decks, Sun deck, Swimming Pool, Podium Lawn, Multi-purpose Court, etc.</i></b>	<b>3,062.59</b>
<b>Gross Floor Area</b>	<b>22,822.53</b>

#### 1.2.2. Site Development and Exterior Facilities Improvements

Area Allocation	SQM
01. Existing Engineering and Maintenance Building	345.31
02. Materials Recovery Facility (MRF) Building	100.00
03. Sewage Treatment Plant	133.00
04. Sidewalk/Path walk/Ramp	375.80
05. Landscaping	7,022.35
06. Road <i>(including basement driveway ramp and delivery parking)</i>	982.03
07. Entry Porch	109.12
<b>Total Site Area</b>	<b>9,067.61</b>

## 2. DETAILED SCOPE OF WORK: All WORKS should be implemented as shown on the plans and specifications for the PROJECT.

- ❖ The works shall consist of [1] the entire construction, fabrication, furnishing, delivery, and installation, complete in all details, at the subject premises; and [2] all work materials, tools, equipment and technical operations incidental to the proper completion of the Project, except those portions of the work which are expressly stated “to be done by others” or “as supplied by the Owner”.
- ❖ All works shall be in accordance with the minimum requirements of the governing Codes, Standards, and Regulations, unless specified in the Project Technical Specifications manual and Construction drawings.
- ❖ All rectification and corrective work due to faulty installations and all defects and/or non-compliance of the project technical specifications and in governing codes and standards shall be done in accordance with the approved methodology, plans, drawings and technical specifications.
- ❖ The requirements with regards to materials, equipment, devices, assemblies, motors, and appliances necessary to complete installation of the work specified

herein, and indicated in the construction drawings and approved shop drawings shall be executed in accordance with the project technical specifications manual and **Manufacturer's Instructions**.

- ❖ **IMPLEMENTATION OPERATING PROTOCOL#1: NARRATIVES & DRAWINGS' PROTOCOL IN REPORTING.** The Contractor shall exercise due diligence to observe and follow the protocol of preparing reports: "What cannot be drawn should be well narrated, and what cannot be narrated shall be & must be drawn". Ideally it should be followed that whatever is drawn should also be narrated, and what is narrated should also be drawn.
- ❖ **IMPLEMENTATION OPERATING PROTOCOL#2: "NO APPROVED SHOP DRAWNGS, NO WORKS".** All works that shall to be executed shall require approval of **Shop Drawings (SD)**. The Contractor shall request approval of the SD ahead of schedule, i.e., **no later than two (2) calendar weeks before the projected date of execution of works**. The finally approved and signed SD, shall be scanned in PDF-format then sent via email to the **Construction Management Consultant (CMC)** on site, copy furnished [1] the **NTB Design Consultant (DC)**, and [2] the **DAP Project Team / Authorized Representatives**. The Contractor shall also submit print copies of the approved and signed SD to the CMC and DAP Project Manager no later than one calendar week before the actual date of works' execution.
- ❖ **IMPLEMENTATION OPERATING PROTOCOL#3: SUPPORTING DOCUMENTS FOR PROGRESS BILLING: "NO Key Plan (KP) showing the areas of Accomplished Works, NO Processing of Progress Bill".** As a document that can serve as Means-of-Verification (MOV), KP shall be differentiated from the approved Construction Plans. All works that have been completed and due for billing shall require submission of KP, highlighting the **WORKS** or/and the portion of **WORKS** that has been inspected and deemed completed based on the specifics per most recent approved Construction Schedule. The KP shall be signed by the concerned professionals and must be validated by the CMC, and DAP Project Team prior to endorsement of the progress bill.  
  
**Note: The original print copy of the KP (in A3-size paper), 2 sets for DAP plus number of copies as maybe required by the Commission on Audit (COA) shall be submitted. Likewise, electronic copies in PDF-format as well as editable CAD-file should also be submitted via email. The same said files saved in a thumb drive should also be submitted.**
- ❖ **IMPLEMENTATION OPERATING PROTOCOL#4: PRE-IMPLEMENTATION AND PROJECT COORDINATION MEETINGS.** It shall be the responsibility of the CMC to faithfully prepare Minutes of Meeting (MoM), and the first draft shall be submitted electronically not later than two (2) days after the date of the said meeting. The finalization of MoM shall be subject to the approval and signatures of the authorized representatives of the Contractor, DC, CMC, and the DAP Project Team. The production, the submission, and the distribution of the final



copies of any documentation shall be taken care of by the Contractor. Procedures must be compliant with the pertinent and applicable ISO-procedures.

## 2.1. Mobilization and General Requirements

- 2.1.1. Apply for building permit, occupancy permit, and other necessary permits including payment of fees (i.e., application and other fees imposed by the Local Government Unit), bonds and insurances in compliance to all regulatory and oversight agencies before construction, and prior to turnover of the project;
- 2.1.2. Submit Self-Monitoring Report (SMR) and/or Compliance Monitoring Report (CMR) in accordance with pertinent environmental laws and regulations issued and prescribed by DENR-EMB;
- 2.1.3. Provide temporary support facilities and utilities with corresponding sub-meters to be connected to utility providers in terms of water, electricity and communications (to include field office, health/safety/first aid facility, CCTV, safety paraphernalia, etc.);
- 2.1.4. Provide boards-up, temporary fencing, gates, access roads and project identification/signage;
- 2.1.5. Preliminary works to include clearing and grubbing, demolition of existing facilities/structures, hauling of debris to designated dump sites approved by the concerned LGU and/or government regulatory agencies;
- 2.1.6. Relocate/restore any utilities/facilities within and adjacent areas outside DAPCC compound that will be affected/damaged during implementation works;
- 2.1.7. The Contractor shall pay for the charged person-days of security-personnel, including the security guards who shall be fielded 24/7 at the gates of the construction site; Gate#3 ("**must**"), Gate#4 ("**must**"), and Gate#5 (**as may be deemed needed**). The fee for the security augmentation force shall be based on the bill that will be submitted by the DAP's outsourced Security Services Provider.

**Note: The Academy's designated Chief Security Officer (CSO), or the designated Supervising Fellow of the DAP Project Team shall provide the overall guidance, supervision, and control of security protocols and specific instructions to address emerging security issues and concerns.**

- 2.1.8. Install CCTV cameras on site (at least 4 areas: entrance, quarters, warehouse, and site). Provide CCTV monitor, CPU and complete accessories that can be watched remotely via smart mobile phones with real time access of footages at the NTB construction site.

- 2.1.8.1. Make accessible to the **authorized CMC as well as DAP-officers' cellphones** the real-time footages of all video-covered areas of the NTB-site. The apps should enable viewing on demand;
  - 2.1.8.2. The working apps should be installed in the smart mobile phones (must be compatible with IOS and Android phones) of the authorized DAP Officers, and CMC personnel;
  - 2.1.8.3. The associated costs of installation of apps in the mobile phones of authorized DAP Officers and CMC personnel shall be on account of the Contractor;
  - 2.1.8.4. All video clips captured by the CCTV-system shall be under the supervision and control of the DAP-CSO and/or the designated Supervising Fellow of the DAP Project Team;
  - 2.1.8.5. The DAP-CSO shall establish the procedure on how the video clips will be saved for reference purposes. ***The Contractor shall be obliged to follow the set procedures as part of security protocols.*** The DAP-CSO, together with the designated Supervising Fellow of the DAP Project Team may change the protocols as they may be deemed necessary and appropriate for the best interest of DAP.
- 2.1.9. Submit a Structural Audit Report after a joint survey together with the DC, CMC, and DAP Project Team / Authorized Representative/s, particularly:
- 2.1.9.1. Verification and reconfirmation works at site to include field survey/building layout/staking, building elevation reference points, verticality and alignments of installed walls, geometrics of road/driveways and other site development layouts;
  - 2.1.9.2. Detailed structural engineering evaluation to determine the structural integrity of the exposed rebars and post-tensioning tendons, and in-place concrete of the New Training Building unfinished structure, to include the following:
    - a. Coordinate with the CMC to gain access on areas where the affected structural members for evaluation are located, and to acquire copies of available as-built drawings, inspection reports and other reference documents previously prepared;
    - b. Conduct a thorough site inspection and investigation to determine the physical condition of the existing structures;
    - c. Conduct material tests such as concrete coring, rebound hammer test, rebar strength test, and rebar scanning on identified critical structural members;
    - d. Prepare Structural As-Built Drawings based on the unfinished structure;

- e. Prepare structural model and analysis of the existing structure using structural software program based on the available as-built drawings;
  - f. Assess the stress levels of the different structural members of the existing structure due to the different combination of loads as required by the National Structural Code of the Philippines;
  - g. Prepare structural design computations and analysis to determine the structural stability of the structure;
  - h. Submit Technical Report incorporating the results of the physical and theoretical investigations, including recommendation and cost estimate of remedial measures (if necessary) to strengthen the structural members that are found to be inadequate (if any). This Report will be reviewed and endorsed by the CMC and it will require approval from the DAP upon recommendation of the DC; and
  - i. If strengthening is needed, certification of structural stability shall be issued upon completion and acceptance of recommended strengthening measures.
- 2.1.10. Rectification and corrective works to be done by the Contractor: scaffolding, shoring, support system and equipment required to be installed on existing structures in the course of executing these works shall be provided by the Contractor.
- 2.1.10.1. Rectification works to include removal and replacement of the defective 5<sup>th</sup> Floor's (tower area) reinforced concrete slabs and beams. Refer to structural as-built drawings S-19 Grid A and Grids 8 to 10;
  - 2.1.10.2. Removal and replacement of installed post-tension cables at Grid D to F and Grid 1 to 4 with new material following the plans and specifications on Sheets S-16, S-17 and S-18;
  - 2.1.10.3. Complete rust removal on exposed rebars at all areas following the plans and specifications;
  - 2.1.10.4. Removal and replacement of installed PVC underground Sanitary Pipes at Basement Level with new material following the plans and specifications. All pipes at the Basement Level and exterior driveways and parking areas shall be encased with protective concrete cover. Refer to structural as-built drawings on Sheet P1-1 Basement Drainage Layout;
  - 2.1.10.5. Removal and replacement of installed Fire Protection System welded B.I. Pipes with the approved seamless type B.I. Pipes following the plans and specification;

- 2.1.10.6. Rectification for completed concrete works such as but not limited to sealing of construction joints, grinding of protruding/excess concrete, patching of tie rod holes, removal of not needed steel bar dowels, removal of remaining formworks on poured concrete, aligning of imperfections/not plumb walls at Shear Wall 3, Grid Line 10 and I, and other necessary adjustments to provide even and plumb surfaces.
- 2.1.10.7. Provision of concrete protective cover/encasement for all exterior piping systems to include electrical, electronics, sanitary and plumbing lines. Refer to typical concrete encasement detail; and,
- 2.1.10.8. Interconnection of Old & New STP (to be harmonized with shop drawings and construction plans). *The approval of the Shop Drawings shall indicate the related sheet number in the approved Construction Plans. The narratives of technical description should be written for approval, if and when there are considerations that cannot be shown in the Shop Drawings.*
- 2.1.11. UTILITIES: Source of water during implementation will be the sole responsibility of the Contractor. Aside from temporary connection to water utility provider, the Contractor must provide water tanker to fetch water for consumption of its personnel as required for the duration of the construction works. Similarly, use of electricity will be the responsibility Contractor; and
- 2.1.12. Other necessary works to complete the mobilization and general requirements.

## 2.2. Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building

- 2.2.1. **Structural / Civil Works:** the structural/civil works shall include entry platform, ramps, steps, drainage and sanitary systems, electrical and electronic and communication service connection systems, earth fillings, embankments, grading and demolition as indicated in the construction drawings and approved shop drawings. The Structural system shall be reinforced concrete and steel framing, and other materials such as wood and pre-cast concrete. **Overall, the WORKS shall complete the basic structure of the entire NTB; i.e., from basement to roof deck including the machine rooms (for the elevators) and overhead tanks as designed.** The works shall also include the following:
  - 2.2.1.1. Provision for building structural system, excavation, backfilling, site grading and compacting works;
  - 2.2.1.2. Establishment of structural members as designed for on-grade and suspended slabs, columns, beams, post tensioned beams, shear

walls, retaining walls, ledges/canopies, equipment concrete pads, cistern tanks/vaults, platforms, pedestals, manholes and supports;

- 2.2.1.3. Cleaning/de-rusting of all exposed and corroded rebars, and cleaning of post tension cables ducts. Damaged/unsuitable rebars and post tension cables, cable ducts shall be replaced.
- 2.2.1.4. Concrete and Masonry works, reinforcement, post tension cables, grouting and wall construction;
- 2.2.1.5. Structural steel, metal fabrications and trims, wall guard, railings, partitions and enclosures, including separator beams for elevators;
- 2.2.1.6. Provide formworks, scaffoldings and other erection and protective supports required to be installed on existing structures prior to concreting works of succeeding upper floors;
- 2.2.1.7. Provision of necessary reinforced concrete pedestal/foundation for all electro-mechanical equipment (*e.g., transformer pads, generator sets, air conditioning equipment, pumps, etc.*);
- 2.2.1.8. Apply for necessary permits including preparation of all necessary plans, forms/related documents, certificates, legworks and pay applicable fees and charges, testing, commissioning, and until turnover; and,
- 2.2.1.9. Perform all other works necessary in providing the complete structural/civil works in accordance with the project technical specifications, construction drawing, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.

**Note:** The Contractor may present a value-analysis and value engineering (VA/VE) in using the customary/traditional Concrete Hollow Blocks (CHB) as compared to prefabricated concrete blocks (PFCB).

Relative to the approved construction plans, the VA/VE should highlight the impact in terms of:

- ☐ overall deadweight to the building,
- ☐ cost of rebars,
- ☐ time-to-construct and consequent labor costs,
- ☐ space maximization,
- ☐ cost of plastering, and
- ☐ other quantifiable costs.

Narratives of other intangibles, such as environmental impact should also be presented in the VA/VE.

**On top of required Shop Drawings, Contractor shall not**

**continue construction of wall partitions without the approved VAVE.**

- 2.2.2. **Architectural Works:** shall include the following provisions complete for the construction of building requirements in accordance to project specifications, construction drawings, approved shop drawings, and applicable codes and standards:
- 2.2.2.1. Rough and finish carpentry, architectural wood applications for counters, paneling and sheathing (*which forms as integral parts or fixed-mounted in the structure of the NTB*);
  - 2.2.2.2. Thermal and moisture protections including roof materials and installations, building insulations, waterproofing and treatments;
  - 2.2.2.3. Doors, windows, curtain walls, with security and protective treatments, complete with framing, accessories and hardware for intended uses as required. Proposal for VAVE should be approved before any installation;
  - 2.2.2.4. Ceilings, walls and floors finishes for interior and exterior applications; painting works, stone works, claddings and accentuations as required;
  - 2.2.2.5. Building exterior and interior signages;
  - 2.2.2.6. Toilet compartments and accessories thus making each room of the toilet usable and functional;
  - 2.2.2.7. Built-in cabinetries, woodworks, and carpentry works;
  - 2.2.2.8. Supply and install Designed Fit-outs, Furnishings and Fixtures (DFOFF) for conference/seminar and accommodations facilities;
  - 2.2.2.9. Food equipment, appliances, accessories, etc. for main kitchen and satellite kitchens;
  - 2.2.2.10. Apply for necessary permits including preparation of all necessary plans, forms/related documents, certificates, legworks and pay applicable fees and charges, testing, commissioning, and until turnover; and,
  - 2.2.2.11. Perform all other works necessary in providing the complete architectural exterior and interior works in accordance with the project technical specifications, construction drawings, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.
- 2.2.3. **Plumbing and Sanitary Works:** works included herein shall consist of furnishing all labor, tools, equipment, appliances, and materials necessary for complete installation, testing and operation of the plumbing and

sanitary system composed of:

- 2.2.3.1. Sewer system to include soil, waste and vent piping and interconnecting to the STP and existing sanitary sewers including appurtenances;
- 2.2.3.2. Storm drainage systems to include piping, area drains, catch basins, trenches, etc. interconnecting to the rain water harvesting system and/or existing drainage system;
- 2.2.3.3. Sanitary and Plumbing fixtures to include water heaters, water closets, lavatories, sinks, urinals, shower heads, faucets, fittings and accessories;
- 2.2.3.4. Water distribution and supply system to include portable and non-portable water, fittings, trims, water tanks/cisterns and accessories;
- 2.2.3.5. Domestic pump system, fittings, and accessories;
- 2.2.3.6. Sewage Treatment Plant (STP) to include system equipment, pumps, fittings, accessories and interconnection to the existing STP;
- 2.2.3.7. Rain Water Harvesting System to include equipment, pumps, fittings, and accessories;
- 2.2.3.8. Provision of service water connection, water meter, valves including all fittings and accessories from service provider to the underground water tanks of the NTB;
- 2.2.3.9. Interconnection to existing Deep Well Supply System to the underground water tanks of the NTB including pumps, valves, fittings, and accessories; and,
- 2.2.3.10. Apply for necessary permits including preparation of all necessary plans, forms/related documents, certificates, legworks and pay applicable fees and charges, testing, commissioning, and until turnover; and,
- 2.2.3.11. Perform all other works necessary in providing the complete plumbing and sanitary works/system in accordance with the project technical specifications, construction drawing, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.

#### 2.2.4. **Mechanical Works**

**Fire Protection:** works included in this specification shall consist of, but not limited to the following items:

- 2.2.4.1. Arrange for, obtain and bear the cost of necessary permits and bonds for the automatic sprinkler work;



- 2.2.4.2. Furnish and install sprinkler system to the entire building as shown in the construction drawings and approved shop drawings. System to include all pipes, hangers, sway braces, sprinkler heads, control valves, drain valves, alarms, alarm bells, water flow switches and control valve monitor switches, sprinkler supervisory control panel, fire pumps, jockey pumps, drives and controllers and necessary accessories, fire hose cabinets and accessories, pressure relief valve and other valves, manual pull stations, smoke/heat detectors, water flow detectors, emergency lighting for egress, illuminated exit signs and other life safety system devices;
- 2.2.4.3. Furnish and install fire department connections, fittings, and accessories located as shown on the construction drawings and approved shop drawings;
- 2.2.4.4. Testing of all piping system and necessary cleaning of fire protection works;
- 2.2.4.5. Furnish shop drawings and certificates of inspection;
- 2.2.4.6. Cutting, patching and removing of all rubbish and debris from the jobsites resulting from the fire protection works;
- 2.2.4.7. Fire extinguishers including mounting system and devices shall be furnished by the Contractor in compliance with the local Fire Department requirements as specified, i.e., fire extinguisher requirements at the different areas and floors;
- 2.2.4.8. Provision of clean agent fire extinguishing system, devices, fittings, and accessories;
- 2.2.4.9. Provision of Fire Safety Compliance Report (FSCR), Fire Safety Compliance and Commissioning Report (FSCCR), Fire Safety Maintenance Report (FSMR) as prepared by a Licensed Professional Mechanical Engineer and Fire Protection Practitioner including other related pertinent reports and occupancy certificates issued by the Bureau of Fire Protection to operate the NTB;
- 2.2.4.10. Apply for necessary permits including preparation of all necessary plans, forms/related documents, certificates, legworks and pay applicable fees and charges, testing, commissioning, and until turnover; and,
- 2.2.4.11. Perform all other works necessary in providing the complete fire protection works/systems and life safety system in accordance with the project technical specifications, construction drawing, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.



**HVAC System:** furnish, install, test and commission Building Management System (BMS) or Building Automation System (BAS) ready air-conditioning and ventilating equipment including all related incidental items/accessories for the complete installation and operation of the Heating, Ventilation, and Air-Conditioning (HVAC) system of the Project.

- 2.2.4.12. Variable Refrigerant Flow System (VRF)/Variable Refrigerant Volume (VRV);
- 2.2.4.13. Direct Expansion (DX) type air-conditioning system;
- 2.2.4.14. Air Handling Units (AHU);
- 2.2.4.15. Fans and ventilation systems;
- 2.2.4.16. Chilled water pumps, valves, fittings and accessories;
- 2.2.4.17. Air-cooled chillers, air-conditioning compressors and condensing units, air compressors, controllers, fittings and accessories;
- 2.2.4.18. Duct works, duct materials, insulations, fire stops, dampers, hangers/supports and accessories;
- 2.2.4.19. Refrigerant piping, drain piping, insulations, fire stops, hangers /supports and accessories;
- 2.2.4.20. Piping identification and color coding;
- 2.2.4.21. Controls, fire stopping and dampers including third-party testing and certification to ensure compliance with the approved manufacturer's requirements;
- 2.2.4.22. Testing, adjusting and balancing operations for mechanical system installation;
- 2.2.4.23. Exhaust and ventilating system shall be combination of centralized aircon type, ceiling cassette type, wall mounted industrial type propeller fan, jet fan, kitchen exhaust, pressurization blowers, etc.;
- 2.2.4.24. Secure operational permits and other compliance requirements;
- 2.2.4.25. Connection to electrical power supply, water supply and drain line, and electronics systems;
- 2.2.4.26. Apply for necessary mechanical and other permits including preparation of all necessary plans, forms/related documents, certificates, legworks and pay applicable fees and charges, testing, commissioning, and until turnover; and,
- 2.2.4.27. Perform all other works necessary in providing the complete HVAC system in accordance with the project technical specifications, construction drawing, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.

**Elevators and Escalators:** works included in these specifications shall consist of, but not limited to the following items:

2.2.4.28. Installation and supply of labor, materials, tools, equipment and services required to manufacture, assemble, deliver (*including all import and export documents and fees, if needed*), and all items necessary for the proper execution and completion of:

- ☐ two (2) Passenger Elevators;
- ☐ one (1) Service/Passenger Elevator with Machine Room at the Tower-area;
- ☐ one (1) Machine-Room-Less Service Elevator at the Podium-area, and
- ☐ four (4) units Indoor Escalators

2.2.4.29. Elevator and Escalator systems shall be connected to video surveillance system, BMS/BAS, and electrical power supply;

2.2.4.30. Apply for necessary mechanical and other permits including preparation of all necessary plans, forms/related documents, certificates, legworks and pay applicable fees and charges, testing, commissioning, and until turnover; and,

2.2.4.31. Perform all other works necessary in providing the complete passenger elevator (including beam separators) and escalators system (including cladding and cladding framing system) in accordance with the project technical specifications, construction drawing, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.

2.2.5. **Electrical Works:** shall include but not limited to the following principal items:

2.2.5.1. Furnish and install all civil work items (generator sets, power transformer, high/low voltage switchgears, panel boards and all other electrical areas or rooms) related to the electrical installation including concrete pedestals/foundations, concrete encasement of conduits, manholes / handholes, equipment pads, trenches, oil interceptors, metering equipment pedestal, wall and ceiling insulations for soundproofing, mounting accessories, etc.;

2.2.5.2. Apply for electrical power service connections from local power provider including preparation of all necessary plans, forms/related documents, permits, certificates, testing and commissioning, legworks and pay applicable fees and charges, until its energization and turnover;

2.2.5.3. Provide the necessary improvements, upgrading, works, and

services of the existing electrical substations that require interconnectivity in compliance with local power provider requirements e.g., electrical equipment, devices, cables/wirings, and metering interconnectivity, service pedestals, grounding system including all accessories;

- 2.2.5.4. Supply, install, test and commission high and low voltage switchgears, distribution busways/raceways, capacitor banks, control panels, transfer switches, etc., including all necessary accessories and all interconnecting cables, cable support and connectors;
- 2.2.5.5. Supply, install, test and commission brand new standby generator sets including exhaust pipes and mufflers/silencers, ducting, fuel tanks/day tanks, piping system, control panel system, vibration pads/mounting pedestals, and all necessary accessories;
- 2.2.5.6. Supply, install, test and commission all power feeder lines system, main and local branch circuits and equipment including control panel boards, conduits, fittings, wirings/cables, hangers/supports, and all necessary accessories;
- 2.2.5.7. Terminate, test and commission all power feeder lines system at high and low voltage switchgears including wires/cables and all necessary accessories;
- 2.2.5.8. Supply, install, test and commission all exterior and interior lighting systems, equipment, devices, fixtures, outlets, switches, power wirings/cables, conduits, boxes, gutters, fittings, hangers/supports, concrete encasement for underground conduits, and all necessary accessories;
- 2.2.5.9. Furnish and install all electrical works including all auxiliary equipment, grounding system, lightning arresters, disconnect-switches and protective devices, and necessary accessories as indicated in the project technical specifications, construction drawings, and approved shop drawings;
- 2.2.5.10. Provide electrical connections including all needed accessories from local power provider to the service entrance of the NTB;
- 2.2.5.11. Test and commission all supplied and installed equipment, devices, electrical system, and accessories; and,
- 2.2.5.12. Perform all other works necessary in providing the complete electrical works/system in accordance with the project technical specifications, construction drawing, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.

2.2.6. **Electronics & Communication and Auxiliary Works:** electronics and communications system shall consist of the following provisions for the conduits, fittings, wirings, equipment and all needed accessories of the auxiliary system:

- 2.2.6.1. Supply, install, test and commission Building Management System (BMS) including equipment, devices, software, monitoring dashboards/computer system, uninterrupted power supply, sensors, protective devices, control panel boards, conduits, fittings, wirings/cables, hangers/supports, and all necessary accessories;
- 2.2.6.2. Supply, install, test and commission network infrastructure including structured cabling, local area network, core and distribution switches, wireless access points, wireless routers, cabinets, conduits, wires/cables, devices, hangers/supports, and all other necessary accessories and peripherals;
- 2.2.6.3. Supply, install, test and commission Private Automatic Branch Exchange (PABX)/Telephone system and Auxiliary, including telephone handsets, consoles, conduits, wires/cables, devices, hangers/supports, and all other necessary accessories and peripherals;
- 2.2.6.4. Supply, install, test and commission Community Antenna Television (CATV) system including conduits, wires/cables, devices, hangers/supports, and all other necessary accessories and peripherals;
- 2.2.6.5. Supply, install, test and commission Audio Video System including conduits, wires/cables, devices, hangers/supports, and all other necessary accessories and peripherals;
- 2.2.6.6. Supply, install, test and commission Master Clock and Digital Signages system including clocks, signages, mounting mechanisms, conduits, wires/cables, devices, hangers/supports, and all other necessary accessories and peripherals;
- 2.2.6.7. Supply, install, test and commission Public Address and Background Music including speakers, mounting mechanisms, conduits, wires/cables, devices, hangers/supports, and all other necessary accessories and peripherals;
- 2.2.6.8. Supply, install, test and commission Accelerographs or Earthquake Recording Instrument (ERI) including sensor devices, data loggers, control panels, conduits, wires/cables, devices, hangers/supports, and all other necessary accessories and peripherals;
- 2.2.6.9. Supply, install, test and commission CCTV and Security Surveillance System including surveillance cameras, patch panels, conduits, wires/cables, devices, hangers/supports, and all other

necessary accessories and peripherals;

- 2.2.6.10. Supply, install, test and commission Fire/Smoke Detection and Alarm System including smoke detectors, heat detectors, alarm bells/sirens, control panels, conduits, wires/cables, devices, hangers/supports, and all other necessary accessories and peripherals. **Installation of Fire Suppression System must be compliant with applicable standards for a 14-storey building. Contractor should make distinction and apply the use fire suppression elements/chemicals appropriate for oil-based hazards, electric hazards, and other hazards that may cause fire;**
- 2.2.6.11. Apply for necessary electronic and communication permits including preparation of all necessary plans, forms/related documents, certificates, legworks and pay applicable fees and charges, testing, commissioning, and until turnover; and,
- 2.2.6.12. Perform all other works necessary in providing the complete electronics and communications works/systems in accordance with the project technical specifications, construction drawing, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.

## 2.3. Site Development and Various Site Improvements

- 2.3.1. Concrete sidewalks with provision of PWD ramp including markings, curbs and gutter;
- 2.3.2. Driveway improvements to include removal of existing asphalt road, construction of new road and markings;
- 2.3.3. Refurbish, clean, and repaint front fence and gates including existing DAP logos;
- 2.3.4. Demolish existing fence as indicated in the site development and demolition plan, construct new retaining wall, haul and dispose construction debris;
- 2.3.5. Supply, install, test and commission site water distribution pipeline from the utility provider to cistern tanks of the New Training Building and of the existing DAPCC facility including fittings, valves, hangers/supports and all necessary accessories;
- 2.3.6. Supply, install, test and commission site water distribution line, new fire hydrant systems (must replace existing fire hydrants), fittings, fixtures, hangers/supports and all necessary accessories including connection to existing supply line;

- 2.3.7. Supply, install, test and commission site sanitary sewerage system and drainage systems including fittings, fixtures, hangers/supports and all necessary accessories including connection to existing supply line;
- 2.3.8. Supply, install, test and commission site utility area drains, catch basins, utility trench gratings, utility trench drains, and box culvert including fittings, fixtures and all necessary accessories;
- 2.3.9. Supply, install, test and commission site electrical system to include primary line electrical poles, exterior lightings, lamp posts, conduits, wires/cables, concrete encasement for underground pipes, electrical manholes, handholes, fittings, fixtures and all necessary accessories including connection to existing supply line;
- 2.3.10. Supply, install, test and commission site/exterior CCTV and Security Surveillance System including surveillance cameras, connection to patch panels, conduits, wires/cables, hangers/supports, and all other necessary accessories and peripherals;
- 2.3.11. Perform all other works necessary in providing the complete site development and various site improvements in accordance with the project technical specifications, construction drawing, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.

## **2.4. Completion of Construction of the New Sewage Treatment Plant (STP)**

- 2.4.1. Perform civil and structural works to include earthworks, concreting, masonry, metal works, and waterproofing;
- 2.4.2. Perform finishing and painting works on STP control room;
- 2.4.3. Supply, install, test and commission sanitary/plumbing and electrical systems to include BMS compatible electromechanical system/equipment and components, interconnection with the existing STP, sewage lines from NTB, and treated water line from STP to non-potable water tank at basement of NTB;
- 2.4.4. Provide all spare-parts for repairs and maintenance during the warranty period to ensure continuous process operations without additional cost to the DAP;
- 2.4.5. Submit Operating and Maintenance Manuals to include training of DAP maintenance personnel;
- 2.4.6. Apply for discharge and other related permits including preparation of all necessary plans, forms/documents, certificates, submission of test results showing compliance of effluent/treated water to environmental standards set by the LLDA and other environmental oversight agencies, legworks and pay applicable fees and charges of testing, commissioning, and until

turnover;

- 2.4.7. Perform all other works necessary in providing the complete fully functional STP system in accordance with the project technical specifications, construction drawing, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.

## **2.5. Construction of Material Recovery Facility (MRF)**

- 2.5.1. Perform civil and structural works to include earthworks, concreting, masonry, and waterproofing;
- 2.5.2. Perform finishing and painting works to include provision of doors and windows;
- 2.5.3. Perform sanitary/plumbing, electrical, electronics, and communication works to include provision of floor drains, lighting fixtures, CCTV surveillance camera, telephones, fire detectors/alarms/extinguishers, wires/cables, all necessary accessories;
- 2.5.4. Perform all other works necessary for the completion of the MRF in accordance with the project technical specifications, construction drawing, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.

## **2.6. Landscaping of designated areas within the 4.08-hectare DAPCC-Tagaytay Compound**

- 2.6.1. Supply and install softscapes and hardscapes along front fence (frontage of front building), pathway going to upper lobby, BBQ Plaza A & B (*outdoor activity areas*), island at parking area, and at the NTB site premises and surroundings;
- 2.6.2. Supply, install, test and commission electrical, plumbing, and drainage components at landscape designated areas;
- 2.6.3. Perform all other works necessary for the completion of landscaping in accordance with the project technical specifications, construction drawing, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.

## **2.7. Renovation of Engineering and Maintenance Building**

- 2.7.1. Demolish affected areas/components/walls as indicated in the approved



demolition plan, relocate existing 125kw Deutz generator set, and dispose all construction debris;

- 2.7.2. Perform civil and structural works to include earthworks, foundation, concreting, masonry, all metal works, roofing, and waterproofing;
- 2.7.3. Perform architectural and finishing works to include floor/wall/ceiling finishes, plastering works, painting works, doors and windows, wall and ceiling insulation for soundproofing and thermal protection (*e.g., genset room*), fixtures, and all necessary accessories including connection to existing supply line;
- 2.7.4. Perform sanitary/plumbing works to include toilet fixtures, stainless steel sink, janitorial room with slop sink, pantry sink faucet, water supply pipes, drainage, waste & vent (DWV) pipes, and all necessary accessories including connection to existing supply line;
- 2.7.5. Supply, install, test and commission electrical and mechanical system to include lighting fixtures, conduits, wires/cables, circuit breakers, switch board, panel board, air-conditioning and drain pipes, exhaust/ventilation, and all necessary accessories;
- 2.7.6. Supply, install, test and commission electronics and communication system to include provision for voice and data (wired and wireless), CCTV and surveillance cameras, fire/smoke detectors and alarms, conduits, wires/cables, fixtures and all necessary accessories;
- 2.7.7. Supply and install furniture and fixtures to include storage rack for plans, work stations, office chairs and tables, storage cabinets and shelves, steel storage racks, and office equipment;
- 2.7.8. Perform all other works necessary to complete the renovation of engineering and maintenance building in accordance with the project technical specifications, construction drawing, approved shop drawings, standards, codes, regulations, and manufacturers or suppliers methodology of installation and commissioning requirements.

## 2.8. Punch Listing, Rectification, and Testing and Commissioning

- 2.8.1. Correct, repair, and rectify all noted defects and punch-listed items, and/or needed replacements identified after the conduct of inspection/punch-listing together with the CMC, DC, and DAP authorized representatives;
- 2.8.2. Restore/repair any portion/facility/utilities within DAPCC compound and adjacent areas which may have been damaged in the course of the construction and perform corrective measures as may be identified or directed by the DAP and relevant government agencies for causes attributable to the construction project without additional cost to the DAP;
- 2.8.3. **Start-Up and Commissioning Support Service:** the contractor shall



provide technical support personnel and assistance in the initial startup and commissioning of all building's engineered systems and equipment installed, ensuring they operate as per design specifications **for the period of six (6) months prior to turn-over and acceptance of the project.**

- 2.8.3.1. Develop start-up procedures specific to building systems and equipment installed based on type and manufacturer guidelines;
- 2.8.3.2. Perform pre-functional and functional performance testing for HVAC, lighting, fire detection and protection, elevators, escalators, public address and auxiliary, electronics and communications, plumbing, and other critical systems;
- 2.8.3.3. Verify controls integration (Building Management System – “BMS”) and response logic.
- 2.8.3.4. Develop and implement standard operating procedures for building systems and equipment usage;
- 2.8.3.5. Monitor equipment performance and adjust operations to optimize efficiency;
- 2.8.3.6. Provide on-site supervision during initial operations;
- 2.8.3.7. Create a preventive maintenance plan, including schedules, checklists and comprehensive manuals and operational guidelines;
- 2.8.3.8. Conduct inspections, maintenance and servicing of building systems and equipment installed;
- 2.8.3.9. Address and rectify any equipment failures or malfunctions;
- 2.8.3.10. Carry out necessary repairs or replace faulty components to restore systems and equipment functionality;
- 2.8.3.11. Maintain detailed records of maintenance activities and equipment status;
- 2.8.3.12. Provide technical support and personnel for urgent maintenance needs;
- 2.8.3.13. Endorse a maintenance service provider for all engineered systems and equipment (from manufacturer's accredited service provider);
- 2.8.3.14. Conduct training of DAPCC personnel on operating and maintenance of all system, devices, equipment, facilities, and utilities.
- 2.8.4. Conduct final testing, observations, and commissioning of all installed systems, devices, and equipment to the desired operating conditions, and submit reports and/or recommendations for approval; and
- 2.8.5. Perform all other works necessary as contained in this section and in

accordance with the testing and commissioning requirements prior to turn-over and acceptance.

## **2.9. Final Inspection, Turn-over and Acceptance, and Contractor's Demobilization.**

- 2.9.1. Apply for occupancy permit and other building operational permits, permanent utilities connections to local service providers, including legworks and payment for applicable fees and charges;
- 2.9.2. Submit construction and post-construction documentary requirements and other requirements such as complete As-Built Drawings, As-Built Technical Specifications, and Operating and Maintenance Manual;
- 2.9.3. Warranty: The costs of materials, labor, and other related consumables to be incurred in the conduct of preventive maintenance service of electro-mechanical equipment (electric generator sets, elevators, escalators, and centralized air-conditioning system) during the five (5) years warranty period will be on the account of the contractor.
- 2.9.4. Clean, clear/remove and dispose of all construction debris, and any and all hazardous waste in accordance with environmental standards, applicable laws and regulations; and,
- 2.9.5. Perform all other works necessary as contained in this section and in accordance with the final inspection and demobilization requirements prior to turn-over and acceptance.

**IMPORTANT NOTE:** All items, materials, labors not specifically included in all of the above-cited works/systems that are deemed necessary component for the complete execution, implementation, and commissioning of all works/systems cited above must be included as awarded Contractor's **"ONE LOT LUMP SUM responsibility and accountability without additional costs/charges to DAP and extension of Project timeline"**.

## **3. SUBMISSION OF CONSTRUCTION AND POST-CONSTRUCTION DOCUMENTARY REQUIREMENTS:** The Contractor shall submit, among others that may be required, the following submittals:

- 3.1. Construction Health and Safety Program duly approved by the Department of Labor and Employment;
- 3.2. Monthly and Annual Progress Reports with photo documentation including updated Program of Works showing the planned and actual percentages of accomplishments with equivalent amounts, updated cash flow forecast, any changes to the sequence of the activities, catch up plan in case of delays, and

effect of any approved variations. ***Each photo-documentation should have the date and time stamps, in jpeg-format;***

- 3.3. Final Project Report including original and updated program of works, cash flow forecast, any changes to the sequence of the activities, catch up plans, and effect of any approved variations. ***Each photo-documentation should have the date and time stamps, in jpeg-format;***
- 3.4. Complete set of As-built Drawings from the CONTRACTOR (signed & sealed plans, including electronic copy in PDF and CAD-format);
  - 3.4.1. Four (4) sets of original copy in A0 sheets (plotted on a mylar sheets) signed and sealed by appropriate professional architects and engineers;
  - 3.4.2. Ten (10) sets of blue print copies in A0 sheets signed and sealed by appropriate professional architects and engineers;
  - 3.4.3. Complete set of colored photos, printed copies with date-stamp and time-stamp including specific locations demonstrating before, during, and after construction works;
  - 3.4.4. Complete set of electronic files in USB Thumb drive or external drive containing the following;
    - 3.4.4.1. "AS-BUILT DRAWINGS" in PDF and CADD format for final completion of the project;
    - 3.4.4.2. Complete set of electronic colored photos and video-coverage, in digital copies jpeg-format and mp4-version. ***Each photo and video coverage should be stamped with date and time including specific locations demonstrating the scenes before, during, and after construction works;***
- 3.5. Construction Master Schedule for all phases of the PROJECT;
- 3.6. Minutes of the Meetings (MoM) approved files in MS Word, and in pdf-files of the signed copy of the said meetings. Each MoM, should contain at least two (2) colored photos fit in one page, showing the participants who attended the meeting ***(Each photo-documentation should have the date and time stamps, in jpeg-format);***
- 3.7. Punch-List of all known defects with Close-out Report;
- 3.8. Constructors/suppliers performance evaluation rating issued by the CMC and DAP authorized representative following the **Constructors' Performance Evaluation System (CPES)**;
- 3.9. All documents collected in the maintenance of the comprehensive construction management information system and the document control and project records system of the PROJECT;
- 3.10. Operations and Maintenance Manuals are required prior to the request for final billing;

3.10.1. **Contents:** Prepare the Table of Contents for each volume, with each product or system description identified, in three parts as follows:

3.10.1.1. **Part 1:** Directory, listing the names, addresses, and telephone numbers of the Consultants, Contractor, Subcontractors, and major equipment suppliers;

3.10.1.2. **Part 2:** Operation and maintenance instructions arranged by system and subdivided by the specification section. For each category, identify the names, addresses, and telephone numbers of the Subcontractors and suppliers. Identify the following:

- ❖ Significant design criteria;
- ❖ List of equipment;
- ❖ Parts list for each component;
- ❖ Operating instructions;
- ❖ Maintenance instructions for equipment and systems;
- ❖ Maintenance instructions for [special] finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.

3.10.1.3. **Part 3:** Project documents and certificates, including the following:

- ❖ Approved Shop Drawings and product data;
- ❖ Testing and commissioning reports for electromechanical utilities and systems;
- ❖ Certificates;
- ❖ Originals of warranties and bonds.

3.10.1.4. Scan the entire manual and provide 3 copies to DAP.

3.10.1.5. **The e-copy of the editable-files and the pdf-files** should also be submitted on USB flash drive.

3.10.2. **Materials and Finishes Manuals**

3.10.2.1. **Building Products, Applied Materials, and Finishes:** Include product data, with the catalog number, size, composition, and the color and texture designations. Include information for re-ordering custom manufactured products.

3.10.2.2. **Instruction for Care and Maintenance:** Include manufacturer's instructions for cleaning agents and methods, precautions against detrimental agents and methods, and a recommended schedule for cleaning and maintenance.

3.10.2.3. **Moisture Protection and Weather Exposed Products:** Include product data listing applicable reference standards, chemical

composition, and details of installation. Include recommendations for inspections, maintenance, and repair.

3.10.2.4. Enumerate in the Table of Contents the needed design data, with a locator tab.

3.10.2.5. **Additional Requirements:** As specified in the individual product specification sections.

### 3.10.3. **Equipment and Systems Manuals**

3.10.3.1. For equipment, or component parts of equipment put into service during construction and operated by the DAP, submit documents prior to the request for final billing;

3.10.3.2. **Each Item of Equipment and Each System:** Include a description of the unit or system, and the component parts. Identify the function, normal operating characteristics, and limiting conditions. Include performance curves, with priming data and tests, and complete nomenclature and model number of replaceable parts;

3.10.3.3. **Panel Board Circuit Directories:** Provide electrical service characteristics, controls, and communications typed;

- ❖ Include color-coded wiring diagrams as installed;
- ❖ Panel boards name tag should be in etched in acrylic plastic or approved equivalent.

3.10.3.4. **Operating Procedures:** Include in write-up the instruction and sequences for the start-up, break-in, and routine normal operating procedures. Include regulation, control, stopping, shutdown, emergency instructions, and special operating instructions for seasonal changes;

3.10.3.5. **Repairs and Maintenance Requirements:** Include routine procedures and guide for preventative maintenance and troubleshooting; disassembly, repair, and reassembly instructions; and alignment, calibration, adjusting, balancing, and checking instructions:

- ❖ Include a servicing and lubricating schedule, and a list of lubricants required;
- ❖ Include the manufacturer's printed operation and maintenance instructions;
- ❖ Include sequence of operation by the controls manufacturer;
- ❖ Include the original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance;
- ❖ Provide procedural instruction in graphic/diagram form as per

manufacturers' specifications;

- ❖ Include the Contractor's coordination drawings, with color-coded piping diagrams as installed;
- ❖ Include charts of valve tag numbers, with the location and function of each valve, keyed to the procedural instruction in graphic/diagram form as per manufacturers' specifications;
- ❖ Include a list of the original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage; and,
- ❖ Include test, calibration, and balancing reports.

#### 3.10.4. **Maintenance Service:**

- 3.10.4.1. Submit a warranty certificate from the date of the issuance of certificate of completion until its date of effectivity;
- 3.10.4.2. Facilitate submission in coordination with suppliers/manufacturers of a particular utilities/systems' equipment, a proforma service agreement contract for continuity of future maintenance service;
- 3.10.4.3. Implement needed maintenance service based on the proposed preventive maintenance schedule and frequency as recommended by the concerned suppliers/manufacturers as may be applicable;
- 3.10.4.4. Include a systematic data gathering, cleaning, examination, adjustment, and lubrication of the components. Use original parts as prescribed by the manufacturer; and,
- 3.10.4.5. Ensure that the maintenance service during warranty period shall be performed by the manufacturer or its duly authorized exclusive local distributor in the Philippines. The costs of materials, labor, and other related consumables to be incurred during the conduct of preventive maintenance service will be on the account of the contractor.

#### 3.10.5. **Training of DAP Personnel**

- 3.10.5.1. Arrange for and coordinate instructions on operations and maintenance of equipment in conjunction with manufacturer's representatives;
- 3.10.5.2. On site assistance in the operation of building systems during initial occupancy; and,
- 3.10.5.3. Conduct training of counter professional, and skilled staff or designated representative/s of DAPCC in proper operations, schedules and procedures of the physical facilities and equipment.

#### 3.11. Warranty Certificate of at least five (5) years against poor workmanship and

defects traceable to materials supplied and installed from the date of issuance of Certificate of Completion.

- 3.12. Construction permits, permits to operate, occupancy permits and all necessary pertinent clearances, certificates and reports for all engineering disciplines from various Government agencies.

**REMINDERS FOR COMPLIANCE:** *All submittals should comply to the following:*

1st. *Drafts of whatever narrative-documentation should be written in...*

- 01. *MS Word for narrative reports;*
- 02. *MS Excel for calculations;*
- 03. *MS PowerPoint for presentations;*
- 04. *MP4 for all video clips;*
- 05. *JPEG-format for photos with date and time-stamps when the shot was taken;*
- 06. *CAD for drawings that can be edited;*
- 07. *PDF-format (that cannot be edited) of CAD-drawings;*
- 08. *Proponent must ensure that all electronic-files can be read and retrieved by the DAP Project Team;*
- 09. *Narrative Reports should be generally written in Arial font size 12 on size-A4 paper; and,*
- 10. *Footnotes, endnotes, and other citations /referencing, in any report (excel-file or word-file) should be written in Times New Roman font size 10.*

2nd. *All draft electronic copies should be emailed to the DAP-engaged Construction Management Consultant, and copy furnished the DAP Project Manager / Authorized Representatives;*

3rd. *The Contractor and its designated technical staff should also provide their respective official company email-addresses (if available), mobile/contact number where query/clarification/agreement/decision can be communicated;*

4th. *All FINAL copies, with signatures, of query/clarification/agreement/decision and/or any applicable documentation should be in PDF-format;*

5th. *All FINAL electronic copies should be emailed to the DAP-engaged Construction Management Consultant, and copy furnished the DAP Project Manager / Authorized Representatives;*

6th. ***Signed clear printed copies of the FINAL FILES written on the letterhead of the Contractor should be likewise submitted, as follows:***

- a. *FOUR (4) sets of final files of Narrative Reports or any applicable*

*documentations on query/clarification/agreement/decision made or issued, with original signature/s of the concerned authorized individuals/officers/experts;*

b. *SEVEN (7) sets of the recopied documents “certified as true and correct copy” of the originally signed documents;*

c. *Narrative Reports or any applicable documentations should be generally written in Arial-font size12 on size-A4 paper. Footnotes, endnotes, and other citations/referencing, in any report (excel-file or word-file) should be written in Times New Roman font size10;*

7th. *FINAL ELECTRONIC copy of all communications, reports, drawings, photos, presentations, CAD, reference standards, bid-documents, etc. (sent to Construction Management Consultant) should be systematically organized and stored in an external hard disk with storage capacity of, at the very least, double the grand total of all file sizes. **More explicitly, the external drive should only be, at most, 50% filled-up when the said external drive is submitted to DAP.***

\*\*\*Nothing Follows\*\*\*



## Section VII. CONSTRUCTION RULES AND REGULATIONS

*This section shall serve as a guide to the Contractor throughout the implementation of the Project.*

### **NEW TRAINING BUILDING (NTB) CONSTRUCTION SITE IN DAPCC, TAGAYTAY CITY**

**PROJECT: One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City**

#### **A: SITE POSSESSION / WORK-AREA ENCLOSURE /WORK STOPPAGE**

- A.01.** The Contractor, who will construct the NTB for thirty-six (36) calendar months, shall submit a written request in order to secure written approval from the DAP Senior Vice President for Services Group (SVP-S) as regard to the temporary occupancy of the NTB project site. The site occupancy shall not be construed as exclusive right of Contractor to be in the area. DAP remains the property owner, may revoke the accorded access, and may visit any part of the project site at any given time with A.C. Ong Consulting, Inc. (ACOCI), as the on-site Construction Management Consultant (CMC).
- A.02.** **WORK STOPPAGE:** Likewise, written request of turn-over shall also be submitted by the Contractor to ACOCI in case the Contractor would avail work-stoppage. The work stoppage has to be approved by the DAP President and Chief Executive Officer (DAP-PCEO) as recommended by the DAP Project Team, upon favorable endorsement of ACOCI. The request for work-stoppage must be submitted to ACOCI no later than one calendar week before the date of the requested work stoppage. Stoppage without expressed WRITTEN APPROVAL of the DAP-PCEO, shall be construed as a major violation of the Contractor of its contractual obligations, which may entail pre-termination of the Contract, and shall be construed as the default of the Contractor.
- A.03.** Work area shall be provided with decent enclosures /signage on all sides making the site accessible only to authorized personnel. The enclosures shall be stable and with proper and decent construction signage.
- A.04.** **CONSTRUCTION BILLBOARD:** The Contractor shall provide the appropriate and prescribed Construction Billboard and shall be posted conspicuously, in places that will be approved by the DAP Project Manager / Authorized Representatives. The Billboard's information should be compliant with specifications & data that should be publicly made.

- A.05.** The Contractor shall be responsible and accountable for providing the accomplishments data that must be publicly announced. On the other hand, no data/information shall be placed in the Project Billboard without the technical consultation and reconciliation of data with ACOCI and DAP Project Manager / Authorized Representatives. The Project Billboard shall be updated no later than every 10<sup>th</sup> calendar day of the current month for the accomplishments registered as of the end of the previous calendar month.

**B: WORK PLANS AND CONSTRUCTION HOURS:**

- B.01.** Updated Work Plans and construction/shop drawings shall be posted at all times in a conspicuous place/s within the temporary field offices of Contractor, ACOCI and DAP. The Contractor shall be responsible for ensuring that these reference materials are up-to-date based on the agreements and next steps resolved during the coordination and/or technical meetings.
- B.02.** Construction works shall comply with the approved Schedule of Works posted on the bulletin board at the temporary field offices of the Contractor, ACOCI, and DAP, or as recently approved by the authorized DAP Officials.
- B.03.** As need arises and/or to keep the project on schedule, work hours may be scheduled at least two shifts in a day and six days in a calendar week.
- B.03.a.** Each shift should not be less than eight (8) hours, or at least a total of sixteen (16) hours a day.
- B.03.b.** As work may be scheduled on a rotation basis, there shall be no less than six (6) calendar days of work in a calendar week.
- B.03.c.** Work may be extended to 24/7; i.e., Mondays to Sundays, including holidays, to finish the scheduled works, provided further that construction nuisances (*dust, noise, odor*) are minimized.
- B.04.** Works that shall be carried out that may cause unavoidable nuisances and crippling effect on the operations of DAPCC or works outside the construction site shall require a **“WRITTEN WORK PERMIT”** recommended by ACOCI, endorsed by DAP Project Manager, and duly approved by the DAPCC Department Manager. The said permit shall be submitted by the Contractor, at least five (5) calendar days before the actual work schedule.
- B.05.** The Contractor shall provide dust siphoning devices/equipment to minimize any kind of inconvenience to guests/employees. If feasible, any construction noise shall also be minimized. If construction noise is unavoidable, the Contractor shall coordinate with ACOCI for proper scheduling of such work.

## **C: DELIVERY PROTOCOLS:**

- C.01.** Prior to delivery of supplies/materials, the Contractor shall submit brochures, supplies/materials technical data and/or material-boards to ACOCI Construction Manager or its designated Resident Engineer on site, for approval of appropriate architecture and engineering professionals of Arce-Bailon-Arce-Architects (ABAA), as the project Design Consultant. Lead time for the Request for Approval (RFA) of supplies/materials is at least seven (7) to twenty-one (21) calendar days, depending on the complexity of the request.
- C.02.** Plant visits and/or inspections shall be required as recommended necessary by ACOCI Construction Manager or its Resident Engineer. Plant visits and inspection shall be conducted at least one (1) week before the scheduled delivery of supplies/materials.
- C.03.** All deliveries of approved supplies/materials shall have prior notice of at least two (2) to three (3) days before the actual date of delivery and shall be subjected to verification on compliance with approved technical specifications by ACOCI Construction Manager or designated Quality Control / Materials Engineer. Non-conforming supplies/materials will be rejected and shall be replaced by the Contractor with the approved supplies/materials.
- C.04.** For delivery of tools, machineries and equipment that are not included in the submitted bid form but will be used for construction, the Contractor will provide an updated copy of Form 9: List of Available Equipment Units at least 3-5 days prior to the date of delivery. The copy shall be submitted to the ACOCI Construction Manager or its Resident Engineer;
- C.05.** The designated gates for entry and exit of all deliveries by the Contractor, sub-contractors, and third-party suppliers, shall be at the Gate No.3 (along Mendoza St.).
- C.06.** Aside from the customary logbook/inventory protocols, the Guard-on-Duty shall take photos of the following:
  - C.06.a.** Delivery truck showing plate number and the drivers' license;
  - C.06.b.** Delivery Receipt (DR) indicating the quantity and complete specifications of items being delivered, as well as;
  - C.06.c.** Supplies/materials, tools, machineries and equipment delivered (photos should be taken before, during and after unloading of the items).
- C.07.** Deliveries without DRs shall not be allowed to be brought inside the NTB premises by the ACOCI Resident Engineer and Guard-on-Duty.
- C.08.** The same logbook/inventory protocols and photo documentation efforts

shall be done when items will be pulled-out. Instead of DRs, the approved Gate Pass shall be required by the ACOCI Resident Engineer and Guard-on-Duty to allow egress of items being pulled-out of NTB premises.

- C.09.** For supplies/materials, tools, machineries and equipment to be pulled-out, the approved Gate Pass with the attached copy of submitted certification of ownership or lease, or submitted updated copy of Form 9: List of Available Equipment Units, whichever is applicable, shall be verified and certified by ACOCI's Construction Manager or designated Resident Engineer, Guard-on-Duty before egress.
- C.10.** The Contractor shall maintain a chronological file of all deliveries and the acknowledged approved Gate Passes that are sequentially numbered which copy shall be submitted to ACOCI Construction Manager or its Resident Engineer. The latter shall also provide copy of documentation made for all deliveries and approved Gate Passes including summaries to the DAP Chief Security Officer (DAP-CSO), DAPCC Guard-on-Duty, and the DAP Project Manager / Authorized Representatives.
- C.11.** ACOCI Construction Manager or its Resident Engineer shall include in the submitted summaries of approved Gate Pass and DR the action taken to address any infractions, deviations and/or violations. The said summaries shall also be included as integral part of the Contractor's Monthly Accomplishment Report.
- C.12.** The DAPCC Guard-on-Duty's logbook shall be maintained separately. Logbook data should sequentially enumerate the number of submitted DR, and/or approved Gate Passes with the name of the approving DAPCC Officer, and likewise indicate therein the quantity, complete specifications, and supplier indicated per DR, of all materials, machineries, and equipment being brought in and out of the construction site. The DAP-CSO shall retrieve the logbook's information and shall submit a regular report (in printed copies and in editable copies) to the designated Supervising Fellow of the DAP Project Team and copy furnished to ACOCI Construction Manager every end of the second week and last week of a calendar month in order to address any infractions, deviations and/or violations.
- C.13.** Legible and readable scanned or picture copies of DR, specifying the quantity and complete specification of each item, shall be made available to ACOCI Construction Manager or its Resident Engineer, and if necessary to DAP on demand.

Submission of any Reports on summaries of delivered and/or pulled-out materials, machineries and equipment shall be in printed copies and in editable/electronic copies

**D: CURFEW:**

- D.01.** Jobs that do not fall on the critical path of activities (except any works that are deemed necessary and recommended by ACOCI Construction Manager or its Resident Engineer) would have a curfew of not later than 12:00 midnight of the working day.
- D.02.** However, as may be warranted, and in the interest of completing the Works soonest, there shall be no curfew at the construction site, provided that a Work Permit shall be secured by the contractor from ACOCI Construction Manager or its Resident Engineer.
- D.03.** The Contractor's personnel, sub-contractors, and third-party suppliers are not allowed to interact with any DAPCC personnel and guests on work and non-work-related concerns and to roam around in DAPCC premises. Any and all concerns shall be coursed through ACOCI Construction Manager or its Resident Engineer.

**E: WORKERS' ACCESS to Construction Site and DAPCC Premises:**

- E.01.** All Contractor's personnel, sub-contractors, and third-party suppliers shall not be allowed inside the DAPCC premises, unless with expressed written authorization from ACOCI Construction Manager or its Resident Engineer in coordination with the Office of the DAPCC Department Manager. On the other hand, Contractor's personnel, sub-contractors, and third-party suppliers who are authorized by ACOCI to enter DAPCC premises shall be subject to declaration and inspection of any items (e.g., materials, tools, equipment, personal belongings/effects, etc.) that may be brought inside the premises.
- E.02.** All incoming or out-going Contractor's personnel, sub-contractors, and third-party suppliers shall register at the designated Gate No. 3.
- E.03.** For Contractor's personnel, sub-contractors, and third-party suppliers entering the construction site, Guard-on-Duty shall require issued ID or authorization to ascertain each person's identity.
- E.04.** WORKERS' LIST: Only the workers listed in the Approved Workers' List shall be allowed entry into the construction site/premises. Workers' Master List for the forthcoming month shall be submitted by the Contractor to the ACOCI Construction Manager or its Resident Engineer for approval no later than the twenty-first (21<sup>st</sup>) calendar day of the current month.
- E.05.** For emergency and immediate cases, the Contractor's Project Manager shall secure written approval from ACOCI Construction Manager or its Resident Engineer for entry of visitors/suppliers/workers on official business who are not in the approved Workers Master List.
- E.06.** No workers of the Contractor shall be allowed to stay inside the

construction site after his/her approved official working hours for the day;

- E.07.** The Contractor shall provide barracks for their workers outside the construction site premises for the whole project duration.
- E.08.** Contractor's personnel and workers under the influence of intoxicating liquor or drunk, or subject to disciplinary action shall not be admitted inside the DAPCC and NTB project premises.

#### **F: SANITATION:**

- F.01.** Workers may eat at the designated area by the contractor (i.e., mess area within the NTB structure) but the Contractor should provide a covered waste bins or trash cans for wastes and leftovers. Garbage/Waste generated by the Contractor shall be properly segregated daily and shall be hauled out by a garbage/waste collector engaged by the contractor at least thrice (3x) a week to avoid unsightly piling up of trashes or solid wastes.
- F.02.** All trash/garbage/wastes (including hazardous waste) shall be removed from the site at the end of every working day and shall be properly and frequently collected and disposed of by a garbage collector engaged by the contractor. Nothing shall be left in any part of NTB project premises in particular, or of DAPCC premises in general.
- F.03.** Workers shall follow the DOH-approved minimum health standard protocol e.g., regularly washing of hands, forearms and other exposed parts of the body using soap and water, apply alcohol or sanitizing agent, whenever necessary.
- F.04.** The Contractor shall provide the necessary disinfection and pest control services at the project site to prevent spread of illnesses or sicknesses.
- F.05.** The Contractor shall construct a temporary toilet/bathroom with adequate covering and sewage system for its workers upon recommendation of ACOCI Construction Manager or its Resident Engineer to the DAP through channels. Portable toilet shall be provided at the working areas (e.g., every floor of the building, etc.). Prior to Contractor's demobilization, temporary facilities shall be removed and affected areas shall be restored to acceptable conditions.
- F.06.** No untreated wastewater shall be spilled/conveyed to the canal. All liquid wastewater from the Contractor's temporary facilities and installed temporary toilets/bathrooms shall be routed to the existing Sewage Treatment Plant (STP) of DAPCC.

**Note:** The cost of electricity consumption and repairs in operating the STP including periodic testing for the duration of the project shall be proportionally charged to the contractor as indicated in the contract.



- F.07.** Contractor's personnel and workers are only allowed to use the toilets/bathrooms temporary installed inside the NTB premises.

**G: SAFETY and SECURITY: Personnel, Workers, Visitors, Supplies/Materials, Tools and/or Equipment:**

- G.01.** The Contractor shall comply with the most recent guidelines of the Implementing Rules and Regulations of Republic Act No. 11058 or DOLE Department Order no. 198 s. 2018, and the Guidelines Governing Occupational Safety & Health in the Construction Industry (DOLE Department Order No. 13 Series of 1998), governing the construction activities for the NTB.
- G.02.** The Contractor shall provide safety measures such as, but not limited to construction-net, -support, -sheeting, or/and personal protective equipment, wherever and/or whenever necessary.
- G.03.** A First-Aid Station shall be provided by the Contractor. DAP Management shall not be held liable for any untoward incident that may happen to any Contractor's worker/personnel.
- G.04.** Any accident or untoward incident on site suffered by any person within the construction site shall be the responsibility and accountability of the Contractor.
- G.05.** For security and safety, all areas affected by the construction shall be provided with proper luminous signages, barriers, and/or protective equipment (e.g., standby fire extinguisher, safety barricades/safety net, ventilation equipment in confined and enclosed spaces, proper illuminations, and other related safety paraphernalia) that are conspicuously installed and visible to any passer-by even at night.
- G.06.** The Contractor, including its workers shall be responsible in safeguarding the construction materials, their own equipment and other personal belongings/effects.
- G.07.** Cooking inside the construction premises is strictly prohibited.
- G.08.** An adequate number of security guards shall be assigned to man the critical posts (i.e., entry and exit points at Gate 3 along Mendoza St., Gate 4 adjacent to DAPCC parking area, and Gate 5 near Engineering and Maintenance Building) that may be determined as necessary by the ACOCI in coordination with the DAP-CSO. The designated Supervising Fellow of the DAP Project Team shall approve the deployment upon the recommendation of ACOCI in coordination with the DAP-CSO.
- G.09.** All security matters on site shall be coursed through ACOCI Construction Manager or its Resident Engineer, and shall be reported to the DAP-CSO, copy furnished to the SVP-S, DAPCC Department Manager, Supervising

Fellow of the DAP Project Team, DAP Project Manager, and Contractor.

- G.10.** In cases where crisis situation requires urgent action, the Contractor in coordination with ACOCI Construction Manager or its Resident Engineer, shall immediately provide the necessary and real-time emergency response in order to protect/prevent imminent threat or loss of life and properties within the NTB project premises.
- G.11.** The Contractor shall comply with the safety standards and protocols due to Health Crisis imposed by the DAP and concerned oversight government agencies.
- G.12.** The Contractor shall create a specific Preventive and Response Measures as a guideline on daily work activities on site in the time of a crisis, as may be applicable depending on the severity or magnitude of the situation, to be recommended as necessary by ACOCI Construction Manager or its Resident Engineer, endorsed by the DAP Project Manager in coordination with the DAPCC Department Manager, and approved by the DAP Management through the SVP-S.
- G.13.** As the situation may call for and depending on the number of workers on site, the Contractor shall designate a resident or visiting Medical Response Officer (MRO). The MRO should be duly trained to:
  - G.13.a.** set-up isolation area on site, conforming to health standards dictated by the Department of Health (DOH) or other concerned oversight government agencies;
  - G.13.b.** provide professional medical assessment to address threats of health crisis such as COVID-19 virus infection or any other illnesses, among workers on site; and
  - G.13.c.** choose strategy, select intervention, conduct investigation, surveillance & evaluation, implement exclusion, elimination, suppression and mitigation strategies on the suspected and confirmed cases in close coordination with ACOCI Construction Manager or its Resident Engineer.
- G.14.** Provision of Emergency/Crisis Response Plan for natural and/or man-made calamities (e.g. volcanic eruption, fire, earthquakes, typhoons, flooding, security/bomb threats, etc.) shall be referred to the Construction Safety and Health Program for the project prepared by the contractor and approved by DOLE.

## **H: BEHAVIOR & DISCIPLINE of the CONTRACTOR's PERSONNEL and WORKERS:**

- H.01.** The Contractor shall be held responsible for the behavior and discipline of all persons working on the Project, including its key personnel, sub-



contractors, suppliers, foremen, and workers.

- H.02.** The ACOCI Construction Manager or its Resident Engineer shall issue Notice-of-Violation or Infraction, together with written warnings and appropriate sanctions, replacements and/or removals of any and all workers who will violate any provision of these guidelines/construction rules, copy furnished to the DAP Project Manager, Supervising Fellow of the DAP Project Team, and the SVP-S.
- H.03.** The Contractor shall comply with the following upon instruction of ACOCI Construction Manager or its Resident Engineer, in terms of implementing safety and quality workmanship:
  - H.03.a.** work stoppage; and/or,
  - H.03.b.** change in the work-implementation method; and/or,
  - H.03.c.** replacement the materials used; and/or,
  - H.03.d.** do corrective action on issued notice of violations or infractions of construction safety guidelines; and/or,
  - H.03.e.** remove worker/s who cannot follow instructions on site
- H.04.** The Contractor shall remove and replace key personnel based on the recommendation of ACOCI Construction Manager or its Resident Engineer, endorsed by the DAP Project Manager and approved by the SVP-S, for justifiable cause. Provided that the replacement qualifications and abilities are equal or better than those of the personnel being replaced.
- H.05.** All workers shall be in proper construction uniform and shall wear approved and authorized ID issued by the Contractor. Construction ID of each worker shall be countersigned by the ACOCI Construction Manager or its Resident Engineer, copy furnished to DAP Project Manager and the DAP-CSO.
- H.06.** The DAP shall report to ACOCI Construction Manager or its Resident Engineer any incidents involving the Contractor's personnel who committed discourteous and disrespectful behavior, unlawful acts, and misdemeanor inside the construction site and/or DAPCC premises.

After ACOCI Construction Manager or its Resident Engineer relays the incident to the Contractor, the Contractor shall automatically cause the dismissal or removal of the concerned personnel from working at the NTB site, and shall be reported to blotter the incident to nearby Barangay and Police Station as necessary or if warranted.
- H.07.** Any Contractor's workers/personnel engaging in unlawful acts or deeds or any form of criminal offense against the peace and tranquility of the DAPCC and NTB project premises as well as nearby residences, shall be reported by the Contractor's Project Manager to the nearest Police Station for appropriate law enforcement in coordination with ACOCI Construction

Manager or its Resident Engineer and DAP-CSO, and shall be removed and permanently banned from DAPCC and NTB project premises.

These acts/deeds/offenses include but are not limited to the following: possession of deadly weapons or illegal substance or prohibited drugs, brawls/fighting, theft, trespassing, rude behaviors/statements, conduct unbecoming, any form of sexual harassment or malicious/lascivious acts, threats or deeds inflicting physical harm, and the like.

- H.08.** The Contractor's Project Manager and the NTB Guard-on-duty shall surrender all prohibited/confiscated items (i.e., deadly weapons or illegal substance or prohibited drugs, and other illegal paraphernalia) to the nearest Police Station for appropriate law enforcement in coordination with ACOCI Construction Manager or its Resident Engineer and DAP-CSO.
- H.09.** All workers are expected to maintain orderliness and cleanliness. Any form of littering and vandalism in all work areas/temporary facilities shall not be tolerated. The Contractor's Project Manager shall report the incident and name/s of the involved offender/s to ACOCI and be imposed with appropriate sanction such as stern reprimand and/or removal and replacement as may be applicable.

#### **I: PERSONAL CONDUCT:**

- I.01.** Any form of gambling and betting (including online) shall not be allowed.
- I.02.** Smoking and drinking alcoholic beverages are not allowed in all areas.
- I.03.** Noise or disturbance, especially during curfew hours is strictly prohibited. This includes but not limited to loud-singing, loud-TV or radio sets or Bluetooth speakers, boisterous talk or laughter, abusive and uttering profane languages.
- I.04.** Bathing, urinating, defecating or not in proper clothing (half naked or in undergarments) seen in public or outside the designated areas is prohibited.
- I.05.** Any Contractor's personnel/workers entering the DAPCC premises other than the designated entry point/s shall be considered a "trespasser". Trespasser/s shall be apprehended by the Guard-on-Duty and shall report it to their Project Manager for appropriate sanctions.

#### **J: USE of ID CARD & PROPER CONSTRUCTION UNIFORM:**

- J.01.** When inside the NTB Construction site, the ID card must be pinned and prominently worn by all the Contractors' workers and ACOCI-personnel at all times.
- J.02.** The Contractors' workers and staff alike shall follow wearing proper

uniform and personal protective equipment (PPE) as prescribed by its Construction Safety & Health Program (CSHP).

- J.03.** The ID must, at the minimum, contain the following identification data...
  - J.03.a.** Full Name & photo of the person taken within the last six months,
  - J.03.b.** The Contractor-worker's identification number,
  - J.03.c.** The Contractor-worker's position or designation,
  - J.03.d.** Signature of the concerned worker/personnel,
  - J.03.e.** Signature of the Contractor's Head of the Company or his/her designated issuing authority,
  - J.03.f.** Approved and authorized by the ACOCI Construction Manager or its Resident Engineer, and copy furnished to DAP Project Manager and DAP-CSO.

#### **K: DEADLY WEAPONS:**

- K.01.** Firearms and bladed weapons shall be prohibited inside the DAPCC and NTB project premises.
- K.02.** The NTB Guard-on-Duty are required to conduct a regular and spot inspection anytime for purposes of security and safety for NTB project premises.
- K.03.** The DAP-CSO or his representative, and DAPCC Guard-on-Duty, shall be allowed access to NTB project premises to conduct spot inspection in coordination with ACOCI Construction Manager or its Resident Engineer upon instruction/recommendation of the SVP-S, and Supervising Fellow of the DAP Project Team.
- K.04.** Offenders/violators who have used or attempted to use any deadly weapon/s, and got involved in any related incident shall be permanently banned inside the DAPCC and NTB project premises.

### **SECURITY PROTOCOLS**

#### **L: GATES ACCESS:**

- L.01.** Security guards shall be assigned at Gate Nos. 3, 4 and 5 (inside NTB project premises).
- L.02.** Workers' personal vehicle or motorcycle shall not be allowed entry or access inside the NTB project premises.

#### **❖ Incoming Personnel / Workers**

- L.03.** Key Personnel, Technical Staff, Support Staff, and Workers that will be

deployed to the project site shall be formally requested by the Contractor through a written letter. The letter shall include a list of the names and designation/role of each personnel, which shall be reviewed and approved by the ACOCI Construction Manager or its Resident Engineer, copy furnished to DAP Project Manager / Authorized Representatives.

**L.03.a.** Any personnel/worker of the Contractor not included on the approved list that requests to enter the NTB project site shall pass through Gate No. 3 and present the written approval letter from ACOCI Construction Manager or its Resident Engineer, as endorsed by the Contractor's Project Manager.

**L.03.b.** All personnel/worker shall be subjected to daily minimum health standard protocols (e.g., taking of body temperature, washing hands with alcohol, etc.) and other preventive measures, as may be required by national and local regulations in time of any health crisis. Body temperature (in degrees Celsius) must be recorded in the guard's log sheet or logbook.

**L.03.c.** The personnel/worker shall declare or provide the list of any items of his/her personal belongings/effects. The Guard-on-Duty posted at the gates shall inspect personnel/workers' bags or any items (e.g., materials, tools, equipment, personal belongings/effects, etc.) that may be brought inside the NTB project premises.

#### ❖ ***Outgoing Personnel / Workers***

**L.04.** The Guard-on-Duty shall conduct inspection of all personnel/workers personal belongings/effects.

**L.05.** The Contractor's personnel/workers shall surrender any items (e.g. materials, tools, equipment, etc.) not included in his/her declared list of personal belongings/effects.

#### ❖ ***Incoming visitors and others parties involved in the project from DAP***

**L.06.** Visitors and other parties involved in the project shall enter and exit at Gate No.3, provided their log-ins/outs to/from the NTB project premises are recorded /signed in the logbook of the Guard-on-Duty.

**L.07.** DAPCC visitors/guests/clients/participants attending seminars/trainings shall not be allowed to enter the NTB project premises, unless there's a written request approved by the DAP President and CEO or DAP Officer-in-Charge.

### **M: OTHER SECURITY PROTOCOLS:**

**M.01.** The Guard-on-Duty shall submit all security and safety-related reports to ACOCI Construction Manager or its Resident Engineer. The latter shall endorse the reports with recommendatory actions, if any, to the DAP-CSO,

copy furnished the SVP-S, and the DAP Project Manager / Authorized Representatives.

- M.02.** The Contractor shall allow the DAP-CSO and/or DAPCC Civil Security and Safety Officer (CSSO), and DAPCC Security Personnel in coordination with ACOCI Construction Manager and its Resident Engineer, to conduct random inspections of Contractors Guard-on-Duty and the guard's records.
- M.03.** The Contractor shall provide remote CCTV access to the SVP-S, DAP Project Manager, DAP-CSO, and DAPCC-CSSO. Complete CCTV footages / recordings covering one (1) month shall be submitted every 10<sup>th</sup> day of the succeeding month and whenever necessary, to ACOCI Construction Manager and its Resident Engineer, and shall be endorsed to DAP-CSO and/or DAPCC-CSSO.
- M.04.** If possible, the CCTV access must have the capability for dual/ simultaneous recordings.
- M.05.** In the event that the contractor fails to perform its contractual obligations and committed infractions/violations of the approved construction rules and regulations, the DAP has the prerogative to repossess the project site, and amend supersede or suspend the enforcement the construction rules and regulations, upon recommendation by ACOCI Construction Manager, or its Resident Engineer, and endorsement of the DAP-CSO and DAP Project Manager, for approval of the SVP-S.

#### **N: INSPECTION:**

- N.01.** All supplies/materials, tools, and/or equipment brought inside the NTB project premises shall be accompanied by documentation required in Section C "Delivery Protocols" and shall be subject for inspection by the Contractor's Guard-on-Duty and ACOCI designated Quality Control / Materials Engineer.
- N.02.** All supplies/materials, tools and/or equipment to be brought out the NTB project premises shall be accompanied by an approved Gate Pass and documentation required in Section C "Delivery Protocols", and shall be subject for inspection by the Contractor's Guard-on-Duty and verified and certified by ACOCI Construction Manager or its Resident Engineer prior to exit.
- N.03.** Gate Pass shall be verified and certified by ACOCI Construction Manager or its Resident Engineer, and by the DAP Project Manager prior to approval by the DAPCC-Support Services Manager or by the Department Manager of DAPCC. Gate Pass shall be secured between 9:00AM to 4:00PM (Mondays to Fridays excluding Holidays) before the actual egress of any item/s. Request for Gate Pass shall be provided by the Contractor at least

two (2) to three (3) calendar days before the actual pull-out of any item/s.

- N.04.** All supplies/materials, tools, and/or equipment removed from construction areas should be properly labeled and placed in designated areas within the NTB project premises as assigned by the Contractor's Project Manager in coordination with its designated Safety Officer, and approved by ACOCI Construction Manager or its Resident Engineer. Likewise, construction debris and hazardous waste shall be properly disposed and hauled out at least thrice (3x) a week by a garbage/waste collector engaged by the Contractor.

\*\*\*Nothing Follows\*\*\*

## Section VIII. GUIDELINES IN CLAIMING VARIATION ORDER

**Variation Order (VO)** refers to any increase/decrease in quantities within the general scope of the project as bid and awarded, in any of the following aspects:

01. Introduction of new work items that are not included in the original contract; or
02. Reclassification of work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of the bidding and the “as staked plans” or construction drawings prepared after a joint survey by the contractor and the government after award of the contract, or during actual construction (*Legal Reference: 2016 Revised IRR of RA 9184 Annex “E” provides the rules in relation to Variation Orders*).

<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business Entity
<b>Who may avail:</b>	Contractor or Procuring Entity

CHECKLIST OF REQUIREMENTS AND SUPPORTING DOCUMENTS	WHERE TO SECURE
1. Letter of Proposal for Variation Order	Contractor
2. Variation Order Proposal Form	DAP
3. Detailed Cost Breakdown of the Proposed Variation Order a. Bill of Quantities (BOQ) b. Detailed Unit Price Analysis (DUPA)	Contractor
4. Approved Construction Plans/Drawings, Shop Drawings where the VO is located or has occurred, Specifications of changed material/s, Detailed Calculations, and Photos (as deemed applicable)	Contractor ( <i>if VO emanates from DAP, secure from DAP the field instructions and supplemental plans/drawings</i> )
5. Gantt Chart reflecting the Total Number of Calendar Day to finish the proposed VO	Contractor
6. And other documents as deemed applicable to validate and justify the proposed VO (e.g., field/site instructions, material brochures/literatures, test results, etc.)	Contractor

STEPS	ACTION NEEDED	PERSON RESPONSIBLE	DURATION
1. Prepares and submits three (3) copies including the electronic file of each Item as indicated in the above checklist of requirements and supporting documents.	<p>1.1. Deliver a notice giving full and detailed particulars as indicated in the above checklist of requirements and supporting documents of any extra cost in order that it may be investigated at that time.</p>	Contractor	<p>a. within seven (7) calendar days after such work has been commenced pursuant to Item 3.2 of Annex E of the Revised IRR of RA 9184; or,</p> <p>b. within twenty-eight (28) calendar days after the circumstances or reasons justifying a claim for extra cost shall have occurred.</p>
2. Receives the submitted documents.	<p>2.1. Review the completeness of the submitted documents</p> <p>2.1.1. If the submission is complete;</p> <p>a. Reviews and validates request based on deviation/s from approved plans, BOQ, DUPA, technical specifications and/or impact on schedules;</p> <p>b. Conducts on-site investigation to ascertain presence of a field condition and/or deviation/s from approved plans, BOQ, DUPA, technical specifications and/or impact on schedules that may justify VO;</p>	Construction Management Consultant (CMC), the <b>A.C. Ong Consulting, Inc.</b> or <b>"ACOCI"</b>	Within 30 Calendar Days



STEPS	ACTION NEEDED	PERSON RESPONSIBLE	DURATION
	<p>and,</p> <p>c. Prepares transmittal and endorses the proposed VO to the Design Consultant (DC) for further comments, recommendations and/or re-designs.</p> <p>2.1.2. In case there is a need to address any technical and documentary concerns and issues, return the documents to the Contractor or vice versa in order to complete the iterative process of review and evaluation of the proposed VO.</p>		
3. Receives transmittal of a proposed VO.	<p>3.1. Assess and provides comments, and/or recommendations as to the design aspect on proposed VO;</p> <p>3.2. Prepares and submits transmittal letter (thru email and hardcopy) to the CMC with the corresponding comments and/or recommendations.</p>	Design Consultant (DC), the <b>Arce-Bailon-Arce Architects</b> or <b>"ABAA"</b>	
4. Receives transmittal letter with comments and/or recommendations	<p>4.1. Consolidates, prepares and endorses report of findings and recommendations with the complete supporting documents for review and verification of the Procuring Entity or its Authorized Representative <i>(if the proposed VO is found be acceptable / technically compliant)</i>.</p> <p>4.2. In case there is a need to address any technical and documentary concerns</p>	CMC	

STEPS	ACTION NEEDED	PERSON RESPONSIBLE	DURATION
	and issues, return the documents to the DC or vice versa in order to complete the iterative process of review and evaluation of the proposed VO.		
5. Receives endorsement letter with recommendations and complete supporting documents of the proposed VO	<p>5.1. Assesses, verifies, and certifies the reasonableness and technical compliance of the presence of a field condition and/or deviation/s from approved plans, BOQ, DUPA, technical specifications and/or impact on schedules for such VO and prepares memo recommending approval of the HOPE or its Authorized Representative <i>(if the proposed VO is found be acceptable / technically compliant)</i>.</p> <p>5.2. In case there is a need to address any technical and documentary concerns and issues, return the documents to the CMC and/or vice versa in order to complete the iterative process of review and approval of the proposed VO.</p>	DAP Project Team and/or concerned Unit	
6. Receives the memo including complete supporting documents recommending approval of the proposed VO	<p>6.1. Approves the proposed VO after having certified reasonable and technically compliant, and therefore in order for implementation of works.</p> <p>6.2. Transmits the approved VO to the DAP designated Project Team / Building Committees and/or concerned Unit.</p>	HOPE or its Authorized Representative	

STEPS	ACTION NEEDED	PERSON RESPONSIBLE	DURATION
7. Receives the approved VO	7.1. Provides copy of the approved VO to the CMC.	DAP through its designated Project Team / Building Committees and/or concerned Unit.	
8. Receives copy of the approved VO	8.1. Provides field instruction to commence implementation of works and copy of approved VO to the Contractor.	CMC	
END OF PROCESS			

**Reminder:** In claiming for any Variation Order, the Contractor shall, within seven (7) calendar days after such work has been commenced pursuant to Item 3.2 hereof; or, within twenty-eight (28) calendar days after the circumstances or reasons justifying a claim for extra cost shall have occurred, deliver a notice giving full and detailed particulars of any extra cost in order that it may be investigated at that time. Failure to provide either of such notices in the time stipulated shall constitute a waiver by the contractor for any claim, in accordance with item 1.5 of Annex E of the 2016 Revised IRR of RA 9184.

\*\*\*Nothing Follows\*\*\*

## Section IX. DRAWINGS

These DRAWINGS should be used in conjunction with the Technical Specifications which forms an integral part of this Official Bidding Documents. It is expected that the Bidder /Contractor exerts due diligence to patiently read and understand the Project requirements in preparing its Detailed Unit Price Analysis.

While this transaction is a “**One Lot Lump Sum**” contract, the Contractor is expected to diligently study the details as presented in the drawings and technical specifications that are well within the scope-of-works, norms in the construction industry.

The Contractor shall be entitled to just compensation if the DAP requires the Contractor to add works that is/are not included in this scope, tech specs and/or drawings. Provided further that such additional works has complied with the procedures of change order or Variation Order.

All communications must refer to these construction plans by citing the sheet number, page number of the Technical Specs. Absence or non-availability of data for a given work must be brought to the attention of the Construction Management Consultant, and/or to the DAP Project Team.

These DRAWINGS are classified as...

01. Construction Plans (**CP**), which are yet to be build; and
02. As Built Drawings (**ASD**), which refers to the drawings for the parts of the NTB that was built by the previous Contractor.

Part1: CONSTRUCTION PLANS			
000	Sheet#	tag	TITLE
		<b>CS.000 COVER SHEET</b>	
001	CS-1	CS.001	Main Cover Page
		<b>TC.000 TABLE OF CONTENTS</b>	
002	TC-1	TC.001	Architectural Drawings Part 1
003	TC-2	TC.002	Architectural Drawings Part 2
004	TC-3	TC.003	Engineering and Landscape Drawings
		<b>01.000 Architectural re: SITE DEVELOPMENT</b>	
005	A0-1a	01.001:	Exterior Perspective; Vicinity Map
006	A0-1b	01.002:	Site Development Plan
007	A0-1c	01.003:	Building Site Development Plan
008	A0-1d	01.004:	Site Blow-up Plan
009	A0-1e	01.005:	Existing Site Development, Building Demolition & Contour Layout
010	A0-1f	01.006:	Perimeter Improvement Plan
011	A0-1g	01.007:	Ramp A & B Section Details
		<b>02.000 Architectural re: MAIN BUILDING</b>	

<b>Part1: CONSTRUCTION PLANS</b>			
000	Sheet#	tag	TITLE
012	A1-1a	02.001:	<i>Basement Floor Plan</i>
013	A1-1b	02.002:	<i>Ground Floor Plan</i>
014	A1-1c	02.003:	<i>Second Floor Plan</i>
015	A1-1d	02.004:	<i>Third Floor Plan</i>
016	A1-1e	02.005:	<i>Fourth Floor Plan</i>
017	A1-1f	02.006:	<i>Fifth Floor Plan</i>
018	A1-1g	02.007:	<i>Sixth Floor Plan, Seventh Floor Plan &amp; Eighth Floor Plan</i>
019	A1-1h	02.008:	<i>Ninth Floor Plan, Tenth Floor Plan, Eleventh Floor Plan</i>
020	A1-1i	02.009:	<i>Twelfth Floor Plan, Fourteenth Floor Plan &amp; Fifteenth Floor Plan</i>
021	A1-1j	02.010:	<i>Machine Room Floor Plan</i>
022	A1-1k	02.011:	<i>Roof Plan</i>
023	A1-2a	02.012:	<i>Front Elevation; Schedule of Finishes</i>
024	A1-2b	02.013:	<i>Rear Elevation; Schedule of Finishes</i>
025	A1-2c	02.014:	<i>Left-Side Elevation; Schedule of Finishes</i>
026	A1-2d	02.015:	<i>Right-Side Elevation; Schedule of Finishes</i>
027	A1-2e	02.016:	<i>Elevation Thru 1A</i>
028	A1-2f	02.017:	<i>Elevation Thru 2A</i>
029	A1-2g	02.018:	<i>Elevation Thru 3A</i>
030	A1-3a	02.019:	<i>Cross Section &amp; Longitudinal Section</i>
031	A1-3b	02.020:	<i>Bay Section-1 &amp; 2; Spot Detail 1 to 6</i>
032	A1-3c	02.021:	<i>Bay Section-3 &amp; 4; Spot Detail 7 to 10; Blow-up Detail 1</i>
033	A1-3d	02.022:	<i>Bay Section-5 &amp; 6; Spot Detail 11 to 14</i>
034	A1-3e	02.023:	<i>Bay Section-7 &amp; 8; Spot Detail 15 to 17; Blow-up Detail 2 to 3</i>
035	A1-3f	02.024:	<i>Bay Section-9; Spot Detail 18 to 20</i>
036	A1-4a	02.025:	<i>Main Stairs 1 Blow-up Plans and Sections; Ground Floor Stair Plan &amp; Second Floor Stair Plan; Section Thru - 1A &amp; Section Thru - 2A</i>
037	A1-4b	02.026:	<i>Stairs 1 Glass Railing Cut-out Plan; Detail Thru - 1A &amp; 2A; Blow-up Detail - 1A, 2A, 3A &amp; 4A; Spot Details</i>
038	A1-4c	02.027:	<i>Main Stairs 2 Blow-up Plans and Sections</i>
039	A1-4d	02.028:	<i>Second Floor Stair Plan, Third Floor Stair Plan &amp; Fourth Floor Stair Plan; Section Thru - 1A, Section Thru - 2A; Details 1 to 3; Spot Details</i>
040	A1-4e	02.029:	<i>Basement to Fifteenth Floor Stair Plan; Machine Room Floor Stair Plan</i>

<b>Part1: CONSTRUCTION PLANS</b>			
<b>000</b>	<b>Sheet#</b>	<b>tag</b>	<b>TITLE</b>
041	A1-4f	02.030:	<i>Section Thru - 1A &amp; Section Thru - 2A</i>
042	A1-4g	02.031:	<i>Basement to Fourteenth Floor Stair Plan</i>
043	A1-4h	02.032:	<i>Section Thru - 1A &amp; Section Thru - 2A</i>
044	A1-4i	02.033:	<i>Basement to Fourth Floor Stair Plan; Kitchen Exhaust Blower Floor Stair Plan; Section Thru - 1A &amp; Section Thru - 2A</i>
045	A1-4j	02.034:	<i>Basement to Fourth Floor Stair Plan; ACCU Deck Floor Stair Plan; Section Thru - 1A, Section Thru - 2A &amp; Section Thru - 3A</i>
046	A1-4k	02.035:	<i>Typical Railing Detail 1 &amp; Typical Railing Detail 2; Fire Exit Stair Details</i>
047	A1-4l	02.036:	<i>Exterior Stairs Blow-up Plan, Elevation, Section Detail &amp; Section Thru; Exterior Ramp Blow-up Plan, Elevation, Section Detail, Railing Detail 1 &amp; 2, Section Thru &amp; Blow-up Detail 1-5</i>
048	A1-4m	02.037:	<i>Delivery Bay Blow-up Plan, Section Thru and Spot Details; Blow-up Plan; Section Thru 1A, 2A and 3A; Spot Detail 1A, 2A, 3A and 4A; Bike Rack Blow-up Plan, Section Thru and Spot Details &amp; Isometric Detail</i>
049	A1-5.1	02.038:	<i>Schedule of Doors and Windows Key Elevation</i>
050	A1-5.2	02.039:	<i>Schedule of Doors and Windows Key Section</i>
051	A1-5a	02.040:	<i>Basement Floor Schedule of Doors, Wall &amp; Glass Partition Keyplan</i>
052	A1-5b	02.041:	<i>Ground Floor Schedule of Doors, Wall &amp; Glass Partition Keyplan</i>
053	A1-5c	02.042:	<i>Second Floor Schedule of Doors, Wall &amp; Glass Partition Keyplan</i>
054	A1-5d	02.043:	<i>Third Floor Schedule of Doors, Wall &amp; Glass Partition Keyplan</i>
055	A1-5e	02.044:	<i>Fourth Floor Schedule of Doors, Wall &amp; Glass Partition Keyplan</i>
056	A1-5f	02.045:	<i>Fifth Floor Schedule of Doors, Wall &amp; Glass Partition Keyplan</i>
057	A1-5g	02.046:	<i>Sixth Floor, Seventh Floor &amp; Eighth Floor Schedule of Doors, Wall &amp; Glass Partition Keyplan</i>
058	A1-5h	02.047:	<i>Ninth Floor, Tenth Floor &amp; Eleventh Floor Schedule of Doors, Wall &amp; Glass Partition Keyplan</i>
059	A1-5i	02.048:	<i>Twelfth Floor, Fourteenth Floor, Fifteenth Floor Schedule of Doors, Wall &amp; Glass Partition Keyplan &amp; Machine Room Schedule of Doors, Wall &amp; Glass</i>

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061	A1-5k	02.050:	<i>Schedule Of Doors Part-2</i>
062	A1-5l	02.051:	<i>Schedule Of Doors Part-3</i>
063	A1-5m	02.052:	<i>Glass Door Details, Wood Door Details and Steel Door Details</i>
064	A1-5n	02.053:	<i>Schedule of Glass Partition; Glass Partition Details; Schedule of Operable Wall Partition</i>
065	A1-5o	02.054:	<i>Schedule of Operable Wall Partition; Operable Wall Partition Details</i>
066	A1-6a	02.055:	<i>Basement Floor Schedule of Windows Keyplan</i>
067	A1-6b	02.056:	<i>Ground Floor Schedule of Windows Keyplan</i>
068	A1-6c	02.057:	<i>Second Floor Schedule of Windows Keyplan</i>
069	A1-6d	02.058:	<i>Third Floor Schedule of Windows Keyplan</i>
070	A1-6e	02.059:	<i>Fourth Floor Schedule of Windows Keyplan</i>
071	A1-6f	02.060:	<i>Fifth Floor Schedule of Windows Keyplan</i>
072	A1-6g	02.061:	<i>Sixth Floor, Seventh Floor, Eighth Floor &amp; Ninth Floor Schedule of Windows Keyplan</i>
073	A1-6h	02.062:	<i>Tenth Floor, Eleventh Floor &amp; Twelfth Floor Schedule of Windows Keyplan</i>
074	A1-6i	02.063:	<i>Fourteenth Floor, Fifteenth Floor &amp; Machine Room Schedule of Windows Keyplan</i>
075	A1-6j	02.064:	<i>Schedule Of Windows Part-1</i>
076	A1-6k	02.065:	<i>Schedule Of Windows Part-2</i>
077	A1-6l	02.066:	<i>Schedule Of Windows Part-3</i>
078	A1-6m	02.067:	<i>Schedule Of Windows Part-4</i>
079	A1-6n	02.068:	<i>Schedule Of Windows Part-5</i>
080	A1-6o	02.069:	<i>Schedule Of Windows Part-6</i>
081	A1-6p	02.070:	<i>Schedule Of Windows Part-7</i>
082	A1-6q	02.071:	<i>Aluminum Framed Fixed Glass Panels w/ Seamless Type Awning Window (Curtain Wall)</i>
083	A1-6r	02.072:	<i>Aluminum Framed Fixed Glass Panels w/ Seamless Type Awning Window; Aluminum Framed Awning Window Details</i>
084	A1-6s	02.073:	<i>Schedule Of Louvers Key Plans</i>
085	A1-6t	02.074:	<i>Schedule Of Louvers&amp; Details Part-1</i>
086	A1-6u	02.075:	<i>Schedule Of Louvers&amp; Details Part-2</i>
087	A1-7a	02.076:	<i>Schedule Of Wall Finishes - Basement Floor</i>
088	A1-7b	02.077:	<i>Schedule Of Wall Finishes - Ground Floor</i>
089	A1-7c	02.078:	<i>Schedule Of Wall Finishes - Second Floor</i>
090	A1-7d	02.079:	<i>Schedule Of Wall Finishes - Third Floor</i>



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093	A1-7g	02.082:	<i>Schedule Of Wall Finishes - Sixth Floor, Schedule Of Wall Finishes – Seventh Floor &amp; Schedule Of Wall Finishes - Eighth Floor</i>
094	A1-7h	02.083:	<i>Schedule Of Wall Finishes - Ninth Floor, Schedule Of Wall Finishes – Tenth Floor &amp; Schedule Of Wall Finishes - Eleventh Floor</i>
095	A1-7i	02.084:	<i>Schedule Of Wall Finishes - Twelfth Floor, Schedule Of Wall Finishes - Fourteenth Floor &amp; Schedule Of Wall Finishes - Fifteenth Floor</i>
096	A1-7j	02.085:	<i>Schedule Of Wall Finishes - Machine Room</i>
097	A1-7k	02.086:	<i>Decorative Back Wall Details</i>
098	A1-7l	02.087:	<i>Wall Finishes Detail; Lattice Wall Partition Details; Mirror Wall Details</i>
099	A1-7m	02.088:	<i>Exterior Granite Wall Cladding Details; Interior Marble Wall Cladding Details; Glass Wall Details; Laminated Wood Wall Details; Composite Wood Wall Panel; Louver Details; Decorative Tubular Steel Vertical Slots Details; Rooms Head Board Details; Decorative Wood Panel</i>
100	A1-7n	02.089:	<i>Pipe Chase Panel Door Details</i>
101	A1-7o	02.090:	<i>Schedule of Baseboard Finishes @ Basement Floor</i>
102	A1-7p	02.091:	<i>Schedule of Baseboard Finishes @ Ground Floor</i>
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106	A1-7t	02.095:	<i>Schedule of Baseboard Finishes @ Fifth Floor</i>
107	A1-7u	02.096:	<i>Schedule of Baseboard Finishes @ Sixth Floor, Seventh Floor &amp; Eighth Floor</i>
108	A1-7v	02.097:	<i>Schedule of Baseboard Finishes @ Ninth Floor, Tenth Floor, Eleventh Floor &amp; Baseboard Details</i>
109	A1-7w	02.098:	<i>Schedule of Baseboard Finishes @ Twelfth Floor, Fourteenth Floor, Fifteenth Floor &amp; Machine Room; Baseboard Details</i>
110	A1-8a	02.099:	<i>Basement Floor Pattern Layout</i>
111	A1-8b	02.100:	<i>Ground Floor Pattern Layout</i>
112	A1-8c	02.101:	<i>Second Floor Pattern Layout</i>
113	A1-8d	02.102:	<i>Third Floor Pattern Layout</i>
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115	A1-8f	02.104:	<i>Fifth Floor Pattern Layout</i>
116	A1-8g	02.105:	<i>Sixth Floor Pattern Layout, Seventh Floor Pattern Layout &amp; Eighth Floor Pattern Layout</i>
117	A1-8h	02.106:	<i>Ninth Floor Pattern Layout, Tenth Floor Pattern Layout &amp; Eleventh Floor Pattern Layout</i>
118	A1-8i	02.107:	<i>Twelfth Floor Pattern Layout, Fourteenth Floor Pattern Layout &amp; Fifteenth Floor Pattern Layout</i>
119	A1-8j	02.108:	<i>Machine Room Floor Pattern Layout</i>
120	A1-8k	02.109:	<i>Roof Plan Floor Pattern Layout</i>
121	A1-8l	02.110:	<i>Typical Floor Pattern Details</i>
122	A1-9a	02.111:	<i>Basement Floor Reflected Ceiling Plan; Ceiling Finishes; Lighting Fixtures; FDAS System; HVAC System</i>
123	A1-9b	02.112:	<i>Ground Floor Reflected Ceiling Plan; Ceiling Finishes; Lighting Fixtures; FDAS System; HVAC System</i>
124	A1-9c	02.113:	<i>Second Floor Reflected Ceiling Plan; Ceiling Finishes; Lighting Fixtures; FDAS System; HVAC System</i>
125	A1-9d	02.114:	<i>Third Floor Reflected Ceiling Plan; Ceiling Finishes; Lighting Fixtures; FDAS System; HVAC System</i>
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127	A1-9f	02.116:	<i>Fifth Floor Reflected Ceiling Plan; Ceiling Finishes; Lighting Fixtures; FDAS System; HVAC System</i>
128	A1-9g	02.117:	<i>Sixth to Eighth Floor Reflected Ceiling Plan; Ninth &amp; Tenth Floor Reflected Ceiling Plan; Eleventh to Twelfth Floor Reflected Ceiling Plan; Ceiling Finishes; Lighting Fixtures; FDAS System; HVAC System</i>
129	A1-9h	02.118:	<i>Fourteenth to Fifteen Floor Reflected Ceiling Plan; Machine Room Reflected Ceiling Plan; Sky High Bridge @ Second Floor; Ceiling Finishes; Lighting Fixtures; FDAS System; HVAC System</i>
130	A1-9i	02.119:	<i>Basement Floor Reflected Ceiling Plan Section Details; Ground Floor Reflected Ceiling Plan Section Details</i>
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133	A1-9l	02.122:	<i>Convention Hall Section &amp; Spot Details; Fourth Floor Reflected Ceiling Plan Section Details; Accommodation Reflected Ceiling Plan Section Details</i>
134	A1-9m	02.123:	<i>Accommodation, 14th &amp; 15th Floor Reflected Ceiling Plan Section Details</i>
135	A1-9n	02.124:	<i>Reflected Ceiling Plan Spot Details</i>
136	A1-10a	02.125:	<i>BF - T1 &amp; BF - T2; Basement Floor Male &amp; Female Toilets Blow-up Plan; Section Thru</i>
137	A1-10b	02.126:	<i>GF - T1; Ground Floor Male, Female &amp; PWD Toilets Blow-up Plan; Section Thru</i>
138	A1-10c	02.127:	<i>GF - T2; Ground Floor Male, Female &amp; PWD Toilets Blow-up Plan; Section Thru</i>
139	A1-10d	02.128:	<i>GF - T3 &amp; GF - T4; Ground Floor Male &amp; Female Toilets Blow-up Plan; Section Thru</i>
140	A1-10e	02.129:	<i>GF - T5; Ground Floor Male &amp; Female Toilets Blow-up Plan and Section Thru; SF - T1; Second Floor Male, Female &amp; PWD Toilets Blow-up Plan and Section Thru</i>
141	A1-10f	02.130:	<i>SF - T2; Second Floor Male, Female &amp; PWD Toilets Blow-up Plan; Section Thru</i>
142	A1-10g	02.131:	<i>SF - T2; Second Floor Male, Female &amp; PWD Toilets Blow-up Plan; Section Thru</i>
143	A1-10h	02.132:	<i>TF - T1; Third Floor Male, Female &amp; PWD Toilets Blow-up Plan; Section Thru</i>
144	A1-10i	02.133:	<i>TF - T3 &amp; TF - T4; Third Floor Male &amp; Female FCIL Toilets Blow-up Plan; Section Thru</i>
145	A1-10j	02.134:	<i>TF - T2; Third Floor Male &amp; Female Toilets Blow-up Plan; Section Thru</i>
146	A1-10k	02.135:	<i>FoF - T1; Fourth Floor Male &amp; Female Toilets Blow-up Plan; Section Thru</i>
147	A1-10l	02.136:	<i>FoF - T2; Fourth Floor Executive Lounge Toilet Blow-up Plan and Section Thru; FoF - T3; Fourth Floor Executive Office Toilet Blow-up Plan and Section Thru</i>
148	A1-10m	02.137:	<i>FoF - T4 &amp; FoF - T5; Fourth Floor Toilet &amp; Shower Blow-up Plan; Section Thru</i>

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149	A1-10n	02.138:	5th, 7th, 9th & 11th Floor Typical Toilet Blow-up Plan and Section Thru; 15 <sup>th</sup> Floor Toilet Blow-up Plan and Section Thru
150	A1-10o	02.139:	Accommodations Toilet Blow-up Plan; Section Thru
151	A1-10p	02.140:	Accommodations Toilet and Fourteenth Floor Toilet Blow-up Plan; Section Thru
152	A1-10q	02.141:	Typical Toilet Mirror Details; Typical Wall Mounted Lavatory Details; Typical Over-The-Counter Lavatory Details; Typical Slop Sink Details
153	A1-10r	02.142:	Typical Urinal-1 Details & Typical Urinal-2 Details; Typical Toilet Partition Details; Typical Shower Details;
154	A1-10s	02.143:	Accommodations Shower Details; Accommodations Bathtub Details; PWD Toilet Diaper Changer Details
155	A1-11a	02.144:	Basement Floor Waterproofing Layout
156	A1-11b	02.145:	Ground Floor Waterproofing Layout
157	A1-11c	02.146:	Second Floor Waterproofing Layout
158	A1-11d	02.147:	Third Floor Waterproofing Layout
159	A1-11e	02.148:	Fourth Floor Waterproofing Layout
160	A1-11f	02.149:	Fifth Floor Waterproofing Layout
161	A1-11g	02.150:	Sixth Floor Waterproofing Layout, Seventh Floor Waterproofing Layout & Eighth Floor Waterproofing Layout
162	A1-11h	02.151:	Ninth Floor Waterproofing Layout, Tenth Floor Waterproofing Layout & Eleventh Floor Waterproofing Layout
163	A1-11i	02.152:	Twelfth Floor Waterproofing Layout, Fourteenth Floor Waterproofing Layout & Fifteenth Floor Waterproofing Layout
164	A1-11j	02.153:	Machine Room Waterproofing Layout
165	A1-11k	02.154:	Roof Plan Waterproofing Layout
166	A1-11l	02.155:	Waterproofing Section Details
167	A1-12a	02.156:	Cabinet at Standard Room 1 and PWD (CB-4a); Cabinet at Standard Room 2; Cabinet Spot Details
168	A1-12b	02.157:	Cabinet At Suite Room at Deluxe Bedroom 1 (CB-4c); Cabinet at Deluxe Master's Bedroom (CB-4d); Cabinet Spot Details
169	A1-12c	02.158:	Janitorial Cabinet at Ground Floor; Janitorial Cabinet at Second Floor; Janitorial Cabinet Spot

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			<i>Details</i>
<b>170</b>	<b>A1-12d</b>	<b>02.159:</b>	<i>Janitorial Cabinet at Second Floor; Janitorial Cabinet at Third Floor; Janitorial Cabinet at Fourth Floor; Janitorial Cabinet Spot Details</i>
<b>171</b>	<b>A1-12e</b>	<b>02.160:</b>	<i>Janitorial Cabinet at Fifth-Fourteenth Floor; Janitorial Cabinet at Fifteenth Floor; Janitorial Cabinet Spot Details</i>
<b>172</b>	<b>A1-12f</b>	<b>02.161:</b>	<i>AV Cabinet at Conference Room 1,2 &amp; 3; AV Cabinet at Conference Room 4; AV Cabinet at Conference Room 5 &amp; 6; AV Cabinet at Workshop Rooms; AV Cabinet Spot Details</i>
<b>173</b>	<b>A1-12g</b>	<b>02.162:</b>	<i>Lecture Hall 1 Blow-up Plan; Lecture Hall 1 &amp; 2 Desking System Schedule</i>
<b>174</b>	<b>A1-12h</b>	<b>02.163:</b>	<i>Desking System at Lecture Hall 1 to 4; Desking System Spot Details</i>
<b>175</b>	<b>A1-12i</b>	<b>02.164:</b>	<i>Study Table at Standard Room 1 and PWD (T-12f); Study Table at Standard Room 2 (T-12e); Study Table Spot Details</i>
<b>176</b>	<b>A1-13a</b>	<b>02.165:</b>	<i>Schedule Of Signage; Basement Floor; Interior Signage Key Plan</i>
<b>177</b>	<b>A1-13b</b>	<b>02.166:</b>	<i>Schedule Of Signage; Ground Floor; Interior Signage Key Plan</i>
<b>178</b>	<b>A1-13c</b>	<b>02.167:</b>	<i>Schedule Of Signage; Second Floor; Interior Signage Key Plan</i>
<b>179</b>	<b>A1-13d</b>	<b>02.168:</b>	<i>Schedule Of Signage; Third Floor; Interior Signage Key Plan</i>
<b>180</b>	<b>A1-13e</b>	<b>02.169:</b>	<i>Schedule Of Signage; Fourth Floor; Interior Signage Key Plan</i>
<b>181</b>	<b>A1-13f</b>	<b>02.170:</b>	<i>Fifth Floor; Interior Signage Key Plan</i>
<b>182</b>	<b>A1-13g</b>	<b>02.171:</b>	<i>Sixth Floor; Interior Signage Key Plan; Seventh Floor; Interior Signage Key Plan; Eighth Floor; Interior Signage Key Plan</i>
<b>183</b>	<b>A1-13h</b>	<b>02.172:</b>	<i>Ninth Floor; Interior Signage Key Plan; Tenth Floor; Interior Signage Key Plan; Eleventh Floor; Interior Signage Key Plan</i>
<b>184</b>	<b>A1-13i</b>	<b>02.173:</b>	<i>Twelfth Floor; Interior Signage Key Plan; Fourteenth Floor; Interior Signage Key Plan; Fifteenth Floor; Interior Signage Key Plan</i>
<b>185</b>	<b>A1-13j</b>	<b>02.174:</b>	<i>Schedule Of Signages</i>
<b>186</b>	<b>A1-13k</b>	<b>02.175:</b>	<i>Schedule Of Signages; Exterior Signage Details</i>
<b>187</b>	<b>A1-14a</b>	<b>02.176:</b>	<i>Escalator Glass Railing Detail; Infinity Pool Glass</i>

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189	A1-14c	02.178:	<i>Accommodation Balcony Railing Details Part-2</i>
190	A1-14d	02.179:	<i>Accommodation Balcony Railing Details Part-3</i>
191	A1-14e	02.180:	<i>Accommodation Balcony Railing Details Part-4</i>
192	A1-14f	02.181:	<i>Sky High Bar and Activity Deck Glass Railing Details</i>
193	A1-15a	02.182:	<i>2 Passenger Elevator Blow-Up Plans; Elevator Blow-Up Details; Basement To Fifteenth Floor Elevation; Elevator Elevation Spot Details</i>
194	A1-15b	02.183:	<i>Basement To Fifteenth Floor Elevation; Cross Section; Elevator Section Spot Details; Passenger Elevator Isometric View; Service Elevator</i>
195	A1-15c	02.184:	<i>Basement To Fifteenth Floor Elevation; Cross Section; Elevator Section Spot Details; Passenger Elevator Isometric View; Service Elevator</i>
196	A1-15d	02.185:	<i>1 Service Elevator Blow-Up Plans; Elevator Blow-Up Details; Basement To Fifteenth Floor Elevation; Elevator Elevation Spot Details</i>
197	A1-15e	02.186:	<i>Escalator Details</i>
198	A1-16	02.187:	<i>Glass Canopy Details; Blow-Up Framing Plan; Front Elevation &amp; Left-Side Elevation; Glass Canopy Details; Sections; Section Details; Blow-up Details; Framing Isometry</i>
199	A1-17a	02.188:	<i>Reception Counter (CTR-1) Plans and Section Details; Ground Floor Key Plan; Schedule of Finishes; Reception Counter Blow-up Plan; Front, Rear and Left- Side Elevation; Framing Plan 1 and 2; Section 1, 2 and 3; Reception Counter Details and Isometric; Spot Detail 1 to 7; Isometric View 1 &amp; Isometric View 2</i>
200	A1-17b	02.189:	<i>Spa &amp; Gym Reception Counter (CTR-2a); Social Activity Room Reception Counter (CTR-3a); Reception Counter Spot Details</i>
201	A1-17c	02.190:	<i>Pool Snack Bar Counter (CTR-2b) &amp; Sky High Bar Counter (CTR-3a)</i>
202	A1-17d	02.191:	<i>Kitchenette at Suite Room (CTR-3c); Kitchenette at Deluxe Room (CTR-3d); Kitchenette Spot Details</i>
203	A1-17e	02.192:	<i>Staff Canteen Pantry at Basement Floor (CTR-4a); Staff Lounge Pantry at Ground Floor (CTR-4c); Details</i>



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205	A1-17g	02.194:	Sink Counter at Laundromat (CTR-4b); Support & Admin. Pantry at Fourth Floor (CTR-4f); Executive Pantry at Fourth Floor (CTR-4g); Details
206	A1-18	02.195:	Fence Details
207	A1-19	02.196:	Connecting Bridge
208	A1-20a	02.197:	Ground Floor - Main Kitchen Layout
209	A1-20b	02.198:	Ground Floor - Main Kitchen Equipment Schedule
210	A1-20c	02.199:	Ground Floor - Main Kitchen Exhaust, LPGas, Plumbing Layouts
211	A1-20d	02.200:	Ground Floor - Main Kitchen Electrical Layout
212	A1-20e	02.201:	Ground Floor - Main Kitchen Elevation-Section
213	A1-20f	02.202:	Ground Floor - Main Kitchen Elevation-Section
214	A1-20g	02.203:	Second Floor - Satellite Kitchen Layout; Equipment Schedule; Elec. Layout
215	A1-20h	02.204:	Second Floor - Satellite Kitchen Plumbing & Exhaust Layout
216	A1-20i	02.205:	Second Floor - Satellite Kitchen Elevation-Section
217	A1-20j	02.206:	Third Floor - Satellite Kitchen Layout; Equipment Schedule; Elec. Layout
218	A1-20k	02.207:	Third Floor - Satellite Kitchen Plumbing & Exhaust Layout
219	A1-20l	02.208:	Third Floor - Satellite Kitchen Elevation-Section
220	A1-20m	02.209:	Fourth Floor - Snack Bar Layout
221	A1-20n	02.210:	15th Floor - Sky High Bar & Kitchen Layout
222	A1-20o	02.211:	15th Floor - Sky High Bar & Kitchen Elevation-Section
223	A1-21	02.212:	GenSet Tunnel and Fuel Tank Room Details
224	A1-21a	02.213:	Chiller Plans and Sections
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225	A1-22a	02.214:	FCIL 1, 2, & 3 Floor Plans
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227	A1-22c	02.216:	Schedule of Walls FCIL 1, 2, & 3
228	A1-22d	02.217:	Reflected Ceiling Plan FCIL 1, 2, & 3
229	A1-22e	02.218:	FCIL 1, 2, & 3 Toilets Blow-up Plan; Section Thru
		<b>03.000 Architectural re: ENGINEERING BUILDING</b>	
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231	A2-1b	03.002:	Floor Plan, Roof Plan & Elevations

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233	A2-1d	03.004:	<i>Floor Pattern Layout &amp; Details</i>
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235	A2-1f	03.006:	<i>Reflected Ceiling Plan &amp; Details</i>
236	A2 -1g	03.007:	<i>Door Schedule and Key Plan</i>
237	A2-1h	03.008:	<i>Details and Door Hardware Schedule</i>
238	A2-1i	03.009:	<i>Window Schedule and Details</i>
239	A2-1j	03.010:	<i>Toilet and Pantry Details</i>
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242	A2-2b	04.002:	<i>Floor Finishes; Wall Finishes; Ceiling Finishes; Lighting Layout; Power Layout; Lighting Spot Details</i>
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255	ID-6a	05.013:	<i>Workshop Room 1 - Blow-up Plan; Workshop Room 1 - Elevations</i>
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263	ID-10a	05.021:	<i>Standard Room 1 Blow-up Plan; Standard Room 1 Elevations</i>
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283	FFE-1g	06.007:	<i>Typical Ninth to Twelfth Floor Furniture Layout and Schedule</i>
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306	LGF-MP-01	07.003:	<i>Material Plan</i>
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512	E-05.4	13.031:	<i>Power &amp; Lighting Layout, Partial Power One- Line Diagram – Engineering Building, MRF Building</i>
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514	E-06.2	13.033:	<i>Miscellaneous Details</i>
		<b>14.000 Engineering re: Electronics and Communications</b>	
515	EC1-1	14.001:	<i>General Notes; Legends &amp; Symbols; Drawing List;</i>



<b>Part1: CONSTRUCTION PLANS</b>			
000	Sheet#	tag	TITLE
			<i>Location Map; Vicinity Map</i>
516	EC2-1	14.002:	<i>Fire Detection and Alarm System (FDAS) Schematic Diagram</i>
517	EC2-2	14.003:	<i>Public Address System (PAS) and Cable Television (CATV) System Schematic Diagram</i>
518	EC2-3	14.004:	<i>Structured Cabling System (SCS) Schematic Diagram, IDF &amp; MDF Details and Network Topology</i>
519	EC2-4	14.005:	<i>Closed Circuit Television (CCTV) System and Access Control System (ACS) Schematic Diagram</i>
520	EC2-5a	14.006:	<i>Audio-Video (AV) System Schematic Diagram - Lecture Hall 1 to 4</i>
521	EC2-5b	14.007:	<i>Audio-Video (AV) System Schematic Diagram - Secretariat 1-6, Conference Room 5 &amp; 6 and Workshop 1-6</i>
522	EC2-5c	14.008:	<i>Audio-Video (AV) System Schematic Diagram - Conference Room 1 to 4, Executive Boardroom, Media Center</i>
523	EC2-5d	14.009:	<i>Audio-Video (AV) System Schematic Diagram - Convention Hall</i>
524	EC2-6	14.010:	<i>Master Clock System (MCS), Digital Signage (DS) and Seismic Monitoring System Schematic Diagram</i>
525	EC2-7a	14.011:	<i>Building Management System (BMS) Schematic Diagram</i>
526	EC2-7b	14.012:	<i>Building Management System (BMS) Control Diagram</i>
527	EC2-7c	14.013:	<i>Building Management System (BMS) Point List</i>
528	EC3-1a	14.014:	<i>Basement Floor FDAS and PAS Layout</i>
529	EC3-1b	14.015:	<i>Ground Floor FDAS and PAS Layout</i>
530	EC3-1c	14.016:	<i>Second Floor FDAS and PAS Layout</i>
	EC3-1d	14.017:	<i>Third Floor FDAS and PAS Layout</i>
532	EC3-1e	14.018:	<i>Fourth Floor FDAS and PAS Layout</i>
533	EC3-1f	14.019:	<i>Fifth Floor FDAS and PAS Layout</i>
534	EC3-1g	14.020:	<i>Typical Sixth to Eighth, Ninth and Tenth Floor FDAS and PAS Layout</i>
535	EC3-1h	14.021:	<i>Eleventh, Twelfth and Fourteenth Floor FDAS and PAS Layout</i>
536	EC3-1i	14.022:	<i>Fifteenth Floor FDAS and PAS Layout</i>
537	EC3-2a	14.023:	<i>Basement Floor SCS and CATV System Layout</i>
538	EC3-2b	14.024:	<i>Ground Floor SCS and CATV System Layout</i>

<b>Part1: CONSTRUCTION PLANS</b>			
000	Sheet#	tag	TITLE
539	EC3-2c	14.025:	Second Floor SCS and CATV System Layout
540	EC3-2d	14.026:	Third Floor SCS and CATV System Layout
541	EC3-2e	14.027:	Fourth Floor SCS and CATV System Layout
542	EC3-2f	14.028:	Fifth Floor SCS and CATV System Layout
543	EC3-2g	14.029:	Typical Sixth - Eighth, Ninth and Tenth Floor SCS and CATV System Layout
544	EC3-2h	14.030:	Eleventh, Twelfth and Fourteenth SCS and CATV System Layout
545	EC3-2i	14.031:	Fifteenth Floor SCS and CATV System Layout
546	EC3-3a	14.032:	Basement Floor CCTV Layout
547	EC3-3b	14.033:	Ground Floor CCTV and ACS Layout
548	EC3-3c	14.034:	Second Floor CCTV and ACS Layout
549	EC3-3d	14.035:	Third Floor CCTV and ACS Layout
550	EC3-3e	14.036:	Fourth Floor CCTV and ACS Layout
551	EC3-3f	14.037:	Fifth Floor CCTV and ACS Layout
552	EC3-3g	14.038:	Typical Sixth - Eighth, Ninth and Tenth Floor CCTV and ACS Layout
553	EC3-3h	14.039:	Eleventh, Twelfth and Fourteenth Floor CCTV and ACS Layout
554	EC3-3i	14.040:	Fifteenth Floor CCTV Layout
555	EC3-3j	14.041:	New Training Building Perimeter CCTV and PAS Layout
556	EC3-4a	14.042:	Basement BMS and Seismic Monitoring Layout
557	EC3-4b	14.043:	Ground Floor BMS and Seismic Monitoring Layout
558	EC3-4c	14.044:	Second Floor BMS and Seismic Monitoring Layout
559	EC3-4d	14.045:	Third Floor BMS and Seismic Monitoring Layout
560	EC3-4e	14.046:	Fourth Floor BMS and Seismic Monitoring Layout
561	EC3-4f	14.047:	Fifth Floor BMS and Seismic Monitoring Layout
562	EC3-4g	14.048:	Typical Sixth - Eighth, Ninth and Tenth Floor BMS and Seismic Monitoring Layout
563	EC3-4h	14.049:	Eleventh, Twelfth and Fourteenth Floor BMS and Seismic Monitoring Layout
564	EC3-4i	14.050:	Fifteenth Floor and Roof Deck BMS and Seismic Monitoring Layout
565	EC3-5a	14.051:	Ground Floor Audio - Video System Layout
566	EC3-5b	14.052:	Second Floor Audio - Video System Layout
567	EC3-5c	14.053:	Third Floor Audio - Video System Layout
568	EC3-5d	14.054:	Fourth Floor Audio - Video System Layout
569	EC3-6a	14.055:	FCIL FDAS & CATV Layout
570	EC3-6b	14.056:	FCIL CCTV & BMS Layout
571	EC4-1	14.057:	Fixture Installation & Miscellaneous Details

## Part1: CONSTRUCTION PLANS

000	Sheet#	tag	TITLE
572	EC4-2	14.058:	<i>Fixture Installation &amp; Miscellaneous Details</i>
573	EC5-1	14.059:	<i>MRF Building, STP &amp; Engineering Building Closed Circuit Television and Access Control System Layout</i>

## Part 2: AS-BUILT DRAWINGS

000	Sheet#	tag	TITLE
			<b>01.000 As-Built: SITE DEVELOPMENT</b>
001	ABP-A0-1c	01.001:	<i>Building Site Development Plan</i>
			<b>02.000 As-Built: ARCHITECTURAL</b>
002	ABP-A1-1a	02.001:	<i>Basement Floor Plan</i>
003	ABP-A1-1b	02.002:	<i>Ground Floor Plan</i>
004	ABP-A1-1c	02.003:	<i>Second Floor Plan</i>
005	ABP-A1-1d	02.004:	<i>Third Floor Plan</i>
006	ABP-A1-1e	02.005:	<i>Fourth Floor Plan</i>
007	ABP-A1-11a	02.006:	<i>Basement Floor Waterproofing Layout</i>
			<b>03.000 As-Built: STRUCTURAL</b>
008	ABP-S-2	03.001:	<i>Foundation Plan</i>
009	ABP-S-6	03.002:	<i>Foundation Elevations and Excavation Details</i>
010	ABP-S-7a	03.003:	<i>Sump Tank Details and Oil Interceptor Tank Details</i>
011	ABP-S-15	03.004:	<i>Ground Floor Framing Plan</i>
012	ABP-S-16	03.005:	<i>Second Floor Framing Plan</i>
013	ABP-S-17	03.006:	<i>Third Floor Framing Plan</i>
014	ABP-S-18	03.007:	<i>Fourth Floor Framing Plan</i>
015	ABP-S-19	03.008:	<i>Fifth Floor Framing Plan</i>
			<b>04.000 As-Built: PLUMBING</b>
016	ABP-P1-1	04.001:	<i>Basement Sewer and Drainage Layout</i>
017	ABP-P1-2	04.002:	<i>Ground Floor Sewer and Drainage Layout</i>
018	ABP-P1-3	04.003:	<i>Second Floor Sewer and Drainage Layout</i>
019	ABP-P1-4	04.004:	<i>Third Floor Sewer and Drainage Layout</i>
			<b>05.000 As-Built: ELECTRICAL</b>
020	ABP-E-03.1	05.001:	<i>Power Layout - Basement Floor</i>
021	ABP-E-03.2	05.002:	<i>Power Layout - Ground Floor</i>
022	ABP-E-03.2a	05.003:	<i>Power Layout - Ground Floor Kitchen</i>
023	ABP-E-03.3	05.004:	<i>Power Layout - Second Floor; Enlarged Plan – Satellite Kitchen</i>
024	ABP-E-03.4	05.005:	<i>Power Layout - Third Floor; Enlarged Plan – Satellite Kitchen</i>
025	ABP-E-03.5	05.006:	<i>Power Layout - Fourth Floor</i>
026	ABP-E-04.1	05.007:	<i>Lighting Layout – Basement</i>

<b>Part 2: AS-BUILT DRAWINGS</b>			
000	Sheet#	tag	TITLE
027	ABP-E-04.2	05.008:	<i>Lighting Layout – Ground Floor</i>
028	ABP-E-04.3	05.009:	<i>Lighting Layout – Second Floor and Sky Walk Bridge</i>
029	ABP-E-04.4	05.010:	<i>Lighting Layout – Third Floor</i>
030	ABP-E-04.5	05.011:	<i>Lighting Layout – Fourth Floor</i>
		<b>06.000 As-Built: ELECTRONICS &amp; COMMUNICATIONS</b>	
031	ABP-EC3-1a	06.001:	<i>Basement Floor FDAS and PAS Layout</i>
032	ABP-EC3-1b	06.002:	<i>Ground Floor FDAS and PAS Layout</i>
033	ABP-EC3-1c	06.003:	<i>Second Floor FDAS and PAS Layout</i>
034	ABP-EC3-1d	06.004:	<i>Third Floor FDAS and PAS Layout</i>
035	ABP-EC3-1e	06.005:	<i>Fourth Floor FDAS and PAS Layout</i>
036	ABP-EC3-2a	06.006:	<i>Basement Floor SCS and CATV System Layout</i>
037	ABP-EC3-2b	06.007:	<i>Ground Floor SCS and CATV System Layout</i>
038	ABP-EC3-2c	06.008:	<i>Second Floor SCS and CATV System Layout</i>
039	ABP-EC3-2d	06.009:	<i>Third Floor SCS and CATV System Layout</i>
040	ABP-EC3-2e	06.010:	<i>Fourth Floor SCS and CATV System Layout</i>
041	ABP-EC3-2f	06.011:	<i>Fifth Floor SCS and CATV System Layout</i>
042	ABP-EC3-3a	06.012:	<i>Basement Floor CCTV Layout</i>
043	ABP-EC3-3b	06.013:	<i>Ground Floor CCTV and ACS Layout</i>
044	ABP-EC3-3c	06.014:	<i>Second Floor CCTV and ACS Layout</i>
045	ABP-EC3-3d	06.015:	<i>Third Floor CCTV and ACS Layout</i>
046	ABP-EC3-3e	06.016:	<i>Fourth Floor CCTV and ACS Layout</i>
047	ABP-EC3-3f	06.017:	<i>Fifth Floor CCTV and ACS Layout</i>
048	ABP-EC3-4a	06.018:	<i>Basement BMS and Seismic Monitoring Layout</i>
049	ABP-EC3-4b	06.019:	<i>Ground Floor BMS and Seismic Monitoring Layout</i>
050	ABP-EC3-4c	06.020:	<i>Second Floor BMS and Seismic Monitoring Layout</i>
051	ABP-EC3-4d	06.021:	<i>Third Floor BMS and Seismic Monitoring Layout</i>
052	ABP-EC3-4e	06.022:	<i>Fourth Floor BMS and Seismic Monitoring Layout</i>
053	ABP-EC3-5a	06.023:	<i>Ground Floor Audio - Video System Layout</i>
054	ABP-EC3-5b	06.024:	<i>Second Floor Audio - Video System Layout</i>
055	ABP-EC3-5c	06.025:	<i>Third Floor Audio - Video System Layout</i>
056	ABP-EC3-5d	06.026:	<i>Fourth Floor Audio - Video System Layout</i>
***Nothing Follows***			

## Section X. BILL-OF-QUANTITIES AND DETAILED UNIT PRICE ANALYSIS

**A. OBJECTIVES:** The objectives of the Bill-of-Quantities (**BOQ**) and Detailed Unit Price Analysis (**DUPA**) are...

- 1st.** to provide sufficient information on the quantities of WORKS to be performed to enable Bids to be prepared efficiently and accurately in accordance with the Schedule of Requirements and Specifications, Construction Plans (**CP**) or Detailed Architectural and Engineering Designs (**DAED**), and Technical Specifications (**TS**); and
- 2nd.** when a Contract has been entered into, to provide a priced BOQ to be used as reference in the periodic valuation of WORKS accomplished and as basis of payment.

### IMPORTANT REMINDERS:

1. This Section of the OBD 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.
2. 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.
3. 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.
4. Clarification/s, if any, must be emailed to the BAC Secretariat at **dapbacsec@dap.edu.ph**.

### B. INSTRUCTIONS ON HOW TO FILL-OUT BOQ AND DUPA:

1. For reference in the preparation of bids, Bidders will be provided with the excel-template of the BOQ “**FC02\_EXCEL\_BOQ=BidderName**”, with the following minimum data:
  - 1.1. Location / Cluster** (“LOC / CLS”) – refers to location / cluster where each IOB will be implemented as can be gleaned from the CP/DAED (*e.g., on what floor, inside the building, or at exterior area*);
  - 1.2. Item Number** – reference number (up to 5<sup>th</sup> level) of each IOB within the BOQ as specified by the Design Consultant;
  - 1.3. Item Description (Item-of-Bid)** – refers to description of a specific work that



will be supplied, worked, installed, and/or commissioned by the Bidder;

- 1.4. **Division Code** (“DIV”) – code number of each IOB reference to the division of work in the TS as specified by the Design Consultant;
  - 1.5. **Item Code** – refers to input coded description of each IOB as either:
    - 1.5.1. **“B”** - *representing that the IOB will be chargeable to the budget earmarked for the “**Building-shell and site development**”*; or,
    - 1.5.2. **“D”** - *representing that the IOB will be chargeable to the budget earmarked for the “**Design Fit-Outs, Furnishings & Fixtures (DFOFF)**”*.
  - 1.6. **Quantity** of the described IOB – this is a numeric data representing the volume of each IOB that will be used for the project;
  - 1.7. **Unit (of Measure)** of the described IOB – this data should be the commercially available measure of quantity, preferably in metric system;
  - 1.8. **Unit Cost of Materials** – this is a numeric data representing the bid-price tendered by the Bidder for every unit of materials needed for each IOB described;
  - 1.9. **Unit Cost of Labor & Equipment** – this is a numeric data representing the bid-price tendered by the Bidder for direct labor inclusive of equipment cost (if any) per unit of IOB described;
  - 1.10. **Percentage OCM Expenses** (Overhead, Contingency and Miscellaneous) – this is a numeric percentage representing the amount tendered by the Bidder for OCM expenses for each IOB described. Computed as a function of the acceptable rate and the direct cost, [(Direct Cost) = (Cost of Materials) + (Cost of Labor & Equipment)]. **NOTE:** Ranges of the acceptable rates are defined/prescribed in DPWH’s Department Order #30 s. 2025 dated 07Feb2025;
  - 1.11. **Percentage Profit** – this is a numeric percentage representing the amount tendered by the Bidder for acceptable range of profit. **NOTE:** Ranges of the acceptable rates are defined/prescribed in DPWH’s Department Order #30 s. 2025 dated 07Feb2025;
  - 1.12. **Percentage VAT** – this is a numeric percentage representing the amount tendered for the Tax component for each IOB described. **NOTE:** VAT component shall be 5% of the sum of the Direct Cost, OCM and Profit as defined/prescribed in DPWH’s Department Order #30 s. 2025 dated 07Feb2025; and
  - 1.13. **Grand Total of Bid.**
2. Bidders will be provided also with the excel-template of the DUPA “CD01\_EXCEL\_DUPA=**BidderName**”. Each IOB in the BOQ must be supported by a DUPA, where adequate details are enumerated. The data that must be supplied in a particular DUPA should include:
    - 2.1. **Description** of the IOB;

- 2.2. **Quantity** of the described IOB;
- 2.3. **Unit-of-Measure** of the described IOB;
- 2.4. **Enumeration of Materials & Supplies/Consumables** that will be used for the described IOB including the materials' respective quantities per UOM and bid prices. The Bidder is reminded to refer to the DAED and TS that are parts of the OBD;
- 2.5. **Enumeration of Equipment Utilization** that will be used for the described IOB including the chargeable quantities of utilization per UOM and bid prices. The Bidder is reminded to refer to the DAED and TS that are parts of the OBD;
- 2.6. **Enumeration of Labor and Supervision** costs in executing/implementing the described item-of-bid including the respective chargeable quantities per UOM and bid prices. The Bidder is reminded to refer to the DAED and TS that are parts of the OBD;
- 2.7. **Overhead, Contingencies, & Miscellaneous (OCM)** as a percentage of the Direct Costs (charges on materials + equipment + costs of labor & supervision);
- 2.8. **Contractor's Profit** as a percentage of the Direct Costs (charges on materials + equipment + costs of labor & supervision); and,
- 2.9. **VAT** as a percentage of the combined Direct Costs = [(charges on materials + equipment + costs of labor & supervision)] plus Indirect Costs = [(OCM + Contractor's Estimated Profit)] for a given IOB.
3. Bidder must take enough care and patience to fill-out data needed in order to come-up with eligible, competitive and responsive bid;
4. When the bid is finally submitted, no price or a zero (0) or a dash (-) appearing in the bid-item will be taken to mean that the Bidder will provide for "free" the described bid-item.
5. In case of award and actual implementation, the said described IOB 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 positive value;*** i.e., if the Bidder intends that a specific amount to be paid for that particularly described item. There are four-variables per bid-item, as follows:

- 5.1. Unit Cost for Materials "**UC\_Matls**" = 0.00 or to be replaced with Bidder's bid for every unit of materials described;
- 5.2. Unit Cost for Labor and Equipment "**UC\_Labor+Eqpt**" = 0.00 or to be replaced with Bidder's bid for every unit of labor and equipment described;
- 5.3. Overhead Contingency and Miscellaneous "**%OCM**" = 0% or to be replaced with Bidder's bid for every unit of Direct Costs for each item described which shall not be greater than 8%. Note that the "**OCM**" is automatically computed;



- 5.4. Contractors Profit “%CP” = 0% or to be replaced with Bidder’s bid for every unit of Direct Costs for each item described which shall not be greater than 8%. Note that the “**Profit**” is automatically computed;
- 5.5. Value Added Tax “%VAT” = is pegged at 5%, as set forth in the template in compliance with DPWH Department Order No. 030 s. 2025. **THIS 5% IS NOT MEANT TO BE REPLACED.** It represents the Bidder’s tax levied for every unit of Direct Costs + the associated OCM+Profit (if any) for each bid-item described. Note that the “**Tax**” is automatically computed based on computed values of  $5\% \times [(Materials) + (Labor \& Eqpt) + (Overhead \& Miscellaneous) + (Profit)]$ .
6. For each bid item, the calculated “**TOTAL COST**” *will be automatically computed based on the encoded unit cost data* for...
  - 6.1. Direct Costs = “Amount for Materials + Amount for Labor + Equipment”; and,
  - 6.2. Indirect Costs = “OCM% + Profit% + VAT%”.
 

**NOTE: Direct and Indirect 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. After all the data have been encoded, checks should be done such that the **total bid will not exceed the declared Approved Budget for the Contract (ABC) for the transaction.**
8. **OTHER BID ITEMS NOT IDENTIFIED IN THE BOQ:** The excel template contains five (5) additional rows per Division# as provision for possible additional item/s that the Bidder may want to add. More row/s or item/s other than those provided may still be added and filled-out as the Bidder feels necessary.
9. More DUPAs may also be added, if the Bidder wants to add more IOB. **Provided further, that such additions will not exceed the announced ABC.**
10. Once convinced with the accumulated totals of the prepared DUPA and as summarized in the BOQ, the **BOQ should printed and signatures of the Bidder authorized representative should be affixed on each and every page;** and
11. Bid for any item that will not be referred to the details of the Construction Plans *and/or* in conjunction with Technical Specifications **will not** be considered as part of the tendered bid.

## C. WHAT TO SUBMIT:

1. Financial Component of the Bid as specified in Section III, BDS Clause 11.1 – to be submitted on or before the date of opening of bids:
  - 1.1. FC02\_EXCEL\_BOQ=**BidderName**;
  - 1.2. FC02\_Signed\_BOQ=**BidderName**; and

- 1.3. **FC03\_Signed\_BOQ\_Summary=BidderName.**
2. Project documents for contracting purposes as specified in Section III, BDS Clause 21 – to be submitted prior to contract signing:
  - 2.1. **CD01\_EXCEL\_DUPA=BidderName;** and
  - 2.2. **CD01\_Signed\_DUPA=BidderName.**

#### **IMPORTANT REMINDERS:**

- A. Print sheet “**FC02\_BOQ**” in the BOQ excel-file in size-A3 paper (11.7in x 16.5in). The electronic signed-copy must be saved as “**F02\_Signed-PDF\_BOQ=BidderName**” and to be submitted as integral part of the financial bid;
- B. Print the Summary of Bid Amounts in the BOQ excel-file with sheet named “**FC03\_BOQ Summary**” in size-A4 paper (8.27in x 11.69in). The electronic signed-copy must be saved as “**FC03\_Signed-PDF\_BOQ\_Summary=BidderName**” and to be submitted as integral part of the financial bid;
- C. *Soft-copy of the filled-out “**FC02\_EXCEL\_BOQ=BidderName**” must be part also of the financial documents to be submitted by the Bidder;*
- D. The print copy in size-A4 paper (8.27in x 11.69in) of the sheets named below found in the excel-file “**CD01\_EXCEL\_DUPA=BidderName**”, *should be duly accomplished to provide needed info of bid-items’ unit cost analyses:*
  - D.1. Div01 – General Requirements;
  - D.2. Div02 – Existing Conditions;
  - D.3. Div03 – Concrete Works;
  - D.4. Div04 – Masonry Works;
  - D.5. Div05 – Metal Works;
  - D.6. Div05 – Woods, Plastics, and Composites;
  - D.7. Div07 – Thermal and Moisture Protection;
  - D.8. Div08 – Openings (Doors and Windows);
  - D.9. Div09 – Finishes;
  - D.10. Div10 – Specialties;
  - D.11. Div11 – Food and Service Equipment;
  - D.12. Div12 – Furnishings;
  - D.13. Div13 – Special Construction;
  - D.14. Div14 – Conveying Equipment;
  - D.15. Div21 – Fire Suppression;
  - D.16. Div22 – Plumbing;
  - D.17. Div23 – Heating, Ventilating, and Air-Conditioning System;

- D.18. Div25 – Integrated Automation;
- D.19. Div26 – Electrical Works;
- D.20. Div27 – Communications;
- D.21. Div28 – Electronics, Safety, and Security;
- D.22. Div31 – Earthworks;
- D.23. Div32 – Exterior Improvements; and,
- D.24. Div33 – Utilities.

- ❑ Cognizant of the number of pages that must be printed out, each book of Detailed Unit Price Analysis (DUPA) should be packaged as book-bound materials with total pages of about 500 sheets to 600 sheets per book-bound.
- ❑ Each book should have its corresponding **Table of Contents**.

### TIPS:

- A. The spreadsheet “FC02\_EXCEL\_BOQ=**BidderName**” was designed for a simulation exercise. Thus, initial inputs can be changed up until the prescribed numeric ranges are complied with. ***Care should be taken to ensure that Bidder agrees on the minimum details as written in the worksheet.***
  - A.1. Rule ZERO must be observed/followed;
  - A.2. Inputted numeric data/info may be changed up until Bidder is convinced with the GRAND TOTAL, as well as;
  - A.3. Bid Clusters’ subtotals as reflected in **ANALYSIS OF BID: SUMMARY of BID AMOUNTS by Year per Division of Works** found in sheet named “FC03\_BOQ Summary”.
- B. The **Summary of Bid Amounts** will be automatically extracted from the dBase of itemized bids thru a pivot table shown in sheet named “FC03\_BOQ Summary”.  
**NOTE:** The amount of grand total bid will be summed-up once all the *unit price* data under the “direct costs”, and the *percentages* under the “indirect costs” are filled-out. The GRAND TOTAL of BID will automatically calculate each time the numeric variable-data are replaced.

\*\*\* Nothing Follows \*\*\*

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# *Bidder's LETTERHEAD*

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

### **INSTRUCTIONS to BIDDERS:**

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC07";
- 02.** IF THERE IS NO ONGOING INCLUDING AWARDED BUT NOT YET STARTED GOVERNMENT OR PRIVATE CONTRACTS, STATE "NONE", OR EQUIVALENT TERM;
- 03.** THE TOTAL AMOUNT OF THE ONGOING AND AWARDED BUT NOT YET STARTED CONTRACTS SHOULD BE CONSISTENT WITH THOSE FIGURES USED IN THE NET FINANCIAL CONTRACTING CAPACITY (NFCC);
- 04.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
- 05.** THE FILENAME STRUCTURE SHOULD BE "TC07\_All\_Ongoing\_Contracts=**BidderName**"; AND
- 06.** BIDDERS SHALL ATTACH CLEAR AND READABLE COPY OF 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 as part of the complete set of Bidding Documents 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 TECHNICAL DOCUMENTS MARKED AS "TC08".

**02.** THE TOTAL AMOUNT OF THE SLCC SHOULD BE EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC;

**03.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;

**04.** THE FILENAME STRUCTURE SHOULD BE "TC08\_SLCC=**BidderName**"; AND

**05.** BIDDERS SHALL ATTACH CLEAR AND READABLE COPY OF THE FOLLOWING:

- CERTIFICATE OF ACCEPTANCE OR COMPLETION, WHICHEVER IS APPLICABLE;
- FINAL RATING OF AT LEAST SATISFACTORY IN THE CONSTRUCTORS' PERFORMANCE EVALUATION SYSTEM (CPES) OR ANY SIMILAR PERFORMANCE EVALUATION DOCUMENTS ISSUED BY THE OWNER OF THE PROJECT OTHER THAN THE CONTRACTOR
- NOTICE OF AWARD (NOA);
- NOTICE-TO-PROCEED (NTP); AND
- CONTRACT FOR THE PROJECT.

**Note:** *Excel-file will be provided as part of the complete set of Bidding Documents 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 "TC09";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND
03. THE FILENAME STRUCTURE SHOULD BE "TC09\_NFCC=**BidderName**".

- A. Summary of the Bidder's assets and liabilities on the basis of the income tax return (*filed through the Electronic Filing and Payments System – "EFPS"*) 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 (2024)	
2	Minus: Current Liabilities	Balance Sheet Audited FS (2024)	
3	<b>Sub-Total</b>		
4	Multiplied by 15		
5	<b>Product</b>		
6	Minus: Value of Outstanding Contracts	Eligibility Document "E07"	
7	<b>NFCC</b>		

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 asset 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].

<b>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</b>	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\PROponent:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	



# *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 "TC11";
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 "TC11\_BID\_SECURITY=**BidderName**".

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) S.S.  
X-----X

### **BID SECURING DECLARATION**

Issued by the GPPB through Amended GPPB Resolution 15-2014 on 20June2014

Invitation to Bid No. **IB25-414804-01**

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 is in the form of a Bid-Securing Declaration;
- [2] I/We accept that:
  - a. I/we will be automatically disqualified from bidding for any 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. If I/we am/are declared as the Bidder with the Lowest Calculated Responsive Bid (LCRB), and I/we shall have furnished the Performance Security and have signed the Contract.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_<sup>TH</sup> Day of \_\_\_\_\_ 2025 at \_\_\_\_\_.

	AFFIANT
Signature of the Authorized Representative	
Name of the Authorized Representative	
Position Title of Signatory:	
Name of Firm\Bidder:	
Postal Address:	
Telephone Number:	
email address:	

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_<sup>TH</sup> Day of \_\_\_\_\_ 2025 at \_\_\_\_\_, 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 1<sup>st</sup> ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ and 2<sup>nd</sup> ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_<sup>TH</sup> Day of \_\_\_\_\_ 2025.

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)	

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# Bidder's LETTERHEAD

## FORM 5: 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 "TC12";
02. ABSENCE OF THIS STATEMENT SHALL RENDER THE BID AS 'INELIGIBLE';
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND
04. THE FILENAME STRUCTURE SHOULD BE "TC12\_Notarized\_OSS=BidderName".

REPUBLIC OF THE PHILIPPINES )  
 CITY OF \_\_\_\_\_ ) S.S.  
 X-----X

### AFFIDAVIT

Invitation to Bid No. IB25-414804-01

I, [*Name of Affiant*], of legal age, [*Civil Status*], [*Nationality*], and residing at [*Address of Affiant*], after having been duly sworn in accordance with law, do hereby depose and state that:

#### 1. Select one, delete the other:

*If a sole proprietorship:* I am the sole proprietor of [*Name of Bidder*] with principal business address at [*address of Bidder and contact number*];

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [*Name of Bidder*] with principal business address at [*address of Bidder and contact number*];

#### 2. Select one, delete the other:

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of [*Name of Bidder*], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for "One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City" per IB25-414804-01, of the **Development Academy of the Philippines (DAP)**, as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the PROJECT: "One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City" per IB25-414804-01, **Development Academy of the Philippines (DAP)**, 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. 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;
4. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
5. **Select one, delete the rest:**
  - If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the Head of the Project Management Office or the End-User unit, and the Project Consultants by consanguinity or affinity up to the third civil degree;
  - If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the Head of the Project Management Office or the End-User unit, and the Project Consultants by consanguinity or affinity up to the third civil degree;
  - If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, 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;
6. *[Name of Bidder]* complies with existing labor laws and standards;
7. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder in compliance with the **Official Bidding Documents**, which includes:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the Works as described in Section VI. Schedule of Requirements and Specification, based on the Construction Plans/Drawings and Technical Specifications, and the facilities available and needed for the contract to be bid, if any;
  - d) Certifies that the quantities found in the Bill-of-Quantities (BOQ) and Detailed Unit Price Analysis (DUPA) are guaranteed materials quantity for the completion of the Works as described in Section VI. Schedule of Requirements and Specification; and,
  - e) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **“One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City” per IB25-414804-01.**
8. That in compliance with all the requirements of the **Official Bidding Documents**, I certify that *[Name of Bidder]*:
  - a) Is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
  - b) Has no terminated contract/s on infrastructure project/s due to default with the public

and/or private sector for the past five (5) years;

- c) Has no case resolved with finality that is against or not in favor of [Name of Bidder] before the Construction Industry Arbitration Commission (CIAC) and/or any other trial courts related to construction contracts or infrastructure projects;
  - d) Is fully aware and understood that our Financial Bid for the PROJECT: **“One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City”** is a Lump Sum Bid;
  - e) Will not pull-out all materials, machineries, and equipment whether it is owned, leased or under purchase agreement in event of termination of contract, to the Procuring Entity when those materials, machineries, and equipment will impact on the structural integrity of the works being undertaken or essential for the completion of the project as certified by the concerned Procuring Entity’s design professionals, at no cost to the Procuring Entity;
  - f) Has its employed key personnel, such as Project Manager, Resident Engineer, Project Architect, Structural Engineer, Professional and Registered Electrical Engineers, Professional and Registered Electronics Engineers, Professional and Registered Mechanical Engineers, Fire Protection Engineer, Registered Master Plumber, Sanitary Engineer, Safety Officer, Materials Engineer, Quantity Surveyor, Technical Drafter, General Supervisor, and Registered Nurse who will be engaged for the PROJECT as specified in **Section III, BDS Clause 10.4**;
  - g) Has the available minimum good functioning and operational tools, machineries, and equipment units which are owned, leased, and/or under purchase agreement that will be used for the PROJECT as specified in **Section III, BDS Clause 10.5**;
  - h) Shall undertake the completion of the PROJECT in accordance with Bid Data Sheet, General and Special Conditions of Contract, Schedule of Requirements and Scope-of-Works, Approved Construction Schedule, Construction Rules and Regulations, Construction Plans/Drawings, Outline and Technical Specifications, and other particulars prescribed in the **Official Bidding Documents**;
  - i) Shall facilitate and pay all needed permits and clearances pertaining to the PROJECT including printing of construction plans for this purpose;
  - j) Shall secure written approval of the Procuring Entity or its duly authorized representative(s) before a Sub-Contractor/s will be engaged during the implementation of the PROJECT;
  - k) Shall submit within ten (10) calendar days from the receipt of Notice of Award (NOA) the required additional contract documents as specified in **Section III, BDS Clause 21**; and,
  - l) Shall submit the construction and post-construction documents before the issuance of Certificate of Completion and release of payment for the final progress billing as specified in **Section V, SCC Clauses 15.2; and Section VI, item no. 3, of the Official Bidding Documents**.
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. It complies with the disclosure provision under Section 47 of the Republic Act No. 9184 and its IRR, in relation to other provisions of R.A. 3019; and,
11. **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 \_\_\_\_<sup>TH</sup> Day of \_\_\_\_\_, 2025 at \_\_\_\_\_, Philippines.

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

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_<sup>TH</sup> Day of \_\_\_\_\_, 2025 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 1<sup>st</sup> ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ and 2<sup>nd</sup> ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_<sup>TH</sup> Day of \_\_\_\_\_, 2025.

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)	

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# Bidder's LETTERHEAD

## FORM 6: FORMAT OF CURRICULUM VITAE (CV) FOR ALL PROPOSED PERSONNEL TO BE ASSIGNED TO THE PROJECT

### 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 "TC14";
02. WHEN FILLED-OUT, THESE FORMS SHOULD CONTAIN THE BIDDER'S WRITE-UP THAT WILL PROVIDE DAP THE NAMES OF THE BIDDER'S PERSONNEL WHO WILL BE ENGAGED FOR THE PROJECT INCLUDING THEIR RESPECTIVE TASKS;
03. USE ADDITIONAL PAGE/S AS NECESSARY. RECENT ID PHOTO OF THE PERSONNEL MUST BE INSERTED;
04. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
05. THE FILENAME STRUCTURE SHOULD BE (FOR EACH KEY PERSONNEL):
  - a. "T14\_CV\_Project\_Manager=**BidderName**";
  - b. "T14\_CV\_Resident\_Engineer=**BidderName**";
  - c. "T14\_CV\_Project\_Architect=**BidderName**";
  - d. "T14\_CV\_Structural\_Engineer=**BidderName**";
  - e. "T14\_CV\_Prof-Electrical\_Engineer=**BidderName**";
  - f. "T14\_CV\_Reg-Electrical\_Engineer=**BidderName**";
  - g. "T14\_CV\_Prof-Electronics\_Engineer=**BidderName**";
  - h. "T14\_CV\_Electronics\_Engineer=**BidderName**";
  - i. "T14\_CV\_Prof-Mechanical\_Engineer=**BidderName**";
  - j. "T14\_CV\_Reg-Mechanical\_Engineer=**BidderName**";
  - k. "T14\_CV\_Fire\_Protection\_Engineer=**BidderName**";
  - l. "T14\_CV\_Reg\_Master\_Plumber=**BidderName**";
  - m. "T14\_CV\_Sanitary\_Engineer=**BidderName**";
  - n. "T14\_CV\_Safety\_Officer=**BidderName**";
  - o. "T14\_CV\_Materials\_Engineer=**BidderName**";
  - p. "T14\_CV\_Quantity\_Surveyor=**BidderName**";
  - q. "T14\_CV\_Technical\_Drafter-1=**BidderName**";
  - r. "T14\_CV\_Technical\_Drafter-2=**BidderName**";
  - s. "T14\_CV\_General\_Supervisor-1=**BidderName**";
  - t. "T14\_CV\_General\_Supervisor-2=**BidderName**"; and
  - u. "T14\_CV\_Registered\_Nurse=**BidderName**".

{insertdate}

PROPOSED POSITION:	<b>[PROPOSED POSITION]</b>		<b>TC14</b>	
NAME OF FIRM:			[Recent ID Photo]	
FULL NAME OF THE STAFF MEMBER:				
PROFESSION:				
YEARS OF PROFESSIONAL EXPERIENCE:				
PRC ID No. [Note: attach photocopy of PRC ID, if applicable]		REG. DATE:		
		VALID UNTIL:		
PTR No. [Note: attach photocopy of PTR receipt, if applicable]		DATE & PLACE OF ISSUE:		
DATE OF BIRTH:		NATIONALITY:		YEARS WITH THE FIRM/ENTITY:



PROPOSED POSITION:	<b>[PROPOSED POSITION]</b>	<b>TC14</b>
<b>DETAILED TASKS</b> ASSIGNED IN RELATION TO THE PROJECT:		
01.		
02.		
03.		
04.		
<b>KEY QUALIFICATIONS</b> 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>		
<b>A. EXPERIENCE RELATIVE TO THE PROPOSED POSITION:</b>		
❖		
❖		
❖		
<b>B. INVOLVEMENT IN OTHER PROJECTS ONGOING</b> <i>[List of all current projects, locations, positions and target date of completion. Use additional sheet/s, if needed]</i>		
❖		
❖		
❖		
<b>C. RELEVANT TRAININGS TO TASKS ON PROJECT</b> <i>[Attach photo-copy of Certificate/s]:</i>		
❖		
❖		
❖		
<b>EDUCATION:</b> <i>[Summarize college/university and other specialized education giving names of schools, dates attended, and degrees obtained; use additional sheet/s, if needed]</i>		
❖		
❖		
❖		
❖		
<b>TYPE OF LICENSURE EXAMINATION PASSED:</b>	<b>DATE TAKEN:</b>	
❖	❖	
❖	❖	
❖	❖	
❖	❖	
<b>HONORS / AWARDS / RECOGNITIONS / CERTIFICATES RECEIVED:</b> <i>[use additional sheet/s, if needed]</i>	<b>DATE:</b>	
❖	❖	
❖	❖	
❖	❖	
❖	❖	
<b>EMPLOYMENT RECORD:</b> <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)		
<b>LANGUAGES:</b> <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 Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City**” per **IB25-414804-01** is awarded to **[name of company]**, I firmly commit to assume the post of **[designated position]**.

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

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

<b>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</b>	
NAME OF THE AUTHORIZED REPRESENTATIVE:	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

# Bidder's LETTERHEAD

## FORM 7: MANPOWER SCHEDULE

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD; SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC15";
02. WHEN FILLED-OUT, THIS FORM SHOULD CONTAIN THE BIDDER'S PROPOSED MANPOWER LOADING INCLUDING THE KEY PERSONNEL FOR THE PROJECT;
03. USE ADDITIONAL PAGE/S AS NECESSARY TO COMPLETE THE LIST OF PROPOSED MANPOWER;
04. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
05. THE FILENAME STRUCTURE SHOULD BE "TC15\_Proposed\_Workforce\_Schedule=BidderName".

{insertdate}

Manpower Description / Position	No. of Workforce ( <i>add rows if needed</i> )	Date		Months (in the Form of a Bar Chart)									
		Start	Finish	1	2	3	4	5	6	7	N <sup>th</sup>	sum	
01.													
02.													
03.													
04.													
05.													
Nn...													
Total No. of Manpower													

*This is to certify that undersigned commits to finish the requirements on or before the prescribed date for the undertaking we bid re: "One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City" per IB25-414804-01.*

<b>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</b>	
NAME OF THE AUTHORIZED REPRESENTATIVE:	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

# *Bidder's LETTERHEAD*

## **FORM 8: DESCRIPTION OF THE CONSTRUCTION METHODOLOGY AND PROCEDURES FOR THE PROJECT**

### 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 "TC16";
02. WHEN FILLED-OUT, THIS FORM SHOULD CONTAIN THE BIDDER'S WRITE-UP THAT PROVIDES METHODOLOGIES AND PROCEDURES THAT WILL BE CONDUCTED FOR THE PROJECT;
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
04. USE ADDITIONAL PAGE/S AS NECESSARY TO COMPLETE THE PROPOSED CONSTRUCTION METHODOLOGIES AND PROCEDURES;
05. THE BIDDER MAY PROVIDE ADDITIONAL INFORMATION ON CONSTRUCTION METHODOLOGIES AND PROCEDURES AS THEY DEEMED FIT FOR THE PROJECT; AND
06. THE FILENAME STRUCTURE SHOULD BE "TC16\_Methodology\_and\_Procedures=**BidderName**".

{insertdate}

### **A. INTRODUCTION**

- ❖ Refer to Nature of the PROJECT....
  - A.1.a. ...
  - A.1.b. ...

### **B. BRIEF DESCRIPTION OF CONTRACT WORKS**

- ❖ State general features of Contract works. Use tables as necessary.
  - B.1.a. ...
  - B.1.b. ...

### **C. CONSTRUCTION METHODS AND PROCEDURE**

#### **C.1. Methodology or General Approach**

State general approach in construction in terms of use of equipment-intensive or labor-based methods, any special techniques, methods or procedures to ensure quality of construction and timely completion of the following major items of work applicable to the project:

- C.1.a. Substructure (i.e. site preparation, excavation, backfill works, etc.);
  - ...
- C.1.b. Superstructure (i.e. structural works, architectural works, mechanical works (air-conditioning & ventilation), electrical (interior & exterior) and auxiliaries works, plumbing / sanitary works, etc.);
  - ...
- C.1.c. Site Civil Development Works;
  - ...
- C.1.d. Architectural Interior (AI) Finishing Work; and,
  - ...
- C.1.e. Specialty Work.
  - ...

#### **D. FINANCIAL PROGRAM**

D.1. Provision for working capital, etc.

D.2. ...

*[The narrative description of Construction Methods is required to be in the Technical Envelope of the Bidder. The above is the recommended outline in the Bidder's presentation of the documents.]*

*This is to certify that undersigned commits to finish the requirements on or before the prescribed date for the undertaking we bid re: "One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City" per IB25-414804-01.*

<b>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</b>	
NAME OF THE AUTHORIZED REPRESENTATIVE:	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

# Bidder's LETTERHEAD

## FORM 9: LIST OF AVAILABLE EQUIPMENT UNITS

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD; SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC17";
02. USE ADDITIONAL PAGE/S AS NECESSARY TO COMPLETE THE LIST OF AVAILABLE EQUIPMENT UNITS;
03. EACH EQUIPMENT IDENTIFIED IN THE LIST SHOULD BE IN GOOD, FUNCTIONING AND OPERATING CONDITION;
04. FOR EACH EQUIPMENT LISTED, THE BIDDER SHALL ATTACH THE COPY OF PROOF OF OWNERSHIP OR CERTIFICATION OF AVAILABILITY OF EQUIPMENT FROM THE EQUIPMENT LESSOR / VENDOR FOR THE DURATION OF THE PROJECT, AS THE CASE MAY BE;
05. THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND
06. THE FILENAME STRUCTURE SHOULD BE "TC17\_List\_of\_Available\_Equipment\_Units=**BidderName**".

{insertdate}

MINIMUM EQUIPMENT REQUIRED FOR THE PROJECT					
Item No.	Equipment Description	Number of Units Owned	Number of Units under Leased Agreement	Number of Units under Purchase Agreement	Total Number of Units
1	Tower Crane (Luffing Tower Crane)				
2	Mobile Crane				
3	Construction Passenger Elevator				
4	Lifting or Conveying Equipment				
5	Dump Trucks				
6	Flatbed Trucks				
7	Back Hoe				
8	Pay Loader				
9	Skid Loader				
10	Walk Behind Roller Compactor / Other appropriate size compactor				
11	Generator Sets (standby / portable)				
12	Concrete Pump				
13	Concrete Mixers				
14	Mortar Mixers				
15	Mortar Shotcretes				
16	Concrete Vibrators				
17	Air Compressor Units				
18	Mechanical Bar Bender and Cutters				
19	Cutting Outfits complete with accessories				
20	Gondolas				
21	Jackhammer				
22	Power Trowels				
23	Submersible Pumps				
24	Welding Machines				

MINIMUM EQUIPMENT REQUIRED FOR THE PROJECT					
Item No.	Equipment Description	Number of Units Owned	Number of Units under Leased Agreement	Number of Units under Purchase Agreement	Total Number of Units
25	Water Tanker or Lorry Tanker				
26	Total Station Surveying Equipment				
27	Scaffolding and Shoring System				
28	Exhaust and Ventilation Equipment (e.g., exhaust / ventilation for confines spaces)				
29	Drone				
30	Power Tools				
31	Leveling Gadgets and other Devices (e.g., laser, electronic gadgets, etc.)				
32	Personal Protective Equipment (e.g., Hard Hats, Safety Shoes/Boots/Belts, Safety Harness, etc.)				
33	Other Equipment...				

*This is to certify that undersigned commits to provide and make available all equipment listed above for the project: “One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City” per IB25-414804-01.*

<b>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</b>	
NAME OF THE AUTHORIZED REPRESENTATIVE:	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	



## FORM 10: EQUIPMENT UTILIZATION SCHEDULE

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD; SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC18";
02. USE ADDITIONAL PAGE/S AS NECESSARY TO COMPLETE THE LIST OF EQUIPMENT UTILIZATION SCHEDULE;
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND
04. THE FILENAME STRUCTURE SHOULD BE "TC18\_Equipment\_Utilization\_Schedule=BidderName".

[illegible]

Category/Equipment	No. of Unit	Date		Months										
		Start	Finish	1	2	3	4	5	6	7	8	9	10	Nt h
Lorry Tanker														
26. Total Station Surveying Equipment														
27. Scaffolding and Shoring System														
28. Exhaust and Ventilation Equipment (e.g., exhaust / ventilation for confines spaces)														
29. Drone														
30. Power Tools														
31. Leveling Gadgets and other Devices (e.g., laser, electronic gadgets, etc.)														
32. Personal Protective Equipment (e.g., Hard Hats, Safety Shoes/Boots/Belts, Safety Harness, etc.)														
33. Other Equipment...														

*This is to certify that undersigned commits to provide and make available all equipment listed above for the project: "One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City" per IB25-414804-01.*

<b>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</b>		
NAME OF THE AUTHORIZED REPRESENTATIVE:		
POSITION TITLE OF SIGNATORY:		
NAME OF FIRM\BIDDER:		
POSTAL ADDRESS:		
TELEPHONE NUMBER:		
EMAIL ADDRESS:		

## FORM 11: CERTIFICATE OF SITE INSPECTION

### INSTRUCTIONS to BIDDER:

01. SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC22";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
03. THE FILENAME STRUCTURE SHOULD BE "TC22\_Certificate\_Site\_Inspection=**BidderName**"; AND
04. INTERESTED BIDDERS SHALL FOLLOW THE EXISTING PROTOCOLS SET BY THE DAP CONFERENCE CENTER DURING THE SITE INSPECTION.

## CERTIFICATE OF SITE INSPECTION

in

DAP Conference Center, Tagaytay City

BIDDING NO.:	<b>IB25-414804-01</b>	
PROJECT TITLE:	<b>One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City</b>	
BIDDER'S REP.#1 NAME / POSITION		
BIDDER'S REP.#2 NAME / POSITION		
BIDDER'S REP.#3 NAME / POSITION		
DAP REPRESENTATIVE DURING INSPECTION		
DATE AND TIME OF INSPECTION		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>This is to certify that we have adequately inspected the on-going NTB-construction and was able to get enough info/data pertaining to the above stated Project.</i></p> <p>By Bidder/ Bidder's Authorized-rep:</p> <p>SIGNATURE: _____</p> <p>PRINTED NAME: _____</p> <p>POSITION TITLE: _____</p> </div> <div style="width: 45%;"> <p><i>This is to certify that the above-named Bidder/Bidder's Representative had indeed visited/ inspected the on-going NTB-construction for the above stated Project.</i></p> <p>By DAP Authorized Representative:</p> <p>SIGNATURE: _____</p> <p>PRINTED NAME: _____</p> <p>POSITION TITLE: _____</p> </div> </div>		

# *Bidder's LETTERHEAD*

## **FORM 12: 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 BID DOCUMENTS MARKED AS **"FC01"**;
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
03. THE FILENAME STRUCTURE SHOULD BE **"FC01\_Financial\_Bid\_Form=BidderName"**.

## **BID FORM**

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

Date:

Invitation to Negotiate No.: **IB25-414804-01**

### **BIDS & AWARDS COMMITTEE**

development academy of the philippines

GF, dap Bldg., San Miguel Avenue, Pasig City 1600

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

Telephone: (632) 8631-0921 loc. 133

BAC Secretariat email: [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph)

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

Having examined the Official Bidding Document (OBD) 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 OBD, including the Supplemental or Bid Bulletins, for the Procurement Project: **"One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City"**;
- (b) We offer to execute the Works for this Contract in accordance with the OBD including the Supplemental or Bid Bulletins, Instruction to Bidders and Bid Data Sheet, General and Special Conditions of Contract, Schedule of Requirements and Scope-of-Works, Approved Construction Schedule, Construction Rules and Regulations, Construction Plans/Drawings, Outline and Technical Specifications, and other particulars prescribed in the OBD;
- (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 total price of our Bid in words and figures, including the discounts offered is *[insert amount]*. See matrix below for the summary of our Bid Price is:

item	DIRECT COST			INDIRECT COST		VAT	TOTAL
	TOTAL MATERIAL COST	TOTAL LABOR COST	TOTAL EQUIPMENT COST	OCM	PROFIT		
AMOUNT							
DISCOUNT, IF ANY							
PROPOSED BID PRICE INCLUDING DISCOUNT							
PROPOSED TOTAL BID PRICE INCLUDING DISCOUNT, IN WORDS							

- (f) Our Bid shall be valid within the period stated in the OBD, and it shall remain binding upon us at any time before the expiration of that period;
- (g) 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 guidelines<sup>1</sup> for this purpose;
- (h) 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;
- (i) 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;
- (j) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive;
- (k) **We likewise certify/confirm that the undersigned, is the duly authorized representative of *[Bidder Name]*, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the offer, and to sign and execute the ensuing contract for the PROJECT; and,**
- (l) We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our offer.

<b>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</b>	Yours sincerely,
---	------------------

<sup>1</sup> currently based on GPPB Resolution No. 09-2020

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

for Procurement of Infrastructure Projects

THIS AGREEMENT made this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2025 between the **DEVELOPMENT ACADEMY OF THE PHILIPPINES**, with principal office address at DAP Building, San Miguel Avenue, Pasig City, (hereinafter called “the **Entity**”) and [*name and address of Contractor*] (hereinafter called the “**Contractor**”).

WHEREAS, the **DAP** is desirous that the **Contractor** execute “**One Lot Lump Sum Contract for the Completion of Unfinished Works for the Construction of a Fourteen-Storey New Training Building, Site Development and various Site Improvements, including supply and installation of Design Fit-Outs, Furnishings, and Fixtures (DFOFF) at the DAP Conference Center in Tagaytay City**” per **IB25-414804-01** (hereinafter called the “**Works**”) and the **Entity** has accepted the Bid for [*contract price in words and figures in specified currency*] by the **Contractor** for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a. Official Bidding Documents (OBDs);
  - i. Drawings/Plans;
  - ii. Specifications;
  - iii. Bill of Quantities;
  - iv. General and Special Conditions of Contract;
  - v. Supplemental or Bid Bulletins, if any;
- b. **Contractor’s** bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the **Contractor’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 **Entity’s** bid evaluation;

- c. Performance Security;
- d. Notice of Award of Contract and the **Contractor’s** conforme thereto; and
- e. Other contract documents that may be required by existing laws and/or the **Entity** in the OBDs. **The Contractor agrees that additional contract documents or information prescribed by the Government Procurement Policy Board that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of this Agreement.**

Insert spaces for signatories here. The signatures should be oriented in this direction.



3. In consideration for the sum of [*total contract price in words and figures*] or such other sums as may be ascertained, the **Contractor** agrees to [*state the object of the contract*] in accordance with his/her/its Bid.
4. The **Entity** 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>
<i>President &amp; Chief Executive Officer</i>	<i>name of Authorized Representative. position-title of "Bidder"</i>
<b>***witnesses ***</b>	
<i>Witness1 of DAP position-title of "DAP's Witness1"</i>	<i>Witness1 of the Bidder position-title of "Bidder's Witness1"</i>
<i>Witness2 of DAP position-title of "DAP's Witness2"</i>	<i>Witness2 of the Bidder position-title of "Bidder's Witness2"</i>

**ACKNOWLEDGMENT**

**REPUBLIC OF THE PHILIPPINES)**  
**CITY OF \_\_\_\_\_): S.S.**

**BEFORE ME**, on this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2025 at \_\_\_\_\_,  
 personally appeared the following persons:

<b>&lt;NAME OF AUTHORIZED REPRESENTATIVE&gt;</b> <b>&lt;Designation&gt;</b> <b>&lt;Name of Contracting Party&gt;</b>	<b>For the Contractor</b> <ul style="list-style-type: none"> <li>• ID No. _____</li> <li>• Issued in _____</li> <li>• Valid until _____</li> </ul>
<b>&lt;NAME OF DAP-PCEO&gt;</b> <b>President and CEO</b> <b>Development Academy of the Philippines</b>	<b>For the Entity</b> <ul style="list-style-type: none"> <li>• ID No. _____</li> <li>• Issued in _____</li> <li>• Valid until _____</li> </ul>

who are known to me to be the same persons who executed the foregoing instrument and have both acknowledged to me that the same is their free and voluntary act and deed and that of the <government agency/ies, institution/s, organization/s> they represent therein.

This instrument consisting of <number of pages> (<#>) pages *<Note: this refers to the main contract only>*, signed by the Parties on the left-hand margin of each page thereof and with their instrumental witnesses at the bottom of the same instrument on page "[ ]", this page on which this Acknowledgment is written, and the attached Annexes "[ ]", refers to a Contract Agreement executed for the purpose(s) therein set forth.

**WITNESS MY SIGNATURE AND NOTARIAL SEAL** on the date and place first above written.

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	2025

## Section XII. DOCUMENTARY REQUIREMENT CHECKLIST

### Folder No.1: **TECHNICAL DOCUMENTS**

01. All submissions of the Bidder should be **clear and readable** and must indicate the document number. Bidders' Technical Documents should be marked "**TC01**" to "**TC27**".
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
  - ✓ "**NOT APPLICABLE**" if the item in the checklist was not appropriate or no longer required.
03. During the evaluation at the stage of post-qualification, a proposal may still be declared "**not eligible**" or "**failed**" if the contents / substance of the submitted document is missing, or is found inappropriate, or does not comply with the given requirements for this transaction.

Bidding No. <b>IB25-414804-01</b>	Total ABC: <b>ONE BILLION SEVEN HUNDRED FORTY MILLION PESOS (₱1,740,000,000.00)</b>
Particulars:	<b>ONE LOT LUMP SUM CONTRACT FOR THE COMPLETION OF UNFINISHED WORKS FOR THE CONSTRUCTION OF A FOURTEEN-STOREY NEW TRAINING BUILDING, SITE DEVELOPMENT AND VARIOUS SITE IMPROVEMENTS, INCLUDING SUPPLY AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS, AND FIXTURES (DFOFF) AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY</b>
Venue of Bid Opening:	<b>DAP Bldg., San Miguel Avenue, Pasig City</b>
DATE & TIME of Bid Opening	<b>02 September 2025 at 10:00 AM</b>

<b>PROPOSER INFORMATION</b>	<b>COMPANY NAME:</b>	<b>?</b>
	<b>COMPANY MAILING ADDRESS:</b>	<b>?</b>
	<b>COMPANY WEBSITE OR EMAIL ADDRESS:</b>	<b>?</b>
Bidder's Authorized Representative:	<b>NAME OF THE COMPANY REPRESENTATIVE:</b>	<b>?</b>
	<b>POSITION TITLE OF THE COMPANY REPRESENTATIVE:</b>	<b>?</b>

TECHNICAL DOCUMENTS	mark	As Checked
1. Photocopy of valid PhilGEPS Certificate of Registration per <b>BDS Clause 10.1, item no. 1.</b>	<b>TC01</b>	<input type="checkbox"/> <b>Present</b> <input type="checkbox"/> <b>Absent</b>
2. Photocopy of Registration Certificate from SEC or DTI, or CDA, whichever is applicable per <b>BDS Clause 10.1, item no. 1.1.</b>	<b>TC02</b>	<input type="checkbox"/> <b>Present</b> <input type="checkbox"/> <b>Absent</b>

TECHNICAL DOCUMENTS	mark	As Checked
3. Photocopy of Tax Clearance Certificate for FY2024 issued by the Bureau of Internal Revenue (BIR) per <b>BDS Clause 10, item no. 1.2.</b>	TC03	<input type="checkbox"/> Present <input type="checkbox"/> Absent
4. Photocopy of Audited Financial Statements for FY2022 and FY2023 stamped “received” by the BIR or its duly accredited and authorized institutions per <b>BDS Clause 10.1, item no. 1.3.</b>	TC04	<input type="checkbox"/> Present <input type="checkbox"/> Absent
5. Photocopy of valid PCAB License and Registration for “Building and Industrial Plant” (Project Kind) with at least “Large B” (Size Range) and “AAA” (License Category) per <b>BDS Clause 10.1, item no. 1.4.</b>	TC05	<input type="checkbox"/> Present <input type="checkbox"/> Absent
6. Photocopy of valid Mayor’s/Business Permit issued by the city or municipality where the principal place of business is located, or the equivalent document for Exclusive Economic Zones or Areas.  <i>Provided that the principal business address shall match with the address indicated in any of the following class “A” eligibility documents, i.e. E02, E03, E04, or E05, per <b>BDS Clause 10.1, item no. 1.5.</b></i>	TC06	<input type="checkbox"/> Present <input type="checkbox"/> Absent
7. Statement of All Ongoing government and private contracts, including contracts awarded but not yet started, if any, per <b>BDS Clause 10.1, item no. 2.</b>	TC07	<input type="checkbox"/> Present <input type="checkbox"/> Absent
8. Statement of a Single Largest Completed Contract (SLCC) similar to the contract to be bid per <b>BDS Clause 10.1, item no. 3</b> , and supported by photocopy of the <b>Client’s</b> :  ❖ Certificate of Final Acceptance or Completion, whichever is applicable; <b>and</b>  ❖ Photocopy of final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES) or any similar performance evaluation documents in case of contracts with private sector.	TC08	<input type="checkbox"/> Present <input type="checkbox"/> Absent
9. NFCC computation of at least equal to the ABC per <b>BDS Clause 10.1, item no. 4.</b>	TC09	<input type="checkbox"/> Present <input type="checkbox"/> Absent
10. <b>If applicable</b> , 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, per <b>BDS Clause 10.1, item no. 5.</b>  <b>NOTE: If not into JVA, please attach a paper with the note stating “NOT APPLICABLE” marked as “TC10”.</b>	TC10	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> N / A
11. Bid security in any of the prescribed forms per <b>BDS Clause 10.1, item no. 6.</b>	TC11	<input type="checkbox"/> Present <input type="checkbox"/> Absent
12. Duly Notarized Omnibus Sworn Statement per <b>BDS Clause 10.1, item no. 7.</b>	TC12	<input type="checkbox"/> Present <input type="checkbox"/> Absent
13. Proposed Organizational Chart showing the List of Bidder’s Key Personnel for the Project per <b>BDS Clause 10.1, item no. 8.</b>	TC13	<input type="checkbox"/> Present <input type="checkbox"/> Absent

TECHNICAL DOCUMENTS	mark	As Checked
14. An accomplished Curriculum Vitae (CV) of All Proposed Key Personnel <b>per BDS Clause 10.1, item no. 9.</b>	TC14	
14.1. Project Manager		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.2. Resident Engineer		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.3. Project Architect		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.4. Structural Engineer		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.5. Professional Electrical Engineer		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.6. Registered Electrical Engineer		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.7. Professional Electronics Engineer		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.8. Electronics Engineer		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.9. Professional Mechanical Engineer		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.10. Registered Mechanical Engineer		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.11. Fire Protection Engineer		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.12. Registered Master Plumber		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.13. Sanitary Engineer		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.14. Safety Officer		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.15. Materials Engineer		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.16. Quantity Surveyor		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.17. Technical Drafter No. 1		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.18. Technical Drafter No. 2		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.19. General Supervisor No. 1		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.20. General Supervisor No. 2		<input type="checkbox"/> Present <input type="checkbox"/> Absent
14.21. Registered Nurse		<input type="checkbox"/> Present <input type="checkbox"/> Absent
15. Duly signed proposed Workforce Schedule <b>per BDS Clause 10.1, item no. 10.</b>	TC15	<input type="checkbox"/> Present <input type="checkbox"/> Absent
16. Duly signed narrative description of Construction Methodology and Procedure that will be used for implementation <b>per BDS Clause 10.1, item no. 11.</b>	TC16	<input type="checkbox"/> Present <input type="checkbox"/> Absent
17. Duly signed List of Bidder's Available Equipment Units <b>per BDS</b>	TC17	<input type="checkbox"/> Present

TECHNICAL DOCUMENTS	mark	As Checked
<b>Clause 10.1, item no. 12.</b>		<input type="checkbox"/> <b>Absent</b>
18. Duly signed Equipment Utilization Schedule <b>per BDS Clause 10.1, item no. 13.</b>	<b>TC18</b>	<input type="checkbox"/> <b>Present</b> <input type="checkbox"/> <b>Absent</b>
19. Duly signed PERT-CPM for the Project based on the Milestone Activities specified in Section VI. Schedule of Requirements and Specification reflecting the Critical Path of activities <b>per BDS Clause 10.1, item no. 14.</b>	<b>TC19</b>	<input type="checkbox"/> <b>Present</b> <input type="checkbox"/> <b>Absent</b>
20. Duly signed proposed Construction Schedule (Gantt Chart) and S-Curve <b>per BDS Clause 10.1, item no. 15.</b>	<b>TC20</b>	<input type="checkbox"/> <b>Present</b> <input type="checkbox"/> <b>Absent</b>
21. Construction Safety & Health Program for the Project <b>per BDS Clause 10.1, item no. 16.</b>	<b>TC21</b>	<input type="checkbox"/> <b>Present</b> <input type="checkbox"/> <b>Absent</b>
22. Certificate of Site Inspection duly signed by authorized DAP Officer <b>per BDS Clause 10.1, item no. 17.</b>	<b>TC22</b>	<input type="checkbox"/> <b>Present</b> <input type="checkbox"/> <b>Absent</b>
23. At least valid ISO 9001:2015 Certification per <b>BDS Clause 10.1, item no. 18.</b>	<b>TC23</b>	<input type="checkbox"/> <b>Present</b> <input type="checkbox"/> <b>Absent</b>
24. Company Profile of the Bidder per <b>BDS Clause 10.1, item no. 19.</b>	<b>TC24</b>	<input type="checkbox"/> <b>Present</b> <input type="checkbox"/> <b>Absent</b>
25. Contractors' Performance Evaluation System (CPES) Rating or any similar performance evaluation documents in case of contracts with private sectors for all completed contract/s within the past five (5) years per <b>BDS Clause 10.1, item no. 20.</b>	<b>TC25</b>	<input type="checkbox"/> <b>Present</b> <input type="checkbox"/> <b>Absent</b>
26. Bidder's Certification stating that:  ❖ The Bidder has no negative slippage of at least fifteen percent (15%) in any one ongoing project or a negative slippage of at least ten percent (10%) in each of two or more ongoing contracts; and  ❖ The Bidder has no terminated contract/s on infrastructure project/s due to default with the public and/or private sector for the past five (5) years.	<b>TC26</b>	<input type="checkbox"/> <b>Present</b> <input type="checkbox"/> <b>Absent</b>
27. USB Thumb Drive containing electronic-copies of the submitted technical documents as explained in <b>Section XIII: FILENAMES</b> per <b>BDS Clause 10.1, item no. 22.</b>	<b>TC27</b>	<input type="checkbox"/> <b>Present</b> <input type="checkbox"/> <b>Absent</b>

**END OF TECHNICAL DOCUMENTS CHECKLIST**

<b>BAC's Remarks:</b>	<input type="checkbox"/> <b>PASSED</b>	<input type="checkbox"/> <b>FAILED</b>	<input type="checkbox"/> <b>FOR RECONSIDERATION</b>
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<b>CHECKED BY:</b>	<b>ENDORSED BY:</b>	<b>DOCUMENTS RECEIVED BY:</b>
<b>Engr. ANTONIO L. ALEGRIA</b> Chairperson, TWG	<b>JUNE ARVIN C. GUDOY</b> Chairperson, BAC	<b>RODEL DV. CASTILLO</b> Officer-in-Charge, BAC Secretariat Division

## Folder No.2: **FINANCIAL DOCUMENTS**

01. All submissions of the Bidder should be **clear and readable** and must indicate the document number Bidders' Technical Documents should be marked "**FC01**" to "**FC06**".
02. During the evaluation at the stage of post-qualification, a proposal may still be declared "**not eligible**" or "**failed**" if the contents / substance of the submitted document is missing, or is found inappropriate, or does not comply with the given requirements for this transaction.

Bidding No. <b>IB25-414804-01</b>	Total ABC: <b>ONE BILLION SEVEN HUNDRED FORTY MILLION PESOS (P1,740,000,000.00)</b>
Particulars:	<b>ONE LOT LUMP SUM CONTRACT FOR THE COMPLETION OF UNFINISHED WORKS FOR THE CONSTRUCTION OF A FOURTEEN-STOREY NEW TRAINING BUILDING, SITE DEVELOPMENT AND VARIOUS SITE IMPROVEMENTS, INCLUDING SUPPLY AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS, AND FIXTURES (DFOFF) AT THE DAP CONFERENCE CENTER IN TAGAYTAY CITY</b>
Venue of Bid Opening:	<b>DAP Bldg., San Miguel Avenue, Pasig City</b>
DATE & TIME of Bid Opening:	<b>02 September 2025 at 10:00 AM</b>

FINANCIAL DOCUMENTS	Mark	As Checked
1. Duly signed Financial Bid Form as prescribed in <b>BDS Clause 11.1, item no. 1.</b>	<b>FC01</b>	<input type="checkbox"/> Present <input type="checkbox"/> Absent
2. Duly signed copy of the Bill-of-Quantities (BOQ) as prescribed in <b>BDS Clause 11.1, item no. 2.</b>  <b>Note: The BOQ should be signed by the Bidder's authorized representative on each and every page.</b>	<b>FC02</b>	<input type="checkbox"/> Present <input type="checkbox"/> Absent
3. Duly signed copy of the Summary of Bid Amounts as prescribed in <b>BDS Clause 11.1, item no. 2.4.</b>	<b>FC03</b>	<input type="checkbox"/> Present <input type="checkbox"/> Absent
4. Duly signed copy of the Proposed Payment Schedule as prescribed in <b>BDS Clause 11.1, item no. 3.</b>	<b>FC04</b>	<input type="checkbox"/> Present <input type="checkbox"/> Absent
5. USB Thumb Drive containing electronic-copies of the submitted financial documents as explained in <b>Section XIII: FILENAMES</b> per <b>BDS Clause 11.1, item no. 4.</b>	<b>FC05</b>	<input type="checkbox"/> Present <input type="checkbox"/> Absent

### END OF FINANCIAL DOCUMENTS CHECKLIST

BAC's Remarks:	<input type="checkbox"/> <b>PASSED</b>	<input type="checkbox"/> <b>FAILED</b>	<input type="checkbox"/> <b>FOR RECONSIDERATION</b>
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CHECKED BY:	ENDORSED BY:	DOCUMENTS RECEIVED BY:
<b>Engr. ANTONIO L. ALEGRIA</b> Chairperson, TWG	<b>JUNE ARVIN C. GUDOY</b> Chairperson, BAC	<b>RODEL DV. CASTILLO</b> Officer-in-Charge, BAC Secretariat Division



## Section XIII. 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.

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

1. The submitted sealed bid should contain USB Thumb Drives as integral part of Technical and Financial Documents. The said USB thumb drives must contain all of the electronic files of the submitted documents. The e-files that can be found in the said USB thumb drives must be certified by the Bidder as the faithful electronic copies of the submitted requirements.

- 1.1. The submitted sealed bid contains **four (4) pieces** of **USB Thumb Drives**.

- a) **The two (2) pieces should be in the Big Envelope marked "ORIGINAL"**: One (1) thumb drive must be placed inside the Technical Proposal, which contains e-files of "TC01" up to "TC26"; and, the 2<sup>nd</sup> piece of the thumb drive must be placed inside of the Financial Proposal, which contains e-files "FC01" up to "FC05".

❖ The 1<sup>st</sup> USB thumb drive must have the exact and the same electronic copies of the signed printed documents of the required **Technical Documents**; and,

❖ The 2<sup>nd</sup> USB thumb drive must have the exact and the same electronic copies of the signed printed documents of the required **Financial Documents**.

- b) **Other two (2) pieces should in the Big Envelope marked "DUPLICATE"**: The 3<sup>rd</sup> piece of *thumb drive must be placed inside the duplicate copy of the Technical Proposal*; and, the 4<sup>th</sup> piece of the thumb drive *must be placed inside the duplicate of the Financial Proposal*.

- 1.2. The Bidder certifies that all of the electronic files with suffix **<BidderName>** had been diligently and carefully examined;

- 1.3. The Bidder must ensure that each thumb-drive is inspected, and the files enumerated here below are saved in the said submitted USB Thumb Drives.

N	FILENAME	Filetype
	INSTRUCTIONS: * The structure of the "final-filename" followed the file structure below. The first 3 characters of the filename refers to the document-tag; and, * The suffix " <b>BidderName</b> " must be replaced by the <b>Company Name of the Bidder</b> .	
1	LOA signed Letter_of_Authorization= <b>BidderName</b> <b>INSTRUCTIONS:</b> <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</i>	pdf

N	FILENAME	Filetype
	INSTRUCTIONS: * The structure of the "final-filename" followed the file structure below. The first 3 characters of the filename refers to the document-tag; and, * The suffix " <b>BidderName</b> " must be replaced by the <b>Company Name of the Bidder</b> .	
	can be read without opening any part of the submitted bid.	
<b>A: TECHNICAL DOCUMENTS</b>		
01	TC01_PhilGEPS_Registration= <b>BidderName</b>	pdf
02	TC02_SEC-DTI-CDA= <b>BidderName</b>	pdf
03	TC03_TAX_Clearance= <b>BidderName</b>	pdf
04	TC04_Audited_Financial_Statements= <b>BidderName</b>	pdf
05	TC05_Valid_PCAB_License= <b>BidderName</b>	pdf
06	TC06_Mayor_Business_Permit= <b>BidderName</b>	pdf
07	TC07_All_Ongoing_Contracts= <b>BidderName</b>	pdf
08	TC08_SLCC= <b>BidderName</b>	pdf
09	TC09_NFCC= <b>BidderName</b>	pdf
10	TC10_Valid_JVA= <b>BidderName</b>	pdf
11	TC11_Bid_Security= <b>BidderName</b>	pdf
12	TC12_Notarized_OSS= <b>BidderName</b>	pdf
13	TC13_Organizational_Chart_4D_Project= <b>BidderName</b>	pdf
14	TC14_CV_Project_Manager= <b>BidderName</b>	pdf
15	TC14_CV_Resident_Engineer= <b>BidderName</b>	pdf
16	TC14_CV_Project_Architect= <b>BidderName</b>	pdf
17	TC14_CV_Structural_Engineer= <b>BidderName</b>	pdf
18	TC14_CV_Prof-Electrical_Engineer = <b>BidderName</b>	pdf
19	TC14_CV_Reg-Electrical_Engineer = <b>BidderName</b>	pdf
20	TC14_CV_Prof-Electronics_Engineer= <b>BidderName</b>	pdf
21	TC14_CV_Electronics_Engineer= <b>BidderName</b>	pdf
22	TC14_CV_Prof-Mechanical_Engineer= <b>BidderName</b>	pdf
23	TC14_CV_Reg-Mechanical_Engineer= <b>BidderName</b>	pdf
24	TC14_CV_Fire_Protection_Engineer= <b>BidderName</b>	pdf
25	TC14_CV_Reg-Master_Plumber= <b>BidderName</b>	pdf
26	TC14_CV_Sanitary_Engineer= <b>BidderName</b>	pdf
27	TC14_CV_Safety_Officer= <b>BidderName</b>	pdf
28	TC14_CV_Materials_Engineer= <b>BidderName</b>	pdf
29	TC14_CV_Quantity_Surveyor= <b>BidderName</b>	pdf
30	TC14_CV_Technical_Drafter-1= <b>BidderName</b>	pdf

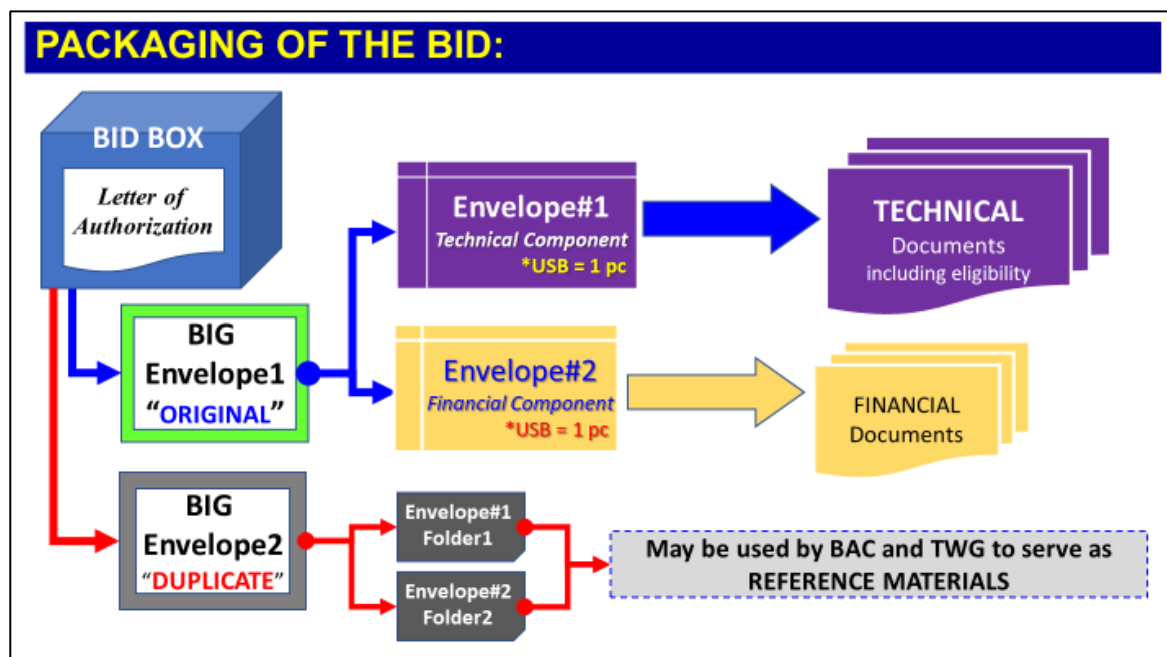
N	FILENAME	Filetype
	INSTRUCTIONS: * The structure of the "final-filename" followed the file structure below. The first 3 characters of the filename refers to the document-tag; and, * The suffix "BidderName" must be replaced by the Company Name of the Bidder.	
31	TC14_CV_Technical_Drafter-2=BidderName	pdf
32	TC14_CV_General_Supervisor-1=BidderName	pdf
33	TC14_CV_General_Supervisor-2=BidderName	pdf
34	TC14_CV_Registered_Nurse=BidderName	pdf
35	TC15_Proposed_Workforce_Schedule =BidderName	pdf
36	TC16_Construction_Methods+Procedures=BidderName	pdf
37	TC17_List_of_Available_Equipment_Units=BidderName	pdf
38	TC18_Equipment_Utilization_Schedule=BidderName	pdf
39	TC19 PERT-CPM_Network_Diagram =BidderName	pdf
40	TC20_Construction-Schedule_and_S-Curve =BidderName	pdf
41	TC21_Construction_Safety+Health_Program=<idderName	pdf
42	TC22_Certificate_of_Site_Inspection=BidderName	pdf
43	TC23_Valid_ISO_Certification=BidderName	pdf
44	TC24_Company_Profile=BidderName	pdf
45	TC25_CPES_Past-5Years=BidderName	pdf
46	TC26_Certificate_of_No_Slippage_and_Terminated Contracts=BidderName	pdf
<b>B: FINANCIAL DOCUMENTS</b>		
01	FC01_Financial_Bid_Form=BidderName	pdf
02	FC02_Signed-PDF_BOQ=BidderName	pdf
03	FC02_EXCEL_BOQ=BidderName	EXCEL
04	FC03_Signed-PDF_BOQ_Summary=BidderName	pdf
05	FC04_Signed-PDF_Payment_Schedule=BidderName	pdf
06	FC04_EXCEL_Payment_Schedule=BidderName	EXCEL
<b>C: OTHER CONTRACT DOCUMENTS</b> (as specified in Section III, BDS Clause 21)		
01	CD01_EXCEL_DUPA=BidderName	EXCEL
02	CD02_Signed-PDF_Quantity_Take-Off=BidderName	pdf
03	CD03_Performance_Security=BidderName	pdf
04	CD04_CARI=BidderName	pdf

\*\*\*Nothing Follows\*\*\*

## Section XIV. PACKAGING AND MARKINGS OF THE BID

*Notes to the Bidders:*

- 1) The submitted Bid must be placed in a sealed “BID-box” that should contain:
  - ❑ A sealed BIG ENVELOPE1 marked “**ORIGINAL COPY**”; and,
  - ❑ A sealed BIG ENVELOPE2 marked “**DUPLICATE COPY**”.
- 2) A “**LETTER OF AUTHORIZATION (LOA)**” should be pasted on the one side/face of the submitted “BID-box”. The LOA should conform with the provided template as explained in the OBD.



**NOTE:** The contents of the Big Envelope2 marked “**DUPLICATE**” contains the exact and faithful copies of the all documents as well as one piece of USB placed inside of the duplicate copy of Technical Components and another piece of USB inside duplicated copy of the Financial Components.

- 3) The sealed BIG ENVELOPE1 marked “**ORIGINAL COPY**” must have two (2) items:
  - ❑ Sealed **Proposal Folder#1** containing a sealed envelope marked “**TECHNICAL COMPONENTS**”; and
  - ❑ Sealed **Proposal Folder#2** containing a sealed envelope marked the “**FINANCIAL COMPONENTS**”.
- 4) The sealed “Big Envelope” marked “**DUPLICATE COPY**” must have the **duplicate copies of all documents** placed inside the **Proposal Folder#1** and **Proposal Folder#2** found in the sealed “Big Envelope” marked “**ORIGINAL COPY**”; and

5) All **envelopes/ box** must:

- ✓ bear the name and address of the Bidder;
- ✓ contain the Project Title;
- ✓ bear the specific identification of the transaction or the IB Number;
- ✓ be addressed to the Procuring Entity's BAC Chairperson; and,
- ✓ bear a warning "**DO NOT OPEN BEFORE...**" the date and time for the opening of bids; and,

6) All documents in all envelopes must be:

- ☐ **Properly marked/tagged based on the enumeration of the required documents per the Checklist found in the OBD; and,**
- ☐ **The first page of every required document must have an "ear-tab" indicating the tag# or marker# of the said document.**

\*\*\*Nothing Follows\*\*\*



**development academy of the philippines**

BIDS & AWARDS COMMITTEE per SO-2025-145

# NOTHING FOLLOWS

DAP Bldg., San Miguel Avenue, Pasig City 1600  
P.O. Box 12788, Ortigas Center, Pasig City 1600

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