



Republic of the Philippines  
**Cebu Normal University**  
Osmeña Boulevard, Cebu City

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# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement of One Lot Repair of Roof and Ceiling of EAIL Office and Museum in the Administration Building**

**Bid No. 22-06-340**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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

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# ***Glossary of Terms, Abbreviations, and Acronyms***

**ABC** – Approved Budget for the Contract.

**ARCC** – Allowable Range of Contract Cost.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**Contractor** – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

**CPI** – Consumer Price Index.

**DOLE** – Department of Labor and Employment.

**DTI** – Department of Trade and Industry.

**Foreign-funded Procurement or Foreign-Assisted Project** – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.



## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria.

The IB should be incorporated into the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



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Email: [cnubacsec@gmail.com](mailto:cnubacsec@gmail.com)

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**Invitation to Bid for**  
***One Lot Repair of Roof and Ceiling of EAIL Office and***  
***Museum in the Administration Building***

***No. 22-06-340***

1. The *Cebu Normal University*, through the *General Appropriations Act of 2022* intends to apply the sum of *One Million Two Hundred Thousand Pesos (Php 1,200,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *One Lot Repair of Roof and Ceiling of EAIL Office and Museum in the Administration Building* with *Bid No. 22-06-340*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Cebu Normal University* now invites bids for the above Procurement Project. Completion of the Works is required *in Sixty (60) 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 *Cebu Normal University* and inspect the Bidding Documents at the address given below from *8:00 AM to 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested bidders on *September 2 - 26, 2022* 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 Pesos (Php 2,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presented in person, by facsimile, or through electronic means*.

6. The *Cebu Normal University* will hold a Pre-Bid Conference<sup>1</sup> on **September 12, 2022, 1:30 P.M.** at the *Tandang Sora Hall, Cebu Normal University, Osmeña Boulevard, Cebu City*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the BAC Office, Room 203, 2<sup>nd</sup> Floor Administration Building, Cebu Normal University on or before **1:00 P.M., September 26, 2022**. 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 16.
9. Bid opening shall be on **1:30 P.M., September 26, 2022** at the *Tandang Sora Hall, Cebu Normal University, Osmeña Boulevard, Cebu City*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Cebu Normal University* 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:

*Ann S. Ancajas*  
*BAC Secretariat Office*  
*Cebu Normal University*  
*Osmeña Boulevard, Cebu City*  
*6000 Philippines*  
*Tel. No. (032) 254 1452 local 141 or 125*  
**[cnubacsec@gmail.com](mailto:cnubacsec@gmail.com)**

12. You may visit the following websites:

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

*[September 1, 2022]*



Dr. RODIN M. PASPASAN  
BAC Chairperson

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.

## ***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, *Cebu Normal University* invites Bids for the *project One Lot Repair of Roof and Ceiling of EAIL Office and Museum in the Administration Building*, with Project Identification Number 22-06-340.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

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 2022 in the amount of *One Million Two Hundred Thousand Pesos (Php 1,200,000.00)*.

2.2. The source of funding is:

a. NGA, the General Appropriations Act.

## **3. Bidding Requirements**

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

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

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

## **4. Corrupt, Fraudulent, Collusive, 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.

- 7.1. *[If Procuring Entity has determined that subcontracting is allowed during the bidding , state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterion stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.2. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be

changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

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

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[insert if applicable]}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

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

## **10. Documents Comprising the Bid: Eligibility and Technical Components**

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

These key personnel must meet the required minimum years of experience set in the **BDS**.

- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

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

## **12. Alternative Bids**

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

## **13. Bid Prices**

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

## **14. Bid and Payment Currencies**

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

- 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 **January 24, 2023**. 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 **Four (4) copies** 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 15 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>Demolition and Restoration Works, Roofing Works.</i>															
7.1	<i>[Specify the portions of Works and the maximum percentage allowed to be subcontracted, which shall not be significant or material components of the Project as determined by the Procuring Entity.] NOT APPLICABLE</i>															
10.3	<i>[Specify if another Contractor license or permit is required. ] NOT APPLICABLE</i>															
10.4	<table><tr><td colspan="3">The key personnel must meet the required minimum years of experience set below:</td></tr><tr><td><u>Key Personnel</u></td><td><u>General Experience</u></td><td><u>Relevant Experience</u></td></tr><tr><td>Civil Engineer</td><td>3 – 5 Years</td><td>General Construction</td></tr><tr><td>Safety Officer</td><td>1 – 3 Years</td><td>General Construction</td></tr><tr><td>Foreman</td><td>3 – 5 Years</td><td>General Construction</td></tr></table>	The key personnel must meet the required minimum years of experience set below:			<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Civil Engineer	3 – 5 Years	General Construction	Safety Officer	1 – 3 Years	General Construction	Foreman	3 – 5 Years	General Construction
The key personnel must meet the required minimum years of experience set below:																
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>														
Civil Engineer	3 – 5 Years	General Construction														
Safety Officer	1 – 3 Years	General Construction														
Foreman	3 – 5 Years	General Construction														
10.5	<table><tr><td colspan="3">The minimum major equipment requirements are the following:</td></tr><tr><td><u>Equipment</u></td><td><u>Capacity</u></td><td><u>Number of Units</u></td></tr><tr><td>Electric Drill</td><td>1800W</td><td>2</td></tr><tr><td>Angle Grinder</td><td>670W</td><td>2</td></tr></table>	The minimum major equipment requirements are the following:			<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	Electric Drill	1800W	2	Angle Grinder	670W	2			
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<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>														
Electric Drill	1800W	2														
Angle Grinder	670W	2														
12	<i>[Insert Value Engineering clause if allowed.]</i>															
15.1	<table><tr><td colspan="2">The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</td></tr><tr><td>a.</td><td>The amount of not less than <i>Php 24,000.00 [Insert two percent (2%) of ABC]</i>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</td></tr><tr><td>b.</td><td>The amount of not less than <i>Php 60,000.00 [Insert five percent (5%) of ABC]</i> if bid security is in Surety Bond.</td></tr></table>	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:		a.	The amount of not less than <i>Php 24,000.00 [Insert two percent (2%) of ABC]</i> , if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;	b.	The amount of not less than <i>Php 60,000.00 [Insert five percent (5%) of ABC]</i> if bid security is in Surety Bond.									
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19.2	<table><tr><td colspan="2">Partial bids are allowed, as follows:</td></tr><tr><td colspan="2"><i>[Insert grouping of lots by specifying the items and the quantity for every identified lot.] NOT APPLICABLE</i></td></tr></table>	Partial bids are allowed, as follows:		<i>[Insert grouping of lots by specifying the items and the quantity for every identified lot.] NOT APPLICABLE</i>												
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<i>[Insert grouping of lots by specifying the items and the quantity for every identified lot.] NOT APPLICABLE</i>																
20	<i>[List licenses and permits relevant to the Project and the corresponding law requiring it, e.g. Environmental Compliance Certificate, Certification that the project site is not within a geohazard zone, etc.]</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

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

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

## 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	<i>[If different dates are specified for completion of the Works by section, i.e. “sectional completion,” these dates should be listed here.]</i>
4.1	<i>[Specify the schedule of delivery of the possession of the site to the Contractor, whether full or in part.]</i>
6	The site investigation reports are: <i>[list here the required site investigation reports.]</i>
7.2	<p><i>[Select one, delete the other.]</i></p> <p><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:]</i> Fifteen (15) years.</p> <p><i>[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:]</i> Five (5) years.</p> <p><i>[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:]</i> Two (2) years.</p>
10	a. Dayworks are applicable at the rate shown in the Contractor’s original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within <i>[insert number]</i> days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <i>[insert amount]</i> .
13	The amount of the advance payment is <i>[insert amount as percentage of the contract price that shall not exceed 15% of the total contract price and schedule of payment]</i> .
14	<i>[If allowed by the Procuring Entity, state:]</i> Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	<p>The date by which operating and maintenance manuals are required is <i>[date]</i>.</p> <p>The date by which “as built” drawings are required is <i>[date]</i>.</p>
15.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is <i>[amount in local currency]</i> .



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

### **Notes on Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Bids. In the context of international competitive bidding, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is mandatory. Most specifications are normally written specially by the Procuring Entity or its representative to suit the Works at hand. There is no standard set of Specifications for universal application in all sectors in all regions, but there are established principles and practices, which are reflected in these PBDs.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addenda should then adapt the General Specifications to the particular Works.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the SCC.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be

accepted subject to the Procuring Entity's Representative's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity's Representative at least twenty-eight (28) days prior to the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

These notes are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.

## **TECHNICAL SPECIFICATION**

Project: One Lot Repair of Roof and Ceiling of the EAIL Office and Museum in the Administration Building

Location: CNU Main Campus, Osmeña Boulevard, Cebu City

## Ceiling and Dry Wall Partition

### **DPWH STANDARD SPECIFICATIONS FOR**

#### **ITEM 1035 - NON-STRUCTURAL METAL FRAMING**

##### **1035.1 Description**

This item shall consist of furnishing and installing non-load metal partitions such as steel studs wall systems, ceiling or soffit suspended or furred framing, wall furring, fasteners, and accessories for the screw attachment of gypsum board or fiber cement, plaster bases or other building boards as shown on the plans and in accordance with this specification.

##### **1035.2 Material Requirements**

Metal framing comes in a variety of gages or thickness. Most interior non-load bearing metal framed walls are either 25 or 20 gage. 25 gage is the lightest or thinnest material available. It is 0.0457 cm thick. Studs and track are C-shaped channels, roll formed from corrosion-resistant, galvanized steel. The minimum thickness and allowable wall height of Cold-Formed Steel Member are shown in Table 1035.1 and Table 1035.2, respectively.

**Table 1035.1 Minimum Thickness of Cold-Formed Steel Members  
Non-Load Bearing or Drywall**

<b>Designation (mils)</b>	<b>Steel Thickness (cm)</b>	<b>Reference Gage Number</b>
18	0.04	25
27	0.07	22
33	0.08	20

Steel stud has a web, flanges and returns. Studs are manufactured in lengths such as 2.44 m, 3.05 m and 2.66 m lengths.

**Table 1035.2 Interior Partition - Allowable Wall Height**

<b>Stud Spacing</b>		<b>30.48 cm      40.64 cm      60.96 cm</b>			
<b>Web Size</b>		<b>Allowable Wall Height</b>			
<b>cm</b>	<b>Code</b>	<b>Gage</b>	<b>m</b>	<b>m</b>	<b>m</b>
4.13	STN	25	2.40	2.15	1.86
6.35	STN	25	3.30	2.99	2.45
9.20	STN	25	4.37	3.96	3.48

### **1035.3 Construction Requirements**

Drywall framing shall be used to construct interior walls that do not need to support any load from above and will not have to withstand any wind forces. Drywall studs need not to support any load from above and will not have to withstand any wind forces. Drywall studs shall be used for non-load bearing partition walls and ceilings. Knockouts (pre-punched holes) shall be conveniently placed in the studs to facilitate the installation of electrical wiring, plumbing and bridging.

Studs shall be connected to the floor and ceiling track (runner) with pan head screws, spaced at either 30.48 cm, 40.64 cm or 60.96 cm on center-spacing based on wall height. Wallboard or other sheathing shall be then attached with Type "S" (fine-tread) drywall screws.

Metal studs shall be straight, light, non-combustible and not susceptible to termite damage. Matching track is available for each stud size with 3.18 cm, 5.08 cm and 7.62 cm leg heights.

#### **1035.3.1 Ceiling Assemblies**

##### **J FURRING CHANNEL**

19 mm X 50 mm; 40 mm thick 5.00 m / any transportable length

##### **BATTEN TYPE FURRING CHANNEL**

23 mm X 37 mm; 40 mm and 60mm thick 5.00 m / any transportable length

##### **SINGLE FURRING CHANNEL**

19 mm X 25 mm; 40 mm thick 5.00 m / any transportable length

##### **CARRYING CHANNEL**

12mm X 38 mm; 1.0 mm thick 5.00 m / any transportable length

#### **1035.3.2 Drywall Partition**

##### **STUD**

35 mm X 51, 76, 92, 102 mm, 60 mm and thick 2.4 and 3.00 m/any transportable length.

##### **TRACK**

35 mm X 51, 64, 76, 92, 102 mm 60 mm and 80 mm thick 2.4 and 3.00 m/any transportable length.



### **1035.3.3 Screws**

#### **Power- Actuated Fasteners**

Screws and power actuated fasteners shall be used to connect framing components and fasten other materials to the framing.

**Self-drilling Screws** are externally threaded fasteners with the ability to drill their own hole and form or 'tap' their own internal threads without deforming their own thread and without breaking during assembly. These screws are used with 33 mil (20 gage) steel or thicker.

### **1035.3.4 Installation of Steel Framing**

- 1035.3.4.1** Cut studs and track to required lengths as you install using aviator snips or circular saw with abrasive, metal cutting blade.
- 1035.3.4.2** Attach ceiling track. Use drywall screws to attach to joists. For parallel joists, bridge two joists with track spaced 61 cm o.c. or less and install ceiling runner across bridges.
- 1035.3.4.3** Plumb to position floor runner directly below ceiling track.
- 1035.3.4.4** Attach floor track. Use power-actuated fasteners for concrete floor. Use drywall screws for wood sub-floor. Same fastener spacing as ceiling track. Then mark stud locations 40.64 cm o.c. top and bottom starting from the same end.
- 1035.3.4.5** Insert stud at slight angle into tracks - then twist into place. Be sure all studs are pointed the same way for easier drywall attachment and punch-outs are oriented the same way for easy plumbing or electrical installation.
- 1035.3.4.6** Screw-attach stud to ceiling track and floor track with 1.11 cm pan or wafer-head screws. Hold stud flange to runner for easier screw attachment.
- 1035.3.4.7** For door and window openings, cut track 10.16 cm longer than opening. Notch legs and bend web 90° to attach to jamb stud.
- 1035.3.4.8** Attach C-runner bracing across studs to support cabinet attachment. C-runner must be notched to fit between studs.

- 1035.3.4.9** Insert grommets or pieces of pipe insulation into pre-punched holes whenever you pass through wiring or plumbing.
- 1035.3.4.10** Screw-attach drywall to framing using drywall screws. Board should be attached to the open end of the studs first.
- 1035.3.4.11** Install corner beads and trim with screws or staples.
- 1035.3.4.12** Tape and finish with joint compound.

**1035.3.5 Calculate room dimensions:** It is recommended that you sketch a top view of your project. Measure the lineal footage of all walls with a tape measure and write each wall's length on the layout.

**1035.3.6 Stud Spacing:** Based on the wall height, spacing of studs shall conform to requirements shown on Table 1035.2.

**1035.3.7 Calculate Studs:** Based on spacing requirements, divide the wall length by 30.48 cm, 40.64 cm, 60.96 cm in order to calculate the number of studs needed. Add studs for corners and openings.

**1035.3.8 Calculating Track:** Take the total lineal feet of wall and multiply by 2 figures the amount of track needed for both the floor and ceiling. The commercial length of track is 3.048 m only. Add track for door and window headers and sills.

**1035.3.9 Project Layout:** According to your plan, using the plumb bob, a marker, and chalk line, establish top and bottom track positions. Marking for door openings at this time is beneficial.

#### **1035.3.10 Helpful Hints**

Most wood trim shall be adhesively attached and shall require temporary screws while adhesive sets. If mechanical attachment is required, consider inserting sections of wood 50 x 100 mm inside track for nailing.

Door frames shall be attached directly to steel framing, but installers prefer wood 5.08 cm x 10.16 cm framing around the rough opening. If this option is chosen, frame rough opening 7.62 cm wider to allow for wood studs.

If framing is used to support insulation blankets, the insulation shall be ordered to the full 40.64 cm or 60.96 cm width dimension.

Hanging pictures or artwork can be handled easily with standard hanging attachment except drywall screws are recommended where studs are located.

Extremely heavy shelving and other heavy objects should be anticipated. Cross bracing with C-runners is recommended.

**LIMITATIONS:** gage 25 steel studs are designed for use in non-load bearing construction only. Check building codes before beginning construction.

#### **1035.3.11 Fasteners for Drywall Systems**

Pan head type 'S' framing screws  
Attachment of steel stud to steel track

#### **1035.3.12 Fasteners for Steel to Steel/ Wood to Steel**

**Pan Head** 20.32 cm x 1.11 cm - Framing screw for 20-25 gage steel  
Unique grip - tight, high - torque pan head.

**Hex Head** 20.32 cm x 1.27 cm - Attaches fixtures backup plates, door frames and lathers channel to structural studs, metal decks.

#### **1035.3.13 Fabrication**

**1035.3.13.1** Framing components shall be pre-assembled into panels prior to erection.

**1035.3.13.2** Fabricate panels square, with components attached in a manner so as to prevent racking or distortion.

**1035.3.13.3** Cut all framing components squarely for attachment to perpendicular member, or as required for angular fit against abutting members. Hold members positively in place until properly fastened.

**1035.3.13.4** Provide insulation as specified elsewhere in all double jamb studs and double header members, which will not be accessible to the insulation contractor.

##### **1035.3.13.5 Axially Loaded Studs**

**1035.3.13.5.1** Install studs to have full bearing against inside track web 0.32 cm ( maximum gap) prior to stud and track attachment.

**1035.3.13.5.2** Splices in axially loaded studs are not permitted.

**1035.3.13.5.3 Fasteners:** Fasten components using self-tapping screws or welding.

**1035.3.13.5.4 Welding:** Welding is permitted on 18 gauge or heavier material only.

**1035.3.13.5.4.1** Specify welding configuration and size on the Structural Calculation submittal.

**1035.3.13.5.4.2** Quality welding operators

**1035.3.13.5.4.3** Touch up all welds with zinc-rich paint in compliance with acceptable ASTM Standard.

#### **1035.3.14 Protection**

**1035.3.14.1** Protect installed products until completion of project.

**1035.3.14.2** Touch-up, repair or replace damaged products before Substantial Completion.

#### **1035.3.15 Delivery, Storage and Handling**

**1035.3.15.1** Deliver materials in manufacturer's original, unopened, undamaged containers with identification labels intact.

**1035.3.15.2** Store materials protected from exposure to rain, or other harmful weather conditions.

#### **1035.3.16 Installation**

##### **1035.3.16.1 Ceiling Assemblies**

**1035.3.16.1.1** Fix and align accurately all steel angles at the maximum interval of 1.20 meter.

**1035.3.16.1.2** Tie the suspension rod securely to the steel angle.

**1035.3.16.1.3** Attach the carrying channel to the suspension clip then use the rod joiner to connect the suspension rod to the suspension clip.

**1035.3.16.1.4** Attach the metal furring to the carrying channel at right angle to each other using the furring clips.

Metal furring can be spaced at 0.40 meter up to 0.60 meter apart.

- 1035.3.16.1.5** Ceiling boards (gypsum or fibre-cement) are attached to the metal framing by drywall screw.

#### **1035.3.17 Drywall Partition**

- 1035.3.17.1** Layout the floor tracks and ceiling tracks, Secure this using suitable anchoring method.
- 1035.3.17.2** Install the metal studs to the tracks spacing from 0.40 meter up to 0.60 meter, use blind rivets or screws. No horizontal bracing needed if the studs are spaced 0.40 m and the height does not exceed 3.00 meters. Thus, making the installation economical and durable.
- 1035.3.17.3** Install the Gypsum board or fiber cement board using drywall screw.

#### **1035.4 Method of Measurement**

Furring Channel for ceiling and wall partition shall be measured by linear meter. The quantity to be paid for shall be the number of furring material used and accepted in the completed work.

#### **1035.5 Basis of Payment**

The accepted quantities, measured as prescribed in Section 1035.4 shall be paid for at the contract unit price for Furring Channel, which price and payment shall be full compensation for furnishing and placing all materials and for all labor, equipment, tools and incidentals necessary to complete this item.

Payment will be made under :

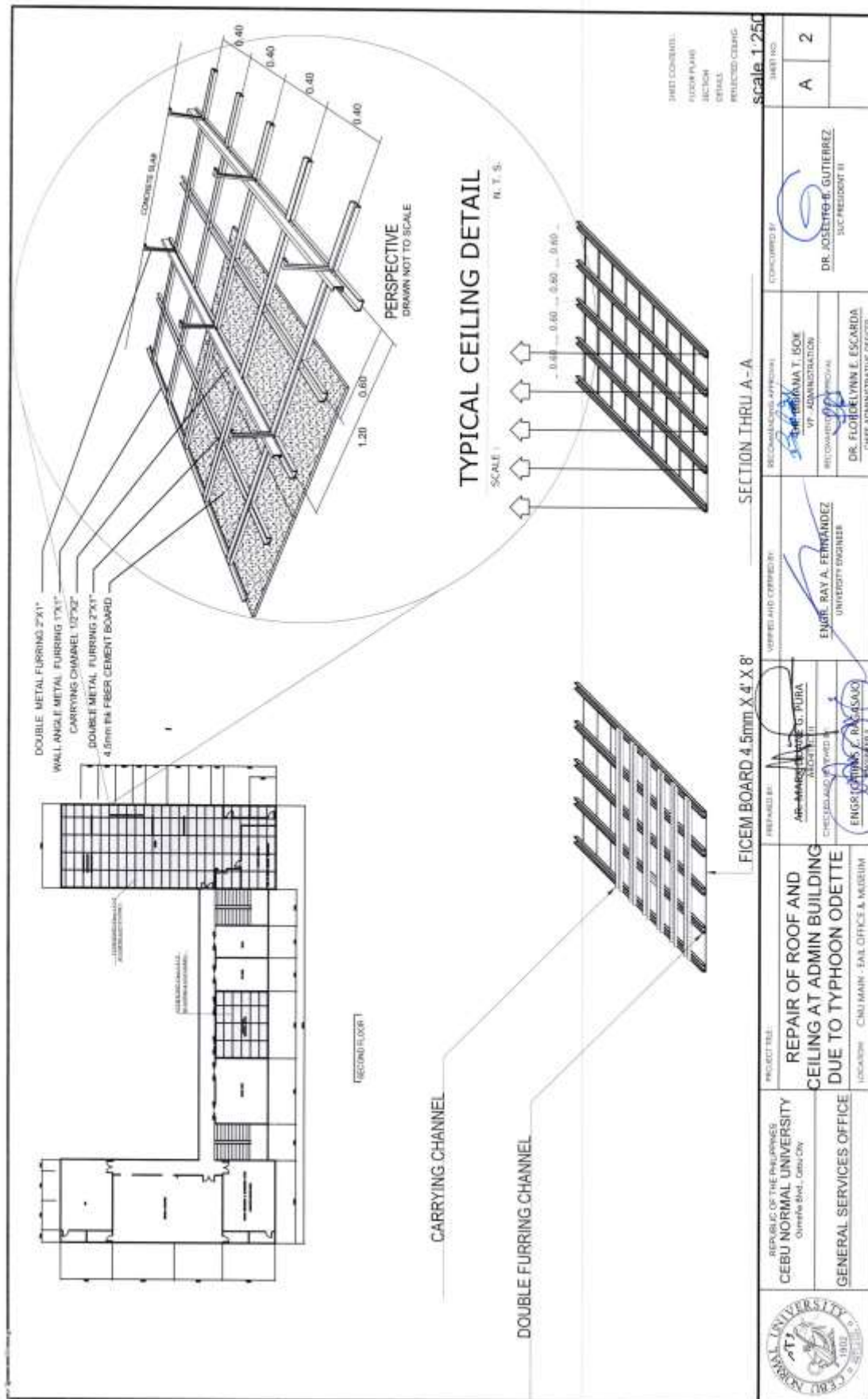
Pay Item Number	Description	Unit of Measurement
1035	Furring Channel	Per Linear Meter

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

*[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]*









## ***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.



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Osmeña Boulevard, Cebu City

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## BILL OF QUANTITY

Project Title : Repair of Roof & Ceiling at Admin Building (EAIL office & Museum) due to typhoon odette  
Location : CNU Main-Campus, Osmeña Blvd., Cebu City  
Project Cost : 1,200,000.00

A. DIRECT COST					
ITEM	DESCRIPTION	QTY.	UNIT	TOTAL UNIT COST	TOTAL AMOUNT
1.0	GENERAL REQUIREMENTS	1	lot		
1.01	Mobilization / Demobilization	1	lot		
1.02	Housekeeping and General Cleaning	1	lot		
1.03	Scaffolding (rent)	1	lot		
	SUB-TOTAL				
2.0	REMOVAL AND RESTORATION WORKS	1	lot		
2.03	Removal and Restoration of Existing Lighting Fixtures	1	lot		
	SUB-TOTAL				
3.0	ROOFING WORKS (Sealed Roof Leaks)	1.00	lot		
3.01	Roof Sealant	20.00	pcs		
	SUB-TOTAL				
4.0	CEILING WORKS	396.21	sq.m.		
4.01	4.5mm thick Fiber Cement Board	144.00	pcs		
4.02	Double Furring (2" x 1" x 0.5 mm thk.) x 5m	627.00	pcs		
4.03	Carrying Channel (1/2" x 2" x 0.8mm thk) x 5m	123.00	pcs		
4.04	Double Furring Clip	442.00	pcs		
4.05	Wall Angle (1" x 1" x 0.8mm thk.) x 3m	42.00	pcs		
4.06	Consumables and Accessories	1.00	lot		
	SUB-TOTAL				
5.0	PAINTING WORKS (CEILING FINISHES)	396.21	sq.m.		
5.01	Semi Gloss Acrylic Latex Paint Finish	396.21	sq.m.		
	SUB-TOTAL				
	TOTAL OF DIRECT COST				
B. INDIRECT COST					
	OCM (15% OF TDC)	1	lot		
	PROFIT (10% OF TDC)	1	lot		
	VAT 7% OF (TDC + OCM + PROFIT)	1	lot		
	TOTAL OF INDIRECT COST				
	TOTAL PROJECT COST				



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PROGRAM OF WORKS						
PROJECT TITLE : Repair of Roof & Ceiling at Admin Building (EAIL office & Museum) due to typhoon odette LOCATION : CNU Main-Campus, Osmeña Blvd., Cebu City PROJECT COST : 1,200,000.00 DURATION : 60 Calendar Days						
ITEM	SCOPE OF WORKS	% Wt.	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
1.00	GENERAL REQUIREMENTS		1.00	lot		
2.00	REMOVAL AND RESTORATION WORKS		1.00	lot		
3.00	ROOFING WORKS (Sealed Roof Leaks)		1.00	lot		
4.00	CEILING WORKS		396.21	sq.m.		
5.00	PAINTING WORKS (CEILING FINISHES)		396.21	sq.m.		
TOTAL OF DIRECT COST						
BREAK DOWN OF ESTIMATED PROJECT COST						
A. DIRECT COST						
	LABOR & MATERIAL COST					
SUB-TOTAL (A)						
C. INDIRECT COST						
	OCM (15% OF TDC)					
	PROFIT (10% OF TDC)					
	VAT 7% OF (TDC + OCM + PROFIT)					
SUB-TOTAL (C)						
TOTAL PROJECT COST						



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August 30, 2022

**TERMS OF REFERENCE**

Repair of Roof & Ceiling at Admin Building  
(EAIL office & Museum) due to Typhoon Odette

**BACKGROUND**

**CEBU NORMAL UNIVERSITY**, chartered as a State University on June 27, 1998 by Republic Act 8688 is an institution of academic tradition. Its mandate as provided under RA 8688 is to provide higher professional and special instructions for special purposes and promote research and extension services, advanced studies and progressive leadership in education and other fields as may be relevant. The University offers undergraduate, graduate and short-term courses within its area of specialization and according to its capabilities as the Board of Regents may deem necessary to carry out its objectives particularly in order to meet the needs of the province and the country.

In carrying out its mandate on a day to day basis, CNU is in need to repair of roof and ceiling at Admin Building specially in EAIL Office and Museum due to Typhoon Odette.

**APPROVED BUDGET FOR THE CONTRACT**

The total budget allocated for the procurement of Repair of Roof & Ceiling at Admin Building (EAIL office & Museum) due to Typhoon Odette is **Php. 1,200,000.00**



Registration No. 52018718

Certification Date: 1 February 2021  
Recertification due date: 24 January 2024  
For verification of the certificate please  
visit: [www.gcl.co.uk/certificates](https://www.gcl.co.uk/certificates) (Certificate  
check and type the registration number)





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Website: [www.cnu.edu.ph](http://www.cnu.edu.ph)

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## MINIMUM QUALIFICATIONS OF THE CONTRACTOR

1. Must be a **duly licensed and registered Philippine Contractor Accreditation Board (PCAB)** in accordance with Department of Labor and Employment Order No. 174, series of 2017.
2. Must be **duly registered** with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI).
3. With **at least 5-years of experience** in construction/repair works to government agencies and or private entities.
4. Must present a **Client Satisfaction Rating** from **at least 3-government agencies or private corporations**, with whom the contractor has a past or ongoing contract.

## REQUIREMENTS TO THE BIDDER

1. The Contractor shall provide at least one (1) project engineer daily at the CNU Main Campus.
2. The Contractor shall submit As-built drawing/plan (3sets – size A3 & 3 sets – Blue Print).
3. The Contractor shall provide Project Engineer at least 2 (two) years of experience related to the contract/project.
4. The Contractor shall provide Project Engineer and must hold an updated license of the said profession.
5. The winning bidder shall submit approved Construction Safety and Health Program from DOLE, PERT/CPM for Project Scheduling and Gantt Chart with S-Curve.



Registration No. 52218778

Certification Date: 1 February 2021  
Recertification due date: 24 January 2024  
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visit: [www.gcl.com.ph](http://www.gcl.com.ph) (Verification  
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6. The winning bidder shall submit weekly accomplishment report to the assigned/focal person or University Engineer of the project.

**7. Reportorial Requirements**

- Daily activity & Accomplishment Report (DAR)
- Weekly Activity & Accomplishment Report
- Manpower
- Projected Schedule (2 weeks prior to start the activity)
- Monthly Activity & Accomplishment Report
- Progress Photos (before & after works)

8. The contractor must inform GSO technical team for inspection and approval prior to start for the next activity.

9. Safety Measures must be a priority.

**SCOPE OF WORK**

1. General Requirements – this will include mobilization/demobilization, scaffoldings, housekeeping and general cleaning until the project was completed and other works related to the repair of ceiling.
2. Removal and Restoration Works – remove remaining damaged debris from the old ceiling structures and accessories. Restore the electrical fixtures & its accessories.
3. Roofing Works (Sealed Roof Leaks) – identify roof leaks, seal off with sealing compound.
4. Ceiling Works – install specified fiber cement board with steel framing for ceiling base on bill of quantities.



Registration No. 5201879

Certification Date: 1 February 2021  
Recertification due date: 24 January 2024  
For verification of the certificate please  
access [www.gcl.co.uk](http://www.gcl.co.uk) (Certification  
check and type the registration number)





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5. Painting Works (Ceiling Finishes) – paint finish whole ceiling with good quality white paint.

**DURATION OF CONTRACT**

The contract shall be for a period of **60 Calendar Days**



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

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

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

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

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the

end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

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

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

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**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;  
**and**
- ☐ (h) 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 contract to be bid, with their complete qualification and experience data;
  - ☐ 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.

