PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Government of the Republic of the Philippines

Bid Reference. No. 2020-48-A

"REHABILITATION OF GRAVEL TOPPING MAIN DIKE ACCESS ROAD, POND WATER SUPPLY LINE, POND SYSTEM, AND OTHER STRUCTURES AT BFAR – NFFTC."

Lot no.	End-User	Approved Budget for the Contract (ABC)
1	**MA. JODECEL C. DANTING** Center Chief, BFAR-NFFTC	PhP 1,411,085.00
2		PhP 1,195,935.00
	TOTAL	**PhP 2,607,020.00**

Sixth Edition
July 2020

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources
BIDS AND AWARDS COMMITTEE OFFICE
3/F PCA Bldg., Elliptical Road, Diliman, Quezon City, Philippines 1101
Tel. No.: +02. 8332. 4661 website: www.bfar.da.gov.ph e-mail: bac.eps@bfar.da.gov.ph

INVITATION TO BID FOR:
BID REFERENCE NO. 2020-48-A
"REHABILITATION OF GRAVEL TOPPING MAIN DIKE ACCESS ROAD, POND WATER SUPPLY LINE, POND SYSTEM, AND OTHER STRUCTURES AT BFAR – NFFTC"

1. The Department of Agriculture - Bureau of Fisheries and Aquatic Resources (DA-BFAR), through the Stimulus Fund intends to apply the sum of **Two Million Six Hundred Seven Thousand Twenty Pesos (PhP 2,607,020.00)** being the ABC to payment under the contract for **Bid Reference No. 2020-48-A** entitled **"REHABILITATION OF GRAVEL TOPPING MAIN DIKE ACCESS ROAD, POND WATER SUPPLY LINE, POND SYSTEM, AND OTHER STRUCTURES AT BFAR – NFFTC."**

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

PR No.	Lot no.	Description	Approved Budget for the Contract (ABC) (PhP)	Bidding Documents Fee (PhP)
20-10-1017	**1**	Rehabilitation of Pond Water Supply Line, Pond System and other structures at BFAR – NFFTC	1,411,085.00	1,500.00
20-10-1018	**2**	Rehabilitation of Roof Framing, Roofing, Ceiling, Electrical and Repainting of Duplex No. 8 at BFAR - NFFTC	1,195,935.00	1,200.00
		TOTAL	**2,607,020.00**	**2,700.00**

2. The DA-BFAR now invites bids for the above Procurement Project. Completion of the Works is required (specified in GCC Clause 2). 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 non- discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. And in accordance with the procedural guidelines under BAC Resolution No. 2020-55, attached hereto as Annex A "Adoption of Guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020".

   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 the BFAR BAC Secretariat through electronic mailing address given below, and inspect of the Bidding Documents at www.bfar.da.gov.ph.

5. A complete set of Bidding Documents may be acquired by interested Bidders at **3rd Floor, BAC Office, Elliptical Road, Diliman, Quezon City and/or through electronic means** and upon payment of a non-refundable fee for the Bidding Documents in the amount stated above. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by in person, or through electronic means.

6. The DA-BFAR will hold a Pre-Bid Conference[1] through a video conference call using Zoom application on **February 15, 2021 (Monday), 1:30 PM.** which shall be open to prospective bidders who have successfully completed registration one (1) calendar day prior to the pre-bid conference using Google Form which can be accessed here: https://docs.google.com/forms/d/1oFI932xHkW4KAnso6bbet064YdVzA8M11q6gnYG3_9w/edit

7. Bids must be duly received by the BAC Secretariat through electronic submission in accordance with the BFAR BAC procedure for online bidding stated in Annex A simultaneously with the submission of the printed copies as indicated in the BDS Clause 15. The deadline of manual submission and receipt of bids is on **March 1, 2021 (Monday), 01:00 PM.** at the BFAR-BAC Office, 3rd flr., PCA Main Bldg., Elliptical Road, Diliman, Q.C; while the electronic documents shall be submitted at the bac.eps@bfar.da.gov.ph

8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 15.

9. Bid opening shall be held through a video conference call using Zoom application on **March 1, 2021 (Monday), 1:30 P.M.** Bids will be opened in accordance with the BFAR BAC procedure for online bidding stated in Annex A. Late bids shall not be accepted.

[1] May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

10. Bidders are advised to submit their bids in accordance with the BFAR BAC procedure for online bidding as well as for the printed copies as provided under ITB Clause 10 and Clause 11.

    After the opening and evaluation of bids, the BAC, its staff and personnel, Secretariat and Technical Working Group (TWG), as well as Observers are prohibited from making or accepting any communication with any bidder regarding the evaluation of their bids until issuance of Notice of Award (NOA). However, the BAC, through its Secretariat, may ask in writing the bidder for clarification of its request in writing. All responses to requests for clarification shall be in writing.

11. The DA-BFAR 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.

12. For further information, please refer to:

    BFAR-BAC Secretariat
    Address: 3rd Floor, BAC Office Elliptical Road, Diliman, Quezon City.
    Email: bac.eps@bfar.da.gov.ph
    Telephone number: 02-8332-4661
    Website address: www.bfar.da.gov.ph

13. You may visit the following websites:

    For downloading of Bidding Documents: *www.bfar.da.gov.ph*

Issued this 6th day of February, 2021.

Sgd.
ATTY. DEMOSTHENES R. ESCOTO
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The DA-BFAR wishes to receive Bids for the **"REHABILITATION OF GRAVEL TOPPING MAIN DIKE ACCESS ROAD, POND WATER SUPPLY LINE, POND SYSTEM, AND OTHER STRUCTURES AT BFAR – NFFTC."** with identification number **2020-48-A**.
The Procurement Project (referred to herein as "Project") is composed of Two (2) Lots, 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 FY 2020 in the amount of **Two Million Six Hundred Seven Thousand and Twenty Pesos (PhP 2,607,020.00)**

2.2. The source of funding is Stimulus Fund FY 2021.

3. Bidding Requirements

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

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

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions

for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

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

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

5. Eligible Bidders

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

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

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

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

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

6. Origin of Associated Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

a. Subcontracting is not allowed.

7.1. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterial 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.

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

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project through a video conference call using Zoom application on **February 15, 2021 (Monday), 1:30 P.M.** which shall be open to prospective bidders who have successfully completed registration one (1) calendar day prior to the pre-bid conference using Google Form as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

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

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

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

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

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

11. Documents Comprising the Bid: Financial Component

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

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

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

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

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

14.2. Payment of the contract price shall be made in 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 **June 29, 2021**. 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 three (3) 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.

In the event that the electronic copy cannot be submitted, opened or is corrupted, the BAC will proceed with the opening of the submitted original hard copy.

17. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB.**

18. Opening and Preliminary Examination of Bids

18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

19. Detailed Evaluation and Comparison of Bids

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

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

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

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

<table>
<tr><th>ITB Clause</th><th></th></tr>
<tr><td>5.2</td><td>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:

a) Lot 1 & 2 – Construction project

b) Completed within ten (10) years prior to the deadline for the submission and receipt of bids.</td></tr>
<tr><td>7.1</td><td>Subcontracting is not allowed.</td></tr>
<tr><td>10.3</td><td>A valid and current Philippine Contractors Accreditation Board (PCAB) License with Principal Classification in General Building and/or General Engineering with Minimum Size Range Small B and Minimum License Category C & D.</td></tr>
<tr><td>10.4</td><td>The key personnel must meet the required minimum years of experience set below:

<u>For LOT 1- Rehabilitation of Pond Water Supply Line, Pond System and other structures at BFAR – NFFTC</u>

<u>Key Personnel Requirement</u>

<table>
<tr><td>A. LABOR</td><td></td></tr>
<tr><td>a.) Foreman</td><td>1</td></tr>
<tr><td>b.) Mason</td><td>2</td></tr>
<tr><td>c.) Plumber</td><td>2</td></tr>
<tr><td>d.) Laborer</td><td>12</td></tr>
</table>

<u>For LOT 2 - Rehabilitation of Roof Framing, Roofing, Ceiling, Electrical and Repainting of Duplex No. 8 at BFAR - NFFTC</u>

<u>Key Personnel Requirement</u>

<table>
<tr><td>a.) Foreman</td><td>1</td></tr>
<tr><td>b.) Welder</td><td>2</td></tr>
<tr><td>c.) Tinsmith</td><td>2</td></tr>
<tr><td>d.) Installer</td><td>2</td></tr>
<tr><td>e.) Electrician</td><td>1</td></tr>
<tr><td>f.) Painter</td><td>1</td></tr>
<tr><td>g.) Laborer</td><td>14</td></tr>
</table>
</td></tr>
</table>

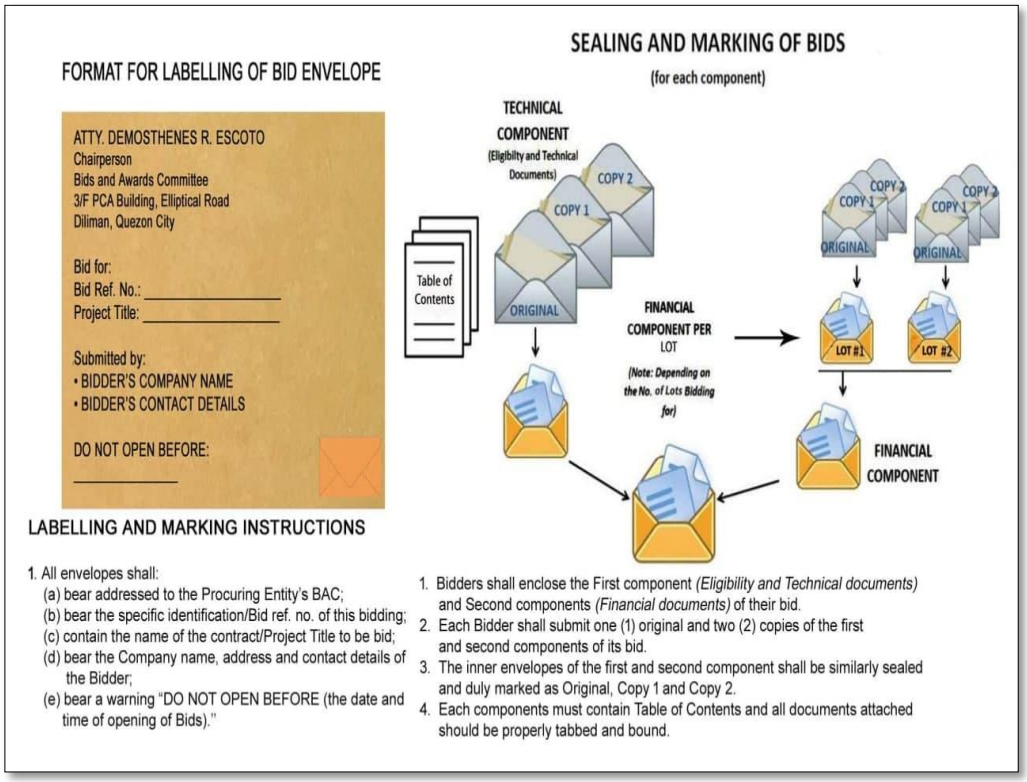
<table>
<tr><td>10.5</td><td>The minimum major equipment requirements are the:

<u>For LOT 1- Rehabilitation of Pond Water Supply Line, Pond System and other structures at BFAR – NFFTC</u>

<table>
<tr><th>DESCRIPTION</th><th>QTY.</th></tr>
<tr><td>Direct Cost</td><td></td></tr>
<tr><td>A. EQUIPMENT:</td><td></td></tr>
<tr><td>Mini Excavator (included in the gravel topping)</td><td>1</td></tr>
<tr><td>Concrete Mixer (1 bagger)</td><td>1</td></tr>
<tr><td>B. TOOLS:</td><td></td></tr>
<tr><td>Cutting machine, 14”Ø</td><td>1</td></tr>
<tr><td>Grinding machine , 4”Ø</td><td>1</td></tr>
<tr><td>Pipe wrench</td><td>2</td></tr>
<tr><td>Electric Drill</td><td>2</td></tr>
</table>

<u>For LOT 2 - Rehabilitation of Roof Framing, Roofing, Ceiling, Electrical and Repainting of Duplex No. 8 at BFAR - NFFTC</u>

<table>
<tr><th>DESCRIPTION</th><th>QTY.</th></tr>
<tr><td>Direct Cost</td><td></td></tr>
<tr><td>A. TOOLS</td><td></td></tr>
<tr><td>Grinding Machine 4”Ø</td><td>2</td></tr>
<tr><td>Welding Machines</td><td>2</td></tr>
<tr><td>Cutting Machine/ Cut off</td><td>2</td></tr>
<tr><td>Electric drill</td><td>2</td></tr>
<tr><td>Cutting tools</td><td>4</td></tr>
<tr><td>Riveter</td><td>2</td></tr>
</table>
</td></tr>
<tr><td>12</td><td>No further instructions.</td></tr>
<tr><td>15.1</td><td>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:
a The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;
Lot 1 – 28,221.70
Lot 2 – 23,918.70
Total – 52,140.40
b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.
Lot 1 – 70,554.25
Lot 2 – 59,796.75
Total – 130,351.00</td></tr>
</table>

,221,16	Follow the procedural guidelines under BAC Resolution No. 2020-55, attached hereto as Annex A "Adoption of Guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020". **Important:** This Agency will assume that the submitted electronic copies must be the same with the printed copies. Each Bidder shall submit one (1) original and two (2) printed copies of the first and second components of its Bid and an electronic copy which must be digitally signed. In the event that the electronic copy cannot be submitted, opened or is corrupted, the BAC will proceed with the opening of the submitted original hard copy. 
19.2	*No further instructions.*
20	*No further instructions.*
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S- curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

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.

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

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

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

6. Site Investigation Reports

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

7. Warranty

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

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

15. Operating and Maintenance Manuals

15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the **SCC.**

15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2	The Intended Completion Dates are the following: LOT 1- Intended Completion Dates shall be within ***Forty four (44) calendar days*** upon receipt of the Notice to Proceed; LOT 2 - Intended Completion Dates shall be within ***Forty (40) calendar days*** upon receipt of the Notice to Proceed;
3.1	The **Procuring Entity** shall give possession of all parts of the Site to the Contractor.
6	None.
7.2	Five (5) years.
10	No day works are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within ***seven (7) days*** upon receipt of the Notice of Proceed.
11.2	The period between Program of Work updates is ***thirty (30)*** days. The amount to be withheld for late submission of an updated Program of Work is ***five percent (5%) of the previous work accomplishment.***
13	The amount of the advance payment is ***fifteen percent (15%) of the Contract Price.***
14	No further instructions.
15.1	The date by which "as-built" drawings (One original copy in TRACING PAPER – 105/110 tyke., two blue print copies and electronic file in DVD disc) are required to be submitted before the release of final payment.
15.2	No final payment shall be made by the DA-BFAR unless the Contractor prepares and submits the required as-built plans.

Section VI. Specifications

LOT 1
(PROJECT PACKAGE) : Rehabilitation of Gravel Topping Main Dike Access Road, Pond Water Supply Line, Pond System, and other structures at BFAR – NFFTC

Approved Budget for the Contract (ABC) : Php1,411,085.00

ITEM	SCOPE OF WORK	QTY.	UNIT
A	**SITE WORK** a.) Site survey(staking) **b.)** Clearing/removal of existing structure and hauling	1	Lot
B	**GRAVEL TOPPING** a.) Main access road dike (Line A) b.) Road Dike (Line M) c.) Road Dike (Line Q)	1.8	Km
C	**DRAINAGE SYSTEM** a.) Concreting of manhole, cover, monk, groove at intensive hatchery fishpond outlet **b.)** Installation of drain pipe and overflow pipe/stand pipe **c.)** Repair of under ground drainage canal line into an open drainage canal line	1	lot
D	**WATER SUPPLY SYSTEM** a.) Excavation of underground water supply line b.) Installation of leak pipes c.) Installation of pipe on pond comp.w/ valve d.) Installation screen doors on water inlet e.) Repair of water supply line along FAC Canal line to Reservoir 3	1	lot

Specifications			**Statement of Compliance**
Unit	**Item Description**	**Quantity**	
t.l.	Pitrun Gravel (gravel topping) 12.0 cu.m/T.L.	50	
pcs.	12"Ø x 3.0m uPVC Pipe,sched.40 (orange)	10	
pcs.	6" Ø x 3.0m uPVC pipe, sched.40 (orange)	70	
pcs.	4" Ø x 3.0m uPVC pipe, sched.40 (orange)	10	
pcs.	12"Ø uPVC 90˚ Elbow equal	20	
pcs.	6"Ø uPVC 90˚ Elbow equal	70	
pcs.	6"Ø uPVC 90˚ Sweep Elbow	10	
pcs.	6"Ø uPVC Coupling	20	
pcs.	4"Ø uPVC 90˚ Elbow	10	
pcs.	4"Ø uPVC Coupling	5	
pcs.	4"Ø uPVC Tee equal	250	
can	uPVC Solvent Cement; 1/2 lt/ can	10	
bags	Portland Cement	50	

t.l.	Sand Separator , 12 cu.m / T.L.	3	
t.l.	Gravel (1/2) 12 cu.m / T.L.	3	
pcs.	12 mm Ø x 6.0m Rsbars	25	
pcs.	10 mm Ø x 6.0m Rsbars	20	
pcs.	9 mm Ø x 6.0 m Rsbars	20	
kgs.	# 16 G.I. Tie wire	10	
pcs.	2" Ø Gate valve (bronze)	40	
pcs.	2" Ø uPVC Male Adapter, M1Pt x socket, blue	40	
pcs.	2" Ø x 3.0m uPVC Pipe, Blue	30	
pcs.	4" Ø uPVC Male Adapter, M1Pt x socket, blue	30	
pcs.	4"Ø uPVC Cap, F1Pt, Blue	30	
lt.	Epoxy A & B	10	
	Materials Cost		
	Labor Cost		

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

_____ _____ _____

Name of Company Signature over Printed Name of Authorized Representative Date

LOT 2

(PROJECT PACKAGE) : Rehabilitation of Roof Framing, Roofing, Ceiling, Electrical and Repainting of Duplex No. 8 at BFAR – NFFTC

Approved Budget for the Contract (ABC) : Php1,195,935.00

SCOPE OF WORK	QTY.	UNIT
Demolition/Clearing/Removal of Existing Structure/ Hauling a.) Wooden Roof Framing and Roofing b.) Ceiling joist and Board c.) Electrical fixtures and Light	1	lot
Roof Framing a.) Fabrication of Steel Truss b.) Installation of steel trusses, purlins, fascia board and cross – bracing	1	lot
Roofing Materials a.) Installation of color roof, ridge roll, fascia flashing	1	lot
Ceiling a.) Installation of ceiling joist and board b.) Installation of outside ceiling (spandrel)	1	lot
Electrical Works and Fixtures: a.) Installation of electrical protection wire and electrical wires b.) Installation of wiring device and lights	1	lot
Painting Works: a.) Painting of walls	1	lot

Specifications			Statement of Compliance
Unit	**Item Description**	**Quantity**	
pcs.	2" x 2" x 1/4" thick Angle Bar	100	
pcs.	2" x 2" x 3/16" thick Angle Bar	100	
pcs.	2" x 3/16" Thick Flat Bar	9	
pcs.	2" x 4" C - Purlins # 16	95	
pcs.	2" x 10" x 6.0 m C - Purlins	15	
pcs.	12 mm Ø x 6.0 m Round Bar	50	
pcs.	12 M Turn Buckle	25	
pcs.	14" Ø Cutting disc (steel)	5	
pcs.	4" Ø Cutting disc (steel)	5	
pcs.	4" Ø Grinding disc	5	
gals.	Red oxide (primer)	10	
gals.	Paint Thinner	8	
pcs.	2" Paint Brush	8	
pcs.	3" Paint Brush	8	
pcs.	4" Paint Brush	5	
L.M.	Long span Color sheet, rib type, 0.5 mm x 1.0m	366	
pcs.	Pre- coated ridge roll - 0.50mm x 18" x 2.40 m	16	
pcs.	Hip rolls (0.50mm x 24" x 2.44 m)	11	

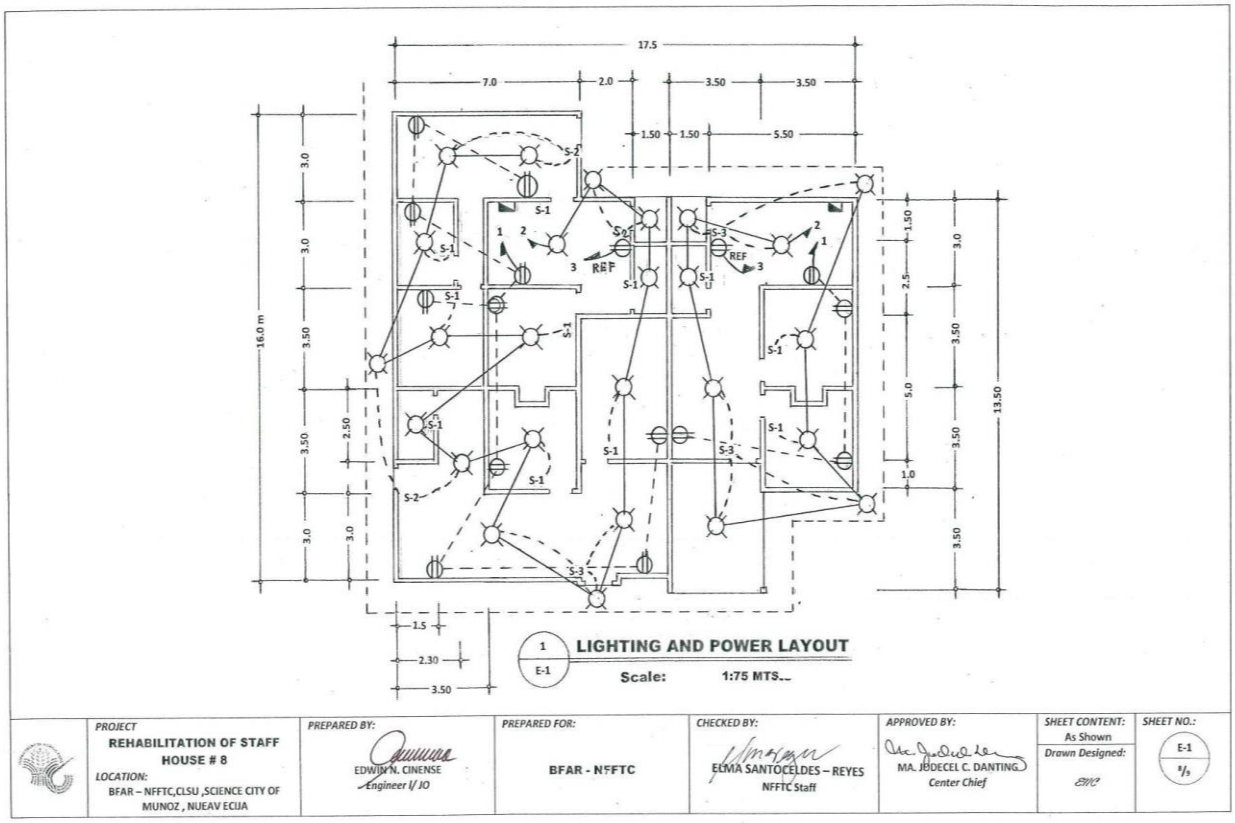
pcs.	Fascia Flashing (0.40mm x 24" x 2.40m)	12	
pcs.	End Flashing (0.40 mm x 24" x 2.40m)	19	
pcs.	Self drilling roofing screws - 2"	5,000	
pcs.	Silicon Sealant	2	
pcs.	Fiber Cement Board, 6.0mm x 4' x 8'	20	
pcs.	Drive screw, fully threaded, 20 mm long	15,000	
pcs.	Metal Furring, 3/4" x 2" x 5.0m, 0.60 mm	50	
pcs.	Carrying Channel,12mm x 38mm x 5.0m;1.20mm	40	
pcs.	G.I .Square Tube (2" x 2" x 6.0m;1.50mm)	20	
pcs.	Drive screw adaptor	10	
pcs.	SDS Bits, 1/4"Ø Masonry (original)	3	
pcs.	Masonry Bits, 1/4"Ø (original)	5	
pcs.	Drill Bits (5/32"Ø, steel)	20	
pcs.	Blind Rivets (5/32"Ø x 1/2")	10	
box	Special welding electorodes(3/32"Øx13"@ 5kg/box	5	
box	Welding Electrodes (1/8"Ø x 14") 5 kg./ box	10	
L.M.	Pre-coated, Spandrel airvent;0.10m x L.M;0.40mm	50	
pcs.	Pre - coated G.I. End Moulding; 6" x8';0.5mm	10	
pcs.	Pre-coated G.I. Tee Liner,6" x 8', 0.5mm	10	
pcs.	Pre-coated G.I.Fall Gutter,16" x 8';0.5 mm	20	
unit	6 Branches, Circuit Breaker (2 - 15Amp.;2-20Amp		
	2 - 30 Amp: 70 Amp. Main	2	
pcs.	Entrance cap- 1" Ø	1	
pcs.	Rigid steel conduit - 1" Ø x 3.0m, sch. 40	4	
pcs.	Conduit clamp, 1" Ø RSC	5	
pcs.	Metal Locknut w/ bushing, 1" Ø	3	
pcs.	RSC Elbow - 90° Long Bend, 1"Ø	5	
pcs.	1"Ø RSC Coupling	3	
roll	3/4" Ø x 75.0 m /roll Flexible hose	1	
roll	1/2" Ø x 75.0 m/ roll Flexible Hose	1	
pcs.	38mm x 100 mm x 54 mm uPVC Utility Box	20	
pcs.	10mm x 100mm x 54mm uPVC Junction Box	15	
box	# 14/7 THHN Electrical wire	2	
box	# 12 / 7 THHN Electrical wire	2	
box	# 6/7 THHN Electrical wire	1	
set	100 mm Ø uPVC Lamp Receptacle	25	
set	Plate assembly; Single - gang switch	11	
set	Plate assembly: two - gang switch	5	
set	Duplex Convenience Outlet	20	
pcs.	Friction Electrical tape (big)	15	
pcs.	10 watts FCL bulb	5	
pcs.	14 watts LED lamp	20	
cans	Flat latex (white)	4	
cans	Flat Wall enamel (white)	4	
pcs.	Sanding Paper # 10	10	

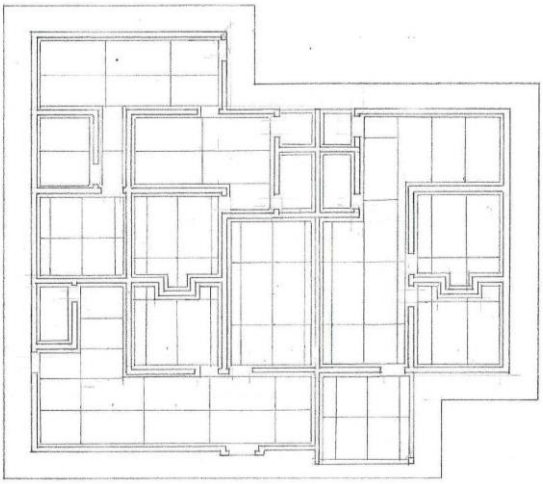
pcs.	Baby Roller Brush, 7"	4	
pcs.	Baby Roller Brush , 4"	3	
	Materials Cost		
	Labor Cost		
	Total Cost:		

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company	Signature over Printed Name of Authorized Representative	Date

Section VII. Drawings





Section VIII. Bill of Quantities

Lot 1: **Rehabilitation of Gravel Topping Main Dike Access Road, Pond Water Supply Line, Pond System, and other structures at BFAR – NFFTC**

Specifications		
Unit	**Item Description**	**Quantity**
t.l.	Pitrun Gravel (gravel topping) 12.0 cu.m/T.L.	50
pcs.	12"Ø x 3.0m uPVC Pipe,sched.40 (orange)	10
pcs.	6" Ø x 3.0m uPVC pipe, sched.40 (orange)	70
pcs.	4" Ø x 3.0m uPVC pipe, sched.40 (orange)	70
pcs.	12"Ø uPVC 90˚ Elbow equal	10
pcs.	6"Ø uPVC 90˚ Elbow equal	20
pcs.	6"Ø uPVC 90˚ Sweep Elbow	70
pcs.	6"Ø uPVC Coupling	10
pcs.	4"Ø uPVC 90˚ Elbow	20
pcs.	4"Ø uPVC Coupling	10
pcs.	4"Ø uPVC Tee equal	5
can	uPVC Solvent Cement; 1/2 lt/ can	250
bags	Portland Cement	10
t.l.	Sand Separator , 12 cu.m / T.L.	50
t.l.	Gravel (1/2) 12 cu.m / T.L.	3
pcs.	12 mm Ø x 6.0m Rsbars	3
pcs.	10 mm Ø x 6.0m Rsbars	25
pcs.	9 mm Ø x 6.0 m Rsbars	20
kgs.	# 16 G.I. Tie wire	20
pcs.	2" Ø Gate valve (bronze)	10
pcs.	2" Ø uPVC Male Adapter, M1Pt x socket, blue	40
pcs.	2" Ø x 3.0m uPVC Pipe, Blue	40
pcs.	4" Ø uPVC Male Adapter, M1Pt x socket, blue	30
pcs.	4"Ø uPVC Cap, F1Pt, Blue	30
lt.	Epoxy A & B	30
	Materials Cost	
	Labor Cost	

Lot :2 **Rehabilitation of Roof Framing, Roofing, Ceiling, Electrical and Repainting of Duplex No. 8 at BFAR - NFFTC.**

Specifications		
Unit	**Item Description**	**Quantity**
pcs.	2" x 2" x 1/4" thick Angle Bar	100
pcs.	2" x 2" x 3/16" thick Angle Bar	100
pcs.	2" x 3/16" Thick Flat Bar	9
pcs.	2" x 4" C - Purlins # 16	95
pcs.	2" x 10" x 6.0 m C - Purlins	15
pcs.	12 mm Ø x 6.0 m Round Bar	50
pcs.	12 M Turn Buckle	25
pcs.	14" Ø Cutting disc (steel)	5
pcs.	4" Ø Cutting disc (steel)	5
pcs.	4" Ø Grinding disc	5
gals.	Red oxide (primer)	10
gals.	Paint Thinner	8
pcs.	2" Paint Brush	8
pcs.	3" Paint Brush	8
pcs.	4" Paint Brush	5
L.M.	Long span Color sheet, rib type, 0.5 mm x 1.0m	366
pcs.	Pre- coated ridge roll - 0.50mm x 18" x 2.40 m	16
pcs.	Hip rolls (0.50mm x 24" x 2.44 m)	11
pcs.	Fascia Flashing (0.40mm x 24" x 2.40m)	12
pcs.	End Flashing (0.40 mm x 24" x 2.40m)	19
pcs.	Self drilling roofing screws - 2"	5,000
pcs.	Silicon Sealant	2
pcs.	Fiber Cement Board, 6.0mm x 4' x 8'	20
pcs.	Drive screw, fully threaded, 20 mm long	15,000
pcs.	Metal Furring, 3/4" x 2" x 5.0m, 0.60 mm	50
pcs.	Carrying Channel,12mm x 38mm x 5.0m;1.20mm	40
pcs.	G.I .Square Tube (2" x 2" x 6.0m;1.50mm)	20
pcs.	Drive screw adaptor	10
pcs.	SDS Bits, 1/4"Ø Masonry (original)	3
pcs.	Masonry Bits, 1/4"Ø (original)	5
pcs.	Drill Bits (5/32"Ø, steel)	20
box	Blind Rivets (5/32"Ø x 1/2")	10
box	Special welding electorodes(3/32"Øx13"@ 5kg/box	5
box	Welding Electrodes (1/8"Ø x 14") 5 kg./ box	10
L.M.	Pre-coated, Spandrel airvent;0.10m x L.M;0.40mm	50
pcs.	Pre - coated G.I. End Moulding; 6" x8';0.5mm	10
pcs.	Pre-coated G.I. Tee Liner,6" x 8', 0.5mm	10
pcs.	Pre-coated G.I.Fall Gutter,16" x 8';0.5 mm	20
unit	6 Branches, Circuit Breaker (2 - 15Amp.;2-20Amp	
	2 - 30 Amp: 70 Amp. Main	2
pcs.	Entrance cap- 1" Ø	1
pcs.	Rigid steel conduit - 1" Ø x 3.0m, sch. 40	4

pcs.	Conduit clamp, 1" Ø RSC	5
pcs.	Metal Locknut w/ bushing, 1" Ø	3
pcs.	RSC Elbow - 90° Long Bend, 1"Ø	5
pcs.	1"Ø RSC Coupling	3
roll	3/4" Ø x 75.0 m /roll Flexible hose	1
roll	1/2" Ø x 75.0 m/ roll Flexible Hose	1
pcs.	38mm x 100 mm x 54 mm uPVC Utility Box	20
pcs.	10mm x 100mm x 54mm uPVC Junction Box	15
box	# 14/7 THHN Electrical wire	2
box	# 12 / 7 THHN Electrical wire	2
box	# 6/7 THHN Electrical wire	1
set	100 mm Ø uPVC Lamp Receptacle	25
set	Plate assembly; Single - gang switch	11
set	Plate assembly: two - gang switch	5
set	Plate assembly: three - gang switch	5
set	Duplex Convenience Outlet	20
pcs.	Friction Electrical tape (big)	15
pcs.	10 watts FCL bulb	5
pcs.	14 watts LED lamp	20
cans	Flat latex (white)	4
cans	Flat Wall enamel (white)	4
pcs.	Sanding Paper # 10	10
pcs.	Baby Roller Brush, 7"	4
pcs.	Baby Roller Brush , 4"	3
	Materials Cost	
	Labor Cost	
	Total Cost:	

Section IX. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or

☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
and

☐ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and

☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

☐ (e) 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 *(attached prescribed format)*; **and**

☐ (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules *(attached prescribed format)*; **and**

☐ (g) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**

☐ (h) 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**

(i) Project Requirements, which shall include the following:

☐ a. Organizational chart for the contract to be bid;

☐ b. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;

☐ c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**

☐ (j) 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

☐ (k) 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; **and**

☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

☐ (m) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

☐ (n) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

☐ (o) Original of duly signed Bid Prices in the Bill of Quantities; **and**

☐ (p) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**

☐ (q) Cash Flow by Quarter.

Statement of All Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____
Business Address : _____

Name of Contract and Contract Cost	Owner's Name Address Telephone Nos.	Nature of Work	Bidder's Role		Date Awarded Date Started Date of tion	% of Accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								
e in separate sheet if necessary						Total Cost		

Note: (In case of no ongoing contract, the bidder shall submit this duly signed form and indicate "No ongoing contracts" or "None" or "Not Applicable (N/A)" under the Column for Name of Contract and Project Cost (first column from left)
This statement shall be supported with:

For Government Contract:
1. Notice of award and/or Contract Agreement and/or Notice to Proceed

For Private:
2. Job order or Purchase Order or any corresponding documents reflecting the Project name and project cost.

Submitted by : _____
(Printed Name and Signature of Authorized Representative)

Designation : _____
Date : _____

Statement Identifying the Single Largest Completed Contract

Business Name : _____
Business Address : _____

Name of Contract and Contract Cost	Owner's Name Address Telephone Nos.	Nature of Work / Kind of Goods	Bidder's Role		Amount at Award Amount at Completion	Date Awarded Contract Effectivity Date Completed
			Description	%		
Government						
Private						

Note: This statement shall be supported with:

For Government Contract:
1. Notice of award (NOA) and/or Contract Agreement and/or Notice to Proceed (NTP)
2. Certificate of Completion of Delivery (CCDs) issued by the Owner or Certificate of Final Acceptance (CFAs) or duly signed Delivery Receipt (DRs) or Official receipt or Sales Invoice or duly accomplished Inspection and Acceptance Reports

For Private:
1. Job order or Purchase Order or Purchase Request
2. Certificate of Completion of Delivery (CCDs) issued by the Owner or Certificate of Final Acceptance (CFAs) or duly signed Delivery Receipt (DRs) or Official receipt or Sales Invoice

Submitted by : _____
(Printed Name and Signature of Authorized Representative)

Designation : _____
Date : _____

Important Reminders

- *The bidders are encouraged to consult this checklist before submitting their Bid on the deadline for the submission and the receipt of Bids. However, this is* ***by no means exclusive*** *Bidders must still familiarize themselves with other bid requirements not otherwise included herein such as, but not limited to those in the TOR, Bid Bulletin, Pertinent GPPB guidelines, rules, etc.*

- *All Bidders must submit their bid in accordance with the Guidelines on Electronic Submission and Receipt of Bids as indicated in the Annex A simultaneously with the submission of the printed copies as indicated in the BDS Clause 16.*

- *All documents shall be current and updated and any missing document in the above-mentioned Checklist is a ground for outright rejection of the bid.*

- *All Pages of the documents shall be signed/initialed by the bidder or by his/her authorized representative.*

- *To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist.*

Annexes

"ANNEX A"

BIDDER'S KIT FOR BFAR PROCUREMENT GUIDELINES IN ADOPTING ELECTRONIC SUBMISSION OF BIDS

(GPPB Resolution No. 09-2020)

I. PRE-REGISTRATION& PRE-BID CONFERENCE

Step 1: Register by completing the information required in the **Google Form** which can be accessed here: https://forms.gle/9PassK7oCipk8iXD6

Once completed, submit the form to the Secretariat and wait for an acknowledgement by e-mail.

Step 2: Join the scheduled Pre-Bid Conference by clicking the link provided by the Secretariat through e-mail using **Zoom**. Please make sure that you allow access to the microphone and the camera.

Step 3: Kindly wait for the Secretariat to confirm your entry through Zoom to participate in the pre-bid conference.

Step 4: See attached file as "Annex A" for the House Rules to be observed during the conduct of procurement activities.

II. PREPARATION OF BID (SOFT COPY)

Step 1: Prepare a final scanned copy of your Bid which is divided into two different PDF files:

1. Eligibility Documents & Technical Documents; and
2. Financial Documents

Step 2: Set a password for the scanned copy of the Eligibility Documents & Technical Documents and Financial Documents and save as a .PDF file.

Step 3: Compress the file, save the password-protected .PDF file to a ZIP file. Set another password on the ZIP file.

Important: Passwords must be 8-16 characters and contain both numbers and

letters/special characters. The bidder is required setting a unique combination for each file and folder. Same passwords for all files are not allowed. For details on how to set passwords in .PDF file and ZIP file, please see file attached as "Annex B".

Step 4: For effective documentation of the submitted files, you must comply with the label format below:

1. Both ZIP folder and .PDF file shall be assigned file name **"BFAR Bid Reference No._____ (Company Name); Legal & Technical Documents"**
2. Both ZIP folder and .PDF file shall be assigned file name **BFAR Bid Reference No._____ (Company Name); Financial Documents"**

III. REGISTRATION FOR ONLINE SUBMISSION

Step 1: Register through Google Form, a link will be provided upon request to the BAC Secretariat's e-mail address: bac.eps@bfar.da.gov.ph at any time before the closing date and time specified in the Bidding Documents by disclosing the following information:

a) Email Address
b) Company Name
c) Company Address
d) Authorized Representative
e) Contact No.
f) Bid Reference
g) Bid Title
h) Official Receipt (OR) No.

Upon verification of the Official Receipt (OR), the BAC Secretariat will send the Public Bidding Documents through the given email or shall provide a hard copy upon request. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Step 2: The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through the given email directing to the "Online Submission of the Bid".

IV. ACCESSING THE GOOGLE FORMS

Step 1: Upon successful login to your email address account. You will now open the Google Form link sent through BAC Secretariat's e-mail address given above.

Step 2: Click the **FILL OUT FORM** button. *(See attached "Annex C")*

V. SUBMISSION OF BID

Step 1: Submit your Bids through Google Form at any time before the closing date and time specified in the Bidding Documents.

Step 2: Upon preparation and finalization of the compressed and password-protected files Eligibility & Technical and Financial Documents, a Google Form link will direct you to the page where they can now upload the said requirements. *(See attached "Annex C, Figure 10.1")*

Step 3: After submission, a copy of the response will be automatically emailed to the address provided by you which can be saved or printed, as proof of the official time of the submission and receipt of bids. *(See attached "Annex C, Figure 11.2")*

VI. RECEIVING OF THE SUBMITTED BID

The BAC Secretariat will receive the submitted information through Google Forms and will generate a Bid Receipt page for the official time of submission of all bidders, which can be saved or printed.

Bidders may modify their Bid at any time before the deadline for the submission and receipt of bids. Bidders shall send another Bid equally secured, properly identified, and labelled as a **"modification"** of the previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Bids submitted after the deadline shall not be accepted.

The BAC Secretariat will not be able to access the documents until the day of the Bid Opening.

VII. BID OPENING PROCESS

The BAC, with the assistance of the Secretariat and Technical Working Group (TWG), shall conduct bid opening via Zoom. Bidders are encouraged to attend the bid opening online. The passwords for the folders (ZIP) and the files (.PDF) shall be disclosed by the bidders only during actual bid opening which may be done via Zoom.

The Secretariat will ask the bidder, who choose to attend via Zoom, the corresponding

password of their Bid during the bid opening itself. The official representative of the bidder shall respond promptly in the same chat box with the passwords when prompted. Bidders are given within five (5) minutes to respond with the passwords. If the bidder does not provide or respond with the password within five (5) minutes, from prompting, it will result in disqualification and the BAC shall move on to the next bid, if any.

The bidder shall first disclose the password for the compressed folder (ZIP file) containing the Eligibility & Technical documents, second disclose the password for the Eligibility & Technical document (.PDF file). The Secretariat will share the screen via Zoom during accessing the submitted Bid.

If the bidder **passed** the Eligibility & Technical requirements, the second password-protected compressed folder containing the Financial Documents and the files contained therein shall be opened in the same manner as the password of the eligibility documents as described above. In no case will a bidder disclose the passwords for the financial folder and the files prior to being declared eligible based on the evaluation of the eligibility documents.

The bidder is given only three (3) attempts to disclose the password per compressed folder (ZIP) and .PDF file to open the documents. If the bidder fails to provide the correct password after the third attempt, their Bid will no longer be considered. The Secretariat shall take and print a screenshot of such inquiries and responses to form part of the records and all incidents should be recorded in the minutes.

Basic House Rules to be observed during BAC Meetings

1. Kindly place your microphone on mute when not speaking.

2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute).

3. Turn on video for confirmation of your identity.

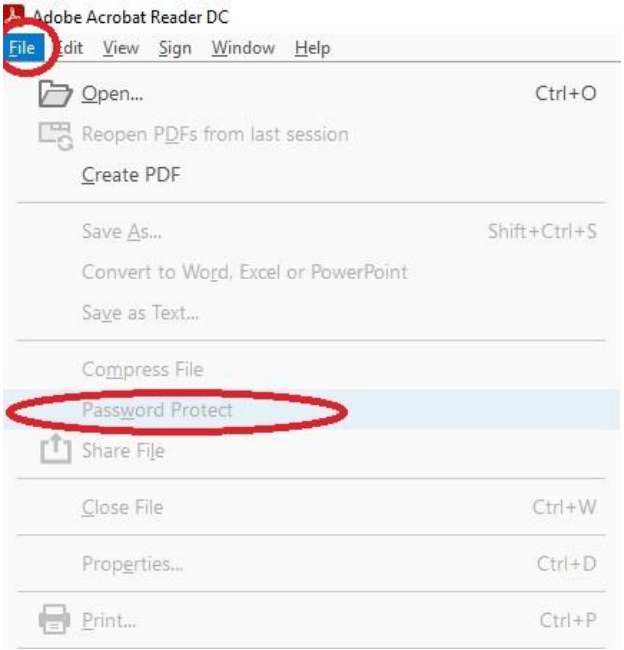
4. Meeting will start on time. You are advised to enter the VTC room 30 minutes to resolve technical issue, if any.

“ANNEX B”

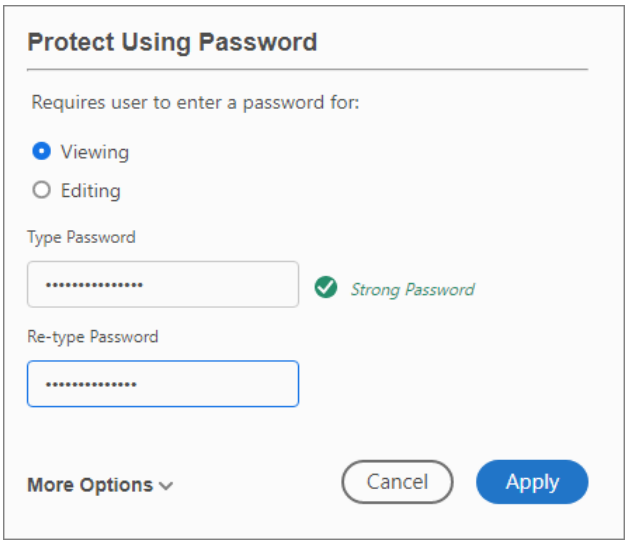
Adding a password to a .PDF file using Adobe Acrobat Reader DC.

One-click option to protect a PDF with a password

1. Open the PDF file
2. Choose **File > Protect Using Password**.



3. Select to set the password for Viewing the PDF.



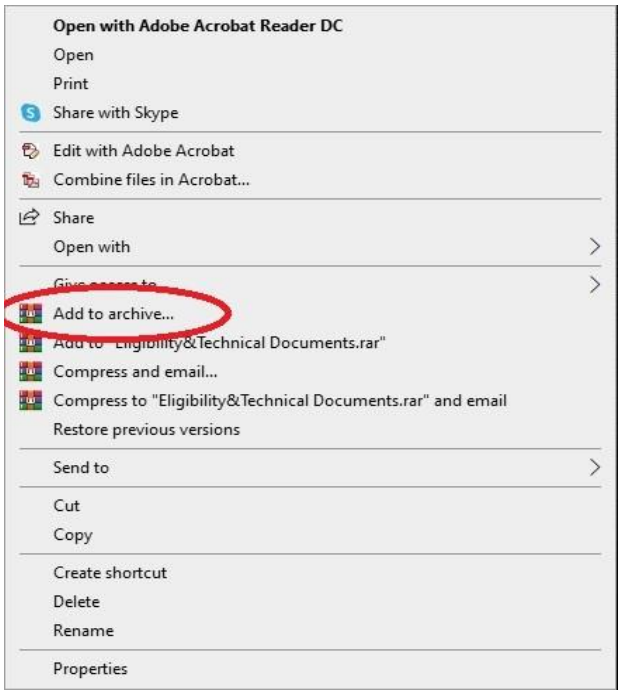
4. Type and retype your password. The password strength is displayed next to your password to

indicate whether the chosen password is weak, medium, strong, or best.

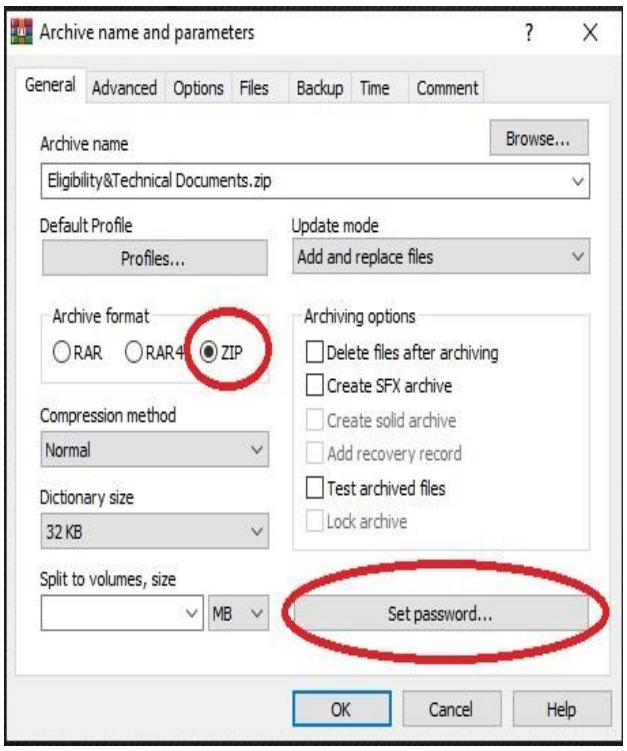
5. Click **Apply**

File Archiving and Compression using WinRaR application

1. Right Click the password protected .PDFfile
2. Select **"Add to archive."**



3. In the Archive name and parameters dialog box, select **"Radio button ZIP"** and click **"Set password"**



4. Type your password and Click **"OK button."**

"ANNEX C"

Procedure of Accessing the BFAR BAC Online Submission of Bidding Documents via Google Forms

Step 1. BAC Secretariat will send the Invitation link of Registration Form.

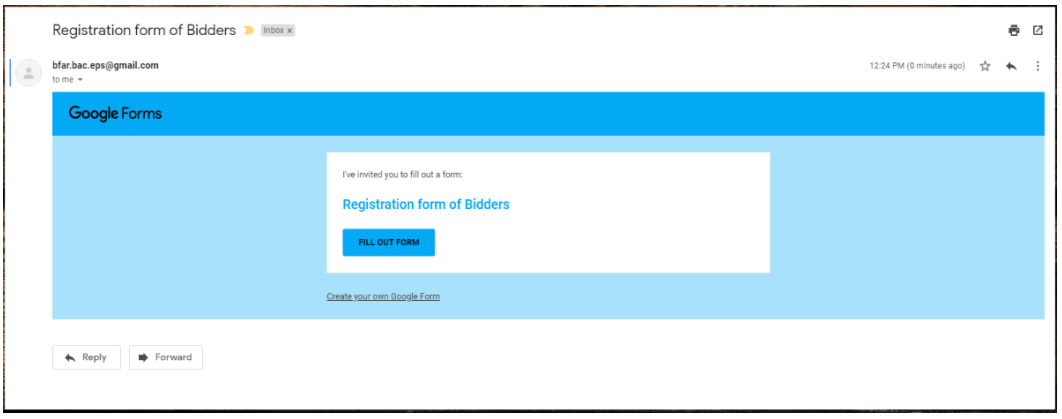
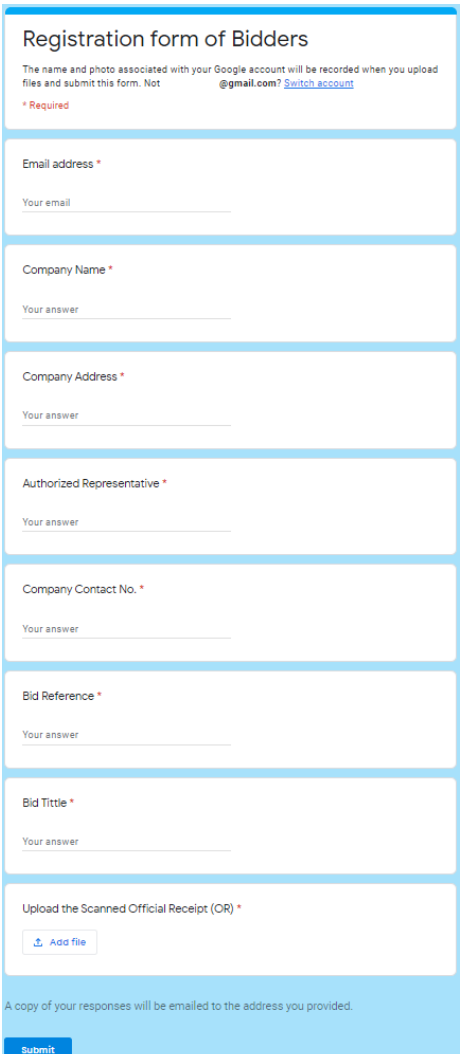


Figure 1.1

Step 2. Upon received, click the **FILL OUT FORM**.

Step 3. Bidder must fill in the following required information



Step 4. Click the **Add file** to upload Scanned Copy of Official Receipt (OR).

Step 5. After uploading of the Scanned Copy of OR, the bidder shall click the **Submit** button to complete the process and BAC Secretariat shall verify the submitted Official Receipt (OR).

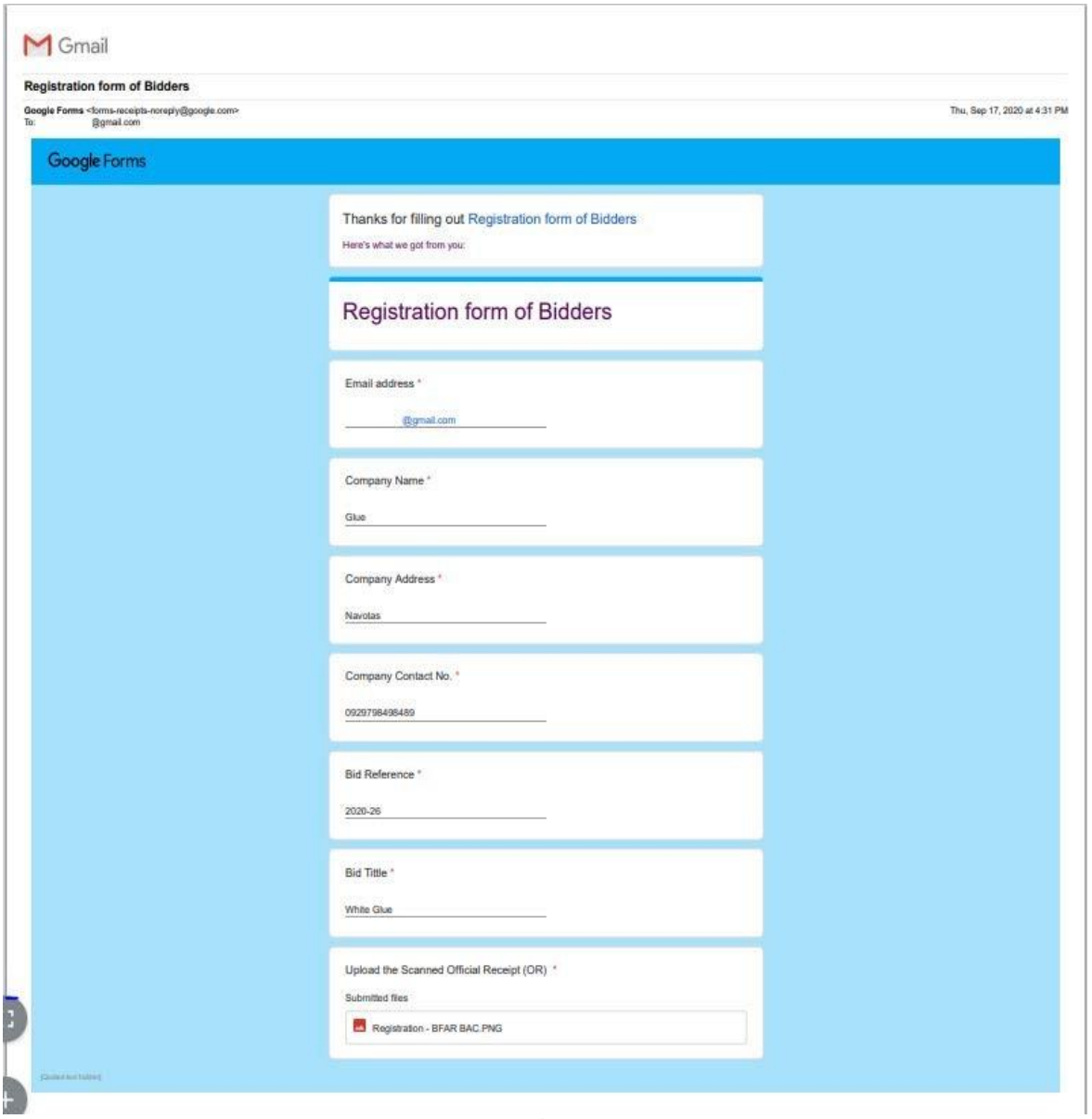


Figure 5.1

Step 6. A copy of the response will be automatically emailed to the address provided by the bidders.

Step 7. Upon verification of the Official Receipt (OR), the BAC Secretariat shall send the Public Bidding Documents through the given email or shall provide a hard copy upon

request. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

S**tep 8.** The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through email directing to the "Online Submission of the Bid".

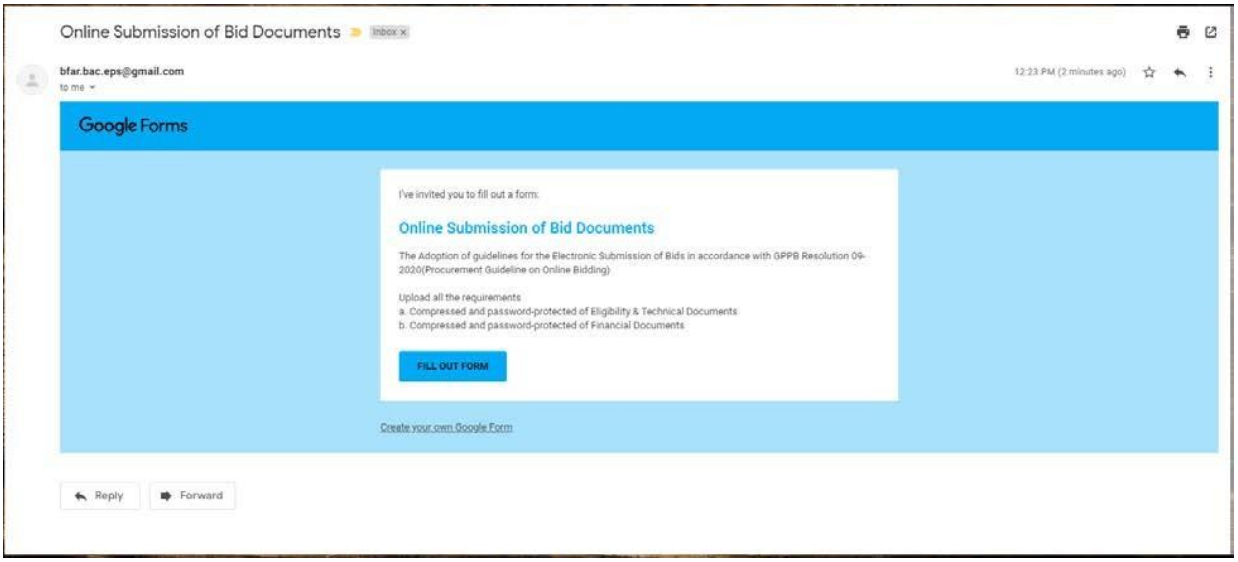


Figure 8.1

Step 9. Upon received, click the **FILL OUT FORM.**

Step 10. Click the **Add file** button to upload the compressed and password-protected files of Eligibility & Technical and Financial Documents

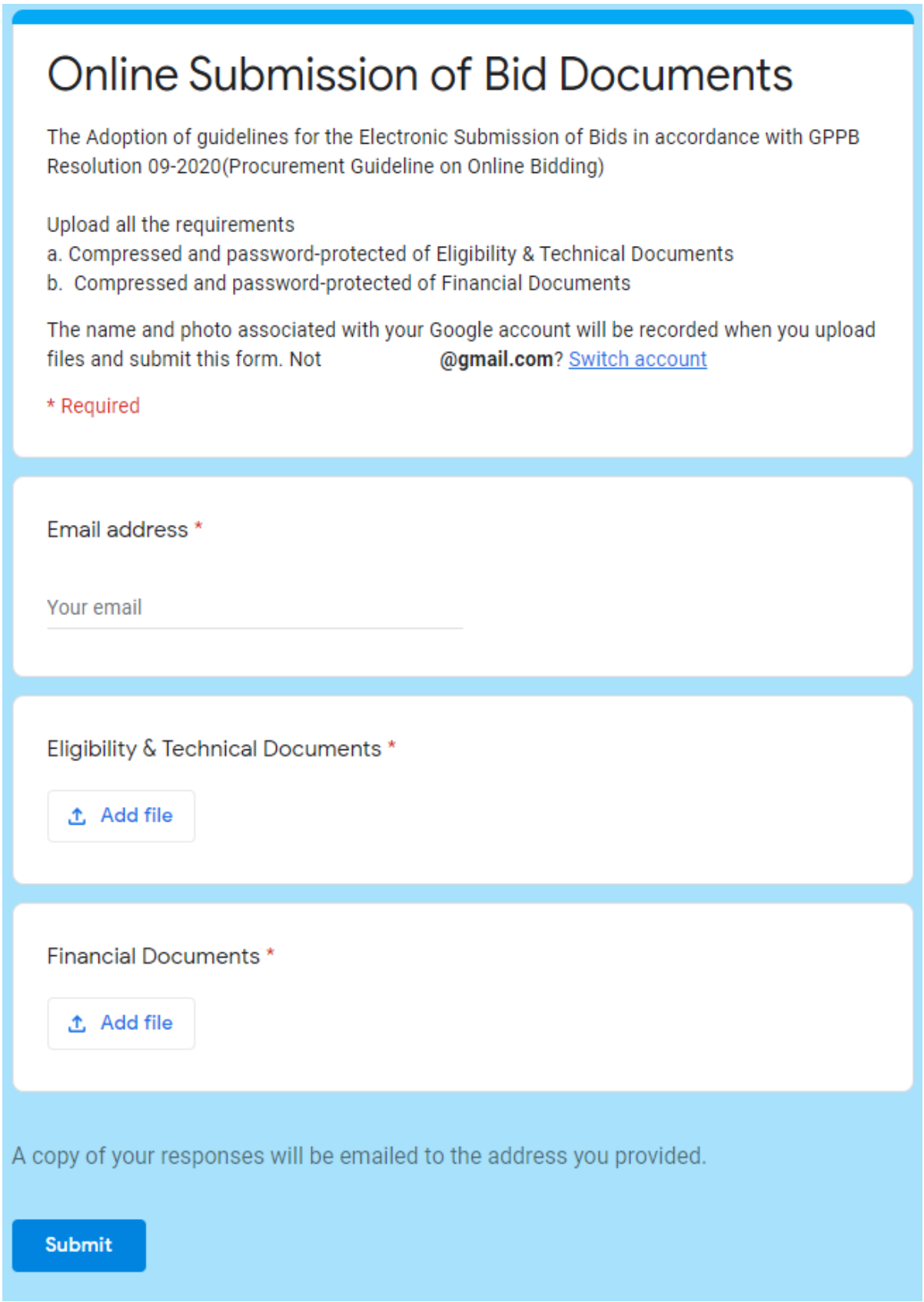

Online Submission of Bid Documents
The Adoption of guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020(Procurement Guideline on Online Bidding)
Upload all the requirements
a. Compressed and password-protected of Eligibility & Technical Documents
b. Compressed and password-protected of Financial Documents
The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not @gmail.com? Switch account
* Required
Email address *
Your email
Eligibility & Technical Documents *
Add file
Financial Documents *
Add file
A copy of your responses will be emailed to the address you provided.
Submit

Figure 10.1

Step 11. Click the **Submit** button to complete the process. A copy of the response will be automatically emailed to the address provided by the bidder which can be saved or printed by the bidder, as proof of the official time of the submission and receipt of bids.

Figure 11.1

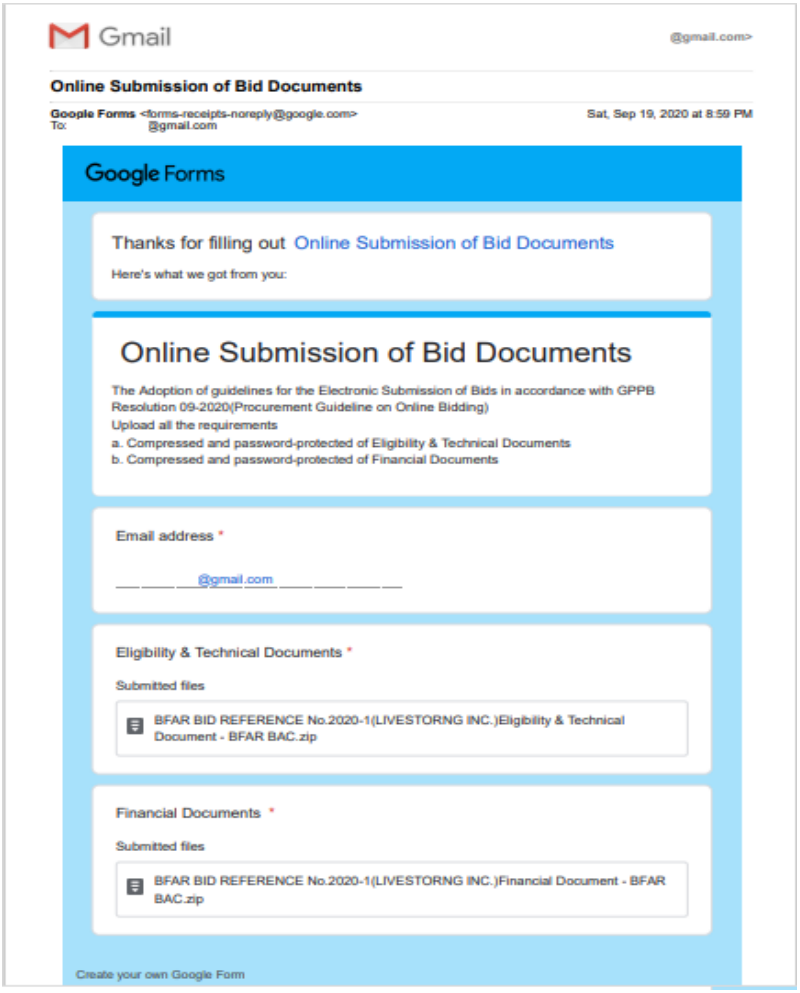


Figure 11.2

Republic of the Philippines
gppb
Government Procurement Policy Board