

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Government of the Republic of the Philippines

Bid Reference. No. 2022-54

**“RE-LAYOUTING OF DIRECTOR’S
OFFICE, AND INLAND & FISHERIES
AQUACULTURE DIVISION OFFICE.”**

Lot no.	End-User	Approved Budget for the Contract (ABC)
1	ATTY. DEMOSTHENES R. ESCOTO OIC, DIRECTOR BFAR	PhP 1,757,530.56

**Sixth Edition
July 2020**

TABLE OF CONTENTS

Glossary of Terms, Abbreviations, and Acronyms.....	5
Section I. Invitation to Bid	8
Section II. Instructions to Bidders	11
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
Section III. Bid Data Sheet.....	19
Section IV. General Conditions of Contract.....	21
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
Section V. Special Conditions of Contract		26
Section VI. Specifications		29
Section VII. Drawings		31
Section VIII. Bill of Quantities		32
Section IX. Checklist of Technical and Financial Documents		34

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 e-mail: bac.eps@bfar.da.gov.ph

INVITATION TO BID FOR:

BID REFERENCE NO. 2022-54

“RE-LAYOUTING OF DIRECTOR’S OFFICE, AND INLAND & FISHERIES AQUACULTURE DIVISION OFFICE.”

1. The Department of Agriculture - Bureau of Fisheries and Aquatic Resources (DA-BFAR), through the General Appropriations Act (GAA) to apply the sum of **One Million Seven Hundred Fifty-Seven Thousand Five Hundred Thirty and 56/100 (PhP 1,757,530.56)** being the ABC to payment under the contract for **Bid Reference No. 2022-54** entitled **“RE-LAYOUTING OF DIRECTOR’S OFFICE, AND INLAND & FISHERIES AQUACULTURE DIVISION OFFICE.”**

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)
22-10-1031	1	RE-LAYOUTING OF DIRECTOR’S OFFICE, AND INLAND & FISHERIES AQUACULTURE DIVISION OFFICE	1,757,530.56	5,000.00

2. The DA-BFAR now invites bids for the above Procurement Project. Completion of the Works is required within Fifteen (15) 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.
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 Conference¹ through a video conference call using Zoom application on **November 11, 2022 at 9:00 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://docs.google.com/forms/d/e/1FAIpQLSc8bqYyGJxfh3SqBxNLspjbw08iAy4hj2S9Z_18wRiHU61Trw/viewform?usp=pp_url
7. Bids must be duly received by the BAC Secretariat on or before **November 23, 2022, 8:30 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 **November 23, 2022 at 9:00 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.
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.

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

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

Telephone number: 09988665159

Website address: www.bfar.da.gov.ph

13. You may visit the following websites:

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

Issued this 3rd day of October, 2022.

ATTY. MICHAEL S. ANDAYOG

BAC Chairperson

Section II. Instructions to Bidders

1. **Scope of Bid**

The DA-BFAR wishes to receive Bids for the **“RE-LAYOUTING OF DIRECTOR’S OFFICE, AND INLAND & FISHERIES AQUACULTURE DIVISION OFFICE”** with identification number **2022-54**.

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 **One Million Seven Hundred Fifty-Seven Thousand Five Hundred Thirty and 56/100 (Php1,757,530.56)**.

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 **November 11, 2022 at 9:00 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 **March 16, 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 **November 23, 2022 at 8:30 a.m.** at the BFAR – BAC Office, 2nd 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 **November 23, 2022 at 9:00 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	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 that is “similar” to this project shall be: Construction works related to this proposed project.		
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	The key personnel must meet the required minimum years of experience set below:		
	Key Personnel	General Experience	Relevant Experience
	Civil Engineer	5 years	5 years
	Master Electrician	5 years	5 years
	Mechanical Engineer	5 years	5 years
	General Foreman	5 years	5 years
	The minimum major equipment requirements are the following:		
	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>
	QTY	ITEMS DESCRIPTION / SPECIFICATION	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.
	Elf Truck	1	
	Jack Hammer	1	
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 35,150.61 [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 87,876.52 [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 data-bbox="384 831 1396 1361" data-label="Diagram"> <p>FORMAT FOR LABELLING OF BID ENVELOPE</p> <p>The diagram illustrates the process of sealing and marking bids. On the left, a sample bid envelope is shown with the following text: Atty. Michael S. Andayog, Chairperson, 2/F BFAR-BAC, BPI Cmpd., Brgay. Vasra, Visayas Ave., Diliman, Q.C. Below this, it says 'Bid for:', 'Bid Ref. No.: _____', 'Project Title: _____', 'Submitted by:', '• BIDDER'S COMPANY NAME', '• BIDDER'S CONTACT DETAILS', and 'DO NOT OPEN BEFORE: _____'. To the right, a flowchart titled 'SEALING AND MARKING OF BIDS (for each component)' shows the 'TECHNICAL COMPONENT (Eligibility and Technical Documents)' being sealed into three envelopes labeled 'ORIGINAL', 'COPY 1', and 'COPY 2'. These are then placed into a larger 'FINANCIAL COMPONENT PER LOT' envelope. A note states '(Note: Depending on the No. of Lots Bidding for)'. This process is repeated for 'LOT #1' and 'LOT #2', each with its own 'FINANCIAL COMPONENT' envelope. The final step shows the 'FINANCIAL COMPONENT' envelopes being placed into a larger 'FINANCIAL COMPONENT PER LOT' envelope.</p> </div> <p>A. LABELLING AND MARKING INSTRUCTIONS FOR THE SUBMISSION OF HARD COPIES.</p> <ol style="list-style-type: none"> 1. Main envelope 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)." 2. Bidders shall enclose the First component (Eligibility and Technical documents) and Second components (Financial documents) of their bid. 3. Each Bidder shall submit one (1) original and two (2) copies of the first and 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

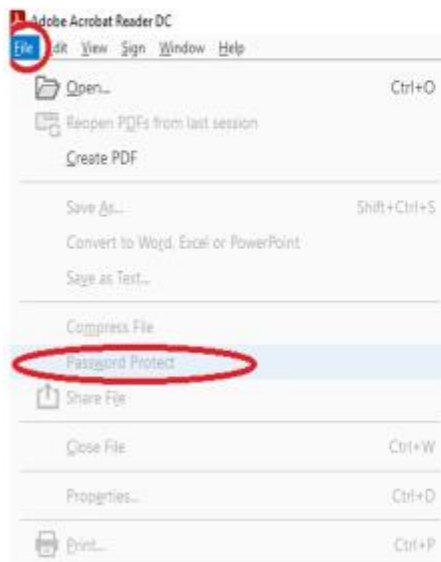
2. "BFAR Bid Reference No._____ (Name of Bidder); Financial Documents"

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

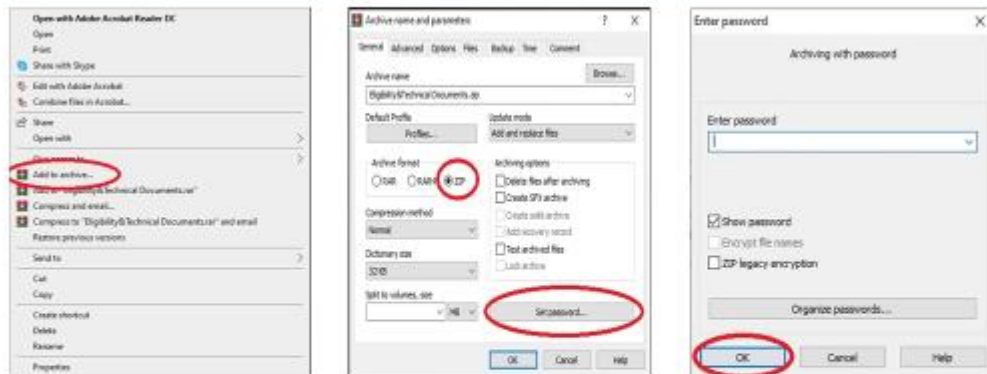
More Options v

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."

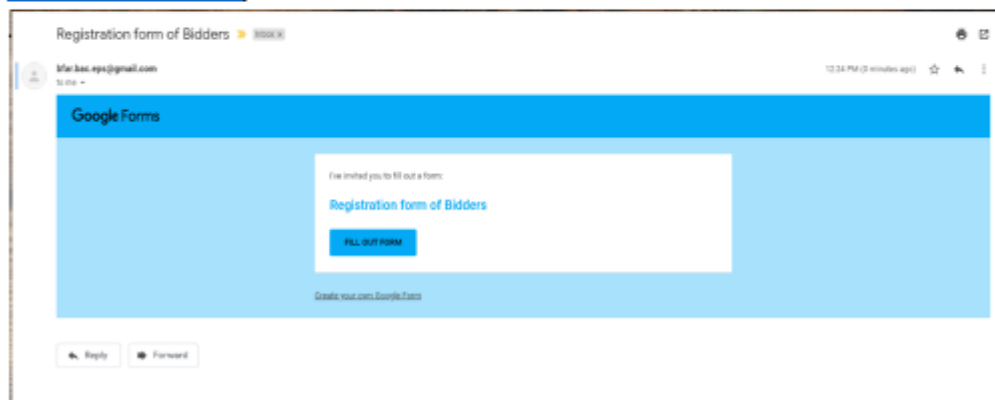
4. Type your password and Click "OK button."

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 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.

Registration form of Bidders

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

Company Name *

Your answer

Company Address *

Your answer

Authorized Representative *

Your answer

Company Contact No. *

Your answer

Bid Reference *

Your answer

Bid Title *

Your answer

Upload the Scanned Official Receipt (OR) *

[Add file](#)

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

Submit

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

- 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.
- 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.
- 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 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.

- 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.;*

	<ul style="list-style-type: none"> • <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>
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"> i. 2021 Income Tax Return with proof of payment; and ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the previous 6 months.
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. Fifteen (15 Calendar Days) days for the completion of projects including pertinent documents such as-built drawings, construction schedules, and etc.
3.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor.
6	None.
7.2	Five (5) years.
10	No day works are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within Ten (10) days upon receipt of the Notice of Proceed.
11.2	The period between Program of Work updates is thirty (30) days . The amount to be withheld for late submission of an updated Program of Work is five percent (5%) of the previous work accomplishment .
13	The amount of the advance payment is fifteen (15%) of the Contract Price .
14	No further instructions.
15.1	The date by which "as-built" drawings (One original copy in TRACING PAPER – 105/110 tyke., two blue print copies and electronic file in DVD disc) are required to be submitted before the release of final payment.
15.2	No final payment shall be made by the DA-BFAR unless the Contractor prepares and submits the required as-built plans.

Section VI. Specifications

LOT 1

(PROJECT PACKAGE) : RE-LAYOUTING OF DIRECTOR'S OFFICE, AND INLAND & FISHERIES AQUACULTURE DIVISION OFFICE.

Approved Budget for the Contract (ABC) : PhP 1,757,530.56

PURCHASE REQUEST

Item Description	Qty	Bidder Statement Compliance
RE-LAYOUTING OF DIRECTOR'S OFFICE, AND INLAND & FISHERIES AQUACULTURE DIVISION OFFICE		
DIRECTOR'S OFFICE		
Preparatory Works		
Removal of Existing CHB Partition (Between Director's Office and Conference Room) Demolition of CHB Wall to provide Fixed Window Opening (Between Conference Hall and Staff Offices) Hauling of Debris	1	
Removal of Tiles affected by Removal of Existing CHB Partition	1	
Finishing Works		
Floor Finish		
600mm x 600mm Floor Tiles	1	
Wall Finish		
Plastering of Window Opening	14.8	
6mm Thk Fiber Cement Board Cladding for the Relocation of 1 Unit Wall Mounted ACCU	2	
Ceiling Finish		
12mm Thk Gypsum Board Ceiling on Standard Aluminum Frame	5.04	
Windows		
Installation of 6mm Thk Tempered Fixed Glass Window with Aluminum Frame (2.25mW x 1.40mH)	1	
Painting Works		

Repainting of Wall Affected by Provision of Fixed Window Opening Repainting of Gypsum Board Ceiling Painting of Ficem Board Pipe Cladding	1
Installation of Frosted Sticker	
Installation of Frosted Sticker	37.8
Electro Mechanical Works	
Relocation of ACCU	1
INLAND AND FISHERIES AQUACULTURE DIVISION	
Preparatory Works	
Dismantling of 2-Panel Door including Jamb	1
Dismantling of 1.10m x 1.20m Fixed Window Glass	1
Demolition of CHB Wall to provide New Door Opening	1
Installation of 6" CHB Plastering Works	1
Finishing Works	
Painting of Plastered CHB Wall Painting of Doors and Jambs (0.90m x 2.10m)	1
Doors & Jamb, including Accessories	
New Materials to Install	
Installation of New Jamb (0.90m x 2.10m) 2x4 Loose Pin Hinges Knob Type Lockset Door Closer Threshold	1
C	
Door Jamb (0.90m x 2.10m) Panel Door 2x4 Loose Pin Hinges Knob Type Lockset Door Closer	1

GENERAL SCOPE OF WORKS & CONSTRUCTION REQUIREMENTS

I. INTRODUCTION

The work shall include all design works, 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 design works & construction of the abovementioned project.

The completion period for the aforementioned project is:

- **Fifteen (15 Calendar Days) days for the completion of projects including pertinent documents such as-built drawings, construction schedules, and etc.**

The facilities needed:

ITEM NO:	FACILITIES NAME	LOCATION		
1	RENOVATION OF DIRECTORS AND IFAD	MAIN BUILDING		

II. BUILDING REQUIREMENTS

The said project shall be of renovation of directors and ifad at main bldg. It must be complete with ***all necessary construction supply needed to complete the project.***

A. ARCHITECTURAL REQUIREMENTS

- Hauling of Debris
- Removal of Existing CHB Partition
- Demolition of Wall for Opening of New Fixed Window
- Removal of Existing Tiles
- Supply and Installation of Floor Tiles
- Plastering of window opening
- Supply and install of Wall Cladding for the exposed piping of wall mount aircon
- Supply and installation of New Ceiling Board
- Supply and installation of Fixed Glass Window with aluminum frame with frosted sticker
- Painting works on the affected area

B. MECHANICAL REQUIREMENTS

- Relocation of Existing Wall Mount ACU including the additional copper tubing and drain line for aircon.

C. MANPOWER REQUIREMENTS

Key Personnel	General Experience	Relevant Experience
Civil Engineer	5 years	5 years
Master Electrician	5 years	5 years
Mechanical Engineer	5 years	5 years
General Foreman	5 years	5 years

D. EQUIPMENT

Equipment	No. of Units	Lease/Owned
Elf Truck	1	
Jack Hammer	1	

OTHERS:

1. The contractors must verify all design and construction details before submitting their quotations.
2. The owner will provide electrical and water supply during the construction period.
3. The Contractor must surround the site by fence/blue sacks in order to ensure safety in the construction site.
4. All existing facilities that will be affected/damaged during the course of construction must be restored and at the expense of the Contractor.
5. All temporary facilities needed by the Contractor must be approved by the Supervising Engineer and must be at the expense of the Contractor.
6. All materials to be used must be approved by the Supervising Engineer and the Owner.
7. 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.

NOTES:

The purpose of this document is only to show the general concept, requirements and specifications of the proposed project. It does not provide the complete bill of quantities and material specifications. The Design and Supervising Engineer/s must be consulted and all details must be verified before submitting quotations for this proposed project. The companies are hereby requested to submit their proposals and recommendations for the proposed project along with their bids.

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.

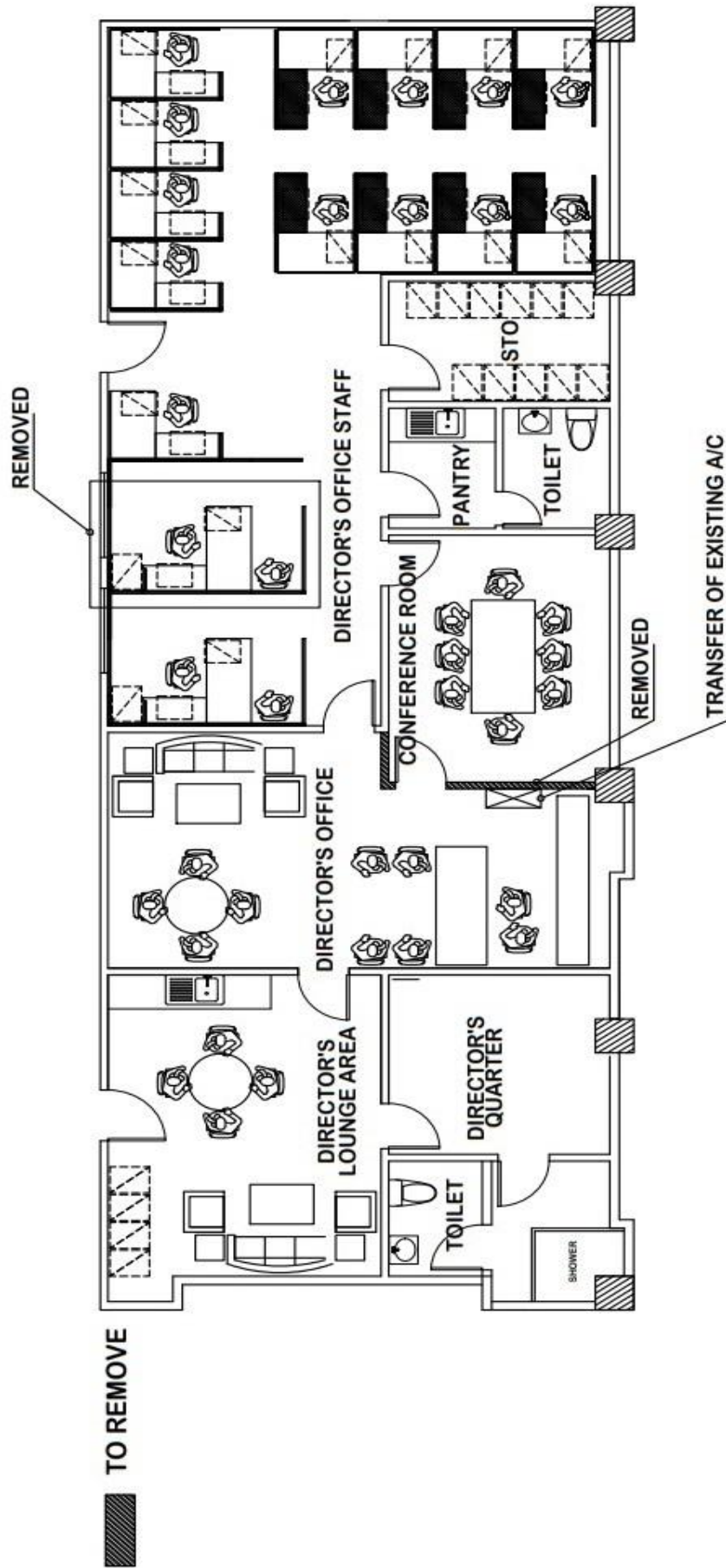
Name of Company

**Signature over Printed Name of
Authorized Representative**

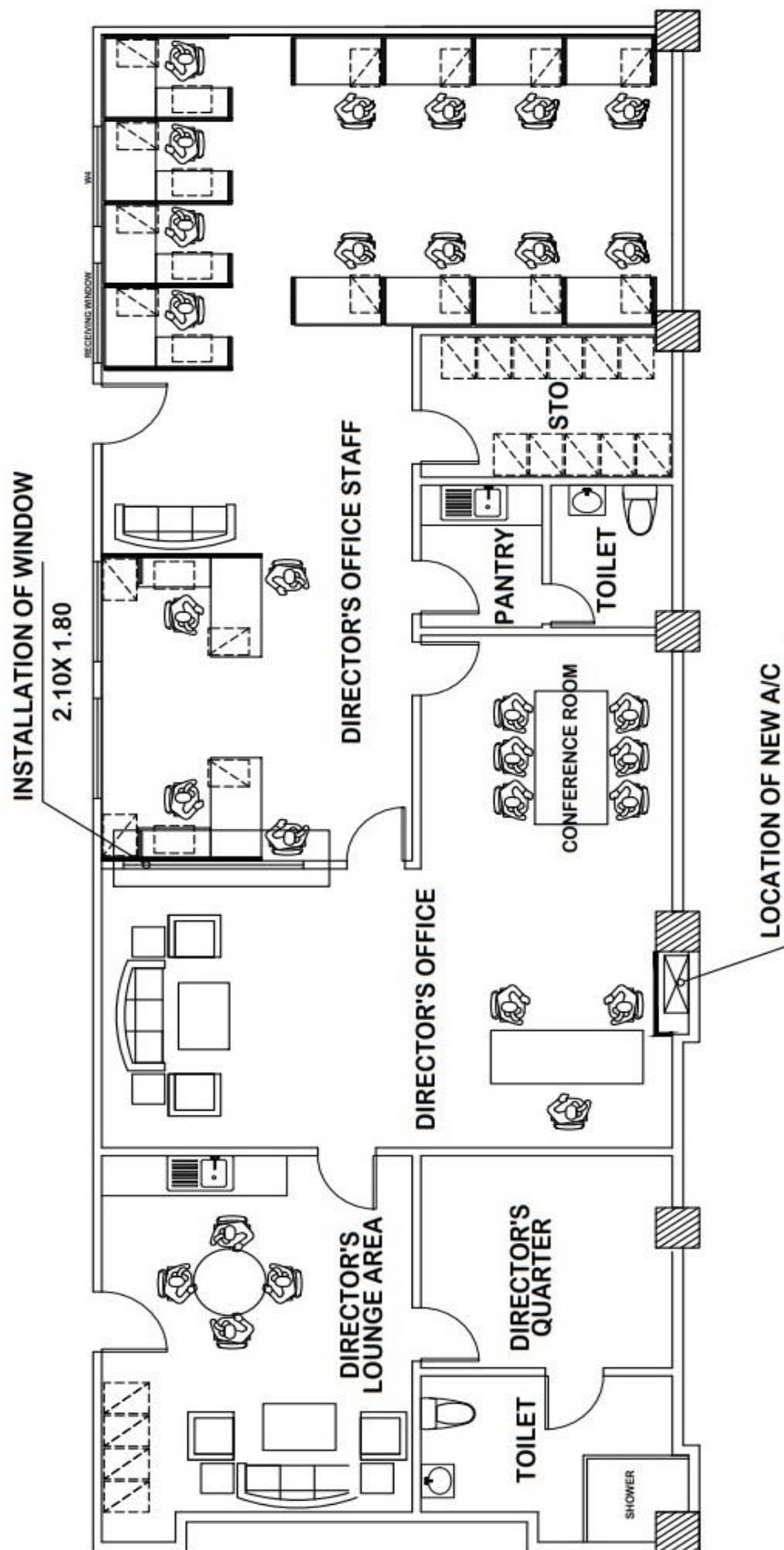
Date

Section VII. Drawings

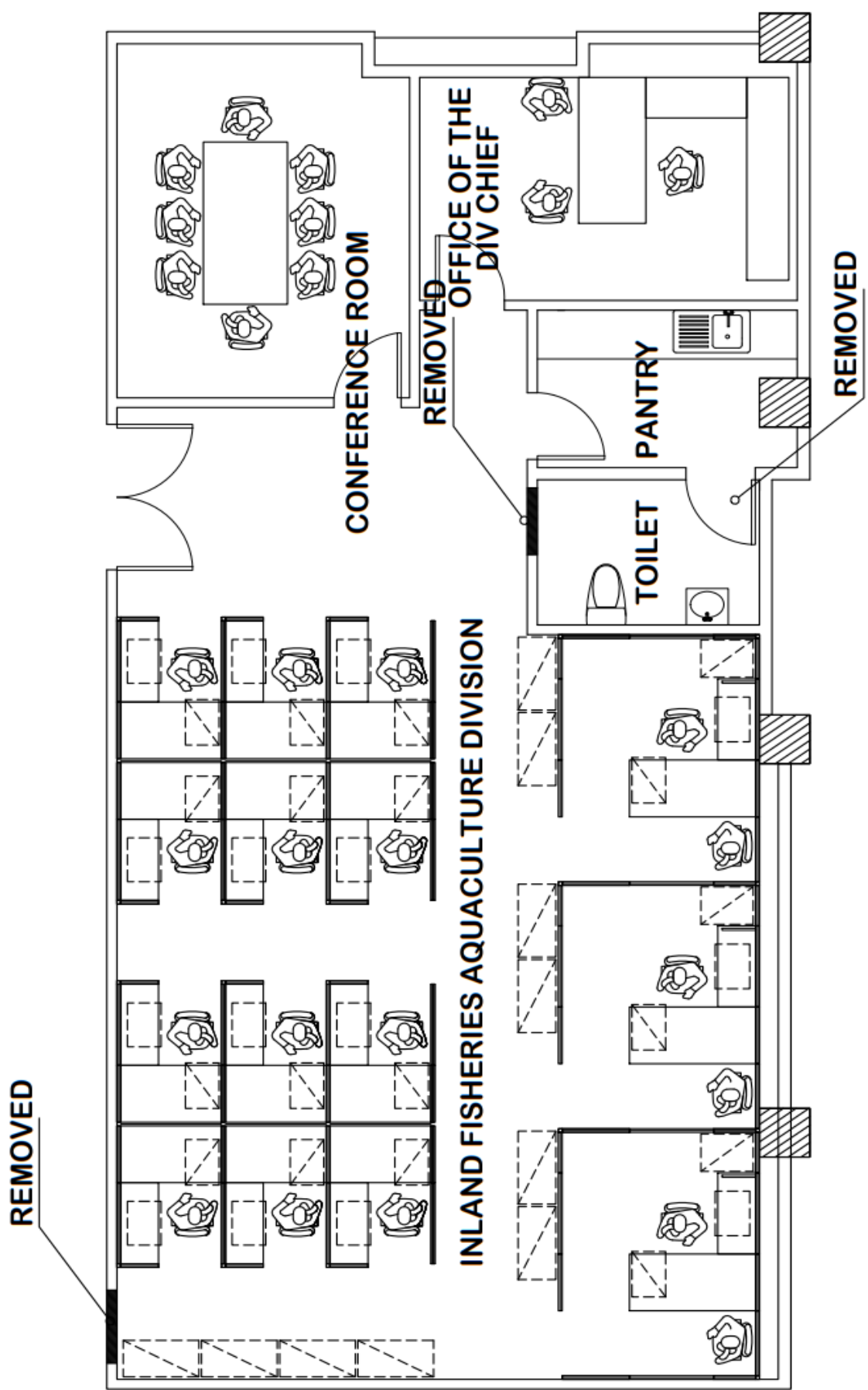
(Drawings/Plans/Lay-out is available at BFAR-BAC Office)



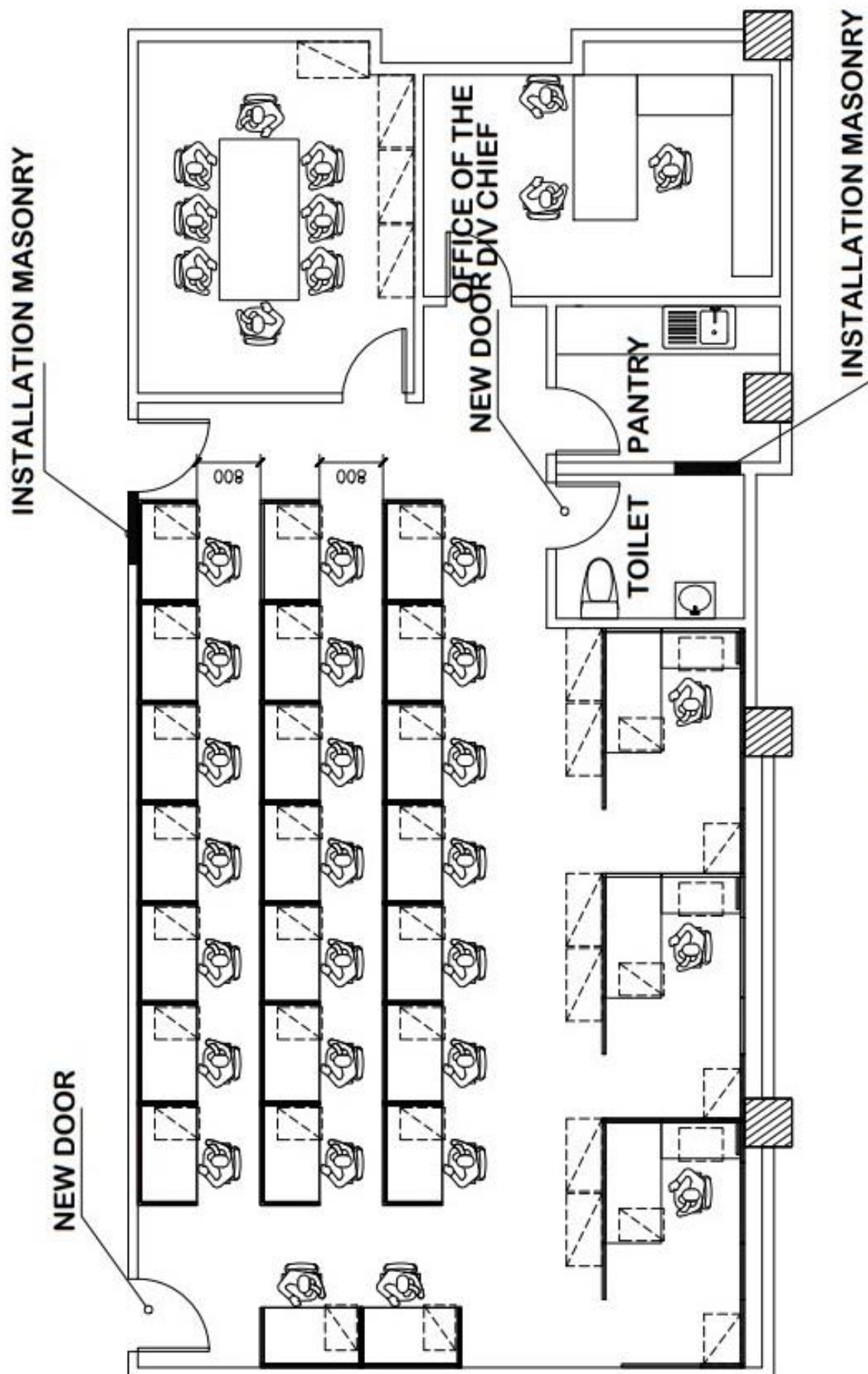
DIRECTOR'S OFFICE
ORIGINAL PLAN



DIRECTOR'S OFFICE REVISED PLAN



IFAD



IFAD
REVISED PLAN

Section VIII. Bill of Quantities

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST	Unit Cost	PhP
	Quantity	lot 1.00
Item of Work : I. RE-LAYOUTING OF DIRECTOR'S OFFICE		
Item No. : B. Finishing Works		
Work Description : Removal of Existing CHB Partition (Between Director's Office and Conference Room) Demolition of CHB Wall to provide Fixed Window Opening (Between Conference Hall and Staff Offices) Hauling of Debris		
DESCRIPTION	UNIT	QUANTITY UNIT COST AMOUNT
I. MATERIAL COST		
TOTAL MATERIAL COST		PhP
II. LABOR COST		
Foreman		45
Skilled Workers		180
Non-Skilled Workers		180
TOTAL LABOR COST		PhP
III. EQUIPMENT COST		
Tools and Equipment	lot	1
TOTAL EQUIPMENT COST		PhP
ESTIMATED DIRECT COST\		PhP
Plus:		
B. MARK-UPS		
Overhead, Contingencies, Miscellaneous (OCM)	_____	
Profit	_____	
Mobilization/Demobilization	_____	
TOTAL OF B	_____	
Plus: Value Added Tax (VAT) (5% of A & B)		
VII. TOTAL COST OF WORK ITEM		PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)		PhP

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST	Unit Cost	PhP	
	Quantity	lot	1.00
Item of Work : I. RE-LAYOUTING OF DIRECTOR'S OFFICE			
Item No. : B. Finishing Works			
Work Description : Removal of Tiles affected by Removal of Existing CHB Partition			
DESCRIPTION	UNIT	QUANTITY	UNIT COST
I. MATERIAL COST			
TOTAL MATERIAL COST			PhP
II. LABOR COST			
Foreman		20	
Skilled Workers		32	
Non-Skilled Workers		50	
TOTAL LABOR COST			PhP
III. EQUIPMENT COST			
Tools and Equipment	lot	1	
TOTAL EQUIPMENT COST			PhP
ESTIMATED DIRECT COST\			PhP
Plus:			
B. MARK-UPS			
Overhead, Contingencies, Miscellaneous (OCM)	_____		
Profit	_____		
Mobilization/Demobilization	_____		
TOTAL OF B	_____		
Plus: Value Added Tax (VAT) (5% of A & B)			
VII. TOTAL COST OF WORK ITEM			PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)			PhP

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST	Unit Cost	PhP	
	Quantity	lot	1.00
Item of Work : I. RE-LAYOUTING OF DIRECTOR'S OFFICE			
Item No. : B. Finishing Works			
Work Description : Floor Finish 600mm x 600mm Floor Tiles			
DESCRIPTION	UNIT	QUANTITY	UNIT COST
I. MATERIAL COST			
600mm x 600mm Floor Tiles	pcs	40	
TOTAL MATERIAL COST			PhP
II. LABOR COST			
Labor	lot	1	
TOTAL LABOR COST			PhP
III. EQUIPMENT COST			
TOTAL EQUIPMENT COST			PhP
ESTIMATED DIRECT COST\			PhP
Plus: B. MARK-UPS <div style="display: flex; justify-content: space-between;"> <div> Overhead, Contingencies, Miscellaneous (OCM) Profit Mobilization/Demobilization TOTAL OF B </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> </div> </div>			
Plus: Value Added Tax (VAT) (5% of A & B)			
VII. TOTAL COST OF WORK ITEM			
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)			PhP

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST		Unit Cost	PhP
		Quantity	lot 1.00
Item of Work : I. RE-LAYOUTING OF DIRECTOR'S OFFICE			
Item No. : B. Finishing Works			
Work Description : Floor Finish 600mm x 600mm Floor Tiles			
DESCRIPTION	UNIT	QUANTITY	UNIT COST
I. MATERIAL COST			
Cement	bags	20	
Sand	cu.m	2	
Miscellaneous and Consumables	lot	1	
TOTAL MATERIAL COST			PhP
II. LABOR COST			
Foreman			
Mason			
Helper			
TOTAL LABOR COST			PhP
III. EQUIPMENT COST			
Tools and Equipment	lot	1	
TOTAL EQUIPMENT COST			PhP
ESTIMATED DIRECT COST\			PhP
Plus: B. MARK-UPS <div style="display: flex; justify-content: space-between;"> <div> Overhead, Contingencies, Miscellaneous (OCM) Profit Mobilization/Demobilization TOTAL OF B </div> <div> <hr/><hr/><hr/><hr/> </div> </div>			
Plus: Value Added Tax (VAT) (5% of A & B)			
VII. TOTAL COST OF WORK ITEM			PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)			PhP

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST	Unit Cost	PhP
	Quantity	sq.m. 2
Item of Work : I. RE-LAYOUTING OF DIRECTOR'S OFFICE		
Item No. : B. Finishing Works		
Work Description : Wall Finish 6mm Thk Fiber Cement Board Cladding for the Relocation of 1 Unit Wall Mounted		
DESCRIPTION	UNIT	QUANTITY
UNIT COST	AMOUNT	
I. MATERIAL COST		
Metal Furring	pcs	4
Fiber Cement Board	pcs	1
Blind Rivet	box	1
TOTAL MATERIAL COST		PhP
II. LABOR COST		
Foreman		
Mason		
Helper		
TOTAL LABOR COST		PhP
III. EQUIPMENT COST		
Tools and Equipment	lot	1
TOTAL EQUIPMENT COST		PhP
ESTIMATED DIRECT COST\		PhP
Plus: B. MARK-UPS <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> Overhead, Contingencies, Miscellaneous (OCM) Profit Mobilization/Demobilization TOTAL OF B </div> <div> _____ _____ _____ _____ </div> </div>		
Plus: Value Added Tax (VAT) (5% of A & B)		
VII. TOTAL COST OF WORK ITEM		PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)		PhP

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST		Unit Cost	PhP	
		Quantity	sq.m.	5.04
Item of Work : I. RE-LAYOUTING OF DIRECTOR'S OFFICE				
Item No. : B. Finishing Works				
Work Description : Ceiling Finish 12mm Thk Gypsum Board Ceiling on Standard Aluminum Frame				
DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I. MATERIAL COST				
12mm Thk Gypsum Board	pcs	2		
Furring	pcs	12		
Carrying Channel	pcs	15		
Wall Angle	pcs	8		
Blind Rivet	pcs	1		
TOTAL MATERIAL COST				PhP
II. LABOR COST				
Labor Cost		1		
TOTAL LABOR COST				PhP
III. EQUIPMENT COST				
TOTAL EQUIPMENT COST				PhP
ESTIMATED DIRECT COST\				PhP
Plus: B. MARK-UPS <div style="display: flex; justify-content: space-between;"> <div> Overhead, Contingencies, Miscellaneous (OCM) Profit Mobilization/Demobilization TOTAL OF B </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="border-bottom: 1px solid black; width: 100px;"></div> </div> </div>				
Plus: Value Added Tax (VAT) (5% of A & B)				
VII. TOTAL COST OF WORK ITEM				
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)				PhP

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST	Unit Cost	PhP
	Quantity	lot 1.00
Item of Work : I. RE-LAYOUTING OF DIRECTOR'S OFFICE		
Item No. : B. Finishing Works		
Work Description : Ceiling Finish 12mm Thk Gypsum Board Ceiling on Standard Aluminum Frame		
DESCRIPTION	UNIT	QUANTITY
UNIT COST	AMOUNT	
I. MATERIAL COST		
6mm Thk Tempered and Clear Glass	sq.m	21.5
1-3/3 x 4 x 21 ft. 50series Local Powder Coated White Aluminum Tubular	pcs	12
Snap-on Base and Cover	pcs	8
Miscellaneous and Consumables	lot	1
TOTAL MATERIAL COST		PhP
II. LABOR COST		
Foreman		15
Skilled		35
Helper		40
TOTAL LABOR COST		PhP
III. EQUIPMENT COST		
Tools and Equipment	lot	1
TOTAL EQUIPMENT COST		PhP
ESTIMATED DIRECT COST\		PhP
Plus: B. MARK-UPS		
Overhead, Contingencies, Miscellaneous (OCM)	_____	
Profit	_____	
Mobilization/Demobilization	_____	
TOTAL OF B	_____	
Plus: Value Added Tax (VAT) (5% of A & B)		
VII. TOTAL COST OF WORK ITEM		PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)		PhP

DETAILED COST ESTIMATES					
				Page 1/1	
DERIVATION OF UNIT COST			Unit Cost	PhP	
			Quantity	lot 1.00	
Item of Work : I. RE-LAYOUTING OF DIRECTOR'S OFFICE					
Item No. : B. Finishing Works					
Work Description : Painting Works Repainting of Wall Affected by Provision of Fixed Window Opening Repainting of Gypsum Board Ceiling Painting of Ficem Board Pipe Cladding					
DESCRIPTION		UNIT	QUANTITY	UNIT COST	AMOUNT
I. MATERIAL COST					
TOTAL MATERIAL COST					PhP
II. LABOR COST					
TOTAL LABOR COST					PhP
III. EQUIPMENT COST					
TOTAL EQUIPMENT COST					PhP
ESTIMATED DIRECT COST\					PhP
Plus:					
B. MARK-UPS					
Overhead, Contingencies, Miscellaneous (OCM)					
Profit					
Mobilization/Demobilization					
TOTAL OF B					
Plus: Value Added Tax (VAT) (5% of A & B)					
VII. TOTAL COST OF WORK ITEM					PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)					PhP

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST	Unit Cost	PhP
	Quantity	Sq.m 37.80
Item of Work : I. RE-LAYOUTING OF DIRECTOR'S OFFICE		
Item No. : B. Finishing Works		
Work Description : Installation of Frosted Sticker		
DESCRIPTION	UNIT	QUANTITY
UNIT COST	AMOUNT	
I. MATERIAL COST		
Frosted Sticker	sq.m	37.8
TOTAL MATERIAL COST		PhP
II. LABOR COST		
Labor Cost	lot	1.00
TOTAL LABOR COST		PhP
III. EQUIPMENT COST		
Tools and Equipment	lot	1.00
TOTAL EQUIPMENT COST		PhP
ESTIMATED DIRECT COST\		PhP
Plus: B. MARK-UPS <div style="display: flex; justify-content: space-between;"> <div>Overhead, Contingencies, Miscellaneous (OCM)</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Profit</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Mobilization/Demobilization</div> <div>_____</div> </div> <div style="text-align: right; margin-top: 5px;">TOTAL OF B</div>		PhP
Plus: Value Added Tax (VAT) (5% of A & B)		
VII. TOTAL COST OF WORK ITEM		PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)		PhP

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST	Unit Cost	PhP
	Quantity	lot 1.00
Item of Work : I. RE-LAYOUTING OF DIRECTOR'S OFFICE		
Item No. : B. Finishing Works		
Work Description : Relocation of ACCU		
DESCRIPTION	UNIT	QUANTITY
UNIT COST	AMOUNT	
I. MATERIAL COST		
Power Supply	lot	1
5/8 Copper Tube		
3/8 Copper Tube		
Rubber Insulation, 5/8 x 3/4		
Rubber Insulation, 3/8 x 3/4		
Silver Rod		
Copper Elbow, 5/8		
Copper Elbow, 3/8		
R410-A Freon		
Testing and Commissioning		
TOTAL MATERIAL COST		
		PhP
II. LABOR COST		
Labor Cost	lot	1.00
TOTAL LABOR COST		
		PhP
III. EQUIPMENT COST		
TOTAL EQUIPMENT COST		
		PhP
ESTIMATED DIRECT COST\		
		PhP
Plus:		
B. MARK-UPS		
Overhead, Contingencies, Miscellaneous (OCM)		
Profit		
Mobilization/Demobilization		
TOTAL OF B		
Plus: Value Added Tax (VAT) (5% of A & B)		
VII. TOTAL COST OF WORK ITEM		
		PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)		
		PhP

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST	Unit Cost	PhP
	Quantity	lot 1.00

Item of Work : **I. RE-LAYOUTING OF INLAND FISHERIES AQUACULTURE DIVISION**

Item No. : **A. Preparatory Works**

Work Description : Dismantling of 2-Panel Door including Jamb

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I. MATERIAL COST				
TOTAL MATERIAL COST				PhP
II. LABOR COST				
Labor Cost	lot	1		
TOTAL LABOR COST				PhP
III. EQUIPMENT COST				
Tools and Equipment	lot	1		
TOTAL EQUIPMENT COST				PhP
ESTIMATED DIRECT COST\				PhP
Plus: B. MARK-UPS <div style="display: flex; justify-content: space-between;"> <div>Overhead, Contingencies, Miscellaneous (OCM)</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Profit</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Mobilization/Demobilization</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>TOTAL OF B</div> <div>_____</div> </div>				
Plus: Value Added Tax (VAT) (5% of A & B)				
VII. TOTAL COST OF WORK ITEM				PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)				PhP

DETAILED COST ESTIMATES				
			Page 1/1	
DERIVATION OF UNIT COST		Unit Cost		PhP
		Quantity		lot 1.00
Item of Work : I. RE-LAYOUTING OF INLAND FISHERIES AQUACULTURE DIVISION				
Item No. : A. Preparatory Works				
Work Description : Dismantling of 1.10m x 1.20m Fixed Window Glass				
DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I. MATERIAL COST				
TOTAL MATERIAL COST				PhP
II. LABOR COST				
Labor Cost	lot	1		
TOTAL LABOR COST				PhP
III. EQUIPMENT COST				
Tools and Equipment	lot	1		
TOTAL EQUIPMENT COST				PhP
ESTIMATED DIRECT COST\				PhP
Plus:				
B. MARK-UPS				
Overhead, Contingencies, Miscellaneous (OCM)				
Profit				
Mobilization/Demobilization				
TOTAL OF B				
Plus: Value Added Tax (VAT) (5% of A & B)				
VII. TOTAL COST OF WORK ITEM				PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)				PhP

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST	Unit Cost	PhP	
	Quantity	lot	1.00
Item of Work : I. RE-LAYOUTING OF INLAND FISHERIES AQUACULTURE DIVISION			
Item No. : A. Preparatory Works			
Work Description : Demolition of CHB Wall to provide New Door Opening			
DESCRIPTION	UNIT	QUANTITY	UNIT COST
I. MATERIAL COST			
TOTAL MATERIAL COST			PhP
II. LABOR COST			
Foreman			
Skilled Workers			
Non-Skilled Workers			
TOTAL LABOR COST			PhP
III. EQUIPMENT COST			
Tools and Equipment	lot	1	
TOTAL EQUIPMENT COST			PhP
ESTIMATED DIRECT COST\			PhP
Plus:			
B. MARK-UPS			
Overhead, Contingencies, Miscellaneous (OCM)			
Profit			
Mobilization/Demobilization			
TOTAL OF B			
Plus: Value Added Tax (VAT) (5% of A & B)			
VII. TOTAL COST OF WORK ITEM			PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)			PhP

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST	Unit Cost	PhP
	Quantity	lot 1.00
Item of Work : I. RE-LAYOUTING OF INLAND FISHERIES AQUACULTURE DIVISION		
Item No. : A. Preparatory Works		
Work Description : Installation of 6" CHB Plastering Works		
DESCRIPTION	UNIT	QUANTITY
UNIT COST	AMOUNT	
I. MATERIAL COST		
6"CHB	pcs	
Cement	bags	
Sand	cu.m.	
12mm x 5m RSB	pcs	
GA/ #16 Tie Wire	kgs	
TOTAL MATERIAL COST		PhP
II. LABOR COST		
Foreman		
Skilled Workers		
Non-Skilled Workers		
TOTAL LABOR COST		PhP
III. EQUIPMENT COST		
Tools and Equipment	lot	1
TOTAL EQUIPMENT COST		PhP
ESTIMATED DIRECT COST\		PhP
Plus: B. MARK-UPS <div style="display: flex; justify-content: space-between;"> <div>Overhead, Contingencies, Miscellaneous (OCM)</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Profit</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Mobilization/Demobilization</div> <div>_____</div> </div> <div style="text-align: right; margin-top: 5px;">TOTAL OF B</div>		
Plus: Value Added Tax (VAT) (5% of A & B)		
VII. TOTAL COST OF WORK ITEM		PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)		PhP

DETAILED COST ESTIMATES					
DERIVATION OF UNIT COST				Unit Cost	PhP
				Quantity	lot 1.00
Item of Work : I. RE-LAYOUTING OF INLAND FISHERIES AQUACULTURE DIVISION					
Item No. : B. Finishing Works					
Work Description : Painting of Plastered CHB W Painting of Doors and Jambs (0.90m x 2.10m)					
DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT	
I. MATERIAL COST					
TOTAL MATERIAL COST				PhP	
II. LABOR COST					
TOTAL LABOR COST				PhP	
III. EQUIPMENT COST					
TOTAL EQUIPMENT COST				PhP	
ESTIMATED DIRECT COST\				PhP	
Plus:					
B. MARK-UPS					
Overhead, Contingencies, Miscellaneous (OCM)					
Profit					
Mobilization/Demobilization					
TOTAL OF B					
Plus: Value Added Tax (VAT) (5% of A & B)					
VII. TOTAL COST OF WORK ITEM				PhP	
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)				PhP	

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST	Unit Cost	PhP
	Quantity	lot 1.00
Item of Work : I. RE-LAYOUTING OF INLAND FISHERIES AQUACULTURE DIVISION		
Item No. : B. Finishing Works		
Work Description : Doors & Jamb, including Accessories New Materials to Install Wooden Flush Door with Jamb complete with 2x4 loose Pin Hinges, Knob Type Lockset and Door Closer		
DESCRIPTION	UNIT	QUANTITY UNIT COST AMOUNT
I. MATERIAL COST		
Wooden Flush Door	pcs	1
Wooden Door Jamb	pcs	1
2x4 Loose Pin Hinges	pcs	3
Knob Type Lockset	pcs	1
Door Closer	pcs	1
Threshold	pcs	1
Miscellaneous and Consumables	lot	1
TOTAL MATERIAL COST		PhP
II. LABOR COST		
Foreman		4
Skilled Workers		10
Non-Skilled Workers		10
TOTAL LABOR COST		PhP
III. EQUIPMENT COST		
Tools and Equipment	lot	1
TOTAL EQUIPMENT COST		PhP
ESTIMATED DIRECT COST\		PhP
Plus: B. MARK-UPS Overhead, Contingencies, Miscellaneous (OCM) _____ Profit _____ Mobilization/Demobilization _____ <div style="text-align: right;">TOTAL OF B</div>		
Plus: Value Added Tax (VAT) (5% of A & B)		
VII. TOTAL COST OF WORK ITEM		PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)		PhP

DETAILED COST ESTIMATES

Page 1/1

DERIVATION OF UNIT COST		Unit Cost	PhP	
		Quantity	lot	1.00
Item of Work : I. RE-LAYOUTING OF INLAND FISHERIES AQUACULTURE DIVISION				
Item No. : B. Finishing Works				
Work Description : Doors & Jamb, including Accessories Reinstallation of Materials Wooden Flush Door with Jamb complete with 2x4 loose Pin Hinges, Knob Type Lockset and Door Closer				
DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I. MATERIAL COST				
TOTAL MATERIAL COST				PhP
II. LABOR COST				
Foreman		4		
Skilled Workers		10		
Non-Skilled Workers		10		
TOTAL LABOR COST				PhP
III. EQUIPMENT COST				
Tools and Equipment	lot	1		
TOTAL EQUIPMENT COST				PhP
ESTIMATED DIRECT COST\				PhP
Plus: B. MARK-UPS <div style="display: flex; justify-content: space-between;"> <div>Overhead, Contingencies, Miscellaneous (OCM)</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Profit</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Mobilization/Demobilization</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>TOTAL OF B</div> <div>_____</div> </div>				PhP
Plus: Value Added Tax (VAT) (5% of A & B)				
VII. TOTAL COST OF WORK ITEM				PhP
VIII. TOTAL UNIT (Total Cost of Work Item / Quantity)				PhP

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

- ☐ (a) 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**
- ☐ (b) 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**
- ☐ (c) 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**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) 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. Equipment Utilization Schedule
 - ☐ h. Pert-CPM
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (a) 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**
- ☐ (b) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- ☐ (c) 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

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

Other documentary requirements under RA No. 9184

- ☐ (b) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (c) 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**
- ☐ (d) 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

14. **Step 1:** Register by completing the information required in the **Google Form** which can be accessed here:
https://docs.google.com/forms/d/e/1FAIpQLSc8bqYyGJxfh3SqBxNLspjbw08iAy4hj2S9Z_18wRiHU61Trw/viewform?usp=pp_url

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

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

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

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

II. PREPARATION OF BID (SOFT COPY)

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

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

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

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

Important: Passwords must be 8-16 characters and contain both numbers and letters/special characters. The bidder is required setting a unique combination for each file and folder. Same passwords for all files are not allowed. For details on how to

set passwords in .PDF file and ZIP file, please see file attached as “Annex B”.

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

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

III. REGISTRATION FOR ONLINE SUBMISSION

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

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

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

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

IV. ACCESSING THE GOOGLE FORMS

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

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

V. SUBMISSION OF BID

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

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

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

VI. RECEIVING OF THE SUBMITTED BID

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

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

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

VII. BID OPENING PROCESS

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

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

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

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

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

Basic House Rules to be observed during BAC Meetings

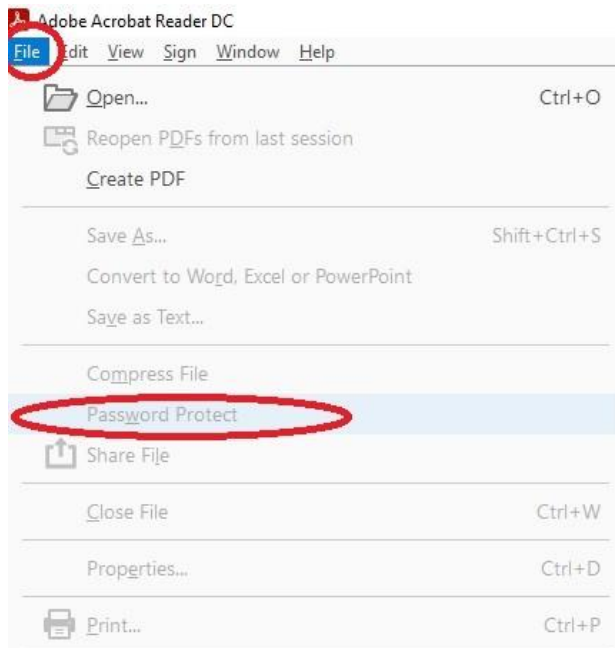
1. Kindly place your microphone on mute when not speaking.
2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute).
3. Turn on video for confirmation of your identity.
4. Meeting will start on time. You are advised to enter the VTC room 30 minutes to resolve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

“ANNEX B”

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

One-click option to protect a PDF with a password

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



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

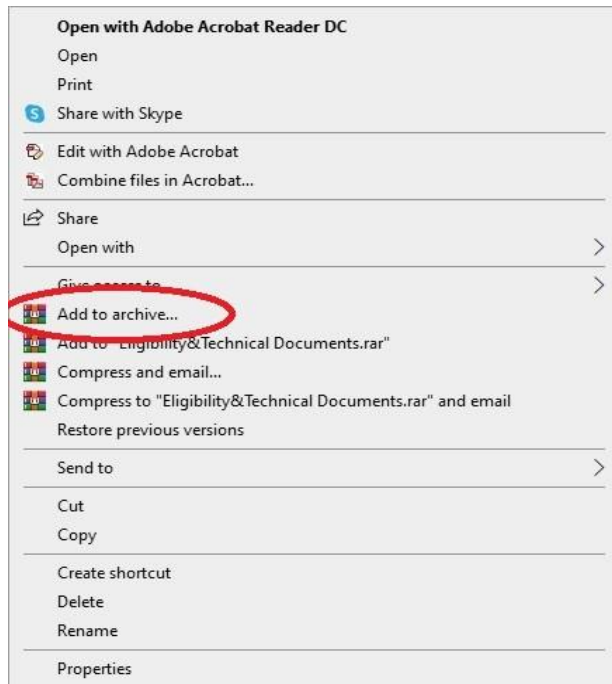
A screenshot of the 'Protect Using Password' dialog box in Adobe Acrobat Reader DC. The dialog has a title bar 'Protect Using Password'. Below the title, it says 'Requires user to enter a password for:'. There are two radio buttons: 'Viewing' (selected) and 'Editing'. Below these is a 'Type Password'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

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.

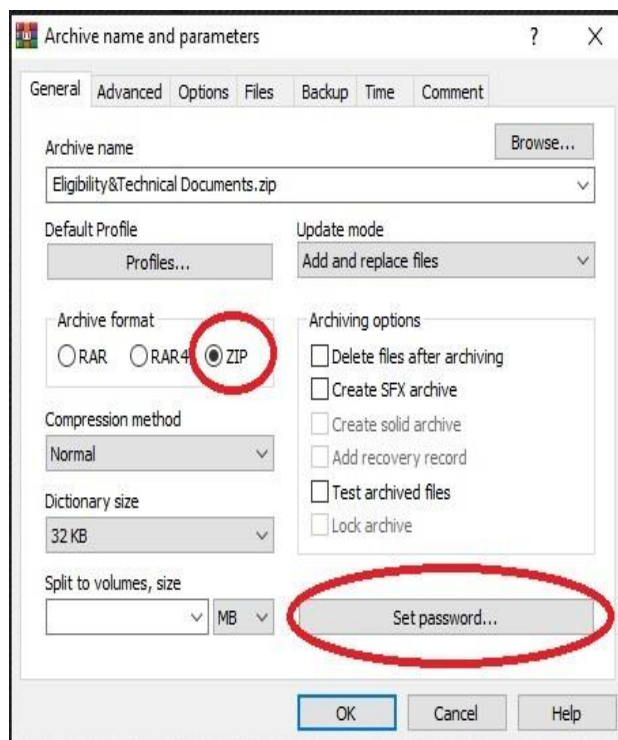
5. Click **Apply**

File Archiving and Compression using WinRAR application

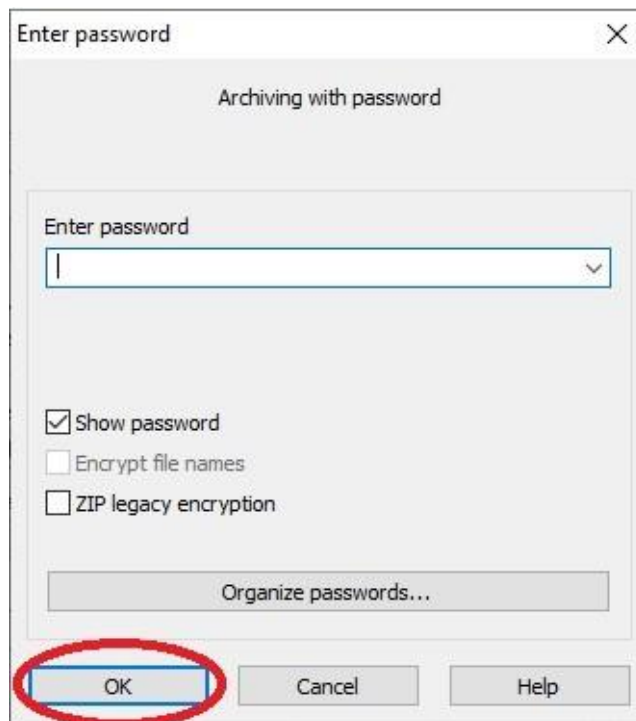
1. Right Click the password protected .PDFfile
2. Select **"Add to archive."**



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 vertical line cursor and a small downward 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.

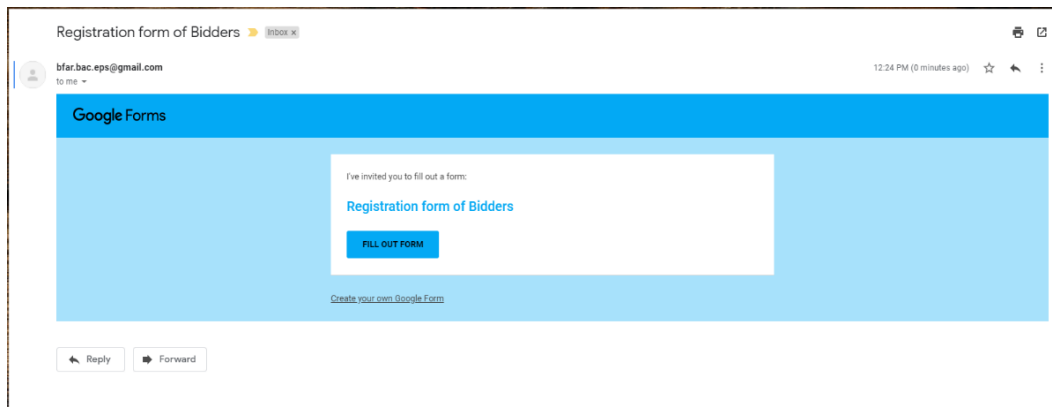


Figure 1.1

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: "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 marked with an 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. The final field is "Upload the Scanned Official Receipt (OR)", which includes an "Add file" button. At the bottom of the form, there is a "Submit" button and a note: "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 displays a Gmail inbox entry for a Google Form titled "Registration form of Bidders". The email is from "Google Forms" and is addressed to "B@gmail.com". It was received on Thursday, September 17, 2020, at 4:31 PM. The form content is as follows:

- Header:** Thanks for filling out Registration form of Bidders. Here's what we got from you.
- Title:** Registration form of Bidders
- Fields and Values:**
 - Email address *: B@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”.

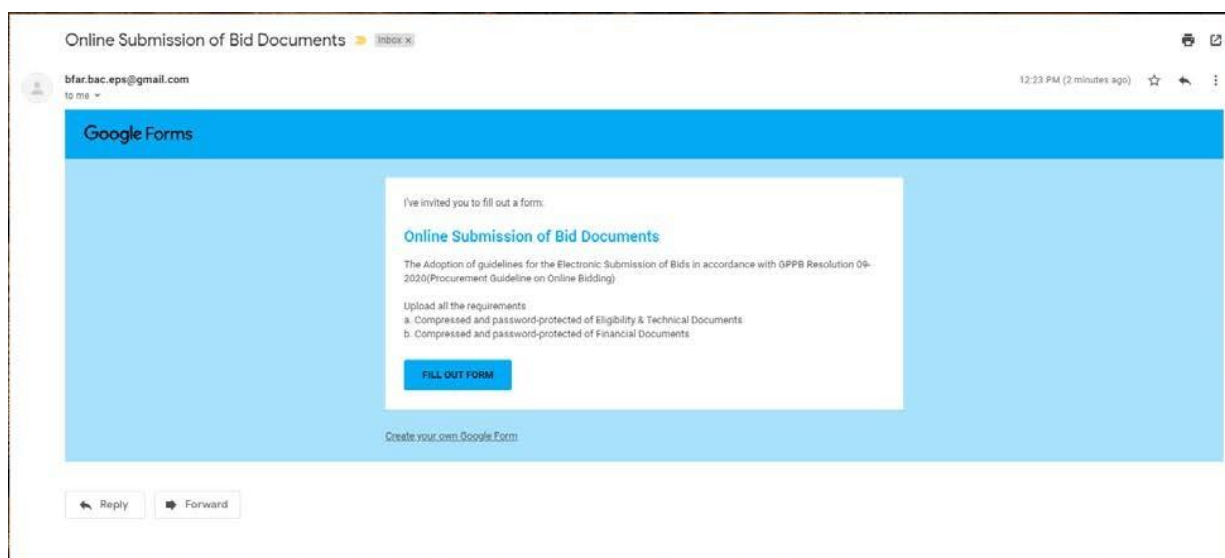


Figure 8.1

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

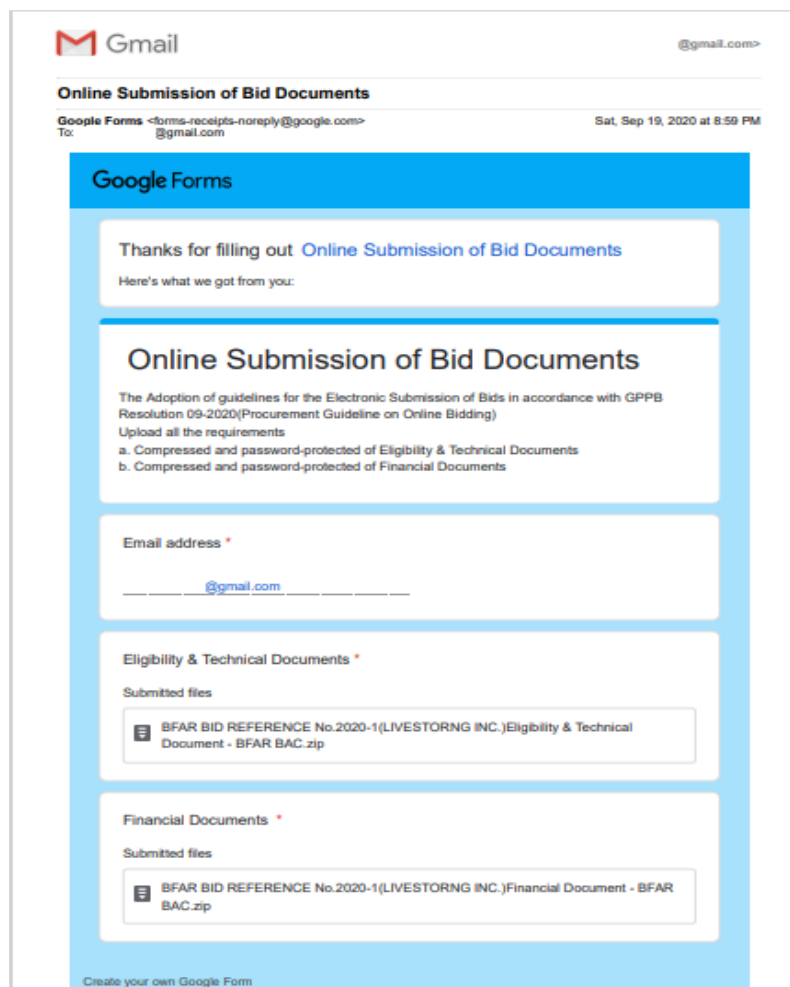


Figure 11.2

