

PHILIPPINE BIDDING DOCUMENTS

Government of the Republic of the Philippines

Bid Reference. No. NP 2020-50-A

(TWO FAILED BIDDING)

**“REHABILITATION AND
CONSTRUCTION OF BFAR-NMC
PRODUCTION RELATED FACILITIES.”**

Lot no.	End User	Approved Budget for the Contract (ABC)
1	Dr. Jericardo S. Mondragon NMC Center Chief	3,000,000.00

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid



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: bfarbac2018@gmail.com

INVITATION TO BID FOR:
BID REFERENCE NO: NP 2020-50-A (TWO FAILED BIDDING)
“REHABILITATION AND CONSTRUCTION OF BFAR-NMC
PRODUCTION RELATED FACILITIES.”

1. *The Bureau of Fisheries and Aquatic Resources (BFAR) of the Department of Agriculture* through the *Stimulus fund for the FY 2020* intends to apply the sum of **Three Million Pesos Only (3,000,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for **Bid Reference No. NP 2020-50-A (TWO FAILED BIDDING)** entitled **“REHEBILITATION AND CONSTRUCTION OF BFAR-NMC PRODUCTION RELATED FACILITIES”**

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

PR No.	Lot no.	Description	Approved Budget for the Contract (ABC) (PhP)	Bidding Documents Fee (PhP)
21-03-197	1	REHABILITATION AND CONSTRUCTION OF BFAR-NMC PRODUCTION RELATED FACILITIES	3,000,000.00	3,000

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”*.

4. 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.

5. 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.

6. 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.

7. The DA-BFAR will hold a Pre-Bid Conference¹ through a video conference call using Zoom application on **May 14, 2021 (Friday), 11:00 AM**. 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

8. 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 **May 19, 2021 (Wednesday), 9:30 AM**. 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

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

10. Bid opening shall be held through a video conference call using Zoom application on **May 19, 2021 (Wednesday), 10:00 A.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.

11. 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.

12. 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.

13. 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**](http://www.bfar.da.gov.ph)

14. You may visit the following websites:

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

Issued this 10th day of May, 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 AND CONSTRUCTION OF BFAR-NMC PRODUCTION RELATED FACILITIES.”** with identification number **NP 2020-50-A (TWO FAILED BIDDING)**.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2020 in the amount of *Three Million Pesos (3,000,000.00Php)*.

2.2. The Source of funding is under ‘ ‘Bayanihan to Recover as One Act’ ’, (Available for release, obligation and disbursement not later than June 30, 2021 as per DBM-NBC circular no. 585 dated January 26, 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 allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.
- 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 **May 14, 2021 (Friday), 11:00 A.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 **July 06, 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 one (1) original and two (2) printed copies of the first and second components of its Bid and/or 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.

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 Bidder shall submit bids on or before **May 19, 2021 (Friday), 9:30 A.M.** at the BFAR-BAC Office, 3rd flr., PCA Main Bldg., Elliptical Road, Diliman, Q.C., and bac.eps@bfar.da.gov.ph 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

ITB Clause																																											
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <ol style="list-style-type: none"> 1. <i>The Contractor/Supplier must have the competence to implement and support the project.</i> 2. <i>Similar projects include design, construction, repair/rehabilitation of buildings and similar structures.</i> 																																										
7.1	Subcontracting is not allowed.																																										
10.3	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.																																										
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Key Personnel</th> <th style="text-align: left;">General Experience</th> <th style="text-align: left;">Relevant Experience</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td>Construction management</td> <td>Five (5) years</td> </tr> <tr> <td>Civil Engineer</td> <td>Structural design, surveying civil works</td> <td>Five (5) years</td> </tr> <tr> <td>Foreman</td> <td>Field work supervision</td> <td>Five (5) years</td> </tr> </tbody> </table>	Key Personnel	General Experience	Relevant Experience	Project Manager	Construction management	Five (5) years	Civil Engineer	Structural design, surveying civil works	Five (5) years	Foreman	Field work supervision	Five (5) years																														
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10.5	<p style="text-align: center;"><i>List of Equipment's for Provision and Supervision of Labor</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">QTY</th> <th style="text-align: center;">UNIT</th> <th style="text-align: center;">ITEMS DESCRIPTION / SPECIFICATION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Unit</td> <td>Wheelbarrow</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Set</td> <td>Bagger mixer</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">Units</td> <td>Hoe</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">Units</td> <td>Shovel</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Units</td> <td>Welding machine (inverter)</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Units</td> <td>Electric drill</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Units</td> <td>Grinder</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Unit</td> <td>Generator Set</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Set</td> <td>Extension wires</td> </tr> <tr> <td colspan="3">Electrical tools (as required for the construction)</td> </tr> <tr> <td colspan="3">Carpentry tools</td> </tr> <tr> <td colspan="3">Masonry tools</td> </tr> <tr> <td colspan="3">Scaffoldings and ladder</td> </tr> </tbody> </table>	QTY	UNIT	ITEMS DESCRIPTION / SPECIFICATION	2	Unit	Wheelbarrow	2	Set	Bagger mixer	6	Units	Hoe	6	Units	Shovel	2	Units	Welding machine (inverter)	2	Units	Electric drill	2	Units	Grinder	1	Unit	Generator Set	2	Set	Extension wires	Electrical tools (as required for the construction)			Carpentry tools			Masonry tools			Scaffoldings and ladder		
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12	No further Instructions.
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 PhP 60,000.00 [two percent (2%) of ABC], 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 PhP 150,000.00 [five percent (5%) of ABC] if bid security is in Surety Bond.</p>
16	<p>Each Bidder shall submit one (1) original and two (2) printed copies of the first and second components of its Bid and/or an electronic copy which must be digitally signed.</p> <p>A. LABELLING AND MARKING INSTRUCTIONS FOR THE SUBMISSION OF HARD COPIES.</p> <div data-bbox="347 846 1366 1615" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">SEALING AND MARKING OF BIDS (for each component)</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="400 898 724 927" style="width: 45%;"> <p>FORMAT FOR LABELLING OF BID ENVELOPE</p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>ATTY. DEMOSTHENES R. ESCOTO Chairperson Bids and Awards Committee 3/F PCA Building, Elliptical Road Diliman, Quezon City</p> <p>Bid for: Bid Ref. No.: _____ Project Title: _____</p> <p>Submitted by: • BIDDER'S COMPANY NAME • BIDDER'S CONTACT DETAILS</p> <p>DO NOT OPEN BEFORE: _____</p> </div> </div> <div data-bbox="746 936 1347 1406" style="width: 50%;"> </div> </div> <p>LABELLING AND MARKING INSTRUCTIONS</p> <ol style="list-style-type: none"> 1. All envelopes shall: <ol style="list-style-type: none"> (a) bear addressed to the Procuring Entity's BAC; (b) bear the specific identification/Bid ref. no. of this bidding; (c) contain the name of the contract/Project Title to be bid; (d) bear the Company name, address and contact details of the Bidder; (e) bear a warning "DO NOT OPEN BEFORE (the date and time of opening of Bids)." 1. Bidders shall enclose the First component (<i>Eligibility and Technical documents</i>) and Second components (<i>Financial documents</i>) of their bid. 2. Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid. 3. The inner envelopes of the first and second component shall be similarly sealed and duly marked as Original, Copy 1 and Copy 2. 4. Each components must contain Table of Contents and all documents attached should be properly tabbed and bound. </div>
<p>1. Main envelope shall:</p> <ol style="list-style-type: none"> (a) bear addressed to the Procuring Entity's BAC; (b) bear the specific identification/Bid ref. no. of this bidding; (c) contain the name of the contract/Project Title to be bid; (d) bear the Company name, address and contact details of the Bidder; (e) bear a warning "DO NOT OPEN BEFORE (the date and time of opening of Bids)." <p>2. Bidders shall enclose the First component (Eligibility and Technical documents) and Second components (Financial documents) of their bid.</p>	

	<p>3. Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.</p> <p>4. The inner envelopes of the first and second component shall be similarly sealed and duly marked as Original, Copy 1 and Copy 2.</p> <p>5. Each component must contain Table of Contents and all documents attached should be properly tabbed and bound.</p> <p>6. All pages should be signed by the bidder's authorized representative.</p> <p>B. GUIDELINES ON ELECTRONIC SUBMISSION AND RECEIPT OF BIDS:</p> <p>1. Electronic submission of bids should be in BAC google forms.</p> <p>2. Please refer to BFAR-BAC Online Bidding Procedure for more details.</p> <p>Important: This Agency will assume that the submitted electronic copies must be the same with the printed copies.</p> <p>*** 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.</p>
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.
- 7.3. The structural and architectural design, including bill of material estimates of the proposed bridge to be submitted and pond engineering survey shall be duly signed and endorsed by professionals of good standing per the rolls of Professional Regulatory Commission (PRC).

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	<p>The Intended Completion Dates are the following:</p> <p>Lot 1</p> <p>A. Construction of Guard House No. 4 with Electrical Room shall be within <i>Forty (40) days</i>.</p> <p>B. Construction of Perimeter fence of Fresh Water Hatchery for Red Tilapia, Feed Mill Center and Aquaculture Building shall be within <i>Seventy (70) days</i>.</p> <p>C. Rehabilitation of acclimatization area for High Value Species (Semi-Enclosed nipa hut with coco lumber and slab walls shall be within <i>forty five (45) days</i>.</p>
4.1	All items shall be delivered at DA/BFAR-NMC located in two (2) areas: (a) Brgy. Cagangohan and (b) Brgy. Southern Davao both located in Panabo City, Davao del Norte;
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 <i>seven (7) days</i> upon receipt of the Notice of Proceed.
11.2	<p>The period between Program of Work updates is <i>thirty (30) days</i>.</p> <p>The amount to be withheld for late submission of an updated Program of Work is <i>five percent (5%) of the previous work accomplishment</i>.</p>
13	The amount of the advance payment is <i>fifteen (10%) of the Contact Price</i> .
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
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 : REHABILITATION AND CONSTRUCTION OF BFAR-NMC
PRODUCTION AND RELATED FACILITIES

**Approved Budget for
the Contract (ABC)** : **PhP 3,000,000.00**

TERMS OF REFERENCE

FOR THE ENGINEERING SERVICE, SUPPLY OF LABOR, SUPPLIES AND MATERIALS FOR THE REHABILITATION AND CONSTRUCTION OF FACILITIES

NATIONAL MARICULTURE CENTER

Brgy. Caganohan, Panabo City, Davao del Norte

1. BACKGROUND

In order to develop and promote sustainable mariculture industry in the country the BFAR-National Mariculture Center was established on January 1, 2015 pursuant to Fisheries Office Order No. 2, Series of 2015. The programs and activities of the Center aims to contribute in ensuring available and affordable food for Filipinos, as well as improve the lives of fisherfolk. The Center also takes into consideration the different needs of both men and women stakeholders as well as Senior Citizens, Indigenous People, and Persons With Disabilities (PWD) in the implementation of its programs and projects through training needs/services assessment and monitoring which is in compliance with Republic Act (RA) 8550 otherwise known as "The 1998 Fisheries Code" as amended by RA 10654 or "The Act to Prevent, Deter and Eliminate Illegal, Unreported and Unregulated Fishing", RA 9710 or "The Magna Carta of Women", and RA 8371 or "The Indigenous Peoples' Rights Act".

In view of the Bayanihan 2, BFAR shall include and apply key principles and strategies which will benefit the major fisheries stakeholders such as fisherfolk, fish farmers, fishing operators, fish workers, fish processors, and traders including other concern groups, organizations and associations. Thus, to ensure the implementation of this principles and strategies, the BFAR-NMC shall work to provide quality services through the improvement of production facilities and technology-demonstration areas. This project shall contribute to the enhancement of red tilapia hatchery and fish culture in a form of production input assistance *e.g.* fingerlings and feeds for the "Balik Probinsya Program", Locally Stranded Individuals (LSI), Unemployed Individuals (UI) including the out of school youths, fisherfolk, and other stakeholders.

2. OBJECTIVES

The project aims to rehabilitate and construct mariculture related production facilities, specifically:

- A. To construct Guardhouse No. 4 with electrical room at Barangay Southern Davao, Panabo City, Davao del Norte;
- B. To construct the perimeter fence of Freshwater Hatchery for Red Tilapia, Feed Mill Center and Aquaculture Building at Barangay Southern Davao, Panabo City, Davao del Norte;
- C. To rehabilitate the Acclimatization Area for High Value Species (Semi-enclosed Nipa Hut with Coco Lumber and Slab Walls) at Brgy. Cagangohan, Panabo City, Davao del Norte;
- D. To complete the required rehabilitation and construction of facilities.

3. SCOPE OF WORK AND DETAILS

This project is composed of the following works/services and goods to be supplied by the winning bidder:

a. Engineering services

- 1. Surveying of the following DA/BFAR-NMC Facilities: (a) Construction of Guardhouse No. 4 with Electrical Room at Barangay Southern Davao, Panabo City, Davao del Norte; (b) Construction of Perimeter Fence of Freshwater Hatchery for Red Tilapia, Feed Mill Center and Aquaculture Building at Barangay Southern Davao, Panabo City, Davao del Norte and (c) Rehabilitation of Acclimatization Area for High Value Species (Semi-enclosed Nipa Hut with Coco Lumber and Slab Walls) at Brgy. Cagangohan, Panabo City, Davao del Norte (see pages 3 to 21 for details of letters *a* and *b*);
- 2. Soil tests for the appropriate design of above facilities in *letters a to c (Lots 1 to 3)*;
- 3. Detailed engineering designs and bill of quantities (refer to pages 3 to 21 for the proposed designs and bill of quantities);
- 4. Provision and supervision of labor for the rehabilitation and construction works; and,
- 5. Scope of Work: Engineering Specification.

b. Supply and delivery of supplies, materials and implements needed for the rehabilitation and construction works.

A. ENGINEERING SERVICES: SURVEYING WORKS

- 1. Deployment of a professional licensed crew with the latest engineers to conduct site survey, and building designs over specified areas/portion of DA/BFAR-NMC (Lot 1 to 3);
- 2. Generate and endorse technical drawings, computations, report and recommendations of the surveyed areas depicting details such as but not limited to: (a) Construction of Guardhouse No. 4 with Electrical Room at Barangay Southern Davao, Panabo City, Davao del Norte; (b) Construction of Perimeter

Fence of Freshwater Hatchery for Red Tilapia, Feed Mill Center and Aquaculture Building at Barangay Southern Davao, Panabo City, Davao del Norte; (c) Rehabilitation of Acclimatization Area for High Value Species (Semi-enclosed Nipa Hut with Coco Lumber and Slab Walls) at Brgy. Cagangohan, Panabo City, Davao del Norte; and,

3. Processing of building permit and electrical permit.

LIST OF EQUIPMENTS FOR SUVEYING WORKS

QTY	UNIT	ITEMS DESCRIPTION / SPECIFICATION
1	Set	Total Station Surveying instrument
1	Unit	Laptop/desktop computer and paraphernalia
1	Set	Printer for blue printing (outsource)

B. ENGINEERING SERVICES: SOIL TESTS

(During project implementation prior to Construction)

1. Coordinate with a NIA, DPWH, City Engineering Office for the construction clearance/authorization, area, pre-inspection, conduct of soil load bearing capacity tests and among other tests;
2. Facilitate proper conduct of soil testing on site (Lots 1 to 3);
3. Prepare a technical report and submit results of the tests conducted.

LIST OF EQUIPMENTS FOR SOIL TESTS

QTY	UNIT	ITEMS DESCRIPTION / SPECIFICATION
1	set	Per prescribed DPWH testing standards

ENGINEERING SERVICES: SCOPE OF WORK: ENGINEERING SPECIFICATION

1. Materials Specification

- 1.1 Normal weight concrete 28th-day compressive strength, f'_c unless indicated otherwise on the drawings, 21 MPA (3,000 PSI)
- 1.2 Reinforce steel yield strength, f_y 275.0Mpa (4,000 PSI)
- 1.3 Structural steel yield strengths
 - 1.3.1 For rolled shapes, F_y 248.0 Mpa (36,000 PSI)
 - 1.3.2 For pipes and tubing, F_y 241.0 Mpa (35,000 PSI)
 - 1.3.3 For lightgauge members, F_y 227.5 Mpa (33,000 PSI)

- 1.4 Prestressing steel ultimate strength, F_y 1,860.0 Mpa (270,000 PSI)
- 1.5 Concrete compressive strength, f'_m 4.8 Mpa (700 PSI)
- 1.6 Grout compressive strength, f'_c 13.8 Mpa (2,000 PSI)

2. Concrete and Reinforcing Steels

- 2.1 Minimum concrete cover to all reinforcing bars shall be as follows:
 - 2.1.1 Concrete cast against permanently exposed to earth 75mm
 - 2.1.2 Formed surfaces exposed to earth or weather $\text{Ø}16$ bars or smaller 40mm
 - 2.1.3 Formed surfaces not exposed directly to weather or earth
- 2.2 Reinforcing bars shall be free of rust, grease or other materials likely to impair bond
- 2.3 Bars splices shall be securely wired together, splices in reinforced concrete beams, columns and walls shall be as shown in the detail. For non structural walls, masonry walls and slabs, splices shall lap a minimum of 40 bar diameters and shall be staggered whenever possible
- 2.4 All reinforce bars shall be accurately and securely placed before pouring concrete or applying mortar or grout
- 2.5 Splices required in the reinforcement of beams/girders framing into column nor within a distance of twice the beam/girder depth from the face of the column, at least two closed stirrup ties shall be provided at all splices
- 2.6 Lap splices shall be approved within the center half of column height and the splice length shall not be less than 1.3 times the development length

3. Structural Steel

- 3.1 All materials and workmanship shall conform with the ninth edition of American Institute of Steel Construction (AISC) Manual unless otherwise shown or noted
- 3.2 Contractor shall furnish all plates, cup angles, connectors, etc. required for completion of the structure even if every such item is not shown on the contract drawings.
- 3.3. Welding shall be in accordance with the American Welding Society Code AWS D 1.1 unless indicated otherwise
- 3.4 Welding electrodes shall be E70XX
- 3.5 All Bolts and threaded fasteners shall be ASTM a 325 unless indicated otherwise

4. Masonry

- 4.1 All concrete hollow blocks masonry walls be laid in running bond (interlocking course) with full mortar bedding, stack bond shall be used only when specified
- 4.2 All cells shall be solidly filled with concrete grout

5. Foundation

- 5.1 Footings are designed for a minimum allowable soil bearing pressure of 90 Kpa. Unless indicated otherwise on the drawings
- 5.2 No footing shall rest on fill footing for CHB walls and other minor structure shall be embedded at least 600mm from the finish grade line unless indicated otherwise
- 5.3 All foundations should have compacted gravel fill 150mm thick or 100mm THK lean concrete unless indicated otherwise

6. Plumbing

- 6.1 For Sanitary Line Use:
 - 6.1.1 50mmØ PVC pipe for vent fixtures
 - 6.1.2 100mmØ PVC pipe for main water closet
 - 6.1.3 150mmØ PVC pipe for sanitary drain main pipe
- 6.2 For Waterline: Use Polypropylene Fusion Weld Pipe PN 20
 - 6.2.1 13mmØ PVC for fixtures
 - 6.2.2 20mmØ for branch of 2-13mmØ
 - 6.2.3 25mmØ for branch of 2-20mmØ
 - 6.2.4 32mmØ for branch of 2-25mmØ
 - 6.2.3 38mmØ for branch of 2-32mmØ
 - 6.2.3 50mmØ for main service pipe

7. Electrical

- 7.1 All electrical works shall be done in strict compliance of the Latest Edition of the Philippine Electrical Code, Ordinances, Rules and Regulations of the Local Government and the Requirement of the Power Company
- 7.2 Type of wiring:
 - 7.2.1 The type of power service to be used shall be three Phase 4-wire 230 Volts 60Hz, AC
- 7.3 All materials to be used shall be brand new and of the approved type for the location and purpose
- 7.4 All exposed piping shall be rigid steel conduits unless otherwise specified embedded piping shall be uPVC and concrete CNCased

3. DELIVERABLES

- a. Updated building engineering plan;
- b. Soil load bearing tests results;
- c. Structural and architectural design of facilities for rehabilitation and construction;
- d. Constructed Guardhouse No. 4 with Electrical Room at Barangay Southern Davao, Panabo City, Davao del Norte;
- e. Constructed Perimeter Fence of Freshwater Hatchery for Red Tilapia, Feed Mill Center and Aquaculture Building at Barangay Southern Davao, Panabo City, Davao del Norte; and,
- f. Rehabilitated the Acclimatization Area for High Value Species (Semi-enclosed Nipa Hut with Coco Lumber and Slab Walls) at Brgy. Cagangohan, Panabo City, Davao del Norte.

4. CONTRACTOR/SUPPLIER QUALIFICATIONS

- 1. The Contractor/Supplier must have the competence to implement and support the project
- 2. Similar projects include design, construction, repair/rehabilitation of buildings and similar structures.

5. WARRANTY AND RETENTION

Per professional licenses and retention fee of ten (10%) of the bid amount.

6. PLACE OF DELIVERY AND TIMING OF IMPLEMENTATION

1. All items shall be delivered at DA/BFAR-NMC located in two (2) areas: (a) Brgy. Cagangohan and (b) Brgy. Southern Davao both located in Panabo City, Davao del Norte;
2. Conduct of surveying works and soil testing shall be within 30 days upon the issuance of Notice to Proceed;
3. Facilities rehabilitation and construction shall commence upon the delivery of supplies and materials and should be completed based on the required program of work; and,
4. DA/BFAR-NMC shall not provide housing support to staff/workers of the Service Provider/Supplier.

7. PROJECT COST

10.1 The project will have Approved Budget for the Contract of Php 3,000,000.00, including all taxes, applicable permits, licenses, engineering services, clearances, supplies and equipments for the project mentioned above.

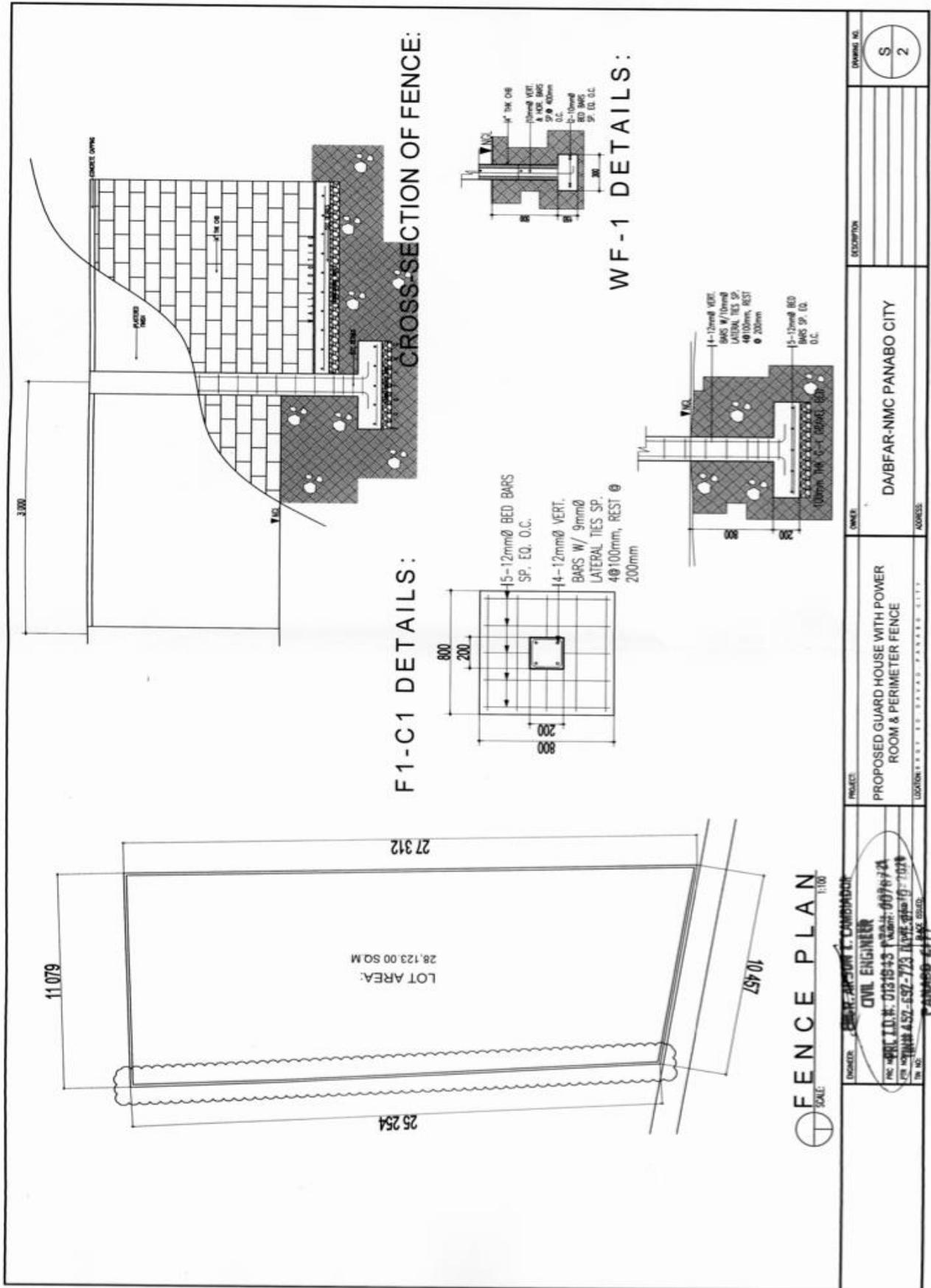
8. PROGRAM OF WORK PER ACTIVITIES

Activities	Project Duration	Manpower Requirements	Minimum Equipment Requirements	Location
LOT 1: Construction of Guardhouse No. 4 with Electrical Room at Barangay Southern Davao, Panabo City, Davao del Norte	<i>Total = 40 days</i>			<i>BFAR-NMC Satellite Office, Brgy. Southern Davao, Panabo City, Davao del Norte</i>
<i>General Requirements</i>				
- Temporary facilities	1 day	3 skilled workers and 3 laborers	Contractors temporary facilities	
- Hauling of debris & site clearing	2 days	3 skilled workers and 3 laborers	2 units shovel, 2 units steel digger, and masonry tools	
1.1 Site/earth works	4 days	3 skilled workers and 3 laborers	2 units shovel, 2 units steel digger, and masonry tools	
1.2 Concrete works	6 days	3 skilled workers and 3 laborers	Scaffoldings, welding machine, grinder, hand drill, steel cutter, extension wires, ladder, bagger mixer, wheel barrow, masonry tools	
1.3 Masonry works	5 days	3 skilled workers and 3 laborers	Masonry tools	

Activities	Project Duration	Manpower Requirements	Minimum Equipment Requirements	Location
1.4 Roof and roofing works	4 days	3 skilled workers and 3 laborers	Tarp, welding machine, grinder, hand drill, steel cutter, extension wires, ladder, generator set	
1.5 Ceiling works	5 days	3 skilled workers and 3 laborers	Scaffoldings, riveters, hand drill, scaffolding, steel cutter, extension wire, ladder, carpentry tools	
1.6 Doors and windows	2 days	3 skilled workers and 3 laborers	Hand drill, heavy duty cutter, extension wire, ladder, welding machine, carpentry tools	
1.7 Painting & finishing works	2 days	3 skilled workers and 3 laborers	Painting and carpentry tools, ladder and masonry tools	
1.8 Tile works	3 days	3 skilled workers and 3 laborers	Grinder, tile cutter, masonry tools, carpentry tools	
1.9 Plumbing works	2 days	3 skilled workers and 3 laborers	Plumbing tools	
1.10 Electrical works	2 days	3 skilled workers and 3 laborers	Electrical tools, ladder, extension wire, carpentry tools	
LOT 2: Construction of Perimeter fence of Freshwater Hatchery for Red Tilapia, Feed Mill Center and Aquaculture Building at Brgy. Southern Davao, Panabo City, Davao del Norte	Total = 70 days			BFAR-NMC Satellite Office, Brgy. Southern Davao, Panabo City, Davao del Norte
1.1 Earth/site works: Excavation, gravel bedding and sand backfilling	15 days	3 skilled workers and 3 laborers	2 units wheel barrow, 2 units shovel, 1 unit steel digger	

Activities	Project Duration	Manpower Requirements	Minimum Equipment Requirements	Location
1.2 Concrete Works: Concrete, footing, wall footing, fence column	20days	3 skilled workers and 3 laborers	Form works, masonry tools, scaffoldings, 1 bagger mixer	
1.3 Masonry works: CHB laying fence and plastering of fence column, perimeter wall	20 days	3 skilled workers and 3 laborers	Masonry tools, 1 bagger	
1.4 Steel Works: Installation Cyclone fence and steel frames	15 days	3 skilled workers and 3 laborers	Scaffolding, 1 unit welding machine, hand drill, 1 unit steel cutter	
LOT 3: Rehabilitation of acclimatization area for High Value Species (Semi-enclosed nipa hut with coco lumber and slab walls located at Bgry. Cagangohan, Panabo City, Davao del Norte	Total = 45 days			BFAR-NMC Main Office, Brgy. Cagangohan, Panabo City, Davao del Norte
1.1 Site/earth works	5 days	3 skilled workers and 3 laborers	2 unit wheel barrow, 2 unit shovel,	
1.2 Miscellaneous works (repairs & rehab)	40 days	3 skilled workers and 3 laborers	2 unit wheel barrow, 2 unit shovel, 1 unit bagger mixer, ladder, scaffolding, carpentry tools, masonry tools, electrical tools, plumbing tools, welding machine, 1 unit bending tools, 1 unit steel cutter, bagger mixer	

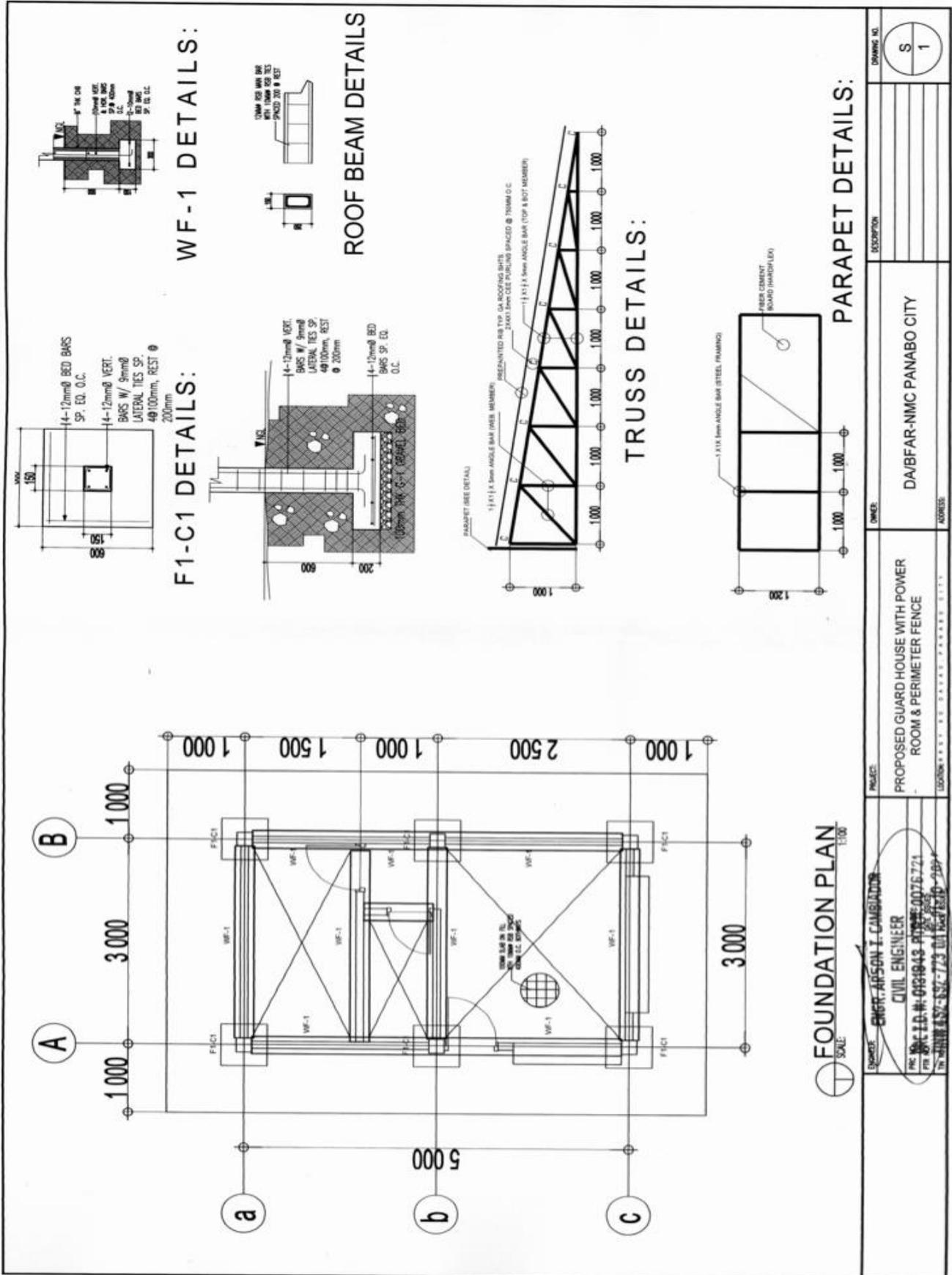
a.2. Fence Plan



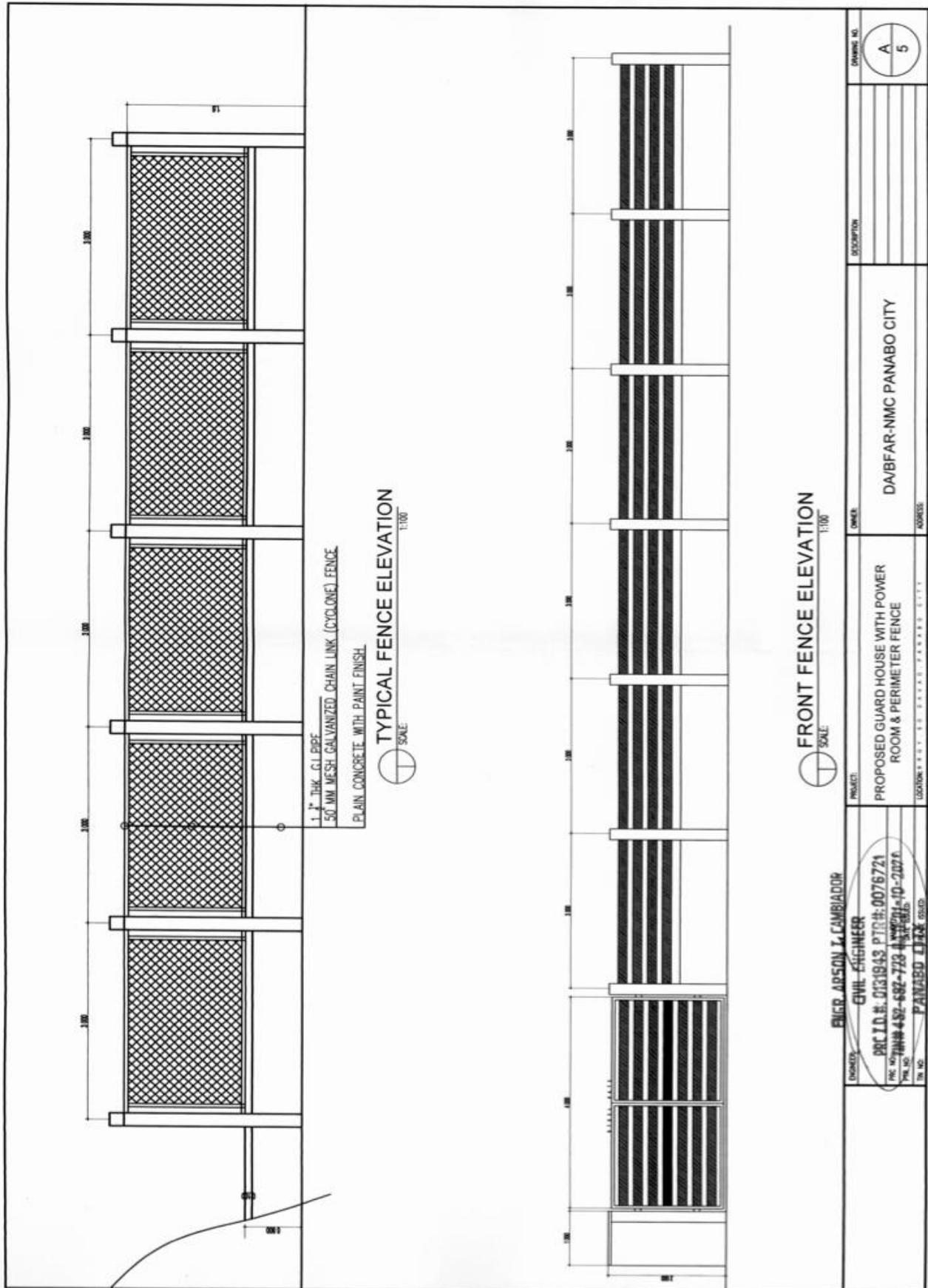
FENCE PLAN
SCALE: 1:100

ENGINEER: DR. J. ARSUN T. CHANDRAN CIVIL ENGINEER REG. NO. 0131613 FOR EXP. NO. 452-652-773	PROJECT: PROPOSED GUARD HOUSE WITH POWER ROOM & PERIMETER FENCE	OWNER: DAIB/FAR-NMC PANABO CITY	DESCRIPTION:	DRAWING NO. S 2
LOCATION: LOT 11, ROAD PANABO, CITY	ADDRESS:			

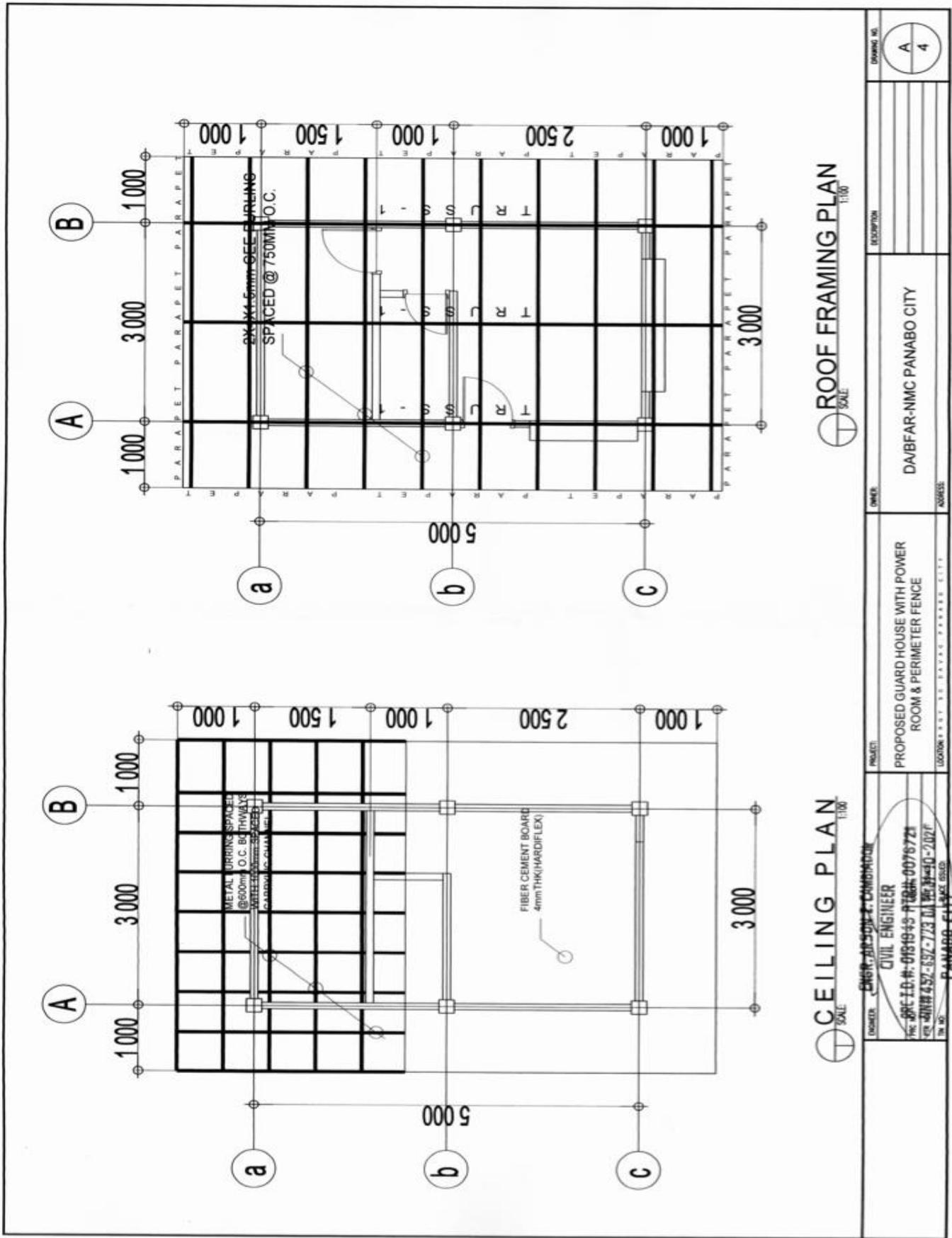
a.3. Foundation Plan with Truss and Parapet Details



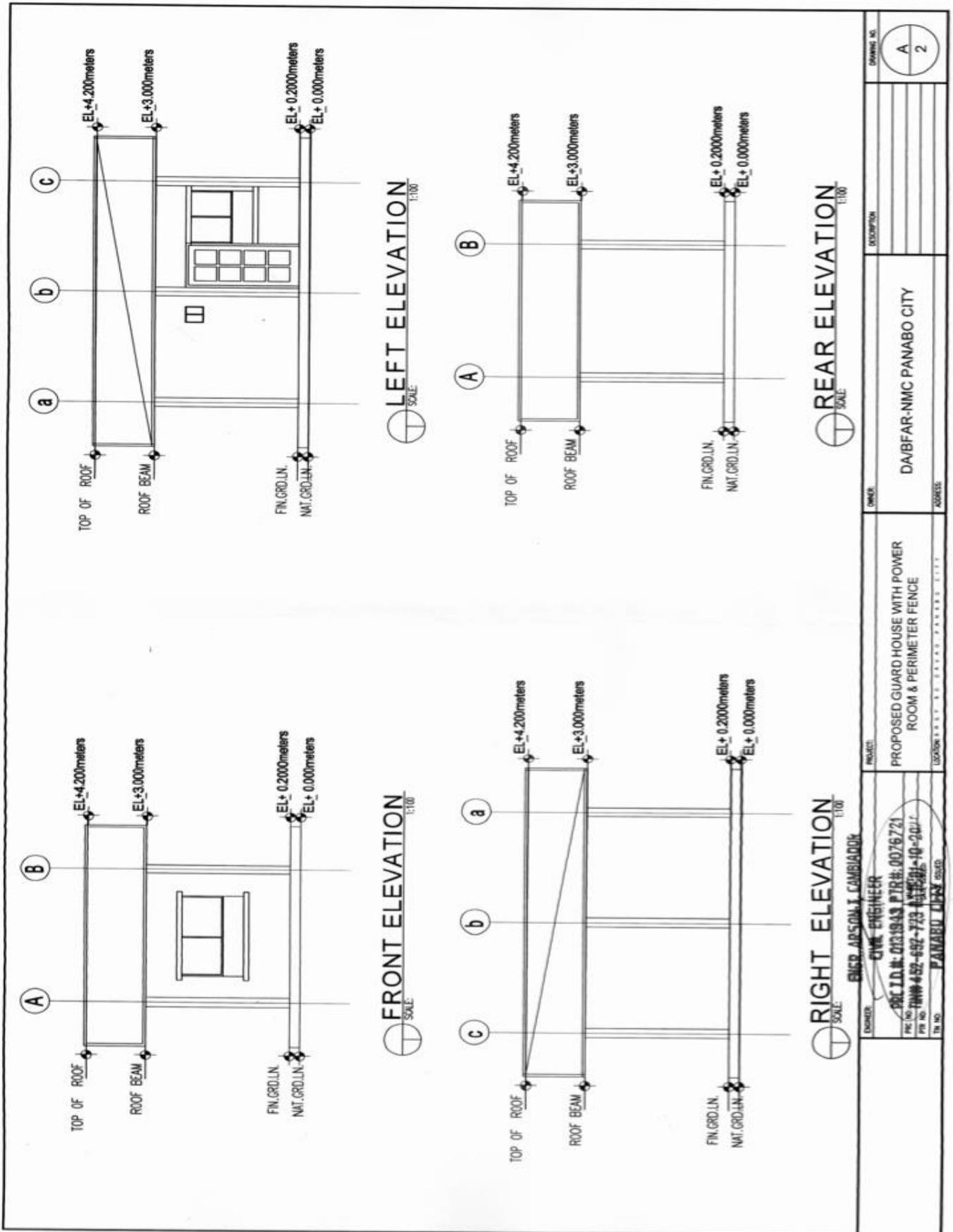
a.4. Typical and Front Fence Elevation



a.5. Ceiling and Roof Framing Plan

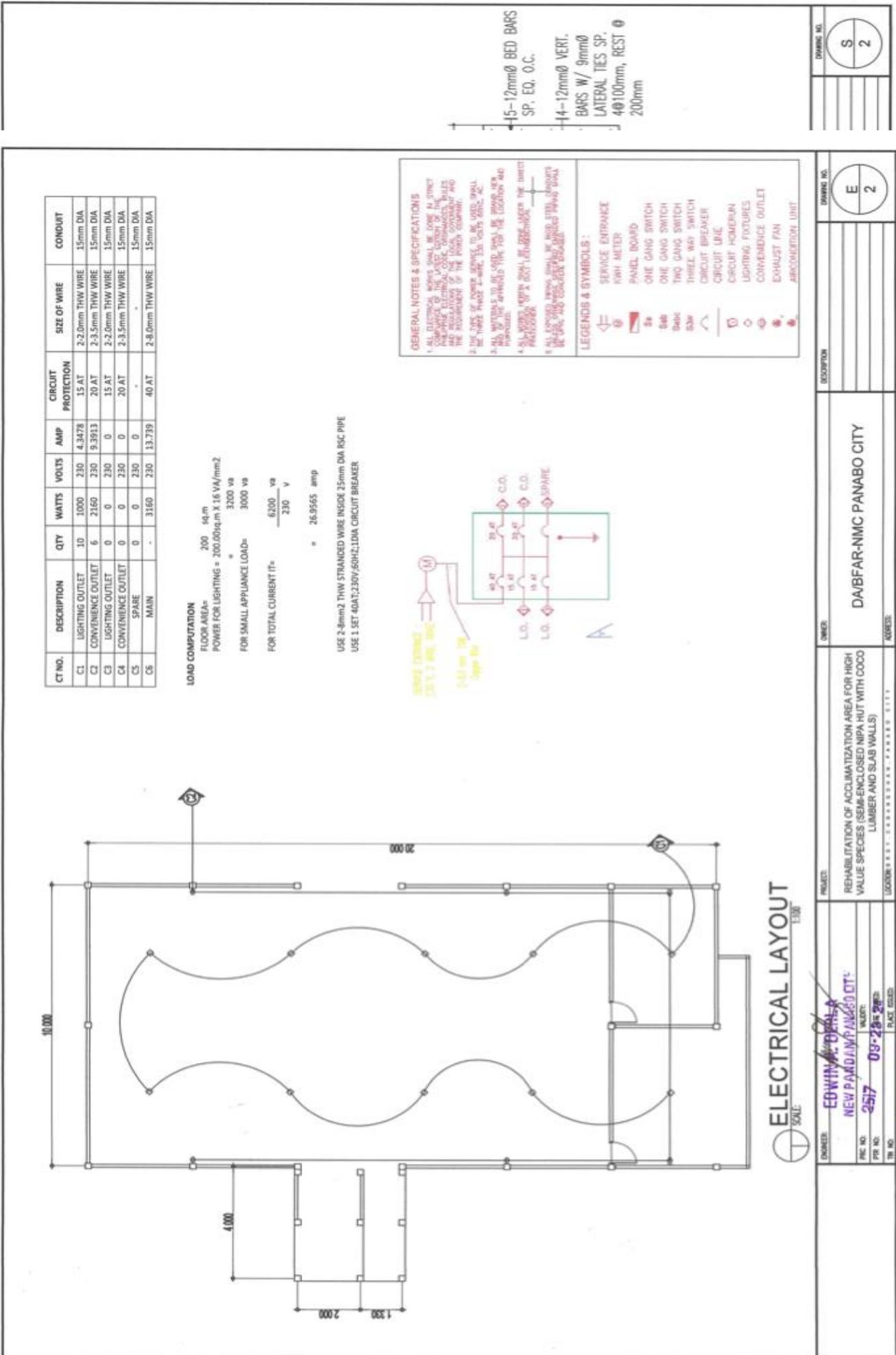


a.7. Right and Rear Elevation



DRAWING NO. A 2	DESCRIPTION	OWNER	PROJECT	LOADING UNIT: 10.000 TONNES PER UNIT	ENGINEER	DATE
					DESIGNER	DATE
DA/IFAR-NMC PANABO CITY		PROPOSED GUARD HOUSE WITH POWER ROOM & PERIMETER FENCE		ENGINEER: ENG. ABSOLAI CAMBIADOK CIVIL ENGINEER REG. ID. NO: 0131943 PTR# 0076721 PRC NO: 1999-482-682-723 PIR NO: 1999-482-682-723 TR NO: PANABO DEPT 5548		

B.4 Blow-up Section, Foundation Plan and Floor Beam Details:



DRAWING NO.	S 2
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DESCRIPTION	E 2
-------------	--------

OWNER	DA/BFAR-NMC PANABO CITY
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PROJECT	REHABILITATION OF ACCLIMATIZATION AREA FOR HIGH VALUE SPECIES (SEMI-ENCLOSED NIPA HUT WITH COCO LUMBER AND SLAB WALLS)
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ENGINEER	EDWINA DEBASA
NEW PANABO CITY	
PER NO.	3517
DATE	08-28-2018
PROJECT NO.	

MANARAO CITY
 016-967-9000

ELECTRICAL LAYOUT
 SCALE: 1:100

Section VIII. Bill of Quantities

BILL OF QUANTITIES

LOT 1

- A. Construction of Guardhouse No. 4 with Electrical Room – Brgy. Southern Davao, Panabo City, Davao del Norte**
- B. CONSTRUCTION OF PERIMETER FENCE OF FRESHWATER HATCHERY FOR RED TILAPIA,FEED MILL CENTER & AQUACULTURE BUILDING - BRGY. SOUTHERN DAVAO, PANABO CITY, DAVAO DEL NORTE**
- C. CONSTRUCTION OF PERIMETER FENCE OF FRESHWATER HATCHERY FOR RED TILAPIA,FEED MILL CENTER & AQUACULTURE BUILDING - BRGY. SOUTHERN DAVAO, PANABO CITY, DAVAO DEL NORTE**

LOT 1 A - : Construction of Guardhouse No. 4 with Electrical Room – Brgy. Southern Davao, Panabo City, Davao del Norte

QTY	UNIT	PARTICULARS
GENERAL REQUIREMENTS		
1.00	lot	temporary facilities
1.00	lot	hauling of debris & site clearing
		sub-total :
1.1 Site/Earth work		
8.00	cum	excavation works
5.00	cum	gravel bedding (3/4")
5.00	cum	sand backfilling
		sub-total 1.1
1. 2 Concrete works		
100.00	cum	portland cement
11.00	cum	gravel yy
20.00	cum	washed sand
70.00	pcs	12mm x 6m DRSB (Grade 40)
90.00	pcs	10mm x 6m DRSB (grade 33)
5.00	kgs	# 16 G.I. Tie wire
Formworks		
20.00	pcs	Plywood 3/4" thick x 4' x 8'
150.00	bd.ft	coco lumber 2' x 3' x 10'
100.00	bd.ft	coco lumber 2' x 4' x 10'
4.00	box	Assorted nails

sub-total 1.2		
1.3 Masonry works		
600	pcs	6"chb
20	pcs	portland cement
10	cum	Coarse sand
sub-total 1.3		

QTY	UNIT	PARTICULARS
1.4 Roof and Roof framing works		
35	l.m	Prepainted rib type roofing shts .40mm thick
10	lengths	2x4x1.5mm thick cee purlins
15	lengths	1 1/2 x 1 1/2 x 5mm thick angle bar
20	lengths	1 x 1 x 5thk angle bar
14	Pcs	fiber portland cement (parapet)
20	l.m	roof bended flashing
1	Rolls	PE Foam insulation
1,500	Pcs	rivets/metal screw
5	Pcs	cutting disc
10	Pcs	welding rod special
1	Cum	Sealant
sub-total 1.4		
1.5 Ceiling works		
15	sheets	Hardiflex 5mm thick x 4' x 8'
30	Pcs	double metal furring .40 mm thick x 5m
20	Pcs	carrying channel .80mm thick x5m
20	Pcs	wall angle .40mm
100	Pcs	w-clip
150	Pcs	Screw
3	Box	Rivets
3	Rolls	mesh tape
5	Pcs	drill bits
5	Pcs	assorted nail
sub-total 1.5		
1.6 Doors and Window		
1	Set	D 1 -see plan for details (panel door)
1	Set	D 3 -see plan for details (pvc door)
1	Set	W 1 -see plan for details (fixed glass)
1	Set	W 3 -see plan for details (sliding glass)
2	Set	yale door knobs
2	Set	yale hinges
sub-total 1.6		

QTY	UNIT	PARTICULARS
1. 7 Painting and Finishing works		
7	Gal	primer latex
7	Gal	semi gloss latex
3	Gal	red oxide
5	Gal	flexi bond
2	Gal	water proofing (sahara)
10	Gal	paint thinner
25	Can	tinting colors
5	Pcs	paint brush
5	Pcs	paint roller
5	Pcs	paint plate
		sub-total 1.7
1. 8 Tile works		
108	Pcs	600x600 granite tile
168	Pcs	300x300 non gloss tile
30	Pcs	300x300 gloss tile(wall)
15	Bags	portland cement
5	Bags	tile adhesive
3	Bags	Grout
		sub-total 1.8
1. 9 Plumbing works		
3	lengths	pvc pipe #4 series 1000
3	lengths	pvc pipe #2 series 1000
1	pcs	pvc wye 4x2
1	pcs	pvc elbow #4
2	pcs	pvc elbow #2
2	pcs	pvc tee 4x4
2	pcs	pvc ptrap
3	pcs	pvc clean out #4
6	lengths	1/2 blue pvc pipe
2	pcs	brass faucet
2	pcs	tapelon tape
2	pcs	1/2 pvc tee traded
2	pcs	1/2 pvc elbow traded
3	pcs	1/2 pvc elbow plain

1	pcs	lavatory faucet
1	set	toilet bowl with flash tank & lavatory
1	qrt	Solvent
1	pcs	floor drain
sub-total 1.9		

QTY	UNIT	PARTICULARS
1. 10 Electrical works		
1	Lengths	Panel Board 4 branch 2 pole with main center b.o type
1	Lengths	CB 40 Amps,2 pole b.o type scheinder
3	Pcs	CB 20 Amps,2 pole b.o type scheinder
1	Pcs	CB 30 Amps,2 pole b.o type scheinder
20	Pcs	Upvc pipe 1/2" Ø
3	Pcs	Upvc pipe 3/4" Ø
8	Pcs	DT metal utility box
8	Pcs	pvc junction box
4	Lngts	flush type duplex conv.outlet
3	Pcs	flush to gang switch
7	Pcs	Receptacle
7	Pcs	led bulb 11 watts
2	Pcs	electrical tape 3m-big
20	Pcs	thw wire 8.0mm
150	Pcs	thw wire 3.5.0mm
75	Set	thw wire 2.0mm
1	Qrt	flush type 1 gang switch
		sub-total 1.10

LOT 1 B- : CONSTRUCTION OF PERIMETER FENCE OF FRESHWATER HATCHERY FOR RED TILAPIA,FEED MILL CENTER & AQUACULTURE BUILDING - BRGY. SOUTHERN DAVAO, PANABO CITY, DAVAO DEL NORTE

QTY	UNIT	PARTICULARS
2.1 Site/Earth works		
15	cum	excavation work
10	cum	gravel bedding (3/4")
7	cum	sand backfilling
		sub-total 2.1
2. 2 Concrete works		
320	cum	portland cement
60	cum	gravel yy
50	cum	washed sand
120	pcs	12mm x 6m DRSB (Grade 40)
120	pcs	10mm x 6m DRSB (grade 33)
10	kgs	# 16 G.I. Tie wire
Formworks		
20	pcs	Plywood 3/4" thick x 4' x 8'
133	bd.ft	coco lumber 2' x 3' x 10'
200	bd.ft	coco lumber 2' x 4' x 10'
8	box	Assorted nails
		sub-total 2.2
2. 3 Masonry works		
3,800	pcs	6" chb
150	pcs	portland cement
30	cum	Coarse sand
		sub-total 2.3
2. 4 Steel works		
50	rolls	Cyclone wire #2x2x5meters
90	lngts	G.I. Pipe 1 1/2 sch.40
70	lngts	1 x 1 x 5thk angle bar
30	pcs	cutting disk
50	pcs	welding rod special
50	cum	1x1x4mm thk flat bar

LOT 1 C- : REHABILITATION OF ACLIMATIZATION AREA FOR HIGH VALUE SPECIES (SEMI-ENCLOSED NIPA HUT WITH COCO LUMBER AND SLAB WALLS) -BRGY.CAGANGOHAN, PANABO CITY, DAVAO DEL NORTE

QTY	UNIT	PARTICULARS
3.1 Site/Earth works		
1	cum	demolish works: clearing and removing of old materials
18	cum	Backfilling
sub-total 3.1		
3.2 Miscellaneous works (repairs & rehab)		
180	Cum	portland cement
25	Cum	gravel yy
40	Cum	wash sand
70	Pcs	12mm x 6m DRSB (Grade 40)
90	Pcs	10mm x 6m DRSB (rade 33)
4	Kgs	# 16 G.I. Tie wire
18	Cum	Earthfill
12	Cum	Boulders
3,000	Pcs	nipa roof
10	Pcs	Plywood 3/4" thk x 4' x 8'
800	bd.ft	coco lumber 2' x 8' x 12'
300	bd.ft	coco lumber 2' x 3' x 10'
300	bd.ft	coco lumber 1' x 2' x 12'
2	Pcs	anahaw pole
20	Pcs	assorted nails
1	Pc	ring blower 600 watts
1	Roll	aereter hoose
50	Pcs	airhoose controller
50	Pcs	airstone heavy duty
1	Roll	thw wire 8mm
50	mtrs	lumex wire #12
5	Pcs	utility box
1	Pc	square box
4	Set	switch 2 gang
6	Set	outlet 2 gang
10	Pcs	led bulb 23 watts

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 for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (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**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
Or
- (i) Original copy of Notarized Bid Securing Declaration; **and**
Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid;

- b. List of contractor's key personnel 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.

- (k) Construction Schedule With S-Curve
- (l) PERT/CPM
- (m) Manpower Schedule
- (n) Construction Method
- (o) Equipment Utilization Schedule
- (p) Certificate Of Site Inspection

Financial Documents

- (q) The Supplier's audited financial statements, showing, among others, the Supplier'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**
- (r) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (s) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

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

II . FINANCIAL COMPONENT ENVELOPE

- (t) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- (u) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (v) 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**
- (w) Cash Flow by Quarter.

The following templates are provided for easy reference, which may also be accessed through this link: <https://www.gppb.gov.ph/downloadables.php>

- 5.2.1. Bid Form for the Procurement of Infrastructure;
- 5.2.3. Price Schedule for Goods Offered from Abroad;
- 5.2.4. Price Schedule for Goods Offered from Within the Philippines;
- 5.2.5. Bid Securing Declaration;
- 5.2.6. Contract Agreement Form for the Procurement of Infrastructure;
- 5.2.8. Omnibus Sworn Statement; and
- 5.2.9. Performance Securing Declaration.

Important Reminders

- *Bidders must 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 envelopes in accordance with the ITB Clause No. 15 and BFAR-BAC Online Bidding Procedure.*

- *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 when placed in an envelope, with documents tabbed and labeled.*

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 Completion	% of Accomplishment		Value of Outstanding Works/Undelivered Portion	
			Description	%		Planned	Actual		
<u>Government</u>									
<u>Private</u>									
*Continue 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	%		
<u>Government</u>						
<u>Private</u>						

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 : _____

BFAR-BAC ONLINE BIDDING PROCEDURE

ANNEX A.....Bidder's Kit

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

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

“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, the BAC will proceed with the opening of the submitted original hard copy.

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 submitted printed copy will prevail. 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

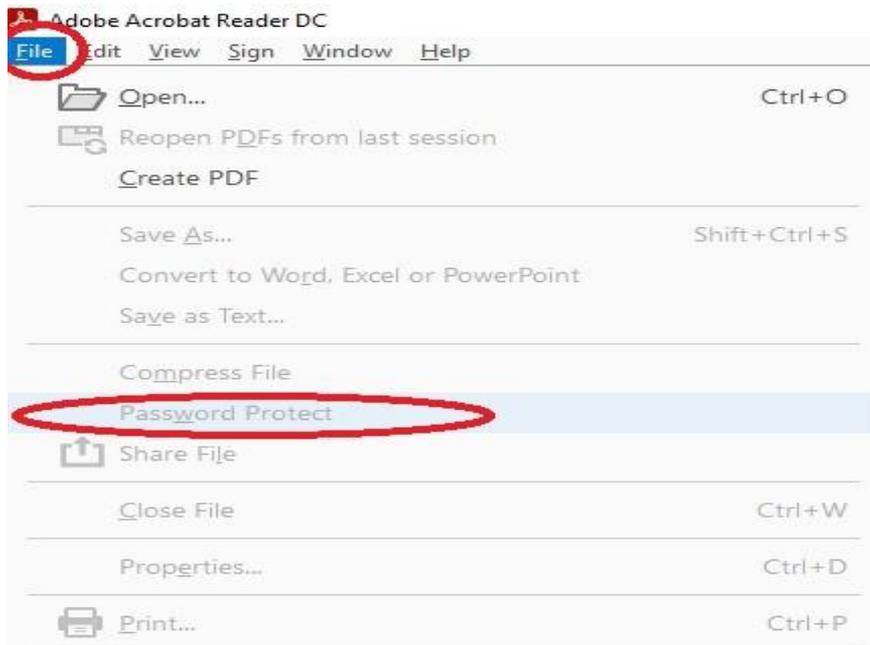
1. Kindly place your microphone on mute when not speaking.
2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute).
3. Turn on video for confirmation of your identity.
4. Meeting will start on time. You are advised to enter the VTC room 30 minutes to resolve technical issue, if any.

“ANNEX B”

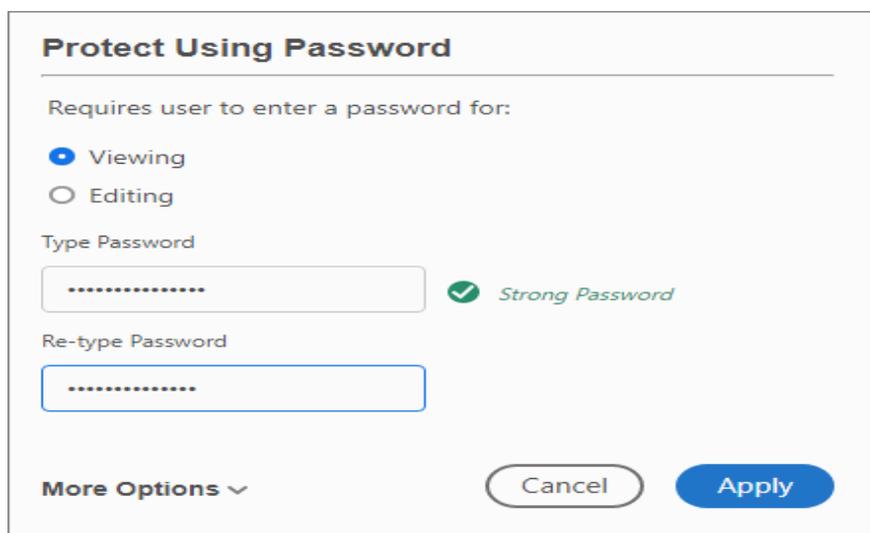
Adding a password to a .PDF file using Adobe Acrobat Reader DC.

One-click option to protect a PDF with a password

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



3. Select to set the password for Viewing thePDF.



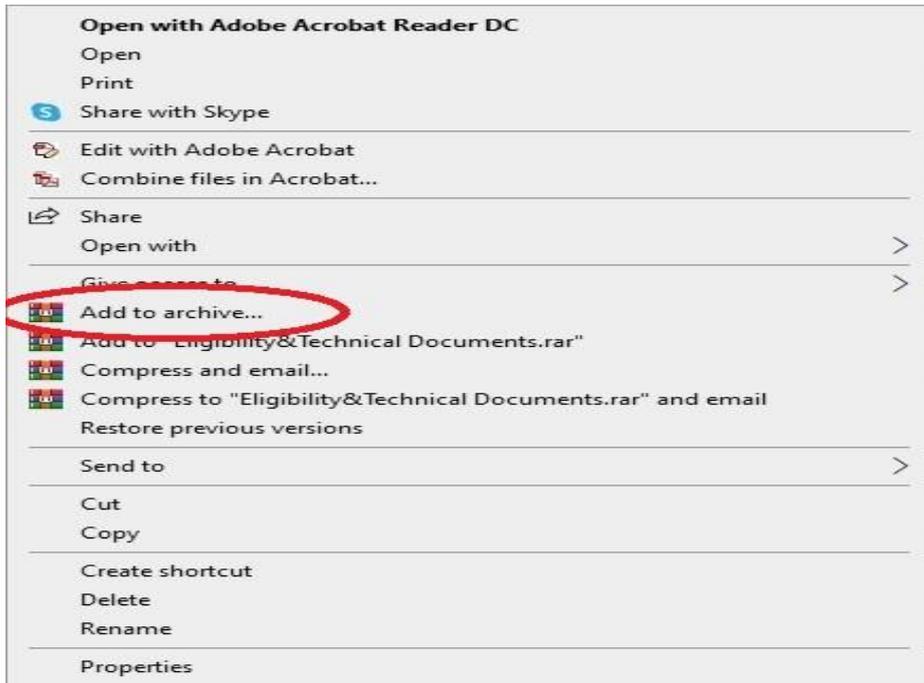
4. Type and retype your password. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong,

orbest

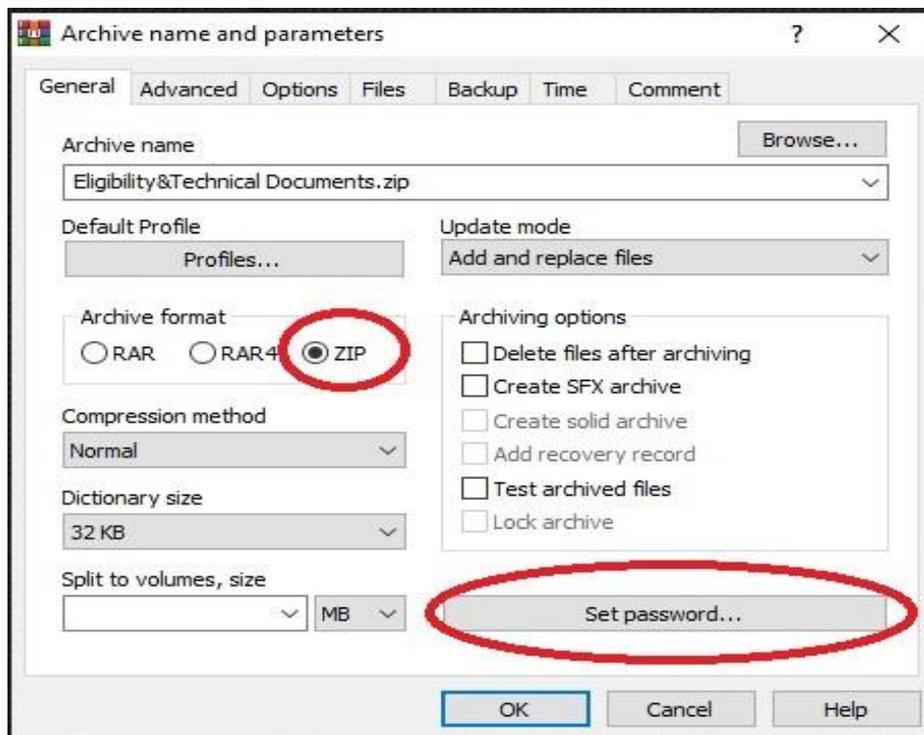
5. Click **Apply**

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.

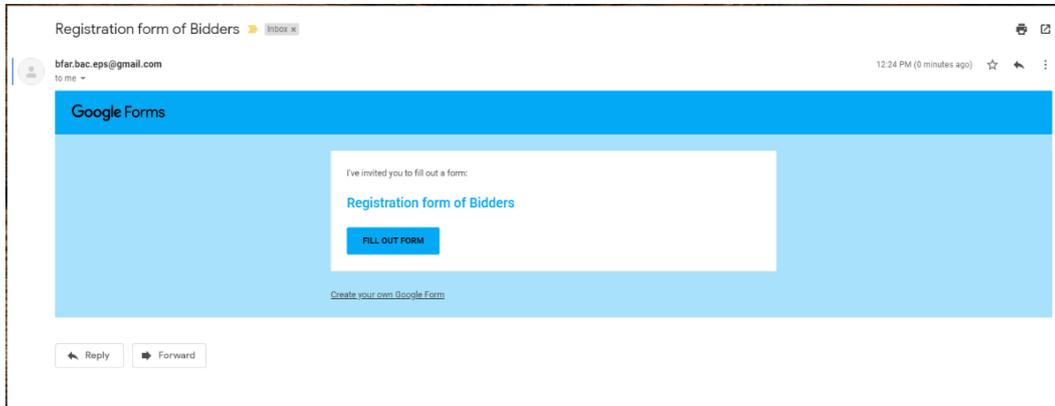
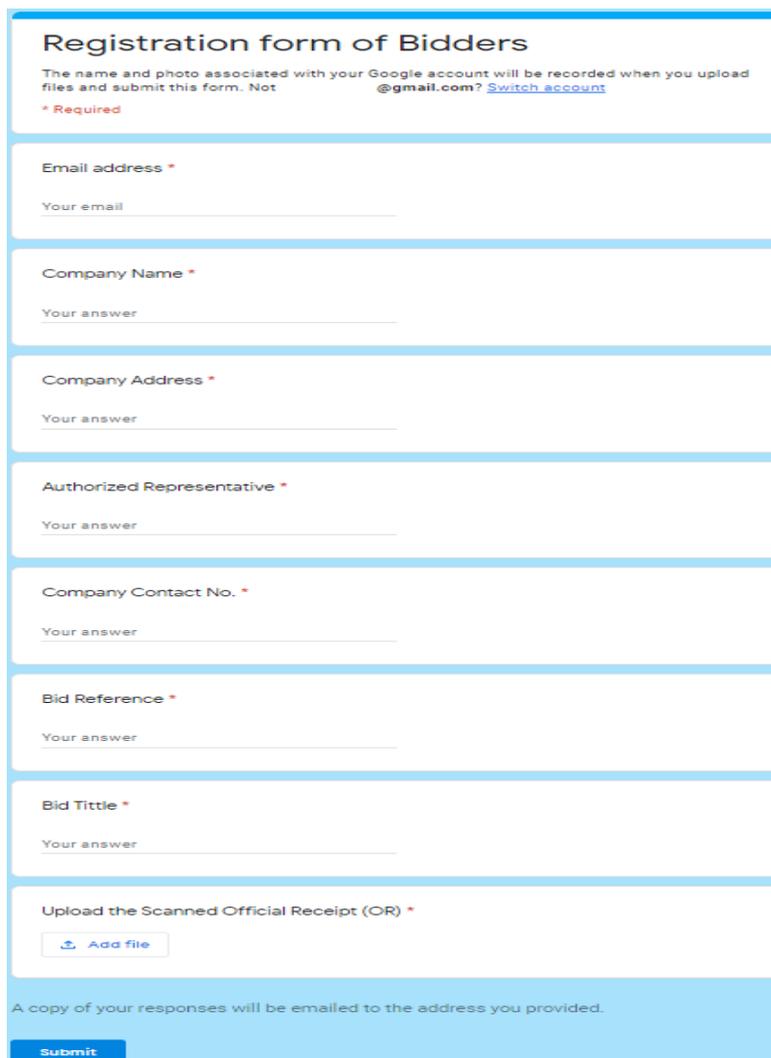


Figure 1.1

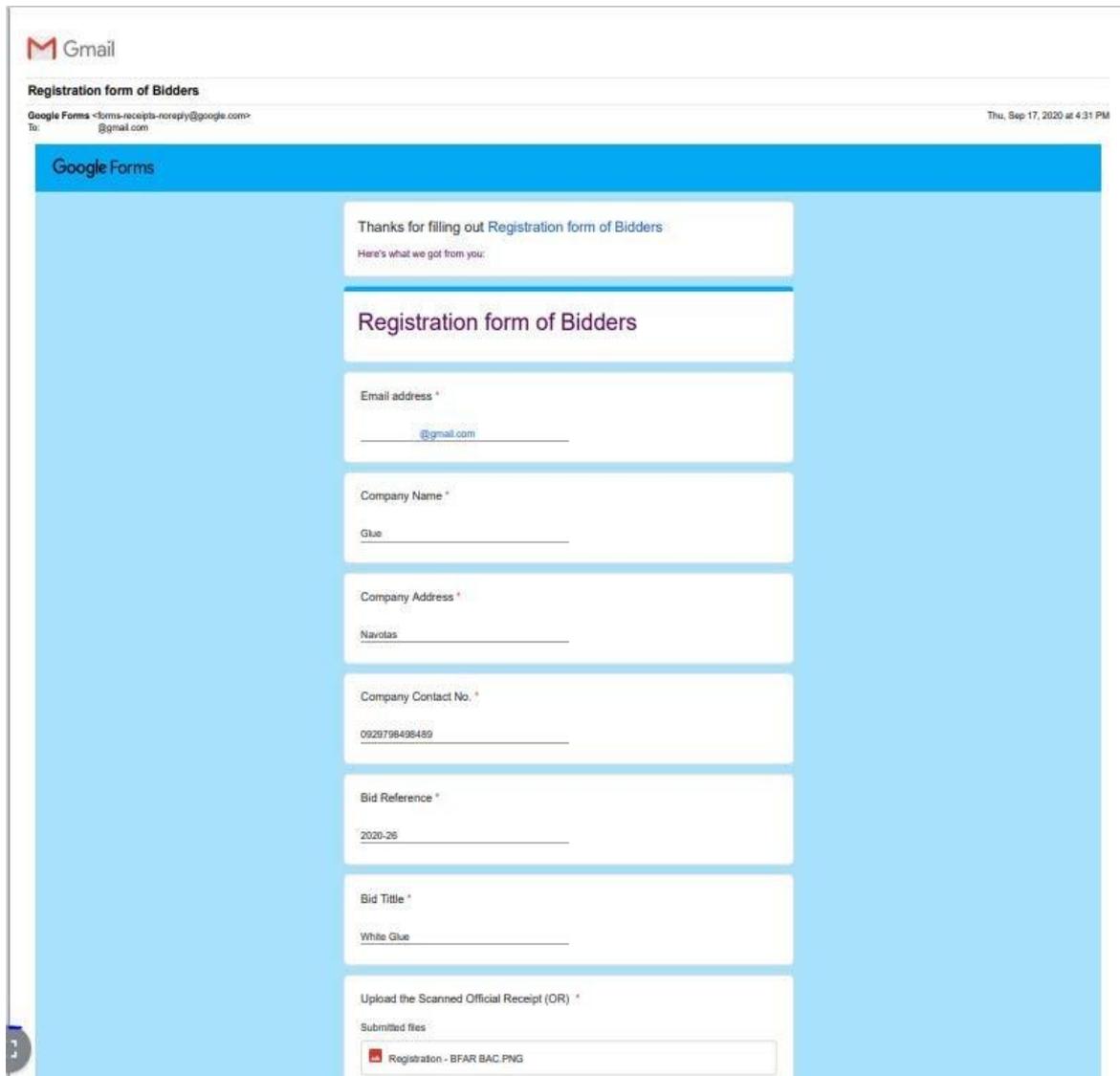
Step 2. Upon received, click the **FILL OUT FORM.**

Step 3. Bidder must fill in the following required information

A screenshot of a Google Form titled "Registration form of Bidders". The form includes a header with a disclaimer: "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". Below this, there are several required fields, each marked with a red asterisk: "Email address", "Company Name", "Company Address", "Authorized Representative", "Company Contact No.", "Bid Reference", and "Bid Title". Each field has a "Your answer" label and a text input area. At the bottom, there is a section for "Upload the Scanned Official Receipt (OR)" with an "Add file" button. A footer note states "A copy of your responses will be emailed to the address you provided." and a blue "Submit" button is at the very bottom.

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).



The image shows a screenshot of a Gmail email interface. At the top, the Gmail logo is visible. The email subject is "Registration form of Bidders" and it is from "Google Forms <forms-receipts-noreply@google.com>". The date and time are "Thu, Sep 17, 2020 at 4:31 PM". The main content of the email is a Google Forms submission confirmation. It starts with "Thanks for filling out Registration form of Bidders" and "Here's what we got from you:". Below this, the form title "Registration form of Bidders" is displayed. The submitted data is as follows:

Field	Value
Email address *	@gmail.com
Company Name *	Glue
Company Address *	Navotas
Company Contact No. *	0929798498489
Bid Reference *	2020-26
Bid Title *	White Glue
Upload the Scanned Official Receipt (OR) *	Submitted files: Registration - BFAR BAC.PNG

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.

Step 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”.

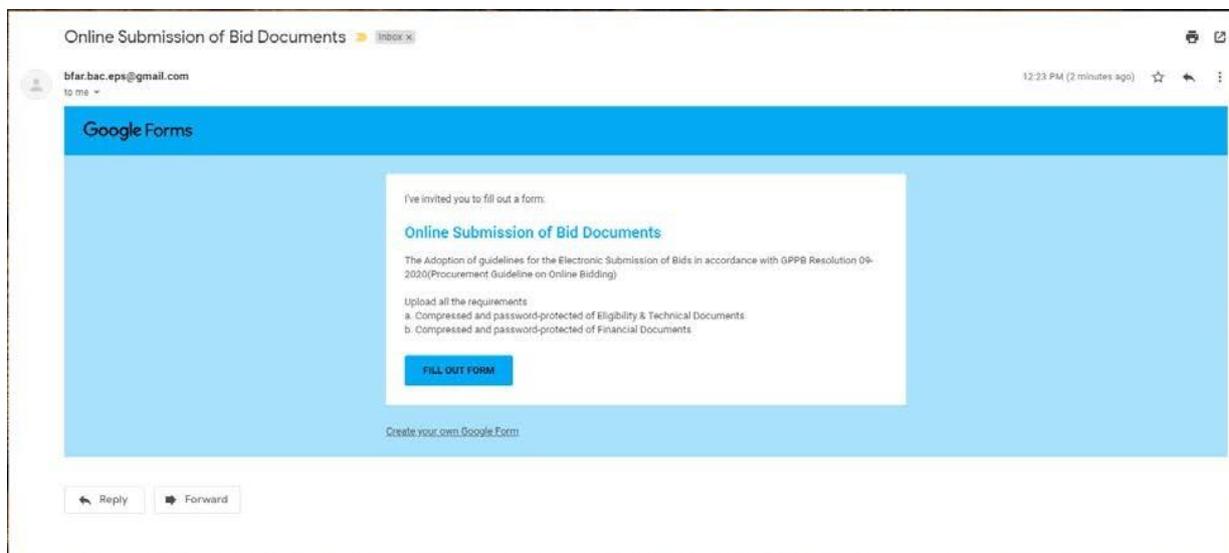


Figure 8.1

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

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.

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 11.1

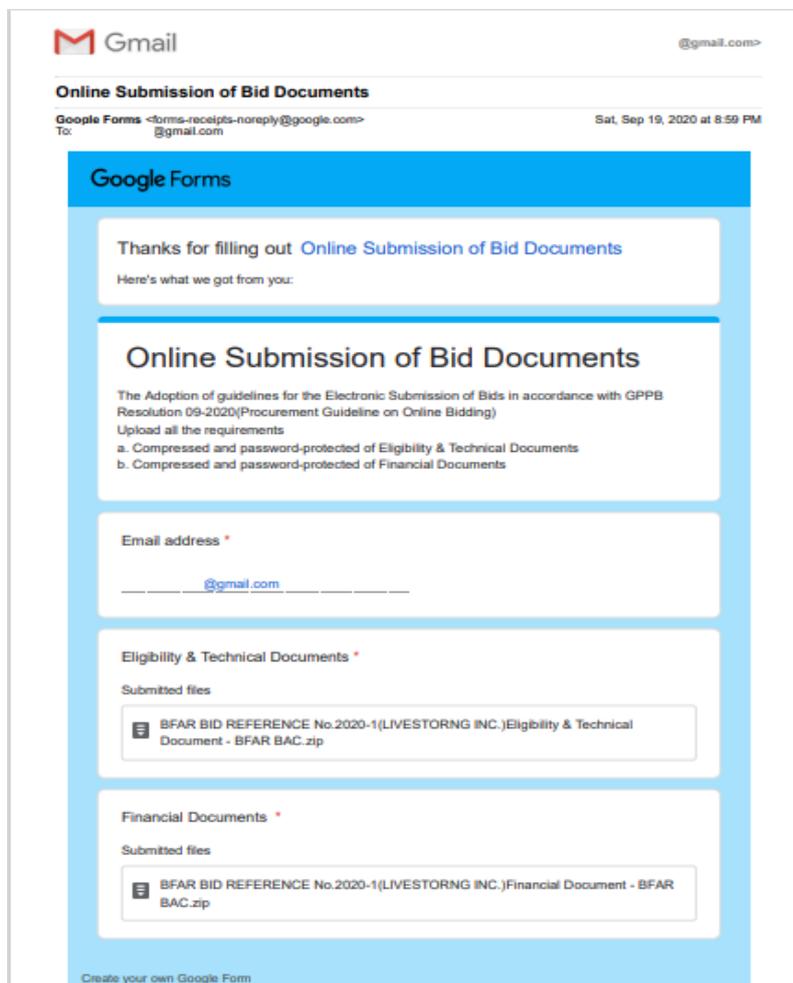


Figure 11.2

Republic of the Philippines

