

PHILIPPINE BIDDING DOCUMENTS

**Procurement of CNU
IKC RENOVATION
AND INTERIOR FIT
OUT (PHASE 1) with
Bid No. 24-09-249**

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.



Republic of the Philippines
Cebu Normal University
Osmeña Blvd. Cebu City



Office of the Bids and Awards Committee

Telephone No.: (+63 32) 254 1452 local 141 or 125

Email: cnubacsec@gmail.com

Website: www.cnu.edu.ph

INVITATION TO BID FOR
One Lot Procurement of CNU IKC Renovation
and Interior Fit Out (Phase 1)
with Bid No. 24-09-249

1. The *Cebu Normal University*, through the *Special Trust Fund (STF) 2024* intends to apply the sum of ***Fifteen Million Pesos (Php15,000,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for *One Lot Procurement of CNU IKC Renovation and Interior Fit Out (Phase 1) with Bid No. 24-09-249*. 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 ***within Ninety (90) 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 a.m. to 5:00 p.m.***
5. A complete set of Bidding Documents may be acquired by interested bidders on ***September 18, 2024 to October 7, 2024*** 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 Five Thousand Pesos Only (Php5,000.00)***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***in person, or through electronic means***.
6. The *Cebu Normal University* will hold a Pre-Bid Conference on ***September 25, 2024 10:30 A.M.*** at ***CNU BAC Office, 2nd Floor Administration Building, Osmeña Boulevard, Cebu City*** and/or through video conferencing or webcasting ***via zoom platform*** which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the **CNU BAC Office, 2nd Floor Administration Building, Osmeña Boulevard, Cebu City** on or before **9:00 A.M. of October 7, 2024**. 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 **October 7, 2024 10:30 A.M.** at the given address below **CNU BAC Office, 2nd Floor Administration Building, 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:

ATTY. STANLEY SAMP. TIBON

BAC Secretariat Office

Cebu Normal University

Osmeña Boulevard, Cebu City

6000 Philippines

c nubacsec@gmail.com

(+632) 254 1452 local 141

12. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph

www.cnu.edu.ph

September 16, 2024


DR. ALLAN ROY B. ELNAR
BAC Chairperson

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 *One Lot Procurement of CNU IKC Renovation and Interior Fit Out (Phase 1)*, with Project Identification Number *24-09-249*.

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 *Special Trust Fund (STF) 2024* in the amount of *Fifteen Million Pesos (Php15,000,000.00)*.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

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. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria 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. 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 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 special PCAB License in case of Joint Ventures, 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 **February 3, 2025**. 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 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	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p><i>Construction Projects</i></p>												
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Key Personnel</u></th> <th style="text-align: center;"><u>General Experience</u></th> <th style="text-align: center;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td>Project Engineer</td> <td style="text-align: center;">At least 5 years</td> <td>Project Manager/Leader</td> </tr> <tr> <td>Project Architect</td> <td style="text-align: center;">At least 5 years</td> <td>Project Manager/Leader</td> </tr> <tr> <td>Safety Engineer</td> <td style="text-align: center;">At least 3 years</td> <td>Construction Safety Officer</td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project Engineer	At least 5 years	Project Manager/Leader	Project Architect	At least 5 years	Project Manager/Leader	Safety Engineer	At least 3 years	Construction Safety Officer
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>											
Project Engineer	At least 5 years	Project Manager/Leader											
Project Architect	At least 5 years	Project Manager/Leader											
Safety Engineer	At least 3 years	Construction Safety Officer											
10.5	<p>The minimum major equipment requirements are the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Equipment</u></th> <th style="text-align: center;"><u>Capacity</u></th> <th style="text-align: center;"><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>									
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>											
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> <ol style="list-style-type: none"> a. The amount of not less than Three Hundred Thousand Pesos (Php300,000.00), 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 Seven Hundred Fifty Thousand Pesos (Php750,000.00) if bid security is in Surety Bond. 												
20	<p><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></p>												
21	<p>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.</p>												

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>Work Duration: Ninety (90) calendar days</i>
4.1	<i>The delivery of materials to be used in the renovation is in CNU Main Campus, Osmeña Blvd., Cebu City</i>
6	The site investigation reports are: <i>[list here the required site investigation reports.]</i>
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	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	The date by which operating and maintenance manuals are required is <i>[date]</i> . The date by which "as built" drawings are required is <i>[date]</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 SPECIFICATIONS

PROGRAM OF WORKS				
Project Title : Renovation of IKC and Interior Fit Out, Phase 1				
Location : CNU Main Campus, Osmeña Blvd., Cebu City				
Duration : Ninety (90) calendar days				
Project Cost : Fifteen Million Pesos (Php15,000,000.00)				
ITEM	SCOPE OF WORKS	% Wt.	Quantity	Unit
1.00	OTHER GENERAL REQUIREMENTS	1.21%	1.00	lot
2.00	CIVIL/ARCHITECTURAL WORKS	20.46%	1.00	lot
3.00	MECHANICAL WORKS	26.88%	1.00	lot
4.00	ELECTRICAL WORKS	51.45%	1.00	lot
TOTAL PROJECT COST		100.00%	Php15,000,000.00	



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TECHNICAL SPECIFICATIONS

PROPOSED RENOVATION AND INTERIOR FIT-OUT OF IDEA AND KNOWLEDGE CENTER (IKC) - PHASE 1 OF CEBU NORMAL UNIVERSITY – MAIN CAMPUS, Osmeña Boulevard, Cebu City

I. BACKGROUND

The **CEBU NORMAL UNIVERSITY – MAIN CAMPUS** through the approved allocation under FY 2025 Special Trust Fund intends to apply the sum of **FIFTEEN MILLION PESOS (₱ 15,000,000.00)** being the approved budget for the procurement and implementation of the project **Proposed Renovation and Interior Fit-out of IDEA AND KNOWLEDGE CENTER – PHASE 1 OF CNU-MAIN CAMPUS** with the project duration of Ninety (90) calendar days.

II. PROJECT DESCRIPTION AND LOCATION

The project will involve the **Proposed Renovation and Interior Fit-out of IDEA AND KNOWLEDGE CENTER – PHASE 1, CNU-MAIN CAMPUS** of the Cebu Normal University – Main Campus, Osmeña Boulevard, Cebu City pursuant to the technical specifications.

The project will have an Approved Budget for the Contract (ABC) of **FIFTEEN MILLION PESOS (₱ 15,000,000.00)** including all taxes for the projects mentioned above.

The **Proposed Renovation and Interior Fit-out of IDEA AND KNOWLEDGE CENTER – PHASE 1, CNU-MAIN CAMPUS** which the Approved Budget Contract shall be allocated for the Architectural Works, Structural works, Furnishing, Mechanical Works, Electrical Works, Plumbing and Other General Requirement.

III. SCOPE OF WORK

- a. **Project Sites** - The project shall cover the Ground Floor of the
- b. **Supply of Labor and Materials**
 1. Architectural Works
 2. Structural Works
 3. Furnishing
 4. Mechanical works
 5. Electrical works
 6. Other General Requirements



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IV. CONSTRUCTION PHASE

a. ARCHITECTURAL WORKS

1. Exterior drywall partitions

- a. All drywall partitions shall use 12.00mm thk Fiber Cement (FICEM) board of reputable brand, finished with paint. Framing shall use metal studs and other relevant accessories and materials.

2. Paintworks

- a. All painting works shall be done with the use of water based semi gloss paint of reputable brand.
- b. **PRODUCT DELIVERY, HANDLING AND STORAGE.** Specified materials shall be delivered to the site in manufacturer's unopened sealed containers with manufacturer's name, brand name, type of paint, analysis showing all important constituents of the paint, color of paint and instructions.
- c. All painting materials shall be received and mixed in an assigned room to avoid pilferage and maintain quality control. All necessary precautions shall be taken to prevent fire by complying with all applicable local fire prevention and safety ordinances.
- d. **PROTECTION.** Paint materials storage space shall be protected against damage or injury caused by paint application. Take all necessary precautions to prevent fire, such as keeping oily rags in U.L. approved metal containers or removing from building at end of each day's work, etc. Protect adjacent works and materials by suitable covering or other method during work progress. Damaged work shall be replaced or repaired to the End-User's satisfaction.
- e. Improper workmanship, as determined by the End User's Project Management Team, shall be corrected and replaced at no additional cost to the Owner.
- f. **REPAIR OF DEFECTIVE WORK.** Defective or damaged work shall be restored to its initial condition. Defective or damaged items and/or components which cannot be repaired or restored to initial condition shall be removed and replaced and no additional cost to the end user.
- g. Proper surface preparation prior to painting shall follow manufacturer's specifications. Including, but not limited to, the application of skim coat on all the masonry, and other surfaces before the final coat applications.

3. Doors

- a. Doors and door frames shall conform to sized, design and kinds of materials shown in the details of windows, schedule of windows or as per the bill of materials.

4. Windows



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- a. Windows and window frame shall conform sized, design and kinds of materials shown in the details of windows, schedule of windows or as per the bill of materials.
- b. **FURNISHING - Contractor shall provide samples of all furnishings necessary for the completion of the project.**
 - 1. Modular Collapsible Stage with access stairs and ramp. See image below for reference only.



image source: www.carousell.ph

- a. Stage frame –Stage framing material shall be of structural grade, preferably aluminum for ease of transportation, or approved equal.
 - b. Stage flooring or platform – shall be made of high grade material, structurally rated to withstand the nature of use of the stage.
 - c. Ramp – shall be collapsible and conform to universal accessibility standards.
 - d. Access stairs – shall be collapsible and with railing. Access stair design shall be in a manner that ease of access and safety are paramount consideration
- c. **STRUCTURAL WORKS**
- 1. **CHB Wall Partitions**
 - a. All CHB Walls have a minimum compressive strength of 450PSI and shall be reinforced as presented in Table 3, If there is a conflict between the Table 3 and the plan, the plan will prevail.
 - b. Minimum lap length of splice shall be 250mm.



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- c. Provide right angled reinforcement at corners, 900mm long.
- d. Provide beams blocks at every 10th layer of CHB and a post at every 3.0m.
- e. Where CHB walls adjoin columns, RC beams, and RC walls. Dowel with the same size as the vertical or horizontal reinforcements shall be provided.

TABLE 3. SCHEDULE OF CHB REQUIREMENTS		
BLOCK	HORIZONTAL	VERTICAL
100mm	10mm ϕ @ 600mm O.C	10mm ϕ @ 600mm O.C
125mm	10mm ϕ @ 600mm O.C	10mm ϕ @ 600mm O.C
150mm	10mm ϕ @ 400mm O.C	10mm ϕ @ 400mm O.C
200mm	10mm ϕ @ 400mm O.C	10mm ϕ @ 400mm O.C

d. ELECTRICAL WORKS

1. All electrical works herein shall be done in accordance with these plans and specifications, the applicable provisions of the latest edition of the Philippine Electrical Code, the rules and regulations of the local enforcing authority. The electrical works shall be under immediate supervision of a duly licensed Electrical Engineer.
2. All electrical wiring installations, such as lighting and power, shall use polyvinyl chloride (PVC) pipes, unless otherwise indicated in the approved bill of materials/quantities.
3. Unless otherwise specified, the minimum size of wire shall be 3.5mm TW/THHN2 and conduit shall be 20mm ϕ electrical trade size.
4. All wire shall be copper and thermoplastic insulated type "THHN/THWN" unless otherwise indicated in the plans and shall be manufactured by Phelps dodge or approval equal.
5. All outlet boxes shall be galvanized gauge no. 16, deep type with factory knockouts. Cover all junction boxes (no exposed wire)
6. Panelboards shall be of dead-front type construction with adequate wire space, surface mounted, finished in industrial grey enamel over a coat or rust inhibitor. Minimum thickness shall be 1.4mm (GA 16). Circuit breakers shall be quick-make, quick break, trip-free on overload and short-circuit edition, bolt-on type. All circuit breakers and panelboard shall be of reputable brand.
7. All wiring devices, including switches and outlets, shall be of reputable brand.
8. All materials to be used shall be brand new and must be approved type for the particular location and purpose intended.



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Signature





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9. Provide grounding system to all lighting and power circuit as per Philippine Electrical Code requirement.
10. Mounting heights are: (Subject to End-User's approval)
 - A. Light Switches --- 1.50M above floor finish
 - B. Convenience Outlets --- 0.30M above floor finish
 - C. Telephone Outlets --- 0.30M above floor finish
 - D. Panelboard --- 1.40M above floor finish
 - E. Emergency Light --- 0.30M below ceiling line
 - F. Data Outlet --- 0.30M below ceiling line
11. Pull boxes shall be used when applicable for easy pulling of wires and shall be according to code requirement.
12. Provide flexible metal conduit and sufficient mica tube from junction boxes to lighting fixtures.
13. The Contractor shall provide a power source provision for an LED Wall Display / Screen. Location of this provision shall be coordinated and approved by the End-user
14. Upon completion of Electrical construction work, the following test shall be performed by the contractor inclusive of the installation to be reported in details and in forms approved by the owner's representative:
 - A. Insulation Resistance Test
 - B. Ground Resistance Test
 - C. Operational Test

e. MECHANICAL WORKS

1. All equipment shall be installed in approximate location as shown on the drawings,
2. Installation of all works shall be done in a neat and workmanlike manner, improperly set work as determined by the architect shall be removed and replaced at no extra cost.
3. All materials to be used shall be brand new and clean.
4. Deviations and revisions from plans shall be referred to the architect for review and approval.
5. All mechanical works shall be in accordance with the latest Mechanical Engineers code.
6. Mechanical contractor shall observe always safety and orderliness.
7. Mechanical contractor shall verify site prior to actual installation.
8. Inverter Split-Type air conditioning equipment shall be of reputable brand. Model shall be of latest air cooling technologies and is smart-enabled ready for integration in smart building technology. The location of these units shall be identified in consultation with, and approval by the End- The units are as follows:
 - a. 6.0 hp – Ceiling Mount Multipoint – Inverter Split Type – 7.0 units



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- b. 3.0 hp – Ceiling Mount Multipoint - Inverter Split Type – 4.0 units
- c. 2.5 hp – Ceiling Mount Multipoint - Inverter Split Type – 9.0 units

V. PROJECT IMPLEMENTATION

A. Pre-Construction

- a) Prepares of the PERT-CPM and Gantt Chart with S-Curve of the construction phase.
- b) Provides all other necessary documents, including shop drawings and other technical drawings, that shall be required in the construction.

B. Construction Phase

- a) Implements all works indicated in the approved construction drawings and documents. All revisions and deviation front the approved plans, especially if it shall impact the overall cost of the project. Shall be subjected for approval.
- b) The contractor shall observe 5S after each work is completed
- c) The contractor shall conduct general cleaning/site clearing after the overall work is complete.
- d) Constructs the buildings and other necessary structures, complete with utilities and finishes, resulting in operable and usable structures.
- e) Layouts piping, conduits, manholes, boxes and other lines for utilities including tapping to existing utility lines.
- f) Installs fire protection systems and fixtures, fire extinguishers, emergency lights and lighted fire exit signs as required by applicable laws.
- g) Coordinates with the Project-In-Charge regarding the scheduling of material and equipment deliveries, especially for concrete pouring during construction.
- h) Conducts all necessary tests required by CNU and issue reports of results.
- i) Rectifies punch-listing works to be inspected and issued by the CNU Project-In-Charge/or the End-user.
- j) Complies with the DOLE-OSH requirements and submit periodic reports concerning occupational safety and health.
- k) Provides all other necessary documents required by the CNU/End-user

C. Post Construction Phase

- a) Prepares of as-built plans
- b) Turn-overs of all material testing results, certificates and warranties of installed items.



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VI. INSTALLATION AND WORKMANSHIP

Personnel of the CONTRACTOR should be an expert and highly skilled in their respective trades, performing all labor according to first-class standards. A full time Project Engineer/Architect and Construction Safety Engineer shall be assigned by the CONTRACTOR at the job site during the construction of the project.

Any errors, omissions, inconsistencies, inadequacies or failure submitted by the CONTRACTOR that do not comply with the requirements shall be rectified, resubmitted and reviewed at the CONTRACTOR'S cost. If the CONTRACTOR wishes to modify any design or document, reviewed and approved, the CONTRACTOR shall notify the procuring entity within a reasonable period of time and shall shoulder the cost of such changes.

VII. MATERIALS

All materials and equipment shall be standard products of manufacturers engaged in The production of such materials and equipment and shall be the manufacturer's latest standard design.

The materials and workmanship supplied shall be of the best grade and constructed and/or installed in a practical and first-class manner. It will be completed in operation, nothing being omitted in the way of labor and materials required, and it will be delivered and turned over in good condition, complete and perfect in every respect.

All materials shall be in conformance with the latest standards and with inspection and approval from CNU Project-In-Charge.



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Prepared by:



ENGR. CAIRNS C. RAGASAJO
 Planning Officer II – PFFTU

Recommending approval:


DR. GRACE N. MALAGA
 Campus Director – CNU Main Campus


Checked and Reviewed by:


AR. JODL-JOB S. DABON
 Planning Officer III – PFFTU


DR. ALLAN ROY B. ELNAR
 VP – Finance, External Affairs and Admin

Verified and Certified by:


DR. JESON A. BUSTAMANTE
 Director – PFFTU


 APPROVED BY:
DR. DANIEL A. ARIASO, Sr., CESO II
 SUC President III

** Subject to the confirmation by the call-back m.*



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Section VII. Drawings



Prepared by:

[Signature]
ENGR. CHARNS C. RAGASAUO
PC-PIFTU

Recommending Approval:

[Signature]
DR. GRACEN MALAGA
CAMPUS DIRECTOR - CNU MAIN

Reviewed and Checked by:

[Signature]
AR. JODL-JOB S. DABON
PD-III - PIFTU

DR. JOSEPH ELVIR C. TUBILAN
VP - ADMIN, FINANCE AND EXTERNAL AFFAIRS

Certified Correct by:

[Signature]
DR. JESON A. BUSTAMANTE
OIC-DIRECTOR - PIFTU

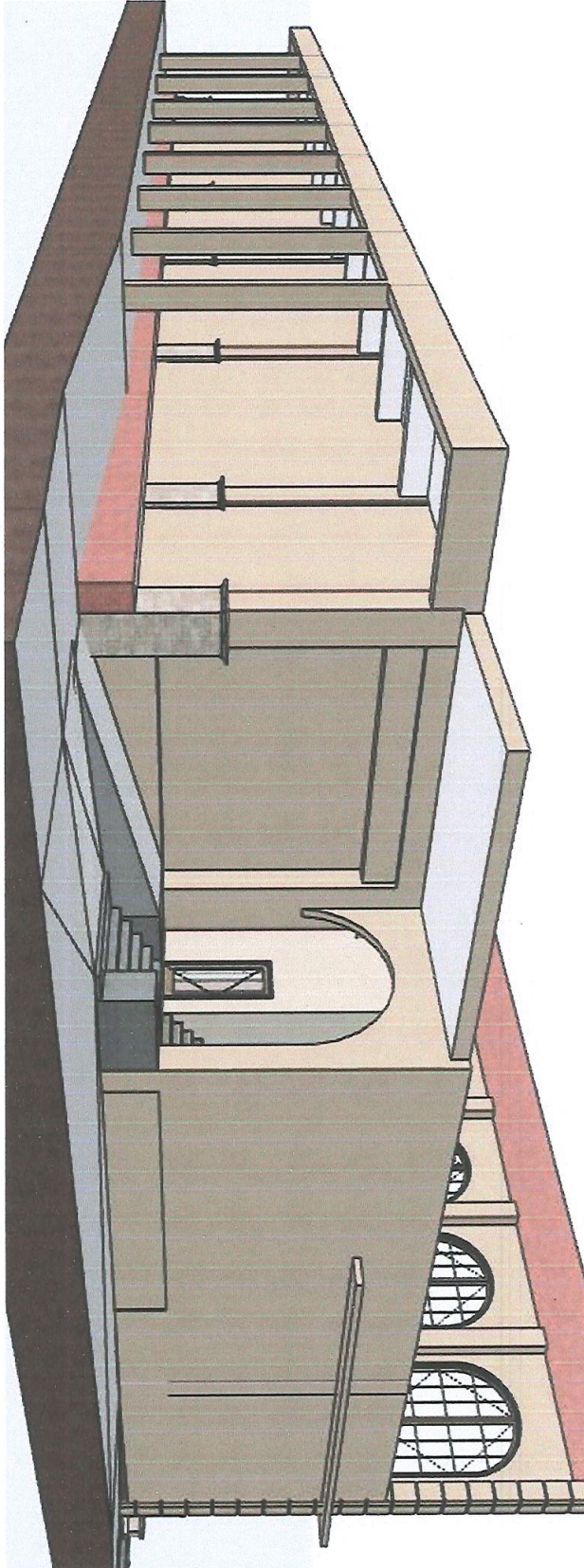
Approved by:

[Signature]
DR. DANIEL A. ARIASO, Sr.
SUC PRESIDENT III

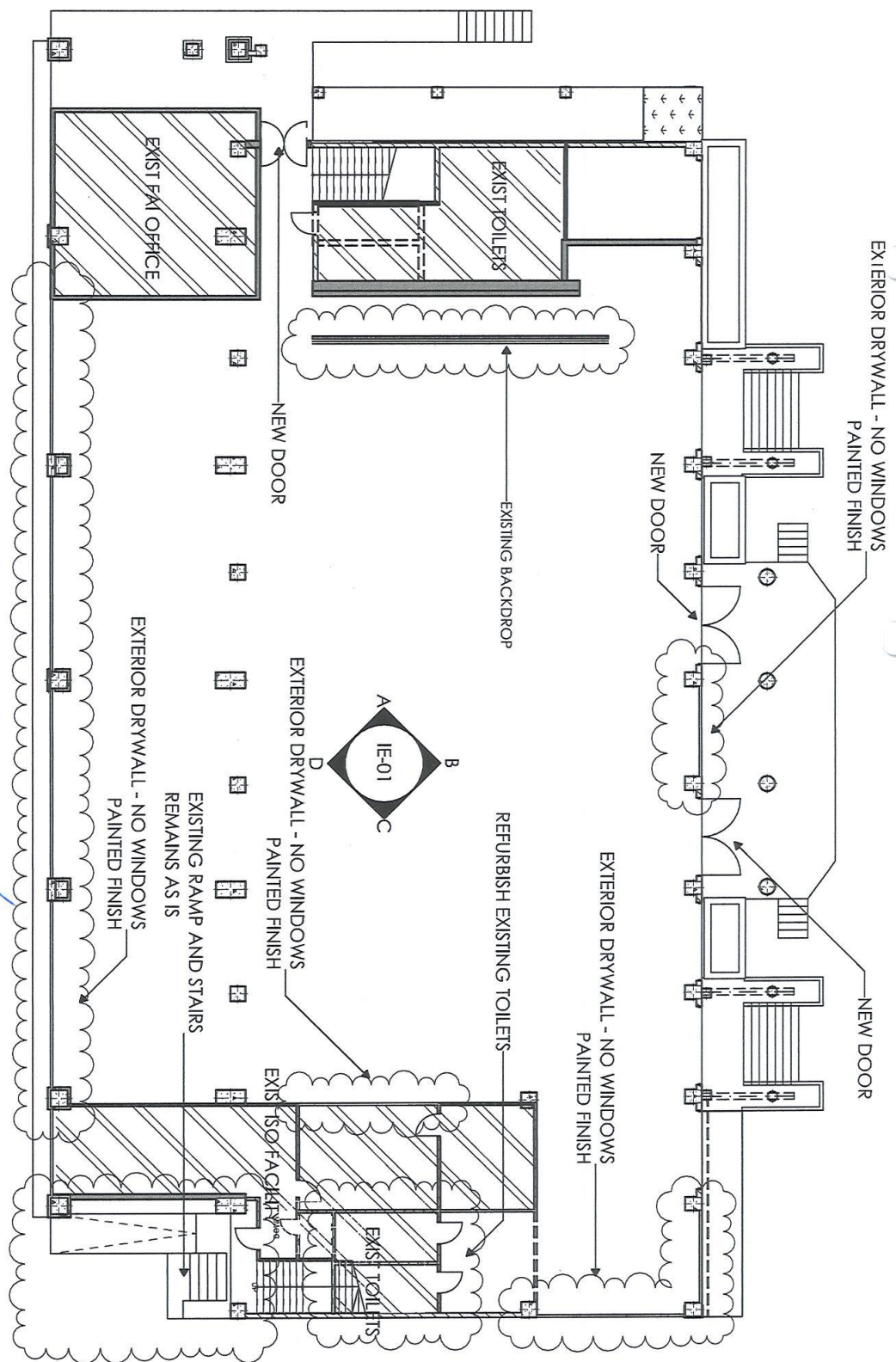
PROPOSED RENOVATION AND INTERIOR FIT OUT

CNU IKC



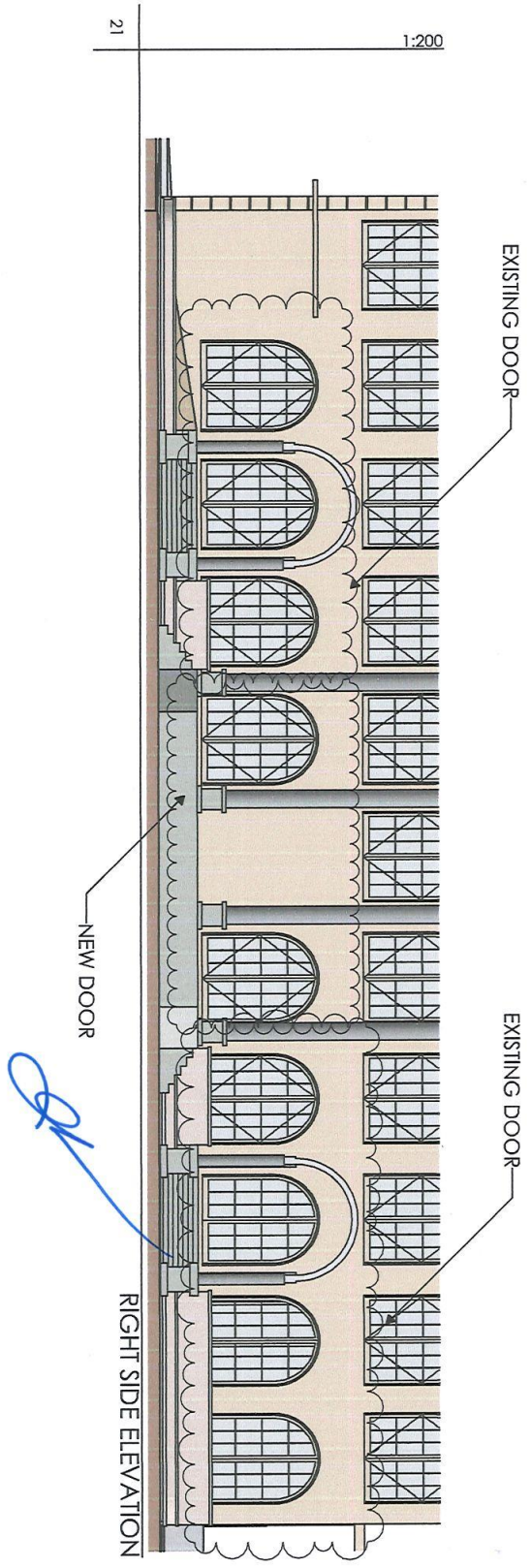
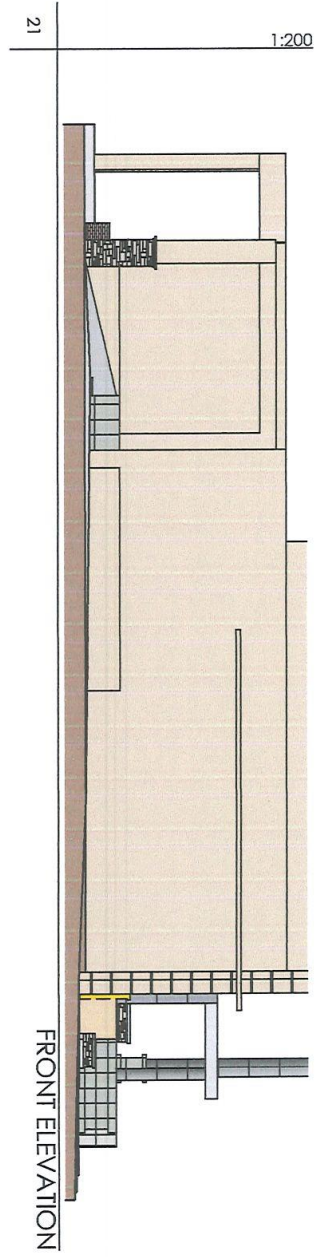


Handwritten signature or initials in blue ink.



[Handwritten signature]

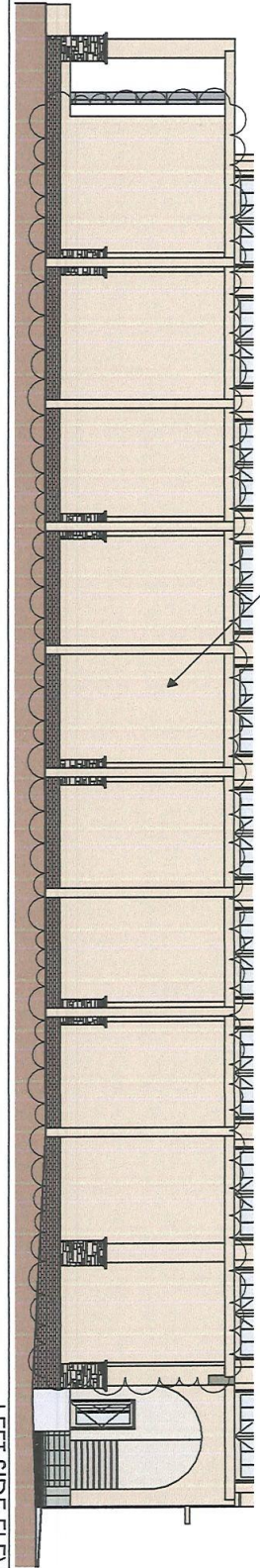
FLOOR PLAN - (KC (Phase 1))



22

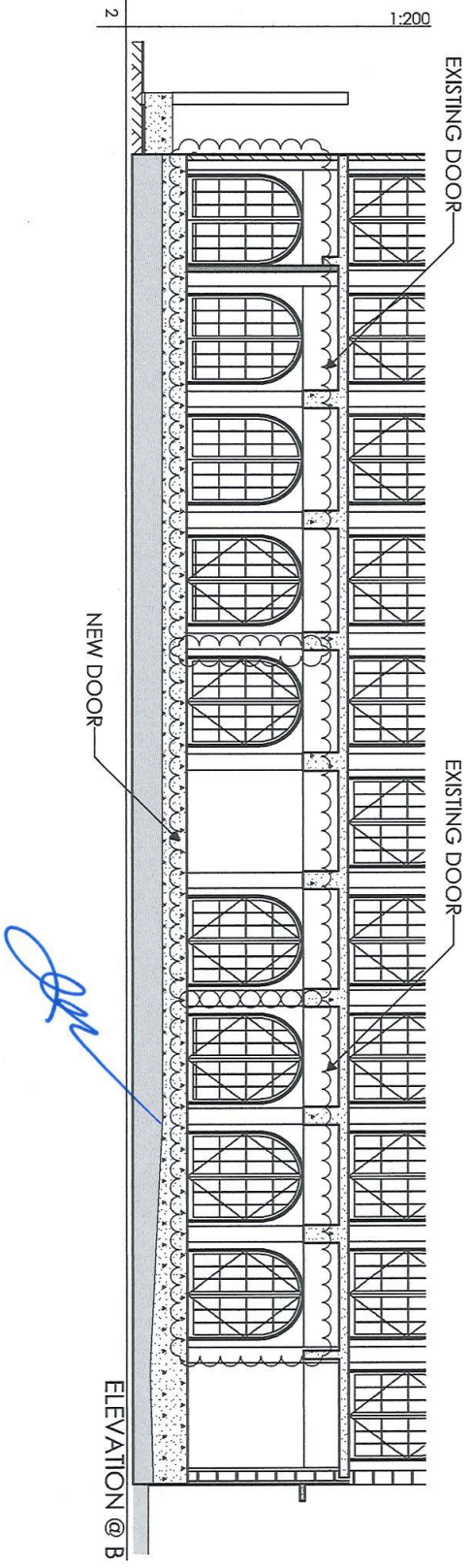
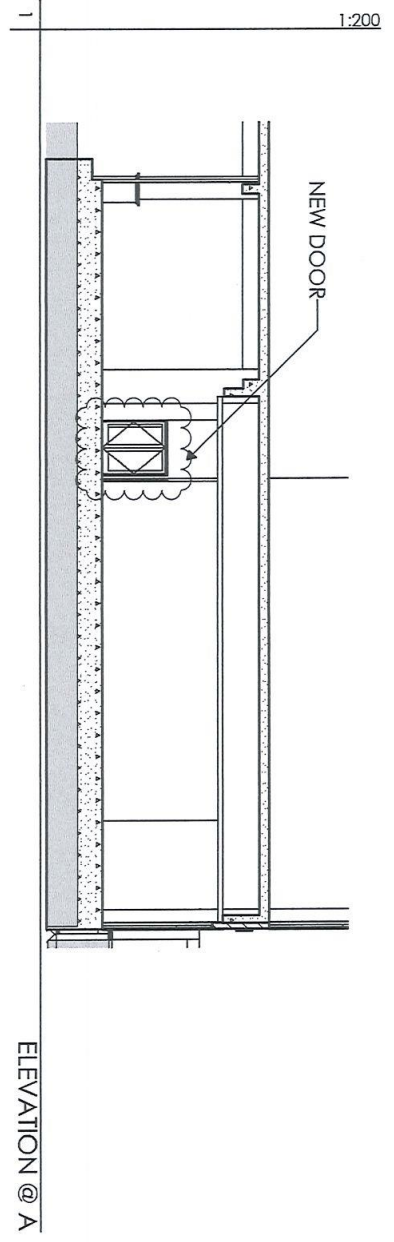
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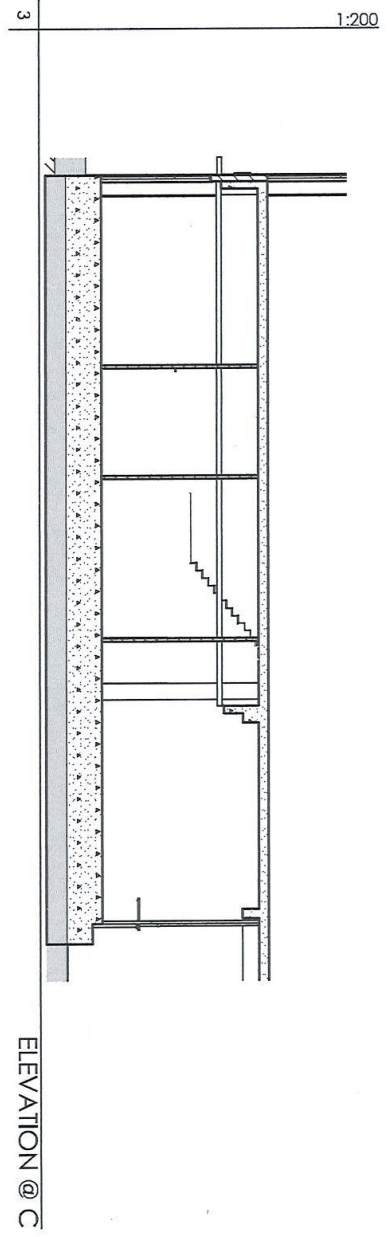
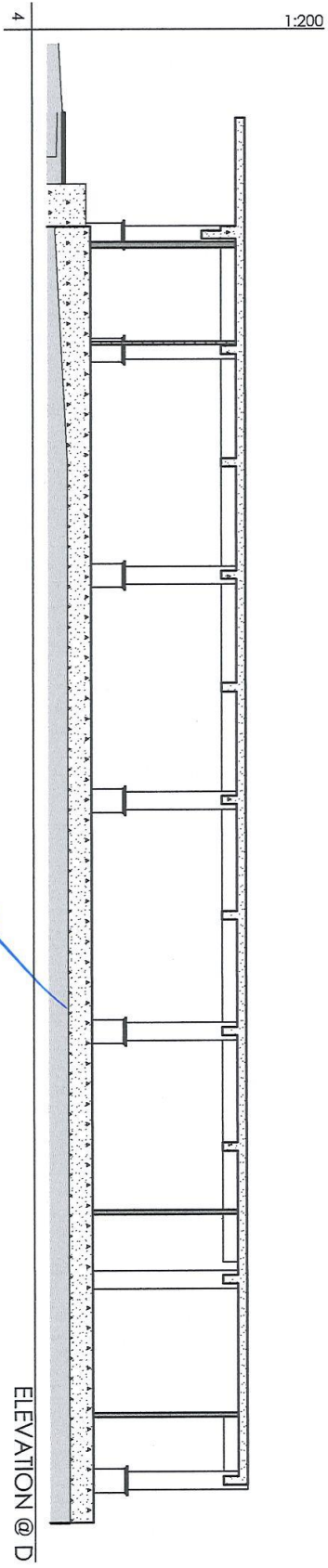
DRY WALL EXTERIOR WALL, PAINTED FINISH



LEFT SIDE ELEVATION

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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			
Project Title : IKC Renovation and Interior Fit Out (Phase 1)			
Location : CNU Main Campus, Osmeña Blvd., Cebu City			
Duration : Ninety (90) calendar days			
Project Cost : Fifteen Million Pesos (Php15,000,000.00)			
ARTICLES W/ COMPLETE DESCRIPTION		QTY.	UNIT
<i>Renovation of IKC, Phase 1</i>		<i>1.00</i>	<i>lot</i>
1.0 OTHER GENERAL REQUIREMENTS		1.00	lot
1.01	Mobilization / Demobilization	1.00	lot
1.02	Site Clearing / Housekeeping and General Cleaning	1.00	lot
2.0 CIVIL/ARCHITECTURAL WORKS		1.00	lot
2.01 DEMOLITION/REMOVAL & RESTORATION WORKS			
2.01.01	Demolition of Existing Isolation Room 1 & 2	1.00	lot
2.01.02	Removal of Existing Railing (@ rear and right side)	1.00	lot

2.01.03	Removal of Existing Overhead Steel Object at Windows Opening (@ rear)	1.00	lot
2.01.04	Removal of Existing Metal Façade (@ right side)	1.00	lot
2.02 MASONRY/CARPENTRY WORKS			
2.02.01	WALL TYPE, CHB WITH CONCRETE FINISHED (MAIN ENTRANCE)	34.72	sq.m
2.02.01.01	150mm CHB Wall	434.0	pcs
2.02.01.02	Blended Cement, Type 1	41.00	bags
2.02.01.03	Washed Sand	2.20	cu.m.
2.02.01.04	Fine Sand	0.90	cu.m.
2.02.01.05	Deformed Bar 10mmØ x 6m, grade 40	28.00	length
2.02.01.06	G.I Tie Wire #16	1.50	kg
2.02.02	WALL TYPE, CHB WITH CONCRETE FINISHED (AV Control Room)	63.76	sq.m
2.02.02.01	150mm CHB Wall	797.00	pcs
2.02.02.02	Blended Cement, Type 1	127.00	bags
2.02.02.03	Washed Sand	6.30	cu.m.
2.02.02.04	Fine Sand	2.40	cu.m.
2.02.02.05	Deformed Bar 10mmØ x 6m, grade 40	77.00	length
2.02.02.06	G.I Tie Wire #16	4.20	kgs
2.02.03	WALL TYPE, DRYWALL PARTITION (LEFT SIDE VIEW)	197.38	sq.m
2.02.03.01	12mm thick Fiber Cement Board	150.00	sheets
2.02.03.02	Metal Stud 35mm x 76mm x 3m x 0.4mm thk	364.00	length
2.02.03.03	Metal Track 35mm x 76mm x 3m x 0.4mm thk	32.00	length
2.02.03.04	Consumables and Accessories	1.00	lot
2.02.04	WALL TYPE, DRYWALL PARTITION (RIGHT SIDE VIEW)	19.01	sq.m
2.02.04.01	12mm thick Fiber Cement Board	36.00	sheets
2.02.04.02	Metal Stud 35mm x 76mm x 3m x 0.4mm thk	46.00	length
2.02.04.03	Metal Track 35mm x 76mm x 3m x 0.4mm thk	8.00	length
2.02.04.04	Consumables and Accessories	1.00	lot
2.03 PAINTING WORKS			
2.03.01	WALL FINISHES (MAIN ENTRANCE)	34.72	sq.m
2.03.01.01	Semi-Gloss Latex	6.00	gal.
2.03.01.02	Acrytex Reducer	2.00	gal.
2.03.01.03	Acrytex Primer	3.00	gal.

2.03.01.04	Skimcoat	35.00	bags
2.03.01.05	Consumables and Accessories	1.00	lot
2.03.02	WALL FINISHES (AV Control Room)	63.76	sq.m
2.03.02.01	Semi-Gloss Latex	9.00	gal.
2.03.02.02	Acrytex Reducer	2.00	gal.
2.03.02.03	Acrytex Primer	4.00	gal.
2.03.02.04	Skimcoat	64.00	bags
2.03.02.05	Consumables and Accessories	1.00	lot
2.03.03	WALL FINISHES (FRONT VIEW)	197.38	sq.m
2.03.03.01	Semi-Gloss Latex	24.00	gal.
2.03.03.02	Acrytex Reducer	6.00	gal.
2.03.03.03	Acrytex Primer	12.00	gal.
2.03.03.04	Skimcoat	198.00	bags
2.03.03.05	Consumables and Accessories	1.00	lot
2.03.04	WALL FINISHES (REAR VIEW)	19.01	sq.m
2.03.04.01	Semi-Gloss Latex	3.00	gal.
2.03.04.02	Acrytex Reducer	1.00	gal.
2.03.04.03	Acrytex Primer	2.00	gal.
2.03.04.04	Skimcoat	20.00	bags
2.03.04.05	Consumables and Accessories	1.00	lot
2.04 DOORS			
2.04.01	(0.90m x 2.10m), 12mm thk. Tempered Bronze Glass with Stainless Door Handle and Standard Analok Aluminum Frame (Doubling Swing)	1.00	pcs
2.05 WINDOWS			
2.05.01	(3m W x 4.5m H) 6mm thk. Bronze Tempered Glass with Fixed Arc Transom Window on Standard Analok Aluminum Frame with Double Swing Door and Stainless Door Handle	3.00	sets
2.06 MODULAR COLLAPSIBLE STAGE FOR OUTDOOR USE			
2.06.01	Modular Stage	1.00	lot
3.0 MECHANICAL WORKS		1.00	LOT
3.01	6 HP - Ceiling Mount - Multipoint - Inverter Type (Main Hall)	7.00	unit
3.02	3 HP - Ceiling Mount - Multipoint - Inverter Type (Location: Foyer, AV Control Room, MR-07)	4.00	unit
3.03	2.5 HP - Ceiling Mount - Multipoint - Inverter Type (Location: Corridor, MR 01-06)	9.00	unit

SUB-TOTAL			
4.0 ELECTRICAL WORKS		1.00	lot
4.01 INSTALLATION OF WALL MOUNDTED MDP - MTS (MAIN DISTRIBUTION PANEL			
TRANSFER SWITCH WITH MECHANICAL INTERLOCK), RSC PIPES RACEWAYS,			
SUPPORTS FROM MDP TO EXISTING TRANSFORMER			
4.01.01	Panel identification: MDP - MTS (With mechanical Interlock)Three-phase, 240V, bolt-on, 60Hz, assembled in NEMA 1 enclosure, wall-mounted,powder-coated, complete w/compression-type terminal lugs and grounding bus Main: 2- 1200AT, 1200AF, 3P, 36AIC @230V, MCCB Branches : 2 - 200AT, 200AF, 3P, 16kAIC @230V 1 -400AT, 400AF,3P,36kAIC @230v 5 - 160AT, 160AF, 3P, 16kAIC @230V 2 - 75AT, 160AF, 3P, 10kAIC @ 230V 2 - 100AT, 100AF, 3P, 10kAIC @ 230V 4 - SPACE	1.00	assy.
4.01.02	Enclosed Circuit Breaker ECB, NEMA 3R Standards, Main: 1 - 100 0AT, 600AF, 3P, 36kAIC, MCCB	1.00	assy.
4.01.03	Rsc Pipe # 2 "	90.00	length
4.01.04	Rsc Coupling # 2"	60.00	pcs
4.01.05	Unistrut Channel	10.00	length
4.01.06	Unistrut Clamp # 2"	150.00	pcs
4.01.07	Consumables: Full Threaded Roundbar, Angle bar, grip anchor, cutting discs, drill bits, welding rod, hole sew, bolt, nuts, washers, enamel paint, paint brush, paint roller, paint thinner, level bar, safety gloves, safety googles, puller rope, G.I. wire, markers, Dymo taggers, safety harness, gravel, sand, cement,	1.00	lot
4.02 TERMINATION AND CABLE PULLING ACTIVITY USING CU. THW WIRE # 250MMSQ			
3 SETS PER PHASE FROM MAIN DISTRIBUTION PANEL LINE SIDE TO EXISTING TRANSFORMER			
4.02.01	Cu. THW Wire # 250mmsq	900.00	meters

4.02.02	Consumables: Rope Puller, G.I. wire, Compression Type Terminal Lugs, cable tie, Electrical Tape, 3M Rubber tape, safety gloves, compression tools, safety harness, tagger, level bar, Ground Wire and etc.	1.00	lot
4.03 INSTALLATION OF RSC PIPE RACEWAYS, COUPLINGS, HANGERS, AND SUPPORTS			
FROM MDP - MTS TO EXISTING GENERATOR.			
4.03.01	Rsc Pipe # 3	110.00	length
4.03.02	Rsc Coupling # 3	80.00	pcs
4.03.03	Unistrut Channel	20.00	length
4.03.04	Unistrut Clamp # 3	200.00	pcs
4.03.05	Consumables: Full Threaded Roundbar, Angle bar, grip anchor, cutting discs, drill bits welding rod, hole saw, bolt, nuts, washers, enamel paint, paint brush, paint roller, paint thinner, level bar, safety gloves, safety goggles, puller rope, G.I. wire, markers, dymotaggers, safety harness, gravel, sand, cement, Pull box and etc.	1.00	lot
4.04 REPLACEMENT OF EXISTING AND OLD DP (DISTRIBUTION PANEL) @ LIBRARY BUILDING			
GROUND FLOOR			
4.04.01	Panel identification: DP - GF Three-phase, 240V, bolt-on, 60Hz, assembled in NEMA 1 enclosure, wall-mounted, powder-coated, complete w/compression-type terminal lugs and grounding bus Main: 1- 200AT, 200AF, 3P, 10AIC @230V, MCCB Branches: 10 - 20AT, 20AF, 2P, 10kAIC @230V 6 - 30AT, 30AF, 2P, 10kAIC @230V 6 - 16AT, 30AF, 2P, 10kAIC @230V	1.00	assy.
4.04.02	Panel identification: DP - GF Three-phase, 240V, bolt-on, 60Hz, assembled in NEMA 1 enclosure, wall-mounted, powder-coated, complete w/compression-type terminal lugs and grounding bus Main: 1- 75AT, 75AF, 3P, 10AIC @230V, MCCB Branches: 6 - 20AT, 20AF, 2P, 10kAIC @230V 6 - 30AT, 30AF, 2P, 10kAIC @230V 6 - 16AT, 30AF, 2P, 10kAIC @230V	2.00	assy.
4.04.03	Cu. THHN Wire # 2.0mmsg	4.00	boxes

4.04.04	Cu. THHN Wire # 3.5mmsq	4.00	boxes
4.04.05	Cu. THHN Wire # 5.5mmsq	4.00	boxes
4.04.06	Cu. THHN Wire # 8.0mmsq	50.00	meters
4.04.07	Cu. THHN Wire # 14mmsq	50.00	meters
4.04.08	Cu. THHN Wire # 22mmsq	50.00	meters
4.04.09	Cu. THHN Wire # 38mmsq	50.00	meters
4.04.10	Cu. THHN Wire # 60mmsq	50.00	meters
4.04.11	Cu. THHN Wire # 100mmsq	100.00	meters
4.04.12	Cu. THHN Wire # 125mmsq	100.00	meters
4.04.13	Consumables: Cable Tie, Compression Type Terminal Lugs, Electrical Tape, grip anchor, Cutting Disc, Drill Bits, G.I. wires, Steel Tape, Blow Torch, Butane gas, Bolt, Nut, Washers, Welding Rod and etc.	1.00	lot
	SUB-TOTAL		
	TOTAL AMOUNT OF DIRECT COST		
B.	INDIRECT COST		
	OCM (12% OF TDC)	1.00	
	PROFIT (8% OF TDC)	1.00	
	VAT, 7% OF (TDC + OCM + PROFIT)	1.00	
	TOTAL AMOUNT OF INDIRECT COST		
	TOTAL PROJECT COST		

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) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) 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**
- (c) 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**
- (d) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**
- (e) 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**
- (f) 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**
- (g) 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

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class “B” Documents

- (i) 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

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

Other documentary requirements under RA No. 9184

- (k) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (l) 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**
- (m) Cash Flow by Quarter.

