

PHILIPPINE BIDDING DOCUMENTS

Procurement of INFRASTRUCTURE PROJECTS

Government of the Republic of the Philippines

**Supply, Delivery and Installation
of Materials and Outsourcing of
Multi-Skilled Workers for the
Development of the Children's
Library of the National Library of
the Philippines**

PB23-05

ABC: 6,000,000.00

Sixth Edition
July 2020

Preface

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

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

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

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

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

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

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

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of

equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Bids and Awards Committee

**Invitation to Bid for Supply, Delivery and Installation
of Materials and Outsourcing of Multi-Skilled Workers
for the Development of the Children's Library of the
National Library of the Philippines**

1. The **National Library of the Philippines (NLP)**, through the General Appropriations Act (GAA) intends to apply the sum of **Six Million Pesos (PhP6,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **PB23-05 Supply, Delivery and Installation of Materials and Outsourcing of Multi-Skilled Workers for the Development of the Children's Library of the National Library of the Philippines**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NLP now invites bids for the above Procurement Project. Completion of the Works is required for one hundred twenty (120) calendar days. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using nondiscretionary “*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 NLP Bids and Awards Committee (BAC) and inspect the Bidding Documents at the PhilGEPS or in NLP website.
5. A complete set of Bidding Documents may be acquired by interested bidders on April 21, 2023 from given address and website/s below and upon payment of the applicable **fee for the Bidding Documents**, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (Php10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees via email or upon submission of bids.

6. The NLP will hold a Pre-Bid Conference¹ on May 02, 2023, 10:00 AM through videoconferencing via Zoom, which shall be open to prospective bidders. Send interest to bac@nlp.gov.ph with subject: Request to join the Pre-Bid Conference of Public Bidding No. 23-05. The BAC shall also entertain inquiries through email up to May 11, 2023 or 1 day before the bid opening.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address below on or before, but not later than 10:00 AM of May 12, 2023. **Submit a soft copy of technical (in PDF) and financial (in Word or Excel) requirements onto USB flash drive.** 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 May 12, 2023, 10:01 AM at the 3rd Floor Reading Area, NLP Building, T.M., Ermita, Manila. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The NLP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

MARIE JOY H. BESTOIR
ELEANOR C. SIYANG
JONATHAN F. SANTOS
BAC Secretariat
National Library of the Philippines
Tel. No.: (02) 5336-7200 loc. 406 / 412
Email: bac@nlp.gov.ph
Website: web.nlp.gov.ph

12. You may visit the following websites:

For downloading of Bidding Document: web.nlp.gov.ph
www.philgeps.gov.ph

Sgd. **MARICEL M. UREÑA**
BAC, Chairperson

Section II. Instructions to Bidders

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

1. **Scope of Bid**

The Procuring Entity, *National Library of the Philippines (NLP)* invites Bids for the **Supply, Delivery and Installation of Materials and Outsourcing of Multi-Skilled Workers for the Development of the Children's Library of the National Library of the Philippines** with Project Identification Number PB23-05.

The Procurement Project, **Supply, Delivery and Installation of Materials and Outsourcing of Multi-Skilled Workers for the Development of the Children's Library of the National Library of the Philippines** is for the construction of Works, as described in Section VI (Specifications).

2. **Funding Information**

2.1. The GOP through the source of funding as indicated below for FY 2023 in the amount of **Six Million Pesos (Php6,000,000.00)**.

2.2. The source of funding is NGA, the General Appropriations Act.

3. **Bidding Requirements**

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

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

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

4. **Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices**

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and

obstructive practices defined under Annex “P” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA’s CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be “similar” to the contract to be bid if it has the major categories of work stated in the **BDS**.

5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **May 02, 2023** at **10:00 AM** through videoconferencing via Zoom which shall be open to prospective bidders, as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.

10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.

10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.

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

11. Documents Comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.

11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

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

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

- a. Philippine Pesos.

15. Bid Security

15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

15.2. The Bid and bid security shall be valid until *120 calendar days from the date of submission, receipt and opening of bids*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as nonresponsive.

16. Sealing and Marking of Bids

Each Bidder shall submit **one copy of original** of the first and second components of its Bid, plus **two (2) copies of its kind, labeled as copy 1 and copy 2**, of the first and second components of its Bid. It should be **properly tabbed** with its corresponding letter for each document. (*See the checklist for reference*)

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.

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: Supply, Delivery and Installation of Materials and Outsourcing of Multi-Skilled Workers for the Development of the Children's Library of the National Library of the Philippines.																														
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10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Key Personnel</u></th> <th style="text-align: center;"><u>General Experience</u></th> <th style="text-align: center;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td>1. Valid Licensed Project Architect</td> <td>– 10 Years</td> <td>Fitout Experience; Conduct at least one to two days site monitoring and evaluation; submit every Friday of the week, a weekly progress report</td> </tr> <tr> <td>2. Valid Licensed Civil Engineer</td> <td>Quality Control and 5 years</td> <td>Building Experience</td> </tr> <tr> <td>3. Valid Licensed Structural Engineer</td> <td>Structural Designer 5 years</td> <td>Building Experience</td> </tr> <tr> <td>4. Valid Licensed Sanitary Engineer</td> <td>Project Sanitary Engineer 5 years</td> <td>Building Experience</td> </tr> <tr> <td>5. Valid Licensed Electrical Engineer</td> <td>Project Electric Engineer 5 years</td> <td>Building Experience</td> </tr> <tr> <td>6. Civil Engineer/ Safety and Health Personnel</td> <td>2 years</td> <td>Building Experience Professional (Accredited by DPWH)</td> </tr> <tr> <td>8. General Foreman</td> <td>5 years</td> <td></td> </tr> <tr> <td>9. Furniture fabricator</td> <td>– 10 years</td> <td>supply and fabrication of various furniture</td> </tr> <tr> <td>10. Modular Cabinet Fabricator</td> <td>– 10 years</td> <td>supply and installation of Modular Cabinets</td> </tr> </tbody> </table> <p>There should be one (1) Construction field team Field team key personnel composition.</p> <p>The team shall be composed of One (1) Site Architect, One (1) General Foreman</p> <p>Field team non-key personnel composition:</p> <ul style="list-style-type: none"> • Foreman, Steel men, Electricians, Masons, Welders, Carpenters, Plumbers, Painters, Laborers <p>*At least 1 personnel for each non-key personnel and CV is required.</p>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	1. Valid Licensed Project Architect	– 10 Years	Fitout Experience; Conduct at least one to two days site monitoring and evaluation; submit every Friday of the week, a weekly progress report	2. Valid Licensed Civil Engineer	Quality Control and 5 years	Building Experience	3. Valid Licensed Structural Engineer	Structural Designer 5 years	Building Experience	4. Valid Licensed Sanitary Engineer	Project Sanitary Engineer 5 years	Building Experience	5. Valid Licensed Electrical Engineer	Project Electric Engineer 5 years	Building Experience	6. Civil Engineer/ Safety and Health Personnel	2 years	Building Experience Professional (Accredited by DPWH)	8. General Foreman	5 years		9. Furniture fabricator	– 10 years	supply and fabrication of various furniture	10. Modular Cabinet Fabricator	– 10 years	supply and installation of Modular Cabinets
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10.5	<p>The minimum major equipment requirements are the following:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Equipment</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Capacity</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td>Hand Held Power Tools</td> <td></td> <td></td> </tr> <tr> <td>Laser Leveling</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	Hand Held Power Tools			Laser Leveling		
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>								
Hand Held Power Tools										
Laser Leveling										
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 two percent (2%) of ABC or Php120,000.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than five percent (5%) of ABC or Php300,000.00, if bid security is in Surety Bond. 									
20	<p>The Contractor/ bidder must be at least a holder of a valid Philippine Contractors Accreditation Board (PCAB) License Classification General Engineering Category "B" with General Building (Parks, Playground, Recreational Work) Category of at least "Small B"</p> <p>The Contractor shall perform all work in accordance with all conditions stipulated in the contract.</p>									
21	<p>Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and Scurve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.</p>									

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract
The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.
Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.
Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

2. **Sectional Completion of Works**

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

3. **Possession of Site**

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

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

4. **The Contractor's Obligations**

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

5. Performance Security

5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.

5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the SCC supplemented by any information obtained by the Contractor.

7. Warranty

7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.

7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the SCC.

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the SCC, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

10. Day works

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 Day works 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	Completion of work shall be within One Hundred Twenty (120) calendar days.
4.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor upon receipt of the Notice to Proceed.
6	The site investigation reports are: Technical Evaluation Report
7.2	<i>In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:] Fifteen (15) years.</i>
10	a. Day works are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within five (5) calendar days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <i>one-tenth (1/10) of one percent (1%) of the current progress billing for every day of delay.</i>
13	The amount of the advance payment is <i>15% of the total contract price and schedule of payment.</i>
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.

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.

TITLE

Public Bidding for the Supply, Delivery and Installation of Materials and Outsourcing of Multi-Skilled Workers for the Development of the Children's Library of the National Library of the Philippines

PROJECT

The Project is for the ***Public Bidding for the Supply, Delivery and Installation of Materials and Outsourcing of Multi-Skilled Workers for the Development of the Children's Library of the National Library of the Philippines***.

The Project calls for a technically qualified, credible, experience, and competent company who can fulfill and undertake the scope of the project as outlined in this document.

LOCATION PROJECT

The location of the Project shall be in the 4th Floor of the National Library of the Philippines at T.M. Kalaw Avenue, Ermita, Manila.

OBJECTIVE

To develop spacious and modern children's library with adequate spaces for its services and activities.

I. GENERAL NOTES AND CONDITIONS:

1. The general conditions and provisions of the Terms of Reference and the contract not in conflict with these Specifications and the drawings form part of and are included in this section of these Specifications.
2. The Contractor shall guarantee the NLP that they are capable of completing the work as specified in the approved plans, scope of work and specifications, bill of materials and contract for the ***Public Bidding for the Supply, Delivery and Installation of Materials and Outsourcing of Multi-Skilled Workers for the Development of the Children's Library of the National Library of the Philippines***.
3. The Contractor shall possess a PCAB license classification General Building Category "B" with extensive fit out experience for at least 10 years. The Contractor shall perform all work in accordance with all conditions stipulated in the contract.
4. The Contractor shall provide experienced and qualified manpower, tools, materials and equipment which are capable of producing the quality and quantity of work required to

complete the project as specified in the approved scope of work and specifications, within time as specified in the approved contract.

5. The contractor shall submit to the NLP a weekly progress report and shall be submitted every Friday of the week.

6. The Contractor shall undertake all the contingencies and other necessary works to complete the project as it is intended by the NLP authorized representative. Bid tendered shall be deemed complete in all aspects of the work.

7. The Contractor shall provide the NLP a list of previous projects, images and references in relation to the fit out experience which will be assessed by the technical committee.

8. Drawing and Specifications: the contract documents, agency estimate, instructions, drawings, scope of work and specifications shall be considered as one, such that whatever is called for by any of the documents shall be binding as if called for by all. In case of discrepancy between the Drawings and Specifications, the former shall prevail.

9. The Contractor shall comply with NLP service and operational requirements regarding occasional and reasonable work stoppage due to dust and noise problems.

10. Prohibitions:

- a. Smoking shall not be allowed within the building, work and storage area.
- b. Drinking of liquor shall not be allowed within the site.
- c. Gambling of any type is strictly prohibited within the site.
- d. Carrying of items determined by NLP as “deadly instrument” is strictly prohibited within the site.
- e. Workers are not allowed to eat within the project work area.

11. Washing area (to be determined by NLP) and facilities (to be provided by the Contractor) shall be maintained for sanitation purposes.

12. The Contractor is required to provide its workers with hard hats, safety shoes and gloves, safety harness, goggles, face masks or shields when performing welding works,

13. All employees of the Contractor at the jobsite shall wear T-shirts marked with Contractor’s company name and valid company I.D.

14. Stairways, passageways and all access ways shall be kept free from construction materials and obstructions at all times.

15. The Contractor shall thoroughly clean the project site including all areas disturbed by renovation activities to the full satisfaction of the NLP.

16. All works shall comply with applicable regulations of authorities having jurisdiction on the project

17. Standards of Material: The materials to be replaced shall serve as the minimum standard as to the size, strength, quality or class of the replacement materials.

18. The visible silence of these Specifications and the Drawings to any detail, or noticeable omission from them of a detailed description concerning any materials shall be regarded to mean that “only materials of first-class quality shall be used.

19. The work shall be executed in a workmanlike manner and in accordance with the best practices employed in modern construction/installations.

20. All materials to be supplied and installed be brand new free from defects and must conform to the specifications, must be pre-approved by the NLP.

a. The Contractor shall execute all works in compliance with the requirements of the Scope of Works and Terms and Conditions and all parts and materials shall be subjected to inspection and acceptance by NLP.

b. The Contractor shall strictly observe the sanitation, safety and security rules and regulations of the NLP in the execution of this project.

c. The Contractor shall be fully responsible for safety, protection, security and convenience of its personnel, third parties and the public at large as well as its works, equipment, installation and the like to affect by the implementation of this project.

d. Any damage to the system, facilities and equipment of the NLP due to the negligence, theft or pilferage, directly or indirectly caused by the Contractor personnel shall be immediately repaired, restored or replaced by the Contractor for its account. Any repair, restoration or replacement made by the NLP for the same purpose shall be deducted from any payable account of the Contractor.

e. The NLP shall fully settle the charges due upon Acceptance of the Project

f. All materials, labor, equipment supplied and execution of all works shall be guaranteed for three (3) years with a certification of guarantee issued by the supplier upon acceptance by the NLP.

21. Only competent and efficient workers shall be employed by the Contractor and shall, upon written request of the NLP, remove from the project site any employee who, in the opinion of NLP, is incompetent or who obstructs the progress of the work.

22. The Contractor shall be responsible for all injury to persons and damage to NLP and other property caused by the execution of the works and shall be liable for any claims against NLP on account of such injury and / or damage.

23. The Contractor shall likewise provide necessary precaution to protect the property of the Owner against rain or other stormy weather condition and / or theft. The Contractor shall be liable for any such damage or loss.

II. SCOPE OF WORK

1. Under these specifications, together with the plans, the contractor shall supply all labor, supervision, and equipment for the *Public Bidding for the Supply, Delivery and Installation of Materials and Outsourcing of Multi-Skilled Workers for the Development of the Children's Library of the National Library of the Philippines* and implementation of the approved plan.
2. The Contractor shall secure a permit from an authorized representative having the jurisdiction on the NLP.
3. The Contractor shall provide adequate signage and safety precautions in the entire proximity of the Project site.
4. The Contractor shall ensure safety of its worker by checking all electrical supply for the Climate Control system in the Electrical Room, ample lighting, ventilation, safety harness and other PPEs at all times at the duration of the project.
5. The Contractor shall take photographs of all works that will be done in the Project.
6. The Project Engineer/Architect must be physically present for meetings and clarifications needed during the duration of the contract.
7. The Contractor must inform and coordinate with the NLP one (1) week before the testing and have set a schedule authorized representative having the jurisdiction on the NLP.
8. The Contractor must submit the soft & signed and sealed hard-copy of the as-built plans which includes, architectural, sanitary, mechanical, and electrical as-built plans of before acceptance of the installation and commissioning of the Children's Library.

Important Requirement:

1. The supplier shall issue a three-month warranty commencing on date of turnover and acceptance, effective only upon full payment.
2. Warranty covers any defects or malfunction due to workmanship which occurs within ninety (90) days after date of turnover and will be repaired at no cost to the client.
3. Client shall notify the supplier in writing the existence and nature of these defects or malfunction. If a warrantable defect exists, it shall be corrected within sixty (60) days after receipt of notification from client.

4. Imperfections that are inherent in materials such as unevenness or curvatures in tiles and wood may affect workmanship and quality. Efforts will be made to minimize these imperfections but the supplier will not be compelled to eliminate said imperfections.
5. Warranty does not cover regular wear and tear nor consequential damage caused by client.
6. Warranty does not cover damages on delivered furniture due to termite infestation because of lack or absence of soil and wood treatment.
7. Warranty does not cover defect or damage caused by other contractors or other third-party suppliers not commissioned by the supplier as well as damages caused by force majeure (i.e. earthquakes, fire and all other acts of God).

III. SPECIFICATIONS

Minimum Specifications:

Scope of Work

- A. Demolition and Hauling Works
- B. Ceiling Works for Some Areas
- C. Carpentry and Column Cladding Works, Platform Framing Works
- D. Electrical Works
- E. Plumbing Works: Roughing-ins, installation of Toilet Fixtures and Fittings, Drains
- F. Structural: Wall Partitioning Works / Soundproofing / Special Curved Walls
- G. Masonry: Toilet Wall and Tiling works
- H. Fire Door Installations (Fire Door OSM)
- I. Painting of Walls and Ceilings
- J. Padded Platforms Supply and Installation
- K. Glazing Works: Supply and Installation of Main Entrance Doors and Glass Viewing Wall
- L. Electrical Works: of pin lights, cove lights, switches and outlets
- M. Cabinets Supply, fabrication, installation/delivery
- N. Carpet (Cut pile Type) Supply and Installation
- O. Grass Turf or Faux Grass Supply and Installation
- P. Interlocking Rubber 60cm x 60 cm Supply and Installation
- Q. Furniture Supply, Fabrication, Installation/Delivery
- R. All components should be certified for Philippine use

*see attached BOM

III. TERMS AND CONDITIONS

1. The Project must be completed within one hundred twenty (120) Calendar Days starting on the date indicated in the Notice to Proceed.
2. **Warranty of the equipment and execution of all works shall be guaranteed by the Contractor upon acceptance by the NLP for one (1) year. The warranty shall include monthly preventive maintenance, including labor and parts. Warranty obligations shall commence upon**

Completion and Final Acceptance of the Project. In order to assure that manufacturing defects shall be corrected by the Contractor, a warranty shall be required from the Contractor for a period of three (3) year. The obligation for the warranty shall be covered by, at the Contractor's option, either retention money in an amount equivalent to ten percent (10%) of every progress payment or a special bank guarantee equivalent to ten percent (10%) of the total Contract Price. The said amount shall only be released after the lapse of the warranty period.

3. Payment will be made as follows:

- a) Advance payment is 15% of the total contract price.
- b) Fifty percent (50%) progress payment upon completion of scope of work.
- c) Twenty Five percent (25%) full payment upon completion, inspection and acceptance by the NLP.
- d) Ten percent (10%) retention fee will be given upon submission of warranty/security bond to the NLP.
- e) All payments will be subject to five percent (5%) creditable VAT and two percent (2%) Expanded Withholding Tax.
- f) The penalty for each day of delay shall be one-tenth (1/10) of one percent (1%) of the total unperformed works.

4. The Supplier shall execute all the works in strict compliance with the requirements of the scope of work and terms and conditions and all parts and materials shall be subject to inspection and acceptance by the NLP representative/s.

5. The Supplier shall secure Contractor's All Risk Insurance (CARI) for the duration of the project.

OTHER REQUIREMENT/S

1. The bidder must be of good standing and has at least satisfactory performance with respect to its latest completed project with NLP. (Note: This is applicable only to the prospective bidder with previous infrastructure project/s or contract/s with the NLP which was/were:

- (i) awarded through Public Bidding, Limited Source Bidding or Negotiated Procurement-Two Failed Biddings; and
- (ii) entered within the past two (2) years prior to the date of bid submission.

For evaluation/verification purposes, the eligible bidder may be asked to provide additional information regarding its statement prior or during the post-qualification evaluation.)

Section VII. Drawings

Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder. (See attachment)

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.

Day work Schedule

A Day work 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 Day work Schedule should normally comprise the following:

- a. A list of the various classes of labor, materials, and Constructional Plant for which basic day work 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 day work basis.
- b. Nominal quantities for each item of Day work, to be priced by each Bidder at Day work rates as Bid. The rate to be entered by the Bidder against each basic Day work 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.

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.

