

PHILIPPINE BIDDING DOCUMENTS

Procurement of INFRASTRUCTURE PROJECTS

Government of the Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Regional Office 08, Tacloban City

Renovation of Planning and Management Division Office and Addition of Balcony Roofing – Admin. Main Building – DENR RO8

P.R. No. 2021-06-0035/ ABC: Ph 2,003,057.55

REGIOONAL BIDS AND AWARDS COMMITTEE
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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Regional Office 08, Sto. Niño Extension, Tacloban City

Invitation to Bid for

**RENOVATION OF PLANNING AND MANAGEMENT DIVISION OFFICE AND
ADDITION OF BALCONY ROOFING –ADMIN. MAIN BUILDING – DENR RO8
P.R. No. 2021-06-0035/ ABC: Ph 2,003,057.55**

1. The *Department of Environment and Natural Resources, Regional Office 08 [DENR RO8]*, through the *GAA FY 2021 – R.A. 11465* intends to apply the sum of *Two Million Three Thousand Fifty-Seven pesos & 55/100 [Ph2,003,057.55]* being the total Approved Budget for the Contract (ABC) to payments under the contract *Renovation of Planning and Management Division Office and Addition of Balcony Building – Admin. Main Building, DENR RO8 [P.R. No. 2021-06-0035]*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DENR RO8* now invites bids for the above Procurement Project. Completion of the Works is required within *one-hundred eighty (180) calendar days*. Bidders should have completed 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).
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 *DENR RO8, Procurement Section-Administrative Division, Sto. Niño Extension, Tacloban City* and inspect the Bidding Documents at the address given below from *8:00 p.m. – 5:00 p.m. office hours*.
5. A complete set of Bidding Documents may be acquired by interested bidders on *August 13, 2021 - September 06, 2021* from *Procurement Section-Administrative Division, Sto. Niño Extension, Tacloban City* and website/s below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Five Thousand pesos [Ph5,000.00]*. The Procuring Entity shall allow the bidder to present its proof of payment [*official receipt or deposit slip*] for the fees in person, by facsimile, or through electronic means.
6. The *DENR RO8* will hold a *Pre-Bid Conference* on *August 23, 2021, 2:00 in the afternoon* at *DENR RO8, PMD Conference Room, 4th Floor, Administration Main Building, Sto. Niño Extension, Tacloban City* and/or through video conferencing/webcasting via zoom platform with link to be provided before the schedule upon request thru email address stated below which shall be open to prospective bidders.
7. Bids in sealed envelope must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before *September 06, 2021, 12:00 noon*. 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 16.

No.	Item/ Description/ Bid Security	Total ABC (Ph)	2% of ABC; or (Ph)	5% of ABC; or (Ph)	Bid Securing Declaration
1	Renovation of Planning and Management Division Office and Addition of Balcony Building – Admin. Main Building – DENR RO8	2,003,057.55	40,061.15	100,152.88	No amount required

9. **Bid opening** shall be on *September 06, 2021, 2:00 afternoon* at the given address below and/or through video conferencing/webcasting via zoom platform with link to be provided before the schedule upon request thru email address stated below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **DENR RO8** 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:

Maria Elisa M. Salazar
OIC- Chief, Administrative Division
c/o Procurement Section-Admin. Division
Ground Floor, Administration Main Bldg.
DENR RO8, Sto. Niño Extension, Taclaoban City
Tel. No. 832-0828/ Email address – psdenr08@gmail.com

12. You may visit the following websites:
 For downloading of Bidding Documents: *DENR Region 8 Website, ITB*

Date: August 13, 2021

ARTURO N. SALAZAR, DM, CESO IV
Chairperson, RBAC
Assistant Regional Director
for Management Services

Section II. Instructions to Bidders

1. Scope of Bid

*The Procuring Entity, Department of Environment and Natural Resources – Regional Office 8 invites Bids for the **Renovation of Planning and Management Division Office and Addition of Balcony Roofing – Admin. Main Building – DENR RO8** with Project Identification Number **P.R. No. 2021-06-0035**.*

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 **Two Million Three Thousand Fifty-Seven pesos & 55/100 [Ph2,003,057.55]** being the total Approved Budget for the Contract (ABC).

2.2. The source of funding is:
a. 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:

- a. Subcontracting is not allowed.*

- 7.1. 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** on **August 23, 2021**, at **2:00 p.m.** for this Project on the specified date and time and either at its physical address **DENR**

RO8, PMD Conference Room, 4th Floor Admin. Main Building, Sto. Niño Extension, Tacloban City and/or through videoconferencing/webcasting} 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:*

a. 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 or January 06, 2022**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

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

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

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

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

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

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

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

20. Post Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall

submit its **latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law** and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

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: <i>Construction and/ or Rehabilitation of Office Buildings and Structures.</i>																		
7.1	<i>Sub-contracting is not allowed.</i>																		
10.3	<i>None</i>																		
10.4	The key personnel must meet the required minimum years of experience set below: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>No./Key Personnel</u></th> <th style="text-align: center;"><u>General Experience</u></th> <th style="text-align: center;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td><i>1 Project Engineer</i></td> <td><i>Engr. Supervision</i></td> <td><i>2 years</i></td> </tr> <tr> <td><i>1 Construction Foreman</i></td> <td><i>Site Supervision</i></td> <td><i>2 years</i></td> </tr> <tr> <td><i>3 Welder/ Steelman</i></td> <td><i>Welding</i></td> <td><i>1 year</i></td> </tr> <tr> <td><i>2 Electrician</i></td> <td><i>Electrical Works</i></td> <td><i>1 year</i></td> </tr> <tr> <td><i>6 Painter</i></td> <td><i>Painting</i></td> <td><i>1 year</i></td> </tr> </tbody> </table>	<u>No./Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	<i>1 Project Engineer</i>	<i>Engr. Supervision</i>	<i>2 years</i>	<i>1 Construction Foreman</i>	<i>Site Supervision</i>	<i>2 years</i>	<i>3 Welder/ Steelman</i>	<i>Welding</i>	<i>1 year</i>	<i>2 Electrician</i>	<i>Electrical Works</i>	<i>1 year</i>	<i>6 Painter</i>	<i>Painting</i>	<i>1 year</i>
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10.5	The minimum major equipment requirements are the following: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Equipment</u></th> <th style="text-align: center;"><u>Capacity</u></th> <th style="text-align: center;"><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>None</i></td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	<i>None</i>														
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<i>None</i>																			
12	<i>Not Applicable</i>																		
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: <p style="margin-left: 40px;">a. The amount of not less than <i>Ph40,061.15</i> or <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p style="margin-left: 40px;">b. The amount of not less than <i>Ph100,152.88</i> or <i>five percent (5%) of ABC</i>, if bid security is in Surety Bond.</p>																		
19.2	Partial bids are not allowed:																		
20	<i>Not Applicable</i>																		
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as: <ol style="list-style-type: none"> 1. Construction schedule and S-curve, 2. Manpower schedule, 3. Construction methods, 4. Equipment utilization schedule, and 5. Construction safety and health program approved by the DOLE. 																		

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

Special Conditions of Contract

GCC Clause	
2	<i>[If different dates are specified for completion of the Works by section, i.e. “sectional completion,” these dates should be listed here.]</i>
4.1	<i>[Specify the schedule of delivery of the possession of the site to the Contractor, whether full or in part.]</i>
6	The site investigation reports are: <i>Notarized Affidavit of Site Inspection attested by the End-User, Maria Elisa M. Salazar, OIC-Chief, Administrative Division</i>
7.2	<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:] Five (5) years.</i>
10	Dayworks are applicable at the rate shown in the Contractor’s original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within <i>fifteen [15] days</i> 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>one thousand pesos [Ph1,000.00] per day of delays.</i>
13	The amount of the advance payment is <i>equivalent to 15% of the contract price that 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 not be included for payment.
15.1	The date by which “as built” drawings are required is <i>within thirty [30] days after project completion date.</i>
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>one tenth of one percent per days of delay.</i>

Section VI. Specifications

PROJECT: **RENOVATION OF PLANNING AND MANAGEMENT OFFICE AND ADDITION OF BALCONY ROOFING - ADMINISTRATION MAIN BUILDING**

OWNER: **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGIONAL OFFICE VIII**

LOCATION: **DENR REGIONAL OFFICE VIII, BRGY 6, STO. NIÑO EXTENSION TACLOBAN CITY, LEYTE**

I. GENERAL CONDITIONS

PART 1.0 INTENT OF SPECIFICATION AND DRAWINGS

- 1.1 It is the intent of the Specifications and Drawings that all materials, labor, tools, equipment, and plant and services, supervision which are required to fully complete the work as shown and specified therein are to be done so by the Contractor.
- 1.2 Bidders shall examine the plans very carefully, the contractor will not be given any extra payment in case he will discover any discrepancy on the plan during the progress of the work.
- 1.3 Should anything be omitted from the drawings necessary for the proper construction of the work herein described, it shall be the duty of the Contractor to notify the Project Manager (PM) or (CM) before he signs the contract. However, in the event that the contractor fails to give such notices, he shall make good any defect or damages in his work called thereby such failure without warrant extra charges.

PART 2.0 RELATIONSHIP BETWEEN THE SPECIFICATIONS AND DRAWINGS

- 2.1 The Specifications and Drawings are mutually complimentary. What is noted in one although not shown in the others shall be considered contained in all. In case of conflict, the Specification shall prevail over drawings.

PART 3.0 LAWS, RULES AND REGULATIONS

- 3.1 The Contractor shall comply with all national and local laws, rules and regulations regarding the health and safety of workmen, wages, labor codes, tax laws, buildings and construction rules and regulations and shall save the Owner, Architects, Engineers and the Project Manager or CM harmless in connection with the third-party claims and liabilities resulting from Contractor's non-compliance therewith.

PART 4.0 SANITARY PROVISIONS AND FIRE PROTECTION

- 4.1 The Contractor's employees and men shall use designated comfort rooms within the construction site and he shall be responsible for cleanup of such comfort rooms upon leaving the place of work each day and after completion of the project.
- 4.2 The Contractor shall take extra care in the storage of flammable materials.

- 4.3 There shall be no smoking, cooking nor eating allowed at the jobsite. Eating and smoking shall only be allowed at a designated area, and the Contractor shall be responsible for proper clean up thereafter.

PART 5.0 AUTHORITY OF PROJECT MANAGER/ CONSTRUCTION MANAGER

- 5.1 The Project Manager/Construction Manager shall decide on any and all questions, which may arise as to the quality and acceptability of materials furnished and work performed and as to the manner of performance and rate of progress of work, and shall decide on all questions which may arise as to the acceptable fulfilment of the terms of the Contract.

PART 6.0 CONFORMITY WITH PLAN AND ALLOWABLE DEVIATIONS

- 6.1 Finished surfaces in all cases shall conform with lines, grades, dimensions and adjustments shown on the approved plans, except as modified by written orders. Any deviations from the plans, specifications and approved working drawings that may be required by the exigencies of construction or otherwise, will in all cases be determined by the Architect/Engineer and authorized in writing with the approval of the Owner.

PART 7.0 FINAL INSPECTION

- 7.1 Upon due notice from the Contractor of presumptive completion of the entire project, the Project Manager or Construction Manager shall make a semi-final inspection, and if all construction contemplated by the Contract is found completed to his satisfaction, such inspection shall constitute final acceptance and the Contractor shall be notified of such acceptance in writing ten (10) days or as soon as thereafter as practicable.
- 7.2 If, however, at any semi-final inspection, any work in whole or in part is found unsatisfactory, the Project Manager or Construction Manager shall give the Contractor instructions, which he shall forthwith comply with and execute. Another inspection shall be made which shall constitute the final inspection if the work has been found to be completed satisfactorily.

PART 8.0 AS BUILT DRAWINGS

- 8.1 The Contractor shall maintain at the jobsite two sets of full-sized contract drawings showing any deviation which have been made from the contract drawings, including buried or concealed construction and utility features which are revealed during the course of construction. Special attention shall be given to recording the horizontal and vertical location of all buried utilities that differ from the contract drawings. These drawings shall be available for review by the Project Manager / Construction Manager at all times. Upon completion of the work the marked prints are not kept current, and request for final payment will

not be approved until the marked prints are delivered to the Project Manager I Construction Manager.

PART 9.0 UAP DOCUMENT 301

All applicable and clauses of the general conditions, which are not in conflict with the conditions, shall form part of this document.

II. CLEARING & DEMOLITION

PART I. GENERAL

1.1 SUMMARY

- A. This Section requires removal and disposal, off site, of the following:
 - 1. Structures, mainly existing roofing material of the building.
 - 2. Roof Eaves finish (surface material)
 - 3. Except main structures of above mentioned, such as roof framing, shall be kept as is and if deemed structurally unsafe at some parts contractor must provide additional support.

1.2 JOB CONDITIONS

- A. Occupancy: structures to be demolished will be vacated and use discontinued prior to start of work.
- B. Condition of Structures: Owner assumes no responsibility for actual condition of structures to be demolished.
 - 1. Conditions existing at time of inspection for bidding purpose will be maintained by Owner insofar as practicable. However, variations within structure may occur by Owner's removal and salvage operations prior to start of demolition work.
- C. Salvaged Materials: Items of salvable value to Contractor may be removed from structure as work progresses. Transport salvaged items from site as they are removed.
 - 1. Storage or sale of removed items will not be permitted on site.
- D. Traffic: Conduct demolition operations and removal of debris to ensure minimum interference with roads, streets, walks, and other adjacent occupied and used facilities.
 - 1. Do not close or obstruct streets, walks, or other occupied or used facilities without permission from authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by governing regulations.
- E. Protections: Ensure safe passage of persons around area of demolition. Conduct operations to prevent damage to adjacent buildings, structures, and other facilities and injury to persons.
 - 1. Erect temporary covered passageways as required by authorities having jurisdiction.
 - 2. Provide interior and exterior shoring, bracing, or support to prevent movement, settlement, or collapse of structures to be demolished and adjacent facilities to remain.
- F. Damages: Promptly repair damages caused to adjacent facilities by demolition operations.

PART 2 - EXECUTION

2.1 DEMOLITION

- A. Pollution Controls: Use water sprinkling, temporary enclosures, and other suitable methods to limit dust and dirt rising and scattering in air. Comply with governing regulations pertaining to environmental protection.
 - 1. Do not use water when it may create hazardous or objectionable conditions such as ice, flooding, and pollution.
- B. Clean adjacent structures and improvements of dust, dirt, and debris caused by demolition operations. Return adjacent areas to condition existing prior to start of work.
- C. Locate demolition equipment throughout structure and remove materials so as to not impose excessive loads to supporting walls, floors, or framing.

2.2 SALVAGED MATERIALS

- A. General: Remove carefully to avoid damages. Materials for reuse on this project (if any) are to be incorporated into new work as indicated.
 - 1. Except for items indicated to be retained as Owner’s property, other removed and salvaged materials not indicated for reuse shall become Contractor’s property and removed from site with further disposition at Contractor’s option.
- B. Removal: Transport materials removed from demolished structures and dispose of at designated spoil areas on Owner’s Property.
- C. Removal: Transport materials removed from demolished structures and legally dispose of site.

III. SCAFFOLDING

PART 1. MATERIALS

1.1 SUMMARY

- A. The contractor shall be responsible for the delivery of materials and for the design of scaffolds to carry the load that they are intended to carry. G.I. Pipes as Scaffoldings shall be used any alternative material must be consulted with the Architect.

1.2 CONSTRUCTION

- A. All the scaffoldings of the proposed building shall be done under the supervision, guidance and design of the construction engineer on site. These works must be safe to all personnel working on site and can withstand load it is to carry. The contractor of the project shall be responsible for the design, installation, and maintenance of the scaffoldings.

IV. ROOFING

PART 1. GENERAL

1.1 SUMMARY

- A. The following Sections contain requirements that relate to this Section:
 - 1. Roof Specialties and Accessories

1.2 JOB CONDITIONS

- A. Coordinate work of this Section with adjoining work for proper sequencing of each installation to ensure best possible weather resistance and protection of materials and finishes against damage.

PART 2 - PRODUCTS

2.1 MATERIALS

ROOFING SYSTEM

- A. Use GA#23 (0.60 mm thick) preformed pre-painted long span corrugated Roofing Sheet, refer: Manufacturer's standard modular panels formed from GI sheet not less than shapes and sizes indicated. Include trim, closure strips, and other accessories indicated or required for proper installation. Provide GI sheet of the following minimum thickness, unless otherwise indicated.
 - a. LOCATION: **Fourth Floor Main Roofing** (as indicated in plan)
 - b. INSULATION: Use 20mm Double sided PE Foam Roofing Insulation.
- B. Use 6mm thick Twin Wall long span Polycarbonate Sheet in standard modular panels. Include trim, closure strips, and other accessories indicated or required for proper installation.
 - a. LOCATION: **Fourth Floor Balcony** (as indicated in plan)

2.2 FABRICATION

- A. General: Provide items designed and fabricated to fit applications indicated and to perform optimally with respect to weather resistance, water tightness, durability, strength, and uniform appearance.
- B. Expansion Provisions: Fabricate running lengths to allow controlled expansion not only for movement of metal components in relationship to one another but also to adjoining dissimilar materials, including flashing and roofing membrane materials, in a manner sufficient to prevent water leakage, deformation or damage.

2.3 FINISHES

- A. Color and Gloss: As selected by Architect from manufacturer's full range of colors and glosses.

PART 3. EXECUTION

3.1 INSTALLATION

- A. General: Comply with manufacturer's written installation instructions and recommendations. Coordinate with installation of roofing and other substrates to receive work of this Section, with vapor retarders, roof insulation, roofing membrane, flashing, and wall construction; as required to ensure that each element of the work performs properly, and that combined elements are waterproof and weather tight. Anchor products included in this Section securely to structural substrates, adequate to withstand lateral and thermal stresses as well as inward and outward loading pressures.
- B. Isolation: Where metal surfaces of units are installed in contact with dissimilar metal or corrosive substrates, including wood, apply bituminous coating on concealed metal surfaces, or provide other permanent separation as recommended by aluminum producer.

3.2 CLEANING AND PROTECTION

- A. Clean exposed metal surfaces in accordance with manufacturer's instructions. Touch-up damaged metal coatings.
- B. Protection: Provide protective measures as required to ensure that work of this Section will be without damage or deterioration at time of substantial completion.

V. ROOF FRAMING

PART 1.0 GENERAL

1.1 WORK INCLUDED

- A. Stock and custom fabricated metal items Scheduled at end of this Section, complete in respect to function as intended.
- B. Metal fabrications includes items made from iron, steel, and aluminum shapes, plates, bars, strips, tubes, pipes and castings which are not a part of structural steel or metal systems specified elsewhere.

1.2 QUALITY ASSURANCE

- A. Field Measurement: Take field measurement prior to preparation of shop drawings and fabrication, where possible; do not delay job progress; allow for trimming and fitting where necessary.
- B. Structural Performance: Detail and provide assemblies which, when installed, comply with applicable code requirements for structural performance, unless more stringent requirements are specified.

PART 2.0 PRODUCTS

2.1 MATERIALS

- A. Angle Bar sized at 5mm Thick x 50mm x 50mm, and 5mm Thick x 32mm x 32mm for Additional Truss.
- B. C-Purlins sized at 5mm thick x 100mm x 50mm for Purlins AT Balcony Roofing and
- C. Steel Tubing: Cold formed ASTM A500; or hot rolled, ASTM A501; minimum Grade B; seamless where exposed.
 - 1. LOCATION: Balcony Roofing Support
- D. Grout: Non-shrink meeting ASTM E827, non-metallic, pre-mixed, factory-packaged, non-staining, non-corrosive; type specifically recommended by manufacturer as applicable to job condition.
- E. Fasteners and Rough Hardware: Type required for specific usage; provide zinc-coated fasteners for exterior use or were built into exterior walls.
- F. Welding Materials: AWS D1 .1, type required for materials being welded.
- G. Paint: Provide primers as recommended by paint manufacturers for substrates and paints specified in Section - Painting.
 - 1. Galvanizing Repair Paint: High zinc-dust content paint for re-galvanizing welds in galvanized steel.

PART 3 - EXECUTION

3.1 ERECTION

- A. Obtain Architect's review prior to site cutting or making adjustments which are not part of scheduled work.
 - 1. Perform cutting, drilling, and fitting required for installation. Set units accurately in location, with edges and surfaces level, plum, and true.
- B. Field bolt and weld to match standard of shop bolting and welding; hide bolts and screws whenever possible, where not hidden, use flush countersunk fastenings.
 - 1. Perform field welding in accordance with AWS 01 .1.
- C. After installation, touch-up field welds and scratched and damaged surfaces; use primer consistent with shop coat or recommended for galvanized surfaces, as applicable.
- D. Replace items damaged in course of installation and construction.

Note: Other material not mention in this Specification or shown on the drawings but are necessary for the proper completion of the work must be provided by the Contractor.

VI. CEILING

PART 1 - GENERAL

1.1 WORK INCLUDED

- A. Metal framing, 16 gauge and lighter, to receive gypsum board products as finish.
- B. Exterior and Interior Gypsum board, Ficem Board, Ceiling & Wall Partition, and accessories
- C. Joint treatment
- D. Sound transmission characteristics

PART 2 - MATERIALS

- A. Provide materials in accordance with ASTM C840
- B. Steel Framing Components for Suspended and Furred Ceilings: Sized per ASTM C754
- C. Gypsum Board: Provide gypsum board of types indicated, in maximum lengths of available, to minimize end joints.
 - 1. Products: Subject to compliance with requirements, provide one of the following products where proprietary gypsum wallboard is indicated.
 - 3. Exterior Gypsum Board: ASTM C 931, thickness as indicated.
 - a. Type: Regular, unless otherwise indicated.
 - b. Type: Type X for fire-resistive-rated assemblies.
 - 4. Glass-Mat Water-Resistant Gypsum Backing Board: ASTM C 1178, of type and thickness
- D. Gypsum Board Joint Treatment Materials: ASTM C 475 and ASTM C 840, and as follow:
 - 1. Joint Tape: Paper reinforcing tape, unless otherwise indicated.
 - a. Use open-weave glass-fiber tape is recommended by gypsum board manufacturer with setting-type joint compound.
 - 2. Setting-Type Joint Compound: Factory-package, job-mixed chemical-hardening powder products formulated for uses indicated.
 - a. For topping compound, use sandable formulation.
 - 3. Drying-Tape Joint Compounds: Factory-packaged, vinyl-based products complying with the following requirements.
 - a. Ready-Mixed Formulation: Factory premixed.
 - b. Job-Mixed Formulation: Powder product, mixed with water at Project Site.
 - c. Tapping compound formulated for embedding tape and first coat over fasteners and flanges of corner beads and edge trim.
 - d. Topping compound formulated for fill (second) and finish (third) coats.
 - e. All-purpose compound formulated as both taping and topping around.
- F. Miscellaneous Materials: As follows, recommended by gypsum board manufacturer.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Metal Framing/Erection & Board Installation for Wall Partition
 - 1. Accurately layout the track for top and bottom horizontal

2. Attach stud vertically, spaced at 600mm O.C. or as specified
 3. Attached track horizontally, spaced at 1200mm O.C. or as specified
 4. Fix Board using screw or rivets
 5. Putty works
- B. Metal Framing Erection: Install metals framing in accordance with ASTM C754 and manufacturer's recommendations.
1. Install members true to lines and levels to provide surface flatness with maximum variation of 3mm in 3 meters in any direction.
- C. Install steel framing to comply with ASTM C 754 and ASTM C 840.
1. Do not bridge building expansion joints with support systems; frame both sides of joints with furring and other supports as indicated.
 2. Secure hangers to structural support by connecting directly to structure where possible. Otherwise connect to inserts, clips, other anchorage devices, or fasteners, as indicated.
 3. Install directly hung grid suspension system, including perimeter wall track or angle, with members spaced and installed to comply with manufacturer instructions.
 4. Install steel studs with bottom and top runner tracks anchored to substrates. Isolate system from building structure to prevent transfer of loading and deflections into metal support system, both vertically and horizontally.

VII. PAINTING WORKS

All painting materials shall be delivered on site intact, in the original drums or tins and shall be mixed and applied strictly in accordance with the manufacturer's instructions and to the approval of the Architect.

A. MATERIALS

All paint and painting materials shall be delivered to the building with sealed container. Storage of paints should be properly observed.

Concrete surface shall be smooth and free from defects and shall be allowed to dry out thoroughly. Surfaces shall be thoroughly brushed down and left free from dirt and dust.

The Contractor shall perform all painting and finishing works as specified the detailed estimate. The priming undercoats and finishing coats shall each be of differing tints.

Sample cards and samples prepared of all paints shall be submitted to and approved by the Architect before laying on and such samples, when approved, shall become the standard for work. Each coat of paint shall be properly dried and shall be well rubbed down with fine glass paper before the next coat is applied. The paintwork shall be finished smooth and free from brush marks.

1. EPOXY PAINT

1.1 Location: Metal (Rectangular Tubing for Balcony support)

1.2 Coverage: 25-30 per square meter

1.3 Surface Preparation: strictly follow as per manufacturer's instructions.

1.4 1 coat primer, 2 coats epoxy paint

2. LATEX PAINT

2.1 Location: Ceiling, Roof Eaves and Walls

2.2 Coverage: 25-30 per square meter

- 2.3 Surface Preparation: strictly follow as per manufacturer's instructions.
- 2.4 1 coat primer, 2 coats epoxy paint
- 3. ELASTOMERIC PAINT
 - 3.1 Location: Building Façade or every exposed wall of the Building
 - 3.2 Coverage: 25-30 per square meter
 - 3.3 Surface Preparation: strictly follow as per manufacturer's instructions.
 - 3.4 1 coat primer, 2 coats Elastomeric Paint

B. CONSTRUCTION

Metal work generally shall be thoroughly wire brushed to remove all scale, rust and through sand papering shall be done before any painting is done. Where severe rust exists, the special anti-rust primer must be used. Before the painting is done, all surfaces shall be cleaned, smoothed and free from dust, dirt, grease, mortar, rust and other foreign substances.

No painting activity shall be done on outside work in extremely cold, frosty or damp weather. This activity should be performed when the temperature is above 10 degrees Celsius. Appropriate platform, scaffolds and supports is required while working on elevated. Upon completion of the painting works, the painting contractor shall remove all paint spots from all finished works together with the equipment before leaving the premise and shall present the work to the Architect/Engineer in-charge of construction free from blemishes.

VIII. TILEWORKS

PART 1. GENERAL

All tiles shall be constructed as per approved plans. Finished floor shall be level plane surfaces unless otherwise specified on the drawings, with a tolerance of 3mm in 3 meters. Surface shall be sloped towards the drains as required.

PART 2. MATERIALS

Floor finishing for Server Room shall be 600mm x 600mm Non-skid Floor Tiles (color shall be subject for approval by the Architect and the Owner).

PART 3. CONSTRUCTION

- 3.1 All tiles shall be constructed as per approved plans. Finished floor shall be level plane surfaces unless otherwise specified on the drawings, with a tolerance of 3mm in 3 meters.
- 3.2 Surface shall be sloped towards the drains as required. Before the tile is applied, the floor surface shall be brushed cleaned and wetted. The surface shall be tested for levelness or conformity of slope by flooding it with water.
- 3.3 Ceramic or glazed tiles shall be soaked, completely immersed in clean water prior to installation for a maximum duration of 1 hour. Determine and mark the layout of ceramic tiles, joint location and position of trims and fixtures so as to minimize the incidence of a tile being cut less than one half of its size.
- 3.4 Spread adhesive evenly, then using notched edge make a raking motion. Do not twist tile, simply press the tile down firmly yet softly. Set tile spacer and then continue with additional tiles. Use your level to determine degree of level of the tiles as you go along. Joints shall be maintained uniformly wide by aligning spacer lugs on tile edges.
- 3.5 All lines shall be kept straight and true to profiles, plumbed and internal corners rounded using the appropriate trims. Pitch the floor to drain as shown in the plans.

All tile work finishing shall be adequately protected from damage during the progress of construction.

3.6 Chipped, cracked or broken tile shall not be used and all defective work shall be replaced and repaired to the satisfaction of the supervising Engineer at the Contractor's expense.

3.7 Tiles shall be dampened and joints grouted full with plastic mix of neat cement by trowel, brush or finger application.

3.8 The tiles shall have been laid in place for at least 24 hours before grouting of the joints is started. During grouting, all excess grout shall be cleaned off the tile surface with damp cloth sponges.

IX. ELECTRICAL WORKS

Materials on the electrical works shall be as indicated on the approved plan duly signed and sealed by the Professional Electrical Engineer. All electrical works and materials shall conform to the provisions of the latest edition of the Philippine National Electrical Code.

Electrical materials to be used for the electrical installation shall be as follows:

Air Circuit Breaker - Royu or its equivalent

Wall Switches, Convenience - Royu or its equivalent

Wires and Conductors - Royu brand or its equivalent

A.1. WIRES

Materials on the electrical works shall be as indicated on the approved plan duly signed and sealed by the Professional Electrical Engineer. Electric wires for light and power shall not be smaller than 2.0 sq.m. (No.10) and 3.5sqmm (No.12) respectively.

A.2. LIGHTING FIXTURES

Use existing lighting fixtures. Provision for new Fluorescent lights and light bulbs in lieu of burnt-out lights to:

1. 20 W Fluorescent Light (DL) for existing Fluorescent Lamp receptacle
2. 10W E27 LED Light (DL) for existing recessed light.

Install new LED light for proposed cove lighting in entrance of PMD office and entry to Fourth Floor Conference Room.

A.3. Fittings, Conduits and Breaker

Use existing electrical wires except damaged lines due severe flooding. Replace damaged power lines servicing each office cubicle. Use 15mm diameter flexible conduit and 20mmØ x 3m Electrical Conduit PVC with Hub in both Power and Lighting Layout. Breakers shall be 15AT, 50AF, 230V, Plug-in Type and 20 AT, 50AF, 230V, Plug-in Type for lighting and power line respectively and Air Circuit Breaker, 30 AT, 50AF, 230V, Plug-in Type for the main breaker. Panel Board ACB with 8-Branches, 2P, 230V, Plug-in type, flush type shall be used.

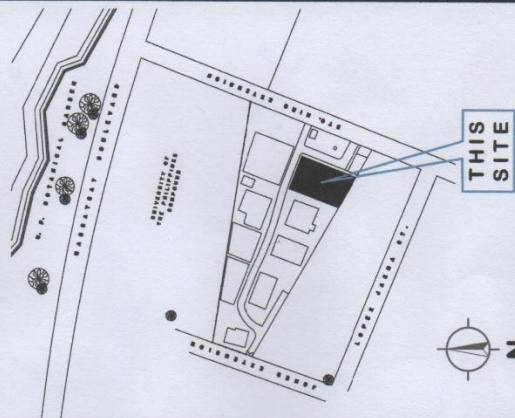
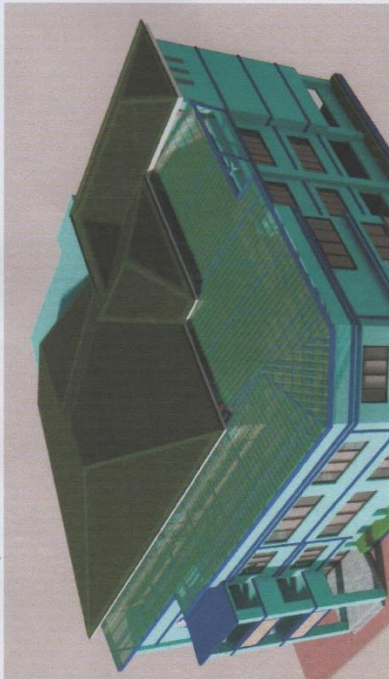
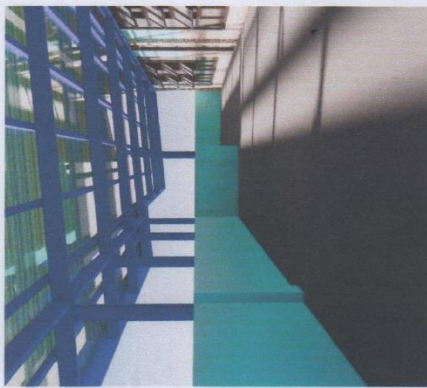
Section VII. Drawings

Note:

Please see separate Sheet for the complete Drawing. Thank you.

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THIS SITE

A VICINITY MAP
11 NOT TO SCALE

PERSPECTIVES

	PREPARED BY: JODY ELENA C. CASCO ARCHITECT 100 N. BOSTON STREET, SUITE 200, BALTIMORE, MD 21202	PROJECT TITLE: PROPOSED RENOVATION OF PLANNING AND MANAGEMENT DIVISION OFFICE AND ADDITION OF BALCONY ROOFING LOCATION: MANAGEMENT BUILDING ONE 4-1, CORNUCA, 320 WING EXTENSION, BALTIMORE CITY	CHECKED/REVIEWED BY: RENATO OMEGA PROJECT MANAGER	RECOMMENDING APPROVAL: ARTURO N. SALAZAR, DM, CESO IV ASSISTANT REGIONAL DIRECTOR, MANAGEMENT SERVICES	APPROVED BY: TIRSO P. PARIAN, JR., CESO IV REGIONAL DIRECTOR	SHEET CONTENT: -ACTUAL PHOTOS -VICINITY MAP SHEET NO: A01 1 6
	SEAL: I HEREBY CERTIFY THAT THE DRAWING AND/OR SPECIFICATIONS ARE THE PROPERTY OF THE ARCHITECT AND ARE NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.					

WITH EXCEPTS ON THESE DRAWINGS, THE ARCHITECT SHALL HAVE THE SOLE RESPONSIBILITY FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT.

Section VIII. Bill of Quantities

Renovation of Planning and Management Division Office and Addition of Balcony Roofing - Admin. Main Building – DENR RO8 P.R. No. 2021-06-0035/ ABC: Ph 2,003,057.55						
Item No.		Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
1.		Renovation of Planning and Management Division Office and Addition of Balcony Roofing - Admin. Main Building – DENR RO8	Lot	1		
		<i>Duration: 180 Days</i>				
		SCOPE OF WORKS:				
	I.	MOBILIZATION	Lot	1		
	II.	CLEARING/ DEMOLITION	Sq.m.	366		
	III.	FORMWORKS/ SCAFFOLDING	Lot	1		
	IV.	ROOFING AND ROOF FRAMING				
		IV.1 PMD OFFICE	Sq.m.	366		
		IV.2 4 th FLOOR BALCONY	Sq.m.	196.23		
	V.	ARCHITECTURAL				
		V.1 CEILING	Sq.m.	180.00		
		V.2 PAINTING				
		V.2a PMD CEILING	Sq.m.	180		
		V.2b BALCONY ROOF STEEL SUPPORT	Sq.m.	162		
		V.3 CABINERY/ PARTITION	Lot	1		
		V.4 TILE WORKS (SERVER ROOM)	Sq.m.	31		
	VI.	ELECTRICAL	Unit	51		
		<i>Pesos _____ Amount in Words _____ and _____ centavos)</i>			TOTAL	
					<i>Php</i>	
Submitted by: <u>Name of the Representative of the Bidder & Signature:</u> _____ Date: _____ Position: _____ Name of the Bidder/Address: _____ _____						

Section IX. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
Or
- (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
- (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, 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; **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.; **and**

- (l) Affidavit of Site Inspection

Financial Documents

- (m) 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**
- (n) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- (o) 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

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

Other documentary requirements under RA No. 9184

- (q) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (r) 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**
- (s) Cash Flow by Quarter.

AFFIDAVIT OF SITE INSPECTION

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

I _____, of legal age, _____,
_____, **[Name of Affiant/ Bidder’s Representative]** [Civil Status] [Nationality] and
residing at _____, under oath, hereby depose and say:

1. That I am the _____ of the _____ [Position in
the Bidder-Supplier] [Name of Bidder-Supplier] with office address at _____; [Address
of Bidder-Supplier];

2. That I have inspected the site for the project, **Renovation of Planning and Management
Division Office and Addition of Balcony Roofing–Admin. Main Bldg. – DENR RO8
[P.R. No. 2021-06-0035/ ABC: Ph 2,003,054.40]** located at DENR Regional Office 8, Sto.
Niño Extension, Tacloban City;

3. That I am making this statement as part of the requirement for the Bid Proposal of the
_____ [Name of Bidder-Supplier] for the project,
**Renovation of Planning and Management Division Office and Addition of Balcony
Roofing – Admin. Main Bldg. – DENR RO8 [P.R. No. 2021-06-0035];**

4. **IN WITNESS WHEREOF**, I have hereunto set my hand this _____ day of
_____, 2021 at _____, Philippines.

MARIA ELISA M. SALAZAR

Witness / End-User

Affiant [Bidder’s Representative]

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of
execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through
competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-
SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her

photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of 2021

**REGIONAL BIDS AND AWARDS COMMITTEE
DENR REGIONAL OFFICE 8**

August 09, 2021