



**development academy of the philippines**

BIDS & AWARDS COMMITTEE per SO-2025-070 DATED 15 JULY 2025

# OFFICIAL BIDDING DOCUMENTS

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

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

**development academy of the philippines (dap)**

*as the Procuring Entity*

**for**

**"IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE  
DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP  
BUILDING IN PASIG CITY"**

**Approved Budget for the Contract (ABC) of P13,500,000.00**

**Invitation to Bid No.: IB25-417957-04**

DAP Bldg., San Miguel Avenue, Pasig City 1600

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

Telephone: (632) 8631 0921 loc. 133

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

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

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## Preface

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

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

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

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

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

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

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

|  |           |
|--|-----------|
| <b>Glossary of Terms, Abbreviations, and Acronyms.....</b>                   | <b>6</b>  |
| <b>Section I. Invitation to Bid.....</b>                                     | <b>9</b>  |
| <b>Section II. Instructions to Bidders .....</b>                             | <b>12</b> |
| 1. Scope of Bid .....  | 12        |
| 2. Funding Information .....   | 12        |
| 3. Bidding Requirements.....   | 12        |
| 4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices ..... | 13        |
| 5. Eligible Bidders .....  | 13        |
| 6. Origin of Associated Goods .....  | 13        |
| 7. Subcontracts .....  | 13        |
| 8. Pre-Bid Conference.....   | 14        |
| 9. Clarification and Amendment of Bidding Documents .....                    | 14        |
| 10. Documents Comprising the Bid: Eligibility and Technical Components.....  | 14        |
| 11. Documents Comprising the Bid: Financial Component .....                  | 15        |
| 12. Alternative Bids .....   | 15        |
| 13. Bid Prices .....   | 16        |
| 14. Bid and Payment Currencies .....   | 15        |
| 15. Bid Security .....   | 16        |
| 16. Sealing and Marking of Bids.....   | 16        |
| 17. Deadline for Submission of Bids.....                                     | 16        |
| 18. Opening and Preliminary Examination of Bids.....                         | 16        |
| 19. Detailed Evaluation and Comparison of Bids .....                         | 17        |
| 20. Post Qualification .....   | 17        |
| 21. Signing of the Contract .....  | 17        |
| <b>Section III. Bid Data Sheet .....</b>                                     | <b>18</b> |
| <b>Section IV. General Conditions of Contract .....</b>                      | <b>28</b> |
| 1. Scope of Contract.....  | 28        |
| 2. Sectional Completion of Works .....                                       | 28        |
| 3. Possession of Site.....   | 28        |
| 4. The Contractor's Obligations .....  | 29        |
| 5. Performance Security .....  | 29        |

|   |  |           |
|---|--|-----------|
| 6.  | Site Investigation Reports .....           | 29        |
| 7.  | Warranty .....                             | 29        |
| 8.  | Liability of the Contractor .....          | 29        |
| 9.  | Termination for Other Causes .....         | 30        |
| 10.   | Dayworks.....                              | 30        |
| 11.   | Program of Work .....                      | 30        |
| 12.   | Instructions, Inspections and Audits ..... | 30        |
| 13.   | Advance Payment .....                      | 30        |
| 14.   | Progress Payments .....                    | 31        |
| 15.   | Operating and Maintenance Manuals .....    | 31        |
| <b>Section V. Special Conditions of Contract .....</b>                      |  | <b>32</b> |
| <b>Section VI. Schedule of Requirements and Specifications .....</b>        |  | <b>34</b> |
| <b>Section VII. Drawings .....</b>  |  | <b>44</b> |
| <b>Section VIII. Bill of Quantities .....</b>                               |  | <b>46</b> |
| <b>Section IX. Instructions on How to Fill-Out Bill of Quantities .....</b> |  | <b>47</b> |
| <b>Section X. Checklist of Technical and Financial Documents .....</b>      |  | <b>51</b> |
| <b>Section XI. Bidding Forms .....</b>                                      |  | <b>57</b> |
| <b>Section XII. Filenames .....</b>   |  | <b>81</b> |
| <b>Section XIII. Packaging and Markings of Bids .....</b>                   |  | <b>84</b> |

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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-2025-070

### INVITATION TO BID

1. 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: **"Idea Generation Hub (IGH) Phase IV: Landscape Development of decks level 7A and 7B at the DAP Building in Pasig City" with an Approved Budget for the Contract (ABC) of Thirteen Million Five Hundred Thousand Pesos Only (PHP13,500,000.00)**, per Invitation to Bid No. **IB25-417957-04**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. 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).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from DAP and inspect the Bidding Documents at the address given below from Monday to Friday, 9:00AM to 4:30PM.
5. A complete set of Official Bidding Documents (OBD) including electronic-copy of the Technical Specifications, and prescribed Forms may be acquired by interested bidders on **09 September 2025 (Tue) to 16 October 2025 (Thu) 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 **FIVE THOUSAND PESOS (PHP5,000.00)**. A scanned copy of proof of payment or proof of deposit duly certified/noted by the Bank must be emailed to the DAP Treasury Division 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.
6. 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.

7. The DAP will hold a Pre-Bid Conference on **19 September 2025 (Fri), 10:00 AM** via Face-to-Face at DAP Pasig, San Miguel Avenue, Ortigas Center, Pasig 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).
8. Site visit will be done on **19 September 2025 (Fri) to 16 October 2025 (Thu), 10:00 AM**, 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.
9. Bids must be duly received by the BAC Secretariat at the address below on **17 October 2025 (Fri)** and not later than 10:00 AM. All Proposals will be opened in the presence of the bidders' authorized representative/s who are authorized to attend the proceedings. **LATE PROPOSAL/S SHALL NOT BE ACCEPTED.**
10. Bid opening shall be on **17 October 2025 (Fri), 10:00 AM** via Face-to-Face at DAP Pasig, San Miguel Avenue, Ortigas Center, Pasig City. Bids will be opened in the presence of the bidders' authorized representatives who choose to attend the activity.
11. **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.**
12. 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>

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

Issued this 9<sup>th</sup> day of September 2025.

*For the DAP Bids and Awards Committee:*

  
JUNE 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 the **"IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY"** with Project Identification Number **IB25-417957-04**.

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

### 2. Funding Information

1.1 The GOP through the source of funding as indicated below for FY 2024 and FY 2025 in the amount of **THIRTEEN MILLION FIVE HUNDRED THOUSAND PESOS ONLY (P13,500,000.00)**.

1.2 The source of funding is:

**NGA, the General Appropriations Act or Special Appropriations.**

### 3. Bidding Requirements

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

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

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

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

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

#### **5. Eligible Bidders**

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

#### **6. Origin of Associated Goods**

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

#### **7. Subcontracts**

- 7.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Works to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause

5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

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

## **8. Pre-Bid Conference / Negotiation Conference**

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

## **9. Clarification and Amendment of Bidding Documents**

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

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

- 10.1 The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2 If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3 A valid PCAB License is required, and in case of joint ventures, a valid

special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.

- 10.4 A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5 A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

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

## **12. Alternative Bids**

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

## **13. Bid Prices**

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the Department of Economy, Planning, and Development (DEPDev) 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 **at its physical address** as indicated in paragraph 7 of the **IB**.

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

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



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

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

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

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## **20. Post Qualification**

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

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

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

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

## Section III. BID DATA SHEET

| ITB Clause                                 | Details of BID DATA SHEET   |
|--|---|
| 5.3. Single Largest Completed Contract     | <ul style="list-style-type: none"> <li>The bidder should have a similar completed project whose Contract value is at least fifty percent (50%) of the ABC to be bid.</li> </ul>   |
| 7.1. Sub-contracting                       | Subcontracting is <b><u>not</u></b> allowed.  |
| 10.1. Eligibility and Technical Components | <p>Bidders must submit <u>clear and readable copy</u> of the following:</p> <p><b><u>FOR ELIGIBILITY DOCUMENTS:</u></b></p> <ol style="list-style-type: none"> <li><b>Valid PhilGEPS Certificate of Registration under <u>PLATINUM CATEGORY</u> with the current and updated copy of the documents as follows;</b> <ol style="list-style-type: none"> <li><b>Registration Certificate from SEC, DTI, or CDA</b>, whichever is applicable;</li> <li><b>Valid Mayor's/Business Permit or its Equivalent Document</b> (Filed application form and Official Receipt of payment plus copy of expired permit);</li> <li><b>Tax Clearance Certificate for FY2024</b> issued by the Bureau of Internal Revenue (BIR);</li> <li><b>Audited Financial Statements for FY2024-2023</b> stamped "received" by the BIR or its duly accredited and authorized institutions; and</li> <li><b>Valid PCAB License and Registration</b> with at least "Small B" (Size Range) and "C &amp; D" (License Category), with Principal Classification of Specialty-Landscaping or General Building or General Engineering, and with Other Classification of Specialty-Landscaping or General Engineering.</li> </ol> </li> <li><b>Statement of <u>ALL</u> its ongoing government and private contracts, including contracts awarded but not yet started</b>, 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 AWARDED BUT NOT YET STARTED</b>;</li> <li><b>Statement of its Single Largest Completed Contract (SLCC)</b>, in accordance with BDS clause 5.2, similar to the contract to be bid and supported by a <b>[1]</b> Certificate of Completion or Final Acceptance, whichever is applicable, and <b>[2]</b> any proof of documents to the Final Acceptance of the project (e.g. Official Receipt or Sales Invoice) issued by the project owner; and <b>[3]</b> Photocopy of proof of at least Satisfactory rating from the previous client. Submit accomplished <b>FORM 2: STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC)</b>;</li> <li><b>NFCC computation</b> of at least equal to the ABC in accordance with ITB Clause 5.4. Submit accomplished <b>FORM 3: NET FINANCIAL</b></li> </ol> |

| ITB Clause | Details of BID DATA SHEET  |
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|            | <p><b>CONTRACTING CAPACITY (NFCC); and</b></p> <p><b>5. Joint Venture Agreement (JVA), if applicable. Submit requirements as required by Section 23.1 (b) for Infrastructure Projects. If not applicable, the bidder must indicate in writing that they will not be partaking in a Joint Venture for this project using Bidder's Letterhead.</b></p> <p><b>Note:</b> For this transaction, <b>special license application for joint venture or consortium license must be filed with PCAB at least five (5) working days before the bidding</b> (<i>per Board Resolution No.186 series of 2014 issued by Department of Trade and Industry</i>).</p> <p><b><u>FOR TECHNICAL DOCUMENTS:</u></b></p> <p><b>6. Duly accomplished and signed Bid Security, refer to FORM 4: Bid Securing Declaration.</b></p> <p><b>7. Certificate of Site Inspection</b> duly signed by any of the following (please refer to <b>FORM 5: CERTIFICATE OF SITE INSPECTION</b>):</p> <p><b>7.1. ENGR. VENER V. MADERAJE</b><br/>Acting Division Chief IV, DAP Pasig City</p> <p>-OR-</p> <p><b>7.2. ENGR. MARJORIE WAJE-BAGANG</b><br/>Engineer II, DAP Pasig City</p> <p><b>8. Duly signed Company Profile, in Bidder's Letterhead;</b></p> <p><b>9. Duly signed proposed Organization Chart for the Project, in Bidder's Letterhead;</b></p> <p><b>10. Duly accomplished and signed List of Bidder's Available Equipment Units</b> (please refer to <b>FORM 6: LIST OF MAJOR EQUIPMENT UNITS</b>);</p> <p><b>11. Equipment Utilization Schedule</b> (only for the equipment &amp; devices that will be brought at the site). Please refer to <b>FORM 9: EQUIPMENT UTILIZATION SCHEDULE</b>;</p> <p><b>12. Duly signed proposed Project Work Schedule &amp; Gantt Chart, in Bidder's Letterhead;</b></p> <p><b>13. Duly signed PERT-CPM reflecting the Critical Path Method with a Time Scaled Network Diagram</b> showing the Early Start, Early Finish, Late Start, Late Finish, Total Float, and Free Float of all the activities stated on the <b>Network Diagram, in Bidder's Letterhead</b>;</p> <p><b>14. List of Bidder's Key Personnel</b> for the Project with qualification and work experience in accordance with BDS Clause 10.4.</p> <p><b>1.1. Overall Project Manager Landscape Architect (LArch/ Architect)</b> as the authorized person who will be the overall in charge of the Project and is responsible for any and all decisions for and behalf</p> |

| ITB Clause                              | Details of BID DATA SHEET  |                      |                                     |                                   |   |
|---|--|----------------------|-------------------------------------|-----------------------------------|---|
|   | <p>of the Bidder relative to the management progress, changes, adjustments during Project implementation;</p> <p>1.2. Field Engineer<br/>1.3. Registered Landscape Architect<br/>1.4. Registered Architect<br/>1.5. Consulting Engineers;<br/>1.5.1. Registered Structural Engineer<br/>1.5.2. Professional Electrical Engineer<br/>1.5.3. Registered Master Plumber<br/>1.6. Head Foreman; and<br/>1.7. Safety Officer.</p> <p><i>Note: named Key Personnel are expected to be present and/or accessible as the Project warrants during the duration of the implementation stage of the project</i></p> <p>15. An accomplished CV using <b>FORM 11: FORMAT OF CURRICULUM VITAE (CV) FOR ALL PROPOSED KEY PERSONNEL TO BE ASSIGNED TO THE PROJECT</b>. Bidder shall attach photocopy of valid PRC license/s (applicable only to professionals with PRC license), valid certificate of accreditation to specific PRC professional organization as applicable and photocopy of valid accreditation certificate of occupational safety and health practitioner.</p> <p>1.8. Overall Project Manager;<br/>1.9. Field Engineer<br/>1.10. Registered Project Architect;<br/>1.11. Registered Landscape Architect;<br/>1.12. Consulting Engineers;<br/>1.12.1. Registered Structural Engineer<br/>1.12.2. Professional Electrical Engineer<br/>1.12.3. Registered Master Plumber<br/>1.13. Head Foreman; and<br/>1.14. Safety Officer.</p> <p>16. Duly signed proposed <b>Manpower Schedule</b> (please refer to <b>FORM 8: MANPOWER SCHEDULE</b>); and<br/>17. Duly <b>Notarized Omnibus Sworn Statement</b> (please refer to <b>FORM 7: OMNIBUS SWORN STATEMENT</b>).</p> |                      |                                     |                                   |   |
| 10.4 List of Contractor's key personnel | <p>The minimum qualification and work experience requirements of Bidder's key personnel are the following:</p> <table border="0"> <thead> <tr> <th data-bbox="507 1861 703 1899"><u>Key Personnel</u></th><th data-bbox="911 1861 1310 1899"><u>Qualification and Experience</u></th></tr> </thead> <tbody> <tr> <td data-bbox="453 1917 639 2018">1. <b>OVERALL PROJECT MANAGER</b></td><td data-bbox="839 1917 1437 2018"> <ul style="list-style-type: none"> <li>With minimum of five (5) years relevant experience in the administration and management of any and all activities</li> </ul> </td></tr> </tbody> </table>  | <u>Key Personnel</u> | <u>Qualification and Experience</u> | 1. <b>OVERALL PROJECT MANAGER</b> | <ul style="list-style-type: none"> <li>With minimum of five (5) years relevant experience in the administration and management of any and all activities</li> </ul> |
| <u>Key Personnel</u>                    | <u>Qualification and Experience</u>  |                      |                                     |                                   |   |
| 1. <b>OVERALL PROJECT MANAGER</b>       | <ul style="list-style-type: none"> <li>With minimum of five (5) years relevant experience in the administration and management of any and all activities</li> </ul>  |                      |                                     |                                   |   |

| ITB Clause | Details of BID DATA SHEET  |
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|            | <p>relevant and pertinent to the construction implementation of infrastructure projects;</p> <ul style="list-style-type: none"> <li>• Must be a Licensed Landscape Architect or Architect and a member of the Accredited Professional Organization.</li> <li>• Shall have the authority to decide for and in behalf of the Contractor relative to the progress/changes/adjustments during the implementation;</li> <li>• Shall conduct the overall management of the Project from start to finish including coordinating fully and comprehensively with the Field Engineer, and all other registered professionals whenever required in consultations and attendance in Field Meetings; and</li> <li>• Shall be present in all Field Meetings and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</li> </ul> <p><b>2. FIELD ENGINEER</b></p> <ul style="list-style-type: none"> <li>• Shall be a Registered/ Licensed Civil Engineer and an active member of the Accredited Professional Organization of Civil Engineers</li> <li>• Shall have at least five (5) years of experience in the construction industry;</li> <li>• Shall have a background undertaking similar projects</li> <li>• Shall render full time service involving a minimum of but not limited to 8-hours per day Monday to Saturday as warranted by the construction implementation until final completion and turn-over, as required by the contract; and</li> <li>• Shall conduct the overall Project construction implementation on site coordinating fully and closely with the Project Manager and all other registered professionals including the Head Foreman to execute the works and activities to complete the Project.</li> </ul> <p><b>3. REGISTERED ARCHITECT</b></p> <ul style="list-style-type: none"> <li>• Shall be a Registered/ Licensed Architect and an active member of Accredited Professional Organization of Architects;</li> </ul> |

| ITB Clause | Details of BID DATA SHEET  |
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|            | <ul style="list-style-type: none"> <li>• Shall have at least five (5) years experience in the architectural design of various types of buildings and/or structures with similar to or greater than the value of the project inclusive of any of the following: deck gardens, landscape design for buildings and parks/resorts.</li> <li>• Shall to a minimum be present in all Field Meetings and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</li> </ul> <p><b>4. REGISTERED LANDSCAPE ARCHITECT</b></p> <ul style="list-style-type: none"> <li>• Shall be a Registered/ Licensed Landscape Architect and an active member of the Accredited Professional Organization of Landscape Architect;</li> <li>• Shall have at least five (5) years experience in the landscaping of various types of any of the following: decks, buildings, urban gardens, parks/ resorts;</li> <li>• Shall to a minimum be present in all Field Meetings and or field inspections in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</li> </ul> <p><b>5. CONSULTING ENGINEERS</b></p> <p>Professional Technical Experts Registered with the PRC which may be In-House or Out-Sourced who will always be available when called in for Consultations in support of the Project from commencement to completion.</p> <p><b>5.1. REGISTERED STRUCTURAL ENGINEER</b></p> <ul style="list-style-type: none"> <li>• Must be a Registered/ Licensed Civil Engineer;</li> <li>• Shall be a member of the Association of Structural Engineer of the Philippines (ASEP) or equivalent Accredited Professional Organization (APO);</li> <li>• Shall have at least five (5) years professional experience in the construction industry; and</li> <li>• Shall attend consultations, Field Meetings and field inspections as called upon by the Project Manager and/ or the Field/Site Engineer and/or the Owner as required and/or warranted by and during the Project</li> </ul> |

| ITB Clause | Details of BID DATA SHEET   |
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|            | <p>implementation until final completion and turn-over, as required by the contract.</p> <p><b>5.2. PROFESSIONAL ELECTRICAL ENGINEER</b></p> <ul style="list-style-type: none"> <li>• Shall be a Licensed Professional Electrical Engineer and an active member of Accredited Professional Organization of Electrical Engineer;</li> <li>• Shall have at least five (5) years experience in building electrical design, lighting, power distribution, switches and panels and preferably knowledgeable in efficient lighting technologies and energy management; and</li> <li>• Shall attend consultations, Field Meetings and field inspections as called upon by the Project Manager, and/or the Field/Site Engineer and/or the Owner as required and/or warranted by and during the Project implementation until final completion and turn-over, as required by the contract.</li> <li>• Shall be responsible for the detailed design of the electrical plans of the project.</li> </ul> <p><b>5.3. REGISTERED MASTER PLUMBER</b></p> <ul style="list-style-type: none"> <li>• Shall be a Registered/ Licensed Master Plumber and an active member or Accredited Professional Organization of Master Plumber;</li> <li>• Shall have at least five (5) years professional experience in the construction industry; and</li> <li>• Shall attend consultations, Field Meetings and field inspections as called upon by the Project Manager, and/or the Field/Site Engineer and/or the Owner as required and/or warranted by and during the Project implementation until final completion and turn-over, as required by the contract.</li> <li>• Shall be responsible for the detailed design of the plumbing plans of the project.</li> </ul> <p><b>6. HEAD FOREMAN</b></p> <ul style="list-style-type: none"> <li>• Shall have at least five (5) years of experience as foreman in the construction industry;</li> <li>• Shall render full time service involving a minimum of but not limited to 8-hours per day Monday to Saturday on site as warranted by the construction</li> </ul> |

| ITB Clause                                 | Details of BID DATA SHEET   |
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|  | <p>implementation until final completion and turn-over, as required by the contract.</p> <ul style="list-style-type: none"> <li>• Shall coordinate fully and closely with the Field/Site Engineer to execute the works and activities to complete the Project.</li> </ul> <p><b>7. SAFETY OFFICER</b></p> <ul style="list-style-type: none"> <li>• Shall have least three (3) years of experience in the construction industry;</li> <li>• Shall be a duly accredited safety officer by Department of Labor and Economic Development;</li> <li>• Has completed mandatory 40-hour Construction Occupation Safety and Health Training Course and additional 48-hour of Advanced/ Specialized Occupational Safety and Health Training Course;</li> <li>• Shall have standard and industry approved first aid capability training as obtained from DOH or TESDA to support and assist any and all in case in all types of emergencies on site.</li> <li>• Shall render full time service involving a minimum of but not limited to 8-hours per day Monday to Saturday on site as warranted by the construction implementation until final completion and turn-over, as required by the contract.</li> </ul> <p><b><u>INSTRUCTIONS to BIDDERS:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Designation of key personnel to more than one of the above stated fields/professions is <u>not allowed</u>.</i></li> <li>• <i>The Contractor may assign support personnel, for the optimal performance of the Project Team. The support personnel shall undertake the required day-to-day site or office-related activities of the Contractor without additional cost to the Procuring Entity.</i></li> </ul> |
| 10.5. List of Contractor's Major Equipment | <p>The minimum equipment units needed are the following:</p> <ol style="list-style-type: none"> <li>1. Chipping Gun;</li> <li>2. Welding Machine;</li> <li>3. Power Tools (i.e. Grinder, Tile Trimmer, Hand Drill, etc.);</li> <li>4. Trolleys for Handling Materials</li> </ol>  |



| ITB Clause               | Details of BID DATA SHEET  |
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|                          | <p><b>5.</b> Basic Safety Equipment (Personal Protective Equipment)/ Paraphernalia</p> <p><b>6.</b> Other equipment as may be identified by the contractor</p> <p><b><u>INSTRUCTIONS to BIDDERS:</u></b><br/> <i>Bidders should list <b><u>all equipment</u></b> that is needed to complete the works for the project.</i></p>   |
| 11.1 Financial Component | <p>Bidders shall submit the following documents using the prescribed forms:</p> <p>(a) <b>Financial Bid Form</b> as prescribed in ITB Clause 11.</p> <ul style="list-style-type: none"> <li>Bidders shall accomplish "<b>FORM 10: FINANCIAL BID FORM</b>" which editable file will be provided to the Bidders' email address and to be marked as "<b>FC01</b>";</li> </ul> <p>(b) Duly signed <b>Bill of Quantities (BOQ)</b>.</p> <ul style="list-style-type: none"> <li>Should be prepared using the template with file name "FC02_XXX=EXCEL_Bill-of-Quantities=&lt;BidderName&gt;" which editable file will be provided to the <u>Documents Comprising the Bid: Financial Component</u> Bidders' email address;</li> <li>Print in size-A3 paper (11.7 inches x 16.5 inches);</li> <li>Must be signed by the Bidder's duly authorized representative and should be submitted as part of the financial bid documents to be marked as "<b>FC02</b>"; and</li> <li>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.</li> </ul> <p>(c) <b>Detailed Unit Price Analysis (DUPA)</b>: detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid.</p> <ul style="list-style-type: none"> <li>Should be prepared using the worksheet provided (please refer to "FC03_XXX=DUPA=&lt;BidderName&gt;" which editable file will be provided to the Bidders' email address);</li> <li>Print in size-A3 paper (11.7 inches x 16.5 inches);</li> <li>Must be signed by the Bidder's duly authorized representative and should be submitted as part of the financial bid documents to be marked as "<b>FC03</b>"; and</li> <li>The soft-copy of the filled-out DUPA (in MS-excel format) must be part of the electronic files to be submitted by the bidder.</li> </ul> <p>(d) <b>Payment Schedule</b> (per GPPB Resolution No. 07-2018, dated 18 May 2018). The Progress Payment to be referred to SCC Clause 14.</p> <ul style="list-style-type: none"> <li>Should be accomplished using the bidder's letterhead;</li> <li>Signed copy (in PDF-format) should be submitted as part of the Financial Bid Documents to be marked as "<b>FC04</b>"; and</li> </ul> <p style="text-align: center;"><b>Financial Bid Document Table of Requirements</b></p> |

| ITB Clause                      | Details of BID DATA SHEET   |   |                  |                             |
|---------------------------------|---|---|------------------|-----------------------------|
|                                 | Financial Document  | File Name<br>(see Section XII for Instructions) | To be marked as: | Remarks                     |
|                                 | a. Financial Bid Form   | FC01_XXX=EXCEL_Financial_Bid_Form=<BidderName>  | FC01             | Use Form 10                 |
|                                 | b. Bill of Quantities   | FC02_XXX=EXCEL_Bill-of-Quantities=<BidderName>  | FC02             | Use provided excel template |
|                                 | c. Detailed Unit Price Analysis   | FC03_XXX=DUPA=<BidderName>                      | FC03             | Use provided excel template |
|                                 | d. Payment Schedule   | FC4_XXX=Payment_Schedule=<BidderName>           | FC04             | Use bidder's letterhead     |
|                                 | <p><b><u>REMINDERS:</u></b></p> <ul style="list-style-type: none"><li>Completeness of the bid. Unless the Instructions to Bidders specifically allow partial bids, bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non responsive and, thus, automatically disqualified.</li></ul> <p>However, when no price or a zero (0) or a dash (-) is indicated in a required item in the bid form, the same shall be construed that it is being offered for free to the Government, except those required by law or regulations to be provided for;</p> <ul style="list-style-type: none"><li>Item/s not indicated in the BOQ, but determined to be deemed important, should be indicated under “Other Items”; and,</li><li>BOQ and DUPA must be compliant to pertinent and relevant provisions of DPWH’s Department Order No. 030 series of 2025 dated 07February2025.</li></ul> |   |                  |                             |
| 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>) <b><u>OR</u></b> any of the following forms and amounts:</p> <ol style="list-style-type: none"><li>The amount of not less than <b>TWO HUNDRED SEVENTY THOUSAND PESOS (P270,000.00)</b> or <b>2% of the ABC</b>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; <b><u>OR</u></b></li><li>The amount of not less than <b>SIX HUNDRED SEVENTY-FIVE THOUSAND PESOS (P675,000.00)</b> or <b>5% of the ABC</b>, if bid security is in Surety Bond.</li></ol>   |   |                  |                             |
| 16. Sealing and Marking of Bids | <p>Please refer to <b>Section XIII. Packaging and Markings of Bids</b> for more information.</p> <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), which must be digitally signed.</p>  |   |                  |                             |

| ITB Clause                  | Details of BID DATA SHEET  |
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|                             | <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      | <p>Bidder shall submit the following documentary requirements within five (5) calendar days from notification from the BAC that the bidder has the Lowest Calculated Bid:</p> <ol style="list-style-type: none"> <li>1. 2024 Income/Business Tax Return (ITR) duly filed thru Electronic Filing and Payment System (eFPS) of the BIR as provided for under Executive Order No.398 or RR 3-2005 together with Filing and Payment References; and</li> <li>2. Latest Quarterly Value-Added Tax Returns for 2024-2023 (Quarterly Value-Added Tax Form No. 2550-Q) for the quarter ending, per Revenue Regulations 3-2005.</li> </ol> <p><b><u>Instruction to Bidders:</u></b> If bidding as a Joint Venture (JV), each member of the JV shall submit the same documents.</p>  |
| 21. Signing of the Contract | <p>The successful bidder shall submit the following project requirements for contracting purposes:</p> <ol style="list-style-type: none"> <li>1. Duly signed narrative description of <b>Construction Methodology</b> that will be used for implementation;</li> <li>2. Duly accomplished and signed <b>list of Bidder's available equipment units</b> as specified in <b>BDS Clause 10.5</b>, which are owned, leased and/or under purchase agreements. The Bidder shall state a complete technical description of the pledged equipment. (please refer to <b>FORM 6: LIST OF MAJOR EQUIPMENT UNITS</b>);</li> <li>3. <b>Equipment Utilization Schedule</b> (only for the equipment &amp; devices that will be brought at the site). Please refer to <b>FORM 9: EQUIPMENT UTILIZATION SCHEDULE</b>);</li> <li>4. <b>Construction Safety &amp; Health Program</b> 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).</li> </ol> |

\*\*\*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.

#### **5. PERFORMANCE SECURITY**

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

#### **6. SITE INVESTIGATION REPORTS**

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

#### **7. WARRANTY**

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

#### **8. LIABILITY OF THE CONTRACTOR**

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

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and

severally liable to the Procuring Entity.

## **9. TERMINATION FOR OTHER CAUSES**

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

## **10. DAYWORKS**

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

## **11. PROGRAM OF WORK**

- 11.1. The Contractor shall submit to the Procuring Entity's Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.
- 11.2. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

## **12. INSTRUCTIONS, INSPECTIONS AND AUDITS**

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

## **13. ADVANCE PAYMENT**

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

#### **14. PROGRESS PAYMENTS**

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

#### **15. OPERATING AND MAINTENANCE MANUALS**

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

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

## Section V. SPECIAL CONDITIONS OF CONTRACT

| GCC Clause   | Details of SPECIAL CONDITIONS OF CONTRACT   |
|--|---|
| 2. Sectional Completion of Works                   | <p>The Project shall be completed within <b>ONE HUNDRED EIGHTY (180) CALENDAR DAYS</b> from the date of receipt of Notice-to-Proceed issued by the DAP.</p> <p>Refer to <b>Schedule of Requirements and Specifications found in Section VI</b> of this OBD.</p>   |
| 3.1. Possession of Site                            | <p>The Contractor shall secure from the Procuring Entity a written letter of approval prior to the possession of the project site.</p> <p>The Contractor shall abide to the Approved Construction Rules and Regulations of the DAP throughout the Project Implementation.</p>   |
| 5. Performance Security                            | <p>Any form of performance security shall be renewed three (3) months before the date of expiration until the Contract has been completed, as certified by the DAP.</p>   |
| 6. Site Investigation Reports                      | <p>No further instructions.</p>   |
| 7.2. Warranty Against Structural Defects/ Failures | <p>The Contractor shall guarantee the work done to be free from defects for a period of Five (5) years against structural defects, One (1) year against defects traceable to materials and equipment supplied/installed, One (1) year for Trees, and Three (3) months for Shrubs and small plants reckoned from acceptance of the project and subject to the provisions on warranties in Section 62 of the Revised IRR of R.A. 9184.</p>                                    |
| 10. Daywork's rate                                 | <p>No Dayworks are applicable to the Contract.</p>  |
| 11.1. Approval of Program of Work                  | <p>The Awarded Bidder shall submit the Program of Work to the Procuring Entity's Representative <b>within ten (10) calendar days from the date of acceptance of the Notice to Proceed.</b></p> <p>The Awarded Bidder <b>shall submit a monthly Program of Work, which corresponds to the overall PERT-CPM and Gantt Chart, <u>subject to the agreed date between the DAP's Representative and the Winning Bidder</u></b> during the pre-project implementation meeting.</p> |
| 11.2. Updated Program of Work                      | <p>For non-submission of Updated Program of Work, the amount to be withheld is subject to the agreement between DAP's Representative and the Winning Bidder during the pre-implementation meeting.</p>  |
| 13. Advance Payment                                | <p>The amount of Advance Payment is <b>Fifteen percent (15%) of the total contract price.</b></p>   |



| GCC Clause  | Details of SPECIAL CONDITIONS OF CONTRACT  |
|---|--|
| 14. Progress Payment  | <p>The progress payment shall be the following:</p> <p>1<sup>st</sup> Progress Billing – 20% actual DAP evaluated work accomplishment</p> <p>2<sup>nd</sup> Progress Billing – 45% actual DAP evaluated work accomplishment</p> <p>3<sup>rd</sup> Progress Billing – 65% actual DAP evaluated work accomplishment</p> <p>4<sup>th</sup> Progress Billing – 100% actual DAP evaluated work accomplishment</p> <p>...provided that any progress billing requests are supported by progressive as-built drawings.</p>   |
| 15.1. Submission of "As Built" Drawings                             | <p>The following documents shall be submitted by the Contractor and it shall include the submission of complete and final "As-Built Drawings":</p> <ol style="list-style-type: none"> <li>1. One (1) set of original copy in 20" x 30" sheets (drawn on a <b>mylar sheets</b>) signed and sealed by appropriate professional architects and engineers;</li> <li>2. Four (4) sets of blue print copies in 20" x 30" sheets signed and sealed by appropriate professional architects and engineers;</li> <li>3. Complete set of electronic files in USB Thumb Drive of "AS-BUILT PLANS" in PDF and CAD format;</li> <li>4. Complete set of electronic and printed copies of colored photos in <i>jpeg-format</i> <b>with date and time stamped</b> demonstrating <b>before, during, and after</b> construction works;</li> <li>5. Manuals/brochures with technical specifications and Manufacturer's printed Product Installation Instructions; and</li> <li>6. Warranty Certificate of at least five (5) years against structural defects, one (1) year against defects traceable to materials, one (1) year for trees, and three (3) months for shrubs and small plants. Refer to SCC Clause 12.5 for Warranty against Structural Defects/Failures, when applicable.</li> </ol> <p><i>Note: Google Drive will be created for repository of all project documentation related to IGH Phase 4. Personnel who will have access to be identified on the Pre-implementation Meeting.</i></p> <p>The period, by which above-cited documents are required to be submitted, shall be <b><u>within fifteen (15) calendar days prior to the issuance of Certificate of Completion.</u></b></p> |
| 15.2 If the Contractor does not provide the Drawings and/or Manuals | <p>Release of Final Payment shall be made only upon the submission of the "As-Built Drawings" by the Contractor and issuance of Certificate of Completion as recommended by DAP's authorized representative/s or End User of the project and subject to the approval of the signatory of the Contract or the Head of the Procuring Entity.</p>   |

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

## Section VI. SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS

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

### A. OVERALL PROJECT SUMMARY

1. **Project Title:** *"IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY"*
2. **Objective:** This project is part and continuation of the original plan for the Idea Generation Hub (IGH) which involves upgrading the deck spaces to create wider, open areas that can serve as functional learning environments as well as green spaces.  
  
The Level 7A deck garden connects the interior areas of IGH with the exterior, providing a larger green space for work and social interaction. Level 7B offers an additional green expansion area for further landscape and social engagement.
3. **Target User:** DAP Board of Trustees, DAP Management and Eminent Fellows, Important Guest, Department Secretaries, DAP Project Teams, Special Interest Organizations, Innovation Teams, and Government officials including the general government bureaucracy personnel at all levels and DAP Employees.
4. **Proponent:** The Development Academy of the Philippines.
5. **Target Duration:** One Hundred Eighty (180) calendar days as will be stated in the Notice to Proceed.

### B. PROJECT BACKGROUND AND OBJECTIVE

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

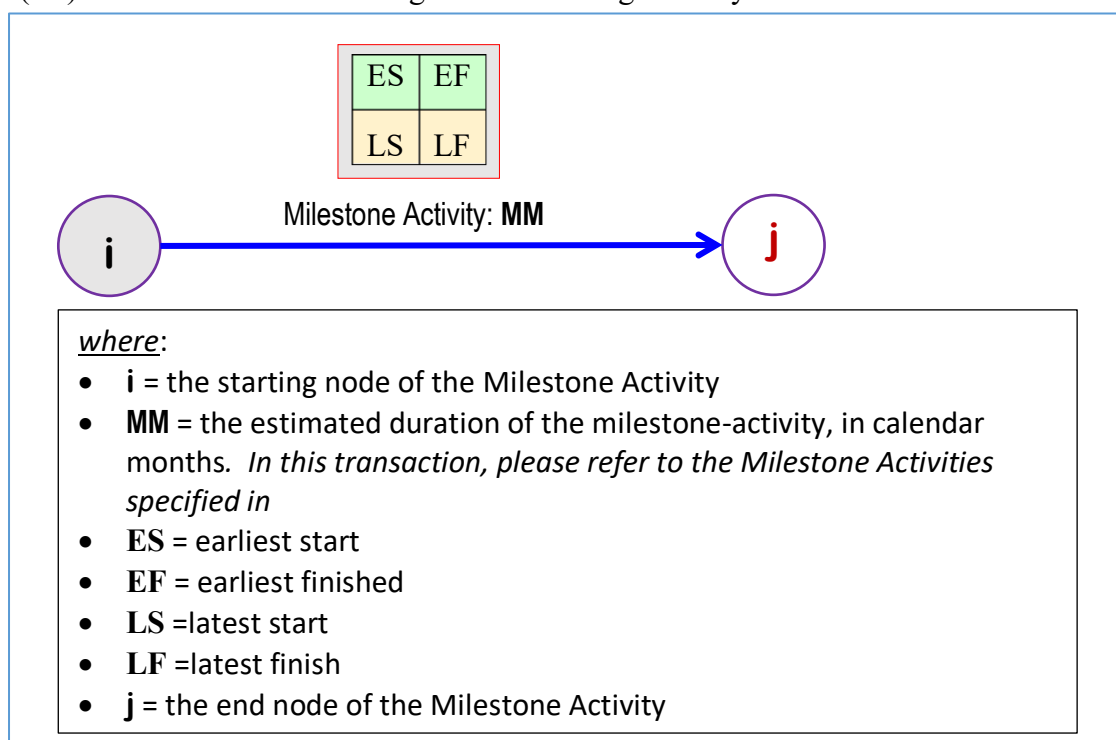
Thus, the conceptualization of the Idea Generation Hub (IGH). The IGH is a collaborative space that provides a venue for creative thinking and stimulates idea generation. This location is intended for the Academy's Board of Trustees, Eminent Fellows, and other important guests to meet, reflect, inspire and collaborate in generating pioneering, value adding and synergistic ideas to address the ever - changing needs of the country. The Landscape Development of Deck Levels 7A and 7B serves a continuation of an added space to further achieve the concept of the IGH overall.

## C. DETAILED SCOPE-OF-WORKS

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

1. **SCHEDULE OF REQUIREMENTS:** The Contractor's proposed Work Plan shown in Gantt chart should provide a more detailed schedule of activities. Unless approved in writing by DAP on the written request of the Contractor, the coverage *from mobilization to demobilization*, should not extend beyond the derivable dates as indicated here below.

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



The coverage **should not extend beyond One Hundred Eighty (180) calendar days**. In other words, the proposal's Critical Path should not exceed one hundred eighty (180) calendar days.

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

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

| <b>MILESTONE ACTIVITIES; ITEM OF WORK or Work Clusters</b> |   |
|--|---|
| <b>A:</b>  | <b>Notice to Proceed</b>  |
| <b>B:</b>  | <b>Landscape Development of Deck Levels 7A and 7B</b>   |
| <b>B.1.</b>  | Supply and Installation of Landscape Works (Hardscape and Softscape) for Decks Level 7A and 7B;   |
| <b>B.2.</b>  | Detailed Design of Electrical and Plumbing Works for Levels 7A and 7B;  |
| <b>B.3.</b>  | Supply and Installation of utilities such as Electrical and Plumbing Works for Levels 7A and 7B;  |
| <b>B.4.</b>  | Construction of mini skywalk to provide access from Level 7A to Level 7B; and,  |
| <b>B.5.</b>  | Outdoor Detailed Design, Fabrication, and Installation of Design Fit-outs, Furnishing, and Fixtures (DFOFFs)  |
| <b>C:</b>  | <b>Punch-listing and rectification of punch-list items; cleaning, restoration of all affected facilities/areas, and other related-fixtures due to the works</b>             |
| <b>D:</b>  | <b>Project Turn-over including submission of “As-Built Plans” duly signed and sealed by appropriate professional engineer/s; and other construction contract documents.</b> |

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

**2.1. REVIEW OF THE EXISTING INFORMATION**

- 2.1.1. Conduct a thorough and insightful review of the approved construction plans to determine completeness and full coordination of architectural/ interior design plans and technical specifications with detailed engineering design plans and technical specifications and in validation and alignment with relevant and pertinent findings in the conduct of the required “as built” survey/ audit as specified in the succeeding section
- 2.1.2. Conduct an audit of the existing project site and conditions (e.g. review of the landscape, structural, electrical, plumbing, safety/security system, etc.) taking into considerations additional specific project requirement.
- 2.1.3. Provide and present findings and recommendation based on Item 2.1.1 review of construction plans and 2.1.2 audit of existing conditions to consolidate and align all significant items and elements to complete the Idea Generation Hub Phase IV: Landscape Design Development of Decks Level 7A and 7B at DAP Building in Pasig City”.
- 2.1.4. Provide detailed design for electrical and plumbing works for Levels 7A and 7B for approval of DAP.

**2.2. SUBMISSION AND APPROVAL OF ALL REVIEWED AND DESIGNED PLANS AND OTHER RELEVANT PROJECT DOCUMENTS and**

INFORMATION for IGH PHASE IV

- 2.2.1. Submit findings for the approval of the reviewed IGH Phase IV DAED Plans;
- 2.2.2. Submit for approval the detailed design of electrical and plumbing plans for Levels 7A and 7B;
- 2.2.3. The contractor shall submit the items 2.2.1 and 2.2.2 in:
  - a. Two (2) sets printed and signed copies of the approved findings for the IGH Phase IV documents or drawings in A4/A3 size.
  - b. Four (4) sets printed and signed copies of the approved detailed design of electrical and plumbing plans at Levels 7A and 7B.
  - c. Electronic copy (CAD, pdf and editable file) of the items 2.2.3.a and 2.2.3b.

**3. CONSTRUCTION OF THE IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT DAP BUILDING IN PASIG CITY** : As a rule, contract implementation guidelines for procurement of infrastructure projects shall comply with **2016 Revised IRR of RA 9184**.

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

approved plans/drawings, technical specifications, cost, delivery schedules, and other terms and conditions of the Contract.

- 3.1.9. Submit for review and approval of DAP Representative and/or End User all Shop Drawings, Product Data, and Material Samples. The contractor shall maintain a record for all submitted and approved Shop Drawings, Product Data and Material Samples for the Project.
- 3.1.10. Submit for review and approval of the DAP Representative and/or End User any Variation Order works that deviate from the original approved plans/drawings, technical specifications, cost, delivery schedules, and other terms and conditions of the Contract. The Contractor shall justify the need for it and who will bear the burden of cost. All changes shall be appropriately documented.
  - a. **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:
    - i. Introduction of new work items that are not included in the original contract; or
    - ii. 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).

| 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 <ol style="list-style-type: none"> <li>a. Bill of Quantities (BOQ)</li> <li>b. Detailed Unit Price Analysis (DUPA)</li> </ol>       | 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  | Contractor  |

|   |            |
|---|------------|
| Number of Calendar Day to finish the proposed VO  |            |
| 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 |

**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.

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

### 3.2. MOBILIZATION AND GENERAL REQUIREMENTS

- 3.2.1. Apply and obtain building permit, and other necessary permits including reproduction of necessary documents and 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;

- 3.2.2. Provide temporary field office and warehousing with health/safety/first aid facility and utilities with corresponding sub-meters to be connected to supply of water and electricity;
- 3.2.3. Install board-up, temporary fencing, gates, access areas and project identification/signage;
- 3.2.4. Provide Personal Protective Equipment (PPE) and other Safety & Health Paraphernalia; and
- 3.2.5. Other necessary project requirements and works to complete the mobilization.

### 3.3. SITE CLEARING & PROPER WASTE DISPOSAL

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

### 3.4. ARCHITECTURAL AND ENGINEERING WORKS

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

#### a. Landscape, Architectural, Civil and Structural Works:

- ❖ Complete Landscape Works such as floor finishes, planters and planting materials;
- ❖ Complete Architectural Works such as DFOFFs, complete architectural finishes for the mini skywalk and sun shading devices inclusive of complete descriptions, dimensions, and profiles plus detailed fabrication/ shop drawings, mock ups and material boards as shown in the detailed plans of the Idea Generation Hub Phase IV: Landscape Development of Decks Level 7A and 7B at DAP Building in Pasig City.
- ❖ Complete Civil and Structural Works for the Mini Skywalk such as steel framing for stairs and landing, including all other related materials and accessories and for construction of the mini skywalk as included in the detailed design.



b. Utility Works:

Electrical, and Plumbing as provided in the contractor's designed plans:

- ❖ Complete electrical wiring, roughing-in, electrical conduits and utility boxes, electrical panel boards and circuit breakers, switches, power outlet, and all other related materials and accessories;
- ❖ Complete plumbing works, piping, and all other related materials and accessories.

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

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

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

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

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

DFOFFs inclusive of sun shading devices

**5. PLANT GROWTH, TESTING & COMMISSIONING**

5.1. Small plants and shrubs shall be maintained on a weekly basis for a period of three (3) months, while trees shall be maintained on a monthly basis for a period of one (1) year. Maintenance activities shall include, but are not limited to: regular watering to ensure optimal soil moisture; pruning and trimming to promote healthy growth and maintain aesthetic form; removal of weeds and invasive species; application of fertilizers and soil conditioners to sustain plant health; pest and disease monitoring and control; replacement of dead or damaged plants; mulching to conserve soil moisture and regulate temperature; and general cleaning of the surrounding areas to maintain a neat and orderly landscape;

5.2. Plants after warranty period shall be vigorous, healthy and free from pest and diseases;

5.3. Testing and commissioning of all electrical, and plumbing systems that have been installed to provide the DAP Representative and/or End User a high level of assurance that all equipment and machineries are installed in a prescribed manner;

5.4. Commissioning also includes actual work observation, spot testing, verification and functional performance testing and providing performance and operating information to the DAP Representative and/or End User. Problems observed shall

be addressed immediately by the Contractor. The Contractor shall submit a schedule for the commissioning process which is integrated in the construction schedule; and

- 5.5. The Contractor shall furnish the DAP Representative and/or End User the Operation & Maintenance (O&M) Manuals of all plants, equipment and machineries installed, incorporating the technical literature as designed and as actually installed, together with brochures and warranty certificates. The O&M information shall be system specific, concise, to the point and tailored specifically to the facility.

- 5.6. Knowledge Transfer

Knowledge Transfer for Plant Care

- Contractor must provide a plant inventory list and a maintenance manual which includes watering schedules, pruning techniques, pest or disease management protocols, fertilizer application intervals, and etc.
- Contractor must conduct a training certification program to the DAP staff which includes onsite demonstration of watering techniques, pruning methods, etc. and Q and A with the Landscape Contractor.
- Contractor must provide a replacement guarantee for installed plants minimum of three months for shrubs and small plants and one year for trees.
- Contractor must provide a contact lists in case of real-time guidance or replacement of plants.

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

- 6.1. Complete set of As-built Plans from the CONTRACTOR (signed & sealed plans, including electronic copy in PDF and CAD-format);
  - 6.1.1. One (1) set of original copy in 20" x 30" sheets (drawn on a mylar sheets) signed and sealed by appropriate professional architects and engineers;
  - 6.1.2. Four (4) sets of blue print copies in 20" x 30" sheets signed and sealed by appropriate professional architects and engineers;
  - 6.1.3. Complete set of electronic files in USB Thumb Drive of "AS-BUILT PLANS" in PDF and CAD format; and
- 6.2. Complete set of electronic and printed copies of colored photos in jpeg-format with date and time stamp demonstrating before, during, and after rehabilitation/renovation works.
- 6.3. Operations and Maintenance Manuals of all supplied and installed plants and equipment comprising the Technical Specifications and Product Installation Instructions; and
- 6.4. Warranty Certificate of at least five (5) years against structural defects, one (1) year against defects traceable to materials, one (1) year for trees, and three (3) months for small plants and shrubs.

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

\*\*\*Nothing follows\*\*\*

## Section VII. DRAWINGS/PLANS

| PARTICULARS                                  | #sheets |
|--|---------|
| <b>1. LANDSCAPE SHEETS</b>                   |         |
| 1.1. Cover Sheet                             |         |
| 1.2. Perspective, Location Map, Vicinity Map | LG-00   |
| 1.3. General Notes and Table of Contents     | LG-01   |
| 1.4. Master Site Development Plan            | LA0-01  |
| 1.5. 7A Landscape Site Development Plan      | LA0-02  |
| 1.6. 7A Perspectives                         | LA0-03  |
| 1.7. 7B Landscape Site Development Plan      | LA0-04  |
| 1.8. 7B Perspectives                         | LA0-05  |
| 1.9. General Section                         | LA0-06  |
| 1.10. Landscape Staking Plan                 | LA1-01  |
| 1.11. Landscape Utility Plan                 | LA2-01  |
| 1.12. Landscape Material Plan                | LA3-01  |
| 1.13. 7A Landscape Material Plan             | LA3-02  |
| 1.14. 7B Landscape Material Plan             | LA3-03  |
| 1.15. Landscape Furniture Plan               | LA3-04  |
| 1.16. Landscape Tree Planting Plan           | LA4-01  |
| 1.17. 7A Landscape Shrub Planting Plan       | LA4-02  |
| 1.18. 7B Landscape Shrub Planting Plan       | LA4-03  |
| 1.19. Landscape Lighting Plan                | LA5-01  |
| 1.20. Landscape Lighting Plan                | LA5-02  |
| 1.21. Paving Details                         | LA6-01  |
| 1.22. Skywalk Details – Part 1               | LA7-01  |
| 1.23. Skywalk Details – Part 2               | LA7-02  |
| 1.24. Skywalk Details – Part 3               | LA7-03  |
| 1.25. Typical Pot Details                    | LA7-04  |
| 1.26. Trellises Details – Part 1             | LA8-01  |
| 1.27. Trellises Details – Part 2             | LA8-02  |
| <b>2. STRUCTURAL SHEETS</b>                  |         |
| 2.1. Framing Plan                            | S-1     |

| PARTICULARS                      | #sheets |
|----------------------------------|---------|
| 2.2. Link Bridge Detail – Part 1 | S-2     |
| 2.3. Link Bridge Detail – Part 2 | S-3     |
| END OF List of Drawings          |         |

## Section VIII. BILL-OF-QUANTITIES (BOQ)

- (a) to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
- (b) when a Contract has been entered into, to provide a priced BOQ for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the BOQ in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the BOQ should be as simple and brief as possible.

**Signature Box:** A signature box shall be added at the bottom of the last page of the BOQ where the authorized representative of the Bidder shall affix his signature. **Failure of the authorized representative to sign the BOQ shall be a cause for rejection of his bid.**

These Notes for Preparing a BOQ are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents

### Bill of Quantities (BOQ)

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

*The BOQ will form part of the Bidder's Financial Bid Documents. Refer to BOQ-template "FC02\_XXX=EXCEL\_Bill-of-Quantities=<BidderName>.xlsx" which editable file will be provided to the Bidders' email address.*

#### **INSTRUCTION to BIDDERS:**

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

\*\*\* nothing follows \*\*\*

## Section IX. INSTRUCTIONS ON HOW TO FILL-OUT BOQ

### *Notes to the Bidders:*

This Section of the Official Bidding Documents provides the information necessary for interested Bidders to prepare responsive bids, in accordance with the requirements of DAP. It also provides information as well as step-by-step guide in preparing a financial bid acceptable to DAP.

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

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

This Section contains provisions that are to be used unchanged.

### **A. INSTRUCTION to BIDDERS:**

- A.1. *Using at least latest version of MicroSoft Excel... “FC02\_XXX=EXCEL\_Bill-of-Quantities=<BidderName>.xlsx”;*
- A.2. Save the said excel files with another filename where “<BIDDERNAME>” represents the Bidder’s company name;
- A.3. This file is password protected. DO NOT ATTEMPT to crack the password in order not to disturb the formulations. The built-in formulas were meant to assist the Bidder finalize its bid in accordance to the minimum requirements of the Project;
- A.4. ***A file that will be detected that has a cracked password shall invalidate the tendered bid and shall not be considered, and may render the tendered bid ‘ineligible’;***
- A.5. Bidder must take enough care and patience to fill-out data needed in order to come-up with eligible / competitive bid;
- A.6. Clarification/s, if any, must be emailed to [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph);
- A.7. **Rule “ZERO”:** When the bid is finally submitted, any “zero” appearing in the bid-item will be taken to mean that the Bidder will provide for free the described bid-item. In case of award and actual implementation, the said described bid-item shall be demanded from the Bidder even as the price for that particular was valued at zero. Thus, care must be taken during the bid-preparation.

While it is also acceptable that zero can be maintained, zero can be replaced with a numeric value if the Bidder intends that a specific amount to be paid for that

particularly described item. There are five-variables per bid-item, as follows:

A.7.1. "**UC\_Matls**" = 0.00 or to be replaced with Bidder's bid for every unit of materials described;

A.7.2. "**UC\_Labor+Eqpt**" = 0.00 or to be replaced with Bidder's bid for every unit of labor and equipment described;

**NOTE:** "**Direct Costs**" for that particular bid-item is also automatically computed each time that the inputs for UC\_Matls and UC\_Labor+Eqpt is adjusted/changed;

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

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

A.7.5. "**%T**" = 0% or to be replaced with Bidder's bid for every unit of Direct Costs + the associated OCM+Profit (if any) for each bid-item described. Note that the "**VAT**" is automatically computed based on computed values of [(Materials) + (Labor & Eqpt) + (Overhead Contingency & Miscellaneous) + (Profit)];

**NOTE:** The **Total Price** for described bid item is automatically computed each time that the inputs for "**UC\_Matls**", "**UC\_Labor+Eqpt**", "**%O**", "**%P**", &/or "**%T**" are/is adjusted/changed;

## B. AMOUNTS OF BID:

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

B.1.1. Direct Costs = "AMT\_Matls + AMT\_L&E"; and,

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

**NOTE:** Ranges of the acceptable rates are defined/prescribed in DPWH's Department Order No. 030 series of 2025 dated 07February2025.

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

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

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

B.4.1. In column "**E**", input ITEM DESCRIPTION. This is an alphabetic data that pertains to an additional item suggested by the Bidder. Further explanation may be asked by the BAC/TWG as to the necessity of such item. Addition of this item will not be construed as a basis to legitimize that the total bid can be more than the ABC=**P13.5M**. **Bid greater than ABC will be declared "NOT ELIGIBLE"**



- B.4.2. In column “**F**”, input item QTY. This is a numeric data representing the volume of the item that will be used for the project. The succeeding estimation of cost will depend on this data;
- B.4.3. In column “**G**”, input item Unit (of measure). This is an alphabetic info indicating the description of the previously inputted QTY. This data should be the commercially available measure of quantity, preferably in metric system;
- B.4.4. In column “**H**”, input Unit Cost of Materials [**UC\_Matls**]. This a numeric data representing the bid-price tendered by the Bidder for every unit of materials that will be needed for implementation of the previously described item.
- B.4.5. In column “**J**”, input Unit Cost of Labor [**UC\_L+E**]. This a numeric data representing the bid-price tendered by the Bidder for direct labor inclusive of equipment-rental (*if any*) cost per unit item that will be needed for implementation of the previously described item;
- B.4.6. In column “**M**”, input percent Overhead, Contingencies & Miscellaneous (OCM) expenses [**%O**]. This a numeric percentage data representing the bid-price tendered by the Bidder as a function of the automatically computed [(Direct Cost) = (Cost of Materials) + (Cost of Labor & Eqpt)] needed for implementation of the previously described item;
- B.4.7. In column “**O**”, input percent Profit [**%P**]. This a numeric percentage data representing the bid-price tendered by the Bidder will the estimated profit for the Bidder; and,
- B.4.8. In column “**Q**”, input percent Tax [**%T**]. This a numeric percentage data representing the tax that will be cost tendered by the Bidder as a payment of tax for bid-item earlier described.
- B.5. Once finalized, the Bidder has to place the file in size-A3 paper (11.7in x 16.5in), sign the signature box on the last page of it, and submit the signed and scanned copy, ***together*** with the editable-file version of your submitted signed and scanned copy, as part of the Financial Proposal.

C. **WHAT TO SUBMIT:** “FC02\_XXX=EXCEL\_Bill-of-Quantities=<BidderName>.xlsx” must be copied and saved in another filename (where “<BIDDERNAME>” represents the Bidder’s company name) to be submitted by the Bidder and explained during the Pre-Bid Conference;

- C.1. *Softcopy of the filled-out “FC02\_XXX=EXCEL\_Bill-of-Quantities=<BidderName>.xlsx” must be submitted by the Bidder;*
- C.2. The signed document “FC02\_XXX=EXCEL\_Bill-of-Quantities=<BidderName>.xlsx” must be submitted as integral part of the Financial Proposal.
- C.3. Non-submission may render the Financial Proposal not eligible. **The contents as to**

**the prescribed filenames shall be checked. Absence of any filename will render the submission non-compliant and may render the entire submission/bid “not eligible”.**

**\*\*\* nothing follows \*\*\***

## Section X. Checklist of Technical and Financial Documents

### ELIGIBILITY AND TECHNICAL DOCUMENTS CHECKLIST

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 "TC21".
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>IB25-417957-04</b>  |  | ABC: <b>P13,500,000.00</b>                                       |    |
| Particulars: <b>"IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY"</b> |  |  |    |
| Venue of Bid Opening <b>DAP Building, Pasig City</b>   |  | DATE & TIME of Bid Opening <b>Oct 17, 2025 (Fri) at 10:00 AM</b> |    |
| <b>BIDDER'S INFORMATION</b>  | COMPANY NAME:<br>?                                 |  |    |
|  | COMPANY HEAD OFFICE MAILING ADDRESS:<br>?          |  |    |
|  | COMPANY WEBSITE OR EMAIL ADDRESS:<br>?             |  |    |
| Representative attending the Bidding:  | NAME OF THE COMPANY REPRESENTATIVE:<br>?           |  |    |
|  | POSITION TITLE OF THE COMPANY REPRESENTATIVE:<br>? |  |    |
| JV info: IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITY/IES?   |  | YES  | NO |

### THE ELIGIBILITY DOCUMENTS

**⚠ DO NOT ALLOW ANY BIDDER from any country outside the Philippines**

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

| TECHNICAL DOCUMENTS   |      | mark   | As Checked |
|---|------|--|------------|
| 3) Photocopy of valid <b>Mayor's/Business Permit</b> issued by City or Municipality where the principal place of business is located, or the equivalent document for Exclusive Economic Zones or Areas.<br><br>Provided that the principal business address shall match with the address indicated in the Class A Eligibility documents. <b><u>per BDS Clause 10.1, item no. 1.2</u></b>  | TC03 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed                                 |            |
| 4) Photocopy of Tax Clearance Certificate for FY2024 issued by the Bureau of Internal Revenue (BIR) in the current year, <b><u>per BDS Clause 10.1, item no. 1.3</u></b>  | TC04 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed                                 |            |
| 5) Photocopy of Audited Financial Statements for FY2024 to FY2023 stamped "received" by the BIR or its duly accredited and authorized institutions, <b><u>per BDS Clause 10.1, item no. 1.4</u></b>   | TC05 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed                                 |            |
| 6) Photocopy of valid PCAB License and Registration with at least "Small B" (Size Range) and "C & D" (License Category), <b><u>per BDS Clause 10.1, item no. 1.5</u></b>  | TC06 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed                                 |            |
| 7) Statement of <b><u>ALL ONGOING</u></b> government and private contracts, including contracts awarded but not yet started, if any, <b><u>per BDS Clause 10.1, item no. 2.</u></b>   | TC07 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed                                 |            |
| 8) Statement of a SINGLE LARGEST COMPLETED CONTRACT (SLCC) similar to the contract to be bid, <b><u>per BDS Clause 10.1, item no. 3,</u></b> and supported by photocopy of the following documents issued by the <b>Owner</b> of the project other than the contractor:<br><br>❖ Certificate of Completion or Final Acceptance, whichever is applicable; <b><u>and</u></b><br><br>❖ Any proof of documents to the Final Acceptance of the project (e.g. Official Receipt or Sales Invoice) issued by the project owner; <b><u>and</u></b><br><br>❖ Photocopy of final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES).<br><br>(For government projects) or its equivalent if private projects; | TC08 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed                                 |            |
| 9) NFCC computation, <b><u>per BDS Clause 10.1, item no. 4</u></b>  | TC09 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed                                 |            |
| 10) <b><i>If applicable</i></b> , valid <b><u>Joint Venture Agreement</u></b> (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.   | TC10 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed<br><input type="checkbox"/> N/A |            |

| TECHNICAL DOCUMENTS   | mark | As Checked   |
|---|------|--|
| <b>NOTE: If not into JVA, kindly include a properly tagged document stating "NOT APPLICABLE".</b>   |      |  |
| 11) Bid security in the prescribed form, amount and validity period, per <b>BDS Clause 10.1 item no. 6</b>  | TC11 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| 12) Certificate of Site Inspection duly signed by authorized DAP Officer, per <b>BDS Clause 10.1 item no. 7</b> under Technical Documents   | TC12 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| 13) Company Profile, per <b>BDS Clause 10.1 item no. 8</b> under Technical Documents  | TC13 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| 14) Proposed Organizational Chart for the Project, per <b>BDS Clause 10.1 item no. 9</b> under Technical Documents  | TC14 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| 15) Duly accomplished and signed list of Bidder's available equipment units, per <b>BDS Clause 10.1 item no. 10</b> under Technical Documents   | TC15 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| 16) Equipment Utilization Schedule, per <b>BDS Clause 10.1 item no. 11</b> under Technical Documents  | TC16 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| 17) Project Work Schedule & Gantt Chart, <b>per BDS Clause 10.1 item no. 12</b> under Technical Documents   | TC17 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| 18) PERT-CPM reflecting the <b>Critical Path Method</b> with a <b>Time Scaled Network Diagram</b> showing the Early Start, Early Finish, Late Start, Late Finish, Total Float, and Free Float of all the activities stated on the <b>Network Diagram</b> , <b>per BDS Clause 10.1 item no. 13</b> under Technical Documents | TC18 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| 19) List of Bidder's Key Personnel for the Project, in Bidder's Letterhead, <b>per BDS Clause 10.1 item no. 14</b> under Technical Documents  | TC19 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| <b>20) Filled out <b>Form 11</b>: Format of Curriculum Vitae (CV) for all proposed key personnel per <b>BDS Clause 10.1 item no. 15</b></b>   |      |  |
| a) Project Manager: <b>per BDS Clause 10.4, item no. 1</b>  | TC20 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| b) Field Engineer: <b>per BDS Clause 10.4, item no.2</b>  | TC21 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| c) Registered Architecture: <b>per BDS Clause 10.4, item no.3</b>   | TC22 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| d) Registered Landscape Architect: <b>per BDS Clause 10.4, item no.4</b>  | TC23 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| <b>Consulting Engineers:</b>  |      |  |
| e) Registered Structural Engineer: <b>per BDS Clause 10.4, item no.5.1</b>  | TC24 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |

| TECHNICAL DOCUMENTS   | mark | As Checked   |
|---|------|--|
| f) Professional Electrical Engineer: <b><u>per BDS Clause 10.4, item no.5.2</u></b>   | TC25 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| g) Registered Master Plumber: <b><u>per BDS Clause 10.4, item no.5.3</u></b>  | TC26 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| h) Head Foreman: <b><u>per BDS Clause 10.4, item no. 6</u></b>  | TC27 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| i) Safety Officer: <b><u>per BDS Clause 10.4, item no. 7</u></b>  | TC28 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| 21) Proposed Manpower Schedule, <b><u>per BDS Clause 10.1 item no.16</u></b>  | TC29 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| 22) Duly Notarized Omnibus Sworn Statement, <b><u>per BDS Clause 10.1, Item 17</u></b> under Technical Documents                | TC30 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |
| 23) USB Thumb Drive containing electronic-copies of the submitted bid proposal (eligibility documents and technical documents). | TC31 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |

| END OF TECHNICAL DOCUMENTS CHECKLIST |                                 |                                 |  |
|--------------------------------------|---------------------------------|---------------------------------|--|
| BAC's Remarks:                       | <input type="checkbox"/> PASSED | <input type="checkbox"/> FAILED | <input type="checkbox"/> FOR RECONSIDERATION |

| CHECKED BY:                                 | NOTED BY:                                      | DOCUMENTS RECEIVED BY:   |
|---|--|--|
| <b>MICHAEL H. RAMOS</b><br>Chairperson, TWG | <b>JUNE ARVIN C. GUDOY</b><br>Chairperson, BAC | <b>RODEL D. CASTILLO</b><br>Officer-in-Charge,<br>BAC Secretariat Division |

## CHECKLIST No. 2: FINANCIAL DOCUMENTS

- All submissions of the Bidder should be **clear and readable** and must indicate the document number Bidders' Technical Documents should be marked "**FC01**" to "**FC05**".
- 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;
- 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>IB25-417957-04</b>   |  | ABC:  | <b>P13,500,000.00</b>                 |    |
| Particulars:                          | <b>"IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY"</b> |  |   |                                       |    |
| Venue of Bid Opening                  | DAP Building, Pasig City  |  | DATE & TIME of Bid Opening  | <b>Oct 17, 2025 (Fri) at 10:00 AM</b> |    |
| BIDDER'S INFORMATION                  | COMPANY NAME:<br>?  |  |   |                                       |    |
|                                       | COMPANY HEAD OFFICE MAILING ADDRESS:<br>?   |  |   |                                       |    |
|                                       | COMPANY WEBSITE OR EMAIL ADDRESS:<br>?  |  |   |                                       |    |
| Representative attending the Bidding: | NAME OF THE COMPANY REPRESENTATIVE:<br>?  |  |   |                                       |    |
|                                       | POSITION TITLE OF THE COMPANY REPRESENTATIVE:<br>?  |  |   |                                       |    |
| JV info:                              |   |  | IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITY/IES? | YES                                   | NO |

### THE FINANCIAL DOCUMENTS

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

| FINANCIAL DOCUMENTS   |      | mark   | As Checked |
|---|------|--|------------|
| 1) FINANCIAL BID FORM as prescribed in per <b><u>BDS Clause 11.1, item (a).</u></b>                       | FC01 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |            |
| 2) Duly signed Bill-of-Quantities (BOQ) as prescribed in per <b><u>BDS Clause 11.1, item no. (b).</u></b> | FC02 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |            |
| 3) Detailed Unit Price Analysis (DUPA) as prescribed in per <b><u>BDS Clause 11.1, item no. (c).</u></b>  | FC03 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |            |
| 4) Payment Schedule as prescribed in per <b><u>BDS Clause 11.1, item no. (d).</u></b>                     | FC04 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |            |
| 5) USB Thumb Drive containing electronic-copies of the submitted bid proposal (financial documents).      | FC05 | <input type="checkbox"/> Passed<br><input type="checkbox"/> Failed |            |

**END OF FINANCIAL PROPOSAL COMPONENT CHECKLIST**

|                |                                 |                                 |  |
|----------------|---------------------------------|---------------------------------|--|
| BAC's Remarks: | <input type="checkbox"/> PASSED | <input type="checkbox"/> FAILED | <input type="checkbox"/> FOR RECONSIDERATION |
|----------------|---------------------------------|---------------------------------|--|

| CHECKED BY:                                 | NOTED BY:                                      | DOCUMENTS RECEIVED BY:   |
|---|--|--|
| <b>MICHAEL H. RAMOS</b><br>Chairperson, TWG | <b>JUNE ARVIN C. GUDOY</b><br>Chairperson, BAC | <b>RODEL D. CASTILLO</b><br>Officer-in-Charge,<br>BAC Secretariat Division |



## Section XI. BIDDING FORMS

### TABLE OF CONTENTS

|   |                                     |
|---|-------------------------------------|
| <b>FORM 1:</b> STATEMENT OF ALL ONGOING CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED ..... | 58                                  |
| <b>FORM 2:</b> STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC).....                      | 59                                  |
| <b>FORM 3:</b> NET FINANCIAL CONTRACTING CAPACITY .....   | 60                                  |
| <b>FORM 4:</b> BID SECURING DECLARATION.....  | 622                                 |
| <b>FORM 5:</b> CERTIFICATE OF SITE INSPECTION .....   | 64                                  |
| <b>FORM 6:</b> LIST OF MAJOR EQUIPMENT UNITS .....  | 65                                  |
| <b>FORM 7:</b> OMNIBUS SWORN STATEMENT.....   | 66                                  |
| <b>FORM 8:</b> MANPOWER SCHEDULE .....  | 70                                  |
| <b>FORM 9:</b> EQUIPMENT UTILIZATION SCHEDULE.....  | 71                                  |
| <b>FORM 10:</b> FINANCIAL BID FORM .....  | 722                                 |
| <b>FORM 11:</b> CV OF KEY PERSONNEL.....  | <b>Error! Bookmark not defined.</b> |
| <b>FORM OF CONTRACT AGREEMENT .....</b>   | <b>77</b>                           |

## *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 MS-EXCEL FILE AND THE IMAGE COPY (IN PDF OR JPEG FORMAT) OF THE SIGNED COPY OF THIS DOCUMENT MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
- 05.** THE FILENAME STRUCTURE SHOULD BE "TC07\_XXX=EXCEL\_All\_Ongoing\_Contracts=<BidderName>", PLUS "TC07\_XXX=IMAGE\_All\_Ongoing\_Contracts=<BidderName>"; AND,
- 06.** BIDDER SHALL SUBMIT WITHIN FIVE (5) CALENDAR DAYS FROM NOTIFICATION FROM THE BAC THAT THE BIDDER HAS THE LOWEST CALCULATED BID THE FOLLOWING:
  - PHOTOCOPY OF THE NOTICE-OF-AWARD (NOA) FOR CONTRACTS AWARDED BUT NOT YET STARTED; AND,
  - PHOTOCOPY OF NOTICE-TO-PROCEED (NTP); AND,
  - PHOTOCOPY OF THE CONTRACT FOR THE PROJECT/S; AND
  - CERTIFIED TRUE COPY OF THE "CERTIFICATE OF WORK ACCOMPLISHMENT" SIGNED BY PROJECT OWNER OR PROJECT ENGINEER FOR ALL ONGOING CONTRACTS.

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

## *Bidder's LETTERHEAD*

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

#### **INSTRUCTIONS to BIDDERS:**

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE ELIGIBILITY DOCUMENTS MARKED AS "TC08";
- 02.** ATTACHED PHOTOCOPY OF CERTIFICATE OF COMPLETION/FINAL ACCEPTANCE **AND** A FINAL RATING OF AT LEAST SATISFACTORY IN THE CONSTRUCTORS PERFORMANCE EVALUATION SYSTEM (CPES) ISSUED BY THE PROJECT OWNER;
- 03.** THE TOTAL AMOUNT OF THE SLCC SHOULD BE EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC;
- 04.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
- 05.** THE FILENAME STRUCTURE SHOULD BE "TC08\_XXX=Single\_Largest\_Completed\_Contract=<BidderName>"; AND
- 06.** FROM NOTIFICATION FROM THE BAC THAT THE BIDDER HAS THE LOWEST CALCULATED BID, BIDDER SHALL SUBMIT WITHIN FIVE (5) CALENDAR DAYS THE PHOTOCOPY OF NOTICE-OF-AWARD, NOTICE-TO-PROCEED, AND CONTRACT.

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

# Bidder's LETTERHEAD

## FORM 3: NET FINANCIAL CONTRACTING CAPACITY

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE ELIGIBILITY DOCUMENTS MARKED AS "TC09";
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 "TC09\_XXX=NFCC\_COMPUTATION=<BIDDERNAME>".

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

|    | Particulars                              | Source Document                    | Amount |
|----|--|------------------------------------|--------|
| 1. | Current Assets                           | Balance Sheet Audited<br>FS (2024) |        |
| 2. | Minus: Current Liabilities               | Balance Sheet Audited<br>FS (2024) |        |
| 3. | <b>Sub-Total</b>                         |                                    |        |
| 4. | Multiplied by 15                         |                                    |        |
| 5. | <b>Sub-Total</b>                         |                                    |        |
| 6. | Minus: Value of Outstanding<br>Contracts | TC07                               |        |
| 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 assets minus current liabilities) **times (15)**] **minus** [value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid].

NFCC<sup>1</sup> = \_\_\_\_\_

**Herewith attached are certified true copies of the Income Tax Return (filed through the Electronic Filing and Payments System (EFPS) and Audited Financial Statement:**

\_\_\_\_\_

<sup>1</sup> Fill-out the value of NFCC based on the above formula.

stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

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

NOTE:

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

# *Bidder's LETTERHEAD*

## FORM 4: BID SECURING DECLARATION

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "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\_XXX=BID\_SECURITY=<BIDDERNAME>".

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

X-----X

### BID SECURING DECLARATION

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

Invitation to Bid No. **IB25-417957-04**

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

I/We, the undersigned, declare that:

- [1] I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a **Bid Securing Declaration**;
- [2] I/We accept that:
  - a. I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and,
  - b. I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, **within fifteen (15) days from receipt of the written demand by the DAP for the commission of acts resulting to the enforcement of the bid securing declaration under Section 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f) of the IRR of RA 9184; without prejudice to other legal action the government may undertake.**
- [3] I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

- b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and, (i) I/we failed to timely file a request for reconsideration, or, (ii) I/we filed a waiver to avail of said right; and,
- c. I am/we are declared the Bidder with the Lowest Calculated Responsive Bid, and I/we shall have furnished the Performance Security and signed the Contract.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_<sup>TH</sup> day of <month> 2025 at *[place of execution]*.

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

**SUBSCRIBED AND SWORN** to before me this \_\_\_<sup>TH</sup> day of <month> 2025 at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert two (2) government identification cards used]*, with his/her photograph and signature appearing thereon, with 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 <month> 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)   |  |

|           |       |
|-----------|-------|
| Doc. No.  |       |
| Page No.  |       |
| Book No.  |       |
| Series of | 2025. |

## FORM 5: CERTIFICATE OF SITE INSPECTION

### INSTRUCTIONS to BIDDERS:

01. SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC12";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
03. THE FILENAME STRUCTURE SHOULD BE "TC12\_XXX=CERT\_SITE\_INSPECTION=<BIDDERNAME>"; AND
04. INTERESTED BIDDERS SHALL FOLLOW THE EXISTING PROTOCOLS SET BY THE DAP PASIG DURING THE SITE INSPECTION.



development academy of the philippines

BIDS & AWARDS COMMITTEE per SO#2025-070 DATED 15 JULY 2025

## CERTIFICATE OF SITE INSPECTION in DAP Pasig City

|  |  |  |
|--|--|--|
| BIDDING NO.:   | <b>IB25-417957-04</b>  |  |
| CONTRACT:  | <b>"IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY"</b>  |  |
| Bidder's Rep.#1<br>Name /Position  |  |  |
| Bidder's Rep.#2<br>Name / Position   |  |  |
| Bidder's Rep.#3<br>Name / Position   |  |  |
| Company Name   |  |  |
| DAP Representative<br>during inspection  |  |  |
| Date and time of<br>Inspection   |  |  |
| This is to certify that we have adequately inspected the DAP Pasig facilities and was able to get enough info/data pertaining to the above stated Project.<br><br>By Bidder/ Bidder's Authorized Representative:<br><br>Signature: _____<br><br>Name: _____<br><br>Position Title: _____ | This is to certify that the above-named Bidder/Bidder's Representative had indeed visited/ inspected the DAP Pasig facilities in reference to the above stated Project.<br><br>By DAP Authorized Representative:<br><br>Signature: _____<br><br>Name: _____<br><br>Position Title: _____ |  |



# Bidder's LETTERHEAD

## FORM 6: LIST OF MAJOR EQUIPMENT UNITS

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC15"
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) PLUS THE EXCEL FILE MUST BE PART OF THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
03. THE FILENAME SHOULD BE STRUCTURED AS EXPLAINED IN "Section XII. FILENAMES".

| MINIMUM EQUIPMENT REQUIREMENT<br>[refer to Bid Data Sheet-ITB Clause 12.1(b)(ii.3)] |  |                 |                         |                            |           |  |
|---|--|-----------------|-------------------------|----------------------------|-----------|--|
| Item No.  | Equipment Description                  | No. of Unit (s) | Model/Year Manufactured | Capacity/ Performance/Size | Condition | Proof of Ownership/ Lessor or Vendor (Indicate if Owned, Leased, or Under Purchase Agreements) |
| 1   | Chipping Gun                           |                 |                         |                            |           |  |
| 2   | Welding Machine                        |                 |                         |                            |           |  |
| 3   | Power Tools                            |                 |                         |                            |           |  |
| 4   | Trolleys                               |                 |                         |                            |           |  |
| 5   | Safety Equipment (PPE) / Paraphernalia |                 |                         |                            |           |  |
| 6   | Other Equipment...                     |                 |                         |                            |           |  |
| 7   | ...                                    |                 |                         |                            |           |  |
| Nth   | ...                                    |                 |                         |                            |           |  |

*This is to certify that undersigned commits to provide and make available all equipment listed above for the project: "IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY" PER IB25-417957-04.*

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

# Bidder's LETTERHEAD

## FORM 7: OMNIBUS SWORN STATEMENT

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC20";
02. ABSENCE OF THIS STATEMENT SHALL RENDER THE BID AS 'INELIGIBLE';
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
04. THE FILENAME STRUCTURE SHOULD BE "TC20\_XXX=NOTARIZED\_OMNIBUS\_SWORN\_STATEMENT=<BIDDERNAME>".

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### OMNIBUS SWORN STATEMENT

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

Invitation to Bid No. **IB25-417957-04**

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

**[Select one, delete the other:]**

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

As the owner and sole proprietor, or authorized representative of [*Name of Bidder*], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for "IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY" per **IB25-417957-04** of the **Development Academy of the Philippines**, as shown in the attached duly notarized Special Power of Attorney;

**OR**

- [2] **If a partnership, corporation, cooperative, or joint venture:**

I am the duly authorized and designated representative of [*Name of Bidder*] with office address at [*address of Bidder*];

I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bids, and to sign and execute the ensuing contract for "IDEA

**GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY"** per **IB25-417957-04** of the **Development Academy of the Philippines**, as shown in the attached [*state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)*];

[3] [*Name of Bidder*] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, or affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

[4] Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

[5] [*Name of Bidder*] is authorizing the Head of the Procuring Entity of the **Development Academy of the Philippines** or its duly authorized representative(s) to verify all the documents submitted;

[6] **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Development Academy of the Philippines, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the Head of the Project Management Office or the End-User unit, and the Project Consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [*Name of Bidder*] is related to the Head of the Development Academy of the Philippines, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the Head of the Project Management Office or the End-User unit, and the Project Consultants and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [*Name of Bidder*] is related to the Head of the Development Academy of the Philippines, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the Head of the Project Management Office or the End-User unit, and the Project Consultants by consanguinity or affinity up to the third civil degree;

[7] [*Name of Bidder*] complies with existing labor laws and standards; and

[8] [*Name of Bidder*] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Making an estimate of the facilities available and needed for the contract to be bid, if any;

and,

- d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the Project: **"IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY"** PER **IB25-417957-04**.

[9] *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

[10] In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_<sup>TH</sup> day of <month>, 2025 at \_\_\_\_\_, Philippines.

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

**SUBSCRIBED AND SWORN** to before me this \_\_\_<sup>TH</sup> day of <month>, 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 <month>, 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) |  |

|           |      |
|-----------|------|
| Doc. No.  |      |
| Page No.  |      |
| Book No.  |      |
| Series of | 2025 |

## Bidder's LETTERHEAD

### FORM 8: MANPOWER SCHEDULE

#### INSTRUCTIONS to BIDDERS:

04. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC29"
05. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) PLUS THE WORD FILE MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
06. THE FILENAME SHOULD BE STRUCTURED AS EXPLAINED IN "Section XII. FILENAMES".

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

*This is to certify that undersigned commits to finish the requirements on or before the prescribed date for the undertaking we bid re: "IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY" PER IB25-417957-04.*

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

# Bidder's LETTERHEAD

## FORM 9: EQUIPMENT UTILIZATION SCHEDULE

### INSTRUCTIONS to BIDDERS:

07. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC16"
08. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) PLUS THE WORD FILE MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
09. THE FILENAME SHOULD BE STRUCTURED AS EXPLAINED IN "Section XII. FILENAMES".

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

*This is to certify that undersigned commits to provide and make available all equipment listed above for the project: "IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY" PER IB25-417957-04.*

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

# *Bidder's LETTERHEAD*

## **FORM 10: FINANCIAL BID FORM**

### **INSTRUCTIONS to BIDDERS:**

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS "FC01";
10. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
02. THE FILENAME STRUCTURE SHOULD BE "FCOI\_XXX=FINANCIAL\_BID\_FORM=<BIDDERNAME>".

## **BID FORM**

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

Date: \_\_\_\_\_

Invitation to Bid No.: **IB25-417957-04**

### **BIDS & AWARDS COMMITTEE** **development academy of the philippines**

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

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

Telephone: (632) 8631-0921 loc. 133

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

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

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

- a. We have no reservation to the OBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: **"IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY"** per **IB25-417957-04**;
- b. We offer to execute the Works for this Contract in accordance with the OBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*; \_\_\_\_\_  
\_\_\_\_\_  
( \_\_\_\_\_ )
- d. The discounts offered and the methodology for their application are: *[insert information]*; \_\_\_\_\_  
\_\_\_\_\_  
( \_\_\_\_\_ )
- e. The Summary of our Bid Price is:



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

- f. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates;
- g. Our Bid shall be valid within a period stated in the OBD, and its shall remain binding upon us at any time before the expiration of that period;
- h. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>2</sup> for this purpose;
- i. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- j. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- k. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- l. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **"IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY"** per **IB25-417957-04** of the Development Academy of the Philippines.
- m. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be ground for the rejection of our bid.

|                              |                  |
|------------------------------|------------------|
|                              | Yours sincerely, |
| <b>NAME:</b>                 |                  |
| <b>POSITION/DESIGNATION:</b> |                  |

<sup>2</sup> Currently based on GPPB Resolution No. 09-2020

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

# Bidder's LETTERHEAD

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

### INSTRUCTIONS to BIDDERS:

1. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC20", "TC21", "TC22", "TC23", "TC24", "TC25", "TC26", "TC27", "TC28", AND "TC29", FOR SPECIFIC PROFESSIONAL AS INDICATED IN THE FORMS BELOW;
2. WHEN FILLED-OUT, THESE FORMS SHOULD CONTAIN THE BIDDER'S WRITE-UP THAT PROVIDE DAP THE NAME OF THE BIDDER'S PERSONNEL WHO WILL BE ENGAGED FOR THE PROJECT INCLUDING THEIR RESPECTIVE TASKS;
3. USE ADDITIONAL PAGE/S AS NECESSARY. RECENT ID PHOTO OF THE PERSONNEL MUST BE INSERTED;
4. THE SIGNED COPY OF THESE DOCUMENTS (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
5. DO NOT LEAVE BLANK SPACE, USE "N/A" AS NECESSARY. "XXX" MUST BE REPLACED BY FILE-NUMBER OR PAGE-NUMBER OF THE FILE (001...XXX), "<BidderName>" SHOULD BE REPLACED BY NAME OF THE BIDDER. TOTAL CHARACTERS OF THE FILENAME, INCLUDING UNDERSCORES, MUST NOT EXCEED 75 ALPHANUMERIC CHARACTERS; AND,
6. THE FILENAME STRUCTURE SHOULD BE...

- TC20\_XXX=CV\_Project\_Manager=<BidderName>
- TC21\_XXX=CV\_Field\_Engineer=<BidderName>
- TC22\_XXX=CV\_Reg.\_Architect=<BidderName>
- TC23\_XXX=CV\_Reg.\_Landscape\_Architect=<BidderName>
- TC24\_XXX=CV\_Reg.\_Structural\_Engineer=<BidderName>
- TC25\_XXX=CV\_Prof.Electrical\_Engineer=<BidderName>
- TC26\_XXX=CV\_Reg.\_Master\_Plumber=<BidderName>
- TC27\_XXX=CV\_Head\_Foreman=<BidderName>
- TC28\_XXX=CV\_Safety\_Officer=<BidderName>

{insertdate}

|  |                            |  |                             |  |
|--|----------------------------|--|-----------------------------|--|
| PROPOSED POSITION:   | <b>[PROPOSED POSITION]</b> |  | <b>TC##</b>                 |  |
| FULL NAME OF THE STAFF MEMBER:   |                            |  | [Recent ID Photo]           |  |
| PROFESSION:  |                            |  |                             |  |
| NUMBER OF YEARS OF PROFESSIONAL EXPERIENCE:  |                            |  |                             |  |
| PRC ID No.[Note: attach photocopy of PRC ID, if applicable]  | REG. DATE:                 |  |                             |  |
| DATE OF BIRTH:   | VALID UNTIL:               |  | NATIONALITY:                |  |
|  |                            |  | YEARS WITH THE FIRM/ENTITY: |  |
| <b>KEY QUALIFICATIONS RELEVANT TO THE PROJECT:</b> [Give an outline of experience relevant to the proposed position; involvement in other projects; and, training most pertinent to tasks on project, if any.] |                            |  |                             |  |
| <b>A. EXPERIENCE RELEVANT TO THE PROPOSED POSITION:</b>  |                            |  |                             |  |
| 1)   |                            |  |                             |  |
| 2)   |                            |  |                             |  |

|  |                            |             |
|--|----------------------------|-------------|
| PROPOSED POSITION:   | <b>[PROPOSED POSITION]</b> | <b>TC##</b> |
| <b>B. INVOLVEMENT IN OTHER PROJECTS</b> <i>[List of all current projects, locations, positions and target date of completion. Use additional sheet/s, if needed]:</i>  |                            |             |
| 1)   |                            |             |
| 2)   |                            |             |
| <b>C. RELEVANT TRAININGS TO TASKS ON PROJECT</b> <i>[Attach photo-copy of Certificate/s, as necessary]:</i>  |                            |             |
| 1)   |                            |             |
| 2)   |                            |             |
| <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>   |                            |             |
| 1)   |                            |             |
| 2)   |                            |             |
| 3)   |                            |             |
| <b>EMPLOYMENT RECORD:</b> <i>[Starting with present position, list every employment held. List all positions held, giving dates, names of employing organizations, and titles of positions; use additional sheet/s, if needed]</i> |                            |             |
| 1)   |                            |             |
| 2)   |                            |             |
| 3)   |                            |             |
| 4)   |                            |             |
| <b>LANGUAGES SPOKEN:</b>   |                            |             |
| 1)   |                            |             |
| 2)   |                            |             |
| 3)   |                            |             |

## CERTIFICATION

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

In the event that the contract "IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY" PER IB25-417957-04 is awarded to [name of company], I firmly commit to assume the post of [designated position].

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

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

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

## FORM OF CONTRACT AGREEMENT

### CONTRACT AGREEMENT 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 "**IDEA GENERATION HUB (IGH) PHASE IV: LANDSCAPE DEVELOPMENT OF DECKS LEVEL 7A AND 7B AT THE DAP BUILDING IN PASIG CITY**" per **IB25-417957-04** (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.**

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*]

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

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> |
| <b>LEOCADIO S. SEBASTIAN, PhD., CESO I</b><br><i>President &amp; Chief Executive Officer</i> | name of Authorized Representative.<br><i>position-title of "Bidder"</i> |
| *** <i>witnesses</i> ***   |   |
| Witness1 of DAP<br><i>position-title of "DAP's Witness1"</i>                                 | Witness1 of the Bidder<br><i>position-title of "Bidder's Witness1"</i>  |
| Witness2 of DAP<br><i>position-title of "DAP's Witness2"</i>                                 | Witness2 of the Bidder<br><i>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><br><Designation><br><Name of Contracting Party> | For the <b>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><br>President and CEO<br>Development Academy of the Philippines   | For the <b>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. 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.

1.

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



|                                 |   |                      |
|---------------------------------|---|----------------------|
|                                 | <p>* The “_XXX” represents the page-number of the file (if in jpg-format), or the last page-number if the file is in pdf-format. In case there is only one page, “_XXX” will be “_000”; and,</p> <p>* The suffix “&lt;BidderName&gt;” was replaced by the Company Name of the Bidder.</p>   |                      |
| 01                              | <p>LOA_XXX=signed_Letter_of_Authorization=&lt;BidderName&gt;</p> <p><b>INSTRUCTIONS:</b> The duly adjusted/filled-out, printed, and signed LOA should be pasted on the face of the sealed Bid Box. The LOA can be read without opening any part of the submitted bid.</p>   | pdf, or jpg, or word |
| <b>A: ELIGIBILITY DOCUMENTS</b> |   |                      |
| 02                              | TC01_XXX=PhilGEPS_Registration=<BidderName>   | pdf or jpg           |
| 03                              | TC02_XXX=SEC-DTI-CDA=<BidderName>   | pdf or jpg           |
| 04                              | TC03_XXX=Mayor_Business_Permit=<BidderName>   | pdf or jpg           |
| 05                              | TC04_XXX=TAX_Clearance=<BidderName>   | pdf or jpg           |
| 06                              | <p>TC05_XXX=Audited_Financial_Statements=&lt;BidderName&gt;</p> <p><b>INSTRUCTIONS:</b> The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar years 2020 &amp; 2021</p> | pdf or jpg           |
| 07                              | TC06_XXX=VALID_PCAB_License+Registration=<BidderName>   | pdf or jpg           |
| 08                              | TC07_XXX=EXCEL_All_Ongoing_Contracts=<BidderName>   | EXCEL                |
| 09                              | TC07_XXX=IMAGE_All_Ongoing_Contracts=<BidderName>   | pdf or jpg           |
| 10                              | TC08_XXX=Single_Largest_Completed_Contract=<BidderName>   | pdf or jpg           |
| 11                              | TC09_XXX=NFCC_computation=<BidderName>  | pdf or jpg           |
| <b>B: ELIGIBILITY DOCUMENTS</b> |   |                      |
| 12                              | <p>TC10_XXX=VALID_Joint_Venture_Agreement=&lt;BidderName&gt;</p> <p><b>INSTRUCTIONS:</b> If the Bidder will not have any joint venture agreement (JVA) with any juridical entity/ies, the Bidder is still required to issue a Statement, written in its letterhead, clearly indicating that the Bidder will not enter into any JVA for this Project.</p>                        | pdf or jpg           |
| <b>C: TECHNICAL DOCUMENTS</b>   |   |                      |
| 13                              | TC11_XXX=BID_SECURITY=<BidderName>  | pdf or jpg           |
| 14                              | TC12_XXX=Cert_Site_Inspection=<BidderName>  | pdf or jpg           |
| 15                              | TC13_XXX=Company_Profile=<BidderName>   | pdf or jpg           |
| 16                              | TC14_XXX=Organizational Chart 4D Project=<BidderName>   | pdf or jpg           |
| 17                              | TC15_XXX=List_Equipment =<BidderName>   | pdf or jpg           |
| 18                              | TC16_XXX= Equipment_Utilization_Schedule =<BidderName>  | pdf or jpg           |
| 19                              | TC17_XXX=IMAGE_Construction_Schedule+S-Curve=<BidderName>   | EXCEL                |
| 20                              | TC18_XXX= IMAGE PERT-CPM_Network_Diagram =<BidderName>  | pdf or jpg           |

|                               |   |            |
|-------------------------------|---|------------|
| 21                            | TC19_XXX=List_of_Key_Personnel=<BidderName>               | pdf or jpg |
| 22                            | TC20_XXX=Project_Manager=<BidderName>                     | pdf or jpg |
| 23                            | TC21_XXX=Field_Engineer=<BidderName>                      | pdf or jpg |
| 24                            | TC22_XXX= Reg_Architect =<BidderName>                     | pdf or jpg |
| 25                            | TC23_XXX=Reg.Landscape_Architect=<BidderName>             | pdf or jpg |
| 26                            | TC24_XXX= Reg.Structural_Engineer =<BidderName>           | pdf or jpg |
| 27                            | TC25_XXX= Prof.Electrical_Engineer =<BidderName>          | pdf or jpg |
| 28                            | TC26_XXX= Reg. Master_Plumber =<BidderName>               | pdf or jpg |
| 29                            | TC27_XXX=Head_Foreman=<BidderName>                        | pdf or jpg |
| 30                            | TC28_XXX=Safety_Officer=<BidderName>                      | pdf or jpg |
| 31                            | TC29_XXX=Manpower_Schedule=<BidderName>                   | pdf or jpg |
| 32                            | TC30_XXX= Notarized_Omnibus_Sworn_Statement =<BidderName> | pdf or jpg |
| <b>D: FINANCIAL DOCUMENTS</b> |   |            |
| 33                            | FC01_XXX=FINANCIAL_PROPOSAL_FORM=<BidderName>             | pdf or jpg |
| 34                            | FC02_XXX=EXCEL_Bill-of-Quantities=<BidderName>            | EXCEL      |
| 35                            | FC02_XXX=IMAGE_Bill-of-Quantities=<BidderName>            | pdf or jpg |
| 36                            | FC03_XXX=EXCEL_DUPA=<BidderName>                          | EXCEL      |
| 37                            | FC03_XXX=IMAGE_DUPA=<BidderName>                          | pdf or jpg |
| 38                            | FC04_XXX=EXCEL_Payment_Schedule=<BidderName>              | EXCEL      |
| 39                            | FC04_XXX=IMAGE_Payment_Schedule=<BidderName>              | pdf or jpg |

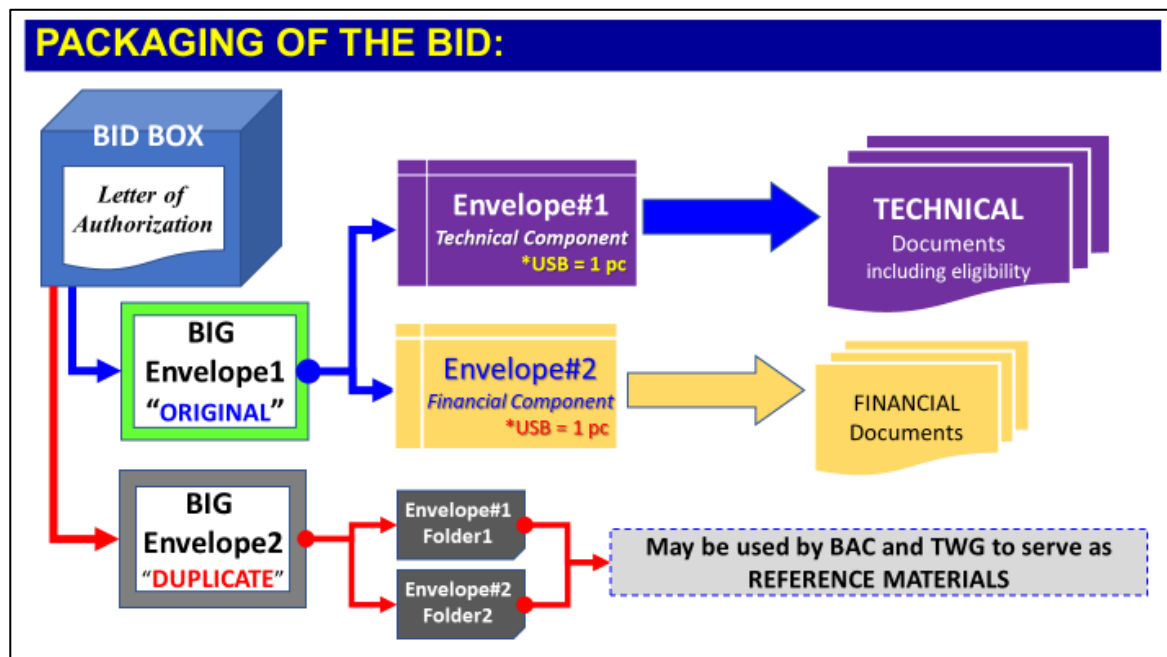
2. The successful Bidder shall also submit the electronics files of all documents specified in **Section III, BDS Clause 21**. The e-files must be saved in a USB thumb drive with filename structures as follows:

| N                               | FILENAME   | Filetype   |
|---------------------------------|--|------------|
| <b>OTHER CONTRACT DOCUMENTS</b> |  |            |
| 01                              | TC31_XXX=Construction_Methodology =<BidderName>          | pdf or jpg |
| 02                              | TC32_XXX=List_Equipment=<BidderName>                     | pdf or jpg |
| 03                              | TC33_XXX= Equipment_Utilization_Schedule=<BidderName>    | pdf or jpg |
| 04                              | TC34_XXX=Construction_Safety+Health_Program=<BidderName> | pdf or jpg |

## Section XIII. 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-2025-070 DATED 15 JULY 2025

**NOTHING  
FOLLOWS**

DAP Bldg., San Miguel Avenue, Pasig City 1600

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

Telephone: (632) 8631 0921 loc. 133

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

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