

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

FIELD OFFICE VII

CEBU CITY

BIDDING DOCUMENTS FOR

**Repair and Improvement of DSWD Field Office
VII Operation Center**

ITB No. DSWD7-PB-2021-53

August 2021

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Section I. Invitation to Bid

Project Title: Repair and Improvement of DSWD Field Office VII Operation Center

Project Identification No.: ITB No. DSWD7-PB-2021-53

1. The *Department of Social Welfare and Development Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2021 General Appropriations Act* intends to apply the sum of ***Four Million Pesos Only (Php 4,000,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for the ***Repair and Improvement of DSWD Field Office VII Operation Center***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DSWD Field Office VII* now invites bids from ***PhilGEPS registered suppliers***. Completion of the Work is required within ***90 calendar days from the receipt of Notice to Proceed***. Bidders should have completed a contract similar to the project. A ***single largest completed contract (SLCC)*** similar to the Project which is equivalent to ***fifty percent (50%) of the ABC or in the amount of Php 2,000,000.00***.

NOTE: This statement shall be supported with:

- i) Either of Contract, Purchase Order, Notice of Award or Notice to Proceed, and
- ii) Either of Certificate of Completion, Certificate of Acceptance, Inspection and Acceptance, Official Receipt/Collection Receipt or Sales Invoice.

The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *Department of Social Welfare and Development Field Office VII* and inspect the Bidding Documents at the address given below during office hours, 8:00AM – 5:00PM.

5. A complete set of Bidding Documents may be acquired by interested bidders on ***August 24, 2021*** from given address and website/s below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php5,000.00**.*

The Procuring Entity shall allow the bidder to present its proof of payment for the fees, they may present in person or through electronic means. 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.

As stated in GPPB Resolution No. 09-2020, dated 7 May 2020, PEs to maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC.

6. The *DSWD Field Office VII* will hold a Pre-Bid Conference on ***September 1, 2021, Wednesday, 10:00 AM*** at ***DSWD Field Office VII Conference Room, Cebu City*** and/or through ***video-conferencing via Google Meet using the code: procurement7***, which shall be open to prospective bidders.

Note:

DSWD Field Office is implementing health screening and temperature check for all personnel, visitors and client. For your protection, please wear your mask and face shield at all times during your visit. Also, kindly fill-out the Health Checklist Form for visitors / clients and submit to the PE's security guard prior to entering the premise.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before ***September 13, 2021, Monday, 9:45 AM***. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 15.
9. Bid opening shall be on ***September 13, 2021, Monday, 10:00 AM*** at ***DSWD Field Office VII Conference Room, Cebu City*** and/or ***via Google Meet using the code: procurement7***. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The *DSWD Field Office VII* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

MS. ROSEMARIE S. SALAZAR

Head, BAC Secretariat

DSWD – Field Office VII

M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City

Tel. Nos. (032) 233-8785 local 17140 or 17149

Email Add: bac.fo7@dswd.gov.ph

Website: <https://fo7.dswd.gov.ph/>

August 24, 2021

(SGD) GRAEME FERDINAND D. ARMECIN
Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Department of Social Welfare and Development Field Office VII* invites Bids for the ***Repair and Improvement of DSWD Field Office VII Operation Center***, with Project Identification Number ***ITB No. DSWD7-PB-2021-53***.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *CY 2021* in the amount of ***Four Million Pesos Only (Php 4,000,000.00)***.

2.2. The source of funding is NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

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

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

5. Eligible Bidders

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

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

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

6. Origin of Associated Goods

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

7. Subcontracts

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

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

- 7.2. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address DSWD Field Office VII Conference Room and/or through Google meet: ***procurement7*** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

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

11. Documents Comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

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

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

15. Bid Security

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

16. Sealing and Marking of Bids

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

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

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

17. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

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

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

ITB Clause																						
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: REPAIR AND IMPROVEMENT / CONSTRUCTION																					
7.1	<i>Subcontracting is not allowed.</i>																					
10.3	<i>[Specify if another Contractor license or permit is required.]</i>																					
10.4	The key personnel must meet the required minimum years of experience set below:																					
	<table><tr><td><u>Key Personnel</u></td><td><u>General Experience</u></td><td><u>Relevant Experience</u></td></tr><tr><td>Project Manager</td><td>General Construction</td><td>at least 10 years</td></tr><tr><td>Project Engineer</td><td>General Construction</td><td>at least 10 years</td></tr><tr><td>Safety Officer</td><td>General Construction / Safety Officer</td><td>at least 5 years</td></tr><tr><td>Material Engineer</td><td>Quality Control / General Construction</td><td>at least 5 years</td></tr><tr><td>Foreman</td><td>General Construction</td><td>at least 10 years</td></tr></table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project Manager	General Construction	at least 10 years	Project Engineer	General Construction	at least 10 years	Safety Officer	General Construction / Safety Officer	at least 5 years	Material Engineer	Quality Control / General Construction	at least 5 years	Foreman	General Construction	at least 10 years			
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10.5	The minimum major equipment requirements are the following:																					
	<table><tr><td><u>Equipment</u></td><td><u>Capacity</u></td><td><u>Number of Units</u></td></tr><tr><td>One-bagger mixer</td><td>1-bagger</td><td>1 unit</td></tr><tr><td>Concrete vibrator</td><td></td><td>1 unit</td></tr><tr><td>Welding Machine</td><td></td><td>1 unit</td></tr><tr><td>Service Truck</td><td></td><td>1 unit</td></tr><tr><td>Hand Tools</td><td></td><td>1 lot</td></tr><tr><td>(grinder, drill, cutter, etc.)</td><td></td><td></td></tr></table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	One-bagger mixer	1-bagger	1 unit	Concrete vibrator		1 unit	Welding Machine		1 unit	Service Truck		1 unit	Hand Tools		1 lot	(grinder, drill, cutter, etc.)		
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	One-bagger mixer	1-bagger	1 unit																			
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	Welding Machine		1 unit																			
	Service Truck		1 unit																			
Hand Tools		1 lot																				
(grinder, drill, cutter, etc.)																						
12	<i>No further instructions</i>																					
15	<i>Each Bidder shall submit one (1) original and one (1) copy of the first and second components of its bid. Copy 1 should be a replica of the original as to appearance and contents</i>																					

15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Php 80,000.00 or (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than Php 200,000.00 or (5%) of ABC if bid security is in Surety Bond.
19.2	Partial bids is not allowed.
20	<i>Certificate of good standing and compliance with statutory obligations from SEC/DTI, PAGIBIG, PHILHEALTH, and SSS</i>
21	<p>Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as <i>construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program signed by the contractor, Certificate of Site Inspection</i> and other acceptable tools of project scheduling.</p> <p><i>Construction safety and health program approved by the DOLE shall be submitted by the declared lowest calculated and responsive bidder within the project implementation.</i></p>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

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

6. Site Investigation Reports

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

7. Warranty

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

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

Section V. Special Conditions of Contract

GCC Clause	
2	No further instructions.
4.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor <i>immediately after issuance of Notice to Proceed.</i>
6	The site investigation reports are: <i>[list here the required site investigation reports.]</i>
7.2	<p><i>[Select one, delete the other.]</i></p> <p><i>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:]</i> Fifteen (15) years.</p> <p><i>[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:]</i> Five (5) years.</p> <p><i>[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:]</i> Two (2) years.</p>
10	a. No day works are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <i>five (5)</i> days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <i>[insert amount]</i> .
13	The amount of the advance payment <i>shall not exceed 15% of the total contract price and schedule of payment.</i>
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	<p>The date by which operating and maintenance manuals are required is <i>[date]</i>.</p> <p>The date by which "as built" drawings are required is <i>[date]</i>.</p>
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is <i>[amount in local currency]</i> .

Section VI. Specifications

I. GENERAL REQUIREMENTS

A. RELATED SECTIONS

All applicable provisions of the different divisions of the Specifications for each work trade shall apply for all items cited in this Specification.

B. INFERRED ITEMS AND WORK

Materials and workmanship deemed necessary to complete the works but NOT specifically mentioned in the Specifications, Working Drawings, or in the other Contract Documents, shall be supplied and installed by the Contractor without extra cost to the Owner. Such materials shall be of the highest quality available, and installed or applied in a workmanlike manner at prescribed or appropriate locations.

C. SPECIFICS

Materials specifically mentioned in this Specification shall be installed following efficient and sound engineering and construction practice, and especially as per manufacturer's application for installation specifications which shall govern all works alluded to in these Specifications.

II. EARTHWORKS

The contractor shall supply all the labor, materials, equipment and other facilities required to complete all earthworks as shown in the drawing and specified herein. This work shall include clearing, staking, excavation, sub-base preparation, backfilling, compaction and trimming for final grades.

A. MATERIALS

1. All filling materials whether native to the site or imported, shall be free of debris, roots, vegetation or other deleterious materials. All earth fill materials, sand and gravel shall be free of any clods or stones larger than 50mm in their largest dimension except as otherwise shown or specified.
2. Bedding materials shall be 19mm maximum in size.
3. Coarse sand shall consist of clean, inert durable rock, free from loam and clay, surface coating and deleterious materials.

III. CONCRETING

The works include the furnishing of materials, labor and equipment necessary to complete all concreting works specified herein.

A. MATERIALS

1. Portland cement Type I shall conform to ASTM C150 type.
2. Fine and coarse aggregates shall be obtained from the approved sources as determined by the Department of Public Works and Highways (DPWH) and shall conform to ASTM C-33.
3. Water shall be potable and free from deleterious materials, amount of acids, alkalis, oil or organic materials.
4. Reinforcement steel shall be deformed bars conforming to structural grade, shapes and dimensions shall be in accordance with the above-mentioned standards.

B. QUALITY OF CONCRETE

1. The quality of concrete shall comply with the National Structural Code for Buildings.
2. Compressive strength of concrete shall be 3,000psi minimum at 28 days for all structures.

C. FORMWORKS

The contractor shall be responsible for the design, erection and adjustments of all formworks and false works in accordance with section 5.06 of the National Structural Code for Buildings.

D. GROUTING

Before any grouting operation, all surfaces to be grouted shall be cleared of extraneous materials.

IV. MASONRY

The scope of work covers the furnishing of all labor, equipment and materials for the erection of walls made of non-load bearing concrete hollow blocks stated in the drawings.

A. MATERIALS

All materials supplied under the contract shall conform to the requirement of the Philippines Standard Association and must comply with the National Code for Buildings.

Masonry walls for all walls shall be made of 150mm x 200mm x 400mm and 100mm x 200mm x 400mm concrete hollow blocks accordingly as specified in the plan. Compressive strength of at least 350psi and shall have fine, even and well-defined edges.

Portland Cement mortar for laying concrete hollow blocks all consist of one (1) part Portland Cement and three (3) part washed sand.

V. CARPENTRY WORKS

The work includes the furnishing of materials, labor, equipment and everything listed and mentioned in the drawings and in the specifications necessary for the completion of all carpentry works in accordance with the applicable drawings.

A. MATERIALS

1. Ceiling for the Operation Center shall be at least 4.5mm thk fiber cement board on metal frame with cove design and 10mm thk boral board on powder coated metal frame as indicated in the plan.
2. Ceiling for the equipment Storage Room (second floor only) shall be at least 4.5mm thk fiber cement board on metal frame.
3. Drywall (Double walling) partition for supply Storage Room shall be at least 6mm thk fiber cement board on 2" x 3" metal frame.
4. Foldable partition for Operation Center shall be 65mm thk x ± 1000 mm width x (maximum height). Soundproof panel with fabric cover on aluminum frame. To include 3/4" thk marine laminated board cabinet for storage of panels with extra tracks.
5. 2" thk sound proof wall panels with acoustic foam and leatherette cover and backing of 10mm thk marine plywood.
6. 6" wooden baseboard shall be treated and varnish finished.

VI. STEEL REINFORCING BARS

All Structural Steel for columns, beams, slabs, column footings, wall footings, and other foundation shall be with yield strength, $F_y=276$ MPa (Grade 40) and other Steel Reinforcements shall be in accordance with the plans and details as shown in the drawings.

All bolts and threaded fasteners shall be ASTM A=207.

Splices should be securely wired together and shall be extended to a minimum of 40 bar diameter unless otherwise shown on the plan. Splices shall be staggered.

Provide dowels for all struts and columns, bearing on beams and walls. Dowels to be equal in number and size to strut or column reinforcement. All dowels shall have an embedment of 30 bar diameter.

All welds shall be E60xx electrode and shall develop at least 100% of the strength of the connected members.

All steel reinforcing bars indicated for footings, columns, slabs, beams, girders and other concrete members shall all conform to the number, size, and spacing as indicated in the drawings or schedule of steel reinforcements.

No metal reinforcements shall be installed in place unless it is free from rust, scale, or other coatings, which will destroy or reduce the bond of concrete.

VII. TILEWORKS

The work includes the furnishing of materials, equipment and labor to complete all related works in accordance with the plans and specifications. This will include the removal or demolition of existing tiles.

MATERIALS

1. For operation center main floor, use 600mm x 600mm porcelain tiles. Contractor to submit sample for approval by the procuring entity.
2. For comfort room, use 400mm x 400mm ceramic floor tiles and 300mm x 600mm ceramic wall tiles, to include 300mm x 600mm ceramic boarder tiles.
3. Adhesive shall be heavy-duty.

VIII. HARDWARE

1. All hardware required for the completion of the work which include nails, bolts, hinges, door closer and barrel bolts shall fit in place in the proper manner with screws flush with the finishing.
2. The contractor shall provide and fit in place all hardware knots herein specifically mentioned, but necessary to leave the work complete. All such hardware should there be any, shall conform in every respect to the balance of the hardware specified.

MATERIALS

1. All door knobs must be of lever-type and heavy-duty. Installation shall be based on the manufacturer's instructions.

IX. FINISHING WORKS

The work includes the furnishing of all materials, equipment and labor necessary to complete all plastering and tile works in accordance with the drawings as specified herein.

MATERIALS

All materials specified herein shall be subject to the Specifications and labor of manufacturer.

1. Cement shall conform to ASTM 150 Type 1.
2. Sand shall be hard, well washed, clean and free from deleterious materials.
3. Water shall be potable, clean and free from organic matters, acids and alkalis.

MIXTURES

Plaster shall be thoroughly mixed with the proper amount of water until uniform in color and consistency. Re-tempering is not permitted and all plaster that has begun to stiffen shall be discarded.

METHODS OF CONSTRUCTION

Surface to receive plaster shall be cleaned of all loose particles, dust, cracks and other foreign matters before the plastering work is started. Existing fence/wall must be chipped before replastering and smooth-finished.

X. ROOFING WORKS

This include the supply of all materials, labor and equipment to complete all roofing works as shown in the drawings as specified herein.

MATERIALS

1. Use PRE-PAINTED LONGSPAN ROOFING 0.4mm thk, color: BLUE, by USE CLASS BRAND. Submit sample for approval.
2. PRE-PAINTED 0.6mm thk for vents, flashings, capping, gutters, and trims.
3. Strainer: Use Brass Dome Strainers, USE CALSS BRAND. Submit sample for approval.
4. Fasteners and Fixation: Use appropriate connectors as recommended by the manufacturer. Touch-up paint must be same color as roof, all exposed fixation and fastening devices. Apply fasteners in a neat, consistent, even and standard manner. Apply strip of butyl rubber-based caulking compound along all end lap joints and passing over pre-drilled fixation holes. For fixation of metal sheet to "C" purlins and when lapped over another metal sheet. For fixation of flashing. Use Tek screws for roof area.

XI. PAINTING WORKS

The work under this section shall include the furnishing of all materials, labor, tools and other facilities necessary to complete all the painting of all surfaces throughout the interior and exterior walls of the building except as otherwise specified.

1. MATERIALS

All paint and paint materials called for under this section shall be as manufactured by "BOYSEN / DAVIES" or owner approved equivalent.

2. METHODS OF APPLICATIONS

- a. All wood, concrete and masonry surfaces shall be in a condition necessary to receive satisfactory paint finish all nail holes, cracks or open joints shall be puttied or grouted. Putty where necessary shall be applied with a knife after the prime coats have been applied.
- b. All masonry surfaces must be thoroughly neutralized of cleaned either by brush or spray with a solution four (4) pounds of zinc sulphate to each gallon of water. After drying all crystals on the surface must be brushed off before applying the required paint.

- c. All millworks and other woodworks shall be cleaned before paint application. Result voids nail holes, cracks shall be filled with approved putty. Touch up all knots, pitch streaks and sappy spot with approved sealer.
- d. No exterior painting shall be done when raining and no interior painting shall be made until building has been thoroughly cleaned.
- e. Painting type to be used for interior areas should be odorless.
- f. Painting shall be applied only over the proceeding coats which are hard and dry. Painting shall be evenly and smoothly applied in thin but covering coats, and shall be free from runs, sags and crawling.
- g. All paints shall be applied in three (3) coats including primer.
- h. Exterior walls/ceiling with covered pathway of the main building, both interior & exterior wall/ceiling of FO-annex building including the ramp and adjacent fence shall be painted except as otherwise specified in the drawings.

3. CLEANING

Upon completion of the work the contractor shall remove from the building all used materials, debris and all pain spots on the floors washing of window glass, hardware fixtures and etc. All works performed under this section shall be left clean and acceptable to the Owner.

XII. PLUMBING WORKS

1. WATER SUPPLY SYSTEM:

- a. Cold Water Lines: Shall be Polypropylene Plastherm (PN-20) PPR Pipes and Fittings, by USE CLASS A, or approved equal conforming to ISO 4065 standard dimensions, using manufacturer specified method of installation and connection.
- b. Valves: ASTM B-61 & 62, ASTM A 197, USE CLASS A or approved equal. For gate valves and check valves, cast brass, sizes as required in the drawings. 150 psi working connection.
- c. Hose Bibb: Chrome plated faucet for all toilet cubicles and USE CLASS A with bronze body as indicated in the plans.

2. STORM DRAINAGE SYSTEM:

- a. Site Storm Drainage: shall be polyvinyl chloride (PVC) pipe series 1000 II, USE CLASS brand or approved equal. Fittings shall be solvent cement joint conforming to ASTM D2564.
- b. Downspouts: shall be polyvinyl chloride (PVC) pipe series 1000 II, USE CLASS A brand or approved equal. Fittings shall be solvent cement joint conforming to ASTM D2564.
- c. Catch Basins Drain Junction Box: 140 kg/cm RC with concrete grating cover In-site and pre-cast reinforced slabs and walls, details as shown in the drawings. For drain terminals discharge, and generally at all intersecting points of pipes.

3. SANITARY DISPOSAL SYSTEM

- a. Floor Drains: USE CALSS A or approved equal, 100mm x 100mm (4"x4"). For toilets, and where so indicated in drawings USE CLASS A, 100mm x 100mm (4" x 4").
- b. Clean-out Plugs: Cast brass ferrule with countersunk tap screw cover. For all drain and sewer lines requiring clean outs. N-240, USE CALSS A or equal.

- c. Sanitary Pipes/Sewer Pipes: shall be polyvinyl chloride (PVC) pipe series 1000 II, "USE CLASS A brand or approved equal. Fittings shall be solvent cement joint conforming to ASTM D2564.

4. PLUMBING FIXTURES

- a. New water closet, lavatory with pedestal, shower head with curtain, soap holder, and tissue holder. Submit sample for approval.

XIII. ELECTRICAL WORKS

A. WIRES AND CABLE. USE CLASS A or approved equal.

- 1. All wires shall be copper, soft-drawn and annealed, shall be of 99% conductivity, shall be smooth and true and of a cylindrical form and shall be within 1% of the actual size called for.
- 2. All wires and cables shall comply with the requirements of the Underwriter's Laboratories, the A.S.T.M. and the I.P.C.E.A. EIA/TIA as they apply in the particulars.
- 3. Wire and cables for lighting power and auxiliary systems shall be plastic insulated for 600 volts working pressure, type THHN unless otherwise noted on plans.
- 4. For lighting and power system, no wire smaller than 2.0mm dia. shall be used.
- 5. All wires and cables shall be color-coded and as manufactured by cable manufacturers. Colors coding of wires are as follows:

Line A – Blue	Ground – Green
Line B – Red	
Line C – Yellow	Control wires – other color

- 6. No conductor shall be less than 3.5 mm² in size unless otherwise specified. 600-volts wires and cables should meet the requirements of NFPA 70 and UL for the type of insulation, jacket and conductor specified or indicated in all power and lighting wires shall be 600-volt, type THW or THHN.

B. CONDUITS: NELTEX or approved equivalent Schedule 40 PVC for conduits embedded in concrete and inside ceiling. MATSUSHITA or Intermediate Metal Conduit (IMC) for main service entrance exposed to weather.

- 1. Metallic conduits for interior and exterior systems shall be a standard weight, mild steel, hot-dip galvanized with an interior coating. Non metallic conduits shall be PVC electrical grade.
- 2. No conduits shall be used in any system smaller than 15mm dia. electrical trade size, nor shall have more than four 90-degree bends in any one run and when necessary, pull boxes shall be provided as directed. Location and sizes of pull boxes shall be cleared to the engineer prior to fabrication and installation.
- 3. No wires shall be pulled into any conduit unless the conduit system is complete in all details. In the case of concealed work, until all rough plastering or masonry has been completed and in the case of exposed work, until the conduit has been completed in every detail.
- 4. The ends of all conduits shall be tightly plugged to exclude plaster, dust and moisture while the building is in the process of construction.

5. All conduit and fittings on exposed work shall be secured by means of Kind off channels and clamps. Conduit lay outing, in all cases shall run perfectly straight and true, satisfactory to the architect and to the engineer.

C. OUTLET, BOXES, AND FITTINGS

1. Convenience Outlets: USE CLASS A, white color, 220V, 16 amperes or as required. For general building interior use.
2. Weatherproofed Outlets: USE CLASS A, double device plate with cover receptacle, heavy duty as indicated on drawings.
3. Boxes: USE CLASS A metal utility boxes, sizes and shapes as required.
4. All outlets of whatever kind, for all systems, these shall be provided with suitable fittings, which shall be either a box or other devices especially designed to receive the type of fittings to be mounted thereon.
5. The contractor shall consult with the architect and the engineers as to the nature of the various fittings to be used before installing the outlet fittings and shall conform strictly in the use of such fittings, to the nature of the appliance to be mounted on them, so that the work, when finished will be a completed design.
6. In the case of fixtures, the outlet fittings shall be provided with suitable fixture supports of a size and kind required by the fixture to be hung. Fixture studs in general shall be 9.375mm.
7. AT ALL OUTLETS ON CONCEALED CONDUIT WORK, PROVIDE GALVANIZED DEEP-TYPE PRESSED-STEEL, OUTLET BOXES OF STANDARD MAKE. THESE BOXES SHALL BE ESPECIALLY DESIGNED FOR APPARATUS REQUIRED AND, IN ALL CASES, WHERE SUCH BOXES ARE NOT AVAILABLE ON THE MARKET; SPECIAL BOXES SHALL BE MADE BY THE CONTRACTOR AT HIS OWN EXPENSE. OUTLET BOXES SHALL BE DEEP TYPE GAGE # 16.

D. JUNCTION, and PULL BOXES:

1. Junction and pull boxes per code gage steel, shall only be subject to the permission of the engineer and be provided as indicated or as required for facilitating the pulling of wires and cables. Pull boxes in finished places shall be located and installed only with the permission of and to the satisfaction of the architect and engineer.

E. SWITCHES, AND OUTLETS

1. Switches: USE CLASS A, white color, flush type rate 220 volts to 16 amperes. Suited to location and intended purpose. Certain combinations shall be furnished with pilot lights as required where indicated on the drawings.
2. Switches shall be made of quick-connect terminal operated. The type of switch shall be tumbler operation. Samples shall be submitted prior to the purchase of wall switches and wall plates.
3. Receptacle, outlets shall be for flush mounting, duplex rated at 16 ampere, 250 volts, grounding type 3-wire, color: white. Samples of outlets and plates shall be submitted prior to purchase of devices.
4. Circuit Breakers: USE CLASS A or equivalent, bolt-on type, pre-painted, surface mounted, with latch lock.
5. Magnetic Starter: USE CLASS A with NEMA-3 casing approved equal, surface mounted with latch lock.

6. METAL ENCLOSURES AND CABINETS: USE CLASS A OR APPROVED EQUAL.

F. PANELS AND CABINETS

1. Panel Boards: All Panel Boards shall comply with NEMA Standards.
2. All Panel Boards shall be of dead-front construction, furnished with trims for flush or surface mounting, as required.
3. Cabinets shall be code gauge steel with gutters at least 150mm and wider, if necessary. The trim for all panels shall be finished in GRAY enamel over a rust inhibitor. Front doors shall be provided with concealed hinges.
4. Lighting panels shall be equipped with two-pole circuit breaker in the branch circuits and three-pole in the main unless noted otherwise on the plans. As indicated on plans, the panels shall be assembled in two or more sections when over 40 one-pole circuits. Ground bus terminals shall be a standard feature to the panel.
5. Panel Boards Buses: Provide Copper bus. Support the bus bars on bases independent of the circuit breaker. Main buses and back pans shall be designed so those breakers may change without machining, drilling or tapping. Provide a separate ground bus marked with green stripe along its front and bonded the steel cabinet for type of conductor.
6. Circuit Breakers: Circuit breaker shall be ambient compensated thermal magnetic type with interrupting capacity as indicated. Breaker terminals shall be UL listed as suited for type of conductor provided. Use Square-D or equivalent.

G. INDIVIDUAL BREAKERS, and SWITCHES

1. Provide individual circuit breakers, and disconnect switches when indicated on the plans. Voltage rating shall be suitable in each case of service application.
2. Enclosure for indoor application shall be NEMA-1 and for outdoor application shall be NEMA-4X unless otherwise indicated in the plans.
3. All protective devices shall meet NEMA and Underwriter's Laboratories, Inc. specifications.
4. Circuit breakers shall consist of a quick-make, quick-break type entirely trip-free operating mechanism contacts with arc interrupter and thermal-magnetic trip used for each pole and enclosed in a molded phenolic case. The thermal-magnetic trip unit shall provide time delay overload protection and instantaneous short circuit protection and shall operate internal common-trip bar which will open all poles in case of overload or short circuit current in any one-pole. Circuit breaker shall be trip indicating with the tripped position of breaker midway between "ON" and "OFF" positions.
5. Only one single brand of circuit breakers shall be used on the entire project requirement. Acceptable brands are General Electric, Fuji Electric, Square D and Terasaki Electric. Submit brochures for approval.
6. Minimum interrupting capacities of each circuit breaker are indicated on the load schedule, application of circuit breakers shall be approved for the intended load per panel board schedule.
7. Safety and disconnect switches shall be non-fusible and of sizes indicated on plans and shall be normal duty type, except as noted otherwise. Enclosures shall be NEMA 1 for indoor use and NEMA 4X for outdoor use.

H. DISCONNECTING MEANS

1. Disconnecting means shall be provided as indicated on the drawings and at each motor and appliance location. The disconnect may be omitted if the same are incorporated in motor controls supplied in other divisions. Unless otherwise noted on drawings, the disconnecting device shall be a momentary push button station that can be locked in the open position. This push-button shall be furnished, installed and connected by the Electrical Contractor.
2. Circuit breakers shall be used for current protection purposes and shall be enclosed in suitable metal housing of type required by location.
3. Un-fused safety switches shall be used where disconnecting means only are required and where the current supply to the same is protected by a circuit breaker at the panel boards. Provide disconnect switch at each motor locations where the same is not within sight of respective control starter, unless indicated otherwise on the drawings. All disconnecting switches shall be enclosed and fabricated from Gage # 16 fully protected against corrosion.

I. LOCATION OF WIRING AND OUTLETS

1. The contractor shall coordinate his work with all trades involved so that exact locations may be obtained for all outlets, apparatus, appliances and equipment. The circuit numbers indicated as numbers 1, 2, 3, may not correspond to actual panel circuit connection numbers but must be balanced for better load distribution.
2. The location of outlets shown on diagrammatic wiring plans shall be considered as approximate and it shall be incumbent upon the Contractor, before installation of outlet boxes, to study all pertinent drawings and obtain precise information from the architectural schedules, scale drawings, large scale and full size details of finished rooms and the approved shop drawings of other trades or from the architect. In centering the outlets, due allowance shall be made for window and door trims, variations in thickness of pouring, plastering, etc., as erected, regardless of conditions which may be otherwise shown on small scale drawings. Outlets incorrectly located shall be properly relocated at the contractor's expense. Local switches shown near the doors shall be verified with the architect's drawings before installation.

J. SERVICES

1. Power supply shall be single - phase, 13.8 KV / 240V, 125A, 2 – 38mm² THHN, 1-2mm² ground (refer to Technical Plan).

K. POWER AND LIGHTING DISTRIBUTION

1. Furnish and install the lighting panels as indicated on plans and panel board's schedule.
2. From the main breaker, install feeders to the various outlying panels, motors or equipment as shown on plans. Feeders shall be inside the ceiling with hangers, channel and clamps

L. LIGHTING SYSTEMS

1. The lighting shall be complete in every respect, all as indicated on the plans or specified.
2. All wirings shall be installed in electrical non-metallic tubing using compression type fittings and connectors or as indicated in the plan and in general shall be concealed in the structure.
3. Mounting heights of devices shall be as detailed on the plans or as follows:

Local switches– 1370mm from center of device to finished floor Line
Receptacles – 300mm above floor or 150mm above counter or
As shown on architectural details.

M. GROUNDING WORKS

1. Ground wires shall be bare copper, stranded, with sized as shown in the drawings and shall be of cylindrical form and variation shall be within 1% of the actual size called for.
2. Grounding connectors shall be “CADWELD” type exothermic process.
3. Contractor to test the grounding system to assure continuity and resistance to ground is not excessive. Submit written results of each test to the Engineer for approval. Ground resistance should be 25 ohms or less and 5 ohms or less for earth ground resistance.

N. CLEANING-UP

1. The contractor shall at all times keep the construction area, including storage areas used by him, free from accumulations of waste materials or rubbish and prior to completion of work. Remove any rubbish from and about the premises and all tools, scaffolding, equipment and materials not the property of the owner.
2. Upon the completion of the construction, the contractor shall leave the work and premises in a condition satisfactory to the owner and the engineer.

O. PROJECT CLOSE-OUT

Upon completion of the project, the following procedure shall be implemented:

1. Walk-thru inspection by the owner, engineer and contractor. Any discrepancy noted shall be fixed before the project is closed.
2. Compile a complete equipment maintenance manual for all equipment.
3. Submit copy of “As-built” drawings to the owner and engineer.

ELECTRICAL DISTRIBUTION SYSTEM

A. LIGHTING FIXTURES AND ACCESSORIES: - Refer to plans.

1. Lighting Fixtures – Refer to plans

TERMINATION/ENERGIZATION

All materials should be in accordance to the Electrical Code. For the transfer of main breaker for the ACSWD Building affected by the improvement, new materials shall be installed first prior termination and transfer of supply.

XIV. OTHER PROVISIONS

1. Higher quality materials of different brand may be substituted with the approval of the Owner and Architect/Engineer without extra cost to the Owner.
2. Keep the premises in a neat, safe and orderly condition at all times during execution of the works.

Section VII. Drawings

[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]

Section VIII. Bill of Quantities

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
I. GENERAL REQUIREMENTS					
1	Mobilization / demobilization, temporary facilities & utilities, safety measures, including removal of existing structures/obstructions and disposal of debris/waste	1.00	lot		
Sub-Total					-
II. MASONRY WORKS					
1	Supply and installation of 6" CHB walls with 10mm reinforcement, plastering and finishing both sides	30.00	sq.m.		
Sub-Total					-
III. CARPENTRY WORKS					
1	Ceiling Works (Ficem board on metal frame with drop ceiling)	65.00	sq.m.		
2	Ceiling Works (Gypsum board on t-runner metal frame), 600 x 600 mm	70.00	sq.m.		
3	2" thick Acoustic Foam Panel with leatherette cushioned & backing	95.00	sq.m.		
4	Wooden baseboard 6", varnish finished	45.00	l.m.		
5	Foldable/Moveable Partition System with Cabinet, 65mm thick x 1092mm x 2700mm, soundproof, fabric with aluminum frame and top railings, with complete mechanism / accessories	33.00	sq.m.		
Sub-Total					-

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
IV. TILEWORKS					
1	Chipping and disposal of existing tile, supply and installation of 600 x 600mm porcelain tiles, semi-matte (submit sample), with heavy-duty tile adhesive, grout, and trimming	121.00	sq.m.		
Sub-Total					-
V. DOORS AND WINDOWS					
1	Supply and complete installation of the following:	5.00	sets		
	<ul style="list-style-type: none"> 1 set - Double swing door, 1600 x 2100mm, solid wooden panel with viewing glass area, cushioned acoustic soundproofing, with door closer and complete accessories 				
	<ul style="list-style-type: none"> 2 sets - Panel door, 900 x 2100mm, solid wooden panel w/ viewing glass area, soundproof, with door closer and complete accessories 				
	<ul style="list-style-type: none"> 1 set - Awning window, 5-panel 2500 x 300mm, bronze glass with aluminum analok frame 				
	<ul style="list-style-type: none"> 1 set - Awning window, 2-panel 1000 x 300mm, bronze glass with aluminum analok frame 				
Sub-Total					-

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
VI. ELECRICAL AND MECHANICAL WORKS					
1	Supply and complete installation of the following:	1.00	lot		
	<ul style="list-style-type: none"> 1 set - Chandelier, simple but elegant 				
	<ul style="list-style-type: none"> 8 sets - 9W LED Lamp, circular, recessed-type 				
	<ul style="list-style-type: none"> 29 sets - 13W LED Lamp, circular, recessed-type 				
	<ul style="list-style-type: none"> 11 sets - 9W LED Lamp, square, recessed-type 				
	<ul style="list-style-type: none"> 5 sets - 3-gang Switch, heavy duty, wide series 				
	<ul style="list-style-type: none"> 5 sets - 3-gang floor outlet, universal, pop-up, heavy-duty 				
	<ul style="list-style-type: none"> 21 set - 2-gang universal outlet, heavy-duty 				
	<ul style="list-style-type: none"> 3 sets - 2-heads Emergency light 				
	<ul style="list-style-type: none"> 4 sets - 3TR ACU, floor mounted (inverter), at least 30,000kJ/hr. cooling cap., with individual outdoor circuit breaker 				
	<ul style="list-style-type: none"> 3 sets - 2.5HP ACU, wall mounted (inverter), at least 20,000kJ/hr. cooling cap., with individual outdoor circuit breaker 				
	<ul style="list-style-type: none"> 3 sets - Uninstall/Re-install of ACU, wall mounted 				
	<ul style="list-style-type: none"> 1 lot - Wires, cables, breakers, and panel boards 				
	<ul style="list-style-type: none"> 1 lot - Transfer of affected main line and panel board (new panel board and breakers) 				
Sub-Total					-

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
VII. FINISHING AND PAINTING WORKS WITH FURNITURES					
1	<ul style="list-style-type: none">Painting works to include affected areas;	1.00	lot		
	<ul style="list-style-type: none">Supply and installation of 1-set 28-seaters wooden conference table, 2" thick table top, walnut varnish finished;				
	<ul style="list-style-type: none">Supply and installation of 2-sets clerical tables				
Sub-Total					
VIII. IMPROVEMENT OF CR / PLUMBING SYSTEM					
1	<ul style="list-style-type: none">Chipping/removal of existing tiles and fixtures;	1.00	lot		
	<ul style="list-style-type: none">Fixing / sealing existing sanitary lines;				
	<ul style="list-style-type: none">installation of new PPR water lines;				
	<ul style="list-style-type: none">waterproofing;				
	<ul style="list-style-type: none">supply and installation of new fixtures (shower-set & curtain, water closet with tissue/soap holder, lavatory with pedestal) with complete amenities/accessories;				
	<ul style="list-style-type: none">tileworks (note: wall tiles up to ceiling height with border);				
	<ul style="list-style-type: none">ceiling works with exhaust fan;				
	<ul style="list-style-type: none">electrical works;				
<ul style="list-style-type: none">painting works					
Sub-Total					-

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
IX. RELOCATION OF AFFECTED STORAGE ROOM					
1	<ul style="list-style-type: none"> 1 lot - Demolition of existing structures and disposal of waste materials 62 sq.m. - Drywall double partition w/ 2"x4" metal studs framing and 6mm Ficem board 3 sets - 0.80m x 2.10m Solid wooden panel door with 2" x 4" jamb and complete accessories 1 set - 1.00m x 2.10m Steel door w/ steel jamb and complete accessories 1 set - 0.90m x 2.10m Steel door w/ steel jamb and complete accessories 1 sets - Awning window, 4-panel 2000 x 300mm, bronze glass with aluminum analok frame and steel matting screen 3 sets - Awning window, 3-panel 1500 x 300mm, bronze glass with aluminum analok frame and steel matting screen 4 sets - Awning window, 2-panel 1000 x 300mm, bronze glass with aluminum analok frame and steel matting screen 1 lot – Repair / Improvement of steel pairs 28 sq.m. - Ceiling works 28 sq.m. - Pre-painted Roofing works, including metal framing, gutter, flashing, etc. Electrical works (15 sets - 13W LED Lamp, circular, recessed/surfaced-type; 1 lot - wires, switched, cables and breakers) 4.10 cu.m. - Reinforced Concrete works (SOG 100mm thick with 10mm rebars; Concrete canopy; Storage Column/Footing [SC01-F1]) 	1.00	lot		

	<ul style="list-style-type: none"> 2 sets - 150mm Steel column with base/top plate, stiffener plate and anchor bolt (filled with concrete) 				
	<ul style="list-style-type: none"> 14 sq.m. - Mezzanine Flooring System (W10x45 I-Beam steel structure; C-purlins 150 x 50mm x 4mm thick; 1" Marine plywood flooring; fastening / connections /anchorage system; painting works [to include new flooring of mezzanine) 				
	<ul style="list-style-type: none"> 3 l.m. - Relocation of railings at mezzanine 				
	<ul style="list-style-type: none"> 26 sq.m. – Masonry Works 				
	<ul style="list-style-type: none"> 260 sq.m. – Painting Works 				
Sub-Total					-
TOTAL CONTRACT COST					-

Section IX. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
and
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder 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; **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**

NOTE: This statement shall be supported with:

- i) Either of Contract, Purchase Order, Notice of Award or Notice to Proceed; and
 - ii) Either of Certificate of Completion, Certificate of Acceptance, Inspection and Acceptance, Official Receipt/Collection Receipt or Sales Invoice.
- (h) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**
 - (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
 - (j) Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid;
 - b. List of contractor’s key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, Safety Officer and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;

- c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be;
- d. **Certificate of Site Inspection signed by the Head of the Procuring Entity (HoPE) or its authorized representative;**
Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as:
 - e. ***construction schedule and S-curve,***
 - f. ***manpower schedule,***
 - g. ***construction methods,***
 - h. ***equipment utilization schedule,***
 - i. ***construction safety and health program signed by the contractor, and***
- (k) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (l) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- (n) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (o) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- (p) Original duly signed Bid Prices in the Bill of Quantities; **and**
- (q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- (r) Cash Flow by Quarter or Monthly.

Section X. BIDDING FORMS

Omnibus Sworn Statement
Project Identification No. ITB No. DSWD7-PB-2021-53

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

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

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

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

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

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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

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

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the

BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Republic of the Philippines)
In the City of _____) s.s

SECRETARY CERTIFICATE

I, _____, of legal age, single/married, Filipino citizen, resident of _____ City, after having been duly sworn in accordance with law, hereby certify:

1. That I am the duly designated Corporate Secretary of _____, a corporation duly organized and existing under and virtue of the laws of the Republic of the Philippines, with principal address at _____ City.
2. That at the special meeting of the Board of Directors at its principal office on _____ 2021, during which a quorum was present and acted throughout, the following resolution was unanimously approved:

“Resolution No. 2021- xxx

RESOLVED, that _____ of legal age, single/married, resident of _____ is hereby authorized to appear, participate, bid, transact, contract, agree, communicate, correspond, sign, receive documents and receipts for and in behalf of _____ (corporation), in the bidding/contract/agreement with DSWD Field Office VII.”

3. That the foregoing resolution has not been altered, modified, nor revoked; and that the same is now in full force and in effect; and

This is to certify that the foregoing Board Resolution duly passed and approved, is true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand on this _____ day of _____, 2021 at _____ City, Philippines

Corporate Secretary

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2021, at _____, Philippines. Affiant exhibited to me his/her (government issued ID), issued at _____, on _____.

Notary Public

Doc No. _____
Page No. _____
Book No. _____
Series of 2021

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

BID SECURING DECLARATION
Project Identification No.: ITB No. DSWD7-PB-2021-53

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

BID FORM

Date : _____

Project Identification No.: ITB No. DSWD7-2021-53

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) 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 PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- 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 bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, 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 guidelines¹ 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; and
- 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 the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the

¹ currently based on GPPB Resolution No. 09-2020

Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____