

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Visayas Avenue, Diliman, Quezon City, 1128

**REPAIR AND RENOVATION OF VARIOUS
OFFICES IN THE MAIN BUILDING OF THE
DEPARTMENT OF ENVIRONMENT AND
NATURAL RESOURCES-CENTRAL OFFICE
(DENR-CO)**

Bid Ref. No. DENR-CO-2021-017

Approved Budget for the Contract: ₱2,548,567.86

**BIDS AND AWARDS COMMITTEE
July 2021**

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

Visayas Avenue, Diliman, Quezon City, 1128

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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 <i>Proposal</i> and <i>Tender</i> . (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 <i>civil works or works</i> . (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****REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)**

Bid Ref. No. DENR-CO-2021-017

Approved Budget for the Contract: **₱2,548,567.86**

1. The **Department of Environment and Natural Resources (DENR)**, through the FY 2021 General Appropriations Act (GAA) intends to apply the sum of **Pesos: Two Million Five Hundred Forty-Eight Thousand Five Hundred Sixty-Seven & 86/100 (₱ 2,548,567.86)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Repair and Renovation of Various Offices in the Main Building of the DENR-CO:**

Description	Qty.	Total ABC ₱ (VAT Inclusive)	Funding Source	Bid Security: Bid Securing Declaration OR Cash/Cashier's/ Manager's Check, Bank Draft/ Guarantee, Irrevocable Letter of Credit*equivalent to at least 2% of the ABC (₱)	Bid Security: Surety Bond** (5%)(₱)	Cost/Price of Bid Documents (cash payment only) (₱)
Repair and Renovation of Various Offices in the Main Building of the DENR-CO	1 lot	2,548,567.86	FY 2021 GAA	50,971.36	127,428.39	5,000.00

* *Only those issued and confirmed by a Local Universal or Local Commercial Bank*

** *Must be callable upon demand issued by a Surety or Insurance Company duly certified by the Insurance Commission as authorized to issue such bond*

- Bids received in excess of the ABC shall automatically be rejected at Bid opening. Late bids shall not be accepted.
- DENR now invites bids from eligible bidders for the **Repair and Renovation of Various Offices in the Main Building of the DENR-CO** (hereinafter referred to as WORKS). **The PCAB License must indicate PCAB registered contractor for Government Projects.**
- Completion of Works is within **ninety (90) calendar days** from receipt of Notice to Proceed.
Project Site: DENR Main Building, DENR Compound, Visayas Ave., Diliman, Quezon City
- Prospective Bidder must have completed a single contract similar to the project, equivalent to at least fifty percent (50%) of the ABC.
For purposes of this project, similar contracts shall refer to contracts involving **repair/renovation/rehabilitation/construction of buildings.**
- Open competitive bidding procedures will be conducted using a non-discretionary "pass/fail" criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 9184, otherwise known as the "Government Procurement Reform Act". All particulars relative to this bidding including Eligibility Checking, Bid Security, Evaluation and Post-Qualification Procedures and Award of Contract shall be governed by R.A. 9184 and its Revised IRR.
- Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organization with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.



8. The Invitation to Bid and Bidding Documents may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and DENR website at www.denr.gov.ph.
9. The complete set of Bidding Documents may be acquired by interested bidders upon payment of the corresponding fee as indicated above not later than the schedule of submission of bids. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.
10. The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	TIME	VENUE
1. Sale and Issuance of Bid Documents	9:00 AM to 4:00 PM only Mondays to Fridays Starting 29 July 2021	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
2. Orientation for Bidders on the Conduct of Online Conferences	05 August 2021, (Thursday) 10:00 AM	Online via Google Meet Platform**
3. Pre-Bid Conference	06 August 2021, (Friday) 10:00 AM	Online via Google Meet Platform**
4. Submission of Bid Documents	20 August 2021, (Friday) 8:30 AM	BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
5. Opening of Bids	20 August 2021, (Friday) 9:30 AM	Online via Google Meet Platform**

**** Only two (2) pre-registered representatives per bidder shall be allowed to participate in the Google Meet video conference.**

11. Prospective Bidders interested to join the Orientation for Bidders, Pre-Bid Conference and Bid Opening through Google Meet video conference may send request for the link to the bac.co@denr.gov.ph with the following information together with proof of identity of the attendee a day before the scheduled conference:

- a. Name of Project: _____
- b. Bid Reference No.: _____
- c. Activity: _____
- d. Company Name: _____
- e. Company Address: _____
- f. Name of Representative/s
 - i) _____
 - ii) _____
 (maximum of 2 personnel only)
- g. Email Address/es: _____
- h. Attach Scanned Copy or Photo of Identity

For the Orientation for Bidders on the Conduct of Online Conferences and Pre-Bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.



12. Interested bidders may obtain further information from the BAC Secretariat c/o Dianne G. Ibias at the BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City from 9:00 AM to 4:00 PM only, Mondays to Fridays starting **29 July 2021** at Tel. No. (02) 8926-2675. However, any queries relative to the content of the bid documents and the project requirements can only be made not later than ten (10) calendar days prior to the Submission and Opening of Bids.

13. DENR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder/s.

(sgd.) **EVELYN G. NILLOSAN**
Chief, Management Division &
Alternate Vice Chairperson, Bids & Awards Committee
Date: **28 July 2021**



Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, **Department of Environment and Natural Resources-Central Office** invites Bids for the **REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)** with Project Identification Number **DENR-CO-2021-017**.

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 **FY 2021** in the amount of *Pesos: **Two Million Five Hundred Forty-Eight Thousand Five Hundred Sixty-Seven & 86/100 (PhP2,548,567.86)***.

2.2. The source of funding is:

a. NGA, the **General Appropriations Act**.

3. Bidding Requirements

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

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

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

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

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

5. Eligible Bidders



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

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

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

6. Origin of Associated Goods

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

7. Subcontracts

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

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

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through videoconferencing/webcasting} as indicated 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 the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

- 14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to



Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

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

15. Bid Security

15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

15.2. The Bid and bid security shall be valid until **for one hundred twenty (120) calendar days from the date of opening of bids**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit one copy (1) 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.

All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address of the Bidder in capital letters;
- (c) be addressed to the Procuring Entity’s BAC;
- (d) bear the specific identification of this bidding process indicated in the 1.0; and
- (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, as specified in the IB.

TO	:	THE BIDS AND AWARDS COMMITTEE
		DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
FROM	:	_____
		<i>(Name of Bidder in Capital Letters)</i>
ADDRESS	:	_____
		<i>(Address of Bidder in Capital Letters)</i>
PROJECT	:	_____
BID REF. NO.	:	_____
<i>(In Capital Letters, Indicate the Phrase):</i>		
“DO NOT OPEN BEFORE: _____”		

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 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: <i>Repair/renovation/rehabilitation/construction of buildings.</i>		
7.1	<i>Subcontracting is not allowed.</i>		
10.3	Valid and current Philippine Contractors Accreditation Board (PCAB) License with Principal Classification in General Building Category C or D and at least Small B Contractor. The PCAB license must indicate "PCAB registered contractor for Government Projects."		
10.4	The key personnel must meet the required minimum years of experience set below:		
	Key Personnel	Experience	License/Certificate
	Project Manager	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae • Valid and current Professional Identification Card issued by Professional Regulation Commission (PRC) Civil Engineer/Architect • List of completed or on-going contracts of similar nature • Medical Certificate and NBI Clearance
	Foreman	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae • List of completed or on-going contracts of similar nature • Medical Certificate and NBI Clearance
	Carpenter/s	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae • List of completed or on-going contracts of similar nature • Medical Certificate and NBI Clearance
	Electrician/s	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae • List of completed or on-going contracts of similar nature • Medical Certificate and NBI Clearance
	Tile setter/s	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae • List of completed or on-going contracts of similar nature • Medical Certificate and NBI Clearance
	Plumber/s	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae • List of completed or on-going contracts of similar nature • Medical Certificate and NBI Clearance
	Painter/s	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae • List of completed or on-going contracts of similar nature • Medical Certificate and NBI Clearance



10.5	<p>The minimum major equipment requirements are the following:</p> <ol style="list-style-type: none"> 1. Grinders; 2. Cutters; 3. Air Compressor; 4. Electrical Tools, such as but not limited to pliers, voltmeter, and ammeter 5. Painting Tools, such as but not limited to paint tray, paint rollers and painter's tape; 6. Cleaning Equipment, such as vacuum; and 7. Hauling Tools and Equipment, such as but not limited to wire ropes, sheaves and hauling trucks. 								
12	<i>Alternative Bids shall not be accepted.</i>								
15.1	<p>The bid security must be in any of the following forms issued in favor of the DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR):</p> <table border="1" data-bbox="376 707 1398 880"> <thead> <tr> <th data-bbox="376 707 595 801">Project ABC (₱)</th> <th data-bbox="595 707 938 801">Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)</th> <th data-bbox="938 707 1161 801">Bid Security: Surety Bond (5%) (₱)</th> <th data-bbox="1161 707 1398 801">Original Bid Securing Declaration</th> </tr> </thead> <tbody> <tr> <td data-bbox="376 801 595 880">2,548,567.86</td> <td data-bbox="595 801 938 880">50,971.36</td> <td data-bbox="938 801 1161 880">127,428.39</td> <td data-bbox="1161 801 1398 880">No required percentage</td> </tr> </tbody> </table>	Project ABC (₱)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)	Bid Security: Surety Bond (5%) (₱)	Original Bid Securing Declaration	2,548,567.86	50,971.36	127,428.39	No required percentage
Project ABC (₱)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)	Bid Security: Surety Bond (5%) (₱)	Original Bid Securing Declaration						
2,548,567.86	50,971.36	127,428.39	No required percentage						
19.2	Partial Bid is not Allowed.								
20	<p>Post Qualification: Within a non-extendible period of five (5) calendar days from receipt by the supplier of the Notice from the BAC that the supplier has the Single/Lowest Calculated Bid (S/LCB), the Supplier shall submit and/or present the following requirements for post qualification:</p> <ol style="list-style-type: none"> 1. For Eligibility Documents: <ol style="list-style-type: none"> A. In case bidder submitted its Certificate of PhilGEPS Registration (Platinum Membership) during the bid submission, present original copy and submit certified true copy of the following Class "A" eligibility documents: <ol style="list-style-type: none"> i. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives; ii. Copy of valid and current Business/Mayor's Permit issued to bidder by the city or municipality where the principal place of business of the bidder is located or the equivalent document for Exclusive Economic Zones or Areas; iii. Current and valid Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); iv. Audited Financial Statements (AFS) for CY 2020 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2021; B. In case bidder submitted the Class "A" eligibility documents during the bid submission, present original copies of the same and submit copy of the Certificate of PhilGEPS Registration (Platinum Membership). <p><i>(In case of Joint Venture between local companies, both partners must present/submit the Class "A" eligibility documents. In case of foreign partner, item "1.A.i" is not applicable, but must submit any equivalent document.)</i></p> 2. Present original copy and submit certified true copy of the following: <ol style="list-style-type: none"> a) 2020 Annual Income Tax Return and Latest Income Tax Returns per Revenue Regulations 3-2005; <i>Tax returns filed through the Electronic Filing and Payments System (EFPS). The latest income and business tax returns are those within the last six months preceding the date of bid</i> 								



submission (including copy of VAT returns and corresponding payments for the last 6 months):

- b) POs or Contracts for all Ongoing Contracts as listed per submitted **Annex I** with corresponding contact details (contact person/email address/contact number);
- c) Certificate of Site Inspection issued by the General Services Division
- d) Valid and current SSS Clearance or Latest Quarter Premium Remittances and DOLE Clearance/Certificate of No Pending Case **or** Undertaking to present original and submit certified true copy of a valid and current SSS Clearance or latest quarter premium remittances and DOLE Clearance if declared as Lowest/Single Calculated and Responsive Bid (L/SCRB) per **Annex VI**.

(In case of Joint Venture between local companies, both partners must present/submit above item a. In case of foreign partner, must present/submit Corporate Financial Statement or Annual Report)

3. Submit original copy of the following:

- a) Company Profile (per **Annex VII**). Company printed brochure may be included;
- b) Vicinity map/location of the business
- c) List of contractor’s Key Personnel & support staff attached with Certificate of Availability of Key Personnel (per **Annex VIII**); Curriculum Vitae and copies of the following additional documentary requirements:

No .	Key Personnel/ Support Staff	Documentary Requirements
1	Project Manager	<ul style="list-style-type: none"> • Valid and current PRC ID Civil Engineer/Architect. • Certification or equivalent document to prove three (3) years of experience. • List of completed or on-going contracts of similar nature. • Medical Certificate and NBI Clearance.
2	Foreman	<ul style="list-style-type: none"> • Certification or equivalent document to prove three (3) years of experience. • List of completed or on-going contracts of similar nature. • Medical Certificate and NBI Clearance.
3	Carpenter/s	<ul style="list-style-type: none"> • Certification or equivalent document to prove three (3) years of experience. • List of completed or on-going contracts of similar nature. • Medical Certificate and NBI Clearance.
4	Electrician/s	<ul style="list-style-type: none"> • Certification or equivalent document to prove three (3) years of experience. • List of completed or on-going contracts of similar nature. • Medical Certificate and NBI Clearance.



		5	Tile Setter/s	<ul style="list-style-type: none"> • Certification or equivalent document to prove three (3) years of experience. • List of completed or on-going contracts of similar nature. • Medical Certificate and NBI Clearance.
		6	Plumber/s	<ul style="list-style-type: none"> • Certification or equivalent document to prove three (3) years of experience. • List of completed or on-going contracts of similar nature. • Medical Certificate and NBI Clearance.
		7	Painter/s	<ul style="list-style-type: none"> • Certification or equivalent document to prove three (3) years of experience. • List of completed or on-going contracts of similar nature. • Medical Certificate and NBI Clearance.
	<p>(In case of Joint Venture, both partners must present/submit items a to b)</p> <p>4. Present original copy of the following:</p> <p>a) Constructor's Performance Evaluation Summary (CPES) with a Final Rating of at least Satisfactory; or Owners Certificate of Acceptance; or Owner's Certificate of Completion per submitted Annex I-A Statement of Single Largest Completed Contract</p> <p>b) Valid and current PCAB License duly signed by the Company's Authorized Managing Officer with Classification/Category in General Building/General Engineering with at least License Category C or D and Size Range of Small B. The PCAB license must indicate "PCAB registered contractor for Government Projects."</p> <p>5. Submit certified true copies of the Eligibility, Technical and Financial Documents in two (2) sets, marked as "COPY 1" and "COPY 2".</p> <p>6. Submit digital/scanned copy of the Eligibility, Technical, Financial and Post-Qualification Documents stored in Universal Serial Bus (USB) flash drive.</p> <p>Failure of the supplier, declared as Single/Lowest Calculated Bid (S/LCB), to duly submit the above requirements or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualify the Supplier for award.</p>			
21	<p>Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as</p> <ol style="list-style-type: none"> 1. construction schedule and S-curve; 2. manpower schedule, construction methods; 3. equipment utilization schedule; 4. construction safety and health program approved by the DOLE; and 5. 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

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>No further instruction.</i>
3.1	<i>The schedule of delivery of the possession of the site to the Contractor is based on the Section VI of the Bidding Documents.</i>
6	The site investigation reports necessary for the project shall be provided by the End-user unit.
7.2	The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period of Two (2) years from the date of issuance of Certificate of Final Acceptance by the DENR.
10	No dayworks are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within fourteen (14) calendar days from receipt of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is Ten Thousand Pesos (PhP10,000.00) .
13	The amount of the advance payment shall not exceed 15% of the total contract price and schedule of payment.
14	Materials and equipment delivered on the site but not completely put in place shall be excluded for payment.
15.1	<p>The date by which operating and maintenance manuals are required is <i>upon delivery of the required items as specified in the Section VI of the Bidding Documents.</i></p> <p>The date by which "as built" drawings are required prior to acceptance and shall be part of the documentary requirement for processing of final payment.</p>
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is Ten Thousand Pesos (PhP10,000.00) .



Section VI. Specifications



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Instruction to Bidders: **Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".**

I. TERMS OF REFERENCE

TERMS OF REFERENCE

Renovation of Various Offices in DENR Central Office
(DENR Compound, Visayas Avenue, Diliman, Quezon City)

1. ABSTRACT

Project Title: Repair and Renovation of Various Office in DENR Central Office

Project Location:

- a. **Renovation of Cashier Office:** Ground Floor Main Building DENR CO, DENR Compound, Visayas Avenue, Diliman, Quezon City
- b. **Renovation of Press Room:** 2nd Floor Main Building DENR CO, DENR Compound, Visayas Avenue, Diliman, Quezon City
- c. **Repair and Renovation of Office of the Undersecretary for LAHRLA:** 6th Floor Main Building DENR CO, DENR Compound, Visayas Avenue, Diliman, Quezon City

Approved Budget for the Contract:	Php 2,548,567.86
a. Renovation of Cashier Office:	Php 730, 545.94
b. Renovation of Press Room:	Php 824, 663.10
c. Repair and Renovation of Office of the Undersecretary for LAHRLA:	Php 993, 358.82

Approved Covered:	226 sq. m.
a. Renovation of Cashier Office:	70 sq.m.
b. Renovation of Press Room:	65 sq.m.
c. Repair and Renovation of Office of the Undersecretary for LAHRLA:	91 sq.m.

Project Duration: 90 Calendar Days

2. BACKGROUND

2.1. Over the years, facilities at the DENR Central Office have degenerated. An extensive repair and/or renovation of various facilities, particularly the Cashier, the Press Room and the Office of the Undersecretary for Legal, Administration, Human Resources and Legislative Affairs, which these Terms of Reference covers, have been initiated to secure safety issues, improve functions, and boost efficiency

3. OBJECTIVES

3.1. To provide the prospective contractors with sufficient background information on the project which shall be completed within the shortest time possible at a cost most advantageous to the government in an acceptable quality and workmanship;

3.2. To describe the proposed project and its components in detail; and

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**TOR of Renovation of Various Offices in DENR Central Office
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3.3. To determine the roles and responsibilities of the winning contractor before, during, and after the construction period.

4. GENERAL SCOPE OF WORKS

4.1. The Contractor, at their own expense, shall supply the necessary Documents, Labor, Materials, Transportation, Tools, Supplies, Equipment, and Appurtenances;

4.2. The Contractor shall manage and supervise the Project to its satisfactory completion in accordance with the Plans, Specifications, and Terms of Reference (TOR) approved by the Head of the Procuring Entity (HoPE) or any duly authorized representative;

4.3. The Contractor shall conduct site inspection to determine the specific needs of the project; and

4.4. The Contractor shall perform the following tasks:

4.4.1. CLEARANCES AND PERMITS

a. Secure the following:

- Notice to Proceed (NTP): notice issued by the HoPE to initiate and authorize the mobilization and implementation of the project;
- Work Permit: permit issued by the GSD, including the rules and regulations to be observed by the Contractor for the duration of the project;

4.4.2. MOBILIZATION AND DEMOBILIZATION

- a. Upon receipt of Notice of Award (NOA), Contractor may process the documentary requirements necessary for issuance of Work Permit by the General Services Division;
- b. Mobilize and transport equipment, materials, and employees to the site upon receipt of Notice to Proceed (NTP) and Work Permit to the project site; and
- c. Demobilize or remove the same upon receipt of clearance from GSD after the completion of the project.

4.4.3. STORAGE

- a. Deliver all supplies and materials at a location designated by the Director of Administrative Service or any duly authorized representative;
- b. Ensure that all supplies and materials are properly turned over and delivered on the designated location in good quality and condition;
- c. Provide a record of delivery indicating its time; and
- d. Store materials to ensure the preservation of their quality and fitness for their work and to facilitate prompt inspection;

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TOR of Renovation of Various Offices in DENR Central Office
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4.4.4. DEMOLITION AND REMOVAL WORKS

- a. Incorporate an itemized list of all necessary demolition works required into the schedule of construction operations;
- b. Perform demolition of all existing structures and kind of obstructions as incorporated in the list within the limit of the project while preventing damage to other facilities in accordance with all applicable laws and ordinances;
- c. Place all unnecessary materials or debris in all approved containers to prevent the spread and accumulation of dust and dirt;
- d. Remove all debris from the project site as often as necessary, but not less than once at the end of each work day; and
- e. Turn over all salvaged materials to the GSD-Building and Grounds Management Section (BGMS)

4.4.5. DAMAGE PREVENTION

- a. Secure the construction site to prevent illegal entry or work damage during the entire duration of the contract;
- b. Observe and undertake necessary precautionary measures against fire by keeping away flammable supplies and materials and providing at least two fire extinguishers;
- c. Comply with pertinent regulations and adopt safety measures, such as but not limited to enclosures, shielding, coverings, warning devices, off limits signs, and safety barricades surrounding the work area;
- d. Undertake all necessary precautions to prevent damages to all existing structures, which are to remain and do not require any modification; and
- e. Assume full responsibility for all incurred damages to all existing structures resulting from the actual construction.

4.4.6. CLEANING

- a. Remove and dispose of all dirt and debris and keep work area clean, neat, and orderly at all times during the progress of the work to prevent accidents; and
- b. Collect and remove all debris from the site daily.

4.4.7. ADDITIONAL WORKS

- a. Perform other works not stated above but necessary to the completion of the Project; and
- b. Provide additional works as necessary with the approval of the Director of Administrative Service or any duly authorized representative



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**TOR of Renovation of Various Offices in DENR Central Office
(DENR Compound, Visayas Avenue, Diliman, Quezon City)**

5. SCOPE OF ARCHITECTURAL AND CIVIL WORKS

5.1. RENOVATION OF CASHIER OFFICE

5.1.1. PLUMBING WORKS

- a. Fit and install necessary plumbing works, including accessories, as shown on the Plans.

5.1.2. TILING WORKS

- a. Lay and install tiles on floors and counter top at the same quality with the existing tiles or those approved by the Director of Administrative Service or any duly authorized representative.

5.1.3. CARPENTRY WORKS

- a. Conduct proper surface preparation;
- b. Install door, including accessories to the satisfaction of the Director of Administrative Service or any duly authorized representative; and
- c. Install vertical louver to the satisfaction of the Director of Administrative Service or any duly authorized representative.

5.1.4. ELECTRICAL WORKS

- a. Perform all electrical works in accordance with the approved Specifications, Plans, and governing Codes and Regulations, such as the Philippine Electrical Code;
- b. Rewire the entire system within the limits of the Project;
- c. Install new electrical wirings, fixtures, switches, and all necessary connections and fittings;
- d. All electrical materials to be used in the unit shall conform to the building standards as set and prescribed by the Electrical Engineer of the building as well as the Electrical and Fire Safety Codes of the Philippines; and
- e. Electrical load should not exceed the maximum electrical load designed for the unit.

5.1.5. PAINTING WORKS

- a. Conduct proper surface preparation prior to application of paints;
- b. Apply environmentally safe, odorless, and anti-bacterial latex paint for walls;
- c. Use sample and desired color that is approved only by the Director of Administrative Service or any duly authorized representative; and
- d. Tape and cover all other surfaces endangered by stains and paint marks with craft paper or any other applicable materials.



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**TOR of Renovation of Various Offices in DENR Central Office
(DENR Compound, Visayas Avenue, Diliman, Quezon City)**

5.2. RENOVATION OF PRESS ROOM

5.2.1. ELECTRICAL WORKS

- a. Perform all electrical works in accordance with the approved Specifications, Plans, and governing Codes and Regulations, such as the Philippine Electrical Code;
- b. Fabricate, furnish, deliver, and install activities at the subject premises;
- c. Comply to the required standards for the furnishing of all labor, materials, and equipment necessary for the complete installation of the work specified herein and as indicated on the drawings; and
- d. Install new electrical wirings, outlets, switches, lightings, and all necessary connections.
- e. Electrical load should not exceed the maximum electrical load designed for the unit.

5.2.2. TILING WORKS

- a. Install tiles approved by the Director of Administrative Service or his duly authorized representative.

5.2.3. CARPENTRY WORKS

- a. Conduct proper surface preparation;
- b. Construct and install cabinets in accordance with Plans and Specifications; and
- c. Install cladding in accordance with Plans and Specifications.

5.2.4. PAINTING WORKS

- a. Conduct proper surface preparation prior to application of paints;
- b. Apply environmentally safe, odorless, and anti-bacterial latex paint for walls;
- c. Use sample and desired color that is approved only by the Director of Administrative Service or his duly authorized representative; and
- d. Tape and cover all other surfaces endangered by stains and paint marks with craft paper or any other applicable materials.

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TOR of Renovation of Various Offices in DENR Central Office
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5.3. RENOVATION OF THE OFFICE OF THE UNDERSECRETARY FOR LEGAL, ADMINISTRATION, HUMAN RESOURCES AND LEGISLATIVE AFFAIRS**5.3.1. ELECTRICAL WORKS**

- a. Install new electrical wirings, lightings, and all necessary connections for identified areas that need rectification.

5.3.2. CARPENTRY WORKS

- a. Conduct proper surface preparation;
- b. Replace damaged ceiling; and
- c. Repair damaged toilet cubicles.

5.3.3. TILING WORKS

- a. Install floor tiles approved by the Director of Administrative Service or any duly authorized representative.

5.3.4. PAINTING WORKS

- a. Conduct proper surface preparation prior to application of paints;
- b. Apply environmentally safe, odorless, and anti-bacterial paint;
- c. Paint ceilings and walls;
- d. Use sample and color that is approved only by the Director of Administrative Service or any duly authorized representative; and
- e. Tape and cover all other surfaces endangered by stains and paint marks with craft paper or any other applicable materials.

6. SPECIFICATIONS OF WORKS

6.1. The Contractor shall perform the above works at par with the following specifications:

6.1.1. CARPENTRY WORKS

- a. All materials to be incorporated in the carpentry and joinery works shall be of approved quality as specified. Before using, all materials shall have been inspected and accepted by the Director of Administrative Service or any authorized representative(s);
- b. All rough hardware such as nails, screws, lag screws, bolts, and other related fasteners required for carpentry work shall be first class quality and locally available; and
- c. All finishing hardware consisting of locksets, latches, bolts and other devices, door closers, knobs, handles, hinges, and other similar hardware shall be first class quality available locally and conforming with the Specifications.

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TOR of Renovation of Various Offices in DENR Central Office
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6.1.2. PAINTING WORKS

- a. The Contractor prior to commencement of the work shall examine the surfaces to be applied with paints, enamels, varnishes, lacquers, sanding sealers, and other related products in order not to jeopardize the quality and appearance of painting or finishing work;
- b. All obstruction materials shall be removed prior to painting and varnishing operations;
- c. Steel works to be encased in concrete shall not be painted. All other steel works shall be given one coat of shop paint of red lead primer, applied thoroughly and evenly to dry surfaces, which have been cleaned, by brush, spray roller coating, floor coating, or dipping at the selection of the Director of Administrative Service or any authorized representative;
- d. Voids, cracks, and all other kinds of defects shall be repaired with proper patching materials and finished flush with the surrounding surfaces;
- e. Marred or damaged shop coats on metal shall be spot primed with appropriate metal primer;
- f. Paint drips, oil, or stains on adjacent surfaces shall be removed and the entire job left clean and acceptable to the Director of Administrative Service or any authorized representative; and
- g. Upon completion of the work, all staging, scaffoldings, and paint containers shall be removed and disposed according to EMS policy and standards.

7. GENERAL REQUIREMENTS

- 7.1. The Contractor shall visit the site and thoroughly inspect existing facilities and properly consider, in the preparation of the supply and installation, how such conditions will affect the work indicated on the Plans, Specifications, and TOR. Failure to do so will in no way relieve the Contractor of the responsibility for furnishing labor, materials, and equipment required;
- 7.2. The Contractor shall supply and submit a list of manpower, materials, and equipment necessary for the project in accordance with the approved Plans, Specifications, and TOR;
- 7.3. The Contractor shall prepare and submit a soft copy stored in a flash drive and a hard copy of the following:
 - 7.3.1. Architectural Plans;
 - 7.3.2. Electrical Plans; and
 - 7.3.3. Plumbing Plans.

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- 7.4. The Contractor shall submit pictures taken before, on-going, and after the construction;
- 7.5. The Contractor shall submit the following Project Management Tools before the construction:
- 7.5.1. Gantt Chart;
 - 7.5.2. S-Curve; and
 - 7.5.3. Programme Evaluation Review Technique and Critical Path Method.
- 7.6. The Contractor shall submit every Friday of each week a Weekly Report composed of the following attachments and addressed to the Director of Administrative Service or any duly authorized representative:
- 7.6.1. Activity Report, indicating Works in progress; and
 - 7.6.2. Resources Report, indicating manpower, equipment available on site, and materials delivered on site.
- 7.7. The Contractor shall submit every last day of the month a Monthly Report composed of the following attachments and addressed to the Director of Administrative Service or any duly authorized representative:
- 7.7.1. Statement of Work Accomplished (SOWA); and
 - 7.7.2. S-Curve;
- 7.8. The Contractor shall finish with first class workmanship to the satisfaction of the Director of Administrative Service or any duly authorized representative;
- 7.9. The Contractor shall only use materials in accordance to the standards of the Bureau of Research and Standards of the Department of Public Works and Highways, the Department of Science and Technology, or the Department of Trade and Industry;
- 7.10. The contractor shall be responsible for fixing any existing cable or liable for any damage to such cables by reason of this renovation project without the consultation and knowledge of the DENR-KISS. The contractor shall submit Contractors All Risk Insurance;
- 7.11. The Contractor shall adopt a procedure to mitigate the effects to the environment of demolition, repair, painting, and other activities; and
- 7.12. The Contractor shall follow guidelines related to the fight against COVID-19 issued by the Inter-Agency Task Force, DPWH, Quezon City Government, and other offices, agencies, and departments of the Philippines.



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TOR of Renovation of Various Offices in DENR Central Office
(DENR Compound, Visayas Avenue, Dilliman, Quezon City)

8. EQUIPMENT AND MANPOWER REQUIREMENT

8.1. The Contractor shall provide the following key personnel:

Key Personnel	Description	Years of Experience Required	Documents
Project Manager	Licensed Civil Engineer/Architect	Three (3) years	Curriculum Vitae, Valid Professional Identification Card issued by Professional Regulation Commission (PRC)

8.2. The Contractor shall provide the following Support Staff with at least 3 years of experience in their field of work:

- 8.2.1. Foreman;
- 8.2.2. Carpenter/s;
- 8.2.3. Electrician/s;
- 8.2.4. Tile setter/s;
- 8.2.5. Plumber/s; and
- 8.2.6. Painter/s.

8.3. The Contractor shall provide Laborer(s), with no minimum requirement as to number of years of experience;

8.4. The Contractor shall provide the following minimum equipment:

- 8.4.1. Grinders;
- 8.4.2. Cutters;
- 8.4.3. Air compressor;
- 8.4.4. Electrical Tools, such as but not limited to pliers, voltmeter, and ammeter;
- 8.4.5. Painting Tools, such as but not limited to paint tray, paint rollers, and painter's tape;
- 8.4.6. Cleaning Equipment, such as vacuum; and
- 8.4.7. Hauling Tools and Equipment, such as but not limited to wire ropes, sheaves, and hauling trucks.

8.5. The Contractor shall submit the following documents of key personnel:

- 8.5.1. Curriculum Vitae;

**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER**

(page 10 of 24)

**TOR of Renovation of Various Offices in DENR Central Office
(DENR Compound, Visayas Avenue, Diliman, Quezon City)**

8.5.2. Copy of valid and current Professional Identification Card issued by the PRC; and

8.5.3. List of completed or on-going contracts of similar in nature.

8.6. The Contractor shall submit Medical Certificate and NBI Clearance of all personnel.

8.7. The Contractor shall have no history of overdue deliveries or unperformed services intended for the DENR.

9. MODE OF PAYMENT

9.1. The total ABC of this construction, which is not necessarily the contract amount is Two Million Five Hundred Forty Eight Thousand Five Hundred Sixty Seven Pesos and Eighty Six Centavos (Php 2,548,567.86) inclusive of all applicable government taxes and charges;

9.2. The Contractor shall not claim additional payments or damages for any delay or extra expense caused by encountering construction or materials other than anticipated or different from those indicated;

9.3. In consideration of the services to be performed under this TOR, the DENR shall pay the Contractor the contract amount, inclusive of all applicable taxes;

9.4. The DENR shall, upon written request by 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 upon submission of an irrevocable letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission;

9.5. The advance payment shall be repaid by the contractor by deducting fifteen percent (15%) from his periodic progress payments a percentage equal to the percentage of the total contract price used for advance payment;

9.6. Upon submission of an irrevocable letter of credit or bank guarantee issued by a Universal or Commercial Bank, the advance payment shall be allowed and paid within sixty (60) calendar days from signing of the contract. The irrevocable letter of credit or bank guarantee must be for an equivalent amount, shall remain valid until the Works are delivered, and accompanied by a claim for the advance payment;

9.7. Progress payments are subject to retention of ten percent (10%) referred to as the retention money. Such retention shall be based on the total amount due to the contractor prior to any deduction and shall be retained from every progress payment until fifty percent (50%) of the value of works, as determined by the procuring entity, are completed. If, after fifty percent (50%) completion, the work is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten percent (10%) retention shall be imposed;

9.8. Progress payments will be adjusted by the following as applicable:

9.8.1. Cumulative value of the work previously certified and paid for;

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**TOR of Renovation of Various Offices in DENR Central Office
(DENR Compound, Visayas Avenue, Diliman, Quezon City)**

- 9.8.2. Portion of the advance payment to be recouped;
- 9.8.3. Retention money;
- 9.8.4. Amount to cover third-party liabilities; and
- 9.8.5. Amount to cover uncorrected discovered defects in the works.
- 9.9. Payment is given in full only after completion and acceptance of the project.
- 9.10. Mode of Payment shall be through progress billing.

Description	Deliverables	Percentage of Contracted Amount
Progress Billing No. 1	Gantt Chart and PERT/CPM detailing that 35% of the Work Accomplished	35%
Progress Billing No. 2	Gantt Chart and PERT/CPM detailing that 70% of the Work Accomplished	35%
Final Billing	Gantt Chart and PERT/CPM detailing that 100% of the Work Accomplished. Submission of Final Report approved by the Director of Administrative Service or any duly authorized representative and Certificate of Acceptance	30%

10. MISCELLANEOUS PROVISIONS

- 10.1. The Contractor shall conform with the Environment Management System being practiced by the DENR Central Office in accordance with ISO 14001-2015 by providing the following:
- 10.1.1. A List of pre-identified Environmental Aspects and Impacts and the corresponding operational control or crisis response procedures in cases of emergency situations shall be submitted to the GSD three days upon receipt of the NTP;
- 10.1.2. All supplies and materials to be brought inside the DENR premises shall be green labelled or environment friendly (if applicable) and bear the corresponding Material Safety Data Sheet (MSDS);
- 10.1.3. All toxic and hazardous materials necessary for the completion of the project shall be properly labelled with MSDS and placed in a secondary containment, which shall be located at the safest place in the working area; and

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(page 12 of 24)

**TOR of Renovation of Various Offices in DENR Central Office
(DENR Compound, Visayas Avenue, Diliman, Quezon City)**

- 10.1.4. All toxic and hazardous wastes generated shall be properly turned over to Materials Recovery Facility (MRF) of the DENR CO for the inventory and subsequent disposition enlisting the services of authorized treater/transporter.
- 10.2. The Contractor shall ensure that all staff must wear their proper working apparels with IDs and provided with necessary safety gears;
- 10.3. The Contractor shall strictly prohibit the use of polystyrene foam, such as Styrofoam, and plastic in the working area;
- 10.4. The Contractor shall comply with all existing laws, decrees, ordinances, acts and regulations of the Philippines that may affect the contract in any way, including the express and implied warranties and liabilities which may be found therein; and
- 10.5. The Contractor shall comply with all existing laws and pertinent local legislation, executive and administrative orders, together with all implementing rules and regulations issued by the Department of Labor and Employment and other relevant governmental authorities.

11. VIOLATION OF THE TERMS AND CONDITIONS

- 11.1. The Contractor shall hold the DENR free from any and all claims, liabilities, losses and suits arising from the Contractor's services, or the acts, omissions, or conduct of all persons employed or allowed by the Contractor or participate or assist in the performance of its obligations under this TOR;
- 11.2. The DENR shall have the right to declare this Agreement rescinded and terminated after due notice upon failure of the Contractor to comply with any terms and conditions of this Agreement without prejudice to such other rights of the DENR to proceed against the Contractor as may be warranted by the circumstances, including forfeiture of performance bond and/or the filing of appropriate administrative, civil, or criminal charges against the responsible persons; and
- 11.3. If the Contractor shall violate any of the terms and conditions of this TOR, or shall neglect to perform any of their work, duties, functions, responsibilities or obligations stipulated herein, or for any other causes shall not carry the tasks in acceptable manner, and by the reason thereof, the DENR suffers damages or losses, the Contractor shall be assessed a penalty in the form of liquidated damages in the amount of at least equal to 1/10 of 1% of the cost of the unperformed portion for everyday of delay. The Contractor shall be subject to Administrative sanctions pursuant to RA 9184 and its Implementing Rules and Regulation (IRR).

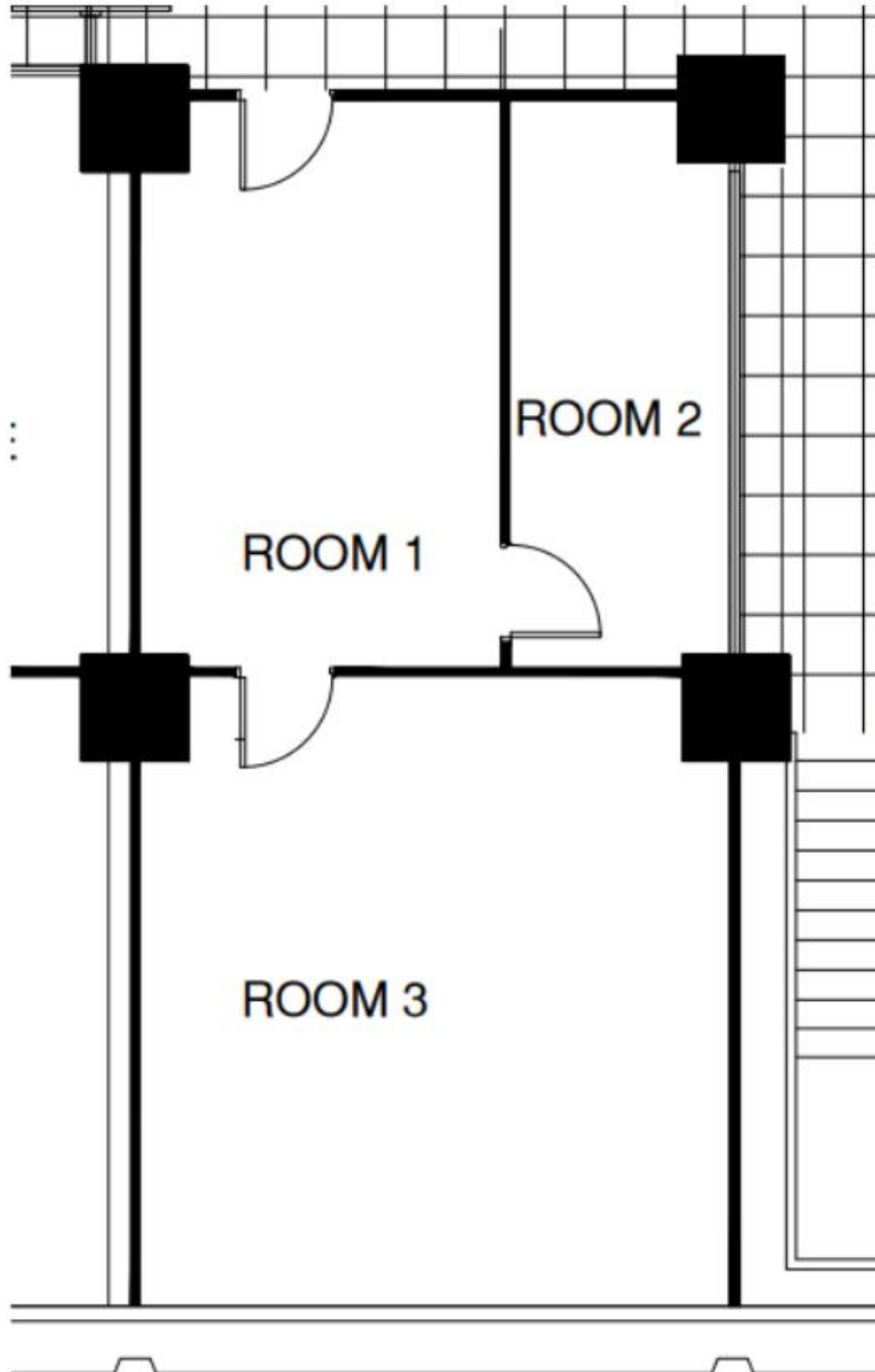


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Cashier's Office

EXISTING LAYOUT





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ROOM 1



PIC 1: Taken upon entry



PIC 2: Taken at the door of room 3



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ROOM 2



PIC 3: Taken showing the transaction area



PIC 3: Taken at the lobby showing the transaction area



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ROOM 3



PIC 5: Taken at the left side of the room



PIC 5: Taken at the right side of the room

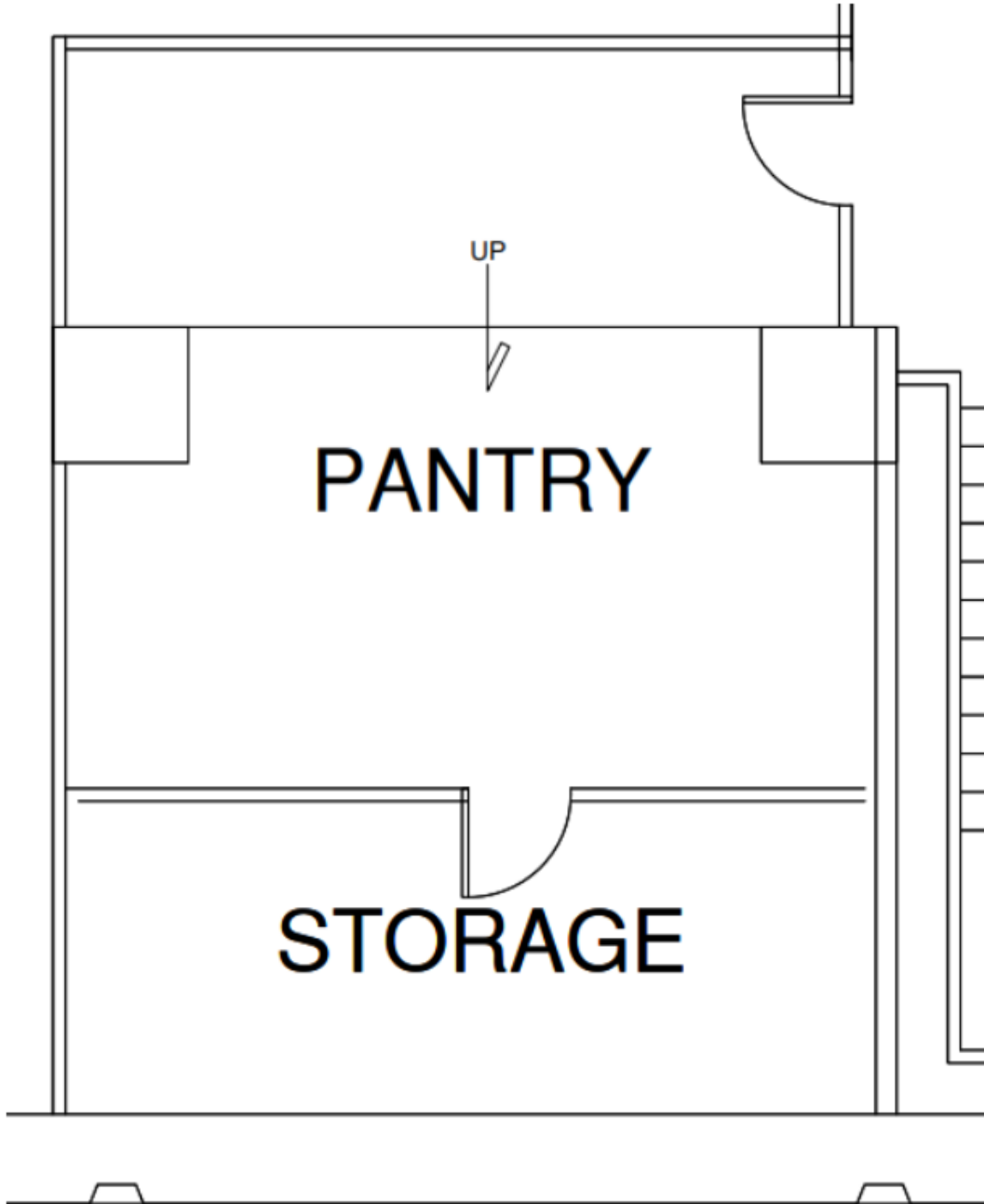


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Press Room

EXISTING LAYOUT





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PIC 1: PICTURE TAKEN UPON ENTRY



PIC 2: PICTURE TAKEN OPPOSITE SIDE OF THE ENTRY



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PIC 3: RIGHT SIDE OF THE STORAGE



PIC 4: LEFT SIDE OF THE STORAGE



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**Office of the Undersecretary for Legal, Administration,
Human Resources and Legislative Affairs (LAHRLA)**

ROOM 1 – CONFERENCE ROOM



PIC 1: Taken upon entry



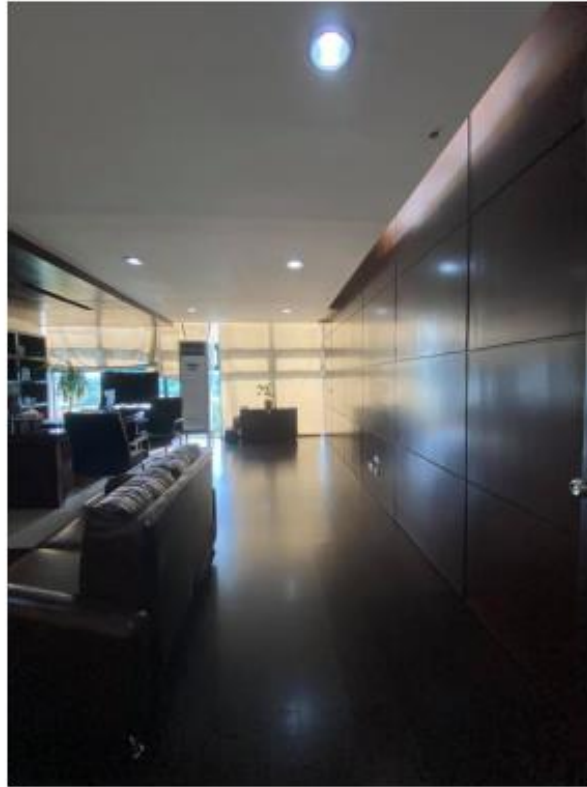
PIC 2: Taken from the window side



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ROOM 2 – EXECUTIVE OFFICE



PIC 3: Taken upon entry



PIC 4: Closer look at the existing tongue and groove



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PIC 5: Closer look at the existing tongue and groove

ROOM 3 – ANTE ROOM



PIC 6: Taken upon entry



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PIC 7: Taken from the window side

Prepared and Submitted by:


AR. KATRINA CARLA I. CATAPANG, rmp
OIC Chief, GSD-BGMS

Noted by:


ENGR. GUILLERMO V. ESTIPONA JR.
OIC Chief, GSD

Approved by:


ROLANDO R. CASTRO
Director, AS



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II. OTHER REQUIREMENTS

1. Contractor to submit pictures/photos before, during and after repair and rehabilitation.
2. All Materials to be used must be compliant with the Product Quality Standards set by the Bureau of Philippine Standards-DTI
3. All Materials to be used in the project must be presented for approval to DENR Authorized Representatives prior to its installation.
4. Bidder has no overdue deliveries or unperformed services intended for DENR.
5. Bidder did not participate as a consultant in the preparation of the design or technical specification of the WORKS subject of the bid.

III. REQUIREMENTS IF AWARDED THE CONTRACT

The Contractor shall submit the following within fourteen (14) calendar days after issuance of the Notice of Award:

A Detailed Program of Work for approval of DENR’s Authorized Representative, which shall include among others:

- a) The order in which it intends to carry out the work including anticipated timing for each stage of design/detailed engineering and construction.
- b) Periods for review of specific outputs and any other submissions and approvals.
- c) Sequence of timing for inspections and tests as specified in the contract documents.
- d) Number of names and personnel to be assigned for each stage of the work.
- e) List of Equipment required on site for each major stage of the work.
- f) Description of the quality control system to be utilized for the project.

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform/comply) the above Terms of Reference

I/We undertake, if our bid is accepted, to deliver the goods/services in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



Section VII. Drawings



Floor Plan for Cashier's Office (For reference only)





DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DENR COMPOUND, VISAYAS AVENUE, DUMAY, QUEZON CITY
TEL. NO. 8294028

PROJECT TITLE/PROJECT LOCATION
REPAIR AND RENOVATION OF CASHIER
GROUND FLOOR MAIN BUILDING DENR COMPOUND, VISAYAS AVENUE, DUMAY, QUEZON CITY

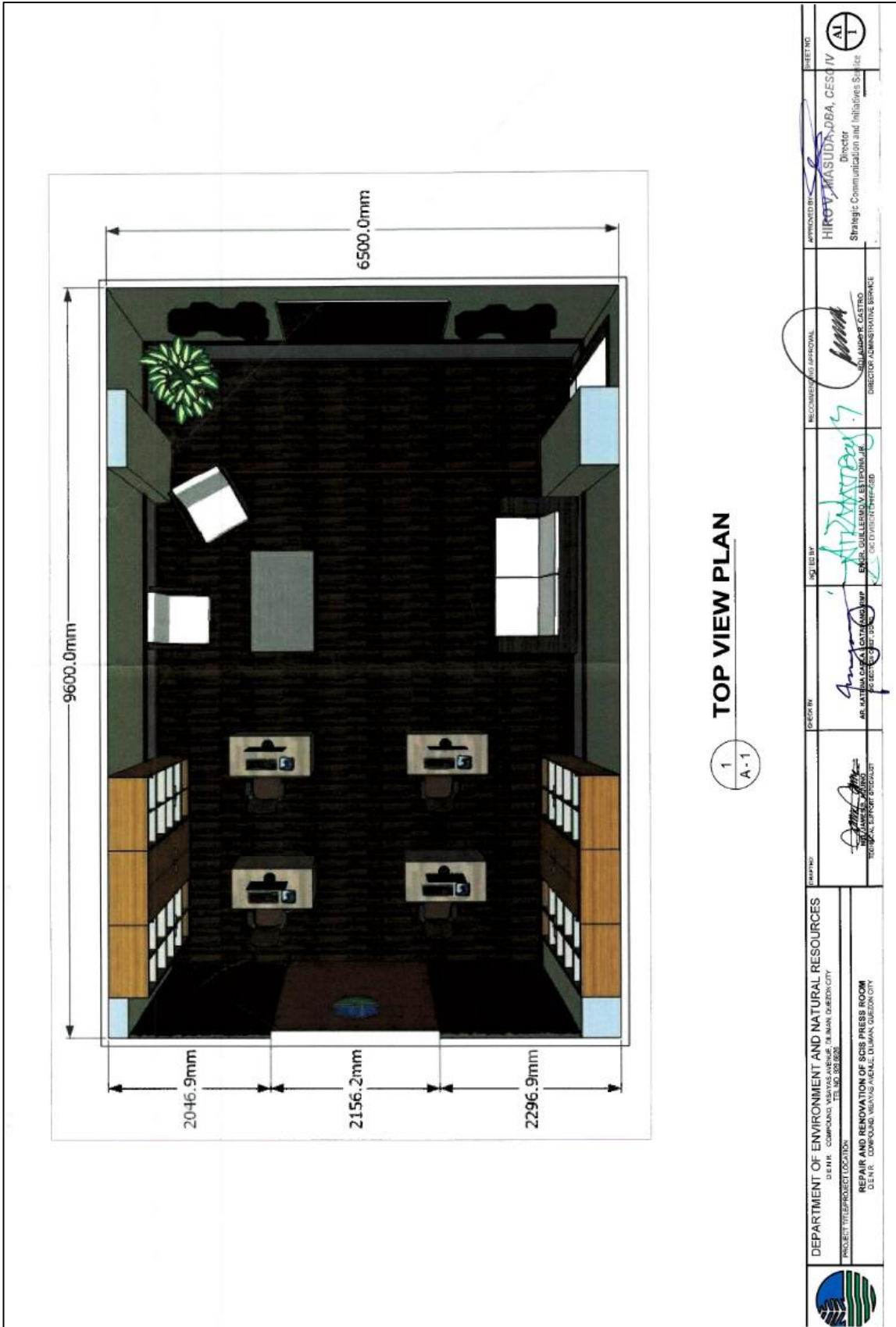
FLOOR PLAN

Guillermo V. Espinosa Jr.
Circ. Chief (GSA)

[Signature]
Circ. Chief (GSA)



Floor Plan for Press Room (For reference only)





<p>1 A-2</p> <p>FRONT VIEW</p>	<p>2 A-2</p> <p>REAR VIEW</p>			
<p>3 A-2</p> <p>RIGHT SIDE VIEW</p>	<p>4 A-2</p> <p>LEFT SIDE VIEW</p>			
<p>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES D.E.N.R. COMPOUND, VERGAS AVENUE, DUMAL, QUEZON CITY TEL. NO. 0294889</p> <p>PROJECT TITLE/PROJECT LOCATION D.E.N.R. COMPOUND, VERGAS AVENUE, DUMAL, QUEZON CITY</p> <p>REPAIR AND RENOVATION OF SCIS PRESS ROOM D.E.N.R. COMPOUND, VERGAS AVENUE, DUMAL, QUEZON CITY</p>				
<p>DRAWN BY ARNELINA GARCIA ARCHITECT, RUP</p>	<p>NOTED BY ENGR. GUILLERMO V. ESTROBAL, JR. ARCHITECT, RUP</p>	<p>RECOMMENDING APPROVAL ROLANDO R. CASTRO DIRECTOR, ADMINISTRATIVE SERVICE</p>	<p>APPROVAL HIRO V. MASUDA, DBA, CESO IV Director Strategic Communication and Initiatives Office</p>	<p>PROJECT NO. A2 1</p>



Floor Plan for Office of the Undersecretary for LAHRLA (For reference only)

TOP VIEW

PERSPECTIVE VIEW

EXECUTIVE OFFICE PERSPECTIVE

CONFERENCE ROOM PERSPECTIVE

ANTE ROOM PERSPECTIVE

<p>DESIGNED BY: Spd. JAMES R. AGUIAO TECHNICAL SERVICES DIVISION</p>	<p>REVISED BY: Spd. ANSELMO CALALAN CATAPIRAN OFFICE OF THE UNDERSECRETARY</p>	<p>REVISED BY: Spd. ROSALYN L. BUSTAMANTE DIVISION CHIEF, AED</p>	<p>RECOMMENDED APPROVAL: Spd. ROSALYN L. BUSTAMANTE DIRECTOR ADMINISTRATIVE SERVICES</p>	<p>APPROVED: Spd. JIMMY MANAYAT DIRECTOR OF OFFICE ADMINISTRATION OFFICE OF THE UNDERSECRETARY</p>	<p>SHEET NO. A-1 1-2</p>
<p>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES 8 F. A. R. C. BUILDING, CORRAL ANCHALTA AVENUE, QUEZON CITY</p> <p>PROJECT TITLE: USEC ADOSSO'S EXECUTIVE OFFICE OHR CORRAL ANCHALTA - 3RD FLOOR - 3RD QUARTER</p>					



Section VIII. Bill of Quantities



BILL OF QUANTITIES
(Prices must be inclusive w/ VAT)

**REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF
THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-
CENTRAL OFFICE (DENR-CO)
Bid Ref. No. DENR-CO-2021-017**

Location: Cashier's Office
Approved Budget for the Contract – PhP730,545.94

Instruction to the Bidder: Indicate cost per line item. DO NOT LEAVE ANY BLANK. FAILURE TO CONFORM WILL RESULT IN A RATING OF “FAILED”.

DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TOTAL COST in PhP
I. GENERAL REQUIREMENTS (Qty.=1 lot)				
Temporary Facilities	1	lot.		
Health and Safety (Safety Gears, skull guards, medicine kit, safety signage)				
Covid-19 Mitigation Materials	1	lot		
PPE	1	lot		
Mobilization and Demobilization	1	lot		
SUBTOTAL I				

II. DEMOLITION AND SITE CLEARING (Qty.=1 lot)				
Demolition (chippine of tiles, removal of old wall papers, etc) , Site Clearing and Site Preparation	1	lot		
SUBTOTAL II				



DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TO TAL COST in PhP
III. TILE WORKS				
(a) Lavatory Tiles (area=7 sq. m.)				
30 x 30 cm. Tiles	82	pcs		
Portland cement	4	bags		
Sand	1	cu. m.		
Tile adhesive	1	bags		
Tile grout	4	kgs		
(b) Counter Tiles (area=4 sq. m.)				
30 x 30 cm. Tiles	47	pcs		
Portland cement	2	bags		
Sand	1	cu. m.		
Tile adhesive	1	bags		
Tile grout	3	kgs		
(c) Pantry Floor Tiles (area=10 sq. m.)				
30 x 30 cm. Tiles	117	pcs		
Portland cement	5	bags		
Sand	1	cu. m.		
Tile adhesive	1	bags		
Tile grout	6	kgs		
SUBTOTAL III				

IV. STRUCTURAL CONCRETE (fc'=27 mPa) Qty=5 cu. m.				
Counter = 5 cu. m.				
Cement	10	bags		
Sand	2	cu. m.		
Gravel (3/4" or 20mm)	1	cu. m.		
SUBTOTAL IV				



DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TO TAL COST in PhP
V. REINFORCING STEEL (Fy = 414 mPa, 276 mPa)				
Counter				
10mm dia. steel bar (6 mts)	14	pcs.		
#16 G.I. Wire	3	kg.		
SUBTOTAL V				

VI. PAINTING WORKS				
(a) Concrete Surfaces (area=80 sq. m.)				
Elastomeric Paint White	3	gals		
Elastomeric Paint Approved Color	2	gals		
Baby Roller # 4	4	pcs		
Roller Brush # 7'	4	pcs		
Roller Plate	2	pcs		
Emulsion Plate	1	gals		
Acrylic Concrete Primer	3	gallons		
Acrylic Gloss Latex Paint (two coats)	7	gallons		
Concrete neutralizer	2	gallons		
Spot putty	4	gallons		
4" paint brush	4	pcs		
2" paint brush	3	pcs		
Sand paper # 120, Patching compound, etc.	1	lot		
(b) Dry Wall (area=100 sq. m.)				
Flatwall enamel	4	gallons		
Quick drying enamel (two coats)	9	gallons		
Paint Thinner	3	gallons		
Gypsum putty	3	gallons		
Sand paper # 120, Patching compound, etc.	1	lot		



DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TO TAL COST in PhP
VI. PAINTING WORKS				
(c) Ceiling (area=95 sq. m.)				
Flatwall enamel	4	gallons		
Quick drying enamel (two coats)	8	gallons		
Paint Thinner	3	gallons		
Gypsum putty	3	gallons		
Sand paper # 120, Patching compound, etc.	1	lot		
(d) Built-in Cabinets (area=15 sq. m.)				
Flatwall enamel	1	gallons		
Quick drying enamel (two coats)	2	gallons		
Paint Thinner	1	gallons		
Gypsum putty	1	gallons		
Sand paper # 120, Patching compound, etc.	1	lot		
SUBTOTAL VI				
VII. CLADDING				
Wallpaper (Qty=55 sq. m.)				
Wall paper	1	lot		
Miscellaneous Materials	1	lot		
SUBTOTAL VII				
VIII. ELECTRICAL WORKS				
Note: Includes all materials needed for electrical works.				
Fluorescent light housing (2x40)	5	pcs		
T5 Fluorescent light 18w	28	pcs		
THHN Wire #12 Stranded (for Line, Neutral & Grounding)	3	box		
Led Bulb day light 7w	10	pcs		
Pin Light	10	pcs		



DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TO TAL COST in PhP
VIII. ELECTRICAL WORKS				
Utility box	14	pcs		
PVC Flexible Hose 3/4 x 50 m	5	rolls		
Electrical conduit pipe 3/4 x 10ft	10	pcs		
Electrical tape	8	rolls		
2 gang outlet w/ plate and screws	20	sets		
3 gang switch w/ plate and screws	1	sets		
2 gang switch with plate and screws	1	sets		
single switch with plate and screws	2	sets		
			SUBTOTAL VIII	

IX. PLUMBING WORKS				
<i>Note: Includes all materials needed for plumbing works.</i>				
Kitchen Sink Double Stainless w/ Accessories	1	set		
Kitchen Sink Center Faucet 14" Goose Neck H. Duty	1	set		
Double Angle Valve H. Duty	1	pcs		
Bidet 1/2 diameter H. Duty	1	pcs		
1/2 diameter pipe H. Duty	5	pcs		
1/2 diameter elbow w/ thread	2	pcs		
1/2 diameter elbow plain	4	pcs		
Teflon Tape 1"	3	pcs		
Silicon Clear Waterproofing	1	tube		
Pipe 2" H. Duty	3	pcs		
Elbow 2"	3	pcs		
Coupling 2"	2	pcs		
Pipe 4" H. Duty	4	pcs		
Elbow 4"	3	pcs		
Coupling 4"	2	pcs		
			SUBTOTAL IX	



DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TOTAL COST in PhP
X. DRY WALL (area=110.76 sq. m.)				
1/4" X 4' X 8' Hardiflex Board	41	pcs		
2" x 3" x 20' Metal Studs	94	pcs		
Metal Screw 1"	500	pcs		
Metal Drill Bit	5	pcs		
Miscellaneous materials (furring clips, fasteners, etc.)	1	lot		
SUBTOTAL X				
XI. CEILING WORKS (Qty=95 sq. m.)				
Note: Includes drop ceiling.				
1/4" x 4' x 8' Marine Plywood	21	pcs		
0.50mm x 5m Metal Furrings	47	pcs		
Miscellaneous materials (furring clips, fasteners, etc.)	1	lot		
SUBTOTAL XI				
XII. FIXED CABINETS				
Cabinets				
1/2" x 4' x 8' Marine Plywood	6	pcs		
Miscellaneous Materials	1	lot		
SUBTOTAL XII				
XIII. DOORS				
Note: Includes all materials needed for the installation of doors.				
Flush Door w/ Jamb	1	set		
Door Knob Lockett	1	set		
Door Knob 2 kgs	1	set		
Doors with complete accessories	1	lot		
SUBTOTAL XIII				

Note: Please indicate "0" or "-" for item/s offered for free to the DENR. Incomplete financial proposal shall be considered non-responsive and thus, automatically disqualified in accordance with Section 32.2.1(a) of the 2016 Revised IRR of RA 9184.



SUMMARY	<u>in PhP</u>
I. GENERAL REQUIREMENTS	
II. DEMOLITION AND SITE CLEARING	
III. TILE WORKS	
IV. STRUCTURAL CONCRETE	
V. REINFORCING STEEL	
VI. PAINTING WORKS	
VII. CLADDING	
VIII. ELECTRICAL WORKS	
IX. PLUMBING WORKS	
X. DRY WALL	
XI. CEILING WORKS	
XII. FIXED CABINETS	
XIII. DOORS	
TOTAL MATERIAL COST	

<i>DIRECT COST</i>	
A. MATERIALS	
B. LABOR	
<i>INDIRECT COST</i>	
C. OCM COST	
D. CONTRACTOR'S PROFIT	
E. VAT & WITHHOLDING TAX	
i. <u>TOTAL COST FOR RENOVATION OF CASHIER'S OFFICE</u>	



Location: Press Room
Approved Budget for the Contract – PhP824,663.10

Instruction to the Bidder: Indicate cost per line item. DO NOT LEAVE ANY BLANK. FAILURE TO CONFORM WILL RESULT IN A RATING OF “FAILED”.

DESCRIPTION	QTY.	UNIT	UNIT COST <u>in PhP</u>	TOTAL COST <u>in PhP</u>
I. GENERAL REQUIREMENTS (Qty.=1 lot)				
Temporary Facilities	1	lot.		
Health and Safety (Safety Gears, skull guards, medicine kit, safety signage)				
Covid-19 Mitigation Materials	1	lot		
PPE	1	lot		
Mobilization and Demobilization	1	lot		
SUBTOTAL I				

II. DEMOLITION AND SITE CLEARING (Qty.=1 lot)				
Demolition (chippine of tiles, removal of old wall papers, etc) , Site Clearing and Site Preparation	1	lot		
SUBTOTAL II				

III. TILE WORKS				
<i>Main Building Floor Tiles (area=62.4 sq. m.)</i>				
15 x 80 Vinyl Tiles	546	pcs		
Vinyl Adhesive	6	cans		
SUBTOTAL III				



DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TOTAL COST in PhP
IV. PAINTING WORKS				
(a) Concrete Surfaces (area=96.60 sq. m.)				
Acrylic Concrete Primer	4	gallons		
Acrylic Gloss Latex Paint (Two coats)	9	gallons		
Concrete neutralizer	3	gallons		
Spot putty	5	gallons		
Roller with pan	3	pcs		
4" paint brush	3	pcs		
2" paint brush	3	pcs		
Sand paper # 120, Patching compound, etc.	1	lot		
(b) Ceiling (area=75 sq. m.)				
Flatwall enamel	3	gallons		
Quick drying enamel (two coats)	7	gallons		
Paint Thinner	2	gallons		
Gypsum putty	2	gallons		
Sand paper # 120, Patching compound, etc.	1	lot		
(c) Dry Wall (area=70 sq. m.)				
Flatwall enamel	3	gallons		
Quick drying enamel (two coats)	6	gallons		
Paint Thinner	2	gallons		
Gypsum putty	2	gallons		
Sand paper # 120, Patching compound, etc.	1	lot		
SUBTOTAL IV				



DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TOTAL COST in PhP
V. CEILING WORKS (Qty.=75 sq. m.)				
<i>Note: Includes drop ceiling.</i>				
1/4" x 4' x 8' Marine Plywood	28	pcs		
0.50mm x 5m Metal Furrings	63	pcs		
Miscellaneous materials (furring clips, fasteners, etc.)	1	lot		
SUBTOTAL V				

VI. DRY WALL (Area=35 sq. m.)				
1/4" X 4' X 8' Hardiflex Board	26	pcs		
2" x 3" x 20' Metal Studs	30	pcs		
Metal Screw 1"	500	pcs		
Metal Drill Bit	5	pcs		
Miscellaneous materials (furring clips, fasteners, etc.)	1	lot		
SUBTOTAL VI				

VII. WOOD FLOORING (Area=62.4 sq. m.)				
3/4" X 4' X 8' Marine Plywood	46	pcs		
2" x 3" x 6m Good lumber	66	pcs		
Miscellaneous materials (nails, fasteners, etc.)	1	lot		
SUBTOTAL VII				

VIII. DOORS				
<i>Note: Includes all materials needed for the installation of doors.</i>				
Doors with complete accessories	3	sets		
SUBTOTAL VIII				



DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TOTAL COST in PhP
IX. ELECTRICAL WORKS				
Note: Includes all materials needed for electrical works.				
Circuit Breaker(220/40A)	1	pc		
Circuit Breaker (220/20A)	2	pc		
6 branches enclosure	1	pc		
Fluorescent Light housing (2x40)	5	pcs		
T5 Fluorescent light 18w	5	pcs		
THHN Wire #12 Stranded (For Line Neutral & Grounding)	3	rolls		
Led Bulb day light 3.5w	4	pcs		
Led bulb day light 7w	2	pcs		
Pin Light	2	pcs		
Utility box	14	pcs		
Flexible Hose 3/4 x 50m	5	rolls		
Electrical conduit Pipe 3/4 x 10 ft	10	pcs		
Electrical Tape	8	rolls		
2 gang outlet with plate and screws	14	sets		
3 gang switch with plate and screws	1	set		
2 gang switch with plate and screws	1	set		
Single switch with plate and screws	1	set		
SUBTOTAL IX				

Note: Please indicate "0" or "-" for item/s offered for free to the DENR. Incomplete financial proposal shall be considered non-responsive and thus, automatically disqualified in accordance with Section 32.2.1(a) of the 2016 Revised IRR of RA 9184.



SUMMARY	<u>in PhP</u>
I. GENERAL REQUIREMENTS	
II. DEMOLITION AND SITE CLEARING	
III. TILE WORKS	
IV. PAINTING WORKS	
V. CEILING WORKS	
VI. DRY WALL	
VII. WOOD FLOORING	
VIII. DOORS	
IX. ELECTRICAL WORKS	
TOTAL MATERIAL COST	

<i>DIRECT COST</i>	
A. MATERIALS	
B. LABOR	
<i>INDIRECT COST</i>	
C. OCM COST	
D. CONTRACTOR'S PROFIT	
E. VAT & WITHHOLDING TAX	
ii. <u>TOTAL PROJECT COST FOR RENOVATION OF PRESS ROOM</u>	



Location: Office of the Undersecretary for LAHRLA
Approved Budget for the Contract – PhP993,358.82

Instruction to the Bidder: Indicate cost per line item. DO NOT LEAVE ANY BLANK. FAILURE TO CONFORM WILL RESULT IN A RATING OF “FAILED”.

DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TOTAL COST in PhP
I. GENERAL REQUIREMENTS (Qty.=1 lot)				
Temporary Facilities	1	lot.		
Health and Safety (Safety Gears, skull guards, medicine kit, safety signage)				
Covid-19 Mitigation Materials	1	lot		
PPE	1	lot		
Mobilization and Demobilization	1	lot		
SUBTOTAL I				
II. DEMOLITION AND SITE CLEARING (Qty.=1 lot)				
Demolition (chippine of tiles, removal of old wall papers, and other necessary removal works) , Site Clearing and Site Preparation	1	lot		
SUBTOTAL II				
III. TILE WORKS				
<i>Main Building Floor Tiles (F1) (area=85 sq. m.)</i>				
60 x 60cm. Tiles	744	pcs		
Portland cement	41	bags		
Sand	3	cu. m.		
Tile adhesive	14	bags		
Tile grout	45	kgs		
SUBTOTAL III				



DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TOTAL COST in PhP
IV. PAINTING WORKS				
(a) Concrete Surfaces (area=160.00 sq. m.)				
Acrylic Concrete Primer	6	gallons		
Acrylic Gloss Latex Paint (Two coats)	14	gallons		
Concrete neutralizer	4	gallons		
Spot putty	7	gallons		
Roller with pan	5	pcs		
4" paint brush	5	pcs		
2" paint brush	5	pcs		
Sand paper # 120, Patching compound, etc.	1	lot		
(b) Ceiling (area=100.00 sq. m.)				
Flatwall enamel	4	gallons		
Quick drying enamel (two coats)	9	gallons		
Paint Thinner	3	gallons		
Gypsum putty	2	gallons		
Sand paper # 120, Patching compound, etc.	1	lot		
			SUBTOTAL IV	

V. CLADDING				
1.2 x 2.4 m Decorative Panel (design to be approved by end-user)	33	Sq. m.		
Deco Panel Partition/Divider (design to be approved by end-user)	1	pc		
Wooden Wall Cladding	1	lot		
Miscellaneous Materials	1	lot		
			SUBTOTAL V	



DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TOTAL COST in PhP
VI. CEILING WORKS (Qty.=100 sq. m.)				
Note: Includes drop ceiling.				
1/4" x 4' x 8' Marine Plywood	37	pcs		
0.50mm x 5m Metal Furrings	84	pcs		
Miscellaneous materials (furring clips, fasteners, etc.)	1	lot		
SUBTOTAL VI				

VII. ELECTRICAL WORKS				
Note: Includes all materials needed for electrical works.				
Circuit Breaker (220/30A)	3	pcs		
Circuit Breaker (220/20A)	2	pcs		
6 Branches Enclosure	1	pc		
Fluorescent light housing (2x40)	6	pcs		
T5 Fluorescent light 18w	6	pcs		
THHN Wire #12 Stranded (for Line, Neutral & Grounding)	3	rolls		
Led Bulb day light 3.5 w	10	pcs		
Led Bulb day light 7w	11	pcs		
Pin Light	21	pcs		
Utility Box	13	pcs		
Flexible Hose 3/4 x 50 m	5	rolls		
Electrical Conduit Pipe 3/4 x 10 ft	10	pcs		
Electrical Tape	15	rolls		
2 gang outlet with plate and screws	13	sets		
3 gang switch with plate and screws	2	sets		
2 gang switch with plate and screws	1	set		
SUBTOTAL VII				

Note: Please indicate "0" or "-" for item/s offered for free to the DENR. Incomplete financial proposal shall be considered non-responsive and thus, automatically disqualified in accordance with Section 32.2.1(a) of the 2016 Revised IRR of RA 9184.



SUMMARY	<u>in PhP</u>
I. GENERAL REQUIREMENTS	
II. DEMOLITION AND SITE CLEARING	
III. TILE WORKS	
IV. PAINTING WORKS	
V. CLADDING	
VI. CEILING WORKS	
VII. ELECTRICAL WORKS	
TOTAL MATERIAL COST	

<i>DIRECT COST</i>	
A. MATERIALS	
B. LABOR	
<i>INDIRECT COST</i>	
C. OCM COST	
D. CONTRACTOR'S PROFIT	
E. VAT & WITHHOLDING TAX	
iii. <u>TOTAL PROJECT COST FOR REPAIR AND RENOVATION OF OFFICE OF THE UNDERSECRETARY FOR LAHRLA</u>	



PROJECT/LOCATION	ABC (in PhP)	BID COST (in PhP)
i. Renovation of Cashier's Office	730,545.94	
ii. Renovation of Press Room	824,663.10	
iii. Repair and Renovation of Office of the USec for LAHRLA	993,358.82	
GRAND TOTAL COST OF THE PROJECT	2,548,567.86	

Name of Company (in print)

Signature of Company's Authorized Representative

Name & Designation (in print)

Date



Section IX. Checklist of Technical and Financial Documents



DENR BIDS AND AWARDS COMMITTEE

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Project: REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

Bid Ref. No.: DENR-CO-2021-017

APPROVED BUDGET FOR THE CONTRACT: P2,548,567.86

ENVELOPE 1: TECHNICAL COMPONENT

CLASS "A" DOCUMENTS

A. LEGAL DOCUMENTS

<input type="checkbox"/>	(a) Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to bidder; <i>[Note: The valid and current Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated documents, the bidder shall submit, together with the certificate certified true copies of the updated documents]</i> <u>OR</u>
<input type="checkbox"/>	(b) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives or its equivalent document; <u>and</u>
<input type="checkbox"/>	(c) Copy of valid and current Business/Mayor's Permit issued to bidder by the city or municipality where the principal place of business of the bidder is located or the equivalent document for Exclusive Economic Zones or Areas; <u>and</u>
<input type="checkbox"/>	(d) Current and valid Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);

B. TECHNICAL DOCUMENTS

<input type="checkbox"/>	(e) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (per Annex I);
<input type="checkbox"/>	(f) Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid (per Annex I-A). <i>For purposes of this project, similar contracts shall refer to contracts involving repair/renovation/rehabilitation/construction of buildings.</i> <u>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:</u> <ul style="list-style-type: none"> (a) Constructor's Performance Evaluation System (CPES) with a Final Rating of at least SATISFACTORY; <u>or</u> (b) Owner's Certificate of Acceptance, <u>or</u> (c) Owner's Certificate of Completion <p><i>However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.</i></p>



<input type="checkbox"/>	<p>(g) Valid and current Philippine Contractors Accreditation Board (PCAB) License, duly signed by the Authorized Managing Officer, with Principal Classification in General Building Category C or D and at least Small B Contractor. The PCAB license must indicate “PCAB registered contractor for Government Projects.”</p> <p>OR</p>								
<input type="checkbox"/>	<p>Special PCAB License in case of Joint Venture; and registration for the type and cost of the contract to be bid.</p>								
	<p>(h) Original Bid Security must be issued in favor of the DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Project ABC (P)</th> <th style="text-align: center;">Bid Security: Cash, Cashier’s/ Manager’s Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)</th> <th style="text-align: center;">Bid Security: Surety Bond (5%) (P)</th> <th style="text-align: center;">Original Bid Securing Declaration</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2,548,567.86</td> <td style="text-align: center;">50,971.36</td> <td style="text-align: center;">127,428.39</td> <td style="text-align: center;">No required Amount</td> </tr> </tbody> </table> <ol style="list-style-type: none"> 1. Bid Securing Declaration per Annex II; 2. The Cashier’s/Manager’s Check shall be issued by a Local, Universal or Commercial Bank 3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or 4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. <u>Together with the surety bond, a certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.</u> 5. <u>For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security:</u> <p><i>The following are the grounds for forfeiture of Bid Security</i></p> <ul style="list-style-type: none"> ▪ IF A BIDDER: <ol style="list-style-type: none"> a) Withdraws its bid during the period of bid validity. b) Does not accept the correction of errors pursuant to Section 32.2.1 of the IRR of RA 9184. c) Fails to submit the Post Qualification requirements within the prescribed period or a finding against their veracity thereof. d) Submission of eligibility requirements containing false information or falsified documents. e) Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding. f) Allowing the use of one’s name, or using the name of another for purposes of public bidding. g) Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid. h) Refusal or failure to post the required performance security within the prescribed time. i) Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification. j) Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor. k) Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful. l) All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons. ▪ IF THE SUCCESSFUL BIDDER: <ol style="list-style-type: none"> a) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or b) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184. <p>Note: Duly notarized or unnotarized Bid Securing Declaration shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.</p>	Project ABC (P)	Bid Security: Cash, Cashier’s/ Manager’s Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Original Bid Securing Declaration	2,548,567.86	50,971.36	127,428.39	No required Amount
Project ABC (P)	Bid Security: Cash, Cashier’s/ Manager’s Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Original Bid Securing Declaration						
2,548,567.86	50,971.36	127,428.39	No required Amount						



(i) Conformity with Project Specifications as specified in the Section VI of the Bidding Documents attached with the following:

1. Organizational Chart for the contract to bid;
2. List of contractor's Key Personnel to be assigned to the contract to be bid, with their complete qualifications and experience data and other requirements as specified below. Required Key Personnel are as follows:

Key Personnel	Experience	Documentary Requirements
Project Manager	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae • Valid and current Professional Identification Card issued by Professional Regulatory Commission (PRC) Civil Engineer/Architect
Foreman	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae
Carpenter/s	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae
Electrician/s	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae
Tile setter/s	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae
Plumber/s	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae
Painter/s	Three (3) Years	<ul style="list-style-type: none"> • Curriculum Vitae

3. List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project.

(j) Original **Omnibus Sworn Statement** in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as **Annex III** with attached **Proof of Authority of the bidder's authorized representative/s:**

- i. **FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE):**
Notarized or unnotarized Special Power of Attorney.
- ii. **FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE:**
Notarized or unnotarized Secretary's Certificate evidencing the authority of the designated representative/s.

Notes: 1) *Should there be more than one (1) appointed authorized representatives, use the word "any of the following" or "OR", otherwise, all authorized representatives must sign/initial the bid submission.*
2) *Unnotarized documents shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.*

IN THE CASE OF UNINCORPORATED JOINT VENTURE: Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.

**C. FINANCIAL DOCUMENTS**

- (k) Audited Financial Statements (AFS) for CY 2020 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2021;
- (l) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per **Annex IV**).
- The NFCC computation must be equal to the ABC of this project. The detailed computation using the required formula must be provided.
- In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.**

Class "B" Document: (For Joint Venture)

- (m) Class "B" Document: (For Joint Venture)
- (i) Valid Joint Venture Agreement (JVA)**
The JVA must specify which Partner/Company of the JV shall be designated as Authorized Representative. It must also clearly state the Name of the Officer/s designated as the Authorized Representative/s of the Joint Venture.
- (ii) Each partner of a JV shall likewise submit the following:**
- Valid and current Certificate of PhilGEPS Registration
 - Valid and current PCAB License.
- (iii) Submission of the following by any of the JV partners constitute compliance:**
- Statement of All Ongoing Contracts whether similar or not similar in nature (Annex I)
 - Statement of Single Largest Completed Contract (Annex I-A)
 - Duly signed NFCC
- (iv) Entities forming themselves into a Joint Venture shall likewise submit an additional PCAB license to act in the capacity of such joint venture.**

ENVELOPE 2: FINANCIAL DOCUMENTS

- Completed and signed **Financial Bid Form**. Bidder must submit the following:
- Bid Form per Annex V;**
 - Bid Prices in the Bill of Quantities per Section VIII;**
 - Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid;**
 - Cash flow by quarter or payment schedule;**
 - Digital copy stored in Universal Serial Bus (USB) flash drive in Excel File of Item Nos. 2 to 4.**
- The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.

Note: In case of inconsistency between the Checklist of Requirements for Bidders and the provisions in the Instruction to Bidders/Bid Data Sheet, the Instruction to Bidders/Bid Data Sheet shall prevail.



Section X. Prescribed/Sample Forms



Annex I

(Bidder's Company Letterhead)

REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

Bid Ref. No. DENR-CO-2021-017

Approved Budget for the Contract – P2,548,567.86

Statement of All 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

NAME OF THE CONTRACT (ii.1)	DATE OF CONTRACT (ii.2)	CONTRACT DURATION (ii.3)	OWNER'S NAME AND ADDRESS (ii.4)	NATURE OF WORK (ii.5)	CONTRACTOR'S ROLE (whether sole contractor, subcontractor, or partner in JV and percentage of participation) (ii.6)	TOTAL CONTRACT VALUE AT AWARD (ii.7)	DATE OF COMPLETION OR ESTIMATED COMPLETION TIME (ii.8)	TOTAL CONTRACT VALUE AT COMPLETION IF APPLICABLE (ii.9)	PERCENTAGES OF PLANNED & ACTUAL ACCOMPLISHMENTS, IF APPLICABLE (ii.10)	VALUE OF OUTSTANDING WORKS, IF APPLICABLE (ii.11)

Note: Copies of Pos/Contracts to be submitted only during Post-Qualification if declared as the S/LCB

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date



(Bidder's Company Letterhead)

REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

Bid Ref. No. DENR-CO-2021-017

Approved Budget for the Contract – P2,548,567.86

Statement of Single Largest Completed Contract/s of Similar Nature Equivalent to at Least Fifty Percent (50%) of the ABC

NAME AND DATE OF THE CONTRACT	CONTRACT DURATION AND NATURE OF WORK	OWNER'S NAME AND ADDRESS	CONTRACTOR'S ROLE (whether sole contractor, subcontractor, or partner in JV and percentage of participation)	TOTAL CONTRACT VALUE AT AWARD	DATE OF COMPLETION	TOTAL CONTRACT VALUE AT COMPLETION	PERCENTAGES OF PLANNED & ACTUAL ACCOMPLISHMENTS	DATE OF NOTICE OF AWARD OR NOTICE TO PROCEED	DATE OF OWNER'S CERTIFICATE OF ACCEPTANCE

Note: Attach copy of any of the following documents to this Statement:

- 1) CPES Final Rating with at least Satisfactory Rating; or 2) Owner's Certificate of Acceptance; or 3) Owner's Certificate of Completion

However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date



Annex II

REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

Bid Ref. No. DENR-CO-2021-017

Approved Budget for the Contract – P2,548,567.86

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

BID-SECURING DECLARATION

To: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration¹, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1 (b), 34.2, 40.1, and 69.1, except 69.1 (f) of the IRR of RA 9184; without prejudice to the other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared as the bidder with the Single/Lowest Calculated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

*[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

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

**Annex III**

(Page 1 of 2)

**REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE
(DENR-CO)****Bid Ref. No. DENR-CO-2021-017****Approved Budget for the Contract – P2,548,567.86**

Omnibus Sworn StatementREPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.**AFFIDAVIT**

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

1. Select one, delete the other:

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

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

2. Select one, delete the other:

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

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

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

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

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

**Annex III**

(Page 2 of 2)

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

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

10. In case advance payment was made or given, failure to perform or deliver any of the following obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 3154 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

*[Insert
NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

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

**Annex IV****(Bidder's Company Letterhead)**

REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE
(DENR-CO)

Bid Ref. No. DENR-CO-2021-017

Approved Budget for the Contract – P2,548,567.86

CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY
(Please show figures at how you arrived at the NFCC)

Our **Net Financial Contracting Capacity (NFCC)** which is at least equal to the total ceiling price we are bidding is computed as follows:

CA	=	Current Assets	P
LESS			-
CL	=	Current Liabilities	P
Sub-total 1			P
			X 15
Sub-total 2			P
LESS			-
C	=	Value of all outstanding or uncompleted portions of the project under on-going contracts, including awarded contracts yet to be started coinciding with the contract for this Project	P
NET FINANCIAL CONTRACTING CAPACITY			P

Name & Signature of Authorized Representative

Position / Date

Notes:

- 1) *The phrase "the values of the bidder's Current Assets and Current Liabilities" refers to the values of the current assets and liabilities reflected in the submitted Annual Income Tax Return and Audited Financial Statements filed through BIR's Electronic Filing and Payment System (eFPS).*
- 2) *The value of all outstanding or uncompleted contracts refers to those listed in Annex I*
- 3) *The detailed computation using the required formula must be shown as provided above.*
- 4) *The NFCC computation must at least be equal to the sum of ABC of the project.*



Annex V
(page 1 of 2)

BID FORM

REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

Bid Ref. No. DENR-CO-2021-017

Approved Budget for the Contract – P2,548,567.86

To: **DENR Bids and Awards Committee**
DENR-Central Office
DENR Main Building, DENR Compound
Visayas Avenue, Diliman, Quezon City

I/We, having examined the Philippine Bidding Documents (PBDs) including Supplemental or Bid Bulletins, if any, the receipt of which is hereby duly acknowledge, declare that:

- (a) I/We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, if any, for the Procurement Project: **REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) per Bid Ref. No. DENR-CO-2021-017**;
- (b) We offer to execute the Works for this Contract in accordance with the PBDs;
- (c) The total price of our Bid in words and figures, excluding any discounts offered below is:

Amount in Figures (PhP): _____

Amount in Words: _____
- (d) The discounts offered and the methodology for their application are: [Insert Information]
- (e) The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein and reflected in the detailed estimates.
- (f) Our Bid shall be valid within the period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- (g) If our Bid is accepted, we commit to obtain a Performance Security in the amount of (amount in words) _____ PhP _____, _____% of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines (GPPB Resolution No. 09-2020) for this purpose;
- (h) I/We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (i) I/We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- (j) I/We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.



Annex V
(page 2 of 2)

- (k) I/We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) per Bid Ref. No. DENR-CO-2021-017** of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**.
- (l) We acknowledge that failure to sign each and every page of this **Bid Form**, including the **Bill of Quantities**, shall be a ground for the rejection of our bid.

Name (in print)

Legal Capacity

Signature

Duly authorized to sign the Bid for and behalf of:

Date



Annex VI

(Bidder's Company Letterhead)

**REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)
Bid Ref. No. DENR-CO-2021-017**

UNDERTAKING TO SUBMIT SSS CLEARANCE OR LATEST QUARTER PREMIUM REMITTANCES AND DOLE CLEARANCE IF DECLARED AS THE LOWEST OR SINGLE CALCULATED AND RESPONSIVE BID

I/We, _____ (Name) _____, _____ (Title or Capacity) _____, the duly authorized representative of _____ (Company/Bidder) _____, hereby commit that should we be declared as the Lowest or Single Calculated and Responsive Bid, we shall present original and submit Certified True Copy of our (1) Valid and Current SSS Clearance or latest quarter premium remittances and (2) Valid and Current DOLE Clearance/Certificate of No Pending Case pursuant to GPPB Circular 01-2008 dated 07 March 2008.

This Undertaking shall form part of the Post-Qualification Requirements for the aforesaid procurement project.

Issued this _____ day of _____ in _____, Philippines.

Name of Company (Bidder)

Full Name of Authorized Representative

Address

Signature of Authorized Representative

Tel. No./Fax No.

E-mail Address



Annex VII

(Bidder's Company Letterhead)

**REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)
Bid Ref. No. DENR-CO-2021-017**

COMPANY PROFILE

COMPANY NAME : _____

ADDRESS : _____

HEAD OFFICE : _____

BRANCH : _____

TELEPHONE NUMBER/S

HEAD OFFICE : _____

BRANCH : _____

FAX NUMBER/S

HEAD OFFICE : _____

BRANCH : _____

E-MAIL ADDRESS/ES : _____

NUMBER OF YEARS IN BUSINESS : _____

NUMBER OF EMPLOYEES _____

LIST OF MAJOR STOCKHOLDERS : _____

LIST OF BOARD OF DIRECTORS : _____

LIST OF KEY PERSONNEL (NAME & DESIGNATION WITH SIGNATURE) AS AUTHORIZED CONTACT PERSONS FOR THIS PROJECT [at least THREE (3)] : _____

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date



Annex VIII

(Bidder's Company Letterhead)

**REPAIR AND RENOVATION OF VARIOUS OFFICES IN THE MAIN BUILDING OF THE
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE
(DENR-CO)
Bid Ref. No. DENR-CO-2021-017**

CERTIFICATE OF AVAILABILITY OF KEY PERSONNEL

(Date of Issuance)

MARCIAL C. AMARO, JR., CESO III
Chairperson, Bids and Awards Committee
Department of Environment and Natural Resources-Central Office
Visayas Avenue, Diliman, Quezon City

Dear Sir:

In compliance with the requirements of the DENR-Central Office BAC for the bidding of the _____ *(Name of the Contract)*, we certify that _____ *(Name of the Bidder/Company)* has in its employ key personnel as required in the Bidding Documents, who may be engaged for the construction of the said contract.

Very truly yours,

(Name of Representative)
(Position/Designation)
(Name of the Bidder/Company)