

BIDS AND AWARDS COMMITTEE

Section I. Invitation to Bid

Supply of Labor and Materials for the Construction of Additional Office Space at the Various Areas of PICC

The Philippine International Convention Center, through the 2019 Approved Budget intends to apply the sum of Three Million One Hundred Twenty-Six Thousand Nine Hundred Ninety-Three Pesos and Eleven Centavos (P3,126,993.11), VAT Inclusive, being the total Approved Budget for the Contract (ABC) of the aforesaid requirement. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The PICC now invites bids for procurement of the abovementioned requirement. Completion of the Works is within sixty (60) calendar days. Bidders should have completed, a contract similar to the project within the last three (3) years and have key personnel and equipment for the prosecution of the contract. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction to Bidders.

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 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act."

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least seventy-five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.

Interested bidders may obtain further information from PICC-BAC and inspect the Bidding Documents at the address given below from 8:00 am to 5:00 pm.

A complete set of Bid Documents may be acquired by interested bidders from March 4, 2019 to 11:00 a.m. of March 29, 2019, at the address stated below upon payment of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of FOUR THOUSAND PESOS (P4,000.00). It may also be downloaded free of charge, from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and at the PICC website, <https://www.picc.gov.ph>, provided that participating Bidders shall pay the applicable fee for the Bidding Documents, not later than the submission of their bids.

The PICC-BAC will hold a Pre-Bid Conference on March 13, 2019 at 10:00 a.m., at the PICC BAC Conference Room, Ground Floor, Delegation Building, which shall be open to prospective bidders. Bids must be duly received by the BAC Secretariat at the address specified below on or before 11:00 am. of March 29, 2019. Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be conducted on March 29, 2019, at 11:00 a.m. at the PICC BAC Conference Room, Ground Floor, Delegation Building, PICC. Bids will be opened in the presence of the bidders' representatives who choose to attend. Late bids shall not be accepted.

In case the Pre-bid Conference, the deadline for the submission of Bid Documents and the opening of bids fall on a non-working day, legal holiday or special non-working holiday, the activity involved shall be moved to 2:00 p.m. of the next working day.

The PICC 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

BIDS AND AWARDS COMMITTEE (BAC)
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, 1307 Pasay City
7894758, 7894759 and 7894760
Telefax No. 7894761


MELPIN A. GONZAGA
Chairman

Section III. Bid Data Sheet

Section III - Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is <i>PHILIPPINE INTERNATIONAL CONVENTION CENTER.</i></p> <p>The name of the Contract is <i>SUPPLY OF LABOR AND MATERIALS FOR CONSTRUCTION OF ADDITIONAL OFFICE SPACES AT THE VARIOUS AEAS OF PICC.</i></p>
2	<p>The Funding Source is: <i>PICC Approved Budget for CY 2019</i></p> <p>The name of the Project is <i>SUPPLY OF LABOR AND MATERIALS FOR THE CONSTRUCTION OF ADDITIONAL OFFICE SPACES AT THE VARIOUS AEAS OF PICC .</i></p>
3.1	No further instructions.
5.1	Must have a PCAB license – with a classification in General Building - “C and D” category.
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.
5.4(a)	No further instructions.
5.4(b)	For this purpose, similar contracts shall refer to vertical construction with glass and glazing works, within the last three (3) years from the deadline of submission and opening of bids
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on March 13, 2019, 10:00 a.m. at <i>BAC Conference Room, G/F, Delegation Building.</i>
10.1	<p>The Procuring Entity’s address is:</p> <p style="text-align: center;"><i>Philippine International Convention Center PICC Complex, 1307 Pasay City</i></p> <p><i>For this purpose, the contact person is:</i></p> <p style="text-align: center;"><i>Engr. Alberto C. Gonzales Asst. Director, BSD-TSD Tel.NO. 789-4789 loc. 7044</i></p>
10.4	No further instructions.
12.1(a)(i)	Valid and current PhilGEPS Registration – Platinum membership
12.1(a) (ii)	<p>1. Duly signed Statement of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started</p> <p>2. Duly signed statement of the Single Largest Completed Contract (SLCC)</p>

12.1(a)(iii)	Valid PCAB license and registration for the type and cost of the contract for this project. For JV, provide a JV license issued by PCAB. The PCAB Registration for this project is with Principal Classification in General Engineering/Building at least Category "C" and "D".				
12.1(b)(ii.2)	The minimum work experience requirements for key personnel are the following: <table border="1" data-bbox="443 513 1401 750"> <thead> <tr> <th data-bbox="443 513 899 570">Key Personnel</th> <th data-bbox="899 513 1401 570">General Experience</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 570 899 750">Project Engineer: Licensed Civil Engineer or Architect</td> <td data-bbox="899 570 1401 750">Must have at least 5-years of experience in Vertical construction of commercial, institutional and/or industrial building.</td> </tr> </tbody> </table>	Key Personnel	General Experience	Project Engineer: Licensed Civil Engineer or Architect	Must have at least 5-years of experience in Vertical construction of commercial, institutional and/or industrial building.
Key Personnel	General Experience				
Project Engineer: Licensed Civil Engineer or Architect	Must have at least 5-years of experience in Vertical construction of commercial, institutional and/or industrial building.				
12.1(b)(iii.3)	No further instructions.				
13.1	No additional Requirements				
13.1(b)	The Financial Component shall be submitted together with the Bill of Quantities per locations;				
13.2(b)	The ABC is THREE MILLION ONE HUNDRED TWENTY-SIX THOUSAND NINE HUNDRED NINETY-THREE PESOS AND ELEVEN CENTAVOS (P3,126,993.11). Any bid with a financial component exceeding this amount shall not be accepted.				
14.2	No further instructions.				
15.4	No further instruction.				
16.1	The bid prices shall be quoted in Philippine Pesos.				
16.3	No further instructions.				
17.1	Bids will be valid until One Hundred Twenty (120) calendar days from the date of opening of bids.				
18.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: 1. The amount of not less than P62,539.86 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; 2. The amount of not less than P156,349.65, if bid security is in Surety Bond.				
18.2	The bid security shall be valid until <i>One Hundred Twenty (120) calendar days from the date of submission and opening of bids.</i>				
20.3	Each Bidder shall submit <i>One (1) original and two (2) copies</i> of the first and second components of its bid. (See Annex "F")				
21	The address for submission of bids:				

	<p style="text-align: center;">PHILIPPINE INTERNATIONAL CONVENTION CENTER PICC-BAC SECRETARIAT OFFICE Ground Floor, Delegation Building</p> <p>The deadline for submission of bids is <i>March 29, 2019 at 11:00 a.m.</i></p>
24.1	<p>The place of bid opening:</p> <p style="text-align: center;">PICC-BAC CONFERENCE ROOM Ground Floor, Delegation Building</p> <p>The date and time of bid opening is <i>March 29, 2019 at 11:00 a.m.</i></p>
24.2	No further instructions.
24.3	No further instructions.
27.3	Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
27.4	No further instructions.
28.2	<p>Post-Qualification Documents:</p> <p>Within a non-extendible period of five (5) calendar days from receipt of the notice from the BAC that it submitted the Lowest Calculated Bid, The Bidder shall submit the following;</p> <ol style="list-style-type: none"> 1. 2017 Income and Business Tax returns filed and paid through Electronic Filing and Payment System (eFPS). 2. Sections III and V of the Bid Documents, signed on each and every page by the bidder's authorized representative; 3. Company profile with organizational chart and sketch of office location; 4. Resume of the Project Engineer who will be assigned to the project. 5. List of authorized representatives who will represent, execute, attend and transact pertaining to the project in behalf/in the absence of the Contractor (Owner); 6. List of completed vertical construction within the last three (3) years with contact person and telephone numbers; 7. Certification from PICC Building Services Division that the participating bidder has conducted inspection of the subject requirements; and 8. Certificate of Satisfactory Completion and Acceptance of previous PICC projects undertaken within the last three (3) years, if any.
31.4(f)	The following documents shall be submitted, together with the Performance Bond, within ten (10) calendar days after the receipt of the Notice of Award. Such documents shall form part of the contract;

	<ol style="list-style-type: none">1. Construction Schedule and S-curve;2. Construction Method;3. Construction Safety and Health Program; and4. PERT/CPM.
32.2	<p>The performance security shall be in the following amount:</p> <ol style="list-style-type: none">1. The amount of (10% of the total contract amount), if performance security is in cash, cashier's/manager's check or bank draft/guarantee issued by a Universal or Commercial Bank;2. The amount of (30% of the total contract amount), if performance security is in Surety Bond duly certified by the Insurance Commission as authorized to issue such security.

Section V. Special Conditions of Contract

Section V- Special Conditions of Contract

GCC Clause	
1.17	The schedule of Completion is within SIXTY (60) CALENDAR DAYS reckoned seven (7) calendar days after the receipt of the Notice to Proceed.
1.22	The Procuring Entity is: PHILIPPINE INTERNATIONAL CONVENTION CENTER PICC Complex, 1307 Pasay City
1.23	The Procuring Entity's Representative is: ENGR. ALBERTO C. GONZALES Asst. Director, BSD-TSD
1.24	The Site is located at various areas of PICC, PICC Complex, Pasay City
1.28	The Start Date is the 7 th calendar day after the date of receipt of the Notice to Proceed.
1.31	The Works consist of furnishing of all labor, materials, equipment and other incidental necessary or convenient to the complete execution for the Construction of Additional Office Spaces at the Various Areas of PICC.
5.1	The PICC shall give possession of all parts of the Site to the Contractor beginning on the date of effectivity of contract until the date of its termination and/or project completion.
6.5	The Contractor shall employ the following Key Personnel : <i>[List key personnel by name and designation]</i> NOTE: The names of the Key Personnel and their designation shall be filled out by winning contractor prior to contract signing.
7.4(c)	No further instructions.
7.7	No further instructions.
8.1	Subcontracting is not allowed.
10	<i>NONE</i>
12.2	The defects and liability period shall be one (1) year from contract completion up to final acceptance.
12.3	No further instructions.
12.5	Warranty: The warranty shall be ONE (1) year guarantee reckoned from the date of issuance of the Certificate of Final Acceptance.

12.6	<p>The Contractor shall be required to put up a warranty security in the form of cash, bank guarantee, letter of credit, GSIS or surety bond callable on demand, in accordance with the following schedule:</p> <table border="1" data-bbox="448 383 1365 1241"> <thead> <tr> <th data-bbox="448 383 1019 570">Form of Warranty</th> <th data-bbox="1019 383 1365 570">Amount of Warranty Security Not less than the Percentage (%) of Total Contract Price</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 570 1019 829">(a) Cash or letter of credit issued by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank</td> <td data-bbox="1019 570 1365 829">Five Percent (5%)</td> </tr> <tr> <td data-bbox="448 829 1019 1089">(b) Bank guarantee confirmed by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank</td> <td data-bbox="1019 829 1365 1089">Ten Percent (10%)</td> </tr> <tr> <td data-bbox="448 1089 1019 1241">(c) Surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission</td> <td data-bbox="1019 1089 1365 1241">Thirty Percent (30%)</td> </tr> </tbody> </table> <p>The warranty security shall be effective for one (1) year from the date of issuance of the Certificate of Final Acceptance.</p>	Form of Warranty	Amount of Warranty Security Not less than the Percentage (%) of Total Contract Price	(a) Cash or letter of credit issued by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Five Percent (5%)	(b) Bank guarantee confirmed by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Ten Percent (10%)	(c) Surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission	Thirty Percent (30%)
Form of Warranty	Amount of Warranty Security Not less than the Percentage (%) of Total Contract Price								
(a) Cash or letter of credit issued by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Five Percent (5%)								
(b) Bank guarantee confirmed by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Ten Percent (10%)								
(c) Surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission	Thirty Percent (30%)								
13	No additional provision.								
18.3(h)(i)	No further instructions.								
21.2	<p>The Arbiter is:</p> <p>Construction Industry Arbitration Commission</p>								
29.1	No day works are applicable to the contract.								
34.3	The Funding Source is the <i>2019 Approved PICC Budget</i> .								
39.1	The amount of the advance payment is fifteen percent (15%) of the Contract Price in lump sum. Advance payment shall be released, within fifteen (15) calendar days, only upon submission to and acceptance of a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by PICC.								

40.1

Payment

1. Payment to be made shall be in three (3) schedules.

1.1 First payment shall be equivalent to at least twenty percent (20%) of the work that has been accomplished as certified by the end-user.

Payment shall only be processed upon submission of the following:

- Letter request of the CONTRACTOR for the release of payment for work accomplished.
- Joint inspection inventory report of the CONTRACTOR and PICC's Representative on the condition of the adjoining area; and existing utilities prior to commencement of works.
- Breakdown of work accomplished as validated and certified by PICC's representative.
- Photographs of work accomplished.
- Key plan highlighting work accomplished.
- Invoice

1.2 Second payment shall be equivalent to at least seventy percent (70%) of the work that has been accomplished (Accomplishment Last Period (20%) + Accomplishment This Period (50%).

Payment shall only be processed upon submission of the following:

- Letter request of the CONTRACTOR for the release of payment for work accomplished.
- Breakdown of work accomplished as validated and certified by PICC's representative.
- Photographs of work accomplished.
- Key plan highlighting work accomplished during the last period and accomplishment for the requested period.
- Invoice

1.3 Final payment shall be equivalent to at least thirty percent (30%) of the work accomplished made after full accomplishment of the project cost. Payment shall be processed upon submission of the following:

- Letter request of the CONTRACTOR for the release of payment for work accomplished.
- Breakdown of work accomplished as validated and certified by PICC's representative.
- Photographs of work accomplished.
- Key plan highlighting work accomplished during the last period and accomplishment for the requested period.
- Joint inspection inventory report of the CONTRACTOR and PICC's Representative on the condition of the

	<p>adjoining area; and existing utilities prior to commencement of works.</p> <ul style="list-style-type: none"> • Certificate of Completion • As-Built Plan in a soft and hard copy. The hard copy shall be in A3 bond size, three (3) copies signed by the CONTRACTOR and PICC authorized representative. • Invoice <p>2. Materials and equipment delivered on the site but not completely put in place shall not be included for payment.</p> <p>3. Payments are subject to retention of ten percent (10%) referred to as the “retention money”. It shall be due for release upon final acceptance of the works, which is one (1) year from project completion, subject to submission of warranty security, the form and amount as stated in SCC 12.6.</p> <p>The Contractor may request the substitution of the retention money with irrevocable standby letter of credit from a commercial bank, bank guarantees or surety bonds callable on demand, of amount equivalent to ten percent (10%) of the total contract amount</p> <p>4 PICC shall pay the CONTRACTOR the amounts certified by PICC’s Representative within thirty (30) calendar days from the date request for payment was received. No payment interest shall be made for the delayed payments and adjustments.</p>
51.1	<p>Approved “as built” drawings shall be attached to the final billing. The as-built plans/drawings shall be floor plans, longitudinal and cross-section evaluation and electrical plans, in A3 bond size.</p>

Section VI. Specifications

**PROJECT: SUPPLY OF LABOR AND MATERIALS FOR THE CONSTRUCTION OF
ADDITIONAL OFFICE SPACES AT THE VARIOUS AREAS OF PICC**

**LOCATION: 3rd Floor, Bridge way, Secretariat Building
4th Floor, Delegation Building
5th Floor, Delegation Building**

I. GENERAL SCOPE OF WORKS:

The works shall be supply of all materials, labor, tools, equipment and other services incidental necessary for the construction of additional office spaces at the following various areas of PICC:

- 3rd Floor Bridge way, Secretariat Building
- 4th Floor Delegation Building
- 5th Floor Delegation Building

The following features of the work shall be performed, but not limited to the following:

1.0 General Requirements and Preliminaries

1.1 Mobilization

Manpower, tools, equipment and temporary warehouse.

1.2 Securing of Performance Surety Bond and Special Bank Guarantee certificate.

1.3 Health and Safety requirements

- a. Personal Protective Equipment (PPE) for workers
- b. Installation of 2 - safety signage, same as the PICC standard signage, 22" x 32".

1.4 Demobilization

Manpower, tools, equipment, temporary warehouse, including hauling-out of construction debris.

2.0 Construction of additional office spaces.

2.1 3rd floor, Bridge way, Secretariat Building

2.1.1 Architectural Works

- 2.1.1.1 Installation of 6mm tempered bronze glass with analog frame.
- 2.1.1.2 Installation of 12mm tempered bronze glass door with heavy duty floor hinge.
- 2.1.1.3 Installation of casement window, with aluminum handle.
- 2.1.1.4 Installation of dry wall, use ½" fiber cement board on both sides with 3" x 2" metal studs.
- 2.1.1.5 Concrete topping, 3" thick with 8mm reinforcing bars, spaced at 500mm on center, Class B Mixture.
- 2.1.1.6 Installation of frosted sticker.
- 2.1.1.7 Installation of 300mm x 300mm x 3mm vinyl tiles.
- 2.1.1.8 Painting of walls (both sides, color for approval).

2.1.2 Electrical Works (verify on plans)

- 2.1.2.1 Installation of Electrical Rough-in.
- 2.1.2.2 Installation of electrical fixtures.
- 2.1.2.3 Installation of panel board.

2.1.2.4 Installation of kilowatt hour meter.

2.2 4th and 5th floors of Delegation Building

2.2.1 Architectural Works

2.2.1.1 Installation of 6mm tempered bronze glass with analok frame.

2.2.1.2 Installation of 12mm tempered bronze glass door with heavy duty overhead hinges.

2.2.1.3 Installation of frosted sticker.

II. GENERAL CONDITIONS:

A. Interpretation

1. The Contract Documents, Specifications and Drawings are mutually complimentary. What is noted in one although not shown in other shall be considered contained in all, in case of conflict. The Specifications shall prevail over the Drawings. The documents forming the Contract shall be interpreted in the following order of priority:
 - a. Contract/Construction Agreement
 - b. Letter of Acceptance
 - c. Contractor's Bid
 - d. Special Conditions of the Contract
 - e. Specifications
 - f. Drawings
 - g. Bill of Quantities
 - h. Any other document listed in the Special Conditions of the Contract as forming part of the Contract.
2. The CONTRACTOR shall examine all the issued documents relating to the work and must have verified all the existing conditions at the site. No consideration will be given for any alleged misunderstanding or misinterpretation of the specifications and materials to be used or work to be done

B. Possession of Site.

1. The CONTRACTOR admits that he has inspected the site where the work will be performed; that he has informed himself fully as to the conditions which might affect the nature, extent and cost of the work required; that PICC shall in no way be responsible for any additional costs or expenses which may develop on account of failure of the CONTRACTOR to make accurate examination of present or future factors attendant to the execution.
2. Tapping of equipment and other related works shall be properly coordinated with PICC Representative for provision of electrical power. For this purpose, the CONTRACTOR shall provide a sub-meter for power consumptions and shall be billed accordingly to the total kilowatt utilized.

B. Contractor's Obligation

1. The CONTRACTOR shall perform all works necessary to fully accomplished the project.
2. A joint inspection must be conducted by the Contractor and PICC Representative, on the specific works to be done on the construction of additional office spaces.

3. The CONTRACTOR is required to inspect and examine the site and the surroundings of the proposed project to arrive at a reasonable estimate of the labor, materials, equipment, facilities and services necessary to carry out the works.
4. The CONTRACTOR shall submit sample of materials and MSDS of all materials for approval before works can be started / installed.
5. The CONTRACTOR shall commence execution of the works on the Start Date and shall carry out the works in accordance with the program of work submitted by the CONTRACTOR, as updated with the approval of PICC Representative and complete them by the intended completion date.
6. The CONTRACTOR shall provide all supervision, labor, materials, plant and Contractor's equipment, which may be required.
7. The CONTRACTOR shall be liable to all fire and accident claims and other related claims arising from the injuries and damages, which occurred in the vicinity.
8. The CONTRACTOR shall free the PICC and its personnel from and against all liability for damages arising from injuries or liabilities to persons or damages to property by any act of omissions of the contractor including any and all expenses which may be incurred by PICC and its personnel in the defense of any claim, action or suit.
9. Any work that may affect the operation, security and image of the Center shall be coordinated properly with PICC Representative and shall be done in accordance with the Center's approved schedule.
10. Cost of rework and restoration or replacement of all damaged properties due to CONTRACTOR'S poor workmanship or negligence shall be borne by the Contractor.
11. The CONTRACTOR must submit list of personnel assigned to the project including their NBI clearances, Police Clearance before commencing the above scope of works.
12. The CONTRACTOR's personnel/workers must wear at all times their company's ID while working inside the Center.

C. Workmanship

The work throughout shall be executed in the best and most thorough manner to the satisfaction of PICC and its engineers and supervisors who will jointly interpret the meaning of the scope of work and its conditions and shall have the power to reject any work, method of accomplishing every part of work and material used which in their judgment are not in full accordance therewith and are disadvantageous to PICC.

D. Liquidated Damages

In case of delay in the completion period inclusive of duly granted time extensions, if any, the Contractor shall be liable for damages and shall pay the PICC for liquidated damages in an amount equivalent to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed services for every day of delay.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, the procuring entity shall rescind the award without prejudice to other courses of action and remedies open to it.

I hereby commit to comply and deliver all the above requirements in accordance with the above scope of works, specifications and other related conditions.

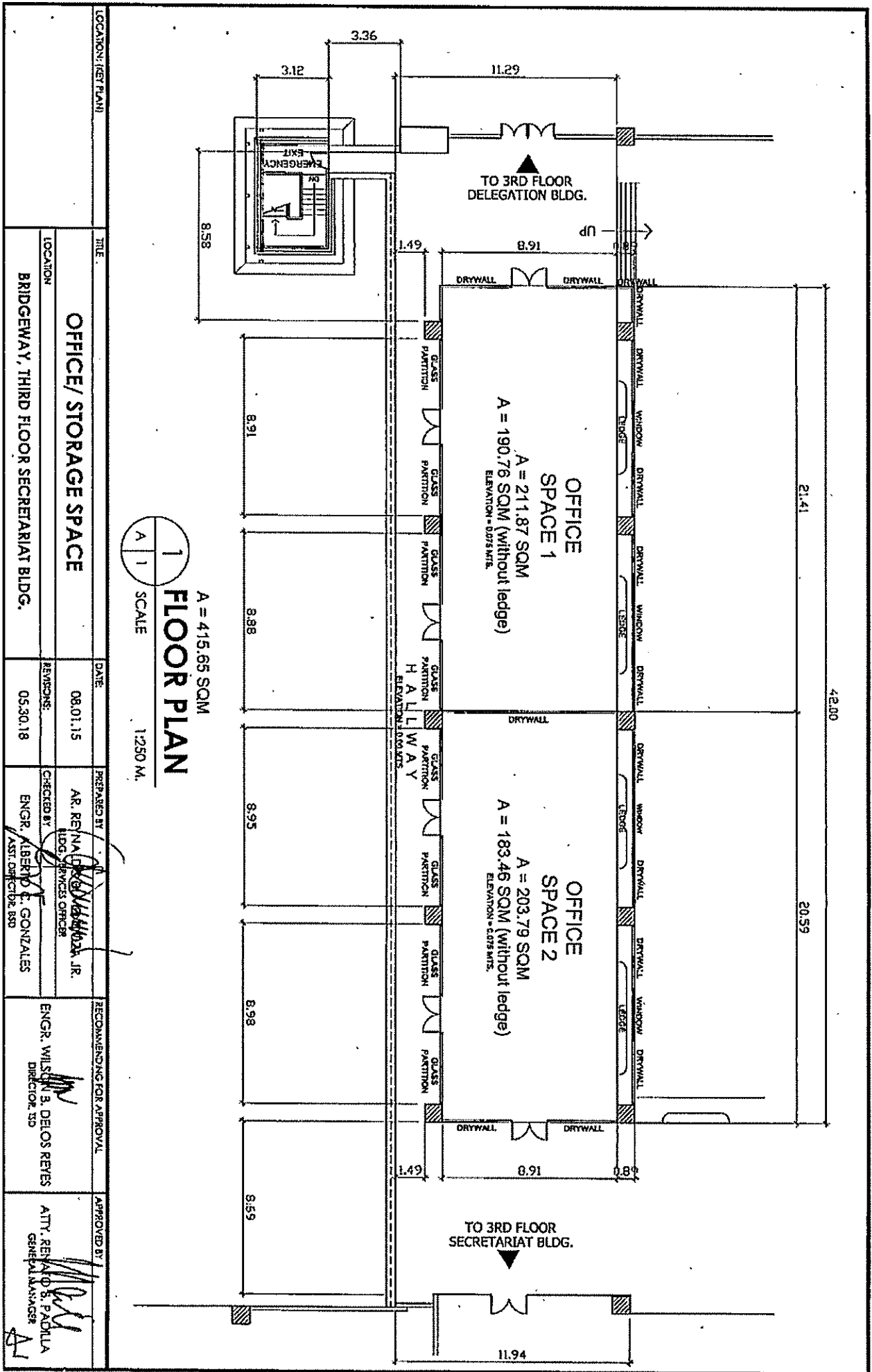
Name of Company

Signature over printed name of Authorized Representative

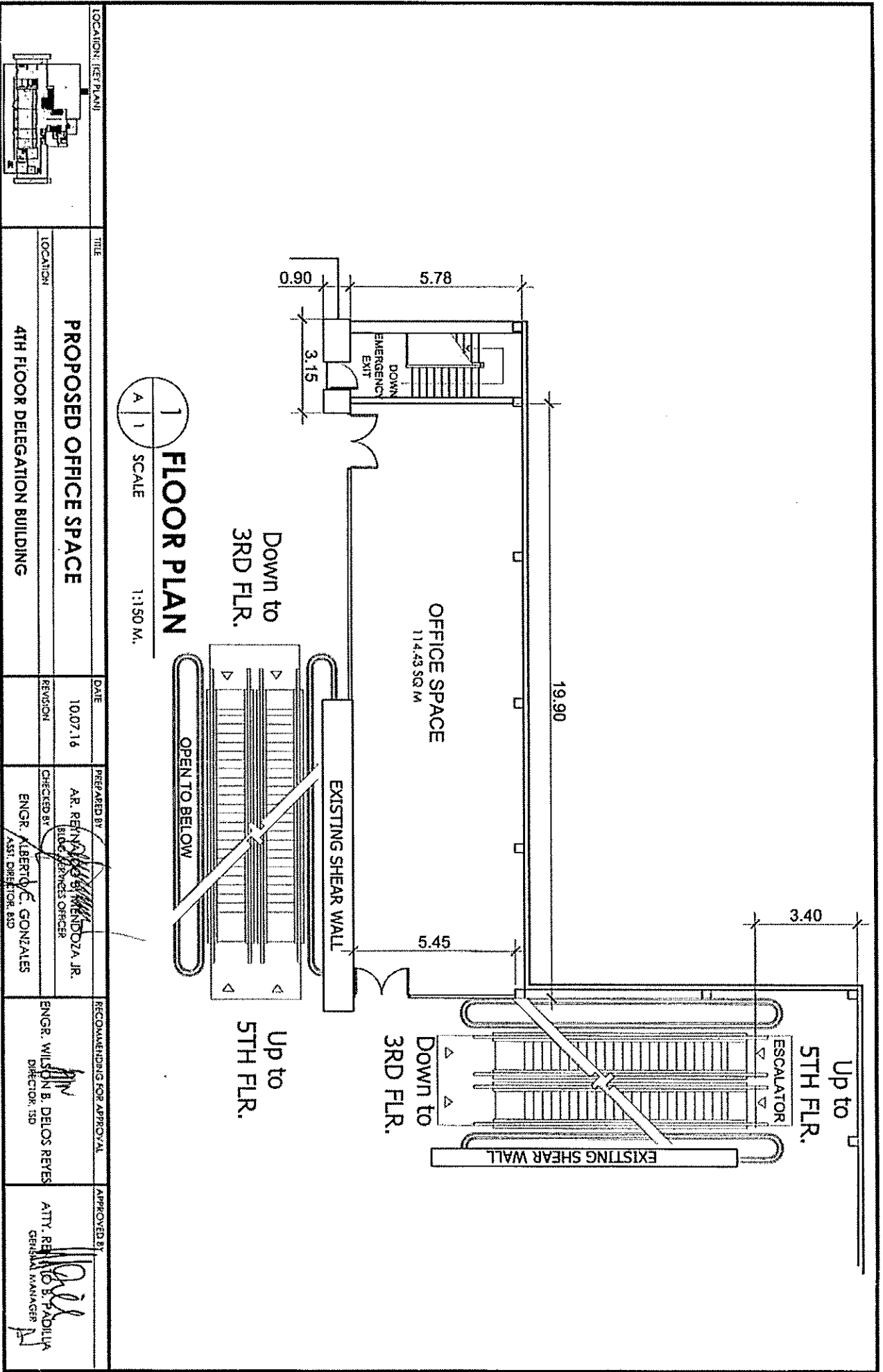
Position

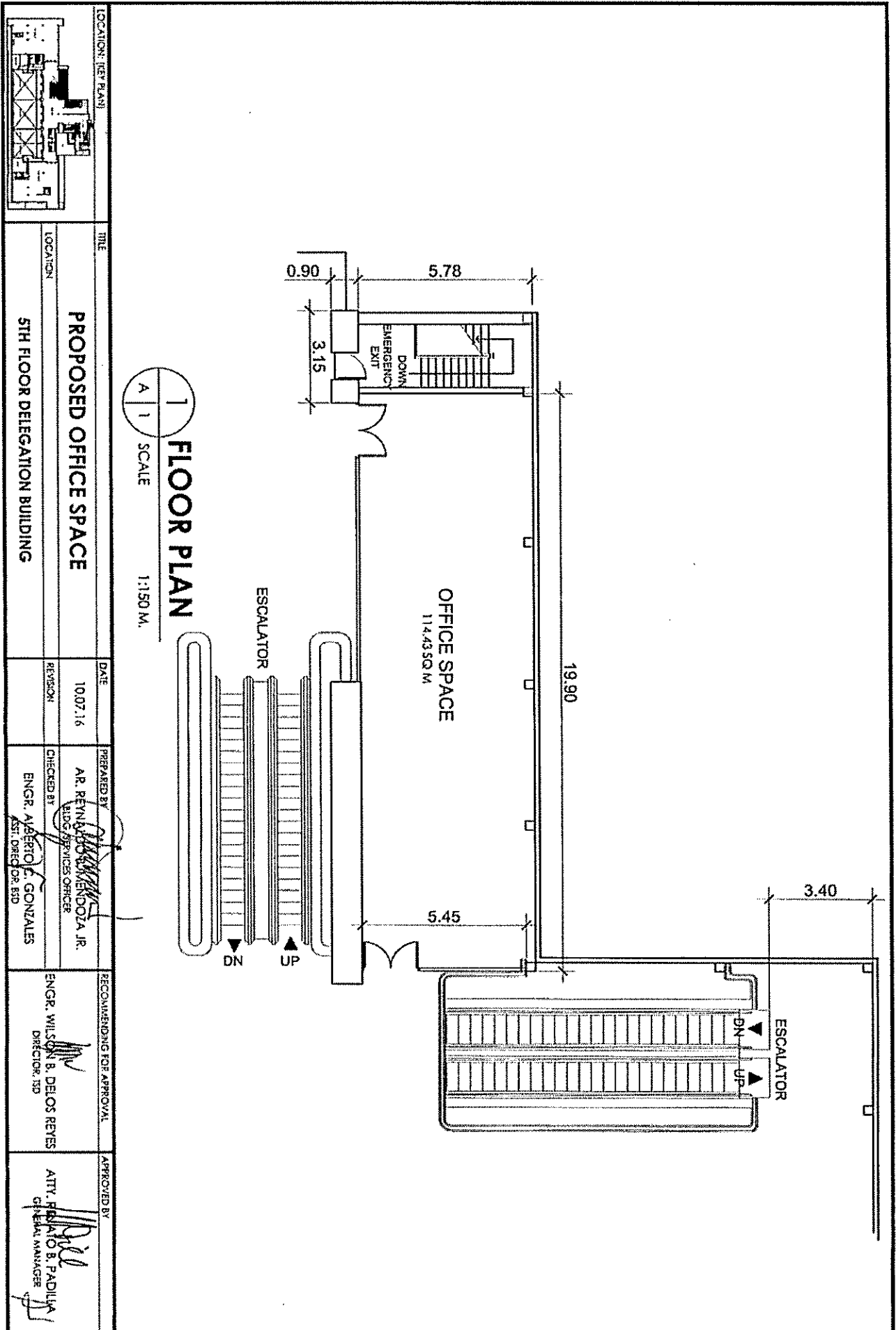
Date

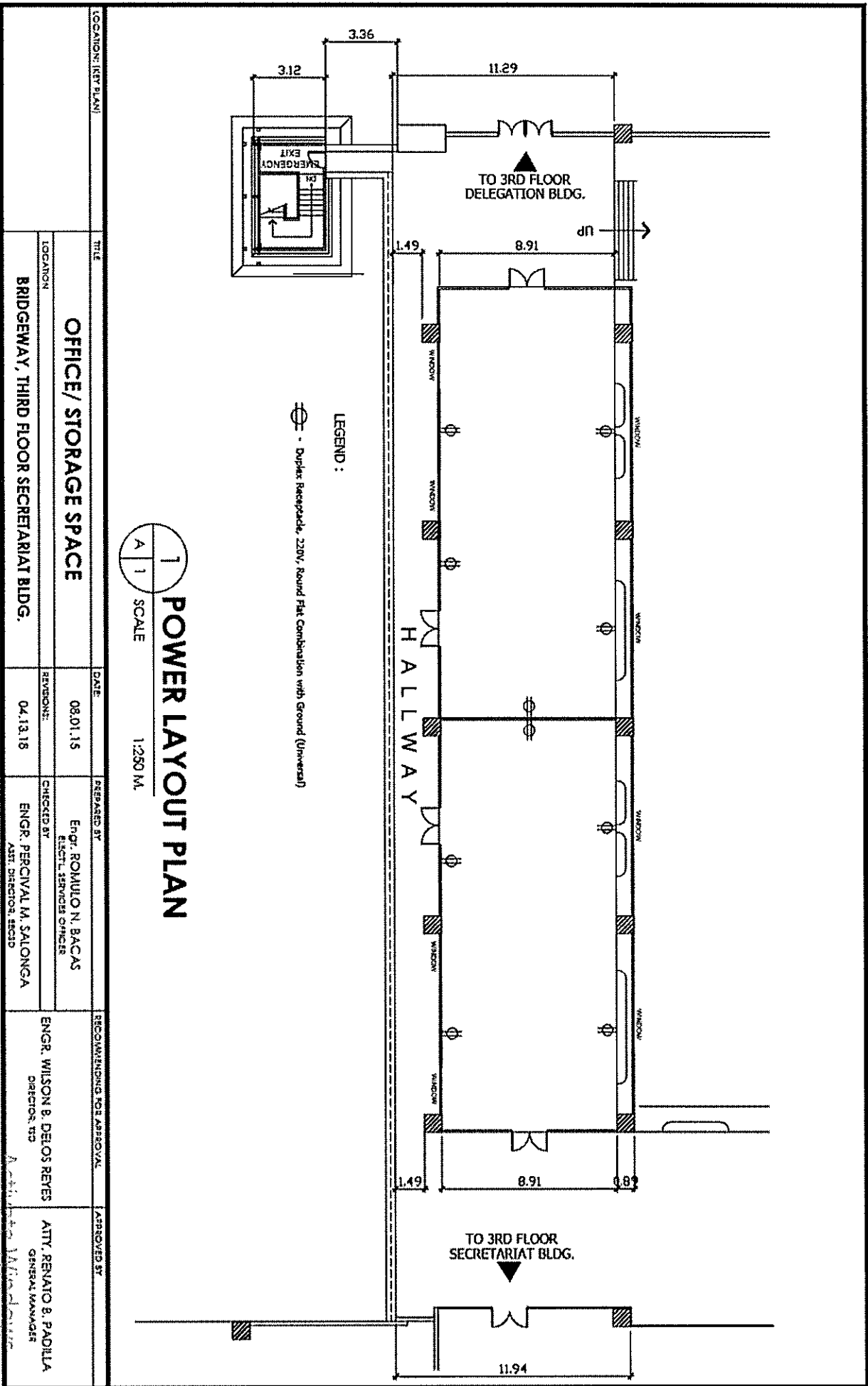
Section VII. Drawings

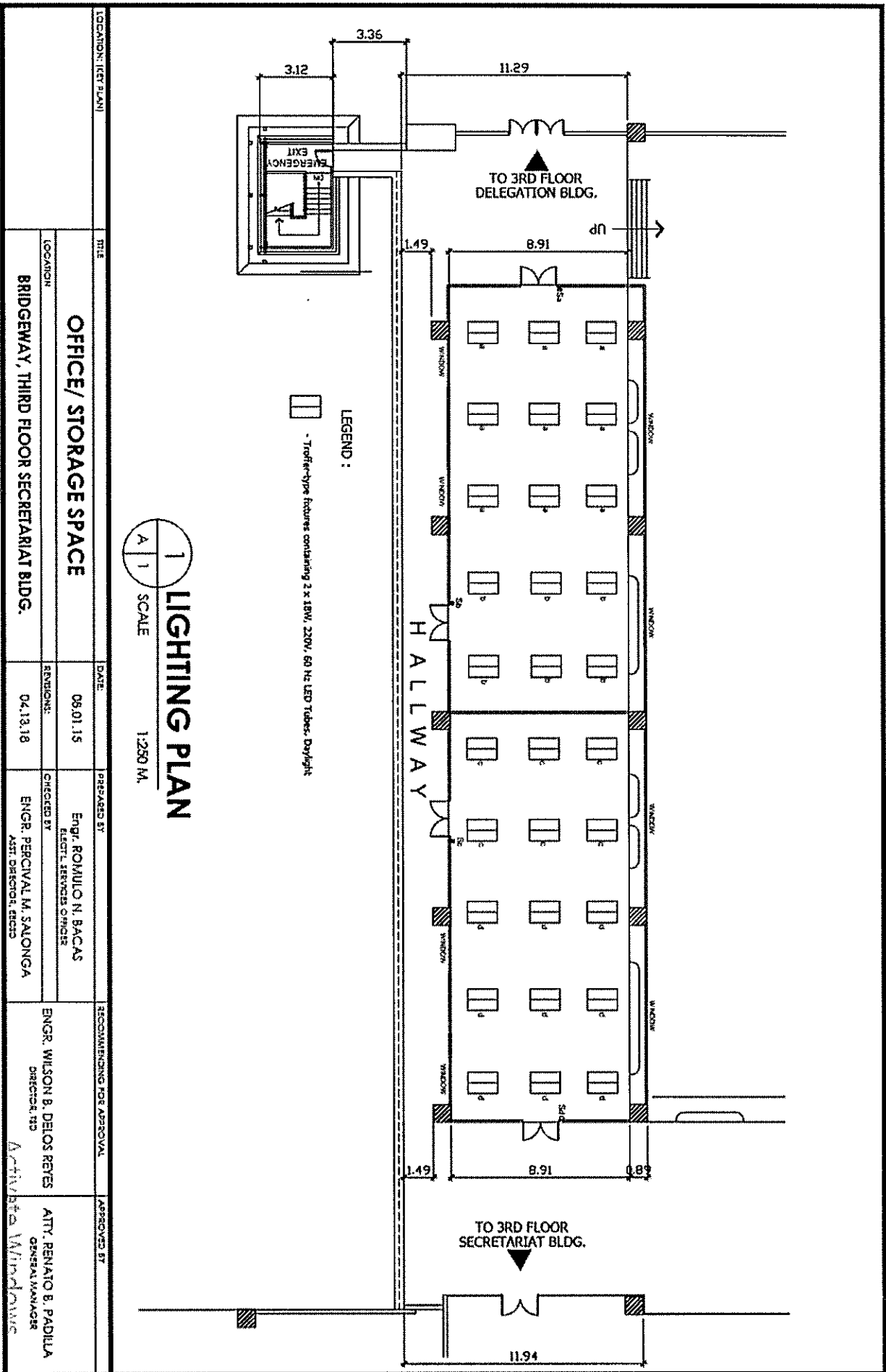


LOCATION: (REF PLAN)	TITLE	DATE	PREPARED BY	RECOMMENDING FOR APPROVAL	APPROVED BY
LOCATION	OFFICE/STORAGE SPACE	08.01.15	AR. REYNALDO GONZALEZ JR. IDG. SERVICES OFFICER	ENGR. WILLSON A. DELOS REYES DIRECTOR, ID	ATTY. REYNALDO S. PADILLA GENERAL MANAGER
BRIDGEWAY, THIRD FLOOR SECRETARIAT BLDG.	REVISIONS:	05.30.18	CHECKED BY ENGR. ALBERTO E. GONZALES ASST. CHIEF OF BUD		









1
 LIGHTING PLAN
 SCALE 1:250 M.

LEGEND :
 Troffer-type fixtures containing 2 x 18W, 220V, 60 Hz LED Troffer, Daylight

LOCATION: (REF PLAN)	TITLE	DATE	PREPARED BY	RECOMMENDING FOR APPROVAL	APPROVED BY
	OFFICE/ STORAGE SPACE	06.01.15	ENGR. ROMULO N. BACAS <small>ELECT. SERVICES ENGINEER</small>	ENGR. WILSON B. DELOS REYES <small>DIRECTOR, IED</small>	ATTY. RENATO B. PADILLA <small>GENERAL MANAGER</small>
	BRIDGEWAY, THIRD FLOOR SECRETARIAT BLDG.	04.13.16	ENGR. PERCIVAL M. SALONGA <small>ASST. DIRECTOR, ELEC'D</small>	<i>Activista Windows</i>	<i>Activista Windows</i>

FILE ARCH: BRIDGEWAY SECRETARIAT SECOND FLOOR MAIN ROOMEN DWG

Section VIII. Bill of Quantities

**PROJECT: Supply of Labor and Materials for the Installation of Glass Wall Partition & Doors at the
3rd floor Bridgeway**

Bill of Quantities

Item No.	Description of Works	Quantity	Unit	Unit Cost Labor & Materials	Total
1.0	Preliminaries				
	Mobilization (Include board up, electric consumption, temfacil and etc.)	1.00	lot		
	Health and Safety Requirements	1.00	lot		
	Demobilization (include: Hauling of debris, equipment and rectification of damage area)	1.00	lot		
	Sub-total for Item 1				
2.0	Installation of glass partition wall, door and window				
2.1	3rd floor Bridgeway				
a.	Glass Partition Wall (6mm tempered glass with analok frame))				
	Dimension: 3.55m x 2.54m (8 sets)	864	sq.ft.		
b.	Glass Door (12mm tempered bronze glass with heavy duty floor hinges)				
	Dimension: 0.9m x 2.4m (12 sets)	324	sq.ft.		
c.	Casement window (1.2m x 1.2m – 4sets, with aluminum handle)	64	sq.ft.		
d.	Dry wall (use ½ ficem board both side with 3" x 2" metal stud)				
	Dimensions: 37.52m x 1.54m	57.78	sq.m.		
	Dimensions: 8.91m x 2.54m (with insulation between the ficem board)	22.63	sq.m.		
	Dimensions: 7.7m x 2.54m (2 sets)	39.12	sq.m.		
e.	Concrete topping (t-3 inches) with 8mm ren. bar (spacing 50cm O.C.), Class B, Mixture 1-3	374.22	sq.m.		
f.	Installation of frosted sticker	64.26	sq.m.		
g.	Installation of 30cm x 30cm. vinyl tiles (Armstrong item no. 51899)	374.22	sq.m.		
h.	Painting of wall (both side) & Ceiling	613.28	sq.m.		
	Sub-total for Item 2				
3.0	Electrical Works				
3.1	Troffer-type fixture 2' x 4' with Aluminum Reflector containing & multi-lined satin finished aluminum louvers. Pre-wired for 2 x 18 watts, 220V, 60Hz LED tubes (no ballast), IP20, white powder coat paint finish	30.00	set		
3.2	18 watts CFL, daylight, 3-U	24.00	pcs		
3.3	Duplex universal outlet with ground (with shutter)	8.00	pcs		
3.4	4" x 4" metal junction box with cover	10.00	pcs		
3.5	2" x 4" metal utility box with cover	20.00	pcs		
3.6	3.5 sq. mm. THHN/THWN wire	2.00	box		
3.7	20 mm diameter EMT pipe	48.00	length		
3.8	20 mm diameter EMT pipe coupling	48.00	pcs		

3.9	20 mm diameter EMT pipe bushing	28.00	pcs		
3.10	20 mm diameter EMT pipe locknut	54.00	pcs		
3.11	1-gang switch complete with cover plate	4.00	pcs		
3.12	20 mm diameter EMT pipe straight connector	58.00	pcs		
3.13	Panelboard, NEMA-1 Enclosure with main: 70AT 2P ckt breaker; Branches: 2x 20A, 2P bolt on ckt breakers	2.00	unit		
3.14	Kilowatthour Meter, 240V, 15(1000A, kt 0.5, Single Phase, 2w	2.00	unit		
3.15	EMT pipe 25 mm diameter	50.00	length		
3.16	14 sq.mm. THHN/THWN wire	320.00	m		
	Sub-total for Item 3				
GRAND TOTAL COST					
(VAT inclusive)					

Prepared by:

Printed name over signature

Designation

**PROJECT: Supply of Labor and Materials for the Installation of Glass Wall Partition & Doors on
4th floor Delegation Building**

Bill of Quantities

Item No.	Description of Works	Quantity	Unit	Unit Cost (VAT inclusive)	Total
1.0	Preliminaries				
	Mobilization	1.00	lot		
	Health and Safety Requirements	1.00	lot		
	Demobilization	1.00	lot		
	Sub-total for Item 1				
2.0	Installation of glass partition wall and door				
a.	Glass Partition Wall (6mm tempered glass)				
	Dimension: 3.6m x 2.4m	96.00	sq.ft.		
	Dimension: 7.74m x 2.4m	208.00	sq.ft.		
b.	Glass Door (12mm tempered glass				
	Dimension: 0.9m x 2.4m (2 sets)	96.00	sq.ft.		
c.	Installation of frosted sticker	23.25	sq.ft		
	Sub-total for Item 2				
A.	Direct Cost				
	Material and Labor Cost (Item 1 +2)				
B.	Indirect Cost				
	OCM (12% of direct cost)				
	Contractors Profit (15% of Direct Cost)				
C.	VAT (12% of Direct Cost + Indirect Cost)				
GRAND TOTAL COST (VAT inclusive)					

Prepared by:

Printed name over signature

Designation

PROJECT: Supply of Labor and Materials for the Installation of Glass Wall Partition & Doors on 5th floor Delegation Building

Bill of Quantities

Item No.	Description of Works	Quantity	Unit	Unit Cost (VAT inclusive)	Total
1.0	Preliminaries				
	Mobilization	1.00	lot		
	Health and Safety Requirements	1.00	lot		
	Demobilization	1.00	lot		
	Sub-total for Item 1				
2.0	Installation of glass partition wall and door				
a.	Glass Partition Wall (6mm tempered glass)				
	Dimension: 3.6m x 2.4m	96.00	sq.ft.		
	Dimension: 7.74m x 2.4m	208.00	sq.ft.		
b.	Glass Door (12mm tempered glass				
	Dimension: 0.9m x 2.4m (2 sets)	96.00	sq.ft.		
c.	Installation of frosted sticker	23.25	sq.ft.		
	Sub-total for Item 2				
A.	Direct Cost				
	Material and Labor Cost (Item 1 +2)				
B.	Indirect Cost				
	OCM (12% of direct cost)				
	Contractors Profit (15% of Direct Cost)				
C.	VAT (12% of Direct Cost + Indirect Cost)				
GRAND TOTAL COST (VAT inclusive)					

Prepared by:

Printed name over signature

Designation

Section IX. Bidding Forms

Bid Form

Date: _____

To: PHILIPPINE INTERNATIONAL CONVENTION CENTER

Address: PICC Complex 1307 Pasay City

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract **SUPPLY OF LABOR AND MATERIALS FOR THE CONSTRUCTION OF ADDITIONAL OFFICE SPACES AT THE VARIOUS AREAS OF PICC**;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

Location	Amount (VAT Inclusive)
1. 3 rd floor Bridge way, Secretariat Building	P
2. 4 th floor Delegation Building	P
3. 5 th floor Delegation Building	P

The total price of our Bid is:

Amount in Words: _____

(P _____), VAT Inclusive.

- (c) Our Bid shall be valid for a period of *120 calendar days* from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) 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;
- (e) Our firm, or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (f) 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;
- (g) Our firm, its affiliates or subsidiaries, or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) 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
- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

- (j) We likewise certify/confirm that the undersigned, is the duly authorized 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 Supply of Labor and Materials for the Construction of Additional Office Spaces at the Various Areas of the Philippine International Convention Center.
- (k) 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.
- (l) Attached to the Bid are the Bill of Quantities per location.

Name: _____

In the capacity of: _____

Signed: _____

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

Date: _____

**PHILIPPINE INTERNATIONAL CONVENTION CENTER
BIDS AND AWARDS COMMITTEE**

CHECKLIST OF REQUIREMENTS

**SUPPLY OF LABOR AND MATERIALS FOR THE CONSTRUCTION OF ADDITIONAL
OFFICE SPACES AT THE VARIOUS AREAS OF PICC**

Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in **two (2) separate sealed bid envelopes**, and which shall be submitted simultaneously. The first envelope shall contain the technical component of the bid including the eligibility requirements and the second shall contain the financial component of the bid.

I. FIRST ENVELOPE: ELIGIBILITY AND TECHNICAL COMPONENTS:

A. ELIGIBILITY DOCUMENTS:

1. Certified photocopy of the valid and current PhilGEPS Certificate of Registration – Platinum Membership. The certificate shall be submitted together with Annex "A".

If any document mentioned in Annex "A" has expired, the new document should be submitted.

2. Statement of all 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 (**ANNEX "A"**);
3. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, entered into within the last three (3) years from the date of submission and opening of bids, and whose value must be at least fifty percent (50%) of the ABC. (**ANNEX "B"**) Attach the following;

- a. Certified photocopy of the SLCC; and
- b. Certificate of Final Acceptance issued by the Owner or the Constructors Performance Evaluation System (CPES) Final Rating, showing at least a "Satisfactory" rating.

4. Net Financial Contracting Capacity (NFCC): (**ANNEX "C"**)

Computation of NFCC must be at least equal to the ABC to be bid, calculated as follows;

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

or a committed Line of Credit from Universal or Commercial Bank, in lieu of its NFCC Computation. The committed Line of Credit must be at least equal to ten percent (10%) of the ABC to be bid.

5. PCAB license – with a classification in General Building - "C and D" category.

B. TECHNICAL COMPONENT:

1. Bid Security:
 - Notarized Bid Securing Declaration (**ANNEX "D"**); or

- Cash or Manager's Check / Cashier's check issued by a Universal or Commercial Bank in the amount of not less than 2% of the ABC; or
 - Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank in the amount of not less than 2% of the ABC; or
 - Surety Bond, callable upon demand, issued by a private insurance company with attached Certification issued by the Office of the Insurance Commission that said insurance company is authorized to issue such surety, in the amount of not less than 5% of the ABC.
2. Sections VI – Technical Specifications of the Bidding Documents, fully accomplished;
 3. Notarized Omnibus Sworn Statement (**ANNEX "E"**) with attached;
 - a. For Corporations, the duly notarized Secretary's Certificate; or
 - b. For Sole Proprietorship, the notarized Special Power of Attorney.

II. SECOND ENVELOPE: FINANCIAL COMPONENT OF THE BID (BID PROPOSAL FORMS)

1. Financial Bid Form (Section VIII of the Bidding Documents) with the Bill of Quantities.
-

Note:

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents tabbed and labeled accordingly. See also Annex "F" for guidance.

LIST OF ALL ON-GOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

Business Name:									
Business Address:									
Name of Project / Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion	
			Description	%		Planned	Actual		
Government:									
Submitted by:									
(Printed Name & Signature)									
Designation:									
Date:									

SINGLE LARGEST COMPLETED CONTRACT

WHICH IS SIMILAR TO THE CONTRACT TO BE BID

Business Name: _____

Business Address: _____

Name of Contract	a. Owner' Name b. Address c. Telephone Nos.	Nature of Item/Service	a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed

Note: This statement shall be supported with:

1. Contract
2. Certificate of Final Acceptance issued by the owner or the Constructors Performance Evaluation System (CPES)
Final rating showing at least a "Satisfactory" rating.

Note: The Single Largest Completed Contract shall be completed within the last three (3) years from the date of submission and receipt of bids, that is similar to the contract to be bid, the amount of which shall be at least fifty percent (50%) of the ABC.

Submitted by: _____
(Printed Name & Signature)

Designation: _____

Date: _____

*Name of the Project: **SUPPLY OF LABOR AND MATERIALS FOR THE CONSTRUCTION OF ADDITIONAL SPACES AT THE VARIOUS AREAS OF PICC***

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year 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)	
7	Value of all outstanding or uncompleted portions of the project under ongoing contracts, including awarded contracts yet to be started coinciding with contract to be bid.	

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

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

NFCC = P _____

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR.

or

A committed Line of Credit, in an amount to at least ten percent (10%) of the ABC, issued by a Universal of Commercial Bank.

Submitted by:

Name of Supplier / Distributor / Manufacturer

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.

BID SECURING DECLARATION FORM

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

X-----X

BID SECURING DECLARATION
Invitation to Bid: [Insert Reference number]

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

I/We¹, 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 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 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;
 - (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]*.

¹ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

*[Insert NAME OF BIDDER'S AUTHORIZED
REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant*

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Omnibus Sworn Statement

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;
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 following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure 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.

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____