

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Visayas Avenue, Diliman Quezon City, 1128

**PROPOSED CONSTRUCTION OF TWO-STOREY
WAREHOUSE (PHASE I-GROUND FLOOR) OF THE
DEPARTMENT OF ENVIRONMENT AND NATURAL
RESOURCES-CENTRAL OFFICE (DENR-CO)
IB NO. DENR-CO-2019-025**

Approved Budget for the Contract: ₱ 5,000,000.00

BIDS AND AWARDS COMMITTEE

November 2019

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Section I. Invitation to Bid

**INVITATION TO BID**

**PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)
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Approved Budget for the Contract: PhP5,000,000.00

1. The **Department of Environment and Natural Resources (DENR)** intends to apply the sum of **Pesos: Five Million Thousand Pesos Only (₱ 5,000,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Proposed Construction of Two-Storey Warehouse (Phase I-Ground Floor) of the Department of Environment and Natural Resources-Central Office (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) (₱)
Proposed Construction of Two-Storey Warehouse (Phase I-Ground Floor) of DENR-CO	1 lot	5,000,000.00	2019 GAA	100,000.00	250,000.00	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*

2. Bids received in excess of the ABC shall automatically be rejected at Bid opening. Late bids shall not be accepted.
3. DENR now invites Bids from eligible bidders for the **PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)** (hereinafter referred to as **WORKS**). **The PCAB License must indicate PCAB registered contractor for Government Projects.**
4. Completion of Works is within One Hundred Fifty (150) calendar days from receipt of Notice to Proceed.
- Project Site: DENR Main Building, DENR Compound, Visayas Ave., Diliman, Quezon City
5. 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.
6. 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.
7. 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 and/or construction of buildings.

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.

For the 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.

10. The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	TIME	VENUE
1. Sale and Issuance of Bid Documents	8:00 AM to 5:00 PM only Mondays to Fridays Starting 20 November 2019	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
2. Pre-Bid Conference	27 November 2019, (Wednesday) 11:00 AM	Field Operations Conference Room, 5th Floor, DENR Main Building, Visayas Ave., Diliman, Quezon City
3. Submission of Bid Documents	11 December 2019, (Tuesday) 10:30 AM	Office of the BAC Secretariat Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
4. Opening of Bids	11 December 2019, (Tuesday) 11:30 AM	Field Operations Conference Room, 5th Floor, DENR Main Building, Visayas Ave., Diliman, Quezon City

11. 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 8:00 AM to 5:00 PM only, Mondays to Fridays starting **20 November 2019** at Tel. No. 8249-3367. 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.
12. 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) **MARCIAL C. AMARO, JR., CESO III**
Assistant Secretary for Field Operations-Visayas &
Chairperson, Bids & Awards Committee



Section II.

Instructions to Bidders (ITB)

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**INSTRUCTIONS TO BIDDERS (ITB)****A. General****1. Scope of Bid**

- 1.1. The Procuring Entity named in the **BDS** invites bids for the construction of works as described in Section VI. Technical Specifications.
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 27.
- 1.3. The successful Bidder will be expected to complete the Works by the intended completion date specified in SCC Clause 1.17.

2. Source of Funds

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

3. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1 Unless otherwise specified in the **BDS**, 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. In pursuance of this policy, the Funding Source:
 - (a) defines, for purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Procuring Entity, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019;
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition;
 - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the



Procuring Entity, designed to establish bid prices at artificial, non-competitive levels; and

- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded Contract funded by the Funding Source if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing or, or in executing, a Contract funded by the Funding Source.

3.2 Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in ITB Clause 3.1 (a).

3.3 Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a contractor in the bidding for and performance of a contract themselves or through independent auditors as reflected in the GCC Clause 34.

4. Conflict of Interest

4.1 All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be



considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid; or
- (g) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

4.2 In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity (HoPE), members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
- (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and
- (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c), or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.



Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

5. Eligible Bidders

- 5.1 Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:
- (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least seventy five percent (75%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines, and of which at least seventy five percent (75%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines.
 - (e) Persons/entities forming themselves into a JV, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that, in accordance with Letter of Instructions No. 630, Filipino ownership or interest of the joint venture concerned shall be at least seventy five percent (75%): Provided, further, that joint ventures in which Filipino ownership or interest is less than seventy five percent (75%) may be eligible where the structures to be built require the application of techniques and/or technologies which are not adequately possessed by a person/entity meeting the seventy five percent (75%) Filipino ownership requirement: Provided, finally, that in the latter case, Filipino ownership or interest shall not be less than twenty five percent (25%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 5.2 The Procuring Entity may also invite foreign bidders when provided for under any Treaty or International or Executive Agreement as specified in the **BDS**.
- 5.3 Government owned or controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.
- 5.4 (a) 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 Philippine Statistics Authority (PSA) consumer price index. 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.



(b) 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 **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**.

- 5.5 The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

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

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

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

6. Bidder's Responsibilities

- 6.1 The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in ITB Clause 12.1 (b)(iii).
- 6.2 The Bidder is responsible for the following:
- (a) Having taken steps to carefully examine all of the Bidding Documents;
 - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
 - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
 - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin/s as provided under ITB Clause 10.4.
 - (e) Ensuring that it is not "blacklisted" or barred from bidding by the GoP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
 - (f) Ensuring that 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;



- (g) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
- (j) Complying with existing labor laws and standards, in the case of procurement of services. Moreover, bidder undertakes to:

- (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers' wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

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

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and

- (k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

- 6.3 The Bidder, by the act of submitting its bid, shall be deemed to have inspected the site, determined the general characteristics of the contract works and the



conditions for this Project and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

- 6.4 It shall be the sole responsibility of the prospective bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to this Project, including: (a) the location and the nature of the contract, project, or 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.
- 6.5 The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including supplemental/bid bulletins issued are correct and consistent.
- 6.6 Before submitting their bids, the Bidders are deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect the contract in any way.
- 6.7 The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8 The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7. Origin of Goods

There is no restriction on the origin of Goods or Contracting of Works or Services other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

8. Subcontracts

- 8.1 Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Works to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2 Subcontractors must submit the documentary requirements under ITB Clause 12 and comply with the eligibility criteria specified in the BDS. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Works shall be disallowed.
- 8.3 The Bidder may identify the subcontractor to whom a portion of the Works will be subcontracted at any stage of the bidding process or during contract



implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

B. Contents of Bidding Documents

9. Pre-Bid Conference

9.1 (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.

(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid/bidding documents in the PhilGEPS website. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.

9.2 Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.

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

10. Clarification and Amendment of Bidding Documents

10.1 Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10.2 The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.

10.3 Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the



submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.

- 10.4 Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with ITB Clause 0.

C. Preparation of Bids

11. Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.

12. Documents Comprising the Bid: Eligibility and Technical Components

- 12.1 Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) **Eligibility Documents –**

Class “A” Documents:

- (i) PhilGEPSCertificate of Registration and Membership in accordance with Section 8.5.2 of the IRR. *For procurement to be performed overseas, it shall be subject to the Guidelines to be issued by the GPPB;*
- (ii) 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; and

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4.



The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
- (ii.2) date of the contract;
- (ii.3) contract duration;
- (ii.4) owner's name and address;
- (ii.5) nature of work;
- (ii.6) contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
- (ii.7) total contract value at award;
- (ii.8) date of completion or estimated completion time;
- (ii.9) total contract value at completion, if applicable;
- (ii.10) percentages of planned and actual accomplishments, if applicable; and
- (ii.11) value of outstanding works, if applicable.

The statement of the Bidder's SLCC shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted;

- (iii) Unless otherwise provided in the **BDS**, a valid special PCAB License in case of joint ventures, and registration for the type and cost of the contract for this Project; and
- (iv) NFCC computation in accordance with ITB Clause 5.5.

Class "B" Document:

- (v) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

(b) Technical Documents –

- (i) Bid security in accordance with ITB Clause 18. If the Bidder opts to submit the bid security in the form of:
 - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or



- (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
- (ii) Project Requirements, which shall include the following:
 - (ii.1) Organizational chart for the contract to be bid;
 - (ii.2) List of contractor's personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data. These personnel must meet the required minimum years of experience set in the BDS; and
 - (ii.3) 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, which must meet the minimum requirements for the contract set in the BDS; and
- (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section IX. Bidding Forms.

13. Documents Comprising the Bid: Financial Component

13.1 The financial component of the bid shall contain the following:

- (a) Financial Bid Form, which includes bid prices and the bill of quantities, in accordance with ITB Clauses 15.1 and 15.3; and
- (b) Any other document related to the financial component of the bid as stated in the BDS.

13.2 (a) Unless otherwise stated in the BDS, all bids that exceed the ABC shall not be accepted.

- (b) Unless otherwise indicated in the BDS, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
 - (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
 - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the engineer or the responsible unit of the procuring entity and that the estimates are based on adequate detailed engineering (in the case of infrastructure projects) and reflect the quality, supervision and



risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.

- (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances. In the case of infrastructure projects, the procuring entity must also have trained quantity surveyors.
- (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
- (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

14. Alternative Bids

- 14.1. Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 14.2. 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.
- 14.3. Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

15. Bid Prices

- 15.1. The contract shall be for the whole Works, as described in ITB Clause 1.1, based on the priced Bill of Quantities submitted by the Bidder.
- 15.2. The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for.



- 15.3. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, prior to the deadline for submission of bids, shall be included in the rates, prices, and total bid price submitted by the Bidder.
- 15.4. All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as specified in GCC Clause (b)48. Upon the recommendation of the Procuring Entity, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Furthermore, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GoP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

16. Bid Currencies

- 16.1. All bid prices shall be quoted in Philippine Pesos unless otherwise provided in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate prevailing on the day of the Bid Opening.
- 16.2. If so allowed in accordance with ITB Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the exchange rate as published in the Bangko Sentral ng Pilipinas (BSP) reference rate bulletin on the day of the bid opening.
- 16.3. Unless otherwise specified in the BDS, payment of the contract price shall be made in Philippine Pesos.

17. Bid Validity

- 17.1 Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in ITB Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.



18. Bid Security

- 18.1 The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Two percent (2%)
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 33.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2 The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.



- 18.3 No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or upon the lapse of the reglementary period to file a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in ITB Clause 18.2.
- 18.4 Upon signing and execution of the contract, pursuant to ITB Clause 31, and the posting of the performance security, pursuant to ITB Clause 32 the successful Bidder's Bid Security will be discharged, but in no case later than the Bid Security validity period as indicated in **ITB Clause 18.2**.
- 18.5 The bid security may be forfeited:
- (a) **if a Bidder:**
- (i) withdraws its bid during the period of bid validity specified in ITB Clause 17;
 - (ii) does not accept the correction of errors pursuant to ITB Clause 27.3;
 - (iii) has a finding against the veracity of the required documents submitted in accordance with ITB Clause 28.2;
 - (iv) submission of eligibility requirements containing false information or falsified documents;
 - (v) 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;
 - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
 - (vii) 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 LCRB;
 - (viii) refusal or failure to post the required performance security within the prescribed time;
 - (ix) 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;
 - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
 - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
 - (xii) 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.

- (b) if the successful Bidder:
 - (i) fails to sign the contract in accordance with ITB Clause 31; or
 - (ii) fails to furnish performance security in accordance with ITB Clause 33.

19. Format and Signing of Bids

- 19.1 Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section IX. Bidding Forms on or before the deadline specified in the **ITB** Clause 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 19.2 Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3 The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4 Each and every page of the Bid Form, including the Bill of Quantities, under Section IX hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

20. Sealing and Marking of Bids

- 20.1. Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12, in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT,” and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT,” sealing them all in an outer envelope marked “ORIGINAL BID.”
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. ___ - TECHNICAL COMPONENT” and “COPY NO. ___ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. ___,” respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.



- 20.3. The original and the number of copies of the bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
- (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC in accordance with ITB Clause 21;
 - (d) bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21.
- 20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

D. Submission and Opening of Bids

21. Deadline for Submission of Bids

Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the **BDS. In case the deadline for submission of bids fall on a non-working day duly declared by the president, governor or mayor or other government official authorized to make such declaration, the deadline shall be the next working day.**

22. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB Clause 21**, shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of Bid Submission and Opening, the Bidder's name, its representative and the time the late bid was submitted.

23. Modification and Withdrawal of Bids

- 23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with Clause 20, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications



received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

- 23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.
- 23.3. Bids requested to be withdrawn in accordance with ITB Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to ITB Clause 18.4, and the imposition of administrative, civil, and criminal sanctions as prescribed by RA 9184 and its IRR.

24. Opening and Preliminary Examination of Bids

- 24.1. The BAC shall open the Bids in public, immediately after the deadline for the submission and receipt of bids in public, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.
- 24.2. Unless otherwise specified in the BDS, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in ITB Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible Bidder whose first bid envelope was rated "passed." The second envelope of each complying Bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC



- shall rate the bid concerned as “failed.” Only bids that are determined to contain all the bid requirements for both components shall be rated “passed” and shall immediately be considered for evaluation and comparison.
- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in ITB Clause (a)5, the following Class “A” Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR.:
- a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
 - b) Mayor’s/Business permit issued by the local government where the principal place of business of the Bidder is located; and
 - c) Audited Financial Statements showing, among others, the prospective Bidder’s total and current assets and liabilities stamped “received” by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the document required in ITB Clause 12.1(a)(i). Submission of documents required under ITB Clauses (i) to 12.1(a)(iv) by any of the joint venture partners constitutes compliance.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.9. The Bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the Bid Opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.10. To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all Bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.



E. Evaluation and Comparison of Bids

25. Process to be Confidential

- 25.1 Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of ITB Clause 26.
- 25.2 Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

26. Clarification of Bids

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

27. Detailed Evaluation and Comparison of Bids

- 27.1 The Procuring Entity will undertake the detailed evaluation and comparison of Bids which have passed the opening and preliminary examination of Bids, pursuant to ITB Clause 24, in order to determine the Lowest Calculated Bid.
- 27.2 The Lowest Calculated Bid shall be determined in two steps:
- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
 - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 27.3 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 following in the evaluation of bids:
- (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and



- (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 27.4 Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 27.5 The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Bill of Quantities.
- 27.6 Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all Bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 27.7 If so indicated pursuant to ITB Clause 1.2. Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the bid or combination of bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all of the requirements specified for each lot. Bid Security as required by ITB Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in BDS Clause 27.3.

28. Post-Qualification

- 28.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in ITB Clauses 5, 12, and 13.
- 28.2. 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.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the Bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.



- 28.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to ITB Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 28.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower, subject to ITB Clause 30.3.
- 28.5. A negative determination shall result in rejection of the Bidder's bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid, with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation of contract award.
- 28.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 28.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the Bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

29. Reservation Clause

- 29.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 29.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all Bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any



liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the Bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
- (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
- (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:

38.1.1.c.1. If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;

38.1.1.c.2. If the project is no longer necessary as determined by the HoPE; and

38.1.1.c.3. If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

29.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:

- (a) No bids are received;
- (b) All prospective Bidders are declared ineligible;
- (c) All bids fail to comply with all the bid requirements or fail post-qualification; or
- (d) The bidder with the LCRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

F. Award of Contract

30. Contract Award

- 30.1. Subject to ITB Clause 28, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 30.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.



- 30.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
- (a) Submission of valid PCAB license and registration for the type and cost of the contract to be bid for foreign bidders when the Treaty or International or Executive Agreement expressly allows submission of the PCAB license and registration for the type and cost of the contract to be bid as a pre-condition to the Award, within ten (10) calendar days from receipt of the Notice of Award;
 - (b) Posting of the performance security in accordance with ITB Clause 32.;
 - (c) Signing of the contract as provided in ITB Clause 31; and
 - (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

31. Signing of the Contract

- 31.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which Contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 31.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.
- 31.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 31.4. The following documents shall form part of the contract:
- (a) Contract Agreement;
 - (b) Bidding Documents;
 - (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - (d) Performance Security;
 - (e) Notice of Award of Contract; and
 - (f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

32. Performance Security

- 32.1 To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum



period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

- 32.2 The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

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

- 32.3 Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for recommendation of contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.



33. Notice to Proceed

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

34. Protest Mechanism

Decisions of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.



Section III. Bid Data Sheet (BDS)

**Bid Data Sheet (BDS)**

ITB Clause	
1.1	<p>The Procuring Entity is the Department of Environment and Natural Resource (DENR)</p> <p>The name of the Contract is <i>PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)</i></p> <p>The identification number of the Contract is IB No. DENR-CO-2019-025</p>
2.0	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the 2019 GAA in the amount of Pesos: Five Million Pesos Only (₱ 5,000,000.00).</p> <p>The name of the project is: PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)</p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.
5.4 (a)	No further instructions.
5.4 (b)	<p>For this purpose, similar contracts shall refer to contracts which have the same major categories of work.</p> <p><i>“Similar Contracts shall refer to contracts involving repair, renovation and/or construction of buildings.”</i></p>
8.1	Subcontracting not allowed.
8.2	Not applicable
9.1	<p>The Procuring Entity will hold a Pre-bid Conference for this Project on 27 November 2019, 11:00 AM at the 5F Field Operations-Visayas Conference Room, DENR Main Building, Visayas Ave., Diliman, Quezon City</p>
10.1	<p>The procuring Entity’s address is:</p> <p>THE CHAIRPERSON Bids and Awards Committee Department of Environment and Natural Resources (DENR) Visayas Avenue, Diliman, Quezon City E-mail Address: bsdenrco@gmail.com Telefax: (02) 8926-2675</p>
10.4	No further instructions.
12.1	No further instructions.
12.1 (a)(iii)	No further instructions.



12.1 (b)(ii.3)	<p>The minimum work experience requirements for key personnel are the following:</p> <table border="1" data-bbox="288 197 1422 618"> <thead> <tr> <th data-bbox="288 197 662 253">Key Personnel</th> <th data-bbox="662 197 890 253">Experience</th> <th data-bbox="890 197 1422 253">Documentary Requirements</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 253 662 427">1. At least One (1) Project Architect/Engineer</td> <td data-bbox="662 253 890 427">Five (5) Years</td> <td data-bbox="890 253 1422 427"> <ul style="list-style-type: none"> Curriculum Vitae and Valid and current Professional Identification Card issued by Professional Regulatory Board </td> </tr> <tr> <td data-bbox="288 427 662 618">2. At least One (1) Professional Electrical Engineer</td> <td data-bbox="662 427 890 618">Five (5) Years</td> <td data-bbox="890 427 1422 618"> <ul style="list-style-type: none"> Curriculum Vitae and Valid and current Professional Identification Card issued by Professional Regulatory Board </td> </tr> </tbody> </table>	Key Personnel	Experience	Documentary Requirements	1. At least One (1) Project Architect/Engineer	Five (5) Years	<ul style="list-style-type: none"> Curriculum Vitae and Valid and current Professional Identification Card issued by Professional Regulatory Board 	2. At least One (1) Professional Electrical Engineer	Five (5) Years	<ul style="list-style-type: none"> Curriculum Vitae and Valid and current Professional Identification Card issued by Professional Regulatory Board
Key Personnel	Experience	Documentary Requirements								
1. At least One (1) Project Architect/Engineer	Five (5) Years	<ul style="list-style-type: none"> Curriculum Vitae and Valid and current Professional Identification Card issued by Professional Regulatory Board 								
2. At least One (1) Professional Electrical Engineer	Five (5) Years	<ul style="list-style-type: none"> Curriculum Vitae and Valid and current Professional Identification Card issued by Professional Regulatory Board 								
12.1 (b)(iii.3)	<p>The minimum major equipment requirements are the following:</p> <ol style="list-style-type: none"> Grinders Cutters Air Compressor Electrical Equipment Painting Equipment Vacuum Equipment Hauling Equipment 									
13.1	No additional requirements									
13.1(b)	<p>The Financial Proposal shall include all of the following documents:</p> <ol style="list-style-type: none"> 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. 									
13.2	The ABC is ₱ 5,000,000.00 inclusive of VAT . Any bid with a financial exceeding the ABC shall not be accepted.									
14.2	No further instructions.									
16.1	The bid prices shall be quoted in Philippine Peso.									
16.3	No further instructions.									
17.1	The bids will be valid for one hundred twenty (120) calendar days from the date of opening of bids.									
18.1	<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="352 1603 1409 1742"> <thead> <tr> <th data-bbox="352 1603 576 1671">Project ABC (₱)</th> <th data-bbox="576 1603 922 1671">Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)</th> <th data-bbox="922 1603 1155 1671">Bid Security: Surety Bond (5%) (₱)</th> <th data-bbox="1155 1603 1409 1671">Bid Securing Declaration</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 1671 576 1742">5,000,000.00</td> <td data-bbox="576 1671 922 1742">100,000.00</td> <td data-bbox="922 1671 1155 1742">250,000.00</td> <td data-bbox="1155 1671 1409 1742">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%) (₱)	Bid Securing Declaration	5,000,000.00	100,000.00	250,000.00	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%) (₱)	Bid Securing Declaration							
5,000,000.00	100,000.00	250,000.00	No required percentage							
18.2	The bid security shall be valid for one hundred twenty (120) calendar days from the date of opening of bids.									
20.3	Each Bidder shall submit ONE (1) original containing eligibility/technical and financial documentary requirements and TWO (2) copies, marked "copy 1" and "copy 2" containing the same requirements. The bidders are advised to make use of table of contents and tabs for easy reference.									



20.4-	<p>All envelopes shall:</p> <ol style="list-style-type: none"> contain the name of the contract to be bid in capital letters; bear the name and address of the Bidder in capital letters; be addressed to the Procuring Entity's BAC in accordance with ITB Clause 20.1; bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>TO : THE BIDS AND AWARDS COMMITTEE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES</p> <p>FROM : _____ (Name of Bidder in Capital Letters)</p> <p>ADDRESS : _____ (Address of Bidder in Capital Letters)</p> <p>PROJECT : PROPOSED CONSTRUCTION OF TWO-STOREY CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I)</p> <p>BID REF NO: IB NO. DENR-CO-2019-025</p> <p>(In Capital Letters, Indicate the Phrase): "DO NOT OPEN BEFORE: 11 December 2019, 11:00 AM"</p> </div>
21	<p>The address for submission of bids is <i>Department of Environment and Natural Resources, BAC Secretariat Office, Basement, DENR Main Building, Visayas Avenue, Diliman, Quezon City.</i></p> <p>The deadline for submission of bids : 11 December 2019, 10:30 AM</p>
24.1	<p>The place of bid opening is <i>Department of Environment and Natural Resources, Field Office Conference Room, 5th Floor, DENR Main Building, Visayas Ave., Diliman, Quezon City.</i> The date and time of bid opening: 11 December 2019, 11:00 AM</p>
24.2	<p><i>No further instructions.</i></p>
24.3	<p><i>No further instructions.</i></p>
27.3	<p>Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>The NFCC computation must be sufficient for the contract to be awarded to the Bidder.</p>
27.4	<p>No further instructions.</p>
28.	<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> <p>1. For Eligibility Documents:</p> <ol style="list-style-type: none"> 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"> Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives; Business/Mayor's permit for CY 2019 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 Current and valid Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); Audited Financial Statements (AFS) for CY 2018 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2019; 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).



(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.)

2. Present original copy and submit certified true copy of the following:

- a) 2018 Annual Income Tax Return and Latest Income Tax Returns per Revenue Regulations 3-2005; 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 submission (including copy of VAT returns and corresponding payments for the last 6 months);
- b) PO's or Contracts for all Ongoing Contracts as listed per submitted Annex II 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;
- e) Valid and current DOLE Clearance.

(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 VI**). Company printed brochure may be included;
- b) Vicinity map/location of the business
- c) List of contractors Key Personnel attached with copy of Company Identification Card duly certified by its HR Department/Office; Curriculum Vitae and the following additional documentary requirements:

Key Personnel	Documentary Requirements
1. At least One (1) Project Architect/Engineer	<ul style="list-style-type: none"> • Valid and current PRC ID • Certification or equivalent document to prove five (5) years of experience.
2. At least One (1) Professional Electrical Engineer	<ul style="list-style-type: none"> • Valid and current PRC ID • Certification or equivalent document to prove five (5) years of experience.

(In case of Joint Venture, both partners must present/submit items a to b)

4. Present original copy of the following:

- a) Constructor's Performance Evaluation System (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
- b) Valid and current Philippine Contractors Accreditation Board (PCAB) License with at least **Principal Classification in General Building Category C or D size range Small B**. The PCAB license must indicate "PCAB registered contractor for Government Projects."

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.

31.4 (f)	<i>No additional requirements.</i>
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Section IV. General Conditions of Contract (GCC)



General Conditions of Contract (GCC)

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1. Definitions

For purposes of this Clause, boldface type is used to identify defined terms.

- 1.1. The **Arbiter** is the person appointed jointly by the Procuring Entity and the Contractor to resolve disputes in the first instance, as provided for in **GCC** Clause 21.
- 1.2. **Bill of Quantities** refers to a list of the specific items of the Work and their corresponding unit prices, lump sums, and/or provisional sums.
- 1.3. The **Completion Date** is the date of completion of the Works as certified by the Procuring Entity's Representative, in accordance with **GCC** Clause 49.
- 1.4. The **Contract** is the contract between the Procuring Entity and the Contractor to execute, complete, and maintain the Works.
- 1.5. The **Contract Effectivity Date** is the date of signing of the Contract. However, the contractor shall commence execution of the Works on the Start Date as defined in **GCC** Clause 1.28.
- 1.6. The **Contract Price** is the price stated in the Notice of Award and thereafter to be paid by the Procuring Entity to the Contractor for the execution of the Works in accordance with this Contract
- 1.7. **Contract Time Extension** is the allowable period for the Contractor to complete the Works in addition to the original Completion Date stated in this Contract.
- 1.8. The **Contractor** is the juridical entity whose proposal has been accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded.
- 1.9. The **Contractor's Bid** is the signed offer or proposal submitted by the Contractor to the Procuring Entity in response to the Bidding Documents.
- 1.10. **Days** are calendar days; months are calendar months.
- 1.11. **Dayworks** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- 1.12. A **Defect** is any part of the Works not completed in accordance with the Contract.
- 1.13. The **Defects Liability Certificate** is the certificate issued by Procuring Entity's Representative upon correction of defects by the Contractor.
- 1.14. The **Defects Liability Period** is the one year period between contract completion and final acceptance within which the Contractor assumes the responsibility to undertake the repair of any damage to the Works at his own expense.



- 1.15. **Drawings** are graphical presentations of the Works. They include all supplementary details, shop drawings, calculations, and other information provided or approved for the execution of this Contract.
- 1.16. **Equipment** refers to all facilities, supplies, appliances, materials or things required for the execution and completion of the Work provided by the Contractor and which shall not form or are not intended to form part of the Permanent Works.
- 1.17. The **Intended Completion Date** refers to the date specified in the **SCC** when the Contractor is expected to have completed the Works. The Intended Completion Date may be revised only by the Procuring Entity's Representative by issuing an extension of time or an acceleration order.
- 1.18. **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- 1.19. The **Notice to Proceed** is a written notice issued by the Procuring Entity or the Procuring Entity's Representative to the Contractor requiring the latter to begin the commencement of the work not later than a specified or determinable date.
- 1.20. **Permanent Works** are all permanent structures and all other project features and facilities required to be constructed and completed in accordance with this Contract which shall be delivered to the Procuring Entity and which shall remain at the Site after the removal of all Temporary Works.
- 1.21. **Plant** refers to the machinery, apparatus, and the like intended to form an integral part of the Permanent Works.
- 1.22. The **Procuring Entity** is the party who employs the Contractor to carry out the Works stated in the **SCC**.
- 1.23. The **Procuring Entity's Representative** refers to the Head of the Procuring Entity or his duly authorized representative, identified in the **SCC**, who shall be responsible for supervising the execution of the Works and administering this Contract.
- 1.24. The **Site** is the place provided by the Procuring Entity where the Works shall be executed and any other place or places which may be designated in the **SCC**, or notified to the Contractor by the Procuring Entity's Representative as forming part of the Site.
- 1.25. **Site Investigation Reports** are those that were included in the Bidding Documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.
- 1.26. **Slippage** is a delay in work execution occurring when actual accomplishment falls below the target as measured by the difference between the scheduled and actual accomplishment of the Work by the Contractor as established from the work schedule. This is actually described as a percentage of the whole Works.



- 1.27. **Specifications** means the description of Works to be done and the qualities of materials to be used, the equipment to be installed and the mode of construction.
- 1.28. The **Start Date**, as specified in the **SCC**, is the date when the Contractor is obliged to commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- 1.29. A **Subcontractor** is any person or organization to whom a part of the Works has been subcontracted by the Contractor, as allowed by the Procuring Entity, but not any assignee of such person.
- 1.30. **Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Permanent Works.
- 1.31. **Work(s)** refer to the Permanent Works and Temporary Works to be executed by the Contractor in accordance with this Contract, including (i) the furnishing of all labor, materials, equipment and others incidental, necessary or convenient to the complete execution of the Works; (ii) the passing of any tests before acceptance by the Procuring Entity's Representative; (iii) and the carrying out of all duties and obligations of the Contractor imposed by this Contract as described in the **SCC**.

2. Interpretation

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



3. Governing Language and Law

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

4. Communications

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

5. Possession of Site

- 5.1. On the date specified in the SCC, the Procuring Entity shall grant the Contractor possession of so much of the Site as may be required to enable it to proceed with the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity'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.
- 5.2. If possession of a portion is not given by the date stated in the SCC Clause 5.1, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay shall be in accordance with GCC Clause 47.
- 5.3. The Contractor shall bear all costs and charges for special or temporary right-of-way required by it in connection with access to the Site. The Contractor shall also provide at his own cost any additional facilities outside the Site required by it for purposes of the Works.
- 5.4. The Contractor shall allow the Procuring Entity's Representative and any person authorized by the Procuring Entity's Representative access to the Site and to any place where work in connection with this Contract is being carried out or is intended to be carried out.

6. The Contractor's Obligations

- 6.1. The Contractor shall carry out the Works properly and in accordance with this Contract. The Contractor shall provide all supervision, labor, Materials, Plant and Contractor's Equipment, which may be required. All Materials and Plant on Site shall be deemed to be the property of the Procuring Entity.
- 6.2. The Contractor shall commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program of Work submitted by the Contractor, as updated with the approval of the Procuring Entity's Representative, and complete them by the Intended Completion Date.



- 6.3. The Contractor shall be responsible for the safety of all activities on the Site.
- 6.4. The Contractor shall carry out all instructions of the Procuring Entity's Representative that comply with the applicable laws where the Site is located.
- 6.5. The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the **SCC**, to carry out the supervision of the Works. The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.
- 6.6. If the Procuring Entity's Representative asks the Contractor to remove a member of the Contractor's staff or work force, for justifiable cause, the Contractor shall ensure that the person leaves the Site within seven (7) days and has no further connection with the Work in this Contract.
- 6.7. During Contract implementation, the Contractor and his subcontractors shall abide at all times by all labor laws, including child labor related enactments, and other relevant rules.
- 6.8. The Contractor shall submit to the Procuring Entity for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.
- 6.9. The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity between the dates given in the schedule of other contractors particularly when they shall require access to the Site. The Contractor shall also provide facilities and services for them during this period. The Procuring Entity may modify the schedule of other contractors, and shall notify the Contractor of any such modification thereto.
- 6.10. Should anything of historical or other interest or of significant value be unexpectedly discovered on the Site, it shall be the property of the Procuring Entity. The Contractor shall notify the Procuring Entity's Representative of such discoveries and carry out the Procuring Entity's Representative's instructions in dealing with them.

7. Performance Security

- 7.1. 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 Contractor shall furnish the performance security in any of the forms prescribed in ITB Clause 32.2.
- 7.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the Contractor is in default in any of its obligations under the Contract.
- 7.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 7.4. The performance security may be released by the Procuring Entity and returned to the Contractor after the issuance of the Certificate of Final Acceptance subject to the following conditions:



- (a) There are no pending claims against the Contractor or the surety company filed by the Procuring Entity;
 - (b) The Contractor has no pending claims for labor and materials filed against it; and
 - (c) Other terms specified in the **SCC**.
- 7.5. The Contractor shall post an additional performance security following the amount and form specified in ITB Clause 32.2 to cover any cumulative increase of more than ten percent (10%) over the original value of the contract as a result of amendments to order or change orders, extra work orders and supplemental agreements, as the case may be. The Contractor shall cause the extension of the validity of the performance security to cover approved contract time extensions.
- 7.6. In case of a reduction in the contract value or for partially completed Works under the contract which are usable and accepted by the Procuring Entity the use of which, in the judgment of the implementing agency or the Procuring Entity, will not affect the structural integrity of the entire project, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.
- 7.7. Unless otherwise indicated in the **SCC**, the Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to Act 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.

8. Subcontracting

- 8.1. Unless otherwise indicated in the **SCC**, the Contractor cannot subcontract Works more than the percentage specified in BDS Clause 8.1.
- 8.2. Subcontracting of any portion of the Works does not relieve the Contractor of any liability or obligation under this Contract. The Contractor 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.
- 8.3. If subcontracting is allowed. The contractor may identify its subcontractor during contract implementation stage. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under ITB Clause 12 and comply with the eligibility criteria specified in the BDS. In the event that any subcontractor is found by any Procuring Entity to be eligible, the subcontracting of such portion of the Works shall be disallowed.



9. Liquidated Damages

- 9.1. The Contractor shall pay liquidated damages to the Procuring Entity for each day that the Completion Date is later than the Intended Completion Date. The applicable liquidated damages is at least one-tenth (1/10) of a percent of the cost of the unperformed portion for every day of delay. The total amount of liquidated damages shall not exceed ten percent (10%) of the amount of the contract. The Procuring Entity may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the Procuring Entity may rescind or terminate this Contract, without prejudice to other courses of action and remedies available under the circumstances.
- 9.2. If the Intended Completion Date is extended after liquidated damages have been paid, the Engineer of the Procuring Entity shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate.

10. 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.

11. The Procuring Entity, Licenses and Permits

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

12. Contractor's Risk and Warranty Security

- 12.1. The Contractor shall assume full responsibility for the Works from the time project construction commenced up to final acceptance by the Procuring Entity and shall be held responsible for any damage or destruction of the Works except those occasioned by *force majeure*. The Contractor shall be fully responsible for the safety, protection, security, and convenience of his personnel, third parties, and the public at large, as well as the Works, Equipment, installation, and the like to be affected by his construction work.
- 12.2. The defects liability period for infrastructure projects shall be one year from contract completion up to final acceptance by the Procuring Entity. During this period, the Contractor shall undertake the repair works, at his own expense, of any damage to the Works on account of the use of materials of inferior quality within ninety (90) days from the time the HoPE has issued an order to undertake repair. In case of failure or refusal to comply with this mandate, the Procuring Entity shall undertake such repair works and shall be entitled to full reimbursement of expenses incurred therein upon demand.
- 12.3. Unless otherwise indicated in the **SCC**, in case the Contractor fails to comply with the preceding paragraph, the Procuring Entity shall forfeit its performance security, subject its 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.

- 12.4. After final acceptance of the Works by the Procuring Entity, the Contractor shall be held responsible for “Structural Defects,” *i.e.*, major faults/flaws/deficiencies in one or more key structural elements of the project which may lead to structural failure of the completed elements or structure, or “Structural Failures,” *i.e.*, where one or more key structural elements in an infrastructure facility fails or collapses, thereby rendering the facility or part thereof incapable of withstanding the design loads, and/or endangering the safety of the users or the general public:
- (a) Contractor – Where Structural Defects/Failures arise due to faults attributable to improper construction, use of inferior quality/substandard materials, and any violation of the contract plans and specifications, the contractor shall be held liable;
 - (b) Consultants – Where Structural Defects/Failures arise due to faulty and/or inadequate design and specifications as well as construction supervision, then the consultant who prepared the design or undertook construction supervision for the project shall be held liable;
 - (c) Procuring Entity’s Representatives/Project Manager/Construction Managers and Supervisors – The project owner’s representative(s), project manager, construction manager, and supervisor(s) shall be held liable in cases where the Structural Defects/Failures are due to his/their willful intervention in altering the designs and other specifications; negligence or omission in not approving or acting on proposed changes to noted defects or deficiencies in the design and/or specifications; and the use of substandard construction materials in the project;
 - (d) Third Parties - Third Parties shall be held liable in cases where Structural Defects/Failures are caused by work undertaken by them such as leaking pipes, diggings or excavations, underground cables and electrical wires, underground tunnel, mining shaft and the like, in which case the applicable warranty to such structure should be levied to third parties for their construction or restoration works.
 - (e) Users - In cases where Structural Defects/Failures are due to abuse/misuse by the end user of the constructed facility and/or non-compliance by a user with the technical design limits and/or intended purpose of the same, then the user concerned shall be held liable.
- 12.5. The warranty against Structural Defects/Failures, except those occasioned on force majeure, shall cover the period specified in the SCC reckoned from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity.
- 12.6. The Contractor shall be required to put up a warranty security in the form of cash, bank guarantee, letter of credit, GSIS or surety bond callable on demand, in accordance with the following schedule:

Form of Warranty	Amount of Warranty Security Not less than the Percentage (%) of Total Contract Price
(a) Cash or letter of credit issued by Universal or Commercial bank: provided, however, that	Five Percent (5%)



the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	
(b) Bank guarantee confirmed by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Ten Percent (10%)
(c) Surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission	Thirty Percent (30%)

- 12.7. The warranty security shall be stated in Philippine Pesos and shall remain effective for one year from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity, and returned only after the lapse of said one year period.
- 12.8. In case of structural defects/failure occurring during the applicable warranty period provided in GCC Clause 12.5, the Procuring Entity shall undertake the necessary restoration or reconstruction works and shall be entitled to full reimbursement by the parties found to be liable for expenses incurred therein upon demand, without prejudice to the filing of appropriate administrative, civil, and/or criminal charges against the responsible persons as well as the forfeiture of the warranty security posted in favor of the Procuring Entity.

13. 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.

14. Procuring Entity’s Contractor

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



15. Insurance

15.1. The Contractor shall, under his name and at his own expense, obtain and maintain, for the duration of this Contract, the following insurance coverage:

- (a) Contractor's All Risk Insurance;
- (b) Transportation to the project Site of Equipment, Machinery, and Supplies owned by the Contractor;
- (c) Personal injury or death of Contractor's employees; and
- (d) Comprehensive insurance for third party liability to Contractor's direct or indirect act or omission causing damage to third persons.

15.2. The Contractor shall provide evidence to the Procuring Entity's Representative that the insurances required under this Contract have been effected and shall, within a reasonable time, provide copies of the insurance policies to the Procuring Entity's Representative. Such evidence and such policies shall be provided to the Procuring Entity's through the Procuring Entity's Representative.

15.3. The Contractor shall notify the insurers of changes in the nature, extent, or program for the execution of the Works and ensure the adequacy of the insurances at all times in accordance with the terms of this Contract and shall produce to the Procuring Entity's Representative the insurance policies in force including the receipts for payment of the current premiums.

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

15.4. If the Contractor fails to obtain and keep in force the insurances referred to herein or any other insurance which he may be required to obtain under the terms of this Contract, the Procuring Entity may obtain and keep in force any such insurances and pay such premiums as may be necessary for the purpose. From time to time, the Procuring Entity may deduct the amount it shall pay for said premiums including twenty five percent (25%) therein from any monies due, or which may become due, to the Contractor, without prejudice to the Procuring Entity exercising its right to impose other sanctions against the Contractor pursuant to the provisions of this Contract.

15.5. In the event the Contractor fails to observe the above safeguards, the Procuring Entity may, at the Contractor's expense, take whatever measure is deemed necessary for its protection and that of the Contractor's personnel and third parties, and/or order the interruption of dangerous Works. In addition, the Procuring Entity may refuse to make the payments under GCC Clause 40 until the Contractor complies with this Clause.

15.6. The Contractor shall immediately replace the insurance policy obtained as required in this Contract, without need of the Procuring Entity's demand, with a new policy issued by a new insurance company acceptable to the Procuring Entity for any of the following grounds:

- (a) The issuer of the insurance policy to be replaced has:
 - (i) become bankrupt;



- (ii) been placed under receivership or under a management committee;
- (iii) been sued for suspension of payment; or
- (iv) been suspended by the Insurance Commission and its license to engage in business or its authority to issue insurance policies cancelled; or
- (v) Where reasonable grounds exist that the insurer may not be able, fully and promptly, to fulfill its obligation under the insurance policy.

16. Termination for Default of Contractor

16.1 The Procuring Entity shall terminate this Contract for default when any of the following conditions attend its implementation:

- (i) Due to the Contractor's fault and while the project is on-going, it has incurred negative slippage of fifteen percent (15%) or more in accordance with Presidential Decree 1870, regardless of whether or not previous warnings and notices have been issued for the Contractor to improve his performance;
- (ii) Due to its own fault and after this Contract time has expired, the Contractor incurs delay in the completion of the Work after this Contract has expired; or
- (iii) The Contractor:
 - (i) abandons the contract Works, refuses or fails to comply with a valid instruction of the Procuring Entity or fails to proceed expeditiously and without delay despite a written notice by the Procuring Entity;
 - (ii) does not actually have on the project Site the minimum essential equipment listed on the bid necessary to prosecute the Works in accordance with the approved Program of Work and equipment deployment schedule as required for the project;
 - (iii) does not execute the Works in accordance with this Contract or persistently or flagrantly neglects to carry out its obligations under this Contract;
 - (iv) neglects or refuses to remove materials or to perform a new Work that has been rejected as defective or unsuitable; or
 - (v) sub-lets any part of this Contract without approval by the Procuring Entity.

16.2 All materials on the Site, Plant, Works, including Equipment purchased and funded under the Contract shall be deemed to be the property of the Procuring Entity if this Contract is rescinded because of the Contractor's default.



17. Termination for Default of Procuring Entity

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

- (a) Failure of the Procuring Entity to deliver, within a reasonable time, supplies, materials, right-of-way, or other items it is obligated to furnish under the terms of this Contract; or
- (b) The prosecution of the Work is disrupted by the adverse peace and order situation, as certified by the Armed Forces of the Philippines Provincial Commander and approved by the Secretary of National Defense.

18. Termination for Other Cause

18.1 The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate this Contract for the convenience of the Procuring Entity if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and National Government policies.

18.2 The Procuring Entity or the Contractor may terminate this Contract if the other party causes a fundamental breach of this Contract.

18.3 Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- (a) The Contractor stops work for twenty eight (28) days when no stoppage of work is shown on the current Program of Work and the stoppage has not been authorized by the Procuring Entity's Representative;
- (b) The Procuring Entity's Representative instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within twenty eight (28) days;
- (c) The Procuring Entity shall terminate this Contract if the Contractor is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Contractor. In the case of the Contractor's insolvency, any Contractor's Equipment which the Procuring Entity instructs in the notice is to be used until the completion of the Works;
- (d) A payment certified by the Procuring Entity's Representative is not paid by the Procuring Entity to the Contractor within eighty four (84) days from the date of the Procuring Entity's Representative's certificate;
- (e) The Procuring Entity's Representative gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the



- Contractor fails to correct it within a reasonable period of time determined by the Procuring Entity's Representative;
- (f) The Contractor does not maintain a Security, which is required;
 - (g) The Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in the GCC 9; and
 - (h) 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, the following:
 - (i) corrupt, fraudulent, collusive, coercive, and obstructive practices as defined in ITB Clause 3.1 (a), unless otherwise specified in the SCC;
 - (j) drawing up or using forged documents;
 - (k) using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
 - (l) any other act analogous to the foregoing.
- 18.4 The Funding Source or the Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with corrupt, fraudulent, or coercive practices.
- 18.5 When persons from either party to this Contract gives notice of a fundamental breach to the Procuring Entity's Representative in order to terminate the existing contract for a cause other than those listed under GCC Clause 18.3, the Procuring Entity's Representative shall decide whether the breach is fundamental or not.
- 18.6 If this Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

19. Procedures for Termination of Contracts

- 19.1 The following provisions shall govern the procedures for the termination of this Contract:
- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Procuring Entity shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
 - (b) Upon recommendation by the Procuring Entity, the HoPE shall terminate this Contract only by a written notice to the Contractor conveying the termination of this Contract. The notice shall state:
 - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;



- (ii) the extent of termination, whether in whole or in part;
- (iii) an instruction to the Contractor to show cause as to why this Contract should not be terminated; and
- (iv) special instructions of the Procuring Entity, if any.

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

- (c) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Contractor shall submit to the HoPE a verified position paper stating why the contract should not be terminated. If the Contractor fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating the contract;
- (d) The Procuring Entity may, at anytime before receipt of the Contractor's verified position paper described in item (c) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Contractor's receipt of the notice;
- (e) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Contractor of its decision and, unless otherwise provided in the said notice, this Contract is deemed terminated from receipt of the Contractor of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate; and
- (f) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE.

19.2 Pursuant to Section 69(f) of RA 9184 and without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution as provided by applicable laws, the procuring entity shall impose on contractors after the termination of the contract the penalty of suspension for one (1) year for the first offense, suspension for two (2) years for the second offense from participating in the public bidding process, for violations committed during the contract implementation stage, which include but not limited to the following:

- (a) Failure of the contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period in the Notice to Proceed ("NTP");
- (b) Failure by the contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the contractor to comply with any written lawful instruction of the procuring entity or its representative(s) pursuant to the implementation of the contract. For the procurement of



infrastructure projects or consultancy contracts, lawful instructions include but are not limited to the following:

- (i) Employment of competent technical personnel, competent engineers and/or work supervisors;
 - (ii) Provision of warning signs and barricades in accordance with approved plans and specifications and contract provisions;
 - (iii) Stockpiling in proper places of all materials and removal from the project site of waste and excess materials, including broken pavement and excavated debris in accordance with approved plans and specifications and contract provisions;
 - (iv) Deployment of committed equipment, facilities, support staff and manpower; and
 - (v) Renewal of the effectivity dates of the performance security after its expiration during the course of contract implementation.
- (c) Assignment and subcontracting of the contract or any part thereof or substitution of key personnel named in the proposal without prior written approval by the procuring entity.
- (d) Poor performance by the contractor or unsatisfactory quality and/or progress of work arising from his fault or negligence as reflected in the Constructor's Performance Evaluation System ("CPES") rating sheet. In the absence of the CPES rating sheet, the existing performance monitoring system of the procuring entity shall be applied. Any of the following acts by the Contractor shall be construed as poor performance:
- (i) Negative slippage of 15% and above within the critical path of the project due entirely to the fault or negligence of the contractor; and
 - (ii) Quality of materials and workmanship not complying with the approved specifications arising from the contractor's fault or negligence.
- (e) Willful or deliberate abandonment or non-performance of the project or contract by the contractor resulting to substantial breach thereof without lawful and/or just cause.

In addition to the penalty of suspension, the performance security posted by the contractor shall also be forfeited.

20. Force Majeure, Release from Performance

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



- ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor.
- 20.2 If this Contract is discontinued by an outbreak of war or by any other event entirely outside the control of either the Procuring Entity or the Contractor, the Procuring Entity's Representative shall certify that this Contract has been discontinued. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all works carried out before receiving it and for any Work carried out afterwards to which a commitment was made.
- 20.3 If the event continues for a period of eighty four (84) days, either party may then give notice of termination, which shall take effect twenty eight (28) days after the giving of the notice.
- 20.4 After termination, the Contractor shall be entitled to payment of the unpaid balance of the value of the Works executed and of the materials and Plant reasonably delivered to the Site, adjusted by the following:
- (a) **any sum to which the Contractor is entitled under GCC Clause 28;**
 - (b) **the cost of his suspension and demobilization;**
 - (c) **any sum to which the Procuring Entity is entitled.**
- 20.5 The net balance due shall be paid or repaid within a reasonable time period from the time of the notice of termination.

21. Resolution of Disputes

- 21.1 If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of the contract covered by the Act and this IRR, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 21.2 If the Contractor believes that a decision taken by the Procuring Entity's Representative was either outside the authority given to the Procuring Entity's Representative by this Contract or that the decision was wrongly taken, the decision shall be referred to the Arbiter indicated in the SCC within fourteen (14) days of the notification of the Procuring Entity's Representative's decision.
- 21.3 Any and all disputes arising from the implementation of this Contract covered by the R.A. 9184 and its IRR shall be submitted to arbitration in the Philippines according to the provisions of Republic Act No. 876, otherwise known as the "Arbitration Law" and Republic Act 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004": Provided, however, That, disputes that are within the competence of the Construction Industry Arbitration Commission to resolve shall be referred thereto. The process of arbitration shall be incorporated as a provision in this Contract that will be executed pursuant to the provisions of the Act and its IRR: Provided, further, That, by mutual agreement, the parties may agree in writing to resort to other alternative modes of dispute resolution.

22. Suspension of Loan, Credit, Grant, or Appropriation



In the event that the Funding Source suspends the Loan, Credit, Grant, or Appropriation to the Procuring Entity, from which part of the payments to the Contractor are being made:

- (a) The Procuring Entity is obligated to notify the Contractor of such suspension within seven (7) days of having received the suspension notice.
- (b) If the Contractor has not received sums due it for work already done within forty five (45) days from the time the Contractor's claim for payment has been certified by the Procuring Entity's Representative, the Contractor may immediately issue a suspension of work notice in accordance with GCC Clause 45.2.

23. Procuring Entity's Representative Decisions

- 23.1 Except where otherwise specifically stated, the Procuring Entity's Representative will decide contractual matters between the Procuring Entity and the Contractor in the role representing the Procuring Entity.
- 23.2 The Procuring Entity's Representative may delegate any of his duties and responsibilities to other people, except to the Arbitrator, after notifying the Contractor, and may cancel any delegation after notifying the Contractor.

24. Approval of Drawings and Temporary Works by the Procuring Entity's Representative

- 24.1 All Drawings prepared by the Contractor for the execution of the Temporary Works, are subject to prior approval by the Procuring Entity's Representative before its use.
- 24.2 The Contractor shall be responsible for design of Temporary Works.
- 24.3 The Procuring Entity's Representative's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 24.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, when required by the Procuring Entity.

25. Acceleration and Delays Ordered by the Procuring Entity's Representative

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

26. Extension of the Intended Completion Date

- 26.1 The Procuring Entity's Representative shall extend the Intended Completion Date if a Variation is issued which makes it impossible for the Intended Completion Date to be achieved by the Contractor without taking steps to accelerate the remaining work, which would cause the Contractor to incur additional costs. No payment shall be made for any event which may warrant the extension of the Intended Completion Date.



- 26.2 The Procuring Entity's Representative shall decide whether and by how much to extend the Intended Completion Date within twenty one (21) days of the Contractor asking the Procuring Entity's Representative for a decision thereto after fully submitting all supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

27. Right to Vary

- 27.1 The Procuring Entity's Representative with the prior approval of the Procuring Entity may instruct Variations, up to a maximum cumulative amount of ten percent (10%) of the original contract cost.
- 27.2 Variations shall be valued as follows:
- (a) At a lump sum price agreed between the parties;
 - (b) where appropriate, at rates in this Contract;
 - (c) in the absence of appropriate rates, the rates in this Contract shall be used as the basis for valuation; or failing which
 - (d) at appropriate new rates, equal to or lower than current industry rates and to be agreed upon by both parties and approved by the HoPE.

28. Contractor's Right to Claim

If the Contractor incurs cost as a result of any of the events under GCC Clause 13, the Contractor shall be entitled to the amount of such cost. If as a result of any of the said events, it is necessary to change the Works, this shall be dealt with as a Variation.

29. Dayworks

- 29.1 Subject to GCC Clause 43 on Variation Order, 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.
- 29.2 All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Procuring Entity's Representative. Each completed form shall be verified and signed by the Procuring Entity's Representative within two days of the work being done.
- 29.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

30. Early Warning

- 30.1 The Contractor shall warn the Procuring Entity's Representative at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Procuring Entity's Representative may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.



- 30.2 The Contractor shall cooperate with the Procuring Entity's Representative in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Procuring Entity's Representative.

31. Program of Work

- 31.1. Within the time stated in the SCC, the Contractor shall submit to the Procuring Entity's Representative for approval a Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works.
- 31.2. An update of the Program of Work shall show the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.
- 31.3. 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.
- 31.4. The Procuring Entity's Representative's approval of the Program of Work shall not alter the Contractor's obligations. The Contractor may revise the Program of Work and submit it to the Procuring Entity's Representative again at any time. A revised Program of Work shall show the effect of any approved Variations.
- 31.5. When the Program of Work is updated, the Contractor shall provide the Procuring Entity's Representative with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.
- 31.6. All Variations shall be included in updated Program of Work produced by the Contractor.

32. Management Conferences

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

33. Bill of Quantities

- 33.1. The Bill of Quantities shall contain items of work for the construction, installation, testing, and commissioning of work to be done by the Contractor.
- 33.2. The Bill of Quantities is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the Bill of Quantities for each item.



- 33.3. If the final quantity of any work done differs from the quantity in the Bill of Quantities for the particular item and is not more than twenty five percent (25%) of the original quantity, provided the aggregate changes for all items do not exceed ten percent (10%) of the Contract price, the Procuring Entity's Representative shall make the necessary adjustments to allow for the changes subject to applicable laws, rules, and regulations.
- 33.4. If requested by the Procuring Entity's Representative, the Contractor shall provide the Procuring Entity's Representative with a detailed cost breakdown of any rate in the Bill of Quantities.

34. Instructions, Inspections and Audits

- 34.1. The Procuring Entity's personnel shall at all reasonable times during construction of the Work be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of the construction.
- 34.2. If the Procuring Entity's Representative instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no defect, the test shall be a Compensation Event.
- 34.3. The Contractor shall permit the Funding Source named in the SCC to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

35. Identifying Defects

The Procuring Entity's Representative shall check the Contractor's work and notify the Contractor of any defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Entity's Representative may instruct the Contractor to search uncover defects and test any work that the Procuring Entity's Representative considers below standards and defective.

36. Cost of Repairs

Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Liability Periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

37. Correction of Defects

- 37.1. The Procuring Entity's Representative shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which is One (1) year from project completion up to final acceptance by the Procuring Entity's Representative.
- 37.2. Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified in the Procuring Entity's Representative's notice.
- 37.3. The Contractor shall correct the defects which he notices himself before the end of the Defects Liability Period.
- 37.4. The Procuring Entity shall certify that all defects have been corrected. If the Procuring Entity considers that correction of a defect is not essential, he can request the Contractor to submit a quotation for the corresponding reduction in the Contract



Price. If the Procuring Entity accepts the quotation, the corresponding change in the SCC is a Variation.

38. Uncorrected Defects

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

39. Advance Payment

- 39.1. 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.
- 39.2. The advance payment shall be made only upon the submission to and acceptance by the Procuring Entity of an irrevocable standby 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 and confirmed by the Procuring Entity.
- 39.3. The advance payment shall be repaid by the Contractor by an amount equal to the percentage of the total contract price used for the advance payment.
- 39.4. The contractor may reduce his standby letter of credit or guarantee instrument by the amounts refunded by the Monthly Certificates in the advance payment.
- 39.5. The Procuring Entity will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the maximum amount stated in SCC Clause 39.1.

40. Progress Payments

- 40.1. The Contractor may submit a request for payment for Work accomplished. Such request 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.
- 40.2. The Procuring Entity shall deduct the following from the certified gross amounts to be paid to the contractor as progress payment:
 - (a) Cumulative value of the work previously certified and paid for.
 - (b) Portion of the advance payment to be recouped for the month.
 - (c) Retention money in accordance with the condition of contract.
 - (d) Amount to cover third party liabilities.
 - (e) Amount to cover uncorrected discovered defects in the works.



- 40.3. Payments shall be adjusted by deducting therefrom the amounts for advance payments and retention. The Procuring Entity shall pay the Contractor the amounts certified by the Procuring Entity's Representative within twenty eight (28) days from the date each certificate was issued. No payment of interest for delayed payments and adjustments shall be made by the Procuring Entity.
- 40.4. The first progress payment may be paid by the Procuring Entity to the Contractor provided that at least twenty percent (20%) of the work has been accomplished as certified by the Procuring Entity's Representative.
- 40.5. Items of the Works for which a price of "0" (zero) has been entered will not be paid for by the Procuring Entity and shall be deemed covered by other rates and prices in the Contract.

41. Payment Certificates

- 41.1. The Contractor shall submit to the Procuring Entity's Representative monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 41.2. The Procuring Entity's Representative shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 41.3. The value of Work executed shall:
 - (a) be determined by the Procuring Entity's Representative;
 - (b) comprise the value of the quantities of the items in the Bill of Quantities completed; and
 - (c) include the valuations of approved variations.
- 41.4. The Procuring Entity's Representative may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

42. Retention

- 42.1. The Procuring Entity shall retain from each payment due to the Contractor an amount equal to a percentage thereof using the rate as specified in GCC Sub-Clause 42.2.
- 42.2. Progress payments are subject to retention of ten percent (10%), referred to as the "retention money." Such retention shall be based on the total amount due to the Contractor prior to any deduction and shall be retained from every progress payment until fifty percent (50%) of the value of 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 again be imposed using the rate specified therefore.
- 42.3. The total "retention money" shall be due for release upon final acceptance of the Works. The Contractor may, however, request the substitution of the retention money for each progress billing with irrevocable standby letters of credit from a commercial bank, bank guarantees or surety bonds callable on demand, of amounts equivalent to the retention money substituted for and acceptable to the Procuring Entity, provided that the project is on schedule and is satisfactorily undertaken. Otherwise, the ten (10%) percent retention shall be made. Said irrevocable standby letters of credit, bank guarantees and/or surety bonds, to be posted in favor of the



Government shall be valid for a duration to be determined by the concerned implementing office/agency or Procuring Entity and will answer for the purpose for which the ten (10%) percent retention is intended, i.e., to cover uncorrected discovered defects and third party liabilities.

- 42.4. On completion of the whole Works, the Contractor may substitute retention money with an “on demand” Bank guarantee in a form acceptable to the Procuring Entity.

43. Variation Orders

- 43.1. Variation Orders may be issued by the Procuring Entity to cover any increase/decrease in quantities, including the introduction of new work items that are not included in the original contract or reclassification of work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding and the “as staked plans” or construction drawings prepared after a joint survey by the Contractor and the Procuring Entity after award of the contract, provided that the cumulative amount of the Variation Order does not exceed ten percent (10%) of the original project cost. The addition/deletion of Works should be within the general scope of the project as bid and awarded. The scope of works shall not be reduced so as to accommodate a positive Variation Order. A Variation Order may either be in the form of a Change Order or Extra Work Order.
- 43.2. A Change Order may be issued by the Procuring Entity to cover any increase/decrease in quantities of original Work items in the contract.
- 43.3. An Extra Work Order may be issued by the Procuring Entity to cover the introduction of new work necessary for the completion, improvement or protection of the project which were not included as items of Work in the original contract, such as, where there are subsurface or latent physical conditions at the site differing materially from those indicated in the contract, or where there are duly unknown physical conditions at the site of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the Work or character provided for in the contract.
- 43.4. Any cumulative Variation Order beyond ten percent (10%) shall be subject of another contract to be bid out if the works are separable from the original contract. In exceptional cases where it is urgently necessary to complete the original scope of work, the HoPE may authorize a positive Variation Order go beyond ten percent (10%) but not more than twenty percent (20%) of the original contract price, subject to the guidelines to be determined by the GPPB: Provided, however, That appropriate sanctions shall be imposed on the designer, consultant or official responsible for the original detailed engineering design which failed to consider the Variation Order beyond ten percent (10%).
- 43.5. In claiming for any Variation Order, the Contractor shall, within seven (7) calendar days after such work has been commenced or after the circumstances leading to such condition(s) leading to the extra cost, and within twenty-eight (28) calendar days deliver a written communication giving full and detailed particulars of any extra cost in order that it may be investigated at that time. Failure to provide either of such notices in the time stipulated shall constitute a waiver by the contractor for any claim. The preparation and submission of Variation Orders are as follows:
- (a) If the Procuring Entity’s representative/Project Engineer believes that a Change Order or Extra Work Order should be issued, he shall prepare the proposed Order accompanied with the notices submitted by the Contractor, the plans therefore, his computations as to the quantities of the additional works involved per item indicating the specific stations where such works are



needed, the date of his inspections and investigations thereon, and the log book thereof, and a detailed estimate of the unit cost of such items of work, together with his justifications for the need of such Change Order or Extra Work Order, and shall submit the same to the HoPE for approval.

- (b) The HoPE or his duly authorized representative, upon receipt of the proposed Change Order or Extra Work Order shall immediately instruct the appropriate technical staff or office of the Procuring Entity to conduct an on-the-spot investigation to verify the need for the Work to be prosecuted and to review the proposed plan, and prices of the work involved.
- (c) The technical staff or appropriate office of the Procuring Entity shall submit a report of their findings and recommendations, together with the supporting documents, to the Head of Procuring Entity or his duly authorized representative for consideration.
- (d) The HoPE or his duly authorized representative, acting upon the recommendation of the technical staff or appropriate office, shall approve the Change Order or Extra Work Order after being satisfied that the same is justified, necessary, and in order.
- (e) The timeframe for the processing of Variation Orders from the preparation up to the approval by the Procuring Entity concerned shall not exceed thirty (30) calendar days.

44. Contract Completion

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

45. Suspension of Work

- 45.1. The Procuring Entity shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary, due to force majeure or any fortuitous events or for failure on the part of the Contractor to correct bad conditions which are unsafe for workers or for the general public, to carry out valid orders given by the Procuring Entity or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The Contractor shall immediately comply with such order to suspend the work wholly or partly.
- 45.2. The Contractor or its duly authorized representative shall have the right to suspend work operation on any or all projects/activities along the critical path of activities after fifteen (15) calendar days from date of receipt of written notice from the Contractor to the district engineer/regional director/consultant or equivalent official, as the case may be, due to the following:
 - (a) There exist right-of-way problems which prohibit the Contractor from performing work in accordance with the approved construction schedule.
 - (b) Requisite construction plans which must be owner-furnished are not issued to the contractor precluding any work called for by such plans.



- (c) Peace and order conditions make it extremely dangerous, if not possible, to work. However, this condition must be certified in writing by the Philippine National Police (PNP) station which has responsibility over the affected area and confirmed by the Department of Interior and Local Government (DILG) Regional Director.
 - (d) There is failure on the part of the Procuring Entity to deliver government-furnished materials and equipment as stipulated in the contract.
 - (e) Delay in the payment of Contractor's claim for progress billing beyond forty-five (45) calendar days from the time the Contractor's claim has been certified to by the procuring entity's authorized representative that the documents are complete unless there are justifiable reasons thereof which shall be communicated in writing to the Contractor.
- 45.3. In case of total suspension, or suspension of activities along the critical path, which is not due to any fault of the Contractor, the elapsed time between the effectivity of the order suspending operation and the order to resume work shall be allowed the Contractor by adjusting the contract time accordingly.

46. Payment on Termination

- 46.1. If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Procuring Entity's Representative shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as indicated in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to the Procuring Entity exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Entity.
- 46.2. If the Contract is terminated for the Procuring Entity's convenience or because of a fundamental breach of Contract by the Procuring Entity, the Procuring Entity's Representative shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.
- 46.3. The net balance due shall be paid or repaid within twenty eight (28) days from the notice of termination.
- 46.4. If the Contractor has terminated the Contract under GCC Clauses 17 or 18, the Procuring Entity shall promptly return the Performance Security to the Contractor.

47. Extension of Contract Time

- 47.1. Should the amount of additional work of any kind or other special circumstances of any kind whatsoever occur such as to fairly entitle the contractor to an extension of contract time, the Procuring Entity shall determine the amount of such extension; provided that the Procuring Entity is not bound to take into account any claim for an extension of time unless the Contractor has, prior to the expiration of the contract time and within thirty (30) calendar days after such work has been commenced or after the circumstances leading to such claim have arisen, delivered to the Procuring Entity notices in order that it could have investigated them at that time. Failure to provide such notice shall constitute a waiver by the Contractor of any claim. Upon receipt of full and detailed particulars, the Procuring Entity shall examine the facts and extent of the delay and shall extend the contract time completing the contract



- work when, in the Procuring Entity's opinion, the findings of facts justify an extension.
- 47.2. No extension of contract time shall be granted the Contractor due to (a) ordinary unfavorable weather conditions and (b) inexcusable failure or negligence of Contractor to provide the required equipment, supplies or materials.
- 47.3. Extension of contract time may be granted only when the affected activities fall within the critical path of the PERT/CPM network.
- 47.4. No extension of contract time shall be granted when the reason given to support the request for extension was already considered in the determination of the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection.
- 47.5. Extension of contract time shall be granted for rainy/unworkable days considered unfavorable for the prosecution of the works at the site, based on the actual conditions obtained at the site, in excess of the number of rainy/unworkable days pre-determined by the Procuring Entity in relation to the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection, and/or for equivalent period of delay due to major calamities such as exceptionally destructive typhoons, floods and earthquakes, and epidemics, and for causes such as non-delivery on time of materials, working drawings, or written information to be furnished by the Procuring Entity, non-acquisition of permit to enter private properties or non-execution of deed of sale or donation within the right-of-way resulting in complete paralyzation of construction activities, and other meritorious causes as determined by the Procuring Entity's Representative and approved by the HoPE. Shortage of construction materials, general labor strikes, and peace and order problems that disrupt construction operations through no fault of the Contractor may be considered as additional grounds for extension of contract time provided they are publicly felt and certified by appropriate government agencies such as DTI, DOLE, DILG, and DND, among others. The written consent of bondsmen must be attached to any request of the Contractor for extension of contract time and submitted to the Procuring Entity for consideration and the validity of the Performance Security shall be correspondingly extended.

48. Price Adjustment

Except for extraordinary circumstances as determined by NEDA and approved by the GPPB, no price escalation shall be allowed. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GoP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

49. Completion

The Contractor shall request the Procuring Entity's Representative to issue a certificate of Completion of the Works, and the Procuring Entity's Representative will do so upon deciding that the work is completed.

50. Taking Over



The Procuring Entity shall take over the Site and the Works within seven (7) days from the date the Procuring Entity's Representative issues a certificate of Completion.

51. Operating and Maintenance Manuals

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



Section V.

Special Conditions of Contract (SCC)

**Special Conditions of Contract (SCC)**

GCC Clause	
1.17	Completion of Works is within One Hundred Fifty (150) calendar days from receipt of Notice to Proceed.
1.22	The Procuring Entity is the DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) with office address at Visayas Avenue, Diliman, Quezon City.
1.23	The Procuring Entity's Representative is: ENGR. GUILLERMO V. ESTIPONA, JR. OIC-Chief, General Services Division Department of Environment and Natural Resources Tel. No.: (02) 8-249-3367 loc. 1041
1.24	The Site is located at: DENR Compound, Visayas Ave., Diliman, Quezon City
1.28	The Start Date is upon receipt of the Notice to Proceed.
1.31	The Works consist of PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO).
2.2	No further instructions.
5.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor on the date of receipt of the Notice to Proceed.
6.5	The Contractor shall employ at least one (1) of the following Key Personnel : 1. Project Architect/Engineer 2. Professional Electrical Engineer
7.4 (c)	No further instructions.
7.7	No further instructions.
8.1	No further instructions.
10	Refer to the Terms of Reference
12.3	No further instructions.
12.5	The warranty against Structural Defects and Failures shall be within fifteen (15) years from final acceptance, except those occasioned by force majeure.
13	All partners to the joint venture shall be jointly and severally liable to the Procuring Entity.
18.3 (h)(i)	No further instructions.
21.2	The Arbitrator is to be advised as needed.
29.1	Day works are applicable at the rate shown in the Contractor's original Bid.
31.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within seven (7) calendar days from acceptance of Notice of Award.
31.3	The period between Program of Work updates is fourteen (14) days. The amount to be withheld for late submission of an updated Program of Work is ten percent (10%) of the amount of the next progress billing.



34.3	The Funding Source is the Government of the Philippines through the Department of Environment and Natural Resources (DENR) per Fund 101 GAA 2019 in the amount of Pesos: Five Million Pesos Only (₱ 5,000,000.00)
39.1	<p>The amount of the advance payment is fifteen percent (15%) of the Contract Price, which shall be given to the Contractor within the prescribed period from receipt by the Procuring Entity of the Contractor's request and the submission by the contractor of an irrevocable standby letter of credit equivalent of equivalent value from a commercial bank, a bank guarantee or a surety bond callable on demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the Procuring Entity.</p> <p>The letter request for release of 15% advance payment shall also be accompanied with a list of construction materials to be procured using the advance payment.</p>
40.1	No further instructions.
51.1	The As-Built Drawings are to be submitted as part of the documentary requirements for final payment.
51.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the dated required is the amount in the final payment.



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**Proposed Construction of Two-Story Warehouse (Phase I)**

(DENR Compound, Visayas Avenue, Diliman, Quezon City)

1. INTRODUCTION

Title of the Project	:	Proposed Construction of Two-Story Warehouse (Phase I)
Project Location	:	DENR Compound, Visayas Avenue, Diliman, Quezon City
Approved Budget for the Contract (ABC)		P 5,000,000.00
Area Covered	:	72.56 m²
Construction Period	:	150 Calendar Days

2. BACKGROUND

Currently, the DENR has difficulties in storing government property such as files, equipment, and fixtures. As such, a two-storey warehouse to house all these items is proposed. However, the initial cost of the project, that is, P9,000,000, cannot be readily provided by the DENR. As such, the project is divided into two phases. Particularly, the first phase, which involves the construction and finishing of the ground floor of the warehouse, shall be implemented as covered by this Terms of Reference (TOR). Meanwhile, the second phase, which involves the same of the second floor and the roofing, shall be implemented along with other listed project listed in the Project Procurement Management Plan for 2022.

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3. OBJECTIVES

- 3.1 To provide the prospective contractors with sufficient background information on the **Proposed Construction of Two-Story Warehouse (Phase I)** at *DENR Compound, Visayas Avenue, Diliman, Quezon City*, which will be completed within **150 calendar days** at a cost most advantageous to the government in an acceptable quality and workmanship;
- 3.2 To describe the proposed project and its objectives, including Scope of Works and Deliverables, in detail; and
- 3.3 To determine the roles and responsibilities of the winning contractor before, during, and after the construction period.

4. SCOPE OF WORKS

- 4.1 The Contractor, at its own expense, shall supply the necessary Documents, Labor, Materials, Transportation, Tools, Supplies, Equipment, and Appurtenances, including management and supervision of the Project to satisfactorily complete the Project at the DENR compound in accordance with the Plans, Specifications, and Scope of Services approved by the Director of Administrative Service or any authorized representative;
- 4.2 The Contractor shall conduct site inspection to determine the specific needs of the project; and
- 4.3 The Contractor shall perform the following tasks at par with acceptable standards:

4.3.1. CONSTRUCTION CLEARANCES

- a. Secure from the office of the Director of Administrative Service or any authorized representative the following permits and clearances before getting started:
 - Permit to Commence the Project: permit issued by the General Services Division (GSD) that contains the rules and regulations be observed by the Contractor for the duration of the project.

4.3.2. MOBILIZATION AND DEMOBILIZATION

- a. Mobilize and transport equipment, materials, and employees to the site upon receipt of Notice to Proceed (NTP) and demobilize or remove the same upon completion of project.

4.3.3. TEMPORARY FACILITIES

- a. Construct a wooden site office or any equivalent type of ready-made temporary office as provided in the Plans and located at a site designated by the Director of Administrative Service or any authorized representative;



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- b. Maintain this site office at which office shall always be held while the work is in progress; cleanliness & EMS guidelines;
- c. Secure the construction site to prevent illegal entry or work damage during the entire duration of the contract;
- d. Take ample precaution against fire by keeping away flammable materials and providing at least two (2) fire extinguishers (10 lbs.), and ensure that such materials are properly handled and stored;
- e. Facilitate the installation of temporary lighting, power, water supply, and all necessary facilities needed for the simultaneous use of all possible fields of work to complete the project, wherein the cost of electricity and water shall be on the account of the contractor;
- f. Provide at least one (1) warehouseman to ensure security of construction materials and temporary site facilities when the need arises; and
- g. Avoid unnecessary activity within the construction site that may result into accidental fire.

4.3.4. STORAGE AND FILING OF MATERIALS

- a. Ensure that all supply and materials are properly turned over and delivered on site in good quality and condition;
- b. Provide a time and delivery record;
- c. Erect a temporary warehouse for storing materials at a designated and/or allotted space by the DENR;
- d. Store materials to ensure the preservation of their quality and fitness for their work and to facilitate prompt inspection;
- e. Store materials affected by moisture on platforms, and protect them from weather;
- f. Arrange materials properly and accordingly in terms of sizes, quality, quantity, category, and time of use; and
- g. Properly maintain the warehouse by the designated warehouseman/men;

4.3.5. DEMOLITION AND REMOVAL WORKS

- a. Incorporate an itemized list of the necessary demolition work into the schedule of construction operations required;
- b. Perform demolition of all stated existing areas and kind of obstructions within the limit of the project while preventing damage to other facilities in accordance with all applicable laws and ordinances;



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- c. Place unnecessary materials or debris in approved containers (to be furnished by the Contractor) to prevent the spread and accumulation of dust and dirt;
- d. Remove debris from the area of work as often as necessary, but not less than once at the end of each work day; and
- e. Turn over salvaged materials and properly stored at the warehouse.

4.3.6. DAMAGE PREVENTION

- a. Take all necessary actions to prevent damages to existing facilities, which are to remain and do not require any modification; and
- b. Assume full responsibility for all incurred damages to the existing buildings and facilities resulting from the actual construction.

4.3.7. EXCAVATION WORKS

- a. Make all necessary excavation for foundations to establish grades indicated on drawings without extra compensation including all other excavations required and necessary for the proper prosecution of the work.

4.3.8. 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. Undertake fabrication, furnishing, delivery, and installation activities at the subject premises;
- c. Meet the required standard for the furnishing of all labor, materials, and equipment necessary for the complete installation of the work specified herein and indicated on the drawings;
- d. Provide/install new electrical wiring, outlets, switches, and lighting as reflected on the Plans;
- e. Install new electrical conduits and wirings for the proposed outlets;
- f. Provide new panel boards, circuit breakers, and other necessary materials;
- g. Allocate space of pipes and wires for future installation of air-conditioning units; and
- h. Ensure that all electrical works are directed and supervised by a Professional Electrical Engineer;



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4.3.9. PLUMBING WORKS

- a. Install all fixtures, such as fittings, angle valves, shut-off valves and supply pipe assembly, p-trap with flange, and others to make the plumbing system functional;
- b. Provide water closet, that is siphon-vortex, bottom inlet tank, and dual-flush type;
- c. Provide lavatory, that is drop-in type;
- d. Provide lavatory faucets, that is metering type with push button and anti-blocking system; and

4.3.10. TILING WORKS

- a. Provide proper surface preparation prior to installation of tiles, where topping cement should be 25 mm at least;
- b. Supply and install of 600 mm x 600 mm vitrified tiles for the flooring in toilet-and-bathrooms (T&B) and storage rooms;
- c. Supply and install 300 mm x 600 mm glazed and unglazed vitrified tiles for walls; and
- d. Install tiles approved by the Director of Administrative Service or any authorized representative, where spacing between tiles is 1–2 mm.

4.3.11. MASONRY, STEEL, AND CARPENTRY WORKS

- a. Provide and install wooden solid panel-type and flush-type doors with door jamb complete with accessories in the areas indicated on the reference execution drawings;
- b. Provide 4” thick concrete wall with complete reinforcing horizontal bar at 0.80 m O.C. and vertical bar at 0.60 m O.C. in plaster finish at the Men’s and Women’s T&B;
- c. Follow the wall types indicated in the reference execution drawings for other wall types;

4.3.12. 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. Apply environmentally safe, odorless, and anti-bacterial enamel paint for metal surfaces;
- d. Use sample and desired color that is approved only by the Director of Administrative Service or any authorized representative;

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- e. Protect adequately exposed finish hardware, lighting fixtures and accessories, glass, windows, and the like prior to painting works; and
- f. Tape and cover all other surfaces endangered by stains and paint marks with craft paper.

4.3.13. CLEANING

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

4.3.14. ADDITIONAL WORKS

- a. Perform other works not stated above but necessary to the completion of the Project, which are specified in detail in the next section:
 - Staking and layout;
 - Backfilling, compaction, and gravel bedding;
 - Fabrication/installation of steel reinforcing bars;
 - Fabrication/installation of scaffolding and forms;
 - Pouring of concrete; and
 - Laying and plastering of CHB.
- b. Provide additional works as necessary with the approval by DENR's authorized representative.

5. SPECIFICATIONS OF WORKS**5.1. EXCAVATION WORKS**

- 5.1.1. Cut slope for permanent excavations shall not be steeper than 1-1/2 horizontal to one vertical, and slopes for permanent fills shall not be steeper than 2 horizontal to one vertical unless a substantiating data that justify steeper slopes are submitted;
- 5.1.2. Deviation from the foregoing limitations for slopes shall be permitted only upon presentation of a soil investigation report acceptable to the Director of Administrative Service or any authorized representative;
- 5.1.3. Trim the excavation to the required depth, lines, and grades and other incidental excavations to level up the footing plus compacting and tamping;

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- 5.1.4. The materials to be excavated shall include: any rock, earth, and other materials of any nature and description encountered in obtaining the indicated lines and grades;
- 5.1.5. If the required safe bearing power of the soil is not obtained at the excavation depth indicated on the drawings, then the excavations shall be continued until such safe bearing power is reached;
- 5.1.6. Structural excavation shall be done to the required depth or as per Plan and specification. Provide sufficient distance from wall and footings. No footing shall rest on fill;
- 5.1.7. Piers and walls shall be lengthened accordingly. Likewise, the footings shall be revised to suit the new conditions;
- 5.1.8. No fill or other excess loads shall be placed adjacent to any building or structure unless such building or structure can withstand the additional loads caused by the fill or excess loads;
- 5.1.9. Footings or foundations that may be affected by the excavation shall be underpinned adequately or protected against settlement and/or against lateral movement;
- 5.1.10. Fills to be used to support the foundations shall be placed in accordance with accepted engineering practices. A soil investigation report and a report of satisfactory placement of fill shall be acceptable standards.

5.2. FILLING AND GRADING

- 5.2.1. All excavation shall be back-filled immediately as work permits after concrete walls and piers have attained full design strength and or as the Director of Administrative Service or any authorized representative;
- 5.2.2. After the forms have been removed from the footings, walls, and piers, the materials taken from the excavations (free from waste and objection matter) shall be used for backfilling around them;
- 5.2.3. The filling materials shall be made in layers not to exceed 15 centimeters and thoroughly tamped/compacted before the next fill is placed. Excess excavated materials shall be placed and spread on the immediate premises as directed by the Director of Administrative Service or any authorized representative, provided however, that the Contractor shall not be required to remove such materials more than 50 meters from the building line;
- 5.2.4. Open tile drains around the building if any, shall be covered with crushed rock or gravel for a depth of 30cm and the same shall be graded from coarsed to fine;
- 5.2.5. Open tile drains under floor slab (where so indicated on drawings) shall be covered with broken stones or gravel up to the bottom of the slab;

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- 5.2.6. Spaces where slabs rest on the ground or on earth-fill shall be accurately graded with 10 cm thick of gravel and sand and tamped/compacted thoroughly before concrete pouring is done;
- 5.2.7. All exterior grades shall be formed in accordance with the drawings and specifications, considering the requirements for landscaping work, if any, and giving due allowances for the top soil depth; and
- 5.2.8. The Contractor shall grade the area included within clearing lines, and all such grading work shall be included in the building Contract without additional cost.

5.3. SOIL POISONING

- 5.3.1. Termite control chemicals or toxicants shall be able to immediately exterminate termites or create barriers to discourage entry of subterranean termites into the building areas;
- 5.3.2. When powder termicide is to be applied to eradicate subterranean termites, careful application, and precaution shall be given, considering that this toxicant is fatal to animal and human lives;
- 5.3.3. Soil poisoning shall be applied as per instruction labelled on the product;
- 5.3.4. Only experienced personnel shall be hired for soil poisoning;
- 5.3.5. Soil poisoning treatment shall prevent subterranean termites from attacking the building or its contents for a period of one (1) year from substantial completion. If subterranean termite activity exists in or under the building, the Contractor shall treat soil using methods acceptable to the project;
- 5.3.6. The Contractor shall perform treatment with 2% chlordane solution with chemical rates and amount discussed with the Director of Administrative Service or any authorized representative. No work shall be covered until approved by the Director of Administrative Service or any authorized representative;
- 5.3.7. The Contractor shall apply an over-all treatment under entire building slab and moving strips adjacent to the building. The Contractor shall treat sidewalks or other such paved areas abutting the building for a distance not less than one (1) meter from the building. The Contractor shall apply along each side of foundation walls and at penetrations through slabs such as pipes, ducts, etc. The Contractor shall apply at application rate of four (4) gallons to ten (10) linear feet around the perimeter of the building;
- 5.3.8. At the time soil poisoning is to be applied, the soil to be treated shall be in friable condition with low moisture content to allow uniform distribution of the toxicant agents. Toxicants shall be applied at least twelve (12) hours prior to placement of concrete which shall be in contact with treated materials; and
- 5.3.9. Treatment of the soil on the exterior sides of the foundation walls, grade beams, and similar structures shall be done prior to final grading and planting or landscaping work to avoid disturbance of the toxicant barriers by such operations.

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- 5.4.1. Cement shall conform to the to the requirements of ASTM C-150 Type for normal Portland cement and Type III for High Early Strength Portland Cement;
- 5.4.2. Cement shall be standard commercial brand in 40 kilograms;
- 5.4.3. Sand shall be clean, hard, coarse river sand, or crushed sand free from injurious amount of clay loam and vegetable matter and shall conform to ASTM C-33 or C-330;
- 5.4.4. Gravel shall be river run gravel or broken stones. The maximum size shall be 1/5 of the nearest dimension between sides of forms of concrete or 3/4 of the minimum clear spacing between reinforcing bars or between re-bars and forms, whichever is smaller;
- 5.4.5. Water used in mixing concrete shall be clean and free from injurious amount of oils, acids, alkali, organic materials, or other deleterious substances;
- 5.4.6. The Contractor shall employ at his own expense an approved testing, which shall design the mix for each type of concrete required by the Specifications and Plans to obtain strength as determined by test cylinder at least 15 % higher than required. Strength requirements shall be noted on the drawings;
- 5.4.7. The adequacy of the mix design shall be verified by a test on a minimum of 6 cylinders (3 tested at 7 days and another 3 at 28 days) in accordance with ASTM C-192 and G-39 and by slump test in accordance with ASTM C-143;
- 5.4.8. The testing laboratory shall submit five (5) copies of the mix design and the test results to the Director of Administrative Service or any authorized representative for approval before any concrete is placed;
- 5.4.9. If at any time during construction, the concrete resulting from the approved mix design proves to be unsatisfactory for the reason such as too much water, lack of sufficient plasticity to prevent segregation, honeycomb, etcetera, or insufficient strength, the Contractor shall immediately notify the testing laboratory and the Director of Administrative Service or any authorized representative;
- 5.4.10. The minimum compressive cylinder strength of concrete f_c' at 28 days area as follows: f_c' 27.58 Mpa for suspended beam, slab, and columns and f_c' 20.68 Mpa for footings and walls;
- 5.4.11. The water content shall not exceed 28 liters per 40 kilograms per bag cement, and the slump test shall not exceed 10 cm. in all cases unless changed by the Director of Administrative Service or any authorized representative;
- 5.4.12. Reinforcing steel bars shall conform to ASTM Specifications A-615(Standard Specifications for Deformed& Plain Carbon Steel Bars). All mild steel for columns, shear wall, footings, and footing beams shall be high grade deformed bars, that is, $F_y = 413.7$. Meanwhile, for 10mm bars, intermediate grade deformed bars shall be used, that is, $F_y = 275.8$ Mpa;
- 5.4.13. If reinforcing bars are to be welded, then these specifications shall be supplemented by requirements assuring satisfaction weldability;

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- 5.4.14. Bar and rod mats for concrete reinforcement shall conform to ASTM Specifications A-184, and wires for concrete reinforcement shall conform to ASTM A-82 Specifications;
- 5.4.15. Welded wire fabric for concrete reinforcement shall conform to ASTM A-185, except that the weld shear strength requirement shall be extended to include a wire size differential up to and including six gauges;
- 5.4.16. Wire and strand shall conform to ASTM A-416 (Specifications for Steel Strand uncoated). Structural steel shall conform to ASTM A-26 (Specifications for Steel Tires) and steel pipe for composite column to ASTM Specification A-377;
- 5.4.17. Cement shall conform with ASTM C-150 (Standard Specifications for Portland);
- 5.4.18. Sand or fine aggregate shall be clear, sharp, well graded, and free from injurious amount of dust, lumps, shale, alkali, surface coatings, and organic matter;
- 5.4.19. Solid load bearing masonry units shall be Class A units conforming with ASTM C-145 (Specifications for Solid Load Bearing). All load bearing masonry units shall have a minimum compressive strength of not less than 5.5Mpa (800 psi) based on 5 individual units when tested in accordance with the methods set forth in ASTM C-140-70 (Standard Method of Sampling & Testing Masonry Use) or as tested by the Bureau of Research and Standard, DPWH; and
- 5.4.20. Masonry units shall have been cured for not less than 14 days if steam-cured or 28 days if air-cured when placed in the structure.

5.5. MASONRY WORKS

- 5.5.1. The mixing and measuring equipment shall be approved by the Director of Administrative Service or any authorized representative;
- 5.5.2. All ready-mixed concrete shall conform to the requirements of ASTM C-94, placed in forms within one hour after adding water or not more than 1/2 hours if a retarder is used. It shall be kept constantly agitated during the transit period;
- 5.5.3. Pouring of concrete shall not be started until after the forms and reinforcement for the whole unit are properly laid and installed, cleaned, inspected, and approved;
- 5.5.4. Construction joints shall be rough-in and cleaned thoroughly before any pouring starts. The Contractor shall wet and splash surface with cement mortar;
- 5.5.5. Immediately after the concrete is mixed, it shall be conveyed by approved push cart or buggies to designated locations and carefully deposited in such manner as to prevent the separation of ingredient or displacement of the reinforcement;
- 5.5.6. The Contractor shall keep temporary runways built in such a manner that runway supports will not bear reinforcement of fresh concrete. Conveying or hauling of concrete using long inclined chutes or pipes shall not be permitted;

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- 5.5.7. Dumping of concrete into carts or buggies with a free fall of more than one (1) meter will not be permitted. Hardened splashes or accumulation of concrete on formed or reinforcements shall be removed before the work continues;
- 5.5.8. When pouring operations involve dropping of concrete of more than 1.50 meters high, it shall be deposited through a sheet metal or other approved conveyors;
- 5.5.9. As for practicability, the conveyors shall be kept full of concrete during the placing, and their lower ends shall be kept buried in the newly placed concrete. After the initial set of concrete, the forms shall be jarred, and no strain shall be placed on the ends of the projecting reinforcing bars. Foundations shall be free from water during concreting, and construction joints shall be determined by the Director of Administrative Service or any authorized representative;
- 5.5.10. Concrete in columns shall be placed in one continuous pouring operation and allowed to be set twelve (12) hours before caps are placed. Likewise, concrete in beams and slabs in superstructure shall be poured in one operation;
- 5.5.11. All concrete work shall be protected from drying out after removal of forms by covering with waterproof paper, polyethylene sheeting, burlap, with a coating of approved membrane curing compound having moisture retention equal to 90% based on ATM C-309 and C-156, applied in accordance with the manufacturer's instruction for use;
- 5.5.12. Wet burlap as often as required to keep concrete wet throughout each day for a period of at least seven (7) days where Normal Portland cement is used and three (3) days where high early strength cement is used;
- 5.5.13. For walls and partitions shown on the detailed drawings requiring concrete hollow blocks, the Contractor either uses concrete or ceramic hollow blocks upon approval of the Director of Administrative Service or any authorized representative;
- 5.5.14. The load bearing of hollow blocks shall have a minimum compressive strength of 6.89 Mpa (1000psi) computed from the average of five (5) units based on the average gross area, and a minimum of 5.41 Mpa (800 psi) for the individual unit respectively, all based on gross area;
- 5.5.15. For non-bearing wall with cells filled with mortar, the Contractor shall use 400 psi rated CHB;
- 5.5.16. All masonry work shall be laid true to line, level, plumb, and neat in accordance with the Plans;
- 5.5.17. Units shall be cut accurately to fit all plumbing ducts, opening electrical works, etc., and all holes shall be neatly patched;
- 5.5.18. No construction support shall be attached to the wall except where specifically permitted by the Director of Administrative Service or any authorized representative;

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- 5.5.19. Masonry unit shall be sound, dry, clean, and free from cracks when placed in the structure.
- 5.5.20. Proper masonry units shall be used to provide for all window, doors, bond beams, lintels, plasters, etc., with a minimum of unit cutting; and
- 5.5.21. Where masonry units cutting are necessary, all cuts shall be neat and true to line.

5.6. STEEL WORKS

- 5.6.1. Provide bar supports and other accessories necessary to hold the reinforcing bars in the proper positions while concrete is being placed. Bar supports which come in contact with forms for concrete exposed to view in the finished structure shall be galvanized or stainless subject to approval;
- 5.6.2. All reinforcement shall be placed according to approved drawings. The contractor shall provide sufficient bar support, ties, anchors, and other accessories to hold all bars securely in place;
- 5.6.3. Unless detailed on drawings, all stirrups shall be held in place by spacers. Reinforcing steel bars shall be free from oil, grease, scale, rust, or other coatings which will impair bond;
- 5.6.4. All welded splices shall be done by certified welders and shall be submitted and approved by the Director of Administrative Service or any authorized representative before any welding works shall be started;
- 5.6.5. All structural steel work shall be in accordance with AISC Specification for the Design, Fabrication and Erection of Structural steel for buildings;
- 5.6.6. Materials and parts necessary to complete each item through such work which is not shown or specified shall be included, such as miscellaneous bolts, anchor, supports braces, and connections;
- 5.6.7. Shop drawings as well as erection drawings shall be prepared and submitted by the Contractor to the Director of Administrative Service or any authorized representative for approval before any fabrication is made;
- 5.6.8. Surfaces to be welded shall be free from loose side, rust, grease, paint and other foreign materials that will impair the soundness of the weld;
- 5.6.9. Note shall be made on the Plans and on the shop drawings of those joints or groups of joints in which it is especially important for the welding sequence and technique of welding to be controlled carefully, to minimize welding under restraints and to avoid undue distortion;
- 5.6.10. Welding of structural members in shop and on field, shall be done only by certified and experienced welder;

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- 5.6.11. Weld length stated on the Plans and Shop Drawings shall be the net effective length;
- 5.6.12. 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 Fabricator; and
- 5.6.13. Steel work prior to painting and after inspection and approval shall be cleaned of loose mill scale, loose rust, weld slag or flux deposit, dirt, and other foreign materials.

5.7. CARPENTRY WORKS

- 5.7.1. 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;
- 5.7.2. 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
- 5.7.3. 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.

5.8. PLUMBING WORKS

- 5.8.1. The Contractor shall provide fit and/or install necessary drains with strainers where shown on the Plans;
- 5.8.2. Each drain with strainer shall fit the size of the corresponding downspout over which it is to be installed and in conformity with the following standards; and
- 5.8.3. Downspout when encased in concrete, unless otherwise shown on the Plans, shall be polyvinyl chloride.

5.9. ELECTRICAL WORKS

- 5.9.1. Electrical works is to be performed in accordance with the requirements of the latest edition of the Philippine Electrical Code, National Electrical Code, Underwriters Laboratories, Inc, National Electrical Manufacturer's Association, United States Electrical Standards, and the rules and regulations of the United States Authorities;
- 5.9.2. All permit and electrical fees required of this work shall be obtained by and at the expense of the contractor. The Contractor shall furnish the Director of Administrative Service or any authorized representative the final certificates of Electrical Inspection and approval from the proper government authorities after completion of the work. The contractor shall prepare all As-built Plans and all forms and documents required by the approving authorities;

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- 5.9.3. Electrical service application including drawings for this work shall be obtained by and at the expense of the contactor. The contractor shall comply with all the requirements of the utility companies with regards to the service applications;
- 5.9.4. All wires shall be copper and soft-drawn and shall be of at least 98% conductivity or higher. They shall be smooth and cylindrical in shaped and shall be within 1% of the actual size called for on the Plans;
- 5.9.5. All wires shall comply within the requirements of the Underwriters Laboratories and as they apply to the usage;
- 5.9.6. Wires and cables for lighting and power systems shall be plastic insulated for 600 Volts working pressure, type “THHN/THWN” unless otherwise noted on Plans;
- 5.9.7. All wires shall be stranded copper;
- 5.9.8. For lighting and power system, no wire smaller than 3.5 mm² shall be used except for control leads and otherwise noted;
- 5.9.9. All wires and cables shall be as manufactured by Phelps Dodge, American Wire and Cable, Far East Wire, and Cable Sycwyn or approved equivalent;
- 5.9.10. Conduits for interior systems shall be standard intermediate metallic conduit (IMC) for electrical purpose, heavy walled or approved equivalent;
- 5.9.11. Service entrance conduit shall be IMC;
- 5.9.12. No conduit shall be used in any system smaller than 12.7mm (1/2 inch) diameter electric trade size nor shall have more than four (90) degree bends in any one run and where necessary, pull boxes shall be provided as directed;
- 5.9.13. No wire shall be pulled into any conduit until the conduit system is complete in all details. In the case of concealed work, no wire shall be pulled into any conduit until all rough plastering or masonry has been completed. In the case of exposed work, no wire shall be pulled into any conduit until the conduit work has been completed in every detail;
- 5.9.14. The ends of all conduits shall be tightly plugged to exclude plaster, dust, and moisture during construction. All conduits shall be reamed to remove all burrs;
- 5.9.15. All pipes and fittings on exposed work shall be secured via metal clips, which shall be held in place via machine screws. When running over concrete surfaces, the screws shall be held in place via expansion sleeves. All pipes on exposed work shall be run at right angles to and parallel with the surrounding walls and shall conform to the form of the ceiling. No diagonal runs shall be allowed, and all bends and offsets shall be avoided as much as possible. Piping, in all cases, shall run perfectly straight and true, acceptable to the Director of Administrative Service or any authorized representative. Conduits shall be supported at 1.5 meter intervals maximum, or per PEC requirements;

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- 5.9.16. Intermediate metallic conduits installed outside building in contact with the soil shall be coated with asphalt paint and wrapped with asphalt/rubber tape. An additional cost of asphalt paint shall be applied over the asphalt/rubber tape;
- 5.9.17. All outlets of whatever kind, for all systems, shall be provided a suitable fitting, which shall be either a box or other device especially designed to receive the type of fitting to be mounted thereon;
- 5.9.18. The Contractor shall consult the Director of Administrative Service or any authorized representative as to the nature of the various fittings to be used before installing the outlet fittings. The use of fittings shall conform strictly to the nature of the appliance to be mounted on them;
- 5.9.19. All outlets on concealed conduit work provide galvanized pressed steel outlet boxes of standard make. These boxes shall be in all cases standard. Where such boxes are not available on the market, the boxes shall be secured by the Contractor at his own expense. In general, outlet boxes shall be at least 104mm x 53mm deep and #16 minimum gauges;
- 5.9.20. Galvanized junction and pull boxes shall be provided as indicated or as required for facilitating the pulling of wires and cables. Pull boxes in finished places shall be located and installed with the permission and to the satisfaction of the Director of Administrative Service or any authorized representative;
- 5.9.21. All junction and pull boxes on exposed conduit work shall be provided with hubs for threaded pipe entry and covers provided with neoprene gaskets;
- 5.9.22. Wall switches shall be rated at 20 amperes, 230 volts AC. Switches shall be of the quiet type, light mechanism and spring operated. The type of switch shall be tumbler operation. The color, plating, and appearance of wall plates shall be selected by the Director of Administrative Service or any authorized representative. Appropriate samples shall be submitted prior to the purchases of wall switches and faceplates. Switches shall be as manufactured by G.E., Bryant, Rubbel, National Electrical Products, H & H, or approved equal manufactured by US;
- 5.9.23. Receptacle outlets, in general, shall be for flush mounting, duplex type rated at 20 ampere, 230 volts parallel slots grounding type unless otherwise indicated on drawings. Type and color of receptacle outlet and plates shall be as selected by the Director of Administrative Service or any authorized representative. Appropriate samples of outlets and plates shall be submitted prior to purchase of devices. Receptacles shall be manufactured by G.E., Bryant, Rubbel, or approved equal manufactured by US;
- 5.9.24. All switches and receptacle plates shall be of stainless/aluminum satin finish or as approved by the Director of Administrative Service or any authorized representative;
- 5.9.25. Standard panels and cabinets, as far as possible, shall be used and assembled on job. All panels shall be of dead front construction, furnish with trims for flush or surface mounting as required. Cabinets shall be of code gauge steel with gutters at least 4-inch wide and wider if necessary. The trim for all panels shall be finished in industrial gray enamel over a cost of rust inhibitor;

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- 5.9.26. Panels and cabinets shall be as manufactured by Westinghouse, Square D, G.E. Power Box, or approved equivalent. Manufacturer's Shop Drawings shall be submitted before manufacturing;
- 5.9.27. Power panel and breakers shall be Westinghouse, G.E., Square D, or approved equivalent manufactured by US with two-pole circuit breakers of sizes voltage rating and interrupting capacity as provided on the Plans and bolt-on type, center main;
- 5.9.28. The power panel's main busbar work shall be rated in amperes equal to or exceed over-current protective device immediately ahead of it. All bus works shall be properly secured to withstand available short circuit forces at the location;
- 5.9.29. Provide individual circuit breakers, safety switches, and disconnect switches as indicated on the Plans. Voltage ratings shall be suitable in each case of service application;
- 5.9.30. All protective devices shall meet NEMA, Underwriters Laboratories, Inc. and US standard specifications;
- 5.9.31. Circuit breakers shall consist of a quick-make, quick-break type entirely trip-free operating mechanism with contacts, interrupter, and thermal-magnetic trip unit for each pole, all enclosed in a molded-phenolic case. The thermal-magnetic trip units shall provide time-delayed overload protection and instantaneous short circuit protection and shall operate a common trip bar which open all pole in case of overload or short-circuit current in any one pole. Circuit breaker shall be trip indicating, with the tripped position or breaker handle midway between "ON" and "OFF" position;
- 5.9.32. Circuit breakers rated above 100 amperes shall have interchangeable trip units;
- 5.9.33. The Contractor shall coordinate his work with all parties involved so that exact locations may be obtained for all outlets, apparatus, appliances and wiring. Care should be exercised where running a common neutral that phase wires are of different phases so that the multi-circuit will be balanced around the neutral conductor;
- 5.9.34. The location of outlets shown on the Plans shall be considered as approximate and it shall be incumbent upon the Contractor, before installation of outlets/boxes, to study all pertinent drawings and obtain precise information from the architectural schedules, scale drawings, large scale and full-size details of finished rooms, approved shop drawings of other parties involved or from the Director of Administrative Service or any authorized representative. It shall be understood that any outlet may be relocated a distance not exceeding 4.5 meters from the location shown on the drawings, if so directed by the Director of Administrative Service or any authorized representative. Contractor shall make any necessary adjustment of his work to fit conditions for recessed fixtures and for outlets occurring in glazed tile, block, terra cotta, marble, wood panelling, or other special finish materials, in order that all boxes may register flush with finish and shall be centered properly. In centering outlets, due allowance shall be made for overhead piping ducts, windows, and door trim variations in thickness of furring, plastering, etcetera, as erected, regardless of conditions which may be otherwise shown on small scale drawings. Outlets incorrectly located shall be properly relocated at the Contractor's expense. Local switches which are shown near doors shall be located at the strike side of the door as finally hang, regardless of swing shown on the drawings; and

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5.9.35. The center line of wall, outlets, socket outlets, switches, telephone outlets, pilot lights, indicating lights, and fan outlets shall be installed at heights above finished floor or as specified on the Plans. Mounting heights are specified on the Electrical Plans, and they shall be verified with other Plans before installation. Glazed tile, block, and outlets shall be centered on the nearest joint to the height given.

5.10. PAINTING WORKS

- 5.10.1. 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;
- 5.10.2. Voids, cracks, and all other kinds of defects shall be repaired with proper patching materials and finished flush with the surrounding surfaces;
- 5.10.3. Marred or damaged shop coats on metal shall be spot primed with appropriate metal primer;
- 5.10.4. All obstruction materials shall be removed prior to painting and varnishing operations;
- 5.10.5. Upon completion of the work, all staging, scaffoldings, and paint containers shall be removed and disposed according to EMS policy and standards; and
- 5.10.6. 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.

6. GENERAL REQUIREMENT

- 6.1. The Contractor shall supply and submit a list of manpower, materials, and equipment necessary for the project in accordance with the approved, Specifications, Plans, and Scope of Works.
- 6.2. The Contractor shall prepare and submit As-Built Plans, such as but not limited to:
 - 6.2.1 Floor Plans and Design;
 - 6.2.2 Electrical Plan Layout and Design;
 - 6.2.3 Plumbing Plan Layout and Design; and
 - 6.2.4 Structural Plan and Design Analysis.
- 6.3. The Contractor shall comply with pertinent regulations and adopt safety measures, such as but not limited to: enclosures, shielding, coverings, warning devices, off limits signs, etc.
- 6.4. The Contractor shall submit pictures taken before, on-going and after the construction.

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- 6.5. The Contractor shall submit monthly Accomplishment Report accompanied with pictures every first Monday of the succeeding month, addressed to the Director of Administrative Service or any authorized representative.
- 6.6. The Contractor shall have visited the site and thoroughly inspect existing facilities and properly considered, in the preparation of his tender, how such conditions will affect the work required by the drawings and specifications, and failure to do so will in no way relieve the Contractor of the responsibility for furnishing labor, materials, and equipment required.
- 6.7. 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.
- 6.8. The Contractor shall assume full responsibility for any and all damages to the existing construction and to verify facilities.
- 6.9. The Contractor shall take any necessary photographs of existing conditions and shall file a report with the Implementing Agency, listing any existing damaged construction before the work is started and taking into consideration the result of the joint site inspection conducted immediately after the pre-bid conference.
- 6.10. The Contractor shall finish the construction with first class workmanship to the satisfaction of the DENR Management.
- 6.11. 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.
- 6.12. 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:
 - 6.12.1 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;
 - 6.12.2 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);
 - 6.12.3 All hazardous materials necessary for the completion of the project shall be properly labelled with MSDS and placed in a secondary containment and located at the safest place in the working area; and
 - 6.12.4 All hazardous wastes generated shall be properly turned over to DENR MRF for the inventory and subsequent disposition enlisting the services of authorized treater/transporter.
- 6.13. The Contractor shall adopt a procedure to mitigate the effects to the environment of demolition, repair, painting and other activities.

**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER****(page 19 of 23)**

6.14. The Contractor shall ensure that all staff must wear their proper working apparels with IDs and provided with necessary safety gears (compliance to construction safety).

6.15. The Contractor shall strictly enforce the NO STYRO OR PLASTIC POLICY in the working area.

7. EQUIPMENT AND MANPOWER REQUIREMENT

7.1. The Contractor shall provide the following Key Personnel.

Key Personnel	Years of Experience Required	Documents
Project Architect/Engineer	Five (5) years	Curriculum Vitae, Valid Professional Identification Card issued by Professional Regulation Commission (PRC)
Professional Electrical Engineer	Five (5) years	Curriculum Vitae, Valid issued by PRC

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

- 7.2.1 Construction Foreman;
- 7.2.2 Carpenter/Mason(s);
- 7.2.3 Electrician(s);
- 7.2.4 Tinsmith(s);
- 7.2.5 Welder(s);
- 7.2.6 Plumber(s); and
- 7.2.7 Painter(s).

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

7.4. The Contractor shall provide the following minimum equipment

- 7.4.1 Grinders;
- 7.4.2 Cutters;
- 7.4.3 Air compressor;
- 7.4.4 Electrical Equipment;
- 7.4.5 Painting Equipment;
- 7.4.6 Vacuum Equipment; and
- 7.4.7 Hauling Equipment;

**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER****(page 20 of 23)**

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

- 7.5.1 Curriculum Vitae;
- 7.5.2 Copy of valid and current Professional Identification Card issued by the Professional Regulation Commission; and
- 7.5.3 List of completed or on-going contracts of similar in nature.

8. APPROVED BUDGET FOR THE CONTRACT

8.1. The estimated cost of this construction is Five Million Pesos (Php. 5,000,000.00) inclusive of all applicable government taxes and charges.

9. MODE OF PAYMENT

- 9.1. 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;
- 9.2. DENR may, upon written request by the Contractor, make an advance payment or mobilization fund not exceeding fifteen percent (15%) of the contract amount upon submission of an irrevocable letter of credit or bank guarantee issued by a Universal or Commercial Bank. This will cover expenses for mobilization and construction start-up;
- 9.3. 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/services are delivered, and accompanied by a claim for the advance payment; and
- 9.4. Mode of Payment shall be through progress billing. Actual work accomplishment will be verified and approved by the Director of Administrative Service.

Description	Deliverables	Percentage of Contracted Amount
Mobilization	Approved Contract and Clearances	15%
Progress Billing No. 1	Gantt Chart and PERT/CPM detailing that 20% of the Work Accomplished	15%
Progress Billing No. 2	Gantt Chart and PERT/CPM detailing that 50% of the Work Accomplished	20%

**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER****(page 21 of 23)**

Description	Deliverables	Percentage of Contracted Amount
Progress Billing No. 3	Gantt Chart and PERT/CPM detailing that 70% of the Work Accomplished	20%
Progress Billing No. 4	Gantt Chart and PERT/CPM detailing that 90% of the Work Accomplished	20%
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 authorized representative, Certificate of Completion and Acceptance issued by the DENR or authorized representative, and Certificate of Completion issued by the Accounting Division, Financial and Management Service	10%

- 9.5 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.

10. SUB-CONTRACTING

- 10.1 The Contractor shall not sub-contract the performance of the SERVICES stipulated in this TOR subject of this Agreement or any part thereof without the written consent of the DENR.

11. MISCELLANEOUS PROVISION

- 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 assists 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 or performance bond and/or the filing of appropriate administrative, civil/or criminal charges against the responsible persons;
- 11.3 Any extension of the contract duration shall not involve any additional cost to the DENR;
- 11.4 The Contractor shall comply with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect the contract in any way, including the express and implied warranties and liabilities which may be found therein; and
- 11.5 The Contractor shall comply with all existing laws and pertinent social legislation, executive and administrative orders, together with all implementing rules and regulations issued by the Department of Labor and Employment (DOLE) and other relevant governmental authorities;



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER


(page 22 of 23)

12. VIOLATION OF THE CONTRACT


12.1 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 one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for everyday of delay.

Proposed Construction of Two-Story Warehouse
(DENR Compound, Visayas Avenue, Diliman, Quezon City)


Prepared and Submitted by:


Ar. KATRINA CARLA CATAPANG, rmp
OIC Section Chief, BGMS


Reviewed by:


ENGR. JAIME F. JACOBO
OIC Asst. Chief, GSD

Recommending Approval:


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

Approved by:


RABINDRANATH P. QUILALA, CESE
OIC Director, Administrative Service



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(page 23 of 23)

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



DRAWINGS

Drawings shall be provided in E-copy to interested bidders.



Section VIII. Bill of Quantities (Detailed Estimate)



BILL OF QUANTITIES (DETAILED ESTIMATE)

(Prices must be inclusive w/ VAT)

**PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)
IB NO. DENR-CO-2019-025**

Approved Budget for the Contract – P 5,000,000.00

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

I. GENERAL REQUIREMENTS					
Permits					
Renovation/ Building Permit, Occupancy Permit and Other Permits Fees (maximum of 60 days)	1	lot			
SUB TOTAL I (Permits)					
II. STRUCTURAL CONCRETE					
DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST	
Cement	1190	bags			
Sand	66	cu.m.			
Gravel (3/4" or 20mm)	131	cu.m.			
Water Proofing(Concrete Waterproofing and Epoxy Tank-lining (top coat))	4	gals			
SUB TOTAL II (Structural Concrete)					
III. REINFORCING STEEL					
MATERIALS					
DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST	
Column Footing					
16mm dia. steel bar (6 mts)	124.00	pcs.			
#16 G.I. Wire	17.00	kgs.			
Columns					
16mm dia. steel bar (6 mts)	158.00	pcs.			
10mm dia. steel bar (6 mts)	94.00	pcs.			
#16 G.I. Wire	27.00	kg.			
Tie Beam					
16mm dia. steel bar (6 mts)	207.00	pcs.			
10mm dia. steel bar (6 mts)	215.00	pcs.			
#16 G.I. Wire	54.00	kgs.			
Beam B1					
16mm dia. steel bar (6 mts)	184.00	pcs.			
10mm dia. steel bar (6 mts)	184.00	pcs.			
#16 G.I. Wire	88.00	kgs.			
Slab on Fill					
10mm dia. steel bar (6 mts)	255.00	pcs.			
#16 G.I. Wire	14.00	kg.			
Floor Slab					
12mm dia. steel bar (6 mts)	406.00	pcs.			
#16 G.I. Wire	45.00	kg.			
Stairs					
16mm dia. steel bar (6 mts)	23.00	pcs.			



	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
	10mm dia. steel bar (6 mts)	25.00	pcs.		
	#16 G.I. Wire	31.00	kg.		
	Ramp				
	12mm dia. steel bar (6 mts)	131.00	pcs.		
	#16 G.I. Wire	29.00	kg.		
	SUB TOTAL III (Reinforcing Steel)				
IV.	FALSE WORK				
	MATERIALS:				
	(a) Formworks:				
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	1/2" x 4' x 8' plywood	109.00	pcs		
	257.00 pcs - 2" x 2" x 10' lumber	856.67	bd.ft.		
	42.00 pcs - 2" x 2" x 12' lumber	168.00	bd.ft.		
	Sub Total (formworks)				
	(b) Scaffoldings/staggings:				
	213.00 pcs - 2" x 3" x 12' lumber vertical support	1,278.00	bd.ft.		
	467.00 pcs - 2" x 3" x 12' lumber horizontal support	2,802.00	bd.ft.		
	164.00 pcs - 2" x 2" x 12' lumber diagonal support	656.00	bd.ft.		
	Sub Total (Scaffoldings)				
	SUB TOTAL IV FALSE WORK (FORMWORKS + SCAFFOLDINGS/STAGGINGS)				
V.	MASONRY WORK				
	(a) 5" CHB				
	Exterior wall				
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	Portland Cement	202.00	bags		
	Sand	17.00	cu.m.		
	5" Thick CHB	3,269.00	pcs		
	12mm dia. steel bar (6 mts)	94.00	pcs.		
	10mm dia. steel bar (6 mts)	95.00	pcs.		
	# 16 G.I. Tie wire	18.00	kgs		
	Sub Total (Exterior Wall)				
	(b) 4" CHB				
	Interior Wall				
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	Portland Cement	71.00	bags		
	Sand	6.00	cu.m.		
	4" Thick CHB	1,672.00	pcs		
	12mm dia. steel bar (6 mts)	49.00	pcs.		
	10mm dia. steel bar (6 mts)	49.00	pcs.		
	# 16 G.I. Tie wire	7.00	kgs		
	Sub Total (Interior Wall)				



(c) Plastering (16 mm thick class B mixture)					
MATERIALS:					
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	Portland Cement	366	bags		
	Sand	31	cu.m.		
	Sub Total (Plastering (16 mm thick class B mixture))				
	SUB TOTAL V MASONRY WORK (Exterior Wall + Interior Wall + Plastering)				
VI.	CARPENTRY				
	(a) Gypsum Board Ceiling				
MATERIALS:					
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	1/4" x 4' x 8' Hardiflex	83.00	pcs		
	0.50mm x 5m Metal Furrings	191	pcs		
	Miscellaneous materials (furring clips, fasteners, etc.)	1	lot		
	Sub Total (Gypsum Board Ceiling)				
	(b) Dry Wall Partitions				
MATERIALS:					
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	1/2" x 4' x 8' Hardiflex	14.00	pcs.		
	2" x 3" Metal Stud	16.00	pcs.		
	Miscellaneous materials (furring clips, fasteners, etc.)	1	lot		
	Sub Total (Dry Wall Partitions)				
	SUB TOTAL VI CARPENTRY (Gypsum Board Ceiling + Dry Wall Partitions)				
VII.	DOORS & WINDOWS				
	(a) Doors				
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
D1	2.00 x 2.70 m 12 mm thk. Clear tempered glass with patch fittings and hardware; provide 25 mm dia. 300 L s/s handle; with complete accessories	1	sets		
D2	1.00 x 2.10 m 44 mm thk. Flush type solid core door plastic laminate finish on outside face and painted finish on inside face; with complete accessories	3	sets		
D3	1.00 x 2.10 m ga # 18 mild steel panel with rockwall mineral fiber insulation with 1 1/2 hr. fire rated epoxy painted finish; with complete accessories	1	sets		
D4	0.9 x 2.10 m 44 mm thk flush type solid core door plastic laminate finish on outside face and painted finish on inside face; with complete accessories	2	sets		



D5	0.70 x 2.10 m 44 mm thk flush type solid core door painted finish on both sides; with complete accessories	3	sets		
D6	4.70 x 2.96 m metal roll up door	1	set		
				Sub Total (Doors)	
(b) Windows					
MATERIALS:					
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	2.951 x 1.303 m 6 mm thk clear glass aluminum framed sliding window, powder coated finish; with complete accessories	2	sets		
	1.123 x 2.278 m 6 mm thk clear glass aluminum framed casement window, powder coated finish, provide 100 mm restrictor on the awning panel; with complete accessories	1	sets		
				Sub Total (Windows)	
				Sub Total VII Doors & Windows	
VIII. TILE WORK					
(a) Main Building Floor Tiles (FF-2)					
MATERIALS:					
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	60 x 60cm. Homogeneous Tile	496	pcs		
	Portland cement	81	bags		
	Sand	5	cu.m.		
	Tile adhesive	14	bags		
	Tile grout	90	kgs		
				Sub Total Tile Work (Main Building Floor Tiles FF-2)	
(b) Main Building Floor Tiles (FF-3)					
MATERIALS:					
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	60 x 60cm. Homogeneous Tile	126	pcs		
	Portland cement	21	bags		
	Sand	2	cu.m.		
	Tile adhesive	4	bags		
	Tile grout	23	kgs		
				Sub Total Tile Work (Main Building Floor Tiles FF-3)	
(c) Comfort Room Wall Tiles					
MATERIALS:					
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	0.15 x 0.60 m ceramic tiles (300.56 sq.m.)	336	pcs.		
	0.20x0.20 Mosaic Tiles (25.5 sq.m.)	670	pcs.		
	Portland cement	26	bags		



	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	Sand	2	cu.m.		
	Tile adhesive	5	bags		
	Tile grout	29	kgs		
	Sub Total Tile Work (Comfort Room Wall Tiles)				
	SUB TOTAL VIII TILE WORKS (Main Building Floor Tiles FF-2+ Main Building Floor Tiles FF-3+ Comfort Room Wall Tiles)				
IX	PAINTING WORK				
	(a) Concrete Surfaces:				
	MATERIALS:				
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	Acrylic Concrete Primer	64	gallons		
	Acrylic Gloss Latex Paint (Two coats)	153	gallons		
	Concrete neutralizer	42	gallons		
	Spot putty	78	gallons		
	Roller with pan	2	pcs		
	4" paint brush	2	pcs		
	2" paint brush	4	pcs		
	Sand paper # 120, Patching compound, etc.	1	lot		
	Sub Total (Concrete Surfaces)				
	(b) Gypsum Surfaces: Roof Ceiling				
	MATERIALS:				
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	Flatwall enamel	8	gallons		
	Quick drying enamel (two coats)	20	gallons		
	Paint Thinner	6	gallons		
	Gypsum putty	10	gallons		
	Sand paper # 120, Patching compound, etc.	1	lot		
	Sub Total (Gypsum Surfaces: Roofing Ceiling)				
	(c) Drywall Partitions				
	MATERIALS				
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	Flatwall enamel	2	gallons		
	Quick drying enamel (two coats)	4	gallons		
	Paint Thinner	2	gallons		
	Gypsum putty	2	gallons		
	Sand paper # 120, Patching compound, etc.	1	lot		
	Sub Total (Drywall Partitions)				
	SUB TOTAL IX PAINTING WORKS (Concrete Surfaces + Gypsum Surfaces: Roofing Ceiling+ Drywall Partitions)				



X. ELECTRICAL WORK					
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
	ELECT. PVC PIPE, WIRES AND FITTINGS(ROUGHING-IN)	1	LOT		
	SWITCHES AND OUTLET	1	LOT		
	LIGHTING FIXTURES	1	LOT		
SUB TOTAL X (Electrical Work)					
XI. PLUMBING WORK					
	DESCRIPTION	QTY	UNIT	PRICE	TOTAL COST
WATER SUPPLY					
	1) PVC PIPES AND FITTINGS	1	LOT		
	2) WATER CLOSET AND FITTINGS	1	LOT		
DRAINAGE SYSTEM					
	1) PVC PIPES AND FITTINGS	1	LOT		
	2) CONCRETE CATCH BASIN	1	LOT		
	3) SEPTIC TANK	1	UNIT		
SUB TOTAL XI (Plumbing Work)					
SUMMARY					
I.	General Requirement				
II.	Structural Concrete				
III.	Reinforcing Steel				
IV.	False Work				
V.	Masonry Work				
VI.	Carpentry				
VII.	Doors & Windows				
VIII.	Tile Work				
IX.	Painting Work				
X.	Electrical Work				
XI.	Plumbing Work				
A.	TOTAL MATERIAL COST				
B.	LABOR COST				
C.	EXCAVATION AND COMPACTION				
D.	MOBILIZATION DEMOBILIZATION				
E.	OCM COST				
F.	CONTRACTOR'S PROFIT				
TOTAL PROJECT COST					

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



Section IX.

Bidding Forms

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**Annex I**

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**PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I)
OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-
CENTRAL OFFICE (DENR-CO)
IB NO. DENR-CO-2019-025**

Approved Budget for the Contract –P 5,000,000.00

Omnibus Sworn Statement

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

AFFIDAVIT

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

1. *Select one, delete the other:*

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

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

2. *Select one, delete the other:*

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

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

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

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;

**Annex I**
(Page 2 of 3)

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**
 - If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
 - If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
 - If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the 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.

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

Bidder's Representative/Authorized Signatory

**Annex I**
(Page 3 of 3)

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____



Annex II

(Bidder's Company Letterhead)

PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

IB NO. DENR-CO-2019-025

Approved Budget for the Contract – ₱ 5,000,000.00

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)

PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

IB NO. DENR-CO-2019-025

Approved Budget for the Contract – ₱ 5,000,000.00

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 III****(Bidder's Company Letterhead)****PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)****IB NO. DENR-CO-2019-025****Approved Budget for the Contract – ₱ 5,000,000.00****CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY
(Please show figures at how you arrived at the NFCC)**

This is to certify that our **Net Financial Contracting Capacity (NFCC)** is **Philippine Pesos** _____ (P _____) which is at least equal to the total ceiling price we are bidding. The amount is computed as follows:

CA	=	Current Assets	₱
LESS			-
CL	=	Current Liabilities	₱
Sub-total 1			₱
			X 15
Sub-total 2			₱
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	₱
NET FINANCIAL CONTRACTING CAPACITY			₱

Issued this _____ day of _____, 2019.

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 II
- 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 IV**

(page 1 of 2)

PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)**IB NO. DENR-CO-2019-025****Approved Budget for the Contract – ₱ 5,000,000.00****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.

1 Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.



ANNEX IV

(page 2 of 2)

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**

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, [date issued], [place Issued]
IBP No. __, [date issued], [place issued]

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

**Annex V**
(page 1 of 2)**BID FORM****PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)
IB NO. DENR-CO-2019-025
Approved Budget for the Contract – P 5,000,000.00**

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

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract **PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) UNDER IB NO. DENR-CO-2019-025**;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;
- The total price of our Bid, excluding any discounts offered below is: _____;
The discounts offered and the methodology for their application are: _____;
- (c) Our Bid shall be valid for a period of _____ days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of *Php* _____, _____% of the Contract Price for the due performance of the Contract;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: _____;
- (f) 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;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) 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
- (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)

- (j) 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 ***PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) UNDER IB NO. DENR-CO-2019-025*** of the ***DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES***.
- (k) We acknowledge that failure to sign each and every page of this **Bid Form**, including the **Detailed Estimates**, shall be a ground for the rejection of our bid.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



Annex VI

(Bidder's Company Letterhead)

PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

IB NO. DENR-CO-2019-025

Approved Budget for the Contract – ₱ 5,000,000.00

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 VII**

(page 1 of 2)

Form of Contract Agreement

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the “Entity”) and *[name and address of Contractor]* (hereinafter called the “Contractor”).

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called “the Works”) and the Entity has accepted the Bid for *[insert the amount in specified currency in numbers and words]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

6. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
 - (a) General and Special Conditions of Contract;
 - (b) Drawings/Plans;
 - (c) Specifications;
 - (d) Invitation to Bid;
 - (e) Instructions to Bidders;
 - (f) Bid Data Sheet;
 - (g) Addenda and/or Supplemental/Bid Bulletins, if any;
 - (h) Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - (i) Eligibility requirements, documents and/or statements;
 - (j) Performance Security;
 - (k) Notice of Award of Contract and the Bidder’s conforme thereto;
 - (l) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.



Annex VII

(page 2 of 2)

- 4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Contractor).

Binding Signature of Procuring Entity

Binding Signature of Contractor

[Addendum showing the corrections, if any, made during the Bid evaluation should be attached with this agreement]



Section IX.

Checklist of Requirements



**DENR BIDS AND AWARDS COMMITTEE
CHECKLIST OF REQUIREMENTS FOR BIDDERS**

Name of Company: _____

Project:

PROPOSED CONSTRUCTION OF TWO-STOREY WAREHOUSE (PHASE I-GROUND FLOOR) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

Bid Ref. No.

IB NO. DENR-CO-2019-025

APPROVED BUDGET FOR THE CONTRACT: ₱ 5,000,000.00

Ref. No.	Particulars	
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ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS

In accordance with Clause 19.4 of the Instructions to Bidders, the bid, except for the unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

12.1	<i>(a) ELIGIBILITY DOCUMENTS</i>	
(a)	CLASS "A" DOCUMENTS	
	<u>(a.1.) LEGAL DOCUMENTS</u>	
(i)	<p>Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as Annex I with attached <u>Proof of Authority of the bidder's authorized representative/s:</u></p> <p>i. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Duly notarized Special Power of Attorney</p> <p>ii. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p><i>Note: Should there be more than one (1) appointed authorized representatives, use the word <u>"any of the following"</u> or <u>"OR"</u>, otherwise, all authorized representatives must sign/initial the bid submission.</i></p> <p>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.</p>	
(ii)	<p>Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to bidder;</p> <p><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></p> <p><u>OR</u></p> <p>The following Class "A" eligibility documents:</p> <p>a) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;</p> <p>b) Business/Mayor's permit for CY 2019 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</p> <p>c) Current and valid Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);</p> <p>d) Audited Financial Statements (AFS) for CY 2018 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2019;</p> <p>e) Current and valid PCAB License and Registration</p>	



<u>(a.2.) TECHNICAL DOCUMENTS</u>	
(iii)	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 II);
(iv)	Statement of the Bidder's Single Largest Completed Contract (SLCC) of similar nature equivalent to at least fifty (50%) of the total ABC (per Annex II-A) <i>For purposes of this project, similar contracts shall refer to contracts involving repair, renovation and/or construction of buildings.</i> <u>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex II-A:</u> (a) Constructor's Performance Evaluation System (CPES) with a Final Rating of at least SATISFACTORY; or (b) Owner's Certificate of Acceptance, or (c) Owner's Certificate of Completion
(iv)	Valid and current Philippine Contractors Accreditation Board (PCAB) License with at least Principal Classification in General Building Category C or D size range Small B . The PCAB license must indicate "PCAB registered contractor for Government Projects."
<u>(a.3.) FINANCIAL DOCUMENTS</u>	
(v)	Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per Annex III). The NFCC computation must be equal to the ABC of this project. The detailed computation using the required formula must be provided. <u>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.</u>
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: a) Valid and current Certificate of PhilGEPS Registration b) Valid and current PCAB License.
(iii)	Submission of the following by any of the JV partners constitute compliance: a) Statement of All Ongoing Contracts whether similar or not similar in nature (Annex II) b) Statement of Single Largest Completed Contract (Annex II-A) c) Duly signed NFCC
(iv)	Entities forming themselves into a Joint Venture shall likewise <u>submit an additional PCAB license</u> to act in the capacity of such joint venture.
<u>(b) TECHNICAL DOCUMENTS</u>	



(i) 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:

Project ABC (₱)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)	Bid Security: Surety Bond (5%) (₱)	Bid Securing Declaration
5,000,000.00	100,000.00	250,000.00	No required Amount

1. Bid Securing Declaration per **Annex IV**;
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. 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.
5. For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security pursuant to Section III, ITB Clause 18.5, to wit:

The following are the grounds for forfeiture of Bid Security

- **IF A BIDDER:**
 - 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:**
 - (i) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or
 - (ii) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184.



(ii)	<p>Conformity with Project Specifications as specified in the Section VI of the Bidding Documents attached with the following:</p> <ol style="list-style-type: none"> Organizational Chart for the contract to bid; 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
	At least one (1) Architect/ Engineer	Five (5) Years
	Documentary Requirements	
At least one (1) Professional Electrical Engineer	Five (5) Years	<ul style="list-style-type: none"> Curriculum Vitae Valid and current Professional Identification Card issued by Professional Regulatory Commission (PRC)
<ol style="list-style-type: none"> 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. 		

ENVELOPE 2: FINANCIAL DOCUMENTS

13.1	<p>Completed and signed Financial Bid Form. Bidder must submit the following:</p> <ol style="list-style-type: none"> 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. <p>The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.</p>
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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.