



BIDS AND AWARDS COMMITTEE

Supplemental/Bid Bulletin No. 1

**Procurement of Infrastructure Projects for the
 Department of Environment and Natural Resources (DENR)
 Bid Ref. No. DENR-CO-2024-003**

Approved Budget for the Contract: ₱ 1,812,000.00

This **Supplemental/Bid Bulletin No. 1** is being issued to reschedule the bidding activities and to revise provisions/specifications in the Bidding Documents for the aforementioned project:

A. New Schedule of Bidding Activities

FROM			TO		
Activities	Date & Time	Venue/Mode	Activities	Date & Time	Venue/Mode
Submission of Bid Documents	09 May 2024, (Thursday) 9:00 AM	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, 2 nd flr., Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City	Submission of Bid Documents	09 May 2024, (Thursday) 9:00 AM	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, 2 nd flr., Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City
Opening of Bids	09 May 2024, (Thursday) 10:00 AM	Online via Google Meet Platform	Opening of Bids	09 May 2024, (Thursday) 11:00 AM	Online via Google Meet Platform

SECTION III. BID DATA SHEET

20	<p>Post Qualification</p> <p><i>(For Lot Nos. 1 and 2)</i></p> <p>1. Present an original copy and submit a certified true copy of the following:</p> <p>...xxx...</p> <p>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:</p> <p>i. Business/Mayor's Permit for 2024; or</p> <p>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</p> <p>...xxx...</p> <p>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;</p> <p>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 (6) months preceding the date of bid submission (including copies of Quarterly VAT returns and its corresponding payments):</p>	20	<p>Post Qualification</p> <p><i>(For Lot Nos. 1 and 2)</i></p> <p>1. Present an original copy and submit a certified true copy of the following:</p> <p>...xxx...</p> <p>b) Valid and current Business/Mayor's Permit 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;</p> <p>...xxx...</p> <p>d) Audited Financial Statements (AFS) for CY 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 2024;</p> <p>e) 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 (6) months preceding the date of bid submission (including copies of Quarterly VAT returns and its corresponding payments):</p>
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Bidders are advised to use the **Revised Section VI – A (Terms of Reference as of 26 April 2024)**, and/or **Revised Section VI – B (Terms of Reference as of 26 April 2024)** and submit together with all the other required documents for the submission of bids on **09 May 2024 at 9:00 AM:**

Also, please use the Revised Checklist of Technical and Financial Documents as a guide/reference in preparation of the bid submission.

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

For guidance and information of all concerned.

Issued this 2nd of May 2024 in Quezon City.

Approved by:

(sgd.)

EVELYN G. NILLOSAN

Chief, Management Division &
Alternate Vice Chairperson, Bids and Awards Committee

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

SPECIFICATIONS

**Lot No. 1: Construction of a New Fence and Security Gate
for the DENR Property at Forbes Park Subdivision**

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”.**

A. TERMS OF REFERENCE AS OF 26 APRIL 2024

TERMS OF REFERENCE

**Construction of a New Fence and Security Gate of DENR Property at Forbes Park Subdivision
(13 McKinley Road, Forbes Park, Makati City)**

1. ABSTRACT

Title of the Project	:	Construction of a New Fence and Security Gate of DENR Property at Forbes Park Subdivision
Project Location	:	13 McKinley Road, Forbes Park, Makati City
Approved Budget for the Contract (ABC)	:	P 950,000.00
Length Covered	:	44.95 Im
Project Duration	:	90 Calendar Days

2. BACKGROUND

The **Department of Environment and Natural Resources** is in possession of a property located at 13 McKinley Road, Forbes Park, Makati City. Regrettably, the property has garnered unfavourable attention within the community owning to the dilapidated condition of its existing fence, unsightly blue sacks and makeshift barbed wire functioning as a provisional gate which was provided by the Forbes Park Association. To effectively address this concern and elevate both visual appeal and security of the premises, **Construction of a New Fence and Security Gate of DENR Property at Forbes Park Subdivision** is being proposed.

3. OBJECTIVES

- 3.1. To provide the prospective contractors with sufficient background information on the **Construction of Fence and Security Gate at Forbes Park Subdivision** which shall be completed within 90 calendar days at a cost most advantageous to the government in an acceptable quality and workmanship;
- 3.2. To describe the proposed project and its components in detail; and
- 3.3. To determine the roles and responsibilities of the winning contractor before, during, and after the construction period.

4. SCOPE OF WORKS

- 4.1. The Contractor, at their own expense, shall supply the necessary Documents, Labor, Materials, Transportation, Tools, Supplies, Equipment, and Appurtenances;
- 4.2. The Contractor shall manage and supervise the Project to its satisfactory completion in accordance with the Plans, Specifications 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

TERMS OF REFERENCE

Construction of a New Fence and Security Gate of DENR Property at Forbes Park Subdivision
(13 McKinley Road, Forbes Park, Makati City)

4.4. The Contractor shall perform the following tasks:

4.4.1. CLEARANCES AND PERMITS

- a. Secure the following, if applicable and necessary:
 - 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;
 - Fencing Permit: permit issued by the Local Government Unit (LGU) or the Local Municipality / City where the property is located to comply with the regulations and guidelines regarding fencing; and
 - FPA Permits: permit issued by the Forbes Park Association (FPA)

4.4.2. MOBILIZATION AND DEMOBILIZATION

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

4.4.3. TEMPORARY FACILITIES

- a. Construct a temporary office at a location designated by the Director of Administrative Service or any duly authorized representative;
- b. Erect a temporary warehouse where materials and supplies shall be stored at a location designated by the Director of Administrative Service or any duly authorized representative;
- c. Maintain temporary facilities clean and within the guidelines of the Environmental Management Systems (EMS);
- d. Facilitate the installation of temporary lighting, power, water supply, and all necessary facilities and utilities needed to complete the project, wherein the cost of electricity and water used for the Project shall be on the account of the contractor;
- e. Provide at least one warehouseman to ensure security of materials, supplies, as well as temporary facilities and utilities as needed; and
- f. Avoid unnecessary activity around temporary utilities and facilities that may result in accidents.

TERMS OF REFERENCE

Construction of a New Fence and Security Gate of DENR Property at Forbes Park Subdivision
(13 McKinley Road, Forbes Park, Makati City)

4.4.4. 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;

4.4.5. DEMOLITION AND REMOVAL WORKS

- a. Conduct removal as necessary to implement the work;
- b. Incorporate an itemized list of all necessary demolition works required into the schedule of construction operations;
- c. 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;
- d. Place all unnecessary materials or debris in all approved containers to prevent the spread and accumulation of dust and dirt;
- e. Remove all debris from the project site as often as necessary, but not less than once at the end of each work day;
- f. Segregation of remaining materials after the construction must be turn over and accounted by the Property Management Section;
- g. Identify and turn over all salvaged materials to the GSD - Building and Grounds Management Section (BGMS); and
- h. Dispose the material on the basis of segregation.

4.4.6. EARTHWORKS

- a. Excavation and levelling of the site as required for the construction of new fence and security gate;
- b. Ensure that the fence posts and foundations are properly installed, aligned, and securely in place before commencing the backfill activities; and

4.4.7. CONCRETE WORKS

- a. Design formwork to be readily removable without impact, shock or damage to cast-in-place concrete surfaces and adjacent materials;
- b. Provide formwork sufficiently tight to prevent leakage of cement paste during concrete placement;

TERMS OF REFERENCE

**Construction of a New Fence and Security Gate of DENR Property at Forbes Park Subdivision
(13 McKinley Road, Forbes Park, Makati City)**

- c. Fabricate and install reinforcing bars to conform to required shapes and dimensions as indicated on drawings; and
- d. Construction of reinforced concrete footing and pedestal for fence posts, gate post concrete structures.

4.4.8. MASONRY WORKS

- a. Construction of masonry wall between fence posts as indicated on drawings.

4.4.9. METAL WORKS

- a. Install steel posts, frameworks, chain link fabrics, accessories and gates as indicated on drawings.

4.4.10. PAINTING WORKS

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

4.4.11. CLEANING

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

4.4.12. 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. GENERAL REQUIREMENT

- 5.1. The Contractor shall visit the site and thoroughly inspect 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;
- 5.2. 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;

TERMS OF REFERENCE

Construction of a New Fence and Security Gate of DENR Property at Forbes Park Subdivision
(13 McKinley Road, Forbes Park, Makati City)

- 5.3. The Contractor shall submit pictures taken before, on-going, and after the construction;
- 5.4. 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;
- 5.5. The Contractor shall finish with first class workmanship to the satisfaction of the Director of Administrative Service or his duly authorized representative;
- 5.6. 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;
- 5.7. The Contractor shall pay the cash bond required by the Forbes Park Association;
- 5.8. The Contractor shall adopt a procedure to mitigate the effects to the environment of demolition, repair, painting, and other activities; and
- 5.9. The Contractor shall follow guidelines related to the fight against COVID-19 issued by the Inter-Agency Task Force, DPWH, Makati City Government, and other offices, agencies, and departments of the Philippines.

6. MODE OF PAYMENT

- 6.1. The ABC of this construction is Nine Hundred Fifty Thousand Pesos (Php 950,000.00) inclusive of all applicable government taxes and charges;
- 6.2. The Contractor shall not claim additional payments or damages for any delay or extra expense caused by encountering construction or materials other than anticipated or different from those indicated;
- 6.3. 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;
- 6.4. 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;
- 6.5. 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; and
- 6.6. Payment is given in full only after completion and acceptance of the project.

TERMS OF REFERENCE

**Construction of a New Fence and Security Gate of DENR Property at Forbes Park Subdivision
(13 McKinley Road, Forbes Park, Makati City)**

7. MISCELLANEOUS PROVISIONS

- 7.1. 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:
 - 7.1.1. 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;
 - 7.1.2. All supplies and materials to be brought inside the Project Site shall be green labelled or environment friendly (if applicable) and bear the corresponding Material Safety Data Sheet (MSDS);
 - 7.1.3. 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
 - 7.1.4. 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.
- 7.2. The Contractor shall ensure that all staff must wear their proper working apparels with IDs and provided with necessary safety gears;
- 7.3. The Contractor shall strictly prohibit the use of polystyrene foam, such as Styrofoam, and plastic in the working area;
- 7.4. 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
- 7.5. 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.

8. VIOLATION OF THE TERMS AND CONDITIONS

- 8.1. 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;
- 8.2. 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

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

**Revised Section VI-A
(page 7 of 8)**

TERMS OF REFERENCE

**Construction of a New Fence and Security Gate of DENR Property at Forbes Park Subdivision
(13 McKinley Road, Forbes Park, Makati City)**

- 8.3. 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.

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.

**Revised Section VI-A
(page 8 of 8)**

II. OTHER REQUIREMENTS

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

III. REQUIREMENTS IF AWARDED THE CONTRACT

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

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

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

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

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

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

Name of Company (in print)

Signature of Authorized Representative

Name of Authorized Representative

Name & Designation (in print)

Date

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

**Revised Section VI-B
(page 1 of 12)**

SPECIFICATIONS

Lot No. 2: Repair and Renovation of Office for Field Operations – Mindanao of the DENR-CO

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”.**

A. TERMS OF REFERENCE AS OF 26 APRIL 2024

TERMS OF REFERENCE

Renovation of Office for Field Operations - Mindanao
(5/F Main Building, DENR Compound, Visayas Avenue, Diliman, Quezon City)

1. ABSTRACT

Title of the Project	:	Renovation of Office for Field Operations - Mindanao
Project Location	:	5/F Main Building, DENR Compound, Visayas Avenue, Diliman, Quezon City, 1100
Approved Budget for the Contract (ABC)	:	P 862,000.00
Area Covered	:	113.13 m²
Project Duration	:	45 Calendar Days

2. BACKGROUND

Over the year, facilities at the DENR Central Office have outdated or inefficient layouts that hinder workflow and collaboration among staff members. **Renovation of Office for Field Operations - Mindanao** can create a more comfortable and conducive environment, potentially leading to increased productivity and satisfaction among employees.

3. OBJECTIVES

- 3.1. To provide the prospective contractors with sufficient background information on the **Renovation of Office for Field Operations - Mindanao** at **DENR Compound, Visayas Ave., Diliman, Quezon City, 1100** which shall be completed within 45 calendar days at a cost most advantageous to the government in an acceptable quality and workmanship;
- 3.2. To describe the proposed project and its components in detail; and
- 3.3. To determine the roles and responsibilities of the winning contractor before, during, and after the renovation 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;

TERMS OF REFERENCE

Renovation of Office for Field Operations - Mindanao

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

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.

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.

TERMS OF REFERENCE

Renovation of Office for Field Operations - Mindanao
(5/F Main Building, DENR Compound, Visayas Avenue, Diliman, Quezon City)

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 electrical items, dry walls, and ceiling necessary to implement renovation;
- c. Incorporate an itemized list of all necessary demolition works required into the schedule of renovation 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. Disruptive and noisy activities that may disturb DENR employees and officials should be scheduled for weekends, holidays, or outside of regular office hours;
- f. Place all unnecessary materials or debris in all approved containers to prevent the spread and accumulation of dust and dirt;
- g. Remove and dispose properly all renovation waste materials and debris from the DENR Compound as often as necessary upon securing corresponding gate pass; and
- h. 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;
- 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.

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Renovation of Office for Field Operations - Mindanao
(5/F Main Building, DENR Compound, Visayas Avenue, Diliman, Quezon City)

4.4.6. DRY WALL

- a. Install new dry wall to replace the removed materials and as per approved working drawings; and
- b. Provide dry wall after relocating 1 set of door & jamb as indicated in the approved working drawings.

4.4.7. DOORS

- a. Reinstall existing 2 sets doors & jambs from the Conference Room and Undersecretary's Office after provision of new dry wall; and
- b. Relocate 1 set of door & jamb in Assistant Secretary's Office as indicated in the approved working drawings.

4.4.8. CEILING WORKS

- a. Install new ceiling system to match the existing Ceiling in Conference Room and Undersecretary's Office after relocation of dry wall ;

4.4.9. 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.

4.4.10. GLASS PARTITION

- a. Install frosted acrylic glass partition and aluminium glass partition with sliding door in accordance with the approved working drawings.

4.4.11. PAINTING WORKS

- a. Conduct proper surface preparation prior to application of paints;

TERMS OF REFERENCE

Renovation of Office for Field Operations - Mindanao
(5/F Main Building, DENR Compound, Visayas Avenue, Diliman, Quezon City)

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

4.4.12. CLEANING

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

4.4.13. 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. CEILING & DRY WALL WORKS

- a. Install new ceiling & dry wall as required, ensuring smooth and even surfaces;
- b. Conduct necessary framing or structural work for ceiling & dry wall installation; and
- c. Ensure that the installation is in accordance with building codes and standards.

5.1.2. GLASS PARTITION

- a. Assemble the glass partition according to manufacturer's specification;
- b. Carefully install glass partitions, ensuring they are level, plumb and securely fastened;

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- c. Apply appropriate seals to ensure the partitions are secure;
- d. Clean the glass partition thoroughly, removing fingerprints, smudges, or debris; and
- e. Remove all packaging materials and waste from the area after installation.

5.1.3. PAINTING WORKS

- a. The Contractor prior to commencement of the work shall examine the surfaces to be applied with paints, enamels, varnishes, lacquers, sanding sealers, and other related products in order not to jeopardize the quality and appearance of painting or finishing work;
- b. All obstruction materials shall be removed prior to painting and varnishing operations;
- c. Voids, cracks, and all other kinds of defects shall be repaired with proper patching materials and finished flush with the surrounding surfaces;
- d. Marred or damaged shop coats on metal shall be spot primed with appropriate metal primer;
- e. 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
- f. Upon completion of the work, all staging, scaffoldings, and paint containers shall be removed and disposed according to EMS policy and standards.

6. GENERAL REQUIREMENT

- 6.1. The Contractor shall visit the site and thoroughly inspect 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 renovation;

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

**Revised Section VI-B
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Renovation of Office for Field Operations - Mindanao
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- 6.4. The Contractor shall submit an accomplishment report, which is accompanied with pictures and addressed to the Director of Administrative Service or his duly authorized representative, every Friday of the succeeding week;
- 6.5. The Contractor shall finish with first class workmanship to the satisfaction of the Director of Administrative Service or his duly authorized representative;
- 6.6. The Contractor shall only use materials in accordance to the standards of the Bureau of Research and Standards of the Department of Public Works and Highways, the Department of Science and Technology, or the Department of Trade and Industry; and
- 6.7. The Contractor shall adopt a procedure to mitigate the effects to the environment of demolition, repair, painting, and other activities.

7. EQUIPMENT AND MANPOWER REQUIREMENT

7.1. The Contractor shall provide the following key personnel:

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

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

- 7.2.1. Foreman;
- 7.2.2. Carpenters;
- 7.2.3. Electricians;
- 7.2.4. Glass Installers;
- 7.2.5. Masons; and
- 7.2.6. Painters.

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

7.4. The Contractor shall provide the following minimum equipment:

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Renovation of Office for Field Operations - Mindanao

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

- 7.4.1. Grinders;
 - 7.4.2. Cutters;
 - 7.4.3. Exhaust Fans/Blower with Flexible Ducting;
 - 7.4.4. Painting Tools, such as but not limited to paint tray, paint rollers, and painter's tape;
 - 7.4.5. Cleaning Equipment, such as vacuum; and
 - 7.4.6. 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 is Eight Hundred Sixty-Two Thousand Pesos (Php 862,000.00) 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 renovation of 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;
- 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;

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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; and

8.7. Payment is given in full only after completion and acceptance of the project.

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.

TERMS OF REFERENCE

Renovation of Office for Field Operations - Mindanao

(5/F 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.

**Revised Section VI-B
(page 11 of 12)**

TERMS OF REFERENCE

Renovation of Office for Field Operations - Mindanao
(5/F 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

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**Revised Section VI-B
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II. OTHER REQUIREMENTS

- 6. Contractor to submit pictures/photos before, during and after repair and rehabilitation.
- 7. All Materials to be used must be compliant with the Product Quality Standards set by the Bureau of Philippine Standards-DTI
- 8. All Materials to be used in the project must be presented for approval to DENR Authorized Representatives prior to its installation.
- 9. Bidder has no overdue deliveries or unperformed services intended for DENR.
- 10. 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:

- g) The order in which it intends to carry out the work including anticipated timing for each stage of design/detailed engineering and construction.
- h) Periods for review of specific outputs and any other submissions and approvals.
- i) Sequence of timing for inspections and tests as specified in the contract documents.
- j) Number of names and personnel to be assigned for each stage of the work.
- k) List of Equipment required on site for each major stage of the work.
- l) 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

DENR BIDS AND AWARDS COMMITTEE

REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Project: PROCUREMENT OF INFRASTRUCTURE PROJECTS FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)

Bid Ref. No.: DENR-CO-2024-003

TOTAL APPROVED BUDGET FOR THE CONTRACT: ₱1,812,000.00

Please check the lot being bid	Lot No.	Description	ABC (₱)
<input type="checkbox"/>	1	Construction of A New Fence and Security Gate for the DENR Property at Forbes Park Subdivision	950,000.00
<input type="checkbox"/>	2	Repair and Renovation of Office for Field Operations – Mindanao of the DENR-CO	862,000.00
TOTAL			1,812,000.00

ENVELOPE 1: TECHNICAL COMPONENT

CLASS "A" DOCUMENTS

A. LEGAL DOCUMENTS

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

B. TECHNICAL DOCUMENTS

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

(c) Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, **equivalent to at least fifty (50%) of the ABC of the lot being bid** (per **Annex I-A**).
For purposes of this project, similar contracts shall refer to contracts involving repair/renovation/rehabilitation/construction of buildings.
Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:

(a) Constructor's Performance Evaluation System (CPES) with a Final Rating of at least **SATISFACTORY**; or
 (b) Owner's Certificate of Acceptance, or
 (c) Owner's Certificate of Completion

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

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

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

(e) Original Bid Security must be issued in favor of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

Lot No.	Description	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
1	Construction of A New Fence and Security Gate for the DENR Property at Forbes Park Subdivision	950,000.00	19,000.00	47,500.00	No required Amount
2	Repair and Renovation of Office for Field Operations – Mindanao of the DENR-CO	862,000.00	17,240.00	43,100.00	
TOTAL		1,812,000.00	36,240.00	90,600.00	

1. Bid Securing Declaration per **Annex II**;
2. The Cashier's/Manager's Check shall be issued by a Local, Universal or Commercial Bank
3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or
4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. Together with the surety bond, a certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.
5. For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security:

The following are the grounds for forfeiture of Bid Security

▪ **IF A BIDDER:**

- a) Withdraws its bid during the period of bid validity.
- b) Does not accept the correction of errors pursuant to Section 32.2.1 of the IRR of RA 9184.
- c) Fails to submit the Post Qualification requirements within the prescribed period or a finding against their veracity thereof.
- d) Submission of eligibility requirements containing false information or falsified documents.
- e) Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.
- f) Allowing the use of one's name, or using the name of another for purposes of public bidding.
- g) Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid.
- h) Refusal or failure to post the required performance security within the prescribed time.
- i) Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification.
- j) Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.
- k) Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful.
- l) All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

▪ **IF THE SUCCESSFUL BIDDER:**

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

(f) **Conformity with Revised Section VI. Project Specifications (all pages) as enumerated and specified in the Supplemental/Bid Bulletin No. 1:**

Lot No.	Description	Form	Description
1	Construction of A New Fence and Security Gate for the DENR Property at Forbes Park Subdivision	Revised Section VI-A	Specifications (Terms of Reference as of 26 April 2024)

- **Attached with a List of contractor's equipment units:**
 - i. **If owned, must attach a Certificate of Availability of Equipment for the duration of the project issued by the owner;**
 - ii. **If leased and/or under purchase agreements, , must attach a Certificate of Availability of Equipment for the duration of the project issued by equipment lessor/vendor**

Lot No.	Description	Form	Description
2	Repair and Renovation of Office for Field Operations – Mindanao of the DENR-CO	Revised Section VI-B	Specifications (Terms of Reference as of 26 April 2024)

- Attached with the following:**
1. Organizational Chart for the contract to bid;
 2. **Curriculum Vitae showing the complete qualifications and experience data sheet of the Project Manager (Licensed Architect/Civil Engineer) to be assigned to the contract to be bid, with an attached copy of valid and current PRC I.D.; and**
 3. **List of contractor's equipment units:**
 - i. **If owned, must attach a Certificate of Availability of Equipment for the duration of the project issued by the owner;**
 - ii. **If leased and/or under purchase agreements, must attach a Certificate of Availability of Equipment for the duration of the project issued by equipment lessor/vendor**

(g) **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

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

The NFCC computation **must be at least equal to the ABC of the lot being bid.** The detailed computation using the required formula must be provided.

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

Class "B" Document: (For Joint Venture)

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

(i) Valid Joint Venture Agreement (JVA)

The JVA must specify which Partner/Company of the JV shall be designated as Authorized Representative. It must also clearly state the Name of the Officer/s designated as the Authorized Representative/s of the Joint Venture.

(ii) Each partner of a JV shall likewise submit the following:

- a) Valid and current Certificate of PhilGEPS Registration
- b) Valid and current PCAB License.

(iii) Submission of the following by any of the JV partners constitute compliance:

- a) Statement of All Ongoing Contracts whether similar or not similar in nature (Annex I)
- b) Statement of Single Largest Completed Contract (Annex I-A)
- c) Duly signed NFCC

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

ENVELOPE 2: FINANCIAL DOCUMENTS

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

1. **Bid Forms:**

Lot No.	Form
1	Annex V-1
2	Annex V-2

2. **Bid Prices in the Bill of Quantities;**

Lot No.	Form
1	Section VIII-A
2	Section VIII-B

- 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 Universal Serial Bus (USB) flash drive in Excel File of Item Nos. 2 to 4.**

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