

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

Government of the Republic of the Philippines

**Bid Reference. No. 2022-28**

**“IMPROVEMENT OF ADMINISTRATION  
BUILDING AND PROVISION FOR OFFICE  
APPLIANCES AND WATER TREATMENT  
SYSTEMS AT DA-BFAR NBFTC,  
PAGBILAO QUEZON.”**

<b>Lot no.</b>	<b>End-User</b>	<b>Approved Budget for the Contract (ABC)</b>
<b>1</b>	<b>ROY C. ORTEGA OIC, BFAR NBFTC</b>	<b>PhP 14,000,000.00</b>

**Sixth Edition  
July 2020**

## TABLE OF CONTENTS

<b>Glossary of Terms, Abbreviations, and Acronyms.....</b>	<b>5</b>
<b>Section I. Invitation to Bid .....</b>	<b>8</b>
<b>Section II. Instructions to Bidders .....</b>	<b>11</b>
1. Scope of Bid .....	12
2. Funding Information .....	12
3. Bidding Requirements .....	12
4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices .....	13
5. Eligible Bidders.....	13
6. Origin of Associated Goods.....	13
7. Subcontracts .....	13
8. Pre-Bid Conference .....	14
9. Clarification and Amendment of Bidding Documents .....	14
10. Documents Comprising the Bid: Eligibility and Technical Components .....	14
11. Documents Comprising the Bid: Financial Component .....	15
12. Alternative Bids.....	15
13. Bid Prices.....	15
14. Bid and Payment Currencies .....	16
15. Bid Security .....	16
16. Sealing and Marking of Bids.....	16
17. Deadline for Submission of Bids .....	16
18. Opening and Preliminary Examination of Bids .....	17
19. Detailed Evaluation and Comparison of Bids .....	17
20. Post Qualification.....	17
21. Signing of the Contract .....	17
<b>Section III. Bid Data Sheet.....</b>	<b>19</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>21</b>
1. Scope of Contract .....	22
2. Sectional Completion of Works .....	22
3. Possession of Site.....	22
4. The Contractor's Obligations .....	22

5.	Performance Security .....	23
6.	Site Investigation Reports.....	23
7.	Warranty .....	23
8.	Liability of the Contractor .....	23
9.	Termination for Other Causes.....	23
10.	Dayworks .....	24
11.	Program of Work .....	24
12.	Instructions, Inspections and Audits .....	24
13.	Advance Payment .....	24
14.	Progress Payments .....	24
15.	Operating and Maintenance Manuals .....	25
<b>Section V. Special Conditions of Contract .....</b>		<b>26</b>
<b>Section VI. Specifications .....</b>		<b>29</b>
<b>Section VII. Drawings.....</b>		<b>31</b>
<b>Section VIII. Bill of Quantities.....</b>		<b>32</b>
<b>Section IX. Checklist of Technical and Financial Documents .....</b>		<b>34</b>

# ***Glossary of Terms, Abbreviations, and Acronyms***

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to:

(i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

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

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

**CPI** – Consumer Price Index.

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.



Republic of the Philippines  
Department of Agriculture  
Bureau of Fisheries and Aquatic Resources

**BIDS AND AWARDS COMMITTEE OFFICE**

2/F BFAR Bldg., BAC Office, Bureau of Plant Industry Compound, Visayas Avenue, Diliman, Quezon City, Philippines 1101  
Tel. No.: +02. 332. 4661 website: [www.bfar.da.gov.ph](http://www.bfar.da.gov.ph) e-mail: [bac.eps@bfar.da.gov.ph](mailto:bac.eps@bfar.da.gov.ph)

**INVITATION TO BID FOR:**

**BID REFERENCE NO. 2022-28**

**“IMPROVEMENT OF ADMINISTRATION BUILDING AND PROVISION FOR OFFICE APPLIANCES AND WATER TREATMENT SYSTEMS AT DA-BFAR NBFTC, PAGBILAO QUEZON.”**

1. The Department of Agriculture - Bureau of Fisheries and Aquatic Resources (DA-BFAR), through the General Appropriations Act (GAA) to apply the sum of **Fourteen Million Pesos (PhP 14,000,000.00)** being the ABC to payment under the contract for **Bid Reference No. 2022-28** entitled **“IMPROVEMENT OF ADMINISTRATION BUILDING AND PROVISION FOR OFFICE APPLIANCES AND WATER TREATMENT SYSTEMS AT DA-BFAR NBFTC, PAGBILAO QUEZON.”**

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

PR No.	Lot no.	Description	Approved Budget for the Contract (ABC) (PhP)	Bidding Documents Fee (PhP)
22-05-551	1	<b>IMPROVEMENT OF ADMINISTRATION BUILDING AND PROVISION FOR OFFICE APPLIANCES AND WATER TREATMENT SYSTEMS AT DA-BFAR NBFTC, PAGBILAO QUEZON.</b>	14,000,000.00	20,000.00

2. The DA-BFAR now invites bids for the above Procurement Project. Completion of the Works is required within Seventy (70) Calendar days upon receipt of the Notice to Proceed. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non- discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. And in accordance with the procedural guidelines under BAC Resolution No. 2020-55, attached hereto as Annex A “Adoption of Guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a

country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the BFAR BAC Secretariat through electronic mailing address given below, and inspect of the Bidding Documents at [www.bfar.da.gov.ph](http://www.bfar.da.gov.ph).
5. A complete set of Bidding Documents may be acquired by interested Bidders at 2/F BFAR Bldg., BAC Office, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Q.C., and/or through electronic means and upon payment of a non-refundable fee for the Bidding Documents in the amount stated above. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by in person, or through electronic means.
6. The DA-BFAR will hold a Pre-Bid Conference<sup>1</sup> through a video conference call using Zoom application on **September 28, 2022 at 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 which can be accessed here: <https://forms.gle/9PassK7oCipk8iXD6>
7. Bids must be duly received by the BAC Secretariat on or before **October 10, 2022, 9:30 a.m.**, through the options given below and as indicated in Section III - Bidding Data Sheet, ITB Clause 15 of this bidding documents:

*Option no. 1: Submission of hard copy at the office address: 2/F BFAR Bldg., BAC Office, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Q.C.;*

*Option no. 2: Submission of both hard copy and electronic copy.*

- *For the submission of hard copy: Submit at the office address: 2/F BFAR Bldg., BAC Office, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Q.C.;*
  - *For the submission of hard copy and electronic copy: Submit to the above-mentioned address and to Google form via BFAR Online bidding procedure as stated in the Annex A of this bidding documents;*
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 15.
  9. Bid opening shall be held through a video conference call using Zoom application on **October 10, 2022 at 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.

---

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



10. Bidders are advised to submit their bids in accordance with the BFAR BAC procedure for online bidding as well as for the printed copies as provided under ITB Clause 10 and Clause 11.
11. The DA-BFAR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

BFAR-BAC Secretariat

Address: 2/F BFAR Bldg., BAC Office, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Q.C.,

Email: [bac.eps@bfar.da.gov.ph](mailto:bac.eps@bfar.da.gov.ph)

Telephone number: 09988665159

Website address: [www.bfar.da.gov.ph](http://www.bfar.da.gov.ph)

13. You may visit the following websites:

For downloading of Bidding Documents: [www.bfar.da.gov.ph](http://www.bfar.da.gov.ph)

*Issued this 19<sup>th</sup> day of September, 2022.*

**NAPELEON S. LAMARCA**

BAC Vice-Chairperson

## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The DA-BFAR wishes to receive Bids for the **“IMPROVEMENT OF ADMINISTRATION BUILDING AND PROVISION FOR OFFICE APPLIANCES AND WATER TREATMENT SYSTEMS AT DA-BFAR NBFTC, PAGBILAO QUEZON.”** with identification number **2022-28**.

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 2022 in the amount of **Fourteen Million Pesos (Php 14,000,000.00)**.

2.2. The source of funding is under General Appropriations Act (GAA) FY 2022.

## 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 criterion 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 **September 28, 2022 at 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 **February 7, 2023**. 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 bids in accordance with Section III – Bid Data Sheet, ITB Clause 15.

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

The Bidder shall submit bids on or before **October 10, 2022 at 9:30 a.m.**, at the BFAR – BAC Office, 2<sup>nd</sup> Floor Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City and to Google form via BFAR Online bidding procedure as stated in the Annex A of this bidding documents;

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

- 18.1. The BAC shall open the Bids on **October 10, 2022 at 10:00 a.m.**, via video conference through “Zoom” application. Bids will be opened in accordance with the BFAR BAC procedure for online bidding as stated in the “Bidder’s kit VII” as specified in paragraph 9 of the IB.

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>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.</p> <p>A contract that is “similar” to this project shall be: Construction project or Rehabilitation project.</p>																		
7.1	Subcontracting is allowed. The portions of Project and the maximum percentage shall not exceed fifty percent (50%) of the contracted Works.																		
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><tr><th><u>Key Personnel</u></th><th><u>General Experience</u></th><th><u>Relevant Experience</u></th></tr><tr><td>Project Manager/ Engineer</td><td>Construction management</td><td>Five (5) years</td></tr><tr><td>Electrical Engineer</td><td>Construction</td><td>Five (5) years</td></tr><tr><td>Mechanical Engineer</td><td>Construction</td><td>Five (5) years</td></tr><tr><td>Master Plumber</td><td>Construction</td><td>Five (5) years</td></tr><tr><td>General foreman</td><td>Construction</td><td>Five (5) years</td></tr></table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project Manager/ Engineer	Construction management	Five (5) years	Electrical Engineer	Construction	Five (5) years	Mechanical Engineer	Construction	Five (5) years	Master Plumber	Construction	Five (5) years	General foreman	Construction	Five (5) years
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>																	
Project Manager/ Engineer	Construction management	Five (5) years																	
Electrical Engineer	Construction	Five (5) years																	
Mechanical Engineer	Construction	Five (5) years																	
Master Plumber	Construction	Five (5) years																	
General foreman	Construction	Five (5) years																	
	<p>The minimum major equipment requirements are the following:</p> <table><tr><th><u>Equipment</u></th><th><u>Capacity</u></th><th><u>Number of Units</u></th></tr><tr><td>QTY</td><td>ITEMS DESCRIPTION / SPECIFICATION</td><td></td></tr><tr><td>1</td><td>One-Bagger Mixer</td><td rowspan="5">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.</td></tr><tr><td>1</td><td>Elf Truck</td></tr><tr><td>1</td><td>Jack Hammer</td></tr><tr><td>1</td><td>Vibratory plate soil compactor</td></tr><tr><td>1</td><td>Frame-type concrete leveling machine</td></tr></table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	QTY	ITEMS DESCRIPTION / SPECIFICATION		1	One-Bagger Mixer	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.	1	Elf Truck	1	Jack Hammer	1	Vibratory plate soil compactor	1	Frame-type concrete leveling machine	
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>																	
QTY	ITEMS DESCRIPTION / SPECIFICATION																		
1	One-Bagger Mixer	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.																	
1	Elf Truck																		
1	Jack Hammer																		
1	Vibratory plate soil compactor																		
1	Frame-type concrete leveling machine																		

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 <b>PhP 280,000.00</b> [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 <b>PhP 700,000.00</b> [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>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> <div style="text-align: center;"> <p><b>SEALING AND MARKING OF BIDS</b> (for each component)</p> <p><b>FORMAT FOR LABELLING OF BID ENVELOPE</b></p> <p>Napeleon S. Lamarca Vice-Chairperson 2/F BFAR-BAC, BPI Cmpd., Brgay. Vasra, Visayas Ave., Diliman, Q.C.</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> <p><b>SEALING AND MARKING OF BIDS</b> (for each component)</p> <p><b>TECHNICAL COMPONENT</b> (Eligibility and Technical Documents)</p> <p><b>FINANCIAL COMPONENT PER LOT</b> (Note: Depending on the No. of Lots Bidding for)</p> <p><b>LOT #1</b> <b>LOT #2</b></p> <p><b>FINANCIAL COMPONENT</b></p> </div> <p><b>A. LABELLING AND MARKING INSTRUCTIONS FOR THE SUBMISSION OF HARD COPIES.</b></p> <ol style="list-style-type: none"> <li>Main envelope shall: <ol style="list-style-type: none"> <li>bear addressed to the Procuring Entity's BAC;</li> <li>bear the specific identification/Bid ref. no. of this bidding;</li> <li>contain the name of the contract/Project Title to be bid;</li> <li>bear the Company name, address and contact details of the Bidder;</li> <li>bear a warning "DO NOT OPEN BEFORE (the date and time of opening of Bids)."</li> </ol> </li> <li>Bidders shall enclose the First component (Eligibility and Technical documents) and Second components (Financial documents) of their bid.</li> <li>Each Bidder shall submit one (1) original and two (2) copies of the first and</li> </ol>

second components of its bid.

4. The inner envelopes of the first and second component shall be similarly sealed

and duly marked as Original, Copy 1 and Copy 2.

5. Each components must contain Table of Contents and all documents attached should be properly tabbed and bound.

6. All pages should be signed by the bidder's authorized representative.

**B. FOR BIDS TO BE SUBMITTED VIA ONLINE, THE FOLLOWING PROCURES SHOULD BE OBSERVED:**

## Preparation of Bid Documents



The bidder shall prepare a final scanned copy of its Bid divided into two different files :



**Eligibility Documents & Technical Documents; and**





**Financial Documents**

To ensure confidentiality, authentication, integrity of the documents, the bidder shall use a two-factor security procedure consisting of an archive format compression of its bid.

**Step 1. Scan the original copy of the Eligibility Documents & Technical Documents and Financial Documents, save as a PDF file and comply with the label format below:**



**1. "BFAR Bid Reference No. \_\_\_\_\_ (Name of Bidder); Legal & Technical Documents"**

Example

 BFAR BID REFERENCE NO.2020-1(NIKE.INC); Legal & Technical Documents  
 BFAR BID REFERENCE NO.2020-1(NIKE.INC); Legal & Technical Documents

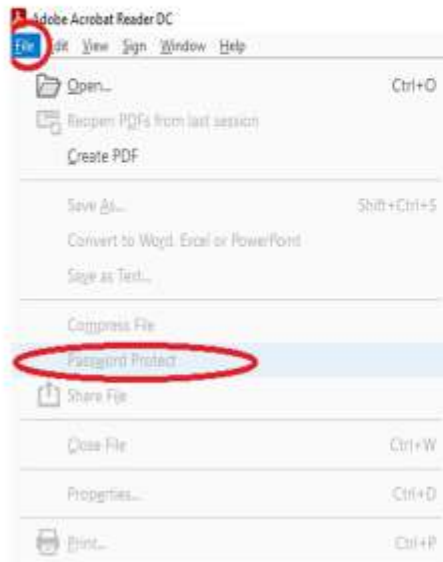
**2. "BFAR Bid Reference No. \_\_\_\_\_ (Name of Bidder); Financial Documents"**

Example

 BFAR BID REFERENCE NO.2020-1(NIKE.INC); Financial Documents  
 BFAR BID REFERENCE NO.2020-1(NIKE.INC); Financial Documents

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

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



**Protect Using Password**

Requires user to enter a password for:

☒ Viewing

☐ Editing

Type Password

.....  Strong Password

Re-type Password

.....

More Options v

Cancel

Apply

3. Select to set the password for Viewing the PDF
4. Type and retype your password.
5. Click **Apply**

## Step 2. To archive and compress the file using WinRAR Application



1. Right Click the password protected .PDF file.
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."

**Note:** 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

## Submitting of the Bidding Documents

Bidders shall submit their Bids through Google Form at any time before the closing date and time specified in the Bidding Documents

**Step 1.** BAC Secretariat will send the Invitation link of Registration Form, thru [bac.eps@bfar.da.gov.ph](mailto:bac.eps@bfar.da.gov.ph) e-mail address.



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

**Step 3.** Bidder must fill in the following required information.

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

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

**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 Documents".

**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 (ZIP File)

**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 bidders which can be saved or printed by the bidder, as proof of the official time of submitted/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:

- Compressed and password-protected of Eligibility & Technical Documents
- 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**

## IMPORTANT REMINDERS DURING BID OPENING PROCESS

1. Bidders are encouraged to attend the bid opening online via Zoom Application. The passwords for the folders (ZIP) and the files (.PDF) shall be disclosed by the bidders only during actual bid opening.
2. 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, the BAC Secretariat shall open the submitted hard copy of the bidding documents.
3. 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.
4. If the bidder fails to provide the correct password after the third attempt, the BAC Secretariat shall open the submitted hard copy of the bidding documents.

17

*Option no. 1: Submission of hard copy at the office address: 2/F BFAR Bldg., BAC Office, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Q.C.;*

*Option no. 2: Submission of both hard copy and electronic copy.*



	<ul style="list-style-type: none"> <li>• <i>For the submission of hard copy: Submit at the office address: 2/F BFAR Bldg., BAC Office, Bureau of Plant Industry Compound, Visayas Ave., Diliman, Q.C.;</i></li> <li>• <i>For the submission of hard copy and electronic copy: Submit to the above-mentioned address and to Google form via BFAR Online bidding procedure as stated in the Annex A of this bidding documents;</i></li> </ul>
19.2	No further instructions.
20	<p>1. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</p> <ul style="list-style-type: none"> <li>i. 2021 Income Tax Return with proof of payment; and</li> <li>ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the previous 6 months.</li> </ul>
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	The Intended Completion Dates are the following:  a. Seventy (70) Calendar days.
3.1	The <b>Procuring Entity</b> shall give possession of all parts of the Site to the Contractor.
6	None.
7.2	Five (5) years.
10	No day works are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <b><i>seven (7) days</i></b> upon receipt of the Notice of Proceed.
11.2	The period between Program of Work updates is <b><i>thirty (30) days</i></b> .  The amount to be withheld for late submission of an updated Program of Work is <b><i>five percent (5%) of the previous work accomplishment</i></b> .
13	The amount of the advance payment is <b><i>fifteen (15%) of the Contract Price</i></b> .
14	No further instructions.
15.1	The date by which "as-built" drawings (One original copy in TRACING PAPER – 105/110 tyke., two blue print copies and electronic file in DVD disc) are required to be submitted before the release of final payment.
15.2	No final payment shall be made by the DA-BFAR unless the Contractor prepares and submits the required as-built plans.



## *Section VI. Specifications*

**LOT 1**

**(PROJECT PACKAGE) : IMPROVEMENT OF ADMINISTRATION BUILDING AND PROVISION FOR OFFICE APPLIANCES AND WATER TREATMENT SYSTEMS AT DA-BFAR NBFTC, PAGBILAO QUEZON.**

**Approved Budget for the Contract (ABC) : PhP 14,000,000.00**

### **TERMS OF REFERENCE**

ITEM DESCRIPTION	Bidder's Statement of Compliance
<p><b>1. PROJECT INFORMATION</b></p> <p><b>1.1 Project Title:</b> Improvement of Administration Building and Provision for Office Appliances and Water Treatment Systems at DA – BFAR NBFTC, Pagbilao, Quezon</p> <p><b>1.2 Location of the project:</b> Brgy. Ibabang Palsabangon Pagbilao, Quezon</p> <p><b>1.3 Mode of procurement:</b> Public bidding</p> <p><b>1.4 Approved budget for the contract:</b> Php. 14,000,000.00</p> <p><b>1.5 Source of fund:</b> GAA 2022</p> <p><b>1.6 Delivery period:</b> 70 days</p> <p><b>1.7 Basic Information</b></p> <p>The BFAR - National Brackishwater Fisheries Technology Center (NBFTC) Pagbilao, Quezon was established in 1978 as a joint project of the Philippine Government and FAO-UNDP.</p> <p>The BFAR-NBFTC serves as the BFAR national center for the advancement of brackishwater aquaculture and related ecological studies. The Center implements technology adoption, verification, and demonstration on the culture of brackishwater species and conducts ecological studies within mangrove/estuarine ecosystem. Activities relating to fisheries extension, training and ecological studies in mangrove/estuarine ecosystem are also being conducted. In all these activities, scientific data gathering and technical documentation are very important.</p> <p>This project specifies the upgrading of facilities, in particular its Administration Hall and the adjacent old cistern structure, reconfiguration of an existing concrete pavement into a professional size basketball court.</p>	

Further, the provision of office appliances and water filtration and pumping systems in support to the over-all operations of the Center.

### 1.3. OBJECTIVE OF THE PROJECT

- a. To improve the service delivery of DA-BFAR NBFTC, particularly with rehabilitation of identified physical structures and provision for office equipment;
- b. To improve the over-all living conditions at DA-BFAR NBFTC with the improvements of water filtration and pumping systems and physical wellness structures.

## 2. GENERAL SCOPE OF WORKS & SPECIFICATIONS

The work shall include all labor, materials, tools, demolition, clearing, restoration, testing, inspection, commissioning and all necessary general conditions, that may be reasonably inferred from the contract documents to provide all construction works of the abovementioned project.

### 2.1 BUILDING REQUIREMENTS

The said project shall be renovation of Administrative Building. It must be complete with ***all necessary architectural, civil, electrical, plumbing, sanitary, and mechanical works*** that will suit the purpose of the building. All works must satisfy the latest pertinent Construction Codes in the Philippines. (Please refer to attached drawing plans)

### 2.2 SITE WORKS

- Removal of following including all necessary works
  - Existing Wood Partition
  - Existing Flush Doors
  - Existing Masonry Wall (Toilet Area)
  - Existing Decorative Wall and Beams
  - Existing Windows(Jalousie and Fixed Window)
  - Existing Tiles
  - Existing Ceiling ( including Board and joist)
  - Existing Roof Eaves including Fascia Board
  - Existing Water Closet/Lavatory/Flush Door
  - Existing Exhaust Fan
  - Existing Cistern (Slab on top only)
  - Existing Wires, Lights and Switches
- Cutting of Existing Slab for Tapping of Sanitary Lines
- Cutting of Existing Wall At Front Window (Enlarge)
- All imbedded service connections must be verified by the contractor and all relocations and repairs of such items must be at the expense of the contractor.

### 2.3 ARCHITECTURAL REQUIREMENTS

- The following area the clear height of the rooms and the type of ceiling:

ITEM NO:	ROOM DESCRIPTION	CLEAR HEIGHT FROM FINISHED FLOOR LEVEL TO CEILING	TYPE OF CEILING
----------	------------------	---	-----------------

1	Offices, Conference Room, Storage, Hallways and etc.	See Attached Dwg.	gypsum false ceiling with covelight
2	T&Bs and Storage	See Attached Dwg.	gypsum false ceiling

- Floors and Wall Finishes:**

ITEM NO.	ROOM DESCRIPTION	FLOOR	WALL FINISH	ALL EXTERIOR WALL SURFACE
1	Offices, Conference Room, Storage, Hallways and etc.	60x60cm Homogeneous Floor Tiles	Plastered & painted with Silk Emulsion Paint	Plastered & painted with Textured Emulsion Paint
2	T&Bs and Storage	30x30cm Unglazed Ceramic Floor Tiles	Glazed Ceramic Tiles 30x30cm (full ht.)	Plastered & painted with Textured Emulsion Paint

- Doors and Windows:**

Glass Partitions / Windows

GP1 – 6mm thk. Tempered Fixed Glass on Powder Coated Aluminum Frame with Double Swing Door including all accessories and necessary works (see attached plan for location)

GP2 – 6mm thk. Tempered Fixed Glass on Powder Coated Aluminum Frame with Single Swing Door including all accessories and necessary works (see attached plan for location)

GP3A – 6mm thk. Tempered Fixed Glass on Powder Coated Aluminum Frame with Single Swing Door including all accessories and necessary works (see attached plan for location)

GP3B – 6mm thk. Tempered Fixed Glass on Powder Coated Aluminum Frame including all accessories and necessary works (see attached plan for location)

GP4A – 6mm thk. Tempered Fixed Glass on Powder Coated Aluminum Frame with Double Swing Frameless Glass Door including all accessories and necessary works (see attached plan for location)

GP4B – 6mm thk. Tempered Fixed Glass on Powder Coated Aluminum Frame including all accessories and necessary works (see attached plan for location)

GP4C – 6mm thk. Tempered Fixed Glass on Powder Coated Aluminum Frame including all accessories and necessary works (see attached plan for location)

W1 – 6mm thk. Reflective Tempered Awning Window on Powder Coated Aluminum Frame including all accessories and necessary works (see attached plan for location)

W2 – 6mm thk. Reflective Tempered Awning Window on Powder Coated Aluminum Frame including all accessories and necessary works (see attached plan for location)

W3 – 6mm thk. Reflective Tempered Awning Window on Powder Coated Aluminum Frame including all accessories and necessary works (see attached plan for location)

AL1 – 0.75mW x 1.20mH Aluminum Louver. white color,w/ 6mm thk. Clear glass. (see attached plan for location)

**Doors**

D1 – 6mm thk Tempered Double Swing Door with Fixed Glass on Powder Coated Aluminum Frame, including all accessories and necessary work (see attached plan for location)

D2 – 6mm thk Tempered Single Swing Door with Fixed Glass on Powder Coated Aluminum Frame, including all accessories and necessary work (see attached plan for location)

D5 - PVC Door, Single-leaf, complete w/ door handles, locks with attached louvers at the lower portion of doors for air intake). (For T & B)

D6 – Swing In Hollow Core with Door Jamb including all accessories and necessary works

- Install 10cm height TILE skirting for all offices, rooms, hallways, stairs and waiting areas.
- Supply and Installation of Drywall (Double) on the Exterior area.
- Install 10cm height tile skirting for all T&B and Kitchen/Bufkets.
- Toilet and Kitchen/Bufket floors must be 20 mm lower from the floor level and must be sufficiently slope going to the drain.
- Supply and Installation of Toilet Partition (Water Resistant Compact Laminated Board including all accessories and necessary works( see attached plan for location and reference)
- Supply and Installation of Countertop with Granite with facial mirror
- Supply and Installation of Roof Eaves and Fascia Boards (see attached plan for reference)
- Supply of Office Furniture (see attached BOQ for references and specification)
- Supply of Appliances (see attached BOQ for references and specification)

## **2.4 STRUCTURAL REQUIREMENTS**

2.4.1 All Structural Elements like Stiffener columns must be reinforced concretes properly sized to withstand all expected loads. Compression strength of reinforced concrete should be not less than 21 N/mm<sup>2</sup>. High tensile strength reinforcing bars with yield strength of 276 N/mm<sup>2</sup> must be used.

2.4.2 Minimum thickness of slabs on grade should be 100mm or as stated on the plans. reinforced with meshed round bars. For Cistern Tank and Basketball Court area (see attached dwg. For references)

2.4.3 4" CHB hollow blocks with reinforcement

2.4.4 Repair of Damage Decorative Walls/ Columns/ Beams/ and Etc

## **2.5. ELECTRICAL/POWER REQUIREMENT**

2.5.1. Complete electrical/power system must be installed for the building of function according to purpose including the needed main power supply line.

2.5.2. All fixtures to be used must be approved by the client.

2.5.3. Main DP, Sub DPs, wires and fixtures must be English made and fixture ratings must sustain all expected loads.

2.5.4. Exhaust fans with steel frame and blade must be installed inside the toilets and buffet with safety grills.

2.5.5. All conduits must be imbedded.

2.5.6. All electrical works have to satisfy the specification, requirements.

## **2.6. PLUMBING/WATER SUPPLY AND DRAINAGE REQUIREMENTS**

- 2.6.1 All fixtures to be installed must be TOTO brand or approved equal. Ceramic fixtures to be used for EWCs, bidets and lavatories. Stainless steel hand sprays, tissue holders, soap holders, perennial hose, soap dispensers, towel bars, shower head, valves and floor drains must also be installed. Provide wall mirrors for T&Bs.
- 2.6.2 All pipes used for drainage line must conform to Plumbing Standards.
- 2.6.3 The new building drainage system must be connected to the existing sewer system providing new manholes with concrete cover.
- 2.6.4 All plumbing and sanitary works have to satisfy the specifications, requirements

## **2.7. MECHANICAL AND FIRE FIGHTING REQUIREMENTS**

- 2.7.1 Provide and install an adequate number of split type air conditioning units, window type and floor Mounted for all offices, hallways, and waiting area. All power supply and pipes must be imbedded. (see attached plan for references)
- 2.7.2 Supply of Media Tank Water Filtering System with Automatic Backwash Head

## **3. SUPPLY OF OFFICE FURNITURE**

### **3.1 Conference Table, 16-Seater**

- Sectional Type, 2 sections
- Overall Dimension: 4400 x 1200 x 750mm H
- Section Dimension: 2200 x 1200x 750mm H (each section)
- Worktop: 25mm thk Laminated Finish, PVC Flat Edging, with Alloy Flip-up Covers for Wire/Cable Passage
- Supports/Legs: 2" x 2" Square Tubular in Acrylic Spray Painted Finish, Adjustable Gliders

### **3.2 Conference Chair**

- High back Chair with Fixed Arms, Fabric Upholstered Seat, Mesh Backrest, Pneumatic Height Adjustment, Reclining Mechanism, Five Pronged Metal Chrome Base with Castors
- Color: Black

### **3.3 Steel Filing Cabinet**

- 4 pullout Drawers, Lateral Type, All Steel Body in Powder Coated Finish, Recessed Handles, One-Lock Mechanism
- Dimension: 900mmW x 450mmD x 1320mmH
- Gauge: 20

### **3.4 Customized Bookshelf**

- OD: 1600mm W x 300mm D x 1800mm H
- Carcass: 18mm thk Laminated Board, PVC Flat Edging
- Shelves: 18mm thk Laminated Board, PVC Flat Edging (Adjustable)
- Door: 1/2" thk Clear Glass with Sliding Mechanism

### **3.5 2-Seater Sofa, with 2 Side Tables and 1 Center Table**

- Dimension: 62" W x 33" D x 31" H (Sofa)  
1000mm x 500mm x 450mm H (Center)  
500mm x 500mm x 500mm H (Side)

- Sofa: Uratex Foam, Black Leatherette Upholstery, Metal Footing
- Center and Side Tables: Laminated Top/Shelf, Black Metal Legs and Supports
- 3.6 **Free Standing Table, Customized**
  - Size: 1600mmL x 1000mmW x 750mmH
  - Finish: All Laminated
  - With Built-in Drawers and Cabinet
- 3.7 **Cabinet, Customized (Drawers and Cabinet)**
  - Size: 1600mmL x 600mmW x 750mmH
  - Finish: All Laminated
- 3.8 **Executive Chair**
  - Semi high-back Office Chair, Leatherette upholstered back and seat, fixed metal padded loop arms, pneumatic height adjustment, tilting mechanism with tension control, five-pronged metal base with castors
  - Color: Black
- 3.9 **Executive Guest Chair**
  - Mid back with fixed padded arms, black leatherette upholstery, cantilever metal chrome base
  - Color: Black
- 3.10 **Laminated Panel**, 1600 x 1200H, Mid Raceway, 45mm thk Aluminum Frames in C. Gray
- 3.11 **Laminated Panel**, 1500 x 1200H, Bottom Raceway, 45mm thk Aluminum Frames in C. Gray
- 3.12 **Laminated Panel**, 700 x 1200H, Bottom Raceway, 45mm thk Aluminum Frames in C. Gray
- 3.13 **End Profile**
- 3.14 **2-Way Connector**
- 3.15 **3-Way Connector**
- 3.16 **Worktop**, 1600 x 700 x 25mm thk in White Laminated Finish, PVC Flat Edging, Grommet Hole and Cap for Wire/Cable Passage
- 3.17 **Worktop Bracket**
- 3.18 **Staff Chair**
  - Office Chair with PP Loop Fixed Arms, Mesh Backrest, Fabric Upholstered Seat, Reclining Backrest with Tension, Pneumatic Height Adjustment, Five Pronged Metal Base with Castors
  - Color: Black
- 3.19 **Mobile Pedestal**
  - 3 Pull-out Drawers, Top Drawer with Pencil Tray, Lowest Drawer with File Divider, top is PVC, all Steel Body in Powder-Coated Finish, Centralized Locking Mechanism, with Wheels for Mobility, 400W x 560D x 650H
  - Color: Light Gray
- 3.20 **Mid Connector**
- 3.21 **Guest Chair**
  - Meeting Chair with Arms, Mesh Back, Fabric Upholstered Seat Metal Chrome Cantilever Base
  - Color: Black
- 3.22 **Free Standing Table**
  - Dimension: 1200mmL x 600mmW x 750mmH
  - Worktop: 25mm thk Laminated Finish, PVC Flat Edging
  - Supports/Legs: 2 x 2" Square Tubular in Acrylic Spray

- Painted Finish, Adjustable Gliders
- 3.23 Staff Chair (with Headrest)**
- Office Chair with PP Loop Fixed Arms, Mesh Backrest, Fabric Upholstered Seat, Reclining Backrest with Tension, Pneumatic Height Adjustment, Five Pronged Metal Base with Castors
- Color: Black

#### 4. SUPPLY OF APPLIANCES

- 4.1 Ceiling Fan, Industrial 16"Ø
- 4.2 Wall Fan, Industrial 18"Ø
- 4.3 Stand Fan, 18"Ø
- 4.4 Coffee Maker, 6 cups
- 4.5 Electric Kettle, 1.8L
- 4.6 Rice Cooker, 10 cups
- 4.7 Gas Stove, Heavy Duty Double Burner
- 4.8 Oven Toaster, 12L
- 4.9 Microwave, 20L
- 4.10 Water Dispenser, Bottom Load
- 4.11 Chest Freezer, Inverter 5cubic
- 4.12 Upright Refrigerator, Inverter 7cubic
- 4.13 Exhaust Fan, 6" Ø
- 4.14 AVR, 1000VA-1,500VA 50/60Hz
- 4.15 Dryer (fabric/clothes), 8.8Kgs.
- 4.16 Wireless microphone, BLX288/SM58 dual vocal system with two SM58
- 4.17 Power Mixer, MIX-20BT Professional mixer with 20 channel 16mic/line 2 stereo mixer with 24bit 99 DSP
- 4.18 Speakers with Stand, 800-1000 Watts
- 4.19 Amplifier, 735 with bluetooth 700watts
- 4.20 Television, 32" smart Led 32T4500 HD 2020 F7H
- 4.21 Submersible Pump, 25GS15 1.5hp.
- 4.22 Centrifugal Pump, Single phase motor 3.0 hp

#### 5. MANPOWER REQUIREMENTS

Key Personnel	General Experience	Relevant Experience
Project Engineer	5 years	5 years
Electrical Engineer	5 years	5 years
Mechanical Engineer	5 years	5 years
Master Plumber	5 years	5 years
General Foreman	5 years	5 years

#### 6. EQUIPMENT

Equipment	No. of Units	Lease/Owned
One-Bagger Mixer	1	
Elf Truck	1	
Jack Hammer	1	
Vibratory plate soil compactor	1	
Frame-type concrete leveling machine	1	

## **II. QUALIFICATION OF CONTRACTOR**

1. The contractor must have a valid Philippine Contractors Accreditation Board (PCAB) License.
2. The contractor must have a qualified Project Engineer, Mechanical Engineer, General Foreman, and qualified workers to oversee and undertake the project.
3. The contractor must have the necessary equipment and tools to perform the project in accordance with the specified scope of work.
4. The contractor must implement and monitor the safety of its workers, including the implementation of project.
5. The contractor must secure a Site Inspection Certificate, prior to the submission of bidding documents, certified by the End-user & Property Inspector

### **OTHER IMPORTANT INSTRUCTIONS FOR THE CONTRACTOR**

1. The contractors must verify all design and construction details before submitting their quotations.
2. The contractors must provide a complete plan, schedule of works, material specifications, construction specifications, shop drawings and construction methodology before commencing the work (for approval). An as-built plan should also be provided after the worked has been completed (also provide electronic copies of all documents mentioned).
3. The owner will provide electrical and water supply during the construction period.
4. The Contractor must surround the site by fence/blue sacks in order to ensure safety in the construction site.
5. All existing facilities that will be affected/damaged during the course of construction must be restored and at the expense of the Contractor.
6. All temporary facilities needed by the Contractor must be approved by the Supervising Engineer and must be at the expense of the Contractor.
7. All materials to be used must be approved by the Supervising Engineer and the Owner.
8. Please refer to the layouts provided. Any queries arising from this GENERAL REQUIREMENTS and the layouts provided must be addressed immediately to the owner's representative for clarifications.
9. Site inspection is required.

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

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Signature over Printed Name of  
Authorized Representative**

\_\_\_\_\_  
**Date**



## ***Section VII. Drawings***

*(Drawings/Plans/Lay-out is available at BFAR-BAC Office)*

## ***Section VIII. Bill of Quantities***

**Project: IMPROVEMENT OF ADMINISTRATION BUILDING AND PROVISION OF APPLIANCES FOR OTHER BUILDINGS**

**Location: DA-BFAR NBFTC, Pagbilao, Quezon**

[illegible]

[illegible]

[illegible]



[illegible]







[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]



[illegible]



8-10 GPM (Gallon per min)													
Inclusions:													
*Digital Media Head (Automatic Backwash)													
*Sack of Sand, Carbon and Resin Softeners													
*Brine Tanks and Salt for Regeneration													
*10 x 54 FRP Tanks (Fiber Reinforced Plastic)													
*PPR Pipes, PPR Fittings, Connectors, Ball Valves, Tees, Elbows, Male Adaptors, Union Adaptors, Gate Valves and Other Plumbing Fittings that are necessary to setup the system													
*Delivery/Mobilization/Labor Installation Component/Cleaning of Tank/Piping System													
<b>Total of VII</b>													
<b>TOTAL COST</b>													

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
Date

## ***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);

#### Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (*attached prescribed format*); **and**
- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules (*attached prescribed format*); **and**
- ☐ (d) 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**
- ☐ (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (f) Project Requirements, which shall include the following:
  - ☐ a. Conformity with technical specifications;
  - ☐ b. Organizational chart for the contract to be bid;
  - ☐ c. List of contractor's key personnel to be assigned to the contract to be bid, with their complete qualification and experience data;
  - ☐ d. 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;
  - ☐ e. Construction Schedule and S-curve
  - ☐ f. Manpower Schedule
  - ☐ g. Construction Method
  - ☐ h. Equipment Utilization Schedule
  - ☐ i. Pert-CPM
  - ☐ j. Construction Safety and health program approved by the DOLE **and**
- ☐ (g) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (k) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

***Class "B" Documents***

- ☐ (m) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

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

Other documentary requirements under RA No. 9184

- ☐ (o) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (p) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- ☐ (q) Cash Flow by Quarter.

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

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

Business Address : \_\_\_\_\_

Name of Contract and Contract Cost	Owner's Name Address Telephone Nos.	Nature of Work	Bidder's Role		Date Awarded Date Started Date of 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 : \_\_\_\_\_



### **Important Reminders**

- *The bidders are encouraged to consult this checklist before submitting their Bid on the deadline for the submission and the receipt of Bids. However, this is **by no means exclusive** Bidders must still familiarize themselves with other bid requirements not otherwise included herein such as, but not limited to those in the TOR, Bid Bulletin, Pertinent GPPB guidelines, rules, etc.*
- *All Bidders must submit their bid in accordance with the Guidelines on Electronic Submission and Receipt of Bids as indicated in the Annex A simultaneously with the submission of the printed copies as indicated in the BDS Clause 16.*
- *All documents shall be current and updated and any missing document in the above-mentioned Checklist is a ground for outright rejection of the bid.*
- *All Pages of the documents shall be signed/initialed by the bidder or by his/her authorized representative.*
- *To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist.*

# 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](mailto:bac.eps@bfar.da.gov.ph) at any time before the closing date and time specified in the Bidding Documents by disclosing the following information:

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

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

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

### **IV. ACCESSING THE GOOGLE FORMS**

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

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

## **V. SUBMISSION OF BID**

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

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

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

## **VI. RECEIVING OF THE SUBMITTED BID**

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

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

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

## **VII. BID OPENING PROCESS**

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

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

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

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

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

### **Basic House Rules to be observed during BAC Meetings**

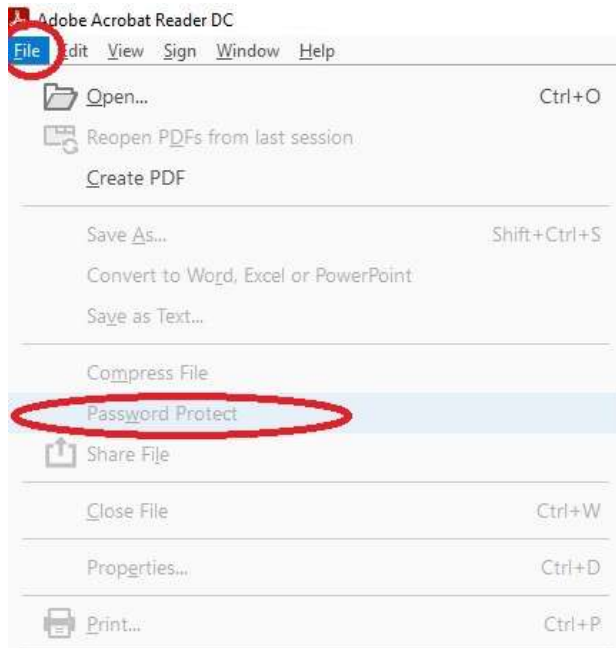
1. Kindly place your microphone on mute when not speaking.
2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute).
3. Turn on video for confirmation of your identity.
4. Meeting will start on time. You are advised to enter the VTC room 30 minutes to resolve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

## “ANNEX B”

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

One-click option to protect a PDF with a password

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



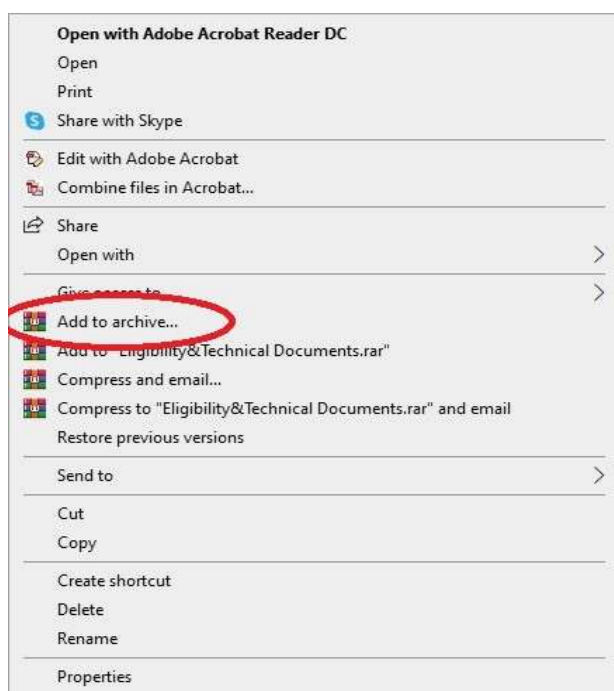
3. Select to set the password for Viewing the PDF.

A screenshot of the 'Protect Using Password' dialog box in Adobe Acrobat Reader DC. The dialog has a title bar 'Protect Using Password'. Below the title, it says 'Requires user to enter a password for:'. There are two radio buttons: 'Viewing' (selected) and 'Editing'. Below these is a section 'Type Password' with a text input field containing dots and a green checkmark icon followed by the text 'Strong Password'. Below that is a section 'Re-type Password' with another text input field containing dots. At the bottom left is a link 'More Options' with a dropdown arrow. At the bottom right are two buttons: 'Cancel' and 'Apply'.

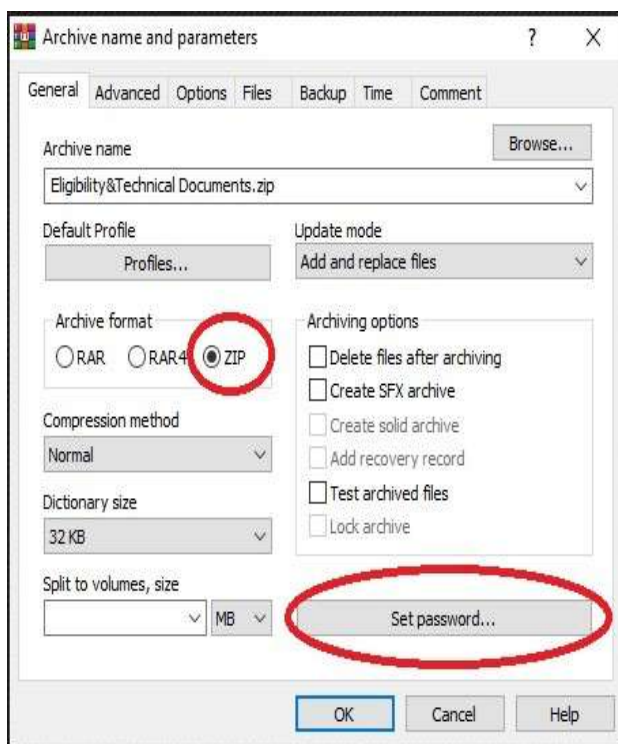
4. Type and retype your password. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong, or best.
5. Click **Apply**

## File Archiving and Compression using WinRAR application

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




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





4. Type your password and Click **“OK button.”**



The image shows a Windows-style dialog box titled "Enter password" with a close button (X) in the top right corner. The main heading inside the dialog is "Archiving with password". Below this, there is a section titled "Enter password" containing a text input field with a single character "l" and a dropdown arrow on the right. Underneath the input field are three checkboxes: "Show password" (checked), "Encrypt file names" (unchecked), and "ZIP legacy encryption" (unchecked). Below these checkboxes is a button labeled "Organize passwords...". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help". The "OK" button is highlighted with a red oval.

## “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.

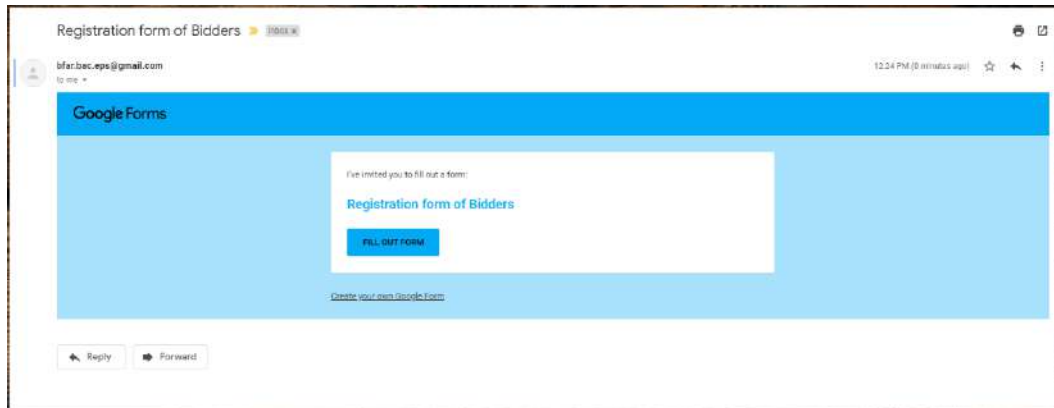
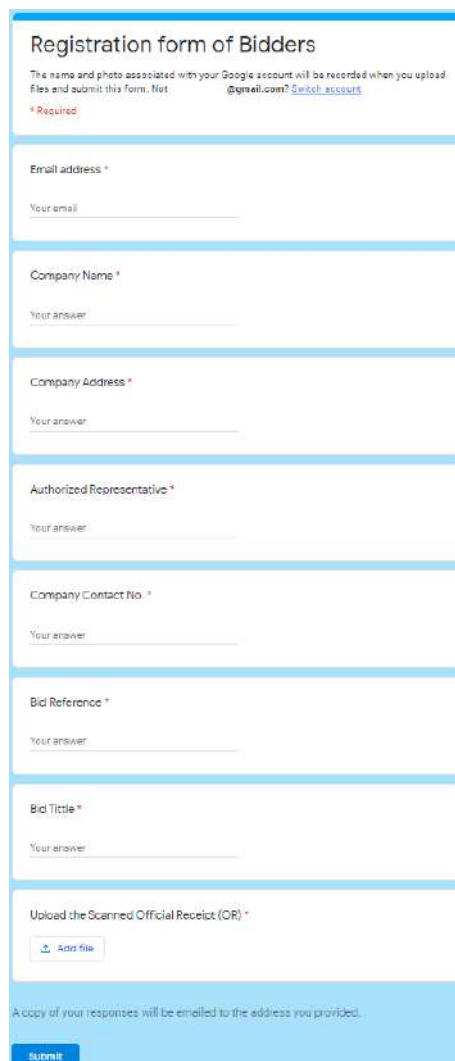


Figure 1.1

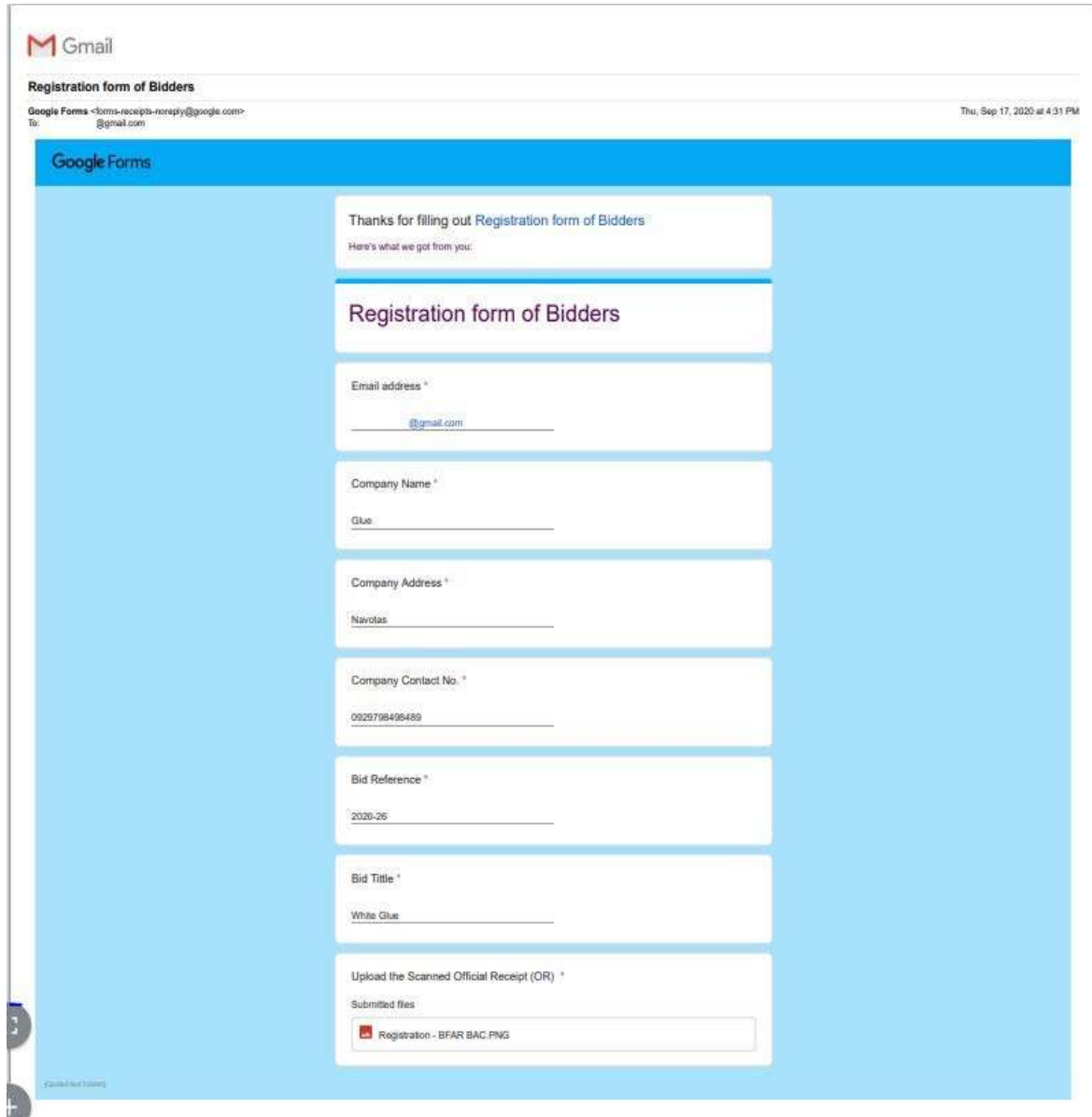
**Step 2.** Upon received, click the **FILL OUT FORM**.

**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 disclaimer about Google account information being recorded. It contains eight required fields, each marked with an asterisk: 'Email address', 'Company Name', 'Company Address', 'Authorized Representative', 'Company Contact No.', 'Bid Reference', 'Bid Title', and 'Upload the Scanned Official Receipt (OR)'. Each field has a text input area with a 'Your answer' label. The 'Upload' field includes an 'Add file' button. At the bottom, there is a 'Submit' button and a note stating 'A copy of your responses will be emailed to the address you provided.'

**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 screenshot shows a Gmail interface with a 'Registration form of Bidders' from Google Forms. The form is titled 'Registration form of Bidders' and includes the following fields and values:

- 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”.

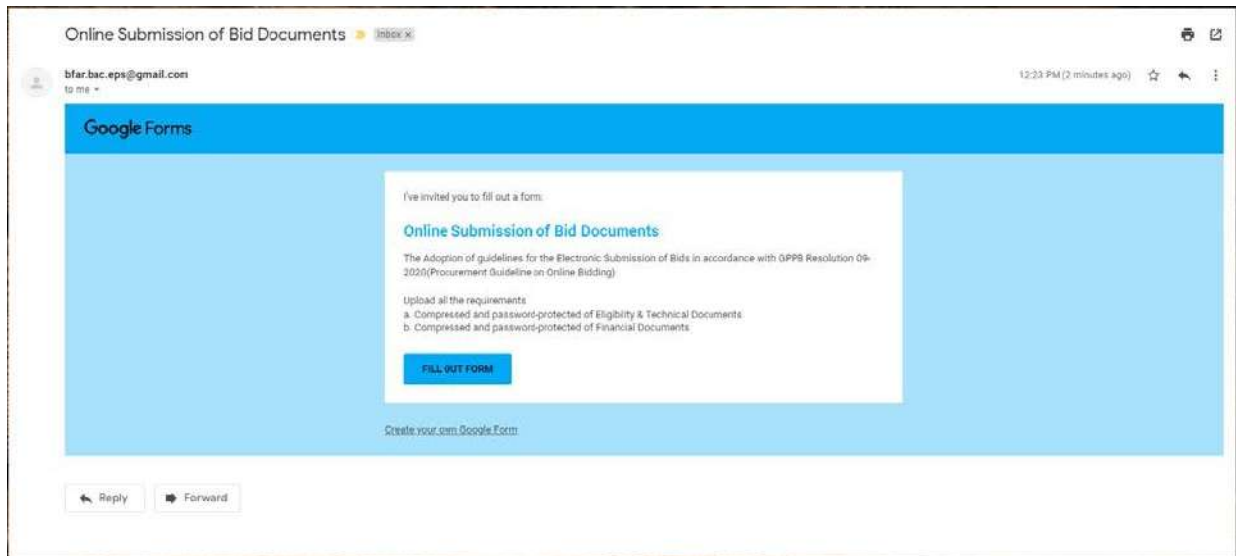


Figure 8.1

**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

# Online Submission of Bid Documents

The Adoption of guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020(Procurement Guideline on Online Bidding)

Upload all the requirements

- a. Compressed and password-protected of Eligibility & Technical Documents
- b. Compressed and password-protected of Financial Documents

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [@gmail.com?](#) [Switch account](#)

**\* Required**

Email address \*

Your email

Eligibility & Technical Documents \*

 Add file

Financial Documents \*

 Add file

A copy of your responses will be emailed to the address you provided.

**Submit**

Figure 10.1

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



Figure 11.1

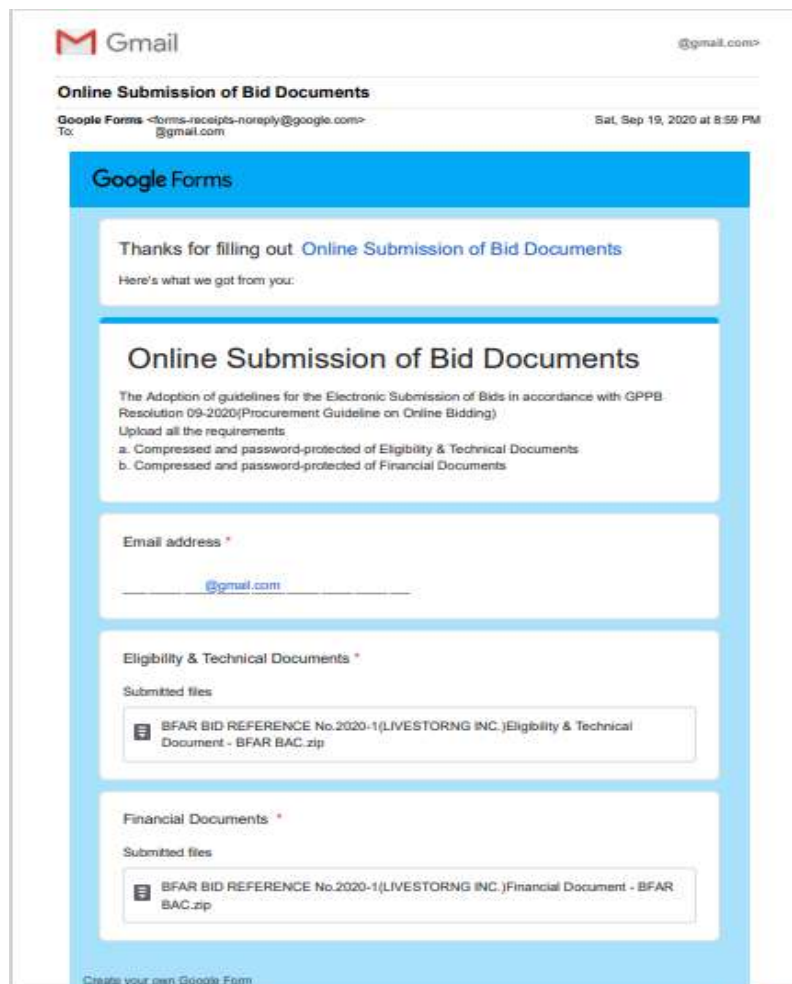


Figure 11.2

