



**PNOC ALTERNATIVE FUELS CORPORATION  
PNOC BLDG. 6, ENERGY CENTER, RIZAL DRIVE,  
BONIFACIO GLOBAL CITY, TAGUIG CITY**

# **PHILIPPINE BIDDING DOCUMENTS**

**Rehabilitation of Existing Administration Building  
Invitation to Bid No. 2021-08-170**

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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***



## PNOC ALTERNATIVE FUELS CORPORATION

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: (02) 8789 – 7662

[www.pnoc.com.ph](http://www.pnoc.com.ph)

[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

### INVITATION TO BID

#### Rehabilitation of Existing Administration Building

#### Invitation to Bid No. 2021-08-170

1. The *PNOC Alternative Fuels Corporation (PAFC)*, through the *2021 Approved Corporate Operating Budget* intends to apply the sum of **Two Million Ninety Thousand Pesos (PhP2,090,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Rehabilitation of Existing Administration Building**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *PAFC*, now invites bids for the above Procurement Project. Completion of the Works is required within One Hundred Twenty (120) calendar days. Bidders should have completed 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 non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *PAFC*, and inspect the Bidding Documents at the address given below during **working days from 8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested bidders starting **August 25, 2021** from given address and website/s below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Two Thousand Hundred Pesos (P2,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The *PAFC* will hold a Pre-Bid Conference on **September 2, 2021 (11:00 AM)** through videoconferencing via **Zoom** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **September 14, 2021 (10:00 AM)**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 15.



9. Bid opening shall be on **September 14, 2021 (11:30 AM)** at the given address below and through video-conferencing via **Zoom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **PAFC**, 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**The Secretariat**  
**Bids and Awards Committee**  
**Philippine National Oil Company**  
G/F PNOC Bldg. 6, Energy Center, Rizal Drive,  
Bonifacio Global City, Taguig City  
Tel. Nos.: 8789 – 7605  
Fax Nos.: 8812 – 6041 / 8840 – 1440  
Email: [rgvergara@pnoc.com.ph](mailto:rgvergara@pnoc.com.ph)  
Website: [www.pnoc.com.ph](http://www.pnoc.com.ph) / [www.philgeps.gov.ph](http://www.philgeps.gov.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: [www.pnoc.com.ph](http://www.pnoc.com.ph) / [www.philgeps.gov.ph](http://www.philgeps.gov.ph)

  
**EVANGELINE B. ALBAYTAR**  
BAC Chairperson *EB*

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## **1. Scope of Bid**

The Procuring Entity, *PNOC Alternative Fuels Corporation (PAFC)* invites Bids for the ***Rehabilitation of Existing Administration Building***, with Project Identification Number *2021-08-170*

The Procurement Project (referred to herein as “Project”) is for the construction of Works, as described in Section VI (Specifications).

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for *2021* in the amount of *Two Million Ninety Thousand Pesos (PhP2,090,000.00)*.

2.2. The source of funding is:

- a. Approved Corporate Operating Budget.

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## **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 via Zoom 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:*

- a. 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 from deadline of submission***. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **16. Sealing and Marking of Bids**

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

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

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***

### **Notes on the Bid Data Sheet (BDS)**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.



# 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>A project that involves renovation and rehabilitation of buildings.</i>		
7.1	<i>Subcontracting is not allowed.</i>		
10.3	<i>Valid PCAB License and Registration is required. General Building (GB-1), Category C</i>		
10.4	The key personnel must meet the required minimum years of experience set below:		
	<b>Key Personnel</b>	<b>General Experience</b>	<b>Relevant Experience</b>
	Civil Engineer or Architect	Minimum 3 years experience in construction management	Minimum 2 years experience in general construction or related projects
	Safety officer	Minimum 2 years experience as safety officer.  (with valid certifications)	Minimum 1 year experience in general construction or related projects
	Foreman	Minimum 5 years experience as foreman	Minimum 2 years in general construction
	Tile setter	Minimum 2 years as tile setter	Minimum 2 years in tile works
	Welder	Minimum 2 years as welder fabricator	Minimum 1 year in fabrication of roof trusses
	Carpenter	Minimum 2 years as carpenter	Minimum 1 year in rehabilitation projects
	Electrician	Minimum 2 years as Electrician	Minimum 1 year in building wiring works

	<table><tr><td>Plumber</td><td>Minimum 2 years as Plumber</td><td>Minimum 1 year in construction projects, especially in rehabilitation projects</td></tr><tr><td>Painter</td><td>Minimum 2 years as Painter</td><td>Minimum 1 year in construction projects, especially in painting works</td></tr><tr><td>Ceiling Installer</td><td>Minimum 2 years as Ceiling Installer</td><td>Minimum 1 year in construction projects, especially in ceiling installation.</td></tr></table>	Plumber	Minimum 2 years as Plumber	Minimum 1 year in construction projects, especially in rehabilitation projects	Painter	Minimum 2 years as Painter	Minimum 1 year in construction projects, especially in painting works	Ceiling Installer	Minimum 2 years as Ceiling Installer	Minimum 1 year in construction projects, especially in ceiling installation.															
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10.5	<p>The minimum major equipment requirements are the following:</p> <table><tr><th>Equipment</th><th>Capacity</th><th>Number of units</th></tr><tr><td>Pipe connector fusion machine</td><td>1000 W</td><td>1</td></tr><tr><td>Angle Grinder</td><td>840 W</td><td>2</td></tr><tr><td>Chipping gun</td><td>840 W</td><td>2</td></tr><tr><td>Electric drill</td><td>840 W</td><td>2</td></tr><tr><td>Scaffolding</td><td>1 Ton</td><td>4 layers</td></tr><tr><td>Safety harness and lifeline</td><td>80 Kg</td><td>4 pcs</td></tr><tr><td>Speed cutter</td><td>1000 W</td><td>1</td></tr></table>	Equipment	Capacity	Number of units	Pipe connector fusion machine	1000 W	1	Angle Grinder	840 W	2	Chipping gun	840 W	2	Electric drill	840 W	2	Scaffolding	1 Ton	4 layers	Safety harness and lifeline	80 Kg	4 pcs	Speed cutter	1000 W	1
Equipment	Capacity	Number of units																							
Pipe connector fusion machine	1000 W	1																							
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Scaffolding	1 Ton	4 layers																							
Safety harness and lifeline	80 Kg	4 pcs																							
Speed cutter	1000 W	1																							
12	<i>Alternative bids shall not be accepted.</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 <b>PhP41,800.00</b> [two percent (2%) of ABC], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</p>																								

	b. The amount of not less than <b>PhP104,500.00</b> [ <i>five percent (5%) of ABC</i> ] if bid security is in Surety Bond.
19.2	Partial bid is not allowed.
20	<i>None</i>
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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**

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

## **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**

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

## **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***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

# Special Conditions of Contract

GCC Clause	
2	Kindly refer to the Scope of Work/Technical Specifications/Milestones
4.1	Kindly refer to the Scope of Work/Technical Specifications/Milestones
6	The site investigation reports are:  Kindly refer to the Scope of Work/Technical Specifications.
7.2	<i>In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures: Fifteen (15) years.</i>
10	No dayworks are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <b>fifteen (15) days</b> 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 <b>one tenth of one percent (1/10 of 1%) of the total amount for the contract.</b>
13	The amount of the advance payment is <b>15%</b> of the contract amount.
14	Materials and equipment delivered on the site but not completely put in place shall not be included for payment.
15.1	The date by which "as built" drawings are required within thirty (30) Calendar Days upon acceptance of the Punch List.
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 <b>ten percent (10%) of the total amount of the contract</b>

## ***Section VI. Specifications***

### **I. SCOPE OF WORK**

The contractor shall provide all necessary labor, tools, materials, equipment, and necessary supervision and technical expertise to execute and complete the rehabilitation of the existing Administration Building at the PNOC Industrial Park. The contractor shall undertake the following

#### **Civil and Architectural works:**

1. Mobilization.
2. Conduct site inspection and actual measurement of the project.
3. Dismantle existing ceiling boards and frames.
4. Dismantle existing roofs and gutters.
5. Dismantle existing roof wood trusses.
6. Remove existing floor carpets.
7. Replace wooden trusses with fabricated single pitch steel trusses with pre approval of registered civil engineer.
8. Install new G.I. roof long span 0.5 mm thickness with color white.
9. Supply and install fire-retardant ceiling board on a light metal frame.
10. Provide a 600 X 600 mm ceiling manhole.
11. Supply and install new tiles at offices, restrooms, and hallways.
12. Rehabilitate existing glass door at main entrance, CFEMD division chief office, and conference side door.
13. Supply and installation of wooden flush doors and door jambs including door lockset and door closer for offices, restrooms, and storage room.
14. Supply and install new toilet partition for male and female restrooms.
15. Repair or replacement of dilapidated/broken windows including window blinds.
16. Replace roof gutters and downspouts.
17. Provide cashier window on hallway near the front entrance.
18. Replace all partition walls with fireproof drywall.
19. Painting of ceiling, interior, and exterior walls of the buildings.
20. Supply and install a new floor tiles for the hallway and offices.
21. Supply and install new floor and wall tiles for restrooms.
22. Remove and construct a new sink table and cabinet at the pantry.
23. Supply and install door name plates for room identification.

#### **Electrical works:**

1. Remove existing lighting fixtures, wires, wiring devices, and conduits.
2. Conceal all electrical wirings using Electrical Metallic Tubing (EMT) pipes.
3. Perform rewiring works for lighting and power supply, and local area network (LAN) wiring system of offices.

4. Replace existing circuit protection devices such as panel boards and circuit breakers.
5. Supply and install recessed LED light for offices, and LED circular lights for hallways, restrooms, and storage room.

***Note: Illumination per room should comply with the minimum standard requirements as stated in the Philippine Electrical Code (300 LUX/office room).***

6. Supply and install lighting switches and convenience outlets as a replacement on the existing wiring devices.
7. Supply and install four (4) unit exhaust fans for restrooms, pantry and storage room.

#### **Plumbing and Sanitary works:**

1. Conceal all plumbing pipes.
2. Supply and install new plumbing fixtures (water closet, lavatories, urinal, bidet, floor drain, lavatories faucet) for the restrooms.
3. Supply and install new kitchen sink including kitchen faucet.
4. Tap the new kitchen sink to the existing sanitary line.

## **II. LABOR REQUIREMENTS:**

1. Contractor must have a minimum of two (2) years working experience in architectural/civil works, plumbing and sanitary works, and electrical works especially on construction and renovation project.
2. Contractor must assign a Site Engineer to serve as Supervisor who will directly coordinate with PNOC representative.
3. The Site Engineer, the Safety Officer and Foreman must be at the project site whenever work is being performed.
4. The minimum work experience requirements for key personnel of the contractor are the following:

<b>Key Personnel</b>	<b>General Experience</b>	<b>Relevant Experience</b>
Civil Engineer or Architect	Minimum 3 years experience in construction management	Minimum 2 years experience in general construction or related projects
Safety officer	Minimum 2 years experience as safety officer. (with valid certifications)	Minimum 1 year experience in general construction or related projects
Foreman	Minimum 5 years experience as foreman	Minimum 2 years in general construction
Tile setter	Minimum 2 years as tile setter	Minimum 2 years in tile works

Welder	Minimum 2 years as welder fabricator	Minimum 1 year in fabrication of roof trusses
Carpenter	Minimum 2 years as carpenter	Minimum 1 year in rehabilitation projects
Electrician	Minimum 2 years as Electrician	Minimum 1 year in building wiring works
Plumber	Minimum 2 years as Plumber	Minimum 1 year in construction projects, especially in rehabilitation projects
Painter	Minimum 2 years as Painter	Minimum 1 year in construction projects, especially in painting works
Ceiling Installer	Minimum 2 years as Ceiling Installer	Minimum 1 year in construction projects, especially in ceiling installation.

### III. MATERIALS REQUIREMENTS:

#### A. Civil and Architectural works:

1. Floor tiles
  - 600 x 600 mm ceramic tiles for offices and hallway (dirty white)
  - 300 x 300 mm ceramic tiles for restrooms flooring (non-slip, gray color)
  - 300 x 600 mm ceramic tiles for restroom walls (gloss finish, white color)
  - 300 x 300 mm ceramic tiles for kitchen sink table (gloss finish, white color)
2. Ceiling
  - Fiber Cement Board (12 mm thickness, 4 feet X 8 feet)
  - G.I Metal stud, furring, carrying channel (0.6 mm thickness, 5 meters length)
3. Concrete hollow blocks (4 inches)
4. Cement
5. Drywall
  - Fire retardant (6.35 mm thickness, 4 feet X 8 feet)
  - Metal furring (98 X 32 X 5 mm, 1 mm thickness, 5 meters length)
6. Rebar (10 mm)
7. Roof trusses
  - Area to be covered is 252 m<sup>2</sup>
  - Designed should be signed and approved by registered civil engineer.
  - Material should comply with the minimum standard requirements as stated in the Philippine National Standard for steel bars (PNS 59).
  - Materials should be coated by red oxide paint as primer.
8. G.I long span color roof (0.5 mm thickness) white color and accessories.
9. G.I roof gutters (0.5 mm thickness) smoke stainless.
10. Roof insulation (P.E foam, heat rejected aluminum, 10 mm double sided, 1 meter X 50 meter)

11. Cashier window with PNOC sticker (4 X 3 feet, ½ inch thick, frosted glass with PNOC sticker)
12. Korean window blinds (refer to attached key plan).
13. Fabricated kitchen cabinet
14. Doors and Door jambs.
  - Door closer and door lock set for glass doors at main door of the building and side door of conference room.
  - Flush wooden doors and door jambs (dimensions are based on existing provision) for offices, pantry, restrooms, and storage room.
  - Doors should have door closers and door locks.
15. Paint and painting materials for;
  - Interior walls (458 m<sup>2</sup>)
  - Exterior walls (151 m<sup>2</sup>)
  - Ceiling (187 m<sup>2</sup>)
  - Parapet wall (30.5 m<sup>2</sup>)
  - Dry wall (54 m<sup>2</sup>)
  - Baseboard (28 m<sup>2</sup>)
  - Primer (latex paint, one coat)
  - Finishing paint (semi-gloss latex, acrylic based, two coat)
16. Office nameplate for office identification
  - Font type (Optima)
  - Font size (3 inches)
  - Nameplate materials (Engrave to PVC)
17. Restroom partition wall (pin louver toilet partition wall)
18. Consumables
  - Blind rivet (5/32 X ¾)
  - Black screw 1 inch
  - Welding rods
  - Cutting disc 4 inch diameter
  - Grinding disc 4 inch diameter
  - Tex screw
  - Water stop sealant
  - Drill bit (5/32)
  - Hinges (3 inch)
  - Tile adhesive
  - Gravel and Sand
  - G.I wire (Gauge 16)

**B. Electrical works:**

1. Conductor wires for lighting and power supply (3.5 mm<sup>2</sup> THHN copper wire)
2. Local area network cables for local area network (CAT 5E)
3. Electrical conduit pipes and fittings (Electrical Metallic Tubing “EMT”)
4. Lighting fixtures (color rendering index should be 5000K to 6000K)
  - LED light (recessed type, 2 X 18 watts T8 on industrial type prismatic louver)

- LED light (recessed type, 2 X 18 watts T8 on industrial type prismatic louver, with battery pack 2 hrs. back time capacity)
  - LED circular light (18 Watts, recessed type)
  - LED circular light (18 watts, with battery pack 2 hrs. backup time capacity, recess type)
  - LED bulbs and receptacles (9 watts)
  - LED bulbs (2 watts, warm white)
5. Wiring devices
    - Switches (1 gang, 2 gang, 3 gang) 10 Amps capacity
    - Duplex convenience outlets 15 Amps capacity
    - Air conditioning outlet
    - Circuit breaker and panel board (refer to attached load schedule)
    - Wall-mounted exhaust fans for restrooms, storage room and, Pantry (300 watts)
  6. Consumables
    - Electrical tape
    - Wire nut (for American wire gauge # 12-14)
    - Octagon box (4 inch, galvanize)
    - Electrical metallic tubing connectors
    - Electrical metallic tubing Straight connector with bushing
    - Hanger and support

**C. Plumbing and Sanitary works:**

1. PVC & PPR pipes and fittings
  - 25 mm diameter pipes and fittings for Kitchen sink connection for sewer tapping
  - 75 mm diameter pipes and fittings for downspout
  - 100 mm diameter pipes and fittings for sewer line
  - Elbow 4 inches diameter (90°, 45 °)
  - Elbow 3 inches diameter (90°, 45 °)
  - Elbow 2 inches diameter (90°, 45 °)
  - PVC Y- Connector (4 inch X 2 inch)
  - PVC Y- Connector (4 inch X 4 inch)
  - Floor cleanout (4 inches diameter)
  - PPR TEE coupling ½ inch
  - PPR elbow ½ inch (90°)
2. Plumbing fixtures
  - Lavatories
  - Urinal
  - Water closet (push button, dual flush)
  - Kitchen sink (stainless 304)
  - Faucets (lavatory and kitchen)
  - Floor drains (stainless 304)

- Bidet (stainless 304)
  - Tissue and soap holder
  - PPR gate valves (12.7 mm)
  - Angle valve (1 way and 2 way) 12.7 mm
3. PPR pipe 20 mm diameter for water supply
  4. Consumables
    - Teflon
    - PVC solvent
    - PVC Clamp
    - Flexible hose ½ inch

**D. Equipment supplies:**

1. Exhaust fan
  - 4 units of wall-mounted (300 Watts)
2. Circuit breaker and panel board.
3. Plumbing fixtures and accessories.
4. Electrical wiring devices.
5. Office lighting fixtures (LED T8 on industrial type prismatic louver and LED circular light).

#### **IV.EQUIPMENT REQUIREMENTS**

The minimum major Equipment requirements are the following:

<b>Equipment</b>	<b>Capacity</b>	<b>Number of units</b>
Pipe connector fusion machine	1000 W	1
Angle Grinder	840 W	2
Chipping gun	840 W	2
Electric Drill	840 W	2
Scaffolding	1 Ton	4 layers
Safety harness and lifeline	80 kg	4 pcs
Speed cutter	1000 W	1

#### **V. PROJECT EXECUTION REQUIREMENTS:**

##### **A. Methodology Requirement**

1. The contractor shall perform the works as follows:

**Civil and Architectural works:**

- Dismantle all ceiling frames, ceiling boards, including lighting fixtures and wires.
- Remove existing G.I roofing, wooden trusses, and roof gutters.
- Replace and fabricate steel trusses.
- Install new G.I roofing.



- Install new roof gutters and downspouts.
- Remove all floor and wall tiles in restrooms and pantry area.
- Dismantle and remove floor carpets at offices and hallway.
- Remove existing wooden baseboard.
- Install new 600 x 600 mm ceramic floor tiles for offices and hallway.
- Prepare walls in restrooms for installation of ceramic wall tiles.
- Install 300 x 300 mm floor tiles including floor drain on restroom and pantry.
- Install 300 x 600 mm wall tiles on the male and female restroom.
- Install restroom partition door.
- Install new ceiling: Use 12 mm Fiber cement boards on light metal frames.
- Cut ceiling board in provision for the installation of lighting fixtures/
- Provide 600 x 600 mm manhole.
- Rehabilitate existing glass doors at main entrance and side conference area.
- Install new wooden door including door jamb and locksets.
- Paint ceiling, interior, and exterior walls. (all painting materials and chemical to be used should have a material data sheet)
- Paint baseboard.
- Install cashier window.
- Rehabilitate sink table, including kitchen cabinet.
- Haul and properly dispose of debris outside PIP: Hauling permit should be acquired.

#### Mechanical works:

- Remove existing plumbing fixtures on restrooms.
- Layout PPR pipeline for water provision on the restroom.
- Layout PVC pipeline for plumbing fixtures connected to the existing sewer line.
- Conceal all plumbing pipes.
- Install new plumbing fixtures on the male and female restroom.
- Install new kitchen sink and kitchen faucet.
- Topping of kitchen sink drainage to the existing sewer line.
- Install new downspout from roof gutters going to catch basin.

#### Electrical works:

- Remove existing lighting fixtures, wires, wiring devices, and conduits.
- Rewire lighting and power supply including local area network.
- Conceal all electrical wirings using electrical metallic tubing (EMT) pipes and flexible metal conduit (FMC).
- Install new circuit breaker and panel board.
- Install new wiring devices (switch and convenience outlet)
- Install new lighting fixtures.

- Install 4 units of wall-mounted exhaust fans at the pantry, storage room, and restrooms.
2. For the roofing, tiles and paint, the Contractor shall first mock-up 3 selective colors or design for approval of PNOC prior to installation.

## **B. General Conditions**

1. A joint inspection must be conducted by the Contractor and PNOC Representatives on the specific works to be done for the project.
2. The contractor is required to inspect and examine the site and the surroundings of the proposed project to arrive at an estimate of the labor, materials, and equipment necessary to carry out the work.
3. The contractor is required to secure the required surety, performance, and guarantee bonds prior to the commencement of work.
4. The contractor shall secure all necessary permits before starting the activity.
5. The contractor is required to submit the following items subject for approval of PNOC within 15 days after issuance of Notice To Proceed:
  - a. Construction Methodology/Detailed Plan
  - b. Inspection and Test Plan - NA
  - c. BOQ with Weighted Percentage
  - d. Manpower Histogram
  - e. Tools and Equipment Histogram
  - f. Work Schedule and S-Curve; and
  - g. Safety Program

Failure to secure approval of the following items after 15 days from the issuance of Notice to Proceed will be subject to a penalty of 1/10 of 1% of the total project cost per day of delay.

6. The winning contractor shall attend a scheduled kickoff meeting before the start of the project.
7. The contractor shall comply with the following requirements prior to execution of works:
  - a. PNOC Industrial Park Work Permit System; and
  - b. Safety and Health Orientations of all personnel to be conducted by PIP HSSE Officer.
8. The contractor must conduct proper planning and safety orientation meetings with all personnel involved in the work prior to commencement.
9. The contractor shall coordinate with the PNOC representative for the topping and isolation of the power supply for the equipment to be used.
10. Contractor shall conduct testing and commissioning of supply devices and equipment as witnessed by PNOC representative.
11. The contractor is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring and coordination.
12. The contractor shall commence work on the agreed Start Date and shall carry out the work in accordance with the program of work submitted by the

CONTRACTOR, as approved by the PNOC representative, and complete the project by the completion date as indicated in the TOR

13. The contractor shall be liable for all accident claims and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.
14. The contractor shall hold PNOC and its personnel free from any and all liabilities for damages arising from injuries or liabilities to persons or damages to property occasioned by any act or omissions of the contractor including any and all expenses which may be incurred by PNOC and its personnel in the defense of any claim, action or suit.
15. The cost of any and all rework and/or restoration of damaged properties due to the Contractor's poor workmanship or negligence shall be borne by the contractor.
16. The Contractor must comply with RA 11058, DOLE DO 198-18, OSHS, and other requirements to include, among others, the use of personal protective equipment by all workers, installation of safety signage, proper ID, and observe PNOC Industrial Park rules and regulations on safety, security and environment.
17. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOC, as represented by its engineers and supervisors who will jointly interpret the meaning of the scope of work and its conditions and shall have the power to reject any work, method of accomplishing every part of work and material used which in their judgment are not fully in accordance with the specifications and/or description as provided in the scope of work and are deemed to be disadvantageous to PNOC.
18. The Contractor shall be liable for all direct and consequential damages arising out of any failure to perform the work in accordance with the schedule and with terms and conditions of the contract documents.
19. The Contractor shall submit to PIP representative Daily Accomplishment Report for construction monitoring purposes.
20. The Park operations shall be given priority on the phasing of works. The Contractor should therefore coordinate with the PIP representative and/or Duty Supervisor regarding the scheduling and phasing of works so as not to interrupt the Park operations during project implementation.
21. Contractor shall be liable for all fire and accident claims, and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.
22. The contractor is required to submit the following documents:
  - a. Inspection Certificate (to be issued during site inspection)
  - b. product data and brochure (for the supplied materials and equipment)
  - c. as-built plan (signed and sealed by registered Architect / Engineers)

### **C. Site Possession**

1. The Contractor shall confirm that he has inspected the site where the work will be performed; that he is fully aware of the conditions which might affect

the nature, extent, and cost of the work required; that PNOC shall in no way be responsible for any costs or expenses which may be incurred on account of the failure of the Contractor to make an accurate examination of present and/or assessment of future factors that may affect the cost of execution.

2. The Park Management Department shall designate a specific area to be used by the CONTRACTOR as a temporary facilities/storage area/administration area in connection with the project.
3. The Contractor shall provide a kilowatt-hour sub-meter for monitoring electrical consumption during project execution.
4. Tapping of equipment and other related work shall be properly coordinated with the PNOC representative for the provision of electrical power sources for the equipment to be used.
5. The contractor shall provide a temporary office facility located in the motorpool area for the relocation of PNOC employees.

#### D. Contract interpretation

1. The contract documents, specifications and drawings are mutually complimentary. In case of conflict, what is noted in one although not shown in another shall be considered contained in all. The specifications shall prevail over the drawings. The documents forming the contract shall be interpreted in the following order of priority:
  - a. Contract/Construction Agreement
  - b. Letter of Acceptance
  - c. Contractor's Bid
  - d. Special Conditions of the Contract
  - e. Specifications
  - f. Drawings
  - g. Bill of Quantities
2. Any other documents listed in the Special Conditions of the Contracts as forming part of the Contract.
3. The Contractor shall examine all the issued documents relating to the work and must have verified all existing conditions at the site. No consideration will be given for any alleged misunderstanding or misinterpretation of the specifications and materials to be used or work to be done.
4. All works shall be properly coordinated with Park Management Department.

#### VI. PROJECT DURATION

Work should be completed within ONE HUNDRED TWENTY (120) calendar days reckoned from the date of receipt of the Notice to Proceed.

Work should start from 8:00 AM – 5:00 PM weekdays and weekends including holidays

*NOTE: Delays due to work stoppage ordered by PNOC shall not be counted against the set completion date.*

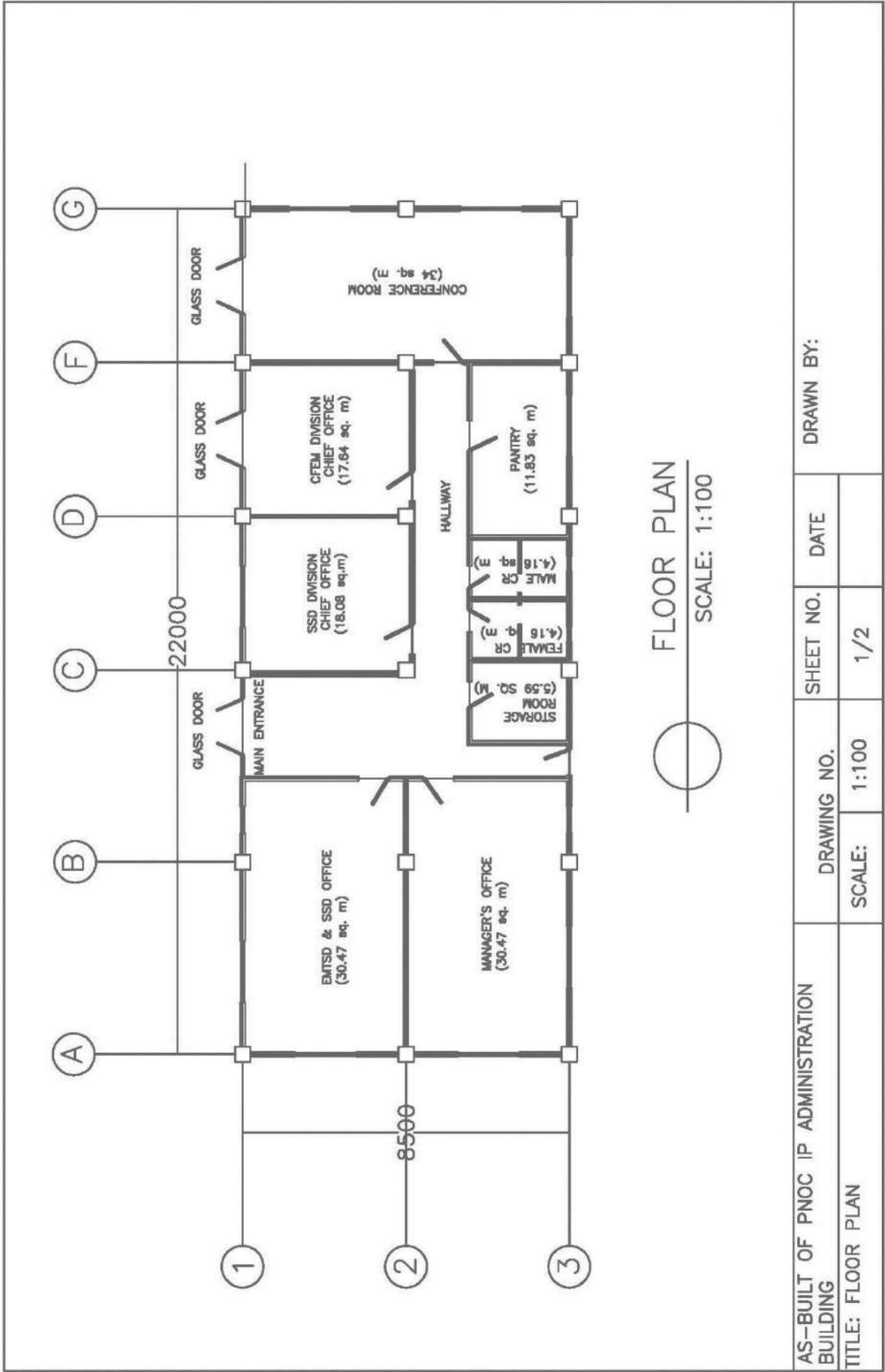
## **VII. WARRANTY PROVISIONS**

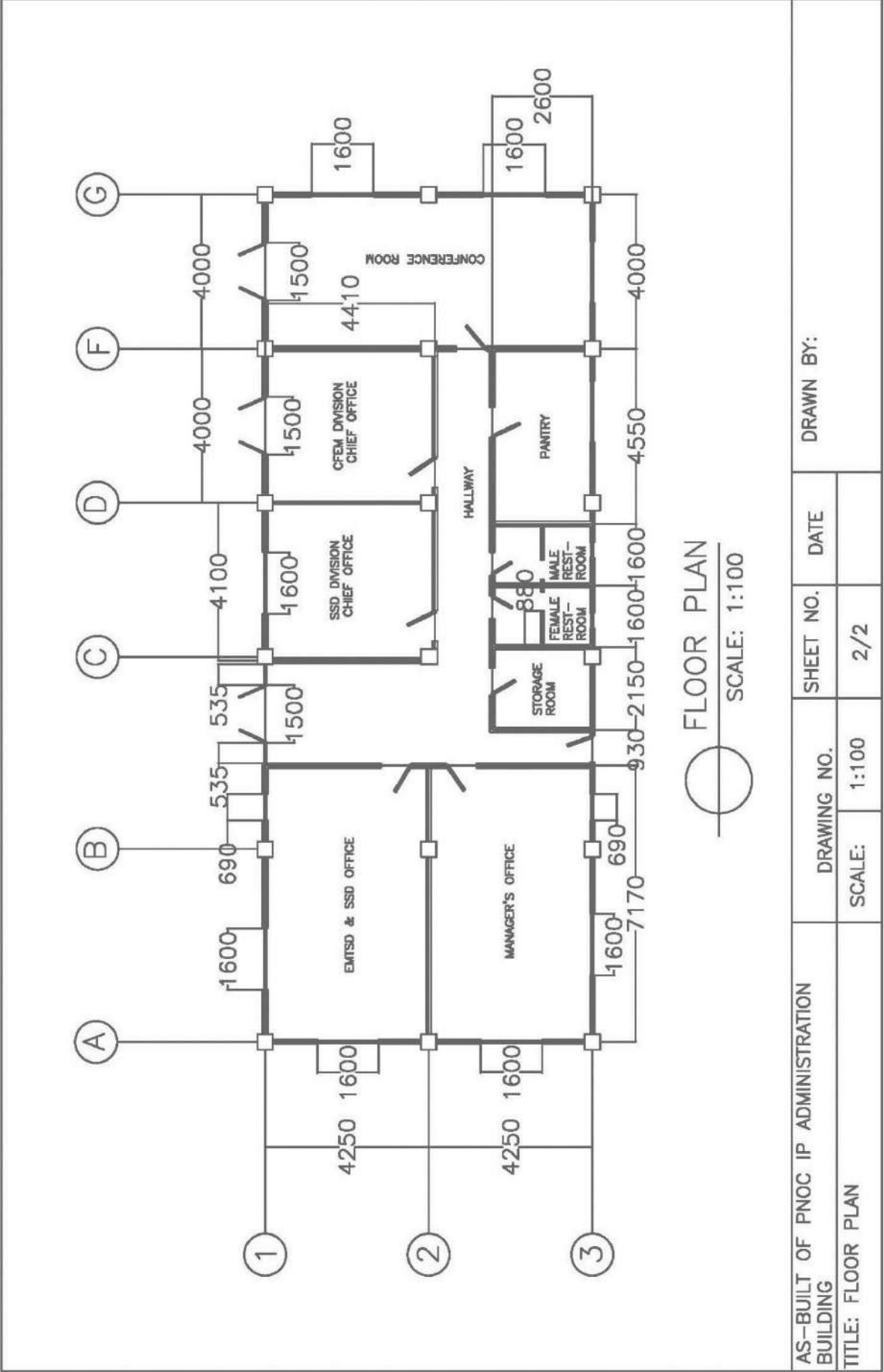
The warranty shall be One (1) year reckoned from the date of final turn-over and acceptance.

## **VIII. DEFINITION OF SIMILAR PROJECTS**

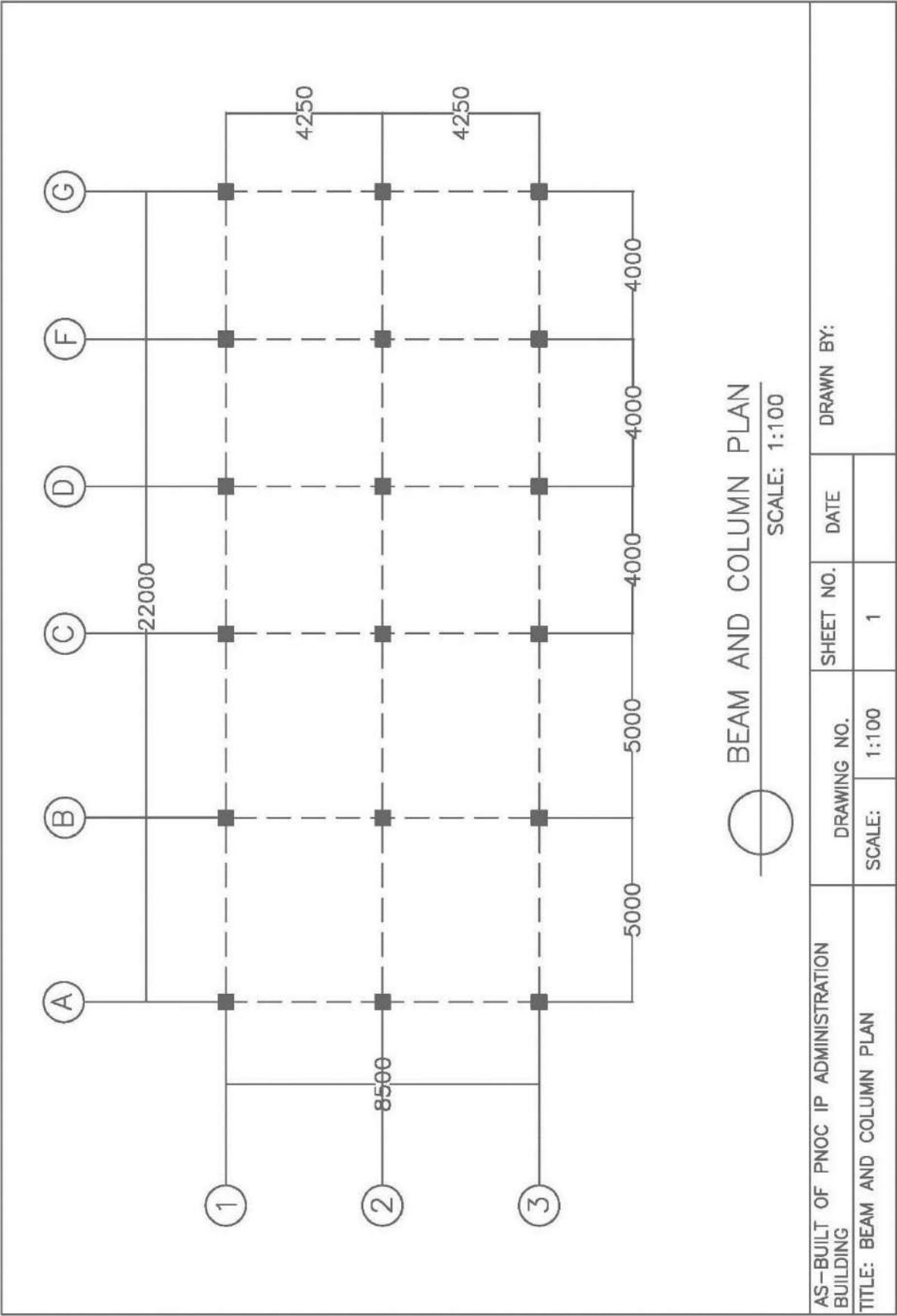
A Project that involves renovation and rehabilitation of buildings.

## ***Section VII. Drawings***

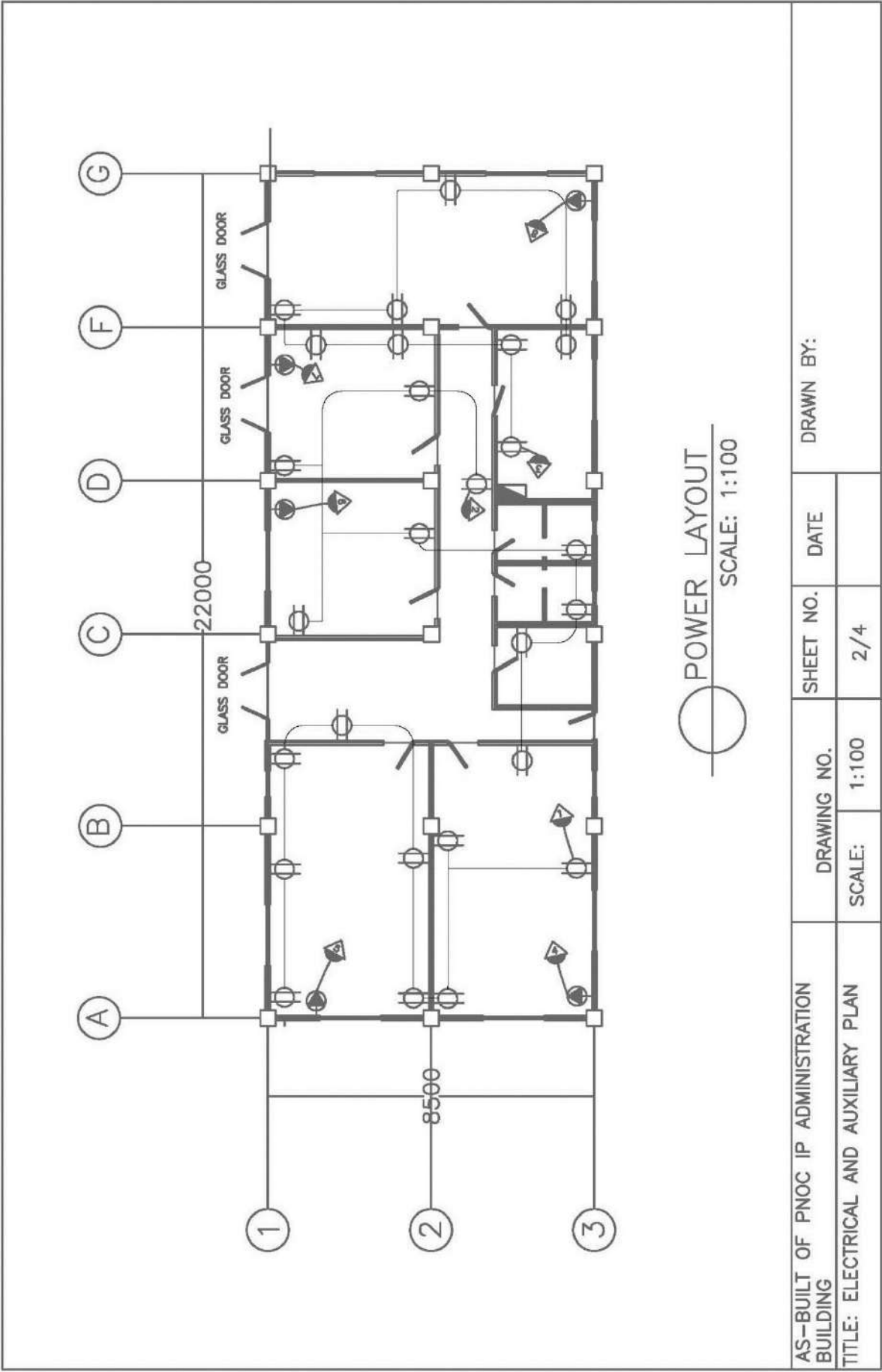


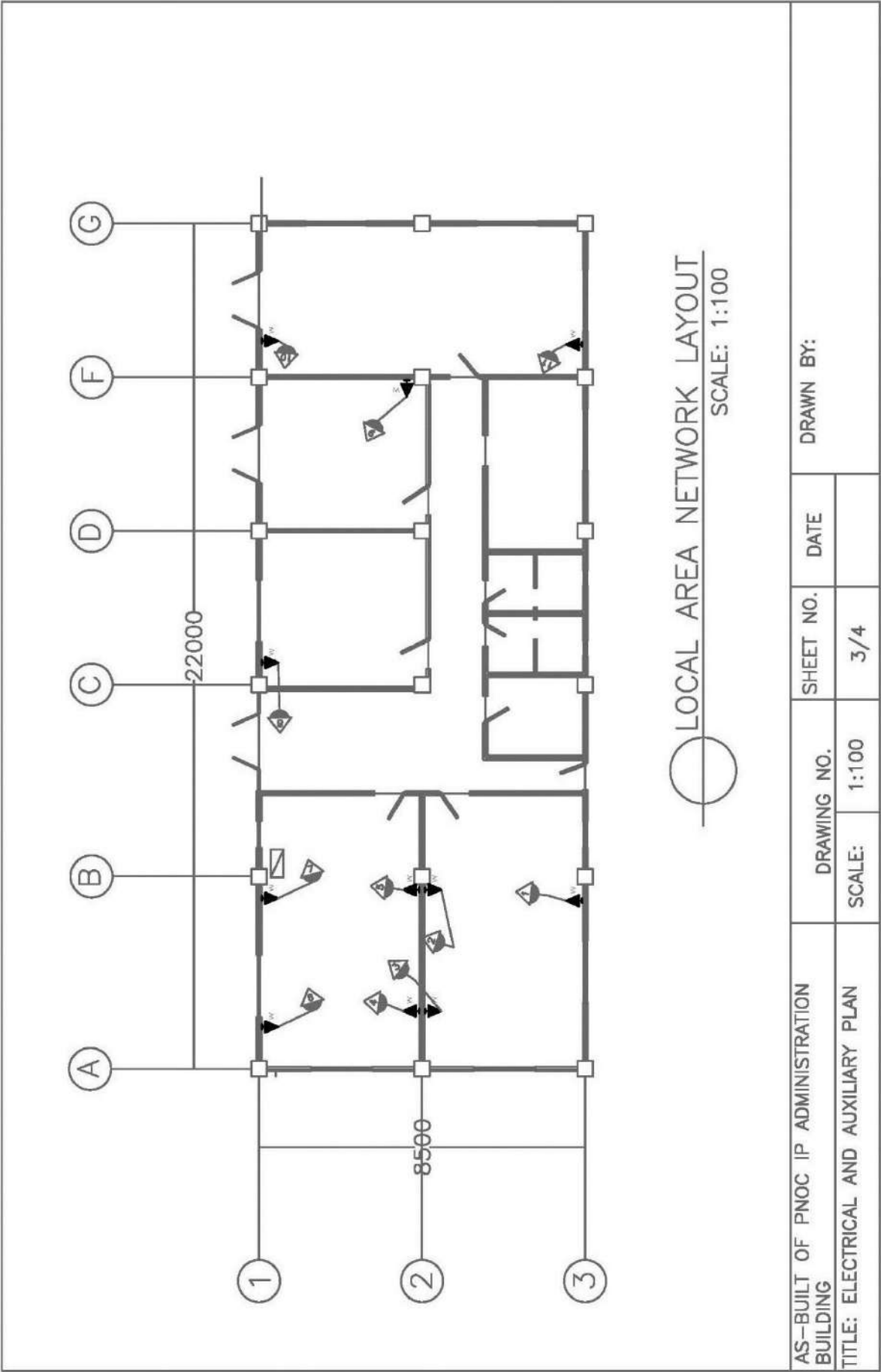












<div> <div>MAIN DISTRIBUTION PANEL</div> <div> <div>MAIN:125 AT MAIN CIRCUIT BREAKER 230V,2 WIRE,50HZ,1Ø</div> <div>2 - #30 mm THHN IN 1 mmØ RSC</div> </div> </div> <div> <div>SCHEDULE OF LOADS</div> <div>SURFACE MOUNTED WITH SWING DEAD FRONT COVER</div> </div>							
CKT. NO.	No. OF OUTLET	LOAD DESCRIPTION	VOLTAGE (V)	LOAD (VA)	CURRENT (A)	POLE (Ø)	CKT. BREAKER (A.T)
1	9	CONVENIENCE OUTLET	230 V	1,620	7 A	1Ø	30 A.T
2	9	CONVENIENCE OUTLET	230 V	1,620	7 A	1Ø	30 A.T
3	9	CONVENIENCE OUTLET	230 V	1,620	7 A	1Ø	30 A.T
4	1	2 HP ACU	230 V	1,492	6.48 A	1Ø	30 A.T
5	1	2 HP ACU	230 V	1,492	6.48 A	1Ø	30 A.T
6	1	2 HP ACU	230 V	1,492	6.48 A	1Ø	30 A.T
7	1	2 HP ACU	230 V	1,492	6.48 A	1Ø	30 A.T
8	1	3 TR ACU	230 V	8,786	38.2 A	1Ø	40 A.T
9	14	LIGHTING CIRCUIT	230 V	1,400	6.09 A	1Ø	30 A.T
10	15	LIGHTING CIRCUIT	230 V	1,500	6.52 A	1Ø	30 A.T
11	7	LIGHTING CIRCUIT	230 V	700	3.04 A	1Ø	30 A.T
12	1	SPARE	230 V			1Ø	30 A.T
TOTAL				23,114	100.83 A		

FOR FEEDER

$$J_c = I_c + (125\% \times I_c)$$

$$= 100.83 + (38.2 \times 1.25)$$

$$J_c = 148.68 \text{ AMP}$$

USE: 2 - 50mm<sup>2</sup> THHN COPPER WIRE

ON 50mm Ø RSC PIPE

FOR PROTECTION

$$J_c = I_c + (250\% \times I_c)$$

$$= 100.83 + (2.5 \times 38.2)$$

$$J_c = 158.13 \text{ AMP}$$

USE: 175 AT,1Ø,230V, for main circuit breaker

AS-BUILT OF PNOC IP ADMINISTRATION BUILDING

TITLE: ELECTRICAL AND AUXILIARY PLAN

DRAWING NO.

SCALE: 1:100



















SHEET NO.

4/4

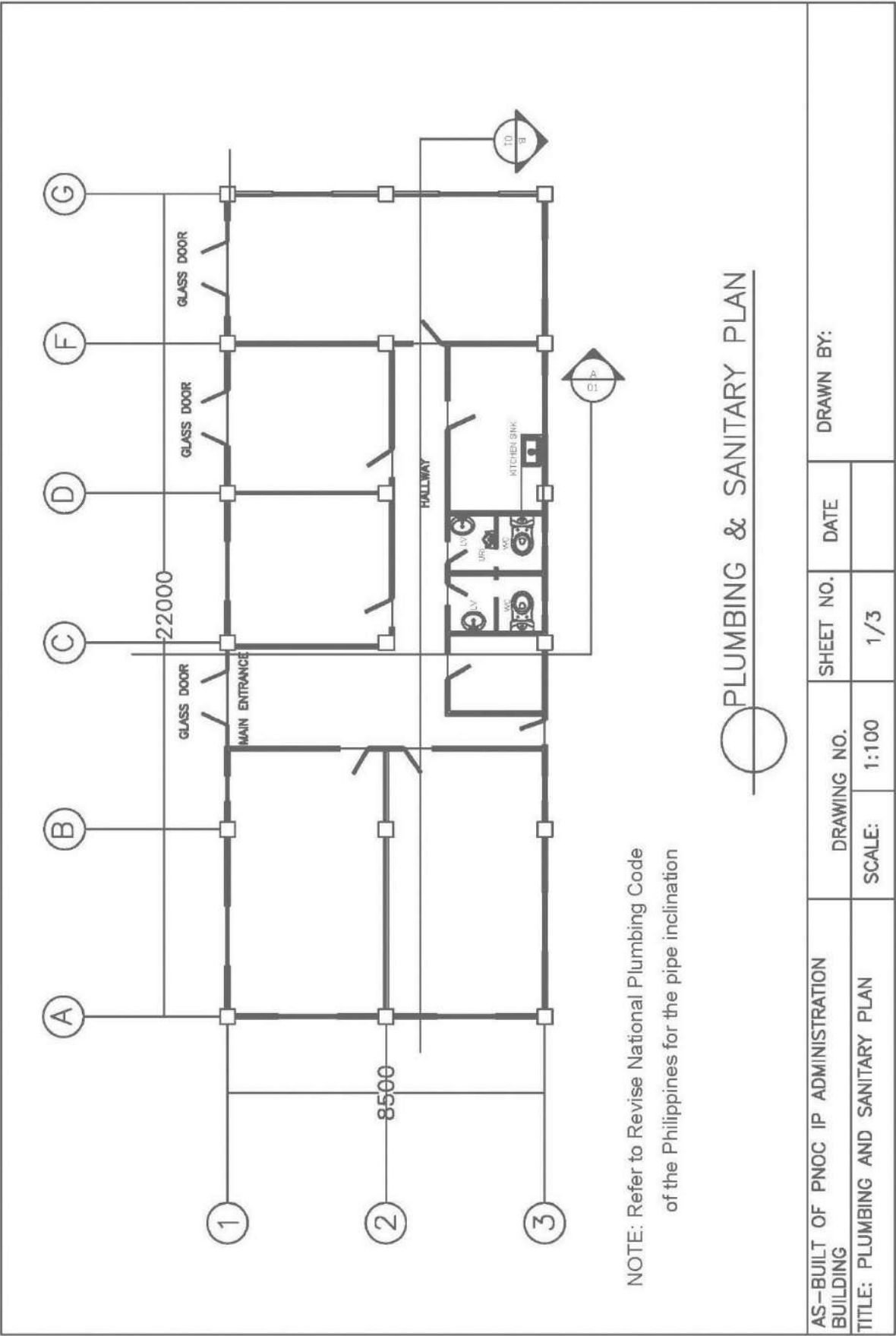
DATE

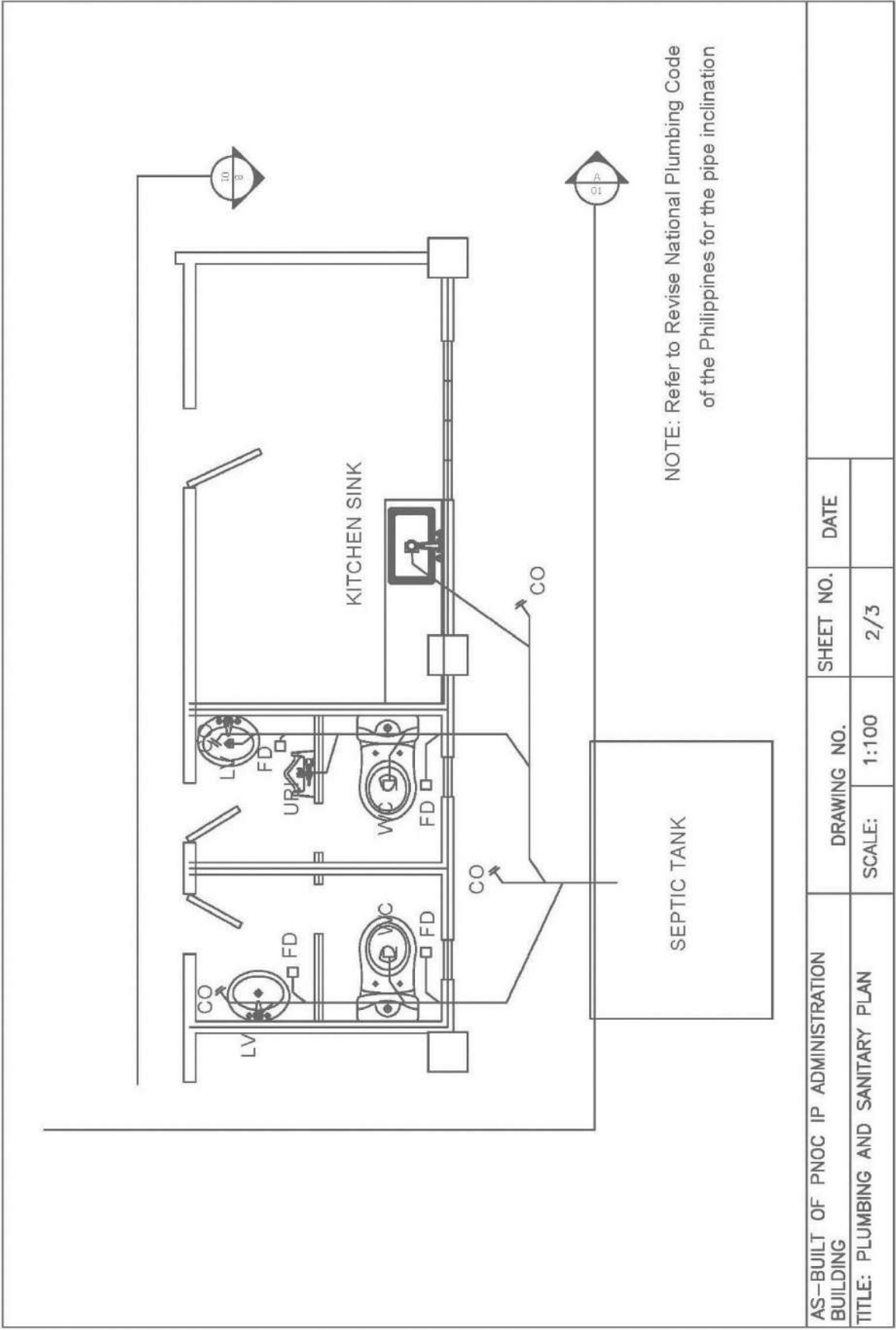
DRAWN BY:

# LEGEND

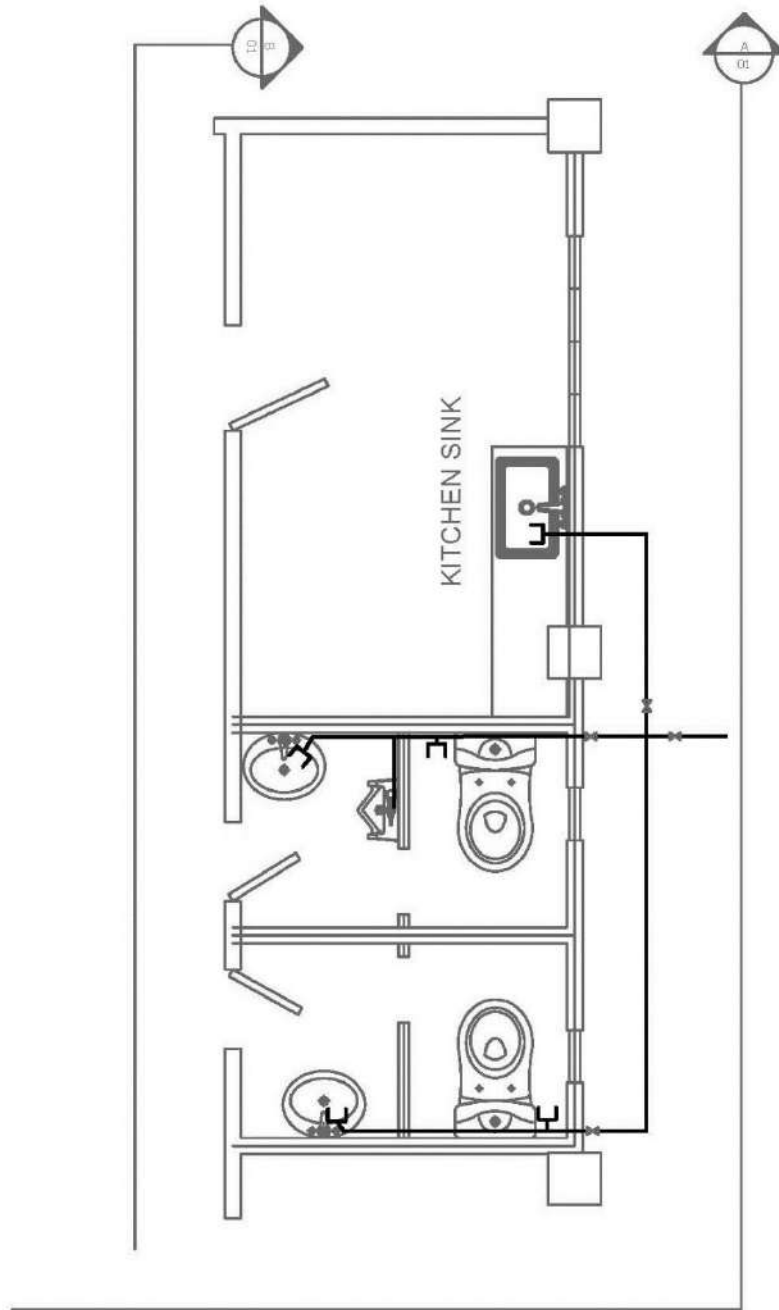
	LED LIGHT (2 x 18W T8 on Industrial type prismatic louver)		CLEAN-OUT
	EMERGENCY LED LIGHT (2 x 18W T8 on Industrial type prismatic louver)		WATER CLOSET STUB-OUT
	LED CIRCULAR LIGHT 18 WATTS		FLOOR DRAIN
	LED CIRCULAR LIGHT 18 WATTS WITH BATTERY PAC (2hrs)		LAVATORY STUB-OUT
	LED CIRCULAR LIGHT 9 WATTS		URINAL STUB-OUT
	DUPLEX CONVENIENCE OUTLET 10 Amps		GATE VALVES
	ACU OUTLET		
	SINGLE GANG SWITCH		
	TWO GANG SWITCH		
	THREE GANG SWITCH		
	TELEPHONE & DATA OUTLET		
	TELEPHONE TERMINAL CABINET		
	MAIN CIRCUIT BREAKER		
	CIRCUIT HOME RUN		

AS-BUILT OF PNOC IP ADMINISTRATION BUILDING TITLE: LEGEND	DRAWING NO.		SHEET NO.	DRAWN BY:	
	SCALE:	1:100		DATE	









NOTE: Refer to Revise National Plumbing Code of the Philippines for the pipe inclination

AS-BUILT OF PNOC IP ADMINISTRATION BUILDING	DRAWING NO.		SHEET NO.	DATE	DRAWN BY:
TITLE: PLUMBING AND SANITARY PLAN	SCALE: 1:100		3/3		



## ***Section VIII. Bill of Quantities***

### **Notes on the Bill of Quantities**

#### **Objectives**

The objectives of the Bill of Quantities are:

- a. to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
- b. when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

#### **Daywork Schedule**

A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Entity of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise the following:

- a. A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis.
- b. Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor's profit, overheads, supervision, and other charges.

#### **Provisional Sums**

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the SCC should state the manner in which they will be used, and under whose authority (usually the Procuring Entity's Representative's).

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

### **Signature Box**

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents.

## BILL OF QUANTITIES

<b>1</b>	<b>General Requirements</b>				
	Mobilization/Demobilization				
	Permits and Licenses				
	Safety Requirements				
				<b>Subtotal</b>	<b>P</b>
<b>2</b>	<b>Materials</b>				
<b>A.</b>	<b>Material for Civil &amp; Architectural works</b>				
	Roof trusses for the area of 252 m <sup>2</sup>				
	G.I. long span color roof and accessories for the area 252 m <sup>2</sup>				
	G.I. roof gutters (304 stainless)				
	Roof insulation (1 m X 50 m)/roll				
	Ceiling board and frame for the area of 187 m <sup>2</sup>				
	Doors, Door jambs, and accessories. 6 sets of 80 cm width 4 sets of 70 cm width				
	Drywall and furring for the area of 54 m <sup>2</sup>				
	Pin louver restroom partition wall complete with hinges and lockset				
	Korean window blinds				
	Cashier window with PNOC sticker				
	Fabricated kitchen cabinet				
	Office nameplate for office identification				
	Ceramic tiles for office floor, hallways, restrooms, and floor, kitchen table				

	Painting works for interior walls, exterior walls and ceiling (area of 881 m <sup>2</sup> )				
	Rebar (10mmø, 7.5 m)				
	Cement				
	Concrete hallow blocks				
<b>B.</b>	<b>Electrical works</b>				
	Copper wire 3.5 mm <sup>2</sup> THHN (lighting and power system)				
	Local area network cable (CAT 5E)				
	Electrical conduit pipes and fittings (Electrical Metallic Tubing “EMT”)				
	Flexible metal conduit (FMC, ½ inch)				
	LED circular light (18 Watts)				
	LED circular light 18 watts (with battery pack)				
	LED LIGHT (2 x 18W T8 on Industrial type prismatic louver)				
	LED LIGHT (2 x 18W T8 on Industrial type prismatic louver) with battery pack				
	LED bulbs light (9 Watts)				
	LED circular light (2 Watts)				
	ACU outlet				
	Duplex convenience outlets				
	Switch (1 gang)				
	Switch (2 gang)				
	Switch (3 gang)				
	Main Circuit breaker				
	Wall-mounted exhaust fans				
	Electrical consumables (octagon box, electrical tape, wire-nut, lock-nut and bushing, EMT connectors,				

	FMC connectors, hanger and support)				
<b>C.</b>	<b>Plumbing works</b>				
	PVC pipes and fittings for plumbing and sanitary line				
	PVC pipes and fittings for sewer line				
	PVC pipes and fittings for downspouts				
	PPR pipes and fittings for water supply				
	Clean-out cup				
	Plumbing fixtures (lavatories, urinals, water closet, kitchen sink and faucet, floor drains, bidet, valves and flexible hoses				
				<b>Subtotal</b>	<b>P</b>
<b>3</b>	<b>Labor Cost</b>				
	Site Engineer				
	Safety Specialist				
	Foreman				
	Skilled personnel (electrician, plumber, welder, tile setter, ceiling installer, painter, mason)				
				<b>Subtotal</b>	<b>P</b>
<b>4</b>	<b>Equipment</b>				
	Hand tools and power tools				
	scaffolding				
				<b>Subtotal</b>	<b>P</b>
<b>5</b>	<b>Mark up</b>				<b>P</b>
<b>6</b>	<b>Total Project Cost</b>				<b>P</b>

7	Value Added Tax (12%)				P
8	TOTAL PROJECT COST (Inclusive of all taxes)				P =====

(Signature over Printed name)  
**Authorized Representative**



## ***Section IX. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**In case a document in ANNEX A is expired, please attach an updated / valid copy of that document, or**
- ☐ (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;  
**and**
- ☐ (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;  
**and**
- ☐ (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- ☐ (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; **and**
- ☐ (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;

**The statement of the Bidder’s SLCC shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner’s Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted;**

- ☐ (h) **and** Philippine Contractors Accreditation Board (PCAB) License;  
**or** Special PCAB License in case of Joint Ventures;  
**and** registration for the type and cost of the contract to be bid; **and**
- ☐ (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (j) Project Requirements, which shall include the following:
  - ☐ a. Organizational chart for the contract to be bid;
  - ☐ b. List of contractor’s key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the

- ☐
  - c. 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; **and**
- ☐ (k) Original duly signed Omnibus Sworn Statement (OSS); **and** 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.

**Financial Documents**

- ☐ (l) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

***Class "B" Documents***

- ☐ (n) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; **or** 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**

- ☐ (o) Original of duly signed and accomplished Financial Bid Form; **and**

**Other documentary requirements under RA No. 9184**

- ☐ (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- ☐ (r) Cash Flow by Quarter.

## ***Section VIII. Bidding Forms***

## Bid Form for the Procurement of Infrastructure Projects

*[shall be submitted with the Bid]*

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### BID FORM

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>1</sup> for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. 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

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<sup>1</sup> currently based on GPPB Resolution No. 09-2020

formal Contract is prepared and executed; and

- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. 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].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert 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 procurement 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 the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 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; and
  - c. I am/we are declared the bidder with the Lowest Calculated 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 OR ITS 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. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

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]*

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## Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**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 OR ITS  
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. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

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]*

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## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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

**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. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

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]*

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## NET FINANCIAL CONTRACTING CAPACITY

Current Assets	_____
<b>Less:</b> Current Liabilities	_____
Total	_____
Multiply by K	<b>15</b>
Total	_____
<b>Less:</b> Value of All Outstanding Works	_____
<b>Net Financial Contracting Capacity</b>	=====

---

Net Financial Contracting Capacity (NFCC)

**NFCC** = at least equal to the Approved Budget

= [(current assets - current liabilities) (K) - (value of all outstanding works  
or projects under on-going contracts, including awarded  
contracts yet to started

Name of Company: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
signature over printed name

**STATEMENT OF ALL: (i) ONGOING CONTRACTS (GOVERNMENT AND PRIVATE) AND; (ii)  
AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that \_\_\_\_\_ **(Bidder)** \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts:

<b>Date of the Contract</b>	<b>Contracting Party</b>	<b>Name of Contract</b>	<b>Nature of Contract</b>	<b>Amount of Contract</b>	<b>Contract Duration</b>	

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

\*Instructions:

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of **DEADLINE OF SUBMISSION OF BIDS**.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) **“Name of Contract”**. Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. *Example: “Construction of Ports, Harbor, etc.”*

## STATEMENT OF SIGNLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

This is to certify that \_\_\_\_\_ (Bidder) has completed the below-listed contract within five (5) years prior the deadline of submission and opening of bids.

Date of the Contract	Contracting Party	Name of Contract	Nature of Contract	Amount of Contract	Contract Duration	Issuance Date of Certification Satisfactory Service

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

\*Notes:

- a) Cut-off date as of **DEADLINE OF SUBMISSION OF BIDS**.
- b) **“Name of Contract”**. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. *Example: “Construction of Ports, Harbor, etc.”*



## LIST OF CONTRACTOR'S PERSONNEL

I hereby declare that the following key personnel enumerated below, with attached resume/bio-data, including valid PRC License, for the various positions/functions, are available for the project applied for:

Position of Key Personnel	Name	No. of Key Personnel	Similar Experience in the Position (years)	Similar and Related Experience (Years)	Attachments	Annex(es)

**NOTE: Please refer to the Bid Data Sheet for Minimum Qualification Requirements**

\_\_\_\_\_  
Name of Firm/Applicant

\_\_\_\_\_  
signature over printed name  
Authorized Signing Official

\_\_\_\_\_  
Date

## LIST OF CONTRACTOR'S EQUIPMENT UNITS

I hereby declare that the following equipment listed below which are owned, leased or under purchase agreement are in good operating condition and are available for the duration of the project:

Description (Type, Model, Make)	No. of Unit(s)	Capacity Output	Owned, Leased and/or Under Purchase Agreement	Submitted Proof of Ownership / Leased / Purchase Agreement	Other Information (As Applicable)				
					Manufacturer	Engine Serial No.	Chassis No. / Name of Vessel	Location	Status

1. Indicate if owned or leased as listed in the Checklist/Bidding Documents. For owned equipment, as required, submit proof of ownership (i.e. deed of sale, sales invoice, official receipt). For Heavy Equipment and other Vehicles submit LTO Certificate of Registration and valid Official Receipt. For leased equipment, submit duly notarized copy of lease contract together with a copy of the Owner's (Lessor's) proof of ownership.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name of Firm/Applicant	<div style="font-size: small; margin-bottom: 5px;">signature over printed name</div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Authorized Signing Official	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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