

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of

*Upgrading and Modernization of College of Dentistry
Laboratories: Repainting of College of Dentistry,
University of the Philippines Manila*

(July 2022)

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.

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *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

Upgrading and Modernization of College of Dentistry Laboratories: Repainting of College of Dentistry, University of the Philippines Manila

1. The University of the Philippines Manila (UPM), through the ***UPSA Fund***, intends to apply the sum of ***One Million Seven Hundred Eighty-Nine Thousand Two Hundred Eighty-Six Pesos and Ninety-Four Centavos (Php1,789,286.94)*** being the Approved Budget for the Contract to payments under the contract for the ***Upgrading and Modernization of College of Dentistry Laboratories: Repainting of College of Dentistry, 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 required is within ***Sixty (60)*** 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 UP Manila 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 ***13 July 2022*** 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 ***Two Thousand Pesos (Php2,000.00)*** in person, by facsimile or electronic means (email).
7. The UP-Manila Bids and Awards Committee in coordination with the Campus Planning Development and Maintenance Office (CPDMO) shall conduct a site inspection of the project area on ***19 July 2022***, 10:00 a.m. and shall be followed by a Pre-Bid Conference 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 @ [Zoom Meeting Registration Link](#) 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 through manual submission, on or before **02 August 2022 not later than 1:00 p.m.** at the Procurement Management Office, 2nd Floor Joaquin Gonzales Compound, Padre Faura St., Ermita Manila. 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 **02 August 2022, 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 @ [Zoom Meeting Registration Link](#) 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 to 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 (Tel. No. 8814- 1224)

BAC2 Secretariat, Procurement Management Office, 2nd Floor Joaquin Gonzales Compound,

Padre Faura St., Ermita 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,
Bulletin Board at the UP-Manila Procurement Office
on starting 13 July 2022*

Section II. Instructions to Bidders

1. Scope of Bid

The University of the Philippines Manila invites Bids for the *Upgrading and Modernization of College of Dentistry Laboratories: Repainting of College of Dentistry, University of the Philippines Manila*. under Purchase Request No. **17202**

The Procurement Project (referred to herein as “Project”) is for the *Upgrading and Modernization of College of Dentistry Laboratories: Repainting of College of Dentistry*, as described in Section VI (Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *UPSA Fund* in the amount of *One Million Seven Hundred Eighty-Nine Thousand Two Hundred Eighty-Six Pesos and Ninety-Four Centavos (Php1,789,286.94)*

2.2. The source of funding is *UPSA Fund*

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>[Exterior Repainting of building structures]</i> .												
6.1	Note: The Quick Fact Sheet Should be submitted on top (1 st page) of the documents contained in the 1 st envelope.												
10.3	<i>Not applicable</i>												
10.4	<table><tr><td colspan="3">The key personnel must meet the required minimum years of experience set below:</td></tr><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 3 years</td><td>Engineer with similar project experience</td></tr><tr><td>Foreman</td><td>At least 3 years</td><td>with similar project experience</td></tr></table>	The key personnel must meet the required minimum years of experience set below:			<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project Manager	At least 3 years	Engineer with similar project experience	Foreman	At least 3 years	with similar project experience
The key personnel must meet the required minimum years of experience set below:													
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Project Manager	At least 3 years	Engineer with similar project experience											
Foreman	At least 3 years	with similar project experience											
10.5	<table><tr><td colspan="3">The minimum major equipment requirements are the following:</td></tr><tr><td><u>Equipment</u></td><td><u>Capacity</u></td><td><u>Number of Units</u></td></tr><tr><td>PPE</td><td></td><td></td></tr><tr><td>Power tools</td><td></td><td></td></tr></table>	The minimum major equipment requirements are the following:			<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	PPE			Power tools		
The minimum major equipment requirements are the following:													
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>											
PPE													
Power tools													
12	<i>[Insert Value Engineering clause if allowed.]</i>												
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than Php35,785.73 if bid security is incash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than Php89,464.34 if the bid security is in surety Bond.</p>												
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 the project 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



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 TITLE : UPGRADING AND MODERNIZATION OF
COLLEGE OF DENTISTRY LABORATORIES:
REPAINTING OF COLLEGE OF DENTISTRY
College of Dentistry
University of the Philippines Manila

SUBJECT : TECHNICAL SPECIFICATIONS AND SCOPE OF WORK

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 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 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.
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.

UPGRADING AND MODERNIZATION OF COLLEGE OF DENTISTRY LABORATORIES:
REPAINTING OF COLLEGE OF DENTISTRY

TECHNICAL SPECIFICATIONS AND SCOPE OF WORK

1 of 8

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15 MAR 2022

7. 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 commence 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 B4 sheet for checking and approval of Project Architect/Engineer. Final "As built plans" shall be submitted with 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.

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.
- 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.
- Submit on all materials, products, and samples which are required by the work.
- All submittals shall be channeled from General Contractor to CPDMO, Physical Plant A-E Services, 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 from the set. The Contractor will make all correction noted on check sets, if necessary, and return for review as required by CPDMO.

Division 2 – Site Construction

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.

02500 Utility Services

Utility Service/Consumption

- 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 9 – Finishes

09910 Paints and Coatings

Scope of Works

- This Item shall consist of furnishing all paints, enamels, varnishes and other products to be used including labor, tools and equipment required as shown on the Plans and in accordance with this Specification.

Materials Requirements

- Specified materials shall be delivered to the job site bearing manufacturers' name, brand name, type of paint, analysis showing all important constituents of the paint, color of paint and instructions for thinning.
- Specified item and/or its components shall be handled in such manner as to prevent damage. The same shall be properly protected from harmful elements or damage by other work prior to its incorporation into the Project.
- Store materials in a well-ventilated space designated for the storage and mixing of paint. Materials delivered to the site shall be properly stored as to minimize exposure to extremes of temperature.

Quality Assurance

- The University reserves the right to subject material samples to test at his expenses. If such material tests do not meet the specified standards, the cost will be charged to the Contractor.
- Number of coats, where specified, is minimum. Contractor shall apply as many as required to meet specifications for solid, uniform appearance. Where film thickness in mils is specified, spot checks will be made to determine compliance with specified thickness.

Submittals

- Submit 2 samples of each and every color or finish (including all coats). Where the same color or finish is to be applied over different materials, samples of each shall be submitted on different materials, where practical.
- Sample size shall be a minimum of 150 mm x 150 mm (6" x 6").

Protection

- Paint materials shall be properly protected from damage, providing for adequate storage space. Take all necessary precautions to prevent fire, such as keeping oily rags in U. L. approved metal containers or removing from building at the end of each day's work.
- All work fittings, furniture, etc., are to be suitably protected during execution of the work. Splashes on floors, walls, etc. are to be removed during progress of work and on the whole, left clean and perfect upon completion.
- No exterior or exposed painting shall be carried out under adverse weather conditions, such as extremes of temperature, during rain, fog, etc., or if there is excessive dust in the air.

Lead Content and Warning Labels

- The material manufacturer shall state the lead content on the label of any paint product container based on metal percentage of total solids.
- The label of any paint product exceeding 0.5% lead content shall include the following statement: "This paint contains more than 0.55 lead content and shall not be used on surfaces accessible to children."

Repair of Defective Work

- All defective or damaged work shall be restored to initial condition.
- All voids, cracks, nicks, etc., will be repaired with proper patching material and finished flush with surrounding surfaces.
- Marred or damaged shop coats on metal shall be spot-primed with appropriate metal primer.
- Defective or damaged items and/or components, which cannot be repaired or restored to initial conditions, shall be removed and replaced to the satisfaction of the Architect at no additional cost to the Owner.

Cleaning

- Upon completion of the building, the Painting Contractor shall remove all paint spots from all finished work, remove all empty cans and leave the entire premises free from

rubbish or other debris caused by his work. He shall remove his equipment from the premises. He shall clean off all glass free from paint spots and smears and shall present the work clean and free from all types of blemishes.

Products

General:

- Materials are specified to establish the standards of grade and quality desired for the work, principal pigments and vehicle types and minimum percentage of solids content by volume.
- The products of Manufacturers not named may be submitted for use provided they are equal in quality and grade to the primers and finishes specified as approved by the Architect. If substitute paint products are desired, a statement shall be submitted to the Architect giving the Manufacturers name, proposed primer and finish for each paint system, analysis for each type of paint, and the use or uses Intended. Failure to submit such statements will be cause for rejection.
- In cases where the name of a brand or supplier is mentioned under a particular specification, only paint or primer of that manufacturer is acceptable and no substitution shall be permitted on the grounds that the brand specified is not available in the local market. Materials of one manufacturer shall not be applied over that of another, except In the case of shop primer coat.

Color, Gloss And Texture:

- Refer to Finish Schedule. All work Is to be completed without deviation from these unless written approval Is received from the Architect. No extra cost shall be allowed because of the color variety scheduled.

Execution

General:

- Work-in-place, on which specified work is to be applied, shall be examined to insure that conditions are satisfactory for application of specified materials. Any defect, which may influence satisfactory completion of specified work, shall be report, in writing, to the Architect. Absence of such notification will be construed as acceptance of work-in-place.
- Do not apply exterior paint in damp or rainy weather or until surfaces have thoroughly dried from the effects of such weather.
- Before start of painting, remove finish hardware, accessories, plates, lighting fixtures, and similar Items, as approved by the Architect, except UL Labels on Fire Door and Frames, which must not be removed. Use only workmen skilled in the applicable building trade for removal and reinstallation of finished item in-place.
- The following items shall be masked or protected with suitable covering:
 - Sealing; caulking and glazing compounds (unless otherwise directed by the Architect).
 - Glass.
 - Gauges, thermometers and other recording devices.
 - Moving parts of machinery and other mechanical equipment - such as: shafts, couplings, valve stems, and the like.
 - Coated decorative sheet metal work.

- Sprinkler heads and the like.
- U.L. Labels

Surfaces Preparation As Applied To Various Substrate

(a) Metal

New Surface:

- Surface to be painted should be clean and dry, free from oil, grease, dust, dirt, wax, solder flux, and other contaminants by wiping with mineral spirits or paint thinner.
- Remove rust by wire brushing, sanding or scraping.
- Where maximum performance of protective coatings is necessary (e.g. Industrial Plants), prepare surface by blast cleaning.

(b) Concrete:

New Surface:

- Surface to be painted should be clean and dry, free from oil, grease, dust, dirt, contaminants and all loose girt or mortar.
- Treat with masonry neutralizer. Mix (1) liter of B-44 with (16) liters of water. Apply liberally by brush and let dry overnight.
- Rinse with water to remove white crystals that form on the surface. Let dry.

Paint Application

- *General:* Specified work shall be done by skilled painters in a workmanlike manner. All spaces shall be broom-cleaned before painting is started. Surface to be painted shall be clean, dry, smooth and adequately protected from dampness. Each coat of paint shall be allowed to dry at least twenty-four (24) hours before succeeding coat is applied. Finish work shall be uniform, of approved color, smooth and free from runs, sags, defective coverage, clogging or excessive flooding. If surfaces are not adequately covered, as determined by the CPDMO Architect/Engineers/Inspectors, further coat shall be applied to the satisfaction of the CPDMO Technical Group. Edges of paint adjoining other materials or colors shall be sharp and clean without overlapping.
- *Paint Mixing:* Paint mixing and thinning shall be done only in accordance with directions of Manufacturer. Paint must be strained free from all skin and extraneous substances and shall be thoroughly mixed in a clean container during use.
- *Methods of Application:* Exterior first coats and Interior first coats shall be applied by brush, except on shop-primed surfaces, which shall be applied by brush or roller. All primer shall be applied by brush. Succeeding coats over field-primed surfaces and all coats over shop-primed surfaces may be applied by brush roller or spray. Distemper brushes are to be of approved type and less than 15 cm in width. Rollers for applying enamel shall have a short nap. Spray equipment shall be as recommended by the manufacturer of the paint used. Areas inaccessible to spray painting shall be coated by brushing or suitable method.
- *Coating:* Consecutive coats of paints are to be slightly differing tints except in the case

white. Each coat shall be allowed to harden before the next is applied. Rubbing down between coats is to be done with fine abrasive paper.

- *Wood Finishing:* Wood to have natural satin varnish finish shall be stained as required and sealed as soon as such items are delivered to the job site. Seal all ends to exclude moisture. Knotting shall be carried out by using shellac dissolved in spirit or approved ready mixed compound.
- *Woodwork and Metal Work:* Primed or undercoated woodwork and metalwork shall not be left in an exposed or unsuitable situation for an undue period before completing the painting process. Stopping and filling shall be deemed to be included for all metal works, plaster works, and wood work specified to be used to produce a surface ready for priming and painting.
- *Final Touch-Up:* Upon completion, finish work shall be touched-up and restored where damaged and left in good condition.

Painting Schedule

General:

- *Painting Systems* shall be applied to surfaces as scheduled. All walls to be painted shall be plastered prior to painting. All under slabs to be painted shall have fair-faced concrete.
- *Film Thickness:* As recommended by paint manufacturer for the paint specified, includes thickness in mils and number of coats.

Schedule:

- Masonry and Dry Wall Surfaces

Exterior Surfaces

Textured Finish (flat, semi – gloss, gloss paint). Treat with masonry neutralizer.

1st Coat	:	Flat Latex
Putty	:	Masonry Putty
2nd & 3rd Coat	:	low VOC, premium acrylic, water-based self-cleaning anti- bacterial and de-odorizing paint.

- Metal Surfaces

Roof paint for metal elements and G.I sheets

1st coat	:	Roof paint
2nd coat	:	Roof paint

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.


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 Sixty (60) 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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Engineer I


AR. JEFFREY G. BATAYOLA
Architect II (AoR)

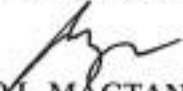

AR. LEONARD P. CORDERO
Administrative Officer V



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Certified Correct:


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Approved:


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Vice Chancellor for Administration

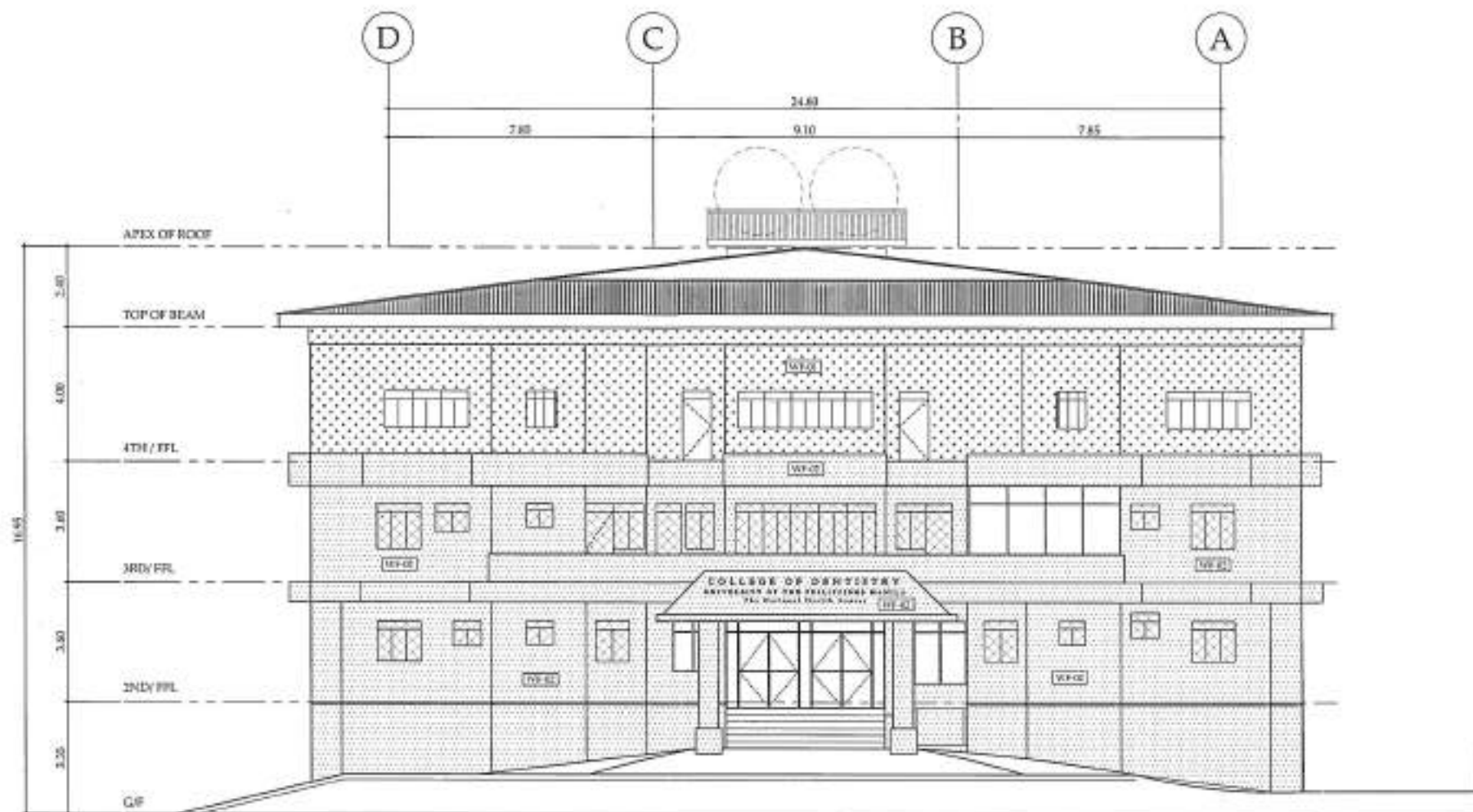
 
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UPGRADING AND MODERNIZATION OF COLLEGE OF DENTISTRY LABORATORIES;
REPAINTING OF COLLEGE OF DENTISTRY

Section VII. Drawings

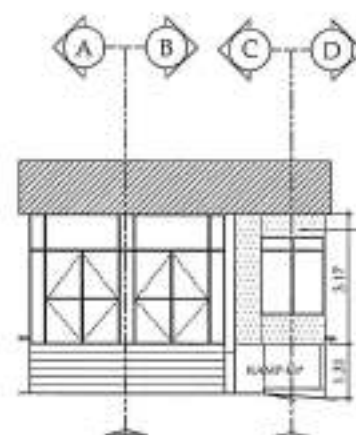


1 2ND FLOOR REFERENCE PLAN
SCALE: 1:100 MTS



2 FRONT ELEVATION
SCALE: 1:100 MTS

REFERENCE KEY PLAN	
LEGENDS	DESCRIPTION
	EXISTING CONCRETE WALL FOR SURFACE PREPARATION & PAINTING OF MASONRY, ANTI-RUST, AND DE-COCKING PAINT.
	EXISTING CONCRETE WALL TO BE REPAIRED, CLEANED, AND PAINTED.
	EXISTING STEEL CASEMENT WINDOW FRAME AND MULLION TO BE Sanded, PRIMED, AND REPAINTED.
SCOPE OF WORKS	
REPAIRING WITH PROPER SURFACE PREPARATION OF EXISTING FACED UP TO BUILDING INCLUDING THE FOLLOWING:	
<ol style="list-style-type: none"> 1. ALL EXTERIOR WALLS BEAMS AND COLLARS 2. ALL LEDGES & CANNOTS 3. EXTERIOR RAMPS AND BALUSTERS 4. FIRE ESCAPE STAIR AND PLATFORMS 5. STEEL LULLERS AND METAL GRILLS 6. STEEL CASEMENT WINDOW FRAME AND MULLION 7. EXTERIOR DOORS 	
NOTE	
<ol style="list-style-type: none"> 1. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AT THE JOB SITE PRIOR TO THE START OF CONSTRUCTION. IN DISCREPANCIES, THE ARCHITECT'S MODIFIED OR REPRESENTATIVE SHALL BE NOTIFIED FOR CLARIFICATION BEFORE COMMENCING THE WORK. 2. ALL DIMENSIONS SHALL BE VERIFIED IN THE FIELD BEFORE PROCEEDING WITH THE WORK. THE ARCHITECT'S ENGINEER OR REPRESENTATIVE SHALL BE NOTIFIED OF ANY CORRECTIONS. 3. CONTRACTOR TO ENSURE PROPER APPLICATION, TERMINATION AND JUNCTION OF FINISHES TO EXISTING BUILDING AS PER BUILDING PROFILE STANDARDS. 	



3 ELEVATION A
SCALE: 1:100 MTS



4 SECTION - A
SCALE: 1:100 MTS



5 SECTION - B
SCALE: 1:100 MTS

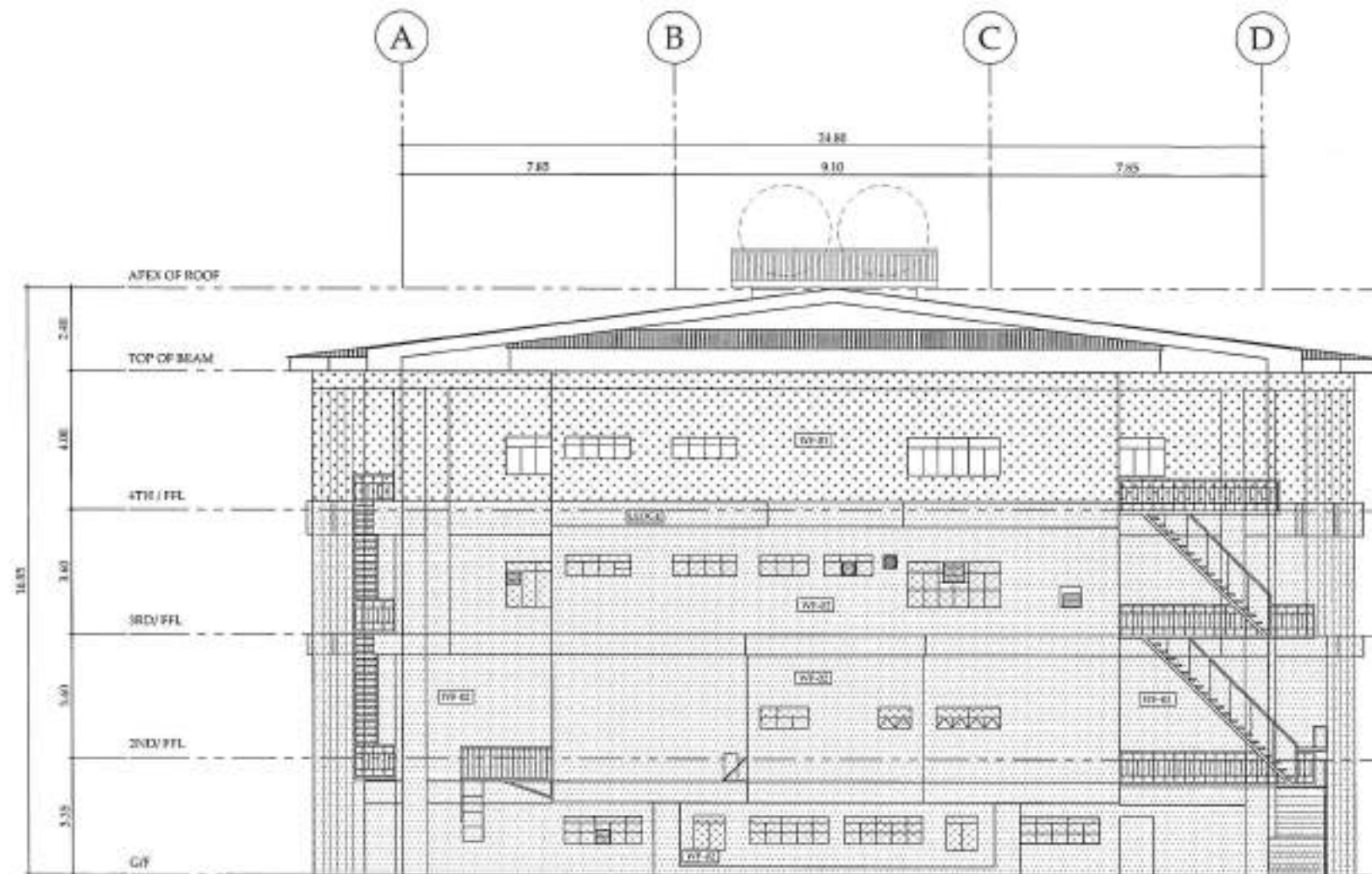


6 SECTION - C
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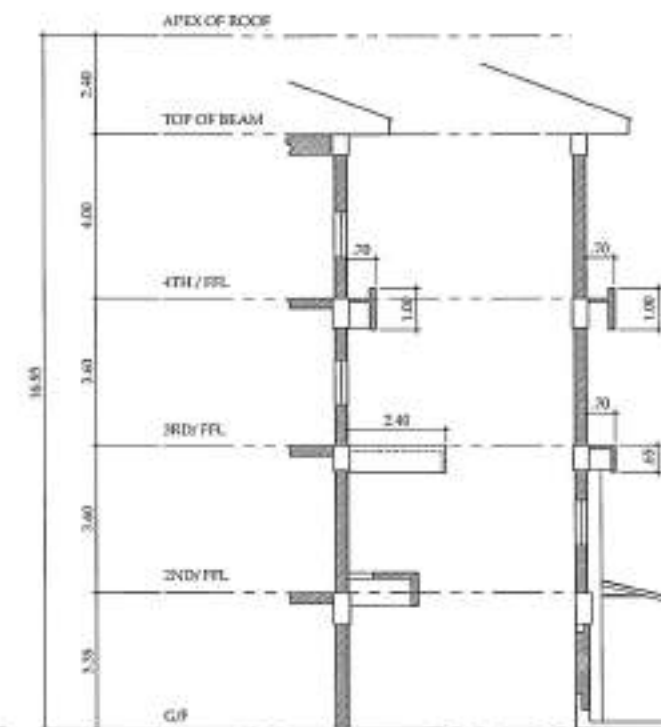


7 SECTION - D
SCALE: 1:100 MTS

CAMPUS PLANNING & DEVELOPMENT & MAINTENANCE OFFICE CPDMO P. TROPE (Chief), Manila Tel. No. 331-2233 Fax No. 331-2234	ARCHITECT ON RECORD AR. JEFFREYO. BATAYOLA ARCHITECT	CHECKED BY AR. ROSALIE G. FLORES-BERNARDO CHIEF, CPDMO	PROJECT TITLE UPGRADING AND MODERNIZATION OF COLLEGE OF DENTISTRY LABORATORIES: REPAIRING OF COLLEGE OF DENTISTRY COLLEGE OF DENTISTRY UNIVERSITY OF THE PHILIPPINES - MANILA	RECOMMENDING APPROVAL DANILO MAGTANONG, MHPed, FPPS DEAN, COLLEGE OF DENTISTRY	APPROVED MICHAEL L. TEE, MD, MHPed, MBA VICE CHANCELLOR FOR PLANNING & DEVELOPMENT	APPROVED ARLENE A. SAMANEJO, MD VICE CHANCELLOR FOR ADMINISTRATION	SHEET CONTENT AS SHOWN	SHEET NO. A-2
	PROJECT NO. 2942 V.P.O.A. MHPed/2014/001 DRAWING NO. 294-223-416 P.V.O.A. 7013420 ISSUED ON: JULY 31, 2014 ISSUED AT: MANILA							2 OF 4



1 REAR ELEVATION
A-3 SCALE: 1:100 MTS

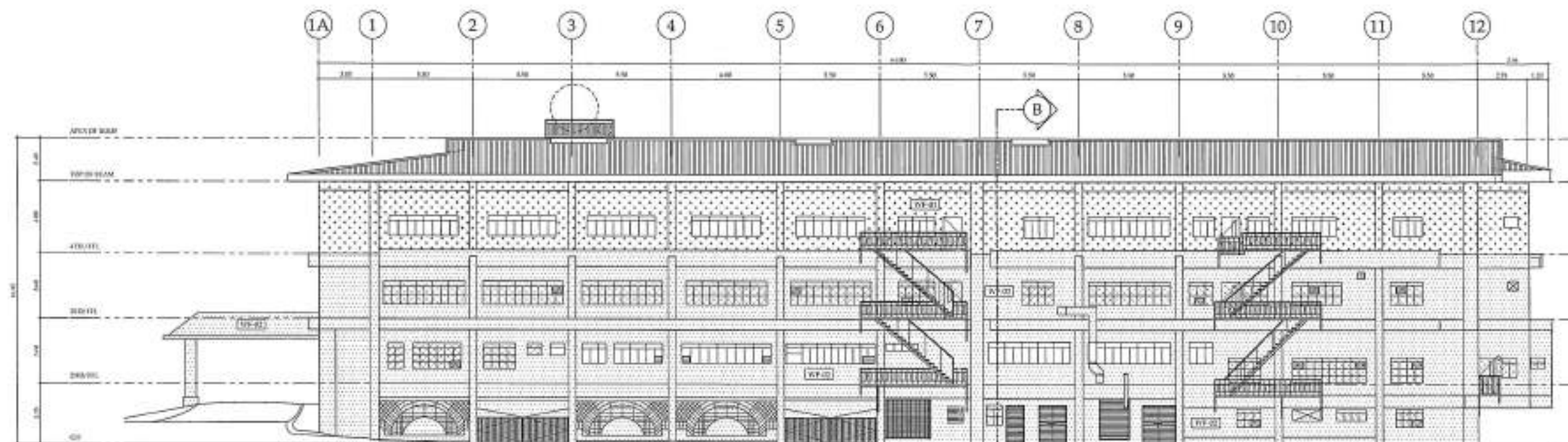


2 LEDGE SECTION - A
A-3 SCALE: 1:100 MTS

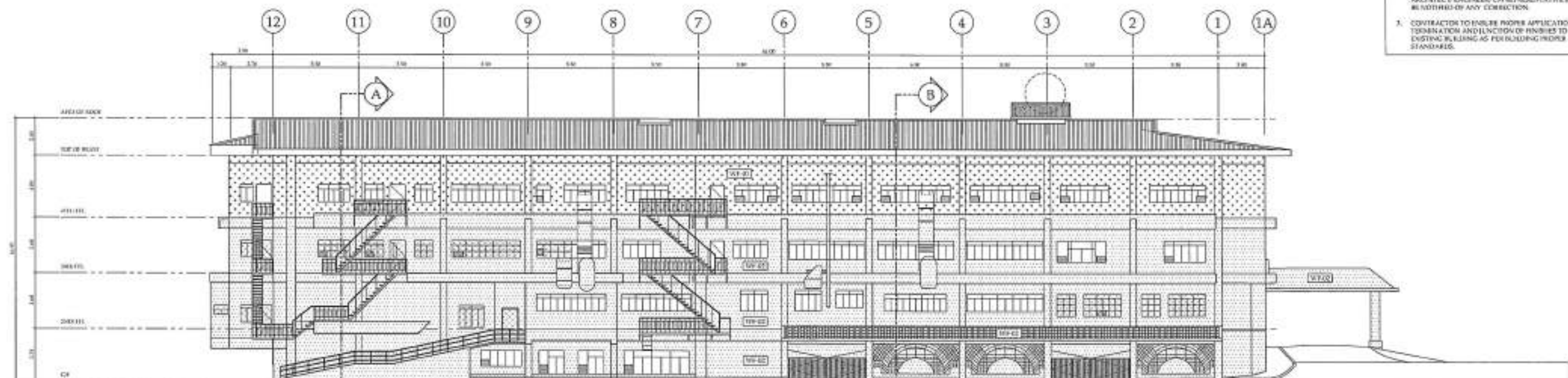
3 LEDGE SECTION - B
A-3 SCALE: 1:100 MTS

REFERENCE KEY PLAN	
LEGENDS	DESCRIPTION
	EXISTING CONCRETE WALL FOR SUBRAIL PREPARATION & FINISHING OF R.F.P. CLEANING, ANTI-BACTERIAL AND DE-COLORING PAINT
	EXISTING CONCRETE WALL TO BE REPAIRED, Sanded and re-finished with self-cleaning, anti-bacterial and de-coloring paint
	EXISTING STEEL CASEMENT WINDOW FRAME AND MULLIONS TO BE SCRAPED, Sanded, primed and re-painted
SCOPE OF WORKS	
REPAIRING THE EXISTING SURFACE PREPARATION OF EXTERIOR FACES OF THE BUILDING INCLUDING THE FOLLOWING:	
<ol style="list-style-type: none"> 1. ALL EXTERIOR WALLS BEAMS AND COLUINS 2. ALL LEDGES & CANOPES 3. EXTERIOR RAMPS AND BALUSTERS 4. WIRE SCAPES STAIR AND PLATFORMS 5. STEEL LOUVERS AND METAL GRILLES 6. STEEL CASEMENT WINDOW FRAME AND MULLIONS 7. METAL DUCTS EXHAUST AND EXPOSED PIPES 8. EXTERIOR DOORS 	
NOTE:	
<ol style="list-style-type: none"> 1. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AT THE JOB SITE PRIOR TO THE START OF CONSTRUCTION. IF DISCREPANCIES ARE FOUND, THE ARCHITECT/ENGINEER OR REPRESENTATIVE SHALL BE NOTIFIED FOR CLARIFICATION BEFORE COMMENCING THE WORK. 2. ALL DIMENSIONS SHALL BE VERIFIED IN THE FIELD BEFORE PROCEEDING WITH THE WORK. THE ARCHITECT/ENGINEER OR REPRESENTATIVE SHALL BE NOTIFIED OF ANY CORRECTION. 3. CONTRACTOR TO ENSURE PROPER APPLICATION, TOLERANCE AND FINISH OF FINISHES TO EXISTING BUILDING AS PER BUILDING PROPER STANDARDS. 	

<p>CAMPUS PLANNING & DEVELOPMENT & MAINTENANCE OFFICE CPDMO P. Paoay Street, Zamboanga Tel. No. 525-3333 Fax No. 525-3433</p>	<p>ARCHITECT ON RECORD:</p> <p>AR. JEFFREY D. BATAYOLA REGISTERED ARCHITECT</p>		<p>ENDORSED BY:</p> <p></p> <p>AR. ROSALIE C. FLORES-BERNARDO CHIEF, CPDMO</p>	<p>PROJECT TITLE:</p> <p>UPGRADING AND MODERNIZATION OF COLLEGE OF DENTISTRY LABORATORIES: REPAIRING OF COLLEGE OF DENTISTRY</p> <p>COLLEGE OF DENTISTRY UNIVERSITY OF THE PHILIPPINES - MANILA</p>	<p>RECOMMENDING APPROVAL:</p> <p></p> <p>DANILO K. MAGTANONG, MHPed, FPPS DEAN, COLLEGE OF DENTISTRY</p>	<p>APPROVED:</p> <p></p> <p>MICHAEL L. TEE, MD, MHPed, MBA VICE CHANCELLOR FOR PLANNING & DEVELOPMENT</p>	<p>APPROVED:</p> <p></p> <p>ARLENE A. YAMANIEGO, MP VICE CHANCELLOR FOR ADMINISTRATION</p>	<p>SHEET COMMENT:</p> <p>AS SHOWN</p>	<p>SHEET NO.:</p> <p>A-3</p>
	<p>PRC NO. 29821</p> <p>EN NO. 319-325-418</p> <p>ISSUED ON: JULY 31 2014</p>	<p>FOA</p> <p>PR NO. 761262</p> <p>ISSUED AT: MANILA</p>							

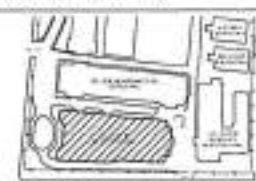


1 RIGHT SIDE ELEVATION
SCALE 1:500 MTS



2 LEFT SIDE ELEVATION
SCALE 1:500 MTS

REFERENCE KEY PLAN



LEGENDS	DESCRIPTION
W.P.	EXISTING CONCRETE WALL FOR SURFACE PREPARATION & PAINTING OF SELF-CLEANING, ANTI-BACTERIAL AND DE-ODORIZING PAINT.
W.P.	EXISTING CONCRETE WALL TO BE SCRAPED, SMOOTHED AND REPAINTED WITH SELF-CLEANING, ANTI-BACTERIAL AND DE-ODORIZING PAINT.
W.P.	EXISTING STEEL CASHEMENT WINDOW FRAME AND MULLIONS TO BE SCRAPED, SMOOTHED, PRIMED AND REPAINTED.






SCOPE OF WORKS

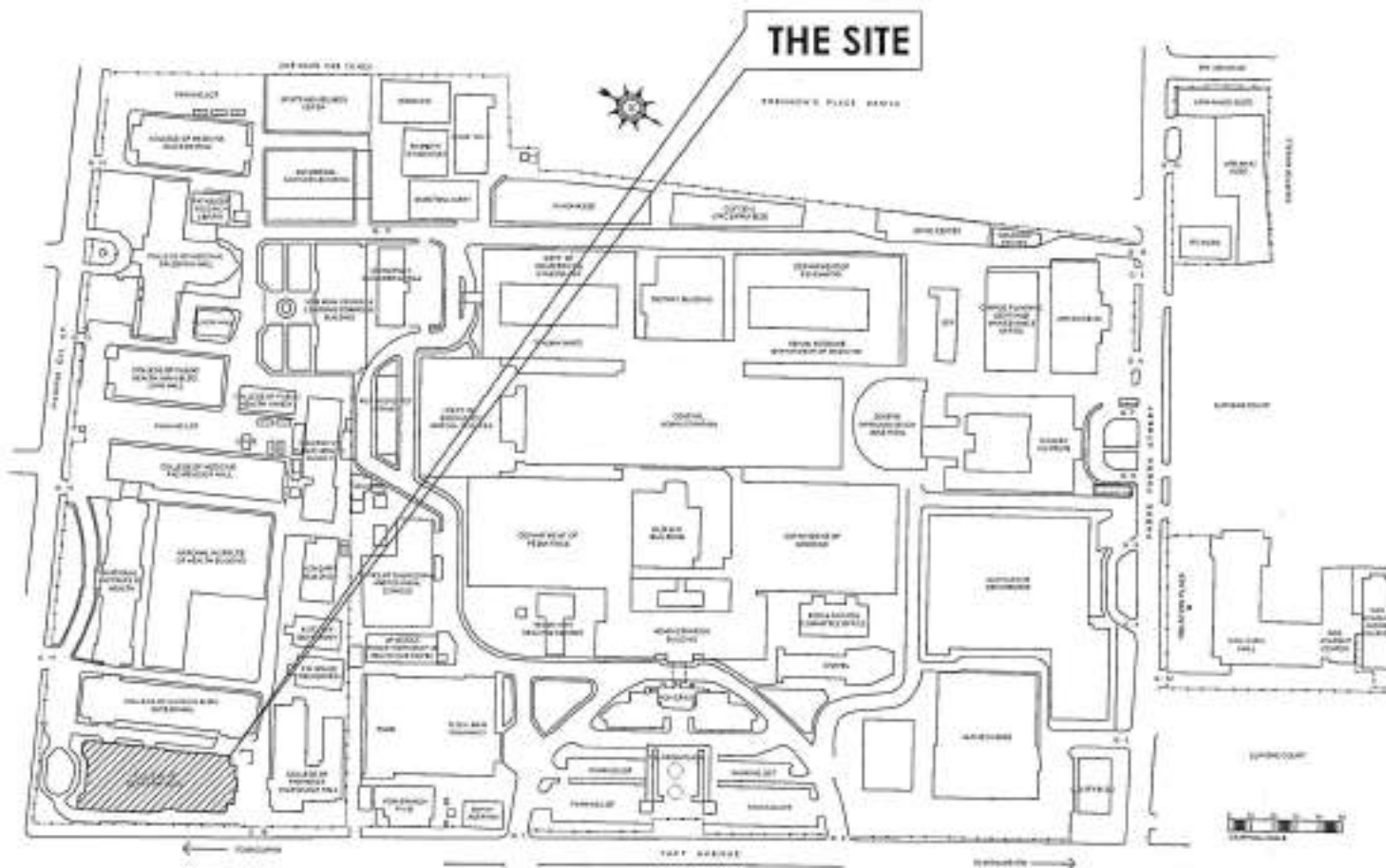
REPAIRING WITH PROPER SURFACE PREPARATION OF EXTERIOR WALLS OF THE BUILDING INCLUDING THE FOLLOWING:

1. ALL EXTERIOR WALLS, BEAMS AND COLUMNS
2. ALL CORNICES & CANOPIES
3. EXTERIOR RAMP AND BALUSTERS
4. FIRE ESCAPE STAIR AND PLATFORMS
5. STEEL SCULPTURE AND METAL GRILLS
6. STEEL CASHEMENT WINDOW FRAME AND MULLIONS
7. METAL DUCTS EXHAUST AND EXPOSED PIPES
8. EXTERIOR DOORS

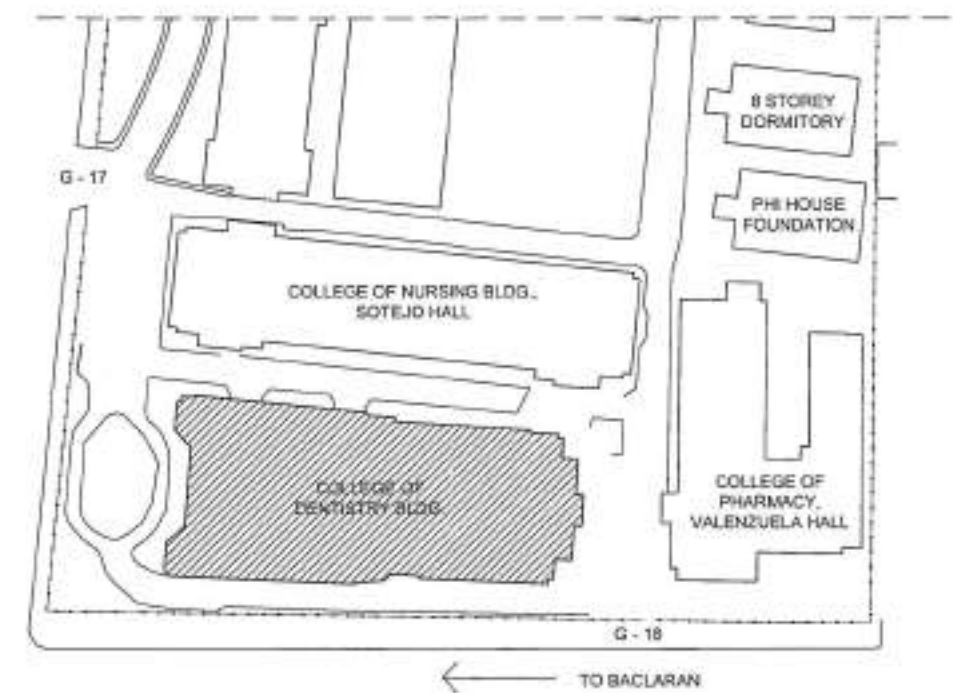
NOTE

1. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LOCATIONS AT THE JOB SITE PRIOR TO THE START OF CONSTRUCTION. IF DISCREPANCIES ARE FOUND, THE ARCHITECT/ENGINEER/CONSULTANT REPRESENTATIVE SHALL BE NOTIFIED FOR CLARIFICATION BEFORE COMMENCING THE WORK.
2. ALL DIMENSIONS SHALL BE VERIFIED IN THE FIELD BEFORE PROCEEDING WITH THE WORK. THE ARCHITECT/ENGINEER/CONSULTANT SHALL BE NOTIFIED OF ANY CORRECTION.
3. CONTRACTOR TO ENSURE PROPER APPLICATION, TERMINATION AND FINISH OF FINISHES TO EXISTING BUILDING AS PER FOLLOWING PROPER STANDARDS.


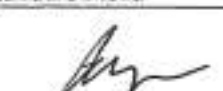


 <p>CAMPUS PLANNING & DEVELOPMENT & MAINTENANCE OFFICE U.P. MANILA, P. TROTS STREET, SMITH, MANTON TEL. NO. 628-3223 TELEFAX NO. 628-3223</p>	<p>ARCHITECT ON RECORD AR. JEFFREY D. BATAYOSA ARCHITECT</p> <p>REC'D: 2/21/21 3/1/21 ISSUED ON: JULY 31, 2024 ISSUED AT: MANILA</p>	<p>DESIGNED BY:  AR. ROSALIO G. FLORES-BERNARDO CHIEF, CPDMO</p>	<p>PROJECT TITLE: UPGRADING AND MODERNIZATION OF COLLEGE OF DENTISTRY LABORATORIES: REPAIRING OF COLLEGE OF DENTISTRY COLLEGE OF DENTISTRY UNIVERSITY OF THE PHILIPPINES - MANILA</p>	<p>RECOMMENDING APPROVAL:  DANILO L. MAGTANONG, MHPed, FPPS DEAN, COLLEGE OF DENTISTRY</p>	<p>APPROVED:  MICHAEL L. LEE, MD, MHPed, MBA VICE CHANCELLER FOR PLANNING & DEVELOPMENT</p>	<p>APPROVED:  ARLENE A. SAMANIEGO, MD VICE CHANCELLER FOR ADMINISTRATION</p>	<p>SHEET CONTENTS: AS SHOWN</p>	<p>SHEET NO.: A-4 4 OF 4</p>
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1 MASTER SITE DEVELOPMENT PLAN
A-1 SCALE: NTS



2 LOCATION PLAN
A-1 SCALE: NTS

 <p>CAMPUS PLANNING & DEVELOPMENT & MAINTENANCE OFFICE CPDMO 1000 P. O. Box 334, Manila Tel. No. 525-2222 1000 P. O. Box 334, Manila</p>	<p>ARCHITECT ON RECORD: AR. JEFFREY O. SATAYOLA RPP-0011</p>	<p>ENDORSED BY:  AR. ROSALIE G. FLORES-BERNARDO CHIEF, CPDMO</p>	<p>PROJECT TITLE: UPGRADING AND MODERNIZATION OF COLLEGE OF DENTISTRY LABORATORIES: REPAINTING OF COLLEGE OF DENTISTRY COLLEGE OF DENTISTRY UNIVERSITY OF THE PHILIPPINES - MANILA</p>	<p>RECOMMENDING APPROVAL:  DANILO I. MAGTANONG, MHPed, FPPS DEAN, COLLEGE OF DENTISTRY</p> <p> MICHAEL L. TEE, MD, MHPed, MBA VICE CHANCELLOR FOR PLANNING & DEVELOPMENT</p>	<p>APPROVED:  ARLENE A. SAMANIEGO, MD VICE CHANCELLOR FOR ADMINISTRATION</p>	<p>SHEET CONTENT: AS SHOWN</p>	<p>SHEET NO.: A-1 1 OF 4</p>
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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 : UPGRADING AND MODERNIZATION OF COLLEGE OF
 DENTISTRY LABORATORIES: REPAINTING OF COLLEGE OF DENTISTRY

LOCATION : College of Dentistry
 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, barricades.	1.00	lot		
	Health and Safety (PPE, Medkit, Medical check-up/testing as required for new normal etc.)	1.00	lot		
	TOTAL GENERAL REQUIREMENTS				
2.00	ARCHITECTURAL WORKS				
	Scaffolding (to cover at least full height and full length scaffold on one long side)	1.00	lot		
	(WF-01) Surface Preparation (sanding and application of concrete neutralizer and putty including restoration for damaged concrete topping)	680.10	sqm		
	(WF-01) Self-cleaning anti-bacterial and de-odorizing exterior Painting	680.10	sqm		
	(WF-02) Surface Preparation (scraping of old paint, application of putty and sanding including restoration for damaged concrete topping)	1,787.30	sqm		
	(WF-02) Self-cleaning anti-bacterial and de-odorizing exterior Painting	1,787.30	sqm		
	Repair and repainting of Fire Escape platform and ladder, steel grilles, steel louvers, metal ducts, exposed pipes and exterior of metal doors (including preparation works/scappring of rust)	1.00	lot		
	Repair and repainting of Window frames and mullions (including preparation works/scappring of rust)	1.00	lot		
	TOTAL ARCHITECTURAL				

ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST
SUMMARY					
1.00	GENERAL REQUIREMENTS			PhP	_____
2.00	ARCHITECTURAL WORKS				_____
	SUB-TOTAL COST			PhP	_____
	VAT @ 12.00%				_____
	TOTAL PROJECT COST			PhP	_____
Amount in Words : _____					

Note:					
Note: Bonds & Securities (including CARI) 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).					

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

- a) have inspected the site
- b) determined the characteristics of the contract works and the conditions for this project
- c) examined all instructions, forms, terms and project requirements in the Bidding Documents
- d) was/were given the opportunity to submit queries at least ten(10) calendar days before the submission of bids
- e) 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; at least GB-1 (Building) Category D. <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	a. Construction Schedule and S•Curve. b. Manpower Schedule c. Construction methods 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"/>	(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. Note: Latest format of OSS should be used/submitted. Copy is attached.
<input type="checkbox"/>	(l) Notarized UP Questionnaire.
<u>Financial Documents</u>	
<input type="checkbox"/>	(m) 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; (2020-2021) <u>and</u>
<input type="checkbox"/>	(n) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).
<u>Class "B" Documents</u>	
<input type="checkbox"/>	(o) 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.
II. FINANCIAL COMPONENT ENVELOPE	
<input type="checkbox"/>	(p) Original of duly signed and accomplished Financial Bid Form; <u>and</u>
<input type="checkbox"/>	(q) Original of duly signed Bid Prices in the Bill of Quantities; <u>and</u>
<input type="checkbox"/>	(r) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used incoming up with the Bid; <u>and</u>
<input type="checkbox"/>	(s) 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.

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK
COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)**

1. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of schedule of Fixed Assets.

		Year 20 _____
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net worth (1-3)	
6.	Net Working Capital (2-4)	

- (b) The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:
NFCC = [(Current assets – Current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under on- going contracts, including awarded contracts yet to be started coinciding with the contract to be bid. Please show detailed computation including the value of all outstanding / on-going contracts to be deducted from the net working capital)

NFCC = P_____

Or

Commitment from a licensed bank to extend to it a credit line certificate if awarded the contract in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

Herewith attached are certified true copies of the income tax return and audited financial statement stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

Name of Supplier/Distributor/Manufacturer

Date:

Signature of Authorized Representative

NOTE:

- (i) If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.
2. The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

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 ____.

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:

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



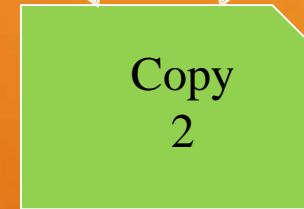
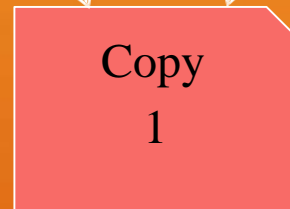
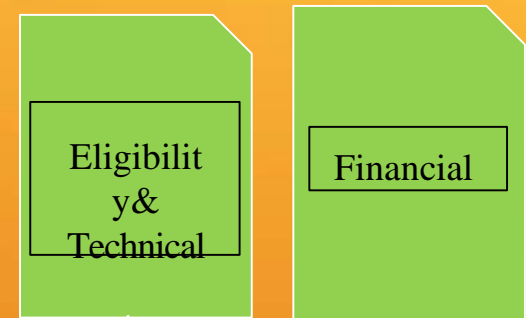
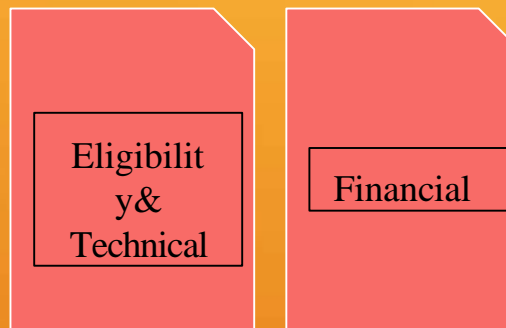
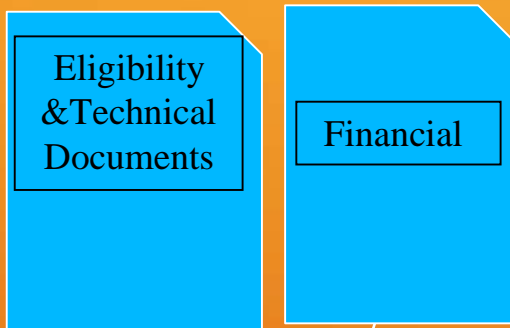
DO NOT OPEN BEFORE _____

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UNIVERSITY OF THE PHILIPPINES MANILA
Procurement Office

QUICK FACT SHEET OF PROSPECTIVE BIDDERS:

PROJECT TITLE: _____

PURCHASE REQUEST NO. _____

BIDDER'S OFFICIAL BUSINESS NAME _____

COMPLETE BUSINESS ADDRESS: _____

OFFICIAL CONTACT DETAILS:

Landline: _____

Cellphone No. _____

Email Address: _____

NAME OF AUTHORIZED/DESIGNATED REPRESENTATIVE: _____

OFFICIAL DESIGNATION IN THE COMPANY: _____

Certified true and correct:

Signature over Printed Name

Designation in the Company

NOTES:

1. Information provided in this fact sheet should be consistent with the details contained in the bidder's legal documents.
2. The certifying officer should be at least the Corporate Secretary who shall execute the Secretary's Certificate of signing authority.
3. A filled-up copy of this sheet shall be sent to the BAC Secretariat when requesting zoom link. Another copy should be placed on top of the original copy of legal documents/eligibility requirements (Envelope 1) of bid documents.

Issued by:

BAC 2/3 Secretariat

Date: _____



UNIVERSITY OF THE PHILIPPINES MANILA
Procurement Office

**GUIDELINES FOR THE CONDUCT OF
BIDS AND AWARDS COMMITTEE MEETINGS USING ONLINE PLATFORMS
(SUCH AS VIDEO CONFERENCING, ZOOM, ETC)**

Background and General Principle

Article III, Section 8 of RA 9184 2016 Implementing Rules and Regulations (IRR) provides that “to promote transparency and efficiency, information and communications technology shall be utilized in the conduct of procurement procedure.”

The Government Procurement Policy Board through its Technical Support Office (TSO) continuously strived for the development of various on-line systems such as PhilGEPS which serves as the primary source of information on all government procurement. Procurement of common-used supplies and equipment can now be done at the Virtual Store of the Procurement Service. Recently, the development of online training platform was hastened due to the physical restrictions brought about by the community quarantine due to the COVID-19 pandemic.

Development of the online system for the submission of bids is ongoing. However, also due to the pandemic, the GPPB-TSO encouraged procuring agencies to develop their own system but in accordance with the guidelines issued by GPPB-TSO to ensure security, integrity and confidentiality of bid documents submitted.

The conduct of meetings with prospective bidders including prebid conference and opening of bids may now be conducted in person or face-to-face through videoconferencing, webcasting or similar technology with the interested suppliers, contractors and consultants.

In UP Manila, specifically the Bids and Awards Committee (BAC1, BAC2 and BAC3) meetings shall be conducted “face to face” using the online platforms. The manner of holding BAC meetings should be announced and described in the Invitation to Bid at the onset of the procurement activities. It should clearly define the guidelines or procedures to be observed by the prospective bidders and other interested contractors, suppliers, or consultants, as follows:

- a. Using the attached Quick Fact Sheet, prospective bidders shall inform the concerned BAC Secretariat of their interest to participate in the prebid conference and opening of bids by sending the name/s of their authorized representative/s and their corresponding email address/es at least, the day before the meeting, to the following email addresses:
BAC 2 : upm-bac2-secretariat@up.edu.ph
BAC 3 : upm-bac3-secretariat@up.edu.ph
- b. The zoom link which shall be provided by the BAC Secretariat to those who signified their intention to attend at least one (1) hour before the scheduled start of the meeting. Only those whose names were submitted to the Secretariat will be allowed access to the meeting room. Zoom link should not be shared to other people.
- c. The prospective bidders/suppliers shall stay initially at the zoom waiting room until the discussion of the item where they intend to participate starts. The host of the meeting from the BAC Secretariat will then let them in to the meeting room just before the discussion of the specific matter they intend to participate.
- d. During discussion, participants shall be requested to put their audio/microphones in “mute” mode, and shall unmute only upon raising their hands and have been given by the presiding officer the permission to speak.
- e. Participants shall open their camera when speaking for proper recognition.
- f. After discussion, all prospective bidders/suppliers for a particular project will courteously be requested to leave the meeting.
- g. Attendance to the zoom meeting should be documented. Likewise, the proceedings/minutes of the meeting should be recorded.