

# **PHILIPPINE BIDDING DOCUMENTS**

## **REBIDDING OF FIT-OUT PROJECT FOR THE 605.31 SQ.M. BCDA OFFICE SPACE**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

# TABLE OF CONTENTS

<b>Glossary of Terms, Abbreviations, and Acronyms</b>	<b>5</b>
<b>Section I. Invitation to Bid</b>	<b>7</b>
<b>Section II. Instructions to Bidders</b>	<b>11</b>
<b>Section III. Bid Data Sheet</b>	<b>18</b>
<b>Section IV. General Conditions of Contract</b>	<b>20</b>
<b>Section V. Special Conditions of Contract</b>	<b>25</b>
<b>Section VI. Specifications</b>	<b>28</b>
<b>Section VII. Drawings</b>	<b>30</b>
<b>Section VIII. Bill of Quantities</b>	<b>31</b>
<b>Section IX. Checklist of Technical and Financial Documents</b>	<b>33</b>

## **Bidding Forms:**

Bid Form	Annex "A"
List of Construction Key Personnel Proposed to be Assigned	Annex "B"
Form for Curriculum Vitae	Annex "C"
Statement of Completed Contract Similar to the Project	Annex "D"
Statement of All On-Going Contracts	Annex "E"
Omnibus Sworn Statement	Annex "F"
Joint Venture Agreement	Annex "G"
Form of Bid Securing Declaration	Annex "H"
Form of Contract Agreement	Annex "I"
Form for Detailed Cost Estimates	Annex "J"
Form for Dayworks Rates - Labor	Annex "K-1"
Form for Dayworks Rates - Materials	Annex "K-2"
Monthly Cash Flow	Annex "L"

# Glossary of Terms, Abbreviations, and Acronyms

**ABC** – Approved Budget for the Contract.

**ARCC** – Allowable Range of Contract Cost.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

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

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

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

**CPI** – Consumer Price Index.

**DOLE** – Department of Labor and Employment.

**DTI** – Department of Trade and Industry.

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

**GFI** – Government Financial Institution.

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

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.

Uncontrolled when printed or emailed

7 2 4 2 2 2

## Section I. Invitation to Bid

Uncontrolled when printed or emailed

## **Invitation to Bid for the REBIDDING OF FIT-OUT PROJECT FOR THE 605.31 SQ.M. BCDA OFFICE SPACE**

1. The Bases Conversion and Development Authority (BCDA), through the 2025 Corporate Operating Budget intends to apply the sum of **Five Million and Two Hundred Thousand Pesos and 00/100 (Php5,200,000.00)**, inclusive of all applicable taxes and fees being the Approved Budget for the Contract (ABC) to payments under the contract for the Rebidding of the Fit-out Project for the 605.31 sq.m. BCDA office space. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. BCDA now invites bids for the above procurement Project. The completion of the Project is required within **Sixty (60) calendar days** upon receipt of the Notice to Proceed. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using the non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below from **29 March 2025 to 21 April 2025 from 8:00 AM to 5:00 PM** and on **22 April 2025 from 8:00 AM to 9:00 AM**.
5. A complete set of Bidding Documents may be acquired by interested bidders from **29 March 2025 to 21 April 2025 from 8:00 AM to 5:00 PM and on 22 April 2025 from 8:00 AM to 9:00 AM** at the BCDA office address given below.

The bidding documents may be requested from the BAC secretariat free of charge.

It may also be downloaded free of charge from the Philippine Government Electronic Procurement System (PhilGEPS) and the BCDA website provided that payment of the non-refundable fee as above for the Bid Documents shall be made prior to the submission of bids.

Schedules that fall on a non-working day (i.e. Saturday and Sunday), legal holiday, or special non-working holiday, necessary actions or accommodations of such shall be on the next working day.

6. BCDA will hold a Pre-Bid Conference on **07 April 2025 at 10:00 AM** at the office address given below. Please check the BCDA website for advisories regarding participation in the Pre-Bid Conference.
7. Bids must be duly received by the Bids and Award Committee (BAC) Secretariat through the submission of physical copies at the office address as indicated below on or before **22 April 2025 at 9:00 AM**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on **22 April 2025 at 10:00 AM** at the office address given below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to

**Tina Rose R. Villa**

Head Secretariat, BAC for Infrastructure Projects

Tel: (02) 8575-1789

Email: [bac-isec@bcda.gov.ph](mailto:bac-isec@bcda.gov.ph)

Office Address: BCDA Corporate Center 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> Street Corner 2<sup>nd</sup> Avenue, Crescent Park West Bonifacio Global City. Taguig

Date of Issue: 29 March 2025

**ATTY. ELVIRA V. ESTANISLAO**

Chairperson

Bids and Awards Committee for Infrastructure Projects

## Section II. Instructions to Bidders

Uncontrolled when printed or emailed

## 1. Scope of Bid

The Procuring Entity, *Bases Conversion and Development Authority*, invites Bids for the *Rebidding of Fit-Out Project for the 605.31 sq.m. BCDA Office Space*.

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below in the amount of **Five Million and Two Hundred Thousand Pesos and 00/100 (Php5,200,000.00)**, inclusive of all applicable taxes and fees.

2.2. The source of funding is:

2025 Corporate Operating Budget

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

- 5.1. Only Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

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

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## 6. Origin of Associated Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is allowed for specialized works only as follows:
  - Airconditioning Works
  - Glass Works and Installation
  - Logo Fabrication and Installation
- 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 Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. Pre-Bid Conference**

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

## **9. Clarification and Amendment of Bidding Documents**

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

## **10. Documents Comprising the Bid: Eligibility and Technical Components**

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

- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

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

## **12. Alternative Bids**

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and

specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

### **13. Bid Prices**

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

### **14. Bid and Payment Currencies**

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

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

### **15. Bid Security**

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

15.2. The Bid and bid security shall be valid until [indicate date]. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **16. Sealing and Marking of Bids**

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

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

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be

opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **17. Deadline for Submission of Bids**

The Bidders shall submit on the specified date and time and either at its physical address as indicated in paragraph 8 of the **IB**.

## **18. Opening and Preliminary Examination of Bids**

18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 10 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

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

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "passed" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## **20. Post Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses, permits and documents required by law and stated in the **BDS**.

## **21. Signing of the Contract**

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Uncontrolled when printed or emailed

## Section III. Bid Data Sheet

Uncontrolled when printed or emailed

# Bid Data Sheet

ITB Clause																	
5.2	<p>For this purpose, contracts similar to the Project refer to contracts that have the same major categories of work, which shall be:</p> <p><b>Office Fit Out Project or Interior Renovation for Commercial or Residential Building.</b></p> <p>Small B Contractors without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB in accordance with Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.</p>																
7.1	<p>Subcontracting is allowed for specialized works only as follows:</p> <ul style="list-style-type: none"> <li>● Airconditioning Works</li> <li>● Glass Works and Installation</li> <li>● Logo Fabrication and Installation</li> </ul>																
10.3	<p>PCAB License :</p> <p>License Particular : At least Category C &amp; D</p> <p>License Classification: Small B for General Building</p> <p>For joint venture or consortium bidder, a Joint Special License issued by the PCAB pursuant to Section 38 of RA 4566. Failure of the joint venture or consortium bidder to submit a Joint Special PCAB License shall be a ground for its disqualification.</p>																
10.4	<p>The list of nominated key personnel with the minimum required years of experience for the Project are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Key Personnel</th> <th style="width: 30%;">Required Profession</th> <th style="width: 30%;">Required Experience</th> <th style="width: 10%;">Qty</th> </tr> </thead> <tbody> <tr> <td>Project Engineer (Civil Engineer/Architect)</td> <td>RA1080/PRC License for at least 3 years</td> <td>At least 3 years of experience as 'Project Engineer'</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Master Electrician</td> <td>RA1080/PRC License for at least 3 years</td> <td>At least 3 years of experience as 'Master Electrician'</td> <td style="text-align: center;">1</td> </tr> <tr> <td>General Foreman</td> <td>N/A</td> <td>At least 3 years of experience as 'General Foreman'</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <p>Notes:</p>	Key Personnel	Required Profession	Required Experience	Qty	Project Engineer (Civil Engineer/Architect)	RA1080/PRC License for at least 3 years	At least 3 years of experience as 'Project Engineer'	1	Master Electrician	RA1080/PRC License for at least 3 years	At least 3 years of experience as 'Master Electrician'	1	General Foreman	N/A	At least 3 years of experience as 'General Foreman'	1
Key Personnel	Required Profession	Required Experience	Qty														
Project Engineer (Civil Engineer/Architect)	RA1080/PRC License for at least 3 years	At least 3 years of experience as 'Project Engineer'	1														
Master Electrician	RA1080/PRC License for at least 3 years	At least 3 years of experience as 'Master Electrician'	1														
General Foreman	N/A	At least 3 years of experience as 'General Foreman'	1														

- (1) Each nominated key personnel shall only be nominated for a single position.
- (2) The winning bidder shall ensure that its nominated key personnel shall be working full time on this project.
- (3) The bidder must accomplish the prescribed form in **Annex “C”** of the Bid Forms for the above list of the nominated key personnel and must be supported by the following documents:
1. Individual CV/resumes as prescribed in **Annex “D”** of the Bid Form under Section IX. Checklist of Technical and Financial Documents; and
  2. Photocopy of PRC Licenses. Expired PRC License may be accepted provided that proof of renewal of the application shall be submitted, and provided further that the appointment date of the renewal shall fall on the day or after the deadline of bid submission, otherwise, the bidder must submit the renewed PRC license. Valid or renewed PRC license of all key personnel assigned must be submitted during Post-Qualification.

10.5

The list of major equipment required for the Project is as follows:

Equipment	Minimum Capacity	Number of Units
NO MAJOR EQUIPMENT FOR THE PROJECT		

11.1

In addition to the Bid Form and Bill of Quantities, the following shall be included in the Financial Component:

1. Detailed Cost Estimates prescribed in **Annex “J”**
2. Dayworks Schedule using the prescribed forms under **Annexes “K-1”, and “K-2”**, indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid considering 12% VAT; and
3. Monthly Cash flow based on payment schedule.

Notes:

1. Failure to submit dayworks and cash flow shall be grounds for disqualification. See above forms at Section IX. Checklist of Technical and Financial Documents.
2. Bidders with incomplete submission and/or omissions shall be disqualified. (See Section 32.2.1 (a) of the RIRR of RA9184).

	<p>3. In filling out the bid form, bidders shall provide a discount offer in the form of amount, in figures and in words, including its application and methodology. In case of no discount offered, bidders shall write “None.”</p> <p>4. For the bill of quantities, in case of any discrepancy/ies between the editable (Excel) version and PDF version, the latter shall govern. The BAC and Procuring Entity are not responsible for any omissions made by the bidder in accomplishing this form.</p>
12	An alternative bid is not allowed
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than 2% of the ABC or Php104,000.00, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than 5% of ABC or Php260,000.00 if bid security is in Surety Bond.</p>
19.2	Partial bids are not allowed.
20	<p>For purposes of Post-qualification, the following document(s) shall be required to be submitted within five (5) calendar days from receipt of notice from the BAC:</p> <ol style="list-style-type: none"> <li>1. Latest Income Tax Returns (BIR Form 1701 or 1702); and</li> <li>2. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) for the last six (6) months before the deadline of the submission of bids. The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (eFPS).</li> </ol> <p>N.B.</p> <ol style="list-style-type: none"> <li>1. Documents submitted during post-qualification as part of post-qualification documents must be certified by the authorized representative to be true copy/ies of the original.</li> <li>2. The following original document(s) shall be presented during the conduct of Post-Qualification for verification and validation as stated on Section 34.3 of the Revised IRR of RA9184: <ol style="list-style-type: none"> <li>a. PhilGEPS Registration Platinum Membership and Class “A” eligibility documents.</li> </ol> </li> </ol>

	<p>b. Valid PRC licenses and other professional accreditation certificates of the nominated key personnel.</p> <p>Other documents shall also be presented during the conduct of post-qualification such as, but not limited to:</p> <ul style="list-style-type: none"> <li>a. Supporting documents included in the Statement of all on-going contracts.</li> <li>b. Compliance with labor legislations, i.e. proof of remittances, in accordance with GPPB Circular No. 01-2008.</li> <li>c. Certificate of accomplishments signed by the Owner or Owner's Project Engineer for on-going projects.</li> <li>d. Valid PRC license ID of key personnel assigned (if the bidder opted to submit expired PRC license together with the proof of renewal during the opening of bids).</li> <li>e. Detailed As-Built Quantities of Single Largest Completed Contract.</li> </ul>
21	<p>Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as a construction schedule and S-curve, manpower schedule, construction methods, an equipment utilization schedule, a construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling,</p> <p>Note: The contractor must also submit the Detailed Unit Price Analysis within one month after the issuance of the Notice to Proceed. The contractor must also be responsible in securing all the necessary permits and licenses required for the implementation of the project.</p>

## Section IV. General Conditions of Contract

Uncontrolled when printed or emailed

## 1. Scope of Contract

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

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

## 2. Sectional Completion of Works

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

## 3. Possession of Site

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

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

## 4. The Contractor's Obligations

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

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

## **5. Performance Security**

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

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

## **6. Site Investigation Reports**

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

## **7. Warranty**

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

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

## **8. Liability of the Contractor**

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

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

## **9. Termination for Other Causes**

Contract termination shall be initiated in case it is determined prima facie by the Procuring Entity that the Contractor has engaged, before, or during the

implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

## **10. Dayworks**

Subject to the guidelines on Variation Order in Annex "E" of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor's Bid shall be used for small additional amounts of work only when the Procuring Entity's Representative has given written instructions in advance for additional work to be paid for in that way.

## **11. Program of Work**

11.1. The Contractor shall submit to the Procuring Entity's Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.

11.2. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

## **12. Instructions, Inspections and Audits**

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

## **13. Advance Payment**

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex "E" of the 2016 revised IRR of RA No. 9184.

## **14. Progress Payments**

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the **SCC**,

materials and equipment delivered on the site but not completely put in place shall not be included for payment.

## **15. Operating and Maintenance Manuals**

- 15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the SCC.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity’s Representative’s approval, the Procuring Entity’s Representative may withhold the amount stated in the SCC from payments due to the Contractor.

Uncontrolled when printed or emailed

**Section V. Special Conditions of Contract**

Uncontrolled when printed or emailed

# Special Conditions of Contract

GCC Clause	
2	The intended completion date is sixty (60) calendar days reckoned from the receipt of the Notice to Proceed (NTP).
3.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor beginning on the date of effectivity of the Contract until the date of its termination and/or project completion.
6	There are no site investigation reports.
7.2	The warranty against Structural Defects/Failures, except those occasioned-on force majeure, shall be five (5) years reckoned from the issuance of Certificate of Final Acceptance.
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within 10 calendar days from the receipt of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is equivalent to the current billing being requested.  The Program of Works shall be updated and submitted every 30 days from the submission of the last report.
13	The amount of the advance payment shall not exceed 15% of the total contract price.  The advance payment shall be repaid by the contractor by deducting fifteen percent (15%) from the periodic progress payments until the advance is fully recouped within the duration of the contract, and before full payment is made to the contractor.
14	Materials and equipment delivered on the site but not completely installed and accepted by the Procuring Entity's Representative shall not be included in payment.  Payment shall be made in following tranche, subject to the submission of accomplishment report: <ol style="list-style-type: none"> <li>1. The first progress payment shall be paid to the contractor after 30% of the work has been accomplished.</li> <li>2. The second progress payment shall be paid to the contractor after 70% of the work has been accomplished.</li> <li>3. The third and final payment shall be paid to the contractor after 100% of the work has been accomplished.</li> </ol>
15.1	The operating and maintenance manuals and "As-built" drawings (one (1) original in Mylar in A1 size 3 mil thickness and two (2) A1 size

	blue-print copies and electronic file in USB) are required to be submitted before the release of the final payment.
15.2	No final payment shall be made by the Procuring Entity unless the Contractor prepares and submits the required as-built plans/drawings, and operating and maintenance manuals.

Uncontrolled when printed or emailed

## Section VI. Specifications

*Due to large file format size, Specifications can be accessed through the link:*

[https://drive.google.com/file/d/1Yu7kED8Ugy-My3fcD9YQ1tFLacbVsqlm/view?usp=drive\\_link](https://drive.google.com/file/d/1Yu7kED8Ugy-My3fcD9YQ1tFLacbVsqlm/view?usp=drive_link)

*Hard copy of this Section will be provided upon purchase of the bidding document per Invitation to Bid Item No. 5*

Uncontrolled when printed or emailed

## Section VII. Drawings

*Due to large file format size, Specifications can be accessed through the link:*

[https://drive.google.com/file/d/1UA8T1eN1gKoWnHiySckEUHjfLA09r06b/view?usp=drive\\_link](https://drive.google.com/file/d/1UA8T1eN1gKoWnHiySckEUHjfLA09r06b/view?usp=drive_link)

*Hard copy of this Section will be provided upon purchase of the bidding document per Invitation to Bid Item No. 5*

Uncontrolled when printed or emailed

## Section VIII. Bill of Quantities

*Due to large file format size, Specifications can be accessed through the link:*

[https://docs.google.com/spreadsheets/d/1xzfynstrK\\_-MOnBb-Cil3vfjrAtIHPxw/edit?gid=1608992019#gid=1608992019](https://docs.google.com/spreadsheets/d/1xzfynstrK_-MOnBb-Cil3vfjrAtIHPxw/edit?gid=1608992019#gid=1608992019)

*Hard copy of this Section will be provided upon purchase of the bidding document per Invitation to Bid Item No. 5*

Uncontrolled when printed or emailed

# Section IX. Checklist of Technical and Financial Documents

Uncontrolled when printed or emailed

# Checklist of Technical and Financial Documents

<b>I. TECHNICAL COMPONENT ENVELOPE</b>	
<b>Class “A” Documents</b>	
<u>Legal Documents</u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) (in compliance with GPPB Resolution No. 15-2021);
<u>Technical Documents</u>	
<input type="checkbox"/>	(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; <b>and</b>
<input type="checkbox"/>	<p>(c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules</p> <p>Small B Contractors without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB in accordance with Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.</p> <p>(This statement shall be supported by contracts, owner’s final acceptance or equivalent document, and CPES rating sheets, if applicable. These supporting documents shall be numbered and tabbed in the same sequence as the list of contracts appears in this statement.); <b>and</b></p>
<input type="checkbox"/>	(d) Special PCAB License in case of Joint Ventures/Consortium <b>and</b> registration for the type and cost of the contract to be bid (GPPB Resolution No.15-2021); <b>and</b>
<input type="checkbox"/>	<p>(e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission</p> <p><b>or</b></p> <p>Original copy of Notarized Bid Securing Declaration; <b>and</b></p>
<input type="checkbox"/>	(f) Project Requirements, which shall include the following:
<input type="checkbox"/>	<p>a. List of contractor’s key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;</p>
<input type="checkbox"/>	<p>(g) Original duly signed Omnibus Sworn Statement (OSS);</p> <p><b>and</b></p> <p>if applicable, <b>Original Notarized Secretary’s Certificate</b> in case of a</p>

	<p>corporation, partnership, or cooperative;</p> <p><b>or</b></p> <p><b><u>Original Special Power of Attorney</u></b> 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.</p>
<b>Financial Documents</b>	
<input type="checkbox"/>	(h) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; <b>and</b>
<input type="checkbox"/>	(i) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).
<b>Class "B" Documents</b>	
<input type="checkbox"/>	<p>(j) If applicable, duly signed joint venture agreement (JVA) or consortium agreement in accordance with RA No. 4566 and its IRR <b><u>in case the joint venture or consortium</u></b> is already in existence;</p> <p>or</p> <p>duly notarized statements from all the <b><u>potential joint venture partners</u></b> stating that they will enter into and abide by the provisions of the JV agreement in the instance that the bid is successful.</p> <p>Note: Bidders who intend to form a Consortium are not allowed to participate unless they are already formed as a Consortium with a valid Special PCAB License prior to the submission of bids.</p>
<b>II. FINANCIAL COMPONENT ENVELOPE</b>	
<input type="checkbox"/>	(k) Original of duly signed and accomplished Financial Bid Form; <b>and</b>
<b>Other documentary requirements under RA No. 9184</b>	
<input type="checkbox"/>	(l) Original of duly signed Bid Prices in the Bill of Quantities; <b>and</b>
<input type="checkbox"/>	(m) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; <b>and</b>
<input type="checkbox"/>	(n) Dayworks Schedule, indicating the unit prices of construction materials, labor rates, and equipment; <b>and</b>
<input type="checkbox"/>	(o) Cash Flow by Payment Schedule per Section 14 of the SCC

# *Bidding Forms*

Uncontrolled when printed or emailed

## Bid Form for the Procurement of Infrastructure Projects

*[shall be submitted with the Bid]*

### BID FORM

Date : \_\_\_\_\_

To: **BCDA Bids and Awards Committee for Infrastructure Projects**

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

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: **REBIDDING OF FIT-OUT PROJECT FOR THE 605.31 SQ.M. BCDA OFFICE SPACE.**
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[total bid price in words]* and *[total bid price in figures]*;
- d. The discounts offered and the methodology for their application are: *[insert percentage or amount]* and *[information for their application]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of Thirty **percent (30%)** of the Contract Price for the due performance of the Contract;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any

other Bid that you may receive.

- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **REBIDDING OF FIT-OUT PROJECT FOR THE 605.31 SQ.M. BCDA OFFICE SPACE.**
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Uncontrolled when printed or emailed

**LIST OF KEY TECHNICAL PERSONNEL TO BE ASSIGNED TO THE PROJECT**

Bidder : \_\_\_\_\_

	Project Engineer	Master Electrician	General Foreman
<b>Name</b>			
<b>1. Date of Birth</b>			
<b>2. Educational Attainment</b>			
<b>3. PRC License No.</b>			
<b>4. Years of Experience in the Nominated Position</b>			

**Note:**

- A. This List must be supported by the following documents:
  - 1. Individual CVs to show proof of the following:
    - a. that the proposed personnel meets the required profession and relative experience;
    - b. list of projects handled with the corresponding position and its inclusive years of experience (e.g., Construction of Road, Project Manager, 2012-2017)
  - 2. Photocopy of PRC Licenses
- B. The details provided above shall be further validated with the submitted CVs. In case of discrepancies, the CV shall prevail.

Submitted by : \_\_\_\_\_  
*(Printed Name & Signature of Bidder's Authorized Representative)*

Date : \_\_\_\_\_

Uncontrolled when printed or emailed

Handwritten marks and scribbles at the bottom of the page.

**KEY TECHNICAL PERSONNEL  
(FORMAT OF CURRICULUM VITAE)**

Proposed Position: \_\_\_\_\_

Name of Firm/Entity/JV/Consortium: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ years, from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Education:**

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

College/University	Degree/Title Obtained	Inclusive Dates	
		From (MM/DD/YY)	To (MM/DD/YY)

\* Complete the details of the inclusive dates (month, day, and year)

**Memberships in Professional Regulatory Body**

[G

Name of Profession	Name of Professional Regulatory Body <i>(please do not abbreviate)</i>	Date of Registration (MM/DD/YYYY)	License/Registration Number	Validity Date (MM/DD/YYYY)

\* Complete the details of the inclusive dates (month, day and year)

**Relevant Work Experience:**

*[Provide outline of projects undertaken using the matrix below]*

Project Title	Project Description	Project Owner	Position Held	Description of the Nature of Work and Engagement in the project (lead or support)	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
(latest/most recent)						
(previous)						

\*Rank from previous to latest/most recent project

\* Complete the details of the inclusive dates (month, day, and year)

**On-Going Projects**

*[Provide outline of on-going projects using the matrix below]*

Project Title	Project Description	Project Owner	Position Held	Description of the Nature of Work and Engagement in the project (lead or support)	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
(latest/most recent)						
(previous)						

\*Rank from previous to latest/most recent on-going project

\* Complete the details of the inclusive dates (month, day, and year)

**Certification:**

I, [full name of nominated key technical personnel], certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Commitment:**

[Name of Bidder] certifies that [full name of nominated key technical personnel] is employed or will be employed to work full-time once the Project is awarded to [Name of Bidder].

\_\_\_\_\_  
*[Signature over printed name of nominated key technical personnel]* Date: \_\_\_\_\_

\_\_\_\_\_  
*[Signature over printed name of bidder's authorized representative]* Date: \_\_\_\_\_

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)**

Date: \_\_\_\_\_

**For: The BCDA Bids and Awards Committee for Infrastructure**

In compliance with the eligibility requirements for the rebidding of **Fit-out project for the 605.31 sq.m. BCDA office space** this is to certify that **[name and complete address of Bidder]** has the following completed government and private contracts:

Tab No.	Name of Contract	Start Date of Contract	Contract Duration	Project Owner's Name and Address	Contractor's Role (whether sole contractor, subcontractor or partner in a JV) if subcontractor, indicate the total amount subcontracted if Joint Venture, indicate the total amount of participation in the JV	Total Contract Value at Award (in PhP)	Date of Completion	Total Contract Value at Completion, if applicable (in PhP)	Percentages of Planned & Actual Accomplishments, if applicable	Value of Outstanding Works, if applicable (in PhP)

Yours sincerely,

**[Signature over printed name of Bidder's Authorized Representative]**

**[Title]**

**[Name of Firm]**

**Note:** Original or certified true copy issued by the Project Owner of the contract, notice of award, notice to proceed or other equivalent contract documents shall be presented during the conduct of Post-Qualification.

**STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS,  
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY**

Date: \_\_\_\_\_

**For: The BCDA Bids and Awards Committee for Infrastructure**

In compliance with the eligibility requirements for the rebidding of **Fit-out project for the 605.31 sq.m. BCDA office space**, this is to certify that *[name and complete address of Bidder]* has the following on-going government and private contracts. [Including contracts awarded but not yet started]:

Tab No.	Name of Contract	Date of Contract	Contract Duration	Owner's Name and Address	Nature of Work	Contractor's Role (whether sole contractor, subcontractor or partner in a JV) if subcontractor, indicate the total amount subcontracted if Joint Venture, indicate the total amount of participation in the JV	Total Contract Value at Award (in PhP)	[Estimated] Date of Completion	Total Contract Value at Completion, if applicable (in PhP)	Percentages of Planned & Actual Accomplishment, if applicable	Value of Outstanding Works, if applicable (in PhP)

Yours sincerely,

[Signature over printed name of Bidder's Authorized Representative]

[Title]

[Name of Firm]

**Note:** This statement shall be supported by contracts or notices of award or notices to proceed issued by the owners. The original copies of these supporting documents shall be presented during the conduct of Post-Qualification.

**OMNIBUS SWORN STATEMENT**

---

REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

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

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

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

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

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

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

*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]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

**3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;**

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

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* can receive procurement-related notices through the email address provided below and such notices are automatically deemed received without the need for a confirmation or acknowledgement:

Email Address : \_\_\_\_\_  
Authorized Representative : \_\_\_\_\_

10. *[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.

11. 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.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

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

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

MCLE No. \_\_

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_

## Commitment to Execute a Joint Venture Agreement

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

We, the affiants named below, of legal age, after having been duly sworn to in accordance with law, do hereby depose and state that:

1. We are the duly authorized and designated representatives of the following entities that intend to participate in the [Name of the Project] of the [Name of the Procuring Entity] as a Joint Venture:

<i>Name of Joint Venture Partners</i>	<i>Percentage of Participation</i>

2. We are granted full power and authority to form a Joint Venture and enter into a Joint Venture Agreement and perform any and all acts necessary to participate, submit, and to sign and execute this commitment, 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. We will enter into and abide by the provisions of the JVA, as prescribed in Annex I-1 of the Bidding Documents, and perform the obligations under the contract as a Joint Venture in the instance that the bid is awarded to us; and
4. We will comply with the submission of required documents under Sec. 37.1.4 of the revised Implementing Rules and Regulations of Republic Act No. 9184 otherwise known as the Government Procurement Reform Act as a Joint Venture.
5. The affiants have no further statements.

**IN WITNESS WHEREOF**, we have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

<i>NAME OF AUTHORIZED REPRESENTATIVE</i>	<i>NAME OF AUTHORIZED REPRESENTATIVE</i>
[Designation] [Name of Company]	[Insert signatory's legal capacity] [Name of Company]
Affiant	Affiant

**[Jurat]**

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



## ARTICLE I

### ORGANIZATION OF THE JOINT VENTURE/CONSORTIUM

SECTION 1. Formation – The Parties do hereby agree and bind themselves to establish, form and organize a Joint Venture pursuant to the laws of the Republic of the Philippines, in order for the JV to carry on the purposes and objectives for which it is created;

SECTION 2. Name – The name and style under which the JV/Consortium shall be conducted is “\_\_\_\_\_”;

SECTION 3. Principal Place of Business – The JV/Consortium shall maintain its principal place of business at \_\_\_\_\_  
;

SECTION 4. Preparation and Documentation – The Parties shall secure and/or execute such certifications, documents, deeds and instruments as may be required by the laws of the Republic of the Philippines for the realization of the JV/Consortium and in compliance with the Project. Further, they shall do all other acts and things requisite for the continuation of the JV/Consortium pursuant to applicable laws;

SECTION 5. The Joint Venture/Consortium shall be represented by the \_\_\_\_\_ in all biddings, related procurement transactions and other official dealings that it shall enter into with BCDA and third parties, such transactions to include, among others, the submission of eligibility documents, bids, registration documents obtaining bonds, performing the principal contract in the event that the contract is awarded in favor of the Joint Venture/Consortium, receipt of payment for goods delivered, and similar and related activities.

SECTION 6. The period of the Joint Venture/Consortium shall begin upon execution of this Agreement and shall continue until the complete performance of its contractual obligations to BCDA, as described in Article II hereof, or upon its termination for material breach of any term or condition of this Agreement, by service of a written statement in English on the other Party, not less than 90 days prior to the intended date termination

## ARTICLE II PURPOSE

SECTION 1. The primary purpose of the Joint Venture/Consortium is to participate in the public bidding to be conducted by the BCDA Bids and Awards Committee for the supply and delivery of \_\_\_\_\_ for the \_\_\_\_\_.

SECTION 2. If the above-described contract/s is/are awarded to the Joint Venture/Consortium, the Joint Venture/Consortium shall undertake the performance thereof to BCDA, and such other incidental activities necessary for the completion of its contractual obligations.

**ARTICLE III  
SOLIDARY LIABILITY OF THE PARTIES**

SECTION 1. In the performance of the contract/s that may be awarded to the Joint Venture/Consortium by BCDA, and all other related activities/obligations, as described in Article II hereof, the Parties bind themselves jointly and solidarily, in the concept of solidarily debtors, subject to the right of reimbursement, as provided in the relevant provisions of the Civil Code of the Philippines.

**ARTICLE IV  
CONTRIBUTION AND OTHER ARRANGEMENTS**

SECTION 1. Contribution – The Parties shall contribute the amount of \_\_\_\_\_ (Php ) to support the financial requirements of the Joint Venture/Consortium, in the following proportion:

A.	-	P	.00
B.	-	<u>P</u>	<u>.00</u>
TOTAL		P	.00

Additional contributions to the Joint Venture/Consortium shall be made as may be required for contract implementation. In addition, \_\_\_\_ shall contribute any labor and contract management requirements.

SECTION 2. Profit Sharing – The share of the Parties to the JV/Consortium from any profit derived or obtained from the implementation and execution of the Project shall be distributed pro rata to each, in accordance with the contribution and resources each has provided to the JV/Consortium;

SECTION 3. Liquidation and Distributions – Any sum remaining after deducting from the total of all moneys or benefits received for the performance of the contract, all costs incurred by the JV/Consortium after award of the contract for the Project pursuant to the accounting practices established for the JV/Consortium, shall be distributed in accordance with the relative balances in the accounts of each Party pursuant to Sec.1 of this Article upon completion, final accounting, termination and liquidation of the JV/Consortium. In the event of liquidation and termination of JV/Consortium, and after taking into account the shares of the Parties in all income, gain, deductions, expenses, and losses, should the account of a Party contain a negative balance, such Party shall contribute cash to the JV/Consortium sufficient to restore the said balance to zero;

SECTION 4. Sharing of Burden of a Net Loss – In case a net loss is incurred, additional contributions shall be made by the Parties in accordance with their respective shares.

**ARTICLE V**  
**MISCELLANEOUS PROVISIONS**

SECTION 1. The provisions of the Instructions to Bidders, Supplemental Bid Bulletin, and other bidding documents issued by BCDA in relation to the contract described in Article II hereof, shall be deemed incorporated in this Agreement and made an integral part thereof.

SECTION 2. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

SECTION 3. The Parties herein are duly represented by their authorized officers.

SECTION 4. Governing Law - This Agreement shall be governed by and construed according to the laws of the Republic of the Philippines. Venue of any court action arising from this Agreement shall be exclusively laid before the proper court of the \_\_\_\_\_, Philippines.

IN WITNESS WHEREOF, the parties have set their hands and affixed their signatures on the date and place first above-stated.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed in the Presence of:

\_\_\_\_\_  
\_\_\_\_\_





**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'S AUTHORIZED REPRESENTATIVE]**  
**[Insert signatory's legal capacity]**

Affiant

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

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_.



ACCORDINGLY, the Parties agree as follows:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Contract, vis .:
  - a. Philippine Bidding Documents (PBDs);
    - i. Drawings/Plans;
    - ii. Specifications;
    - iii. Bill of Quantities;
    - iv. General and Special Conditions of Contract;
    - v. Supplemental or Bid Bulletins, if any;
  - b. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
  - c. Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g. Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the BCDA's bid evaluation;
  - d. Performance Security;
  - e. Notice of Award of Contract and the Bidder's conforme thereto; and
  - f. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of \_\_\_\_\_ or such other sums as may be ascertained, the Contractor agrees to execute the Repair and Renovation of 7 Units Cliffwood Staffhouses in accordance with his/her/its Bid.
4. The BCDA agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
5. Any amendment, modification or additional terms and conditions to this Contract shall be made in writing and executed with the same formalities hereof.

**SIGNED BY THE PARTIES** on \_\_\_\_\_ in Taguig City, Philippines.



**FORM FOR DETAILED COST ESTIMATES**

*(See attached separate Volume)*

*The Detailed Estimates Form can be accessed through the link:*

<https://docs.google.com/spreadsheets/d/1yb3F4On4D3Jd5bObwbF15aaylVCW4HBz/edit?gid=1562101773#gid=1562101773>

*In case of discrepancy/ies between the excel file and PDF format, the PDF format shall prevail.*

*Hard copy of this Section will be provided upon purchase of the bidding document per Invitation to Bid Item No. 5*

Uncontrolled when printed or emailed

**DAYWORKS SCHEDULE**

**LABOR**

Project Name: **Rebidding of Fit-out project for the 605.31 sq.m. BCDA office space**

<b>NO.</b>	<b>TYPE OF LABOR</b>	<b>UNIT</b>	<b>RATE</b>
1			
2			
3			
4			
5			

Uncontrolled when printed or emailed

**DAYWORKS SCHEDULE****MATERIALS**Project Name: **Rebidding of Fit-out project for the 605.31 sq.m. BCDA office space**

<b>NO.</b>	<b>TYPE OF MATERIALS</b>	<b>UNIT</b>	<b>RATE</b>
1			
2			
3			
4			
5			
6			
7			
8			

Uncontrolled when printed or emailed

**MONTHLY CASH FLOW**

<b>Particulars</b>	<b>Advance Payment</b>	<b>W1</b>	<b>W2</b>	<b>W3</b>	<b>W4</b>	<b>W5</b>	<b>W6</b>	<b>W7</b>	<b>W8</b>
Accomplishment									
Cash flow									
Cumulative Accomplishment									
Recoupment									
Cumulative Cash Flow									

*[Signature over printed name of Authorized Representative]*  
*[Title]*  
*[Name of Firm]*

Uncontrolled when printed or emailed

Uncontrolled when printed or emailed

