

PHILIPPINE BIDDING DOCUMENTS

**Procurement of
INFRASTRUCTURE
PROJECTS**

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.

**Invitation to Bid for
Proposed Improvement of DSWD-CAR Field Office
Ground and First Basement Floor and Ceiling
ITB 2022-DSWD-CAR-34**

1. The **Department of Social Welfare and Development - Cordillera Administrative Region**, through the *General Appropriations Act of 2022* intends to apply the sum of *Two Million Six Hundred Eighty-Two Thousand Seven Hundred Eighteen Pesos and Fifty-Centavos (Php2,682,718.50)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Proposed Improvement of DSWD-CAR Field Office Ground and First Basement Floor and Ceiling under ITB 2022-DSWD-CAR-34*.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR)** now invite bids for the above Procurement Project. Completion of the Works is required within **Ninety (90) Calendar Days upon receipt of Notice to Proceed**. Bidders should have completed a contract similar to the Project **within five (5) years upon submission and receipt of bids**. 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 **DSWD-CAR** and inspect the Bidding Documents at the address given below from **8:00AM to 5:00PM, Monday to Friday**.

Likewise, bidders must inspect the construction site located at **40 North Drive, Baguio City**. A **Certificate of Site Inspection** shall be issued to the interested bidders as form part of the bidding documents.

5. A complete set of Bidding Documents may be acquired by interested bidders on **25 November 2022 to 09:00 AM of 14 December 2022** from given address and website/s below 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 (Php5,000.00)**.

The procuring entity allows payment of bidding documents through **Bank-to-Bank** transaction. However, the **Official Receipt** will only be issued by the Cash Section to the bidder upon receipt of **two (2) original deposit slip** with the following bank details:

Account Number : 0222-0218-63
Account Name : DSWD FO CAR (MISC TRUST ACCNT)
Name of the Bank : LANDBANK – Baguio Branch

6. The *Department of Social Welfare and Development - Cordillera Administrative Region* will hold a **Pre-Bid Conference**¹ on **1:30 PM of 02 December 2022** at **DSWD-CAR Premises** and/or through **videoconferencing or Google Meet** with meeting ID/Link as <https://meet.google.com/yif-fypw-hog>, which shall be opened to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the office address as indicated below on or before **9:00 AM (PST) of 14 December 2022**.

The procuring entity allows submission of bids through courier provided that the bid envelope will be received on or before the deadline of bid submission.

Late bids shall not be accepted.

8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16**.
9. Bid opening shall be on **10:00 AM of 14 December 2022** at the given address below and/or through Google Meet with Meeting/ID link as <https://meet.google.com/faj-aghp-cxy>. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Department of Social Welfare and Development - Cordillera Administrative Region* 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:

BAC SECRETARIAT

Procurement Section, DSWD-CAR

40 North drive, Baguio City

Email Address: bacsec.car@dswd.gov.ph

(074) 661-0430 Local 25025 / (02) 369-6580

Mobile Numbers: 0915-151-9259 (Globe)

0963-610-9340 (Smart)

12. You may visit the following websites for downloading of Bidding Documents:
<https://car.dswd.gov.ph/downloads/procurement/procurement-opportunities-2022/>

-SGD-

ENGR. ENRIQUE H. GASCON JR.
BAC Chairperson

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

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *Department of Social Welfare and Development - Cordillera Administrative Region* invites Bids for the *Proposed Improvement of DSWD-CAR Field Office Ground and First Basement Floor and Ceiling*, with Project Identification Number *ITB 2022-DSWD-CAR-34*.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *CY 2022* in the amount of *Two Million Six Hundred Eighty-Two Thousand Seven Hundred Eighteen Pesos and Fifty-Centavos (Php2,682,718.50)*.

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:

Subcontracting is not allowed

7.2 The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

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

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

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

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

11. Documents Comprising the Bid: Financial Component

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

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

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

15. Bid Security

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid within **120 calendar days upon opening of bids**. 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 refer to contracts which have the same major categories of work, which shall be: <ul style="list-style-type: none"> <li style="text-align: center;">• <i>Construction or Improvement/Renovation/Repair of Buildings</i> 																													
7.1	Subcontracting is not allowed																													
10.3	PCAB license should be at least “small b” as to size range and/or at least C or D as to license category																													
10.4	The key personnel must meet the required minimum years of experience set below: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Personnel</th> <th style="text-align: center;">General Experience</th> <th style="text-align: center;">Relevant Experience</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td>at least 3 years minimum experience</td> <td>at least 3 years experience in architecture practice and in building construction</td> </tr> <tr> <td>Site Architect</td> <td>Registered and Licensed Architect with at least 2 years’ experience</td> <td>at least 2 years in specializing architectural interiors, fit-outs and exterior construction.</td> </tr> <tr> <td>Site Engineer</td> <td>Registered civil engineer with at least 2 years’ experience minimum experience</td> <td>at least 2 years in project supervision of building construction</td> </tr> <tr> <td>Electrical Engineer</td> <td>Registered with at least 2 years’ minimum experience</td> <td>at least 2 years experience in electrical works in building construction</td> </tr> <tr> <td>Safety Officer</td> <td>Registered with at least 2 years’ minimum experience</td> <td>With at least 2 years’ relevant experience as safety officer</td> </tr> <tr> <td>Carpenter</td> <td>With at least 2 years’ minimum experience, with NC II Certificate</td> <td>at least 2 years experience in carpentry in building construction</td> </tr> <tr> <td>Tile Setter</td> <td>With at least 2 years’ minimum experience, with NC II Certificate</td> <td>at least 2 years’ relevant experience</td> </tr> <tr> <td>Electrician</td> <td>With at least 2 years’ minimum experience, with NC II Certificate</td> <td>at least 2 years’ relevant experience</td> </tr> </tbody> </table> <p><i>Note: key personnel should be equipped with the appropriate license/s and/or documents.</i></p>			Personnel	General Experience	Relevant Experience	Project Manager	at least 3 years minimum experience	at least 3 years experience in architecture practice and in building construction	Site Architect	Registered and Licensed Architect with at least 2 years’ experience	at least 2 years in specializing architectural interiors, fit-outs and exterior construction.	Site Engineer	Registered civil engineer with at least 2 years’ experience minimum experience	at least 2 years in project supervision of building construction	Electrical Engineer	Registered with at least 2 years’ minimum experience	at least 2 years experience in electrical works in building construction	Safety Officer	Registered with at least 2 years’ minimum experience	With at least 2 years’ relevant experience as safety officer	Carpenter	With at least 2 years’ minimum experience, with NC II Certificate	at least 2 years experience in carpentry in building construction	Tile Setter	With at least 2 years’ minimum experience, with NC II Certificate	at least 2 years’ relevant experience	Electrician	With at least 2 years’ minimum experience, with NC II Certificate	at least 2 years’ relevant experience
Personnel	General Experience	Relevant Experience																												
Project Manager	at least 3 years minimum experience	at least 3 years experience in architecture practice and in building construction																												
Site Architect	Registered and Licensed Architect with at least 2 years’ experience	at least 2 years in specializing architectural interiors, fit-outs and exterior construction.																												
Site Engineer	Registered civil engineer with at least 2 years’ experience minimum experience	at least 2 years in project supervision of building construction																												
Electrical Engineer	Registered with at least 2 years’ minimum experience	at least 2 years experience in electrical works in building construction																												
Safety Officer	Registered with at least 2 years’ minimum experience	With at least 2 years’ relevant experience as safety officer																												
Carpenter	With at least 2 years’ minimum experience, with NC II Certificate	at least 2 years experience in carpentry in building construction																												
Tile Setter	With at least 2 years’ minimum experience, with NC II Certificate	at least 2 years’ relevant experience																												
Electrician	With at least 2 years’ minimum experience, with NC II Certificate	at least 2 years’ relevant experience																												

10.5	<p>The minimum major equipment requirements are the following:</p> <table border="1" data-bbox="384 255 1394 510"> <thead> <tr> <th data-bbox="384 255 746 293">Equipment</th> <th data-bbox="746 255 1070 293">Capacity</th> <th data-bbox="1070 255 1394 293">Number of Units</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 293 746 331">Truck</td> <td data-bbox="746 293 1070 331">at least 2.5 cubic meters</td> <td data-bbox="1070 293 1394 331">at least one (1)</td> </tr> <tr> <td data-bbox="384 331 746 369">Grinder</td> <td data-bbox="746 331 1070 369"></td> <td data-bbox="1070 331 1394 369">at least two (2)</td> </tr> <tr> <td data-bbox="384 369 746 407">Drilling Machine</td> <td data-bbox="746 369 1070 407"></td> <td data-bbox="1070 369 1394 407">at least two (2)</td> </tr> <tr> <td data-bbox="384 407 746 445">Laser Leveler</td> <td data-bbox="746 407 1070 445"></td> <td data-bbox="1070 407 1394 445">at least one (1)</td> </tr> <tr> <td data-bbox="384 445 746 510">Vacuum Cleaner</td> <td data-bbox="746 445 1070 510"></td> <td data-bbox="1070 445 1394 510">at least one (1)</td> </tr> </tbody> </table>	Equipment	Capacity	Number of Units	Truck	at least 2.5 cubic meters	at least one (1)	Grinder		at least two (2)	Drilling Machine		at least two (2)	Laser Leveler		at least one (1)	Vacuum Cleaner		at least one (1)
Equipment	Capacity	Number of Units																	
Truck	at least 2.5 cubic meters	at least one (1)																	
Grinder		at least two (2)																	
Drilling Machine		at least two (2)																	
Laser Leveler		at least one (1)																	
Vacuum Cleaner		at least one (1)																	
12	<i>Not Applicable</i>																		
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than Php 53,654.37 or 2% of the 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 Php 134,135.93 or 5% of the ABC if bid security is in Surety Bond. 																		
19.2	<i>Not Applicable</i>																		
20	<i>None</i>																		
21	Additional contract documents relevant to the Project - Construction Schedule and S-curve, Manpower Schedule, Construction Methods, Equipment Utilization Schedule, Construction Safety and Health Program approved by DOLE.																		

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>Not Applicable</i>
4.1	The Procuring Entity shall give possession of so much of the Site to the Contractor after a pre-construction meeting between the authorized DSWD Representatives and the Contractor.
6	Not Applicable
7.2	Fifteen (15) years.
10	No day works are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within Ten (10) days upon receipt of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is Php10,000.00 .
13	The amount of the advance payment is fifteen percent (15%) of the Contract Value and can be availed of upon the submission and receipt of a request for the release of the advance payment after the issuance of the Notice to Proceed (NTP) and posting of an irrevocable letter of credit in favor of the procuring entity.
14	<i>Not Applicable</i>
15.1	The date by which operating and maintenance manuals are required is <i>within 15 days upon completion of the contract.</i> The date by which "as built" drawings are required is <i>within 15 days upon completion of the contract.</i> .
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>Php50,000.00.</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.

Please see attached

Technical Specifications and
General Conditions and Requirements

Section VII. Drawings

Please see attached drawing/floor plans

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.

Please see attached Bill of Quantities.

Section IX. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

Other documentary requirements under RA No. 9184

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



NOTE: ALL DIMENSIONS MUST BE VERIFIED ON SITE BY THE CONTRACTOR. DO NOT SCALE THIS DRAWING.



**ADMINISTRATIVE DIVISION
FIELD OFFICE CAR**
DSWD-AS-GF-057 | REV 02 | 07 OCT 2022

PROJECT NAME :
**PROPOSED IMPROVEMENT OF
DSWD-CAR FIELD OFFICE GROUND
AND FIRST BASEMENT FLOOR &
CEILING**

LOCATION :
**DSWD - CAR, 40 NORTH DRIVE,
BAGUIO CITY, 2600**

SHEET CONTENT :
**GROUND
FLOOR DEMARCATION LAYOUT**

APPROVED BY

LEO L. QUINTILLA
Regional Director

CONFORMED BY

ENRIQUE H. GASCON, Jr.
Assistant Regional Director
for Administration

CHECKED BY

RICHARD A. REAMICO
Administrative Officer I, BGMS Head

PREPARED/DESIGNED BY

JIMMY M. MAYORES
Architect I, BGMS

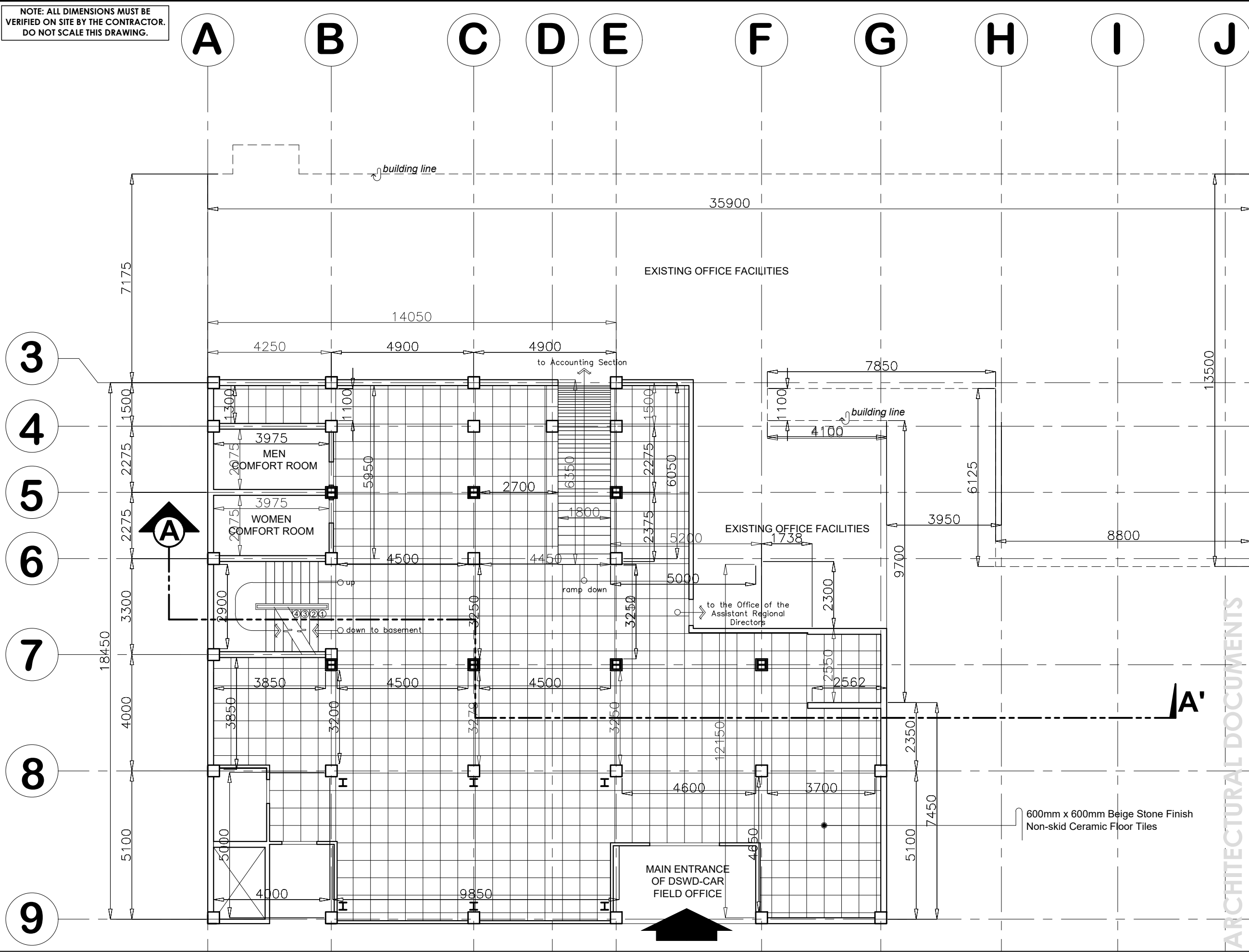
PROJECT/TA No:

DATE SUBMITTED: **22 NOVEMBER 2022**

DRAWING STATUS

DATE	DESCRIPTION/REMARKS	BY

PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
A	1/5	A3



1
A 1
GROUND FLOOR DEMARCATION PLAN
SCALE: **1:125 METERS**



ARCHITECTURAL DOCUMENTS
ISSUED FOR PRE-PROCUREMENT PURPOSES ONLY - 22 NOVEMBER 2022

NOTE: ALL DIMENSIONS MUST BE VERIFIED ON SITE BY THE CONTRACTOR.
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**ADMINISTRATIVE DIVISION
FIELD OFFICE CAR**
DSWD-AS-GF-057 | REV 02 | 07 OCT 2022

PROJECT NAME :
**PROPOSED IMPROVEMENT OF
DSWD-CAR FIELD OFFICE GROUND
AND FIRST BASEMENT FLOOR &
CEILING**

LOCATION :
**DSWD - CAR, 40 NORTH DRIVE,
BAGUIO CITY, 2600**

SHEET CONTENT :
**FIRST BASEMENT
FLOOR DEMARCATION LAYOUT**

APPROVED BY

LEO L. QUINTILLA
Regional Director

CONFORMED BY

ENRIQUE H. GASCON, Jr.
Assistant Regional Director
for Administration

CHECKED BY

RICHARD A. REAMICO
Administrative Officer I, BGMS Head

PREPARED/DESIGNED BY

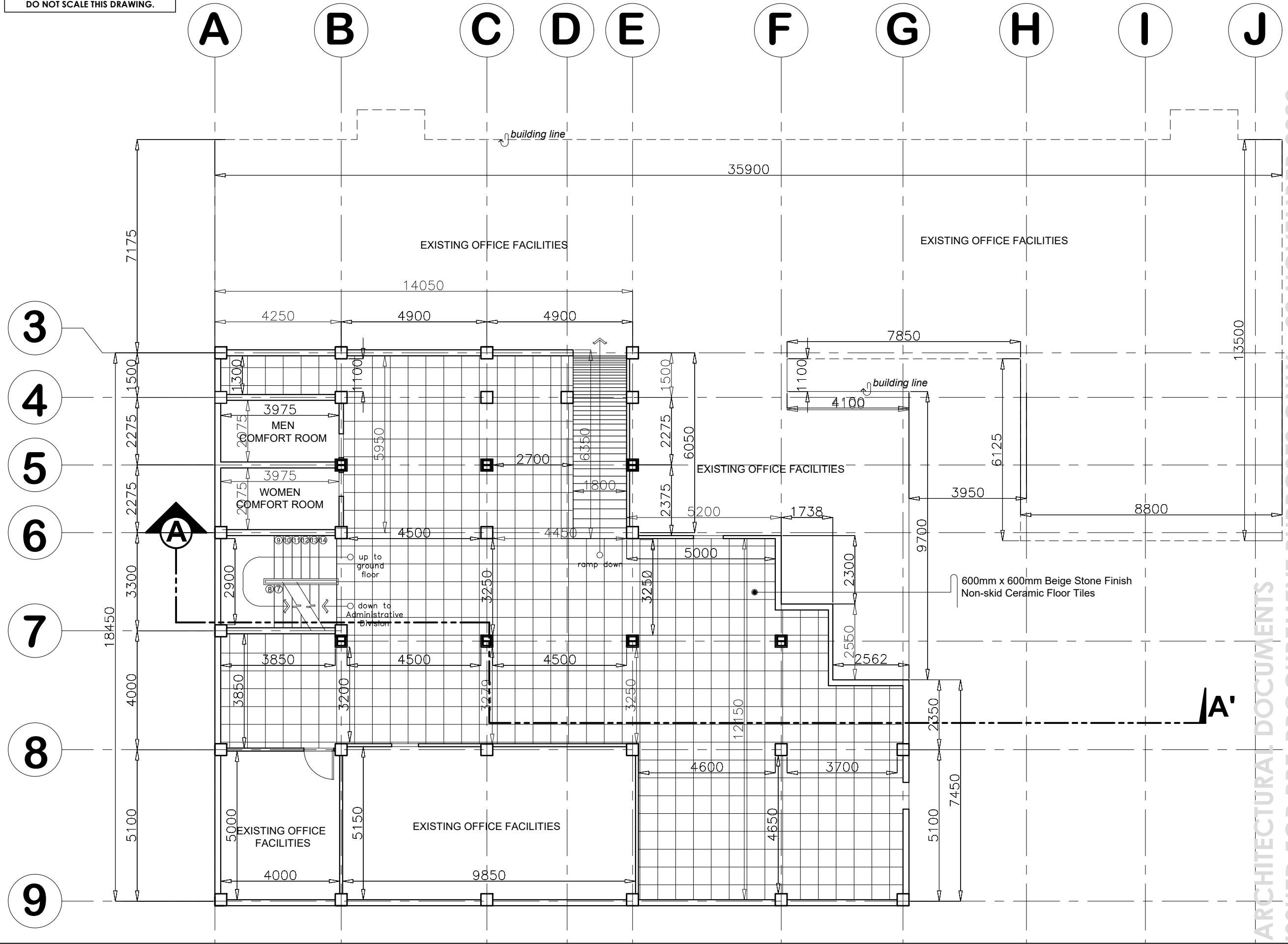
JIMMY M. MAYORES
Architect I, BGMS

PROJECT/TA No:
DATE SUBMITTED: 22 NOVEMBER 2022

DRAWING STATUS

DATE	DESCRIPTION/REMARKS	BY

PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
A	2/5	A3



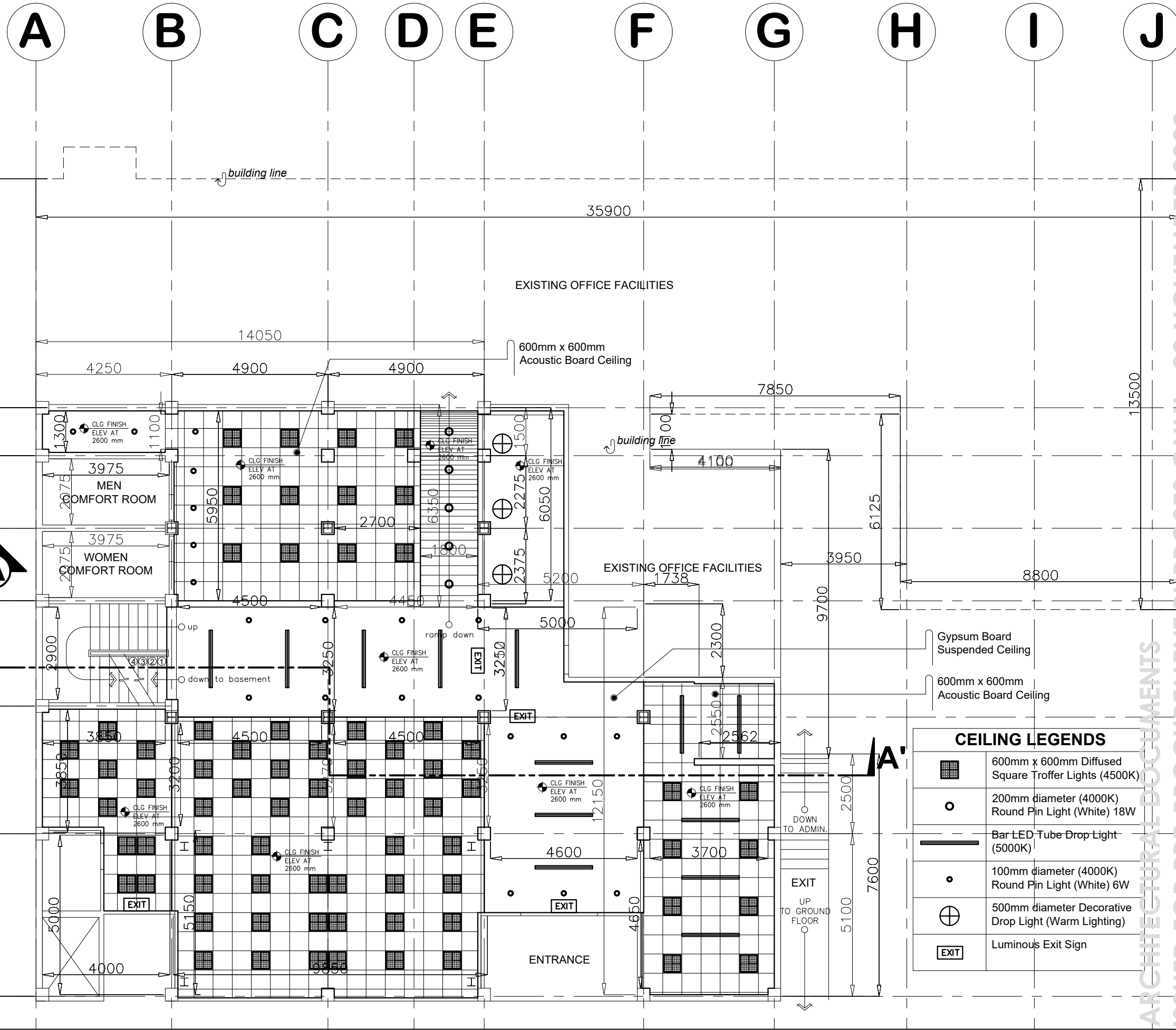
ARCHITECTURAL DOCUMENTS
ISSUED FOR PRE-PROCUREMENT PURPOSES ONLY - 22 NOVEMBER 2022

2 FIRST BASEMENT FLOOR DEMARCATION PLAN
SCALE 1:125 METERS

DSWD Field Office Cordillera Administrative Region, 40 North Drive, 2600 Baguio City, Philippines
Email: focar@dswd.gov.ph Tel. Nos.: (6374) 446-5961/662-0430 | (6302) 396-6580
Mobile Nos.: (63917) 871-9893/872-0256 | (63919) 065-5365 to 68 Website: www.car.dswd.gov.ph



NOTE: ALL DIMENSIONS MUST BE VERIFIED ON SITE BY THE CONTRACTOR. DO NOT SCALE THIS DRAWING.



PROJECT NAME :
PROPOSED IMPROVEMENT OF DSWD-CAR FIELD OFFICE GROUND AND FIRST BASEMENT FLOOR & CEILING

LOCATION :
DSWD - CAR, 40 NORTH DRIVE, BAGUIO CITY, 2600

SHEET CONTENT :
GROUND FLOOR REFLECTED CEILING PLAN

APPROVED BY
LEO L. QUINTILLA
Regional Director

CONFORMED BY
ENRIQUE H. GASCON, Jr.
Assistant Regional Director for Administration

CHECKED BY
RICHARD A. REAMICO
Administrative Officer I, BGMS Head

PREPARED/DESIGNED BY
JIMMY M. MAYORES
Architect I, BGMS

PROJECT/TA No:
DATE SUBMITTED: **22 NOVEMBER 2022**

DRAWING STATUS

DATE	DESCRIPTION/REMARKS	BY

PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
A	3/5	A3

1
GROUND FLOOR REFLECTED CEILING PLAN
SCALE: **1:125 METERS**



ISSUED FOR PRE-PROCUREMENT PURPOSES ONLY - 22 NOVEMBER 2022

NOTE: ALL DIMENSIONS MUST BE VERIFIED ON SITE BY THE CONTRACTOR. DO NOT SCALE THIS DRAWING.

PROJECT NAME :
PROPOSED IMPROVEMENT OF
DSWD-CAR FIELD OFFICE GROUND
AND FIRST BASEMENT FLOOR &
CEILING

LOCATION :
DSWD - CAR, 40 NORTH DRIVE,
BAGUIO CITY, 2600

SHEET CONTENT :
FIRST BASEMENT
REFLECTED CEILING PLAN

APPROVED BY

LEO L. QUINTILLA
Regional Director

CONFORMED BY

ENRIQUE H. GASCON, Jr.
Assistant Regional Director
for Administration

CHECKED BY

RICHARD A. REAMICO
Administrative Officer I, BGMS Head

PREPARED/DESIGNED BY

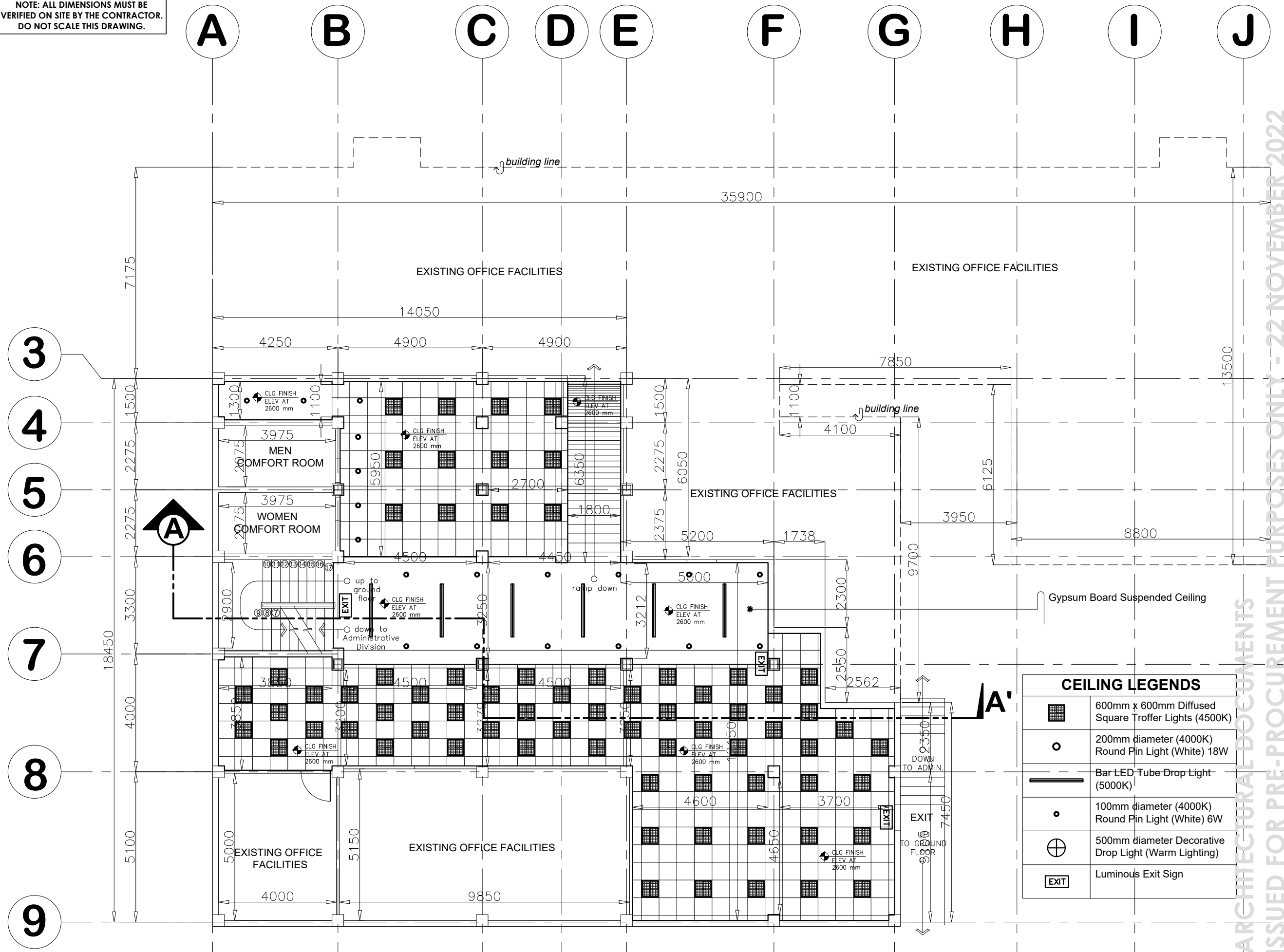
JIMMY M. MAYORES
Architect I, BGMS

PROJECT/TA No:

DATE SUBMITTED: 22 NOVEMBER 2022

DRAWING STATUS		
DATE	DESCRIPTION/REMARKS	BY

PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
A	4/5	A3



CEILING LEGENDS

	600mm x 600mm Diffused Square Troffer Lights (4500K)
	200mm diameter (4000K) Round Pin Light (White) 18W
	Bar LED Tube Drop Light (5000K)
	100mm diameter (4000K) Round Pin Light (White) 6W
	500mm diameter Decorative Drop Light (Warm Lighting)
	Luminous Exit Sign

1
A 4
FIRST BASEMENT REFLECTED CEILING PLAN
SCALE: 1:125 METERS



ISSUED FOR PRE-PROCUREMENT PURPOSES ONLY - 22 NOVEMBER 2022

NOTE: ALL DIMENSIONS MUST BE VERIFIED ON SITE BY THE CONTRACTOR. DO NOT SCALE THIS DRAWING.



ADMINISTRATIVE DIVISION
FIELD OFFICE CAR
DSWD-AS-GF-057 | REV 02 | 07 OCT 2022

PROJECT NAME :

PROPOSED IMPROVEMENT OF
DSWD-CAR FIELD OFFICE GROUND
AND FIRST BASEMENT FLOOR &
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LOCATION :

DSWD - CAR, 40 NORTH DRIVE,
BAGUIO CITY, 2600

SHEET CONTENT :

SECTION PROFILE

APPROVED BY

LEO L. QUINTILLA
Regional Director

CONFORMED BY

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JIMMY M. MAYORES
Architect I, BGMS

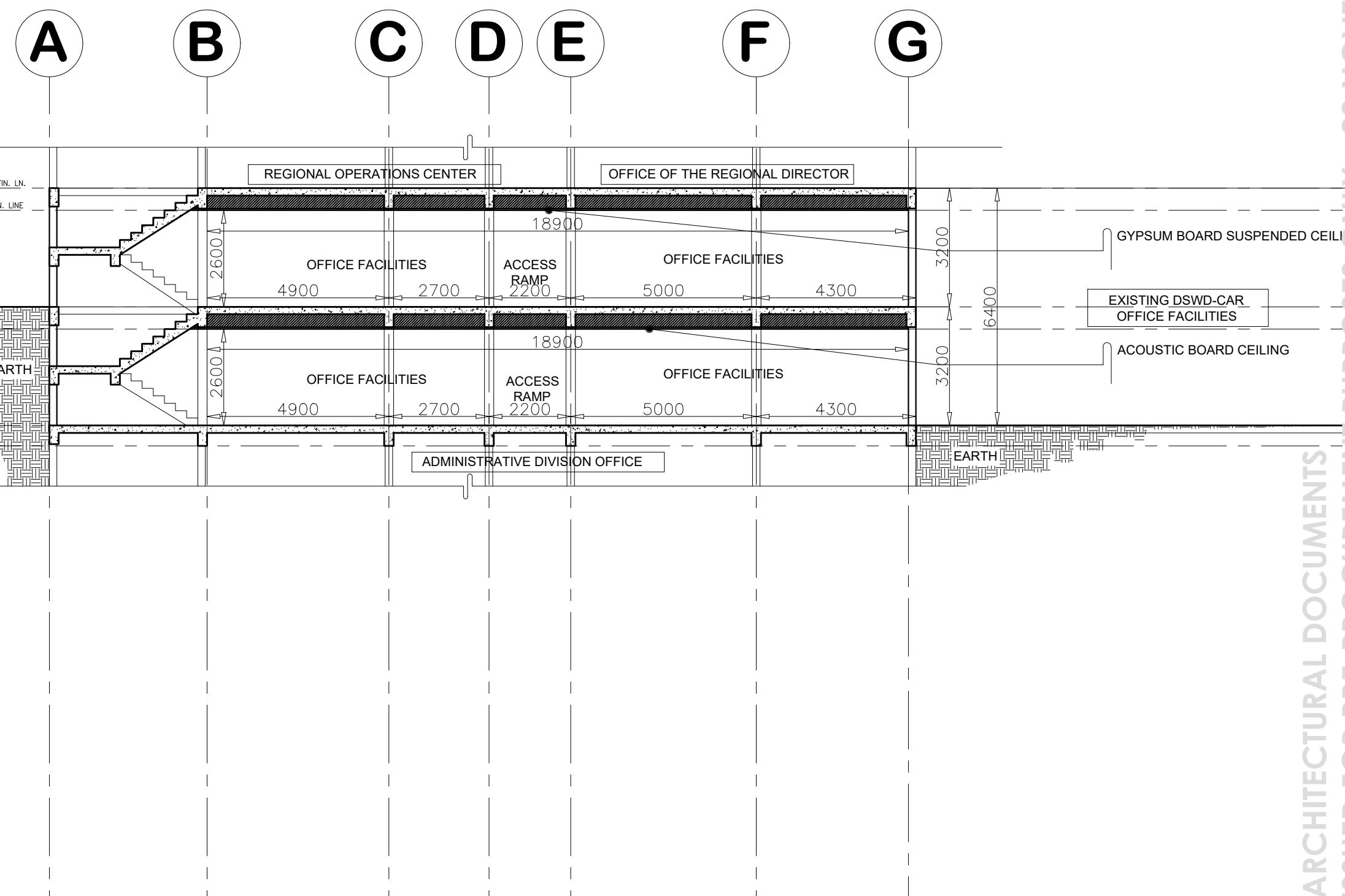
PROJECT/TA No:

DATE SUBMITTED: 22 NOVEMBER 2022

DRAWING STATUS

DATE	DESCRIPTION/REMARKS	BY

PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
A	5/5	A3

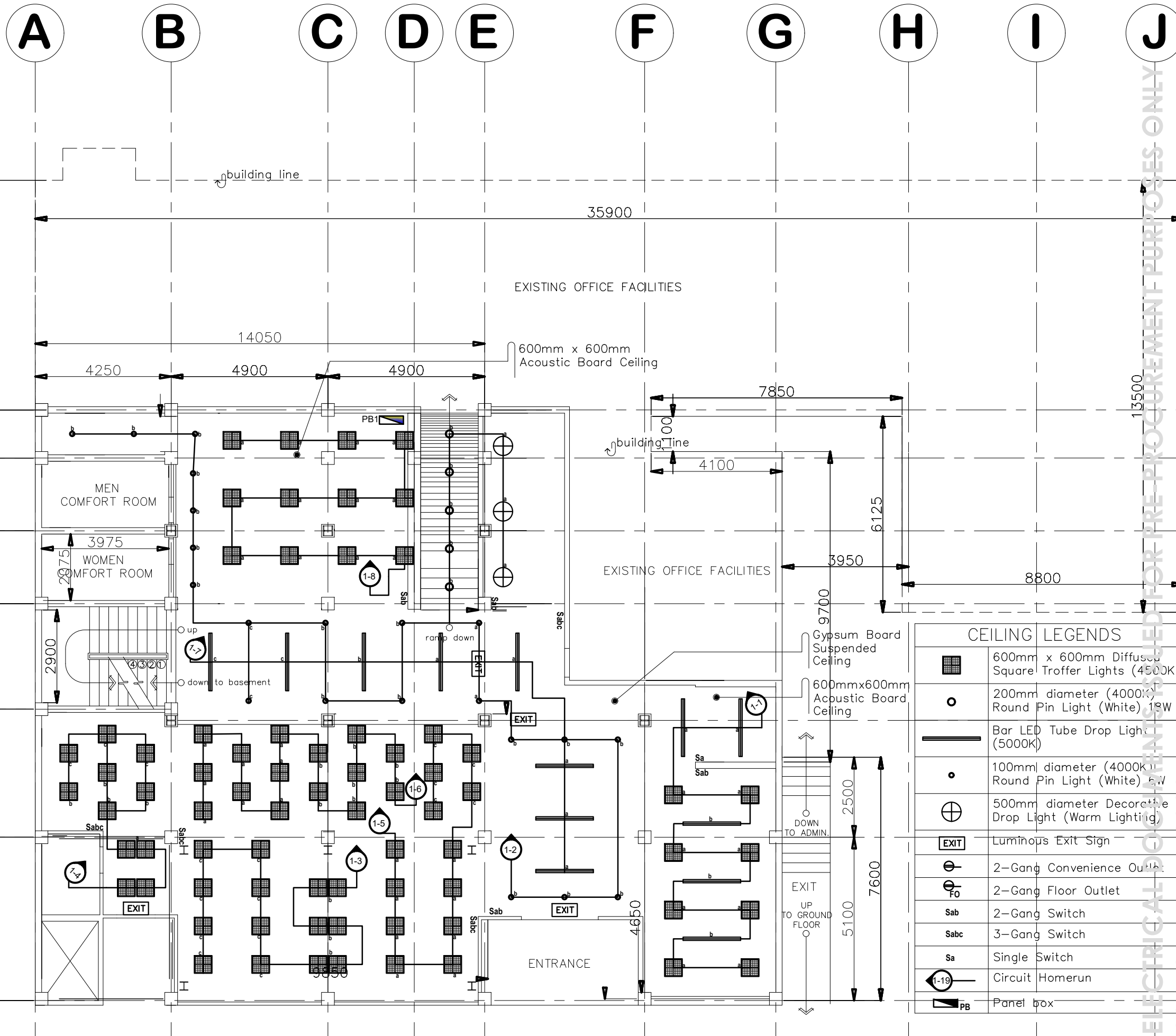


ARCHITECTURAL DOCUMENTS
ISSUED FOR PRE-PROCUREMENT PURPOSES ONLY - 22 NOVEMBER 2022

SECTION PROFILE
SCALE 1:125 METERS



NOTE: ALL DIMENSIONS MUST BE VERIFIED ON SITE BY THE CONTRACTOR. DO NOT SCALE THIS DRAWING.



PROJECT NAME :
PROPOSED IMPROVEMENT OF DSWD-CAR FIELD OFFICE GROUND AND FIRST BASEMENT FLOOR & CEILING

LOCATION :
DSWD - CAR, 40 NORTH DRIVE, BAGUIO CITY, 2600

SHEET CONTENT :
LIGHTING LAYOUTS

APPROVED BY
LEO L. QUINTILLA
 Regional Director

CONFORMED BY
ENRIQUE H. GASCON, Jr.
 Assistant Regional Director for Administration

CHECKED BY
RICHARD A. REAMICO
 Administrative Officer I, BGMS Head

PREPARED/DESIGNED BY
ANGELO M. TABADAY
 Engineer II, BGMS

PROJECT/TA No:
 DATE SUBMITTED: **23 NOVEMBER 2022**

DRAWING STATUS		
DATE	DESCRIPTION/REMARKS	BY

CEILING LEGENDS	
	600mm x 600mm Diffused Square Troffer Lights (4500K)
	200mm diameter (4000K) Round Pin Light (White) 18W
	Bar LED Tube Drop Light (5000K)
	100mm diameter (4000K) Round Pin Light (White) 6W
	500mm diameter Decorative Drop Light (Warm Lighting)
	Luminous Exit Sign
	2-Gang Convenience Outlet
	2-Gang Floor Outlet
	2-Gang Switch
	3-Gang Switch
	Single Switch
	Circuit Homerun
	Panel box

GROUND FLOOR LIGHTING LAYOUT
 SCALE 1:125 METERS



NOTE: ALL DIMENSIONS MUST BE VERIFIED ON SITE BY THE CONTRACTOR. DO NOT SCALE THIS DRAWING.



ADMINISTRATIVE DIVISION
FIELD OFFICE CAR
DSWD-AS-GF-057 | REV 02 | 07 OCT 2022

PROJECT NAME :
PROPOSED IMPROVEMENT OF DSWD-CAR FIELD OFFICE GROUND AND FIRST BASEMENT FLOOR & CEILING

LOCATION :
DSWD - CAR, 40 NORTH DRIVE, BAGUIO CITY, 2600

SHEET CONTENT :
LIGHTING LAYOUTS

APPROVED BY

LEO L. QUINTILLA
Regional Director

CONFORMED BY

ENRIQUE H. GASCON, Jr.
Assistant Regional Director for Administration

CHECKED BY

RICHARD A. REAMICO
Administrative Officer I, BGMS Head

PREPARED/DESIGNED BY

ANGELO M. TABADAY
Engineer II, BGMS

PROJECT/TA No:

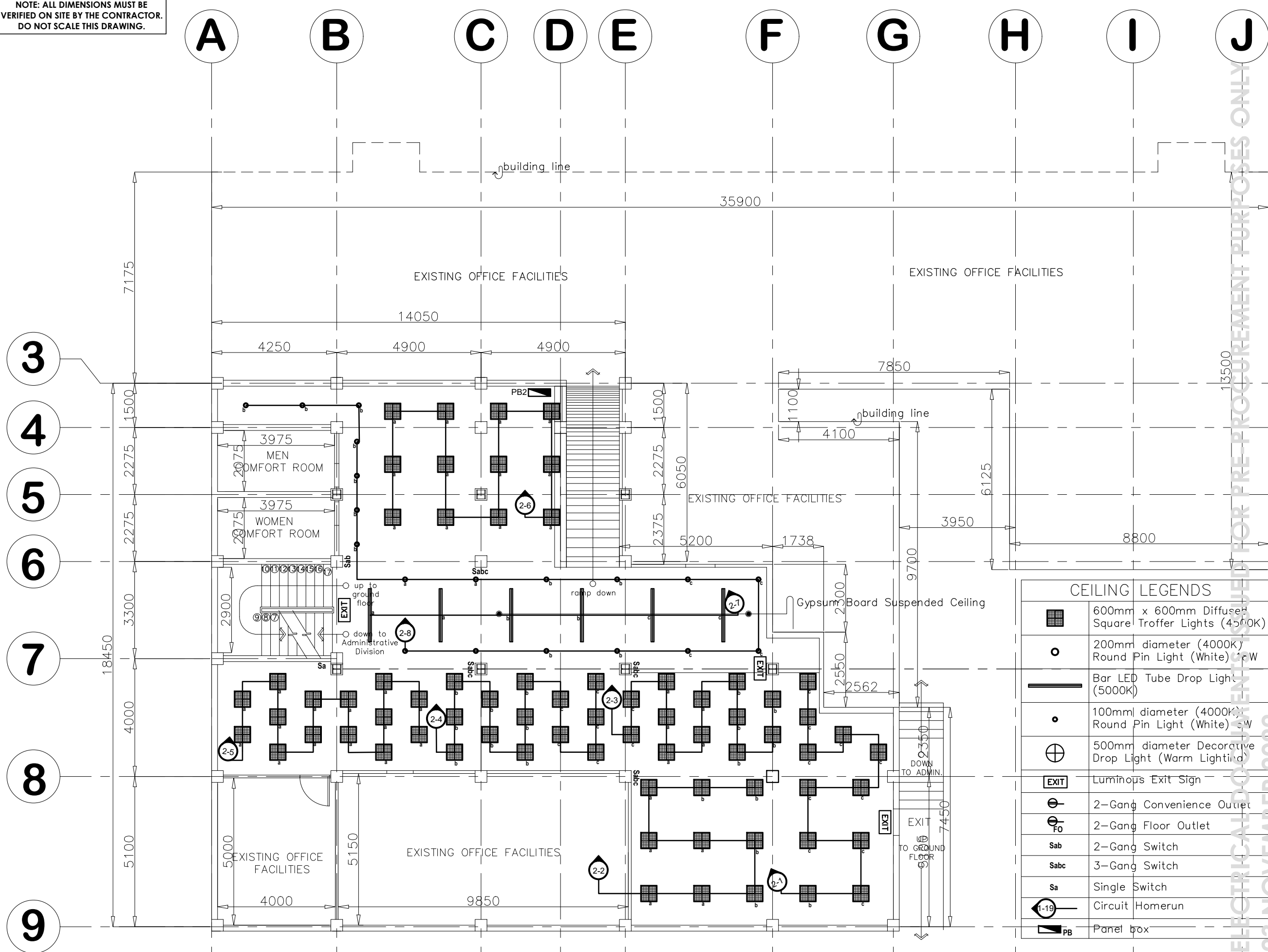
DATE SUBMITTED: **23 NOVEMBER 2022**

DRAWING STATUS

DATE	DESCRIPTION/REMARKS	BY

PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
E	2/6	A3

ELECTRICAL DOCUMENTS ISSUED FOR PRE-PROCUREMENT PURPOSES ONLY
23 NOVEMBER 2022



CEILING LEGENDS

	600mm x 600mm Diffused Square Troffer Lights (4500K)
	200mm diameter (4000K) Round Pin Light (White) 18W
	Bar LED Tube Drop Light (5000K)
	100mm diameter (4000K) Round Pin Light (White) 9W
	500mm diameter Decorative Drop Light (Warm Lighting)
	Luminous Exit Sign
	2-Gang Convenience Outlet
	2-Gang Floor Outlet
	2-Gang Switch
	3-Gang Switch
	Single Switch
	Circuit Homerun
	Panel box

FIRST BASEMENT LIGHTING LAYOUT
SCALE: 1:125 METERS



NOTE: ALL DIMENSIONS MUST BE VERIFIED ON SITE BY THE CONTRACTOR. DO NOT SCALE THIS DRAWING.



**ADMINISTRATIVE DIVISION
FIELD OFFICE CAR**
DSWD-AS-GF-057 | REV 02 | 07 OCT 2022

PROJECT NAME :
PROPOSED IMPROVEMENT OF
DSWD-CAR FIELD OFFICE GROUND
AND FIRST BASEMENT FLOOR &
CEILING

LOCATION :
DSWD - CAR, 40 NORTH DRIVE,
BAGUIO CITY, 2600

SHEET CONTENT :
POWER LAYOUTS

APPROVED BY

LEO L. QUINTILLA
Regional Director

CONFORMED BY

ENRIQUE H. GASCON, Jr.
Assistant Regional Director
for Administration

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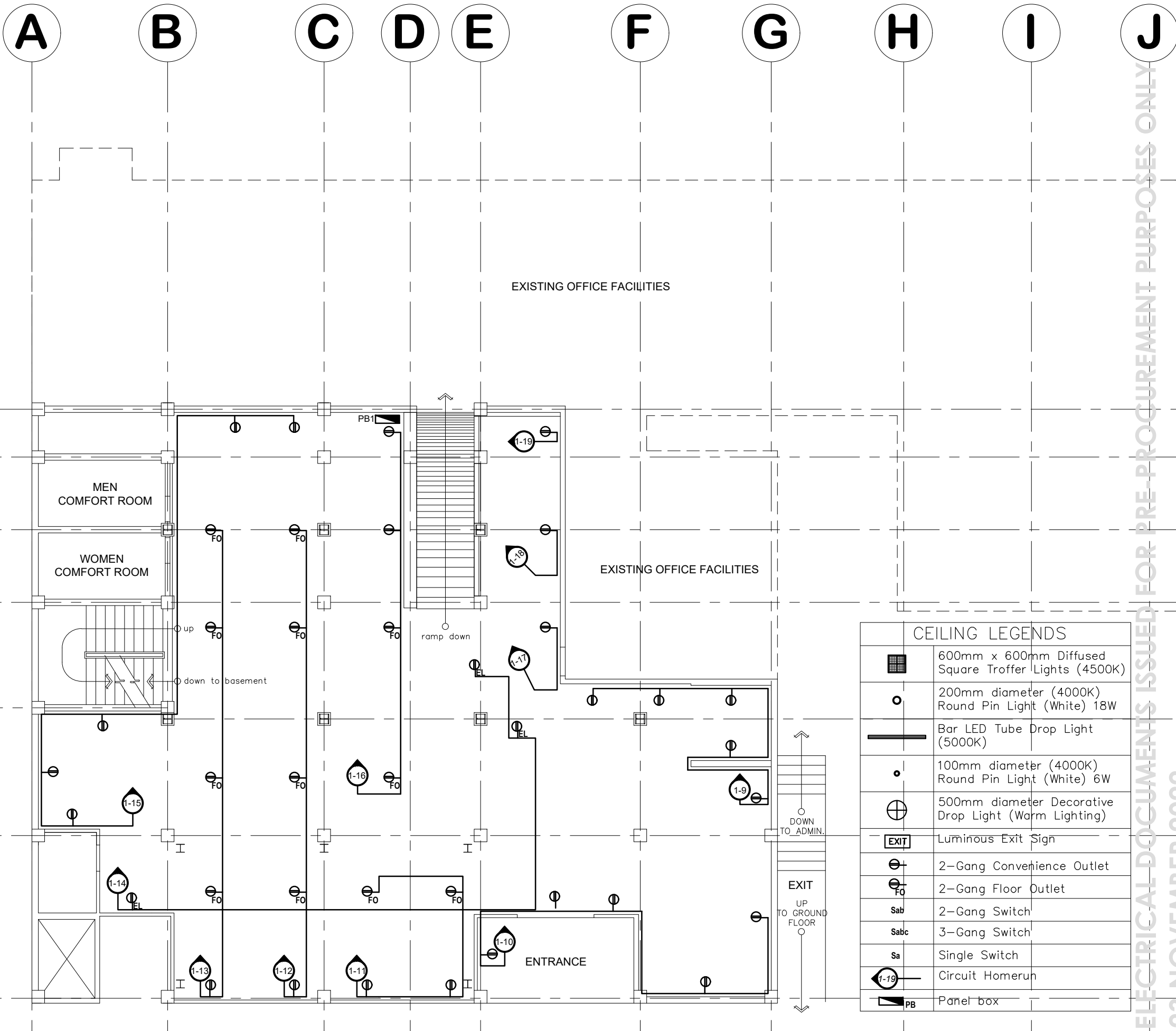
PROJECT/TA No.:

DATE SUBMITTED: 23 NOVEMBER 2022

DRAWING STATUS

DATE	DESCRIPTION/REMARKS	BY

PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
E	3/6	A3



	600mm x 600mm Diffused Square Troffer Lights (4500K)
	200mm diameter (4000K) Round Pin Light (White) 18W
	Bar LED Tube Drop Light (5000K)
	100mm diameter (4000K) Round Pin Light (White) 6W
	500mm diameter Decorative Drop Light (Warm Lighting)
	Luminous Exit Sign
	2-Gang Convenience Outlet
	2-Gang Floor Outlet
	2-Gang Switch
	3-Gang Switch
	Single Switch
	Circuit Homerun
	Panel box

1 E 3
SCALE 1:125 METERS
GROUND FLOOR POWER LAYOUT



ELECTRICAL DOCUMENTS ISSUED FOR PRE-PROCUREMENT PURPOSES ONLY
23 NOVEMBER 2022

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ADMINISTRATIVE DIVISION
FIELD OFFICE CAR
DSWD-AS-GF-057 | REV 02 | 07 OCT 2022

PROJECT NAME :
**PROPOSED IMPROVEMENT OF
DSWD-CAR FIELD OFFICE GROUND
AND FIRST BASEMENT FLOOR &
CEILING**

LOCATION :
**DSWD - CAR, 40 NORTH DRIVE,
BAGUIO CITY, 2600**

SHEET CONTENT :
POWER LAYOUTS

APPROVED BY

LEO L. QUINTILLA
Regional Director

CONFORMED BY

ENRIQUE H. GASCON, Jr.
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RICHARD A. REAMICO
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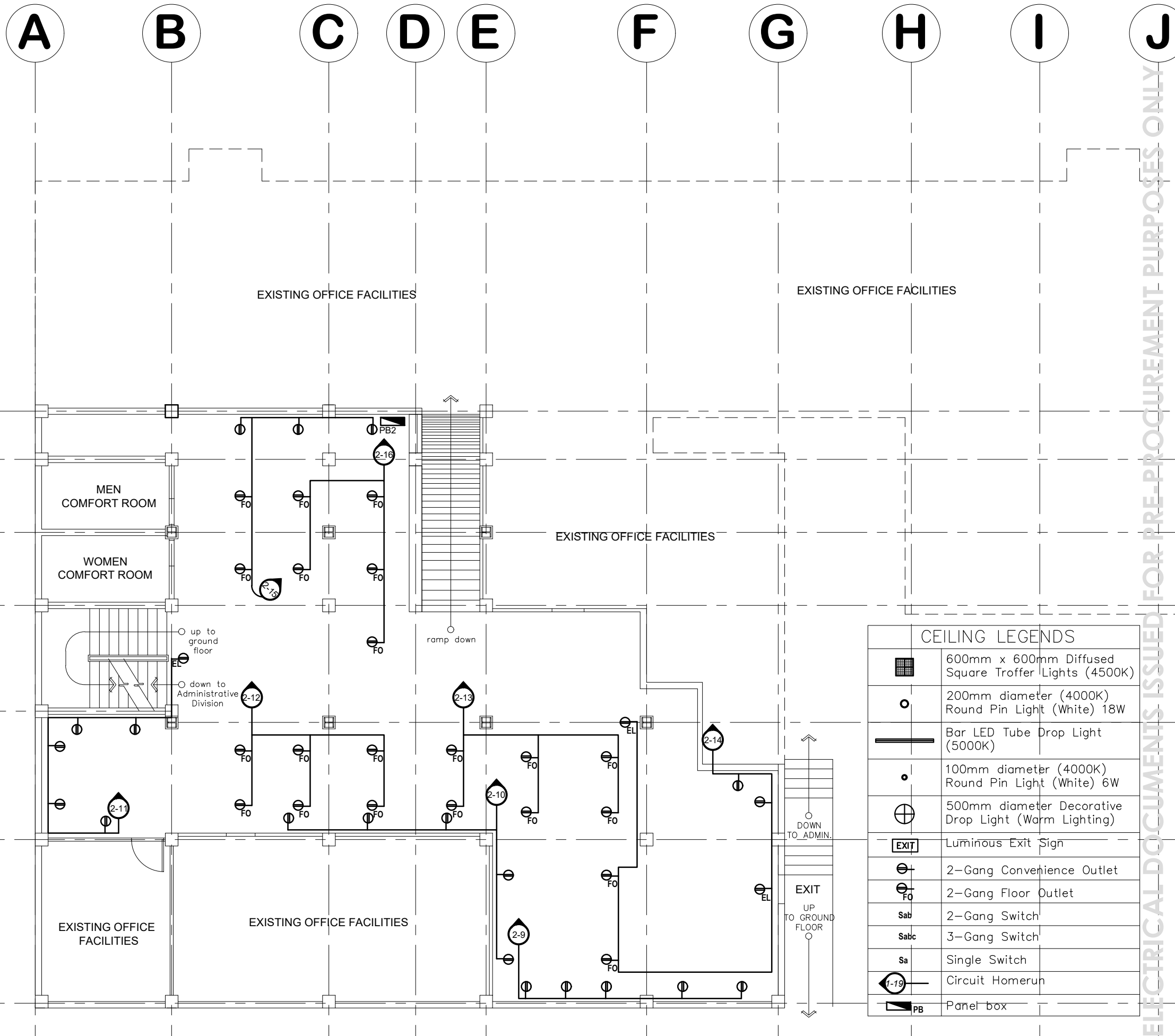
PROJECT/TA No:

DATE SUBMITTED: **23 NOVEMBER 2022**

DRAWING STATUS

DATE	DESCRIPTION/REMARKS	BY

PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
E	4/6	A3



CEILING LEGENDS

	600mm x 600mm Diffused Square Troffer Lights (4500K)
	200mm diameter (4000K) Round Pin Light (White) 18W
	Bar LED Tube Drop Light (5000K)
	100mm diameter (4000K) Round Pin Light (White) 6W
	500mm diameter Decorative Drop Light (Warm Lighting)
	Luminous Exit Sign
	2-Gang Convenience Outlet
	2-Gang Floor Outlet
	2-Gang Switch
	3-Gang Switch
	Single Switch
	Circuit Homerun
	Panel box

FIRST BASEMENT FLOOR POWER LAYOUT
SCALE: 1:125 METERS

ELECTRICAL DOCUMENTS ISSUED FOR PRE-PROCUREMENT PURPOSES ONLY
23 NOVEMBER 2022



NOTE: ALL DIMENSIONS MUST BE
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ADMINISTRATIVE DIVISION
FIELD OFFICE CAR
DSWD-AS-GF-057 | REV 02 | 07 OCT 2022

PROJECT NAME :

PROPOSED IMPROVEMENT OF
DSWD-CAR FIELD OFFICE GROUND
AND FIRST BASEMENT FLOOR &
CEILING

LOCATION :

DSWD - CAR, 40 NORTH DRIVE,
BAGUIO CITY, 2600

SHEET CONTENT :

ELECTRICAL LOAD TABULATIONS
AND COMPUTATIONS

APPROVED BY

LEO L. QUINTILLA
Regional Director

CONFORMED BY

ENRIQUE H. GASCON, Jr.
Assistant Regional Director
for Administration

CHECKED BY

RICHARD A. REAMICO
Administrative Officer I, BGMS Head

PREPARED/DESIGNED BY

ANGELO M. TABADAY
Engineer II, BGMS

PROJECT/TA No:

DATE SUBMITTED: 23 NOVEMBER 2022

DRAWING STATUS

DATE	DESCRIPTION/REMARKS	BY

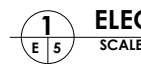
PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
E	5/6	A3

PANEL BOARD 2 (PB2)

SCHEDULE OF LOADS AND CALCULATION

CIRCUIT NO.	LOAD DESCRIPTION	NO. OF		VOLTS AMPS.	VOLTS	AMPERE LOAD	CB RATING		NO. & SIZE OF WIRE THHN	SIZE OF CONDUIT
		L.O	C.O				AT	POLE		
2--1	LIGHTING	11 - 42W TL		462	230	2.01	15		2 - 3.5 mm ² THHN	20mm Ø
2--2	LIGHTING	9 - 42W TL		378	230	1.64	15		2 - 3.5 mm ² THHN	20mm Ø
2--3	LIGHTING	12 - 42W TL		504	230	2.19	15		2 - 3.5 mm ² THHN	20mm Ø
2--4	LIGHTING	13 - 42W TL		546	230	2.37	15		2 - 3.5 mm ² THHN	20mm Ø
2--5	LIGHTING	14 - 42W TL		588	230	2.56	15		2 - 3.5 mm ² THHN	20mm Ø
2--6	LIGHTING	12 - 42W TL		504	230	2.19	15		2 - 3.5 mm ² THHN	20mm Ø
2--7	LIGHTING	6 - 18W LED TUBE		108	230	0.47	15		2 - 3.5 mm ² THHN	20mm Ø
2--8	LIGHTING	19 - 6W PL		114	230	0.5	15		2 - 3.5 mm ² THHN	20mm Ø
2--9	CONVENIENCE OUTLET		5	900	230	3.91	20		2 - 3.5 mm ² THHN	20mm Ø
2--10	CONVENIENCE OUTLET		5	900	230	3.91	20		2 - 3.5 mm ² THHN	20mm Ø
2--11	CONVENIENCE OUTLET		5	900	230	3.99	20		2 - 3.5 mm ² THHN	20mm Ø
	LUM. EXIT SIGN		1	18						
2--12	CONVENIENCE OUTLET		6	1080	230	4.70	20		2 - 3.5 mm ² THHN	20mm Ø
2--13	CONVENIENCE OUTLET		6	1080	230	4.70	20		2 - 3.5 mm ² THHN	20mm Ø
2--14	CONVENIENCE OUTLET		4	720	230	3.29	20		2 - 3.5 mm ² THHN	20mm Ø
	LUM. EXIT SIGN		2	36						
2--15	CONVENIENCE OUTLET		5	900	230	3.91	20		2 - 3.5 mm ² THHN	20mm Ø
2--16	CONVENIENCE OUTLET		5	900	230	3.91	20		2 - 3.5 mm ² THHN	20mm Ø
TOTAL LOAD				10638	230	46.25				

LOAD COMPUTATION:												
TOTAL LOAD:	21,420.00		TABLE: 2.2.4 (PEC)					$I_{TOT} =$	14568/230V =	63.34		
	21420 - 10000 =	11420 VA		First 10KVA @ 100% =	10,000.00		USE:					
				11420VA @ 40% =	4,568.00			70A MAIN BREAKER				
				NET TOTAL:	14,568.00			2-22mm ² THHN WIRE	38mm Ø CONDUIT			



ELECTRICAL LOAD TABULATIONS AND COMPUTATIONS FOR PB 1
SCALE NOT TO SCALE



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23 NOVEMBER 2022

NOTE: ALL DIMENSIONS MUST BE VERIFIED ON SITE BY THE CONTRACTOR. DO NOT SCALE THIS DRAWING.



**ADMINISTRATIVE DIVISION
FIELD OFFICE CAR**
DSWD-AS-GF-057 | REV 02 | 07 OCT 2022

PROJECT NAME :
**PROPOSED IMPROVEMENT OF
DSWD-CAR FIELD OFFICE GROUND
AND FIRST BASEMENT FLOOR &
CEILING**

LOCATION :
**DSWD - CAR, 40 NORTH DRIVE,
BAGUIO CITY, 2600**

SHEET CONTENT :
**ELECTRICAL LOAD TABULATIONS
AND COMPUTATIONS**

APPROVED BY

LEO L. QUINTILLA
Regional Director

CONFORMED BY

ENRIQUE H. GASCON, Jr.
Assistant Regional Director
for Administration

CHECKED BY

RICHARD A. REAMICO
Administrative Officer I, BGMS Head

PREPARED/DESIGNED BY

ANGELO M. TABADAY
Engineer II, BGMS

PROJECT/TA No:

DATE SUBMITTED: **23 NOVEMBER 2022**

DRAWING STATUS

DATE	DESCRIPTION/REMARKS	BY

PLAN CATEGORY	SHEET NUMBER	PAPER SIZE
E	6/6	A3

SCHEDULE OF LOADS AND CALCULATION										
CIRCUIT NO.	LOAD DESCRIPTION	NO. OF		VOLTS AMPS.	VOLTS	AMPERE LOAD	CB RATING		NO. & SIZE OF WIRE THHN	SIZE OF CONDUIT
		L.O	C.O				AT	POLE		
2--1	LIGHTING	11 - 42W TL		462	230	2.01	15		2 - 3.5 mm ² THHN	20mm Ø
2--2	LIGHTING	9 - 42W TL		378	230	1.64	15		2 - 3.5 mm ² THHN	20mm Ø
2--3	LIGHTING	12 - 42W TL		504	230	2.19	15		2 - 3.5 mm ² THHN	20mm Ø
2--4	LIGHTING	13 - 42W TL		546	230	2.37	15		2 - 3.5 mm ² THHN	20mm Ø
2--5	LIGHTING	14 - 42W TL		588	230	2.56	15		2 - 3.5 mm ² THHN	20mm Ø
2--6	LIGHTING	12 - 42W TL		504	230	2.19	15		2 - 3.5 mm ² THHN	20mm Ø
2--7	LIGHTING	6 - 18W LED TUBE		108	230	0.47	15		2 - 3.5 mm ² THHN	20mm Ø
2--8	LIGHTING	19 - 6W PL		114	230	0.5	15		2 - 3.5 mm ² THHN	20mm Ø
2--9	CONVENIENCE OUTLET		5	900	230	3.91	20		2 - 3.5 mm ² THHN	20mm Ø
2--10	CONVENIENCE OUTLET		5	900	230	3.91	20		2 - 3.5 mm ² THHN	20mm Ø
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	LUM. EXIT SIGN		1	18						
2--12	CONVENIENCE OUTLET		6	1080	230	4.70	20		2 - 3.5 mm ² THHN	20mm Ø
2--13	CONVENIENCE OUTLET		6	1080	230	4.70	20		2 - 3.5 mm ² THHN	20mm Ø
2--14	CONVENIENCE OUTLET		4	720	230	3.29	20		2 - 3.5 mm ² THHN	20mm Ø
	LUM. EXIT SIGN		2	36						
2--15	CONVENIENCE OUTLET		5	900	230	3.91	20		2 - 3.5 mm ² THHN	20mm Ø
2--16	CONVENIENCE OUTLET		5	900	230	3.91	20		2 - 3.5 mm ² THHN	20mm Ø
TOTAL LOAD				10638	230	46.25				

LOAD COMPUTATION:				
TOTAL LOAD:	10,638.00	TABLE: 2.2.4 (PEC)	$I_{TOT} =$	$10251.20/230V = 44.57$
	$10638 - 10000 = 628 \text{ VA}$	First 10KVA @ 100% =	10,000.00	USE:
		628VA @ 40% =	251.20	60A MAIN BREAKER
		NET TOTAL:	10,251.20	2-8mm² THHN WIRE
				38mm Ø CONDUIT

SCALE **ELECTRICAL LOAD TABULATIONS AND COMPUTATIONS FOR PB 2**
NOT TO SCALE



ELECTRICAL DOCUMENTS ISSUED FOR PRE-PROCUREMENT PURPOSES ONLY
23 NOVEMBER 2022

GENERAL SPECIFICATIONS

“PROPOSED IMPROVEMENT OF DSWD-CAR FIELD OFFICE GROUND AND FIRST BASEMENT FLOOR & CEILING”

PROJECT TITLE

40 NORTH DRIVE, DSWD-CAR FIELD OFFICE,
BAGUIO CITY, PHILIPPINES 2600

PROJECT LOCATION

Written and Prepared by:

ARCH. JIMMY M. MAYORES, UAP
ARCHITECT 1, AD/BGMS
PRC REG. NO.: **0049778**



ARCHITECTURAL SPECIFICATION

DIVISION 1 - "GENERAL PARAGRAPHS"

23 NOVEMBER 2022

JMM/ REV. 00

Revision	Date	Description



DIVISION 1 - GENERAL PARAGRAPHS

PART 1. GENERAL

1.1. DESCRIPTION

1.1.1. The work specified herein is the **PROPOSED IMPROVEMENT OF DSWD-CAR FIELD OFFICE GROUND AND FIRST BASEMENT FLOOR & CEILING** located at **40 North Drive, DSWD-CAR Field Office, Baguio City, Philippines 2600.**

1.2. PROJECT INFORMATION

1.2.1. The work shall confirm the following contract drawings, details and maps, all of which form part of these specifications.

1.2.2. Omissions from the drawings or specifications or the misdescription of details of work which are manifestly necessary to carry out the intent of the drawings and specifications, or which are customary performed, shall not relieve the Contractor from performing as if fully and correctly set forth and described in the drawings and specifications.

1.2.3. The Contractor shall check all drawings and furnish it immediately upon receipt and shall promptly notify the Project Architect of any discrepancies. Figures marked on drawings shall be followed in preference to scale measurements. Large scale drawings shall govern small scale drawings. The contractor shall compare all drawings and verify the figures before laying out the work and will be responsible for any errors which might have been avoided thereby.

1.2.4. All drawings issued for construction to General Contractor shall be furnished solely by the project architect(s) and engineer(s) of DSWD-CAR's Buildings and Ground Management Section.

1.2.5. Physical Data: The physical conditions indicated on the drawings and in the specifications are the results of site investigations conducted. However, it is expressly understood that the Architect/Designer will not be responsible for any interpretations or conclusions drawn therefrom.

1.3. EXISTING WORK

1.3.1. The disassembling, disconnecting, cutting, removal, or altering of existing work in any way shall be carried on in such a manner as to prevent damage on all portions of existing work, whether they are to remain in place, reused in the new work, or salvaged and stored.

1.3.2. All portions of existing work which have been cut, damaged or altered in any way during construction operations shall be repaired or replaced with a kind which matches the existing or adjoining work. All work of this nature shall, at the completion of all operations, be left in a condition which is as good as what existed before the new work started.

PART 2 SUBMITTALS

2.1. PROPOSED MATERIAL SUBMITTALS, CATALOGUE DATA AND SAMPLES

2.1.1. Proposed material submittals required of the Contractor shall be submitted within 30 calendar days after Notice to Proceed to allow sufficient time for processing, review, approval and procurement before the Contractor is ready to use the material. **No material shall be used prior to written approval.**



2.1.2. The Contractor shall furnish the name and address of the manufacturer of each item of material and equipment. Each submittal shall be accompanied by a cover letter signed by the Contractor.

2.1.3. The Contractor shall furnish three (3) copies for approval, giving full information, such as identifying description, catalogue numbers, catalogue cuts, and data sheets as may be required for all material and equipment designated in the technical sections of this specification. Clearly mark each item proposed to be the item number of the contract and identify in the submittals, with cross references to the item number of the Contract drawings and specifications so as to clearly identify the use for which it is intended. Data submitted in a bound volume in the same numerical sequence as specification section paragraphs.

2.1.4. The Contractor shall certify on all submittals that the material being proposed conforms to the contract requirements. In the event of any variance, the Contractor shall state specifically which portions vary, and request approval of a substitute. Incomplete submittals and submittals with inadequate data will be rejected.

2.2. SHOP DRAWINGS

2.2.1. Before starting the fabrication or installation of any of this work, the Contractor shall submit drawings as may be required and designated in the technical sections of this specification.

2.2.2. In addition to the drawings designated in the technical sections, the Contractor shall submit drawings as may be required and designated in the technical sections of this specification.

2.2.3. The Contractor shall prepare at his own expense and submit with such promptness as to cause no delay in his work or in that of any other Contractor doing work on the same building, three (3) blueprint copies in 30" x 20" or A1 size of all shop drawings, as well as schedules, required corrections, including all necessary corrections to artistic effect. The Contractor shall make any corrections required by the Architect, file with him two (2) corrected copies and furnish such other copies as may be needed.

2.2.4. Shop drawings are to be submitted within 30 calendar days after the issuance of Notice to Proceed.

2.3. The Contractor shall not be relieved of responsibility for any deviation from the requirement of the Contract Documents by the Architect's approval of Shop Drawings, Product Data or samples unless the Contractor has specifically informed the Architect in writing such deviation at the time of submission and the Architect has given written approval to the specific deviation.

2.4. The Contractor shall not be relieved from the responsibility for errors or omissions in the Shop Drawings, Product Data or samples by the Architect's approval thereof.

2.5. No portion of work requiring submission of Shop Drawings, Product Data or sample shall be commenced until the submittal has been approved by the Architect. All such portions of the work shall be in accordance with approved submittals.

2.6. Manufacturer's Certificates of Conformance: Before delivery, manufacturer's certifications shall be furnished by the Contractor as required by the technical specifications. Pre-printed certifications will not be acceptable; all certifications shall be original. The original of all manufacturers' certification shall name the appropriate item of equipment or material, specification, standard, or other documents specified as controlling the quality of that item and shall have attached thereto certified copies of test data upon which the certifications are based. All certificates shall be signed by the manufacturer's official authorized to sign certificates of conformance.



2.7. Warranty Documents: In addition to the warranties required, the Contractor shall submit together with the technical publication specified herein, a copy of all warranty documents on all items of equipment, including those obtained in writing from the subcontractor, manufacturers and suppliers.

2.8. MOCK-UP:

2.8.1. *GENERAL:* As soon as practicable, provide a complete installation of mock-up test panels as required by the Contract Documents, Modifications deemed necessary shall be made in mock-up for evaluation, and re-tested until specified results are obtained.

2.8.2. Tests shall be conducted at Contractor's expense; Modifications for the mock-up as required from the result shall be obtained.

2.8.3. Coordinate mock-up test conditions and procedure with the Architect prior to the test.

2.8.4. Mock-up tests may or may not be part of the final installation as to the approval of the Architect.

2.9. Architect's Review of Submittals: The Architect shall review Shop Drawings, Product Data, and Samples with reasonable promptness upon Architect's receipt and will apply Architect's stamp thereto. Notations by the Architect which would increase contract cost or time of completion shall be brought to the Architect's attention before proceeding with the Work. Each submittal will be stamped indicating appropriate action as follows:

2.9.1. **"A" Action:** Means that fabrication, manufacture, or construction may proceed providing submittal which complies with the Architect's notations and Contract Documents. If, for any reason, the Contractor cannot comply with notations, Contractor shall make revisions and resubmit as described for submittals stamped "C" action.

2.9.2. **"B" Action:** Means that fabrication, manufacture, or construction may proceed, provided with submittal which complies with the Architect's notations and Contract Documents. If, for any reason, Contractor cannot comply with notations, Contractor shall make revisions and resubmit as described for submittals stamped "C" action.

2.9.3. **"B" Action-resubmit:** Means that fabrication, manufacture, construction may proceed; however, if the submittal did not fully demonstrate the full extent of all conditions, details, or coordination with other surrounding work, and, therefore, requires additional information and rework as noted. These shop drawings shall be submitted for final "A" and "B" action. Specific areas requiring additional information shall not be fabricated, manufactured or constructed prior to resubmission.

2.9.4. **"C" Action:** Means that submittal does not comply with design intent of Contract Documents. Submittals stamped "C" Action are not to be used. Contractor shall make revisions and resubmit.

***** END OF SECTION *****



ARCHITECTURAL SPECIFICATION

DIVISION 9 - "FINISHES"

Section 1. Homogeneous Ceramic Tiles

23 NOVEMBER 2022

JMM/ REV. 00

Revision	Date	Description



HOMOGENEOUS CERAMIC TILES

PART 1 GENERAL

1.1. SCOPE

1.1.1. The work includes the supply and furnishing of materials and performing labor necessary for the complete installation of all ceramic tile-work as shown or indicated on drawings and as specified herein.

1.2. SUBMITTALS

1.2.1. **Samples:** Submit samples of each type of floor and wall tiles including all required beads, molding, and metal trim units.

1.3. DELIVERY AND STORAGE

1.3.1. Deliver materials (except bulk materials) in manufacturer's unopened containers fully identified with manufacturer's name, trade name, type, class, grade, size and color.

1.3.2. Store materials in unopened containers off ground and under cover, protected from damage.

1.4. EXTRA STOCK

1.4.1. Supply an extra two percent of each type of tile used in clean, marked cartons for emergency use.

PART 2 PRODUCTS

2.1. SUPPLIERS

2.1.1. Subject to compliance with requirements and as approved by the Architect. For compliance with requirements, acceptable manufacturers are needed to be pre-approved by the architect.

2.2. MATERIALS

2.2.1. All materials shall be of the best of their respective kinds, in sizes and colors as shown on the plans, details and finish schedules or otherwise specified herein or as will be approved by the Architect upon submission of samples. Samples of all tiles shall be submitted to the Architect for approval before placing orders. All tiles shall be delivered to the jobsite in unopened grade-sealed containers.

2.2.1. Colors and Patterns

Tile Colors and patterns shall be selected by the architect and approved by the DSWD. Colors and patterns by reference to manufacturer's name and designations are for color and pattern identification only and are not intended to limit selection of other manufacturer's products with similar color and patterns.

2.2.2. Floor Tile

2.2.2.1. Unglazed Ceramic Tile

For floors, shall be vitrified floor tiles, porcelain or natural clay with cushioned edges. Sizes and colors shall be as indicated on drawings.

2.2.3. Wall Tile



2.2.3.1. *Glazed Ceramic Tile*

Bright or matte finish with cushioned edges. Sizes and colors shall be as indicated on drawings.

2.2.4. **Hydrated Lime**

ASTM C206, Type S; or ASTM C207, Type S.

2.2.5. **Sand**

ASTM C144, for mortar setting beds, grouting and pointing.

2.2.6. **Water**

Clean, potable.

2.2.7. **Portland cement**

ASTM C1500, Type I, white for grout, gray for other uses.

PART 3 EXECUTION

3.1. INSTALLATION

3.1.1. Do not start tile work until roughing-in for plumbing and electrical work has been completed and tested. All surfaces to receive tile-work shall be cleaned of loose materials and given proper surface preparation prior to ceramic tile-work. Prepare and install in accordance with ANSI A108.1 and ANSI A108.5.

3.1.2. Application of Scratch Coat

3.1.2.1. Thoroughly dampen, but not saturate, surfaces of masonry or concrete walls before applying the scratch coat. Make surface areas appear slightly damp. Allow no free water on the surface.

3.1.2.2. On masonry, first apply a thin coat with great pressure, then bring it out sufficiently to compensate for the major irregularities on the masonry surfaces to a thickness of not less than 6 mm at any point.

3.1.2.3. Evenly rake scratch coats, but not dash coats, to provide a good mechanical key for subsequent courses before the mortar has fully hardened.

3.1.2.4. On surfaces not sufficiently rough to provide a good mechanical key, dash on the first coat with a whisk by broom or fiber brush using a strong whipping motion. Do not trowel or otherwise disturb mortar applied by dashing until it is hardened.

3.1.3. Floor Tile Installation on Mortar Bed

3.1.3.1. Before spreading the setting bed, establish lines of borders and center the fieldwork in both directions to permit the pattern to be laid with a minimum of cut tiles.

3.1.3.2. Clean concrete subfloor then moisture but not soak. Afterwards sprinkle dry cement over the surface and spread the mortar on the setting bed.

3.1.3.3. Mix mortar 1 part Portland cement to 2 parts sand. Tamp to assure good bond over the entire area and screed to provide a smooth and level bed at proper height and slope.

3.1.3.4. Pitch floor to drain as required.



3.1.3.5. After setting the bed has set sufficiently to be worked over, sprinkle dry cement over the surface and lay tile.

3.1.3.6. Keep the joints parallel and straight over the entire area by using straight edges.

3.1.3.7. Tamp the tile solidly onto the bed, using wood blocks of size to ensure solid bedding free from depressions.

3.1.3.8. Lay tiles from center outward and make adjustments at walls.

3.1.4. **Wall Tile Installation on Mortar Bed**

3.1.4.1. Before application of the mortar bed, dampen the surface of the scratch coat evenly to obtain a uniform section.

3.1.4.2. Use temporary or spot grounds to control the thickness of the mortar bed. Fill out the mortar bed even with the grounds and rod it to a true plane.

3.1.4.3. Apply the mortar bed over an area no greater than can be covered with tile while the coat is still plastic.

3.1.4.4. Allow no single applications of mortar to 19 mm thick.

3.1.4.5. Completely immerse wall tile in clean water and soak it at least ½ hour. After removal, stack tile on edge long enough to drain off excess water. Re-soak and drain individual tiles then dry along edges. Allow no moisture to remain on the back of tile during setting.

3.1.4.6. Apply a bond coat 0.8 mm thick to the plastic setting bed or to the back of each sheet or tile.

3.1.4.7. Press tile firmly into the bed and beat into place within 1 hour.

3.1.4.8. Lay tile field in rectangular block areas not exceeding 600 mm x 600 mm. cut the setting bed through its entire depth along the edges of each block area after placement and before subsequent blocks are installed.

3.1.5. **Grouting**

3.1.5.1. Within 1 hour after installation of tile, remove strings from string-set tile and wet the faces of face-mounted tile and remove the paper and glue. Avoid using excess water. Adjust any tile that is out of alignment.

3.1.5.1.1. After the tile has sufficiently set, force a maximum of grout into joints by trowel, brush or finger application.

3.1.5.1.2. Before grout sets, strike or tool the joints of cushion-edge tile to the depth of the cushion.

3.1.5.1.3. Fill all joints of square-edged tile flush with the surface of the tile. Fill all gaps or sips.

3.1.5.1.4. During grouting clean all excess grout off with clean burlap, other cloth or sponges.

3.2. **CLEANING**

3.2.1. Sponge and wash tile thoroughly with clean water after the grout has stiffened. Then clean by rubbing with damp cloth or sponges and polish clean with dry cloth.



3.3. PROTECTION

3.3.1. Cover finished tile floors with clean 13.6 kg. Natural Kraft paper before permitting foot traffic. Place board walkways on floors that are to be continuously used as passageways by workers. Protect tiled corners external angles, with board corner strips in areas used as passageways by workers.

***** END OF SECTION *****



ARCHITECTURAL SPECIFICATION

DIVISION 9 - "FINISHES"

Section 2. Acoustical Ceiling

23 NOVEMBER 2022

JMM/ REV. 00

Revision	Date	Description



ACOUSTICAL CEILING

PART 1 GENERAL

1.1. SCOPE

1.1.1. This specification covers the furnishing of materials and labor including equipment necessary to complete the installation of acoustical treatment work as shown on the drawings and as specified herein.

1.2. SUBMITTALS

1.2.1. Manufacturer's Data

1.2.1.1. Standard catalog data for acoustical units and suspension system.

1.2.2. Certificates of Conformance

1.2.2.1. Test reports by an independent testing laboratory attesting that acoustical ceiling systems meet specified requirements. Data attesting to conformance of the proposed system to Underwriters Laboratories, Inc. requirements for the fire endurance rating listed in UL Fire Resistance Directory may be submitted for approval in lieu of test reports.

1.2.3. Manufacturer's Instructions

1.2.3.1. Shall be submitted showing printed instructions covering installation of Acoustic Materials and Suspension Systems.

1.2.4. Submit 2 sets of 200mm x 200mm sample with proper label or manufacturer's tag indicating material descriptions.

1.3. DESIGN CRITERIA FOR CEILING SYSTEM

1.3.1. Fire Endurance

1.3.1.1. The fire endurance (separation) rating of ceiling system(s), including ceiling penetrations such as light fixtures and electric boxes, shall be non-combustible Flame spread of acoustical units shall be 25 or less and smoke development shall be 50 or less.

1.3.2. Ceiling Sound Transmission Class

1.3.2.1. The ceiling sound transmission class (ceiling STC range) of the ceiling system shall be 35- 39 when determined in accordance with CISCA Test Method AMA-1-II and reported in accordance with ASTM E 413 for 16 frequency data. Test ceiling shall be continuous at the partition and shall be assembled in the suspension system in the same manner that the ceiling will be installed on the project.

1.3.3. Ceiling Sound Absorption

1.3.3.1. The Noise Reduction Coefficient (NRC) shall be determined in accordance with ASTM C 423 Method of Test.

1.4. DELIVERY AND STORAGE

1.4.1. Deliver acoustical units in the manufacturer's original unopened containers with brand name and type clearly marked. Handle materials carefully and store them under cover in dry, watertight enclosures. Immediately before installation, store acoustical units for not less than 24 hours at the same temperature and relative humidity as the space where they will be installed.



1.5. ENVIRONMENTAL CONDITIONS

1.5.1. Maintain a uniform temperature of not more than 30 degrees C and a relative humidity of not more than 70 percent continuously before, during, and after installation of acoustical units.

1.5.2. Interior finish work such as plastering, concrete and terrazzo work shall be completed and dry before installation. Mechanical, electrical and other work above the ceiling line shall be completed and approved prior to the start of acoustical ceiling installation.

1.6. REFERENCES

1.6.1. ASTM C635 AND C636: Manufacturing of metal suspension systems and Installation of Suspended Ceilings.

1.6.2. Underwriters Laboratories, Inc.: Fire Resistance Directory, Acoustical Materials (BYIT).

1.6.3. ASTM E84: Surface Burning Characteristics Classification.

1.6.4. ASTM E119: Fire Tests of Building Construction and Materials.

1.6.5. ASTM C423: Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method.

1.6.6. CISCA Ceiling Systems Installation Handbook.

1.6.7. Fire Code of the Philippines

1.6.8. National Building Code of the Philippines

1.6.9. International Building Code

PART 2 PRODUCTS

2.1. ACOUSTIC UNITS

2.1.1. Subject to compliance with requirements and as approved by the Architect. For compliance with requirements, acceptable manufacturers are needed to be pre-approved by the architect.

2.2. SUSPENSION SYSTEM

2.2.1. **Type:** Exposed grid.

2.2.2. **Structural Classification:** Intermediate duty.

2.2.3. **Finish:** Surfaces exposed to view shall be uniform width and shall be aluminum with factory applied white baked enamel finish. Zinc-coated steel shall receive a phosphate treatment prior to painting.

2.2.4. **Accessories:** Provide manufacturer's standard hold down clips and wall or edge moldings.

2.2.5. **Seismic Requirements:** As per Uniform Building Code.

2.2.6. **Accessibility:** Shall provide direct access to the space above the ceiling. Locate as directed. All other acoustical panels within the grid shall be demountable through the access panel opening.

2.2.7. **Hangers:** Hanger wire shall be 12-gage 2-millimeter galvanized, soft annealed, mild steel wire in accordance with ASTM C 636.



2.3. ACOUSTICAL SEALANT

2.3.1. Synthetic rubber or polymeric-based material and having the following properties:

2.3.1.1. Consistency: 290 to 310

2.3.1.2. Aging: Slightly tacky at 71 degrees C after 50 days.

2.3.1.3. Accelerated Aging: No significant change after 260 hours in the weather meter.

2.3.1.4. Non-staining.

2.3.1.5. Solids Content: Approximately 80 to 90 percent.

2.3.1.6. No oil migration.

2.4. ACOUSTICAL TILE ADHESIVE

2.4.1. As per manufacturer's recommendations.

2.5. IDENTIFICATION OF ACCESS PANELS

2.5.1. Identify ceiling access panel by a number utilizing white identification plates or plastic buttons with contrasting numerals. The plates or buttons shall be of minimum one-inch diameter and securely attached to one corner of each access unit. The code identification system shall be as follows:

2.5.1.1. Electrical controls. (1)

2.5.1.2. Plumbing system controls. (2)

2.5.1.3. Intercommunication system. (3)

2.5.2. Provide a typewritten card framed under glass, listing the code identification numbers and the corresponding system description listed above. Mount the framed card where directed and furnish a duplicate.

PART 3 EXECUTION

3.1. CONDITION OF SURFACES

3.1.1. Examine surfaces to receive directly attached acoustical units for unevenness, irregularities, and dampness that would affect quality and execution of the work.

3.1.2. Do not start work until unsatisfactory conditions are corrected.

3.1.3. **Work to be concealed:** Verify work above ceiling is complete and installed in a manner that will not affect layout and installation of ceiling panels.

3.1.4. Beginning of installation shall signify acceptance of conditions in areas to receive ceiling panels.

3.1.5. **Fire-rated requirements:** Construction above fire-rated assembly shall meet requirements of UL Design where scheduled by Drawings.



3.2. INSTALLATION

3.2.1. Suspended Ceilings

3.2.1.1. *Standard reference:* Install ceiling panels and suspension system, including necessary hangers, grillage, splines, and other supporting hardware, in accordance with ASTM C636, Cisca Installation Syds., (UL Design) and any applicable code requirement.

3.2.1.2. *Manufacturer's reference:* Install ceiling panels in exposed grid systems, supported on all edges in accordance with manufacturer's current printed recommendations.

3.2.1.3. Finished ceilings shall be true to lines and levels and free from warped, soiled or damaged grid or acoustical units.

3.2.1.4. Install ceiling systems in a manner capable of supporting all superimposed loads, with maximum permissible deflection of $L/360$ or span and maximum surface deviation of $1/8$ " in 12 feet.

3.2.1.5. Where ducts or other equipment prevent the regular spacing of hangers, reinforce the nearest adjacent hangers and related carrying channels as required to span the required distance.

3.2.1.6. Hang independently of walls, columns, ducts, pipes and conduit. Where carrying members are spliced, avoid visible displacement of the longitudinal axis or face plane of adjacent members.

3.2.1.7. Do not support lighting fixtures from or on main runners or cross runners if weight of the fixture causes the total dead load to exceed the deflection capability of $1/360$ of its span. In such cases, support fixture loads by supplementary hangers located within 6 inches of each corner, or support the fixtures independently.

3.2.1.8. Do not install fixtures so that the main runners and cross runners will be eccentrically loaded. Where fixture installation would produce rotating of runners, provide stabilizer bars.

3.2.1.9. Install edge molding at intersection of ceiling and vertical surfaces, using maximum lengths, straight, true to line and level. Miter corners; provide edge moldings at junctions with other ceilings finishes.

3.2.1.10. Install units level, in uniform plane and free from twist, warp and dents.

3.2.1.11. Adjust any sags or twists which develop in the ceiling systems and replace any part which is damaged or faulty.

3.2.1.12. Replace all damaged grid with new as required.

3.2.1.13. Install the suspension system in accordance with ASTM C 636 and the following additional requirements.

3.2.2. Hangers

3.2.2.1. Space hangers 1200 mm in each direction. Hangers shall be laid out for each individual room or space. Install additional hangers where required to support framing around beams, ducts, columns, grilles and other penetrations through the ceiling.



3.2.3. Suspension Members

3.2.3.1. Keep main runners and carrying channels clear of abutting walls and partitions. Provide at least two main runners for each ceiling span.

3.2.4. Acoustical Units

3.2.4.1. Edges of ceiling tiles shall be in close contact with metal supports and in true alignment. Arrange units so that units less than 1/2 width is minimized.

3.2.5. Wall or Edge Molding

3.2.5.1. Install wall molding at the intersection of suspended ceiling and vertical surfaces. Miter corners where wall moldings intersect or install corner caps.

3.2.6. Hold down Clips

3.2.6.1. Provide hold down clips for all panels and around troffer lights.

3.2.7. Caulking

3.2.7.1. Seal all joints around pipes, ducts or electrical outlets penetrating the ceiling. Apply a continuous ribbon at acoustical sealant on the vertical web of wall or edge moldings.

3.2.8. Seismic Restraint System

3.2.8.1. Provide seismic restraint for the suspension system

3.2.9. Cement Installation

3.2.9.1. Install acoustical tile according to manufacturer's recommendations.

3.3. CLEANING

3.3.1. Clean soiled or discolored unit surfaces after installation. Touch up scratches, abrasions, voids and other defects in painted surfaces. Remove damaged or improperly installed units and install new materials.

***** END OF SECTION *****



ARCHITECTURAL SPECIFICATION

DIVISION 16 - "ELECTRICAL"

23 NOVEMBER 2022

JMM/ REV. 00

Revision	Date	Description



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ELECTRICAL SPECIFICATIONS

PART 1 GENERAL

1.1. GENERAL DESCRIPTION

1.1.1. The work to be done under this divisions of the Specifications consist of the fabrication, furnishing delivery and installation, complete in all details of the Electrical Work, at the subject premises and all work materials incidental to the proper completion of the installation, except those portions of the work which are expressly stated to be done by others. All work shall be done in accordance with the governing Codes and Regulations and with the Specifications, except where the same shall conflict with such codes etc., which latter shall then govern. The requirements with regards to materials and workmanship specify the required standard for the furnishing of all labor, materials and appliances necessary for the complete installation of the work specified herein and indicated on the drawings. The Specifications are intended to provide a broad outline of the requirement and are not intended to include all details of design and construction.

1.1.2. LAWS/CODES and REGULATIONS:

1.1.2.1. The work under this division shall be executed in accordance with the latest requirements of the following:

1.1.2.1.1. The National Building Code of the Philippines

1.1.2.1.2. Philippine Electrical Code Laws, ordinances, and regulations of the locality having jurisdiction over the project.

1.1.2.1.3. Power and telephone utility companies

1.1.2.1.4. UAP Doc. 301

1.1.2.2. The requirements of the above-mentioned governing laws/codes and the requirements of the companies having involvement/participation are hereby made part of these Specifications and the contractor is required to comply with the same. This does not relieve the contractor from complying with requirements of specifications or drawings in excess of above laws and ordinances, codes and requirements which are not prohibited by the same.

1.1.3. GUARANTEE

1.1.3.1. The contractor shall guarantee that the electrical system is free from all grounds and defective materials and workmanship for a period of one (1) year from the date of acceptance of the work. All defects arising within the guarantee period shall be reminded by the contractor at his own expense. The contractor shall indemnify and save harmless procuring entities from and against all claims, suits, actions, or liabilities for damages arising from injuries, disabilities or loss of life to persons or damage to public or private properties resulting from fault or any act of contractor or his representative in the execution of this work. The partial acceptance of the work for the purpose of making partial payments, based on the estimated cost satisfactorily completed by the contractor, shall not be considered as final acceptance of that portion of the work.



1.1.4. DRAWINGS & SPECIFICATIONS

1.1.4.1. The electrical plans, which constitute an integral part of these Specifications, shall serve as the working drawings. The plans indicate the general layout and arrangement of the complete electrical system and other works.

1.1.4.2. The drawings and specifications are meant specifically to be complementary to each other and where it is called for by one shall be binding as if called for by both. Anything which is basically required to complete the installation for proper operation but not expressly mentioned on the drawings and/or specifications shall be furnished and installed by the contractor at no extra cost to the procuring entity as though specifically stipulated or shown in both.

1.1.4.3. Procuring Entity shall have the final decision on any apparent conflict between the drawings and specifications or on any under and controversial point in either or both.

1.1.4.4. All dimensions and locations shown on the plans are approximate and shall be verified in the field, as actual locations, distances, and levels are governed by actual conditions.

1.2. SCOPE OF WORK

1.2.1. The work to be done under this division shall include the furnishing of all tools, labor, supervision, equipment, fixtures and all necessary materials, each complete and in proper working condition unless one or other is specifically excluded or stated otherwise in this specification but not limited to the following items of works.

1.2.1.1. All works and material for a complete lighting and power systems including cables and conduits, circuit breakers, panel board and connection to all lighting fixtures and power outlets, motor appliances, switches, supports and accessories.

1.2.1.2. All excavation works, backfilling, dewatering, removal of surplus earth, preparation of formworks and pouring of concrete envelopes as indicated on the drawings or as required to complete the installation.

1.2.1.3. All steel support for conduits, wires, panel board, boxes, lighting fixtures, etc. as indicated or as required to complete the installation.

1.2.1.4. A complete grounding system as required by the governing codes.

1.2.1.5. A complete testing of all electrical systems.

1.2.1.6. Where material is furnished and supplied by the Engineer, the Contractor shall receive, unload, handle and transport to the site, assemble and install completely. This Contractor shall be responsible for safekeeping and warehousing of such materials/equipment from the time of his acceptance.

1.2.1.7. All items incidentals to and or required for the proper completion such as painting of boxes, conduits and the likes.

1.2.1.8. Coordination with other trade Contractors.

1.2.1.9. Coordination with other companies/offices including handling of all material related to material testing and application of electrical permits.



1.2.1.10. Preparation of necessary shop drawings required for the proper execution of the works subject to the approval of the Engineer.

1.2.1.11. Preparation of "As-Built" drawings.

1.2.2. If any item of works or material has been omitted which are necessary for the completion of the Electrical Work as outlined herein before, then such items shall be hereby included in this section of work.

1.3. PROCEDURE

1.3.1. Workmanship

1.3.1.1. The contractor shall execute the work in the most thorough, prompt and workmanlike manner and in accordance with the plans and specifications. The installations shall be done through standard methods and good engineering practices.

1.3.2. Materials

1.3.2.1. All materials to be installed shall be brand new except as otherwise noted on the plans or specifications. The materials shall be as specified. No substitution of materials is allowed. Should the contractor find it necessary to use another type/brand of materials instead of the specified item, he shall first obtain approval from the procuring entity prior to installation. Any substituted material installed without the approval of the procuring entity shall be subject to replacement.

1.3.3. Coordination

1.3.3.1. It is the sole responsibility of the contractor to conduct coordination of his activities with the following:

1.3.3.1.1. Other trades and suppliers

1.3.3.1.2. Procuring Entity/Engineer/Architect

1.3.3.1.3. Local Government Authority

1.3.3.1.4. Deviation From The Plans

1.3.3.2. No deviation from the plans is to be made unless given notice or approval by the procuring entity.

1.3.4. Record Drawings and "As-Built" plan.

1.3.4.1. The contractor is required to keep an active record of the actual installation during the progress of the job. This shall be the reference in the preparation of the As-Built plans which shall include all pertinent information, complete in all aspects of the actual installation, and all new information not originally shown in the contract drawings. The As-Built plans shall be prepared by the contractor at his expense and shall be submitted to the Procuring Entity for approval upon the completion of the work. The approval of the As-Built drawings shall be a prerequisite for the final acceptance of the electrical works. Submit two (2) copies of the "As-Built" drawings signed and dry sealed by a Registered Professional Electrical Engineer. Original tracing/reproducible copy shall also be submitted to the procuring entity.



1.4. SUBMITTALS

1.4.1. Obtain approval before procurement, fabrication or delivery of items to the job site. Partial submittals will not be entertained and will be returned without review. Submittals shall include the manufacturer's name, trade name, place of manufacturer, catalogue model of number, nameplate data, size, layout dimensions, capacity, project specification and paragraph reference and technical society publication references, and other information necessary to establish contract compliance of each item to be furnished.

1.4.1.1. Shop Drawings. In addition to the requirements of the contract clauses, shop drawings shall meet the following requirements:

1.4.1.1.1. Drawings shall be a minimum of 210 mm x 297 mm in size or in A3 size, except as specified otherwise.

1.4.1.1.2. Drawings shall include wiring diagrams and installation details indicating the proposed location layout and arrangement, control panels, accessories, and other items that must be

1.4.1.1.3. Wiring diagrams shall identify circuit termination and the internal wiring for each item of equipment and its interconnection.

1.4.1.1.4. Drawings shall indicate adequate clearances for operation, maintenance and replacement of equipment devices. If the layout is disapproved, revise the layout and resubmit.

1.4.1.2. Manufacturer's Data Submittal for each manufactured item shall be current descriptive literature of cataloged products.

1.4.1.3. *Publication Compliance*

1.4.1.3.1. Where equipment or materials are specified to conform to industry and technical society publications of organizations such as American National Standard Institute (ANSI), American Society for Testing and Materials (ASTM) and Underwriters Laboratories, Inc. (UL), submit proof of such compliance. The label or listing by the specified organization will be acceptable evidence of compliance. In each of the publications referred to herein, consider the advisory provisions to be mandatory as though the word "shall" had been substituted for "should" wherever it appears. Interpret reference in these publications to the authority having jurisdiction, or words of similar meaning, to mean the Engineer. In lieu of the label or testing, submit a certificate from an approved independent testing organization, adequately equipped and component to perform such services, organization's test methods and not the item conforms to the specified organizations publications. The edition or the revised version of such codes and standards current at the date twenty eight (28) days prior to date of bid submission shall apply. During Contract execution, any changes in such codes and standards shall be applied after approval by the DSWD.

1.4.2. Submit Reports on Tests

1.4.2.1. All reports must be formal, typewritten and properly identified



1.4.3. Certificates of Compliance

1.4.3.1. Submit manufacturer's certifications as required on products, materials, finish and equipment indicated in the Technical Sections. Certifications shall be documents prepared specially for the contract. Preprinted certifications and copies of previously submitted documents are not acceptable. The manufacturer's certification shall name the appropriate products, equipment or materials and the publication specified as controlling the quality of the item. Certification shall not contain a statement to imply that the item does not meet requirements specified such as "Good As", "Achieves the same end use and results as materials formulated in accordance with referenced publications" or "Equal or exceeds the service and performance of the specified materials". Certifications shall simply state that the item conforms to the requirements specified; and shall be printed on the manufacturer's letterhead and shall be signed by the manufacturer's official, authorized to sign certificates of compliance shown to assure a coordinated installation.

1.5. DELIVERY AND STORAGE

1.5.1. Handle, store, and protect equipment and materials in accordance with the manufacturer's recommendations and with the requirements of NFPA 70B, Appendix 1, titled "Equipment Storage and Maintenance during Construction". Replace damaged or defective items with new one.

1.6. CATALOG PRODUCTS/SERVICE AVAILABILITY

1.6.1. Materials and equipment shall be current products by manufacturers regularly engaged in the production of such products. Products shall have been in satisfactory commercial or industrial use for two (2) years prior to bid opening. The two (2) year period shall include applications of equipment and materials under similar circumstances and of similar size. The two (2) year period shall be satisfactorily completed by a manufacturer's catalog or brochures. Products having less than two (2) year field service record will be acceptable if a certified record of satisfactory field operation for not less than 6,000 hours, exclusive of the manufacturer's factory or laboratory tests is furnished. The equipment item shall be supported by service organization, which are reasonably convenient to the equipment on a regular and emergency basis during the warranty period of the contract.

1.6.1.1. *Manufacturer's Recommendations*

1.6.1.1.1. Where installation procedures or any parts thereof are required to be in accordance with manufacturer's recommendations, furnish printed copies of the recommendation prior to installation. Installation of the items shall not proceed until recommendations are received. Failure to furnish recommendations shall be cause for rejection of the equipment or materials.

1.6.1.2. *"As-Built" Drawings*

1.6.1.2.1. The cost of as-built drawings shall be borne by the Contractor. Submittal of such drawings shall be a condition to final payment.

1.7. ELECTRIC POWER

1.7.1. The contractor shall be responsible for his own electric power needed for the execution of the job.

1.8. TEST

1.8.1. Conduit tests on all electrical conductors installed in the presence of the procuring entity's representative.



1.8.1.1. check for grounds

1.8.1.2. insulation resistance test

1.8.1.3. continuity test for all outlets

1.8.1.4. voltage level test

1.8.1.5. phase relationship

1.8.1.6. check circuit connections at panel boards, all single phase circuits shall be connected to phase as shown in the load schedule.

1.8.2. All defects found during the test shall be repaired immediately by the contractor.

1.8.3. All tools, equipment and instruments needed to conduct tests shall be on the account of the contractor. All materials installed without prior approval shall be at the risk of the Contractor.

1.9. GENERAL NOTES

1.9.1. All electrical works and installations shall comply with the provisions of the latest edition of the Philippine Electrical Code with the rules and regulations of the national and local authorities concerned in the reinforcement of electrical laws and with the rules and regulations of utility companies concerned.

1.9.2. Service voltage to the building shall be 230 volts, three phase, three (3) wire systems.

1.9.3. The contractor shall verify the actual location of the concrete terminal pole connection to the power service supply.

1.9.4. All installation and wirings are concealed from view and shall be encased in polyvinyl chloride (PVC) pipes of schedule 40 except for power service entrance which shall be rigid steel conduit (RSC) pipes unless otherwise specified.

1.9.5. Minimum wire and conduit size shall be no. 12(3.5 sq.mm.) TW AWG and 12mm diameter size respectively, for power supply outlets.

1.9.6. Pull boxes of appropriate size shall be provided even if not indicated in drawing to accommodate the number of wires and splices.

1.9.7. All fluorescent fixtures shall be provided with polyester filled, preheat, thermally protected high factor ballast.

1.9.8. All materials to be used shall be new of approved type appropriate for both location and intended use.

1.9.9. Light control switches shall be rated 10A 300V and shall carry a load greater than 50A.

1.9.10. Duplex convenience outlets shall be rated 10A, 250 volts and special purpose outlets shall be rated 15A, 250 volts.

1.9.11. For each spare unit in the panel board, provide an empty 20mm diameter riser terminating in a 2.5" by 4" octagonal box above the ceiling.

1.9.12. All works shall be done under the direct supervision of a duly licensed Electrical Engineer or a Registered Master Electrician.

1.9.13. Outlet boxes shall be as follows:

1.9.13.1. Light outlets : 1-1/2" deep 4" octagonal box 1 or 2 way entries.



2-1/3" deep 4" octagonal box 3 or 4 way entries.

1.9.13.2. Receptacles/ telephone outlets: 2-1/8" deep 2"x4" utility box 1 gang raised plastic cover for 3 or 4 raceway entries.

1.9.14. No revision on the design shall be done without the prior knowledge and approval of the designer and the DSWD. Any such revision done without approval causes responsibility of the designer to cease as a whole:

1.9.14.1. Panel box - 1.70m from top of panel box to finish floor line

1.9.14.2. Switch/push button - 1.37m from center of device to finish floor line

1.9.14.3. Convenience outlet; intercom; telephone outlet; range outlet 0.30m from center of device to finish floor line

1.9.14.4. Buzzer; chime & fire alarm; 1.20m from center line of device to finish floor line.

PART 2 PRODUCT

2.1. SUPPLIER

2.1.1. Subject to compliance with requirements and as approved by the Architect and Engineer. For compliance with requirements, acceptable manufacturers are needed to be pre-approved by the Architect and Engineer.

PART 3 EXECUTION

3.1. Installation shall be in accordance with approved shop drawings and manufacturer's installation/ guide and directions. Testing and adjustments shall be performed prior to final acceptance.

***** END OF SECTION *****

Contract Reference Number: _____

Name of Project: _____

**Proposed Improvement of DSWD-CAR Field Office
Ground and First Basement Floor & Ceiling**

Location of the Project: **#40 North Drive, Baguio City**

Standard Form Number SF-INFR-55

Revised on: August 11, 2004

BILL OF QUANTITIES

Columns 1, 2, 3, & 4 are to be filled up by the Procuring Entity				Columns 5 & 6 are to be filled by the bidders	
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE (PESOS)	AMOUNT (PESOS)
	2	3	4	5	6
1	GENERAL REQUIREMENTS				
1.1	Mobilization / Demobilization	1.00	lot		
1.2	Temporary Facilities	1.00	lot		
1.3	Permits and Clearances	1.00	lot		
1.4	Water and Electrical Consumption	1.00	lot		
1.5	Project Billboard and Safety Signages	1.00	lot		
2	DEMOLITION WORKS				
2.1	Demolition of Walls and Ceiling in Crisis Intervention section (CIS)	1.00	lot		
2.2	Demolition of Walls, Ceiling, Floor Tiles and Removal of Plumbing Fixtures in Ground Floor Comfort Rooms	1.00	lot		
2.3	Demolition of Floor Tiles in Ground Floor and First Basement Floor	1.00	lot		
3	FORMS AND SCAFFOLDINGS				
3.1	Forms and Scaffoldings	1.00	lot		
4	ARCHITECTURAL WORKS				
4.1	Floor Finishes	569.64	sq.m.		
4.2	Ceiling Finishes				
	4.2.1. Acoustic Board Panel (Fine Fissure)	394.96	sq.m.		
	4.2.2. Gypsum Board	174.68	sq.m.		
4.3	Painting Works	174.68	sq.m.		
5	ELECTRICAL WORKS				
5.1	Wires and Cables	1.00	lot		
5.2	Conduits				
	2-Gang Convenience outlet	47.00	pcs.		
	2-Gang Floor Outlet	33.00	pcs.		
5.3	Light Fixtures and Switches				
	600mm x 600mm Diffused Square Troffer Lights (4500K)	144.00	pcs.		
	200mm diameter (4000k) Round Pin Light (White) 18w	5.00	pcs.		
	500mm diameter Decorative Drop Light (Warm Lighting)	3.00	pcs.		
	Bar LED Tube Drop Light (5000k)	19.00	pcs.		
	100mm diameter (4000k) Round Pin Light (White) 18w	40.00	pcs.		

Columns 1, 2, 3, & 4 are to be filled up by the Procuring Entity				Columns 5 & 6 are to be filled by the bidders	
ITEM NO.	ITEM DESCRIPTION 2	UNIT 3	QTY. 4	UNIT PRICE (PESOS) 5	AMOUNT (PESOS) 6
	Luminous Exit Sign	7.00	pcs.		
	3-Gang Switch	8.00	pcs.		
	2-Gang Switch	5.00	pcs.		
	Single Switch	2.00	pcs.		
5.4	Device, Plates and Utilities	1.00	lot		
5.5	Panel Board	1.00	lot		
6	CONSTRUCTION SAFETY & HEALTH	1.00	lot		
TOTAL BID PRICE:					
TOTAL AMT. IN WORDS: (in words)					

OTHER TERMS AND CONDITIONS

Contractor's Qualification(s)	
a.	Contractor shall be competent and experienced in the field of Construction with a minimum of three (3) years' experience.
Contractor's Working Hours	
a.	All normal work for this contract shall be performed during normal daylight hours. Any exceptions will require the written approval of the assigned Officer/BGMS Project Engineer.
b.	If work is required overnight, the Contractor will be required to furnish safe, proper and sufficient lighting arrangement if necessary.
Contractor's Responsibilities	
a.	Contractor shall submit own construction schedule within ten(10) working days upon receipt of notice to proceed;
b.	Contractor/Service provider shall assign Engineers/Architects from the start until completion stage;
c.	Contractor/Service provider shall coordinate with BGMS all the execution of works;
d.	Contractor/Service provider shall provide warning signages, project log book;
e.	Contractor/Service provider shall submit Statement of works accomplished and progress photos as requirement of the billing request ;
f.	Contractor/Service provider shall submit Construction Safety and Health Program approved by DOLE
g.	All assigned key personnel shall be physically present at the site throughout the duration of the project or working hours
Other Requirements	
a.	All dimensions/level etc. indicated in the drawing plans are to be verified on the site;
b.	All materials is subjected for approval of the End user/ BGMS Project Engineer/Architect;
c.	Any discrepancies, either between written dimensions and site dimensions shall be brought to BGMS office before executing the works.
d.	A site inspection shall be required to determine the location and extent of works for the project. A Certificate of Site Inspection issued by the procuring entity shall be submitted as part of the bidding documents.



CERTIFICATE OF SITE INSPECTION

This is to certify that _____ of _____
(Name of Representative)

_____ with office address
(Name of Entity)

at _____ had inspected the site
for the **COMPLETION OF THREE (3) STOREY DSWD-CAR RSCC BUILDING**
located at Puguis, La Trinidad, Benguet.

This certification is issued to Mr./Ms. _____ as part
(Name of Bidder or Representative)
of his/her Technical Proposal.

Issued this ____ of _____, 2022.

RICHARD A. REAMICO
AO I, Section Head-BGMS

Standard Form Number: SF-INFR-18

Revised on: July 29, 2004

Statement of Availability of Key Personnel and Equipment

(Date)

Mr. LEO L. QUINTILLA, CESE

Regional Director

DSWD-CAR

40 North Drive, Baguio City

Attention : The Chairperson
Bids and Awards Committee

Dear Sir:

In compliance with the requirements of the DSWD-CAR BAC for the bidding of the (Name of the Contract), we certify that (Name of the Bidder) has in its employ key personnel, such as project managers, project engineers, materials engineers and foremen, who may be engaged for the construction of the said contract.

Further, we likewise certify the availability of equipment that (Name of the Bidder) owns, has under lease, and/or has under purchase agreements, that may be used for the construction contracts.

Very truly yours,

(Name of Representative)

(Position)

(Name of Bidder)

Contractor's Organizational Chart for the Firm

Submit Copy of the Organizational Chart of the firm. Indicate in the chart the names of the Project Manager, Project Engineer, Bridge Engineer, Structural Engineer, Materials and Quality Control Engineer, Foreman and other Key Engineering Personnel.

Attach the required Proposed Organizational Chart for the Contract as stated above

(Name of Representative)
(Position)
(Name of Bidder)

**KEY PERSONNEL
(FORMAT OF BIO-DATA)**

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1. Name : _____
2. Date of Birth : _____
3. Nationality : _____
4. Education and Degrees : _____
5. Specialty : _____
6. Registration : _____
7. Length of Service with the Firm : _____ Year from _____ (months) _____ (year)
To _____ (months) _____ (year)
8. Years of Experience : _____
9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer

Length of Service

_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____

10. Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

1. Name : _____
2. Name and Address of Owner : _____
3. Name and Address of the
Owner's Engineer : _____
(Consultant)
4. Indicate the Features of Project
(particulars of the project
components and any other particular
interest connected with the project): _____
5. Contract Amount Expressed in
Philippine Currency : _____
6. Position : _____
7. Structures for which the employee
was responsible : _____
8. Assignment Period : from _____ (months) _____ (years)
to _____ (months) _____ (years)

Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(Place and Date)

(The Authorized Representative)

Qualification of Key Personnel

Business Name : _____
 Business Address : _____

	(For Ex.) Project Manager / Engineer					
1 Name						
2 Address						
3 Date of Birth						
4 Employed Since						
5 Experience						
6 Previous Employment						
7 Education						
8 PRC License						

Minimum Requirements :
 :
 :
 :

Submitted by : _____
 (Printed Name & Signature)

Designation : _____
 Date : _____

List of Equipment, Owned or Leased and/or under Purchase Agreements

Business Name : _____
Business Address : _____

Description	Owned/ Leased/Under Purchase Agreement	Model/ Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership / Lessor or Vendor
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

Print as many pages as necessary.

Statement of Single Largest Similar Completed Contract

Business Name: _____

Business Address : _____

Name of Contract/Title of the Project	a. Owner's Name b. Address c. Telephone Nos.	Date of the Contract	Contract Duration	Nature / Scope of Work	Contractor's Role (Whether sole contractor, subcontractor, or partner in a JV)		Total Contract Value at Award	Date of Completion	Total contract value at completion	Percentage of Planned and Actual Accomplishments, if applicable	
					Description	Percentage of Participation (%)				Planned	Actual
<u>Government Contracts</u>											
<u>Private Contracts</u>											
Total Cost											

Note: This statement shall be supported with:

- 1 Notice to Proceed and/or Purchase Order/Contract
- 2 Owner's Certificate of Final Acceptance issued by the project owner other than the contractor or a final rating of at least **Satisfactory** in the Constructors Performance Evaluation System (CPES).
- 3 In case of contracts with the private sector, an equivalent document shall be submitted

Submitted by _____ :

(Printed Name & Signature)

Designation _____ :

Date _____ :

STATEMENT OF ALL ITS ON-GOING 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

Name of the Contract or Title of the Project	Owner's Name and Address	Nature of Work / Scope of Work	Contractor's Role and percentage of participation	Date of Contract	Total Contract Value at Award	Value of Outstanding Works	Contract Duration	Percentage (%) of Accomplishment		Estimated Time of Completion	
								Planned	Actual	Start	Completion
A) Government Contracts											
i. On-going											
ii. Awarded but not yet started											
B) Private Contracts											
i. On-going											
ii. Awarded but not yet started											

Note: This statement shall be supported with:

1. Contract Agreement and/or Purchase Order
2. Notice to Proceed (for government contracts under Public Bidding)

Name of Firm / Applicant

Authorized Signatory

Date

Bid Form for the Procurement of Infrastructure Projects

[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

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

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

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines¹ for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized

¹ currently based on GPPB Resolution No. 09-2020

representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].

- I. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Securing Declaration Form

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

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Firm's/Contractor's assets and liabilities on the basis of the income tax return and audited financial statement for FY2021, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC = P _____

I hereby certify that the computation of the above is based on the income tax return and audited financial statement for FY2021 stamped "RECEIVED" by the BIR or BIR authorized collecting agent.

Submitted by:

Name of Firm/Contractor

Signature of Authorized Representative
Date: _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

1. *[Select one, delete the other:]*

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

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

2. *[Select one, delete the other:]*

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

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

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

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

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

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

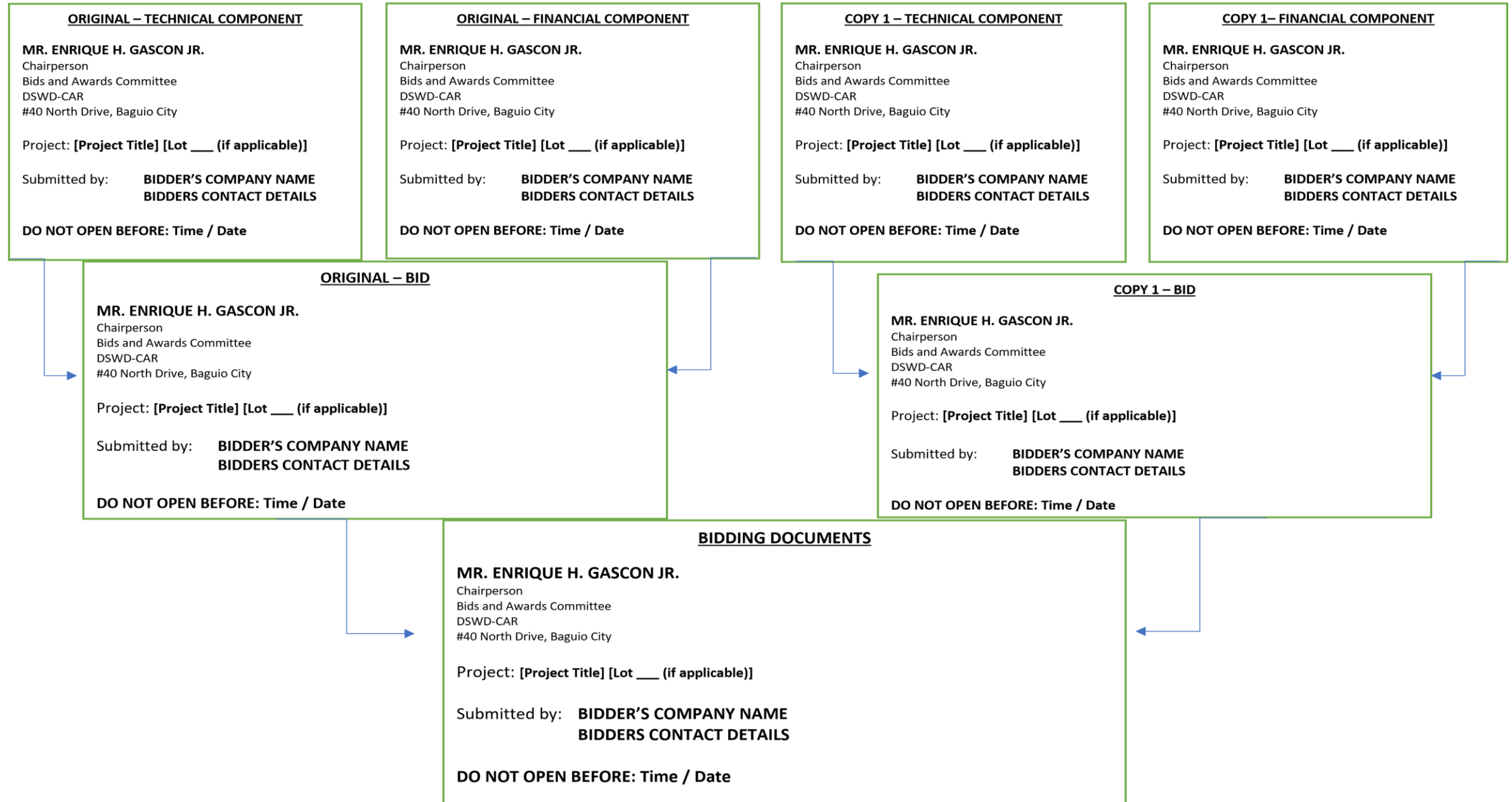
[Format shall be based on the latest Rules on Notarial Practice]

Checklist of Technical and Financial Documents

		Name of Bidder/s	
ABC	Php29,257,722.00		
I. TECHNICAL COMPONENT ENVELOPE (1st Envelope)			
Class "A" Documents			
<u>Legal Documents</u>			
(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;			
<u>Technical Documents</u>			
(b) Statement of the bidder's 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.	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.		
<u>Financial Documents</u>			
	(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 (2nd Envelope)			
	(j) Original of duly signed and accomplished Financial Bid Form; and		
<u>Other documentary requirements under RA No. 9184</u>			
	(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.		

MARKING AND SEALING OF ENVELOPE:



Note: The technical and financial documents must be submitted in two (2) copies (Original Copy and Copy 1). The Original Technical Component envelope and Original Financial Component envelope must be sealed in one envelope marked "ORIGINAL BID". The Copy 1 Technical Component envelope and Copy 1 Financial Component Envelope must also be sealed in another envelope marked "Copy 1 Bid". These envelopes containing the Original Copy and Copy 1 must be enclosed in one single envelope marked "BIDDING DOCUMENTS". The technical and financial documents must be properly tabbed and signed.