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# PHILIPPINE BIDDING DOCUMENTS

## Government of the Republic of the Philippines

**Bid Reference. No. 2023 – 53**

**“PHASE 1 BACKFILLING OF THE BFAR –  
NMC’S RECLAMATION AREA OF 3,000  
SQUARE METER (sqm) FOR THE  
ESTABLISHMENT OF TWO – STOREY  
DORMITORY BUILDING AT BARANGAY  
CAGANGOHAN, PANABO CITY, DAVAO DEL  
NORTE”**

Lot No.	Approved Budget for the Contract (ABC)	End-User
1	PhP 2,999,700.00	DR. JERICARDO S. MONDRAGON, RFT, MBA

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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

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

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

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

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

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

**CPI** – Consumer Price Index.

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.



## ***Section I. Invitation to Bid***

## INVITATION TO BID FOR BID REFERENCE NO. 2023 – 49

### **“PHASE 1 BACKFILLING OF THE BFAR – NMC’s RECLAMATION AREA OF 3,000 SQUARE METER (sqm) FOR THE ESTABLISHMENT OF TWO – STOREY DORMITORY BUILDING AT BARANGAY CAGANGOHAN, PANABO CITY, DAVAO DEL NORTE”**

1. The Department of Agriculture - Bureau of Fisheries and Aquatic Resources (DA-BFAR), through the General Appropriations Act for 2023 intends to apply the sum of **Two Million Nine Hundred Ninety – Nine Thousand Seven Hundred Pesos (Php2,999,700.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for **Bid Reference No. 2023 – 53** entitled **“PHASE 1 BACKFILLING OF THE BFAR – NMC’s RECLAMATION AREA OF 3,000 SQUARE METER (sqm) FOR THE ESTABLISHMENT OF TWO – STOREY DORMITORY BUILDING AT BARANGAY CAGANGOHAN, PANABO CITY, DAVAO DEL NORTE”**. 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)
23-11-1390	1	“PHASE 1 BACKFILLING OF THE BFAR – NMC’s RECLAMATION AREA OF 3,000 SQUARE METER (sqm) FOR THE ESTABLISHMENT OF TWO – STOREY DORMITORY BUILDING AT BARANGAY CAGANGOHAN, PANABO CITY, DAVAO DEL NORTE”	2,999,700.00	5,000.00
<b>TOTAL</b>			<b>2,999,700.00</b>	<b>5,000.00</b>

2. The DA – BFAR now invites bids for the above Procurement Project. Completion of the Works is required within **thirty – (30) 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.
4. Interested bidders may obtain further information from DA – BFAR BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from **8:00 AM to 5:00 PM, Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested bidders on **November 18, 2023 to December 08, 2023 from 8:00 AM to 5:00 PM, Monday to Friday and up to 10:30 AM of December 11, 2023** at the **given address and website/s** below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount stated above. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, or through electronic means.
6. The DA – BFAR will hold a Pre-Bid Conference<sup>1</sup> on **November 28, 2023, Tuesday at 09:00 AM** through videoconferencing/webcasting via “**Zoom**” application, 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 [https://docs.google.com/forms/d/e/1FAIpQLScDdch1lIxLiAL4STMNFe03wGhWZclVKPVfqVhbbJtWqf1XsQ/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLScDdch1lIxLiAL4STMNFe03wGhWZclVKPVfqVhbbJtWqf1XsQ/viewform?usp=pp_url) and in accordance with the “**Annex A, Bidder’s Kit – I**”.
7. Bids must be duly received by the BAC Secretariat through, the options given below and as indicated in **ITB** Clause 15 of this bidding documents, on or before **December 11, 2023, Monday at 10:30 AM**. Late bids shall not be accepted:
  - (i) manual submission at the office address: **2/F – BAC Office, Fisheries Building Complex, BPI Compound, Visayas Avenue, Diliman, Quezon City**; or
  - (ii) both (manual and electronic submission at [bac.eps@bfar.da.gov.ph](mailto:bac.eps@bfar.da.gov.ph) through BFAR – BAC Online Bidding Procedure).
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on **December 11, 2023, Monday at 11:00 AM** through video conferencing or webcasting via “**Zoom**” application. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity and in accordance with the BFAR – BAC procedure for online bidding as stated in the “**Annex A, Bidder’s kit VII**”.
10. 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

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

accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

**11.** For further information, please refer to:

BFAR – BAC Secretariat  
2<sup>nd</sup> Floor – BAC Office, Fisheries Building Complex, BPI Compound,  
Visayas Avenue, Diliman, Quezon City.  
[bac.eps@bfar.da.gov.ph](mailto:bac.eps@bfar.da.gov.ph)  
(02) 8332-4661  
[www.bfar.da.gov.ph](http://www.bfar.da.gov.ph)

**12.** You may visit the following websites:

For downloading of Bidding Documents: [www.bfar.da.gov.ph](http://www.bfar.da.gov.ph)  
For online bid submission:  
<https://docs.google.com/forms/d/1nwrEE7tqRE46Vc5QyL6badizDBGovj-8Frp14H0QRw/prefill>

*Issued this 17<sup>th</sup> day of November 2023.*

*Sgd.*  
**ATTY. MICHAEL S. ANDAYOG**  
Chairperson, Bids and Awards Committee

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

## **1. Scope of Bid**

The Procuring Entity, DA – BFAR invites Bids for the **“PHASE 1 BACKFILLING OF THE BFAR – NMC’s RECLAMATION AREA OF 3,000 SQUARE METER (sqm) FOR THE ESTABLISHMENT OF TWO – STOREY DORMITORY BUILDING AT BARANGAY CAGANGOHAN, PANABO CITY, DAVAO DEL NORTE”**, with Project Identification Number **2023 – 53**.

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

## **2. Funding Information**

**2.1.** The GOP through the source of funding as indicated below for **FY 2023** in the amount of **Two Million Nine Hundred Ninety – Nine Thousand Seven Hundred Pesos (PhP2,999,700.00)**.

**2.2.** The source of funding is General Appropriations Act.

## **3. Bidding Requirements**

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

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

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

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive,

coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

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

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

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

## **6. Origin of Associated Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that:

- a.** Subcontracting is not allowed.

- 7.1.** The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterial stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.2.** The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors

must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

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

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through video conferencing or webcasting via **"Zoom"** application as indicated in paragraph 6 of the **IB**.

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

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

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

- 10.1.** The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2.** If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3.** A valid special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4.** A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be



provided. These key personnel must meet the required minimum years of experience set in the **BDS**.

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

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

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

## **12. Alternative Bids**

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

## **13. Bid Prices**

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

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

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

## **15. Bid Security**

- 15.1.** The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2.** The Bid and bid security shall be valid until **April 09, 2024**. 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 16**.

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

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

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

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

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

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

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

- 19.1.** The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2.** If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid

Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

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

## **20. Post Qualification**

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

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

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

### ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause																			
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:  a. Backfilling, Compaction and labelling Works; <b>and</b>  b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.																		
7.1	Subcontracting is not allowed.																		
10.3	A valid and current Philippine Contractors Accreditation Board (PCAB) License requirement shall be:  <b>Size Range:</b> at least Small B <b>License Category:</b> C & D <b>Principal Classification:</b> General Engineering																		
10.4	The key personnel must meet the required minimum years of experience set below: <table><tr><td><b>Key Personnel</b></td><td><b>General Experience</b></td><td><b>Relevant Experience</b></td></tr><tr><td>Project Engineer</td><td>5 years</td><td>5 years</td></tr><tr><td>Site Foreman</td><td>5 years</td><td>5 years</td></tr></table>	<b>Key Personnel</b>	<b>General Experience</b>	<b>Relevant Experience</b>	Project Engineer	5 years	5 years	Site Foreman	5 years	5 years									
<b>Key Personnel</b>	<b>General Experience</b>	<b>Relevant Experience</b>																	
Project Engineer	5 years	5 years																	
Site Foreman	5 years	5 years																	
10.5	The minimum major equipment requirements are the following: <table><tr><td><b>Equipment</b></td><td><b>Capacity</b></td><td><b>Number of Units</b></td></tr><tr><td>Backhoe</td><td>-</td><td>2</td></tr><tr><td>Dump Truck</td><td>20m<sup>3</sup></td><td>3</td></tr><tr><td>Road Roller</td><td>-</td><td>1</td></tr><tr><td>Road Grader</td><td>-</td><td>1</td></tr><tr><td>Loader</td><td>-</td><td>1</td></tr></table>	<b>Equipment</b>	<b>Capacity</b>	<b>Number of Units</b>	Backhoe	-	2	Dump Truck	20m <sup>3</sup>	3	Road Roller	-	1	Road Grader	-	1	Loader	-	1
<b>Equipment</b>	<b>Capacity</b>	<b>Number of Units</b>																	
Backhoe	-	2																	
Dump Truck	20m <sup>3</sup>	3																	
Road Roller	-	1																	
Road Grader	-	1																	
Loader	-	1																	
12	No further instructions.																		
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:  a. The amount of not less than <b>PhP59,994.00</b> two percent (2%) of ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;  b. The amount of not less than <b>PhP149,985.00</b> five percent (5%) of ABC if bid security is in Surety Bond.																		
16	Participating bidders/suppliers may submit their bidding documents through either of the following forms:  <b>1. Hard Copy/Physical Document</b>  • Submitted directly through the BAC Office Address:  <div><div><b>Bids</b></div><div><b>and</b></div><div><b>Awards</b></div><div><b>Committee</b></div><div><b>(BAC)</b></div><div><b>Office</b></div><div>Bureau</div><div>of</div><div>Fisheries</div><div>and</div><div>Aquatic</div><div>Resources</div></div>																		

Fisheries Building Complex, BPI Compound, Visayas Ave, Diliman, Quezon City

**Note: If the participating bidders/suppliers only submits a hardcopy of the document, and the same is discovered to be damaged or the entries thereof are not readable during the opening thereof, said participating bidders/suppliers loses his privilege to participate in the bidding.**

## 2. Electronic and Hard Copy Document

- The hard copy/physical document shall be scanned and encrypted with password (refer to Annexes – BFAR-BAC Online bidding Procedure).
- The scanned document will be sent via email at **bac.eps@bfar.da.gov.ph**

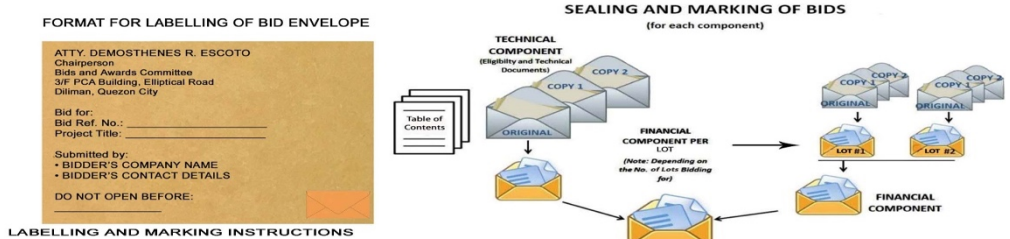
Bidders/suppliers may opt to submit both electronic and hardcopy in compliance with the abovementioned details.

**Note: In case the electronic copy is discovered corrupted during opening, the back-up hardcopy will be opened as alternative option. However, in the event that both electronic copy and hardcopy are corrupted and/or not readable participating bidders/suppliers loses his privilege to participate in the bidding.**

## A. GUIDELINES ON LABELING AND MARKING OF BID ENVELOPE FOR THE SUBMISSION OF HARD COPIES:

1. Main envelope shall:
  - 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, Company Address and Contact details of the Bidder; and
  - 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; and
5. Each components must contain Table of Contents and all documents attached should be properly tabbed and bound; and
6. All pages should be signed by the bidder's authorized representative.

**Please see attached Illustration for your reference:**



**B. GUIDELINES ON ELECTRONIC/ONLINE SUBMISSION AND RECEIPT OF BIDS:**

## 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



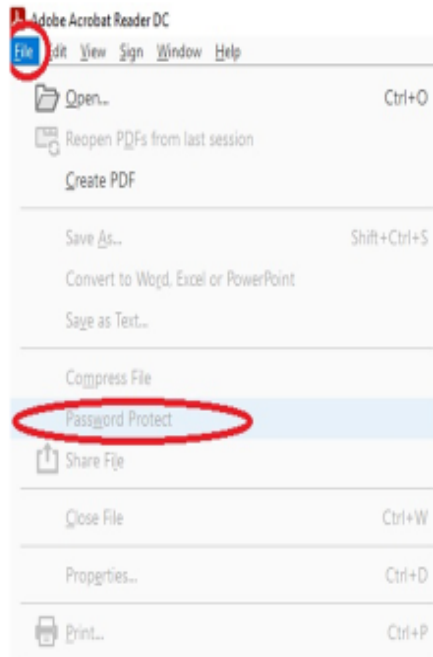
BFAR BID REFERENCE NO.2020-1(NIKE.INC); Financial Documents



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

\*\*\*\*\*

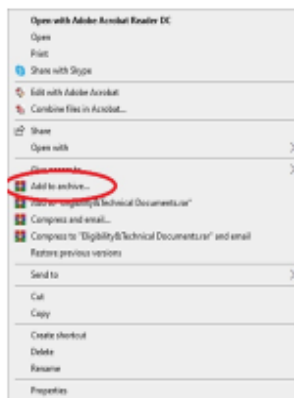
More Options ▾

Cancel

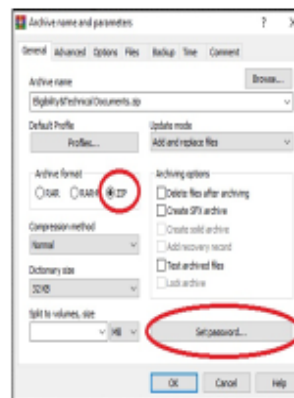
Apply

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

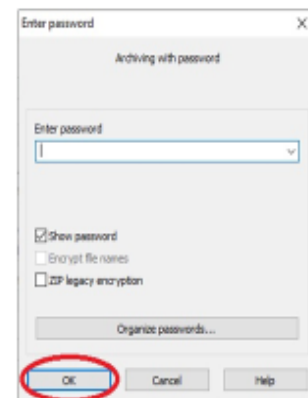
## Step 2. To archive and compress the file using WinRAR Application



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



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



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

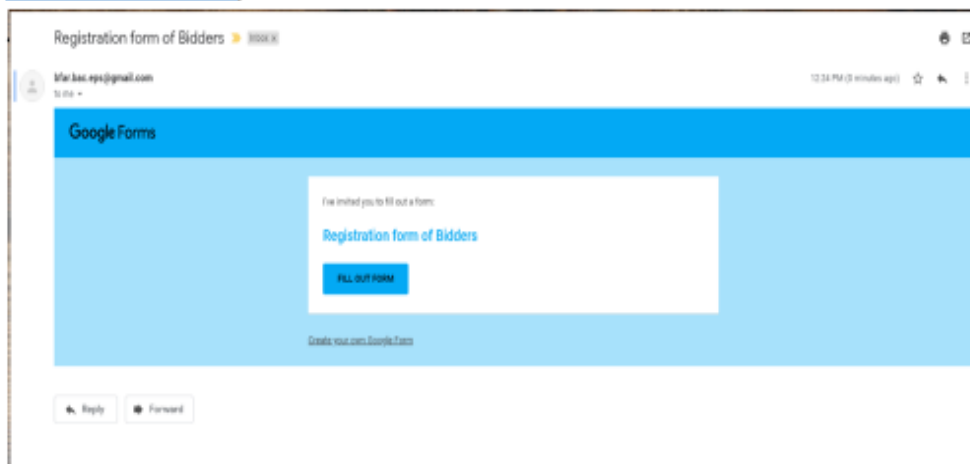
**Note:** Passwords must be 8-16 characters and contain both numbers and letters/special characters. The bidder is required setting a unique combination for each file and folder. Same passwords for all files are not allowed



# Submitting of the Bidding Documents

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

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



The screenshot shows an email interface. At the top, it says 'Registration form of Bidders' with a status 'Unread'. The email is from 'BAC Secretariat' to 'me'. The main content is a Google Forms card that says 'I've invited you to fill out a form: Registration form of Bidders' with a blue button labeled 'FILL OUT FORM'. Below the card is a link 'Create your own Google Forms'. At the bottom of the email are 'Reply' and 'Forward' buttons.

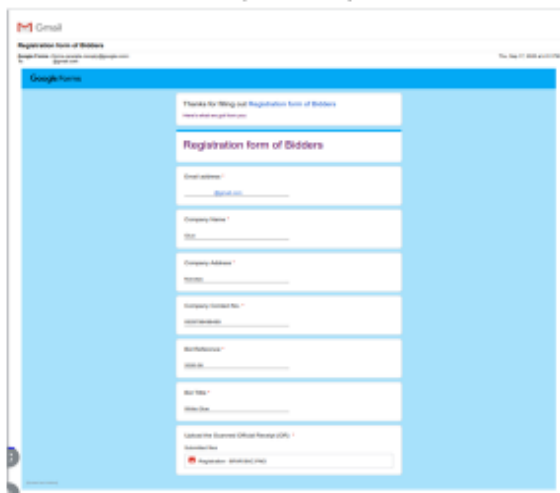
**Step 2.** Upon received, click the **FILL OUT FORM**.

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

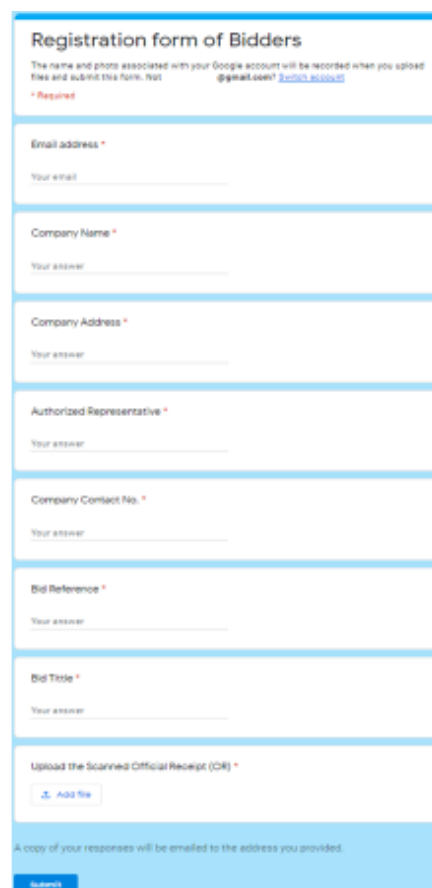
**Step 4.** Click the **Add file** to upload Scanned Copy of Official Receipt (OR).

**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.



The screenshot shows the Google Form titled 'Registration form of Bidders'. It has a blue header with the title. Below the header, there's a message: 'Thanks for filling out Registration form of Bidders. Here are required info:'. The form fields are: 'Email address' (with a note '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](#)'), 'Company Name', 'Company Address', 'Authorized Representative', 'Company Contact No.', 'Bid Reference', and 'Bid Title'. Each field has a 'Your answer' label. At the bottom, there's a section 'Upload the Scanned Official Receipt (OR)' with an 'Add file' button. A footer note says 'A copy of your responses will be emailed to the address you provided.' and a 'Submit' button.



This is another view of the same Google Form. It shows the title 'Registration form of Bidders' and the introductory message. The form fields are: 'Email address', 'Company Name', 'Company Address', 'Authorized Representative', 'Company Contact No.', 'Bid Reference', and 'Bid Title'. Each field has a 'Your answer' label. At the bottom, there's a section 'Upload the Scanned Official Receipt (OR)' with an 'Add file' button. A footer note says 'A copy of your responses will be emailed to the address you provided.' and a 'Submit' button.

**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".

Online Submission of Bid Documents

Machan.aps@gmail.com  
To: You

12:23 PM (2 minutes ago)

**Google Forms**

I've invited you to fill out a form:

**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

[FILL OUT FORM](#)

[Create your own Google Form](#)

Reply Forward

**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.

Gmail

Online Submission of Bid Documents

Thanks for filling out Online Submission of Bid Documents

Here's what we got from you:

**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

Email address \*

Eligibility & Technical Documents \*

Submitted file

Financial Documents \*

Submitted file

[Submit](#)

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

**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](#)

	<p style="text-align: center;"><b>IMPORTANT REMINDERS DURING BID OPENING PROCESS</b></p> <p>1. Bidders are encouraged to attend the bid opening online via Zoom Application. The passwords for the folders (ZIP) and the files (.PDF) shall be disclosed by the bidders only during actual bid opening.</p> <p>2. The official representative of the bidder shall respond promptly in the same chat box with the passwords when prompted. Bidders are given within five (5) minutes to respond with the passwords. If the bidder does not provide or respond with the password within five (5) minutes, the BAC Secretariat shall open the submitted hard copy of the bidding documents.</p> <p>3. The bidder shall first disclose the password for the compressed folder (ZIP file) containing the Eligibility &amp; Technical documents, second disclose the password for the Eligibility &amp; Technical document (.PDF file). The Secretariat will share the screen via Zoom during accessing the submitted Bid.</p> <p>4. If the bidder fails to provide the correct password after the third attempt, the BAC Secretariat shall open the submitted hard copy of the bidding documents.</p>
<b>19.2</b>	<i>No further instruction.</i>
<b>20</b>	<i>No further instruction.</i>
<b>21</b>	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

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

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

## 2. Sectional Completion of Works

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

## 3. Possession of Site

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

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

## 4. The Contractor's Obligations

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

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

## **5. Performance Security**

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **6. Site Investigation Reports**

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

## **7. Warranty**

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

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

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

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

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

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

## **10. Dayworks**

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

## **11. Program of Work**

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

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

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

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

## **13. Advance Payment**

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

## **14. Progress Payments**

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

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

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

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



## ***Section V. Special Conditions of Contract***

# Special Conditions of Contract

<b>GCC Clause</b>	
<b>2</b>	The Intended Completion Dates shall be within <b><i>Thirty (30) Calendar days</i></b> upon receipt of the Notice to Proceed;
<b>4.1</b>	The DA – BFAR shall give possession of all parts of the Site to the Contractor beginning on the date of Notice to Proceed until the date of its termination and/or project completion.
<b>6</b>	The site investigation reports are:  Site Inspection should be conducted prior to the conduct of Bid Opening Conference to enable the bidder/contractor to submit their queries/issues on the project, and the bidder/contractor must have a Certificate of Site Inspection issued by the BFAR – NMC
<b>7.2</b>	<b>Fifteen (15) years.</b>
<b>10</b>	No dayworks are applicable to the contract.
<b>11.1</b>	The Contractor shall submit the Program of Work (PERT/CPM, Construction Schedule and S-Curve, Manpower Schedule, Equipment Utilization Schedule, Construction Methodology) to the Procuring Entity's Representative on/before Opening of Bids.
<b>11.2</b>	<i>No further instruction.</i>
<b>13</b>	<i>No further instruction.</i>
<b>14</b>	<i>No further instruction.</i>
<b>15.1</b>	<i>No further instruction.</i>
<b>15.2</b>	<i>No further instruction.</i>

## ***Section VI. Specifications***

### **“PHASE 1 BACKFILLING OF THE BFAR – NMC’s RECLAMATION AREA OF 3,000 SQUARE METER (sqm) FOR THE ESTABLISHMENT OF TWO – STOREY DORMITORY BUILDING AT BARANGAY CAGANGOHAN, PANABO CITY, DAVAO DEL NORTE”**

**Approved Budget for the Contract (ABC) : PhP2,999,700.00**

UNIT	ITEM DESCRIPTION	QTY
	Phase 1 Backfilling of the BFAR-NMC's Reclamation area of 3,000 square meter (sqm) for the establishment of a Two-Storey Dormitory Building located at Barangay Cagangohan, Panabo City, Davao Del Norte	
cum	Earthfill/Mountain Mix (including levelling and compaction)	5454

### **Terms of Reference**

#### **Objective**

To create a development plan to ensure and provide effective and efficient services to the Center’s clientele and part of its plan is the Construction of Dormitory Building which is deemed necessary to support the live-in and live-out training, seminars and workshop activities conducted by BFAR-NMC.

#### **Scope of Work**

- I. The Bidder shall deliver all the materials, manpower and equipment needed for the ***Phase I Backfilling of the BFAR-NMC’s Reclamation Area of 3000 sq.m for the Establishment of a Two (2)-Storey Building Located at Brgy. Cagangohan, Panabo City, Davao Del Norte.*** The Contractor should provide the temporary facility for the laborers.

#### **II. Technical Specification**

1. Supply of earthfill/mountain mix including levelling and compaction using heavy equipment.
2. All backfill materials shall be a thawed state when placing and compacting, and free from big rocks, large solid lumps, wood, or other unsuitable materials.
3. Height required for backfilling is approximately 1.818 meters.

#### **A. MANPOWER REQUIREMENTS**

Key Personnel	General Experience	Relevant Experience
Project Engineer	5 years	5 years

Site Foreman	5 years	5 years
--------------	---------	---------

**B. MINIMUM EQUIPMENT REQUIREMENTS**

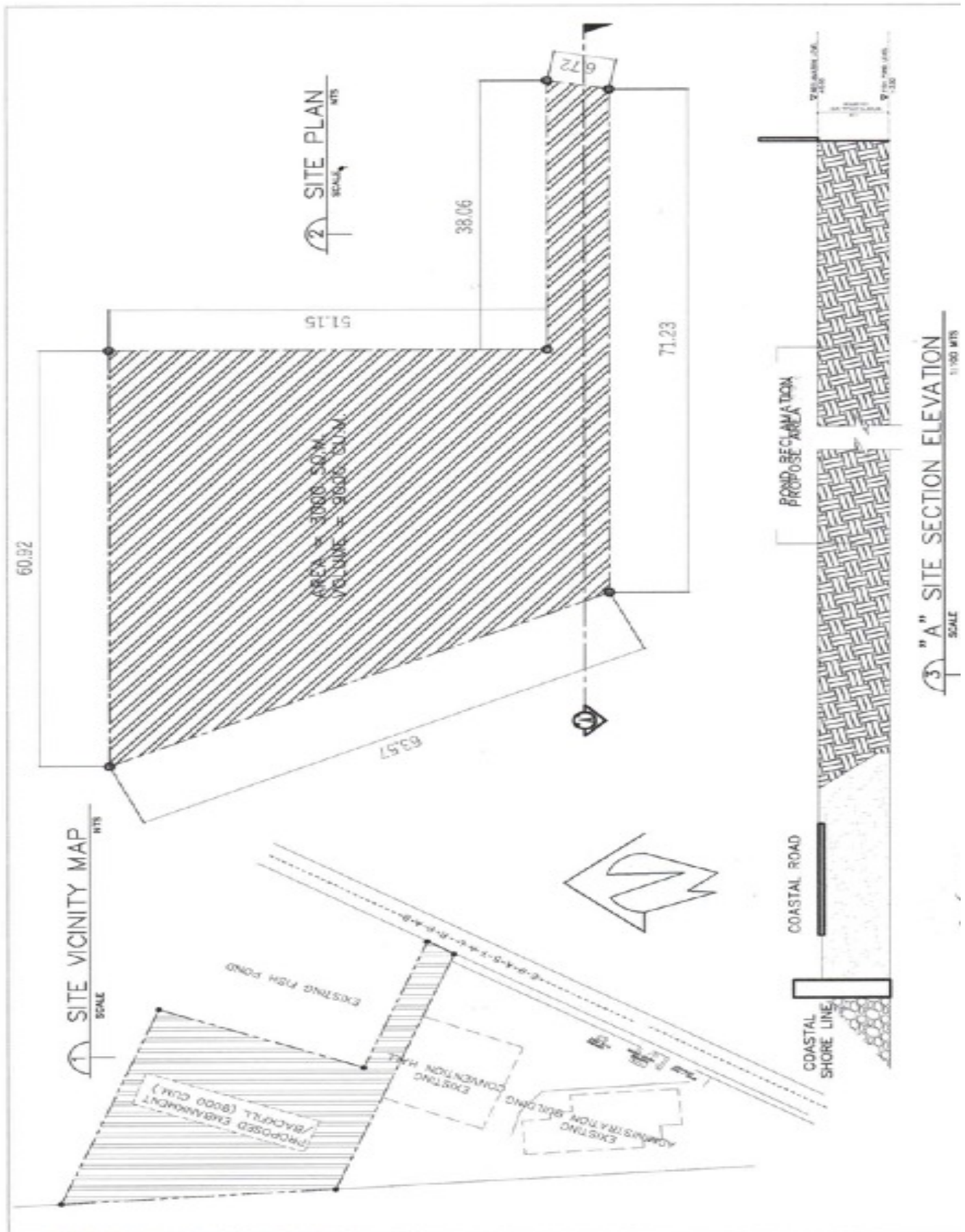
Equipment	No. of Units	Lease/Owned
Backhoe	2	
Dump Truck - 20 cubic meter capacity	20	
Road Roller	1	
Road Grader	1	
Loader	1	

**Approved Budget for the Contract (ABC):** Php2,999,700.00

**Delivery Period:** 30 calendar days upon receipt of Notice to Proceed

**Place of Delivery:** BFAR NMC, Coastal Road, Brgy. Cagangohan, Panabo City, Davao del Norte

## Section VII. Drawings



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

**“PHASE 1 BACKFILLING OF THE BFAR – NMC’s RECLAMATION AREA OF 3,000 SQUARE METER (sqm) FOR THE ESTABLISHMENT OF TWO – STOREY DORMITORY BUILDING AT BARANGAY CAGANGOHAN, PANABO CITY, DAVAO DEL NORTE”**

**Approved Budget for the Contract (ABC) : PhP2,999,700.00**

<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
Phase 1 Backfilling of the BFAR-NMC's Reclamation area of 3,000 square meter (sqm) for the establishment of a Two-Storey Dormitory Building located at Barangay Cagangohan, Panabo City, Davao Del Norte				
Earthfill/Mountain Mix (including levelling and compaction)	5454	cum		
<b><i>TOTAL AMOUNT OF BID (PhP) (in figures):</i></b>				
<b><i>TOTAL AMOUNT OF BID (PhP) (in words):</i></b>				

**Duration:** 30 calendar days

**Submitted by:**

**Name and Signature of Bidder’s Representative:** \_\_\_\_\_

**Position:** \_\_\_\_\_

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

**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) in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (*attached prescribed format*); **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules (*attached prescribed format*); **and**
- (d) Special PCAB License in case of Joint Ventures; **and** registration for the type and cost of the contract to be bid; **and**  
A valid and current Philippine Contractors Accreditation Board (PCAB) License requirement shall be:  
**Size Range:** at least Small B  
**License Category:** C & D  
**Principal Classification:** General Engineering; **and**
- (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** Original copy of Notarized Bid Securing Declaration; **and**
- (f) Project Requirements, which shall include the following:
  - a. Organizational chart for the contract to be bid;
  - b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
  - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be;
  - d. Construction schedule and S-curve;
  - e. Project Evaluation and Review Technique (PERT) and Critical Path Method (CPM) signed by Contractor’s Project Engineer;
  - f. Manpower Schedule;



- g. Construction Methods; **and**
- h. Equipment Utilization Schedule
  
- (g) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

***Class "B" Documents***

- (i) 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

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

Other documentary requirements under RA No. 9184

- (k) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (l) 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**
- (m) Cash Flow by Quarter.

The following templates are provided for easy reference, which may also be accessed through this link: <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>

- Contract Agreement Form for the Procurement of Infrastructure Projects;
- Omnibus Sworn Statement;
- Performance Securing Declaration;
- Bid Form for the Procurement of Infrastructure Projects; and
- Bid Securing Declaration

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

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

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

a. Name of Contract b. Amount of the Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work / Kind of Goods	Bidder's Role		a. Date Awarded b. Date Started c. 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	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work / Kind of Goods	Bidder's Role		a. Amount at Award b. Amount at Completion	a. Date Awarded b. Contract Effectivity c. 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 Envelopes 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 envelopes in accordance with the ITB Clause No. 15 and BFAR-BAC Online Bidding Procedure .*
- *All documents shall be current and updated and any missing document in the above-mentioned Checklist is a ground for outright rejection of the bid.*
- *All Pages of the documents shall be signed/initialed by the bidder or by his/her authorized representative.*
- *To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an envelope, with documents tabbed and labeled.*

## ***ANNEXES***

# BFAR – BAC ONLINE BIDDING PROCEDURE

ANNEX A.....Bidder's Kit

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

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

# **“ANNEX A”**

## **BIDDER’S KIT FOR BFAR PROCUREMENT GUIDELINES IN ADOPTING ELECTRONIC SUBMISSION OF BIDS.**

**(GPPB Resolution No. 09-2020)**

### **I. PRE-REGISTRATION & PRE-BID CONFERENCE**

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

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

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

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

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

### **II. PREPARATION OF BID (SOFT COPY)**

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

1. Eligibility Documents & Technical Documents; and
2. Financial Documents
- 3.

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

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

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

allowed. For details on how to set passwords in .PDF file and ZIP file, please see file attached as “Annex B”.

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

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

### **III. REGISTRATION FOR ONLINE SUBMISSION**

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

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

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

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

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



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

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

**V. SUBMISSION OF BID**

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

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

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

**VI. RECEIVING OF THE SUBMITTED BID**

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

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

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

**VII. BID OPENING PROCESS**

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

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

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

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

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

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.

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

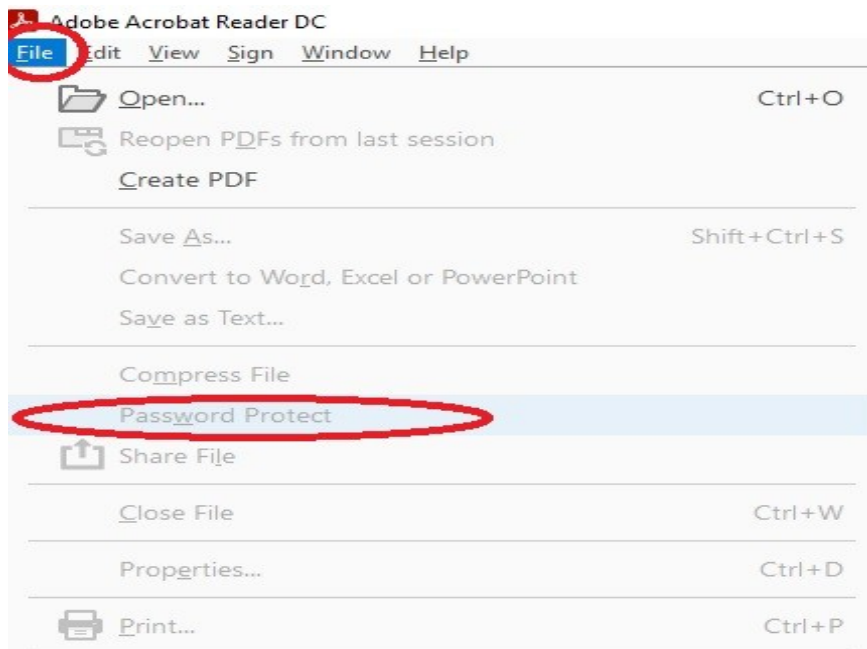
1. Kindly place your microphone on mute when not speaking.
2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute).
3. Turn on video for confirmation of your identity.
4. Meeting will start on time. You are advised to enter the VTC room 30 minutes to resolve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

## “ANNEX B”

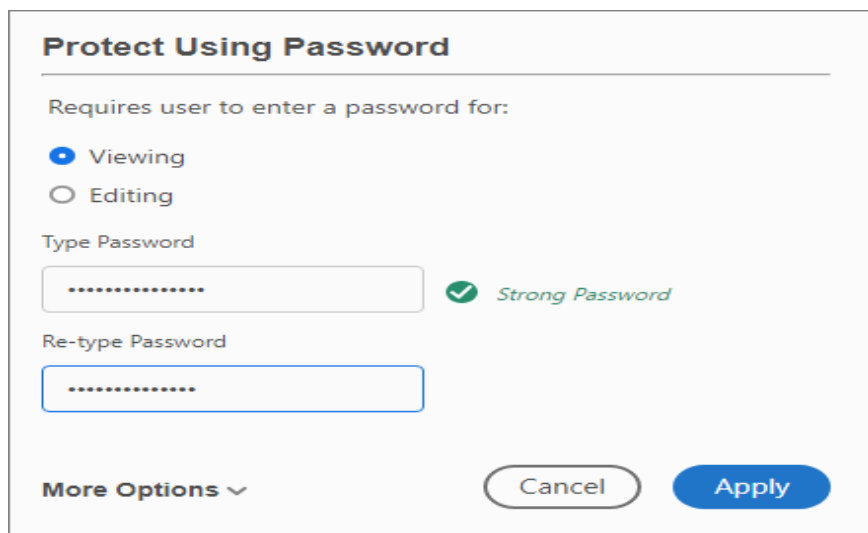
### Adding a password to a .PDF file using Adobe Acrobat Reader DC.

One-click option to protect a PDF with a password

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



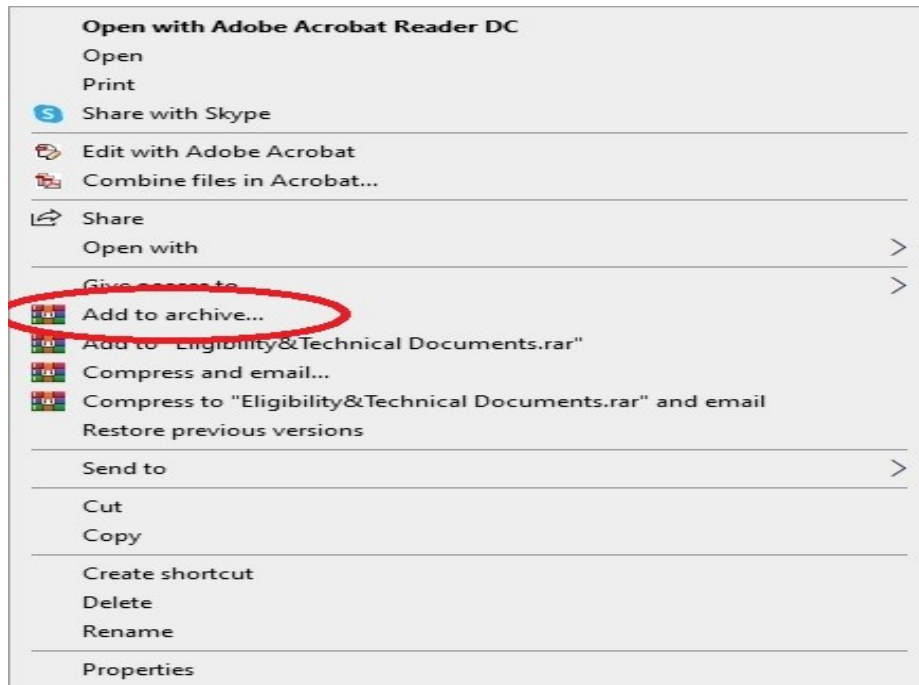
3. Select to set the password for Viewing thePDF.

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 bar, it says 'Requires user to enter a password for:'. There are two radio buttons: 'Viewing' (selected) and 'Editing'. Below these, there are two text input fields: 'Type Password' and 'Re-type Password'. The 'Type Password' field has a green checkmark and the text 'Strong Password' next to it. At the bottom, there is a 'More Options' dropdown menu, a 'Cancel' button, and an 'Apply' button.

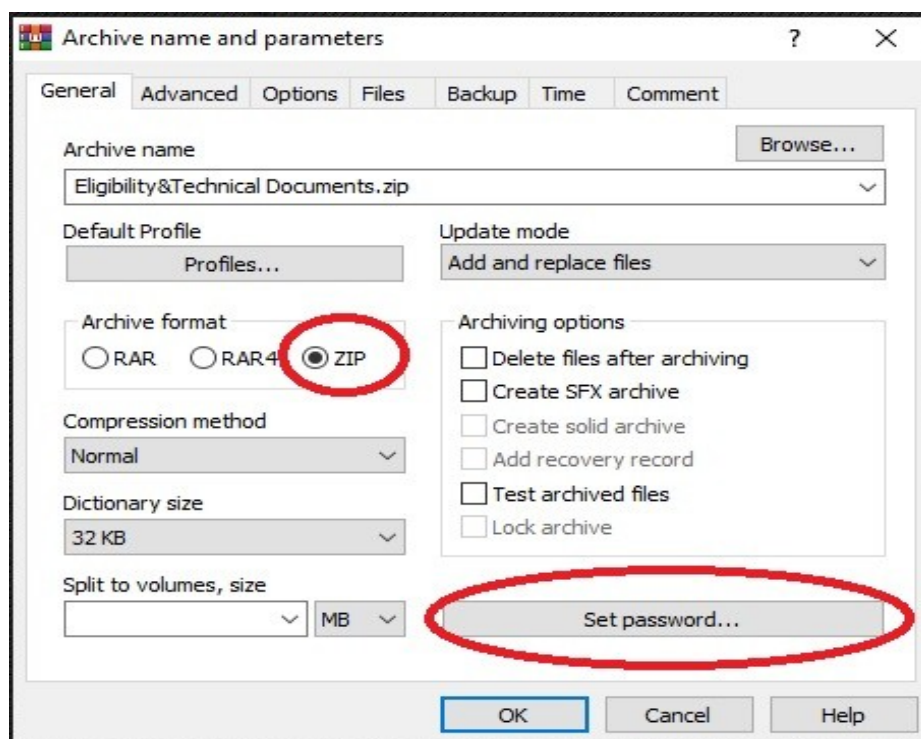
4. Type and retype your password. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong, or best
5. Click **Apply**

### File Archiving and Compression using WinRAR application

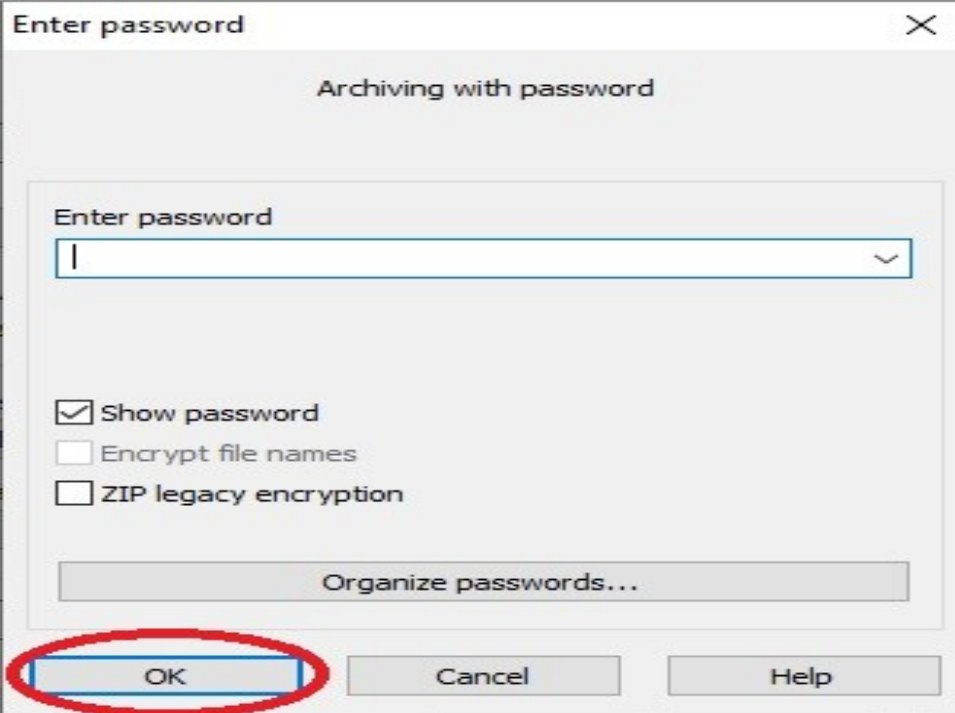
1. Right Click the password protected .PDFfile
2. Select **"Add to archive."**



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 character "l" and a dropdown arrow on the right. Underneath the input field are three checkboxes: "Show password" (checked), "Encrypt file names" (unchecked), and "ZIP legacy encryption" (unchecked). Below the 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.

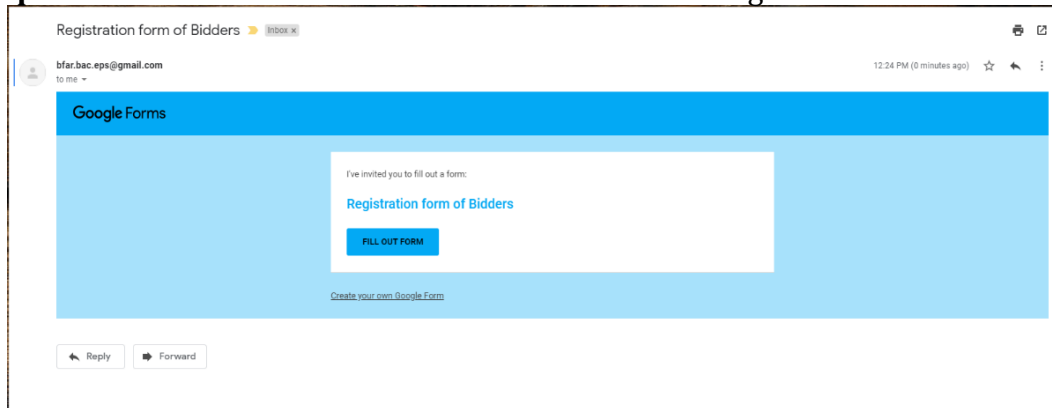


Figure 1.1

**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. At the bottom, there is a section for 'Upload the Scanned Official Receipt (OR)' with an 'Add file' button. A footer note states 'A copy of your responses will be emailed to the address you provided.' and a blue 'Submit' button is at the very bottom.

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

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

The screenshot displays a Gmail inbox with an email from 'Google Forms' titled 'Registration form of Bidders'. The email content shows a confirmation message: 'Thanks for filling out Registration form of Bidders. Here's what we got from you:'. Below this, the submitted form data is listed in a series of white boxes on a light blue background. The fields and their values are: 'Email address' (partially visible as '@gmail.com'), 'Company Name' (partially visible as 'Glue'), 'Company Address' (partially visible as 'Navotas'), 'Company Contact No.' (0929796496489), 'Bid Reference' (2020-26), 'Bid Title' (White Glue), and 'Upload the Scanned Official Receipt (OR)' (Submitted files: Registration - BFAR BAC.PNG). The Gmail header shows the time as 'Thu, Sep 17, 2020 at 4:31 PM'.

**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”.

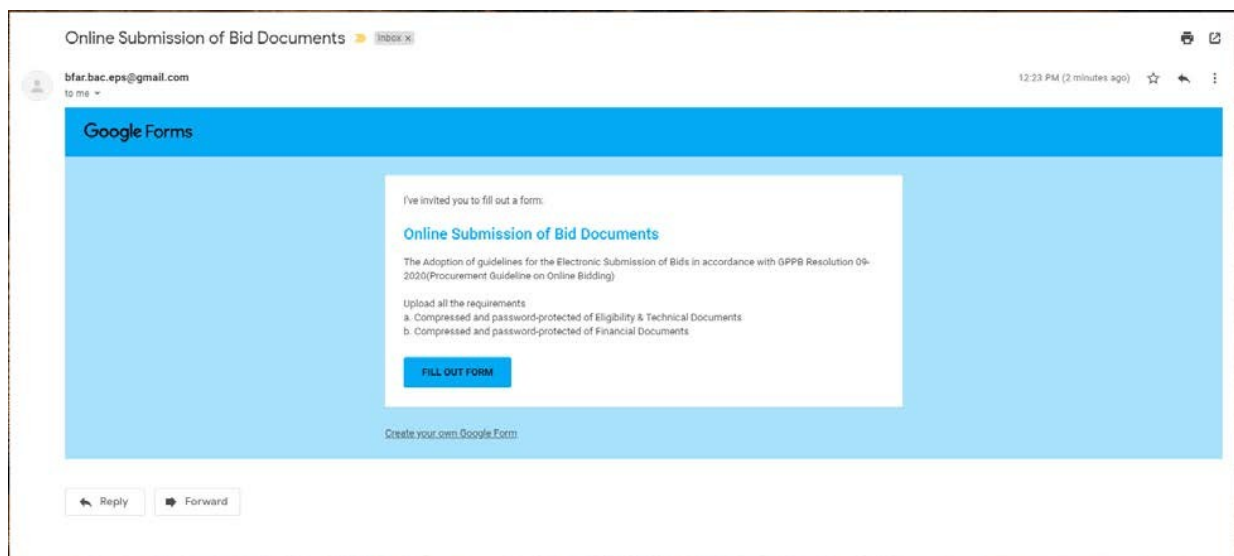


Figure 8.1



**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.

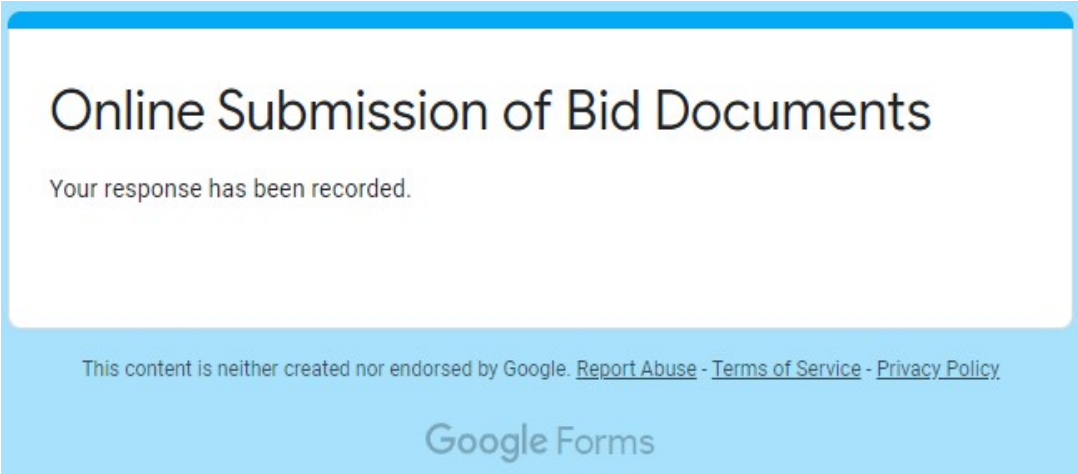


Figure 11.1

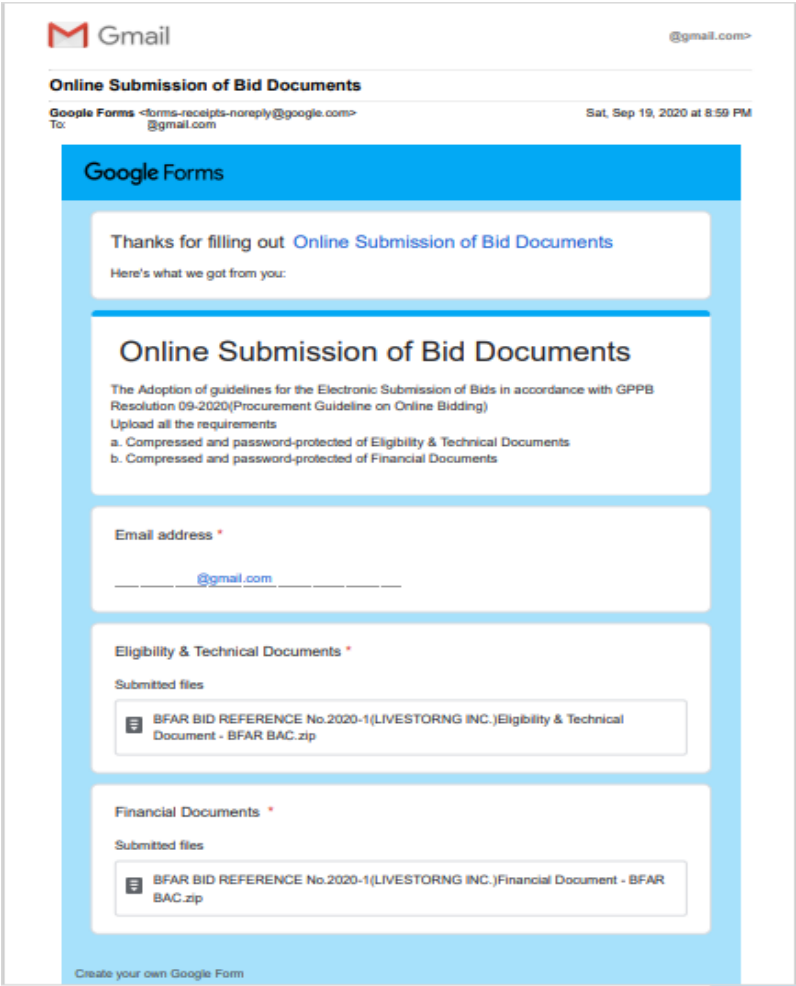


Figure 11.2

