



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City

**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

BIDS AND AWARDS COMMITTEE

March 2024

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

Visayas Avenue, Diliman, Quezon City, 1128

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Glossary of Terms, Abbreviations, and Acronyms

ABC	:	Approved Budget for the Contract.
ARCC	:	Allowable Range of Contract Cost.
BAC	:	Bids and Awards Committee.
Bid	:	A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as <i>Proposal</i> and <i>Tender</i> . (2016 revised IRR, Section 5[c])
Bidder	:	Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])
Bidding Documents	:	The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])
BIR	:	Bureau of Internal Revenue.
BSP	:	Bangko Sentral ng Pilipinas.
CDA	:	Cooperative Development Authority.
Consulting Services	:	Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])
Contract	:	Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
Contractor	:	is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.
CPI	:	Consumer Price Index.
DOLE	:	Department of Labor and Employment.
DTI	:	Department of Trade and Industry.
Foreign-funded Procurement or Foreign-Assisted Project	:	Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).
GFI	:	Government Financial Institution.
GOCC	:	Government-owned and/or –controlled corporation.

Goods	:	Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])
GOP	:	Government of the Philippines.
Infrastructure Projects	:	Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as <i>civil works or works</i> . (2016 revised IRR, Section 5[u])
LGUs	:	Local Government Units.
NFCC	:	Net Financial Contracting Capacity.
NGA	:	National Government Agency.
PCAB	:	Philippine Contractors Accreditation Board.
PhilGEPS	:	Philippine Government Electronic Procurement System.
Procurement Project	:	refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)
PSA	:	Philippine Statistics Authority.
SEC	:	Securities and Exchange Commission.
SLCC	:	Single Largest Completed Contract.
UN	:	United Nations.



Section I. Invitation to Bid

INVITATION TO BID**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**

1. The **Department of Environment and Natural Resources (DENR)** through the Continuing Appropriations [2023 General Appropriations Act (GAA)] intends to apply the sum of Pesos: **Two Million Six Hundred Fifty Thousand (2,650,000.00)** being the ABC to payments under the contract for **Replacement of Polycarbonate and Metal Roofing Sheet including Detached Aluminum Composite Panel Cladding under Bid Ref. No. DENR-CO-2024-004**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DENR now invites bids for the above Procurement Project. **Completion of works for the project is within sixty (60) calendar days from receipt of Notice to Proceed**. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
*Similar in nature shall mean **“Repair/renovation/rehabilitation/construction of buildings”**.*
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from DENR and inspect the Bidding Documents at the address given below from Mondays to Fridays, 9:00 AM to 4:00 PM.
5. A complete set of Bidding Documents may be acquired by interested bidders by requesting a copy of Order Form via email at bac.co@denr.gov.ph prior payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Pesos: Five thousand (₱5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	DATE/TIME	VENUE/MODE
1. Sale and Issuance of Bid Documents	9:00 AM to 4:00 PM only Mondays to Fridays Starting 04 April 2024	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, 2 nd flr., Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City

ACTIVITIES	DATE/TIME	VENUE/MODE
2. Pre-Bid Conference	17 April 2024, (Wednesday) 11:00 AM	Online via Google Meet Platform**
3. Submission of Bid Documents	30 April 2024, (Tuesday) 9:30 AM	BAC Secretariat Office, 2 nd flr., Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City
4. Opening of Bids	30 April 2024, (Tuesday) 11:00 AM	Online via Google Meet Platform**

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

7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Prospective Bidders interested to join the Pre-Bid Conference and Bid Opening through Google Meet video conference may send request for the link to the bac.co@denr.gov.ph with the following information together with proof of identity of the attendee at least a day before the scheduled conference:

a. Name of Project:	
b. Bid Reference No.:	
c. Activity:	
d. Company Name:	
e. Company Address:	
f. Name of Representative/s (maximum of 2 personnel only):	i. _____ ii. _____
g. Email Address/es (to which all communications from the Bids and Awards Committee shall be sent):	i. _____ ii. _____
h. Contact No/s.	
i. Attach Scanned Copy or Photo of Identification Card (ID)	

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representative/s or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.

9. The 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

Dianne G. Ibias

Head, BAC Secretariat

*BAC Secretariat Office, 2nd flr., Two-Storey Warehouse,
DENR Compound, Visayas Ave., Diliman, Quezon City*

Email Address: *bac.co@denr.gov.ph*

Telephone/Fax No.: *(02) 8926-2675*

11. For downloading of Bidding Documents, you may visit: <https://denr.gov.ph/bid-type/invitation-to-bid/>

03 April 2024

(sgd.)

NORLITO A. ENERAN, LL.M., CESO III

Director, Legal Affairs Service &

Vice Chairperson, Bids & Awards Committee



Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Department of Environment and Natural Resources-Central Office**, wishes to receive Bids for the **REPLACEMENT OF POLYCARBONATE AND METAL ROOFING SHEET INCLUDING DETACHED ALUMINUM COMPOSITE PANEL CLADDING**, with identification number **DENR-CO-2024-004**.

The Procurement Project (referred to herein as "Project") is composed of **One (1) Lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2023 Continuing** in the amount of Pesos: **Two Million Six Hundred Fifty Thousand (PhP2,650,000.00)**.

2.2. The source of funding is **NGA, General Appropriations Act**.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices

using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

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

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

6. Origin of Goods

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

7. Subcontracts

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

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

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and through videoconferencing/webcasting as indicated in the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office

having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

- 10.3. A valid special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the IB shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

- 14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 14.2. *Payment of the contract price shall be made in **Philippine Pesos**.*

15. Bid Security

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid until **for one hundred twenty (120) calendar days from the date of opening of bids**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit one copy (1) of the first and second components of its Bid.

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

All envelopes shall:

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

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

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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



Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																									
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p><i>Repair/renovation/rehabilitation/construction of buildings.</i></p>																								
7.1	<i>Subcontracting is not allowed.</i>																								
10.3	Valid and current Philippine Contractors Accreditation Board (PCAB) License with Principal Classification in General Building/General Engineering Category C or D and at least Small B Contractor. The PCAB license must indicate "PCAB registered contractor for Government Projects."																								
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Key Personnel/ Support Staff</th> <th style="width: 30%;">Experience</th> <th style="width: 40%;">License/Certificate</th> </tr> </thead> <tbody> <tr> <td>Project Manager <i>(Civil Engineer/ Architect)</i></td> <td>At least five (5) years.</td> <td>Valid and current Professional Identification Card issued by Professional Regulation Commission (PRC).</td> </tr> <tr> <td>Foreman</td> <td>At least three (3) years.</td> <td>None required.</td> </tr> <tr> <td>Roof Installers</td> <td>At least three (3) years.</td> <td>TESDA Certificate</td> </tr> <tr> <td>Cladding Installers</td> <td>At least three (3) years.</td> <td>TESDA Certificate</td> </tr> <tr> <td>Electricians</td> <td>At least three (3) years.</td> <td>TESDA Certificate</td> </tr> <tr> <td>Painters</td> <td>At least three (3) years.</td> <td>TESDA Certificate</td> </tr> <tr> <td>Laborers</td> <td>None required.</td> <td>None required.</td> </tr> </tbody> </table>	Key Personnel/ Support Staff	Experience	License/Certificate	Project Manager <i>(Civil Engineer/ Architect)</i>	At least five (5) years.	Valid and current Professional Identification Card issued by Professional Regulation Commission (PRC).	Foreman	At least three (3) years.	None required.	Roof Installers	At least three (3) years.	TESDA Certificate	Cladding Installers	At least three (3) years.	TESDA Certificate	Electricians	At least three (3) years.	TESDA Certificate	Painters	At least three (3) years.	TESDA Certificate	Laborers	None required.	None required.
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Painters	At least three (3) years.	TESDA Certificate																							
Laborers	None required.	None required.																							
10.5	<p>The minimum equipment requirements are the following:</p> <ol style="list-style-type: none"> 1. Grinders; 2. Cutters; 3. Painting tools, such as but not limited to paint tray, paint rollers, and painter's tape; 4. Cleaning equipment, such as vacuum; and 5. Hauling tools and equipment. 																								
12	<i>Alternative Bids shall not be accepted.</i>																								

15.1	<p>The bid security must be in any of the following forms issued in favor of the DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR):</p> <table border="1" data-bbox="402 277 1433 450"> <thead> <tr> <th data-bbox="402 277 619 376">Project ABC (₱)</th> <th data-bbox="619 277 959 376">Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)</th> <th data-bbox="959 277 1185 376">Bid Security: Surety Bond (5%) (₱)</th> <th data-bbox="1185 277 1433 376">Original Bid Securing Declaration</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 376 619 450">2,650,000.00</td> <td data-bbox="619 376 959 450">53,000.00</td> <td data-bbox="959 376 1185 450">132,500.00</td> <td data-bbox="1185 376 1433 450">No required percentage</td> </tr> </tbody> </table>	Project ABC (₱)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)	Bid Security: Surety Bond (5%) (₱)	Original Bid Securing Declaration	2,650,000.00	53,000.00	132,500.00	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%) (₱)	Original Bid Securing Declaration						
2,650,000.00	53,000.00	132,500.00	No required percentage						
19.2	Partial Bid is not Allowed.								
20	<p>Post Qualification: Within a non-extendible period of five (5) calendar days from receipt by the supplier of the Notice from the BAC that the supplier has the Single/Lowest Calculated Bid (S/LCB), the Supplier shall submit and/or present the following requirements for post qualification:</p> <ol style="list-style-type: none"> 1. Present an original copy and submit a certified true copy of the following: <ol style="list-style-type: none"> a) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives; b) Copy of any of the following documents issued to the 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: <ol style="list-style-type: none"> i. Business/Mayor's Permit for 2024; or ii. Business/Mayor's Permit for 2023 and Application for Business Mayor's Permit for 2024 with attached Official Receipt (OR) of payment of Licensing and Regulatory Fees c) Valid and current Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); d) Audited Financial Statements (AFS) for CY 2022 or 2023 received (with stamped receipt or with an attached copy of acknowledgment thru email) by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2023 or 2024, respectively; e) 2022 or 2023 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 copies of Quarterly VAT returns and its corresponding payments); f) POs or Contracts for all Ongoing Contracts as listed per submitted Annex I with corresponding contact details (contact person, contact number & e-mail address); g) Certificate of Site Inspection issued by the General Services Division; h) Valid and current SSS Clearance or Latest Quarter Premium Remittances and DOLE Clearance/Certificate of No Pending Case or Undertaking to present original and submit certified true copy of a valid and current SSS Clearance or latest quarter premium remittances and DOLE Clearance if declared as Lowest/Single Calculated and Responsive Bid (L/SCRB) per Annex VI. <p><i>(In case of a 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)</i></p>								

2. Submit an original copy of the following:

- a) Company Profile (per **Annex VII**). Company printed brochure may be included;
- b) Vicinity map/location of the business; and
- c) List of materials and equipment necessary for the project in accordance with the approved Plans, Specifications and TOR.
- d) List of Contractor’s Key Personnel & Support Staff attached with the Certificate of Availability of Key Personnel (per **Annex VIII**), Curriculum Vitae and copies of the following documentary requirements:

Key Personnel/ Support Staff	Documentary Requirements
Project Manager	<ul style="list-style-type: none"> • Valid and current PRC ID Civil Engineer/Architect. • Certification or equivalent document to prove at least five (5) years of experience • List of completed or on-going contracts of similar nature.
Foreman	Certification or equivalent document to prove at least three (3) years of experience.
Roof Installers	<ul style="list-style-type: none"> • Valid TESDA Certificate. • Certification or equivalent document to prove at least three (3) years of experience.
Cladding Installers	<ul style="list-style-type: none"> • Valid TESDA Certificate. • Certification or equivalent document to prove at least three (3) years of experience.
Electricians	<ul style="list-style-type: none"> • Valid TESDA Certificate. • Certification or equivalent document to prove at least three (3) years of experience.
Painters	<ul style="list-style-type: none"> • Valid TESDA Certificate. • Certification or equivalent document to prove at least three (3) years of experience.

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

3. Present an original copy of the following:

- a) Constructor’s Performance Evaluation Summary (CPES) with a Final Rating of at least Satisfactory; or Owners Certificate of Acceptance; or Owner’s Certificate of Completion per submitted **Annex I-A** Statement of Single Largest Completed Contract;
- b) Valid and current PCAB License duly signed by the Company’s Authorized Managing Officer with Classification/Category 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.”

4. Submit certified true copies of the Eligibility, Technical, and Financial, Documents in two (2) sets, marked as “COPY 1” and “COPY 2”.

	<p>5. Submit digital/scanned copies of the Eligibility, Technical, Financial, and Post-Qualification Documents stored in a Universal Serial Bus (USB) flash drive.</p> <p>Failure of the supplier, declared as Single/Lowest Calculated Bid (S/LCB), to duly submit the above requirements or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualify the Supplier for award.</p>
21	<p>Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as:</p> <ol style="list-style-type: none">1. construction schedule and S-curve;2. manpower schedule, construction methods;3. equipment utilization schedule;4. construction safety and health program approved by the DOLE; and5. other acceptable tools of project scheduling.



Section IV. General Conditions of Contract

6. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

7. Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

8. Possession of Site

3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

9. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

10. Performance Security

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

11. 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.

12. Warranty

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

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.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

14. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

15. Dayworks

Subject to the guidelines on Variation Order in Annex “E” of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor’s Bid shall be used for small additional amounts of work only when the Procuring Entity’s Representative has given written instructions in advance for additional work to be paid for in that way.

16. Program of Work

- 11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.
- 11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

17. Instructions, Inspections and Audits

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor’s accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

18. Advance Payment

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex “E” of the 2016 revised IRR of RA No. 9184.

19. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity’s Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

20. Operating and Maintenance Manuals

- 15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity’s Representative’s approval, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.



Section V. Special Conditions of Contract

Special Conditions of Contract

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



Section VI. Specifications

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

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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 AS OF 25 MARCH 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	:	Replacement of Polycarbonate and Metal Roofing Sheet including Detached Aluminum Composite Panel Cladding
Project Location	:	Main Building, DENR Compound, Visayas Avenue, Diliman, Quezon City, 1100
Approved Budget for the Contract (ABC)	:	P 2,650,000.00
Area Covered	:	624.04 m²
Project Duration	:	60 Calendar Days

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;

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

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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)

- 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 project 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.

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

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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)

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 project 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 accumulated 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 project 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;

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

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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)

- 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 work.

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

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

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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)

- 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

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

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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)

- 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;

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

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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)

- 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 project;

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.**(page 8 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)

- 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;
- 6.7. The Contractor shall adopt a procedure to mitigate the effects to the environment of demolition, repair, painting, and other activities; and
- 6.8. The Contractor shall follow guidelines related to the fight against COVID-19 issued by the Inter-Agency Task Force, DPWH, Quezon City Government, and other offices, agencies, and departments of the Philippines.

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 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;

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

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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)

7.4. The Contractor shall provide the following minimum equipment:

- 7.4.1. Grinders;
- 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 project, 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 encountered during the project implementation or delivery of 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;

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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)

- 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 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.

Description	Deliverables	Percentage of Contracted Amount
Progress Billing No. 1	Project Accomplishment Report detailing 35% of the Works are accomplished.	35%
Progress Billing No. 2	Project Accomplishment Report detailing 70% of the Works are accomplished.	35%

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

(page 11 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)

Final Billing	Project Accomplishment Report detailing 100% of the Works are accomplished. Certificate of Acceptance	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
- 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.

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

(page 12 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)

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)

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



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

(page 14 of 14)

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

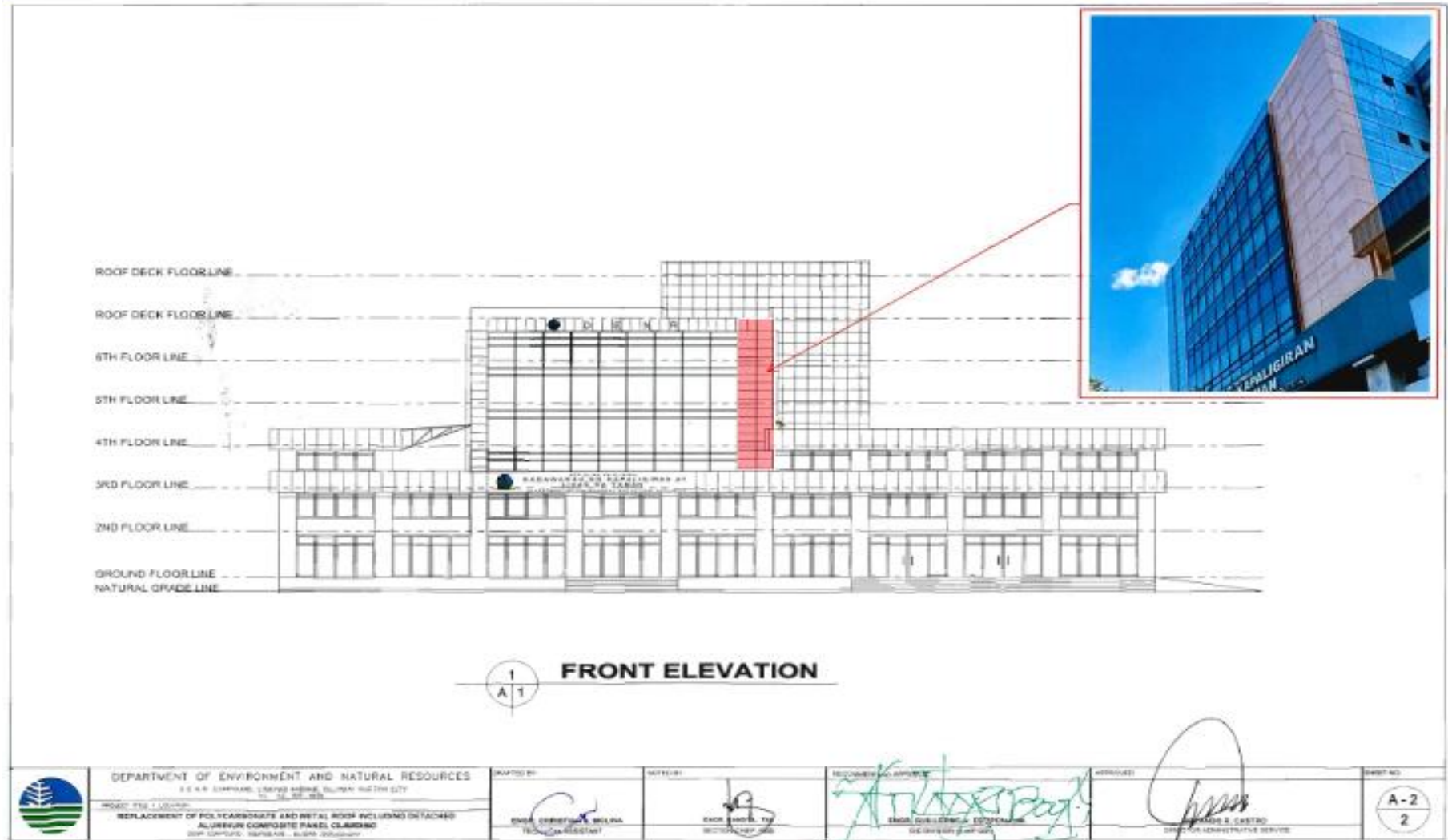


Section VII. Drawings






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

(page 1 of 2)

(For reference only)



FRONT ELEVATION

	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES 88 A.R. CORRAL, LORNO AVE, QUEZON CITY TEL: 88-88-8888	DRAWN BY:  ENGR. CHRISTIANA MEDINA ARCHITECT	CHECKED BY:  ENGR. HAROLD T. ... ARCHITECT	RECOMMENDED APPROVAL:  ENGR. ... ARCHITECT	VERIFIED:  ENGR. ... SUPERVISOR ADMINISTRATIVE SERVICE	SHEET NO. A-2 2
	PROJECT TITLE: REPLACEMENT OF POLYCARBONATE AND METAL ROOF INCLUDING DETACHED ALUMINUM COMPOSITE PANEL CLADDING OFF. COMPOUND, VERBENA, ALORAN DISTRICT					

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

(page 2 of 2)

FLOOR PLAN

	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES 668 A.P. CORPORA, SEASIDE AVENUE, BAYAN QUEEN CITY 02015, CALABARZON	DRAWN BY: ENGR. CHRISTIAN S. LUNA TECHNICAL ASSISTANT	CHECKED BY: ENGR. ARNEL S. B. B. B. SECTION CHIEF	REVISIONS/REVISIONS: ENGR. GUILLERMO C. DELGADO DISCUSSION CHIEF	APPROVED: ENGR. FRANCISCO M. CASTRO SECTION CHIEF	SHEET NO. A-1 1
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Section VIII. Bill of Quantities

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

**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 – PhP2,650,000.00

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

DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TOTAL COST in PhP
I. GENERAL REQUIREMENTS				
Mobilization and Demobilization	1	lot		
Occupational Health and Safety Program	1	lot		
SUBTOTAL I				
II. REMOVAL OF STRUCTURE AND OBSTRUCTIONS				
Removal of Existing Polycarbonate & Metal Roofing Sheet, Flashing, Detached Aluminum Composite Panel (Site Clearing and Site Preparation)	1	lot		
SUBTOTAL II				
III. ROOFING WORKS = 624 sq. m.				
Roof Chicken Wire Mesh (Hexagonal) - 1"x1"1"x60"x30yds	16	roll		
Double Sided Roof Insulation (5mm x 1m x 50m)	14	roll		
0.50mm Pre-painted metal sheet, Rib-type, Long Span	656	m ²		
Metal Tekscrew	6,428	pcs		
Flashing (0.60mm)	250	lm		
Rivets	4,750	pcs		
Sealant	100	tube		
2"x4"x6mx0.8mm Steel C-Purlin	5	pcs		
Welding Rod	1	kg.		
Consumables (5% of materials)				
SUBTOTAL III				

DESCRIPTION	QTY.	UNIT	UNIT COST in PhP	TOTAL COST in PhP
IV. PAINTING WORKS				
Roof Framing = 624.00 m²				
Red Oxide Primer	27	gal		
Enamel Paint	66	gal		
Paint Thinner	164	l		
Consumables (5% of materials)				
SUBTOTAL IV				
V. ELECTRICAL WORKS				
<i>Note: Includes all materials needed for electrical works.</i>				
Conduits, Boxes and Fittings (Conduit Works/ Conduit Rough-in)	1	lot		
Wires and Wiring Devices	1	lot		
Lighting Fixtures and Lamps	1	lot		
SUBTOTAL V				
VI. ELECTRICAL WORKS				
4mm PVDF Aluminum Composite Panel Cladding with complete framing and accessories	80	m ²		
Consumables (3% of materials)				
SUBTOTAL VI				

SUMMARY OF COSTS	In <u>PhP</u>
DIRECT COST:	
A. Materials (<i>Subtotal III + Subtotal IV + Subtotal V + Subtotal VI</i>)	
B. Labor	
C. General Requirements (<i>Subtotal I</i>)	
D. Removal of Obstructions (<i>Subtotal II</i>)	
E. Scaffolding Works/Platforms	
INDIRECT COST:	
F. OCM	
G. Contractor's Profit	
H. VAT	
TOTAL PROJECT COST	

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



Section IX. Checklist of Technical and Financial Documents

DENR BIDS AND AWARDS COMMITTEE
CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Project: 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: P2,650,000.00

ENVELOPE 1: TECHNICAL COMPONENT

CLASS "A" DOCUMENTS

A. LEGAL DOCUMENTS

- | | |
|--------------------------|--|
| <input type="checkbox"/> | (a) Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) <i>in accordance with Section 8.5.2 of the iRR</i> (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021); |
|--------------------------|--|

B. TECHNICAL DOCUMENTS

- | | |
|--------------------------|--|
| <input type="checkbox"/> | (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); |
|--------------------------|--|

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <p>(c) Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid (per Annex I-A).</p> <p><i>For purposes of this project, similar contracts shall refer to contracts involving repair/renovation/rehabilitation/construction of buildings.</i></p> <p><u>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:</u></p> <p>(a) Constructor's Performance Evaluation System (CPES) with a Final Rating of at least SATISFACTORY; or</p> <p>(b) Owner's Certificate of Acceptance, or</p> <p>(c) Owner's Certificate of Completion</p> <p><i>However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.</i></p> |
|--------------------------|--|

- | | |
|--------------------------|---|
| <input type="checkbox"/> | <p>(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."</p> <p><u>OR</u></p> |
|--------------------------|---|

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 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.

(a) 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. List of name/s 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:

Key Personnel/ Support Staff	Experience	License/Certificate
Project Manager <i>(Civil Engineer/ Architect)</i>	At least five (5) years.	Valid and current Professional Identification Card issued by Professional Regulation Commission.
Foreman	At least three (3) years.	None required.
Roof Installers	At least three (3) years.	None required.
Cladding Installers	At least three (3) years.	None required.
Electricians	At least three (3) years.	None required.
Painters	At least three (3) years.	None required.

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:

- i. Grinders;
- ii. Cutters;
- iii. Painting tools, such as but not limited to paint tray, paint rollers, and painter's tape;
- iv. Cleaning equipment, such as vacuum; and
- v. Hauling tools and equipment.

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

- i. **FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE):**
Notarized 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	
<input type="checkbox"/>	<p>(g) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per Annex IV).</p> <p>The NFCC computation must be equal to the ABC of this project. The detailed computation using the required formula must be provided.</p> <p><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></p>
Class “B” Document: (For Joint Venture)	
<input type="checkbox"/>	<p>(h) Class “B” Document: (For Joint Venture)</p> <p>(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.</p> <p>(ii) Each partner of a JV shall likewise submit the following:</p> <p>a) Valid and current Certificate of PhilGEPS Registration b) Valid and current PCAB License.</p> <p>(iii) Submission of the following by any of the JV partners constitute compliance:</p> <p>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</p> <p>(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.</p>
ENVELOPE 2: FINANCIAL DOCUMENTS	
<input type="checkbox"/>	<p>Completed and signed Financial Bid Form. Bidder must submit the following:</p> <ol style="list-style-type: none"> 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. <p>The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.</p>



Section X. Prescribed/Sample Forms



Annex I

(Bidder’s Company Letterhead)

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 – P2,650,000.00

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



Annex I-A

(Bidder’s Company Letterhead)

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 – P2,650,000.00

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 II**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 – P2,650,000.00

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.

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

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

[Jurat]

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

Annex III

(Page 1 of 2)

**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 – P2,650,000.00****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; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

Annex III

(Page 2 of 2)

6. Select one, delete the rest:

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

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

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

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

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

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

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

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

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

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

[Jurat]

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

Annex IV

(Bidder’s Company Letterhead)

**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 – P2,650,000.00

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

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

CA	=	Current Assets	₱
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			₱

Name & Signature of Authorized Representative

Position / Date

Notes:

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

Annex V
(page 1 of 2)**BID FORM****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 – P2,650,000.00

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

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

- (a) I/We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, if any, for the Procurement Project: **REPLACEMENT OF POLYCARBONATE AND METAL ROOFING SHEET INCLUDING DETACHED ALUMINUM COMPOSITE PANEL CLADDING per Bid Ref. No. DENR-CO-2024-004;**
- (b) We offer to execute the Works for this Contract in accordance with the PBDs;
- (c) The total price of our Bid in words and figures, excluding any discounts offered below is:
- Amount in Figures (PhP): _____
Amount in Words: _____
- (d) The discounts offered and the methodology for their application are: [Insert Information]
- (e) The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein and reflected in the detailed estimates.
- (f) Our Bid shall be valid within the period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- (g) If our Bid is accepted, we commit to obtain a Performance Security in the amount of (amount in words) _____ PhP _____, _____% of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines (GPPB Resolution No. 09-2020) for this purpose;
- (h) I/We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (i) I/We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- (j) I/We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

Annex V
(page 2 of 2)

- (k) I/We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **REPLACEMENT OF POLYCARBONATE AND METAL ROOFING SHEET INCLUDING DETACHED ALUMINUM COMPOSITE PANEL CLADDING per Bid Ref. No. DENR-CO-2024-004** of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**.
- (l) We acknowledge that failure to sign each and every page of this **Bid Form**, including the **Bill of Quantities**, shall be a ground for the rejection of our bid.

Name (in print)

Legal Capacity

Signature

Duly authorized to sign the Bid for and behalf of:

Date



Annex VI

(Bidder's Company Letterhead)

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

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

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

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

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

Issued this _____ day of _____ in _____, Philippines.

Name of Company (Bidder)

Full Name of Authorized Representative

Address

Signature of Authorized Representative

Tel. No./Fax No.

E-mail Address



Annex VII

(Bidder's Company Letterhead)

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

COMPANY PROFILE

COMPANY NAME : _____

ADDRESS : _____

HEAD OFFICE : _____

BRANCH : _____

TELEPHONE NUMBER/S

HEAD OFFICE : _____

BRANCH : _____

FAX NUMBER/S

HEAD OFFICE : _____

BRANCH : _____

E-MAIL ADDRESS/ES : _____

NUMBER OF YEARS IN BUSINESS : _____

NUMBER OF EMPLOYEES _____

LIST OF MAJOR STOCKHOLDERS : _____

LIST OF BOARD OF DIRECTORS : _____

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

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date



Annex VIII

(Bidder's Company Letterhead)

CONSTRUCTION OF A NEW FENCE AND SECURITY GATE FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) PROPERTY AT FORBES PARK SUBDIVISION
Bid Ref. No. DENR-CO-2024-004

CERTIFICATE OF AVAILABILITY OF KEY PERSONNEL

(Date of Issuance)

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

Dear Sir:

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

Very truly yours,

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