

BASES CONVERSION AND DEVELOPMENT AUTHORITY

PROCUREMENT OF A SERVICE PROVIDER FOR THE INTERIM OPERATIONS AND MAINTENANCE (O&M) OF THE NEW CLARK CITY (NCC) SPORTS FACILITIES UNDER A FIFTEEN (15) - MONTH SERVICE CONTRACT

**Sixth Edition
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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

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.

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])

CDA - Cooperative Development Authority.

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.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

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.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure projects 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.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.



Section I.

Invitation to Bid for

PROCUREMENT OF A SERVICE PROVIDER FOR THE INTERIM OPERATIONS AND MAINTENANCE (O&M) OF THE NEW CLARK CITY (NCC) SPORTS FACILITIES UNDER A FIFTEEN (15) - MONTH SERVICE CONTRACT

1. The **BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)**, through the 2024 General Appropriations Act (GAA) intends to apply the sum of **One Hundred Ten Million Six Hundred Sixty Four Thousand Pesos & 00/100 Only (Php110,664,000.00)**, inclusive of VAT and all other applicable government taxes, fees, and charges, being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of a Service Provider for the Interim Operations and Maintenance (O&M) of the New Clark City (NCC) Sports Facilities under a Fifteen (15) - Month Service Contract with Project Identification Number (ID No.) of BG2024-298.

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

<i>Lot No.</i>	<i>Description</i>	<i>Quantity</i>	<i>ABC</i>
<i>1</i>	<i>Procurement of a Service Provider for the Interim Operations and Maintenance (O&M) of the New Clark City (NCC) Sports Facilities under a Fifteen (15) - Month Service Contract</i>	<i>1</i>	<i>Php 110,664,000.00 (inclusive of VAT and all other applicable government taxes, fees)</i>

2. The BCDA now invites bids for the **Procurement of a Service Provider for the Interim Operations and Maintenance (O&M) of the New Clark City (NCC) Sports Facilities** under a Fifteen (15) - Month Service Contract. Delivery of the Goods is required to start within thirty (30) calendar days from the receipt of Notice to Proceed. Bidders should have completed, within five (5) years prior from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act”
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below from Monday to Friday, from **8:00 AM - 5:00 PM** and /or at the BCDA website (<https://bcda.gov.ph/bids>).
5. A complete set of Bidding Documents may be acquired by interested Bidders from the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City, starting **03 May 2024 to 28 May 2024 from 8:00 AM to 5:00 PM**, except Saturdays, Sundays and Holidays, and until **9:00 AM on 28 May 2024 (Tuesday)**, upon payment of an applicable fee, pursuant to the latest Guidelines issued by the GPPB,

The cost of the bidding documents is **Php50,000.00**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in cash, manager's check or via online fund transfer to BCDA Account.

The Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA (www.bcda.gov.ph). Only bidders who purchased the Bidding Documents will be allowed to submit bids.

6. BCDA will hold a Pre-Bid Conference on **14 May 2024 (Tuesday) at 10:00 AM** at BCDA Corporate Center 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Crescent Park West Bonifacio Global City, Taguig and/or through video conferencing or webcasting via Zoom or Google Meet, which shall be open to prospective bidders. To be able to **join the online pre-bid conference**, a written request shall be made/e-mailed to the BAC-G Secretariat by the prospective bidders.
7. Bids must be duly received on or before, **9:00 AM on 28 May 2024 (Tuesday)** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **28 May 2024 (Tuesday) at 10:00 AM** at the same address given above. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Pre-bid Conference and the Opening of Bids are hybrid events. Prospective bidders may choose to attend online via zoom or in person at the BTC Office.

For those attending in person, the following guidelines must be followed:

- Attendees to the Pre-bid Conference and Opening of Bids will be required to follow the BCDA Health Protocols; and
 - Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.
11. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
 12. BCDA 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.

For more information, please refer to:

Ms. Queennie P. Bautista
BAC-G Secretariat
(02)8575-1774, bacgsecretariat@bcda.gov.ph

You may visit the following website:

For downloading of Bidding Documents: <https://www.bcda.gov.ph/bids>

Date of Issuance: **03 MAY 2024**

BIDS AND AWARDS COMMITTEE FOR GOODS

By:


LEILANI B. MACASAET
Vice Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, BCDA wishes to receive Bids for the project **Procurement of a Service Provider for the Interim Operations and Maintenance (O&M) of the New Clark City (NCC) Sports Facilities under a Fifteen (15) - Month Service Contract** with Project Identification Number (ID No.) of **BG2024-298**.

The Procurement Project (referred to herein as “Project”) is composed of one (1) Lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for the **Procurement of a Service Provider for the Interim Operations and Maintenance (O&M) of the New Clark City (NCC) Sports Facilities under a Fifteen (15) - Month Service Contract** in the amount of **One Hundred Ten Million Six Hundred Sixty Four Thousand Pesos & 00/100 Only (Php110,664,000.00)**, *inclusive of all government taxes and fees*.

2.2. The source of funding is the **2024 General Appropriation 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 Manuals 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 **IB** 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 verified and accepted the general requirements of this Project, including 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, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

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

5.2. As applicable,

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

iii. When the Goods sought to be procured are not available from local suppliers; or

iv. When there is a need to prevent situations that defeat competition or restrain trade.

b. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

As applicable:

a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

Or

b. The Bidder must have Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC and the largest of these similar contracts must be

equivalent to at least twenty-five percent (25%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of 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, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Procuring Entity has prescribed that:

Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.

7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in ITB Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

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

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on 14 May 2024 (Tuesday) at 10:00 AM at the BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center 31st Street corner 2nd Avenue, Bonifacio Global City Taguig City and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **ITB**, 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 VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five (5) *years* prior to the deadline for the submission and receipt of bids.
- 10.3. 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. Similar to the required authentication above, 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.

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 VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:

- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the 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.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ 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**.
- 14.2. The Bid and Bid Security shall be valid until one hundred twenty (120) calendar days from its issuance. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. 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**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **ITB**. 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.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring 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 the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items, shall be awarded as one (1) contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items 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

- 21.1. 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

ITB Clause									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. “Property management or facilities management of an estate or complex with mixed-use developments, buildings, and parks.”.</p> <p style="margin-left: 40px;">b. Similar Contract completed within the last five (5) years prior to the deadline for the submission and receipt of bids.</p> <p>The bidder must have completed, within the last five (5) years prior to the deadline for the submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA’s CPI; or at least two (2) similar completed contracts with the aggregate amount equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA’s CPI, and the largest of these similar contracts must be equivalent to at least 25% of the ABC.</p>								
7.1	Subcontracting is allowed which shall not exceed twenty percent (20%) of the total contract price.								
12	The price of the Goods shall be quoted as delivered and installed at the MANAGED PROPERTY, Sports Facility Complex, New Clark City.								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p style="margin-left: 40px;">a. The amount of not less than to two percent (2%) of ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than to five percent (5%) of ABC if bid security is in Surety Bond.</p>								
19.3	<p>The ABC is <u>One Hundred Ten Million Six Hundred Sixty Four Thousand Pesos & 00/100 Only (Php110,664,000.00)</u>, inclusive of all applicable taxes and fees. breakdown are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Item/Description</th> <th style="text-align: center;">ABC</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Lot	Quantity	Item/Description	ABC				
Lot	Quantity	Item/Description	ABC						

	1	1	Procurement of a Service Provider for the Interim Operations and Maintenance (O&M) of the New Clark City (NCC) Sports Facilities under a Fifteen (15) - Month Service Contract	₱110,664,000.00
	<p>The ABC shall be the upper limit or ceiling for the bid prices. Bid prices that exceed the ABC shall be disqualified outright.</p> <p>Bid prices that exceed the ABC shall be disqualified outright.</p>			
20.2	<i>No further instructions</i>			
21.2	<i>No further instructions</i>			

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder 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 of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition

to tests in the SCC, **Section VII (Terms of Reference)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

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

Section V. Special Conditions of Contract

GCC Clause	
1	<p><i>Additional requirements for the completion of this Contract.</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered to MANAGED PROPERTY, Sports Facility Complex, New Clark City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause, the Procuring Entity’s Representatives at the Project Site are: Ronald Abustan and Alyssa Jean Pascua.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;

	<p>c. furnishing of detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</p>
	<p>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</p>
	<p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. performance of demonstration activities and functional testing and evaluation activities of the supplied equipment prior to the issuance of Notice of Acceptance or the signing of any applicable Testing Report by BCDA</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

	<p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p>
	<p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [<i>indicate here the time period specified. If not used indicate a time period of three times the warranty period</i>].</p>
	<p>Spare parts or components shall be supplied as promptly as possible, but in any case, within [<i>insert appropriate time period</i>] months of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>

	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>
	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>

2.2	<p>Terms of Payment</p> <p>In consideration of the requirements under this TOR, payment to the winning Bidder shall be made upon completion of the scope of works subject to the usual auditing and accounting procedures.</p> <p>Payments shall be made only upon a certification by the BCDA to the effect that the Goods have been supplied, delivered, and installed in accordance with the terms of this Contract and have been duly inspected and accepted. No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.</p> <p>The currency in which payment is made to the Supplier under this Contract shall be in Philippine Peso</p>
4	<p>Inspection and Test BCDA shall inspect and accept the delivery made by the Supplier by seeing that the quantity and quality of the Good or Equipment are in accordance with the requirements under Section VII Terms of Reference. BCDA shall determine the appropriate course of action as regards the issues and concerns in connection with the delivery, inspection, testing, and acceptance of all the Lots included in this bidding on a case-to-case basis. For the purpose of acceptance, the Supplier shall have to pass the functional testing and evaluation requirement of BCDA. BCDA shall determine the number of goods or equipment that will be subjected to functional testing. The item selected for testing shall be part of the delivery, however, before acceptance, any worn-out or damaged parts shall be replaced immediately All incidental expenses including handling, shipping, and item replacements, shall be shouldered by the winning Bidder. Only after the successful functional test and final acceptance of a specific lot, the items will be paid for by the BCDA.</p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No	Description	Quantity	ABC per Lot	Delivery, Weeks/Months
1	Procurement of a Service Provider for the Interim Operations and Maintenance (O&M) of the New Clark City (NCC) Sports Facilities under a Fifteen (15) - Month Service Contract	1	<u>Php110,664,000.00</u>	To start within thirty (30) calendar days from the receipt of Notice to Proceed.

I hereby commit to comply with and deliver the above requirements.

Bidder's Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Section VII. Technical Specifications/ Terms of Reference

Item	Specification	Statement of Compliance	
		<p><i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</i></p>	
		<i>Comply</i>	<i>Not Comply</i>
	<p>I. DESCRIPTION OF THE SERVICE</p> <p>The services required under this Terms of Reference (TOR) shall be for the Interim Operations</p>		

	<p>and Maintenance (O&M) of Sports Facilities. This includes all aspects of the day-to-day administration and management of the “MANAGED PROPERTY” located at New Clark City, Tarlac. The Managed Property shall refer to the following components of the NCC Sports Complex:</p> <ul style="list-style-type: none"> a. Aquatics Center; b. Athletics Stadium including Warm Up Track, Throwing Area and Open Parking (in front of AV); c. Athletes’ Village; and d. NGAC River Parks Corridor and Site Development including Sewerage Treatment Plant (STP). <p>The map of the Managed Property is attached as Annex “A”.</p>		
	<p>II. DURATION OF CONTRACT</p> <p>The Contract shall be for a period of fifteen (15) months, which shall commence within thirty (30) calendar days from the receipt of the Notice to Proceed, subject to pre termination of contract depending on the performance rating of the O&M Service Provider for the provision of aforementioned services, unless otherwise terminated pursuant to causes stated in the contract.</p> <p>BCDA shall evaluate the work performance of the Service Provider based on the Minimum Performance Specifications and</p>		

	<p>Standards (MPSS). The passing performance rating should be at least Highly Satisfactory for the continuation of the Contract. To achieve a Highly Satisfactory performance rating, the O&M Service Provider should not incur any Liquidated Damages, and an aggregate Penalty of no more than 1% of the Total Contract Price, at the conclusion of twelve (12) months from the date of signing of the Contract.</p> <p>For this purpose, BCDA will review the performance of the O&M Service Provider after every six (6) months starting from the date of signing of the Contract.</p> <p>BCDA may require at least one (1) month to decide whether to extend the contract.</p> <p>BCDA may opt to extend the contract on a periodic month-to-month basis but not to exceed an aggregate period of one year upon terms and conditions mutually acceptable to the parties concerned, provided that all the conditions set forth in the Revised guidelines on the extension of contracts for general support service (Appendix 24 of the 2016 Revised Implementing Rules and Regulation of R.A No. 9184).</p>		
	<p>III. OBJECTIVE</p> <p>To procure the services of a reputable property management firm who will provide the interim operations and maintenance</p>		

	<p>services for the NCC Sports Facility Complex.</p>		
	<p>IV. SCOPE OF SERVICES/DELIVERABLES</p> <p>The O&M Service Provider shall be responsible for the day-to-day management, administration, operations and maintenance of the Managed Property, which include the following services to be provided:</p> <p>1. General Management - The O&M Service Provider shall have an overall responsibility for the day-to-day management and maintenance services of the MANAGED PROPERTY, including Common Areas, fully supported by on-site full-time personnel. The O&M Service Provider shall also supervise the on-site staff and carefully monitor its contracted agencies for compliance with the MPSS and Contract, to wit:</p> <p>a. Provide integrated account management which features a proactive and personal approach that creates mutually beneficial customer relationships including supervising and evaluating current service delivery levels and methods and submitting enhancement opportunities</p>		

	<p>proposals to improve quality, client, and cost performance;</p> <p>b. Assign a full-time on-site management team, to be responsible for the day-to-day operational management and maintenance services of the MANAGED PROPERTY and its facilities to be headed by a Facility Manager as over-all coordinator and single-point-of-contact for the O&M Service Provider. Personnel deployed as part of the management team shall not be employed or under contract in any of BCDA's existing projects, joint ventures, affiliates, lease contracts or concessionaires;</p> <p>c. Set-up an appropriate operational organizational structure for the management of the MANAGED PROPERTY;</p> <p>d. Recruit, hire, train and supervise qualified and experienced technical and administrative staff to be assigned full-time for the TERM of the Contract including Housekeeping</p>		
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	<p>Personnel. The Minimum qualification and numbers of the required technical, administrative and housekeeping personnel are identified in Annex "B"</p> <p>- Minimum Qualification for Key & Housekeeping Personnel. Personnel employed full-time for this engagement shall not be employed or under contract in any of BCDA's existing projects, joint ventures, affiliates, lease contract or concessionaires;</p> <p>e. Deploy manpower as scheduled in Annex "C" Schedule of Manpower Requirements. Periodically review deployment of manpower complement to determine if there is a need to decrease or increase the numbers, with the objective of achieving cost-efficient operation of the MANAGED PROPERTY. In such case, adjustments to the contract amount shall be made accordingly in compliance with applicable laws, rules and regulations brought into force and effect by the</p>		
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	<p>Government of the Philippines or local government including but not limited to rules, valid and binding regulations and notifications made there under, judgements, decrees, injunctions, and any orders of the court of record, relevant guidelines, methodologies and other regulations that are binding on the BCDA and which are in all cases applicable to this Contract;</p> <p>f. Source, evaluate, recommend, manage and supervise service contractors subject to review and approval of the BCDA considering technical capability and experience;</p> <p>g. Facilitate timely renewal and/or submission of all permits and licenses needed to operate the MANAGED PROPERTY;</p> <p>h. Undertake energy and water saving measures;</p> <p>i. Provide its personnel with compensation and benefits compliant with existing labor laws, including the necessary social</p>		
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	<p>security and other benefits mandated by law in addition to the direct compensation as payment of their services.</p> <p>j. Ensure and guarantee that the salaries and benefits of its personnel deployed are properly paid on time in accordance with law. The O&M Service Provider shall acknowledge the right of BCDA to conduct payroll audit at any given time during the contract period.</p> <p>k. The O&M Service Provider shall conduct a periodic performance evaluation of all listed key and housekeeping personnel deployed every six months and shall submit to BCDA the performance evaluation report within five (5) days after such evaluation. BCDA shall monitor the performance of the personnel and shall provide First Notice to the O&M Service Provider on account of unsatisfactory performance of particular personnel, if any. If the same individuals continue to perform unsatisfactory, BCDA may issue a Second</p>		
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	<p>Notice to the O&M Service Provider. If the employee incurs two (2) unsatisfactory performance, the BCDA may terminate the said personnel.</p> <p>If any of the O&M personnel, including personnel of subcontracted services, has been performing unsatisfactorily, remiss in the performance of his/her duties, and/or found liable for committing acts detrimental to BCDA, the O&M Service Provider shall cause the replacement of the subject personnel at any time.</p> <p>1. The O&M Service Provider must supply and deliver all equipment and tools listed in Annex "D" Schedule of Maintenance Supplies Tools and Equipment Requirements and maintain its good condition, during the contract period. Any tools or equipment that is defective must be replaced immediately.</p> <p>During the implementation of the contract, additional line items may be</p>		
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	<p>added or replaced with other items, given the purpose and use of the added items is clearly discussed in the operation and maintenance implementation subject for evaluation, assessment and approval pursuant to Annex D (Contract Implementation Guidelines for the Procurement of Goods, Supplies and Materials) of 2016 Revised Implementing Rules and Regulations (RIRR) of R.A. No. 9184.</p> <p>After the contract, all items shall be turned-over and transferred to BCDA, in good condition, without any cost.</p> <p>m. The O&M Service Provider shall provide one (1) full-time on-site Safety Officer assigned in compliance with the environmental work and provide safety management, advice, monitoring, and reporting in the workplace, and engage staff in programs that ensure safe practice in the workplace.</p> <p>n. The O&M Service Provider must ensure</p>		
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	<p>that an appropriate maintenance schedule of the track and field including grass maintenance is in place, especially during periods of minimal facility utilization. Regular maintenance should include, among others, removing debris from the track and field, inspecting drain inlets, and performing field maintenance.</p> <p>Lighting shall be checked on a regular basis to ensure that all fixtures are functioning properly. Check fencing and gates for loose rails and bleachers, rails, and steps.</p> <p>o. Should the need arise, the O&M Service provider shall provide additional manpower for deployment to the Managed Property within fifteen (15) days upon receipt of the written communication from BCDA.</p> <p>2. Building Operations. The O&M Service Provider shall have technical and engineering functions, including service contractors' operations, safety provisions,</p>		
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	<p>monitoring of fit-out and implementation of fit-out guidelines:</p> <p>a. Provide property management services associated with the building, facility infrastructure, or improvements within the MANAGED PROPERTY to ensure critical business operations and the facilities are as free as possible from interruptions due to (1) building systems or equipment/component failures, and (2) infrastructure capacities being exceeded by operational business demands (particularly in regards to mechanical, electrical and system communication capacities). Ensure all business environments (including those with full 24/7 back-up capabilities) are free from all controllable interruptions and fully operational;</p> <p>b. Review established contingency plans and emergency procedures to ensure effectiveness and ensure that all operating manuals are consistently updated and consciously followed;</p>		
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	<p>c. Manage the activities and ensure efficiency of deployed technical personnel, including but not limited to engineers and technicians ("Technical Group") and implement the BCDA verified and consented "House Rules" and fit-out guidelines, appoint nominated sub-contractors, if applicable, vetting and approval of occupants' drawings, co-orientation and supervision of tenant's works, contractor's access, moving-in schedules, etc., and ensure that all operations conform to the agreed service level standard;</p> <p>d. Prescribe and enforce a comprehensive planned preventive and predictive maintenance services (engineering maintenance), remedial repair services and property/equipment inspections ensuring all building equipment, components and systems operate as intended in compliance with industry's best practices within the</p>		
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	<p style="text-align: center;">MANAGED PROPERTY;</p> <p>e. Provide supervision and maintenance, repair and project management systems associated with the various facilities / building systems (including electrical services, elevator services, energy conservation, fire/life safety services, general building maintenance services, security (CCTV) systems, telecom systems, Scoreboard and sound system, infrastructure project management, mechanical and plumbing services) to ensure that all systems function as designed to maintain system reliability and conserve energy, and to identify improvement opportunities to increase reliability, extend capabilities and reduce operating costs. The services must be witnessed by BCDA assigned personnel</p> <p>f. Provide pest control services to deliver a pest-free environment and employ effective control, measures for ants, roaches, flies, termites, and other</p>		
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	<p>potentially destructive or irritating insects' and pests;</p> <p>g. Provide repairs and maintenance of the landscape, parks and green/open spaces including the river park, road network, pitches (stadium and warm up track fields), throwing area, STP, Athletes' Village, Aquatics Center, and Athletics Stadium</p> <p>h. Provide repairs and maintenance on the road network, sanitary/drainage system including bicycle lanes, pedestrian sidewalk, pathwalk of river park, and parking areas.</p> <p>i. The O&M Service Provider shall supply all necessary consumable supplies not listed in the Annex "D" Schedule of Maintenance Supplies Tools and Equipment Requirements for the operation and maintenance of MANAGED PROPERTY to BCDA, free of charge, such as, but not limited to, fuel, oil, lubricants, fertilizer, river sand, loam soil, if needed.</p> <p>3. Administrative Services. The O&M Service Provider</p>		
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	<p>shall provide administrative services of the MANAGED PROPERTY, including supervision of service contractors, management of car parking operations, housekeeping and Service Desk operation</p> <p>a. Provide full general cleaning services daily for all facilities and installations including, but not necessarily limited to: entrances, hallways, gym rooms, locker and shower rooms, amenity areas, internal and external walls, internal and external glass panels, ceilings, spectators' seating areas, parking lots, river park corridor, among others;</p> <p>b. Implement proper solid waste management collection and disposal;</p> <p>c. Janitorial services will include structure roster cleaning services as well as ad-hoc services and shall include all required equipment, supplies and consumables including bathroom supplies;</p> <p>d. Coordinate with the utility service</p>		
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	<p>providers for the monitoring and maintenance of utilities within the MANAGED PROPERTY;</p> <p>e. Provide grounds and landscape maintenance services including cleaning of facility surroundings, parking lot, driveway, water drainage ways and repairs;</p> <p>f. Provide assistance during and after events at the Athletes' Village including management of food service caterers, and pantry and kitchen users;</p> <p>g. Provide parking / traffic management plans for the entire NCC Sports Complex;</p> <p>h. Provide parking administration, interior plants and decorations, signage services, environment health and safety services and related services;</p> <p>i. Operate the Service Desk at the Athletes' Village to manage guest relations, room assignments and guest services;</p> <p>j. Provide additional and supplemental</p>		
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	<p>janitorial services during special events at the NCC Sports Facility Complex, which shall be subject to a special agreement with the events organizer to be approved by BCDA; and,</p> <p>k. Use the appropriate tools and equipment to carry out proper and efficient maintenance cleaning of the MANAGED PROPERTY's facade, including but not limited to the glass curtain wall and aluminum composite panel/cladding.</p> <p>1. Laundry Services. The O&M Service Provider shall collect all dirty linens every after event held at the Athletes Village in New Clark City. All provisions for laundry services are stated in Annex E MPSS.</p> <p>m. Information Technology (IT). IT equipment such as laptops/desktops that will be deployed by the O&M Service Provider should have an updated security solution against cyber threats.</p> <p>4. Financial Services. The O&M Service Provider shall</p>		
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	<p>cover all finance and accounting related functions, including reportorial obligations.</p> <ul style="list-style-type: none"> a. Establish, implement, and validate financial management systems and procedures; and b. Provide BCDA with monthly reports for the costs incurred in the operations and management of the Property. <p>5. Emergency Support Services. The O&M Service Provider shall provide support services in Emergency cases and will be actively involved in emergency situations and will closely coordinate with BCDA.</p> <ul style="list-style-type: none"> a. Set-up an evacuation team who will be responsible for bringing out the occupants to a safe place during an emergency situation. b. Set-up A Fire Brigade Team, composed of two teams to cover 24 hours a day. In the event of fire at the MANAGED PROPERTY, a Fire Brigade Team must ensure extinguishing fires, protecting life and property, rescuing and protecting people: 		
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	<p>c. Create and implement a Disaster Risk Reduction and Management Plan related to the operation and maintenance of the MANAGED PROPERTY including Contingency Plan for Earthquake for the safety and security of all the facilities in accordance with Philippine Disaster Reduction and Management Act.</p> <p>d. Ensure that safety and security procedures are strictly implemented within the MANAGED PROPERTY; and</p> <p>e. Conduct regular inspection of the MANAGED PROPERTY at least once a month.</p> <p>The abovementioned services shall be conducted by the O&M Service Provider in accordance with the instructions and directions made or to be made by the BCDA at any time before completion of the contract. The O&M Service Provider shall conduct consultation and coordination with BCDA in relation to the undertaking of its responsibilities.</p> <p>6. EXCLUSIONS</p>		
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	<p>Technical officiating during sporting events are excluded, and shall be the responsibility of BCDA, or the lessees, events organizers and/or actual users of the respective Sports Facilities.</p> <p>The services also do not cover major repairs of the facilities or equipment beyond the required maintenance services as required in this TOR.</p> <p>7. SUBCONTRACTING. Subcontracting is allowed. The maximum percentage allowed to be subcontracted shall not exceed twenty percent (20%) of the total Contract price.</p>		
	<p>V. SUBMISSION OF PROPERTY MANAGEMENT REPORTS AND OPERATION AND MAINTENANCE DELIVERABLES</p> <p>The O&M Service Provider shall provide the following reports to BCDA and such other reports as will be necessary to keep BCDA fully informed concerning the operations and administration of the MANAGED PROPERTY:</p> <ul style="list-style-type: none"> ● Monthly Report, submitted on the 15th day of the succeeding month, which shall be comprised of the following: <ul style="list-style-type: none"> ■ Accomplishment Report, which includes all activities, 		

	<p>repairs and preventive maintenance actions conducted for each sports facility;</p> <ul style="list-style-type: none"> ■ Monthly Maintenance Report of all the equipment and facilities within the Sports Complex ■ Details of expenditures incurred for the operations and maintenance of the MANAGED PROPERTY; and ■ Other reports that may be required by BCDA from time to time. <ul style="list-style-type: none"> ● Quarterly Report, submitted on the 10th day of the succeeding month after the last quarter, which shall be comprised of the following: <ul style="list-style-type: none"> ■ Consolidation of accomplishment reports; ■ Recommendations for works for improvement of the MANAGED PROPERTY; and ■ Other reports that maybe required by BCDA from time to time 		
	<p>VI. APPROVED BUDGET FOR THE SERVICES</p> <p>The Approved Budget for the Contract (ABC) shall be Pesos: One Hundred Ten Million Six</p>		

	<p>Hundred Sixty Four Thousand and 00/100 (₱110,664,000.00), inclusive of all applicable taxes and fees for the period of fifteen (15) months, commencing within thirty (30) calendar days from the receipt of the Notice to Proceed.</p> <p>BCDA shall pay the O&M Service Provider an Operations and Maintenance Fee (O&M Fee), inclusive of Value-Added Tax (VAT) and all applicable taxes and fees. The O&M Service Provider shall also be responsible for the withholding, reporting and payment and/or remittance of all taxes of all hired and/or contracted personnel, professionals, etc. or engaged service contractors/consultants in the provision of the operations and maintenance services, pursuant to applicable laws, rules and regulations. It shall also be responsible for withholding, reporting and remittance of applicable social benefits due to said personnel under applicable laws, rules and regulations including but not limited to, the Social Security System, Pag-IBIG, PhilHealth, and other applicable government agencies, i.e. the Department of Labor and Employment. BCDA shall be indemnified by the O&M Service Provider for any liability and/or damages that it may incur or suffer on account of failure by the O&M Service Provider to comply with its obligations under this provision.</p> <p>All items indicated in Annex "F" - Cost Estimates are required by</p>		
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	<p>BCDA and should be filled out completely for proper evaluation of the price quotation. Thus, no line item herein shall be deleted and deletion of line items shall be grounds for disqualification.</p> <p>The daily minimum wage rate as determined by the Regional Tripartite Wages Board and Productivity Board having jurisdiction over the area of operation shall be the benchmark for wages, where applicable.</p>		
	<p>VII. MANNER OF PAYMENT</p> <p>Payment of the Operation and Maintenance Fee shall be paid by BCDA to the O&M Service Provider every month, upon submission and approval of supporting documents acceptable to BCDA, in accordance with generally accepted accounting and auditing rules and regulations.</p> <p>The O&M Service Provider shall submit a Billing Statement inclusive of all applicable taxes and fees, broken down into the following cost components:</p> <ul style="list-style-type: none"> a. Direct Labor Cost includes Basic Pay for 8 hours work per day, 5 day incentive leave pay, 13th month pay b. Remittances/Share to Government c. Maintenance Services/Contracts d. Maintenance Supplies, Tools and Equipment, and 		

	<p style="text-align: center;">License/Permit to Operate of mechanical equipment</p> <p>Supporting documents to the Billing Statements are required to be attached for payment processing such as but not limited to, Certificate of Completion /Acceptance, Monthly Reports on Operations including Preventive Maintenance Service Report, Summary of Personnel's Daily Time Record, Affidavit that all labor, bills, and materials were paid, BIR Tax Clearance, Income/Business Tax Payment Returns. BCDA reserves the right to withhold payments without complete documentation and approvals. Monthly payment will be based on the monthly actual accepted service.</p> <p>BCDA has the right to withhold or deduct from the claims of and/or the bond posted by the O&M Service Provider by reason of its non-payment or refusal to pay the salaries, allowances and other dues to service personnel on time at prescribed rates provided herein and in pertinent laws.</p>		
	<p>VIII. MINIMUM QUALIFICATIONS</p> <p>1. The O&M Service Provider and the Facility Manager must possess the following minimum qualifications:</p> <p style="padding-left: 40px;">a. O&M Service Provider must be operational for at least five (5) years;</p>		

	<p>b. Facility Manager must have at least ten (10) years experience in property management related to property management of an estate or complex with mixed-use developments, buildings, and parks including mechanical, electrical, fire protection system/equipment;</p> <p>c. O&M Service Provider must have at least satisfactory rating performance on the submitted Single Largest Completed Contract/s from the last five (5) years of their operation and maintenance services; and</p> <p>d. Must have completed, within five (5) years prior from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI; or at least two (2) similar completed contracts with the aggregate amount equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI, and the largest of these similar contracts must be equivalent to at</p>		
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	<p>least half of the percentage (25%) of the ABC.</p> <p>e. Contracts similar to the Project shall be: Property management or facilities management of an estate or complex with mixed-use developments, buildings, and parks.</p> <p>2. Attached as Annex “B” Minimum Qualification for Key and Housekeeping Personnel the minimum qualifications and experience of key personnel including housekeeping personnel.</p> <p>The list of nominated personnel with corresponding Curriculum Vitae (CVs) shall be submitted during the conduct of Post Qualification activities, as follows:</p> <ul style="list-style-type: none"> a. Facility Manager (1) b. Deputy Facility Manager (1) c. Registered Mechanical Engineer (1) d. Registered Electronics and Communication Engineer (1) e. Registered Electrical Engineer (1) f. Safety Officer (1) <p>3. The O&M Service Provider shall undertake the operation and maintenance of the MANAGED PROPERTY in accordance with the MPSS identified in Annex “E”</p>		
--	---	--	--

	<p>Minimum Performance Standard and Specifications</p> <p>4. Submission of the Methodology for the Operation and Maintenance as part of its bids.</p>		
	<p>IX. LIQUIDATED DAMAGES</p> <p>The O&M Service Provider obligates itself to perform and complete the service stated in Annex D. Schedule of Maintenance Supplies, Tools and Equipment Requirement within the period specified in the Bidding Documents and the Contract beginning from the starting date exclusive of such extensions of time as may be mutually agreed upon in writing. Should the O&M Service Provider fail to complete the services within the stipulated time, liquidated damages, not by way of penalty, shall be paid to BCDA by the O&M Service Provider in an amount equal to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for everyday of non-compliance. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the Total Contract Price, BCDA may automatically rescind/terminate the Contract, without prejudice to other remedies it may have under the Contract and existing laws.</p>		
	<p>X. PENALTIES</p>		

Failure to meet predetermined performance targets as stated in Annex "E" Minimum Performance Standard and Specifications will be imposed a penalty for each of the performance measures. The penalty computed shall be deducted by BCDA from the monthly O&M payments billed by the O&M Service Provider, as shown below:

NO	PERFORMANCE MEASURES	TARGET	PENALTY
1	Management Services	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services
2	Emergency Services/ Traffic Management	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services
3	Routine Maintenance Requirement	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services

	4	Corrective Maintenance Requirement	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services		
	5	Preventive Maintenance Requirement	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services		
	6	Not keeping required Manpower	As per Performance Management Agreement	<p>Management/Key Level Staff (FM/DFM): PhP 10,000 per person per day for non-deployment on site or unauthorized absences without a written notice within 3 calendar days</p> <p>All other personnel: PhP 5,000 per person per day for non-deployment on site or unauthorized absences without a written notice within 3</p>		

			<p>calendar days.</p> <p>The O&M Service Provider shall ensure that, in case of absences of its personnel, relievers and/or replacements with the same qualifications and/or competence as required by BCDA are available at all times to ensure continuous and uninterrupted service.</p> <p>Above charges are in addition to deduction of actual wages for the period of absence based on the rate schedule</p>		
	<p>XI. STANDARD OF SERVICES</p> <p>The O&M Service Provider shall fulfill its obligations under the agreement by using its technical expertise and according to the best-accepted professional and industry standards. The O&M Service Provider shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always</p>				

	<p>work in the best interest of BCDA. To attain these, the O&M Service Provider shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings. The services shall be conducted by the O&M Service Provider in accordance with the instructions or directions made or to be made by the BCDA at any time before its completion. The O&M Service Provider shall conduct regular consultation with BCDA in relation to the undertaking of its responsibilities under the Contract Agreement.</p> <p>The BCDA and O&M Service Provider shall conduct joint inspection of the MANAGED PROPERTY prior to contract agreement signing of the project. All building finishes and fixtures including electrical, mechanical, plumbing and furniture, exterior and interior paints, perimeter walls, gates, doors, etc. should be intact pursuant to the joint inspection between BCDA and the O&M Service Provider.</p>		
	<p>XII. WORKING HOURS AND OTHER INFORMATION</p> <p>The Services of a full personnel complement shall be performed except during Official Holidays when a minimal complement may be allowed. However, the actual manpower requirement during said holidays shall be based on the scheduled</p>		

	<p>preventive maintenance activities. The workdays may, however, vary if the nature of work for certain categories of staff requires the operation of a shift system.</p> <p>Any changes in the manpower complement, except temporary changes brought about by sporting events or other activities at the MANAGED PROPERTY, shall be supplemented by a signed documentation as proof of the mutual agreement and approval by both Parties for such changes in the agreed manpower complement. Any increase/decrease in the remuneration of the agreed manpower complement shall be fully documented and agreed by both Parties.</p> <p>Services rendered outside of regular working hours must be duly authorized by BCDA to be rendered by O&M personnel. As the case may be, the O&M shall charge the BCDA overtime premium, night differential, and holiday pay, whenever applicable.</p>		
	<p>Attachments:</p> <p>Annex "A" - MAP OF THE MANAGED PROPERTY</p> <p>Annex "B" - MINIMUM QUALIFICATION FOR KEY HOUSEKEEPING PERSONNEL</p> <p>Annex "C" - SCHEDULE OF MANPOWER REQUIREMENTS</p> <p>Annex "D" - SCHEDULE OF MAINTENANCE SUPPLIES TOOLS & EQUIPMENT REQUIREMENT</p>		

	Annex "E" - MINIMUM PERFORMANCE STANDARD AND SPECIFICATIONS Annex "F" - DETAILED COST ESTIMATE		
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Bidder's Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Section VIII. 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 for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) 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**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) 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

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

□

Class "B" Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) 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.

Other documentary requirements under RA No. 9184 (as applicable)

- (i) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- (k) Original of duly signed and accomplished Financial Bid Form; **and**
- (l) Original of duly signed and accomplished Price Schedule(s).

Section IX.

Bidding Forms

Bid Form

Date: _____

Invitation to Bid No.(reference no.): _____

To: BASES CONVERSION AND DEVELOPMENT AUTHORITY
2nd Floor Bonifacio Technology Center
31st St., Cor. 2nd Ave., Bonifacio Global City
Taguig City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers ***[insert numbers]***, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to ***[supply/deliver/perform]*** ***[description of the Goods]*** in conformity with the said PBDs for the sum of ***[total Bid amount in words and figures]*** or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: ***[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]***, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of ***[name of the bidder]*** as evidenced by the attached ***[state the written authority]***.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

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

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

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

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

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

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

3. *[Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;***
4. *Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;*
5. *[Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;*
6. *[Select one, delete the rest:]*

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

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

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

7. *[Name of Bidder] complies with existing labor laws and standards; and*
8. *[Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:*
 - a. *Carefully examining all of the Bidding Documents;*
 - b. *Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;*
 - c. *Making an estimate of the facilities available and needed for the contract to be bid, if any; and*
 - d. *Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].*

9. *[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[[Jurat]

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

Bid Securing Declaration Form

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

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.(reference no.): *[Insert number]*

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

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Sample Forms: Goods and Services for Ongoing and Completed Contracts

SF-G&S-19A

**Statement of All Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started**

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<u>Government Contracts:</u>							
1.							
2.							
<u>Private Contracts:</u>							
1.							
2.							
Total Amount:							

*Continue in a separate sheet if necessary..

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

**Statement of Single Largest Completed Contract (SLCC)
Similar in Nature to the Contract to be Bid**

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Date of Delivery

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:

This statement shall be supported by ANY of the following:

- End User's Acceptance; or
- Official Receipt of the last payment received; or
- Sales Invoice

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)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:
 NFCC = K (current asset - current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

$K = 15$

Submitted by:

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

NOTE:

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

Section X.

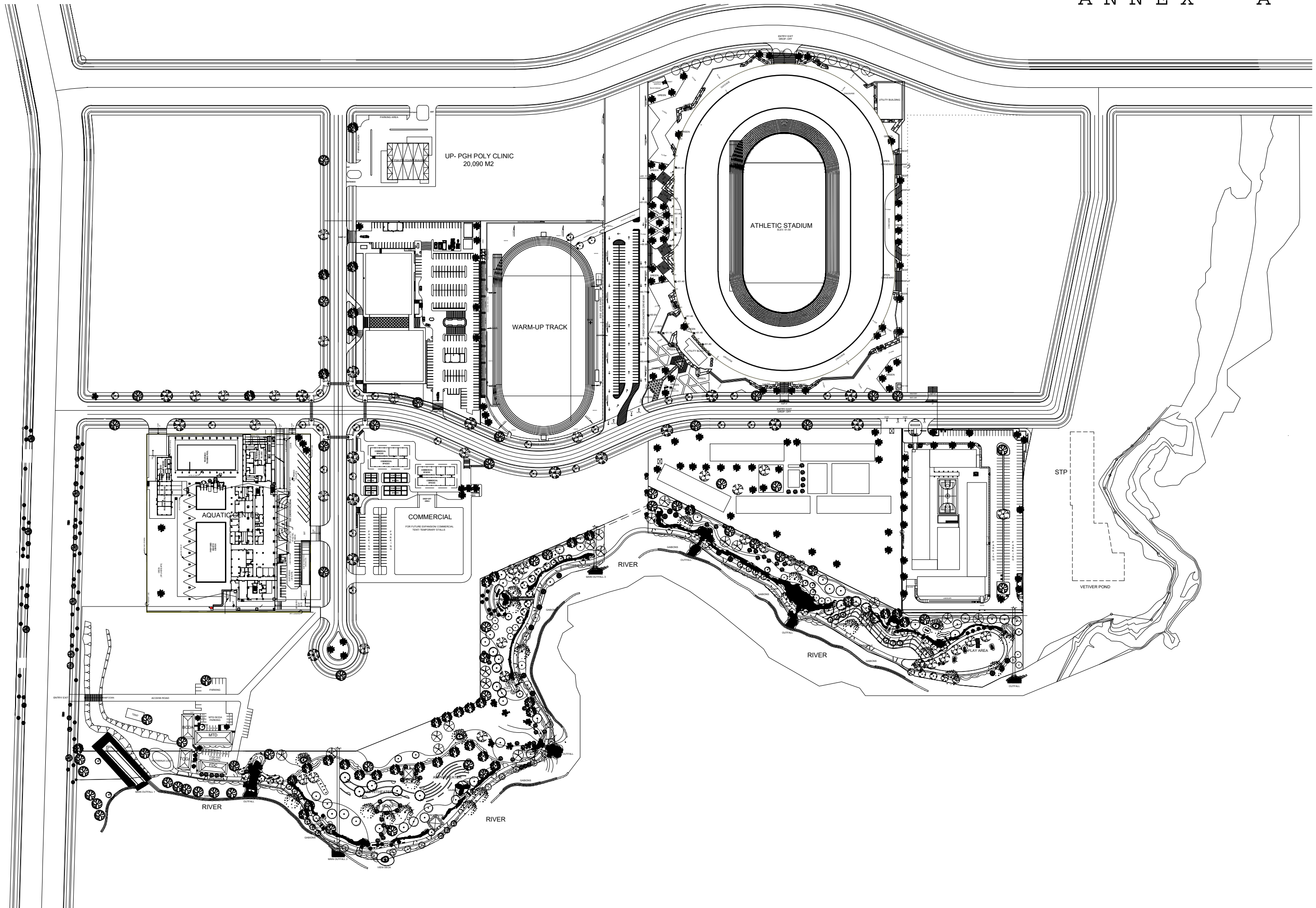
Procurement of a Service Provider for the Interim Operations and Maintenance (O&M) of the New Clark City (NCC) Sports Facilities under a Fifteen (15) Months Service Contract

SCHEDULE OF BIDDING ACTIVITIES

No.	ACTIVITIES	DATE/SCHEDULE (2024)
1	Pre-Procurement Conference	Friday, 19 April 2024
2	Posting (BCDA Website, Philgeps and BCDA Bulletin Board)	Friday, 03 May 2024
3	Issuance/Availability of Bidding Documents	03 May 2024 to 28 May 2024
4	Pre-Bid Conference	Monday, 13 May 2024
5	Site Inspection	TBA
6	Deadline for Request for Clarification, if any	Saturday, 18 May 2024
7	Issuance of Bid Bulletin, if any	Tuesday 21 May 2024
8	Deadline for Submission of the ff: Eligibility Requirements and Financial Proposal	9:00 AM Tuesday, 28 May 2024
9	Opening of the ff: Eligibility Requirements and the Financial Proposal	10:00 AM Tuesday, 28 May 2024
10	Bid Evaluation (TWG 's detailed evaluation of the submitted bids)*	Wednesday 29 May 2024 to Tuesday, 04 June 2024
11	Presentation of detailed bid evaluation*	Tuesday, 04 June 2024
12	Sending of letter to the Bidder with LCB advising them on the conduct of Post-Qualification*	Tuesday, 04 June 2024
13	Post Qualification on the Bidder with LCB or succeeding LCB (if any)*	Wednesday, 05 June 2024 to Monday, 17 June 2024
14	Deliberation by BAC of the Results of Post qualification*	Monday, 17 June 2024
15	Issuance of BAC's Recommendation (based on the Results of Post-Qual*	on or before 20 June 2024
16	Approval of BAC Resolution and Issuance of Notice of Award*	on or before 25 June 2024
17	Issuance of Notice to Proceed and Contract Signing*	on or before 05 July 2024

****Subject to Change***





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ANNEX B

MINIMUM REQUIREMENT/QUALIFICATION FOR KEY PERSONNEL AND HOUSEKEEPING PERSONNEL

Key and Housekeeping Personnel/Qualification Experience

No.	Positions	Number of Position	Minimum Duties and Responsibilities
1	<p>Facility Manager Qualification Requirements:</p> <ul style="list-style-type: none"> ● Must have at least 10 years' (or more) relevant experience in facilities management ● Must have a Bachelor's/College Degree in Engineering, Real Estate, or any related course 	1	<ul style="list-style-type: none"> ● Supervise all staff responsible for the maintenance and operations of the Facilities of the Property ● Supervise all staff responsible for housekeeping and maintained cleanliness of the Facilities of the Property ● Conduct regular meetings with maintenance and housekeeping services to discuss issues and concerns arising from the Facilities ● Ensure compliance with the MPSS and lead the preparation of monthly reports to be submitted to BCDA ● Recommend necessary repairs and maintenance works ● Attend to the administrative concerns of all contracted employees ● Perform other related duties as may be required by BCDA
2	<p>Deputy Facility Manager Qualification Requirements:</p> <ul style="list-style-type: none"> ● Must have at least 5 years' (or more) relevant experience in facilities management ● Must have a Bachelor's/College Degree in Engineering, Real Estate, or any related course 	1	<ul style="list-style-type: none"> ● Assist the Facilities manager in the supervision of all facilities staff responsible for the maintenance and operation of the Property ● Monitor the attendance and work of all the maintenance and housekeeping personnel ● Ensure compliance with the MPSS and lead the preparation of monthly reports to be submitted to BCDA ● Perform other related duties as may be required by BCDA
3	Registered Mechanical Engineer	1	<ul style="list-style-type: none"> ● Study all equipment manuals for each facility and

	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must be a Licensed Mechanical Engineer with at least 3 years' experience in facilities management 		<p>ensure that all facility equipment preventive maintenance programs are properly implemented</p> <ul style="list-style-type: none"> • Ensure that building equipment / facilities are in good condition and efficiently running • Conduct regular inspection of sites equipment and facilities and conduct regular reports to the Facilities Manager regarding the technical operations of the facilities • Make sure that all permits are up to date • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA
4	<p>Registered Electronics and Communication Engineer</p> <p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must be a Registered Electronics and Communication Engineer with at least 3 years' experience in facilities management 	1	<ul style="list-style-type: none"> • Study all equipment manuals for each facility and ensure that all facility equipment preventive maintenance programs are properly implemented • Ensure that building equipment / facilities are in good condition and efficiently running such as, among others, CCTV Systems, PA Systems, etc. • Conduct regular inspection of sites equipment and facilities and conduct regular reports to the Facilities Manager regarding the technical operations of the facilities • Make sure that all permits are up to date • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA
5	<p>Registered Electrical Engineer</p> <p>Qualification Requirements:</p>	1	<ul style="list-style-type: none"> • Study all equipment manuals for each facility and ensure that all facility equipment preventive maintenance programs are properly implemented

	<ul style="list-style-type: none"> Must be a Registered Electrical Engineer with at least 3 years' experience in facilities management 		<ul style="list-style-type: none"> Ensure that building equipment / facilities are in good condition and efficiently running Conduct regular inspection of sites equipment and facilities and conduct regular reports to the Facilities Manager regarding the technical operations of the facilities Make sure that all permits are up to date Ensure that all concerns and issues regarding the Property are resolved immediately Perform other related duties as may be required by BCDA
6	<p>Safety Officer</p> <ul style="list-style-type: none"> With at least 3 years' experience as Safety Officer 	1	<ul style="list-style-type: none"> Supporting the development of OHS policies and programs Advising and instructing on various safety-related topics (noise levels, use of machinery etc.) Conducting risk assessment and enforcing preventative measures Review existing policies and measures and update according to legislation Prepare reports on occurrences and provide statistical information Record and investigate incidents to determine causes
7	<p>Senior Technician (Foreman)</p> <p>Qualification Requirements:</p> <ul style="list-style-type: none"> Must have at least 5 years' relevant working experience 	1	<ul style="list-style-type: none"> Perform preventive maintenance on the facilities Monitor electrical and mechanical equipment within the Property Inspect building facilities to identify building maintenance needs Ensure that all concerns and issues regarding the Property are resolved immediately Perform other related duties as may be required by

			BCDA
8	<p>Electrician</p> <p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must be a licensed Master Electrician or with Certification of TESDA NC II, with at least 3 years' work experience 	3	<ul style="list-style-type: none"> • Conduct regular inspection and repair of facilities • Ensure safety standards are observed and assist in performing preventive maintenance of the facilities • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA
9	<p>Track & Field Maintenance Personnel</p> <p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	4	<ul style="list-style-type: none"> • Establish and maintain methods and procedures for operating, maintaining and cleaning the track and field within the NCC Athletics Stadium and Warm-up track to ensure compliance with standards • Assist in inspection and Preventive Maintenance Check of within the NCC Athletics Stadium to detect materials needing repair or cleaning • Knowledge of advanced athletic field re-sodding, re-grading, aerating, and topdressing procedures, techniques, and standards. • Perform other related duties as may be required by BCDA
10	<p>Swimming Pool Maintenance Personnel</p> <p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	1	<ul style="list-style-type: none"> • Establish and maintain methods and procedures for operating, maintaining, and cleaning pools within the NCC Aquatics Center and Athletes' Village to ensure compliance with health codes and standards • Assist in inspection of filtering and plumbing systems in pools and adjacent areas and requests in structural or equipment repairs or replacement • Assist in provision of swimming pool servicing duties such as testing and maintaining proper chemical balance of pool water, vacuuming and cleaning pools,

			<p>adjusting and lubricating pool equipment and backwashing pool filtering systems</p> <ul style="list-style-type: none"> • Perform other related duties as may be required by BCDA
11	<p>Painter Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	3	<ul style="list-style-type: none"> • Perform tasks including painting and preventive maintenance repairs • Perform repairs on facilities, equipment or appliances • Perform other related duties as may be required by BCDA
12	<p>Mechanical/Air Conditioning Unit Technician Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	3	<ul style="list-style-type: none"> • Perform regular maintenance work on cooling units and ensure that ventilation equipment and controls operate efficiently and continuously • Diagnose electrical and mechanical defects and malfunctions • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA
13	<p>Plumber Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	4	<ul style="list-style-type: none"> • Perform regular maintenance work, leak detection, troubleshooting and repair of plumbing fixtures and equipment • Ensure proper care in the use and maintenance of equipment and supplies • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA
14	<p>Welder Qualification Requirements:</p>	2	<ul style="list-style-type: none"> • Provide support in the installation, preventive maintenance and repairs of fixtures and equipment

	<ul style="list-style-type: none"> • Must have at least 3 years' work experience 		<ul style="list-style-type: none"> • Ensure that concerns and issues regarding welding works are resolved immediately • Perform other related duties as may be required by BCDA
15	Carpenter/Mason Qualification Requirements: <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	2	<ul style="list-style-type: none"> • Perform tasks including carpentry services and preventive maintenance repairs • Perform repairs on facilities, equipment, and appliances • Perform other related duties as may be required by BCDA
16	Landscape Gardener Qualification Requirements: <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	4	<ul style="list-style-type: none"> • Maintain the grounds and gardens within the NCC Sports Facilities under minimum supervision • Trim shrubs and trees, water, feed, transplant, and remove weeds • Ensure that the soil is of the right quality and in good condition to grow the plants • Keep the plants healthy and nourished by soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting • Always maintain the cleanliness of the gardening tools and equipment • Perform other related duties as may be required by BCDA
17	Audio Visual Technician Qualification Requirements: <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	2	<ul style="list-style-type: none"> • Attend necessary maintenance, installation, repair and operation of the audio-visual and telecommunication equipment and/or related facilities • Ensure that all equipment related to audio-visual are operational and report needed repair • Provide assistance during events in setting up audio-visual equipment, including flashing of Welcome Banners

			<ul style="list-style-type: none"> Perform other related duties as may be required by BCDA
18	Lifeguard Qualification Requirements: <ul style="list-style-type: none"> Must have at least 3 years' work experience 	2	<ul style="list-style-type: none"> Opening and closing the pool each day according to the scheduled hours Closely monitor activities related to the pool area and identifying any safety issues and report any needed repairs Directing swimmers out of water in dangerous conditions Provide swimming lessons as may be required by BCDA Other related duties as may be required by BCDA
19	Gym Equipment Technician Qualification Requirements: <ul style="list-style-type: none"> Must have at least 3 years' work experience 	1	<ul style="list-style-type: none"> Plans and performs preventive maintenance and inspect of fitness equipment using an established schedule Transports, moves, assembles, and installs gym equipment and maintaining inventory of replacement parts and supplies, if needed Properly maintained and make necessary repairs of gym equipment Other related duties as may be required by BCDA
20	Receptionist Qualification Requirements: <ul style="list-style-type: none"> Must have at least 3 years' work experience Must have a Bachelor's Degree in HRM, or any related course 	4	<ul style="list-style-type: none"> Greet and receive clients who will be staying at the Athletes' Village Responsible for the smooth operation of the Front Desk for the Athletes' Village Handle the reservations of the rooms and amenity areas for guests staying at the Athletes' Village In-charge of documentation of all concerns, inquiries, complaints and needed assistance from the guests and ensure that all concerns will be handled by the

			<p>designated department</p> <ul style="list-style-type: none"> Assist in the housekeeping of the rooms, amenity areas, and reception area and ensure that all of these areas are in great condition to receive guests Perform other related duties as may be required by BCDA
21	<p>Administrative Staff Qualification Requirements:</p> <ul style="list-style-type: none"> Must have a Bachelor's Degree in Business Administration, or any related course Must have at least 3 years' work experience in administrative role 	2	<ul style="list-style-type: none"> Handling of general office operations/ tasks such as document receiving, filing, generating reports, memos and presentation (as may be necessary) Provides support to the Facilities Management team in timely preparation of needed materials, work orders and request for repairs as well as preparing all necessary documentation materials Other related duties as may be required by BCDA
22	<p>Utility Supervisor Qualification Requirements:</p> <ul style="list-style-type: none"> Must have at least 2 years' work experience 	3	<ul style="list-style-type: none"> Supervise the cleaning of the sports facilities and its surrounding area Monitor the attendance and work of the housekeeping personnel Submit a report on the housekeeping services Supervise movement of furniture, fixtures and equipment as may be necessary Attend to the administrative concerns of all contracted employees Perform other related duties as may be required by BCDA
23	<p>Utility Personnel Qualification Requirements:</p> <ul style="list-style-type: none"> Must have at least 1 year' work experience in housekeeping and janitorial services 	69	<ul style="list-style-type: none"> Responsible for the cleanliness and overall appearance of guest rooms and lobby, service and amenity areas Clean walls, floors, fixtures on standard cleaning procedures and change / empty waste baskets along the perimeter of the facility

			<ul style="list-style-type: none"> ● Cleaning and sanitizing of comfort rooms with the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowl ● Provide basic housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies (if needed), vacuuming, dusting, and rearranging the room after guests check out ● Check the condition of all guest rooms, facilities and fixtures and report defects to the supervisor for corrective actions ● Maintain and upkeep of perimeter surroundings and grounds of buildings, basketball court and pool area ● Assist in pool maintenance ● Report mechanical problems and repair works of facilities / utilities ● Other related duties as may be required by BCDA
	Total	113	

ANNEX C

SCHEDULE OF MANPOWER REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

The Operations and Maintenance Services of the NCC Sports Facilities to be started as stated in the Notice to Proceed:

Positions	Number of Position	Place of Assignment
A. Key Personnel		
Facility Manager	1	Managed Property
Deputy Facility Manager	1	Managed Property
Registered Mechanical Engineer	1	Managed Property
Registered Electronics and Communication Engineer	1	Managed Property
Registered Electrical Engineer	1	Managed Property
Safety Officer	1	Managed Property
Total	6	
B. Admin/Skilled Personnel		
Senior Technician (Foreman)	1	Managed Property
Electrician	3	1 - Aquatic Center 1 - Athletics Stadium 1 - Athletes' Village
Track & Field Maintenance Personnel	4	4 - Athletics Stadium including Warm Up Track and Throwing Area
Swimming Pool Maintenance Personnel	1	Athletes' Village
Painter	3	Managed Property
Mechanical/Air Conditioning Unit Technician	3	1 - Aquatic Center 1 - Athletics Stadium 1 - Athletes' Village

Plumber	4	1 - Aquatic Center 1 - Athletics Stadium 2 - Athletes' Village
Welder	2	Managed Property
Carpenter/Mason	2	Managed Property
Landscape Gardener	4	Managed Property
Audio Visual Technician	2	Managed Property
Lifeguard	2	Aquatic Center
Gym Equipment Technician	1	Managed Property
Receptionist	4	Athletes' Village
Administrative Staff	2	Managed Property
Total	38	
C. Housekeeping Personnel		
Utility Supervisor	3	1 - Aquatic Center 1 - Athletics Stadium 1 - Athletes' Village
Utility Personnel	66	15 - Aquatic Center 16 - Athletics Stadium 25 - Athletes' Village 9 - River Park and Site Development 1 - STP
Total	69	
Grand Total	113	

ANNEX D

SCHEDULE OF MAINTENANCE SUPPLIES, TOOLS, EQUIPMENT, PERMITS AND LICENSES REQUIREMENT

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

The Operations and Maintenance Services of the NCC Sports Facilities to be started as stated in the Notice to Proceed:

Electrical

No.	Particular	Units	Quantity	Delivery Schedule
D.1	Precision Screwdriver (6 pcs/Set)	sets	3	Within 30 CD upon issuance of NTP
D.2	Hexagon T Wrench (600v)	pieces	4	
D.3	Electrical Plier (600v) 10"	piece	3	
D.4	Electrical Plier (600v) 12"	piece	3	
D.5	Cutting Plier	piece	3	
D.6	Long Nose Plier (600v)	piece	3	
D.7	Skinning Knife	piece	1	
D.8	Hack Saw	sets	3	
D.9	Steel Tape Measure (5m)	pieces	5	
D.10	Tape Measure (100m)	unit	1	
D.11	Wall Thermometer with Stand	units	4	

Plumbing

No.	Particular	Units	Quantity	Schedule
D.12	PVC Cutter	piece	1	Within 30 CD upon issuance of NTP
D.13	Pipe Wrench 24"	pieces	2	
D.14	Pipe Wrench 12"	pieces	2	
D.15	Pipe Wrench 8	pieces	2	
D.16	Pipe Pliers	pieces	2	
D.17	Riveter	pieces	2	
D.18	Pruning Shear, Small	pieces	4	
D.19	Pruning Shear, Big	pieces	4	
D.20	Claw Bar	piece	1	
D.21	Claw Hammer	pieces	2	
D.22	Sledge Hammer	pieces	2	
D.23	Crow bar	pieces	4	
D.24	Digging bar	pieces	4	

Mechanical

No.	Particular	Units	Quantity	Schedule
D.25	Socket Wrench (10-32), 16pcs/set	set	1	Within 30 CD upon issuance of NTP
D.26	Open Wrench (6-32), 16pcs/set	set	1	
D.27	Allen Wrench Small (1.5 - 10mm), 6pcs/set	set	1	
D.28	Allen Wrench Flower (long)	pieces	6	
D.29	Allen Wrench Long	pieces	6	
D.30	Hand Vice Grip (10R)	piece	1	
D.31	Chain or Strap Wrench	piece	1	
D.32	Mechanical Plier	piece	1	
D.33	Screw Driver Set (6 pcs/set)	sets	6	
D.34	Grease Gun	units	2	

Landscaping & Site Development

No.	Particular	Units	Quantity	Schedule
D.35	Drill Bits (2 sets)	sets	4	Within 30 CD upon issuance of NTP
D.36	Grass Lawn Mower with bagger	units	2	
D.37	Snipper	pieces	4	
D.38	Rake	pieces	2	
D.39	Finishing Trowel	pieces	8	
D.40	Trowel	pieces	8	
D.41	Shovel	pieces	8	
D.42	Chisel	pieces	4	
D.43	Itak/Bolo, at least wooden handle, 10 inch, one sided blade)	pieces	8	
D.44	Aluminum A Ladder, 8ft	units	3	
D.45	Two-Way Radios	units	15	
D.46	Flexible Steel Leaf Rake	pieces	10	
D.47	Wheelbarrow	units	4	
D.48	Grass cutter, Model: TD40, Drive system: Auto centrifugal clutch, Spiral bevel gear, Reduction ratio: 14:19, Rated cutter edge rotation speed (r.p.m): 5100, Standard blades (mm): 255, Weight (kg): 9.2, Size (LxWxH) (cm): 166x39x26, <i>with standard manufacturer's warranty</i>	units	8	Within 45 CD upon issuance of NTP
D.49	Walk behind roller compactor, branded and new, electric starting system, diesel engine, 12HP Power, static hydraulic drive transmission, 18KN Centrifugal force, water tank capacity 54L, <i>with standard manufacturer's warranty</i>	set	1	
D.50	Ride on Compactor, 900 kgs weight, Water cooled Diesel Engine	set	1	

	type, 50 liter tank capacity, <i>with standard manufacturer's warranty</i>			
D.51	Grass Shears (Black, long handle)	sets	5	Within 30 CD upon issuance of NTP
D.52	Cotton Gloves	pairs	32	

Cleaning Supplies and Equipment

No.	Particular	Units	Quantity	Schedule
A	Cleaning Supplies and Equipment			
D.53	Vacuum Cleaner, brand new, heavy duty, 30 liters cap, wet and dry	units	5	Within 30 CD upon issuance of NTP
D.54	Floor Polisher Machine, branded and new, heavy duty, Low speed, brush pad 16" and bracket, 1HP, brush speed 200rp, motor speed 1725	units	5	
D.55	Misting Machine, branded and new, 4 liters tank cap, electrically operated	units	4	
D.56	Hand trolley, 300 kg caps, Made of steel, Retractable handle, 4 swiveling casters, Capacity: 300 kg, Min Wheel diameter: 125 mm, Min Dimension: L 61 x W 91 X H 85 cm	pieces	20	
D.57	Mop squeezer(hard plastic), 36 liters capacity, color yellow	units	20	
D.58	Soft Broom	pieces	70	
D.59	Dust Pan	pieces	70	
D.60	Mop Handle with Mop Head	pieces	70	
D.61	Janitorial Belt Bag	pieces	70	
D.62	Plastic Spray Gun	pieces	80	
D.63	Toilet Plunger	pieces	10	
D.64	Wet Floor Sign	pieces	20	
D.65	Squeegee, Stainless Steel Glass Window Squeegee with Detachable 12 Inch Blade 6.4 Inch	pieces	50	
D.66	Long Broom (for cobwebs)	pieces	30	
D.67	Broomstick	pieces	40	
D.68	Rubberized Rain Coats, overall	pieces	120	
D.69	Rain Boots	pieces	120	
D.70	Ride on Sweeper	units	1	Within 45 CD upon

D.71	Ride on Scrubber	units	1	issuance of NTP Within 45 CD upon issuance of NTP
D.72	Steam Cleaner with Vacuum	units	1	
D.73	Pool Vacuum	units	3	
B	Monthly Supplies			
D.74	Air Freshener	gallons	300	The quantity shall be divided into 15 months and shall be delivered monthly, <i>every first week of the month</i>
D.75	Glass Cleaner	gallons	750	
D.76	Toilet Bathroom Cleaner	gallons	750	
D.77	All Purpose Cleaner	gallons	675	
D.78	Powder Soap	packs	675	
D.79	Metal Polish (100 grams)	pieces	300	
D.80	Hand Soap, w/ moisturizer	gallons	600	
D.81	Toilet roll Paper (12pcs/pack)	packs	2700	
D.82	Hand Paper Towel	packs	1800	
D.83	Black Garbage Bag (small), 100pcs/pack	packs	2250	
D.84	Black Garbage Bag (medium), 100pcs/pack	packs	2100	
D.85	Black Garbage Bag (XXL), 100pcs/pack	packs	2100	
D.86	Oil (500 ML)	pieces	150	
D.87	Disinfectant solution (for misting), organic	gallons	600	
D.88	Rubber Gloves	pieces	1500	
D.89	Pranela	pieces	4500	
D.90	Furniture Polish	gallons	300	
D.91	CR Rags	pieces	1800	
D.92	Doormat	pieces	120	

6. PERMITS AND LICENSES

No.	Particular	Units	Quantity	Schedule	
ATHLETICS STADIUM					
D.93	Professional Fees/Certifications	lot	1	Within 45 CD upon issuance of NTP and/or before expiration of current certificate	
D.94	Generator Permit to Operate from DENR	lot	1		
D.95	Elevator Permit	lot	1		
D.96	Fire Safety & Inspection Certificate	lot	1		
D.97	Certificate of Annual Inspection (MEPFS)	lot	1		
AQUATICS CENTER					
D.98	Professional Fees/Certifications	lot	1		
D.99	Generator Permit to Operate from DENR	lot	1		
D.100	Elevator Permit	lot	1		
D.101	Fire Safety & Inspection Certificate	lot	1		
D.102	Certificate of Annual Inspection (MEPFS)	lot	1		
ATHLETES' VILLAGE					
D.103	Professional Fees/Certifications	lot	1		
D.104	Generator Permit to Operate from DENR	lot	1		
D.105	Elevator Permit	lot	1		
D.106	Fire Safety & Inspection Certificate	lot	1		
D.107	Certificate of Annual Inspection (MEPFS)	lot	1		

7. OTHERS

No.	Particular	Units	Quantity	Schedule
D.108	Golf Cart, 6 Seater, Motor Power 3.8KW DC/AC, 5KW DC, Batter Deep Cycle, Lead Acid Battery, Max Speed 32-40, Frame Welded Steel framework with phosphate electro coating treatment, Rubber Floor, Charger Input 110V-240V-50HZ-60HZ, Output 36V/48V, 20A/25A	unit	2	Within 45 CD upon issuance of NTP

ANNEX E

MINIMUM PERFORMANCE STANDARD AND SPECIFICATIONS

The purpose of the Minimum Performance Standards and Specifications for the operations and maintenance of the New Clark City Sports Facility Complex (the “MPSS”) is to:

- Establish the minimum requirements that the O&M Service Provider must comply with regard to the operation and maintenance of the Sports Facilities (the “Project”);
- Create certainty for both the Client and the O&M Service Provider in the standards of performance expected of the O&M Service Provider.

The MPSS shall be part of the Terms of Reference for the operations and maintenance of the Sports Facilities, and the O&M Service Provider is required to comply with all the MPSS provisions.

The **MANAGED PROPERTY** shall refer to the following components of Sports Facilities in New Clark City, Tarlac and execute the provision of O&M Services to the following:

<p>1. AQUATICS CENTER</p>	<p>2. ATHLETICS STADIUM including Warm Up Track, Throwing Area and Open Parking (in front of AV):</p>
<ul style="list-style-type: none"> ● Generator Maintenance ● Electrical System/ Panel Boards ● Fire Alarm System ● Electronic Systems ● Elevator Maintenance ● Scoreboard Operations and Maintenance ● Security System Maintenance (CCTV and Access Control) ● Fans, Blowers, and Pumps (Mechanical) ● Air conditioning Units ● Gym Equipment Maintenance ● Pest / Termite Control ● Garbage Collection and Disposal ● Cleaning of Sanitary and Drainage Lines ● Maintenance of Gardens and Landscaping ● Glass and Roof Framing Cleaning ● Cleaning and Maintenance of Swimming Pools 	<ul style="list-style-type: none"> ● Generator Maintenance ● Electrical System/ Panel Boards ● Fire Alarm System ● Electronic Systems ● Elevator Maintenance ● Scoreboard Operations and Maintenance ● Security System Maintenance (CCTV and Access Control) ● Fans, Blowers, and Pumps (Mechanical) ● Air conditioning Units ● Gym Equipment Maintenance ● Pest / Termite Control ● Garbage Collection and Disposal ● Cleaning of Sanitary and Drainage Lines ● Maintenance of Gardens and Landscaping ● Facade/Glass and Roof Framing Cleaning ● Grass Maintenance/Pitch for football games

<ul style="list-style-type: none"> ● Public Address and Background Music System 	<ul style="list-style-type: none"> ● Public Address and Background Music System
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<p>3. ATHLETES' VILLAGE</p>	<p>4. RIVER PARK AND SITE DEVELOPMENT including the SEWERAGE TREATMENT PLANT (STP)</p>
<ul style="list-style-type: none"> ● Generator Maintenance ● Electrical System/ Panel Boards ● Fire Alarm System ● Electronic Systems ● Elevator Maintenance ● Security System Maintenance (CCTV and Access Control) ● Ventilation Fans and Blowers ● Air conditioning Units (Window Type) ● Gym Equipment Maintenance ● Pest / Termite Control ● Garbage Collection and Disposal ● Cleaning of Sanitary and Drainage Lines ● Maintenance of Gardens and Landscaping ● Cleaning of Glass Windows ● Cleaning and Maintenance of Swimming Pool ● Cistern Tank Maintenance ● Maintenance of Basketball Court ● Public Address and Background Music System ● Laundry Services 	<ul style="list-style-type: none"> ● Electrical System ● Sanitary and Drainage Lines ● Landscape and Streetlights ● Garbage Disposal and Collection ● Restrooms ● Playgrounds, amphitheatres, viewing decks, art works ● Pavements ● General Maintenance

The following tables define the **Service Quality Level (SQL)** for the different aspects of operation and maintenance of the MANAGED PROPERTY. Defects and deficiencies not covered in any of the following guidelines and which may affect the security and pose danger to the public shall be corrected and/or repaired immediately.

1. OPERATIONS

A. Management Services

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
1	Organizational Set-Up	<ul style="list-style-type: none"> Personnel must meet minimum qualification standards 	<ul style="list-style-type: none"> Review of Contract of Employment / Services 	<ul style="list-style-type: none"> 7 days of receipt of notice of compliance
	Personnel Maintenance, Housekeeping)	<ul style="list-style-type: none"> Staffing requirements must be filled-up at all times Well trained and highly skilled personnel (Facilities Manager, Technical Staff and Housekeeping Personnel) Full deployment of personnel at all times Compliance with the government requirement on payment of personnel's SSS, Pag-ibig, etc. 	<ul style="list-style-type: none"> Review of Resume Spot checks and reports Spot checks and reports Spot checks and reports 	<ul style="list-style-type: none"> Unqualified personnel must be replaced within three days from discovery Erring personnel must be meted disciplinary measures within forty-eight (48) hours from discovery Immediate/As need arise Immediate/As need arise
2	Plans and Programs	<ul style="list-style-type: none"> Maintain comprehensive plans and programs i.e., (1) Routine, Preventive and Corrective Maintenance Plans; 	<ul style="list-style-type: none"> Submitted reports, meetings, review and observations 	<ul style="list-style-type: none"> Monthly submission of comprehensive plan and programs

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
		<ul style="list-style-type: none"> (2) Emergency Evacuation Plan (3) Traffic management Plan; (4) Energy Conservation Plan 		<ul style="list-style-type: none"> • Appropriate revision to be undertaken within one (1) week from discovery
3	Management Information	<ul style="list-style-type: none"> • Maintain timely submission and generation of reports and billings 	<ul style="list-style-type: none"> • Incomplete requirements attached to the reports/billings • Non-submission of reports like: <ul style="list-style-type: none"> (1) Routinary Maintenance (2) Corrective Maintenance Report (3) Preventive Maintenance Report (4) Accident Report (5) Theft (6) Monthly inventory of janitorial & maintenance supplies, equipment and materials (7) Monthly report, submitted on the 15th day of the succeeding month, 	<ul style="list-style-type: none"> • Monthly submission with an allowable time of 15 Calendar Days • Absence of deficiency must be corrected within three (3) days from discovery • Immediate/As need arise

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
			<p>shall be comprised of the following:</p> <ul style="list-style-type: none"> (a) Details of all income and expenditure for that month; (b) Notes and assumptions for all financial report; (c) An explanatory memorandum, if necessary; (d) Collection of dues and other charges report from visitors, tenants and/or concessionaires and other occupants of the Sports Facilities etc.; (e) Tenancy/Occupancy/ Fit-Out status for office and common area spaces. (f) Other reports that maybe required by the BCDA from time to time. <p>(8) Quarterly report, submitted on the 10th day of the succeeding month after the last</p>	

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
			<p>quarter, shall be comprised of the following:</p> <p>(a) Details of dues collection and other arrears, with recommendations, if any;</p> <p>(b) A table of tenancy alterations since the last report, with recommendations, if any;</p> <p>(c) A review of the current approved budget, with recommendations, if any;</p> <p>(d) Schedule of pending capital expenditures projects, if any, and</p> <p>(e) Other reports that may be required by the BCDA from time to time.</p> <p>(9) Annual Report, submitted not later than the last day of the succeeding month after the anniversary date shall</p>	

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
			<p>be comprised of the following:</p> <p>(a) An annual consolidation of the quarterly reports;</p> <p>(b) Financial results for the year ended with commentary, if any; (c) Proposed income and expenditure budgets for the next year; and</p> <p>(d) Other reports that maybe required by the BCDA from time to time</p>	
4	Permit, Taxes and Licenses	<ul style="list-style-type: none"> ● Timely payment of permit, taxes and licenses for the Athletes Village, Athletics Stadium and Aquatics Center: <ol style="list-style-type: none"> 1. Local Taxes & Permits 2. Professional Fees/ Certifications 3. Generator Permit 4. Hazardous Waste ID 5. Elevator Permit 6. FSIC Certificate 7. Mechanical Permit 8. Electrical Permit 	<ul style="list-style-type: none"> ● Non-payment/Non-submission of required proof of payment ● Provision of timeline for securing permits for approval of BCDA 	<ul style="list-style-type: none"> ● Immediate/As need arise ● As per approved timeline

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
		9. Plumbing/Sanitary Permit 10. Pollution Control Certification/ Registration		
5	Supply and Delivery of maintenance and janitorial supplies	<ul style="list-style-type: none"> ● Maintain monthly stock of MONTHLY SUPPLIES stated in Annex D ● Provide minimum inventory at all times and Economic Order of Quantity (EOQ) 	<ul style="list-style-type: none"> ● Inspected and accepted by BCDA assigned Department ● Spot checks and reports Inventory taking 	<ul style="list-style-type: none"> ● Monthly/Immediate/As need arise
6	Energy and Water Saving Measures	<ul style="list-style-type: none"> ● Daily recording of water and electricity consumption. ● Electricity and water driven appliances and fixtures must be turned off when not in used ● Drinking water faucets/taps should be available 95% of the time. ● Flushing mechanisms of WCs & urinals and faucets/taps in the restrooms / toilets should be available 95% of the time. 	<ul style="list-style-type: none"> ● Non-submission of monthly report ● Visual inspection and reports ● Visual inspection and reports 	<ul style="list-style-type: none"> ● Immediate/As need arise ● Immediate/As need arise

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
		<p><i>Actual operational hours in a day as percentage of total planned operational hours of the respective facility of NCC Sports Complex in a day. The non-availability of water in any faucet/tap or flushing mechanism shall also be deemed to be considered as non-availability of that asset</i></p>		
7	Safety and Health Practices	<ul style="list-style-type: none"> ● Wearing of Personal Protective Equipment and safe work practices, when performing corrective and preventive maintenance works ● Open manholes must be covered at all times for the safety of the general public ● A cleanliness Certificate of the restrooms / toilets from an appropriate competent agency/ department shall be valid 100% of the time. 	<ul style="list-style-type: none"> ● Visual inspection and reports ● Certification from a DoH-accredited testing facility/ laboratory that the toilet floor and sanitary fixtures/ fittings/ furnishings e.g. doors, toilets/ water closets, toilet seats, urinals, faucets, soap dispensers, roll paper holders, grab bars, dispensers, and the like only contain normal/ permissible levels of 	<ul style="list-style-type: none"> ● Immediate/As need arise

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
		<ul style="list-style-type: none"> • Certification for Cleanliness of Dining and common areas from a DOH-accredited testing facility/ laboratory shall be valid 100% of the time. 	<p>bacteria and human pathogens e.g. <i>Streptococcus</i>, <i>Staphylococcus</i>, <i>E. Coli</i>, <i>Shigellosis</i>, <i>Salmonella</i>, <i>Lactobacillaceae</i>, and the like. Issuance date of such certification shall not be more than three (3) months old at any time.</p> <ul style="list-style-type: none"> • Certification from a DoH-accredited testing facility/ laboratory that all the surfaces touched by human hands and human footwear only contain normal/ permissible levels of bacteria and human pathogens e.g. <i>Streptococcus</i>, <i>Staphylococcus</i>, <i>E. Coli</i>, <i>Shigellosis</i>, <i>Salmonella</i>, <i>Lactobacillaceae</i>, and the like. 	

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
			Issuance date of such certification shall not be more than three (3) months old at any time.	
8	Laundry Services	<ul style="list-style-type: none"> ● Collect all dirty linens such as but not limited to Pillow, Pillow Case, Linens, Curtains, Blanket, Towel every after event held at the Athletes Village in New Clark City. ● Ensure that the collected linens must be properly and satisfactorily laundered ensuring complete cleanliness, disinfection, and preservation of materials and to deliver the same at Athletes Village three (3) days after the collection date. ● Deliver all laundered linens ● Flexible to the requirements of BCDA and must be readily available as needed. 	<ul style="list-style-type: none"> ● Wash-Dry-Fold 	<ul style="list-style-type: none"> ● Immediate/As need arise or Three (3) days after the collection date.

B. Emergency Services and Traffic Management

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	REPAIR TIME/ ALLOWABLE TOLERANCE
1	Emergency Response	<ul style="list-style-type: none"> Assistance and rescue at scene of incidents or accidents 	<ul style="list-style-type: none"> Complaints and reports 	<ul style="list-style-type: none"> Immediate/As need arise
2	Emergency Plans and Programs	<ul style="list-style-type: none"> Emergency Evacuation Plan 	<ul style="list-style-type: none"> Review of Plan Installation of Signages/warning signs 	<ul style="list-style-type: none"> Appropriate revision to be undertaken within one (1) month from discovery
3	Traffic Management Plans	<ul style="list-style-type: none"> Maintain traffic management plan especially during events Pedestrian circulation / movement shall be on the designated pedestrian walkways / areas 100% of the time.<i>During operational hours of the NCC Sports Complex, no pedestrian shall be walking on the areas which are not designated as pedestrian walkways/areas.</i> 	<ul style="list-style-type: none"> Complaints and reports Complaints and reports 	<ul style="list-style-type: none"> Appropriate revision to be undertaken within one (1) month from discovery

2. MAINTENANCE

A. Routine Maintenance Minimum Requirement

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
1	Greening, Pruning and Landscaping	<ul style="list-style-type: none"> • Trees, Shrubs and grasses • Pitch grass must be kept at a height of 25-30 mm during football games and not to exceed 60 mm on regular days 	<ul style="list-style-type: none"> • Watering • Grass cutting/Pruning • Defelting - soil aeration • Sanding, overseeding, re-turfing • Litter picking/sweeping • Removal of vines & weeds • Plant Propagation and fertilizing 	<ul style="list-style-type: none"> • At least twice a day in the dry season and once a day in the rainy season. • Once a month in the dry season and twice a week in the rainy season, except for Stadium/warm-up track grass or as needed to comply with the MPSS • Daily • Daily • When needed
2	Carriageway	<ul style="list-style-type: none"> • Paved surface (rigid) Curb and Gutter Shoulder Bike Lane 	<ul style="list-style-type: none"> • Works performed to ensure pavement serviceability but not limited to paved surface cleaning and upkeep of shoulders and bike lane 	<ul style="list-style-type: none"> • Daily

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
3	Slopes in cut section	<ul style="list-style-type: none"> Slope in cut section must always be stable 	<ul style="list-style-type: none"> Works performed to preserve original cross sections such as cleaning and removal of destructive weeds 	<ul style="list-style-type: none"> Daily
4	Drainage System	<ul style="list-style-type: none"> Ensure that elements and structures are without any obstructions which 	<ul style="list-style-type: none"> Cleaning and clearing De-clogging 	<ul style="list-style-type: none"> Daily Obstruction must be cleared within 7 days after detection
5	Ancillary Items	<ul style="list-style-type: none"> Have to be present, upright, clean and without any significant damage: Street light Traffic/Way finder signage, etc. 	<ul style="list-style-type: none"> Cleaning 	<ul style="list-style-type: none"> Daily
6	Furniture and Equipment	<ul style="list-style-type: none"> Furniture, Gym equipment, etc. 	<ul style="list-style-type: none"> Cleaning, dusting and disinfecting Minimize exposure to sunlight 	<ul style="list-style-type: none"> Daily
7	Solid waste collection and disposal	<ul style="list-style-type: none"> Collection and disposal of solid waste must be done properly to avoid pest infestation and foul odor Safe and legal disposal of waste generated within the NCC Sports Complex premises in accordance 	<ul style="list-style-type: none"> Solid waste collection Proper disposal of solid waste to an authorized sanitary landfill. Burning of solid waste is not allowed. None of the waste collection bins should 	<ul style="list-style-type: none"> Daily Weekly or when the container given by the authorized landfill is full Daily

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
		with applicable laws/regulations/guidelines.	be overflowing for 99% of the time.	
8	Building interior and surrounding	<ul style="list-style-type: none"> • Bedroom Units, offices, common areas like hallways, stairs, storages, restrooms, elevators, gyms, conference rooms, MEPF rooms, telco room, genset room, deck garden, mess hall, kitchen, basketball court, swimming pool, parking areas, internal road, parks, bleacher seats, etc • Ambient conditions in the covered spaces. Temperature range in all covered spaces within project compound to be 20-24 Degree Celsius during operational hours, and Relative Humidity levels – Correlated relative humidity to specified temperature range. 	<ul style="list-style-type: none"> • Cleaning, dusting and disinfecting • Replenish all consumables in restrooms • Clean the interior and exterior of toilet bowls and urinals Clean walls and partitions of cubicles, vanity-top, mirrors, wash-hand basins, soap dispensers and hand-dryers • Empty waste bins and sweep the floor • Mop the floor with damp mop • Conduct final inspection and update work records • Measurement will be in terms of temperature 	<ul style="list-style-type: none"> • Daily

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
		<ul style="list-style-type: none"> • All building finishes and fixtures including electrical, mechanical, plumbing and furniture, exterior and interior paints, perimeter walls, gates, doors, etc. should be intact to 95% of the level as to the level/quality at the Contract signing date of the Project pursuant to the joint inspection between BCDA and the Manager. 	<p>and humidity levels in all covered areas during the operational hours of the respective facility of NCC Sports Complex.</p> <ul style="list-style-type: none"> • The available time to be measured using actual operational hours in a day as percentage of total planned operational hours of the respective facility of NCC Sports Complex in a day. 	
9	Building exterior	<ul style="list-style-type: none"> • Including glass, gutter and roof 	<ul style="list-style-type: none"> • Cleaning and clearing of debris 	<ul style="list-style-type: none"> • Monthly
10	Pest and termite control	<ul style="list-style-type: none"> • Engagement of a license termite/pest control contractor • Certification by the Fertilizer and Pesticides Authority (FPA) and/or Pest Control Association of the Philippines and/or the National Committee on Urban Pest Control (NCUPC), Food and Drugs 	<ul style="list-style-type: none"> • Pest control • Termite control • Certification 	<ul style="list-style-type: none"> • One comprehensive pest control and monthly treatment • One comprehensive termite control and quarterly treatment • If re-infestation occurs, immediate re-treatment

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
		<p>Administration (FDA) and other related pest control associations duly accredited by the Philippine government that all products/chemicals to be used are duly authorized and approved for application for urban pest control services and that the products shall be environment friendly, highly technical and economical, safe to human health and plants.</p>		<p>is required (within 24 hours)</p> <ul style="list-style-type: none"> • Issuance of certification after every pest and termite control execution.
11	River Slope Protection	<ul style="list-style-type: none"> • Must be intact and free from growth of vegetation 	<ul style="list-style-type: none"> • Cleaning and clearing 	<ul style="list-style-type: none"> • Obstruction must be cleared within 3 days after detection

B. Corrective Maintenance Minimum Requirement

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
1	Greening, Pruning and Landscaping	<ul style="list-style-type: none"> ● Trees, Shrubs and grasses 	<ul style="list-style-type: none"> ● Replacement of damaged/dead trees, grass and shrubs including topsoil/sand if necessary 	<ul style="list-style-type: none"> ● Within seven (7) days
2	Carriageway	<ul style="list-style-type: none"> ● Paved surface (rigid) Curb and Gutter Shoulder Bike Lane 	<ul style="list-style-type: none"> ● Crack sealing/concrete crack repair ● Rutting/Spalled: Replacement of wearing course up to embankment if necessary 	<ul style="list-style-type: none"> ● Within thirty (30) days
3	Slopes in cut section	<ul style="list-style-type: none"> ● Slope in cut section must always be stable 	<ul style="list-style-type: none"> ● Application of top soil or slope protection for damaged slope 	<ul style="list-style-type: none"> ● Fallen slope material must be removed within 48 hours
4	Drainage System	<ul style="list-style-type: none"> ● Manholes Pipe Culverts Lining Inlets, etc. 	<ul style="list-style-type: none"> ● Sealing of cracks ● Concrete patching of damaged portion 	<ul style="list-style-type: none"> ● Within 48 hours ● Within 48 hours
5	Ancillary Items	<ul style="list-style-type: none"> ● Street light ● Signage/Way finder ● Pavement markings 	<ul style="list-style-type: none"> ● Corrective works on poles ● Replacement of busted bulbs and batteries 	<ul style="list-style-type: none"> ● Within 48 hours ● Within 24 hours ● Within one week

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
			<ul style="list-style-type: none"> ● Replacement of damaged signage ● Have to be present and firmly attached to Pavement 	<ul style="list-style-type: none"> ● Damaged pavement paints studs must be replaced within fourteen (14) days from discovery.
6	River Slope Protection	<ul style="list-style-type: none"> ● Gabion, etc. 	<ul style="list-style-type: none"> ● Restoration of slope protect 	<ul style="list-style-type: none"> ● Damaged slope protection must be restored within seven (7) days upon discovery
7	Fence	<ul style="list-style-type: none"> ● Have to be present, upright, clean and without any significant damage or opening 	<ul style="list-style-type: none"> ● Repair and replacement of damaged fence ● Repair works include the Repainting of Fences once fading has been determined. 	<ul style="list-style-type: none"> ● Repair works must be done within 7 days after discovery
8	Building and other structures	<ul style="list-style-type: none"> ● Architectural Structural Mechanical Electrical Fire Protection, etc. 	<ul style="list-style-type: none"> ● Works performed to prevent major deterioration of structures to include but not limited to: <ul style="list-style-type: none"> - Repair and replacement of damaged building components including equipment and fixtures 	<ul style="list-style-type: none"> ● Minor repair works must be done within 3 days while major works must be done within a month upon detection

C. Preventive Maintenance Requirement

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
1	ATHLETICS STADIUM			
	a. Generator (6 units)	<ul style="list-style-type: none"> ● Air Filter ● Battery Charger ● Battery Solution Level ● Battery Terminals ● Bolts and Nuts ● Crankcase Oil Level ● Engine Oil ● Fan Belts ● Fuel Tank Level and Supply ● Fuel Water Separator ● Generator Exterior Body ● Muffler Noise and Vibration ● Radiator Coolant Level ● Shafts and Joints 	<ul style="list-style-type: none"> ● Check, clean and replace when necessary ● Submission of Preventive Maintenance Plan ● Diesel/Fuel/Oil/Water Level always full 	<ul style="list-style-type: none"> ● Weekly ● Daily
	b. Electrical System/Panel Boards	<ul style="list-style-type: none"> ● Batteries and chargers ● Burning or Ozone Odors on Hot Spots ● Busway and Bus Duct ● Circuit Breakers ● Cable Joints ● Cable Terminations ● Conduit Wiring ● Conductors and Relays ● Contactors and Relays ● Extension Cords ● Circuit Breakers ● Fuses 	<ul style="list-style-type: none"> ● Ensure the cleanliness of the equipment. ● Check the distribution system: wire/cable conditions for deficiencies such as corrosion/dirt/moisture and fire hazards. ● Check circuit breakers condition: deficiencies such as corrosion/noise/excessive temps. 	<ul style="list-style-type: none"> ● Daily

		<ul style="list-style-type: none"> ● Fans, Motors, and Motor Control ● Lighting ● Panel Doors ● Potential Sources of free water ● Switches ● Switchgear Bus ● Transformer Oil ● Transformers ● Ventilation 	<ul style="list-style-type: none"> ● Check the fuses: insulator conditions for deficiencies such as burnt or cracks and its overall condition. 	
	c. Fire Detection and Alarm System	<ul style="list-style-type: none"> ● Fire Detection and Alarm devices ● Sprinkler Devices Pumps. ● System shall adhere to following codes and manuals - BS 5839-1:2017, EN 54, BS EN 12845: 2015, BS EN 15004-8:201, BS EN 1846-3:2013, BS EN 1028-1:2002 + A1:2008. <i>The system shall adhere to the standards mentioned in the applicable codes/manual for 99.9% of the time. Certification from a BCDA accredited testing facility that all system components are operational in good condition and issuance of such</i> 	<ul style="list-style-type: none"> ● Visual inspection of panel lamps & led, fuses, primary power supply and interface equipment ● Test of panel lamps & led fuses, primary power supply, fire detection devices and interface equipment ● Visual inspection of all fire sprinkler devices ● Test of sprinkler water flow switches, valve tamper switches. ● Visual inspection of lead acid battery. 	<ul style="list-style-type: none"> ● Weekly ● Quarterly ● Quarterly

		<p><i>certification shall not be more than six (6) months old at any time.</i></p>	<ul style="list-style-type: none"> • Test and visual inspection of horns, strobes, chimes & bells, etc. • Test and visual inspection of smoke detectors, heat detectors, duct smoke detectors, Electromechanical Releasing Devices and Voice Evacuation Equipment. • Replacement of sealed lead-acid batteries. • Replacement of smoke and heat detector 	<ul style="list-style-type: none"> • Yearly (preferably before BFP Inspection) • Yearly • Yearly
	d. Elevator (2 units)	<ul style="list-style-type: none"> • Cleaning, Operation, Maintenance and Disinfection of Elevator Units Belt or Chain drive Machine • Car or Counterweight Safeties • Car Body • Car Frame and Stiles • Controller Wiring, Fuses and Grounding • Door or Gate • Emergency Signal 	<ul style="list-style-type: none"> • Buttons and devices functionality inspection • Call key and telephone works and functionality inspection • Check traction machine if balance • Inspection machine for unwanted noises, 	<ul style="list-style-type: none"> • Daily • Daily • Daily and/or as required • Monthly and/or as required

		<ul style="list-style-type: none"> ● Gears, Bearings and Flexible Couplings ● Guide Rails and Rope Fastenings ● Lighting and Outlet ● Motor Generator ● Operating Control Devices ● Pipes, Wiring and Ducts ● Rated Plate, Platform Area and Data Plate Secondary and Deflector Sheaves ● Standby Power Operation ● Static Control ● Stopping Device ● Suspension Rope ● Switches ● Top Emergency Exit ● Traction Sheaves ● Ventilation <p>● Elevators should be available 98% of the time.</p>	<p>temperature and vibrations</p> <ul style="list-style-type: none"> ● Clean brake pads and change brake pads if thickness is less than 3mm ● The oil level of traction should be filled ● Oil gauge clearing ● Deflection sheave and traction should be oiled ● Pit cleaning and removal of unwanted material ● The oil level of traction should be filled ● Oil gauge clearing Deflection sheave and traction should be oiled 	<ul style="list-style-type: none"> ● Monthly and/or as required ● Monthly ● Weekly and/or as required ● Monthly ● Monthly ● Monthly
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			<ul style="list-style-type: none"> • Check if there is abnormal vibration, noise, high temp etc. • The available time to be measured for elevators using actual operational hours in a day as percentage of total planned operational hours of the respective facility of NCC Sports Complex in a day. 	
	e. PWD Lift (4 units)	<ul style="list-style-type: none"> • Cleaning, Operation, Maintenance and Disinfection of Elevator Units 	<ul style="list-style-type: none"> • Same with the elevator's • Regular maintenance - detailed inspection, repair, replacement and adjustment of certain parts 	<ul style="list-style-type: none"> • Quarterly
	f. Security System Maintenance (CCTV & Access Control)	<ul style="list-style-type: none"> • Camera Condition • Camera Lens • Camera Views/Positions • Controllers • Monitors • Motion Detection Sensors • Switches • Time and Date Stamps • Wirings and Cables 	<ul style="list-style-type: none"> • Ensure that the CCTV's functions are working well, directionality/location accuracy, power source and its overall condition. 	<ul style="list-style-type: none"> • Daily

	g. PABGM	Public address system should be available at least 95% of the time.	<ul style="list-style-type: none"> ● Visual inspection of controller, router, amplifier, SD player and call station lamps and LEDs and primary power supply. ● Testing of PABGM System Visual inspection and cleaning of all speakers. ● Check speaker audio quality. ● Testing of entire system ● The available time to be measured for each asset, using actual operational hours in a day as percentage of total planned operational hours of the respective facility of NCC Sports Complex in a day. 	<ul style="list-style-type: none"> ● Weekly ● Quarterly ● Quarterly ● Annually
	h. Scoreboard		<ul style="list-style-type: none"> ● Dusting of component and connection with compressed air ● Conduct routine computer and systems check 	<ul style="list-style-type: none"> ● Yearly or as needed ● Quarterly or as needed

		<ul style="list-style-type: none"> • Display Module • Power Supply • Cooling Fans • Ventilation Filters • Pro-Pixel Line Controller (PLC) • Player/PC 	<ul style="list-style-type: none"> • Check display filters that appear clogged or damaged • Execute field calibration • Check all power connection • Conduct sound inspection for silent or excessively noisy fans • Inspect filters for dust and debris buildup • Replacement of filters • Dust off PLC with compressed air and connection • Check for windows update and virus sweeps 	<ul style="list-style-type: none"> • Semi-annually or as needed • Yearly or as needed • Yearly or as needed • Every 2 weeks or as needed • Monthly or as needed • Semi-annually or as needed • Yearly • Monthly
	i. Water Tank		<ul style="list-style-type: none"> • Functioning of float operated valves or any other effective device for controlling the inflow of water. All valves to be periodically operated to 	<ul style="list-style-type: none"> • Monthly

			<p>ensure free movement of the working parts.</p> <ul style="list-style-type: none"> ● Working condition of warning alarm which indicates when water goes below 50 mm from the invert of the pipes. ● Condition of overflow warning alarm for the water tank. ● Integrity of strainer and net to prevent entry of mosquito or dirt. ● Water analysis at cisterns, hot and cold water outlets. The equipment used for testing should be clean and not contaminate water. ● General housekeeping within the tank room and around to remove any obstruction for accessibility. 	<ul style="list-style-type: none"> ● Monthly ● Semi-Annually
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			<ul style="list-style-type: none"> • Removal of sand and dirt deposits in cisterns and tanks. • Thorough cleaning of tank interior and disinfection. • Removal of rust stains and painting of the part as required. 	
	j. Fans and Blowers		<ul style="list-style-type: none"> • Lubrication of bearings • Check the propeller for any wear or corrosion • Check V-belt for proper alignment and tension 	<ul style="list-style-type: none"> • Semi-annually • Monthly • Monthly
	k. Grass Maintenance		<ul style="list-style-type: none"> • The grass should be maintained at a height of 3 cm to 4 cm. Before a competition, it must be cut to 1.5cm to 2cm. • Watering of grass 	<ul style="list-style-type: none"> • At least twice a week or as needed. • At least twice a day in the dry season and once a day in the rainy season.
	l. Air conditioning Units	<ul style="list-style-type: none"> • Air Leaks and Vibration • Blower and Cooling Fans • Breaker (Voltage and Current) 	<ul style="list-style-type: none"> • Check air filters • Check and clean air con unit 	<ul style="list-style-type: none"> • Every 2 weeks • Quarterly

		<ul style="list-style-type: none"> ● Coil ● Comp Mounts/Vibration ● Condenser ● Drip Trays and Flush ● Elec/Timers Conts and O/Loads ● Exhaust Fan ● External Body Fan OP and Vibration/Belts ● Fans ● Filters ● Noise and Vibration ● Oil Leaks and Pipeworks ● Operation Cool/Heat ● Pipe and Insulation ● Pumps on Cassette Units ● Refrigerant Charge ● T/Stat and Setting ● Water Leaks ● Wiring and Terminals 	<ul style="list-style-type: none"> ● Check and clean the condensate drain pan and thoroughly clean the heat exchanger. 	<ul style="list-style-type: none"> ● Monthly
	m. Water Potability Test		<ul style="list-style-type: none"> ● Ensure residual chlorine levels at 0.3 ppm to 1.5 ppm using an automatic chlorine dosing pump to maintain the water potability in tanks. ● There should be one (1) sampling before the cistern and one (1) sampling after the cistern using a portable residual 	<ul style="list-style-type: none"> ● Daily ● Twice a day, morning and afternoon

			<p>chlorine analyzer. At least two (2) trials for a water sample after the cistern must be conducted. Result of the 2nd trial must be logged as a component of water potability.</p> <ul style="list-style-type: none"> • Bacteriological and chemical analysis of water samples from tanks must be done and meet the parameters indicated in the Philippine National Standards for Drinking Water (PNSDW). 	<ul style="list-style-type: none"> • Quarterly or as needed
	n. Gym Equipment	<ul style="list-style-type: none"> • Skillrun • Skillrow • Skillbike 	<ul style="list-style-type: none"> • Check the condition of the emergency switch • Lubrication of chain • Pedals - Check level of wear and tear • Saddle - check stability • Displayed watts - check if wattage displayed matches exertion. 	<ul style="list-style-type: none"> • Monthly • Weekly • Semi-annually • Semi-annually • Semi-annually

		<ul style="list-style-type: none"> • Dual Adjustable Pulley • Leg Press • Treadmill • All equipment inside the Gym 	<ul style="list-style-type: none"> • Gear unit - ensure gears engage correctly with the handlebar • Spring Hooks - check condition • Lubricate guides 	<ul style="list-style-type: none"> • Semi-annually • Monthly • Monthly
	o. Lightning Arrester		<ul style="list-style-type: none"> • Visual inspection • Complete inspection • Critical system complete inspection 	<ul style="list-style-type: none"> • Yearly • Yearly • Yearly
	p. Fire Jockey Pumps		<ul style="list-style-type: none"> • Lubricate with a high temperature based grease before using after a long interval of non operation. • Visually check for leaks. • Check for vibration. • Hand test bearing housing for any sign of temperature rise. • Adjust gland as necessary to maintain slight leakage. 	<ul style="list-style-type: none"> • As Needed • Every Week

			<ul style="list-style-type: none"> ● Check bearing temperature with a thermometer. ● Check running hours and consult the re lubrication interval chart. ● Check grease lubricated bearings for saponification - i.e. sign of any deposits, oil separation and undue hardening and softening of grease. ● Check running hours and consult the re lubrication interval chart. ● Check soft packed gland packing, where fitted, and replace if necessary. ● Check shaft or shaft sleeve for scoring. ● Check alignment of pump motor. Check holding down bolts for tightness. 	<ul style="list-style-type: none"> ● Every Month ● Every 3 Months ● Every 6 Months
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			<ul style="list-style-type: none"> • Check coiling for wear. • Check rotation element for wear. • Check wear ring clearances. • Check re-grease for bearings. • Check running hours and consult the re lubrication interval chart 	<ul style="list-style-type: none"> • Every Year
2	AQUATIC CENTER			
	a. Generator (6 units)	<ul style="list-style-type: none"> • Air Filter • Battery Charger • Battery Solution Level • Battery Terminals • Bolts and Nuts • Crankcase Oil Level • Engine Oil • Fan Belts • Fuel Tank Level and Supply • Fuel Water Separator • Generator Exterior Body • Muffler Noise and Vibration • Radiator Coolant Level • Shafts and Joints 	<ul style="list-style-type: none"> • Check, clean and replace when necessary 	<ul style="list-style-type: none"> • Weekly

	<p>b. Electrical System/Panel Boards</p>	<ul style="list-style-type: none"> ● Cable Joints ● Cable ● Terminations ● Conduit Wiring ● Conductors and Relays ● Contactors and Relays ● Extension Cords ● Circuit Breakers ● Fuses ● Batteries and chargers ● Burning or Ozone Odors on Hot Spots ● Busway and Bus Duct Circuit Breakers ● Cable Joints ● Cable Terminations ● Conduit Wiring ● Conductors and Relays ● Contactors and Relays ● Extension Cords Circuit Breakers ● Fuses ● Fans, Motors, and Motor Control ● Lighting ● Panel Doors ● Potential Sources of free water ● Switches ● Switchgear Bus ● Transformer Oil ● Transformers 	<ul style="list-style-type: none"> ● Ensure the cleanliness of the equipment. ● Check the distribution system: wire/cable conditions for deficiencies such as corrosion/dirt/moisture and fire hazards. ● Check circuit breakers condition: deficiencies such as corrosion/noise/excessive temps. ● Check the fuses: insulator conditions for deficiencies such as burnt or cracks and its overall condition. 	<ul style="list-style-type: none"> ● Daily
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		<ul style="list-style-type: none"> • Ventilation 		
	c. Fire Detection and Alarm System	<ul style="list-style-type: none"> • Fire Detection and Alarm devices • Sprinkler Devices Pumps. <p><i>System shall adhered to following codes and manuals - BS 5839-1:2017, EN 54, BS EN 12845: 2015, BS EN 15004-8:201, BS EN 1846-3:2013, BS EN 1028-1:2002 + A1:200</i></p>	<ul style="list-style-type: none"> • Visual inspection of panel lamps & led, fuses, primary power supply and interface equipment • Test of panel lamps & led fuses, primary power supply, fire detection devices and interface equipment • Visual inspection of all fire sprinkler devices • Test of sprinkler water flow switches, valve tamper switches. • Visual inspection of lead acid battery. • Test and visual inspection of horns, strobes, chimes & bells, etc. • Test and visual inspection of smoke detectors, heat detectors, duct smoke detectors, Electromechanical Releasing Devices and 	<ul style="list-style-type: none"> • Weekly • Quarterly • Quarterly • Quarterly • Quarterly • Yearly • Yearly

			<p>Voice Evacuation Equipment.</p> <ul style="list-style-type: none"> • Replacement of sealed lead-acid batteries. • Replacement of smoke and heat detector • The system shall adhere to the standards mentioned in the applicable codes/manual for 99.9% of the time. • Certification from a BCDA accredited testing facility that all system components are operational in good condition and issuance of such certification shall not be more than six (6) months old at any time. 	<ul style="list-style-type: none"> • Yearly
	d. Elevator (1 unit)	<ul style="list-style-type: none"> • Cleaning, Operation, Maintenance and Disinfection of Elevator Units Belt or Chain drive Machine 	<ul style="list-style-type: none"> • Buttons and devices functionality inspection • Call key and telephone works and functionality inspection 	<ul style="list-style-type: none"> • Daily • Daily

		<ul style="list-style-type: none"> • Belt or Chain drive Machine • Car or Counterweight Safeties • Car Body • Car Frame and Stiles 	<ul style="list-style-type: none"> • Check traction machine if balance • Inspection machine for unwanted noises, temperature and vibrations • Clean brake pads and change brake pads if thickness is less than 3mm • The oil level of traction should be filled • Oil gauge clearing • Deflection sheave and traction should be oiled • Pit cleaning and removal of unwanted material • The oil level of traction should be filled • Oil gauge clearing 	<ul style="list-style-type: none"> • Daily • Daily and/or as required • Monthly and/or as required • Monthly and/or as required • Monthly • Weekly and/or as required • Monthly • Monthly • Monthly • Monthly
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		<ul style="list-style-type: none"> ● Controller Wiring, Fuses and Grounding ● Door or Gate ● Emergency Signal ● Gears, Bearings and Flexible Couplings ● Guide Rails and Rope Fastenings ● Lighting and Outlet ● Motor Generator ● Operating Control Devices ● Pipes, Wiring and Ducts ● Rated Plate, Platform Area and Data Plate ● Secondary and Deflector Sheaves ● Standby Power Operation ● Static Control ● Stopping Device ● Suspension Rope ● Switches ● Top Emergency Exit ● Traction Sheaves ● Ventilation ● Elevators should be available 98% of the time. 	<ul style="list-style-type: none"> ● Deflection sheave and traction should be oiled ● Check if there is abnormal vibration, noise, high temp etc. ● The available time to be measured for elevators using actual operational hours in a day as percentage of total planned operational hours of the respective facility of NCC Sports Complex in a day. 	
	e. PWD Lift (2 units)	<ul style="list-style-type: none"> ● Cleaning, Operation, Maintenance and 	<ul style="list-style-type: none"> ● Same with the elevator's ● Buttons and devices functionality inspection 	<ul style="list-style-type: none"> ● Quarterly

		Disinfection of Elevator Units	<ul style="list-style-type: none"> ● Call key and indicator light works and functionality inspection ● Inspect level and balance of platform 	
	f. Security System Maintenance (CCTV & Access Control)	<ul style="list-style-type: none"> ● Camera Condition ● Camera Lens ● Camera Views/Positions ● Controllers ● Monitors ● Motion Detection Sensors ● Switches ● Time and Date Stamps ● Wirings and Cables 	<ul style="list-style-type: none"> ● Ensure that the CCTV's functions are working well, directionality/location accuracy, power source and its overall condition. 	<ul style="list-style-type: none"> ● Daily
	g. Scoreboard	<ul style="list-style-type: none"> ● Operate and maintain at service quality standard for every usage ● Display Module ● Power Supply ● Cooling Fans ● Ventilation Filters ● Pro-Pixel Line Controller (PLC) 	<ul style="list-style-type: none"> ● Dusting of component and connection with compressed air ● Conduct routine computer and systems check ● Check display filters that appear clogged or damaged ● Execute field calibration ● Check all power connection 	<ul style="list-style-type: none"> ● Yearly or as needed ● Quarterly or as needed ● Semi-annually or as needed ● Yearly or as needed ● Yearly or as needed

		<ul style="list-style-type: none"> • Player/PC 	<ul style="list-style-type: none"> • Conduct sound inspection for silent or excessively noisy fans • Inspect filters for dust and debris buildup • Replacement of filters • Dust off PLC with compressed air and connection • Check for windows update and virus sweeps 	<ul style="list-style-type: none"> • Every 2 weeks or as needed • Monthly or as needed • Semi-annually or as needed • Yearly • Monthly
	h. Water Tank		<ul style="list-style-type: none"> • Functioning of float operated valves or any other effective device for controlling the inflow of water. All valves to be periodically operated to ensure free movement of the working parts. • Working condition of warning alarm which indicates when water goes below 50 mm from the invert of the pipes. 	<ul style="list-style-type: none"> • Monthly

			<ul style="list-style-type: none"> ● Condition of overflow warning alarm for the water tank. ● Integrity of strainer and net to prevent entry of mosquito or dirt. ● Water analysis at cisterns, hot and cold water outlets. The equipment used for testing should be clean and not contaminate water. ● General housekeeping within the tank room and around to remove any obstruction for accessibility. ● Removal of sand and dirt deposits in cisterns and tanks. ● Thorough cleaning of tank interior and disinfection. 	<ul style="list-style-type: none"> ● Semi-Annually
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			<ul style="list-style-type: none"> • Removal of rust stains and painting of the part as required. 	
	i. Fans and Blowers		<ul style="list-style-type: none"> • Lubrication of bearings • Check the propeller for any wear or corrosion • Check V-belt for proper alignment and tension 	<ul style="list-style-type: none"> • Semi-annually • Monthly • Monthly
	j. Air conditioning Units	<ul style="list-style-type: none"> • Air Leaks and Vibration • Blower and Cooling Fans • Breaker (Voltage and Current) • Coil • Comp Mounts/Vibration • Condenser • Drip Trays and Flush • Elec/Timers Conts and O/Loads • Exhaust Fan • External Body Fan OP and Vibration/Belts • Fans • Filters • Noise and Vibration • Oil Leaks and Pipework's • Operation Cool/Heat • Pipe and Insulation • Pumps on Cassette Units • Refrigerant Charge 	<ul style="list-style-type: none"> • Check air filters • Check and clean air con unit • Check and clean the condensate drain pan and thoroughly clean the heat exchanger. 	<ul style="list-style-type: none"> • Every 2 weeks • Quarterly • Monthly

		<ul style="list-style-type: none"> • T/Stat and Setting • Water Leaks • Wiring and Terminals 		
	k. Water Potability Test		<ul style="list-style-type: none"> • Ensure residual chlorine levels at 0.3 ppm to 1.5 ppm using an automatic chlorine dosing pump to maintain the water potability in tanks. • There should be one (1) sampling before the cistern and one (1) sampling after the cistern using a portable residual chlorine analyzer. At least two (2) trials for a water sample after the cistern must be conducted. Result of the 2nd trial must be logged as a component of water potability. • Bacteriological and chemical analysis of water samples from tanks must be done and meet the parameters indicated in the Philippine National 	<ul style="list-style-type: none"> • Daily • Twice a day, morning and afternoon • Quarterly or as needed

			Standards for Drinking Water (PNSDW).	
	I. Swimming Pool	<ul style="list-style-type: none"> ● Operations and Maintenance of Pools, Pumps, Filters, Sports Equipment 	<ul style="list-style-type: none"> ● Ensure cleanliness of the competition pool, diving pool, and training pool. (Vacuuming, filtering, scrubbing, brushing pool and equipment) ● Clean pool equipment, anti wave lines, float lines, backstroke ledges, starter blocks, bulk heads, diving platforms, springboards, water polo goals, walk ways, among others. ● Removal of all unwanted materials, objects, moss, trash in pool. ● Operation and maintenance of pumps, filters, vacuum includes calibration of equipment. ● Setting-up of necessary equipment needed for any aquatics sport for events. 	<ul style="list-style-type: none"> ● Daily and/or as required ● Daily and/or as required ● Daily and/or as required ● Daily and/or as required ● Daily and/or as required

		<ul style="list-style-type: none"> • The temperature of the water in the swimming pools should be between 25-28 degree Celsius for 100% of the time during operational hours. 	<ul style="list-style-type: none"> • Maintain the required temperature for the water of the pools • Measurement will be in terms of temperature levels in all swimming pools during the operational hours of the respective swimming pool facility of NCC Sports Complex. 	<ul style="list-style-type: none"> • Daily and/or as required
	m. Gym Equipment	<ul style="list-style-type: none"> • Skillrun • Skillrow • Skillbike • Dual Adjustable Pulley • Leg Press • Treadmill • All equipment inside the Gym 	<ul style="list-style-type: none"> • Check the condition of the emergency switch • Lubrication of chain • Pedals - Check level of wear and tear • Saddle - check stability • Displayed watts - check if wattage displayed matches exertion. • Gear unit - ensure gears engage correctly with the handlebar 	<ul style="list-style-type: none"> • Monthly • Weekly • Semi-annually • Semi-annually • Semi-annually • Semi-annually • Monthly

			<ul style="list-style-type: none"> • Spring Hooks - check condition • Lubricate guides 	<ul style="list-style-type: none"> • Monthly
	n. Lightning Arrester		<ul style="list-style-type: none"> • Visual inspection • Complete inspection • Critical system complete inspection 	<ul style="list-style-type: none"> • Yearly • Yearly • Yearly
	o. Fire Jockey Pumps	•	<ul style="list-style-type: none"> • Lubricate with a high temperature-based grease before using after a long interval of non-operation. • Visually check for leaks. • Check for vibration. • Hand test bearing housing for any sign of temperature rise. • Adjust gland as necessary to maintain slight leakage. • Check bearing temperature with a thermometer. 	<ul style="list-style-type: none"> • As Needed • Every Week • Every Month • Every 3 Months

			<ul style="list-style-type: none"> ● Check running hours and consult the re lubrication interval chart. ● Check grease lubricated bearings for saponification - i.e. sign of any deposits, oil separation and undue hardening and softening of grease. ● Check running hours and consult the re lubrication interval chart. ● Check soft packed gland packing, where fitted, and replace if necessary. ● Check shaft or shaft sleeve for scoring. ● Check alignment of pump motor. Check holding down bolts for tightness. ● Check coiling for wear. 	<ul style="list-style-type: none"> ● Every 6 Months ● Every Year
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			<ul style="list-style-type: none"> • Check rotation element for wear. • Check wear ring clearances. • Check re-grease for bearings. • Check running hours and consult the re lubrication interval chart 	
3	ATHLETES' VILLAGE			
	a. Generator (4 units)	<ul style="list-style-type: none"> • Air Filter • Battery Charger • Battery Solution Level • Battery Terminals • Bolts and Nuts • Crankcase Oil Level • Engine Oil • Fan Belts • Fuel Tank Level and Supply • Fuel Water Separator • Generator Exterior Body • Muffler Noise and Vibration • Radiator Coolant Level • Shafts and Joints. • Power back up for operating facilities of NCC Sports Complex facilities at 100% utilization should be 	<ul style="list-style-type: none"> • Check, clean and replace when necessary • Diesel/Fuel/Oil/Water Level always full • The available time to be measured using the actual time period of power back up available 	<ul style="list-style-type: none"> • Weekly • Daily

		available for 100% of the time.	as percentage of total time period of power failure and/or power cuts in a day.	
	b. Electrical System/Panel Boards	<ul style="list-style-type: none"> ● Equipment ● Cable Joints ● Cable ● Terminations ● Conduit Wiring ● Conductors and Relays ● Contactors and Relays ● Extension Cords ● Circuit Breakers ● Fuses ● Batteries and chargers ● Burning or Ozone Odors on Hot Spots ● Busway and Bus Duct Circuit Breakers ● Cable Joints ● Cable Terminations ● Conduit Wiring ● Conductors and Relays ● Contactors and Relays ● Extension Cords Circuit Breakers ● Fuses ● Fans, Motors, and Motor Control ● Lighting ● Panel Doors 	<ul style="list-style-type: none"> ● Ensure the cleanliness of the equipment. ● Check the distribution system: wire/cable conditions for deficiencies such as corrosion/dirt/moisture and fire hazards. ● Check circuit breakers condition: deficiencies such as corrosion/noise/excessive temps. ● Check the fuses: insulator conditions for deficiencies such as burnt or cracks and its overall condition. 	<ul style="list-style-type: none"> ● Daily

		<ul style="list-style-type: none"> • Potential Sources of free water • Switches • Switchgear Bus • Transformer Oil • Transformers • Ventilation 		
	c. Fire Detection and Alarm System	<ul style="list-style-type: none"> • Fire Detection and Alarm devices • Sprinkler Devices Pumps. 	<ul style="list-style-type: none"> • Visual inspection of panel lamps & led, fuses, primary power supply and interface equipment • Test of panel lamps & led fuses, primary power supply, fire detection devices and interface equipment • Visual inspection of all fire sprinkler devices • Test of sprinkler water flow switches, valve tamper switches. • Visual inspection of lead acid battery. 	<ul style="list-style-type: none"> • Weekly • Quarterly • Quarterly • Quarterly • Quarterly • Yearly

		<ul style="list-style-type: none"> • System shall adhere to following codes and manuals - BS 5839-1:2017, EN 54, BS EN 12845: 2015, BS EN 15004-8:201, BS EN 1846-3:2013, BS EN 1028-1:2002 + A1:2008 	<ul style="list-style-type: none"> • Test and visual inspection of horns, strobes, chimes & bells, etc. • Test and visual inspection of smoke detectors, heat detectors, duct smoke detectors, Electromechanical Releasing Devices and Voice Evacuation Equipment. • Replacement of sealed lead-acid batteries. • Replacement of smoke and heat detector • Ensure completeness of all fire hydrant and system devices. Once there are missing parts from the said devices, immediately file a report. • The system shall adhere to the standards mentioned in the applicable codes/manual for 99.9% of the time. 	<ul style="list-style-type: none"> • Yearly • Yearly
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			<ul style="list-style-type: none"> • Certification from a BCDA accredited testing facility that all system components are operational in good condition and issuance of such certification shall not be more than six (6) months old at any time. 	
	d. Security System Maintenance (CCTV & Access Control)	<ul style="list-style-type: none"> • Camera Condition • Camera Lens • Camera Views/Positions • Controllers • Monitors • Motion Detection Sensors • Switches • Time and Date Stamps • Wirings and Cables 	<ul style="list-style-type: none"> • Ensure that the CCTV's functions are working well, directionality/location accuracy, power source and its overall condition. 	<ul style="list-style-type: none"> • Daily
	e. Elevator (6 unit)	<ul style="list-style-type: none"> • Cleaning, Operation, Maintenance and Disinfection of Elevator Units Belt or Chain drive Machine 	<ul style="list-style-type: none"> • Buttons and devices functionality inspection • Call key and telephone works and functionality inspection • Check traction machine if balance • Inspection machine for unwanted noises, 	<ul style="list-style-type: none"> • Daily • Daily • Daily • Daily and/or as required

		<ul style="list-style-type: none"> ● Belt or Chain drive Machine ● Car or Counterweight Safeties ● Car Body ● Car Frame and Stiles ● Controller Wiring, Fuses and Grounding ● Door or Gate ● Emergency Signal ● Gears, Bearings and Flexible Couplings ● Guide Rails and Rope Fastenings ● Lighting and Outlet ● Motor Generator ● Operating Control Devices ● Pipes, Wiring and Ducts ● Rated Plate, Platform Area and Data Plate ● Secondary and Deflector Sheaves ● Standby Power Operation ● Static Control ● Stopping Device ● Suspension Rope ● Switches ● Top Emergency Exit 	<p>temperature and vibrations</p> <ul style="list-style-type: none"> ● Clean brake pads and change brake pads if thickness is less than 3mm ● The oil level of traction should be filled ● Oil gauge clearing ● Deflection sheave and traction should be oiled ● Pit cleaning and removal of unwanted material ● The oil level of traction should be filled ● Oil gauge clearing ● Deflection sheave and traction should be oiled 	<ul style="list-style-type: none"> ● Monthly and/or as required ● Monthly and/or as required ● Monthly ● Weekly and/or as required ● Monthly ● Monthly ● Monthly ● Monthly
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		<ul style="list-style-type: none"> • Traction Sheaves • Ventilation • Elevators should be available 98% of the time. 	<ul style="list-style-type: none"> • Check if there is abnormal vibration, noise, high temp etc. • The available time to be measured for elevators using actual operational hours in a day as percentage of total planned operational hours of the respective facility of NCC Sports Complex in a day. 	
	f. Air conditioning Units	<ul style="list-style-type: none"> • Air Leaks and Vibration • Blower and Cooling Fans • Breaker (Voltage and Current) • Coil • Comp Mounts/Vibration • Condenser • Drip Trays and Flush • Elec/Timers Conts and O/Loads • Exhaust Fan • External Body Fan OP and Vibration/Belts 	<ul style="list-style-type: none"> • Check air filters • Check and clean air con unit • Check and clean the condensate drain pan and thoroughly clean the heat exchanger. 	<ul style="list-style-type: none"> • Every 2 weeks • Quarterly • Monthly

		<ul style="list-style-type: none"> ● Fans ● Filters ● Noise and Vibration ● Oil Leaks and Pipework's ● Operation Cool/Heat ● Pipe and Insulation ● Pumps on Cassette Units ● Refrigerant Charge ● T/Stat and Setting ● Water Leaks ● Wiring and Terminals 		
	g. Rainwater Harvesting Pump Quick Discharge Connector		<ul style="list-style-type: none"> ● Ensure that there is no abnormal vibration & noise during actual operation. ● Ensure that the cabling & lifting chain are tightly secured & the chain is not corroded. 	<ul style="list-style-type: none"> ● Daily ● Every 6 months
	h. Basement Submersible Pump Quick Discharge Connector		<ul style="list-style-type: none"> ● Ensure that there is no abnormal vibration & noise during actual operation ● Ensure that the cabling & lifting chain are tightly secured & the chain is not corroded. 	<ul style="list-style-type: none"> ● Daily ● Every 6 months

	i. Basement Submersible Pump		<ul style="list-style-type: none"> • Check current and ammeter fluctuation every day. • Measure the insulation resistance. • Replace oil in the mechanical seal chamber. • Replace mechanical seal. • Overhaul of the pump assures safe and long operation. 	<ul style="list-style-type: none"> • Daily • Monthly • Every 6 months • Yearly • Every 2 to 5 years
	j. Rainwater Harvesting Pump		<ul style="list-style-type: none"> • Check current and ammeter fluctuation every day. • Measure the insulation resistance. • Replace oil in the mechanical seal chamber. • Replace mechanical seal. 	<ul style="list-style-type: none"> • Daily • Monthly • Every 6 months • Yearly • Every 2 to 5 years

			<ul style="list-style-type: none"> Overhaul of the pump assures safe and long operation. 	
	k. Water Holding Tank		<ul style="list-style-type: none"> Functioning of float operated valves or any other effective device for controlling the inflow of water. All valves to be periodically operated to ensure free movement of the working parts. Working condition of warning alarm which indicates when water goes below 50 mm from the invert of the pipes. Condition of overflow warning alarm for the water tank. Integrity of strainer and net to prevent entry of mosquito or dirt. Water analysis at cisterns, hot and cold water outlets. The equipment used for testing should be clean 	<ul style="list-style-type: none"> Monthly Semi-Annually

			<p>and not contaminate water.</p> <ul style="list-style-type: none"> • General housekeeping within the tank room and around to remove any obstruction for accessibility. • Removal of sand and dirt deposits in cisterns and tanks. • Thorough cleaning of tank interior and disinfection. • Removal of rust stains and painting of the part as required. 	
	I. Water Potability Test		<ul style="list-style-type: none"> • Ensure residual chlorine levels at 0.3 ppm to 1.5 ppm using an automatic chlorine dosing pump to maintain the water potability in tanks. • There should be one (1) sampling before the cistern and one (1) sampling after the cistern using a portable residual 	<ul style="list-style-type: none"> • Daily • Twice a day, morning and afternoon

			<p>chlorine analyzer. At least two (2) trials for a water sample after the cistern must be conducted. Result of the 2nd trial must be logged as a component of water potability.</p> <ul style="list-style-type: none"> • Bacteriological and chemical analysis of water samples from tanks must be done and meet the parameters indicated in the Philippine National Standards for Drinking Water (PNSDW). 	<ul style="list-style-type: none"> • Quarterly or as needed
	m. Fans and Blowers	<ul style="list-style-type: none"> • Fan Wheel • V-Belt 	<ul style="list-style-type: none"> • Check the fan wheel for any wear or corrosion. • Check also for the build-up of material. • Clean or replace the wheel. • Check the V-belt drive for proper alignment and tension. • Lubricate the bearings. 	<ul style="list-style-type: none"> • Daily

		<ul style="list-style-type: none"> ● Air Filter ● Air-conditioning and Heat Pump Systems ● Base Pan ● Blower Housing, Blower Wheel, and Motor ● Burning or Ozone Odors on Hot Spots ● Coil and Cabinet ● Combustion Blower ● Compressor and Associated Tubing ● Control Box (Associated Controls/Accessories) ● Current and Voltage ● Dry and Wet Bulb Temperature ● Evaporator Coil, Drain Pan and Drain Lines ● Ignition System ● Leaks ● Motor and Fan Blade ● Noise and Vibration ● Refrigerant Level ● System Pressure ● Ventilation System ● Wiring and Connection 	<ul style="list-style-type: none"> ● Check all set screws and bolts should be check for tightness 	<ul style="list-style-type: none"> ● Weekly
	n. Swimming Pool		<ul style="list-style-type: none"> ● Remove Debris 	<ul style="list-style-type: none"> ● Daily and/or as required ● Weekly

		<ul style="list-style-type: none"> • Inlet and Outlet Pressure Gage • Pool Walls and Flooring • Pumps and Motors • Chemical Level <ul style="list-style-type: none"> • Valves Filter <ul style="list-style-type: none"> • The temperature of the water in the swimming pools should be between 25-28 degree Celsius for 100% of the time during operational hours. 	<ul style="list-style-type: none"> • Check and replace when necessary • Skim off leaves and debris. Brush sediment from pool walls. • Vacuum the pool. • Clean skimmer. Keep the pump running. • Check the filter and backwash. Adjust water level Add algaecide. <ul style="list-style-type: none"> • Lubricate fittings, valves, and plugs. Check the filter and inspect all parts. <ul style="list-style-type: none"> • Measurement will be in terms of temperature levels in all swimming pools during the operational hours of the respective swimming pool facility of NCC Sports Complex. 	<ul style="list-style-type: none"> • Monthly
	o. Fire Jockey Pumps		<ul style="list-style-type: none"> • Lubricate with a high temperature based grease before using after a long interval of non operation. <ul style="list-style-type: none"> • Visually check for leaks. • Check for vibration. 	<ul style="list-style-type: none"> • As Needed <ul style="list-style-type: none"> • Every Week

			<ul style="list-style-type: none"> ● Hand test bearing housing for any sign of temperature rise. ● Adjust gland as necessary to maintain slight leakage. ● Check bearing temperature with a thermometer. ● Check running hours and consult the re lubrication interval chart. ● Check grease lubricated bearings for saponification - i.e. sign of any deposits, oil separation and undue hardening and softening of grease. ● Check running hours and consult the re lubrication interval chart. Check soft packed gland packing, where fitted, and replace if necessary. Check shaft or shaft sleeve for scoring. 	<ul style="list-style-type: none"> ● Every Month ● Every 3 Months ● Every 6 Months ● Every Year
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			<ul style="list-style-type: none"> • Check alignment of pump motor. Check holding down bolts for tightness. Check coiling for wear. • Check rotation element for wear. • Check wear ring clearances. • Check re-grease for bearings. • Check running hours and consult the re lubrication interval chart. 	
	p. Basketball Court		<ul style="list-style-type: none"> • Cleaning of basketball court • Provide pole safety pad • Repainting of basketball marking and replacement of basketball nets 	<ul style="list-style-type: none"> • Every Quarter • As need arise
4	RIVER PARK & SITE DEVELOPMENT			
	a. Electrical System	<ul style="list-style-type: none"> • Bollard lights • Solar Panel Boards • Batteries • Main Control Panel • Bulb 	<ul style="list-style-type: none"> • Cleaning and Maintenance • Be sure the fixture temperature is cool enough to touch. Do not 	<ul style="list-style-type: none"> • Daily

		<ul style="list-style-type: none"> • Wiring Connection 	<p>clean or maintain while the fixture is energized. Use a soft nylon brush to remove any accumulated dirt.</p> <ul style="list-style-type: none"> • Inspect the circuit for sign damage and wear. Inspect control wiring, relays, power supply units, timers, etc. where applicable. • Verify control circuit fuse rating and continuity. Inspection of all panels for paint work damage and signs of corrosion. • Check battery tripping packs, battery integrity, signs of defects, etc • Regularly check the lights, it should be illuminated. Replace when needed. • Check visually for any sign of damage. • Ensure cleanliness of restrooms, washrooms, 	
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		<ul style="list-style-type: none"> ● Restroom ● Pavements ● Art Works ● Playgrounds 	<p>sink and provide signages to promote proper hygiene. Ensure that toilets are not clogged</p> <ul style="list-style-type: none"> ● Cleaning or restriping up to fix severe distresses like potholes, cracks, slippery pavement and surface deterioration ● Protect artwork from deterioration by regularly cleaning and remove stubborn soil and algae films ● Regular maintenance and ensure the safety, stability and regular inspections of playground equipment 	
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3. COMPLIANCE

Sufficient time is allotted to the O&M Service Provider for mobilization and attainment of SQLs. Gradual compliance with SQLs for the different functional elements of the operations and maintenance of NGAC Sports Facilities is expected within a certain period of time. For this purpose, BCDA reserves the right to review the compliance of the O&M Service Provider to the SQLs after the allowable period of time.

4. PENALTIES

Failure to meet predetermined performance targets as stated in Annex “E” Minimum Performance Standard and Specifications will be imposed a penalty for each of the performance measures. The penalty computed shall be deducted by BCDA from the monthly O&M payments billed by the O&M Service Provider, as shown below:

NO	PERFORMANCE MEASURES	TARGET	PENALTY
1	Management Services	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services
2	Emergency Services/ Traffic Management	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services
3	Routine Maintenance Requirement	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services
4	Corrective Maintenance Requirement As per	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services
5	Preventive Maintenance Requirement	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services
6	Not keeping required Manpower	As per Performance Management Agreement	<p>Management/Key Level Staff (FM/DFM): PhP 10,000 per person per day for non-deployment on site or unauthorized absences without a written notice within 3 calendar days.</p> <p>All other personnel: PhP 5,000 per person per day for non-deployment on-site or unauthorized absences without a written notice within 3 calendar days.</p> <p>The O&M Service Provider shall ensure that, in case of absences of its personnel, relievers and/or replacements with the same qualifications and/or competence as required by BCDA are available at all times to ensure continuous and uninterrupted service.</p>

			Above charges are in addition to deduction of actual wages for the period of absence based on the rate schedule
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Note: The above clause for penalties shall only be applicable for the delay attributed solely to the O&M Service Provider as per his roles and responsibilities.

ANNEX F - DETAILED COST ESTIMATE
PROJECT TITLE
PROCUREMENT FOR THE OPERATIONS AND MAINTENANCE OF SPORTS FACILITY COMPLEX
AT NEW CLARK CITY

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ESTIMATED DIRECT COST		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST MONTHLY
				ESTIMATED DIRECT COST	TOTAL	MANAGEMENT FEE/ PROFIT %	VALUE				
(1)	(2)	(3)	(4)	(5.1)	(5) (3) X (5.1)	(6)	(7) (5) X (6)	(8) 12% ((5)+(7))	(9) (7)+(8)	(10) (5)+(9)	(11) (10)/(3)
A DIRECT LABOR COST											
Key Personnel											
A.1	Facility Manager	1	manpower	-	-	-	-	-	-	-	-
A.2	Deputy Facility Manager	1	manpower	-	-	-	-	-	-	-	-
A.3	Registered Mechanical Engineer	1	manpower	-	-	-	-	-	-	-	-
A.4	Registered Electronics and Communication Engineer	1	manpower	-	-	-	-	-	-	-	-
A.5	Registered Electrical Engineer	1	manpower	-	-	-	-	-	-	-	-
A.6	Safety Officer	1	manpower	-	-	-	-	-	-	-	-
Admin Staff/Skilled											
A.7	Senior Technician (Foreman)	1	manpower	-	-	-	-	-	-	-	-
A.8	Electrician	3	manpower	-	-	-	-	-	-	-	-
A.9	Track & Field Maintenance Personnel	4	manpower	-	-	-	-	-	-	-	-
A.10	Swimming Pool Maintenance Personnel	1	manpower	-	-	-	-	-	-	-	-
A.11	Painter	3	manpower	-	-	-	-	-	-	-	-
A.12	Air Conditioning Unit Technician	3	manpower	-	-	-	-	-	-	-	-
A.13	Plumber	4	manpower	-	-	-	-	-	-	-	-
A.14	Welder	2	manpower	-	-	-	-	-	-	-	-
A.15	Carpenter/Mason	2	manpower	-	-	-	-	-	-	-	-
A.16	Landscape Gardener	4	manpower	-	-	-	-	-	-	-	-
A.17	Audio Visual Technician	2	manpower	-	-	-	-	-	-	-	-
A.18	Lifeguard	2	manpower	-	-	-	-	-	-	-	-
A.19	Gym Equipment Technician	1	manpower	-	-	-	-	-	-	-	-
A.20	Receptionist	4	manpower	-	-	-	-	-	-	-	-
A.21	Administrative Staff	2	manpower	-	-	-	-	-	-	-	-
Housekeeping Personnel											
A.22	Utility Supervisor	3	manpower	-	-	-	-	-	-	-	-
A.23	Utility Personnel	66	manpower	-	-	-	-	-	-	-	-
TOTAL COST - DIRECT LABOR COST		113									
B MANPOWER REMITTANCES/SHARE TO GOVT											
Key Personnel											
B.1	Facility Manager	1	manpower	-	-	-	-	-	-	-	-
B.2	Deputy Facility Manager	1	manpower	-	-	-	-	-	-	-	-
B.3	Registered Mechanical Engineer	1	manpower	-	-	-	-	-	-	-	-
B.4	Registered Electronics and Communication Engineer	1	manpower	-	-	-	-	-	-	-	-
B.5	Registered Electrical Engineer	1	manpower	-	-	-	-	-	-	-	-

B.6	Safety Officer	1	manpower	-	-	-	-	-	-	-
	Admin Staff/Skilled									
B.7	Senior Technician (Foreman)	1	manpower	-	-	-	-	-	-	-
B.8	Electrician	3	manpower	-	-	-	-	-	-	-
B.9	Track & Field Maintenance Personnel	4	manpower	-	-	-	-	-	-	-
B.10	Swimming Pool Maintenance Personnel	1	manpower	-	-	-	-	-	-	-
B.11	Painter	3	manpower	-	-	-	-	-	-	-
B.12	Air Conditioning Unit Technician	3	manpower	-	-	-	-	-	-	-
B.13	Plumber	4	manpower	-	-	-	-	-	-	-
B.14	Welder	2	manpower	-	-	-	-	-	-	-
B.15	Carpenter/Mason	2	manpower	-	-	-	-	-	-	-
B.16	Landscape Gardener	4	manpower	-	-	-	-	-	-	-
B.17	Audio Visual Technician	2	manpower	-	-	-	-	-	-	-
B.18	Lifeguard	2	manpower	-	-	-	-	-	-	-
B.19	Gym Equipment Technician	1	manpower	-	-	-	-	-	-	-
B.20	Receptionist	4	manpower	-	-	-	-	-	-	-
B.21	Administrative Staff	2	manpower	-	-	-	-	-	-	-
	Housekeeping Personnel									
B.22	Utility Supervisor	3	manpower	-	-	-	-	-	-	-
B.23	Utility Personnel	66	manpower	-	-	-	-	-	-	-
TOTAL COST - MANPOWER REMITTANCES/SHARE TO GOVT		113								
C MAINTENANCE SERVICES/CONTRACTS										
ATHLETICS STADIUM										
C.1	Generator Maintenance including Pumps	15	months	-	-	-	-	-	-	-
C.2	Electrical System/Panel Boards	15	months	-	-	-	-	-	-	-
C.3	Fire Alarm System	15	months	-	-	-	-	-	-	-
C.4	Electronic Systems	15	months	-	-	-	-	-	-	-
C.5	Elevator Maintenance	15	months	-	-	-	-	-	-	-
C.6	Scoreboard Operation and Maintenance	15	months	-	-	-	-	-	-	-
C.7	Pest and Termite Control	15	months	-	-	-	-	-	-	-
C.8	Garbage Fee Collection	15	months	-	-	-	-	-	-	-
C.9	Security System Maintenance (CCTV& Access Control)	15	months	-	-	-	-	-	-	-
C.10	Sanitary and Drainage Lines	15	months	-	-	-	-	-	-	-
C.11	Fans Blowers	15	months	-	-	-	-	-	-	-
C.12	Airconditioning Units	15	months	-	-	-	-	-	-	-
C.13	Grass Maintenance and Landscaping	15	months	-	-	-	-	-	-	-
C.14	Tartan Track Maintenance	15	months	-	-	-	-	-	-	-
AQUATICS CENTER										
C.15	Generator Maintenance @ 2 units including pumps	15	months	-	-	-	-	-	-	-
C.16	Electrical /Panel Board	15	months	-	-	-	-	-	-	-
C.17	Fire Alarm System	15	months	-	-	-	-	-	-	-
C.18	Electronic Systems	15	months	-	-	-	-	-	-	-
C.19	Elevator Maintenance @ 6 units	15	months	-	-	-	-	-	-	-
C.20	Scoreboard Operation and Maintenance	15	months	-	-	-	-	-	-	-
C.21	Pest and Termite Control	15	months	-	-	-	-	-	-	-
C.22	Garbage Fee Collection	15	months	-	-	-	-	-	-	-

C.23	Security System Maintenance(CCTV& Access Control)	15	months	-	-	-	-	-	-	-
C.24	Sanitary and Drainage Lines	15	months	-	-	-	-	-	-	-
C.25	Fans Blowers	15	months	-	-	-	-	-	-	-
C.26	Airconditioning Units	15	months	-	-	-	-	-	-	-
C.27	Swimming Pool Maintenance	15	months	-	-	-	-	-	-	-
ATHLETES' VILLAGE										
C.28	Generator Maintenance @ 6 units including pumps	15	months	-	-	-	-	-	-	-
C.29	Electrical /Panel Board	15	months	-	-	-	-	-	-	-
C.30	Fire Alarm System	15	months	-	-	-	-	-	-	-
C.31	Electronic Systems	15	months	-	-	-	-	-	-	-
C.32	Elevator Maintenance @ 6 units	15	months	-	-	-	-	-	-	-
C.33	Pest and Termite Control	15	months	-	-	-	-	-	-	-
C.34	Garbage Fee Collection	15	months	-	-	-	-	-	-	-
C.35	Security System Maintenance(CCTV& Access Control)	15	months	-	-	-	-	-	-	-
C.36	Sanitary and Drainage Lines	15	months	-	-	-	-	-	-	-
C.37	Ventilation Fans and Blowers	15	months	-	-	-	-	-	-	-
C.38	Airconditioning Units (Window Type)	15	months	-	-	-	-	-	-	-
C.39	Swimming Pool Maintenance	15	months	-	-	-	-	-	-	-
C.40	Laundry Services	15	months	-	-	-	-	-	-	-
RIVER PARKS, SITE DEVELOPMENT AND SEWERAGE TREATMENT PLANT										
C.41	Electrical System	15	lot	-	-	-	-	-	-	-
C.42	Pest and Termite Control	15	lot	-	-	-	-	-	-	-
C.43	Landscape Equipment Rentals	15	lot	-	-	-	-	-	-	-
C.44	Garbage Fee Collection	15	lot	-	-	-	-	-	-	-
C.45	Sewerage Treatment Plant	15	lot	-	-	-	-	-	-	-
TOTAL COST - MAINTENANCE SERVICES/CONTRACTS										
D MAINTENANCE SUPPLIES, TOOLS, EQUIPMENT										
ELECTRICAL										
D.1	Precision Screwdriver (6 pcs/Set)	3	sets	-	-	-	-	-	-	-
D.2	Hexagon T Wrench (600v)	4	pieces	-	-	-	-	-	-	-
D.3	Electrical Plier (600v) 10"	3	piece	-	-	-	-	-	-	-
D.4	Electrical Plier (600v) 12"	3	piece	-	-	-	-	-	-	-
D.5	Cutting Plier	3	piece	-	-	-	-	-	-	-
D.6	Long Nose Plier (600v)	3	piece	-	-	-	-	-	-	-
D.7	Skinning Knife	1	piece	-	-	-	-	-	-	-
D.8	Hack Saw	3	sets	-	-	-	-	-	-	-
D.9	Steel Tape Measure (5m)	5	pieces	-	-	-	-	-	-	-
D.10	Tape Measure (100m)	1	unit	-	-	-	-	-	-	-
D.11	Wall Thermometer with Stand	4	units	-	-	-	-	-	-	-
Sub-Total										
PLUMBING										
D.12	PVC Cutter	1	piece	-	-	-	-	-	-	-
D.13	Pipe Wrench 24"	2	pieces	-	-	-	-	-	-	-
D.14	Pipe Wrench 12"	2	pieces	-	-	-	-	-	-	-

D.15	Pipe Wrench 8	2	pieces	-	-	-	-	-	-	-
D.16	Pipe Pliers	2	pieces	-	-	-	-	-	-	-
D.17	Riveter	2	pieces	-	-	-	-	-	-	-
D.18	Pruning Shear, Small	4	pieces	-	-	-	-	-	-	-
D.19	Pruning Shear, Big	4	pieces	-	-	-	-	-	-	-
D.20	Claw Bar	1	piece	-	-	-	-	-	-	-
D.21	Claw Hammer	2	pieces	-	-	-	-	-	-	-
D.22	Sledge Hammer	2	pieces	-	-	-	-	-	-	-
D.23	Crow bar	4	pieces	-	-	-	-	-	-	-
D.24	Digging bar	4	pieces	-	-	-	-	-	-	-
	Sub-Total									
	MECHANICAL									
D.25	Socket Wrench (10-32), 16pcs/set	1	set	-	-	-	-	-	-	-
D.26	Open Wrench (6-32), 16pcs/set	1	set	-	-	-	-	-	-	-
D.27	Allen Wrench Small (1.5 - 10mm), 6pcs/set	1	set	-	-	-	-	-	-	-
D.28	Allen Wrench Flower (long)	6	pieces	-	-	-	-	-	-	-
D.29	Allen Wrench Long	6	pieces	-	-	-	-	-	-	-
D.30	Hand Vice Grip (10R)	1	piece	-	-	-	-	-	-	-
D.31	Chain or Strap Wrench	1	piece	-	-	-	-	-	-	-
D.32	Mechanical Plier	1	piece	-	-	-	-	-	-	-
D.33	Screw Driver Set (6 pcs/set)	6	sets	-	-	-	-	-	-	-
D.34	Grease Gun	2	units	-	-	-	-	-	-	-
	Sub-Total									
	LANDSCAPING & SITE DEVELOPMENT									
D.35	Drill Bits (2 sets)	4	sets	-	-	-	-	-	-	-
D.36	Grass Lawn Mower with bagger	2	units	-	-	-	-	-	-	-
D.37	Snipper	4	pieces	-	-	-	-	-	-	-
D.38	Rake	2	pieces	-	-	-	-	-	-	-
D.39	Finishing Trowel	8	pieces	-	-	-	-	-	-	-
D.40	Trowel	8	pieces	-	-	-	-	-	-	-
D.41	Shovel	8	pieces	-	-	-	-	-	-	-
D.42	Chisel	4	pieces	-	-	-	-	-	-	-
D.43	Itak/Bolo, at least wooden handle, 10 inch, one sided blade)	8	pieces	-	-	-	-	-	-	-
D.44	Aluminum A Ladder, 8ft	3	units	-	-	-	-	-	-	-
D.45	Two-Way Radios	15	units	-	-	-	-	-	-	-
D.46	Flexible Steel Leaf Rake	10	pieces	-	-	-	-	-	-	-
D.47	Wheelbarrow	4	units	-	-	-	-	-	-	-
D.48	Grass cutter, Model TD40	8	units	-	-	-	-	-	-	-
D.49	Walk behind roller compactor	1	set	-	-	-	-	-	-	-
D.50	Ride on Compactor	1	set	-	-	-	-	-	-	-
D.51	Grass Shears (Black, long handle)	5	sets	-	-	-	-	-	-	-
D.52	Cotton Gloves	32	pairs	-	-	-	-	-	-	-
	Sub-Total									
	CLEANING SUPPLIES									
D.53	Vacuum Cleaner, brand new, heavy duty, 30 liters cap, wet and dry	5	units	-	-	-	-	-	-	-

D.54	Floor Polisher Machine, brand new, heavy duty, Low speed, brush pad 16", 1HP, brush speed 200rpm, motor speed 1725	5	units	-	-	-	-	-	-	-
D.55	Misting Machine, brand new, color blue, 4 liters tank cap, electrically operated	4	units	-	-	-	-	-	-	-
D.56	Hand trolley, 300 kg caps	20	pieces	-	-	-	-	-	-	-
D.57	Mop squeezer(hard plastic), 36 liters capacity, color yellow	20	units	-	-	-	-	-	-	-
D.58	Soft Broom	70	pieces	-	-	-	-	-	-	-
D.59	Dust Pan	70	pieces	-	-	-	-	-	-	-
D.60	Mop Handle with Mop Head	70	pieces	-	-	-	-	-	-	-
D.61	Janitorial Belt Bag	70	pieces	-	-	-	-	-	-	-
D.62	Plastic Spray Gun	80	pieces	-	-	-	-	-	-	-
D.63	Toilet Plunger	10	pieces	-	-	-	-	-	-	-
D.64	Wet Floor Sign	20	pieces	-	-	-	-	-	-	-
D.65	Squeegee, Stainless Steel Glass Window Squeegee with Detachable	50	pieces	-	-	-	-	-	-	-
D.66	Long Broom (for cobwebs)	30	pieces	-	-	-	-	-	-	-
D.67	Broomstick	40	pieces	-	-	-	-	-	-	-
D.68	Rubberized Rain Coats, overall	120	pieces	-	-	-	-	-	-	-
D.69	Rain Boots	120	pieces	-	-	-	-	-	-	-
D.70	Ride on Sweeper	1	units	-	-	-	-	-	-	-
D.71	Ride on Scrubber	1	units	-	-	-	-	-	-	-
D.72	Steam Cleaner with Vacuum	1	units	-	-	-	-	-	-	-
D.73	Pool Vacuum	3	units	-	-	-	-	-	-	-
Sub-Total										
MONTHLY SUPPLIES (FOR 15 MONTHS)										
D.74	Air Freshener	300	gallons	-	-	-	-	-	-	-
D.75	Glass Cleaner	750	gallons	-	-	-	-	-	-	-
D.76	Toilet Bathroom Cleaner	750	gallons	-	-	-	-	-	-	-
D.77	All Purpose Cleaner	675	gallons	-	-	-	-	-	-	-
D.78	Powder Soap	675	packs	-	-	-	-	-	-	-
D.79	Metal Polish (100 grams)	300	pieces	-	-	-	-	-	-	-
D.80	Hand Soap, w/ moisturizer	600	gallons	-	-	-	-	-	-	-
D.81	Toilet roll Paper (12pcs/pack)	2700	packs	-	-	-	-	-	-	-
D.82	Hand Paper Towel	1800	packs	-	-	-	-	-	-	-
D.83	Black Garbage Bag (small), 100pcs/pack	2250	packs	-	-	-	-	-	-	-
D.84	Black Garbage Bag (medium), 100pcs/pack	2100	packs	-	-	-	-	-	-	-
D.85	Black Garbage Bag (XXL),100pcs/pack	2100	packs	-	-	-	-	-	-	-
D.86	Oil (500 ML)	150	pieces	-	-	-	-	-	-	-
D.87	Disinfectant solution (for misting), organic	600	gallons	-	-	-	-	-	-	-
D.88	Rubber Gloves	1500	pieces	-	-	-	-	-	-	-
D.89	Pranela	4500	pieces	-	-	-	-	-	-	-
D.90	Furniture Polish	300	gallons	-	-	-	-	-	-	-
D.91	CR Rags	1800	pieces	-	-	-	-	-	-	-
D.92	Doormat	120	pieces	-	-	-	-	-	-	-
Sub-Total										
PERMITS & LICENSES										
ATHLETIC'S STADIUM										
D.93	Professional Fees/Certifications	1	lot	-	-	-	-	-	-	-
D.94	Generator Permit to Operate from DENR	1	lot	-	-	-	-	-	-	-

D.95	Elevator Permit	1	lot	-	-	-	-	-	-	-
D.96	Fire Safety & Inspection Certificate	1	lot	-	-	-	-	-	-	-
D.97	Certificate of Annual Inspection (MEPFS)	1	lot	-	-	-	-	-	-	-
AQUATICS CENTER										
D.98	Professional Fees/Certifications	1	lot	-	-	-	-	-	-	-
D.99	Generator Permit to Operate from DENR	1	lot	-	-	-	-	-	-	-
D.100	Elevator Permit	1	lot	-	-	-	-	-	-	-
D.101	Fire Safety & Inspection Certificate	1	lot	-	-	-	-	-	-	-
D.102	Certificate of Annual Inspection (MEPFS)	1	lot	-	-	-	-	-	-	-
ATHLETES VILLAGE										
D.103	Professional Fees/Certifications	1	lot	-	-	-	-	-	-	-
D.104	Generator Permit to Operate from DENR	1	lot	-	-	-	-	-	-	-
D.105	Elevator Permit	1	lot	-	-	-	-	-	-	-
D.106	Fire Safety & Inspection Certificate	1	lot	-	-	-	-	-	-	-
D.107	Certificate of Annual Inspection (MEPFS)	1	lot	-	-	-	-	-	-	-
Sub-Total										
OTHERS										
D.108	Golf Cart, 6 seater	2	unit	-	-	-	-	-	-	-
Sub-Total										
TOTAL COST - MAINTENANCE SERVICES/CONTRACTS										
A	DIRECT LABOR COST									
B	MANPOWER REMITTANCES/SHARE TO GOVT									
C	MAINTENANCE SERVICES/CONTRACTS									
D	MAINTENANCE SUPPLIES, TOOLS, EQUIPMENT									
GRAND TOTAL										-