

Republic of the Philippines  
Office of the President

**JHMC**

JOHN HAY MANAGEMENT CORPORATION

a member of The **BCDA** Group

**PHILIPPINE BIDDING DOCUMENTS**  
(As Harmonized with Development Partners)

**PROCUREMENT OF  
INFRASTRUCTURE PROJECT**

**Improvement of JHMC Office:  
Enclosure of OPCEO Office and  
improvement of Level 3**

**ABC: PhP 1,000,000.00**

**PAP Code: INFRA-03**

Government of the Republic of the Philippines

**Sixth Edition  
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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***

## Invitation to Bid for the Improvement of JHMC Office Building: Enclosure of OPCEO Office and improvement of Level 3

1. The John Hay Management Corporation (JHMC), through the Corporate Operating Budget for CY 2024 intends to apply the sum of One Million Pesos (Php 1,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the **Improvement of JHMC Office Building: Enclosure of OPCEO Office and improvement of Level 3**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The JHMC now invites bids for the above Procurement Project. Completion of the Works required is Thirty (30) 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.

JHMC allows the participation of prospective bidders through personal appearance or video conferencing. Bidders may submit their bids using the two (2) separate sealed bid envelopes system or **two (2) password-protected Bidding Documents in compressed archive folders, in case of electronic bid submission**, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements, and the second shall contain the financial component of the bid. Bids shall be submitted in one (1) original copy and two (2) photo copy.

4. Interested bidders may obtain further information from JHMC Office, JHSEZ and inspect the Bidding Documents from 23 September 2024 to 29 October 2024, 9:00 A.M to 4:00 P.M., Mondays to Fridays.
5. A complete set of Bidding Documents may be acquired by interested bidders on 23 September 2024 from JHMC, JHSEZ and website/s below and upon payment of the applicable fee for Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 1,000.00. The Procuring Entity shall allow the bidder to present its proof of payment for the fees and may be presented in person, or through electronic means.

Interested bidders may personally pay for Bidding Documents at the Finance Department, JHMC Office, Camp John Hay, Baguio City.

Payment may also be done via electronic fund transfer or direct bank deposit using the following deposit details:



Payee Name: John Hay Management Corporation  
Depository Bank: Development Bank of the Philippines Session Road, Baguio City  
Branch Account Number: 0510-004308-031

6. The JHMC will hold a Pre-Bid Conference<sup>1</sup> at 10:00 AM on 02 October 2024 at the Board Room, JHMC Office, JHSEZ, Baguio City and/or through videoconferencing/webcasting.

The Pre-bid conference will be conducted in person or face-to-face through video conferencing. Prospective Bidders who opt for video conferencing must inform the BAC Secretariat of their intent through the electronic mail address listed below. The Pre-Bid Conference is open to prospective bidders but attendance shall not be mandatory.

7. Bids must be duly received by the BAC Secretariat through manual submission at the JHMC Office, JHSEZ, Baguio City, on or before 9:30 A.M. on 29 October 2024. 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.
9. Bid opening shall be at 10:00 AM on 29 October 2024 at the Board Room, JHMC Office Building, JHSEZ, Baguio City and/or through video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The JHMC 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:

DARWIN C. PEREZ  
Head, BAC Secretariat  
John Hay Management Corporation  
JHMC Office, Camp John Hay, Baguio City  
Telephone Number (074) 422-4360  
E-mail: [bac@jhmc.com.ph](mailto:bac@jhmc.com.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: [www.jhmc.com.ph](http://www.jhmc.com.ph)

**(SGD.) JANE THERESA G. TABALINGCOS**  
BAC Chairperson

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.

## ***Section II. Instructions to Bidders***

## **1. Scope of Bid**

The Procuring Entity, John Hay Management Corporation invites Bids for the **Improvement of JHMC Office Building: Enclosure of OPCEO Office and improvement of Level 3.**

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 Corporate Operating Budget for CY 2024 in the amount of One Million Pesos (PhP 1,000,000.00)

2.2. The source of funding is:

JHMC Corporate Operating Budget 2024.

## **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. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.2. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.3. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants,

or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address JHMC Conference Room, Sheridan Drive, Camp John Hay, Baguio 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 One Hundred Twenty 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*

# 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: General Construction																								
7.1	Sub-contracting is not allowed.																								
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10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>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>Project Engineer</td> <td>Five (5) Years</td> <td>General Construction and Engineering</td> </tr> <tr> <td>Materials Engineer</td> <td>Five (5) Years</td> <td>General Construction and Engineering</td> </tr> <tr> <td>Construction Safety and Health Officer</td> <td>Five (5) Years</td> <td>General Construction and Engineering</td> </tr> <tr> <td>Foreman</td> <td>Five (5) Years</td> <td>General Construction and Engineering</td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project Engineer	Five (5) Years	General Construction and Engineering	Materials Engineer	Five (5) Years	General Construction and Engineering	Construction Safety and Health Officer	Five (5) Years	General Construction and Engineering	Foreman	Five (5) Years	General Construction and Engineering									
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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> <ol style="list-style-type: none"> <li>a. The amount of not less than 2% of ABC or Twenty Thousand Pesos (PhP 20,000.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>b. The amount of not less than 5% of ABC or Fifty Thousand Pesos (PhP 50,000.00) if bid security is in Surety Bond.</li> </ol>																								
19.2	Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.																								

20	Applicable JHMC Regulatory Permits/Licenses/Fees
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

## ***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

4.1. 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.

4.2. 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	Target date of completion is Thirty (30) Calendar Days upon the effectivity of the Notice to Proceed.
4.1	Upon issuance of Notice to Proceed.
6	The site investigation reports are: existing site conditions
7.2	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, and other similar semi-permanent structures: Five (5) years.
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the updated Program of Work to the Procuring Entity's Representative within Five (5) Calendar days from delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is One Thousand Pesos (Php1,000.00).
13	The amount of the advance payment is fifteen (15) percent to be released within 30 days from receipt of letter and other requirements.
14	No further instructions.
15.1	The date by which "as built" drawings are required is upon request for progress and final billings.
15.2	The amount to be withheld for failing to produce "as built" drawings by the date required is One Thousand Pesos (Php1,000.00) per day of non-submission.

# *Section VI. Specifications*

## **Improvement of JHMC Office: Enclosure of OPCEO Office and Improvement of Level 3**

### **1. SCOPE OF WORK FOR BIDDERS**

- 1.1 To construct, fabricate, and install, all proposed scope of works indicated in the plan and program of work for the Improvement of the JHMC Office Building: Enclosure of OPCEO Office and Improvement of Level 3.
- 1.2 To impose required procedures to improve glass windows seals of the JHMC Office Building.
- 1.3 To impose necessary procedures to eliminate all leaks from the existing office roofing, windows, and etc.
- 1.4 To impose required construction safety practices during the implementation of the project in compliance with the approved Occupational Safety and Health Program as required by the Department of Labor and Employment (DOLE).
- 1.5 To provide and maintain an accessible temporary field office/storage, portable toilets/latrines on approved locations for workers. The Contractor shall be held responsible for the maintenance and protection of all facilities to be provided during the duration of the Contract.
- 1.6 To provide the necessary, required, and sufficient manpower, materials and equipment during the course of the project implementation.
- 1.7 To conduct removal and proper disposal of structures and/or obstructions as indicated in the approved plans. All designated salvageable material shall be removed, without unnecessary damages, for safekeeping and turn-over to the end-user.
- 1.8 To properly and safely dispose all wastes generated during the construction phase in conformance with pertinent rules and regulations.
- 1.9 To supervise or monitor the presence of the assigned Project Personnel (Project Engineer/Facilitator, Materials Engineer and/or Safety Officer) as pledged in the bidding during project implementation.
- 1.10 To conduct site visits to familiarize with the on-site conditions and existing facilities.
- 1.11 To provide as-staked and as-built plans for the completed structure/s, one (1) set original CAD drawing in A3 size, two (2) additional file copies, and electronic file (editable CAD file) of the following:
  - a. Actual layout and location of the structures constructed,
  - b. Details of the constructed structure, and,
  - c. All other details of the project that may be required.
- 1.12 As-built plans shall indicate the details specified in Section 1.9 in any scale not less than 1:100 meters
- 1.13 To submit weekly Statement of Work Accomplishment reports during the duration of the Contract.
- 1.14 To shoulder all costs for power and water utilities to be used during the implementation of the project.
- 1.15 The contractor shall be responsible for all tests and engineering services required by the Specifications. The cost for inspection or test not required by the specifications but which are required by JHMC, will be borne by JHMC.
- 1.16 All tests shall be performed by accredited testing facilities and approved by JHMC, and shall be in accordance with the current standards of the American Society for testing and

- materials, otherwise specified by JHMC. Two (2) copies of the test procedures including results shall be furnished to JHMC.
- 1.17 To immediately report to JHMC all discovered hazardous materials which shall be coordinated by JHMC to the concerned agencies for their appropriate action. All activities in area of concern shall cease until such time that the hazardous materials properly addressed.
  - 1.18 Contractor shall ensure that there will be no smoking, drinking of alcoholic beverages, spitting of saliva, loitering among construction workers assigned in the construction premises.
  - 1.19 The contractor should perform regulated test to prove that all electricals/ electrically powered materials area working, as designed in its function.
  - 1.20 All electronic products should pass all test necessary to promote safety during the installation and operation of the signage/s requiring power/ lighting.
  - 1.21 Contractor shall restore all damaged property during the project implementation to its original state.
  - 1.22 To shoulder all costs of permits necessary for the implementation of the project.

## **2. STANDARDS and SPECIFICATIONS**

The scope of work shall be in conformity with the DPWH standards and specifications stated herein.

### **ITEM No. B.5 - PROJECT BILLBOARD/ SIGNBOARD**

For the information and guidance of the citizenry about the on-going projects being undertaken by JHMC, standard project billboards (JHMC and COA) shall be installed on the vicinity of the project using the standard design as shown in the Plan. Billboard should be properly framed and installed in the most visible location within the vicinity of the project.

### **ITEM No. B.7(1) - OCCUPATIONAL SAFETY AND HEALTH PROGRAM**

This Item shall be in accordance with the provisions, systems and procedures based in the approved and applicable Occupational Safety and Health Program by the Department of Labor and Employment. Appropriate Personal Protective Equipment (PPE), including all safety devices that are necessary during project implementation, shall be provided by the contractor/project owner. All active manpower on site should be in complete and appropriate PPE. Also, the contractor should install necessary signage/s to inform the possible hazards/ warning signs within the vicinity of the project.

### **ITEM No. B.9. – MOBILIZATION/ DEMOBILIZATION**

Prior to mobilization of equipment and materials on site, the contractor shall coordinate with JHMC for the approved areas to be used for stockpiling of materials and parking of equipment on site. No construction materials or equipment should obstruct main access points within the vicinity of the project.

#### **ITEM No. 414 – FORMS AND FALSEWORKS**

The materials to be used in the falsework construction shall be of quantity and quality necessary to withstand the stresses imposed; it may be timber or steel or a combination of both. The workmanship shall be of such quality that the falsework will support the loads imposed on it without excessive settlement or take up beyond maximum capacity.

When using pipe scaffoldings, use of not fabricated ties or wire ropes to lock pipes is not allowed. The contractor should use proper clamps, platforms, ladders, and the like to maintain safety on the project site.

#### **ITEM No. 1002 - PLUMBING WORKS**

This item shall consist of furnishing all materials, tools, equipment and fixtures required as shown on the Plans for the satisfactory performance of the entire plumbing system including installation in accordance with the latest edition of the National Plumbing Code, and this Specification.

All piping materials, fixtures and appliances fitting accessories whether specifically mentioned or not but necessary to complete the Item shall be furnished and installed.

All fixtures, pipes and fittings shall be free from defects and shall be true, smooth, and cylindrical, their inner and outer surfaces being as nearly concentric as practicable. They shall be in all aspects, sound and good casting free from laps, pin holes or other imperfections and shall be neatly dressed and carefully fettled. The ends shall be finished reasonably square to their axes.

Prior to closing/ covering/ installation of enclosure of the entire plumbing system, the assigned engineer from the implementing office shall signify approval, to make sure the system is properly constructed/ installed.

#### **ITEM No. 1003 - CARPENTRY AND JOINERY WALLS**

The work under this Item shall consist of furnishing all required materials, unless stated to be provided by JHMC, fabricated wood work, tools equipment and labor and performing all operations necessary for the satisfactory completion of all carpentry and joinery works in strict accord with applicable drawings, details and this Specifications.

All rivets, nails, screw, bolts and straps shall be provided and used where suitable for fixing carpentry and joinery works. All fasteners shall be brand new and of adequate size to ensure rigidity of connections.

For this project, this item includes proper installation of metal furring (angle, T-runners, Channel) for the fiber cement ceiling and dry walls. Fiber cement board should be installed flat without bulks. Prior installation of boards, the all framing system shall be approved by the assigned engineer representing the implementing office.

#### **ITEM No. 1008 – ALUMINUM AWNING GLASS WINDOWS**

This item shall consist of the aluminum framing for the awning glass windows. All cuts, trims, and joints shall be free from protruding sharp edges to avoid cut. Aluminum frames should have similar color with the existing aluminum windows frames. No broken glasses shall be seen upon the completion of the installation of windows.

For this project, this Item of work shall consist of the installation/ replacement of existing windows at level 3 and PCEO office of the JHMC Office Building. Existing fixed glass shall be converted to awning type windows. Existing awning type windows with large fixed glass shall be converted to smaller awning type as indicated in the plan. This item shall give way to the improvement of ventilation at level 3 of the subject building.

#### **ITEM No. 1010 – WOODEN DOORS**

This item shall consist of all fabricated wooden doors fully equipped with fixing accessories and locking devices as shown on the Plans and in accordance with this Specification.

All doors shall be kiln dry and properly treated with quality ideal to the weather considering the location of the project to avoid excessive warping/ dis alignment upon use. Doors shall be smooth finished with dark brown paint as approved by the engineer representing the implementing office.

#### **ITEM No. 1012 – TEMPERED GLASS WALL, DOUBLE INSULATED**

This item shall consist of the installation of frameless double insulated tempered glass wall (glazed, frosted, and opaque) at the PCEO Office. Preparation of the site should be done properly prior installation of the glass wall and glass doors. The glass should conform to the indicated specs in the plan with high quality accessories required.

#### **ITEM No. 1032 – PAINTING, VARNISHING, AND OTHER RELATED WORKS**

This Item shall consist of furnishing and applying all paint materials including pigments, thinners and mixed paints for steel and wooden structures; sampling, testing and packing; preparation of the surface and application of paint to structures.

Applicable paint on primed and prepped surfaces shall be used for the constructed comfort rooms and existing control points 3, 4, at BCC gate and VOA Gate. Paint shall not be applied during rain, storms or when the air is misty, or when, in the opinion of the Engineer, conditions are otherwise unsatisfactory for the work. Paint shall not be applied upon damp surfaces or upon metal which has absorbed heat sufficient to cause the paint to blister and produce a pervious paint film.

Surfaces of metals to be painted shall be thoroughly cleaned of rust, loose mill, scale, dirt, oil or grease, and other foreign substances. Unless cleaning is to be done by sandblasting, all weld areas, before cleaning is begun, shall be neutralized with a proper chemical, after which they shall be thoroughly rinsed with water.

When called for on the Plans or in the Special Provisions, existing structures shall be given the two coats of field paint as stipulated.

#### **ITEM No. 1046 – MASONRY WALL**

This item shall include construction of 100mm thick non load bearing concrete hallow block wall. CHB shall be standard machine fabricated and shall have fine and even texture and well- defined edges. Dimensions and tolerances shall be as individually specified on the Plans. Unless otherwise indicated on the Plans, masonry mortar shall be composed of one (1) part Portland cement, and two (2) parts fine aggregate by volume

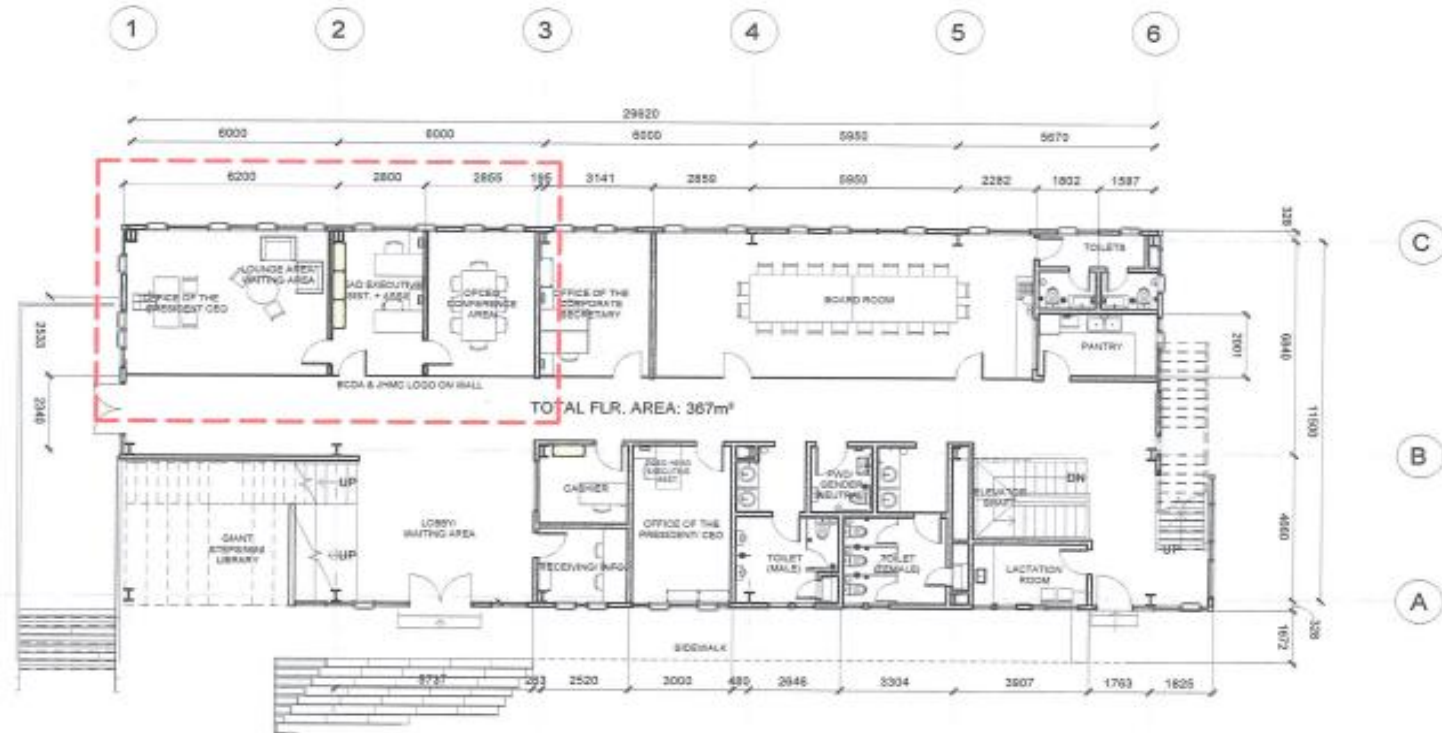
to which hydrated lime has been added in an amount equal to ten (10) mass percent of the cement.

Unless otherwise specified, the vertical and horizontal reinforcements for CHB shall be 10mm diameter at 400 for all wall thicknesses. Lap splices shall be 300 mm long (minimum).

Where CHB walls adjoin steel columns and beams, provide dowels on columns and beams prior to pouring to match CHB wall reinforcement size and spacing. Dowels shall be 600 mm long unless noted otherwise. Corners shall be protected from damage, with substantial board covers. Mortar or grout stains on masonry work shall be removed immediately. Any masonry work showing stains from mortar or concrete, or grout at completion of work, shall be replaced or the entire masonry surface sandblasted to provide uniform approved appearance. Both sides should be properly plastered and painted to match the existing interior walls/ ceilings.

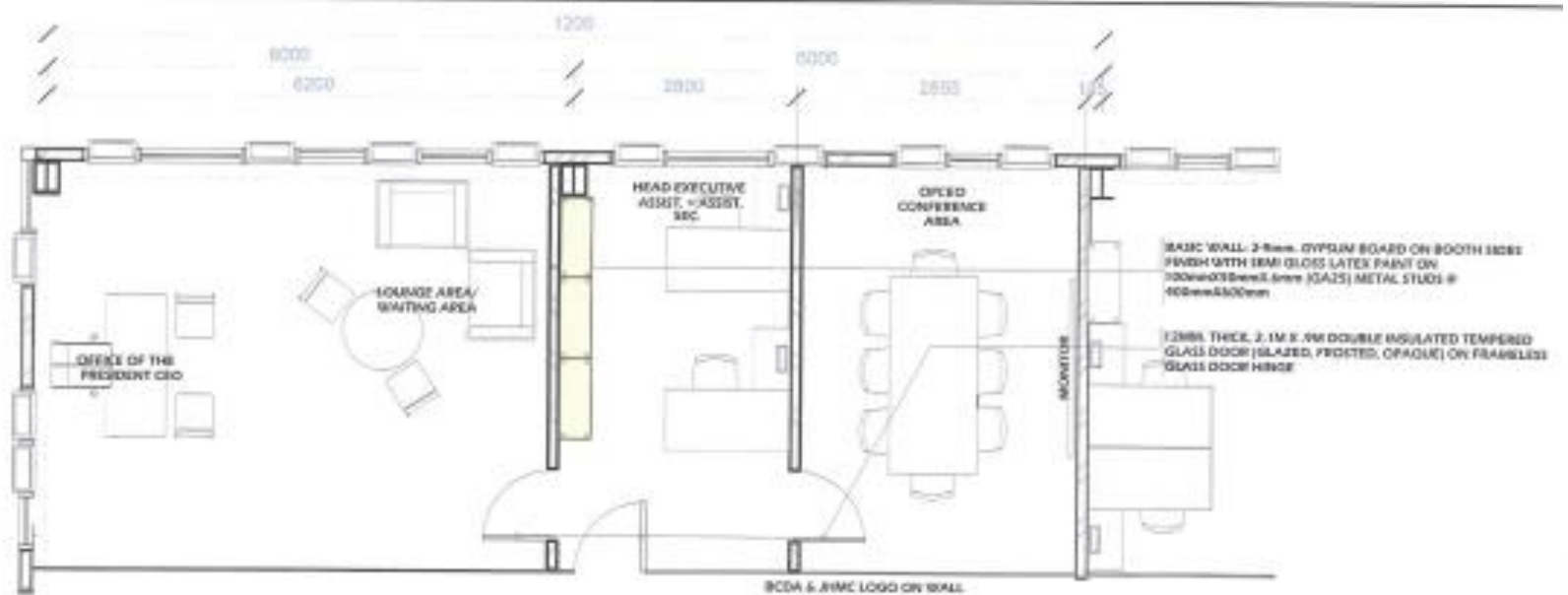
# Section VII. Drawings

## DRAWINGS

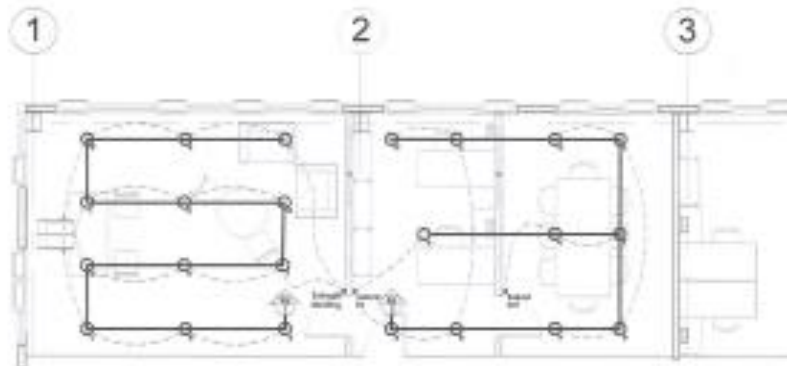


1  
A 1
**OFFICE LAY-OUT PLAN LEVEL 1**  
 SCALE: 1:150 MTRS.

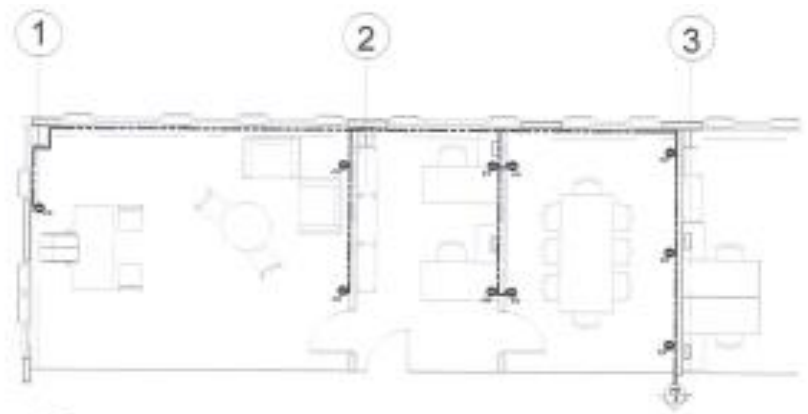




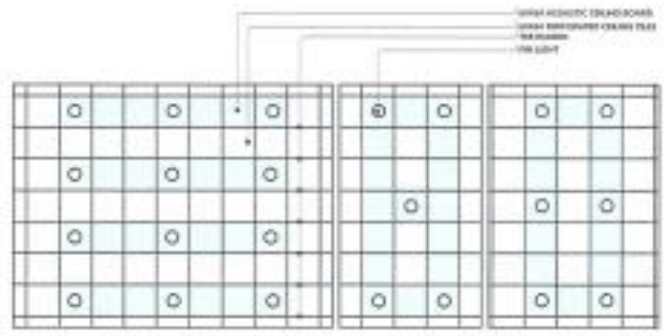
**1 PLAN AND ELEVATION OF PRESIDENT'S OFFICE**  
 SCALE: 50 METRS.



**1** OFFICE OF THE PRESIDENT LIGHTING LAY-OUT  
 SCALE: 1:50 MTRS.



**2** OFFICE OF THE PRESIDENT POWER LAY-OUT  
 SCALE: 1:50 MTRS.



**3** OFFICE OF THE PRESIDENT REFLECTED CEILING PLAN  
 SCALE: 1:50 MTRS.

LOAD COMPUTATION

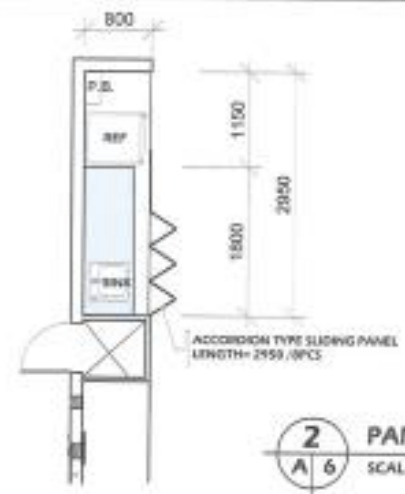
CIRCUIT NO.	DESCRIPTION OF LOADS L.O. C.O. OTHERS	VOLT AMPERES	VOLT (73%)	CURRENT AMPERES	PROTECTION AT AP POLES	WIRE SIZE (mm <sup>2</sup> )		CONDUIT
						HOT (THREE PHASE)	NEUTRAL (THREE PHASE)	
1	11	80	230	22	15 50 20	1.5	1.5	15mm Ø
2	11	50	230	22	15 50 20	1.5	1.5	15mm Ø
3	10	1400	230	7.02	22 50 DP	1.5	1.5	15mm Ø
	22 10	1400	230	8.27				

**4** ELECTRICAL LOAD SCHEDULE  
 SCALE: 1:50 MTRS.

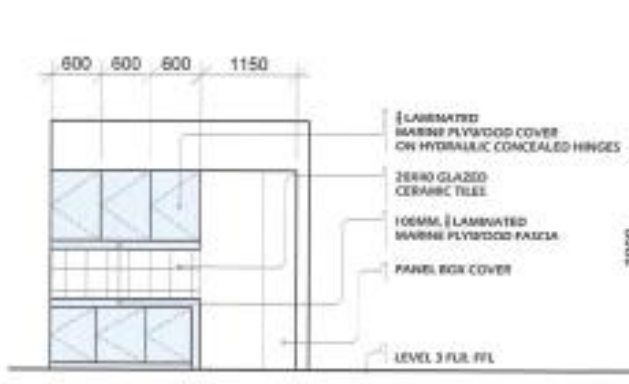


1
A
3
**OFFICE LAY-OUT PLAN LEVEL 3**  
 SCALE: 1:150 MTRS.

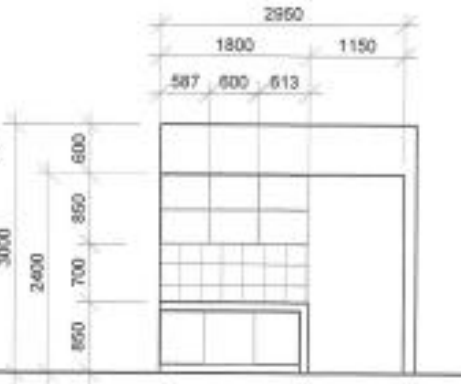
**1 OFFICE LEVEL 3 PANTRY PERSPECTIVE**  
 SCALE: NTS.



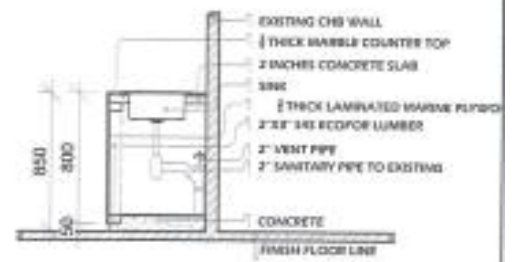
**2 PANTRY PLAN**  
 SCALE: 1:50 METRS.



**3 ELEVATION**  
 SCALE: 1:50 METRS.



**4 SECTION**  
 SCALE: 1:50 METRS.



**5 CROSS SECTION**  
 SCALE: 1:25 METRS.

## *Section VII*

### BILL OF QUANTITIES

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST (PHP)	AMOUNT (PHP)
B.5	Project Billboard/ Signboards	1.00	Each		
B.7(1)	Occupational Safety and Health	1.00	Months		
B.9	Mobilization/ Demobilization	1.00	Lumpsum		
414	Forms and Falseworks	1.00	Lot		
1002	Plumbing Works	1.00	Lumpsum		
1,003.00	Carpentry and Joinery Works	103.80	Square Meter		
1008	Aluminum Awning Glass Windows	36.60	Square Meter		
1010	Wooden Doors	3.40	Square Meter		
1012	Tempered glass, double insulated	36.70	Lumpsum		
1,032.00	Painting, Varnishing, and other related works	1.00	Lumpsum		
1,046.00	Masonry Wall	15.20	Square Meter		
1100(10)	Conduits, Boxes & Fittings (Conduit works/Conduit/Rough-in)	1.00	Lumpsum		
1101(33)	Wires and Wiring devices	1.00	Lumpsum		
1102(1)	Panelboard with Main & BRANCH BREAKERS	1.00	Lumpsum		
1103(1)	Lighting Fixtures and Lamps	1.00	Lumpsum		
1,706.00	Repair/maintenance of roofing, glass windows	1.00	Lumpsum		

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_

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

**GUIDELINES IN PREPARING THE DETAILED UNIT PRICE ANALYSIS (DUPA)**

1. All items of work to be used in preparing the DUPA shall be consistent with the design, plans and specifications prepared by JHMC.
2. For uniformity in the preparation of the Financial Proposal, the DUPA shall be an integral part of the Bidding Documents.
3. All bids shall be composed of the Direct Cost and Indirect Cost.
  - 3.1. **DIRECT COST.**
    - 3.1.1. **MATERIAL COST.** Cost of materials to be used in doing the work item called for, which shall include, among others, the following:
      - 3.1.1.1. Cost at source, including processing, crushing, stockpiling, loading, royalties, local taxes, construction and/or maintenance of haul roads, etc.
      - 3.1.1.2. Expenses for hauling to project site.
      - 3.1.1.3. Handling expenses.
      - 3.1.1.4. Storage expenses.
      - 3.1.1.5. Allowance for waste and/or losses.
    - 3.1.2. **LABOR COST.**
      - 3.1.2.1. Salaries and wages, as authorized by the Department of Labor and Employment.
      - 3.1.2.2. Fringe benefits, such as vacation and sick leaves, benefits under the Workmen's Compensation Act, SSS contributions, allowances, 13th month pay, bonuses, etc.
    - 3.1.3. **EQUIPMENT EXPENSES.**
      - 3.1.3.1. Rental rates of equipment shall be based on the prevailing "Association of Carriers and Equipment Lessors, (ACEL) Inc." approved for use by the DPWH-CAR. Rental rates of equipment not indicated in the ACEL booklet shall be taken from the rental rates used by the proponent. The make, model and capacity of the equipment should be indicated in the detailed unit cost analysis.
      - 3.1.3.2. Mobilization and demobilization shall be treated as a separate pay item. It shall be computed based on the equipment requirements of the project stipulated in the bidder's proposal.
  - 3.2. **INDIRECT COST.**
    - 3.2.1. **Overhead.**
      - 3.2.1.1. Cost to cover power and water consumption and office supplies.
      - 3.2.1.2. Premium on Contractor's All Risk Insurance (CARI).
    - 3.2.2. **Contingencies.** These includes expenses for coordination meetings, ground breaking, inauguration ceremonies and other unforeseen events.
    - 3.2.3. **Miscellaneous Expenses.** Expenses for laboratory tests for quality control.
    - 3.2.4. **Contractor's Profit.**

**Notes:**

1. All sub-items under the General Requirements shall not be subjected to OCM mark-up.
2. The following items under the General Requirements shall not be subjected to Contractor's profit mark-up:
  - a) Mobilization and Demobilization; and
  - b) Permits and clearances

Project Name:

**Improvement of JHMC Office Building: Enclosure of PCEO Office, Improvement of Level 3**

Location:

JHSEZ, Baguio City

**DETAILED UNIT PRICE ANALYSIS**

Item No. 1	Description	Quantity	Unit	Unit Price	Amount	
1.1	xxxxxx	xx	xx			
Direct Cost: (a+b+c)						
Indirect Cost:						
Contractor's Profit (Except Items 2.1 and 2.6)						
Withholding Taxes						
<b>Sub-Total 1:</b> (Sum of Direct and Indirect Cost)						
Item No. 2	Item Description Sub-Item	Unit of Measure:		No.	of	Amount
2.1	Description	No. of Personnel	Daily Rate	No. Working Days	of	Amount
a.	Labor					
	XXXXXXXX	xx	xxxx.xx	xx		<u>xxxx</u>
Total Labor Cost:						<u>xxxx</u>
b.	Equipment	No. of Unit/s	Daily Rate	No. Working Days	of	Amount
	XXXXXXXX	xx	xxxx.xx	xx		<u>xxxx</u>
Total Equipment Rentals:						<u>xxxx</u>
c.	Materials	Quantity	Unit	Unit Price		Amount
	XXXXXXXX	xx	xxxx.xx	xx		<u>xxxx</u>
Total Material Cost:						<u>xxxx</u>
Direct Cost: (a+b+c)						
Indirect Cost:						
Overhead						
Contingencies						
Miscellaneous						
Contractor's Profit						
Withholding Taxes						
<b>Sub-Total 2.1:</b> (Sum of Direct and Indirect Cost)						

2.2	Sub-Item Description	Unit of Measure:			
a.	Labor	No. of Personnel	Daily Rate	No. of Working Days	Amount
	xxxxxxx	xx	xxxx.xx	xx	<u>xxxx</u>
				Total Labor Cost:	<u>xxxx</u>
b.	Equipment	No. of Unit/s	Daily Rate	No. of Working Days	Amount
	xxxxxxx	xx	xxxx.xx	xx	<u>xxxx</u>
				Total Equipment Rentals:	<u>xxxx</u>
c.	Materials	Quantity	Unit	Unit Price	Amount
	Materials	Quantity	Unit	Unit Price	Amount
	xxxxxxx	xx	xxxx.xx	xx	<u>xxxx</u>
				Total Material Cost:	<u>xxxx</u>
		Direct Cost: (a+b+c)			
		Indirect Cost:			
		Overhead			
		Contingencies			
		Miscellaneous			
		Contractor's Profit			
		Withholding Taxes			
		<b>Sub-Total 2.2:</b> (Sum of Direct and Indirect Cost)			
		Item 2. Total Cost: Item 2. Unit Cost:			



Project Name:

**Improvement of JHMC Office Building: Enclosure of PCEO Office,  
Improvement of Level 3**

Location:

Camp John Hay, Baguio City

DUPA Summary

Item No.	Item Description	Unit	Quantity	Direct Cost				Indirect Cost				Item Cost	Unit Cost	Percent		
				Labor	Equipment	Materials	Total	Overhead	Contingencies	Miscellaneous	Contractor's Profit				Withholding Tax	Total
1	#REF!															
2	General Requirements															
3	xxxxx															
4	xxxxx															
5	xxxxx															
6	xxxxx															
7	xxxxx															
8	xxxxx															
9	xxxxx															
10	xxxxx															
11	xxxxx															
12	xxxxx															

	Amount	Percent
Total Direct Cost:		
a. Labor		
b. Equipment		
c. Materials		
Total Indirect Cost:		
a. Overhead		
b. Contingencies		
c. Miscellaneous		
d. Contractor's Profit		
e. Withholding Taxes		
Total Bid Amount:		

## ***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**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) 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**
- (f) 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**
- (g) 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**
- (h) 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**
- (i) 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**
- (j) 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

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

***Class "B" Documents***

- (m) 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**

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

Other documentary requirements under RA No. 9184

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

