



**BIDS AND AWARDS COMMITTEE**

**Supplemental/Bid Bulletin No. 1**

**REPLACEMENT OF POLYCARBONATE AND METAL ROOFING SHEET INCLUDING  
 DETACHED ALUMINUM COMPOSITE PANEL CLADDING**  
**Bid Ref. No. DENR-CO-2024-004**

**Approved Budget for the Contract: ₱2,650,000.00**

This **Supplemental/Bid Bulletin No. 1** is being issued to respond to clarifications sent thru email and to revise specifications/provisions in the Bidding Documents for the aforementioned project:

<b>A. Response to clarifications:</b>																									
<b>CLARIFICATION</b>	<b>RESPONSE</b>																								
The roof and cladding installers do not have TESDA Certificates as it is not included in the Checklist of Workers with TESDA NC1, NC2, and NC3.	TESDA Certificates will only be required if applicable. Please refer to the revised Terms of Reference (TOR).																								
<b>B. Revision to specifications/provisions:</b>																									
<b>FROM</b>	<b>TO</b>																								
<b>SECTION III. BID DATA SHEET</b>																									
<p>...xxx...</p> <p>1.g) Certificate of Site Inspection issued by the General Services Division.</p> <p>2.d) List of Contractor's Key Personnel &amp; Support Staff attached with the Certificate of Availability of Key Personnel (per <b>Annex VIII</b>), Curriculum Vitae and copies of the following documentary requirements:</p> <table border="1"> <thead> <tr> <th>Key Personnel</th> <th>Documentary Requirements</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td> <ul style="list-style-type: none"> <li>Valid and current PRC ID Civil Engineer/Architect.</li> <li>Certification or equivalent document to prove at least five (5) years of experience</li> <li>List of completed or on-going contracts of similar nature.</li> </ul> </td> </tr> <tr> <td>Foreman</td> <td>Certification or equivalent document to prove at least three (3) years of experience.</td> </tr> <tr> <td>Roof Installers</td> <td> <ul style="list-style-type: none"> <li>Valid TESDA Certificate.</li> <li>Certification or equivalent document to prove at least three (3) years of experience.</li> </ul> </td> </tr> <tr> <td>Cladding Installers</td> <td> <ul style="list-style-type: none"> <li>Valid TESDA Certificate.</li> <li>Certification or equivalent document to prove at least three (3) years of experience.</li> </ul> </td> </tr> <tr> <td>Electricians</td> <td> <ul style="list-style-type: none"> <li>Valid TESDA Certificate.</li> <li>Certification or equivalent document to prove at least three (3) years of experience.</li> </ul> </td> </tr> <tr> <td>Painters</td> <td> <ul style="list-style-type: none"> <li>Valid TESDA Certificate.</li> <li>Certification or equivalent document to prove at least three (3) years of experience.</li> </ul> </td> </tr> </tbody> </table> <p>...xxx...</p>	Key Personnel	Documentary Requirements	Project Manager	<ul style="list-style-type: none"> <li>Valid and current PRC ID Civil Engineer/Architect.</li> <li>Certification or equivalent document to prove at least five (5) years of experience</li> <li>List of completed or on-going contracts of similar nature.</li> </ul>	Foreman	Certification or equivalent document to prove at least three (3) years of experience.	Roof Installers	<ul style="list-style-type: none"> <li>Valid TESDA Certificate.</li> <li>Certification or equivalent document to prove at least three (3) years of experience.</li> </ul>	Cladding Installers	<ul style="list-style-type: none"> <li>Valid TESDA Certificate.</li> <li>Certification or equivalent document to prove at least three (3) years of experience.</li> </ul>	Electricians	<ul style="list-style-type: none"> <li>Valid TESDA Certificate.</li> <li>Certification or equivalent document to prove at least three (3) years of experience.</li> </ul>	Painters	<ul style="list-style-type: none"> <li>Valid TESDA Certificate.</li> <li>Certification or equivalent document to prove at least three (3) years of experience.</li> </ul>	<p>...xxx...</p> <p>1.g) Certificate of Site Inspection issued by the General Services Division <b>which must be issued prior the schedule for submission of bids.</b></p> <p>2.d) List of Contractor's Key Personnel &amp; Support Staff attached with the Certificate of Availability of Key Personnel (per <b>Annex VIII</b>), Curriculum Vitae and copies of the following documentary requirements:</p> <table border="1"> <thead> <tr> <th>Key Personnel</th> <th>Documentary Requirements</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td> <ul style="list-style-type: none"> <li>Valid and current PRC ID Civil Engineer/Architect.</li> <li>Certification or equivalent document to prove at least five (5) years of experience</li> <li>List of completed or on-going contracts of similar nature.</li> </ul> </td> </tr> <tr> <td>Foreman</td> <td rowspan="5"> <ul style="list-style-type: none"> <li><b>Valid TESDA Certificate in their respective field of work (if applicable based on Training Regulations).</b></li> <li><b>Certification or equivalent document to prove at least three (3) years of experience in their respective field of work.</b></li> </ul> </td> </tr> <tr> <td>Roof Installers</td> </tr> <tr> <td>Cladding Installers</td> </tr> <tr> <td>Electricians</td> </tr> <tr> <td>Painters</td> </tr> </tbody> </table> <p>...xxx...</p>	Key Personnel	Documentary Requirements	Project Manager	<ul style="list-style-type: none"> <li>Valid and current PRC ID Civil Engineer/Architect.</li> <li>Certification or equivalent document to prove at least five (5) years of experience</li> <li>List of completed or on-going contracts of similar nature.</li> </ul>	Foreman	<ul style="list-style-type: none"> <li><b>Valid TESDA Certificate in their respective field of work (if applicable based on Training Regulations).</b></li> <li><b>Certification or equivalent document to prove at least three (3) years of experience in their respective field of work.</b></li> </ul>	Roof Installers	Cladding Installers	Electricians	Painters
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<b>SECTION VI. SPECIFICATIONS</b>	
SPECIFICATIONS (Terms of Reference as of 25 March 2024)	REVISED SPECIFICATIONS (Terms of Reference as of 22 April 2024)
<b>SECTION VII. DRAWINGS</b>	
DRAWINGS	REVISED DRAWINGS (Electrical - Lighting Layout included)
<b>SECTION X. PRESCRIBED/SAMPLE FORMS</b>	
Annex III. Omnibus Sworn Statement	Revised Annex III. Omnibus Sworn Statement

Bidders are advised to use the following forms and submit together with all the other required documents for the submission of bids on **30 April 2024 (Tuesday), 9:30 AM:**

- 1. Section VI. Revised Specifications (Terms of Reference as of 22 April 2024)**
- 2. Revised Annex III. Omnibus Sworn Statement**

Also, please use the **Revised Checklist of Technical and Financial Documents** as a guide/reference.

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 23<sup>rd</sup> of April 2024 in Quezon City.

Approved by:

*(sgd.)*

**EVELYN G. NILLOSAN**  
 Chief, Management Division &  
 Alternate Vice Chairperson, Bids and Awards Committee

Received by:		
_____ (SIGNATURE OVER PRINTED NAME)	_____ (DATE)	_____ NAME OF COMPANY
<b>(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE DENR BAC OFFICE @ 8926-2675)</b>		

## Section VI. Revised Specifications

**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 AS OF 22 APRIL 2024

#### TERMS OF REFERENCE

#### **Replacement of Polycarbonate and Metal Roofing Sheet including Detached Aluminum Composite Panel Cladding**

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

#### 1. ABSTRACT

Title of the Project	:	<b>Replacement of Polycarbonate and Metal Roofing Sheet including Detached Aluminum Composite Panel Cladding</b>
Project Location	:	<b>Main Building, DENR Compound, Visayas Avenue, Diliman, Quezon City, 1100</b>
Approved Budget for the Contract (ABC)	:	<b>P 2,650,000.00</b>
Area Covered	:	<b>624.04 m<sup>2</sup></b>
Project Duration	:	<b>60 Calendar Days</b>

#### 2. BACKGROUND

The existing polycarbonate and metal roof on the third floor of main building is showing sign of age and wear. It has become brittle over time and leading to leaks during rainfall. These leaks not only cause inconvenience to employees but also pose a risk of damage to the interior structure and equipment.

In addition, detached Aluminum Composite Panel Cladding located in the Main Building façade can pose serious safety hazards, where falling panels can injure people or damage property.

To address these issues and ensure the safety and functionality of the building, **Replacement of Polycarbonate and Metal Roofing Sheet including Detached Aluminum Composite Panel Cladding** is being proposed.

#### 3. OBJECTIVES

- 3.1. To provide the prospective contractors with sufficient background information on the **Replacement of Polycarbonate and Metal Roofing Sheet including Detached Aluminum Composite Panel Cladding at Main Building, DENR Compound, Visayas Ave., Diliman, Quezon City, 1100** which shall be completed within 60 calendar days at a cost most advantageous to the government in an acceptable quality and workmanship;

**TERMS OF REFERENCE**

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3.2. To describe the proposed project and its components 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 their own expense, shall supply the necessary Documents, Labor, Materials, Transportation, Tools, Supplies, Equipment, and Appurtenances;

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

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

4.4. The Contractor shall perform the following tasks:

**4.4.1. CLEARANCES AND PERMITS**

a. Secure the following:

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

**4.4.2. MOBILIZATION AND DEMOBILIZATION**

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

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**4.4.3. STORAGE**

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

**4.4.4. DEMOLITION AND REMOVAL WORKS**

- a. Identify all existing items that needs to be reinstalled after the renovation, coordinate with GSD – Building Management Section;
- b. Remove detached aluminium composite panel cladding, existing polycarbonate roof and metal roofing, flashing, and seals necessary to implement the project;
- c. Incorporate an itemized list of all necessary demolition works required into the schedule of construction operations;
- d. Perform demolition of all existing structures and kind of obstructions as incorporated in the list within the limit of the project while preventing damage to other facilities in accordance with all applicable laws and ordinances;
- e. Place all unnecessary materials or debris in all approved containers to prevent the spread and accumulation of dust and dirt;
- f. Remove and dispose properly all construction waste materials and debris from the DENR Compound as often as necessary upon securing corresponding gate pass; and
- g. Turn over all salvaged materials to the GSD - Building Management Section (BMS)

**4.4.5. DAMAGE PREVENTION**

- a. Secure the construction site to prevent illegal entry or work damage during the entire duration of the contract;
- b. Observe and undertake necessary precautionary measures against fire by keeping away flammable supplies and materials and providing at least two fire extinguishers;

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

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- c. Comply with pertinent regulations and adopt safety measures, such as but not limited to enclosures, shielding, coverings, warning devices, off limits signs, and safety barricades surrounding the work area;
- d. Undertake all necessary precautions to prevent damages to all existing structures, which are to remain and do not require any modification; and
- e. Assume full responsibility for all incurred damages to all existing structures resulting from the actual construction.

**4.4.6. ROOFING WORKS**

- a. Clear the area of any debris and obstruction that may hinder the installation;
- b. Extend roof eaves on both end for 1 meter by providing addition c-purlins in the existing polycarbonate roof;
- c. Source and procure the required rib type metal roofing, flashing, seals, roof insulation materials, and chicken wire mesh according to the approved specification; and
- d. Install new metal roofing, flashing, seals with roof insulation and wire mesh.

**4.4.7. ELECTRICAL WORKS**

- a. Provision of light, switches, wires and breaker in accordance with the approved drawing.

**4.4.8. PAINTING WORKS**

- a. Paint all existing structure supporting the polycarbonate roof;
- b. Conduct proper surface preparation prior to application of paints;
- c. Apply environmentally safe, odorless, and anti-bacterial latex paint for walls; and
- d. Use sample and desired color that is approved only by the Director of Administrative Service or his duly authorized representative; and

**4.4.9. CLEANING**

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

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

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- b. Collect and remove all debris from the site daily.

**4.4.10. CLADDING WORKS**

- a. Remove the existing detached aluminium composite panel cladding as indicated in the drawing; and
- b. Install new aluminium composite panel cladding to ensure integrity, safety, and aesthetics.

**4.4.11. ADDITIONAL WORKS**

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

**5. SPECIFICATIONS OF WORKS**

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

**5.1.1. ROOFING WORKS**

- a. Lay down the chicken wire mesh, securing it tightly to prevent shifting or sagging;
- b. Ensure the mesh is installed with adequate overlap and fastened securely at all edges and joints;
- c. Affix the insulation material over chicken wire mesh evenly across the entire roof surface, ensuring full coverage and proper alignment;
- d. Secure the insulation in place using appropriate fasteners or adhesives, taking care to avoid any gaps or overlaps;
- e. Begin by positioning the first metal roofing sheet at the eaves, ensuring proper alignment and overhang as per design specifications;
- f. Secure the sheet in place using appropriate fasteners, such as screws or nails, spaced according to manufacturer recommendations;
- g. Continue installing subsequent sheets, overlapping each one to prevent water ingress and ensure a watertight seal;
- h. Cut and trim sheets as necessary to fit around roof penetrations, edges, and angles; and

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

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- i. Conduct thorough quality checks at each stage of the installation process to ensure compliance with project specifications and industry standards.

**5.1.2. PAINTING WORKS**

- a. The Contractor prior to commencement of the work shall examine the surfaces to be applied with paints and other related products in order not to jeopardize the quality and appearance of painting or finishing work;
- b. All obstruction materials shall be removed prior to painting;
- c. Marred or damaged shop coats on metal shall be spot primed with appropriate metal primer;
- d. 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 his duly authorized representative; and
- e. Upon completion of the work, all staging, scaffoldings, and paint containers shall be removed and disposed according to EMS policy and standards.

**5.1.3. ELECTRICAL WORKS**

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

**5.1.4. CLADDING WORKS**

- a. Secure the site and ensure compliance with safety regulations;



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- b. Procure 4mm Polyvinylidene Fluoride (PVDF) aluminium composite panel, color must be approved by the Director of Administrative Service or his duly authorized representative;
- c. Remove the existing detached aluminum composite cladding systematically, ensuring minimal damage to the underlying structure;
- d. Install the new aluminum composite cladding according to the approved design and layout;
- e. Ensure proper alignment, levelling, and attachment of panels to achieve a seamless finish;
- f. Use appropriate fastening methods and weatherproofing techniques to enhance durability and resistance to environmental elements;
- g. Apply sealants and caulking around panel joints, edges, and penetrations to prevent water infiltration and air leakage;
- h. Conduct thorough quality checks at various stages of the installation process to ensure compliance with standards and specifications;
- i. Perform final inspections to verify structural integrity, safety, and aesthetic appeal;
- j. Remove all construction debris, leftover materials, and equipment from the site;
- k. Clean the surrounding area to restore it to its original condition; and
- l. Conduct a final walkthrough with the Building Management Section (BMS) Technical team to ensure satisfaction and address any concerns.

**6. GENERAL REQUIREMENT**

- 6.1. The Contractor shall visit the site and thoroughly inspected existing facilities and properly considered, in the preparation of the supply and installation, how such conditions will affect the work required by the Plans, Specifications, and TOR. Failure to do so will in no way relieve the Contractor of the responsibility for furnishing labor, materials, and equipment required;
- 6.2. The Contractor shall supply and submit a list of manpower, materials, and equipment necessary for the project in accordance with the approved Plans, Specifications, and TOR;
- 6.3. The Contractor shall submit pictures taken before, on-going, and after the construction;

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- 6.4. The Contractor shall submit an accomplishment report, which is accompanied with pictures and addressed to the Director of Administrative Service or his duly authorized representative, every Friday of the succeeding week;
- 6.5. The Contractor shall finish with first class workmanship to the satisfaction of the Director of Administrative Service or his duly authorized representative;
- 6.6. 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; and
- 6.7. The Contractor shall adopt a procedure to mitigate the effects to the environment of demolition, repair, painting, and other activities.

**7. EQUIPMENT AND MANPOWER REQUIREMENT**

7.1. The Contractor shall provide the following key personnel:

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

7.2. The Contractor shall provide the following Support Staff with corresponding TESDA Certificate (if applicable based on Training Regulations) and with at least 3 years of experience in their field of work:

- 7.2.1. Foreman;
- 7.2.2. Roof Installers;
- 7.2.3. Cladding Installers;
- 7.2.4. Electricians; and
- 7.2.5. Painters.

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;

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7.4.2. Cutters;

7.4.3. Painting Tools, such as but not limited to paint tray, paint rollers, and painter's tape;

7.4.4. Cleaning Equipment, such as vacuum; and

7.4.5. Hauling Tools and Equipment.

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 PRC; and

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

7.6. The Contractor shall have no history of overdue deliveries or unperformed services intended for the DENR and other government agencies.

**8. MODE OF PAYMENT**

8.1. The ABC of this construction, which is not necessarily the contract amount is Two Million Six Hundred Fifty Thousand Pesos (Php 2,650,000.00) inclusive of all applicable government taxes and charges;

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

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

8.4. The DENR shall, upon written request by the Contractor which shall be submitted as a contract document, make an advance payment to the contractor in an amount not exceeding fifteen percent (15%) of the total contract price upon submission of an irrevocable letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission;

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

8.6. Upon submission of an irrevocable letter of credit or bank guarantee issued by a Universal or Commercial Bank, the advance payment shall be allowed

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

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

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

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

8.8.2. Portion of the advance payment to be recouped;

8.8.3. Retention money;

8.8.4. Amount to cover third-party liabilities; and

8.8.5. Amount to cover uncorrected discovered defects in the works.

8.9. Mode of Payment shall be through progress billing. Actual work accomplishment will be verified and approved by the Director of Administrative Service.

<b>Description</b>	<b>Deliverables</b>	<b>Documentary Requirements</b>	<b>Percentage of Contracted Amount</b>
Progress Billing No. 1	Project Accomplishment Report detailing 35% of the Works are accomplished.	<ul style="list-style-type: none"><li>• Billing Request</li><li>• SOWA / Progress Photos</li><li>• Notice to Proceed</li><li>• Notice of Award</li><li>• Contract</li><li>• Bank Details</li></ul>	35%
Progress Billing No. 2	Project Accomplishment Report detailing 70% of the Works are accomplished.	<ul style="list-style-type: none"><li>• Billing Request</li><li>• SOWA / Progress Photos</li><li>• Notice to Proceed</li><li>• Notice of Award</li><li>• Contract</li><li>• Bank Details</li></ul>	35%

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Final Billing	Project Accomplishment Report detailing 100% of the Works are accomplished. Certificate of Acceptance	<ul style="list-style-type: none"> <li>• Billing Request</li> <li>• SOWA / Progress Photos</li> <li>• Notice to Proceed</li> <li>• Notice of Award</li> <li>• Contract</li> <li>• Bank Details</li> <li>• Certificate of Acceptance</li> <li>• Certificate of Completion</li> <li>• Warranty Certificate</li> <li>• As-Built Drawings</li> </ul>	30%
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**9. MISCELLANEOUS PROVISIONS**

9.1. The Contractor shall conform with the Environment Management System being practiced by the DENR Central Office in accordance with ISO 14001:2015 by providing the following:

- 9.1.1. A List of pre-identified Environmental Aspects and Impacts and the corresponding operational control or crisis response procedures in cases of emergency situations shall be submitted to the GSD three days upon receipt of the NTP;
- 9.1.2. All supplies and materials to be brought inside the DENR premises shall be green labelled or environment friendly (if applicable) and bear the corresponding Material Safety Data Sheet (MSDS);
- 9.1.3. All toxic and hazardous materials necessary for the completion of the project shall be properly labelled with MSDS and placed in a secondary containment, which shall be located at the safest place in the working area; and
- 9.1.4. All toxic and hazardous wastes generated shall be properly turned over to Materials Recovery Facility (MRF) of the DENR CO for the inventory and subsequent disposition enlisting the services of authorized treater/transporter.

9.2. The Contractor shall ensure that all staff must wear their proper working apparels with IDs and provided with necessary safety gears;

9.3. The Contractor shall strictly prohibit the use of polystyrene foam, such as Styrofoam, and plastic in the working area;

9.4. The Contractor shall comply with all existing laws, decrees, ordinances, acts and regulations of the Philippines that may affect the contract in any way, including the express and implied warranties and liabilities which may be found therein; and

**TERMS OF REFERENCE**

**Replacement of Polycarbonate and Metal Roofing Sheet including Detached Aluminum  
Composite Panel Cladding**

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

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9.5. The Contractor shall comply with all existing laws and pertinent local legislation, executive and administrative orders, together with all implementing rules and regulations issued by the Department of Labor and Employment and other relevant governmental authorities.

**10. VIOLATION OF THE TERMS AND CONDITIONS**

10.1. The Contractor shall hold the DENR free from any and all claims, liabilities, losses and suits arising from the Contractor's services, or the acts, omissions, or conduct of all persons employed or allowed by the Contractor or participate or assist in the performance of its obligations under this TOR;

10.2. The DENR shall have the right to declare this Agreement rescinded and terminated after due notice upon failure of the Contractor to comply with any terms and conditions of this Agreement without prejudice to such other rights of the DENR to proceed against the Contractor as may be warranted by the circumstances, including forfeiture of performance bond and/or the filing of appropriate administrative, civil, or criminal charges against the responsible persons; and

10.3. If the Contractor shall violate any of the terms and conditions of this TOR, or shall neglect to perform any of their work, duties, functions, responsibilities or obligations stipulated herein, or for any other causes shall not carry the tasks in acceptable manner, and by the reason thereof, the DENR suffers damages or losses, the Contractor shall be assessed a penalty in the form of liquidated damages in the amount of at least equal to 1/10 of 1% of the cost of the unperformed portion for everyday of delay. The Contractor shall be subject to Administrative sanctions pursuant to RA 9184 and its IRR.

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

(page 13 of 14)

TERMS OF REFERENCE

Replacement of Polycarbonate and Metal Roofing Sheet including Detached Aluminum  
Composite Panel Cladding

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

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Prepared by:

  
**ENGR. CHRISTIAN S. MOLINA**  
Technical Assistant, GSD - BGMS

Checked by:

  
**ENGR. RANDY L. TIIN**  
Section Chief, GSD - BGMS

Noted by:

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

Approved by:

  
**ROLANDO R. CASTRO**  
Director, Administrative Service

13 of 13

**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 Authorized Representative*

\_\_\_\_\_  
*Name of Authorized Representative*

\_\_\_\_\_  
*Name & Designation (in print)*

\_\_\_\_\_  
*Date*



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

(page 1 of 3)

**Section VII. Revised Drawings**  
**(For reference only)**

ROOF DECK FLOORLINE  
ROOF DECK FLOORLINE  
6TH FLOOR LINE  
5TH FLOOR LINE  
4TH FLOOR LINE  
3RD FLOOR LINE  
2ND FLOOR LINE  
GROUND FLOORLINE  
NATURAL DIVIDE LINE

FRONT ELEVATION

1  
A 1

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
1111 SOUTH MAIN STREET, DENVER, COLORADO 80202  
PROJECT: 23-1-0000000  
REPLACEMENT OF POLYCARBONATE AND METAL ROOF INCLUDING DETACHED ALUMINUM COMPOSITE PANEL CLADDING  
AND CORNER, TERRACE, ELEVATOR

SCALE: 1/8\"/>

DATE: 04/23/2024

PROJECT NO. 23-1-0000000

REVISIONS

REVISION NO. A-2  
2

DESIGNED BY: [Signature]  
CHECKED BY: [Signature]  
DATE: 04/23/2024

PROJECT NO. 23-1-0000000

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

(page 2 of 3)

**FLOOR PLAN**

1  
A-1

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
311 S.P. CORPORA, 6500 S.W. 11TH AVENUE, MIAMI, FL 33149  
PROJECT: NEW 11000707  
REPLACEMENT OF POLYCARBONATE AND METAL ROOF INCLUDING DETACHED  
ALUMINUM COMPOSITE PANEL CLADDING  
DATE: 04/18/24 10:41:00 AM 11/04/2024

DESIGNED BY: [Signature]  
CHECKED BY: [Signature]  
SCALE: 1/8" = 1'-0"

DATE: 04/18/24 10:41:00 AM 11/04/2024

**LEGENDS**

- 100WATTS LED HIGH BAY LIGHT
- DUPLEX SWITCH OUTLET S2
- POWER LINE
- SWITCH LINE

**3 LIGHTING LAYOUT**

**NOTED BY:** ENGR. RANDY L. LIN, SECTION CHIEF - BUS

**DRAFTED BY:** PAUL ANTHONY E. BILLORES, ENGINEER II

**RECOMMENDING APPROVAL:** [Signature]

**APPROVED:** [Signature] ANDRÉS B. CASTRO, DIRECTOR ADMINISTRATIVE SERVICE

**SHEET NO.:** E-1 / 1

**Republic of the Philippines**  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
 Division Office - Marikina City

**BUILDING MANAGEMENT SECTION**  
 DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
 12345 CAMPUS DRIVE, MARIKINA CITY, 0100

**PROJECT TITLE - LOCATION:**  
 REPLACEMENT OF POLYCARBONATE ROOF  
 AT 3RD FLOOR DEAR WALK BUILDING  
 2379 COMMERCE AVENUE, MARIKINA CITY

**SUPPLY, DELIVERY, AND INSTALLATION OF STADIUM CHAIRS AT THE MULTI-PURPOSE BUILDING OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)  
Bid Ref. No. DENR-CO-2024-002**

**Approved Budget for the Contract: ₱3,000,000.00**

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**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; **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in Uniform Guidelines on Blacklisting;**

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

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

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 in compliance with the Philippine Bidding Documents, which include:

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

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

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

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

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

**[Jurat]**

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

**DENR BIDS AND AWARDS COMMITTEE**

**REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS**

**Project:** REPLACEMENT OF POLYCARBONATE AND METAL ROOFING SHEET INCLUDING DETACHED ALUMINUM COMPOSITE PANEL CLADDING

**Bid Ref. No.:** DENR-CO-2024-004

**APPROVED BUDGET FOR THE CONTRACT: ₱2,650,000.00**

**ENVELOPE 1: TECHNICAL COMPONENT**

**CLASS "A" DOCUMENTS**

**A. LEGAL DOCUMENTS**

- (a) Valid and current **Certificate of PhilGEPS Registration (Platinum Membership)** (all pages) *in accordance with Section 8.5.2 of the iRR* (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);

**B. TECHNICAL DOCUMENTS**

- (b) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (per **Annex I**);

- (c) Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC (per **Annex I-A**).

***For purposes of this project, similar contracts shall refer to contracts involving repair/renovation/rehabilitation/construction of buildings.***

Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per **Annex I-A**:

- 
- (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

***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.***

- (d) Valid and current Philippine Contractors Accreditation Board (PCAB) License, duly signed by the Authorized Managing Officer, with Principal Classification in General Building/General Engineering Category C or D and at least Small B Contractor. The PCAB license must indicate "PCAB registered contractor for Government Projects."

**OR**

- Special PCAB License in case of Joint Venture; and registration for the type and cost of the contract to be bid.

(e) 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 (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Original Bid Securing Declaration
2,650,000.00	53,000.00	132,500.00	No required Amount

1. Bid Securing Declaration per **Annex II**;
2. The Cashier's/Manager's Check shall be issued by a Local, Universal or Commercial Bank
3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or
4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. 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:

*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:**

- a) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or
- b) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184.

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

1. Organizational Chart for the contract to bid;
2. Contractor's Key Personnel to be assigned to the contract to be bid, with complete qualifications and experience data and other requirements as specified below:

Key Personnel/ Support Staff	Experience	License/Certificate
Project Manager <i>(Civil Engineer/ Architect)</i>	At least five (5) years.	<ul style="list-style-type: none"> <li>• Curriculum Vitae;</li> <li>• Valid and current Professional Identification Card issued by Professional Regulation Commission.</li> </ul>

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

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

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

**Note:** *Should there be more than one (1) appointed authorized representatives, use the word "any of the following" or "OR", otherwise, all authorized representatives must sign/initial the bid submission.*

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

**C. FINANCIAL DOCUMENTS**

(h) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per **Annex IV**).

The NFCC computation must be at least equal to the ABC of this project. The detailed computation using the required formula must be provided.

**In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.**



**Class "B" Document: (For Joint Venture)**

(i) 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 I)
- b) Statement of Single Largest Completed Contract (Annex I-A)
- c) Duly signed NFCC

**(iv) Entities forming themselves into a Joint Venture shall likewise submit an additional PCAB license to act in the capacity of such joint venture.**

**ENVELOPE 2: FINANCIAL DOCUMENTS**

Completed and signed **Financial Bid Form**. Bidder must submit the following:

1. **Bid Form per Annex V;**
2. **Bid Prices in the Bill of Quantities per Section VIII;**
3. **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;**
4. **Cash flow by quarter or payment schedule;**
5. **Digital copy stored in a Universal Serial Bus (USB) flash drive in Excel File of Item Nos. 2 to 4.**

The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.