

Bureau of the Treasury

Intramuros, Manila



Funding the Republic

BIDDING DOCUMENTS

TITLE: Supply of Labor, Materials and Tools for the
Replacement of Floor Tiles in the Common Area on the
Ground Floor of the Ayuntamiento Building

ABC : **Php3,000,000.00**

ITB-17-2024-I (EPA)

December 5, 2023

Sixth Edition

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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



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila 1002

INVITATION TO BID

1. The **Bureau of the Treasury (BTr)**, through the **FY 2024 National Expenditure Program (NEP)** intends to apply the sum of **Three Million Pesos (Php3,000,000.00)** being the ABC to payments under the contract for the **Supply of Labor, Materials and Tools for the replacement of Floor Tiles in the Common Area on the Ground Floor of the Ayuntamiento Building / ITB-17-2024-I (EPA)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **BTr** now invites bids for the above Procurement Project. Completion of Works is required by **one hundred fifty (150) calendar days upon receipt of Notice to Proceed**. Bidders should have completed, within **the last three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from the Office of the BTr Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during 8:00 am to 5:00 pm.

A pre-registration will be conducted to prospective bidders who wish to attend the scheduled bidding activities. Only those who registered will be provided an invitation/link for the scheduled Pre-Bid Conference. Please refer to the pre-registration link:

<https://forms.gle/PUDJNJ9YUMYn1gr4A>

5. A complete set of Bidding Documents may be acquired by interested Bidders on December 5, 2023 from the 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 Three Thousand Pesos (Php3,000.00).*

6. The **BTr-BAC** will hold a Pre-Bid Conference¹ on **December 12, 2023, 12:00 am via zoom** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before **8:00 am of December 22, 2023**. 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 **December 22, 2023, 11:00 am** , **via zoom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **electronic** submission of bidding documents shall be made only to the official email: **e-bids@treasury.gov.ph**. Only pre-registered bidders who have received meeting invitation link and with submitted proof of payment of bidding documents (official receipt) will be allowed to submit their bids
11. The **BTr-BAC** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:
Bids and Awards Committee Secretariat
Bureau of the Treasury
Ayuntamiento Building
Cabildo St., cor. A. Soriano Avenue, Intramuros Manila
Email: bac@treasury.gov.ph
Contact Number: 8663-2287 loc. 2827
Fax Number: 8524-7017
13. You may visit the following websites:
For downloading of Bidding Documents: www.treasury.gov.ph
For online bid submission: **e-bids@treasury.gov.ph**

December 5, 2023

The schedules of activities are as follows:

A. ACTIVITY	SCHEDULE
1. Advertisement and issuance of Bidding Documents	December 5, 2023 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m.
2. Pre-bid Conference	December 12, 2023, 11:00 am. Via zoom
3. Request for Clarification	Until December 13, 2023 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m. Email: bac@treasury.gov.ph
4. Issuance of Supplemental Bid Bulletin	December 15, 2023 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m.
5. Submission and Receipt of Bids	December 22, 2023, 8:00 a.m. e-bids@treasury.gov.ph
6. Opening of Bids	December 22, 2023, 11:00 a.m. Via zoom

EDUARDO ANTHONY G. MARIÑO III
(Sgd.)
Deputy Treasurer of the Philippines
and Chairperson, BAC

Section II. Instructions to Bidders

1. **Scope of Bid**

The Procuring Entity, Bureau of the Treasury invites Bids for **Supply of Labor, Materials and Tools for the replacement of Floor Tiles in the Common Area on the Ground Floor of the Ayuntamiento Building / ITB-17-2024-I (EPA).**

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 **FY 2024 National Expenditure Program (NEP)** for the sum of **Three Million Pesos (Php3,000,000.00**

2.2. The source of funding is:

NGA, the National Expenditure Program

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:
[*Select one, delete other/s*]

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.
 - b. Subcontracting is not allowed.
- 7.1. [*If Procuring Entity has determined that subcontracting is allowed during the bidding , state:*] The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterial stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
 - 7.2. [*If subcontracting is allowed during the contract implementation stage, state:*] The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary

requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

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

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

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

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

11. Documents Comprising the Bid: Financial Component

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

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

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

- 14.2. *Payment of the contract price shall be made in:*

[Select one, delete other/s]

- a. Philippine Pesos.

- b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP.]*

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 *[indicate date]*. 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	For this purpose, contracts similar to the Project refers to : <div>a. Retiling Projects and/or other projects with similar finishes. b. completed within the last five (5) years prior to the deadline for the submission and receipt of bids.</div>								
7.1	Subcontracting not allowed.								
10.3	The contractor must have a Philippine Contractor’s Accreditation Board (PCAB) license of: <table><tr><th>Size Range</th><th>License Category</th><th>Classification</th></tr><tr><td>Small B</td><td>C & D</td><td>General Engineering / General Building</td></tr></table>			Size Range	License Category	Classification	Small B	C & D	General Engineering / General Building
Size Range	License Category	Classification							
Small B	C & D	General Engineering / General Building							
10.4	The key personnel must meet the required minimum years of experience set below: <u>Key Personnel</u> -One (1) Project-In-Charge Registered and Licensed Civil Engineer/Architect With at least three (3) years of applied experience - One (1) Safety Officer, who must have at least three (3) years of experience in construction safety management with Construction Occupational Safety and Health (COSH) training from an accredited training center by the Department of Labor and Employment (DOLE). -Eight (8) Laborers, who must have at least three (3) years of experience in tiling works								
10.5	The minimum major equipment requirements are the following: <table><tr><th><u>Equipment</u></th><th><u>Capacity</u></th><th><u>Number of Units</u></th></tr><tr><td> </td><td> </td><td> </td></tr></table>			<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>			
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>							
12	[Insert Value Engineering clause if allowed.]								
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: <div>a. The amount of not less than Php60,000.00 (2%) of ABC], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than Php150,000.00 (5%) of ABC] if bid security is in Surety Bond.</div>								

General Instructions during the bid opening:

1. The bidding documents shall be composed of "Envelope 1 - Technical Component" and "Envelope 2 - Financial Component".
2. The bidder shall create two (2) archive format compression files (e.g., RAR, ZIP) to be labelled as "Envelope 1 - Technical Component" and "Envelope 2 - Financial Component". These archive format compression files must be protected with strong password (e.g., alphanumeric and special characters) to ensure security, integrity and confidentiality. Unique password must be applied for each archive format compression file.

The Password must also have the following characteristics:

1. Must be at least 8 characters in length and consist of at least three password complexities (e.g. mixture of upper and lowercase letters and digits or symbols;
2. User must type in the same way the upper or lowercase letters;
3. Must not contain blank spaces or repetitive letters; and
4. Must not use "P@\$\$w0rd", username, real name or family names, or previous password.

"Envelope 1 - Technical Component" shall contain all documents listed under the Technical Component of the Checklist of Requirements.

"Envelope 2 - Financial Component" shall contain the Signed Bid Form.

Each and every page of the documents comprising the Technical and Financial Component must be scanned and in readable PDF format.

All electronic copies of bidding documents must be readable.

3. The two (2) archive format compression files must be uploaded to the folder in the drive specified in the email sent by the BAC Secretariat on or before the cut-off date and time as stated in the Invitation to Bid or Bid Bulletin. Thereafter, the bidder shall submit an electronic mail to bac@treasury.gov.ph after successfully uploading the two (2) archive format compression files to e-bids@treasury.gov.ph.

	<p>Upon confirmation and receipt of the two (2) archive format compression files, the BAC Secretariat, in coordination with the Management Information System Service, shall generate a bid receipt for the official time of submission. The date and time appearing in the BAC Secretariat's email shall be the date and time of the receipt of bidding documents from the bidder. The BAC Secretariat will acknowledge the receipt of bid/s by sending a reply email containing the generated bid receipt.</p> <p>Late bid/s shall not be accepted/considered. An auto-generated reply email will be sent to the said bidder/s.</p> <p>Considering several factors that affect the sending and receipt of electronic mail communications, bidders are encouraged to send their upload request/authorization of their respective bidding documents by electronic mail not later than twenty-four (24) hours before the cut-off period set in the Invitation to Bid.</p> <p>It is the bidder's responsibility to ensure that its electronic mail containing the bidding documents for the particular procurement project is duly received by the BAC Secretariat.</p> <p>4. If a bidder modifies his/its bidding documents before the deadline for modification as allowed under the law, such bidder shall not be allowed to retrieve his/its original bidding documents. Instead, the bidder shall only be allowed to upload another bid in the same folder to be labelled as "Technical Modification" or "Financial Modification". The modification shall also be supported by an electronic mail to the BAC Secretariat through e-bids@treasury.gov.ph. The time indicated in the latest bid receipt generated shall be the official time of submission.</p> <p>Bids submitted after the deadline set in the Invitation to Bid shall not be accepted/considered.</p> <p>5. Only bids that are in compressed archive files and are password-protected shall be accepted.</p> <p>The Bids and Awards Committee assumes no responsibility for the misplacement of the contents of the compressed and password-protected files.</p> <p>6. The electronically submitted bids will be downloaded from the BAC Secretariat's drive only upon commencement of the Bid Opening. The date and time of receipt of bids as indicated in the generated bid receipt will be shown to the participants.</p>
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	<p>Actual presence of the bidders or their representatives during the opening of bid/s is required for the disclosure of password to facilitate the opening of the bids which are in archive format compression file. The representatives should be the ones listed in the pre-registration.</p> <p>Each bidder will be given three (3) times to enter the correct password. If after three times, the bidder representative is unable to disclose the correct password, he/she will be automatically declared ineligible.</p> <p>7. “Envelope 1 - Technical Component” will be decrypted first to determine the bidder’s eligibility. The password for decrypting “Envelope 1 - Technical Component” will be disclosed by the bidder only during the opening of his/its archive format compression file.</p> <p>8. Only “Envelope 2 - Financial Component” of the eligible bidder will be decrypted. The password for decrypting “Envelope 2 - Financial Component” will be disclosed by the bidder only during the opening of his/its archive format compression file.</p> <p>9. Non-discretionary “pass/fail” criterion as stated in the Section 30 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall be used during the Bid Opening.</p> <p>10. All other rules and procedures as provided under Republic Act No. 9184, and its 2016 Revised Implementing Rules and Regulations are deemed incorporated as part of this instruction.</p> <p>The date and time of bid opening is on December 22, 2023, 11:00 am Philippine Standard Time (PST), via zoom</p>
17	<p>Bid documents submitted through electronic means which have not complied with the pre-registration and prior payment of bid documents requirement shall not be opened and considered immediately disqualified.</p> <p>1. A G-Suite drive of e-bids@treasury.gov.ph shall be maintained as official repository of all electronically submitted bidding documents.</p> <p>A folder will be created in the google drive for each procurement project. Within the folder, sub-folders will be created for each of the prospective bidders gathered from the pre-registration form. (Settings: Editor only – do not allow editor to change the folder sharing options)</p>

	<p>3. The BAC Secretariat will send email to pre-registered bidders. The email shall indicate the link of the bidder's own folder in the google drive for the specified procurement project. To ensure integrity of the google drive, access thereto by the bidder shall be subject to confirmation/approval by the BAC Secretariat. (Settings: Do not give access)</p> <p>4. The BAC Secretariat shall verify all request for access to the google drive for electronic bid submission. Only verified bidder's request shall be granted access to the google drive. To ensure auditability, all activity details in the google drive will be seen from the Activity Tab of e-bids@treasury.gov.ph.</p> <p>The address for submission of bids is:</p> <p>e-bids@treasury.gov.ph</p> <p>The deadline for submission of bids is on or before December 22, 2023, 8:00 a.m. , Philippine Standard Time (PST)</p>
19.2	<p>Partial bids are allowed, as follows:</p> <p><i>[Insert grouping of lots by specifying the items and the quantity for every identified lot.]</i></p>
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

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

Special Conditions of Contract

GCC Clause	
2	<i>[If different dates are specified for completion of the Works by section, i.e. “sectional completion,” these dates should be listed here.]</i>
4.1	<i>[Specify the schedule of delivery of the possession of the site to the Contractor, whether full or in part.]</i>
6	The site investigation reports are: <i>[list here the required site investigation reports.]</i>
7.2	<p><i>[Select one, delete the other.]</i></p> <p><i>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:]</i> Fifteen (15) years.</p> <p><i>[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:]</i> Five (5) years.</p> <p><i>[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:]</i> Two (2) years.</p>
10	<p><i>[Select one, delete the other:]</i></p> <p>a. Dayworks are applicable at the rate shown in the Contractor’s original Bid.</p> <p>b. No dayworks are applicable to the contract.</p>
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within <i>[insert number]</i> days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <i>[insert amount]</i> .
13	The amount of the advance payment is <i>[insert amount as percentage of the contract price that shall not exceed 15% of the total contract price and schedule of payment]</i> .
14	<i>[If allowed by the Procuring Entity, state:]</i> Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	<p>The date by which operating and maintenance manuals are required is <i>[date]</i>.</p> <p>The date by which “as built” drawings are required is <i>[date]</i>.</p>

15.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is <i>[amount in local currency]</i> .
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Section VI. Specifications



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila 1002

TECHNICAL SPECIFICATIONS

A. PROJECT TITLE:

SUPPLY OF LABOR, MATERIALS, AND TOOLS FOR THE REPLACEMENT OF FLOOR TILES IN THE COMMON AREAS ON THE GROUND FLOOR OF THE AYUNTAMIENTO BUILDING

B. OBJECTIVE:

The Ayuntamiento Building's floor tiles have not been replaced since the Bureau of the Treasury transferred in there in 2012. Due to several ground movements over the previous years along with heavy foot traffic, most of the floor tiles have been shattered; thus, the floor tiles are due for replacement.

C. AGENCY BUDGET FOR CONTRACT:

THREE MILLION PESOS (Php3,000,000.00)

Inclusive of all applicable tax.

D. GENERAL REQUIREMENTS

PART I – TECHNICAL SPECIFICATION	Bidder's Statement of Compliance
<p>1. SCOPE OF WORK</p> <p>1.1. <i>General Requirements:</i></p> <p>1.1.1. Mobilization of labor, materials, and tools.</p> <p>1.1.2. Provision of temporary holding area of materials.</p> <p>1.2. <i>Site Preparation</i></p> <p>1.2.1. Removal of all existing tiles using the applicable method.</p> <p>1.2.2. Cleaning of the floor surface to remove all unnecessary tile adhesive residue.</p> <p>1.3. <i>Installation of the new tiles</i></p> <p>1.3.1. Installation of the new 60cm x 60cm tiles using the applicable method as prescribed by the manufacturer.</p> <p>1.3.2. Application of tile grout</p>	

1.3.3. Cleaning of all affected areas			
1.4. Demobilization and clearing of the site.			
2. BILL OF QUANTITIES			
Description	Qty.	Unit	Bidder's Statement of Compliance
2.1. GENERAL REQUIREMENTS			
2.1.1. Mobilization/ Demobilization	1	lot	
2.2. SITE PREPARATION			
2.2.1. Removal of damaged tiles using the applicable method	1,330.00	sq.m.	
2.2.2. Cleaning of the floor surface to remove all unnecessary tile adhesive residue	1,330.00	sq.m.	
2.3. INSTALLATION OF NEW TILES			
2.3.1. Installation of new 60cm x 60cm tiles using the applicable method as prescribed by the manufacturer	1,330.00	Sq.m	
2.3.2. Application of Grout	1	Lot	
2.4. MATERIALS SPECIFICATION			
Location	Color ¹	Size	Area (sq.m.)
2.4.1. Ground floor Hallway	Spotted Beige Metallic Brown	60cm x 60cm	1,070.00
2.4.2. Marble Hall		60cm x 60cm	180.00
2.4.3. Tunnel Hallway		60cm x 60cm	80.00
<div>¹Color and pattern must match the existing tile.</div> <div><div>- Winning bidder shall provide samples for approval</div><div>- Winning bidder shall provide spare tiles equivalent to 10% of the total tiles required</div></div>			

PART II – STANDARD REQUIREMENTS AND BIDDER'S COMPLIANCE		Bidder's Statement of Compliance						
1. TRACK RECORD								
1.1. The Contractor/Bidder must be a Filipino firm with at least five (5) years of continuous existence.								
1.2. The contractor must have satisfactorily completed a single largest <u>similar contract</u> with an amount of at least fifty percent (50%) of the Approved Budget for the Contract (ABC) within the last five (5) years <i>Similar Contract = Retiling Projects and/or other projects with similar finishes.</i> <i>As per Section 23.4.2.5 of the 2016 Revised IRR of Republic Act 9184 the Single Largest Completed Contract (SLCC) shall be supported by any of the following:</i> <i>a. Owner's Certificate of Final Acceptance issued by the project owner other than the contractor; or</i> <i>b. A final rating of at least satisfactory in the Constructors Performance Evaluation System (CPES); or</i> <i>c. In case of contracts with the private sector, an equivalent document shall be submitted.</i>								
1.3. The contractor must have a Philippine Contractor's Accreditation Board (PCAB) license of: <table border="1" data-bbox="304 1137 1198 1328"> <thead> <tr> <th>Size Range</th><th>License Category</th><th>Classification</th></tr> </thead> <tbody> <tr> <td>Small B</td><td>C & D</td><td>General Engineering / General Building</td></tr> </tbody> </table>		Size Range	License Category	Classification	Small B	C & D	General Engineering / General Building	
Size Range	License Category	Classification						
Small B	C & D	General Engineering / General Building						
2. CONTRACTOR'S/ BIDDER'S PERSONNEL								
2.1. The contractor must provide key project personnel to be assigned for the project, which shall have at least:								
2.1.1. One (1) Project-In-Charge <ul style="list-style-type: none"> - Registered and Licensed Civil Engineer/Architect - With at least three (3) years of applied experience. 								
2.1.2. One (1) Safety Officer, who must have at least three (3) years of experience in construction safety management with Construction Occupational Safety and Health (COSH) training from an accredited training center by the Department of Labor and Employment (DOLE).								
2.1.3. Eight (8) Laborers, who must have at least three (3) years of experience in tiling works								

2.2. The contractor's/Bidder's personnel and laborers must be provided with official uniforms and ID while working inside the premises of the Ayuntamiento Building	
2.3. The contractor/ bidder shall be solely and exclusively responsible for any act or omission of all its employees and laborers. Drinking alcoholic beverages, taking regulated or prohibited drugs, and smoking while performing tasks are strictly prohibited	
2.4. The contractor shall be responsible for the discipline and administration of all its/his employees and laborers and shall conform to existing labor laws and implement rules and regulations of the Labor Code	
2.5. The bidder shall be liable for the safety of its own personnel/laborers. BTr shall not be responsible for any injuries/damage to properties that may arise during the project implementation	
PART III – CONTRACTOR'S WORKING HOURS, PROJECT IMPLEMENTATION, DURATION, TERMS OF PAYMENT, AND WARRANTY	Bidder's Statement of Compliance
1. CONTRACTOR'S WORKING HOURS	
1.1. All normal work for regular days of this contract shall performed after office hours (5:00 PM to 5:00 AM), except weekends and holidays. However, the contractor is encouraged to perform a 24/7 schedule, particularly for the period of the critical paths.	
2. PROJECT IMPLEMENTATION	
2.1. The winning bidder shall submit the following within ten (10) calendar days upon receiving the Notice of Award: a. Construction Schedule and S-Curve b. Manpower Schedule c. PERT/CPM Network Diagram d. Project Site Organizational Structure for the Project	
2.2. The winning bidder shall be responsible for applying for the necessary permits/licenses needed for the implementation of the Project if applicable.	
2.3. The Contractor shall provide warning signages, project signboard, and contractor's project logbook.	
2.4. The Contractor shall coordinate with FMD all the execution works and always secure approval of Request for Approval (RFA) and Request for Inspection (RFI)	

2.5. The Contractor shall submit a Statement of Works Accomplishment (SWA) as a requirement of the billing request.	
2.6. The Contractor shall submit weekly progress reports with attached progress photos to FMD.	
2.7. The Contractor shall provide a delivery receipt or list of all materials brought inside the Ayuntamiento Building including the list of equipment and tools.	
2.8. The Contractor shall turn over to FMD all the excess/unplaced construction items included in the Bill of Quantities.	
3. CONTRACT DURATION	
3.1. The project must be completed within One Hundred Fifty (150) calendar days from the issuance of the Notice to Proceed	
4. TERMS OF PAYMENT	
<p>4.1. Payment Schedule</p> <p><i>First Payment (25%)</i> - Upon verification and validation of the submitted Statement of Work Accomplished equivalent to 25% total completion of the project.</p> <p><i>Second Payment (50%)</i> - Upon verification and validation of the submitted Statement of Work Accomplished equivalent to 75% total completion of the project.</p> <p><i>Third/ Final Payment (25%)</i> - Upon verification and validation of the submitted Statement of Work Accomplished equivalent to 100% total completion of the project</p>	
4.2. Payments shall be subject to retention money equivalent to at least one percent (1%) of the amount paid. The BTr shall release the total retention money to the contractor one (1) year after the final acceptance of the project by the end user.	
5. PROJECT WARRANTY	
5.1. Guaranty against workmanship and defects of materials used shall be covered over a two (2) years period.	
5.2. The warranty period shall start on the day of the issuance of the Certificate of Final Completion and Acceptance issued by the end user.	

PART IV - OTHER REQUIREMENTS		Bidder's Statement of Compliance
1. DOCUMENTATION		
1.1. Must submit Partial/ Final Completion Report as part of the attachment for the billing.	1.2. It must indicate the location, coverage, percentage of work accomplished, and photographs of the works done prior to the supply and replacement of tiles.	
2. PROJECT SITE SURVEY		
2.1. Bidders are encouraged to conduct a site survey at the Ayuntamiento Building. This implies that the bidder will provide all the necessary assessments needed for the said project.		

3. WARRANTY AGAINST BENEFITS

The winning contractor warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee, BAC secretariat or TWG, to secure this contract.

4. ASSIGNMENT

Unless otherwise expressly stipulated or prior written approval of the BTr is secured, this contract or any portion thereof shall not be assigned or subjected to any other party or parties.

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

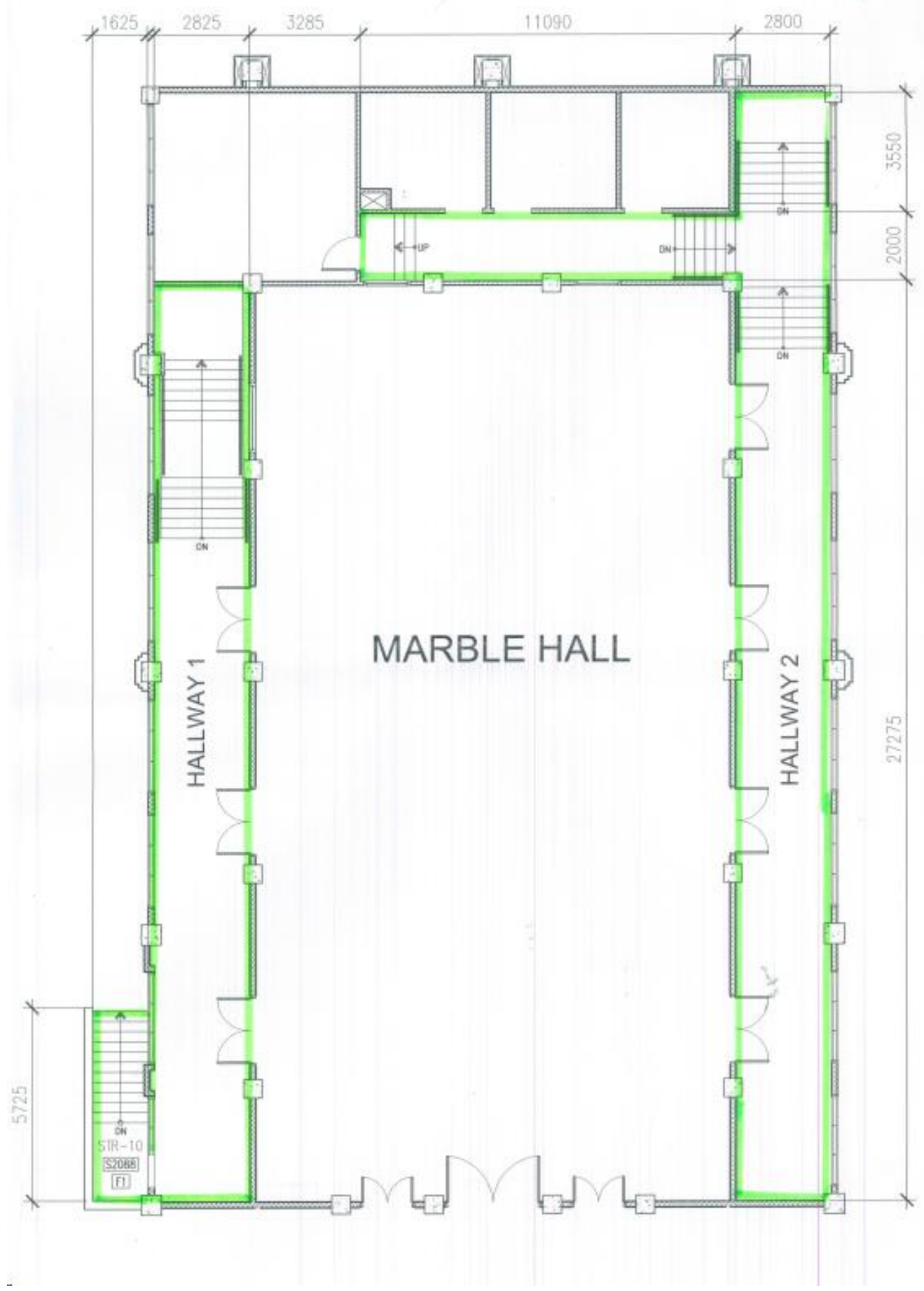
Name of Company

Signature over Printed Name
of the authorized representative

Date

Section VII. Drawings





Section VIII. Bill of Quantities

PROJECT TITLE: SUPPLY OF LABOR, MATERIALS, AND TOOLS FOR THE
SUPPLY AND REPLACEMENT OF TILES ON THE COMMON AREAS OF THE
AYUNTAMIENTO BUILDING
(GROUND FLOOR HALLWAY)
LOCATION : Ayuntamiento Building, Bureau of the Treasury, Intramuros,
Manila

BILL OF QUANTITIES			
DESCRIPTION	QTY		
	#Units	UM	
I. GENERAL REQUIREMENTS			
Mobilization/Demobilization	1.00	lot	
Provision on Project Management and Supervision	1.00	lot	
Provision on temporary holding Area of Materials	1.00	lot	
Provision of site security, health and safety requirements	1.00	lot	
Total Cost of General Requirements			
II. PROJECT PREPARATION			
A. Removal of damaged tiles using applicable method			
1. Ground Floor Hallway	1,070.00	sq.m	
2. Marble Hall	180.00	sq.m	
3. Tunnel Hallway	80.00	sq.m	
B. Cleaning of the floor surface to remove all unnecessary tile adhesive residue			
1. Ground Floor Hallway	1,070.00	sq.m	
2. Marble Hall	180.00	sq.m	
3. Tunnel Hallway	80.00	sq.m	
Total Cost of Project Preparation			
III. TILING WORKS			
1. Ground Floor Hallway	1,030.00	sq.m	
60cm x 60cm Floor Tiles	3,475.00	pcs	
Tile Adhesive, 25kg/bag	172.00	bags	
Tile Grout, 2kg/bag	206.00	bags	
2. Marble Hall	180.00	sq.m	
60cm x 60cm Floor Tiles	610.00	pcs	
Tile Adhesive, 25kg/bag	30.00	bags	
Tile Grout, 2kg/bag	36.00	bags	
3. Tunnel Hallway	80.00	sq.m	
60cm x 60cm Floor Tiles	270.00	pcs	
Tile Adhesive, 25kg/bag	3.00	bags	
Tile Grout, 2kg/bag	3.00	bags	
Total Cost of Tiling Works			

Section IX. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- ☐ (d) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**
- ☐ (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** original copy of Notarized Bid Securing Declaration; **and**
- ☐ (f) Project Requirements, which shall include the following:
- ☐ a. Organizational chart for the contract to be bid;
 - ☐ b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - ☐ c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- ☐ (g) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class “B” Documents

- ☐ (i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

Other documentary requirements under RA No. 9184

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

