

PHILIPPINE BIDDING DOCUMENTS

Government of the
Republic of the Philippines

Procurement of INFRASTRUCTURE PROJECTS

**First Edition
May 2025**

Preface

These Philippine Bidding Documents (PBD) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through *Competitive Bidding*¹ have been prepared by the Government of the Philippines (GoP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCC), government financial institutions (GFI), state universities and colleges (SUC), local government units (LGU), and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory² use in projects that are financed in whole or in part by the GoP or any foreign government/foreign or international financing institution in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009 (RA No. 12009).

This PBD is 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: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the eligibility requirements of Bidders; (c) the expected contract duration; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBD groups the provisions that are intended to be used unchanged in Section II. Instructions to Bidders (ITB) and in Section IV. General Conditions of Contract (GCC). Data and provisions specific to each procurement and contract should be included in Section III. Bid Data Sheet (BDS); Section V. Special Conditions of Contract (SCC); Section VI. Specifications; Section VII. Drawings; and Section VIII. Bill of Quantities. The forms to be used are provided in Section IX. Philippine Bidding Documents Related Forms.

Prudence must be exercised to check the relevance of the provisions of the PBD against the requirements of the specific Works to be procured. In addition, 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, except for the notes introducing Section IX. Philippine Bidding Documents Related Forms, where the information is useful for the Bidder. 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 proposal submission,” should be furnished in the BDS and SCC. 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, SCC, Specifications, Drawings, and Bill of Quantities are not part of

¹ For Second Stage of Competitive Dialogue under Section 29.4.2 of IRR of RA No. 12009.

² Unless the Treaty or International or Executive Agreement expressly provides use of foreign government/foreign or international financing institution procurement guidelines.

the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should not contain footnotes except Section IX. Philippine Bidding Documents Related Forms since these provide important guidance to Bidders.

- d) The cover page should be modified as required to identify the Bidding Documents and date of issue.
- e) The Project title page should be modified as required to identify the Project title and number, name and address of the Procuring Entity.
- f) If modifications must be made to the bidding requirements, they can be presented in the BDS. Modifications for specific Project or Contract details should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the BDS or SCC, these terms shall be printed in bold type face on Section II. Instructions to Bidders, and Section IV. General Conditions of Contract, respectively. To facilitate easy reference and completion, clauses from the BDS and SCC shall appear in bold type face in Sections II and IV, respectively.



OFFICIAL BIDDING DOCUMENTS

NOTE: This OBD is compliant with the Philippine Bidding Documents (Infrastructure),
1st Edition (May 2025) prepared by GPPB.

Some minor changes have been made to suit the requirements of the
development academy of the philippines (dap)
as the Procuring Entity

for

**ONE (1) LOT REPAIR AND MAINTENANCE OF
COTTAGES 7 AND 8 AT THE DAP CONFERENCE
CENTER, TAGAYTAY CITY**

Approved Budget for the Contract (ABC) of PHP8,089,024.26

Invitation to Bid No.: IB25-419890-06

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)

TABLE OF CONTENTS

Glossary of Acronyms, Terms, and Abbreviations	6
Definition of Terms	8
Section I. Invitation to Bid	11
Section II. Instructions to Bidders.....	14
A. General.....	16
B. Contents of Bidding Documents	23
C. Preparation of Bids	24
D. Submission and Opening of Bids	32
E. Evaluation and Comparison of Bids	34
F. Award of Contract.....	39
Section III. Bid Data Sheet.....	42
Section IV. General Conditions of Contract.....	49
Section V. Special Conditions of Contract	78
Section VI. Specifications	85
Section VII. Drawings	104
Section VIII. Bill of Quantities	106
Section IX. Philippine Bidding Documents Related Forms	109

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract

ADR – Alternative Dispute Resolution

ARCC – Allowable Range of Contract Cost

BAC – Bids and Awards Committee

BIR – Bureau of Internal Revenue

BSP – Bangko Sentral ng Pilipinas

CDA – Cooperative Development Authority

COS – Contract of Service

CPI – Consumer Price Index

DOLE – Department of Labor and Employment

DTI – Department of Trade and Industry

GCC - General Conditions of Contract

GFI – Government Financial Institution

GOCC – Government-Owned and/or –Controlled Corporation

GoP – Government of the Philippines

GPPB – Government Procurement Policy Board

HoPE – Head of Procuring Entity

JO – Job Order

IRR – Implementing Rules and Regulations

ITB – Instructions to Bidders

LCB- Lowest Calculated Bid

LCRB – Lowest Calculated Responsive Bid

LGUs – Local Government Units

LoC – Line of Credit

MAB – Most Advantageous Bid

MARB – Most Advantageous Responsive Bid

MEARB – Most Economically Advantageous Responsive Bid

MYCA – Multi-Year Contracting Authority

NFCC – Net Financial Contracting Capacity

NGA – National Government Agency

PCAB – Philippine Contractors Accreditation Board

PhilGEPS - Philippine Government Electronic Procurement System

PSA – Philippine Statistics Authority

RA No. – Republic Act Number

SARB – Single Advantageous and Responsive Bid

SCC - Special Conditions of Contract

SCRB – Single Calculated and Responsive Bid

SEARB – Single Economically Advantageous Responsive Bid

SEC – Securities and Exchange Commission

SLCC – Single Largest Completed Contract

SRRB – Single Rated and Responsive Bid

UN – United Nations

Definition of Terms

Bid – a signed offer, proposal, or quotation submitted by a supplier, manufacturer, distributor, contractor, consultant, or service provider in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR of RA No. 12009, Section 5[c]).

Bidder – a supplier, manufacturer, distributor, contractor, consultant, and service provider, whether public or private, who submits a Bid in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR of RA No. 12009, Section 5[d]).

Bidding Documents – the documents issued by the Procuring Entity as the basis for Bids, furnishing all information necessary to prospective bidder to prepare a Bid for the Goods, Infrastructure Projects, and Consulting Services required by the Procuring Entity. (IRR of RA No. 12009, Section 5[e])

Bill of Quantities – a list of the specific items of the Work and their corresponding unit prices, lump sums, and/or provisional sums.

Consulting Services – services for Infrastructure Projects and other types of projects or activities of the government requiring adequate external technical and professional expertise that are beyond the capability or capacity of the government 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. (IRR of RA No. 12009, Section 5[i]).

Contract – the agreement entered into between the Procuring Entity and the Contractor to execute, complete, and maintain the Works and as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

Contract Price – the price stated in the Notice of Award and thereafter to be paid by the Procuring Entity to the Contractor for the execution of the Works in accordance with this Contract.

Contract Time Extension (CTE) – the allowable period for the Contractor to complete the Works in addition to the original Completion Date stated in this Contract.

Contractor – 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.

Days – refers to calendar days; months to calendar months.

Dayworks – varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.

Defect – any part of the Works not completed in accordance with the Contract.

Defects Liability Certificate – the certificate issued by the Procuring Entity upon correction of defects by the Contractor.

Defects Liability Period – the one (1) year period between contract completion and final acceptance within which the Contractor assumes the responsibility to undertake the repair of any damage to the Works at its own expense.

Drawings – graphical presentations of the Works. They include all supplementary details, shop drawings, calculations, and other information provided or approved for the execution of this Contract.

Effective Date of the Contract – the date indicated in the contract. However, the Contractor shall commence performance of its obligations only upon receipt of the Notice to Proceed.

Foreign-funded Procurement or Foreign-Assisted Project – refers to the acquisition of Goods, Consulting Services, and the contracting for Infrastructure Projects by the Government of the Philippines which are wholly or partly funded by foreign loans or grants pursuant to a Treaty or International or Executive Agreement.

Funding Source – Organization named in the SCC.

Goods – refer to (i) all items, supplies, and materials, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity; or (ii) general support services which pertain to all types of services except Consulting Services and Infrastructure Projects, such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services. Personnel Services or individual COS or JO engagements do not fall under this definition; (IRR of RA No. 12009, Section 5[n]).

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;” (IRR of RA No. 12009, Section 5[r]).

Lot – refers to one or more infrastructure projects that are grouped or bundled together based on factors, such as scope, location, or other relevant parameters, as determined by the End-User or Implementing Unit of the Procuring Entity. Each lot is distinct within the project and may be awarded as a separate contract.

MARB – refers to the award criteria in the procurement of Infrastructure where the considerations for the award of contract are the eligibility of the bidder, the responsiveness of its bid to the technical requirements, and the most advantageous bid in reference to the highest rated offer based on the quality component of the bid.

Materials – refer to all supplies, including consumables, used by the Contractor for incorporation in the Works.

MEARB – refers to the award criteria in the procurement of Infrastructure where the considerations for the award of contract are the eligibility of the bidder, the responsiveness of its bid to the technical requirements, and the determination of the most economically advantageous bid in reference to the quality-price ratio allocated to the technical and financial components of the bid.

Notice to Proceed – refers to a written notice issued by the Procuring Entity to the Contractor requiring the latter to begin the commencement of the work not later than a specified or determinable date.

Online submission – pertains to the submission of the bid for Infrastructure Projects and the bid envelopes containing the technical and financial components of the bid through electronic means or through the electronic bidding facility of the PhilGEPS, once available.

Permanent Works – refer to all permanent structures and all other project features and facilities required to be constructed and completed in accordance with this Contract which shall be delivered to the Procuring Entity, and which shall remain at the Site after the removal of all Temporary Works.

Plant – refers to the machinery, apparatus, and the like intended to form an integral part of the Permanent Works.

Procuring Entity - the organization acquiring the Infrastructure Project, as named in the SCC.

Project – refers to a specific or identified procurement covering Goods, Infrastructure Projects 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.

Program of Work – refers to the big-picture plan and comprehensive schedule that details construction-related tasks to ensure the timely and efficient delivery of the project.

Site Investigation Reports – refers to those that were included in the Bidding Documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.

Slippage – refers to a delay in work execution occurring when actual accomplishment falls below the target as measured by the difference between the scheduled and actual accomplishment of the Work by the Contractor as established from the work schedule. This is actually described as a percentage of the whole Works.

Simple Infrastructure Projects – refers to construction, improvement, rehabilitation, demolition, repair, restoration, or maintenance of structures, technical facilities and systems with an Approved Budget for the Contract (ABC) not exceeding Ten Million Pesos (PhP 10,000,000.00) built at the community level for the sustenance of lives and livelihoods of the population living in a community and built according to the needs and aspirations of the community population.

Verified Report – the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.



Section I. Invitation to Bid

Invitation to Bid for “One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City”

- 1) The *Development Academy of the Philippines (DAP)*, through the *Prior Year's Subsidy (APY as per Special Provisions of GAA 2025³)* intends to apply the sum of *Eight Million Eighty-Nine Thousand Twenty-Four Pesos and Twenty-Six Centavos (Php 8,089,024.26)*, being the Approved Budget for the Contract (ABC) to payments under the contract for “*One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City*”. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2) The *DAP* now invites bids for “*One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City*.”⁴ Completion of the Works is required *within 6 months or 180 Calendar Days*. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II. Instructions to Bidders (ITB).

- 3) Bidding will be conducted through competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act No. 12009, otherwise known as the “New Government Procurement Act (NGPA)”.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

- 4) Interested bidders may obtain further information from DAP and inspect the Bidding Documents at the Development Academy of the Philippines GF, DAP Bldg., San Miguel Avenue, Pasig City from Monday to Friday, 9:00 AM to 4:30 PM.
- 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 **05 November 2025 (Wed) to December 1, 2025 (Mon) from 9:00AM to 4:30PM** at the address and website/s below and upon payment of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **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:

³ Approved Budget for the Contract (ABC) refers to the budget for the contract duly approved by the Head of the Procuring Entity (HoPE), within the authorized amount in the General Appropriations Act (GAA), continuing, and automatic appropriations, or other authorized source of funds, in the case of National Government Agencies (NGAs); the corporate operating budget approved by the governing Boards, pursuant to Executive Order (EO) No. 518, s. 1979, entitled “Establishing a Procedure for the Preparation and Approval of the Operating Budgets of Government Owned or Controlled Corporations, in the case of GOCCs, GFIs, and RA No. 8292, or the “Higher Education Modernization Act of 1997”, in the case of SUCs; and the budget for the contract approved by the Sanggunian through an appropriation ordinance in the case of LGUs. For multi-year contracts, for which a Multi-Year Contractual Authority (MYCA) or an equivalent document is required, the ABC shall be the total project cost reflected in the MYCA or equivalent document (Section 5(a), RA No. 12009).

⁴ A brief description of the scope of Works should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

cashtreasury@dap.edu.ph for the issuance of Service Invoice (SI). Payment duly acknowledged by DAP Treasury Division shall be a prerequisite 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.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- 7) The DAP will hold a Pre-Bid Conference on **13 November 2025 (Thu), 10:00 AM** via Face-to-Face at DAP Conference Center, Tagaytay City, which shall be opened to all interested Bidders upon submission of a Letter of Intent (LOI) to participate through the BAC Secretariat. The LOI shall be coursed through the email of the BAC Secretariat at **dapbacsec@dap.edu.ph**.
- 8) Site visit will be done on **13 November 2025 (Thu) to December 1, 2025 (Mon), 9:00 AM to 4:00PM**, and must be coordinated well in advance with the BAC Secretariat. Prospective bidders are encouraged to bring their technical personnel during the site visit, and only a maximum of three (3) representatives per bidder.
- 9) Bids must be duly received by the BAC Secretariat through manual submission at the Development Academy of the Philippines GF, DAP Bldg., San Miguel Avenue, Pasig City, on **02 December 2025 (Tue)** 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 **02 December 2025 (Tue)** 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 representative/s.
- 11) The ***Development Academy of the Philippines*** 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 Section 70⁵ of R.A. No. 12009, without 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

Address : Development Academy of the Philippines
GF, DAP Bldg., San Miguel Avenue, Pasig City 1600

Telephone : (632) 8631-0921 loc. 133

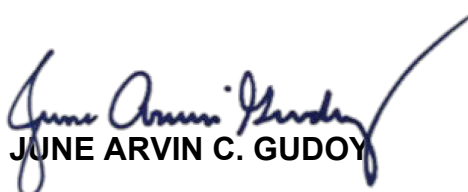
BAC Secretariat email : dapbacsec@dap.edu.ph

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

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

Issued this 5th day of November 2025.

For the DAP Bids and Awards Committee:



Chairperson, Bids & Awards Committee

>> Nothing Follows <<

⁵ Reservation Clause

Section II. Instructions to Bidders

TABLE OF CONTENTS

A. GENERAL	16
1. Scope of Bid	16
2. Source of Funds	16
3. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices.....	16
4. Conflict of Interest	17
5. Eligible Bidders.....	19
6. Bidder's Responsibilities.....	20
7. Origin of Goods and Services.....	23
8. Subcontracts	23
B. CONTENTS OF BIDDING DOCUMENTS	23
9. Pre-Bid Conference	23
10. Clarification and Amendment of Bidding Documents.....	24
C. PREPARATION OF BIDS	24
11. Language of Bids	24
12. Documents Comprising the Bid: Technical and Financial Components.....	25
13. Bid Prices	26
14. Bid Currencies.....	27
15. Bid Validity	27
16. Bid Security	27
17. Format and Signing of Bids	31
18. Sealing and Marking of Bids.....	31
D. SUBMISSION AND OPENING OF BIDS	32
19. Deadline for Submission of Bids.....	32
20. Late Bids	32
21. Modification and Withdrawal of Bids.....	32
22. Opening and Preliminary Examination of Bids.....	33
E. EVALUATION AND COMPARISON OF BIDS	34
23. Process to be Confidential.....	34
24. Clarification of Bids.....	34
25. Detailed Evaluation and Comparison of Bids.....	34

26.	Post-Qualification	37
27.	Reservation Clause	38
F. AWARD OF CONTRACT		39
28.	Contract Award.....	39
29.	Signing of the Contract.....	40
30.	Performance Security	40
31.	Notice to Proceed.....	41
32.	Protest Mechanism.....	41

A. General

1) Scope of Bid

- 1.1 The Procuring Entity named in the **BDS**, invites Bids for the “One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City”, per IB25-419890-06.

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

- 1.2 The winning Bidder will be expected to complete the Works by the intended completion date specified in **SCC** Clause 1.1.

2) Source of Funds

The Procuring Entity has a budget or received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for this Project to cover eligible payments under the contract.

3) Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices

- 3.1 Unless otherwise specified in the **BDS**, the Procuring Entity, as well as Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:

- a) defines, for purposes of this provision, the following terms under existing laws, rules, and regulations:
 - i) "corrupt practice" means an act by which officials in the public or private sectors improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA No. 3019.
 - ii) "fraudulent practice" means a misrepresentation of facts for purposes of influencing a procurement process or the execution of a contract to the detriment of the Procuring Entity, which includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.

iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;

v) “obstructive practice” is

a) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution relative to allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent the latter from disclosing its knowledge of matters relevant to the administrative proceedings or from pursuing such proceedings or investigation; or

b) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

b) Undertakes to reject a proposal for award upon *prima facie* determination that the Bidder recommended for award has engaged in any of the prohibited practices mentioned in this Clause for purposes of competing for the contract.

3.2 Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under the applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 4.

3.3 Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a Bidder or Contractor in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 36.

4) **Conflict of Interest**

4.1 All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (f) below:

a) A Bidder has controlling shareholders or beneficial owners in common with another Bidder;

b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;

- c) A bidder has the same legally authorized representative as that of another Bidder for purposes of this Bid;
 - d) A bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process. This may include a firm or an organization that lends, or temporarily seconds, its personnel to firms or organizations that are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project;
 - e) A bidder who participated as a consultant in the preparation of the design or technical specifications of the goods and related services that are the subject of the bid; or
 - f) A bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.
- 4.2 All Bidding Documents shall be accompanied by an Omnibus Sworn Statement of the Bidder that it is not related, by consanguinity or affinity up to the third civil degree, to the HoPE, Procurement Agent (if engaged), the head of the Project Management Office (PMO), the End-User or Implementing Unit or any members of the Bids and Awards Committee (BAC), Technical Working Group (TWG), and BAC Secretariat.⁶
- 4.3 The Bidder shall also disclose the ultimate beneficial ownership of the entity it represents. Failure to comply shall be a ground for the automatic disqualification of the bid in consonance with Section 59 of the IRR. For this reason, relationship to the aforementioned persons within the third civil degree of consanguinity or affinity shall automatically disqualify the Bidder from participating in the procurement of contracts of the Procuring Entity notwithstanding the act of such persons inhibiting themselves from the procurement process. This Clause shall apply to the following persons and affiliates:
- a) In the case of individuals or sole proprietorships, to the Bidders and their spouses;
 - b) In the case of partnerships, to the partnership itself and its partners;
 - c) In the case of cooperatives, to the cooperative itself and members of the board of directors, general manager or chief executive officer;
 - d) In the case of a partnership, joint venture, or consortium, to the entity itself, its members or partners, as well as any person or entity that is a member of a blacklisted partnership, joint venture, or consortium; and

⁶ Section 81.1 of the IRR.

- e) In the case of corporations, a single stockholder, together with their relatives up to the third civil degree of consanguinity or affinity, and their assignees, holding at least twenty percent (20%) of the shares therein, its chairperson and president, shall be blacklisted after they have been determined to hold the same controlling interest in a previously blacklisted corporation or in two corporations that have been blacklisted; the corporations of which they are part shall also be blacklisted.

5) Eligible Bidders

5.1 Only Bids found to be legally, technically, and financially eligible will be evaluated. For procurement of Infrastructure Projects, the following persons shall be eligible to participate in this bidding:

- a) Duly licensed Filipino citizens or sole proprietorships;
- b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- d) Cooperatives duly organized under the laws of the Philippines; and
- e) Persons or entities forming themselves into a Joint Venture (JV), i.e., a group of two (2) or more persons or entities that intend to be jointly and severally responsible or liable for a particular contract; Provided, however, that in accordance with relevant laws, rules, and regulations, Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%); Provided, further, that joint ventures in which Filipino ownership or interest is less than sixty percent (60%) may be eligible where the structures to be built require the application of techniques or technologies which are not adequately possessed by a person or entity meeting the sixty percent (60%) Filipino ownership requirement; Provided, furthermore, that in the latter case, Filipino ownership or interest shall not be less than twenty-five percent (25%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the member of the joint venture as specified in their Joint Venture Agreement (JVA); Provided, finally, that the primary purpose of each member of the joint venture must be similar or related to the requirement of the project to be bid out.

5.2 The Procuring Entity may also invite foreign bidders when provided for under any Treaty or International or Executive Agreement as specified in the **BDS**.

5.3 In accordance with RA No. 4566 or the "Contractors' License Law" as amended by RA No. 11711 or "An Act Further Amending Republic Act No. 4566", the persons or entities enumerated in Section 52 of the IRR may participate in the procurement of Infrastructure Projects if it has been issued a license by the Philippine Contractors Accreditation Board (PCAB) to engage or act as a contractor.

- 5.4 The Bidder must have completed an SLCC that is similar to the procurement project to be bid, and whose value must be equivalent to at least fifty percent (50%) of the ABC, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices; Provided, that any change to the fifty percent (50%) requirement may be allowed, subject to the recommendation of the Procuring Entity, which shall be submitted to the GPPB for consideration; Provided, further, that contractors under Small A and Small B categories without similar experience on the procurement project to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost of their registration based on the guidelines as prescribed by the PCAB.

For foreign-funded procurement, the GoP and the foreign government, or foreign or international financing institution may agree on another track record requirement, as specified in the **BDS**.

Moreover, a contract shall be considered similar to the procurement project if it has the same major categories of work. The Procuring Entity may clarify in the Bidding Documents what is regarded as major categories of work, guided by the principle of proportionality and Fit-for-Purpose approach.

- 5.5 The SLCC shall be supported by an Owner's Certificate of Final Acceptance issued by the project owner other than the Contractor, or a final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES), or a similar performance and monitoring system. In the case of contracts with the private sector, an equivalent document shall be submitted.
- 5.6 The computation of a bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

$$\text{NFCC} = [(\text{Current assets minus current liabilities}) (15)] \text{ minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the procurement project to be bid; Provided, That a different formula may be adopted subject to the recommendation of the Procuring Entity, which shall be submitted to the GPPB for consideration.}$$

The value of the domestic bidder's current assets and current liabilities shall be based on the latest AFS submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their latest AFS prepared in accordance with international financial reporting standards.

6) Bidder's Responsibilities

- 6.1 The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section IX. Philippine Bidding Documents Related Forms as required in **ITB** Clause 12.1(h)(iv).
- 6.2 Before submitting their bids, the Bidders are deemed to be knowledgeable of all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.3 The Bidder undertook the following responsibilities:

- a) Took steps to carefully examine and ensure full understanding and comprehension of the Bidding Document, its requirements, clauses, and provisions;
- b) Acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any;
- d) Complied with its responsibility to inquire or secure Supplemental Bid Bulletin(s);
- e) Ensured that it is not “blacklisted” or barred from bidding by the Government of the Philippines (GoP) or any of its agencies, offices, corporations, or LGUs, including foreign government, or foreign/ international financing institutions whose blacklisting rules have been recognized by the GPPB; by itself or by reason of its relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;
- f) Ensured that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and that all statements and information provided therein are true and correct;
- g) Authorized the HoPE or its duly authorized representative/s to verify all the documents submitted;
- h) Ensured that the signatory 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, to sign, and execute the ensuing contract, accompanied by the duly notarized Special Power of Attorney, Board or Partnership Resolution, or Secretary’s Certificate, whichever is applicable;
- i) Complied with the disclosure provision under Section 81 and 82 of RA No. 12009 and its IRR in relation to other provisions of RA No. 3019;
- j) Complied with existing labor laws and standards. Moreover, the Bidder undertakes to:
 - i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or Collective Bargaining Agreement (CBA) or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the Department of Labor and Employment (DOLE) of underpayment or non-payment of workers’ wages and wage-related benefits, the Bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of RA No. 12009,

without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations;

- ii) Comply with Occupational Safety and Health Standards (OSHS) and correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, the Bidder undertakes to suspend contract implementation pending clearance to resume from the DOLE Regional Office, in compliance with the Work Stoppage Order; and

- iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or CBA or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises.
- k) Ensured that it 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;
 - l) Examined all instructions, forms, terms, and specifications in the Bidding Documents;
 - m) Determined and complied with all matters pertaining to the contract to be bid, including but not limited to: (i) the location and the nature of the contract, project, or work; (ii) climatic conditions; (iii) transportation facilities; (iv) 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 (v) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work; and
 - n) Ensured that all information in the Bidding Documents, including bid or supplemental bid bulletin(s) issued, are correct and consistent. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible Bidder out of the data furnished by the Procuring Entity.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned;

- 6.4 The Bidder, by the act of submitting its bid, shall be deemed to have inspected the site, determined the general characteristics of the contract works and the conditions for this Project and examine all instructions, forms, terms, and project requirements in the Bidding Documents.
- 6.5 Further, the Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

In case of failure of bidding, the Bidding Documents fee may be applied in the re-bidding for the same Project.

- 6.6 Furthermore, the Bidder should be aware that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7) Origin of Goods and Services

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of Goods, or Contracting of Works or Services other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

8) Subcontracts

- 8.1 Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Works to an extent as may be approved by the HoPE and as stated in the **BDS**. However, the subcontracted portion shall not exceed fifty (50%), or a different percentage of the ABC, on a per project basis, as approved by the GPPB.
- 8.2 Subcontracting of any portion of the Project shall not relieve the Bidder from any liability or obligation that may arise from the contract.
- 8.3 Subcontractors must meet the eligibility criteria as stated in the **BDS** and shall submit the same eligibility documents as the general contractor. Failure of a subcontractor to meet the eligibility criteria does not affect the eligibility of the general contractor for the procurement project. In such case, the portion intended to be subcontracted to the ineligible subcontractor shall be assumed by the general contractor.
- 8.4 Subcontracting arrangement, if allowed, including the time of submission of the eligibility documents of the subcontractor, shall be disclosed in the **BDS**.

B. Contents of Bidding Documents

9) Pre-Bid Conference

- 9.1 If so specified in the **BDS**, a pre-bid conference shall be held either at the Procuring Entity's physical address and/or online through videoconferencing, webcasting, or similar technology, or a combination thereof, on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.
- 9.2 The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission of and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid and other bidding documents on the PhilGEPS website.
- 9.3 Bidders are highly encouraged to attend the pre-bid conference to fully understand the Procuring Entity's requirements. While non-attendance of the Bidder will in no way prejudice its bid, the Bidder is deemed to know any changes and/or amendments to the Bidding Documents, as may be provided in the Supplemental Bid Bulletin.

The proceedings of the pre-bid conference shall be recorded, and the corresponding minutes shall be prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective Bidders not later than five (5) days upon written request.

- 9.4 Decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a Supplemental Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10) Clarification and Amendment of Bidding Documents

- 10.1 Prospective bidders may request for clarification(s) on and/or interpretation of any part of the Bidding Documents. Such a request must be in writing and submitted to the BAC of the Procuring Entity at the address or electronic mail indicated in the **BDS** or through the electronic bidding facility of PhilGEPS, as may be applicable, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2 The BAC shall respond to the said request by issuing a Supplemental Bid Bulletin duly signed by the BAC Chairperson. It shall be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3 Supplemental Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4 Any Supplemental Bid Bulletin issued by the BAC shall also be posted on the PhilGEPS website, in any conspicuous place in the premises of the Procuring Entity, and on the website or social media platforms of the Procuring Entity, if available, or such other channels as may be authorized by the GPPB. It shall be the responsibility of all prospective bidders, including those who have properly secured the Bidding Documents, to inquire and secure Supplemental Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental Bid Bulletin must be accordingly informed by the BAC, and be allowed to modify or withdraw their bids prior to the deadline for the submission and receipt of bids in accordance with ITB Clause 21.

C. Preparation of Bids

11) Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country. The Bidder shall cause the authentication of the translated documents and shall be authenticated by the appropriate Philippine foreign service establishment or post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. However, for Contracting Parties to the

Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, as defined in Section 20.2.9.2 of the IRR, except for countries identified by the DFA that will still require legalization (red ribbon) by the relevant Embassy or Consulate. The English translation shall govern, for purposes of interpretation of the bid.

12) Documents Comprising the Bid: Technical and Financial Components

12.1 The first bid envelope shall contain the following technical documents, including the eligibility documents:

- a) PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR;
- b) PCAB License and Registration, in case of Joint Venture (JV);
- c) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- d) Statement of the Bidder's SLCC, in accordance with **ITB** Clause 5.5.

The SLCC shall be supported by an Owner's Certificate of Final Acceptance issued by the project owner other than the Contractor, or a final rating of at least satisfactory in the CPES, or a similar performance and monitoring system. In case of contracts with the private sector, an equivalent document shall be submitted;

- e) NFCC computation in accordance with **ITB** Clause 5.6;
- f) Joint Venture Agreement (JVA), if applicable;
- g) Bid Security in the prescribed form and amount in accordance with **ITB** Clause 16, and validity period under **ITB** Clause 15;
- h) Project Requirements, which shall include the following:
 - i) Organizational chart of the personnel to be deployed for the procurement project to be bid;
 - ii) List of Contractor's personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the procurement project to be bid, with their complete qualifications and experience data. These personnel must meet the required minimum years of experience set in the **BDS**;
 - iii) List of Contractor's major equipment units which are owned, leased, or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor or vendor for the duration of the project, as the case may be, which must meet the minimum requirements for the contract set in the **BDS**; and
 - iv) Omnibus Sworn Statement in accordance with Section 54.3 of the IRR.

- 12.2 The second bid envelope shall contain the Financial Bid Form, which includes the bid prices and the bill of quantities, in accordance with **ITB** Clauses 13.1.
- 12.3 Whenever necessary, modifications may be made to the foregoing provisions specifically for major and specialized procurement to suit the particular needs of the Procuring Entity, subject to the approval of the GPPB.
- 12.4 All bids that exceed the ABC shall not be accepted. Unless otherwise indicated in the **BDS**, for foreign-funded procurement, the ABC shall be applied as the ceiling to bid prices provided the following conditions are met:
- a) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the Procuring Entity, payment could be made upon the submission of bids.
 - b) The Procuring Entity has procedures in place to ensure that the ABC is based on recent estimates made by the engineer or the responsible unit of the Procuring Entity and that the estimates are based on adequate detailed engineering and reflect the quality, supervision and risk, and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
 - c) The Procuring Entity has trained cost estimators on estimating prices and analyzing bid variances. In the case of Infrastructure Projects, the Procuring Entity must also have trained quantity surveyors.
 - d) The Procuring Entity has established a system to monitor and report bid prices relative to ABC and engineer's or Procuring Entity's estimate.
 - e) The Procuring Entity has established a monitoring and evaluation system for contract implementation to provide feedback on actual total costs of goods and works.

However, the GoP and the foreign government, or foreign or international financing institutions may agree to waive the foregoing conditions.

13) Bid Prices

- 13.1 The contract shall be for the whole Works, as described in the Bidding Documents, based on the priced Bill of Quantities submitted by the Bidder.
- 13.2 The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. In case partial bids are allowed in the ITB, bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, the Bill of Quantities, shall be considered non-responsive and shall be automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for.
- 13.3 For the given scope of work in the contract as awarded, all bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as specified in GCC Clause 45.

14) Bid Currencies

- 14.1 All bid prices shall be quoted in Philippine Peso unless otherwise provided in the **BDS**. 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 Daily Reference Exchange Rate Bulletin on the day of the bid opening.⁷
- 14.2 If so allowed in accordance with **ITB** Clause 14.1, the Procuring Entity, for purposes of bid evaluation and comparing the bid prices, will convert the currencies in which the bid price is expressed to Philippine Peso at the foreign exchange rates.
- 14.3 Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Peso.

15) Bid Validity

- 15.1 Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 15.2 Should it become necessary to extend the validity of the bids and the bid securities beyond one hundred twenty (120) calendar days, the Procuring Entity concerned shall request in writing all those who submitted bids for such extension before the expiration date therefor. Bidders, however, shall have the right to refuse to grant such extension without forfeiting their Bid Security.

16) Bid Security

- 16.1 The Bidder, at its option, shall submit a Bid Security in the form and amount as stated in the **BDS**, which may include the following:

Form of Bid Security	Amount of Bid Security (Not less than the required Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a bank. <i>For biddings conducted by LGUs, the Cashier's or Manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Two percent (2%)
(b) Bank draft/guarantee or irrevocable Letter of Credit issued by a bank; Provided, however, that it shall be confirmed or authenticated by a	Five percent (5%)

⁷ RA No. 8183 or "An Act to Assure Uniform Value to Philippine Coin and Currency."

local bank, if issued by a foreign bank. <i>For biddings conducted by LGUs, the Bank Draft/ Guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance on as authorized to issue such security.	Five percent (5%)
(d) Bid Securing Declaration	Not Applicable

The Bid Security shall be denominated in Philippine Peso and posted in favor of the Procuring Entity.

- 16.2 The Bid Security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable Bid Security shall be considered as non-responsive and rejected by the Procuring Entity.
- 16.3 In no case shall the Bid Security be returned later than the expiration of the bid validity period indicated in the Bidding Documents, unless it has been extended in accordance with Section 57.2 of the IRR. In case the bidder is required to extend its bid validity, the bidder may, at its discretion, substitute a Bid Securing Declaration for the extended period as a replacement of its Bid Security; Provided, that the option to substitute is indicated in the **BDS**.
- 16.4 Upon signing and execution of the contract, pursuant to **ITB** Clause 29, and the posting of the performance security pursuant to **ITB** Clause 30, the Bid Security of the successful Bidder's Bid Security will be discharged, but in no case later than its validity period as indicated in **ITB** Clause 15.
- 16.5 The Bid Security may be forfeited based on any of the following grounds, as provided under Rule VIII, X, XI, and XXI of the IRR:
- a) If a Bidder:
 - i) With the Lowest Calculated Responsive Bid (LCRB), Most Economically Advantageous Responsive Bid (MEARB), Most Advantageous Responsive Bid (MARB), Single Calculated and Responsive Bid (SCRB), Single Economically Advantageous Responsive Bid (SEARB), or Single Advantageous Responsive Bid (SARB) withdraws, fails, refuses or is unable to: (i) submit the documents required under Section 66.5 of the IRR; (ii) enter into contract with the Procuring Entity; or (iii) post the required performance security within the period stipulated in the IRR and in accordance with **ITB** Clause 30;

- ii) Causes the delay, without justifiable cause, of the screening for eligibility, opening of bids, evaluation and post evaluation of Bids, and awarding of contracts;
- iii) Refuses to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
- iv) Withdraws a bid, or refuses to accept an award, or refuses or fails to enter into contract with the Procuring Entity without justifiable cause, after the approval of the HoPE for having been the declared LCRB or MEARB, as the case may be;
- v) Refuses or fails to furnish performance security within the prescribed time;
- vi) Commits of three (3) or more of any of the acts imposed with suspension, as provided under Section 99 of the IRR;
- vii) Uses force, fraudulent machinations, coercion, undue influence or pressure on any member of the BAC or any officer or employee of the Procuring Entity to take a particular action for its own favor or gain, or to the advantage of a particular bidder;
- viii) Colludes with one (1) or more bidders and submitting different bids as if they were bona fide, when they knew that one or more of them was so much higher than the other that it could not be honestly accepted and that the contract will surely be awarded to the pre-arranged lowest bid;
- ix) Maliciously submits different bids through two (2) or more persons, corporations, partnerships, or any other business entity in which it has interest, to create the appearance of competition that does not in fact exist so as to be declared as the winning bidder;
- x) Enters into an agreement with other bidder/s which call upon one to refrain from bidding for procurement contracts, or which call for withdrawal of bids already submitted, or which are otherwise intended to secure an undue advantage to any of the bidders;
- xi) Fails to faithfully disclose its relationship, regardless of the time of its discovery, with the HoPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the End-User or Implementing Unit, and the project consultants of the Procuring Entity, or of the procurement agent, whichever is applicable, by consanguinity or affinity up to the third civil degree pursuant to Section 81 of the IRR;
- xii) Submits beneficial ownership information containing false entries;
- xiii) Allows the use of one's name or uses the name of another for purposes of public bidding;

- xiv) Submits eligibility requirements and bids containing false information or falsified documents or the concealment of such information that will materially alter the outcome of eligibility screening or any stage of the procurement;
 - xv) Accesses the contents of any Bid submitted to the Procuring Entity before the opening of bids, without authorization;
 - xvi) Has any documented attempt to unduly influence the outcome of the bidding;
 - xv) Employs schemes which stifle or suppress any procurement activity; or
 - xvi) Commits a third offense imposed with blacklisting under the Act by the same Procuring Entity, or a combination of three (3) violations imposed with blacklisting by the Procuring Entity and other Procuring Entities, as posted on the GPPB portal;
- b) If a Winning Bidder:
- i) Conducts poor performance or unsatisfactory quality and/or progress of work. Poor performance shall be as follows:
 - i.i) Negative slippage of fifteen percent (15%) and above within the critical path of the project due entirely to the fault or negligence of the winning bidder;
 - i.ii) Non-compliance of the materials and workmanship with the approved specifications arising from the fault or negligence of the winning bidder.
 - ii) In case it is determined prima facie that the winning bidder has engaged, before or during the implementation of the contract, in the following unlawful deeds and behaviors relative to contract acquisition and implementation:
 - ii.i) Corrupt, fraudulent, collusive and coercive practices;
 - ii.ii) Drawing up or using forged documents; or
 - ii.iii) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or trade.
 - iii) Assigns or subcontracts the contract or any part thereof or substituting key personnel named in the proposal without prior written approval by the Procuring Entity;
 - iv) Willfully or deliberately abandons or does not perform the project or contract by the winning bidder resulting in substantial breach thereof without lawful and/or just cause;
 - v) Has its contract terminated due to its default or unlawful acts; or

- vi) Fails to comply with the provision on warranty that requires to repair any noted defect or damage to the Infrastructure Project due to the use of materials of inferior quality within ninety (90) calendar days from the issuance of the order by the HoPE to undertake such repairs.

17) Format and Signing of Bids

- 17.1 Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section IX. Philippine Bidding Documents Related Forms on or before the deadline specified in the **ITB** Clause 19 in two (2) separate sealed bid envelopes which shall be submitted simultaneously, whether through manual or online submission. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12, and the second shall contain the financial component of the bid.
- 17.2 Forms as mentioned in **ITB** Clause 17.1 must be completed without any alterations to their format. No substitute form shall be accepted.
- 17.3 Each and every page of the Bid Form, including the Bill of Quantities, under Section IX hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 17.4 Any insertions, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

18) Sealing and Marking of Bids

- 18.1 Bidders shall enclose their technical documents described in **ITB** Clause 12 in one sealed envelope marked "TECHNICAL COMPONENT," and the financial component in another sealed envelope marked "FINANCIAL COMPONENT," sealing them all in an outer envelope marked "BID."
- 18.2 The Bid shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 18.3 All envelopes shall:
 - a) contain the name of the contract to be bid in capital letters;
 - b) bear the name and address of the Bidder in capital letters;
 - c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 18.1;
 - d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.1; and
 - e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 19.
- 18.4 For manually submitted bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, the same shall be accepted; Provided, That the bidder or its duly authorized representative shall acknowledge such

condition of the bid as submitted. On the other hand, unsealed or unmarked bid envelopes, or bids that cannot be opened or corrupted in case of online submission, shall be rejected.

The BAC shall assume no responsibility for misplaced or lost contents of the improperly sealed or marked bid, or for its premature opening.

D. Submission and Opening of Bids

19) Deadline for Submission of Bids

Bids must be received by the Procuring Entity's BAC at the address indicated in the **Invitation to Bid**, or through the e-bidding facility of the PhilGEPS, on or before the date and time indicated in the **BDS**.

20) Late Bids

Bids, including the eligibility requirements, submitted after the deadline shall be rejected by the BAC. The BAC shall record in the Minutes of the Meeting the submission and opening of bids, the Bidder's name, its representative, and the time the late bid was submitted.

21) Modification and Withdrawal of Bids

21.1 Bidders may modify their bids before the deadline for the submission and receipt of bids.

- a) For manual submission and receipt of bids, the Bidders shall not be allowed to retrieve their original bid, but shall only be allowed to submit the bid modification by sending another bid, equally sealed, properly identified, linked to its original bid, and marked as a "modification," thereof, and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the bidder unopened.
- b) For online submission of bids, the Bidders shall not be allowed to retrieve their original Bid, but shall only be allowed to submit the bid modification, send another Bid equally secured, properly identified labelled as a "modification" of the one previously submitted. The time indicated in the latest bid receipt page generated shall be the official time of submission. Bids modification submitted after the applicable deadline shall not be accepted.

21.2 Bidders may withdraw their bids in writing before the deadline for submission and receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in the IRR.

Bidders may also express their intention not to participate in the bidding in writing, which should be received by the BAC before the deadline for submission and receipt of bids. Bidders that withdraw their bids shall no longer be allowed to submit another bid for the same contract, directly or indirectly.

21.3 No bid may be modified after the deadline for submission and receipt of bids. Further, no bid may be withdrawn in the interval between the deadline for submission and receipt of bids, and the expiration of bid validity specified by

the Bidder in the Financial Bid Form. Withdrawal of bid during this interval shall result in the forfeiture of the Bidder's Bid Security pursuant to **ITB** Clause 16.5, and the imposition of administrative sanctions as prescribed by RA No. 12009 and without prejudice to the imposition of civil and criminal sanctions as provided under applicable laws.

Alternative Bids shall be rejected. For this purpose, Alternative Bid shall pertain to an offer made by a bidder in addition or as a substitute to its original bid, which may be included as part of its original bid or submitted separately. A bid with options shall likewise be considered an Alternative Bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

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.

Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

22) Opening and Preliminary Examination of Bids

- 22.1 The BAC shall open the bids in public, immediately after the deadline for submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the submitted Bids and reschedule the opening of Bids on the next working day or at the soonest possible time, through the issuance of a Notice of Postponement to be posted on the PhilGEPS website and the website of the Procuring Entity concerned.
- 22.2 The manner of opening of the bids for Infrastructure Projects shall depend on the award criterion to be adopted, as follows:
 - a) For LCRB and MEARB, the BAC shall open the technical and financial proposals on the same day; and
 - b) For MARB, only the technical proposals shall be opened while the financial proposals shall remain unopened and shall be kept securely by the BAC until the specified time of their opening as indicated in the **BDS**. Only the financial proposals of the bidders who have met the highest technical score for MAB shall be opened.
- 22.3 The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

- 22.4 The Bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of bids, as read, and the minutes of the bid opening shall be made available to the public, upon written request and payment of a specified fee to recover the cost of materials.
- 22.5 To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through mail at its PhilGEPS-registered physical address or official e-mail address. The said notice shall be issued within seven (7) calendar days from the date of the bid opening.

E. Evaluation and Comparison of Bids

23) Process to be Confidential

- 23.1 Members of the BAC, its staff and personnel, Secretariat, and TWG, as well as Observers, are prohibited from making or accepting any communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 24.
- 23.2 Any effort by a Bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the bid.

24) Clarification of Bids

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid that is not in response to the request of the Procuring Entity shall not be considered.

25) Detailed Evaluation and Comparison of Bids

- 25.1 The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Bill of Quantities.
- 25.2 The Procuring Entity will undertake the detailed evaluation and comparison of the bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 22, to determine the Lowest Calculated Bid (LCB), Most Economically Advantageous Bid (MEAB), and Most Advantageous Bid (MAB).
- 25.3 The award criterion shall be determined as follows:
- a) For LCB:
 - i) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
 - ii) The ranking of the total bid prices as so calculated from the lowest to highest, where the bid with the lowest price shall be identified as the LCB.

- b) For MEAB, the BAC shall evaluate the quality and price proposals to determine the MEAB using the following steps:
- i) The quality proposal together with the price proposal shall be considered in the evaluation of bids. The quality proposals shall be evaluated first using the criteria in the **BDS**. The price proposals of the bids that meet the minimum quality score shall then be opened.
 - ii) The price and quality proposals shall be given corresponding weights with the price proposal given a minimum weight of fifteen percent (15%) up to a maximum of forty percent (40%). The weight of the quality criteria shall be adjusted accordingly such that their total weight in percent together with the weight given to the price proposal shall be equal to one hundred percent (100%).
 - iii) To further promote green public procurement, the sustainability of materials or structures with green specifications shall be given greater weight in the evaluation of bids. As approved by the BAC, the exact weights shall be indicated in the **BDS**. The BAC shall rank the bidders in descending order based on the combined numerical ratings of their quality and price proposals. The bidder with the best overall score using the quality-price ratio shall be referred to as the MEAB.
 - iv) The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.

The quality component shall be assessed on the basis of criteria with corresponding numerical weights indicated in the **BDS**, which may include qualitative, environmental, or social aspects linked to the subject matter of the contract. These may include any or a combination of the following:

- a) Quality and technical merit, including technical competence and a credible track record;
- b) Aesthetic and functional design and characteristics;
- c) Approach and methodology;
- d) Accessibility;
- e) Tools and equipment;
- f) Social, environmental, economic, and innovative characteristics;
- g) Organization, qualification, and experience of employees or staff assigned to perform the contract;
- h) Ongoing contracts and work commitments; or
- i) Other relevant criteria in relation to the subject Infrastructure Projects to be procured.

c) For MAB

- i) The BAC shall evaluate the quality proposals to determine the MAB using the quality components. The quality components shall be assessed on the basis of the criteria with corresponding numerical weights indicated in the **BDS** to determine the bidder with the highest technical rating.
 - ii) The second bid envelope of the bidder obtaining the highest technical rating shall be opened. If the financial proposal is equal to or lower than the ABC, the bid shall be accepted and determined as the MAB; otherwise, the same shall be rejected and the bidder will be disqualified.
- 25.4 In order to eliminate bias in evaluating the quality proposals, it is recommended that the highest and lowest scores for each bidder for each criterion shall not be considered in determining the average scores of the bidders, except when the evaluation is conducted in a collegial manner.
- 25.5 The BAC shall immediately conduct a detailed evaluation of all bids using non-discretionary criteria in considering the following:
 - a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the BDS shall be considered non-responsive and, thus, automatically disqualified.

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; and
 - b) Arithmetical corrections. The BAC shall consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid correction if expressly allowed in the **BDS**. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 25.6 Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the LCB, MEAB, or MAB. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 25.7 The BAC shall evaluate all bids on an equal footing to ensure fair and competitive bid comparison. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value-added tax (VAT), income tax, local taxes, and other fiscal levies and duties. Such bids, including said taxes, shall be the basis for the bid evaluation and comparison.
- 25.8 If so indicated pursuant to **ITB** Clause 1.1, bids may be submitted for individual lots, or for any combination thereof, provided that all bids and combinations of bids 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 prices quoted shall correspond to all of the requirements specified for each lot. Bid Security as

required by **ITB** Clause 16 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in **BDS** Clause 25.5 (a).

26) Post - Qualification

- 26.1 The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the LCB, MEAB, or MAB, as the case may be, complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5 and 12. The Bidder, within a non-extendible period of five (5) calendar days from receipt of notice from the BAC that it submitted the LCB, MEAB, or MAB, shall submit all the eligibility documents supporting its PhilGEPS Certificate of Registration (Platinum Membership), its latest income and business tax returns filed for the preceding quarter which should not be earlier than two (2) quarters from the date of submission and receipt of bid, and other appropriate licenses and permits required by law and stated in the **BDS**.
- 26.2 Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the Bidder for award; Provided, That in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the Bid Security.
- 26.3 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clause 12, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 26.4 If the BAC determines that the bidder with the LCB, MEAB, or MAB passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, MEARB, MARB, SCB, SEAB, or Single Advantageous Bid (SAB) and recommend to the HoPE the award of contract to the said bidder at its submitted bid price or its calculated bid price, whichever is lower or, in the case of quality-based evaluation procedure, submitted bid price or its negotiated price, whichever is lower.
- If, however, the BAC determines that the bidder with the LCB, MEAB, MAB, SCB, SEAB, or SAB fails to meet the post-qualification criteria, it shall immediately notify the Bidder in writing of its post-disqualification and the grounds for such determination.⁸
- 26.5 Immediately after the BAC has notified the first bidder of its post-disqualification, and notwithstanding any pending request for reconsideration thereof, the BAC shall initiate and complete the same post-qualification process on the bidder with the second LCB, MEAB, or MAB. If the second bidder passes the post-qualification and provided that the request for reconsideration of the first bidder has been denied, the second bidder shall be post-qualified as the bidder with the LCB, MEAB, or MAB.
- 26.6 If the second bidder, however, fails the post-qualification, the procedure for post-qualification shall be repeated for the bidder with the next LCB, MEAB, or MAB and so on, until the LCRB, MEARB, or MARB, as the case may be, is

⁸ Sec 63.5 of the IRR.

determined for award, subject to the procedure of Notice and Execution of Award.

- 26.7 Within a period not exceeding ten (10) calendar days from the determination by the BAC of the LCRB, MEARB, MARB, SCRB, SEARB, or SARB and the recommendation to award the contract, the HoPE or its duly authorized representative shall approve or disapprove the said recommendation.
- 26.8 In case of approval, the HoPE or its duly authorized representative shall immediately issue the Notice of Award to the bidder with the LCRB, MEARB, MARB, SCRB, SEARB, or SARB, as the case may be.

In the event that the approving authority shall disapprove the resolution on the award of the contract, such disapproval shall be based only on valid, reasonable, and justifiable grounds as enumerated under Section 70 of the IRR to be expressed in writing. A copy of the decision disapproving the resolution shall be furnished to the BAC and the bidder.

27) Reservation Clause

- 27.1 Notwithstanding the eligibility or post-qualification of a bidder and without incurring any liability, the HoPE or its duly authorized representative at any stage of the procurement, reserves the right to review its qualifications, reject any and all bids, declare a failure of bidding or not award the contract in the following situations:

- a) If it has reasonable grounds to believe that a misrepresentation has been made by the said bidder; or
- b) If it has reasonable grounds to believe that there has been a change in the bidder's capability to undertake the project from the time it submitted its eligibility requirements.

Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will adversely affect its capability to undertake the Project so that it no longer meets the prescribed eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and disqualify it from participating further in the bidding process or being awarded the contract.

- 27.2 Based on the following grounds, the HoPE or its duly authorized representative reserves the right to reject any and all Bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition or influences or tends to influence the bidding process;

- b) If the BAC is found to have failed in complying with the applicable law or in following the prescribed bidding procedures; or
- c) If there are any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the government, in instances where (i) the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE; (ii) the Project is no longer necessary as determined by the HoPE; and (iii) the source of funds for the Project has been withheld or reduced through no fault of the Procuring Entity.

F. Award of Contract

28) Contract Award

- 28.1 Subject to **ITB** Clause 26, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB, MEARB, MARB, SCRB, SEARB, or SARB, as the case may be.
- 28.2 Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the winning Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB, MEARB, MARB, SCRB, SEARB, or SARB, as applicable, and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 28.3 Within ten (10) calendar days from receipt by the winning bidder of the Notice of Award, the following conditions should be complied with before the contract may be awarded:
 - a) Submission of the following documents:
 - i) Valid JVA, if applicable;
 - ii) The SEC Certificate of Registration of the foreign corporation, if applicable; or
 - iii) Valid PCAB license and registration for the type and cost of the Project for foreign bidders when the Treaty or International or Executive Agreement expressly allows submission of such license and registration as a pre-condition to the Notice of Award.
 - b) Posting of the performance security in accordance with **ITB** Clause 30; and
 - c) Signing of the contract as provided in **ITB** Clause 29.

29) Signing of the Contract

- 29.1 Within ten (10) calendar days from receipt of the Notice of Award, the winning Bidder shall post the required performance security, sign and date the contract, and return it to the Procuring Entity.
- 29.2 The Procuring Entity shall enter into a contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 29.3 The following documents shall form part of the contract:
 - a) Contract Agreement;
 - b) Bidding Documents;
 - c) Winning Bidder's bid, including the technical and financial proposals, and all other documents/statements submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - d) Performance Security;
 - e) Notice of Award of Contract; and
 - f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

30) Performance Security

- 30.1 To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a performance security prior to the signing of the contract. Furthermore, the successful bidder shall be required to update the performance security posted before to the issuance of a variation order, if any.
- 30.2 Sectors enumerated under Section 76.1⁹ of the IRR may be allowed to post Performance Securing Declaration (PSD) as specified in the **BDS**.

⁹ Section 76.1. *The GPPB, once data is available from relevant agencies, shall maintain a registry of entities belonging to the following sectors:*

*a) Farmers as certified by the Department of Agriculture (DA);
b) Fisherfolk as certified by the Bureau of Fisheries and Aquatic Resources (BFAR);
c) Persons with disabilities as certified by the National Council for Disability Affairs (NCDA) pursuant to RA No. 7277, otherwise known as the Magna Carta for Disabled Persons, as amended;
d) Solo parents as certified by the Department of Social Welfare and Development (DSWD); e) Microenterprises and social enterprises as certified by the MSMED Council;
f) Startups, spin-offs, and other forms of entity involved in science, technology, and innovation activities as certified by the DTI, DICT, NIC or the Department of Science and Technology (DOST), as may be applicable;
g) Cooperatives duly registered with the CDA pursuant to RA No. 6938, otherwise known as the Cooperative Code of the Philippines, as amended; and
h) Other relevant sectors as may be determined by the GPPB to ensure inclusivity and diversity in the procurement process.*

- 30.3 The performance security shall be in a form selected by the Procuring Entity in the amount indicated in the **BDS**, which shall not be less than the percentage of the total contract price in accordance with the following price schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
a) Cash or Cashier's or Manager's check issued by a bank. <i>For biddings conducted by LGUs, the cashier's or manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Ten percent (10%)
b) Bank draft or guarantee or irrevocable Letter of Credit issued by a local bank. If issued by a foreign bank, it shall be confirmed or authenticated by a local bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the IC as authorized to issue such security.	Thirty Percent (30%)

- 30.4 The performance security shall be denominated in Philippine Peso and posted in favor of the Procuring Entity, which shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

31) Notice to Proceed

The Procuring Entity shall issue the Notice to Proceed to the winning Bidder not later than three (3) calendar days from the date of approval of the contract by the appropriate signatories. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

32) Protest Mechanism

Decisions of the BAC in all stages of procurement may be protested to the HoPE in accordance with Section 83 of the IRR.

Section III. Bid Data Sheet

ITB Clause	
<u>1.1</u> Scope of Bid	The Procuring Entity is The Development Academy of the Philippines (DAP) The Project title is “One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City”. The identification number of the Contract per IB25-419890-06
<u>2</u> Source of Funds	The Funding Source is: 2.1 The GOP through the source of funding as indicated below for 2025 in the amount of <i>EIGHT MILLION EIGHTY-NINE THOUSAND TWENTY-FOUR PESOS AND TWENTY-SIX CENTAVOS (Php 8,089,024.26)</i>. 2.2 The source of funding is: NGA, the General Appropriations Act or Special Appropriations.
<u>3.1</u> Ethics	No further instructions.
<u>5.2</u> Foreign Bidders	Bidding is restricted to eligible bidders as defined in ITB Clause 3.
<u>5.4</u> SLCC	Contracts similar to the Project shall be those described as follows: <i>Repair/maintenance/renovation/rehabilitation of building/s. Contracts involving only a single scope of work (e.g., painting, tiling, etc.) shall not be considered similar projects.</i>
<u>7</u> Origin of Goods and Services	No further instructions.
<u>8.1</u> Subcontracts	Subcontracting is not allowed.
<u>8.3</u> Subcontractors' Eligibility Criteria	Not applicable.
<u>8.4</u> Time of Submission of Subcontractors' Eligibility Documents	Subcontracting is not allowed.
<u>9.1</u> Pre-Bid Conference	The Procuring Entity will hold a pre-bid conference for this Project on <i>13 November 2025, 10:00 AM, DAP Conference Center, Tagaytay City</i>
<u>10.1</u> Request	Prospective bidders may request for clarification(s) on and/or interpretation of any part of the Bidding Documents. Such a request must be in writing and

for Clarification(s)	submitted to: RODEL D. CASTILLO Officer-in-Charge, BAC Secretariat Division development academy of the philippines GF, DAP Bldg., San Miguel Avenue, Pasig City 1600 P.O. Box 12788 Ortigas Center, Pasig City 1600 Philippines <i>Telephone</i> : (632) 8631-0921 loc. 133 <i>BAC Secretariat email</i> : dapbacsec@dap.edu.ph <i>Website address</i> : https://www.dap.edu.ph																											
12.1(h)(ii) List of Contractor's personnel to be assigned to the procurement project to be bid	The minimum work experience requirements for key personnel are the following: <table><tr><th><u>Key Personnel</u></th><th><u>General Experience</u></th><th><u>Relevant Experience</u></th></tr><tr><td>1.Project Manager</td><td>at least five (5) years</td><td>at least five (5) years</td></tr><tr><td>2.Project Architect</td><td>at least five (5) years</td><td>at least five (5) years</td></tr><tr><td>3.Registered Electrical Engineer</td><td>at least five (5) years</td><td>Not required</td></tr><tr><td>4.Electronics Engineer</td><td>at least five (5) years</td><td>Not required</td></tr><tr><td>5.Registered Mechanical Engineer</td><td>at least five (5) years</td><td>Not required</td></tr><tr><td>6.Registered Master Plumber or Sanitary Engineer</td><td>at least five (5) years</td><td>Not required</td></tr><tr><td>7.Safety Officer</td><td>at least three (3) years</td><td>Not required</td></tr><tr><td>8.General Foreman</td><td>at least five (5) years</td><td>at least one (1) year</td></tr></table> Note: • <i>General Experience</i> – shall refer to the accumulated years of experience in the field of building construction. • <i>Relevant Experience</i> – shall refer to the accumulated years of experience in projects of similar nature, involving <i>repair, maintenance, renovation, or rehabilitation of building/s</i>. • For licensed professionals, such experience shall be counted from the date of issuance of their professional license, for skilled workers and key personnel with certificates, from the date of issuance of the relevant certificate.	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	1.Project Manager	at least five (5) years	at least five (5) years	2.Project Architect	at least five (5) years	at least five (5) years	3.Registered Electrical Engineer	at least five (5) years	Not required	4.Electronics Engineer	at least five (5) years	Not required	5.Registered Mechanical Engineer	at least five (5) years	Not required	6.Registered Master Plumber or Sanitary Engineer	at least five (5) years	Not required	7.Safety Officer	at least three (3) years	Not required	8.General Foreman	at least five (5) years	at least one (1) year
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>																										
1.Project Manager	at least five (5) years	at least five (5) years																										
2.Project Architect	at least five (5) years	at least five (5) years																										
3.Registered Electrical Engineer	at least five (5) years	Not required																										
4.Electronics Engineer	at least five (5) years	Not required																										
5.Registered Mechanical Engineer	at least five (5) years	Not required																										
6.Registered Master Plumber or Sanitary Engineer	at least five (5) years	Not required																										
7.Safety Officer	at least three (3) years	Not required																										
8.General Foreman	at least five (5) years	at least one (1) year																										
12.1(h)(iii) List of Contractor's	The minimum major equipment requirements are the following:																											

Major Equipment Units	Equipment	Capacity	Number of Units
	1. Mini Dump Truck	At least 3 cu.m.	1
	2. Air Compressor Unit	Potable, at least 2.5HP	1
	3. Electric Handheld Jackhammer	At least 1200W	1
	4. Portable Welding Machine	At least 300 Amps	1
	5. 4" Angle Grinder	At least 750W	2
	6. Electric Drill	At least 13mm, 600W	2
	7. Cordless Drill	At least 20V	2
	8. Industrial Vacuum cleaner	At least Wet/Dry Vacuum Cleaner 2.5gal. 900W	1
	9. Self Leveling Laser Level Digital	At least 5 Line Laser Level	1
	10. Floor Polisher	At least 17" Cleaning Path, 450rpm Speed, 1.5HP Motor	1
	11. Personal Protective Equipment	Hard hats, safety shoes, gloves, etc.	As required per worker
	12. Other Equipment as may be identified by the bidder		1 lot
12.4 ABC	The ABC is <i>Eight Million Eighty-Nine Thousand Twenty-Four Pesos and Twenty-Six Centavos (Php 8,089,024.26)</i> . Any bid with a financial component exceeding this amount shall not be accepted.		
14.1 Bid Currencies	The bid prices shall be quoted in Philippine Peso.		
14.3 Payment of the Contract Price	Payment shall be made in Philippine Peso.		
15.1 Bid Validity	Bids will be valid for one hundred twenty (120) calendar days from bid opening.		
16.1 Bid Security	The Bid Security shall be in the form of a Bid Securing Declaration, and: The amount of not less than ONE HUNDRED SIXTY-ONE THOUSAND SEVEN HUNDRED EIGHTY PESOS AND FORTY-NINE CENTAVOS (P161,780.49) ONLY (2% of ABC), if bid security is in cash/manager's check.		
16.2 Bid Security Validity	The Bid Security shall be valid for <i>One Hundred Twenty (120) calendar days from the date of the Opening of Bids</i> .		

<u>16.3</u> Replacement of Bid Security	Substitution of the bid security is not allowed.
<u>19</u> Deadline for Submission of Bids	The address for submission of bids is DAP Bldg., San Miguel Ave., Pasig City The deadline for submission of bids is December 2, 2025 (Tue), 10:00 AM
<u>21.5</u> Value Engineering Clause	No further instructions.
<u>22.1</u> Opening and Preliminary Examination of Bids	The date and time of bid opening is December 2, 2025 (Tue), 10:00 AM The place of bid opening is DAP Bldg., San Miguel Ave., Pasig
<u>22.2(b)</u> MARB	Not applicable.
<u>25.3(b)(i)</u> MEAB Quality Proposals	Not applicable. The contract shall be awarded to the Lowest Calculated and Responsive Bid (LCRB). The bid evaluation and award process shall be conducted using the Lowest Calculated Bid (LCB) methodology, wherein the bid with the lowest calculated price shall undergo post-qualification to determine its responsiveness. The bidder whose bid is determined as the LCRB after post-qualification shall be recommended for award of contract.
25.3 (b)(iii) Sustainability of Materials or Structures with Green Specifications	Not applicable.
25.3(b)Criteria with Corresponding Numerical Weights of the Quality Component	Not applicable.
25.3 (c)(i) Criteria with Corresponding Numerical Weights for MAB	Not applicable.

25.5 (a) Partial Bids	Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
25.5 (b) Bid correction	Bid correction is not allowed.
25.6 Total Calculated Bid Prices	No further instructions.
26.1 Post – Qualification Documents	<i>The following documentary requirements shall be submitted within five (5) calendar days from notification from the BAC:</i> <i>1. Annual Income Tax Return (ITR) for the Year 2024-2023 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</i> <i>2. Latest Applicable Quarterly Value-Added Tax Returns (Quarterly VAT Form No. 2550-Q) for the quarter ending, per Revenue Regulations 3-2005.</i>
29.3(f) Contract Documents	<i>The successful Bidder shall submit seven (7)* sets of the following project requirements for contracting purposes.</i> <i>1. Printed and Certified True Copies of the Bidder's submitted eligibility documents as follows:</i> <i>1.1. PhilGEPS Certificate of Registration under PLATINUM CATEGORY;</i> <i>1.2. Registration Certificate from SEC or DTI, or CDA, whichever is applicable;</i> <i>1.3. Tax Clearance Certificate for FY2024 issued by the Bureau of Internal Revenue (BIR);</i> <i>1.4. Audited Financial Statements for FY2024-2023, duly stamped "received" by the BIR or its duly accredited and authorized institutions; or, in the case of electronic filing through the BIR Electronic Filing and Payment System (eFPS), the duly issued system-generated filing reference and proof of successful validation.</i> <i>1.5. PCAB License with Classification "General Building, GB-1 (Building or Industrial Plant)" with at least "Small B" (Size Range) and "D" (License Category);</i> <i>1.6. Mayor's/Business Permit issued by the city or municipality where the principal place of business is located, or the equivalent document for Exclusive Economic Zones or Areas;</i> <i>1.7. Statement of All Ongoing government and private contracts, including contracts awarded but not yet started, if any;</i> <i>1.8. Statement of Single Largest Completed Contract (SLCC) that is supported by photocopy of the Client's:</i> <i>❖ Certificate of Final Acceptance issued by the project owner other than the Contractor, or a final rating of at least</i>

	<i>Satisfactory in the Constructors Performance Evaluation System (CPES), or a similar performance and monitoring system.</i> ❖ <i>In the case of contracts with the private sector, an equivalent document shall be submitted.</i> 1.9. <i>Any performance evaluation documents for two (2) or more similar completed contracts within the past five (5) years other than the SLCC;</i> 1.10. <i>NFCC computation of at least equal to the ABC;</i> 2. <i>Printed and duly signed original copies of the Bidder's submitted technical documents as follows:</i> 2.1. <i>Bid Security in a form of a Bid Securing Declaration or Surety Bond;</i> 2.2. <i>Notarized Omnibus Sworn Statement;</i> 2.3. <i>Proposed Organizational Chart showing the List of Bidder's Key Personnel to be assigned for the Project;</i> 2.4. <i>Curriculum Vitae (CV) of all proposed Key Personnel;</i> 2.5. <i>Proposed Manpower Schedule;</i> 2.6. <i>List of Available Tools and Equipment Units intended to be used for the Project;</i> 2.7. <i>Tools and Equipment Utilization Schedule;</i> 2.8. <i>PERT-CPM for the Project based on the Milestone Activities specified in Section VI. Schedule of Requirements and Specification reflecting the critical path with a Time Scaled Network Diagram showing the Early Start, Early Finish, Late Start, Late Finish, Total Float, and Free Float of all the activities stated on the network diagram;</i> 2.9. <i>Proposed Construction Schedule (Gantt Chart) and S-Curve with monthly accomplishment and cash flow projections;</i> 2.10. <i>Construction Safety & Health Program for the Project (per DPWH Department Order No.39 series of 2020 and other LGU issuances, Department Order (D.O.) No. 198, series of 2018, and DOLE, DPWH, DTI-CMDF-PCAB, DILG and PRC Joint Administrative Order No.01 series of 2011);</i> 2.11. <i>Certificate of Site Inspection issued by DAP;</i> 2.12. <i>Quantity Take off and Detailed Estimate in accordance to the requirements of COA</i> 3. <i>Printed and duly signed original copies of the Bidder's financial documents as follows:</i> 3.1. <i>Financial Bid Form;</i> 3.2. <i>Hard bound and signed (every page) copy of the Bill-of-Quantities (BOQ), in size-A3 paper;</i> 3.3. <i>Hard bound copy of the Detailed Unit Price Analysis (DUPA). The Bidder/Contractor reserves the right to sign or not to sign every page of the printed DUPA;</i>
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	<i>3.4. Proposed Payment Schedule with planned actual dates;</i> <i>4. Performance Security in any form as required</i> <i>5. Contractor's All Risk Insurance.</i> <i>*For distribution of copies to the ff:</i> <i>1. DAPCC</i> <i>2. DAP – Pasig</i> <i>3. Design Consultant</i> <i>4. Contractor</i> <i>5. Records Archive</i> <i>6. Legal Office</i> <i>7. Spare copy (DAPCC)</i>
30.2 Posting Performance Securing Declaration in lieu of performance security	"Not applicable"
30.3 Performance Security	The Performance Security shall be in the form: 1) The amount of not less than <i>10% of the contract price</i>, if performance security is in cash/manager's check, or 2) The amount of not less than <i>30% of the contract price</i> if performance security is Surety Bond.

Section IV. General Conditions of Contract

TABLE OF CONTENTS

1. General Terms.....	51
2. Interpretation.....	51
3. Governing Language and Law.....	52
4. Communications.....	52
5. Possession of Site.....	52
6. The Contractor's Obligations.....	53
7. Subcontracting	53
8. Advance Payment.....	55
9. Progress Payments	55
10. Payment Documents	56
11. Retention	57
12. Performance Security.....	57
13. Detailed Engineering and Site Investigation Reports	58
14. Licenses and Permits	59
15. Contractor's Risk and Warranty Security	59
16. Procuring Entity's Risk	62
17. Insurance.....	62
18. Liquidated Damages.....	63
19. Settlement of Disputes	64
20. Liability of the Contractor	64
21. Termination for Breach of Contract	64
22. Termination Due to Force Majeure	65
23. Termination by Contractor.....	66
24. Termination for Convenience	66
25. Termination for Unlawful Acts	67
26. Termination for Other Causes	67
27. Procedures for Termination of Contracts	68
28. Approval of Drawings and Temporary Works by the Procuring Entity	69
29. Acceleration and Delays Ordered by the Procuring Entity.....	70
30. Contractor's Right to Claim	70
31. Dayworks.....	70

32. Early Warning.....	70
33. Program of Work.....	70
34. Management Conferences	71
35. Bill of Quantities	71
36. Instructions, Inspections and Audits	72
37. Identifying Defects.....	72
38. Correction of Defects	72
39. Uncorrected Defects.....	72
40. Variation Orders.....	73
41. Contract Completion	74
42. Suspension of Work	75
43. Payment on Termination	75
44. Extension of Contract Time	76
45. Price Escalation	77
46. Completion	77
47. Taking Over.....	77
48. Operating and Maintenance Manuals.....	77

1) General Terms

In this Contract, the following terms shall be interpreted as indicated:

- 1.1 The **Intended Completion Date** refers to the date specified in the **SCC** when the Contractor is expected to have completed the Works. The intended Completion Date may be revised only by the Procuring Entity by issuing an extension of time or an acceleration order.
- 1.2 The **Procuring Entity** is the party who employs the Contractor to carry out the Works stated in the **SCC**.
- 1.3 The **Site** is the place provided by the Procuring Entity where the Works shall be executed and any other place or places which may be designated in the **SCC**, or notified to the Contractor by the Procuring Entity as forming part of the Site.
- 1.4 The **Start Date**, as specified in the **SCC**, is the date when the Contractor is obliged to commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- 1.5 **Work(s)** refer to the Permanent Works and Temporary Works to be executed by the Contractor in accordance with this Contract, including (i) the furnishing of all labor, materials, equipment and others incidental, necessary or convenient to the complete execution of the Works; (ii) the passing of any tests before acceptance by the Procuring Entity; (iii) and the carrying out of all duties and obligations of the Contractor imposed by this Contract as described in the **SCC**. In line with this, Temporary Works are works designed, constructed, and installed by the Contractor that are needed for construction or installation of the Permanent Works, which are subsequently removed.

2) Interpretation

- 2.1 In interpreting the Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of this Contract unless specifically defined. The Procuring Entity will provide instructions clarifying queries about the Conditions of Contract.
- 2.2 If sectional completion is specified in the **SCC**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 2.3 The documents forming this Contract shall be interpreted in the following order of priority:
 - a) Contract Agreement;
 - b) Bid Data Sheet;
 - c) Instructions to Bidders;
 - d) Addenda to the Bidding Documents;

- e) Special Conditions of Contract;
- f) General Conditions of Contract;
- g) Specifications;
- h) Bill of Quantities; and
- i) Drawings.

3) **Governing Language and Law**

- 3.1 This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.
- 3.2 This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract which are exchanged by the parties shall be written in English.

4) **Communications**

Communications between parties that are referred to in the Conditions shall be effective only if made in writing. A notice shall be effective only when it is received by the concerned party.

5) **Possession of Site**

- 5.1 On the date specified in the **SCC**, the Procuring Entity shall grant the Contractor possession of so much of the Site as may be required to enable it to proceed with 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 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.
- 5.2 If possession of a portion is not given by the date stated in the **SCC** Clause 1.3, 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 shall be in accordance with **GCC** Clause 44.
- 5.3 The Contractor shall bear all costs and charges for special or temporary right-of-way required by it in connection with access to the Site. The Contractor shall also provide at its own cost any additional facilities outside the Site required by it for purposes of the Works.
- 5.4 The Contractor shall allow the Procuring Entity and any person authorized by the Procuring Entity access to the Site and to any place where work in connection with this Contract is being carried out or is intended to be carried out.

6) The Contractor's Obligations

- 6.1 The Contractor shall carry out the Works properly and in accordance with this Contract. The Contractor shall provide all supervision, labor, Materials, Plant and Contractor's Equipment, which may be required. All Materials and Plant on Site shall be deemed to be the property of the Procuring Entity.
- 6.2 The Contractor shall commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program of Work submitted by the Contractor, as updated with the approval of the Procuring Entity, and complete them by the Intended Completion Date.
- 6.3 The Contractor shall be responsible for the safety of all activities on the Site.
- 6.4 The Contractor shall carry out all instructions of the Procuring Entity that comply with the applicable laws where the Site is located.
- 6.5 The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the **SCC**, 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.
- 6.6 If the Procuring Entity asks the Contractor to remove a member of the Contractor's staff or work force, for justifiable cause, the Contractor shall ensure that the person leaves the Site within seven (7) days and has no further connection with the Work in this Contract.
- 6.7 During Contract implementation, the Contractor and its subcontractors shall abide at all times by all labor laws, including child labor related enactments, and other relevant rules.
- 6.8 The Contractor shall submit to the Procuring Entity for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.
- 6.9 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity between the dates given in the schedule of other contractors particularly when they shall require access to the Site. The Contractor shall also provide facilities and services for them during this period. The Procuring Entity may modify the schedule of other contractors, and shall notify the Contractor of any such modification thereto.
- 6.10 Should anything of historical or other interest or of significant value be unexpectedly discovered on the Site, it shall be the property of the Procuring Entity. The Contractor shall notify the Procuring Entity of such discoveries and carry out the Procuring Entity's instructions in dealing with them.

7) Subcontracting

- 7.1 Unless otherwise indicated in the **SCC**, the Contractor shall not subcontract portions of the Works beyond the percentage specified in **BDS Clause 8.1**. If subcontracting is allowed, the arrangement, including the timing for submission of the subcontractor's eligibility documents, shall be disclosed.

7.2 For subcontracting arrangements, the following rules shall apply for both locally-funded projects and to projects financed through Official Development Assistance, except those covered by treaty, or international, or executive agreements:

- a) The subcontracted portion of the contract shall be subject to the approval of the HoPE and the following conditions:
 - i) The subcontracted portion shall not exceed fifty percent (50%), or a different percentage on a per project basis as approved by the GPPB. The threshold percentages fixed herein shall be subject to the periodic review and adjustments as may be deemed appropriate by the GPPB; and
 - ii) The subcontracted portion shall be limited to components that are not deemed "significant or material" to the project as determined by the Procuring Entity.
- b) Subcontracting arrangement, if allowed, including the time of submission of the eligibility documents of the subcontractor, shall be disclosed in the Bidding Documents;
- c) Subcontractors must meet the eligibility criteria and shall submit the same eligibility documents as the general contractor.

Failure of a subcontractor to meet the eligibility criteria does not affect the eligibility of the general contractor for the procurement project. In such case, the portion intended to be subcontracted to the ineligible subcontractor shall be assumed by the general contractor;
- d) The general contractor shall remain liable for the subcontractor's actions, defaults, delays, and negligence;
- e) The general contractor and the subcontractor are obliged to comply with the provisions of the contract and shall share liability, jointly and severally, in cases of violation of safety standards or other labor standards insofar as the subcontracted portion is concerned; and
- f) For purposes of post-qualification in accordance with its objective and process under the IRR, the value of the entire completed and accepted Project, including the subcontracted portion, shall be credited as experience of the general contractor. In the case of the subcontractor, the following rules shall apply:
 - i) The subcontractor shall get credit for one hundred percent (100%) of the value of the subcontracted portion of the project performed;
 - ii) Subcontractors shall be eligible to concessional windows of GFIs that treat receivables from the government as loan security; the receivables of subcontractors due from their general contractor shall similarly be accepted as loan security by GFIs; and

- iii) Contract performance monitoring, such as the use of CPES, among others, shall also be mandatorily applied to the work experience of the subcontractors.

8) Advance Payment

- 8.1 The Procuring Entity shall make an advance payment on the Contract Price 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**.
- 8.2 The advance payment shall be made only upon:
 - i) Written request of the contractor which shall form part of the contract document; and
 - ii) Submission of an irrevocable standby Letter of Credit of equivalent value from a bank as confirmed by the Procuring Entity; a bank guarantee; or a surety bond callable upon demand issued by a duly licensed surety or insurance company, at the option of the Procuring Entity.
- 8.3 The advance payment shall be recovered from the Contractor through deductions in amounts equivalent to the percentage of the total contract price that corresponds to the value of the advance payment granted.
- 8.4 Once a month, Contractors may submit documents, such as Monthly Certificates,¹⁰ to show the progress or partial completion of a project. The Contractor may reduce its standby letter of credit or guarantee instrument by the amounts refunded by the Monthly Certificates, or any equivalent document subject to auditing and accounting rules, in the advance payment.

9) Progress Payments

- 9.1 Once a month, the Contractor may submit a statement of work accomplished (SWA) or progress billing and corresponding request for progress payment for work accomplished. The SWA should show the amounts which the Contractor considers itself to be entitled to up to the end of the month, to cover (i) the cumulative value of the Works it executed to date, based on the items in the Bill of Quantities, and (ii) adjustments made for approved Variation Orders executed. Alternatively, the Procuring Entity may require in the Bidding Documents that the SWA or progress billing and the corresponding request for progress payment may only be submitted upon actual completion of the Infrastructure Project or a specific portion, segment, milestone or phase thereof.

The Procuring Entity or Project Engineer shall check the Contractor's SWA and certify the amount to be paid to the Contractor as progress payment. Materials and equipment delivered onsite but not yet incorporated in the Works shall not be included for payment, except as otherwise stipulated in the **SCC**.

¹⁰ Commission on Audit (COA) Circular 2012-001.

- 9.2 The Procuring Entity shall deduct the following from the certified gross amounts to be paid to the Contractor as progress payment:
- a) Cumulative value of the work previously certified and paid for.
 - b) Portion of the advance payment to be recouped.
 - c) Retention money in accordance with the conditions of the contract.
 - d) Amount to cover third-party liabilities.
 - e) Amount to cover uncorrected discovered defects in the Works.
- 9.3 Payments shall be adjusted by deducting therefrom the amounts for advance payments and retention. The Procuring Entity shall pay the Contractor the amounts certified by the Procuring Entity within twenty-eight (28) days from the date each certificate was issued. No payment of interest for delayed payments and adjustments shall be made by the Procuring Entity.
- 9.4 The first progress payment may be paid by the Procuring Entity to the Contractor, as indicated in the **SCC**; Provided, That at least a percentage of the Works has been accomplished as certified by the Procuring Entity and as indicated in the **SCC**.
- 9.5 Items of the Works for which a price of "0" (zero) has been entered will not be paid for by the Procuring Entity and shall be deemed covered by other rates and prices in the Contract.

10) Payment Documents

- 10.1 Subject to existing accounting and auditing rules and regulations,¹¹ the Contractor shall submit to the Procuring Entity monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 10.2 The Procuring Entity shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 10.3 The value of Work executed shall:
- a) be determined by the Procuring Entity;
 - b) comprise the value of the quantities of the items in the Bill of Quantities completed; and
 - c) include the valuations of approved variations.
- 10.4 The Procuring Entity may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

¹¹ COA Circular No. 2012-001.

11) Retention

- 11.1 The Procuring Entity shall retain from each payment due to the Contractor an amount equal to a percentage thereof using the rate as specified in GCC Clause 11.2. The said amount will serve to guarantee indemnity for uncorrected discovered defects and third-party liabilities arising from this Contract. This retention money shall be utilized if the contractor fails to repair the discovered defects. Should the retention money be insufficient, the PE may forfeit the performance security, which may ultimately lead to the termination of the contract.¹²
- 11.2 Progress payments are subject to retention of ten percent (10%) referred to as the retention money. Such retention shall be based on the total amount due to the Contractor prior to any deduction and shall be retained from every progress payment until fifty percent (50%) of the value of the Works, as determined by the Procuring Entity, are completed.
- If, after fifty percent (50%) completion, the work is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten percent (10%) retention shall be imposed, which may be decreased to 5 percent (5%) by the Procuring Entity based on justifiable causes.¹³
- 11.3 The total retention money shall be due for release upon final acceptance of the Works. The Contractor may, however, request the substitution of the retention money for each progress billing with irrevocable standby Letters of Credit from a bank, bank guarantees or surety bonds callable on demand, of amounts equivalent to the retention money substituted for and acceptable to Government; Provided, That the project is on schedule and is satisfactorily undertaken. Otherwise, the ten (10%) percent retention shall be made. Said irrevocable standby letters of credit, bank guarantees and/or surety bonds, to be posted in favor of the Government shall be valid for a duration to be determined by the concerned implementing office/agency or Procuring Entity and will answer for the purpose for which the ten (10%) percent retention is intended, *i.e.*, to cover uncorrected discovered defects and third party liabilities.
- 11.4 On completion of the whole Works, the Contractor may substitute retention money with an “on demand” Bank guarantee in a form acceptable to the Procuring Entity.

12) Performance Security

- 12.1 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 winning Contractor shall furnish the performance security in any of the forms prescribed in **ITB** Clause 30 in relation to **BDS** Clause 30.2 and 30.3.

¹² Supreme Court rulings (e.g. New Bian Yek Commercial, Inc. vs. Office of the Ombudsman, et. al., GR No. 169338[2009], and Tondo Medical Center vs. Rante, G.R. No. 230645 [2019] have affirmed this purpose, stating that retention money is a form of security to ensure the satisfactory completion of works and to cover any defects or third-party claims that may arise after project completion.

¹³ Section 71.2.8 of the IRR.

- 12.2 The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the Contractor is in default in any of its obligations under the contract.
- 12.3 The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance. In case the performance security issued is valid for a specific period shorter than the term of the contract, including the defects liability period, the same shall be renewed or extended as often as necessary and immediately submitted to the Procuring Entity. In case of approved contract time extensions, the Contractor shall cause the extension of the validity of the performance security to cover the said extensions.
- 12.4 The performance security may be released by the Procuring Entity after the issuance of the Certificate of Final Acceptance; Provided, That the Procuring Entity has no claims filed against the performance security.
- 12.5 The Contractor shall post an additional performance security following the amount and form specified in **ITB** Clause 30 to cover any cumulative increase of more than ten percent (10%) over the original value of the contract as a result of change orders, extra work orders and supplemental agreements, as the case may be.
- 12.6 In case of a reduction in the contract value or for partially completed Works under the contract which are usable and accepted by the Procuring Entity the use of which, in the judgment of the implementing agency or the Procuring Entity, will not affect the structural integrity of the entire project, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.
- 12.7 Unless otherwise indicated in the **SCC**, the Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to Act No. 3688¹⁴ 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.

13) Detailed Engineering and Site Investigation Reports

- 13.1 The Contractor, in preparing the Bid, shall rely on all Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.
- 13.2 Detailed engineering shall proceed only on the basis of the feasibility or preliminary engineering study made which establishes the technical viability of the project and conformance to land use and zoning guidelines prescribed by existing laws. The findings contained in the feasibility study, if undertaken for the project, shall be examined. If, in the course of this exercise, it is found that amendments would be desirable in the design standards of principal features, as proposed, specific recommendations for such changes shall be supported

¹⁴ Also known as "An Act for the Protection of Persons Furnishing Material and Labor for the Construction Of Public Works".

by detailed justifications, including their effects on the cost, and the economic justifications, if necessary.

13.3 A schedule of detailed engineering activities shall include the following:

- a) Survey;
- b) Site Investigation;
- c) Soils and Foundation Investigation;
- d) Construction Materials Investigation;
- e) Preparation of Design Plans;
- f) Preparation of Technical Specifications;
- g) Preparation of Quantity and Cost Estimates;
- h) Preparation of Scope of Work;
- i) Preparation of Proposed Construction Schedule (and estimated Cash Flow for projects with Schedule over six (6) months);
- j) Preparation of Site or Right-of-Way Plans including Schedule of Acquisition;
- k) Preparation of Utility Relocation Plan;
- l) Preparation and Submission of Design Report;
- m) Environmental Impact Statement for critical project, as defined by the Department of Environment and Natural Resources;
- n) Preparation of minimum requirements for a Construction Safety and Health Program for the project being considered;
- o) Value Engineering Studies; and
- p) Preparation of report on asset climate hazards, risk assessment, disaster response strategies, and readiness planning.

13.4 Work under detailed architectural and engineering design shall include, among others, the items stated in Section 8.3 of the IRR.

14) Licenses and Permits

The Procuring Entity may, if requested by the Contractor, assist him in applying for permits, licenses or approvals, which are required for the Works.

15) Contractor's Risk and Warranty Security

15.1 From the time project construction commenced up to final acceptance, the Contractor shall assume full responsibility for any damage or destruction of the works, except those occasioned by force majeure; and the safety, protection, security, and convenience of its personnel, third parties, and the public at large,

as well as the works, equipment, installation and the like to be affected by its construction work.

- 15.2 The defects liability period for infrastructure projects shall be one (1) year from project completion up to final acceptance by the Procuring Entity. During this period, the Contractor shall undertake the repair works, at its own expense, of any damage to the Works on account of the use of materials of inferior quality, defects in the construction, or due to any violation of the terms of the contract, within ninety (90) calendar days from the time the HoPE has issued an order to undertake repair. In case of failure or refusal to comply with this mandate, the Procuring Entity shall undertake such repair works and shall be entitled to full reimbursement of expenses incurred therein upon demand.
- 15.3 The defects liability period shall be covered by the performance security of the Contractor required in Section 68 of the IRR, which shall guarantee that the Contractor performs its responsibilities stated in **GCC** Clause 15.1 Unless otherwise indicated in the **SCC**, in case the Contractor fails to comply with the preceding paragraph, the Procuring Entity shall forfeit its performance security, subject its properties to attachment or garnishment proceedings, and may impose the appropriate penalty under Sections 99, 100, and 101 of the IRR. All payables of the GoP in its favor shall be offset to recover the costs.
- 15.4 The following persons shall be held responsible for “Structural Defects,” i.e., major faults or flaws or deficiencies in one or more key structural elements of the project which may lead to structural failure of the completed elements or structure, or “Structural Failures,” i.e., where one or more key structural elements in an infrastructure facility fails or collapses, thereby rendering the facility or part thereof incapable of withstanding the design loads, and/or endangering the safety of the users or the general public:
- a) Contractor – Where Structural Defects or Failures arise due to faults attributable to improper construction, use of inferior quality/substandard materials, and any violation of the contract plans and specifications, the Contractor shall be held liable;
 - b) Consultants – Where Structural Defects or Failures arise due to faulty and/or inadequate design and specifications as well as construction supervision, then the consultant who prepared the design or undertook construction supervision for the project shall be held liable;
 - c) Procuring Entity’s Representatives or Project Manager or Construction Managers and Supervisors – The project owner’s representative, project manager, construction manager, and supervisor shall be held liable in cases where the Structural Defects or Failures are due to their willful intervention in altering the designs and other specifications; negligence or omission in not approving or acting on proposed changes to noted defects or deficiencies in the design and/or specifications and the use of substandard construction materials in the project;
 - d) Third Parties - Third Parties shall be held liable in cases where Structural Defects or Failures are caused by work undertaken by them such as leaking pipes, diggings or excavations, underground cables and electrical wires, underground tunnel, mining shaft and the like, in which case the applicable warranty to such structure should be levied to third parties for their construction or restoration works; and

- e) Users - In cases where Structural Defects or Failures are due to abuse or misuse by the End-User or Implementing Unit of the constructed facility and/or non-compliance by a user with the technical design limits and/or intended purpose of the same, then the user concerned shall be held liable.

- 15.5 The warranty against Structural Defects or Failures, except those occasioned by force majeure, shall cover the period specified in the **SCC** reckoned from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. On the other hand, such warranty shall likewise be applied against non-structural defects for instances that pertain to faults or deficiencies in non-load bearing components or finishes of the Project, such as minor cracks, leaks, or defects in workmanship or materials, which do not affect the stability or safety of the structure but may impact its appearance, functionality, or usability.
- 15.6 To guarantee that the Contractor shall perform its responsibilities, it shall be required to post a warranty security, which shall be stated in Philippine Peso, in the form chosen by the Procuring Entity in accordance with the following schedule:

Form of Warranty	Amount of Warranty Security Not less than the Percentage (%) of Total Contract Price
(a) Cash or letter of credit issued by bank; Provided, however, that the letter of credit shall be confirmed or authenticated by a local bank, if issued by a foreign bank. For biddings conducted by LGUs, the Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.	Five Percent (5%)
(b) Bank guarantee confirmed by bank. For biddings conducted by LGUs, the bank draft/guarantee may be issued by other banks certified by the BSP as authorized to issue such financial instrument.	Ten Percent (10%)
(c) Surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission	Thirty Percent (30%)

- 15.7 The warranty security shall be stated in Philippine Peso and shall remain effective within one (1) year from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity, and returned only after the lapse of the said one (1) year period. This one (1) year period shall cover both structural and non-structural defects or failures; Provided, That in cases of structural defects or failures, warranties beyond the one (1) year period shall be subject to applicable laws, rules, and regulations such as the New Civil Code of the Philippines.

- 15.8 In case of structural/non-structural defects or failure occurring during the applicable warranty period provided in **GCC** Clause 15.5, the Procuring Entity shall undertake the necessary restoration or reconstruction works and shall be entitled to full reimbursement by the parties found to be liable for expenses incurred therein upon demand, without prejudice to the imposition of administrative sanctions as prescribed by RA No. 12009 and without prejudice to the imposition of civil and criminal sanctions as provided under applicable laws against the responsible persons as well as the forfeiture of the warranty security posted in favor of the Procuring Entity.

16) Procuring Entity's Risk

- 16.1 From the Start Date until the Certificate of Final Acceptance has been issued, the following are risks of the Procuring Entity:
- a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to:
 - i) any type of use or occupation of the Site authorized by the Procuring Entity after the official acceptance of the Works; or
 - ii) negligence, breach of statutory duty, or interference with any legal right by the Procuring Entity or by any person employed or contracted by it, except the Contractor.
 - b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Procuring Entity or in the Procuring Entity's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.

17) Insurance

- 17.1 The Contractor shall, under its name and at its own expense, obtain and maintain, for the duration of this Contract, the following insurance coverage:
- a) Contractor's All Risk Insurance, with an exception for Simple Infrastructure Projects, as applicable;
 - b) Transportation to the project Site of Equipment, Machinery, and Supplies owned by the Contractor;
 - c) Personal injury or death of Contractor's employees; and
 - d) Comprehensive insurance for third party liability to Contractor's direct or indirect act or omission causing damage to third persons.
- 17.2 The Contractor shall provide evidence to the Procuring Entity that the insurances required under this Contract have been effected and shall, within a reasonable time, provide copies of the insurance policies to the Procuring Entity.
- 17.3 The Contractor shall notify the insurers of changes in the nature, extent, or program for the execution of the Works and ensure the adequacy of the insurances at all times in accordance with the terms of this Contract and shall

produce to the Procuring Entity the insurance policies in force including the receipts for payment of the current premiums.

The above insurance policies shall be obtained from any reputable insurance company approved by the Procuring Entity.

- 17.4 If the Contractor fails to obtain and keep in force the insurances referred to herein or any other insurance required to be obtained under the terms of this Contract, the Procuring Entity may obtain and keep in force any such insurances and pay such premiums as may be necessary for the purpose. From time to time, the Procuring Entity may deduct the amount it shall pay for said premiums including twenty five percent (25%) therein from any monies due, or which may become due, to the Contractor, without prejudice to the Procuring Entity exercising its right to impose other sanctions against the Contractor pursuant to the provisions of this Contract.
- 17.5 In the event the Contractor fails to observe the above safeguards, the Procuring Entity may, at the Contractor's expense, take whatever measure is deemed necessary for its protection and that of the Contractor's personnel and third parties, and/or order the interruption of dangerous Works. In addition, the Procuring Entity may refuse to make the payments under **GCC** Clause 9 until the Contractor complies with this Clause.
- 17.6 The Contractor shall immediately replace the insurance policy obtained as required in this Contract, without need of the Procuring Entity's demand, with a new policy issued by a new insurance company acceptable to the Procuring Entity for any of the following grounds:
- a) The issuer of the insurance policy to be replaced has:
 - i) become bankrupt;
 - ii) been placed under receivership or under a management committee;
 - iii) been sued for suspension of payment;
 - iv) been suspended by the Insurance Commission and its license to engage in business or its authority to issue insurance policies has been cancelled; or
 - v) Where reasonable grounds exist that the insurer may not be able, fully and promptly, to fulfill its obligation under the insurance policy.

18) Liquidated Damages

- 18.1 When the Contractor fails to satisfactorily complete the Works under the contract within the specified contract duration, inclusive of duly granted time extensions, if any, the Contractor shall be liable for liquidated damages in an amount equal to at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the Works for every day of delay.
- 18.2 In computing liquidated damages, the Procuring Entity shall determine the usability of the project. A project or a portion thereof may be deemed usable

when it starts to provide the desired benefits as certified by the End-User or Implementing Unit and approved by the HoPE.

- 18.3 To be entitled to liquidated damages, the Procuring Entity does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due, or which may become due the Contractor under the contract, collected from the retention money or other securities posted by the Contractor, or a combination thereof, whichever is convenient to the Procuring Entity.
- 18.4 In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- 18.5 If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Entity shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment schedule.

19) Settlement of Disputes

- 19.1 Any dispute arising from the implementation of a contract covered by the Act and the IRR shall primarily be resolved and settled amicably by mutual consultation or agreement.
- 19.2 In case of failure to settle the dispute amicably, the parties may mutually agree in writing to resort to other modes of alternative dispute resolution (ADR) to promote efficiency in the procurement process. Accordingly, they are encouraged to select the most expeditious mode of ADR available.

If arbitration is chosen as the ADR method, this shall be incorporated as a provision in the contract and referred to the Arbitrator specified in the **SCC**.

- 19.3 If the dispute remains unresolved after exhausting the remedies provided above, it may be submitted to other forms of ADR, such as mediation, conciliation, early neutral evaluation, mini-trial, or any combination thereof, in accordance with RA No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004". However, disputes that are within the competence or jurisdiction of the Construction Industry Arbitration Commission shall be referred to the same for resolution.¹⁵

20) 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.

21) Termination for Breach of Contract

- 21.1 The Procuring Entity shall terminate the contract for breach thereof when any of the following conditions are present:

¹⁵ Executive Order No. 1008 (Construction Industry Arbitration Law); and Construction Industry Arbitration Commission Revised Rules of Procedure.

- a) Due to the Contractor's fault and while the project is on-going, it has incurred negative slippage of fifteen percent (15%) or more in accordance with Presidential Decree No. 1870, s. 1983;
- b) Due to the Contractor's fault and after the contract time has expired, it has incurred a negative slippage of ten percent (10%) or more in the completion of the work;
- c) The Contractor abandons the contract works, plainly demonstrates an intention not to continue the performance of the Contractor's obligations under the contract, refuses or fails to comply with the Procuring Entity's instructions, or fails to proceed expeditiously and without delay despite a written notice by the Procuring Entity;
- d) When the Contractor, without reasonable excuse, fails to comply with the Notice of Rejection given by the Project Engineer that, after examination therein, the Infrastructure Project is found to be defective or otherwise not in accordance with the Contract, or a Project Engineer's instruction to conduct remedial work, within 30 days after receiving the said notice;
- e) The Contractor does not actually have on the project site the minimum essential equipment listed on the Bid necessary to prosecute the Works in accordance with the approved work plan and equipment deployment schedule as required for the project;
- f) The Contractor does not execute the Works in accordance with the contract or persistently or flagrantly neglects to carry out its obligations under the contract;
- g) The Contractor neglects or refuses to remove materials or to perform a new work that has been rejected as defective or unsuitable;
- h) The Contractor subcontracts any part of the contract works without approval by the Procuring Entity; or
- i) The Contractor becomes bankrupt or insolvent; goes into liquidation, administration, reorganization, winding-up, or dissolution; becomes subject to the appointment of a liquidator, receiver, administrator, manager, or trustee; enters into a composition or arrangement with the Contractor's creditors; or any act is done or any event occurs which is analogous to or has a similar effect to any of these acts or events under applicable laws.

21.2 All materials on the Site, Plant, Works, including Equipment paid under this Contract, including those identified by the Procuring Entity in the **SCC** pursuant to GCC Clause 9.1, shall be deemed to be the property of the Procuring Entity if this Contract is terminated because of the Contractor's breach.

22) Termination Due to Force Majeure

22.1 For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which could not have been foreseen, or though foreseen, was inevitable. It shall not include ordinary

unfavorable weather conditions, and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor.

- 22.2 If this Contract is discontinued by an outbreak of war or by any other similar event entirely outside the control of either the Procuring Entity or the Contractor, the Procuring Entity shall certify that this Contract has been discontinued. The Contractor shall make the Site safe and stop work as quickly as possible after receiving the certificate and shall be paid for all Works carried out before receiving it and for any Work carried out afterwards to which a commitment was made by the Procuring Entity.
- 22.3 If the event continues for a period of eighty-four (84) days, either party may then give notice of termination, which shall take effect twenty-eight (28) days after the giving of the notice.
- 22.4 After termination, the Contractor shall be entitled to payment of the unpaid balance of the value of the Works executed and of the materials and Plant, in relation to GCC Clause 9.1 and 21.2, adjusted by the following:
- (a) any sum to which the Contractor is entitled under **GCC** Clause 30; and
 - (b) any sum to which the Procuring Entity is entitled.
- 22.5 The net balance due shall be paid or repaid within a reasonable time period from the time of the notice of termination.

23) Termination by Contractor

The Contractor may terminate this Contract with the Procuring Entity if the Works are completely stopped for a continuous period of at least sixty (60) calendar days through no fault of its own, due to any of the following reasons:

- a) Failure of the Procuring Entity to deliver, within a reasonable time, supplies, materials, right-of-way, or other items it is obligated to furnish under the terms of this Contract;
- b) Substantial failure of the Procuring Entity to perform its obligations under the contract, and such failure constitutes a material breach of the Procuring Entity's obligations under the contract;
- c) Prolonged suspension by the Procuring Entity, through no fault of the Contractor, which affects the substantial part of the Infrastructure Project; or
- d) The prosecution of the Work is disrupted by the adverse peace and order situation, as certified by the Armed Forces of the Philippines Provincial Commander and approved by the Secretary of National Defense.

24) Termination for Convenience

The Procuring Entity, by notice sent to the Contractor, may terminate the Contract, in whole or in part, at any time, if it has determined the existence of any of the following conditions that make contract implementation economically, financially, or technically impractical or unnecessary:

- a) If physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the HoPE; or
- b) The HoPE has determined the existence of conditions that make project implementation impractical or unnecessary, such as, but not limited to, fortuitous events, changes in laws and government policies.

25) Termination for Unlawful Acts

The Procuring Entity may terminate the contract in case it is determined prima facie that the Contractor, including any joint venture partner therein, has engaged, before or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. These unlawful acts include, but are not limited to, the following:

- a) Corrupt, fraudulent, collusive, coercive, and obstructive practices as defined in **ITB** Clause 3.1, unless otherwise specified in the **SCC**;
- b) Drawing up or using forged documents;
- c) Using adulterated materials, means, or methods, or engaging in production contrary to rules of science or trade; or
- d) Any other act analogous to the foregoing.

26) Termination for Other Causes

- 26.1 The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate this Contract for the convenience of the Procuring Entity if physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the HoPE; or if the HoPE has determined the existence of conditions that make project implementation impractical or unnecessary, such as, but not limited to, fortuitous events, changes in laws and government policies.
- 26.2 The Procuring Entity or the Contractor may terminate this Contract if the other party causes a fundamental breach of this Contract.
- 26.3 Other breaches of Contract shall include, but shall not be limited to, the following:
 - a) The Contractor stops work for twenty-eight (28) days when no stoppage of work is shown on the current Program of Work and the stoppage has not been authorized by the Procuring Entity;
 - b) The Procuring Entity instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within twenty-eight (28) days;
 - c) A payment certified by the Procuring Entity is not paid to the Contractor within eighty-four (84) days from the date of the Procuring Entity's certificate;

- d) The Procuring Entity gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Procuring Entity;
 - e) The Contractor does not maintain a Security, which is required; and
 - f) The Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in the **GCC** 18.
- 26.4 The Funding Source or the Procuring Entity, as appropriate, will seek the imposition of administrative sanctions as prescribed by RA No. 12009 and without prejudice to the imposition of civil and criminal sanctions as provided under applicable against individuals and organizations deemed to be involved with corrupt, fraudulent, or coercive practices.
- 26.5 When persons from either party to this Contract gives notice of a fundamental breach to the Procuring Entity in order to terminate the existing contract for a cause other than those listed under **GCC** Clause 26.3, the Procuring Entity shall decide whether the breach is fundamental or not.
- 26.6 If this Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

27) Procedures for Termination of Contracts

- 27.1 The following provisions shall govern the procedures for the termination of this Contract:
- a) **Verification** - Upon receipt of a written report of acts or causes which may constitute grounds for termination as aforementioned, or upon its own initiative, the End-User or Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such grounds and cause the execution of a Verified Report, with all relevant evidence attached;
 - b) **Notice to Terminate** - Upon recommendation by the End-User or Implementing Unit, the HoPE shall terminate contracts only by written notice to the Contractor conveying the termination of the contract. The notice shall state:
 - (i) that the Contract is being terminated for any of the grounds aforementioned, and a statement of the acts that constitute the grounds constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Contractor to show cause as to why this contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report;

- c) **Show Cause** - Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Contractor shall submit to the HoPE a verified position paper stating why the contract should not be terminated. If the Contractor fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating the contract;
- d) **Rescission of Notice of Termination** - The Procuring Entity may, at any time before receipt of the Contractor's verified position paper, withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Contractor's receipt of the notice;
- e) **Decision** - Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate the contract. It shall serve a written notice to the Contractor of its decision and, unless otherwise provided, the contract is deemed terminated from receipt of the Contractor of the notice of the decision. The termination shall only be based on the grounds stated in the Notice to Terminate.
- f) **Contract Termination Review Committee (CTRC)** - The HoPE may create a committee to assist him in the discharge of its functions under the IRR. All decisions recommended by the CTRC shall be subject to the approval of the HoPE
- g) **Take-over of Contracts** - If a Procuring Entity terminates the contract due to default, insolvency, or for cause, it may enter into a Negotiated Procurement (Take-over of Contracts) pursuant to Section 35.3 of the IRR.
- h) **Notice by Contractor** - The Contractor must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

27.2 Notwithstanding Section 99 of RA No. 12009 and as provided by applicable laws, the Procuring Entity shall impose on Contractors after the termination of the contract, the penalty of suspension for one (1) year for the first offense, suspension for two (2) years for the second offense from participating in the public bidding process, for violations committed during the contract implementation stage, as stated in the **SCC**.

28) Approval of Drawings and Temporary Works by the Procuring Entity

- 28.1 All Drawings prepared by the Contractor for the execution of the Temporary Works, are subject to prior approval by the Procuring Entity before its use.
- 28.2 The Contractor shall be responsible for design of Temporary Works.
- 28.3 The Procuring Entity's approval shall not alter the Contractor's responsibility for design of the Temporary Works.

- 28.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, when required by the Procuring Entity.

29) Acceleration and Delays Ordered by the Procuring Entity

- 29.1 When the Procuring Entity wants the Contractor to finish before the Intended Completion Date, the Procuring Entity will obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Procuring Entity accepts these proposals, the Intended Completion Date will be adjusted accordingly and confirmed by both the Procuring Entity and the Contractor.
- 29.2 If the Contractor's Financial Proposals for an acceleration are accepted by the Procuring Entity, they are incorporated in the Contract Price and treated as a Variation.

30) Contractor's Right to Claim

If the Contractor incurs cost as a result of any of the events under **GCC** Clauses 22, 23 and 24 in relation to **GCC** Clause 20, the Contractor shall be entitled to the amount of such cost. If as a result of any of the said events, it is necessary to change the Works, this shall be dealt with as a Variation.

31) Dayworks

- 31.1 Subject to **GCC** Clause 40 on Variation Order, and if applicable as indicated in the **SCC**, the Contractor shall determine the Dayworks rates to be included or indicated in the Bid. The Dayworks rates in the Contractor's bid shall be used for small additional amounts of work only when the Procuring Entity has given written instructions in advance for additional work to be paid for in that way.
- 31.2 All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Procuring Entity. Each completed form shall be verified and signed by the Procuring Entity within two (2) days of the work being done.
- 31.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms from both the Procuring Entity and Contractor.

32) Early Warning

- 32.1 The Contractor shall warn the Procuring Entity at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works.
- 32.2 The Contractor shall cooperate with the Procuring Entity in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Procuring Entity. Should such events or circumstances arise which increase the Contract price or delay the execution of Works, the provisions on variation order shall apply.

33) Program of Work

- 33.1 Within the time stated in the **SCC**, the Contractor shall submit to the Procuring Entity for approval a Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works.

- 33.2 An update of the Program of Work shall show the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.
- 33.3 The Contractor shall submit to the Procuring Entity 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 may withhold the amount stated in the **SCC** from the next payment schedule and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.
- 33.4 The Procuring Entity's approval of the Program of Work shall not alter the Contractor's obligations. A revised Program of Work produced by the Contractor shall show the effect of any approved Variations, and shall include all Variations. The Contractor may revise the Program of Work, based on the Variation Order, and submit it to the Procuring Entity again.
- 33.5 When the Program of Work is updated, the Contractor shall provide the Procuring Entity with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.

34) Management Conferences

- 34.1 Either the Procuring Entity or the Contractor may require the other to attend a Management Conference. The Management Conference shall review the plans for remaining work and deal with matters raised in accordance with the early warning procedure.
- 34.2 The Procuring Entity shall record the business of Management Conferences and provide copies of the record to those attending the Conference and to the Procuring Entity. The responsibility of the parties for the actions to be taken shall be decided by the Procuring Entity either at the Management Conference or after the Management Conference. The Procuring Entity shall communicate these responsibilities in writing to all who attended the Conference.

35) Bill of Quantities

- 35.1 The Bill of Quantities shall contain items of work for the construction, installation, testing, commissioning of work, materials, and labor among others, to be done by the Contractor.
- 35.2 The Bill of Quantities is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the Bill of Quantities for each item.
- 35.3 If the final quantity of any work item completed differs from the quantity indicated in the Bill of Quantities, and the difference does not exceed twenty-five percent (25%) of the original quantity for that item, the Procuring Entity shall adjust the Contract accordingly.

This shall be allowed only if the total amount of all such changes does not go beyond ten percent (10%) of the total Contract price, subject to applicable laws, rules, and regulations.

- 35.4 If requested by the Procuring Entity, the Contractor shall provide the Procuring Entity with a detailed cost breakdown of any rate in the Bill of Quantities.

36) Instructions, Inspections and Audits

- 36.1 The Procuring Entity shall at all reasonable times during construction of the Works be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of the construction.
- 36.2 If the Procuring Entity instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a defect and the test shows that it does, the Contractor shall pay for the test and any samples. In the absence of any defect, the test shall be a compensation event with no adverse consequences to the contractor.
- 36.3 The Contractor shall permit the Funding Source named in the **SCC** to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

37) Identifying Defects

The Procuring Entity shall check the Contractor's work and notify the Contractor of any defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Entity may instruct the Contractor to check noted defects and test any work that the Procuring Entity considers as substandard and/or defective.

38) Correction of Defects

- 38.1 The Procuring Entity shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which is one (1) year from project completion up to final acceptance by the Procuring Entity.
- 38.2 Every time notice of a defect is given, the Contractor shall correct the notified defect within ninety (90) calendar days from the time the HoPE has issued an order to undertake repair.
- 38.3 The Contractor shall correct the defects which they notice themselves before the end of the Defects Liability Period.
- 38.4 The Procuring Entity shall certify that all defects have been duly corrected.

39) Uncorrected Defects

- 39.1 The Procuring Entity shall give the Contractor at least fourteen (14) days' notice of its intention to use a third party to correct a Defect. If the Contractor does not correct the Defect himself within the period, the Procuring Entity may have the Defect corrected by the third party. The cost of the correction will be deducted from the Contract Price.
- 39.2 The use of a third party to correct defects that are uncorrected by the Contractor will in no way relieve the Contractor of its liabilities and warranties under the Contract.

40) Variation Orders

- 40.1 Variation Orders may be issued by the Procuring Entity to cover any increase or decrease in quantities, including the introduction of new work items that are not included in the original contract or reclassification of work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding and the "as staked plans" or construction drawings prepared after a joint survey by the Contractor and the Government after award of the contract.

Provided, That in case of positive or additive Variation Order/s, the cumulative amount thereof shall not exceed ten percent (10%) of the original contract price; Provided, further, That the scope of works shall not be reduced as to accommodate a positive Variation Order. In all cases, the addition of works under Variation Orders should be within the general scope of the project as bid and awarded.

- 40.2 Any cumulative positive Variation Order beyond ten percent (10%) of the original contract price shall be the subject of another procurement project to be bid out if the Works are separable from the original contract. In exceptional cases where it is urgently necessary to complete the original scope of work, the HoPE, upon the recommendation of the End-User or Implementing Unit, may authorize positive Variation Order/s resulting to a cumulative value of the positive Variation Orders beyond ten percent (10%) but not more than twenty percent (20%) of the original contract price.

All progress payments shall first be charged against the advance payment until the latter has been fully exhausted, at the option of the Procuring Entity.

- 40.3 A Variation Order may either be in the form of a Change Order or Extra Work Order:

- a) A Change Order may be issued by the HoPE or duly authorized representative to cover any increase or decrease in quantities of original work items in the contract.
- b) An Extra Work Order may be issued by the implementing official to cover the introduction of new work necessary for the completion, improvement or protection of the project which was not included as items of work in the original contract, such as, where there are subsurface or latent physical conditions at the site differing materially from those indicated in the contract, or where there are duly unknown physical conditions at the site of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the work or character provided for in the contract.

- 40.4 For Variation Orders, the Contractor shall be paid for additional work items whose unit prices shall be derived based on the following:

- a) For additional or extra works duly covered by Change Orders involving work items which are exactly the same or similar to those in the original contract, the applicable unit prices of work items original contract shall be used.

- b) For additional or extra works duly covered by Extra Work Orders involving new work items that are not in the original contract, the unit prices of the new work items shall be based on the direct unit costs used in the original contract (e.g., unit cost of cement, rebars, form lumber, labor rate, equipment rental, etc.). All new components of the new work item shall be fixed prices; Provided, The same is acceptable to both the Government and the Contractor; Provided further, That the direct unit costs of new components shall be based on the Contractor's estimate as validated by the Procuring Entity concerned via documented canvass in accordance with existing rules and regulations. The direct cost of the new work item shall then be combined with the mark-up factor (i.e., taxes and profit) used by the Contractor in its bid to determine the unit price of the new work item.

40.5 Under no circumstances shall a Contractor proceed to commence work under any Change Order or Extra Work Order unless it has been approved by the HoPE or its duly authorized representative. However, under any of the following conditions, the Procuring Entity's representative or Project Engineer may, subject to the availability of funds and within the limits of its delegated authority, allow the immediate start of work under any Change Order or Extra Work Order:

- a) In the event of an emergency where the prosecution of the work is urgent to avoid detriment to public service, or damage to life and/or property; and/or
- b) When time is of the essence;

Provided, however, That such approval is valid on work done up to the point where the cumulative increase in value of work on the project which has not yet been duly fully approved does not exceed five percent (5%) of the adjusted original contract price.

Provided, further, That immediately after the start of work, the corresponding Change Order or Extra Work Order shall be prepared and submitted for approval in accordance with the abovementioned rules. Payments for Works satisfactorily accomplished on any Change Order or Extra Work Order may be made only after approval of the same by the HoPE or its duly authorized representative.

Provided, finally, That for a Change Order or Extra Work Order involving a cumulative amount exceeding five percent (5%) of the original contract price, no work thereon may be commenced unless said Change Order or Extra Work Order has been approved by the HoPE or its duly authorized representative.

41) Contract Completion

Once the project reaches an accomplishment of ninety-five percent (95%) of the total contract amount, the Procuring Entity may constitute an inspectorate team to conduct preliminary inspection and submit a punch-list to the Contractor in preparation for the final turnover of the project. Said punch-list will contain, among others, the remaining Works, Work deficiencies for necessary corrections, and the specific duration/time to fully complete the project within the approved remaining contract time. This, however, shall not preclude the claim of the Procuring Entity for liquidated damages, if applicable.

42) Suspension of Work

- 42.1 The Procuring Entity shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary, due to *force majeure* or any fortuitous event or for failure on the part of the Contractor to correct bad conditions which are unsafe for workers or for the general public, to carry out valid orders given by the Procuring Entity or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The Contractor shall immediately comply with such order to suspend the work wholly or partly.
- 42.2 The Contractor or its duly authorized representative shall have the right to suspend work operation on any or all projects or activities along the critical path of activities after fifteen (15) calendar days from date of receipt of written notice from the Contractor to the district engineer, regional director, consultant or equivalent official, as the case may be, due to the following:
- a) There exist right-of-way problems which prohibit the Contractor from performing work in accordance with the approved construction schedule.
 - b) Requisite construction plans which must be owner furnished are not issued to the Contractor precluding any work called for by such plans.
 - c) Peace and order conditions that make it extremely dangerous, if not possible, to work. However, this condition must be certified in writing by the Philippine National Police station which has responsibility over the affected area and confirmed by the Department of the Interior and Local Government (DILG) Regional Director.
 - d) There was a failure on the part of the Procuring Entity to deliver government-furnished materials and equipment as stipulated in the contract.
 - e) Delay in the payment of Contractor's claim for progress billing beyond forty-five (45) calendar days from the time the Contractor's claim has been certified by the Procuring Entity's authorized representative that the documents are complete, unless there are justifiable reasons for the delay in payment which shall be communicated in writing to the Contractor.
- 42.3 In case of total suspension, or suspension of activities along the critical path, which is not due to any fault of the Contractor, the elapsed time between the effectivity of the order suspending operation and the order to resume work shall be allowed to the Contractor by adjusting the contract time accordingly.

43) Payment on Termination

- 43.1 If the Contract is terminated because of a breach of Contract by the Contractor, the Procuring Entity shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate, and less the percentage to apply to the value of the work not completed, as indicated in the **SCC**. Additional liquidated damages shall not apply. If the total amount due to the Procuring Entity exceeds any payment

due to the Contractor, the difference shall be a debt payable to the Procuring Entity.

- 43.2 If the Contract is terminated for the Procuring Entity's convenience, or due to a breach of Contract by the Procuring Entity, the Procuring Entity shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.
- 43.3 The net balance due shall be paid or repaid within twenty-eight (28) days from the notice of termination.
- 43.4 If the Contractor has terminated the Contract under **GCC** Clauses 23 to 24, the Procuring Entity shall promptly return the Performance Security to the Contractor.

44) Extension of Contract Time

- 44.1 Should the amount of additional work or other special circumstances warrant the entitlement of the Contractor to an extension of contract time, the Procuring Entity shall determine the amount of such extension; Provided, That the Contractor has notified the Procuring Entity of its claim for extension of contract time prior to the expiration of the contract time, and within thirty (30) calendar days after the additional work has been commenced or the circumstances leading to such claim have arisen, as the case may be, in order to give the Procuring Entity the opportunity to investigate the claim. Failure to provide such notice shall constitute a waiver of such a claim by the Contractor. Upon receipt of full and detailed particulars, the Procuring Entity shall examine the facts and extent of the delay and shall extend the contract time to complete the contract work when, in the Procuring Entity's opinion, the findings of facts justify an extension.
- 44.2 No extension of contract time shall be granted to the Contractor due to ordinary unfavorable weather conditions and inexcusable negligence of the Contractor to provide the required equipment, supplies, or materials.
- 44.3 Extension of contract time may be granted only when the affected activities fall within the critical path of the PERT, CPM, Precedence Diagram Method or any other project management tool.
- 44.4 No extension of contract time shall be granted when the reason given to support the request for extension was already considered in the determination of the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection.
- 44.5 Extension of contract time may be granted in the cases indicated in the **SCC**.
- 44.6 The written consent of the bank, or surety or insurance company, as the case may be, must be attached to any request of the Contractor for extension of contract time and submitted to the Procuring Entity for consideration and the validity of the Performance Security shall be correspondingly extended.

- 44.7 The Procuring Entity shall extend the Intended Completion Date if a Variation is issued which makes it impossible for the Intended Completion Date to be achieved by the Contractor without taking steps to accelerate the remaining work, which would cause the Contractor to incur additional costs. No payment shall be made for any event which may warrant the extension of the Intended Completion Date.
- 44.8 The Procuring Entity shall decide whether and by how much to extend the Intended Completion Date within twenty (20) days of the Contractor asking the Procuring Entity for a decision thereto after fully submitting all supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

45) Price Escalation

In the event of an extraordinary increase in prices of specific components of the Infrastructure Project, price escalation may be considered, subject to prior approval of the GPPB. If the cost of construction components increases by more than ten percent (10%) of the unit price of work items, as determined against the prevailing price indices of the PSA, a price escalation may be authorized at a no-loss, no-gain basis, using the appropriate formula prescribed by the GPPB. For the purpose of this Section, the PSA shall ensure that its price indices are region-specific and updated on a monthly basis

46) Completion

The Contractor shall request the Procuring Entity to issue a Certificate of Completion of the Works, and the Procuring Entity will do so upon determining that the work is completed.

47) Taking Over

The Procuring Entity shall take over the Site and the Works within seven (7) days from the date of issuance of a Certificate of Completion; Provided, That it shall not release the Contractor of its responsibilities within the defects liability period.

48) Operating and Maintenance Manuals

- 48.1 If “as built” Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the **SCC**.
- 48.2 If the Contractor does not supply the Drawings and/or manuals by the dates stated in the **SCC**, or they do not receive the Procuring Entity’s approval, the Procuring Entity shall withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

GCC Clause	
1.1 Intended Completion Date	The Intended Completion Date is One Hundred Eighty (180) calendar days. The contract duration shall commence from the start date indicated in the Notice to Proceed.
1.2 Procuring Entity	The Procuring Entity is <i>the Development Academy of the Philippines, DAP Bldg., San Miguel Avenue, Pasig City 1600.</i>
1.3 Location of Site	The Site is located at the Cottages 7&8, <i>DAP Conference Center, Brgy. Sungay East, Tagaytay City, 4120</i> and is defined in Architectural Drawing No. A-01.
1.4 Start Date	The Start Date shall be indicated in the Notice to Proceed.
1.5 Work(s)	The Works consist of the Repair and Maintenance of Cottage 7 and Cottage 8 at the DAP Conference Center (DAPCC), including the execution of all necessary permanent and temporary works, the furnishing of labor, materials, and equipment, and the performance of all contractual obligations, in full compliance with the approved plans, technical specifications, and other contract documents.
2.2 Sectional Completion	<i>Sectional completion is not applicable to this Contract. The Works shall be completed as a whole on the Completion Date specified herein.</i>
5.1 Possession of Site	The Procuring Entity shall give possession of all parts of the Site to the Contractor <i>upon receipt of the Notice to Proceed.</i>
6.5 Schedule of Key Personnel	The Contractor shall employ the following Key Personnel: 1. PROJECT MANAGER <i>1.1. Must be a licensed Civil Engineer;</i> <i>1.2. With at least five (5) years of professional experience in the field of construction of building;</i> <i>1.3. Must have at least five (5) years of relevant experience in managing similar projects involving repair/ maintenance/ renovation/ rehabilitation of building/s.</i> <i>1.4. Shall have the authority to decide for and behalf of the Bidder / Contractor on any and all matters relative to the progress, changes, adjustments during Project implementation;</i> <i>1.5. Shall conduct the overall management of the Project from start to finish including close coordination with the Owner Representatives and the Design Consultant, and all other registered professionals as whenever required in consultations and attendance in coordination meetings; and,</i> <i>1.6. Shall be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</i> 2. PROJECT ARCHITECT

	2.1. <i>Must be a licensed Architect;</i> 2.2. <i>With at least five (5) years of professional experience in the field of construction of building;</i> 2.3. <i>Must have at least five (5) years of experience in managing similar projects involving repair/ maintenance/ renovation/ rehabilitation of building/s.</i> 2.4. <i>Shall conduct the overall Project construction implementation on site and close coordination with the Project Manager and all other registered professionals including the General Foreman to execute the works and activities to complete the Project;</i> 2.5. <i>In the absence of the Project Manager, and as officially authorized by the Awarded Contractor, shall conduct the overall management of the Project until such a time that the latter assigns a replacement duly approved by the End User Representative; and,</i> 2.6. <i>Shall be present in all coordination meetings and render full-time service involving a minimum of but not limited to 8-hours per day on site from Monday to Saturday or as warranted by the construction implementation until final completion and turn-over, as required by the contract.</i> 3. REGISTERED ELECTRICAL ENGINEER 3.1. <i>Must be a licensed Electrical Engineer;</i> 3.2. <i>With at least five (5) years of professional experience in the field of construction of building; and,</i> 3.3. <i>Shall be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</i> 4. REGISTERED ELECTRONICS ENGINEER 4.1. <i>Must be a licensed and registered Electronics Engineer;</i> 4.2. <i>With at least five (5) years of professional experience in the field of construction of building; and,</i> 4.3. <i>Shall be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</i> 5. REGISTERED MECHANICAL ENGINEER 5.1. <i>Must be a licensed and registered Mechanical Engineer;</i> 5.2. <i>With at least five (5) years of professional experience in the field of construction of building; and,</i> 5.3. <i>Shall be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</i> 6. REGISTERED MASTER PLUMBER OR SANITARY ENGINEER 6.1. <i>Must be a licensed Master Plumber or licensed Sanitary</i>
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	<i>Engineer;</i> 6.2. <i>With at least five (5) years of professional experience in the field of construction of building; and,</i> 6.3. <i>Shall be present in all coordination meetings, site inspections, and in any and all occasions called upon by the Owner to be present on site until final completion and turn-over, as required by the contract.</i> 7. SAFETY OFFICER 7.1. <i>Shall be a duly accredited Safety Officer by the Department of Labor and Employment;</i> 7.2. <i>Shall have at least three (3) years of experience in the construction of building;</i> 7.3. <i>Has completed at least the mandatory 40-hour construction occupational safety and health training course;</i> 7.4. <i>Deployment on site of Safety Officer/s shall be compliant with the latest and applicable occupational safety and health law otherwise known as R.A 11058.</i> 8. GENERAL FOREMAN 8.1. <i>Shall be at least High School graduate;</i> 8.2. <i>With at least five (5) years of experience as foreman in construction of building;</i> 8.3. <i>Must have at least one (1) year of experience in similar projects involving repair/ maintenance/ renovation/ rehabilitation of building/s.</i> 8.4. <i>Shall coordinate fully and closely with the Resident Architect to execute the works and activities to complete the Project; and,</i> 8.5. <i>Shall render full-time service involving a minimum of but not limited to 8-hours per day on site from Monday to Saturday until final completion and turn-over, as required by the contract.</i> <i>Note: For other skilled lead workers or supervisors, at least three (3) years of experience is required.</i>
7.1 Subcontracting	Subcontracting is not allowed.
8.1 Advance Payment	The amount of the advance payment is <i>fifteen percent (15%) of the Contract Price and schedule of payment, to be made in lump sum.</i>
9.1 Payment for Delivered Materials but not yet Installed	No further instructions.
9.4 First Progress Payment	The advance payment shall be repaid by the contractor by deducting fifteen percent (15%) from his periodic progress payments a percentage

	equal to the percentage of the total contract price used for the advance payment. The first progress payment may be paid by the Procuring Entity to the Contractor; Provided, that at least <i>twenty percent (20%)</i> of the Works has been accomplished as certified by the Procuring Entity.
12.7 Act No. 3688	No further instructions.
13.1 Site Investigation Report	<i>The prospective bidder shall conduct a site inspection of the Cottages 7 and 8 located at the Development Academy of the Philippines Conference Center, Tagaytay City.</i> <i>Conduct of ocular inspection shall be made on 13 November 2025 (Thu) to 01 December 2025 (Mon), 10:00 AM to 12:00 PM / 2:00 PM to 4:00 PM.</i> <i>Must secure Certificate of Site Inspection duly signed by any of the following (to be provided by the BAC Secretariat to Bidders conducted site inspection):</i> ❖ <i>PAG-ASA L. DOGELIO /// ACTING DEPARTMENT MANAGER II, DAPCC</i> <i>or,</i> ❖ <i>LEE ARVEEN GARCIA /// OIC, DAPCC Rooms and Facilities Services</i> <i>or,</i> ❖ <i>DANILO C. FILARCA /// OIC, DAPCC Engineering & Maintenance Services</i>
15.3 Defects Liability Period	No further instructions.
15.5 Warranty	<i>Warranty is One (1) year which shall be covered by ten (10) percent retention money. The retention money will be released after one (1) year reckoned from the date of final acceptance.</i>
19.2 Settlement of Disputes	The Arbitrator is the person appointed jointly by the Procuring Entity and the Contractor.
20 Liability of the Contractor	No additional provision.
25(a) Termination for Unlawful Acts	No further instructions.
27.2 Violations Committed During the Contract Implementation Stage	<i>Violations which will warrant suspension which may include, but is not limited to the following violations below:</i> a) Failure of the Contractor, due solely to its fault or negligence, to mobilize and start work or performance within the specified period in the Notice to Proceed (“NTP”); b) Failure by the Contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the Contractor to comply with any written lawful instruction of the Procuring Entity or

	its representative(s) pursuant to the implementation of the contract. For the procurement of infrastructure projects or consultancy contracts, lawful instructions include but are not limited to the following: i) Employment of competent technical personnel, competent engineers and/or work supervisors; ii) Provision of warning signs and barricades in accordance with approved plans and specifications and contract provisions; iii) Stockpiling in proper places of all materials and removal from the project site of waste and excess materials, including broken pavement and excavated debris in accordance with approved plans and specifications and contract provisions; iv) Deployment of committed equipment, facilities, support staff and manpower; and v) Renewal of the effectivity dates of the performance security after its expiration during the course of contract implementation. c) Assignment and subcontracting of the contract or any part thereof or substitution of key personnel named in the proposal without prior written approval by the Procuring Entity. d) Poor performance by the Contractor or unsatisfactory quality and/or progress of work arising from its fault or negligence as reflected in the CPES rating sheet. In the absence of the CPES rating sheet, the existing performance monitoring system of the Procuring Entity shall be applied. Any of the following acts by the Contractor shall be construed as poor performance: i) Negative slippage of fifteen (15%) and above within the critical path of the project due entirely to the fault or negligence of the Contractor; and ii) Quality of materials and workmanship not complying with the approved specifications arising from the Contractor's fault or negligence. e) Willful or deliberate abandonment or non-performance of the project or contract by the Contractor resulting to substantial breach thereof without lawful and/or just cause. In addition to the penalty of suspension, the performance security posted by the Contractor shall also be forfeited.
31.1 Dayworks	No dayworks are applicable to the contract.
33.1 Program of Work	Prior to the Start Date as specified in the Notice to Proceed, a Pre-Implementation Meeting shall be conducted together with: 1. the DAP's designated Project Team and authorized representative/s;

	2. the awarded Contractor represented by its President / CEO or the duly Authorized Representative/s and all Key Personnel. The awarded Contractor shall submit for review and approval of the DAP's Authorized Representative/s the Program of Work within ten (10) calendar days from the date of receipt of the duly signed and notarized Contract. The Program of Work shall correspond to the overall construction works' Network Diagram in PERT-CPM, and Construction Schedule in Gantt Chart with S-Curve highlighting the Project's critical path. The diagram must be compliant with the details prescribed in Section VI. Specifications. The DAP's Authorized Representative/s shall preside over the meeting.
33.3 Updating of Program of Work	The period between Program of Work updates is <i>thirty (30) calendar days</i> .
36.3 Funding Source	The Funding Source is the <i>Government of the Philippines</i> .
43.1 Payment on Termination	The percentage to apply to the value of the work not completed is <i>ten percent (10%)</i> .
44.5 Extension of Contract Time	<i>Extension of contract time may be granted which may include the enumeration below:</i> a) rainy/unworkable days considered unfavorable for the prosecution of the Works at the site, based on the actual conditions obtained at the site, in excess of the number of rainy/unworkable days pre-determined by the Procuring Entity in relation to the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection, and/or b) major calamities such as exceptionally destructive typhoons, floods and earthquakes, and epidemics, c) delays attributable to the Procuring Entity, such as non-delivery on time of materials, working drawings, or written information to be furnished by the Procuring Entity, non-acquisition of permit to enter private properties or non-execution of deed of sale or donation within the right-of-way resulting in complete paralyzation of construction activities, and d) other meritorious causes as determined by the Procuring Entity and approved by the HoPE such as shortage of construction materials, general labor strikes, and peace and order problems that disrupt construction operations through no fault of the Contractor may be considered as additional grounds for extension of contract time provided they are publicly felt and certified by appropriate government agencies such as DTI, DOLE, DILG, and DND, among others.

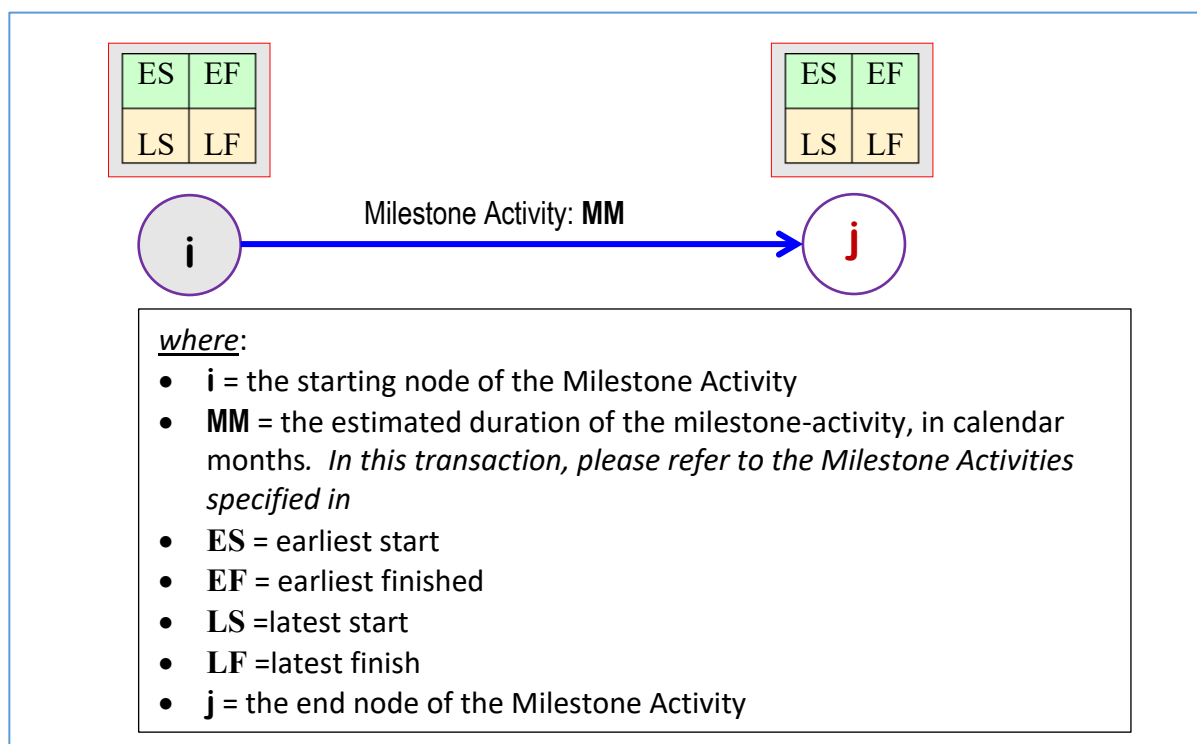
48.1 Operating and Maintenance Manuals	The date by which operating and maintenance manuals are required is <i>within fifteen (15) calendar days after project completion</i> The date by which “as built” drawings are required is <i>shall likewise be within fifteen (15) calendar days after project completion</i>. The following documents shall be included in the submission of complete “As-Built Drawings (ABD)”: 1. One (1) set of original copy in 20”x 30” sheets (<i>plotted on mylar sheets</i>) signed and sealed by appropriate professional architects and engineers; 2. Four (4) sets of blue print copies in 20”x 30” sheets signed and sealed by appropriate professional architects and engineers; 3. Complete set of electronic files in USB Thumb drive or external drive containing the following; 3.1. “AS-BUILT DRAWINGS” in PDF and CADD format for final completion of the project; 3.2. Minutes of Meetings approved files in MS Word, and in .pdf-files of the signed copy of the said meetings; 3.3. Complete set of electronic colored photos and video-coverage, in digital copies jpg-format and mp4-version, respectively. Each photo and video coverage should be stamped with date and time including specific locations demonstrating the scenes before, during, and after construction works; 4. Complete set of colored photos, printed copies with date-stamp and time-stamp including specific locations demonstrating before, during, and after construction works. 5. Warranty Certificate of at least one (1) year against poor workmanship and defects traceable to materials supplied/installed and/or as specified in the manufacturer’s brochures, reckoned from the date of issuance of the Certificate of Completion.
48.2 Amount to be Withheld for Failing to Produce “As Built” Drawings and/or Operating and Maintenance Manuals	Release of Final Payment shall be made only upon the submission of the ABD and Operating and Maintenance Manuals by the Contractor, and issuance of Certificate of Completion of the Works as evaluated by DAP’s Authorized Representative/s for the approval of the DAP Management.

Section VI. Specifications

SCHEDULE OF REQUIREMENTS

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

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



The coverage –*from the date the Project Contract is notarized, to mobilization to demobilization, up until issuance of Certificate of Completion (COC)*, **should be within one hundred eighty (180) calendar days**. In other words, the proposal's Critical Path should not exceed 180 calendar days.

A more detailed PERT-CPM shall be required from the Proponent to whom the Project will be awarded and contracted. The **detailed PERT-CPM** shall be submitted at least five (5) days before the scheduled Pre-Implementation Meeting. DAP reserves the right to cancel the award if the Contractor fails to submit the construction schedule and the detailed PERT-CPM. Exact dates of delivery and/or completion should be reckoned from date of Contractor's receipt of 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 negative slippage on the value of the activities that fall along the project's critical path.

SPECIFICATIONS

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

- ❖ Perform all the requirements stipulated in the Detailed Architectural and Engineering

Design (DAED) drawings, Bid Data Sheet, General and Special Condition of Contracts, Schedules of Requirement, Outline and Technical Specifications, approved material samples and manufacturers, Scope-of-Works, approved Shop Drawings, Bill of-Quantities (BOQ), Detailed Unit Price Analysis (DUPA), and other particulars mentioned in the Official Bidding Documents (OBD); and

- ❖ Perform all other works involved not specifically mentioned but are deemed necessary components for the execution of the works must be supplied and installed for the completion and commissioning of the entire project in accordance with the cited requirements as mentioned above and other related contract documents at no additional cost to the DAP.

1. BACKGROUND OF THE PROJECT

Since 1973, the DAP Conference Center-Tagaytay has been hosting training seminars and structured courses for skill capacity development for thousands of personnel and officers in various government agencies.

As such, its facilities in Tagaytay has surpassed 50 years of existence and is now presumed to be Important Cultural Properties as defined under the National Cultural Heritage Act of 2009.

The Cottages Enclave in the Development Academy of the Philippines Tagaytay are duplex bungalows completed in the 1973 to house special guests within the compound.

Each bungalow covers 115m² including the garage bringing the total combined area for both cottages to 230 square meters footprint, if excluding the area of the roof eaves.

Cottages 7 and 8 have been unoccupied and unused for more than four years, leading to their current state of disrepair, and require renovation and restoration to be able to accommodate guests properly once again.

The Cottages are typical of Arch. Gabriel Formoso's designs for luxury residential bungalows in the 70s in Metro Manila and Rizal Province, including affluent residences in when adobe quarrying and marble quarrying was abundant, typically utilizing adobe cladding as the main exterior accent, panel wooden doors with classical profile, painted plywood or wood stencils for ceilings, interior walls and cabinets, mosaic ceramic tiles for bathrooms, marble lavatory countertops, and hardwood roof trusses and joists, and metal frame glass windows with imported mechanisms and sliding glass doors.

The preservation and restoration of the original aesthetics and materials of such elements of Cottages 7 and 8 shall be a priority for the project, while upgrading all the utilities to modern hotel standards worthy of VIP guests.

1.1. General Description of the Project

Cottages 7 and 8 are duplex cottages at The Enclaves in DAPCC-Tagaytay each with 115m² interior area footprint. They require restoration of the construction materials to the 1973 materials, while utilizing new materials and utilities where the old material has become unavailable or obsolete.

As much as possible, preserving and restoring original walls, windows, sliding glass doors, trusses, flooring, and cladding is priority. Where materials are partially damaged, discolored, or non-operational, materials should be restored, sanded, repolished, repaints, and recolored to the look as close to the original condition as possible, while adding clear, non-colored protective treatments for pest removal, water resistance and fireproofing, as specified in the drawings and other Contract Documents.

For construction materials that have been replaced over the years to different materials, replacement of the materials to match the original materials will be necessary, such as

replacing the fiber cement ceiling and fascia back to wood.

For utilities, kitchens, bathrooms, lighting, and appliances, the functionality and durability will be the focus, replacing all trades with the most modern cost-effective materials and equipment to achieve convenience for the guests and management.

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

- ❖ The works shall consist of [1] the entire rehabilitation, fabrication, furnishing, delivery, and installation, complete in all details, at the subject premises; and [2] all work materials, tools, equipment and technical operations incidental to the proper completion of the Project.
- ❖ All works shall be in accordance with the minimum requirements of the governing Codes, Standards, and Regulations, unless specified in the Project Technical Specifications manual.
- ❖ All rectification and corrective work due to faulty installations and all defects and/or non-compliance of the project technical specifications and in governing codes and standards shall be done in accordance with the approved methodology, plans, drawings and technical specifications.
- ❖ The requirements with regards to materials, equipment, devices, assemblies, motors, and appliances necessary to complete installation of the work specified herein and indicated in the construction drawings and approved shop drawings shall be executed in accordance with the project technical specifications manual and ***Manufacturer's Instructions***.
- ❖ **IMPLEMENTATION OPERATING PROTOCOL#1: NARRATIVES & DRAWINGS' PROTOCOL IN REPORTING.** The Contractor shall exercise due diligence to observe and follow the protocol of preparing reports: "What cannot be drawn should be well narrated, and what cannot be narrated shall be & must be drawn". **Ideally it should be followed that whatever is drawn should also be narrated, and what is narrated should also be drawn.**
- ❖ **IMPLEMENTATION OPERATING PROTOCOL#2: "NO APPROVED SHOP DRAWNGS, NO WORKS"**. All work that shall be executed shall require approval of **Shop Drawings (SD)**. The Contractor shall request approval of the SD ahead of schedule, i.e., ***no later than two (2) calendar weeks before the projected date of execution of works***. The finally approved and signed SD, shall be scanned in pdf format then sent the DAP designated Project Team.
- ❖ **IMPLEMENTATION OPERATING PROTOCOL#3: SUPPORTING DOCUMENTS FOR PROGRESS BILLING: "NO Key Plan (KP) showing the areas of Accomplished Works, NO Processing of Progress Bill"**. As a document that can serve as Means-of-Verification (MOV), KP shall be differentiated from the approved Construction Plans. All works that have been completed and due for billing shall require submission of KP, highlighting the WORKS or/and the portion of WORKS that has been inspected and deemed completed based on the specifics per most recently approved Construction Schedule. The KP shall be signed by the concerned professionals and must be validated by the DAP Project Team prior to endorsement of the progress bill.

Note: The original print copy of the KP (in A3-size paper), 2 sets for DAP plus number of copies as maybe required by the Commission on Audit (COA) shall be submitted. Likewise, electronic copies in PDF-format as well as editable CAD-file should also be submitted via email. The same said files saved in a

thumb drive should also be submitted.

- ❖ **IMPLEMENTATION OPERATING PROTOCOL#4: PRE-IMPLEMENTATION AND PROJECT COORDINATION MEETINGS.** It shall be the responsibility of the Contractor to faithfully prepare Minutes of Meeting (MoM) with recordings and full transcription, and the first draft shall be submitted electronically not later than two (2) days after the date of the said meeting. The finalization of MoM shall be subject to the approval and signatures of the authorized representatives of the Contractor, and the DAP Project Team. The production, the submission, and the distribution of the final copies of any documentation shall be taken care of by the Contractor.

2.1. Mobilization and General Requirements

- 2.1.1. Apply for building permit, occupancy permit, and other necessary permits including payment of fees (i.e., application and other fees imposed by the Local Government), bonds and insurances in compliance to all regulatory and oversight agencies before construction, and turnover of the project;
- 2.1.2. Contractor's Temporary Field Office until construction duration inclusive of Temfacil Toilet, equipment mobilization and demobilization. This shall be transferred to a location designated by the Project Team on or before the project completion date;
- 2.1.3. Provide temporary support facilities and utilities with corresponding sub-meters to be connected to utility providers in terms of water, and electricity (to include field office, health/safety/first aid facility, safety paraphernalia, etc.);
- 2.1.4. Provision for Project Billboard & COA Billboard;
- 2.1.5. Other necessary works to complete the mobilization and general requirements.

2.2. Repair and Maintenance Works of Cottages 7 and 8

- 2.2.1. **Structural / Civil Works:** the structural/civil works shall include drainage and sanitary systems, electrical and electronic and communication service connection systems, earth fillings, grading and demolition/chipping as indicated in the plans and approved shop drawings.

Restoration of all wooden trusses and application of Wood Preserver and Fire Proofing Paint on all old exposed wooden surfaces and new wood materials

Checking for damage from termite and wood borers in trusses, purlins, beams, and other wooden structural members for reinforcement and replacement, if necessary.

- 2.2.1.1. Replacement of dilapidated/rotten wood ceiling joist at the entire ceiling eaves using hard wood same as existing
- 2.2.1.2. Remove and replace existing stainless gutter inclusive of screw and sealant
- 2.2.1.3. Remove and replace existing fascia board with solid yakal wood
- 2.2.1.4. Wood treatment on entire roof framing and ceiling joist 1 coat
- 2.2.1.5. Application of Fire retardant paint 3 coats on entire roof frame (Wood trusses and purlins) including wood ceiling joist

- 2.2.2. **Architectural Works:** shall include the following provisions complete in accordance with project specifications, plans, approved shop drawings, and applicable codes and standards:

2.2.2.1. FLOOR

- 2.2.2.1.1. FF1: Sanding, removal of stain and re-polish existing granolithic flooring
- 2.2.2.1.2. FF2 Repair/re-sand and re-polish with urethane on existing wood parquet flooring at bedrooms
- 2.2.2.1.3. FF3: Clean, remove stain and re-polish existing pebble washout flooring
- 2.2.2.1.4. FF4: Removal of existing floor tiles/concrete topping to be replaced by Anti Slip Porcelain Tiles 400mm x 400mm including new floor topping
- 2.2.2.1.5. FF5: Removal of existing floor tiles /concrete topping to be replaced with Anti slip porcelain tiles 400mm x 200mm including new floor topping
- 2.2.2.1.6. FF6 Cleaning and repaint with epoxy paint existing cement flooring 2 coats
- 2.2.2.1.7. Replace damaged pebble washout tiles at garage
- 2.2.2.1.8. Cementitious waterproofing on toilet and bath 2 coats

2.2.2.2. WALLS

- 2.2.2.2.1. Stripping and Repainting of exterior wall white color elastomeric anti mold 3 coats inclusive of surface preparation
- 2.2.2.2.2. Stripping and repainting of interior wall off-white color plain finish 3 coats inclusive of surface preparation
- 2.2.2.2.3. Clean, and/or restore existing exterior wall adobe ashlar finish including replacement of 40 pcs adobe wall tiles ashlar finish 400mm x 400mm
- 2.2.2.2.4. Application of water repellent treatment on adobe ashlar finish at exterior wall
- 2.2.2.2.5. Installation of wooden baseboard
- 2.2.2.2.6. Textile Roman Blinds 550mm x 1200mm
- 2.2.2.2.7. Linen curtain for existing glass Aluminum sliding door inclusive of curtain rod (Sheer & blackout)
- 2.2.2.2.8. Porcelain wall tiles 400mm x 200mm at toilet inclusive of adhesive
- 2.2.2.2.9. Removal and disposal of existing wall tiles
- 2.2.2.2.10. Plastered cement finish for tiles installation

2.2.2.3. CEILING

- 2.2.2.3.1. Replacement of interior ceiling with 6mm thk Marine plywood
- 2.2.2.3.2. Painting of interior ceiling 3 coats to include surface preparation
- 2.2.2.3.3. Replacement of entire eaves ceiling including garage ceiling with 6mm thk marine plywood
- 2.2.2.3.4. Painting of entire eaves ceiling including garage ceiling 3 coats to include surface preparation
- 2.2.2.3.5. Installation of Cornices including painting
- 2.2.2.3.6. Supply and installation of ceiling vent inclusive of aluminum screen at ceiling eaves

2.2.2.4. DOORS AND WINDOWS

- 2.2.2.4.1. D-1: Solid Narra hardwood door panel 0.90m x 2.10m with door jamb inclusive of smart door lock, hinges, varnish finish and termite treated
- 2.2.2.4.2. D-2: Solid Narra hardwood door panel 0.75 x 2.10m with door jamb at Kitchen Back Door inclusive of knob type lockset , hinges, varnish finish and termite treated
- 2.2.2.4.3. D-2a: Narra Ply 1/4" Thick Flush Door panel 0.75 x 2.10m with door jamb at Bedrooms inclusive of knob type lockset , hinges, varnish finish and termite treated
- 2.2.2.4.4. D-3: Narra Ply 1/4" Thick Flush Door panel 0.60m x 2.10m with louver inclusive of wood jamb,knob type lockset, hinges, varnish finish and trermite treated
- 2.2.2.4.5. D-4: Narra Ply 1/4 thick Flush door panel with viewing glass and wood jamb 0.75 x 2.10m inclusive of knob type lockset, hinges, wood treated, varnish finish and stainless metal kick plate
- 2.2.2.4.6. D-5: Wooden louver Two(2) panel door 1.00m x 2.10m with jamb complete of knob type lockset, hinges , varnish finishand termite treated
- 2.2.2.4.7. D-6: Restoration of existing glass alum 3.79 mtr x 2.10 mtr door frames / replacement of bottom railings inclusive of new lockset and security aluminum screen
- 2.2.2.4.8. W-1: Restoration of existing casement glass window 2000mm x 1200mm and replacement of rotor operated mechanism inclusive of security aluminum screen
- 2.2.2.4.9. W-2: Restoration of existing casement glass window 1500mm x 1200mm and replacement of rotor operated mechanism inclusive of security aluminum screen
- 2.2.2.4.10. W-3: Restoration of existing casement glass window and replacement of rotor operated machine inclusive of security aluminum screen
- 2.2.2.4.11. W-4: Restoration of existing glass jalousie window 600mm x 1200mm
- 2.2.2.4.12. W-5: Restoration of existing awning type glass window 800mm x 600mm including framing

2.2.2.5. CABINETRY

- 2.2.2.5.1. Wood cabinet at Kitchen 3/4" thk Marine plywood with edging over hang, automotive lacquer paint finish complete with soft close hinges and cabinet handle
- 2.2.2.5.2. Wood cabinet under countertop at Kitchen 3/4" thk Marine plywood with edging and drawer, soft close hinges and soft close drawer guide, cabinet handles, automotive lacquer paint finish to include surface preparation
- 2.2.2.5.3. Wood cabinet under countertop at Master Bedroom toilet 3/4" thk Marine plywood with edging and drawer, soft close hinges and soft close drawer guide, cabinet handles, automotive lacquer paint finish to include surface preparation
- 2.2.2.5.4. Bedrooms Wood cabinet built-in 3/4" thk Marine plywood with edging, soft close hinges and handles inclusive of automotive lacquer paint finish
- 2.2.2.5.5. Sintered Stone white Onyx countertop with splash board
- 2.2.2.5.6. Backlit mirror at Master bedroom 1100mm x 1000mm
- 2.2.2.5.7. Backlit mirror at Master Toilet 1550mm x 1350mm

- 2.2.2.5.8. Backlit mirror at shared toilet 600mm x 1400mm with glass shelf
- 2.2.2.5.9. Backlit mirror at Shared rooms 1100mm x 1000mm
- 2.2.2.5.10. Restore countertop tiles at outside kitchen

2.2.2.6. ROOFING

- 2.2.2.6.1. Repainting of metal roofing 3 coats including surface preparation ready to receive paint finish
- 2.2.2.6.2. Painting of perimeter fascia board 3 coats to include surface preparation Brown Color

2.2.3. **Plumbing and Sanitary Works:** works included herein shall consist of furnishing all labor, tools, equipment, appliances, and materials necessary for complete installation, testing and operation of the plumbing and sanitary system composed of:

2.2.3.1. COLD & HOT WATER DISTRIBUTION SYSTEM from the distribution valve across the street to Cottages 7 and 8, including one electric type storage water heater for each Cottage, with hot and cold-water supply for 2 bathrooms and 2 kitchens for each Cottage.

- 2.2.3.1.1. Supply & Install Cold & Hot Water Distribution System
- 2.2.3.1.2. Chipping, Excavating & Removal of Existing Pipes
- 2.2.3.1.3. Hangers and Supports
- 2.2.3.1.4. Painting and Identification
- 2.2.3.1.5. Miscellaneous works and consumable
- 2.2.3.1.6. Testing

2.2.3.2. SEWER SYSTEM from the bathrooms and kitchens along new lines of PVC sanitary drainpipes replacing the old cast-iron pipes that have been clogging, especially in the showers, with cleanouts for cleaning all pipes.

- 2.2.3.2.1. Supply & Installation of Sewer, Waste, & Vent System
- 2.2.3.2.2. Chipping, Excavating & Removal of Existing Pipes
- 2.2.3.2.3. Hangers and Supports
- 2.2.3.2.4. Painting and Identification
- 2.2.3.2.5. Miscellaneous works and consumable
- 2.2.3.2.6. Testing

2.2.3.3. STORM DRAINAGE SYSTEM

- 2.2.3.3.1. Supply & Installation of Drainage System (Pipes, Fittings & Access)
- 2.2.3.3.2. Drains & Accessories
 - Catch Basin / Area Drain
 - Roof Drain, 100mmØ (4"Ø)
- 2.2.3.3.3. Existing 100mmØ (4") Downspout Declogging
- 2.2.3.3.4. Hangers and Supports
- 2.2.3.3.5. Painting and Identification
- 2.2.3.3.6. Miscellaneous works and consumable
- 2.2.3.3.7. Excavation and Backfilling
- 2.2.3.3.8. Testing

2.2.3.4. SANITARY/TOILET FIXTURES and ACCESSORIES

- 2.2.3.4.1. Water Closet with Seater/ Cover, Tank Type
- 2.2.3.4.2. Overhang Pedestal Lavatory
- 2.2.3.4.3. Kitchen Sink, double compartment, Stainless Steel
- 2.2.3.4.4. Lavatory Countertop Type
- 2.2.3.4.5. Grease Trap, 7 gpm
- 2.2.3.4.6. Shower Mixer, hot & cold
- 2.2.3.4.7. Angle Valve w/ Flexible Pipe, 1/2"Ø
- 2.2.3.4.8. Kitchen Faucet, 1/2"Ø, hot & cold
- 2.2.3.4.9. Lavatory Faucet, 1/2"Ø, hot & cold
- 2.2.3.4.10. Shower Faucet, 1/2"Ø
- 2.2.3.4.11. Floor Drain, 50mmØ (2"Ø)
- 2.2.3.4.12. Shower Drain, 50mmØ (2"Ø)
- 2.2.3.4.13. Tissue Holder
- 2.2.3.4.14. Shower Curtain
- 2.2.3.4.15. Shower Rod
- 2.2.3.4.16. Towel Handle Bar
- 2.2.3.4.17. Soap Dispenser
- 2.2.3.4.18. Stainless Bathroom Wall Rack
- 2.2.3.4.19. Bidet

2.2.4. **Mechanical Works**

AIRCON

2.2.4.1. Air-conditioning System:

- 2.2.4.1.1. FCU w/ ACCU = Inverter Ceiling Suspended Split Type
FHFC, 140 AVM, 3 Horsepower, 220 volts,
1 phase, 60 hertz, Wi-Fi or App Control
- 2.2.4.1.2. WACU = Window Type Air conditioner, 1.5 HP,
15000 btu/hour, 220 volts, 1 phase, 60 hertz
With Wi-Fi remote (After-market Wi-Fi sensor allowed)
- 2.2.4.1.3. Supply and Install of Airconditioning Accessories
- 2.2.4.1.4. Miscellaneous and Consumables
- 2.2.4.1.5. Pipe Supports / ACCU Supports

2.2.4.2. Ventilation System:

- 2.2.4.2.1. CEF = Ceiling Exhaust Fan, 35 lps air capacity, 0.01
kilowatts, 5 kgs., 230 volts, 1 phase, 60 hertz
complete w/ controls, dampers & accessories
- 2.2.4.2.2. PVC Pipe, Flexible Pipe & Accessories
- 2.2.4.2.3. Miscellaneous and Consumables
- 2.2.4.2.4. Pipe Supports / Ventilation Supports

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

2.2.5.1. Power & Lighting Roughing-ins, Conduit, Fittings and Boxes

2.2.5.2. 50mm Ø PVC Conduit, including elbow, locknut and bushing to complete the roughing-ins of main feeder from main electrical room to cottage 7 & 8.

2.2.5.3. Wires & Cables

- 2.2.5.3.1. 3.5mm² THHN Wire & 5.5mm² THHN Wire to complete the wiring of the lighting and power.
- 2.2.5.3.2. 8.0mm² THHN Wire and 38mm² THHN Wire to complete the main feeder from main electrical room to cottage 7 & 8.

2.2.5.4. Lighting Fixtures

2.2.5.5. Wiring Devices

2.2.5.5.1. 1-Gang Switch, 2-Gang Switch, 3-Gang Switch, Duplex GFCI Outlet, Duplex Outlet, Duplex Weatherproof Outlet, Single Outlet and Bin Smart Kw-Hr Meter to complete the lighting system and power.

2.2.5.6. Energy Saving System

2.2.5.6.1. Smart Lock, Energy Saving Technology, installation and programming of units including Testing and Commissioning to complete the Energy Saving System of cottage 7 & 8

2.2.5.7. Panel Board & Circuit Breakers

2.2.5.7.1.1. Panel Cottages and panel ER with earth ground conductor terminals to complete the electrical system of cottages.

2.2.5. Auxiliary Works: Auxiliary system shall consist of the following provisions for the conduits, fittings, wirings, equipment and all needed accessories of the auxiliary system complete:

2.2.5.5. FIRE DETECTION AND ALARM SYSTEM

2.2.6.1.1. Conduit, Fittings & Boxes

2.2.6.1.1.1. Fire Detection and Alarm System conduit, fittings and boxes to complete the roughing-ins.

2.2.5.6. FDAS DEVICES AND EQUIPMENT

2.2.6.2.1. Fire Alarm Devices and Equipment to complete the system

2.2.5.7. Wires & Cable

2.2.5.7.1. 1.25mm² TF Cable

2.2.5.8. CCTV SYSTEM

2.2.6.4.1. Conduit, Fittings & Boxes

2.2.6.4.1.1. CCTV System conduit, fittings and boxes to complete the system.

2.2.5.9. 16.5 CCTV DEVICES AND EQUIPMENT

2.2.6.5.1. Bullet Type CCTV Camera

2.2.5.10. 16.6 Wires & Cable

2.2.6.6.1. CAT 6

2.2.5.11. TEL/INTERNET SYSTEM

2.2.6.7.1. Conduit, Fittings & Boxes

2.2.6.7.1.1. Telephone/Internet System conduit, fittings and boxes to complete the system.

2.2.5.12. TEL/INTERNET DEVICES AND EQUIPMENT

2.2.6.8.1. Telephone and Outlet

2.2.5.13. Wires & Cable

2.2.6.9.1. CAT 6

2.2.6.9.2. CAT 5

2.2.6.9.3. Android Tablet

MATERIAL SPECIFICATIONS OUTLINE

Item	DESCRIPTION	SPECIFICATIONS
1	SITE DEVELOPMENT	
1.1	Fill and Backfill Materials	Gravel or suitable soil free of organic materials as approved by Owner for fill/backfill materials
1.2	Removal and Disposal for parts of the Works and shown and indicated with the Removal Plan	The Contractor shall be responsible, at no additional cost to the Owner, for the proper collection, hauling, and disposal of all debris and other items classified as disposable arising from the renovation works. Any materials deemed salvageable shall be properly inventoried and surrendered to the Owner.
2	TERMITE CONTROL	If termites are detected, apply DENR-approved soil-poisoning
3	STRUCTURAL CONCRETE WORKS	
3.1	Concrete Aggregates	Well graded, clean hard particles gravel or crushed rock conforming to ASTM C33
3.2	Portland Cement	Use only one brand Type I or II low alkali, complying to ASTM C150
3.3	Steel reinforcement	Conforming to PNS 49 grade 275, weldable
3.4	Form materials	Good lumber with phenolic board or steel forms
4	METAL WORKS	
4.1	Structural steel	ASTM A36 unless otherwise specified by Owner
4.2	Metal works	ASTM A36 unless specified by Owner
4.3	Stainless Steel Material & Accessories	ASTM 304 satin finished unless specified and by Owner
5	MASONRY WORKS	
5.1	Portland Cement	ASTM C150, Type I, IA, or II low alkali use only 1-brand, established approved brand

	5.2	Concrete Hollow Block (CHB)	Interlocking CHB, Type II (non-load bearing) Class B with minimum compressive strength 350psi 100/150mm for interior/exterior walls, Tool-joint with skim coat and anti-stain, anti-mold paint finish
	5.3	Cement Mortar	Between 1 part Portland cement 2 parts sand and 1 part Portland cement 3 parts sand
6 ARCHITECTURAL WORKS			
	6.1	Floor Finish	
	6.1.1	Floor Finish for Living, Dining & Hallway	Existing Granolithic Flooring-Sanding, Removal of Stains, Repolish
	6.1.2	Floor Finish for Bedrooms	Existing Wood Parquet- Repair, Resand, Apply Urethane Sanding Sealer
	6.1.3	Floor Finish for Driveway, Garage, Outside Kitchen, & Porch	Existing Pebble Washout Flooring
	6.1.4	Floor Finish in Kitchen	Existing Granolithic Flooring-Sanding, Removal of Stains, Repolish
	6.1.5	Floor Finish in Bathrooms	Non-staining non-slip Porcelain Tiles, with small tile pattern or mosaic pattern surface design
	6.1.6	Floor Finish in Water Heater Storage Room	Clean & Repaint Existing Cement Flooring
	6.2	Wall Finishes	
	6.2.1	Existing Ashlar Stone	Strip existing emulsion coat. Cleaning with non-acidic solution & Re-Polish, Apply Silane/Siloxane Emulsion Water Repellant Treatment
	6.2.2	Existing Exterior Concrete Wall	Strip all existing wall paints. Cleaning, Repaint White Color with Anti-Staining Anti- Mold Paint
	6.2.3	Existing Interior Concrete Wall	Strip all existing wall paints. Cleaning, Repaint Off-White Color with Low - VOC Anti- Stain Anti-Mold Paint
	6.2.4	Bathrooms Surface	Chip all existing wall tiles until original masonry wall. Non-staining Porcelain Tiles, with small tile pattern or mosaic pattern surface design. Use high adhesion strength tile adhesive
	6.3	Ceiling and Roof	
	6.3.1	Interior, Exterior, Garage	6mm thk Marine Plywood w/ Wood Preserver & Type "A" Fire Retardant Paint on Both Sides
	6.3.1.1	Ceiling Joist Interior & Garage	Restore all Ceiling Joist & Trusses, Apply Wood Preserver & Type "A" Fire Retardant Paint

6.3.1.2	Ceiling Joist @ Exterior -Roof Eaves	Replace All ceiling Joists & Restore Some Trusses that have surface deterioration, Apply Wood Preserver & Type "A" Fire Retardant Paint. Repaint existing Spanish-profile metal sheet roof, remove rust beforehand with rust converter. Replace any roof sheet with hole. Replace any damaged roof insulation with fire-retardant double bubble insulation with pure aluminum sheet both sides.
6.4	Doors, Windows and Glass Glazing Works	Replace Fascia with seasoned yakal wood planks and joists and use 0.6mm thick stainless steel gutters.
6.4.1	Main Solid Wooden Panel Door	D-1: Solid Narra hardwood door panel 0.90m x 2.10m with door jamb inclusive of smart door lock, hinges, varnish finish and termite treated
6.4.2	Kitchen Solid Wooden Panel Door	D-2: Solid Narra hardwood door panel 0.75 x 2.10m with door jamb at Kitchen Back Door inclusive of knob type lockset, hinges, varnish finish and termite treated
6.4.3	Bedroom Narra-Ply Flush Door	D-2a: Narra Ply 1/4" Thick Flush Door panel 0.75 x 2.10m with door jamb at Bedrooms inclusive of knob type lockset, hinges, varnish finish and termite treated
6.4.4	Toilet & Bath Narra-Ply Flush Door w/ Louver	D-3: Narra Ply 1/4" Thick Flush Door panel 0.60m x 2.10m with louver inclusive of wood jamb, knob type lockset, hinges, varnish finish and termite treated
6.4.5	Kitchen Double Swing Narra Ply Door w/ Glass Viewer	D-4: Narra Ply 1/4 thick Flush door panel with viewing glass and wood jamb 0.75 x 2.10m inclusive of knob type lockset, hinges, wood treated, varnish finish and stainless metal kick plate
6.4.6	Storage Wooden Louver Two Panel Door	D-5: Wooden louver Two(2) panel door 1.00m x 2.10m with jamb complete of knob type lockset, hinges, varnish finish and termite treated
6.4.7	Living Area Existing Sliding Glass Door	D-6: Restoration of existing glass alum 3.79 m x 2.10 m door frames / replacement of bottom railings inclusive of new lockset and security aluminum screen
6.4.8	Existing Casement Window	W-1: Restoration of existing casement glass window 2000mm x 1200mm and replacement of rotor operated mechanism inclusive of security aluminum screen

	6.4.9	Existing Casement Window	W-2: Restoration of existing casement glass window 1500mm x 1200mm and replacement of rotor operated mechanism inclusive of security aluminum screen
	6.4.10	Existing Casement Window	W-3: Restoration of existing casement glass window and replacement of rotor operated machine inclusive of security aluminum screen
	6.4.11	Existing Jalousie Glass Window	W-4: Restoration of existing glass jalousie window 600mm x 1200mm
	6.4.12	Existing Awning Glass Window	W-5: Restoration of existing awning type glass window 800mm x 600mm including framing
	6.4.13	Glass / Glazing / Weather Stripping / Sealants	Use Tempered glass 6mm thick as replacement for damaged broken glass Weather Stripping as per Architect's-Engineers and Manufacturer's Specifications Sealants – Silicon base with color to match the aluminum frame finish color
	6.5	Hardware	As per manufacturer's specifications. Stainless Steel Finish Lever-Type Door locks or approved equal. The front door should have keycard access should utilize keycard-reading door locks compatible with the most-current DAPCC door lock keycard system.
	6.6	Cabinetry	For Marine Plywood Cabinet doors with wood edging, treated with wood preserver and Type A clear fire retardant wood paint, painted with automotive lacquer, with Stainless Steel Soft-Close 165 degree and Soft-Close Drawer Guides
7 TOILET & BATHROOMS FIXTURE			
	7.1	Lavatory	Master T&B: Above Counter Basin 12mm thick Sintered Stone Countertop with Porcelain Bowl and Stainless Steel Finish Brass Fittings for Approval by Owner. Shared T&B: Porcelain Pedestal Lavatory with Stainless Steel Finish inner Brass body Fittings for Approval by Owner
	7.2	Faucet	Stainless Steel 304 chrome finish with brass inner body by established brand with proven durability
	7.3	Water Closet	Low-noise, low profile, porcelain Elongated with easily available replacement mechanism for approval by Architect/Owner, of established brand with proven durability.

	7.4	Shower & Accessories	Stainless Steel 304 chrome finish with brass inner body by established brand with proven durability. for approval by Architect/Owner
	7.5	Shower Rod/Curtain	Stainless Steel 304 chrome finish or brass inner body for approval by Architect/Owner
	7.6	Bidet	Stainless Steel 304 chrome finish with brass inner body for approval by Architect/Owner
	7.7	Toilet Accessories	Glass Shelves, Wall Shower Rack, Towel Rod: Stainless Steel 304 chrome finish with metal inner body for approval by Owner. Mirror on ¼"thk Fiberboard Backing with operable LED Lighting edges
	7.8	SPECIALTIES	
	7.8.1	Kitchen Cabinet, Bedroom Cabinet & Dresser, Bathroom Cabinet	¾"thk Marine Plywood w/ Edging in Automotive Lacquer Paint Finish (Beige Color) w/ Led Strip Lights, Soft Close Hinges & Handle or Approved equivalent by Architect/Owner
	7.8.2	Kitchen Counter	12mm thick Sintered Stone White Onyx Counter Top, Splash Board on 100mm Thk. Concrete Slab or Approved equivalent by Architect/Owner
8	THERMAL MOISTURE CONTROL		
	8.1	Stainless Gutter	Ga24 Stainless Steel Sheet Roof drain canals
	8.2	Fascia Board	2-25mm x275mm Yakal Overlapping Fascia Board, Follow existing Profile. Painted White Anti-Stain Anti-Mold Paint
	8.3	Waterproofing – Comfort Room	Crystalline Cementitious type waterproofing material under Rubber Coat Waterproofing with polyester mesh 5 year warranty, with 50mm concrete topping, sloped 0.5% to avoid ponding, as approved by Owner
9	PLUMBING/SANITARY		
	9.1	Waterline distribution (Interior Pipes)	Use PPR Pipes, PN 16, with fusion-type fittings. All PPR exposed to sunlight shall be painted on, such as at cistern and pump connection to heater storage tank. NOTE: Do not expose PPR pipes to welding or other sources of fire during or after construction.
	9.2	Sanitary and Vent Line	PVC Pipe Class 150 ASTM D2729 Series 1000, all of one brand only for proper fit.
	9.3	Storm Drain Line and Downspouts and A/C Drains	HDPE or PVC Pipe Class 150 ASTM D2729 Series 1000, all of one brand only for proper fit.
	9.4	Water Heater Storage Tank	30gals Water Heater Storage Tank, at least 3.8kw, 37"x20.5dia or approved equivalent by Owner
10	MECHANICAL/FIRE PROTECTION WORKS		

	10.1	Air Conditioning System (Split & Window Package Type)	ANSI 15 and ANSI B31.5, Compatible with fluids for which they are being used and capable of withstanding the pressures and temperatures of the service that they are handling.
	10.2	Piping	Refrigerant piping shall be seamless copper tubing, hard drawn, type K, ASTM B88.
	10.3	Corrosion Prevention	Unless specified otherwise, equipment fabricated from ferrous metals that do not have a zinc coating shall be treated for prevention of rust with a factory coating or paint system that will withstand 125 hours in a salt spray fog test except that equipment located outdoors shall be tested for 500 hours.
11 ELECTRICAL WORKS			
	11.1	Conduits and Fittings	
	11.1.1	Metal Conduit (IMC)	Metal conduits and fittings shall be UL Listed, standard weight, mild steel, hot – dipped galvanized with an interior coating.
			All ferrous fittings shall be cadmium or zinc coated
	11.1.2	Polyvinyl Chloride Conduit (PVC)	Conduit shall be polyvinyl chloride vinyl, thick wall, PNS 14, schedule 40
	11.2	Cabinets, Outlet boxes and covers	Outlet boxes and covers shall be hot-dip galvanized steel. Thickness of the outlet boxes and covers shall be code gauge and shall be no less than gage # 16. Boxes shall be deep type unless otherwise noted. Contractor to apply a minimum of two (2) coats of epoxy primer to all boxes before installation. All distribution and lighting panels shall be provided with permanent panel designation and directory. Submit shop drawings for approval of Engineer/Architect prior for fabrication. Panel directory shall be provided with circuit number breaker rating, size of wire and conduit.
	11.3	Wires and Cables	Wires and Cables shall be stranded and plastic insulated for 600 volts, THHN as specified
	11.4	Wiring Devices	Switches shall be “Wide Series” quiet type, spring loaded, and the cover plates shall be subject to the approval of the Owner. Receptacle shall be duplex, flush mounted and rated 20 Amps, 250 Volts, parallel or tandem slots with grounding slot “Wide Series” type, with Ground Fault Circuit Interrupter, test button, and Trip/On button with light indicator.

11.5	Circuit Breakers	Circuit breakers shall be thermal magnetic type with quick make, quick break trip-free operating mechanism with contacts. Circuit breakers shall be bolt-on type complying with NEMA and UL standards unless otherwise indicated. Breaker minimum interrupting capacity shall be 10 KAIC or as specified in the plans. Circuit breakers shall be manufactured by established brand with track record for durability.
11.6	Grounding System	Electrical grounding system, communication grounding system and lightning protection grounding system shall be independent from one another.
11.6.1	Grounding Connector	Solderless Grounding system connector
11.6.2	Clamp Exothermic weld	
11.6.3	Grounding Rod	Contractor to furnish and install 20mm diameter by 3000 mm copper- clad steel ground rods as indicated in the plans.
11.7	Auxiliary System Wires	Telephone, Data and Fire alarm wires shall be
11.8	LED Fixtures	Lamps shall be Smart RGB LED bulbs, strips lights, and motion sensors, with Bluetooth, wifi, app control, and physical remote control, scene setup, at least 2 years warranty, all in one brand and with app control. Replacement parts should be available in DIY stores in Cavite or Metro Manila. Built in ballast lamp Cap Base: E26 Power: 8.5W, Color temperature: 220-6500K, RGB Brightness: 806lm, Voltage: AC220V, 60Hz Lifespan: 25000hrs Dimming: Yes.
11.8.1	Lamps Holder	Pin type lamp holder shall be directional, recessed with anti-glare diffuser or reflector.
11.8.2	Battery Charger / Switcher/ Rectifier	As indicated and or as shown in the plans
11.8.3	Battery back-up	As indicated and or as shown in the plans
11.9	Pin lights Fixtures	LED fluorescent lamp rated as per plan, daylight color of light, Dimmable, with anti-glare bulb. housing shall be made of die cast aluminum rim, tempered glass lens with over voltage protection 220 volts external electronic ballast
11.10	Emergency Lights	Emergency lighting units shall be rated for 12 volts. Units shall be equipped with brown-out sensitive circuit cutout protection to prevent full battery normal voltage
11.11	Hangers and Support	As indicated and or as shown in the plans
11.12	Fire Alarm System	Compatible brand with existing DAPCC Fire Alarm Main Board at the Guard Station.

	11.13	Closed Circuit Television System	Compatible brand with existing DAPCC CCTV Main Router at the Guard Station.
	11.14	Telephone & Data System	Telephone Wiring Devices shall be of Modular type ready for installation of Telephone Unit
	11.15	Structured Cabling	Use Shielded CAT 6 Cable, Structured Cabling System for approval
12	CURTAINS		Blackout Roman curtains for bedrooms, Roman curtains for Dining Room windows. Horizontally operated S-Curtain for sala sliding glass door

Note: Materials intended for use in the project must be submitted in the form of physical samples (or mock-ups, where applicable) prior to installation. These samples are to be reviewed and approved by the project team to ensure they meet the required specifications, quality standards, design intent, and overall compatibility with the project.

No material shall be installed without prior approval from the project team. Any materials installed without such approval are subject to rejection and replacement at the contractor's expense.

2.3. Punch Listing, Rectification, and Testing and Commissioning

- 2.3.1. Correct, repair, and rectify all noted defects and punch-listed items, and/or needed replacements identified after the conduct of inspection/punch-listing together with DAP authorized representatives.
- 2.3.2. Restore/repair any portion/facility/utilities within DAPCC compound and adjacent areas which may have been damaged in the course of the construction and perform corrective measures as may be identified or directed by the DAP and relevant government agencies for causes attributable to the construction project without additional cost to the DAP.
- 2.3.3. Conduct final testing, observations, and commissioning of all installed systems, devices, and equipment to the desired operating conditions, and submit reports and/or recommendations for approval; and
- 2.3.4. Perform all other necessary work as contained in this section and in accordance with the testing and commissioning requirements prior to turn-over and acceptance.

2.4. Final Inspection, Turn-over and Acceptance, and Contractor's Demobilization.

- 2.4.1. Apply for occupancy permit and other building operational permits, permanent utilities connections to local service providers, including legworks and payment for applicable fees and charges;
- 2.4.2. Submit construction and post-construction documentary requirements and other requirements such as complete As-Built Drawings, As-Built Technical Specifications, and/or Operating and Maintenance Manual;
- 2.4.3. Clean, clear/remove and dispose of all construction debris, and any and all hazardous waste in accordance with environmental standards, applicable laws and regulations; and,
- 2.4.4. Perform all other necessary works as contained in this section and in accordance with the final inspection and demobilization requirements prior to turnover and acceptance.

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

- 3.1. Construction Safety and Health Program duly approved Department of Labor and Employment.
- 3.2. A Construction Logbook and Weekly Accomplishment Report shall be maintained to record the date, manpower, weather conditions, daily activities, and materials/equipment delivered on site. The logbook/report shall be signed by the Contractor's Resident Architect and the DAP Project Manager/Representative/s. Electronic copies and raw files of the signed reports, including daily photos of accomplishments, shall be compiled in a designated folder and submitted to DAP on a weekly basis.
- 3.3. Monthly Progress Reports with photo documentation including updated Program of Works showing the planned and actual percentages of accomplishments with equivalent amounts, updated cash flow forecast, any changes to the sequence of the activities, catch up plan in case of delays, and effect of any approved variations. **Each photo-documentation should have the date and time stamps, in jpg-format;**
- 3.4. Final Project Report including original and updated program of works, any changes to the sequence of the activities, catch up plans, and effect of any approved variations. **Each photo-documentation should have the date and time stamps, in jpg-format;**
- 3.5. Complete set of As-built Drawings from the CONTRACTOR (signed & sealed plans, including electronic copy in PDF and CAD-format);
 - 3.5.1. One (1) set of Mylar Copy in 20"x30" sheets signed and sealed by appropriate professional architects and engineers;
 - 3.5.2. Four (4) sets of blue print copies in 20"x30" sheets signed and sealed by appropriate professional architects and engineers;
 - 3.5.3. Complete set of colored photos, printed copies with date-stamp and time-stamp including specific locations demonstrating before, during, and after construction works;
 - 3.5.4. Complete set of electronic files in USB Thumb drive or external drive containing the following;
 - 3.5.4.1. "AS-BUILT DRAWINGS" in PDF and CADD format for final completion of the project;
 - 3.5.4.2. Complete set of electronic colored photos and video-coverage, in digital copies jpg-format and mp4-version. **Each photo and video coverage should be stamped with date and time including specific locations demonstrating the scenes before, during, and after construction works;**
- 3.6. Approved Minutes of the Meetings (files in MS Word), and in pdf-files of the signed copy of the said meetings. Each MoM, should contain at least two (2) colored photos fit in one page, showing the participants who attended the meeting (**Each photo-documentation should have the date and time stamps, in jpg-format;**)
- 3.7. Punch-List of known defects with Close-out Report;
- 3.8. Training of DAP Personnel
 - 3.8.1. Arrange for and coordinate instructions on operations and maintenance of equipment in conjunction with manufacturer's representatives;
 - 3.8.2. Conduct training of counter professional, skilled staff or designated representative/s of DAPCC in proper operations, schedules and procedures of the physical facilities and equipment.

- 3.9. Warranty Certificate of at least one (1) year against poor workmanship and defects traceable to materials/equipment supplied/installed from the date of issuance of Certificate of Completion.

4. VARIATION ORDER (VO)

- 4.1. 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.
- 4.2. 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:
- 4.2.1. Introduction of new work items that are not included in the original contract; or
- 4.2.2. 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.

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

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.

Section VII. Drawings

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

The Contractor is expected to diligently study the details as presented in the drawings and technical specifications that are well within the scope-of-works, norms in the construction industry.

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

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

DETAILED ARCHITECTURAL AND ENGINEERING PLANS		
000	Sheet#	TITLE
001		ARCHITECTURAL
002	A-01	SITE DEVELOPMENT PLAN, PERSPECTIVE & LOCATION MAP, TABLE OF CONTENTS
003	A-02	FLOOR PLAN ROOF PLAN
004	A-03	FRONT, REAR, RIGHT & LEFT SIDE ELEVATION CROSS & LONGITUDINAL SECTIONS
005	A-04	SCHEDULE OF DOORS
006	A-05	SCHEDULE OF WINDOWS
007	A-06	FLOOR FINISH SCHEDULE, FINISHES FLOOR FINISH SCHEDULE, FINISHES
008	A-07	WALL FINISH LAYOUT, FINISHES FURNITURE & AIRCON LAYOUT, FINISHES
009	A-08	KITCHEN DETAIL & FINISHES KITCHEN CABINET DETAILS & FINISHES
010	A-09	SHARED & MASTER'S TOILET & BATH DETAILS FINISHES & FIXTURES
011	A-10	DRESSER & CLOSET DETAIL, FASCIA BOARD DETAIL STAINLESS STEEL GUTTER, WATER PROOFING FOR T&B DETAIL ROOF DRAIN CONNECTION & CEILING CONNECTION DETAILS
012	A-11	EXISTING ROOF BEAM & FRAMING PLANS EXISTING TRUSS DETAILS
013	A-12	STANDARD BILLBOARD DETAIL, FRONT & SIDE ELEVATION
014	A-13	COA STANDARD PROJECT BILLBOARD DETAIL COA BILLBOARD FRAME DETAILS
015		ELECTRICAL/FDAS
016	E-01	GENERAL NOTES, LEGENDS & SYMBOL, LOAD SCHEDULE, LIGHTING LAYOUT
017	E-02	POWER LAYOUT & EQUIPMENT LAYOUT, PANEL BOARD DETAIL

DETAILED ARCHITECTURAL AND ENGINEERING PLANS		
000	Sheet#	TITLE
018	E-03	EMERGENCY LIGHT LAYOUT PLAN, ENERGY SAVING SWITCH SINGLE LINE DIAGRAM, CONNECTION OF PANEL BOARD TO BREAKER GUTTER 2 @ ELECT. ROOM BLOCK DIAGRAM OF SMART TECHNOLOGY
019	E-04	CCTV LOCATION, SINGLE LINE DIAGRAM FOR THE DAPCC SURVEILLANCE SYSTEM LEGENDS
020	E-05	ETHERNET CABLE (LAN) LAYOUT NETWORK DIAGRAM FROM PABX TO COTTAGE AREA LEGEND
021	E-06	TELEPHONE LINE LAYOUT CONNECTION FROM COTTAGE 7 & 8 TO DATA CABINET @ MAIN BUILDING ELECTRICAL ROOM LEGEND
022	E-07	HEAT & SMOKE DETECTOR LAYOUT FDAS LAYOUT & FDAS SINGLE LINE DIAGRAM MOUNTING HEIGHT OF PORTABLE EXTINGUISHER TECHNICAL SPECIFICATION LEGENDS
023		SANITARY/PLUMBING
024	P-01	GENERAL NOTES, LEGENDS & SYMBOLS, MISCELLANEOUS DETAILS
025	P-02	ROOF STORM DRAIN LAYOUT STORM DRAINAGE LAYOUT
026	P-03	PLUMBING & SANITARY LINE LAYOUT HOT & COLD WATER LINE LAYOUT
027	P-04	STORM DRAINAGE ISOMETRIC LAYOUT HOT & COLD WATER LINE ISOMETRIC LAYOUT SANITARY LINE ISOMETRIC LAYOUT
028		MECHANICAL
029	M-01	GENERAL NOTES ACU LAYOUT MISCELLANEOUS DETAILS

Section VIII. Bill of Quantities

A. INSTRUCTION to BIDDERS:

1. Bid for any item that will not be referred to in the details of the Drawings/Plans and Technical Specifications will not be considered as part of the tendered bid;
2. Participating Bidder shall place its tender/quotation or bid on the prescribed form of Bill-of-Quantities (BOQ);
3. *The BOQ will form part of the Bidder's Financial Bid Documents. Refer to BOQ-template "FC02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx" which editable file will be provided to the Bidders' email address; and*
4. Bidders are required to carefully and thoroughly follow the "Instructions: How to Fill-out BOQ" of this Section.

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

1. Using MicroSoft Excel, retrieve the filename... "FC02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx";
2. Save the said excel file with another filename "FC02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx", where "<BidderName>" represents the Bidder's name;
3. Bidder must take enough care and patience to fill-out data needed in order to come-up with eligible / competitive bid;
4. Clarification/s, if any, must be emailed to dapbacsec@dap.edu.ph;
5. **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:

- 5.1. "**UC_Matls**" = 0.00 or to be replaced with Bidder's bid for every unit of materials described;
- 5.2. "**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;
- 5.3. "**%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;
- 5.4. "**%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;
- 5.5. "**%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;

6. AMOUNTS OF BID:

- 6.1. For each bid item, the total “**CALCULATED Total BID**” *will automatically computed based on the encoded unit cost data* for...
 - i. Direct Costs = “AMT_Matl’s + AMT_L&E”; and,
 - ii. Indirect Costs = “OCM + Profit + VAT”; and,
- 6.2. 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.**
- 6.3. 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;
- 6.4. **OTHER BID ITEMS NOT IDENTIFIED IN THE BOQ:** The excel template contains three (3) additional rows per Work Cluster as provision for possible additional item/s that the Bidder may want to add. As the Bidder feels necessary, **THESE ROWS SHOULD NOT BE LEFT UNFILLED-OUT**. To complete the calculations of the financial bid, the following must be done...
 - i. In column “**F**”, input ITEM DESCRIPTION. This is an alphabetic data that pertains to an additional item suggested by the Bidder. Further explanation may be asked by the BAC/TWG as to the necessity of such item. Addition of this item will not be construed as a basis to legitimize that the total bid can be more than the ABC=**P8,089,024.26**. **Bid greater than ABC will be declared “NOT ELIGIBLE”.**
 - ii. In column “**G**”, input item QTY. This is a numeric data representing the volume of the item that will be used for the project. The succeeding estimation of cost will depend on this data;
 - iii. In column “**H**”, input item Unit (of measure). This is an alphabetic info indicating the description of the previously inputted QTY. This data should be the commercially available measure of quantity, preferably in metric system;
 - iv. In column “**I**”, input Unit Cost of Materials [**UC_Matls**]. This is a numeric data representing the bid-price tendered by the Bidder for every unit of materials that will be needed for implementation of the previously described item.
 - v. In column “**K**”, input Unit Cost of Labor [**UC_L+E**]. This is a numeric data representing the bid-price tendered by the Bidder for direct labor inclusive of equipment-rental (*if any*) cost per unit item that will be needed for implementation of the previously described item;
 - vi. In column “**N**”, input percent Overhead, Contingencies & Miscellaneous (OCM) expenses [**%O**]. This a numeric percentage data representing the bid-price tendered by the Bidder as a function of the automatically computed [(Direct Cost) = (Cost of Materials) + (Cost of Labor & Eqpt)] needed for implementation of the previously described item;
 - vii. In column “**P**”, input percent Profit [**%P**]. This a numeric percentage data representing the bid-price tendered by the Bidder will the estimated profit for the Bidder; and,
 - viii. In column “**R**”, input percent Tax [**%T**]. This a numeric percentage data

representing the tax that will be cost tendered by the Bidder as a payment of tax for bid-item earlier described.

- 6.5. Once finalized, the Bidder has to place the file in size-A3 paper (11.7in x 16.5in), and submit the signed and scanned copy, together with the editable-file version of your submitted signed and scanned copy, as part of the Financial Proposal.

7. WHAT TO SUBMIT: “FC02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx” must be copied and saved in the USB thumb drive to be submitted by the Bidder and explained during the Pre-Bid Conference;

- 7.1. Softcopy of the filled-out “FC02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx” (should be contained in the USB Thumb Drive to be submitted by the Bidder);
- 7.2. The print copy in size-A3 paper (11.7in x 16.5in) of the sheet named “FC02_XXX=EXCEL_Bill-of-Quantities=<BidderName>.xlsx” must be submitted as integral part of the Financial Proposal.

Section IX. Philippine Bidding Documents Related Forms

TABLE OF CONTENTS

Bid Form for Procurement of Infrastructure Projects.....	110
Form 1: Statement of All Ongoing Contracts Including Contracts Awarded But Not Yet Started.....	112
Form 2: Statement of Bidder's SINGLE LARGEST COMPLETED CONTRACT (SLCC)	113
Form 3: Net Financial Contracting Capacity.....	114
Form 4: Bid Securing Declaration	115
Form 5: Omnibus Sworn Statement	118
Form 6: Format of Curriculum Vitae (CV) for All Proposed Personnel to be assigned to the Project	122
Form 7: Manpower Schedule	125
Form 8: List of Available Equipment Units	126
Form 9: Equipment Utilization Schedule	128
Form 10: Certificate of Site Inspection	130
Form 11: Financial Bid Form	131
Contract Form	134
Documentary Requirement Checklist	136
Packaging and Markings of the Bid	140

Bid Form for Procurement of Infrastructure Projects

[Note: The duly accomplished form shall be submitted with the Bid]

BID FORM

Project Identification No.: **IB25-419890-06**

To: Development Academy of the Philippines

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

- a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project *"One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City"*;
- b) I/We offer to execute the Works for this Contract in accordance with the PBD;
- c) The total price of our Bid in words and figures, excluding any discount offered below, is *[insert information]*
- d) The discounts offered and the methodology for their application, if any, are: *[insert information]; or indicate N/A if no discount offered]*
- e) The total bid price in words and figures, after applying the applicable discount, 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 in the Detailed Estimates.
- f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;
- g) If our bid is accepted, I/we commit to enter to a contract and provide a performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon the Bidder.

I/We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

I/We certify/confirm that we comply with the eligibility requirements pursuant to the PBD.

The undersigned is authorized to submit the bid on behalf of *[Name of the Bidder]* as evidenced by the attached *[State the Written Authority]*.

I/We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]

[Position/Designation]

[Date]

Bidder's LETTERHEAD

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

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE ELIGIBILITY DOCUMENTS MARKED AS "TC07";
- 02.** IF THERE IS NO ONGOING INCLUDING AWARDED BUT NOT YET STARTED GOVERNMENT OR PRIVATE CONTRACTS, STATE "NONE", OR EQUIVALENT TERM;
- 03.** THE TOTAL AMOUNT OF THE ONGOING AND AWARDED BUT NOT YET STARTED CONTRACTS SHOULD BE CONSISTENT WITH THOSE FIGURES USED IN THE NET FINANCIAL CONTRACTING CAPACITY (NFCC);
- 04.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
- 05.** THE FILENAME STRUCTURE SHOULD BE "TC07_XXX=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 as part of the complete set of Bidding Documents bought by the Bidder.

Bidder's LETTERHEAD

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

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE ELIGIBILITY DOCUMENTS MARKED AS "TC08".
- 02.** ATTACHED PHOTOCOPY OF CERTIFICATE OF FINAL ACCEPTANCE/COMPLETION AND A FINAL RATING OF AT LEAST SATISFACTORY IN THE CONSTRUCTORS PERFORMANCE EVALUATION SYSTEM (CPES) OR ANY SIMILAR PERFORMANCE EVALUATION DOCUMENTS ISSUED BY THE OWNER OF THE PROJECT OTHER THAN THE CONTRACTOR;
- 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 FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
- 05.** THE FILENAME STRUCTURE SHOULD BE "TC08_XXX=SLCC=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 as part of the complete set of Bidding Documents bought by the Bidder.

Bidder's LETTERHEAD

FORM 3: NET FINANCIAL CONTRACTING CAPACITY

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE ELIGIBILITY DOCUMENTS MARKED AS "TC09";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND
03. THE FILENAME STRUCTURE SHOULD BE "TC09_XXX=NFCC=BidderName".

- A. Summary of the Bidder's assets and liabilities on the basis of the income tax return (*filed through the Electronic Filing and Payments System – "EFPS"*) and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

	Particulars	Source Document	Amount
1	Current Assets	Balance Sheet Audited FS (2024)	
2	Minus: Current Liabilities	Balance Sheet Audited FS (2024)	
3	Sub-Total		
4	Multiplied by 15		
5	Product		
6	Minus: Value of Outstanding Contracts	Eligibility Document "TC07"	
7	NFCC		

Note: The NFCC amount must be **at least equal** to the ABC to be bid.

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

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

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

Bidder's LETTERHEAD

FORM 4: BID SECURING DECLARATION

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC11";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND
03. THE FILENAME STRUCTURE SHOULD BE "TC11_XXX=BID_SECURITY=BidderName".

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

BID SECURING DECLARATION

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

Invitation to Bid No. **IB25-419890-06**

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 shall enter into contract with the Procuring Entity and furnish the required performance security within ten (10) calendar days as indicated in the Bidding Documents, from receipt of the Notice of Award;
 - b) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and
 - c) I/We will pay the applicable fine within fifteen (15) days from receipt of the written demand by the Procuring Entity for the commission of acts resulting to the enforcement of the Bid Securing Declaration under Sections 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c), of the IRR of RA No. 12009; without prejudice to other legal action the government may undertake;

	<i>Applicable Fine</i>
a) in the case of a single bidder	i) two percent (2%) of the Approved Budget for the Contract (ABC); or ii) the difference between the evaluated bid price and the ABC whichever is higher

b) in the case of multiple bidders	i) two percent (2%) of the ABC; or ii) the difference between the evaluated bid prices with the bidder with Lowest Calculated/Highest Rated Bid and the bidder with the next Lowest Calculated/Highest Rated Bid, and so on whichever is higher
c) in case of violations committed prior to the opening of the financial envelope	i) a fixed amount of two percent of the ABC,

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;
- c) I am/we are declared the bidder with the *[Insert Award Criterion¹]* and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____TH Day of _____ 2025 at _____.

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

JURAT

SUBSCRIBED AND SWORN to before me this ____TH Day of _____ 2025 at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert two (2) government identification cards used]*, with his/her photograph and signature appearing thereon, with 1st ID No. _____ issued on _____ at _____ and 2nd ID No. _____ issued on _____ at _____.

Witness my hand and seal this ____TH Day of _____ 2025.

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

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

Bidder's LETTERHEAD

FORM 5: OMNIBUS SWORN STATEMENT

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC12";
02. ABSENCE OF THIS STATEMENT SHALL RENDER THE BID AS 'INELIGIBLE';
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND
04. THE FILENAME STRUCTURE SHOULD BE "TC12_XXX=Notarized_OSS=BidderName".

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

AFFIDAVIT Invitation to Bid No. IB25-419890-06

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

1) Select one, delete the others:

- *If sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [Address of Bidder];
- *If 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];
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of [Name of Bidder] with office address at [Address of Bidder];

2) Select one, delete the others:

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity][insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative];
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney for authorized representative;
- 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, affiliation, or controlling interest with another blacklisted person or entity;
 - 4) Each of the documents submitted in satisfaction of the bidding requirements is a faithful reproduction 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 or its duly authorized representative(s) to verify all the documents submitted;
 - 6) *Select one, delete the others:*
 - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- 7) It is understood that failure to faithfully disclose its relationship with the HoPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the IRR of RA No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.
- Select one, delete the rest:*
- *In case of corporations:* [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of Republic Act (RA) No. 12009.
 - *In case of Foreign Bidders:* [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
- 8) [Name of Bidder] complies with existing labor laws and standards; and
- 9) [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].
- 10) [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.
- 11) In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ____TH Day of _____ 2025
at _____, Philippines.

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

JURAT

SUBSCRIBED AND SWORN to before me this ____TH Day of _____, 2025 at
[place of execution], Philippines. Affiant/s is/are personally known to me and was/were
identified by me through competent evidence of [IDENTIFICATION-TYPE & NUMBER] as
defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to
me his/her [insert two (2) government identification cards used], with his/her photograph and
signature appearing thereon, with 1st ID No. _____ issued on
_____ at _____ and 2nd ID No. _____ issued on
_____ at _____.

Witness my hand and seal this ____TH Day of _____, 2025.

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

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

Bidder's LETTERHEAD

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

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC14";
02. WHEN FILLED-OUT, THESE FORMS SHOULD CONTAIN THE BIDDER'S WRITE-UP THAT WILL PROVIDE DAP THE NAMES OF THE BIDDER'S PERSONNEL WHO WILL BE ENGAGED FOR THE PROJECT INCLUDING THEIR RESPECTIVE TASKS;
03. USE ADDITIONAL PAGE/S AS NECESSARY. RECENT ID PHOTO OF THE PERSONNEL MUST BE INSERTED;
04. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
05. THE FILENAME STRUCTURE SHOULD BE (FOR EACH KEY PERSONNEL):
 - a. "TC14_XXX=CV_Project_Manager=BidderName";
 - b. "TC14_XXX=CV_Project_Architect=BidderName";
 - c. "TC14_XXX=CV_Reg-Electrical_Engineer =BidderName";
 - d. "TC14_XXX=CV_Electronics_Engineer =BidderName";
 - e. "TC14_XXX=CV_Reg-Mechanical_Engineer =BidderName";
 - f. "TC14_XXX=CV_Reg_Sanitary_or_Master_Plumber =BidderName";
 - g. "TC14_XXX=CV_Safety_Officer =BidderName"; and
 - h. "TC14_XXX=CV_General_Foreman=BidderName".

{insertdate}

PROPOSED POSITION:	[PROPOSED POSITION]				TC14	
NAME OF FIRM:					[Recent ID Photo]	
FULL NAME OF THE STAFF MEMBER:						
PROFESSION:						
YEARS OF PROFESSIONAL EXPERIENCE:						
PRC ID No. [Note: attach photocopy of PRC ID, if applicable]			REG. DATE:			
			VALID UNTIL:			
PTR No. [Note: attach photocopy of PTR receipt, if applicable]			DATE & PLACE OF ISSUE:			
DATE OF BIRTH:			NATIONALITY:			YEARS WITH THE FIRM/ENTITY:
DETAILED TASKS ASSIGNED IN RELATION TO THE PROJECT:						
01.						
02.						
03.						
04.						
KEY QUALIFICATIONS IN RELATION TO THE PROJECT: [Give an outline of experience relative to the proposed position; involvement in other projects ongoing; and, training most pertinent to tasks on project. Describe degree of responsibility held on relevant previous projects and give dates and locations]						
A. EXPERIENCE RELATIVE TO THE PROPOSED POSITION:						
❖						

PROPOSED POSITION:	[PROPOSED POSITION]	TC14
❖		
❖		
B. INVOLVEMENT IN OTHER PROJECTS ONGOING <i>[List of all current projects, locations, positions and target date of completion. Use additional sheet/s, if needed]</i>		
❖		
❖		
❖		
C. RELEVANT TRAININGS TO TASKS ON PROJECT <i>[Attach photo-copy of Certificate/s]:</i>		
❖		
❖		
❖		
EDUCATION: <i>[Summarize college/university and other specialized education giving names of schools, dates attended, and degrees obtained; use additional sheet/s, if needed]</i>		
❖		
❖		
❖		
❖		
TYPE OF LICENSURE EXAMINATION PASSED:	DATE TAKEN:	
❖	❖	
❖	❖	
❖	❖	
❖	❖	
HONORS / AWARDS / RECOGNITIONS / CERTIFICATES RECEIVED: <i>[use additional sheet/s, if needed]</i>	DATE:	
❖	❖	
❖	❖	
❖	❖	
❖	❖	
EMPLOYMENT RECORD: <i>[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions and locations of projects. For experience in last ten years, also give types of activities performed; use additional sheet/s, if needed]</i>		
1)		
2)		
3)		
4)		
LANGUAGES: <i>[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing; use additional sheet/s, if needed]</i>		
A.		
B.		
C.		

CERTIFICATION

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

In the event that the contract “**One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City**” PER **IB25-419890-06** is awarded to [name of company], I firmly commit to assume the post of [designated position].

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

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

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

Bidder's LETTERHEAD

FORM 7: MANPOWER SCHEDULE

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD; SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC15";
02. WHEN FILLED-OUT, THIS FORM SHOULD CONTAIN THE BIDDER'S PROPOSED MANPOWER LOADING INCLUDING THE KEY PERSONNEL FOR THE PROJECT;
03. USE ADDITIONAL PAGE/S AS NECESSARY;
04. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND,
05. THE FILENAME STRUCTURE SHOULD BE "TC15_XXX=Proposed_Manpower_Schedule=BidderName".

{insertdate}

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

This is to certify that undersigned commits to finish the requirements on or before the prescribed date for the undertaking we bid re: **"One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City"** PER IB25-419890-06

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

Bidder's LETTERHEAD

FORM 8: LIST OF AVAILABLE EQUIPMENT UNITS

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD; SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC16";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND
03. THE FILENAME STRUCTURE SHOULD BE "TC16_XXX=List_of_Available_Equipment_Units=BidderName".

{insertdate}

MINIMUM EQUIPMENT REQUIRED FOR THE PROJECT									
Item No.	Equipment Description	No. of Unit	Model/Year Manufactured	Capacity/ Performance/ Size	Plate No.	Motor / Body No.	Specific Location	Condition (Good Functioning and Operational)	Indicate if Owned, Leased, or Under Purchase Agreements
1	Mini Dump Truck								
2	Air Compressor Unit								
3	Electric Handheld Jackhammer								
4	Portable Welding Machine								
5	4" Angle Grinder								
6	Electric Drill								
7	Cordless Drill								
8	Industrial Vacuum cleaner								
9	Self Leveling Laser Level Digital								
10	Floor Polisher								
11	Personal Protective Equipment (e.g., Hard Hats, Safety Shoes/Boots/Belts, Safety Harness, etc.)								
12	Other Equipment...								
Nth	...								

Failure of the prospective Bidder to state a complete description of the pledged equipment and the specific location, whether owned, leased or under purchased agreement shall result in the Bidder's automatic post-disqualification for award of contract forfeiture of its bid security.

This is to certify that undersigned commits to provide and make available all equipment listed above for the project: "One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City" PER IB25-419890-06

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

Bidder's LETTERHEAD

FORM 9: EQUIPMENT UTILIZATION SCHEDULE

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD; SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC17";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND
03. THE FILENAME STRUCTURE SHOULD BE "TC17_XXX=Equipment_Utilization_Schedule=BidderName".

{insertdate}

Category/Equipment	No. of Unit	Date		Months						
		Start	Finish	1	2	3	4	5	6	Nth
1. Mini Dump Truck										
2. Air Compressor Unit										
3. Electric Handheld Jackhammer										
4. Portable Welding Machine										
5. 4" Angle Grinder										
6. Electric Drill										
7. Cordless Drill										
8. Industrial Vacuum cleaner										
9. Self Leveling Laser Level Digital										
10. Floor Polisher										
11. Personal Protective Equipment (e.g., Hard Hats, Safety Shoes/Boots/Belts, Safety Harness, etc.)										
12. Other Equipment...										
...										

One of the requirements from the Bidder to be included in the Technical Envelope is its equipment utilization schedule, referring to the monthly scheduling of the minimum equipment required for the project.

This is to certify that undersigned commits to provide and make available all equipment listed above for the project: "One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City" PER IB25-419890-06

SIGNATURE OF THE AUTHORIZED REPRESENTATIVE	
NAME OF THE AUTHORIZED REPRESENTATIVE:	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	

POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

FORM 10: CERTIFICATE OF SITE INSPECTION

INSTRUCTIONS to BIDDER:

01. SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC21";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
03. THE FILENAME STRUCTURE SHOULD BE "TC21_XXX=Cert_Site_Inspection=BidderName"; AND
04. INTERESTED BIDDERS SHALL FOLLOW THE EXISTING PROTOCOLS SET BY THE DAP CONFERENCE CENTER DURING THE SITE INSPECTION.

CERTIFICATE OF SITE INSPECTION in DAP Conference Center, Tagaytay City

BIDDING No.:	IB25-419890-06		
PROJECT TITLE:	"One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City"		
BIDDER'S REP.#1 NAME / POSITION			
BIDDER'S REP.#2 NAME / POSITION			
BIDDER'S REP.#3 NAME / POSITION			
DAP REPRESENTATIVE DURING INSPECTION			
DATE AND TIME OF INSPECTION			
<i>This is to certify that we have adequately inspected the site and was able to get enough info/data pertaining to the above stated Project.</i> By Bidder/ Bidder's Authorized Representative: SIGNATURE: _____ PRINTED NAME: _____ POSITION TITLE: _____		<i>This is to certify that the above-named Bidder/Bidder's Representative had indeed visited/inspected the site for the above stated Project.</i> By DAP Authorized Representative: SIGNATURE: _____ PRINTED NAME: _____ POSITION TITLE: _____	

Bidder's LETTERHEAD

FORM 11: FINANCIAL BID FORM

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL BID DOCUMENTS MARKED AS "**FC01**";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER;
03. THE FILENAME STRUCTURE SHOULD BE "**FC01_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.: **IB25-419890-06**

BIDS & AWARDS COMMITTEE

Development academy of the philippines

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

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

Telephone: (632) 8631-0921 loc. 133

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

Website address: **http://www.dap.edu.ph**

Having examined the Philippine Bidding Document (PBD) 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 PBD, including the Supplemental or Bid Bulletins, for the Procurement Project: **"One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City"**;
- (b) We offer to execute the Works for this Contract in accordance with the PBD including the Supplemental or Bid Bulletins, Instruction to Bidders and Bid Data Sheet, General and Special Conditions of Contract, Schedule of Requirements and Scope-of-Works, Approved Construction Schedule, Construction Rules and Regulations, Construction Plans/Drawings, Technical Specifications, and other particulars prescribed in the PBD;
- (c) The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;

- (d) The discounts offered and the methodology for their application are: *[insert information]*;
- (e) The total price of our Bid in words and figures, including the discounts offered is *[insert amount]*. See matrix below for the summary of our Bid Price is:

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

- (f) Our Bid shall be valid within the period stated in the OBD, and it shall remain binding upon us at any time before the expiration of that period;
- (g) If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines¹⁶ for this purpose;
- (h) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (i) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
- (j) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive;
- (k) **We likewise certify/confirm that the undersigned, is the duly authorized representative of *[Bidder Name]*, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the offer, and to sign and execute the ensuing contract for the PROJECT; and,**
- (l) We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our offer.

¹⁶ currently based on GPPB Resolution No. 09-2020

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

CONTRACT FORM

CONTRACT FOR “One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City”

Invitation to Negotiate No. IB25-419890-06

THIS CONTRACT executed on the _____ day of _____ 20____ between:

Development Academy of the Philippines, a government agency of the Republic of the Philippines, hereinafter called “the Entity”;

-and-

[Name of Contractor] Filipino of legal age or a company duly organized and existing under the laws of [city and country], with principal office at [insert address], hereinafter called “the Contractor”.

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly “*One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City*”;

WHEREAS, the Contractor submitted a responsive bid and was awarded the contract for the procurement in the total amount of *[Contract price in words and figures, including currency]*, hereinafter referred to as the “Contract Price.”

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

- 1) Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.
- 2) The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall be deemed to form and be read and construed as integral part of this Contract, viz.:
 - a) Philippine Bidding Documents (PBD);
 - ii. Drawings/Plans;
 - iii. Scope of Work;
 - iv. Invitation to Bid;
 - v. Instructions to Bidders;
 - vi. Bid Data Sheet;
 - vii. Bid Form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - viii. Bill of Quantities;
 - ix. General and Special Conditions of Contract;
 - x. Supplemental Bid Bulletins, if any; and
 - xi. Other contract documents that may be required by existing laws and/or the Entity.

- b) Winning bidder's bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 - c) Performance Security;
 - d) Notice of Award of Contract; and the Bidder's Conforme thereto; and
 - e) Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBD, such as but not limited to the Notice to Proceed and Warranty Security.
- 3) In consideration of the Contract Price of *[Contract Price in words and figures]*, or such other sums as may be determined in accordance with the terms of the Contract, the Supplier agrees to deliver and perform the items and related services for the "One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City" described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.
 - 4) The *Development Academy of the Philippines* agrees to pay the above-mentioned sum to the Supplier in accordance with the schedule and manner provided in the Bidding Documents and its annexes.
 - 5) Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the applicable law, such as Republic Act (RA) No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

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>
LEOCADIO S. SEBASTIAN, PhD, CESO I <i>Acting President & Chief Executive Officer</i>	name of Authorized Representative. <i>position-title of "Bidder"</i>
witnesses	
Witness1 of DAP <i>position-title of "DAP's Witness1"</i>	Witness1 of the Bidder <i>position-title of "Bidder's Witness1"</i>
Witness2 of DAP <i>position-title of "DAP's Witness2"</i>	Witness2 of the Bidder <i>position-title of "Bidder's Witness2"</i>

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

DOCUMENTARY REQUIREMENT CHECKLIST

Folder No.1: **ELIGIBILITY DOCUMENTS & TECHNICAL DOCUMENTS**

01. All submissions of the Bidder must clearly indicate the document number.
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. IB25-419890-06	Total ABC: Eight Million Eighty-Nine Thousand Twenty-Four Pesos and Twenty-Six Centavos (Php 8,089,024.26)		
Particulars :	"One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City"		
Venue of Bid Opening	DAP Bldg., San Miguel Avenue, Pasig City	DATE & TIME of Bid Opening	02 December 2025 at 10:00 AM

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

CLASS “A” ELIGIBILITY DOCUMENTS		mark	As Checked
1. Clear and readable photocopy of valid PhilGEPS Certificate of Registration	TC01	☐ Present ☐ ABSENT	
2. Clear and readable photocopy of Registration Certificate from SEC or DTI, or CDA, whichever is applicable	TC02	☐ Present ☐ ABSENT	
3. Clear and readable photocopy of Tax Clearance Certificate for FY2024 issued by the Bureau of Internal Revenue (BIR)	TC03	☐ Present ☐ ABSENT	
4. Clear and readable photocopy Audited Financial Statements for FY2024-2023, duly stamped “received” by the BIR or its duly accredited and authorized institutions; or, in the case of electronic filing through the BIR Electronic Filing and Payment System	TC04	☐ Present ☐ ABSENT	

CLASS "A" ELIGIBILITY DOCUMENTS		mark	As Checked
(eFPS), the duly issued system-generated filing reference and proof of successful validation			
5. Clear and readable photocopy of valid PCAB License with Classification "General Building, GB-1 (Building or Industrial Plant)" with at least "Small B" (Size Range) and "D" (License Category)	TC05	☐ Present ☐ ABSENT	
6. Clear and readable photocopy of valid Mayor's/Business Permit issued by the city or municipality where the principal place of business is located, or the equivalent document for Exclusive Economic Zones or Areas. Provided that the principal business address shall match with the address indicated in any of the following class "A" eligibility documents.	TC06	☐ Present ☐ ABSENT	
7. Statement of All Ongoing government and private contracts, including contracts awarded but not yet started, if any	TC07	☐ Present ☐ ABSENT	
8. Statement of a Single Largest Completed Contract (SLCC) similar to the contract to be bid, and supported by photocopy of the Client's: Certificate of Final Acceptance issued by the project owner other than the Contractor, or a final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES), or a similar performance and monitoring system. In the case of contracts with the private sector, an equivalent document shall be submitted.	TC08	☐ Present ☐ ABSENT	
9. NFCC computation of at least equal to the ABC	TC09	☐ Present ☐ ABSENT	
CLASS "B" ELIGIBILITY DOCUMENTS			
10. Joint Venture Agreement (JVA) is not applicable for this procurement. Please attach a page with the note stating "NOT APPLICABLE" marked as "TC10".	TC10	☐ Present ☐ ABSENT ☐ NOT Applicable	
TECHNICAL DOCUMENTS		Mark	As Checked
1. Bid security in any of the prescribed forms	TC11	☐ Present ☐ ABSENT	
2. Duly Notarized Omnibus Sworn Statement	TC12	☐ Present ☐ ABSENT	
3. Proposed Organizational Chart showing the List of Bidder's Key Personnel for the Project	TC13	☐ Present ☐ ABSENT	
4. An accomplished Curriculum Vitae (CV) of All Proposed Key Personnel			
4.1. Project Manager	TC14	☐ Present ☐ ABSENT	
4.2. Project Architect	TC14	☐ Present ☐ ABSENT	

TECHNICAL DOCUMENTS		Mark	As Checked
4.3. Registered Electrical Engineer	TC14	☐ Present ☐ ABSENT	
4.4. Electronics Engineer	TC14	☐ Present ☐ ABSENT	
4.5. Registered Mechanical Engineer	TC14	☐ Present ☐ ABSENT	
4.6. Registered Master Plumber or Sanitary Engineer	TC14	☐ Present ☐ ABSENT	
4.7. Safety Officer	TC14	☐ Present ☐ ABSENT	
4.8. General Foreman	TC14	☐ Present ☐ ABSENT	
5. Duly signed proposed Manpower Schedule	TC15	☐ Present ☐ ABSENT	
6. Duly signed List of Bidder's Available Equipment Units	TC16	☐ Present ☐ ABSENT	
7. Duly signed Equipment Utilization Schedule	TC17	☐ Present ☐ ABSENT	
8. Duly signed PERT-CPM for the Project based on the Milestone Activities specified in Section VI. Specification	TC18	☐ Present ☐ ABSENT	
9. Duly signed proposed Construction Schedule (Gantt Chart) and S-Curve	TC19	☐ Present ☐ ABSENT	
10. Proposed Construction Safety & Health Program for the Project	TC20	☐ Present ☐ ABSENT	
11. Certificate of Site Inspection duly signed by authorized DAP Officer	TC21	☐ Present ☐ ABSENT	
12. Company Profile of the Bidder	TC22	☐ Present ☐ ABSENT	
13. Any performance evaluation documents for two (2) or more similar completed contracts within the past five (5) years other than the SLCC	TC23	☐ Present ☐ ABSENT	
14. USB Thumb Drive containing electronic copies of the submitted technical documents (TC01-TC23)	TC24	☐ Present ☐ ABSENT	
END OF ELIGIBILITY AND TECHNICAL DOCUMENTS CHECKLIST			
BAC's Remarks:		☐ PASSED	☐ FAILED
		☐ FOR RECONSIDERATION	
CHECKED BY:	ENDORSED BY:	DOCUMENTS RECEIVED BY:	
LEE ARVEEN C. GARCIA Chairperson, TWG	JUNE ARVIN C. GUDROY Chairperson, BAC	RODEL D. CASTILLO Officer-in-Charge, BAC Secretariat Division	

Folder No.2: **FINANCIAL DOCUMENTS**

01. All submissions of the Bidder should be **clear and readable** and must indicate the document number Bidders' Technical Documents should be marked "**FC01**" to "**FC05**".
02. On this checklist; the column "As Checked" shall be marked ...
 - ✓ "**PASSED**" to indicate that said document was available; or
 - ✓ "**FAILED**" when the document listed is not available in the bid proposal submitted;
03. 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. IB25-419890-06	Total ABC: Eight Million Eighty-Nine Thousand Twenty-Four Pesos and Twenty-Six Centavos (Php 8,089,024.26)	
Particulars :	"One (1) Lot Repair and Maintenance of Cottages 7 and 8 at the DAP Conference Center, Tagaytay City"	
Venue of Bid Opening	DAP Bldg., San Miguel Avenue, Pasig City	Venue of Bid Opening DAP Bldg., San Miguel Avenue, Pasig City

FINANCIAL DOCUMENTS		Mark	As Checked
1. Duly signed Financial Bid Form as prescribed		FC01	☐ Present ☐ ABSENT
2. Duly signed copy of the Bill-of-Quantities (BOQ)		FC02	☐ Present ☐ ABSENT
3. Duly signed copy of the Detailed Unit Price Analysis (DUPA)		FC03	☐ Present ☐ ABSENT
4. Duly signed copy of the Proposed Payment Schedule		FC04	☐ Present ☐ ABSENT
5. USB Thumb Drive containing electronic copies of the submitted financial documents (Soft-copy of the filled-out BOQ in MS-excel file format and in PDF Format, Soft-copy of the DUPA in MS-excel file format and in PDF Format, Soft-copy of the Proposed Payment Schedule in MS-excel file format and in PDF Format).		FC05	☐ Present ☐ ABSENT

END OF FINANCIAL DOCUMENTS CHECKLIST

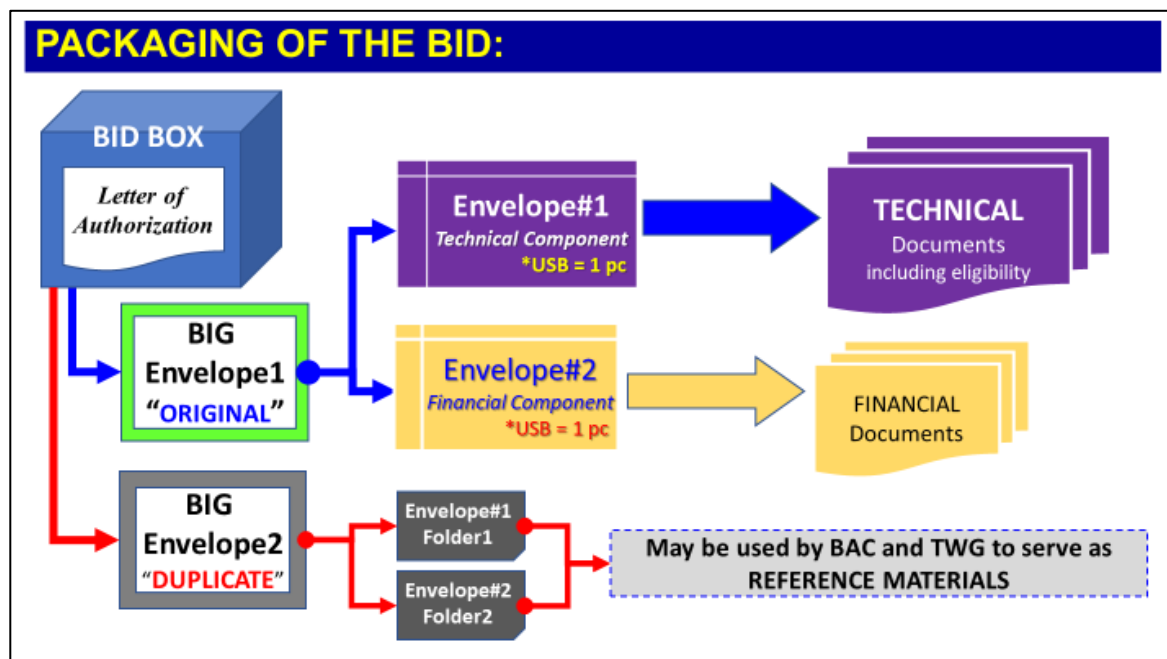
BAC's Remarks:	☐ PASSED	☐ FAILED	☐ FOR RECONSIDERATION
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CHECKED BY:	ENDORSED BY:	DOCUMENTS RECEIVED BY:
LEE ARVEEN C. GARCIA Chairperson, TWG	JUNE ARVIN C. GUDROY Chairperson, BAC	RODEL D. CASTILLO Officer-in-Charge, BAC Secretariat Division

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 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**

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**