

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of

***Proposed Construction of Birthing Center,
School of Health and Sciences Baler, Aurora
Campus, University of the Philippines Manila***

(October 2021)

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government- owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

TABLE OF CONTENTS

Glossary of Terms, Abbreviations, and Acronyms	5
Section I. Invitation to Bid.....	8
Section II. Instructions to Bidders.....	11
1. Scope of Bid	12
2. Funding Information	12
3. Bidding Requirements.....	12
4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices	12
5. Eligible Bidders.....	13
6. Origin of Associated Goods	13
7. Subcontracts	13
8. Pre-Bid Conference	13
9. Clarification and Amendment of Bidding Documents.....	13
10. Documents Comprising the Bid: Eligibility and Technical Components	14
11. Documents Comprising the Bid: Financial Component	14
12. Alternative Bids	15
13. Bid Prices	15
14. Bid and Payment Currencies.....	15
15. Bid Security.....	15
16. Sealing and Marking of Bids.....	15
17. Deadline for Submission of Bids	16
18. Opening and Preliminary Examination of Bids	16
19. Detailed Evaluation and Comparison of Bids	16
20. Post Qualification.....	16
21. Signing of the Contract	17
Section III. Bid Data Sheet.....	18
Section IV. General Conditions of Contract.....	20
1. Scope of Contract	21
2. Sectional Completion of Works	21
3. Possession of Site.....	21
4. The Contractor's Obligations	21
5. Performance Security	22
6. Site Investigation Reports	22

7.	Warranty.....	22
8.	Liability of the Contractor.....	22
9.	Termination for Other Causes.....	22
10.	Dayworks	23
11.	Program of Work	23
12.	Instructions, Inspections and Audits.....	23
13.	Advance Payment	23
14.	Progress Payments	23
15.	Operating and Maintenance Manuals.....	23
Section V. Special Conditions of Contract.....		25
Section VI. Specifications		26
Section VII. Drawings.....		28
Section VIII. Bill of Quantities.....		29
Section IX. Checklist of Technical and Financial Documents		31

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 *Proposal* and *Tender*. (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 *civil works or works*. (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



UNIVERSITY OF THE PHILIPPINES MANILA

The Health Sciences Center

BIDS AND AWARDS COMMITTEE 2 (BAC 2)

INVITATION TO BID

***Proposed Construction of Birthing Center, School of Health and Sciences Baler,
Aurora Campus, University of the Philippines Manila***

1. The University of the Philippines Manila, through the *GAA 2021* intends to apply the sum of ***Two Million Nine Hundred Ten Thousand Nine Hundred Fifty-Four Pesos and Four Centavos. (Php2, 910,954.04)*** being the Approved Budget for the Contract to payments under the contract for the ***Proposed Construction of Birthing Center, School of Health and Sciences Baler, Aurora Campus, University of the Philippines Manila***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *University of the Philippines Manila* now invites bids for the above Procurement Project. Completion of works is required within ***One Hundred Twenty (120)*** calendar days reckoned from the date of acceptance of Notice to Proceed. Bidders should have completed, within the last five 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).
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.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least seventy percent (70%) 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.
5. Prospective Bidders may obtain further information from University of the Philippines Procurement Office, BAC 2 Secretariat and inspect the Bidding Documents at the address given below during office days, 8:00 to 4:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested Bidders starting ***20 October 2021*** from the given address and website(s) below. The Procuring Entity shall allow the bidder to present its proof of payment for the bidding documents fees amounting to ***Three Thousand Pesos (Php3,000.00)*** in person, by facsimile or electronic means (email).
7. The UP- Manila Bids and Awards Committee will hold a Pre-Bid Conference on 26 October 2021 at 1:30 p.m. through zoom which shall be open to prospective bidders.

The BAC conduct meetings via Zoom until such time that the implementation of community quarantines or similar government restrictions are lifted by the proper government authorities.

The prospective bidders are advised to register first @ [https://up-edu.zoom.us/meeting/register/tZcrduCsqDgrGtAyD4olATWWXma6PXa6Kz6W](https://up-edu.zoom.us/join/join?pwd=ZcrduCsqDgrGtAyD4olATWWXma6PXa6Kz6W) and wait for further advice for the zoom link which shall be provided to the prospective bidders who successfully registered.

The prospective bidders are admitted first at the Zoom waiting room, and BAC will provide access once the pre-bid conference starts.

8. Bids must be duly received by the Internal Audit Office through manual submission at Room 203, College of Public Health Annex 2, on or before **09 November 2021 not later than 1:00p.m.** Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **09 November 2021, 1:30 p.m.** at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to join the Zoom meeting.

The prospective bidders are advised to register first @ [https://up-edu.zoom.us/meeting/register/tZAucOmupijjHNVO6ZGYbvBSsJihpdCjgpgq](https://up-edu.zoom.us/join/join?pwd=ZcrduCsqDgrGtAyD4olATWWXma6PXa6Kz6W) and wait for further advice for the Zoom link which shall be provided to the bidders who successfully registered.

The prospective bidders are admitted first at the Zoom waiting room, and BAC will provide access once the opening of bids starts.

11. The University of the Philippines Manila 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.
12. For further information, please refer to:

Ms. Melody Jane L. Rojo (Tel. No. 8814-1213)

Mr. Jonald D. Karingal/Rose Ann delos Santos (Tel. No. 8814- 1224)

BAC2 Secretariat, Ground Floor, College of Public Health Annex I

University of the Philippines Manila

(upm-bac2-secretariat@up.edu.ph)

13. You may visit the following websites:

For downloading of Bidding Documents: *PhilGEPS and UP Manila website*


MARIA ELIZA RUIZ AGUILA, PhD
BAC 2 Chair

NOTED:


ARLENE A. SAMANIEGO, MD

Vice Chancellor for Administration ✓

*Posted at PhilGEPS, UP Manila website and
BAC 2 Bulletin Board located at the Ground Floor,
Dormitory Bldg on 20 October 2021*

Section II. Instructions to Bidders

1. Scope of Bid

The University of the Philippines Manila invites Bids for the *Proposed Construction of Birthing Center, School of Health and Sciences Baler, Aurora Campus, University of the Philippines Manila* under Purchase Request No. 15203

The Procurement Project (referred to herein as “Project”) is for the *Proposed Construction of Birthing Center*, as described in Section VI (Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for the amount of *Million Nine Hundred Ten Thousand Nine Hundred Fifty-Four Pesos and Four Centavos. (Php2, 910,954.04)*

2.2. The source of funding is *GAA 2021*

3. Bidding Requirements

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

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

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

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

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

5. Eligible Bidders

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

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

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

6. Origin of Associated Goods

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

7. Subcontracts

- 7.1 The Procuring Entity has prescribed that no subcontracting is allowed.
- 7.1. 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 either at its physical address and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents Comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

11. Documents Comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in 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 *one hundred twenty (120) calendar days*. 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 **(3) three** copies of the first and second components of its bid. **(1) one** original and **(2) two** additional copies (Copy 1 and Copy 2)

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.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

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 paragraph 7 of the **IB**.

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause													
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <i>[Construction or Renovation with major Structural Works (Concreting)].</i>												
7.1	<i>Not applicable</i>												
10.3	<i>Not applicable</i>												
10.4	The key personnel must meet the required minimum years of experience set below:												
	<table><tr><td><u>Key Personnel</u></td><td><u>General Experience</u></td><td><u>Relevant Experience</u></td></tr><tr><td>Project Manager</td><td>At least 5 years</td><td>Engineer/Architect with similar project experience</td></tr><tr><td>Site Engineer/ Foreman</td><td>At least 2 years</td><td>With similar project experience</td></tr><tr><td>Safety Officer</td><td>At least 2 years</td><td>Certified Safety Officer</td></tr></table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project Manager	At least 5 years	Engineer/Architect with similar project experience	Site Engineer/ Foreman	At least 2 years	With similar project experience	Safety Officer	At least 2 years	Certified Safety Officer
	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>										
	Project Manager	At least 5 years	Engineer/Architect with similar project experience										
Site Engineer/ Foreman	At least 2 years	With similar project experience											
Safety Officer	At least 2 years	Certified Safety Officer											
10.5	The minimum major equipment requirements are the following:												
	<table><tr><td><u>Equipment</u></td><td><u>Capacity</u></td><td><u>Number of Units</u></td></tr><tr><td>Concrete Vibrator</td><td></td><td></td></tr><tr><td>Rubber Mallet</td><td></td><td></td></tr><tr><td>Personal Tools</td><td></td><td></td></tr></table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	Concrete Vibrator			Rubber Mallet			Personal Tools		
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>											
Concrete Vibrator													
Rubber Mallet													
Personal Tools													
12	<i>[Insert Value Engineering clause if allowed.]</i>												
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than Php58,219.08 if bid security is incash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than Php145,547.70 if the bid security is in Surety Bond.												
16.	<i>Each Bidder shall submit (3) three copies of the first and second components of its bid.: (1) one original and (2) two additional copies (Copy 1 and Copy 2)</i>												
19.2	Partial bids are not allowed.												
20	<i>No permit application required (Not necessary)</i>												
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as technical specification, user’s manual, warranty certificate and other acceptable tools of project scheduling.												

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

- 4.1. 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.
- 4.2. If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

4. The Contractor's Obligations

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

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

5. Performance Security

- 51.** 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.
- 52.** The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

7. Warranty

- 71.** 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.
- 72.** The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.

11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2	<i>[Not Applicable.]</i>
4.1	<i>Site access to the location of equipment will be granted as a whole.</i>
6	The site investigation reports are: <i>Certificate of Inspection.</i>
7.2	<i>N/A</i>
10	<p>a. Day works are applicable at the rate shown in the Contractor's original Bid.</p> <p>b. No day works are applicable to the contract. (Not applicable)</p>
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <i>[insert number]</i> days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <i>[insert amount]</i> .
13	The amount of the advance payment is <i>15% of the total contract price which shall be made upon request of the contractor upon approval of the contract and acceptance of the Notice to Proceed.</i>
14	Materials and equipment delivered on the site but not completely put in place shall be NOT be included for payment.
15.1	<p>The date by which operating, and maintenance manuals are required is <i>[date]</i>.</p> <p>The date by which "as built" drawings are required is <i>before the issuance of the certificate of completion of the project.</i></p>
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is <i>[One (1%) percent of total contract cost]</i> .

Section VI. Specifications



PROJECT TITLE : **PROPOSED CONSTRUCTION OF BIRTHING CENTER**
School of Health and Sciences Baler, Aurora Campus
University of the Philippines Manila

SUBJECT : **SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

DIVISION 1 - GENERAL

01000 General Requirements

1. The Contractor shall furnish all materials, equipment, tools, apparatus, appliances, accessories, transportation, labor and supervision required for the complete construction of the subject project, as shown on the drawings and called for in these specifications, ready for use.
2. All Contractors submitting proposal for this project shall first examine the site. All proposals shall take into consideration all such conditions that may affect the work under this contract. The specifications and plans shall form part as one. Anything mentioned on plans and not mentioned on the scope of work and specifications and vice versa shall be properly consulted to the CPDMO Project Architect/Engineer for clarification. Any work or materials not in accordance with the drawings or specifications shall be replaced with new at the Contractor's expense.
3. The Contractor shall coordinate his work with all parties to ensure proper phasing or comply with the approved schedule of works. The Contractor shall engage under him, a registered Engineer or Architect to supervise his work. He shall remain at all times in the construction site.
4. A logbook shall be available at the site. It shall contain the daily activities in the site, including but not limited to weather condition, delivery, manpower and other matter pertaining to the condition of the project. It will also serve as data for Contractor and the Project Inspector and shall be surrendered to the CPDMO at the end of the project.
5. Identification Card of construction workers and engineer/representative shall be supplied by CPDMO with corresponding fees; it should be worn at all times while inside the building/campus premises. Those without IDs shall not be allowed to enter the premises for security purposes.
6. No alteration or additional work that will result in an additive or deductive cost change from the Contract shall be allowed without the approval of the chancellor.
7. The contractor shall submit at least three (3) options per item for approval. Complete specifications with product sample shall be submitted by the contractor to CPDMO and end-user for evaluation. Inspection of the Project Architect/Engineer in-charge shall be required prior to installation of any item/material on the construction.

8. Regular coordination meeting shall be conducted with CPDMO, Contractor and End-user for proper project monitoring.
9. Existing condition of the work site shall be documented by the contractor and photos shall be taken before commencement of work to ensure such status. Any damage on the areas due to the contractor's on-going work shall be refurbished at his expense.
10. The Contractor shall provide a complete copy of "As built plans" of the project/unit concerned which shall include all the civil, architectural, plumbing, electrical and other related layouts in 20" x 30" original sheets. It should be properly drawn indicating all the specifications, layouts, tables and necessary data. An initial layout should be submitted in a A3 sheet for checking and approval of Project Architect/Engineer. Final "As built plans" shall be submitted in 20" x 30" tracing sheets, 3 blue prints with signature of project engineer, and an electronic Autocad drawing file. A copy of the technical documents and warranties of the items shall also be submitted in soft and hard copies.
11. The Contractor shall promptly remove from the premises all rubbish, trash, debris, and all superfluous building materials weekly. After the completion of all works, restore all areas that were damaged as affected by the construction works and leave the site clean to the satisfaction of the Project Inspector or his representative and End-user.
12. All materials removed from the unit shall be properly documented prior to turn-over to the End-user for proper safe keeping. The turn-over document shall be attached to the contractor's final billing.

01300 Submittals

Shop Drawings, Product Data and Samples

- Submit to the CPDMO of shop drawings, product data and /or samples of all materials for review. Submit at least three (3) options per material for approval.
- The CPDMO's review shall be limited to quality and design intent. It shall be the Contractor's responsibility to verify quantities and sizes, and make corrections observed and noted by CPDMO on any returned submissions.
- No work requiring submissions or samples shall be commenced until submission has been reviewed by the End User and or CPDMO.
- Final Acceptance of colors and finishes will be made from samples applied on the job based on the signed and approved sample materials.
- All submittals shall be channeled from General Contractor to CPDMO, Planning and Development Department, and back to the General Contractor. This procedure applies to original submittals as well as required resubmittals. Each organization shall keep its required number of copies and/or make necessary copies. The Contractor will make all corrections noted on check sets, if necessary, and return for review as required by CPDMO.
- No submittal shall be received by the CPDMO without transmittal letter.
- Samples must have Manufacturer's Data Sheet/Specification and must come together with a transmittal sheet with a section for approval/disapproval and recommendation of CPDMO and/or END USER.

01500 Temporary Facilities

- Provide Temporary GI sheets or Board enclosures on all areas for building protection. Such coverings shall be adequate enough to cover all the building facilities throughout the span of the project.
- Charges for restoration or replacement of any damaged facility, equipment, material and the like shall be made on the contractor due to his negligence in providing suitable temporary covering.
- Provide the appropriate scaffoldings, board ups, safety nets and related items to ensure proper installation of all framing systems and protection of the area, at the expense of the contractor as its basic equipment.

DIVISION 2 – SITE CONSTRUCTION

02200 Site Preparation

Mobilization / Demobilization

- This work includes mobilization process, provision for warning signs, including barricades, temporary facilities, temporary fences, warning lights and similar safeguards shall be provided by the Contractor as they are required for protection of his manpower and others during the construction life of this project.
- Demobilization procedure shall include clearing of the affected areas from all rubbish, trash, debris, and all superfluous building materials and restore all areas that were damaged as affected by the works and leave the site clean to the satisfaction of the Project Inspector or his representative and End-user.

02230 Site Clearing

- Clear the area from all obstructions or as affected by the construction works, except those structures indicated on the drawings or designated by the Project Architect/Engineer to be left standing. It shall be properly protected from incidental damage due to construction works by the erection of suitable barriers upon approval of the Project Architect/Engineer.

02290 Site Monitoring

- Site monitoring shall be a must to the contractor for the effective implementation of the project. Any discrepancies on plans and actual site conditions shall be properly coordinated with the Project Architect/Engineer concerned for verification.
- Regular coordination meeting shall be done between the contractor or its representative and the Project Architect/Engineer concerned at CPDMO.

02300 Earthwork

- The contractor shall supply all labor, plant, materials, equipment and other facilities required to complete all earthworks in an acceptable manner as shown in the drawings and as specified herein. This work shall include, clearing, staking, excavation, sub base preparation, backfilling, compaction and trimming for final grades. It also includes site drainage, utility service connection for sewer, water supply, power and all appurtenant works in accordance with the contract and as may be directed by the Resident Architect/Engineer.

Material Requirements

- All filling materials, whether native to the site or imported, shall be free of debris, roots, vegetation or other deleterious materials. All earth fill materials, sand and gravel shall be free of any clods or stones larger than 50mm in their largest dimension except as otherwise shown or specified.
- Excavated materials that can be compacted to the required density and which are otherwise judged by the Resident Engineer (RE) to be acceptable maybe used for backfill material as directed.
- Bedding materials shall be used as shown in the drawings and as directed by the Resident Engineer (RE). The material shall be hard, durable stone, and if in direct contact with a fabric cloth shall be free of sharp edges. The stone shall be 19mm (3/4 in.) maximum size graded by weight as follows:

Sieve Size (Square Openings)	Percent by Weight
19mm (3/4 inch)	90 – 100
12mm (1/2 inch)	10 – 50
9.5mm (3/8 inch)	0 – 20
4.75mm (No. 4)	0 – 5

Scope of Work:

- The area shall be cleared of rubbish, loams, refuse, grass, roots and other perishable or objectionable matter to a suitable sub-grade.
- All unsuitable materials that lie within the operational area shall be removed and disposed from the site, to a dump designated by the Resident Engineer or Administrator or spread in locations in a manner approved by the Resident Engineer. Clearing may be undertaken by any method which is not detrimental to the work, or waste of earth materials.
- The building shall be staked out and all lines and grades as shown on the plans shall be established accurately before the start of excavation. Basic batter boards and reference marks shall be erected at such places where they will not be disturbed during the construction of the foundation.
- Trenching for water, sewer and storm drainage pipelines shall be done according to line and depths as shown in the drawings. Trench shall be of sufficient width to accommodate the proper laying, installations and jointing of pipes. Lines and depths not indicated on the drawings shall be determined by the Resident Engineer before laying of pipelines is done. All trenches shall be fully backfilled at the end of each day or in lieu thereof, when approved by the Resident Engineer.
- Where trenches for water, sewer and storm drainage pipelines requires the dismantling of road pavements, the contractor shall undertake trenching after obtaining written permit. The contractor shall restore such pavements to their original and better condition immediately after backfilling of pipes without any additional cost.
- The excavation lines shown on the drawings are solely for the purpose of computing quantities for payment purposes. The owner specifically does not warrant that actual sides can be made to the excavation lines shown.
- The Contractor shall design, furnish, put in place, and maintain such sheeting and bracing as may be required to support the sides of excavations. Care shall be taken to prevent voids outside the sheeting, but if voids are formed, they shall be immediately filled and rammed. Prior to installation of any sheeting and bracing, the Contractor shall

submit in writing for review by the Resident Engineer (RE) the type of sheeting and bracing to be used and his intended method of placing and maintaining it as required.

- All sheeting and bracing not left in place shall be carefully removed without endangering the new installations and other existing utilities of any adjoining property.
- All voids caused by withdrawal of sheeting shall be immediately refilled with sand and compacted by ramming with suitable tools, by watering, or as otherwise directed.
- Wood sheeting shall not be withdrawn if driven below the bottom of any drain, and under no circumstances shall any wood sheeting be cut off at a level lower than 0.30m above the top of the drain.
- The Contractor shall leave in place to be embedded in the backfill, all sheeting, bracing, etc. which the Resident Engineer may direct him in writing to leave in place at any time during the progress of the work for the purpose of preventing injury to structures, utilities or property, whether public or private.
- Generally, limits the depth of excavation for building and pipelines shall be in accordance with details shown on the drawings.
- Excavations shall include the removal of all materials of whatever nature encountered including all obstructions of any nature that would interfere with the proper execution and completion of the work. The removal of these materials shall conform to the lines and grades shown or ordered. The Contractor shall supply, place and maintain all supports and shoring that may be required for the sides of the excavation and all pumping, ditching or other approved measures for the removal or exclusion of water including taking care of storm water and waste reaching the site of the work from any source so as to prevent damage to the work or adjoining property. The walls and faces of all excavations in which workers are exposed to danger from unstable ground shall be guarded against by a shoring system, sloping of the excavation, or some other acceptable method. The Contractor shall supply, install and maintain such sheeting; bracing, etc. as may be necessary to protect the workers and to prevent any movement of earth which could cause injury, delay of work, or endanger adjacent structures.
- Excavation to depth greater than that shown on the drawings may be required, without any additional cost. The depth and extent of over excavation shall be approved by the Resident Engineer. If necessary, the Resident Engineer will include an estimated allowance for loss of material into soft sub grade. This allowance will be separately determined by the Resident Engineer for each individually measured section of work. The Contractor is required to draw the attention of the Resident Engineer in each instance and obtain the Resident Engineer's determination of the allowance to be used.
- The excavation shall be then be refilled to the grade of the bottom of the bedding layer with either imported ordinary material, gravel, or other materials that is acceptable. The material to be used shall be placed in layers, brought to optimum moisture content and compacted to ninety (90%) percent of the modified AASHO standard.
- Bedding material shall be sand or crushed rock as previously specified. Bedding material shall be placed to a minimum depth of 100mm and compacted to 95% of modified AASHO compaction elsewhere.
- Launching an initial backfill to a depth of 150mm above the pipe shall be carried out using coarse sand as previously specified. The backfill shall be carried out in layers not exceeding 150 mm compacted thicknesses and to 95% of modified AASHO compaction under road ways and to 90% elsewhere.
- The remainder of the backfill shall be Select Native Material subject to the Resident Engineer's approval except under roadways where sand or crushed rock compacted to 95% of modified AASHO compaction shall be used.

- Filling shall be carried up in layers not exceeding 150 mm compacted thicknesses. Compaction shall be carried out using vibrating rollers or as directed by the Resident Engineer.
- The Contractor shall give special attention to the effect of his operations. He shall take special care to maintain, trim, and level the grade surrounding the area around the building.

02500 Utility Services

- Provision of electric and water meter shall be included in the quotation to be charged to the contractor's overhead. All utility consumption shall be provided with meters to limit the usage of such during working period. Payments of bills shall be made thru the Cashiers Office after the renovation period presenting the statement of account issued by Accounting upon recommendation of the Chief of CPDMO.

Division 3 – Concrete

Section 03050 Basic Materials & Methods

- The work to which this refers includes all operations necessary for the supply and delivery of all materials, labor, equipment and all associated activities. This shall conform in the recommendations of the "National Structural Code for Buildings" published by the Association of the Structural Engineers of the Philippines, together with the latest editions including all revisions of the following standards:
 - ASTM C-31 Method of making and Curing Concrete Compression and Flexure Test Specimen in the Field.
 - ASTM C-33 Concrete Aggregate
 - ASTM C- 39 Method of the test for Compressive Strength of Molded Concrete Cylinders.
 - ASTM C- 94 Ready Mixed Concrete
 - ASTM C-143 Test of Slump for Portland cement Concrete.
 - ASTM C-140 Portland cement
 - ASTM A-615 Deformed and Plain Steel Bars for Concrete Reinforcement.

Material Requirements:

- Cement to be used shall be Type I conforming the ASTM C-150.
- Fine and coarse aggregates shall be obtained from the approved source as determined by DPWH and shall conform to ASTM C-33.
- Water shall be potable and free from deleterious amounts of acids, alkalis, oils or organic matters.
- Admixtures shall only be used with the prior written consent to the Resident Engineer. Admixtures shall not contain calcium chloride. The amount of admixture shall not change the required quantities of cement specified and quantity of admixture used and method of mixing shall be in accordance with the manufacturer's instruction as the case may be.
- Reinforcement steel shall be deformed steel bars conforming to Structural Grade (Grade 33) and High Strength (Grade 60) as specified on the structural plans and as specified in Section 5.07 of the National Structural Code for Buildings. Shapes and dimensions shall be in accordance to the above-mentioned standards.

Quality of Concrete:

- The quality of concrete shall comply with Section 5.04 of the National Structural Code of the Buildings and with the specific requirements outlined in the various sections of these specifications
 - Testing of samples from concrete pours shall be as required by Section 5.05 of the National Structural Code of Buildings
 - Test of specimen shall be deemed acceptable provided they meet the requirements of Section by 5.04 clauses (e) of the National Structural Code of Buildings
 - Should further testing of the finished concrete be necessary due to non-compliance of test specimens, as required by the Resident Engineer, it shall be carried out in accordance with the approved procedures laid down in National Structural Code of Buildings, Section 5.04 clause (e)
 - Hardened concrete that is deemed not to comply with the specifications above, but which the Resident Engineer permits to be further tested, shall be tested for compressive strength
 - Any concrete will be rejected under the specifications above if the results fail to meet the requirements Section 5.03 of National Structural Code of Buildings.
 - Hardened concrete may also be rejected for any one of the following conditions:
 - a. It is porous, segregated or honeycombed.
 - b. Its placing has been so interrupted that there is a construction or similar joint not in accordance with Section 5.03, clause (d) of the National Structural Code of Buildings.
 - c. The reinforcing steel it incorporates has been displaced.
 - d. Construction tolerances have not been met.
 - e. The required surface finish has not been met.
 - f. The concrete can be shown to be otherwise defective.
- When the above things happened, the Resident Engineer has the option to let the Contractor to demolish the rejected portion.

Scope of Works / Method of Activities

- Concrete shall not be placed until all formworks, installation of reinforcement, embedded parts and the preparation of surfaces have been approved. Prior to concreting, the contractor shall submit a proposed pouring schedule for the various stages of the work. No concrete shall be poured prior to the approval. Subsequently, the contractor shall give the RE twenty-four (24) hour notice of his intention to proceed with the stage of the work.
- All batches of mortar or concrete shall be adjusted as to within the capacity of the mixer. When cement is delivered in bags, the batch shall be so proportioned as to use of only full bag batches.
- Hand mixing will not be permitted except by written permission from Resident Engineer and only in such manner as he may direct.
- All mortar and concrete shall be used while fresh and before there is evidence of initial set. No re-tempering of mortar or concrete shall be undertaken.
- Ready mixed concrete (i.e., off-site transit mixed concrete) shall comply with ASTM C-94 and the requirements herein.
- Batch deliveries shall not exceed the rated capacity specified for the mixer by its manufacturer. The Contractor shall submit affidavits for the approval of the Resident Engineer from the ready-mix concrete suppliers, certifying that the proposed mix to be supplied shall satisfy the requirements of this specification.
- All concrete shall be ready mixed unless approved otherwise by the Resident Engineer in writing. Concrete not ready mixed shall comply with the National Structural Code for Buildings.

- The surfaces of measuring, mixing, and transporting equipment that will be in contact with concrete shall be clean at the commencement of the mixing operation.
- The accuracy of weighing equipment and the accuracy of batching shall comply with the applicable requirements of ASTM C-94 and its reference standards. The materials shall be as measured as to give the required mixed proportions.
- Cements and aggregates shall be measured by weighing or any method approved by the Resident Engineer.
- The device employed to measure and discharge the amount of water for the mixture shall be capable of adjustment and checking.
- Water carried by aggregate, in excess of those giving saturated surface-dry conditions shall be considered as part of the required mixing water.
- Mixing shall be done in mixer of approved type.
- Concrete shall be mixed until the material are uniformly distributed and shall be discharged completely before the mixer is recharged.
- The time of mixing shall not be less than one and one half (1 ½) minutes after all ingredients are in the mixer, unless it is shown that the uniformity requirements of the appropriate reference standards are met by an alternative time that shall be agreed to by the Resident Engineer and confirmed in writing.
- No concrete shall be placed until the depth and character of the foundation materials, the forms and false work and the placement of the steel reinforcement had been inspected and approved by the Resident Engineer. Before depositing concrete, all debris, foreign matter, dirt and water shall be removed from the forms, and the surface of any concrete previously placed shall be cleaned and brushed with cement paste.
- No concrete shall be placed on filled ground until the Resident Engineer has approved the standard of compaction of the sub-grade.
- All concrete shall be placed in daylight or under such lighting condition that may be approved by the Resident Engineer.
- The method and manner of placing concrete shall be such as to avoid the possibility to segregation of the concrete materials or the displacements of the reinforcement. Where troughs or chutes are used in placing concretes, their angle of inclination with respect to the horizontal shall not exceed thirty (30) degrees. When a pipe is used, it shall be kept full of concrete with its discharged and submerged.
- Concrete shall not be allowed to drop into place from a height exceeding one (1) meter.
- The placing of concrete shall be evenly regulated to avoid the depositing of a large quantity at any one point. Concrete in horizontal layers shall be deposited as near practicable to its final position in the forms.
- Concrete shall be deposited in a continuous operation as far as it is practicable to do so and shall avoid initial set starting in any part of the work before fresh concrete can be placed against it.
- Compaction of concrete shall be by approved immersion type vibrators. Vibration shall be limited to the time necessary to produce thorough compaction of the concrete without segregation. Under no circumstances shall vibrators be used to move concrete laterally, nor shall it be allowed to penetrate concrete in the prior lift.
- During placing and until curing as specified is completed all new concrete shall be protected against the harmful effects of exposure to the elements and to running water either as specified or as directed by the Resident Engineer.
- When concrete hardens sufficiently it shall be covered with damp, close-woven burlap or similar material, or clean sand, which shall be kept thoroughly saturated over a period of ten to fourteen days. Where wood forms are used, they shall be kept wet for the same period to prevent openings at the joints and drying out of the concrete.

- Precautions shall be taken to avoid premature stiffening of the fresh mix and to reduce water absorption and evaporation losses.
- If the temperature of the surrounding air is higher than 32 C, the following shall be applied unless otherwise documented by the Resident Engineer.
- The formwork shall be continually sprayed with cold water in advance of the concreting and excess water shall be removed from the inside of the forms immediately prior to the placement of concrete.
- The reinforcement and the formwork if metal forms are used shall be protected from the effects of hot winds and direct sunlight.
- Suitable barriers shall be provided to protect the freshly placed concrete from wind, until the concrete is hardened sufficiently to allow it to be covered.
- The concrete shall be held to a temperature of 32 C when being poured.
- The concrete shall be mixed, transported, placed and compacted as rapidly as possible and shall be then covered with an impervious membrane and shall kept wet for curing.

Finishing in Concrete

- Allowable deviations from plumb or level and from the alignment, profile grades and dimensions shown on the drawings are defined as "tolerances" and are to be distinguished from irregularities in finish. Surface irregularities are classified as abrupt or gradual. Off-sets caused by displaced or misplaced from sheeting, from lining, form section, loose knots or otherwise defective form timber will be considered as abrupt irregularities and will be tested either by a straight edge or its equivalent for curved surfaces.
- Immediately after removal of forms all pins and loose materials shall be removed. "Honey-combing" aggregate pockets, voids and holes shall be cut back to solid concrete. All repair of imperfection in concrete shall be completed within twenty-four (24) hours after removal of forms.
- Dry pack concrete shall be used for filling holes having at least one surface dimension, little if any, greater than the hole depth and for narrow slots out for repair or cracks.
- Mortar filling shall be used for repairing defects which are too wide for dry pack filling, too shallow for concrete filling and too deeper than the far side of the reinforcement that is nearest to the surface.
- Concrete filling shall be used for holes extending entirely through concrete sections for holes that are greater in area than 0.1 square meters and deeper than 100 mm and for holes in reinforced concrete which are greater in area than 0.1 square meter and which extend beyond the reinforcement.
- Surfaces of work carried out in accordance with this specification above shall be prepared by thoroughly roughening and cleaning so that all loose or soft material, free water, foreign matter and laitance are removed. At the time of placement of the fresh concrete, the joint surfaces of the hardened concrete shall be damped but there shall be no water.

Section 03100 Concrete Forms and Accessories

- The Contractor shall be responsible for the design, erection and adjustment of all formwork and false work in accordance with Section 5.06, "National Structural Code for Buildings".
- All materials used in construction and support of formwork shall be of timber. Alternative materials shall only be used with the Resident Engineer's approval.
- It shall be the Contractor's responsibility to ensure that the forms are placed to the shape, lines and dimensions as indicated on the drawings, and they shall have sufficient strength to withstand the pressure resulting from placement and vibration of the concrete. The

- Contractor shall ensure that the forms are maintained rigidly in position and be sufficiently tight to prevent excessive leakage of mortar.
- All debris particularly chipping, shavings and sawdust, shall be removed from the interior of the forms before the concrete is placed. All form surfaces shall be cleaned and thoroughly wetted before pouring of concrete.
- Before the placement of any concrete, the Resident Engineer shall inspect the formwork and may, at his discretion, reject any materials or forms that do not conform to this specification.
- The deflection of forms between joints and/or studs shall not exceed one five-hundredth (1/500) of the joints or stud spacing.
- The recommended minimum stripping for horizontal slabs shall be twenty-four (24) hours after the approval of the Resident Engineer prior to the removal of any forms.

Section 03200 Concrete Reinforcement

- All steel bars to be used during construction should be in accordance with the guidelines of National Structural Code for Buildings.
- The support and tolerance in placing of reinforcement shall comply with section 5.07 of National Structural Code of Buildings.
- Lap splicing and or welding of reinforcement shall comply with section 5.07 "National Structural Code of Buildings".
- Welding of reinforcement shall not be carried out unless shown on the drawings, specified, or otherwise approved by the Resident Engineer.
- Welding if approved shall not be carried out within 75mm of a bend having internal diameters, or any part of a bar that has been bent in reverse direction or straighten.
- All reinforcing bars shall be high tensile strength (Grade 60) except and ground floor slab rebars which shall be structural grade (grade 33).
- Prior to installation of ground floor rebars, 0.3mm thick polyethylene plastic shall be laid above gravel base after application of soil poisoning.

DIVISION 4 – MASONRY

Scope of Work

- The work covered by this Item shall consist of furnishing all masonry work requirements in accordance with Plan and/or standard detail and as herein specified.

Material Requirements

- Use Portland cement which conforms to the requirements of ASTM C-150 Type for normal Portland cement.
- Use fine aggregates which shall be free from injurious amount of clay loam and deleterious materials and shall conform to ASTM C-33 or C-330.
- Concrete hollow blocks, 4" and 6", shall be standard manufacture, machine vibrated, and shall have fine and even texture, and well-defined edges. Mortar, filler and plastering shall be Class "A" mixture.
- Deformed steel bars shall conform to ASTM A-305. It shall be clean and free from loose, rust, scales and any coatings that will reduce bond.
- #16 tie wire shall be used for reinforcing bars connections.

Construction Requirements

- Provide CHB wall with 10 mm dia. deformed round bars at 0.60 m on centers both ways. Verify actual location.
- All cells shall be solidly filled with grout.
- Concrete mixture shall be class "A".
- Provide the plastering at 16 mm thick using class "A" mixture.
- Follow plan for details.

Division 7 – Thermal and Moisture Protection

07700 Roof Specialties and Accessories

Scope of Work

- This Item shall consist of fabrication, installation of new roofing system including labor, tools, equipment and the satisfactory performance in undertaking the proper installation of the roofing system as shown on the Plans and in accordance with the specifications.

Construction Requirements

- Provide all the necessary preparation for the work including all the materials, access to the roof, and all safety measures and equipment (safety harness, net, etc.).
- Safety engineer/ officer must be present when working on the roof.
- Restore all affected areas.

Material requirements:

- GA # 24 Rib type roofing
- GA # 16 2" x 6" Purlins,
- 2LS 2" x 2" x 3/16 brace,
- 12mm thick base plate,
- 3" x 3" structural tubing w/ shear bars embeded in columns and welded to the bottom of the base plate,
- 16mm diameter cross braces,
- Sag rod @ mid poin,
- Bended accessories,
- Hardware accessories
- Submit sample for approval of CPDMO or End-user

DIVISION 8 – DOORS AND WINDOWS

08000 Doors and Windows / Glass Structure

Doors

Scope of Work

- The work covered by this Item shall consists of supply and installation of all fabricated door and jambs, equipped with fixing accessories and locking devices including restoration of opening for fitting in accordance with Bill of Quantity, Plan and/or shop drawings and as herein specified.

Material Requirement

Double Panel Double Action Swing Door

- -50mm x 100mm powdered coated white aluminum frame tube
- -1.5mm thick powdered coated white aluminum profile door leaf frame
- -25mmØ x 1.80m (H) polished stainless pull handles (2 sets)
- -6mm thick tempered clear glass with 2 sidelights fixed
- -3M frosted sticker and logo
- -2 sets pivot hinge
- -Top & bottom door lock integral to door
- Dim: 1.50m(W) x 2.10m(H)

Single Panel Single Action Swing Door

- -50mm thick panel Gauge # 18 Galvanize Iron (G.I.)
- -50mm x 100mm Gauge # 16 Galvanize Iron (G.I.) jamb and header, single rabbet
- -6mm thick tempered clear glass wired view
- -Fire Rating 1.5 hours
- -Epoxy primer gray, duco paint finish
- -4 pairs 5 knuckle, ball bearing, full mortise standard weight stainless steel hinge with stainless steel pin
- -Rim exit device, fire rated; use with entrance lock lever lockset on exterior side of door
- -1 set heavy duty cast iron cylinder, surface mounted door closer, aluminum finish; fire rated
- Dim: 0.90m(W) x 2.10m(H)

Windows

Scope of Work

- The work covered by this Item shall consists of supply and installation of all fabricated windows, including materials, labor, tools, restoration of openings for fitting and equipment required in undertaking the proper installation as shown on the Plans and in accordance with this Specifications.

Material Requirement

W-01 Fixed/Awning Type Window

- -6mm thick tempered clear glass w/ 8 mil security/frosted film
- -50mm x 10mm powder coated white aluminum frame tube with heavy duty cam handle
- Dim: 2.40m(W) x 1.80m(H)

W-02 Fixed/Awning Type Window

- -6mm thick tempered clear glass w/ 8 mil security/frosted film
- -50mm x 10mm powder coated white aluminum frame tube with heavy duty cam handle
- Dim: 2.40m(W) x 0.93m(H)

W-03 Fixed Type Window

- -6mm thick tempered clear glass w/ 8 mil security/frosted film
- -6mm thk tepered sliding glass w/ complete sliding and lockset accessories
- -50mm x 10mm powder coated white aluminum frame tube with heavy duty cam handle
- Dim: 2.60m(W) x 1.04m(H)

W-04 Fixed Type Window

- -6mm thick tempered clear glass w/ 8 mil security/frosted film.
- -50mm x 10mm powder coated white aluminum frame tube with heavy duty cam handle
- Dim: 1.20m(W) x 1.20m(H)

W-05 Fixed/Awning Type Window

- -6mm thick tempered clear glass w/ 8 mil security/frosted film
- -50mm x 10mm powder coated white aluminum frame tube with heavy duty cam handle
- Dim: 2.40m(W) x 0.49m(H)

W-06 Fixed/Awning Type Window

- -6mm thick tempered clear glass w/ 8 mil security/frosted film
- -50mm x 10mm powder coated white aluminum frame tube with heavy duty cam handle
- Dim: 0.83m(W) x 0.49m(H)

Division 16 - Electrical**Workmanship and Materials**

- All works shall be done in accordance with the requirements of the latest edition of the Philippine Electrical Code and National Safety Code. Nothing contained in these specifications or shown on the plan shall conflict with the requirements of these Codes, any discrepancies should be consulted to the Project Inspector / Electrical Engineer.
- All materials and equipment to be used and installed hereunder shall be of the approved type bearing the stamp or approval of the proper authorities concerned. Locally made or constructed materials shall first be approved before installation.
- All works shall be done in workmanlike manner and should present a neat and mechanical appearance when completed.

Plans

- The accompanying drawings shall indicate the general arrangement of the equipment's, outlets and other works. When it is necessary to deviate from the arrangement indicated on plans in order to meet the structural conditions, such deviation shall be made at the expense of the Contractor and upon approval from the Project Inspector / Electrical Engineer.
- The outlets and circuit breakers shown on the plan are diagrammatic and approximately correct as to location. Minor changes shall be made through the Contractor at his own expense. The exact location of all outlets and switches shall be determined by the Project Inspector/Electrical Engineer and the same shall be located accordingly. The Contractor shall be responsible for the accurate location of all outlets with respect to doors, partitions, water pipes, cabinets and other facilities.

16050 Basic Electrical Materials and Methods

Conduit System

- PVC Conduit pipes is primarily required for this work. Conduit runs shall be well supported especially on ceiling and slab, concrete encased on soil. All conduits placed on walls and partition shall be embedded, exposed layout will not be allowed. Conduit ends shall be provided with an end bell or adapter with locknut and bushing. Conduit shall enter knockouts squarely. Locknuts and bushing shall be used at termination of conduits in outlets, pull or junction boxes, panels and cabinets. Locknuts shall be screwed tight. Bends and offsets shall be avoided if possible, but when necessary, it shall be made with an approved Field bend or pipe / conduit bending machine. The use of pipe tee or vice bending conduits will not be permitted.

Restrictions

- Supply and installation of all material not shown in the drawing nor mentioned in this specification but necessary for the completion of the construction works shall be included. Coordination with CPDMO and Project Inspector should be done for proper installation of all wiring systems.

16070 Hangers and Supports

- All electrical pipes and accessories shall be using appropriate hangers and support follow existing features. Exposed layout on walls and partition inside offices shall not be allowed. Chipping works required.

16080 Testing

- Complete testing of the system involved in operation and provision of all system apparatus for making test and guarantee for a period of one (1) year after acceptance of the project and shall agree to repair and make good at no additional cost to the end user.

NOTE

The foregoing list of items of works does not in anyway limit the responsibility of the Contractor to perform all other works necessary for the completion of the project, **PROPOSED CONSTRUCTION OF BIRTHING CENTER.**

GUARANTEE

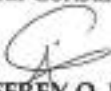
The Contractor shall guarantee all works under this contract to be free from any technical, material, workmanship and/or factory defects and shall replace and repair to the satisfaction of the Project Architect / Engineer and/or to the Chief of CPDMO on any part or portion of the work which may fail within a period of one (1) year after the final acceptance of the system.


COMPLETION PERIOD


The Contractor is given One Hundred Twenty (120) calendar days to execute the renovation works including the installation all system requirements. The Contractor shall coordinate to the CPDMO Inspector and End-users for the schedule of testing of systems and other related job.


Prepared by:


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Architect II



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Engineer III, Electrical


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Engineer A, Electrical


AR. LEONARD P. CORDERO
Administrative Officer V (AoR)


5/19/2021

Certified Correct:



AR. ROSALIE G. FLORES-BERNARDO
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Recommending Approval:


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Dean, School of Health and Science


MICHAEL L. TEE, MD, MHPed, MBA
Vice Chancellor for Planning and Development

Approved:


ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration



23 SEP 2021

Section VII. Drawings

Section VIII. Bill of Quantities



UNIVERSITY OF THE PHILIPPINES MANILA
Campus Planning, Development and Maintenance Office
 Padre Faura St. Ermita, Manila 1000, Philippines
 Tel: (632) 525 2233 • (632) 526 8420 • (632) 814 1258 • (632) 814 1257



PROJECT : PROPOSED CONSTRUCTION OF BIRTHING CENTER

LOCATION : School of Health and Sciences, Baler Aurora Campus
 University of the Philippines Manila

SUBJECT : BIDFORM

ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST
1.00	GENERAL REQUIREMENTS				
	Mobilization and Demobilization	1.00	lot		
	Tempfacil/Storage, signages, scaffoldings	1.00	lot		
	Health and Safety (PPE, Medkit etc.)	1.00	lot		
	Permit and Licences	1.00	lot		
	TOTAL GEN REQ'TS				
2.00	CIVIL/STRUCTURAL WORKS				
	Earthworks				
	Excavation	140.96	cu.m.		
	Backfilling	104.21	cu.m.		
	Disposal of excess excavated materials	36.75	cu.m.		
	Sub-total				
	Concreting				
	Cement	680.00	bags		
	Wash Sand	30.00	cu.m.		
	Gravel	60.00	cu.m.		
	Crushed Aggregate (Gravel bedding)	5.50	cu.m.		
	Sub-total				
	Reinforce Steel Bar				
	20mm x 7.50m RSB	37.00	pcs		
	16mm 7.50m RSB	181.00	pcs		
	16mm 6.00m RSB	396.00	pcs		
	10mm 9.00m RSB	18.00	pcs		
	10mm 7.50m RSB	136.00	pcs		
	10mm x 6.00m RSB	1,398.00	pcs		
	# 16 Tie wires	4.42	keg/s		
	Sub-total				
	Formworks				
	3/8" x 4' x 8' Form plywood	96.00	pc/s		
	Form lumber	4,580.00	bd. Ft.		
	CW Nails	2.76	keg/s		
	Scaffoldings	1.00	lot		
	Sub-total				

ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST
	Concrete Topping/Plastering of Columns				
	Cement	35.00	bag/s		
	Sand	3.00	cu.m.		
	Sub-total				
	Masonry works				
	6" x 8" x 16" CHB	2,275.00	pc/s		
	Cement	92.00	bag/s		
	Sand	11.00	cu.m.		
	10mmme RSB	297.50	kg/s		
	Tie wire	5.00	kg/s		
	Sub-total				
	Masonry works				
	4" x 8" x 16" CHB	1,580.00	pc/s		
	Cement	65.00	bag/s		
	Sand	7.50	cu.m.		
	10mmme RSB	207.16	kg/s		
	Tie wire	5.00	kg/s		
	Sub-total				
	Stub-Out				
	Plumbing stub out	1.00	lot		
	Sub-total				
	Roofing Works				
	GA # 24 Rib type roofing GA # 16 2" x 6" Purlins, 2LS 2" x 2" x 3/16" brace, 12mm thick base plate, 3"x 3" x 3/16" structural tubing w/ shear bars embeded in columns and welded to the bottom of the base plate, 16mm diameter cross braces, sag rod @ mid point, perimeter flashing with frame, bended accessories, perimeter fascia board with frame, etc.	168.00	m²		
	Delivery Cost (tracking,hauling \, etc)	1.00	lot		
	Sub-total				
	TOTAL CIVIL/STRUCTURAL WORKS				
3.00	ARCHITECTURAL WORKS				
	Doors (Supply and install)				
	Double Panel Double Action Swing Door -90mm x 100mm powdered coated white aluminum frame tube -1.5mm thick powdered coated white aluminum profile door leaf frame -25mmØ x 1.80m (H) polished stainless pull handles (2 sets) -6mm thick tempered clear glass with 2 sidelights fixed -3M frosted sticker and logo -2 sets pivot hinge -Top & bottom door lock integral to door Dim: 1.50m(W) x 2.10m(H)	1.00	set/s		

ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST
	Single Panel Single Action Swing Door -50mm thick panel Gauge # 18 Galvanize Iron (G.I.) -50mm x 100mm Gauge # 16 Galvanize Iron (G.I.) jamb and header, single rabbet -6mm thick tempered clear glass wired view -Fire Rating 1.5 hours -Epoxy primer gray, duco paint finish -4 pairs 5 knuckle, ball bearing, full mortise standard weight stainless steel hinge with stainless steel pin -Rim exit device, fire rated; use with entrance lock lever lockset on exterior side of door -1 set heavy duty cast iron cylinder, surface mounted door closer, aluminum finish; fire rated Dim: 0.90m(W) x 2.10m(H)	1.00	set/s		
	Sub-total				
	Windows (Supply and Install)				
	W-01 Fixed/Awning Type Window -6mm thick tempered clear glass w/ 8 mil security/frosted film -50mm x 10mm powder coated white aluminum frame tube with heavy duty cam handle Dim: 2.40m(W) x 1.80m(H)	2.00	set/s		
	W-02 Fixed/Awning Type Window -6mm thick tempered clear glass w/ 8 mil security/frosted film -50mm x 10mm powder coated white aluminum frame tube with heavy duty cam handle Dim: 2.40m(W) x 0.93m(H)	2.00	set/s		
	W-03 Fixed Type Window -6mm thick tempered clear glass w/ 8 mil security/frosted film -6mm thk tapered sliding glass w/ complete sliding and lockset accessories -50mm x 10mm powder coated white aluminum frame tube with heavy duty cam handle Dim: 2.60m(W) x 1.04m(H)	1.00	set/s		
	W-04 Fixed Type Window -6mm thick tempered clear glass w/ 8 mil security/frosted film -50mm x 10mm powder coated white aluminum frame tube with heavy duty cam handle Dim: 1.20m(W) x 1.20m(H)	2.00	set/s		
	W-05 Fixed/Awning Type Window -6mm thick tempered clear glass w/ 8 mil security/frosted film -50mm x 10mm powder coated white aluminum frame tube with heavy duty cam handle Dim: 2.40m(W) x 0.49m(H)	2.00	set/s		
	W-06 Fixed/Awning Type Window -6mm thick tempered clear glass w/ 8 mil security/frosted film -50mm x 10mm powder coated white aluminum frame tube with heavy duty cam handle Dim: 0.83m(W) x 0.49m(H)	5.00	set/s		
	Sub-total				
	TOTAL ARCHITECTURAL				

ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST
4.00	AUXILIARY WORKS				
	Fire Detection and Alarm System				
	1F Wire	2.00	box/es		
	1/2"Ø EMT Conduit Pipe	20.00	length/s		
	1/2"Ø Flexible Metallic Conduit	50.00	mts/s		
	1/2"Ø EMT Coupling Compression Type	40.00	unit/s		
	1/2"Ø EMT Connector Compression Type	40.00	unit/s		
	1/2"Ø Flexible Metallic Hose Adapter	20.00	unit/s		
	1/2"Ø Bushing EMT	30.00	unit/s		
	1/2"Ø Locknut EMT	30.00	unit/s		
	C-clamp	20.00	pc/s		
	Junction Box Octagonal EMT w/ cover	20.00	unit/s		
	Tie wire	1.00	lot		
	TOTAL AUXILIARY WORKS				
5.00	ELECTRICALWORKS				
	Earthworks (d = 0.60m)				
	Excavation	42.00	cu.m.		
	Backfilling	31.50	cu.m.		
	Disposal of excess excavated materials	10.50	cu.m.		
	Sub-total				
	Concrete encasement (d = 0.25m) *Class B* 2,500 psi				
	Cement	90.00	bags		
	Wash Sand	4.50	cu.m.		
	Gravel	8.50	cu.m.		
	Gravel bedding	3.50	cu.m.		
	Sub-total				
	Conduit Pipes and Accessories				
	20mmØ PVC conduit pipe with fittings and complete accessories	160.00	length/s		
	32mmØ PVC conduit pipe with fittings and complete accessories	20.00	length/s		
	80mmØ PVC conduit pipe with fittings and complete accessories	80.00	length/s		
	2-way Concrete saddle/spacer for 80mmØ PVC	50.00	set/s		
	Sub-total				
	TOTAL ELECTRICAL WORKS				

ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST
SUMMARY					
1.00	GENERAL REQUIREMENTS			PhP	_____
2.00	CIVIL/STRUCTURAL WORKS				_____
3.00	ARCHITECTURAL WORKS				_____
4.00	AUXILIARY WORKS				_____
5.00	ELECTRICALWORKS				_____
	SUB-TOTAL COST			PhP	_____
	VAT @ 12.00%				_____
	TOTAL PROJECT COST			PhP	_____
Amount in Words : _____					

<p>Note:</p> <p>*Indirect Cost (OCM, & Profit) included per item unit cost</p> <p>*Bonds & Securities and power & water supply consumption are considered as overhead expenses while Plans (As-built plan) is considered as miscellaneous expense which are already included in the computation of OCM (mark-up).</p> <p>See DPWH Department Order No 197</p>					

By the act of submitting this bid, I/we hereby confirm that I/we:

- have inspected the site
- determined the characteristics of the contract works and the conditions for this project
- examined all instructions, forms, terms and project requirements in the Bidding Documents
- was/were given the opportunity to submit queries at least ten(10) calendar days before the submission of bids
- have examined and agreed to the correctness of the Bill of Quantities

Submitted by:

Name and Signature:

Company Name:

Position:

Date:

Section IX. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE	
<i>Class "A" Documents</i>	
<u>Legal Documents</u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <u>And</u>
<input type="checkbox"/>	(b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; <u>And</u>
<input type="checkbox"/>	(c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; <u>And</u>
<input type="checkbox"/>	(e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
<u>Technical Documents</u>	
<input type="checkbox"/>	(f) Statement of the prospective bidder 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; <u>and</u>
<input type="checkbox"/>	(g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; <u>and</u>
<input type="checkbox"/>	(h) Philippine Contractors Accreditation Board (PCAB) License; <u>or</u> Special PCAB License in case of Joint Ventures; <u>and</u> registration for the type and cost of the contract to be bid; <u>and</u>
<input type="checkbox"/>	(i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <u>or</u> Original copy of Notarized Bid Securing Declaration; <u>and</u>
	(j) Project Requirements, which shall include the following:
<input type="checkbox"/>	a. Construction Schedule and S•Curve.
<input type="checkbox"/>	b. Manpower Schedule
<input type="checkbox"/>	c. Construction methods
<input type="checkbox"/>	d. Organizational chart for the contract to be bid;
<input type="checkbox"/>	e. List of contractor's key personnel (<i>e.g.</i> , Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
<input type="checkbox"/>	f. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be;
<input type="checkbox"/>	g. Equipment utilization schedule

<input type="checkbox"/>	h. Construction safety and health program
<input type="checkbox"/>	i. Certificate of Site Inspection or Affidavit of Site Inspection (Original and Notarized); whichever is applicable. <u>and</u>
<input type="checkbox"/>	j. Notarized UP Questionnaire.
<input type="checkbox"/>	<p>(k) Original duly signed Omnibus Sworn Statement (OSS); <u>and</u> if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.</p> <p>Note: Latest format of OSS should be used/submitted. Copy is attached.</p>
<i>Financial Documents</i>	
<input type="checkbox"/>	<p>(l) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; <u>and</u></p>
<input type="checkbox"/>	<p>(m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).</p>
<i>Class "B" Documents</i>	
<input type="checkbox"/>	<p>(n) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; <u>or</u> duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.</p>
II. FINANCIAL COMPONENT ENVELOPE	
<input type="checkbox"/>	(o) Original of duly signed and accomplished Financial Bid Form; <u>and</u>
<input type="checkbox"/>	(p) Original of duly signed Bid Prices in the Bill of Quantities; <u>and</u>
<input type="checkbox"/>	(q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; <u>and</u>
<input type="checkbox"/>	(r) Cash Flow by Quarter.

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

Contract to be bid: _____

Business Name: _____

Business Address: _____

Name of Client	a. Owner's Name b. Address c. Telephone Nos.	a. Date Awarded b. Date Started c. Date of Completion d. Contract duration	Title of the Project in the Contract	Nature of Work	Contractor's Role (whether sole contractor, subcontractor, or partner in a JV)		% of Accomplishment		Total Contract Value at Award	Value of Outstandin g Works/ Contract
							Planned	Actual		
<u>Government:</u>					Description	%				
<u>Private:</u>										
									P	P

Important notes:

This statement shall be supported with:

1. Notices of Award and/or Contract
2. Notices to Proceed issued by the owner
3. Certificate of Accomplishments signed by the Owner for Ongoing Contracts, if applicable

Submitted by : _____
(Print Name and Signature)

Designation : _____

Date : _____

Name of the Procuring Entity
Name of the Project
Location of the Project

Contract Reference Number

Statement identifying the bidder’s single largest completed contract similar to the contract to be bid

Business Name : _____
Business Address : _____

Name of Contract	a. Owner’s Name b. Address c. Telephone Nos.	Nature of Work	Contractor’s Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract
- 2 CPES rating sheets and/or Certificate of Completion
- 3 Certificate of Acceptance

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all contracts which are similar in nature and complexity to the contract to be bid. This statement will show that the value of the prospective bidder’s largest single completed contract, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices available at the G-EPS website, and similar to the contract to be bid, must be at least fifty percent (50%) of the approved budget for the contract to be bid.

Bid Form

Date: _____ IB⁴

Nº: _____

To: *[name and address of PROCURING ENTITY]*

Address: *[insert address]*

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered below is: *[insert information]*;

The discounts offered and the methodology for their application are:
[insert information];

- (c) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

If ADB, JICA and WB funded projects, use IFB.

- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- (j) **We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].**
- (k) **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 the capacity of: _____ Signed: _Duly authorized to sign the Bid for and on behalf of: _____ Date:

Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

x-----x

Invitation to Bid *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

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 Declaration, within fifteen (15) days from receipt of 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 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 Highest Rated 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

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ **until** _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 the Uniform Guidelines on Blacklisting;**

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

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

6. *[Select one, delete the rest:]*

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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 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 315 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 OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]

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

QUESTIONNAIRE FOR PROSPECTIVE BIDDERS
(additional requirement for eligibility)

1. Have you ever participated in any bidding in the University of the Philippines System?

YES	NO

If YES, fill up the table below, Use additional pages if necessary.

Constituent University / UP Campus	Name of Project	Amount of Project	Duration Start / End (Dates)	Status (On-going / completed)

2. Has your company ever been suspended or Blacklisted by the University of the Philippines System?

YES	NO

If YES, fill up the table below, Use additional pages if necessary

Constituent University/UP Campus	Name of project	Reason for suspension / Blacklisting	Status (on-going / lifted)

3. Has your company ever been suspended or Blacklisted by any government agency / Company

YES	NO
	<input checked="" type="checkbox"/>

If YES, FILL UP THE Table below, Use additional pages if necessary

Name of government Agency / Company	Name of Project	Reason for suspension / Blacklisting	Status (on-going / lifted)

4. Has there been any project of your company In the University of the Philippines that was terminated By Administration

YES	NO

If YES, FILL UP THE TABLE BELOW, Use additional pages if necessary

Constituents University / UP Campus	Name of Project	Reason for termination	Date of termination

5. Do you certify that all documents submitted by Your company and personnel are authentic?

YES	NO
<input checked="" type="checkbox"/>	

YES	NO

6. Is there any pending cases in a Court or any similar institutions in relation to any Government contract awarded to your company? In relation to practice or profession of any of your personnel?

If YES, fill up the table below. Use additional pages if necessary

For Company

Case Filed	Where Filed	Date Filed	Status (On-going / resolved)	Remarks

For Personnel

Name of Personnel & Designation	Case Filed	Where Filed	Date Filed	Status (On-going / resolved)	Remarks

I hereby certify that all statements and information provided herein are complete, true and correct.

Name & Signature of Bidder's
Authorized Representative

Official Designation
Company
Date

Suggested Marking (ITB 21)

“Mother Envelop”

**BIDDER:
Address**



Title of Project

**THE BIDS AND AWARDS COMMITTEE 2
University of the Philippines Manila
Taft Avenue, Manila**



DO NOT OPEN BEFORE _____

Suggested Marking (ITB 21)

ORIGINAL BID

BIDDER:

Address



Title of Project

THE BIDS AND AWARDS COMMITTEE 2
University of the Philippines Manila
Taft Avenue, Manila



DO NOT OPEN BEFORE _____

PACKAGING

Original

Copy 1

Copy 2

