

**PHILIPPINE BIDDING DOCUMENTS**

**Procurement of DESIGN  
AND BUILD OF A  
SINGLE-STOREY  
BUILDING FOR  
CINNAMON FACILITY  
IN ALEGRIA, CEBU  
with Bid No. 24-07-196**

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](mailto:cnubacsec@gmail.com)

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

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**INVITATION TO BID FOR**  
***One Lot Procurement of Design and Build of Single-Storey***  
***Building for Cinnamon Facility in Alegria, Cebu***  
***with Bid No. 24-07-196***

1. The *Cebu Normal University*, through the *Miscellaneous Trust Fund – Land Bank of the Philippines (MTF-LBP) 2024* intends to apply the sum of **Three Million Pesos (Php3,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for *One Lot Procurement of Design and Build of a Single-Storey Building for Cinnamon Facility in Alegria, Cebu with Bid No. 24-07-196*. 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 **November 4, 2024 to November 25, 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 **November 13, 2024, 11:00 A.M.** at **CNU BAC Office, 3rd Floor, TAC 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, 3rd Floor, TAC Building, Osmeña Boulevard, Cebu City** on or before **9:00 A.M. of November 25, 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 14.
9. Bid opening shall be on **November 25, 2024 11:00 A.M.** at the **CNU BAC Office, 3rd Floor TAC 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 SAM P. TIBON**

*BAC Secretariat Office  
Cebu Normal University  
Osmeña Boulevard, Cebu City  
6000 Philippines  
cnubacsec@gmail.com  
(+632) 254 1452 local 141*

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)

October 30, 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 Design and Build of a Single-Storey Building for Cinnamon Facility in Alegria, Cebu*, with Project Identification Number 24-07-196.

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 *Miscellaneous Trust Fund – Land Bank of the Philippines (MTF-LBP) 2024* in the amount of *Three Million Pesos (Php3,000,000.00)*.

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**. Bidders shall submit one (1) original and three (3) copies.
- 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**. Bidders shall submit one (1) original and three (3) copies.
- 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 **March 24, 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>Design and Build of Building 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: left;"><u>Key Personnel</u></th> <th style="text-align: left;"><u>General Experience</u></th> <th style="text-align: left;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td>Team Leader</td> <td>At least 5 years</td> <td>Project Manager/Leader</td> </tr> <tr> <td>Lead Architect</td> <td>At least 5 years</td> <td>Project Manager/Leader</td> </tr> <tr> <td>Junior Architect</td> <td>At least 3 years</td> <td>Architect in Design of Buildings</td> </tr> <tr> <td>Structural Engineer</td> <td>At least 3 years</td> <td>Structural Design of Buildings</td> </tr> <tr> <td>Electrical Engineer</td> <td>At least 3 years</td> <td>Electrical Design of Buildings</td> </tr> <tr> <td>Master Plumber</td> <td>At least 3 years</td> <td>Plumbing Design of Buildings</td> </tr> <tr> <td>Geodetic Engineer</td> <td>At least 3 years</td> <td>Exposure in Surveying</td> </tr> <tr> <td>Quantity Surveyor</td> <td>At least 3 years</td> <td>Civil Engineer or Architect</td> </tr> <tr> <td>CAD Operator</td> <td>At least 3 years</td> <td>Surveying, Architectural and Engineering Drafting Works</td> </tr> <tr> <td>Admin Support Staff</td> <td>At least 3 years</td> <td>Coordination Works</td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Team Leader	At least 5 years	Project Manager/Leader	Lead Architect	At least 5 years	Project Manager/Leader	Junior Architect	At least 3 years	Architect in Design of Buildings	Structural Engineer	At least 3 years	Structural Design of Buildings	Electrical Engineer	At least 3 years	Electrical Design of Buildings	Master Plumber	At least 3 years	Plumbing Design of Buildings	Geodetic Engineer	At least 3 years	Exposure in Surveying	Quantity Surveyor	At least 3 years	Civil Engineer or Architect	CAD Operator	At least 3 years	Surveying, Architectural and Engineering Drafting Works	Admin Support Staff	At least 3 years	Coordination Works
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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: left;"><u>Equipment</u></th> <th style="text-align: left;"><u>Capacity</u></th> <th style="text-align: left;"><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>																														
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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"> <li>a. The amount of not less than Sixty Thousand Pesos (Php60,000.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>b. The amount of not less than One Hundred Fifty Thousand Pesos (Php150,000.00) if bid security is in Surety Bond.</li> </ol>																																	
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 and/or construction of the project is located in Alegria, Cebu</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

<b>PROGRAM OF WORKS</b>						
Project Title : Design and Build of a Single-Storey Building for Cinnamon Facility						
Location : Alegria, Province of Cebu						
Duration : Ninety (90) calendar days						
Project Cost : Three Million Pesos (Php3,000,000.00)						
ITEM	SCOPE OF WORKS	% Wt.	Quantity	Unit	Unit Price	Total Amount
1.00	DESIGN - Complete with signed and sealed plans, cost estimates and specifications	7.00%	1.00	lot	210,000.00	210,000.00
2.00	BUILD	93.00%	1.00	lot	2,790,000.00	2,790,000.00
<b>TOTAL PROJECT COST</b>		<b>100.00%</b>				<b>3,000,000.00</b>



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## Terms of Reference

### Terms of Reference for the DESIGN AND BUILD of A Single Storey Building for Cinnamon Facility

#### 1.0 PROJECT INFORMATION

##### 1.1 The Project.

The Cebu Normal University hereinafter referred to as "*the Procuring Entity*" has an allocated fund of Three Million Pesos (PHP3,000,000.00), being the Approved Budget for the Contract (ABC), as the cost for the "PROPOSED SINGLE STOREY BUILDING FOR CINNAMON FACILITY," and hereinafter referred to as "*the project*" by way of Design and Build scheme.

##### 1.2 Adoption of Annex "G"/IRR R.A. No. 9184.

The procurement of the Design - Build and Contract Implementation of the Project shall be governed by Annex "G" *Guidelines for the Procurement and Implementation of Contracts for Design and Build Infrastructure Projects* of the Revised Implementing Rules and Regulations of R.A. No. 9184 and all applicable building codes, regulations, and Department Orders issued by DPWH.

##### 1.3 Qualifications of Bidders.

Bidders should possess the necessary qualification per the Bidding Documents, including Annex "G"/IRR R.A. No. 9184. Prospective bidders shall have experience and capability in designing, implementation and supervision of a single storey building.

##### 1.4 Contractual Framework.

Annex "G"/IRR R.A. No. 9184 provides the guidelines for design and build procurement. Briefly, the contractual arrangement for the Project is the Design and



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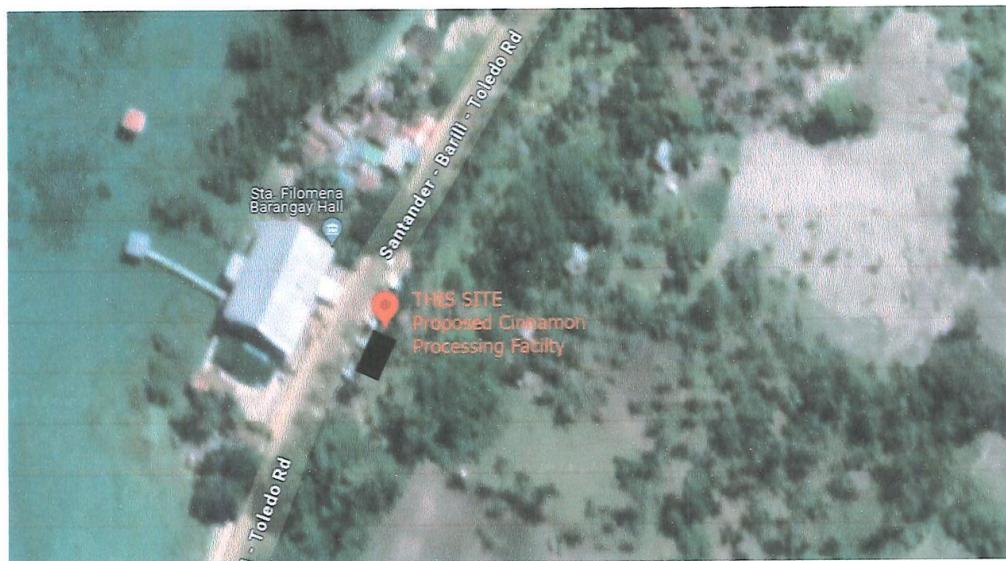
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Build scheme. Under this scheme, the Procuring Entity awards a single contract for the architectural and Engineering (A&E) design and construction to a single firm, partnership, corporation, joint venture, or consortium.

**2.0 PROJECT DESCRIPTION**

**2.1 Location.**



**2.2 Total Floor Area.**

The project is a single storey building with an estimated Total Gross Floor Area (TGFA) of approximately **178.50** sq.m. as shown in Table 2.1. The following table shows the space programming of the project.

Floor / Level	Estimated Floor Area	Use (Type of Occupancy)
Multipurpose	106.88	Training, raw material



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Hall		processing, production, cooperative meeting
Gender Neutral PWD-Compliant Toilet Facility	5.71	PWD, GAD and Gender Neutral compliant toilet
Raw Material Receiving Area	65.91	Roofed outdoor space to receive raw materials.
<b>Estimated Total Gross Floor Area</b>	<b>178.50 sqm</b>	

2.3 Project Components.

Table 2.2 shows the Project Components.

Component	Particulars
Detailed Engineering Design	<p>Production of the Contract Documents as indicated below, and other documents required by the Client.</p> <ol style="list-style-type: none"> <li>1. Complete Signed and Sealed Plans of the following disciplines;           <ul style="list-style-type: none"> <li>o Architecture               <ul style="list-style-type: none"> <li>▪ Design shall adhere to local government building codes and the National Building Code of the Philippines</li> </ul> </li> <li>o Structural Engineering               <ul style="list-style-type: none"> <li>▪ Structural design shall consider seismic, and typhoon loads as standard practice.</li> <li>▪ Structural design shall adhere to</li> </ul> </li> </ul> </li> </ol>



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	<p>local government building codes and the National Structural Code of the Philippines</p> <ul style="list-style-type: none"> <li>○ Plumbing/Sanitary Engineering       <ul style="list-style-type: none"> <li>▪ Sanitary Engineering and Plumbing design shall adhere to local government building codes and the National Plumbing Code of the Philippines.</li> </ul> </li> <li>○ Electrical Engineering       <ul style="list-style-type: none"> <li>▪ Design engineering of basic lighting and power requirement of building.</li> <li>▪ Provide provision for future Solar Energy use through a photovoltaic roof top array system.</li> <li>▪ Design shall adhere to local government building codes and the Philippine Electric Code</li> </ul> </li> </ul>
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	<ol style="list-style-type: none"> <li>2. Technical Specifications</li> <li>3. Bill quantities and estimates           <ul style="list-style-type: none"> <li>o Bill of quantities and cost estimates shall show the total amount and quantities of the project.</li> </ul> </li> <li>4. Construction Management</li> <li>5. Investigation Reports           <ul style="list-style-type: none"> <li>o Geodetic Surveys</li> </ul> </li> <li>6. Progress Reports</li> <li>7. Claims for payments</li> <li>8. Completion Reports</li> </ol>
Architectural Works	Complete architectural works as shown in DED plans and drawings.
Structural Works	Complete Structural works as shown in DED plans and drawings.
Electrical Works	Complete electrical works as shown in DED plans and drawings.
Plumbing / Sanitary Works	Complete plumbing works as shown in DED plans and drawings.
Sanitary Works	Complete sanitary work as per DED plans.
Fit-out Works	Tables and Chairs as shown in DED Fit out plan

**2.4 Concept Plans and Images.**

The DBC shall use the approved conceptual design (Annex "A") to produce the complete detailed engineering design. However, authorship of the design shall belong to AR JODL-JOB JOB S. DABON, Planning Officer III (PLANNING, FORESIGHT AND FUTURES THINKING UNIT) of Cebu Normal University. The DBC's Architect shall serve as the Architect of Record.

**3.0 SCOPE OF DESIGN AND BUILD CONTRACT AGREEMENT**



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3.1 General Activities. The Design-Build Contractor (DBC) shall conduct the following:

3.1.1 Conduct Architectural and Engineering (A&E) Surveys.

Annex "G" / IRR R.A. No. 9184 specifies that the DBC shall conduct the surveys in its Bid Proposal and present to CNU their results and findings, which would impact the detailed A&E designs of the Project. The DBC shall include the findings, recommendations, and effects on the Technical and Financial Components of its Bid Proposal in its report on the Conceptual Engineering Designs of the Project. The DBC shall be responsible for the accuracy and verification of data and compliance with policies in Annex "G":

a.) *"Section 13.2 The contractor shall be responsible for obtaining all necessary information as to risks, contingencies, and other circumstances which may affect the works and shall prepare and submit all necessary documents specified by the procuring entity to meet all regulatory approvals as specified in the contract documents."*

b.) *"Section 13.5 As a rule, changes in design and construction requirements shall be limited only to those that have not been anticipated in the contract documents prior to contract signing and approval."*

*"Change Orders resulting from design errors, omissions or non-conformance with the performance specifications and parameters and the contract documents by the contractor shall be implemented by the contractor at no additional cost to the procuring entity."*

c.) *"Section 13.9 The contractor shall provide all necessary equipment, personnel, instruments, documents, and others to carry out specified tests."*



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d.) "Section 13.11 The contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty periods specified in Section 62.2.2 of the IRR-A."

e.) DPWH Engineering Survey Guidelines

a1) All surveys shall follow *Chapter II, Part I, Volume I, Survey and Investigation, DPWH Design Guidelines, Criteria and Standards, and Manual on Technical Requirements for Surveying and Investigation of Public Works and Highways Projects* provisions of existing laws, codes or Department Orders.

a2) Topographic Survey shall be undertaken using an electronic total station or RTK GPS survey equipment or a combination of both to gather the precise position of existing waterways, drainage, structures, utilities, and other features as needed. The client shall be given a copy of the official result of the survey, a scaled printed copy using A0 paper size, signed and sealed by DBC's Geodetic Engineer. A reduced copy using A3-sized paper, signed and sealed by DBC's Geodetic Engineer and softcopy in .dwg and pdf formats of the official result shall also be provided.

3.1.2 Preparation of the Conceptual and Pre-Detailed Engineering Designs (CED) for the Project Component.

The DBC shall prepare and submit to CNU the draft Conceptual Architectural and Engineering Design (CAED) for each component of the building. The CAEDs shall conform to Section VI. Minimum Performance Specifications and Parameters. The DBC shall submit a report on the CAED to CNU.

Building design shall conform to the provisions of the National Building Code of the Philippines (PD 1096), National Structural Code of the Philippines, Philippine Green Building Code, Accessibility Law (BP 344), Electrical Engineering Law (RA 7920), Plumbing Code (RA 1378, 1993-1994 Revisions), Code on



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Sanitation of the Philippines (PD 856), Fire Code (RA 9514) and other laws and regulations covering environmental concerns and local ordinances and regulations.

3.1.3 Preparation of the Revised Conceptual Engineering Design (RCEDs).

The DBC shall prepare and submit the Revised CAED for each Project Component following the minutes of discussion with CNU. In addition, the DBC shall submit a report on the RCEDs for the issuance of a "Notice of No Objection" from the CNU following the minutes of discussion.

3.1.4 Preparation of the Detailed Engineering Design (DED) for Approval of CNU.

a.) After the Procuring Entity, CNU and DBC have agreed on the CEDs, the DBC shall adopt a format acceptable to CNU for its report.

b.) Guidelines under Annex "G"/IRR RA No. 9184 defines the following;

b.1) "Section 8. Detailed Engineering Requirements provide –

*"8.1 Upon award of the design and build contract, the winning bidder shall be responsible for the preparation and submission of all necessary detailed engineering investigations, surveys and designs in accordance with the provisions of Annex "A" of this IRR, (with the exception of the bid documents and the ABC)."*

*"8.2 The procuring entity shall ensure that all necessary schedules with regard to the submission, confirmation, and approval of the detailed engineering design and the details of the construction methods and procedures shall be included in the contract documents."*

*"8.3 The procuring entity shall review, order rectification, and approve or disapprove – for implementation only"*



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*– the submitted plans within these schedules. All instructions for rectification shall be in writing stating the reasons for such rectification. The design and build Contractor shall be solely responsible for the integrity of the detailed engineering design and the performance of the structure irrespective of the approval/confirmation by the procuring entity."*

c.) Contractor's Responsibility. The data and information in the Bidding Documents are for reference only. The Procuring Entity does not guarantee that these data are entirely correct, up to date, and applicable to the Project.

The Contractor is responsible for the accuracy and applicability of all data used in its design and build proposal and services as stated in Section 7, Annex "G"/IRR R.A. No. 9184.

3.2 Scope of Construction. The DBC shall fully undertake the Construction Works for all Project components.

3.2.1 The DBC shall implement the construction of the Project in accordance with its Bid Proposal and any modifications which may be agreed upon during the discussion on Conceptual Engineering Design (CAED) as officially recorded in the Minutes of Discussion with CNU and final Detailed Engineering Designs approved by CNU.

3.2.2 The DBC shall undertake the construction of the Project in accordance with Section VI. Minimum Performance Standards and Parameters and the DPWH Blue Book, Volume II.

**4 PRELIMINARY STUDIES AND DESIGN ACTIVITIES**

The DBC shall conduct and/or undertake the following:

**4.1 Site Inspection and Survey**

4.1.1 Reconnaissance shall include ocular inspection of the project site



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and its surrounding area.

4.1.2 The lot area shall be subject to a preliminary detailed engineering survey.

4.1.3 The survey shall determine the area, topography, contours, elevation, and surveys of existing trees and buildings at the project site.

**4.2 Conceptual Design**

4.2.1 Refer to Section 2.40 of this TOR.

4.2.2 Cost estimates following Bid Forms in Envelope No. 2.

**4.3 Detailed Architectural and Engineering Design Services**

4.3.1 All Architectural and Engineering Design of the project shall adhere to existing local government building codes or ordinances, and the following;

- a. National Building Code of the Philippines
- b. National Structural Code of the Philippines
- c. National Plumbing Code of the Philippines
- d. Fire Code of the Philippines
- e. Philippine Electrical Code
- f. Philippine Mechanical Engineering Code

4.3.2 Prepare from the approved conceptual design, schematic or design development drawings, and design parameters, including any revisions and refinements as approved and required by the CNU; including but not limited to:

- a. Detailed Architectural Plans that shall include the following;
  - Permit Plans – for submission to Local Government Unit (LGU) Office of the



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- Building Official (OBO).
  - Complete Construction drawings shall include details of rooms, ceiling, etc. and other items as deemed necessary by the Client.
  - b. Structural Engineering plans with structural analysis and computations. Load computation shall take into account seismic and typhoon loads.
  - c. Detailed Electrical Design shall include plans, schedule of loads and shall include provisions for future use of a renewable energy source in the form of solar energy by the use of photovoltaic panels mounted on the roof.
  - d. Detailed Sanitary and Plumbing Plans that shall include rainwater catchment systems as required by local building codes.
  - e. General Notes and Technical Specifications describe the type and quality of materials and equipment to be used, the manner of construction, and the general conditions under which the Project is to be constructed. Technical specifications shall be crafted in coordination with the Client. Final draft of the specifications shall be approved by the Client.
  - f. Bill of Quantities, Detailed Cost Estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals;
  - g. Complete contract documents shall be submitted in accordance with the work required for the architectural, structural, electrical, plumbing/sanitary and other service-connected equipment, utilities, site planning aspects, related works, and the site development plan of the Project's immediate environs.
- 4.3.3 Prepare the scope of work for construction.
- 4.3.4 Coordinate and present the status of the design phase to CNU.
- 4.3.5 Periodically coordinate and present the status of the design



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phase to CNU.

- 4.3.6 All drawings included in the contract documents should be drawn using BIM and/or AutoCAD software. All the drawings shall be scaled and plotted on a 20" x 30" sheet or on a larger format deemed appropriate by the CBD. A reduced size copy of the drawings shall be printed on an A3 size paper. All other textual submittals shall be printed and ring-bound on A4-sized sheets.
- 4.3.7 All submitted plans, cost estimates, specifications and other documents shall all be signed and sealed by the DBC's design team.
- 4.3.8 Design components shall be designed in coordination with the agencies concerned [e.g., CEBECO, local water and sewage companies].
- 4.3.9 Partial and earlier submission of the construction drawings, such as those affecting the preliminary stages of construction [site works, the foundation works, etc.], shall be allowed. After the Procuring Entity issues a "Notice of No Objection" to the Detailed Engineering Plans, the DBC may immediately proceed with the Construction Phase provided all necessary Pre-Construction tasks have been accomplished

**4.4 Construction Services**

**4.4.1 Pre-Construction Phase**

- a) Secure all necessary building permit from the Alegria, LGU OBO and other required permits from other relevant agencies before construction. All incidental fees shall be included in the cost estimate of the building;
- b) Preparation of the PERT-CPM, Bar Chart, S-Curve, Cash flow Schedule, Manpower and Equipment Utilization Schedule of the construction phase;
- c) Provide all other necessary documents that the Client



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shall require, that includes the following;

1. Topographic survey results in printed and soft copy (.dwg and PDF formats)
- d) Prepare Construction Safety and Health (COSH) Program and it should be approved from the DOLE.

**4.4.2 Construction Phase**

- a) Implement all works indicated in the approved construction drawings and documents. All revisions and deviations from the approved plans, especially if it will impact the overall cost of the Project, shall be subject to approval;
- b) Provide soil filling, grading, and other soil protection measures for the building and other elements of the site, in response to the results of soil testing and materials testing;
- c) Construct the building and other necessary structures, complete with utilities and finishes, resulting in operable and usable structures;
- d) Construct sidewalks and curb cutouts, paving, driveways, parking slots, and walkways within the project site;
- e) Provide protection or relocation of existing trees affected by construction [if any];
- f) Preparation of shop drawings for approval;
- g) Coordinate with the CNU regarding the scheduling of delivery and installation of all owner-furnished materials and equipment during construction;
- h) Conduct all necessary tests and issue reports of results;
- i) Rectification of punch-listing works to be inspected and issued by the CNU;
- j) Provide all other necessary documents that shall be required by the CNU;

**4.4.3 Post Construction Phase**

- a) Preparation of as-built plans, signed and sealed by the DBC's consultant;



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- b) Turn-over of all manuals, certificates, and warranties of installed items; and
- c) Provide all other necessary documents that CNU shall require;
- d) Application and submission of Occupancy Permit, BFP Fire Safety Inspection Certificate (FSIC), and other required permits prior to turnover.

**5.0 APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) is Three Million (PHP 3,000,000.00). This is the ceiling for eligible, acceptable bids for all works. The bidder shall submit only one total cost for all works. Bids higher than the ABC shall be automatically rejected following Annex "G" of the Revised Implementing Rules and Regulations of R.A. 9184, otherwise known as the "government Procurements Reform Act."

**6.0 CONTRACT DURATION AND IMPLEMENTATION SCHEDULE**

6.1 Contract Duration. The Contract Duration shall be for Nine (9) months, and shall commence from the date of the issuance of the Notice to Proceed (NTP). The duration shall be divided into two timelines;

- Detailed Engineering Design – Three (3) Months
- Construction Phase – Eight (8) Months. This shall include permit processing, and the like.

**7.0 CONTRACT IMPLEMENTATION**

The implementation of the project shall comply with Annex "E" *Contract Implementation Guidelines for The Procurement of Infrastructure Projects* and Annex "G"/ IRR R.A. No. 9184 with reference to the following provisions:

7.1 No construction works shall commence without a building permit, approved prescribed detailed design drawings submitted by the DBC, issuance of a Building Permit secured by DBC. Work execution shall be in accordance with reviewed and approved documents.



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7.2 The DBC shall be responsible for obtaining all necessary information about risks, contingencies, and other circumstances that may affect the works and shall prepare and submit all necessary documents specified by the concerned Building Official to meet all regulatory approvals as specified in the contract documents.

7.3 The DBC shall submit a detailed program of works after the issuance of the Notice to Proceed for approval by the procuring entity that shall include, among others:

- 7.3.1 The order in which it intends to carry out the work, including anticipated timing for each stage of design/detailed engineering and construction;
- 7.3.2 Periods for review of specific outputs and any other submissions and approvals;
- 7.3.3 A sequence of timing for inspection and tests;
- 7.3.4 General description of the design and construction methods to be adopted;
- 7.3.5 Number and names of personnel to be assigned for each stage of the work;
- 7.3.6 List of equipment required on-site for each stage of the work; and
- 7.3.7 Description of the quality control system to be utilized for the Project.

7.4 Any errors, omissions, inconsistencies, inadequacies, or failures submitted by the Contractor that does not comply with the requirements shall be rectified, resubmitted, and reviewed at the Contractor's cost. If the Contractor wishes to modify and design or document previously submitted, reviewed, and approved, the Contractor shall notify the CNU within a reasonable period and shoulder the cost of such changes. As a rule, changes in design and construction requirements shall be limited only to those that have not been anticipated in the contract documents before contract signing and approval. The following guidelines shall govern approval for change or variation orders:

- 7.4.1 Change Orders resulting from design errors, omissions, or non-conformance with the performance specifications and parameters and the contract documents by the Contractor shall be implemented by the Contractor at no additional cost to the CNU.
- 7.4.2 Provided that the DBC suffers delay and/or incurs costs due to



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changes or errors in the CNU performance specifications and parameters, the Contractor shall be entitled to either the following:

- A. An extension of time for any such delays under Section 10 of Annex "E" of IRR (RA 9184); or
  - B. Payment for such costs as specified in the contract documents, provided that the cumulative amount of the variation order does not exceed ten percent (10%) of the original project cost.
- 7.4.3 The contract documents shall include the manner and schedule of payment specifying the estimated contract amount and installments in which the contract will be paid.
- 7.4.4 The Contractor shall be entitled to advance payment subject to the provisions of Section 4 of Annex "E", IRR (RA 9184).
- 7.4.5 The Contractor shall provide all necessary equipment, personnel, instruments, documents, and others to conduct specified tests.
- 7.4.6 This design and build project shall have a minimum Defects Liability Period of one (1) year after contract completion or as provided in the contract documents. This is without prejudice to the liabilities imposed upon the engineer/architect who drew up the plans and specifications for the building sanctioned under Section 1723 of the New Civil Code of the Philippines.
- 7.4.7 The DBC shall be held liable for design and structural defects and/or failure of the completed Project within the warranty period of 15 years for permanent structures/buildings as specified in Section 62.2.3.2 of the IRR (RA 9184)

## 8.0 OBLIGATIONS OF THE PROCURING

### ENTITY

In general, the Procuring Entity shall:

- 8.1 Provide available data to the DBC. The Procuring Entity informs that data and information in the Bidding Documents are for reference and does not guarantee that these are entirely correct, up to date, and applicable to the Project. The DBC is responsible for the accuracy and applicability of all data, including the above, that it would use in its design and build proposal and services, as provided in Annex "G" specifies that the data are for reference only;



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- 8.2 Acquire road right of way, if required;
- 8.3 Approve the Contractor's design without diminishing its sole full responsibility for the quality and integrity thereof as DBC;
- 8.4 Monitor the implementation of the projects in coordination;
- 8.5 Pay the Contractor's submitted accomplishment accepted in conformity with the payment schedule in the approved build contract; in accordance with the designs approved by the Procuring Entity and government accounting and auditing rules and regulations;
- 8.6 Designate an on-site Representative for the Project; and
- 8.7 Perform other responsibilities as may be specified in the contract agreement.

**9.0 OBLIGATIONS OF THE DESIGN AND BUILD CONTRACTOR [DBC]**

The DBC shall:

- 9.1 Certify that it has inspected and examined the proposed project site, its surroundings, and existing infrastructure and facilities related to the execution of the work and has obtained all the pieces of information that are considered necessary for the proper implementation of the work covered in the Bidding Documents;
- 9.2 Ensure that all works at the stages of design, construction, restoration of affected areas, and testing and commissioning shall be carried out efficiently and effectively;
- 9.3 Provide the CNU with complete reports such as technical analysis, maps, and details regarding the existing conditions and proposed improvements within site;
- 9.4 Be accountable for accidents that might occur during the execution of the Project and install warning signs and barriers in accordance with Department of Labor and Employment (DOLE) guidelines and construction safety procedures in the Bidding Documents for the safety of the general public and the avoidance of any accidents;
- 9.5 Be professionally liable for the design and shall submit all its basic designs, plans and as part of its Technical Proposal using Bid Forms and Qualification Information. The



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Contractor shall be liable for design and structural defects and/or failure of completed projects within the period specified in IRR/R.A. No. 9184;

9.6 Implement designs, plans, and drawings in accordance with Annex 2 Minimum Performance Standards and Specifications [MPSP] approved by DILG; and submit basic architectural plans as required in its Approach and Methodology, Bid Forms and Qualification Information.

9.7 Implement Flood Mitigating Measures as proposed in the Geo-Hazard Certifications issued by the DENR.

9.8 Perform other responsibilities in the contract agreement.

**10.0 PROJECT DELIVERABLES OF THE DESIGN AND BUILD CONTRACTOR**

The following submittals and accomplished documents shall be duly completed and turned over by the DESIGN & BUILD CONTRACTOR for the Project:

**10.1 Pre-Design Phase**

- 10.1.1 Reconnaissance Report
- 10.1.2 Survey Sketch Plans [with technical description]
- 10.1.3 Site survey, topographic survey, geotechnical report, and all other pertinent data related to the conditions of the project site
- 10.1.4 Preliminary Architectural and Engineering designs and layouts
- 10.1.5 Outline specifications and cost estimates.

**10.2 Design Phase**

- 10.2.1 Construction plans [signed and sealed] that include Architectural, Civil, Structural, Electrical, and Plumbing plans [8 sets hardcopy and 1 softcopy]
- 10.2.2 Technical Specifications [8 sets hardcopy and 1 softcopy]
- 10.2.3 Detailed Cost Estimate [8 sets hardcopy and 1 softcopy]
- 10.2.4 Bill of Quantities [8 sets hardcopy and 1 softcopy]
- 10.2.5 Documents required for securing the Building Permit
- 10.2.6 Drawings and reports that CNU may need for the periodic update concerning the status of the design phase.



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**10.3 Construction Phase**

10.3.1 Monthly Progress Reports

10.3.2 All necessary permits [Fees shall be included in the contract]

10.3.3 Shop drawings

10.3.4 PERT-CPM and Gantt Chart with S-Curve

10.3.5 Test results

10.3.6 All other documents necessary in line with the construction as may be required by CNU

**10.4 Post Construction Phase**

10.4.1 As-built plans of the project, signed and sealed by the DBC's consultants, and submitted in the following formats.

- 20 x 30 or a larger size format as deemed necessary by DBC – Four (4) sets.
- A3 size format – Four (4) sets.
- Softcopy in .dwg format and PDF.

10.4.2 Submission of all test reports and surveys.

10.4.3 Submission of guarantees, warranties and other certificates.

10.4.4 Submission of Occupancy permit, Fire Safety Inspection Certificate and other permits required by the LGU OBO prior to the turnover of the facility to the Client.

**11.0 WARRANTY PERIOD**

The Contractor shall guarantee the completed Works against structural defects and failure for its satisfactory performance vis-à-vis the prescribed minimum performance specifications during the structure's lifetime. For this purpose, the Contractor shall post warranty security in a form of a surety bond, callable on demand issued by a reputable institution, and based on the prescribed percentage of the contract price provided in the Bidding Documents.

**12.0 SUBMISSION AND RECEIPT OF BIDS**

12.1 In the submission of bids, the first envelope (Technical Proposal) shall contain all the required documents for infrastructure projects under Section 25.2(b) of the IRR of R.A 9184 and the following additional documents:

1. Preliminary Conceptual Design Plans in accordance with the



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- degree of details specified by the procuring entity;
2. Design and construction methods;
3. List of design and construction personnel to be assigned to the contract to be bid, with their complete qualification and experience data; and
4. Value engineering analysis of design and construction method.

12.2 The second envelope (Financial Proposal) shall contain all the required documents for infrastructure projects under Section 25.3 of the IRR of R.A 9184 and the following additional documents:

1. Lump-sum bid prices, which shall include the detailed engineering cost, in the prescribed Bid form;
2. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rental used in coming up with the bid; and
3. Cash flow by the quarter and payments schedule.

**13.0 PROCEDURE AND CRITERIA FOR BID EVALUATION**

**13.1 Two-Step Evaluation Procedure in Annex "G" / IRR RA 9184.**

For the detailed evaluation of the design and build proposals a two-step procedure shall be adopted by the BAC, which may be undertaken with the assistance of the DBC.

**13.1.1 First-Step Procedure**

**a.) Eligibility Checklist and Detailed Review of Bidder's Compliance with Qualification Information**

- a.1) The first activity of the evaluation involves the compliance of a Bidder in the submission of the Checklist of Eligibility Requirements using a non-discretionary "Pass/Fail" criteria. Only those Bidders who pass the checklist shall be eligible for the second activity.
- a.2) The second activity involves a detailed review and checking of the completeness, sufficiency, and



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compliance of a Bidder's Class "A" Requirements, including Experience in Similar Design and Build Projects with at least 50% of the ABC; and Class "B" Requirements including Bidder's Joint Venture/Consortium with a Contractor or Design Entity with at least one completed Design and Build Project with applicable criteria in cost of Project or design.

A Bidder who fails to meet any of the requirements at any stage in the Checklist and Detailed Evaluation shall no longer qualify for the evaluation of the remaining requirements and shall be disqualified.

**b.) Technical Evaluation of Design and Build Bid Requirements.**

A Bidder shall be evaluated based on compliance and submission of the technical requirements in Bid Forms and Qualification Information for Design and Build using a non-discretionary "Pass/Fail" and a Point- System as follows:

Sub-Criterion and Characteristics	Maximum Points
<b>An Approach</b>	<b>80</b>
<b>1. Clarity</b> – quality of narrative description of methodology plan in the submitted TPF3	20
The description discussed fully all aspects of the Design Services in TPF3.	(7)
The work plan is described in proper order of work activities in TPF3.	(7)
There are no significant errors and irrelevant discussions in TPF3	(6)
<b>2. Feasibility</b> – do ability of work plan	30
The proposed team includes all required key personnel, and the tasks of each key personnel are clearly defined in TPF4 (Team Composition and Tasks)	(6)
The work activities are achievable and given in logical sequence in TPF7 (Activity Work Schedule)	(7)



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The assignment of personnel. (Time Schedule of Proposed Professional Staff is consistent with the work activities in TPF7 (Activity Work Schedule)	(7)
Key personnel have a letter of commitment to work on the project.	(10)
<u>Innovativeness</u> – adoption of quality standards or new technology or tools of approach	10
There is innovation with discussion on how the methodology will enhance the quality of work outputs and ensure the timely completion of the Design Services in TPF3 (Description of the Methodology and Work Plan)	(5)
b. The methodology completely describes the technology and tools to be used in TPF3.	(5)
<u>Comprehensiveness</u> – completeness and adequate level of detail of the work plan as to how the Design Services shall be carried out in the MPSS	20
All works required in the Design are sufficiently covered in TPF7 (Activity Work Schedule)	(5)
All of the required key personnel are covered in TPF4 (Team Composition and Tasks)	(5)
Here is a clear presentation of interdependency of work activities, such as PERT/CPM, as shown in TPF7 (Activity Work Schedule)	(5)
The work plan integrates interactions among the bidder, concerned CNU offices, LGUs, and other government offices, in the Description of the Methodology and Work Plan, and/or TPF7 (Activity Work Schedule)	(5)
<b>Interpretation of the Project Problems, Risks and Suggested Solutions</b>	<b>20</b>
1. <u>Interpretation</u> of problems and risk that may be encountered in performing the Design Services.	10
2. There is a clear discussion on possible problems and risks based on the actual site inspection.	(10)
3. <u>Appropriateness</u> or doability of suggested solutions to the problems and risks.	10



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4. The suggested solutions are responsive to the problems and practicable, as stated in TPF2 - Comments and Suggestions of designer in the MPSS provided by the Procuring Entity.	(5)
5. There is clear discussion on how the proposed solutions shall be carried out in TPF2 and TPF3.	(5)
<b>Grand Total</b>	<b>100</b>

**C. Quality of personnel** to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence, including education and training of the key staff. For this purpose, the bidder must meet the following minimum requirements for education and experience of the key personnel:

Role	Responsibilities/Experience/Skills/Education
Team Leader	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Oversees overall project management</li> <li><input checked="" type="checkbox"/> Prioritizes, plans, tracks, and reports project progress</li> <li><input checked="" type="checkbox"/> Supervises project deliverables per requirement and timeline</li> <li><input checked="" type="checkbox"/> Ensures that issues and concerns are resolved</li> <li><input checked="" type="checkbox"/> Engages with the PDO to ensure that project expectations are met</li> <li><input checked="" type="checkbox"/> Ensures that the necessary resources are available and adequate to enable the completion of the deliverables on time</li> <li><input checked="" type="checkbox"/> Conducts the required workshops and consultation activities</li> </ul> <p>Experience/Skills:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> At least five (5) years of work experience as project manager or team leader for similar projects.</li> <li><input checked="" type="checkbox"/> At least two (2) completed projects in the private, locally, for space planning and design of the same scope as the project.</li> </ul>



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	<p>Education/Certification:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Registered Architect</li> </ul>
Lead Architect / Architect of Record	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Oversees and supervises the works of the junior architect/s and the design team of the DBC</li> <li><input checked="" type="checkbox"/> Prepares the perspectives of facilities required in the contract</li> <li><input checked="" type="checkbox"/> Drafts, signs and seals all documents required for the building permit, and occupancy permit.</li> <li><input checked="" type="checkbox"/> Sets up design standards to be followed by the junior architects and the design team of the DBC to ensure clarity in direction with respect to the requirements set forth by the Client.</li> <li><input checked="" type="checkbox"/> Facilitates timely submission of deliverables to the PM</li> <li><input checked="" type="checkbox"/> Reviews the works submitted by the junior architects.</li> <li><input checked="" type="checkbox"/> Prepares the perspectives of facilities required in the contract</li> </ul> <p>Experience/Skills:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> At least five (5) years of work experience as project manager or team leader for similar projects.</li> <li><input checked="" type="checkbox"/> Skilled in the use of CADD, Sketch-Up, Lumion and other 3D design software</li> <li><input checked="" type="checkbox"/> At least two (2) completed projects in the private, locally, for space planning and design of the same scope as the project.</li> </ul> <p>Education/Certification:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Registered Architect</li> </ul>
Junior Architect	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Prepares architectural plans of assigned facilities</li> <li><input checked="" type="checkbox"/> Conducts site inspection, design research and other data gathering activities needed for the development of</li> </ul>



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	<p>landscape and special purpose uses such as but not limited to parks, gardens and the like</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assists in the preparation of 2D and 3D site development plans</li> <li><input type="checkbox"/> Performs other tasks as may be required by the Architect and the Project Manager</li> </ul> <p>Experience/Skills:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least Three (3) years of work experience as an architect with working exposure in the design of buildings, domestically or internationally</li> <li><input type="checkbox"/> Skilled in the use of CADD, Sketch-Up, Lumion and other 3D design software</li> <li><input type="checkbox"/> Knowledgeable of Google Earth and or other Imagery platforms</li> <li><input type="checkbox"/> At least two (2) completed projects in the private, locally, for space planning and design.</li> </ul> <p>Education/Certification:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Registered Architect</li> </ul>
<p><b>Structural Engineer</b></p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepares structural engineering plans for the building as designed by the Architect of the DBC.</li> <li><input type="checkbox"/> Drafts, signs and seals all documents required for the building permit, and occupancy permit.</li> <li><input type="checkbox"/> Assists in the projection of infrastructure costs or estimates</li> <li><input type="checkbox"/> Drafts, signs and seals all documents required for the building permit, and occupancy permit.</li> <li><input type="checkbox"/> Assist the architect in the identification of design alternatives related to structural requirements.</li> </ul> <p>Experience/Skills</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least Three (3) years of work experience as an Structural engineer with working exposure in the structural design of buildings, locally.</li> </ul>



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	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Skilled in the use of STAAD, AutoCAD, Sketch-Up, and other 3D design software</li> <li><input checked="" type="checkbox"/> Knowledgeable of Google Earth and or other Imagery platform</li> <li><input checked="" type="checkbox"/> At least two (2) completed projects in the local private or government sector.</li> </ul> <p>Education/Certification:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Registered Structural Engineer</li> </ul>
Professional Electrical Engineer	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Prepares electrical engineering plans for the building as designed by the Architect of the DBC.</li> <li><input checked="" type="checkbox"/> Drafts, signs and seals all documents required for the building permit, and occupancy permit.</li> <li><input checked="" type="checkbox"/> Assists in the projection of infrastructure costs estimates</li> <li><input checked="" type="checkbox"/> Assist the architect in the identification of design alternatives related to electrical engineering requirements.</li> </ul> <p>Experience/Skills</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> At least Three (3) years of work experience as a Professional electrical engineer with working exposure in the design of buildings.</li> <li><input checked="" type="checkbox"/> Skilled in the use of CADD, Microsoft Office applications, and other relevant design software.</li> <li><input checked="" type="checkbox"/> Knowledgeable of Google Earth and or other Imagery platform</li> <li><input checked="" type="checkbox"/> At least two (2) completed projects in the local private or government sector.</li> </ul> <p>Education/Certification:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Professional Electrical Engineer</li> </ul>
Registered Master Plumber	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Prepares plumbing and sanitary engineering plans for the building as designed by the Architect of the DBC.</li> </ul>



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	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Drafts, signs and seals all documents required for the building permit, and occupancy permit.</li> <li><input checked="" type="checkbox"/> Assists in the projection of infrastructure costs estimates</li> <li><input checked="" type="checkbox"/> Assist the architect in the identification of design alternatives related to sanitary engineering and plumbing requirements.</li> </ul> <p>Experience/Skills</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> At least Three (3) years of work experience as a Registered Master Plumber with working exposure in the design of buildings.</li> <li><input checked="" type="checkbox"/> Skilled in the use of CADD, Microsoft Office applications, and other relevant design software.</li> <li><input checked="" type="checkbox"/> Knowledgeable of Google Earth and or other Imagery platform</li> <li><input checked="" type="checkbox"/> At least two (2) completed projects in the local private or government sector.</li> </ul> <p>Education/Certification:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Registered Master Plumber</li> </ul>
<p>Geodetic Engineer - Consultant</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Gathers and analyzes documents submitted pertaining to land ownership;</li> <li><input checked="" type="checkbox"/> Identifies land ownership issues and assist in providing solutions</li> <li><input checked="" type="checkbox"/> Reports the status of ownership and settlements issues and provide recommendation</li> <li><input checked="" type="checkbox"/> Helps finalize road network, utility distribution network, drainage water discharge system, and ICT infrastructure</li> <li><input checked="" type="checkbox"/> Assists in gathering geographic information about the different campus sites, including vulnerability issues</li> </ul> <p>Experience/Skills</p>



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	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> At least three (3) years of work experience as a Geodetic Engineer with working exposure in surveying</li> <li><input checked="" type="checkbox"/> Skilled in the use of CADD and other survey application;</li> <li><input checked="" type="checkbox"/> Knowledgeable of Google Earth and Geographic Information System</li> <li><input checked="" type="checkbox"/> At least two (2) completed projects in the private or government sector</li> </ul> <p>Education/Certification:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Registered Geodetic Engineer</li> </ul>
Quantity Surveyor	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Prepares the detailed cost estimates of the project.</li> <li><input checked="" type="checkbox"/> Drafts, signs and seals all documents required for the building permit, and occupancy permit.</li> <li><input checked="" type="checkbox"/> Assists in the projection of infrastructure costs estimates</li> <li><input checked="" type="checkbox"/> Assist the DBC and its design team in value engineering for a cost efficient design of the building.</li> </ul> <p>Experience/Skills</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> At least Three (3) years of work experience as a Quantity Surveyor with working exposure in the design of a building of the same scope as the project.</li> <li><input checked="" type="checkbox"/> Skilled in the use of CADD, Microsoft Office applications, and other relevant design software.</li> <li><input checked="" type="checkbox"/> Knowledgeable of Google Earth and or other Imagery platform</li> <li><input checked="" type="checkbox"/> At least two (2) completed projects in the local private or government sector.</li> </ul> <p>Education/Certification:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Licensed Civil Engineer or Licensed Architect</li> </ul>
CAD Operator	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Assists in the plotting of plans</li> <li><input checked="" type="checkbox"/> Assists in the geo-modelling of existing structures</li> </ul>



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	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Performs other tasks as may be assigned from time to time</li> </ul> <p>Experience/Skills:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> At least three (3) years of work experience as an CAD Operator with working exposure in surveying, architectural and engineering drafting works.</li> <li><input checked="" type="checkbox"/> Skilled in the use of CADD, Sketch Up and animation Software</li> </ul> <p>Education/Certification:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> College Graduate with background in Engineering or Architectural CAD Drafting.</li> </ul>
Administrative Support Staff	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Assists in the monitoring of work accomplishments</li> <li><input checked="" type="checkbox"/> Records and safe keep work submissions</li> <li><input checked="" type="checkbox"/> Submits deliverables to client</li> <li><input checked="" type="checkbox"/> Prepares payroll and payment requests</li> <li><input checked="" type="checkbox"/> Performs other tasks as may be assigned from time to time</li> </ul> <p>Experience/Skills:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> At least three (3) years of work experience in project coordination works</li> </ul> <p>Education/Certification:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> College Graduate</li> </ul>

The Bidder shall be identified through the quality-cost-based evaluation process using the following criteria:

1. Technical Proposal (70%)
  - 13.1.1.1. Experience of the Consulting Firm
  - 13.1.1.2. Qualifications of key personnel involved
  - 13.1.1.3. Project Approach to be rated based on comprehensiveness, innovativeness, quality of the interpretation of problems and risks, and quality of suggested solutions
  - 13.1.1.4. Current workload relative to capacity



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2. Financial Proposal (30%)

Similar experience means design/construction experience in the same position and/or in the same/similar project category. Total experience means total design/construction experience regardless of position or project category. The BAC shall also rate the bidder on this criterion on a "pass/fail" basis.

All bidders that pass all of the Technical Evaluation criteria under Section

13.1.2 a and b shall be considered on equal footing. No bonus points shall be given to a bidder that submits a Conceptual Design and Methodology that exceeds the requirements of the MPSS or key personnel whose education and experience exceed the minimum required.

13.1.3 Second-Step Procedure

- a) Only those bids that passed the above criteria shall be subjected to the second step of evaluation. The Procuring Entity shall inform the results, and Eligible Bidders shall be notified.
- b) The BAC shall open the Financial Proposal of each "Passed" eligible bidder in the presence of the Bidder's Authorized Representatives and shall read out the process. The "As Read" financial bids shall be ranked, in ascending order, from lowest to highest.
- c) The BAC shall automatically disqualify any total calculated bid prices exceeding the ABC.
- d) The BAC shall review the bid process of eligible Bidders and determine the Lowest Calculated Bid [LCB].



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**PREPARED FOR EARLY PROCUREMENT BY:**

*J. P. Picardal*

**DR. JAY P. PICARDAL**

Project Leader, Director

Research Institute for Tropical Biology and Pharmacological Biotechnology (RITBPB)

*J. A. Bustamante*

**DR. JESON A. BUSTAMANTE**

Director – Chair

Planning, Foresight and Futures Thinking Unit

*J. S. Dabon*

**AR. JODL-JOB S. DABON**

Planning Officer III - Member

Planning, Foresight and Futures Thinking Unit

*C. R. Ragasajo*

**ENGR. CAIRNS RAGASAJO**

Planning Officer II - Member

Planning, Foresight and Futures Thinking Unit

**APPROVED BY:**

*D. A. Ariaso*

**DR. DANIEL A. ARIASO., CESO II**

SUC President III



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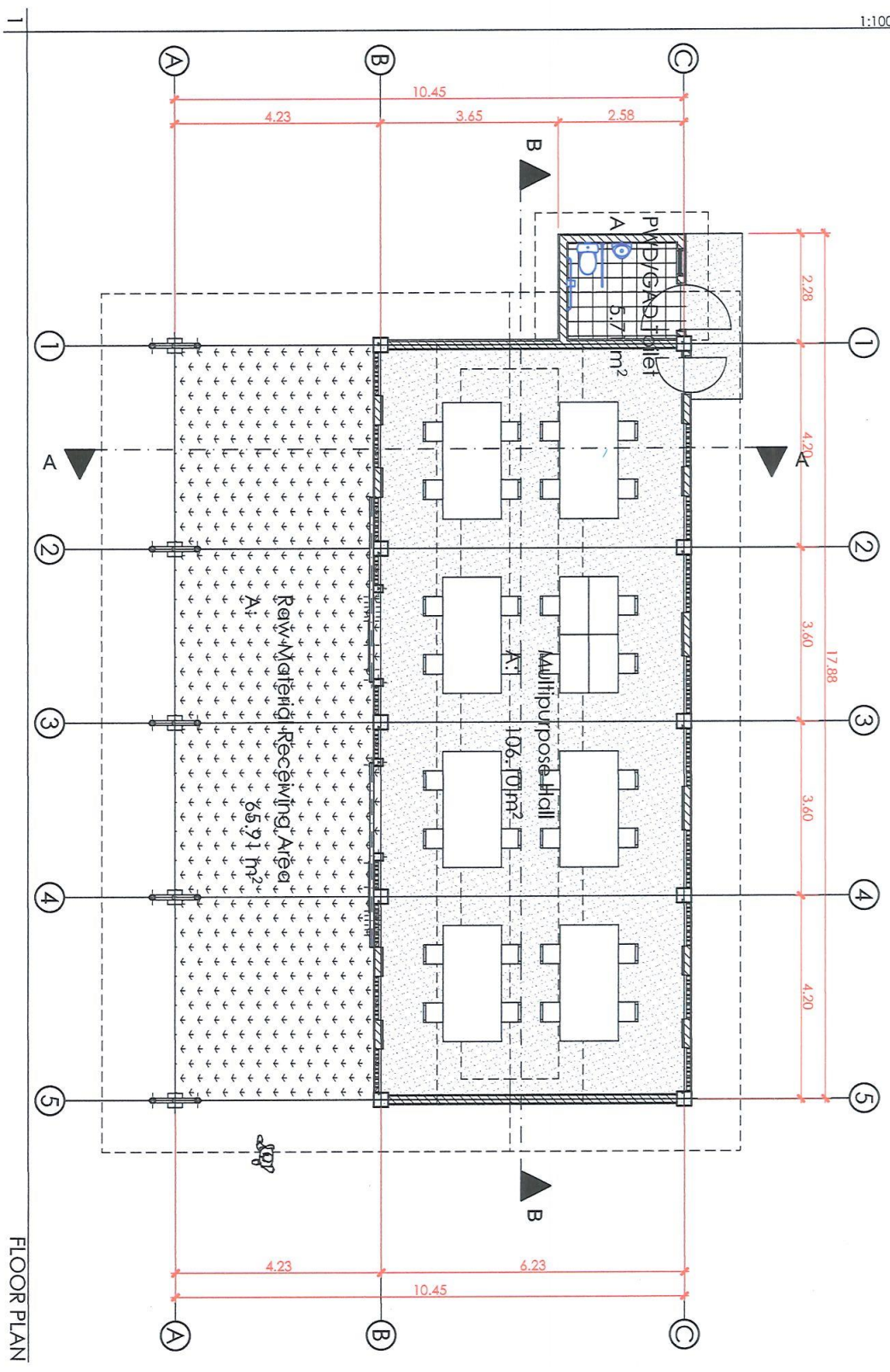


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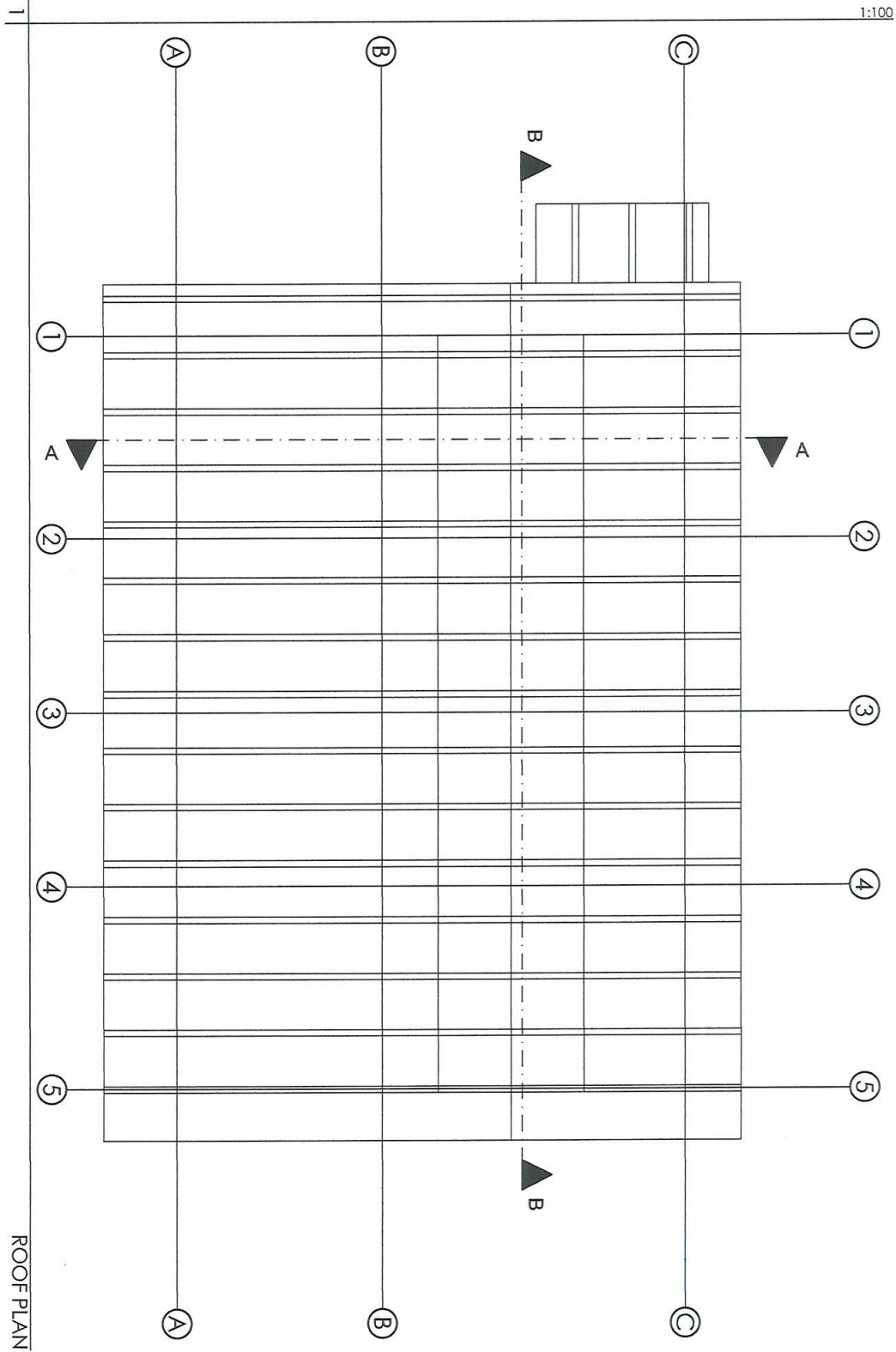
## *Section VII. Drawings*

ANNEX A - CONCEPTUAL DESIGN



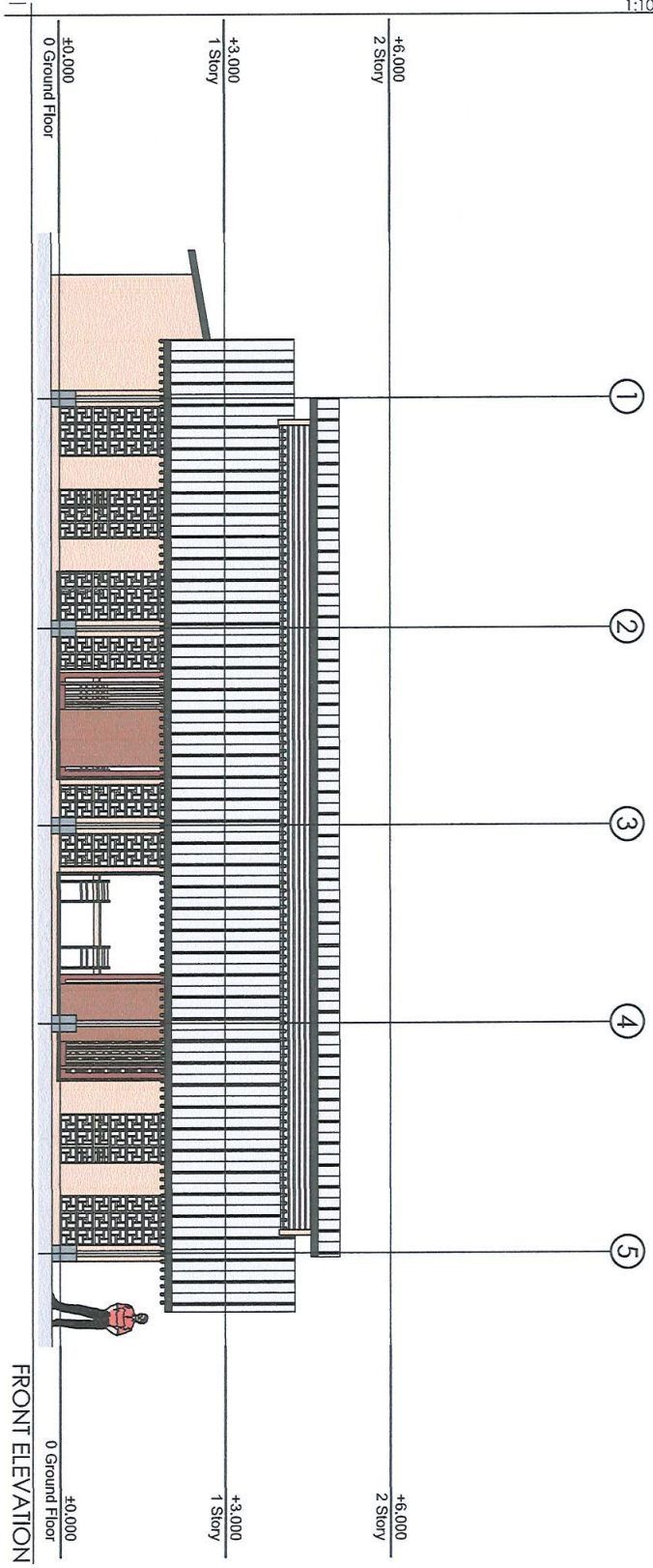
FLOOR PLAN

ANNEX A - CONCEPTUAL DESIGN



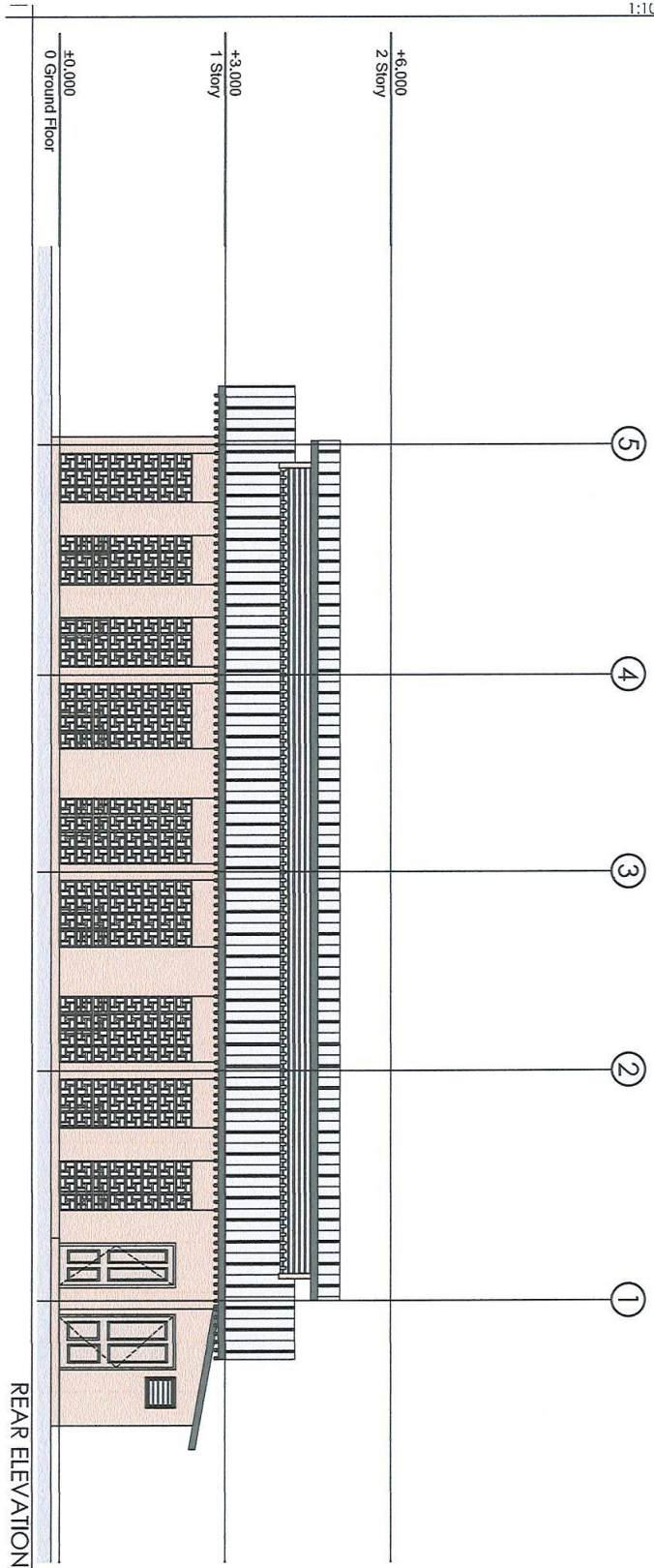
ROOF PLAN

1:100

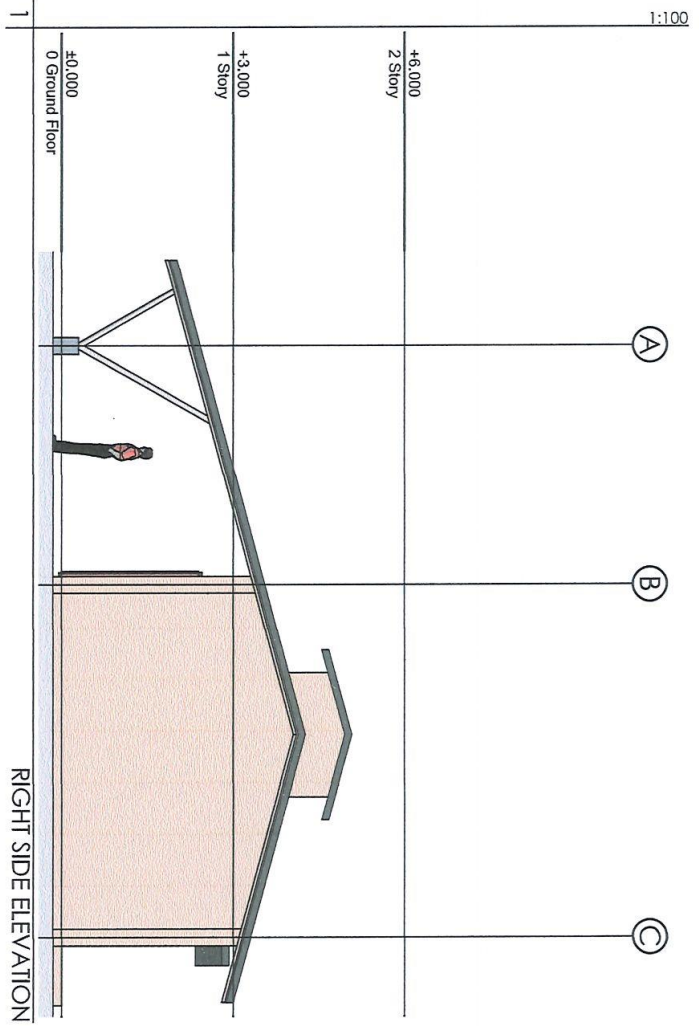


ANNEX A - CONCEPTUAL DESIGN

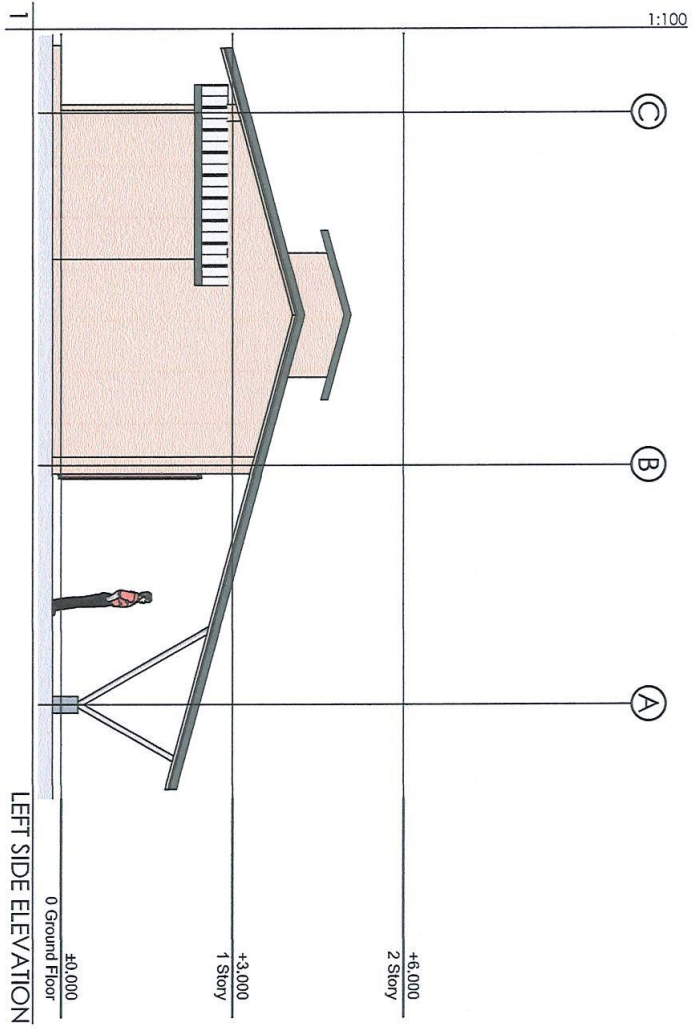




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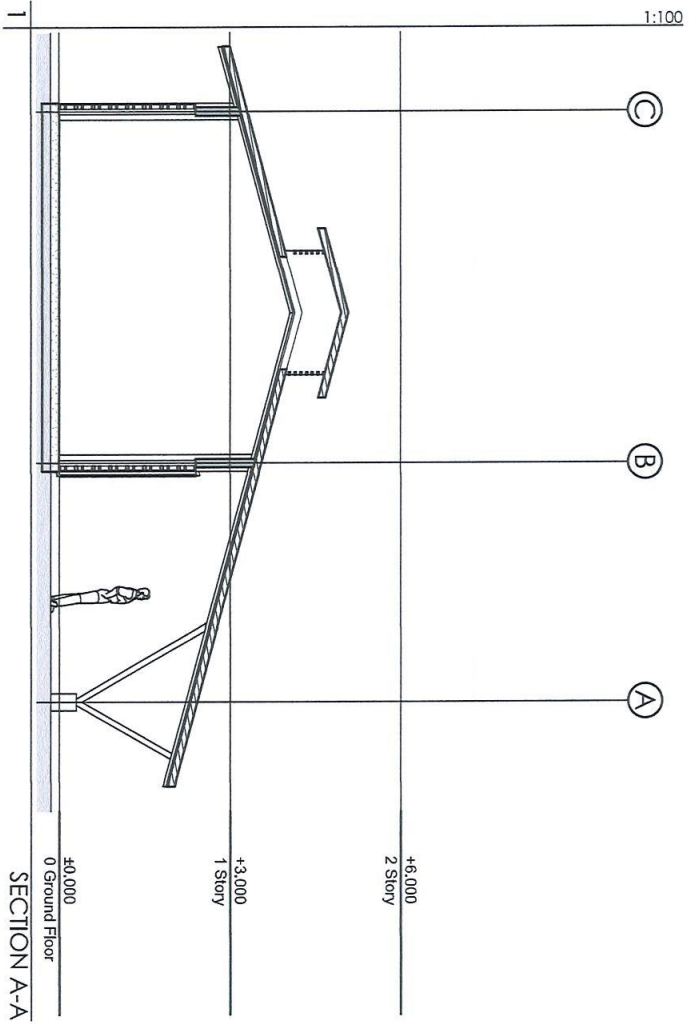


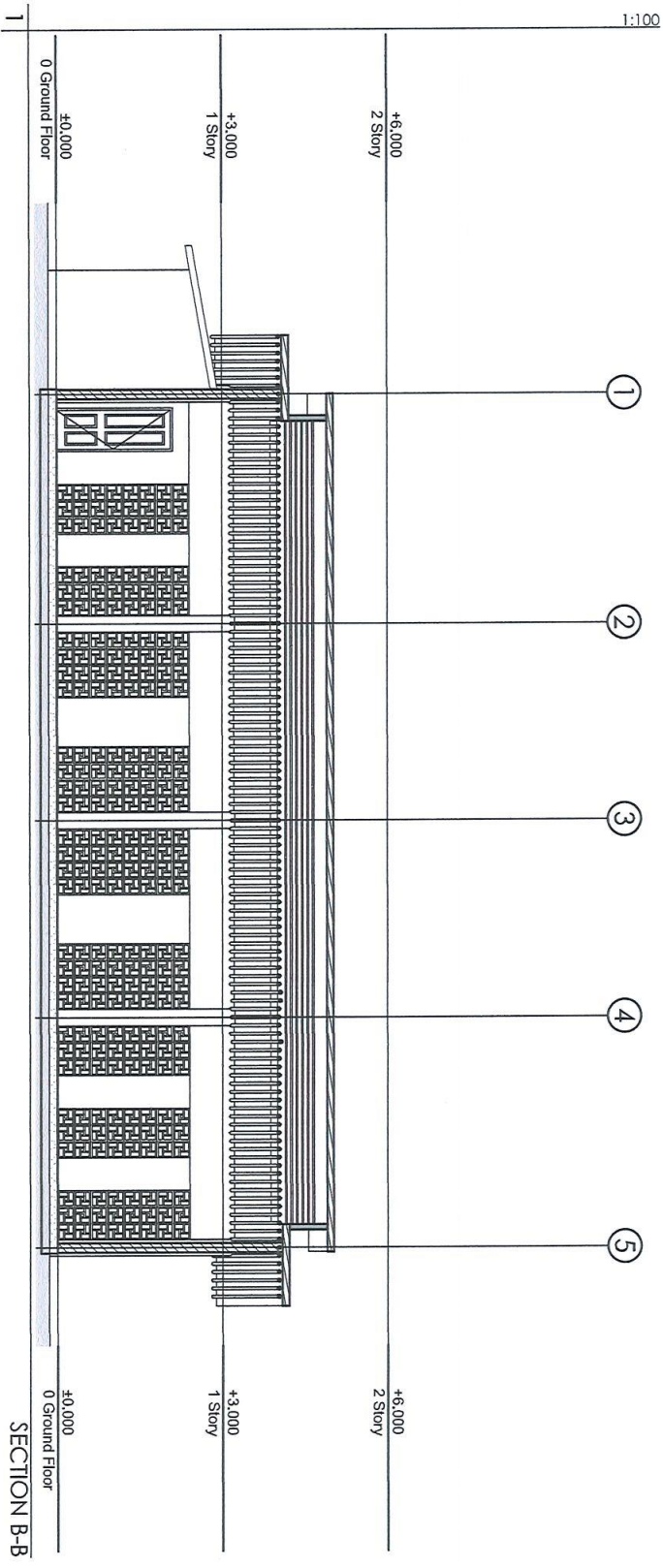
ANNEX A - CONCEPTUAL DESIGN



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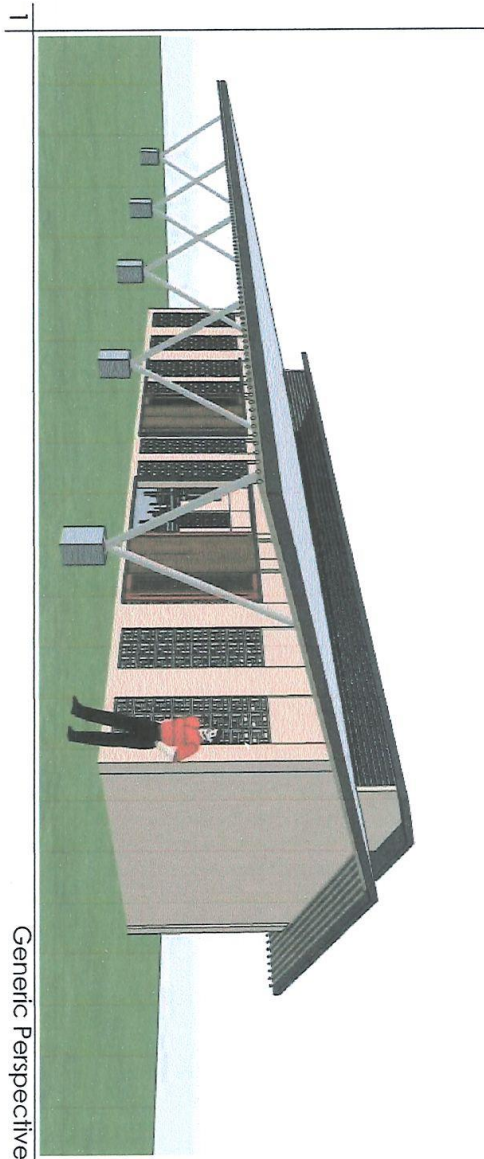
ANNEX A - CONCEPTUAL DESIGN



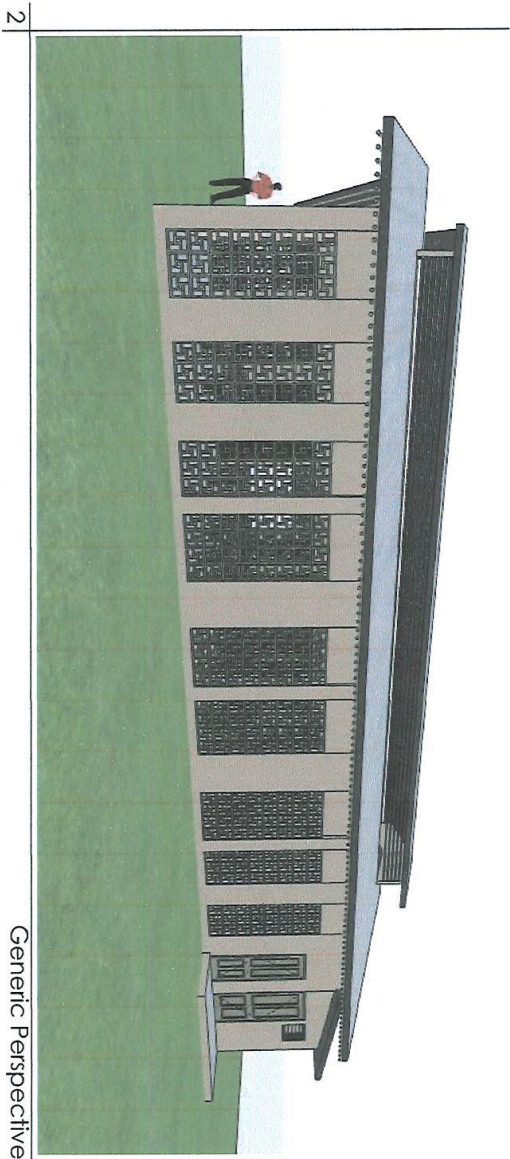


ANNEX A - CONCEPTUAL DESIGN

*Handwritten signature*



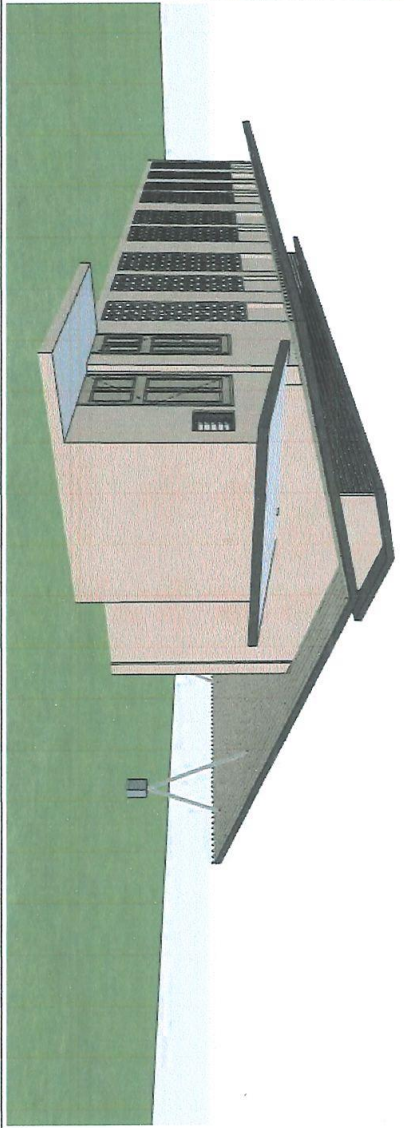
Generic Perspective



Generic Perspective

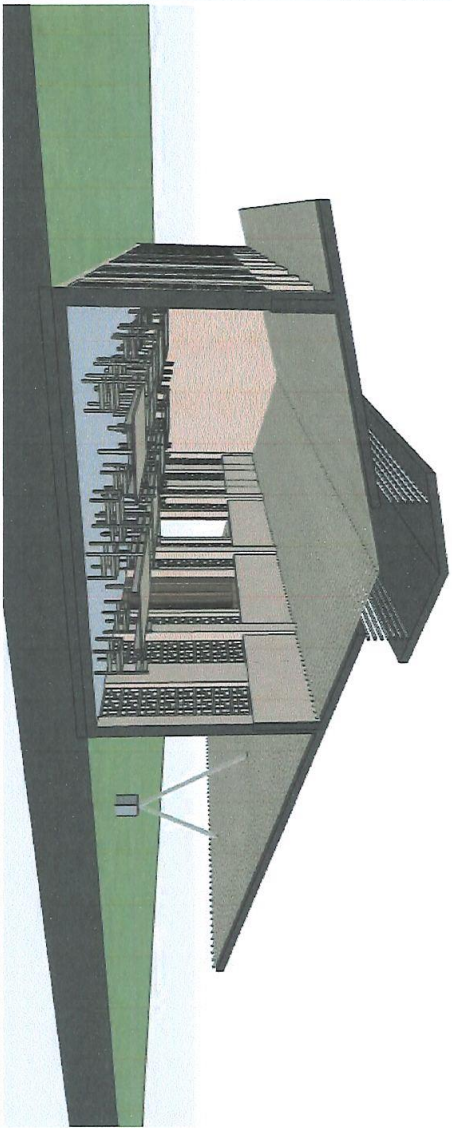
ANNEX A - CONCEPTUAL DESIGN

A handwritten signature or mark in black ink, consisting of several loops and a long horizontal stroke.



Generic Perspective

1



PERSPECTIVE - Cut-Away

2

ANNEX A - CONCEPTUAL DESIGN

A handwritten signature or mark in black ink, located at the bottom right of the page.

## *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.

<b>BILL OF QUANTITIES</b>			
Project Title : Design and Build of a Single-Storey Building for Cinnamon Facility			
Location : Alegria, Province of Cebu			
Duration : Ninety (90) calendar days			
Project Cost : Three Million Pesos (Php3,000,000.00)			
ITEM	SCOPE OF WORKS	QTY.	UNIT
1.00	<b>DESIGN - Complete with signed and sealed plans, cost estimates and specifications</b>	1	lot
1.01	Architectural Design with Signed and Sealed	1	lot
1.02	Structural Design with Signed and Sealed	1	lot
1.03	Plumbing/Sanitary Engineering Design with Signed and Sealed	1	lot
1.04	Electrical Engineering Design with Signed and Sealed	1	lot
2.00	<b>BUILD</b>	1	lot
2.01	<b>Site Civil Works</b>	1	lot
	• Structural and Civil Excavation		
	• Building and Site Drainage/Flood Control		
	• Site Stabilization		
	• Sanitary Works forming part of the Civil Site Works		
	• And other related improvements as applicable/needed		

2.02	<b>Architectural Works</b>	1	lot
	<ul style="list-style-type: none"> <li>• Exterior and Interior Masonry Works</li> </ul>		
	<ul style="list-style-type: none"> <li>• Partitions</li> </ul>		
	<ul style="list-style-type: none"> <li>• Moisture Protection / Thermal</li> </ul>		
	<ul style="list-style-type: none"> <li>• Fenestration (doors and windows openings only)</li> </ul>		
	<ul style="list-style-type: none"> <li>• And other related improvements as applicable/needed</li> </ul>		
2.03	<b>Structural Works</b>	1	lot
	<ul style="list-style-type: none"> <li>• Foundation Works</li> </ul>		
	<ul style="list-style-type: none"> <li>• Structural Framing Works</li> </ul>		
	<ul style="list-style-type: none"> <li>• Roof Framing Works</li> </ul>		
	<ul style="list-style-type: none"> <li>• And other related improvements as applicable/needed</li> </ul>		
2.04	<b>Electrical Works</b>	1	lot
	<ul style="list-style-type: none"> <li>• Electrical Roughing-ins, Risers, Busways, Wirings</li> </ul>		
	<ul style="list-style-type: none"> <li>• And other relevant works</li> </ul>		
2.05	<b>Plumbing Woks</b>	1	lot
	<ul style="list-style-type: none"> <li>• Plumbing for the water supply of the building</li> </ul>		
	<ul style="list-style-type: none"> <li>• Work shall include the construction of potable water tank/s and fire tank, all of which are built below the ground</li> </ul>		
	<ul style="list-style-type: none"> <li>• And other relevant works</li> </ul>		
2.06	<b>Sanitary Works</b>	1	lot
	<ul style="list-style-type: none"> <li>• Sanitary work, that shall include the construction of septic tank and rainwater cistern tank with pump, all of which are built below the ground</li> </ul>		
	<ul style="list-style-type: none"> <li>• Drainage Works</li> </ul>		
	<ul style="list-style-type: none"> <li>• And other relevant works</li> </ul>		

## ***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

*Bidders shall submit one (1) original and three (3) copies.*

### *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**

Bidders shall submit one (1) original and three (3) copies.

- (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.

