

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

PROCUREMENT (DESIGN AND BUILD) OF THREE (3) STOREY EVSU BURAUEN ACADEMIC BUILDING (IB-2023-11-18)



EASTERN VISAYAS STATE UNIVERSITY

**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



BIDS AND AWARDS COMMITTEE

INVITATION TO BID

***Procurement (Design and Build) of
Three (3) Storey EVSU Burauen Academic Building***

1. The *Eastern Visayas State University*, through the **GENERAL APPROPRIATIONS ACT (GAA) OF 2023** intends to apply the sum of **Four Million Eight Hundred Fifty-Five Thousand Pesos (Php4,855,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **IB-2023-11-18 PROCUREMENT (DESIGN AND BUILD) OF THREE (3) STOREY EVSU BURAUEN ACADEMIC BUILDING**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Eastern Visayas State University* now invites bids for the above Procurement Project. Completion of the Works is required **within 180 calendar days (CD) upon receipt of Notice to Proceed (NTP)**. 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 *Eastern Visayas State University* and inspect the Bidding Documents at the address given below from **during office hours from 9:00 A.M. to 5:00 P.M, Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested bidders on **November 22, 2023 – December 14, 2023 (except on Saturdays, Sundays & Holidays)** from 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 of **Five Thousand Pesos (Php5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through e-mail at evsu.bacsecretariat@evsu.edu.ph.

Prospective bidders who intend to purchase the bidding documents may opt for the following mode of payment:

- a. **Payment in person at the EVSU Cashiering (transaction hours: 8:00AM-3:30PM):**
 - i. Proceed to the Office of the BAC Secretariat for the issuance of payment slip.

- ii. Present payment slip to the Cashiering Office for payment of the bid docs fee.
- iii. Present proof of payment/official receipt to the Office of the BAC Secretariat.
- iv. BAC Secretariat release copy of the PBD, its Bid Bulletin/s, and other attachments.

b. Payment thru bank:

- i. Account name: **EVSU TACLOBAN CAMPUS**
- ii. Bank: **DEVELOPMENT BANK OF THE PHILIPPINES**
- iii. Account number: **000-00090-775-3**

Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) (www.philgeps.gov.ph) and the Eastern Visayas State University website (<https://www.evsu.edu.ph/philgeps-posting-2023-public-bidding/>) provided that Bidders shall pay the nonrefundable fee for the bidding documents not later than the submission of their bids.

6. The *Eastern Visayas State University* will hold a *Pre-Bid Conference through a hybrid platform on **November 30, 2023, 2:00 P.M. at the Office of the Vice President for Administration and Finance Conference Room, Tacloban City, Leyte & through video conferencing via Zoom Meeting (link provided below)***, which shall be open to prospective bidders.

Zoom Meeting Link: <https://evsu-edu-ph.zoom.us/my/evsumainbac>
 Meeting ID: **455 653 5501**
 Passcode: **424143**

A pre-registration shall be required for all interested suppliers in order to access the video conference and to participate further in the procurement activities as scheduled. Those interested bidders must provide complete information in the Google Form which may be accessed:

via this link: <https://tinyurl.com/PreRegistrationFormforBidders>

or

via scanning this QR code:



Prospective bidders are encouraged to discuss any concerns or clarifications about the eligibility requirements including the technical specifications in the said conference.

7. Bids must be duly received by the BAC Secretariat on or before:
- a. The bidder has the option to submit bid electronically or manually on or before **December 14, 2023, 1:30 P.M. (BAC Secretariat time)**. If a bidder chooses to submit an electronic bid, the same bidder shall submit a bid manually for the same project on or before **December 19, 2023, 2:00 P.M.**, for evaluation purposes

during post-Qualification. Further instructions on the submission and receipt of electronic bids are provided in BDS Clause 16.2; and,

- b. If a bidder chooses to submit manually, the manual bid shall be sufficient for evaluation purposes during the Opening of Bids, and electronic submission shall no longer be required. The same shall be submitted at the address indicated below on or before ***December 14, 2023, 1:30 P.M. (BAC Secretariat time)***. Instructions on the manual submission is provided in BDS Clause 16.1.

Late bids shall not be accepted.

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 through a hybrid platform at the ***Office of Vice President for Administration and Finance Conference Room, Tacloban City, Leyte & through video conferencing via Zoom Meeting (same link provided above)*** on **December 14, 2023, 2:00 P.M.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The ***Eastern Visayas State University*** 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. You may visit the following websites:

For downloading of Bidding Documents:

PhilGEPS Website: www.philgeps.gov.ph

EVSU Website: <https://www.evsu.edu.ph/philgeps-posting-2023-public-bidding/>

For online bid submission:

Send to evsu.bacsecretariat@evsu.edu.ph

12. For further information, please refer to:

THE SECRETARIAT

Bids and Awards Committee

Eastern Visayas State University

Arch. Lino R. Gonzaga Avenue,

Tacloban City, Philippines 6500

Telephone No. 0953-355-7046 Tm

Email: evsu.bacsecretariat@evsu.edu.ph

(SGD) BENEDICTO T. MILITANTE, JR., Ph.D., J.D.

Vice President for Administration & Finance

Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. **Scope of Bid**

The Procuring Entity, Eastern Visayas State University wishes to receive Bids for the **PROCUREMENT (DESIGN AND BUILD) OF THREE (3) STOREY EVSU BURAEN ACADEMIC BUILDING** with identification number **IB-2023-11-18**.

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 **2023** in the amount of **Four Million Eight Hundred Fifty-Five Thousand Pesos (Php4,855,000.00)**.

2.2. The source of funding is **General Appropriations Act (GAA) Of 2023**.

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 **subcontracting is not allowed**.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at the **Office of Vice President for Administration and Finance (VPAF) Conference Room, G/F Administration Building, Main Campus, Eastern Visayas State University, Arch. Lino Gonzaga Avenue, Tacloban City, Leyte, Philippines 6500** and/or through **Zoom Meeting** (Link: <https://evsu-edu-ph.zoom.us/my/evsumainbac> | Meeting ID: 455 653 5501 | Passcode: 424143) 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 **120 calendar days from the date of opening of bids**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

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 15 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: <i>Design and Build of Three-Storey Building</i> .				
7.1	Subcontracting is not allowed.				
9.1	Prospective bidders may submit their written request for clarification on and/or interpretation of any part of the Bidding Documents, either to EVSU BAC Secretariat Office or through electronic mail at evsu.bacsecretariat@evsu.edu.ph not later than December 4, 2023, 5:00PM . Clarifications made and submitted beyond the abovementioned date shall not be accepted and/or entertained further.				
10.3	The prospective Contractor/Developer must possess a valid PCAB License Category License Category B, Size Range Medium A, and be Registered with classification General Building GB1- (Building or Industrial Plant) .				
10.4	The key personnel must meet the required minimum years of experience set below:				
	DESIGN TEAM	Number	General Experience	License/ Certification	Relevant Experience
	Principal Architect/ Engineer	1	10	PRC and UAP/PICE	5
	Project Manager/ Coordinator	1	10	PRC and UAP/PICE	3
	Project Designer Engineer, Structural/ Civil	1	10	PRC and UAP/ PICE/ ASEP	3
	Project Design Engineer, Mechanical	1	7	PRC and PSME	3
	Project Design Engineer, Electrical	1	7	PRC and IIEE	3
	Project Design Engineer, Electronics	1	7	PRC and IECEP	3
	Project Design Engineer, Plumbing/ Sanitary	1	7	PRC and PSSE	3
	Network Engineer	1	5	PRC and IECEP/ CCNA/ CCNP or JNCDA/ JNCDS	2
	Engineering Assistant/ Draftsman	1	5	Proficient in CAD and Sketchup of the latest version for support and production of design plans/ drawings and other needed documents	2
	CONSTRUCTION TEAM	Number	General Experience	License/ Certification	Relevant Experience
	Project Manager	1	10	PRC and	5

			UAP/PICE																							
Architect and Engineers (Civil, Electrical, Mechanical, Sanitary and Electronics)	4	7	PRC and UAP/ PICE/ IIEE/ PSME/ PSSE/ IECEP	3-5																						
QA/QC Civil, Electrical, Electronics, Mechanical	3	5	Relevant Certification	3-5																						
Materials Engineer	1	5	Relevant Certification	3																						
Environment, Health and Safety Officer	1	5	Relevant Certification	3																						
Construction Foreman	1	7	Relevant Certification	5																						
10.5	The minimum major equipment requirements are the following:																									
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12	In the submission of bids, the first envelope (Technical Proposal) shall contain all the required documents for infrastructure projects under Section 25.2(b) of the IRR of R.A 9184 and the Value engineering analysis of design and construction method as one of the additional documents.																									
15.1	The bid security shall be in any of the following forms and amounts:																									
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	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> of the official receipt of premium payment and certification issued by the Insurance Commission) </div>
16.1	<p>Guidelines for Manual Submission of Bids:</p> <p>Each Bidder shall submit one (1) original and four (4) readable authenticated copies of the first and second components of its bid. Documents to be submitted shall be properly tabbed and labeled according to the title of the document attached for prompt identification: e.g., PhilGEPS Certificate of Registration (Platinum) – PhilGEPS</p> <p>For details in the preparation of sealed bids, please refer to the diagram below: Figure 1. Sealing of Bids (Illustration of bids with 1 original and 4 copies, each box in the diagram represents a sealed envelope)</p> <p>All envelopes shall:</p> <ul style="list-style-type: none"> • be addressed to the Procuring Entity’s BAC; • bear the name and address of the Bidder in capital letters; • contain the name of the contract to be bid in capital letters; • bear the specific identification of this bidding process indicated in the ITB Clause 1; and bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, as specified in the IB. <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>TO : THE BIDS AND AWARDS COMMITTEE EASTERN VISAYAS STATE UNIVERSITY</p> <p>FROM : _____</p> <p>ADDRESS : _____</p> <p>BID REF. NO. : _____</p> <p style="text-align: center;">“DO NOT OPEN BEFORE: <u>DECEMBER 14, 2023, 2:00PM</u>”</p> </div>
16.2	<p>Guidelines for Electronic Submission of Bids:</p> <p>a) The Bidder must submit a soft copy of their bids through e-mail to evsu.bacsecretariat@evsu.edu.ph at any time before November 21, 2023, 1:30 P.M.</p> <p>b) In the online submission of bids, a two-folder system will be utilized. The first folder contains the requirements of the Technical Component checklist as presented under Section VIII and shall be labeled “TECHNICAL COMPONENT”. The second folder contains the requirements of the Financial Component checklist and is marked “FINANCIAL COMPONENT”.</p> <p>c) The documentary requirements shall be segregated and labelled according to the type of document for prompt identification (e.g., PhilGEPS Certificate of Registration (Platinum) labelled as PhilGEPS) and each shall be in Portable Document Format (PDF).</p>

	<p>d) Each folder shall be compressed in Zip, RAR or 7z format with password protection. Submitted bidding documents that are not in compressed archive format and are not password protected, will be automatically rejected.</p> <p>e) The password for accessing the file shall be disclosed by the Bidders during the bid opening which may be done in person or face-to-face through videoconferencing, webcasting, e-mail or similar technology.</p> <p>f) An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.</p> <p>g) For further information, please refer to:</p> <p style="text-align: center;">VINCENT B. CABANTOC <i>Head, BAC Secretariat</i> <i>CP No. 0953-355-7046 - TM</i> <i>Email Add: evsu.bacsecretariat@evsu.edu.ph</i></p>
19.2	<p>Partial bids are not allowed. The Project shall be awarded as one (1) project having several items that shall be awarded as one (1) contract.</p>
20	<p>The Contractor shall be responsible for securing all necessary permits and licenses from Client EVSU for the plans and designs on Architectural, Structural, Electrical, AFSS/ Mechanical, ABR, and Plumbing/ Sanitary. Submit copies of the permits upon approval by the concerned agencies.</p> <p>Shoulder all expenses related to the processing and final approval of the land development with the appropriate government agencies, which includes but not limited to payment of all fees, permits, ECC and licenses that may be required in the implementation of the Project, as well as ROW permits with DENR/ CENRO, and Cutting/ Breaking/ & Restoration Permits with DPWH.</p>
21	<p>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.</p>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

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

6. Site Investigation Reports

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

7. Warranty

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

- 15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity’s Representative’s approval, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause					
2	The Intended Completion Date is One Hundred Eighty (180) calendar days from receipt of Notice to Proceed.				
4.1	The turnover of the site shall be simultaneous to the receipt by the Contractor of the Notice to Proceed.				
6	Conduct of site investigation/inspection at EVSU-Burauen Campus, Burauen, Leyte, Philippines and submission of site investigation reports, preparation of project execution plan, preparation of detailed construction drawings/plans and submission of As-Built Plans.				
7.2	<p><i>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:]</i> Fifteen (15) years.</p> <p>All design and builds projects shall have a minimum Defects Liability Period of one (1) year after contract completion or as provided for in the contract documents. This is without prejudice, however, to the liabilities imposed upon the engineer/architect who drew up the plans and specification for a building sanctioned under Section 1723 of the New Civil Code of the Philippines.</p> <p>To guarantee that the contractor shall perform his responsibilities as prescribed in Section 62.2.3.1(a) of the 2016 RIRR of RA 9184, it shall be required to post a warranty security in accordance with the following schedule:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">FORM OF WARRANTY SECURITY</th> <th style="text-align: center;">AMOUNT OF WARRANTY SECURITY (NOT LESS THAN THE REQUIRED PERCENTAGE OF THE TOTAL CONTRACT PRICE)</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Cash or Letter of Credit issued by a Universal or Commercial Bank: Provided, however, That the Letter of Credit shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. <p>For biddings conducted by LGUs, the Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p> </td> <td style="text-align: center; vertical-align: middle;"> <p>Five percent (5%)</p> </td> </tr> </tbody> </table>	FORM OF WARRANTY SECURITY	AMOUNT OF WARRANTY SECURITY (NOT LESS THAN THE REQUIRED PERCENTAGE OF THE TOTAL CONTRACT PRICE)	<ul style="list-style-type: none"> • Cash or Letter of Credit issued by a Universal or Commercial Bank: Provided, however, That the Letter of Credit shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. <p>For biddings conducted by LGUs, the Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p>	<p>Five percent (5%)</p>
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	<ul style="list-style-type: none"> Bank guarantee confirmed by a Universal or Commercial Bank. <p>For biddings conducted by LGUs, the bank draft/guarantee may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p>	Ten percent (10%)
	<ul style="list-style-type: none"> Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. 	Thirty percent (30%)
	<p>The warranty security shall be denominated in Philippine Pesos, remain effective for one (1) year from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity, and returned only after the lapse of the said one (1) year period.</p>	
10	<p>No dayworks are applicable to the contract.</p>	
11.1	<p>The contractor shall submit a detailed program of work within seven (7) calendar days after issuance of the Notice to Proceed (NTP) for approval by the procuring entity that shall include, among others:</p> <ol style="list-style-type: none"> a) The order in which it intends to carry out the work including anticipated timing for each stage of design/ detailed engineering and construction, b) Periods for review of specific outputs and any other submissions and approvals, c) Sequence of timing for inspections and tests as specified in the contract documents, d) General description of the design and construction methods to be adopted, e) Number and names of personnel to be assigned for each stage of the work, f) List of equipment required on site for each major stage of the work, and, g) Description of the quality control system to be utilized for the project. 	
11.2	<p>The amount to be withheld for late submission of an updated Program of Work is ten percent (10%) of the Monthly Progress Billing.</p>	
13	<p>An advance payment not to exceed fifteen percent (15%) of the Contract Price in Philippine Peso shall be made upon the submission of a written request per stage of work by the Designer/Contractor to cover the cost of Mobilization. The advance payment shall be deducted by the EVSU in equal installments against the statements for the progress billings of the Services until the Advance Payment has been fully deducted.</p>	

	Advance Payment shall be made only upon the submission to and acceptance by EVSU of an Irrevocable Standby Letter of Credit or equivalent value from a commercial bank, a bank guarantee or a surety bond callable on demand. issued by a duly licensed surety or insurance company and confirmed by EVSU.
14	The materials and equipment delivered on the site but not completely put in place shall be excluded from payment.
15.1	<p>The contractor shall cause the preparation and submission of “as-built” plans duly signed and sealed by a professional architect/ civil/ electrical/ mechanical/ auxiliary/ sanitary engineer in the same sheet size and scale as the original drawings.</p> <p>All As-Built Plans and Documents shall be delivered in sets as follows:</p> <ol style="list-style-type: none"> 1. One (1) set Original Copies, with the working drawings in the smallest scale of 1:100 meters prepared in CAD format, printed/plotted in Mylar paper original copies; 2. Five (5) sets of Blueprint copies for each plan 3. Two (2) sets of soft copies of AutoCAD plans/drawings and PDF format of Cost Estimates, Specifications, PERT-CPM, Schedule of Timeline, and other related documents in CD-ROM/Flash Drive Storage device; 4. Other documents processed and issued in favor of EVSY during the construction period (i.e., Inspection Reports, Record Book, Building/ Mechanical/ Electrical Permits, Fire Safety Reports, Clearances, Certificates and related documents)
15.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is five percent (5%) of the Final Progress Billing.

Section VI. Specifications

Section VII. Drawings

[Please see attached file]

Section VIII. Bill of Quantities

[Please see attached file]

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; **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; **and**
- (d) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**
- (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** original copy of Notarized Bid Securing Declaration; **and**
- (f) Project Requirements, which shall include the following:
- a. Organizational chart for the contract to be bid;
 - b. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- (g) Preliminary Conceptual Design Plans in accordance with the degree of details specified by the procuring entity;
- (h) Design and construction methods;
- (i) List of design and construction personnel, to be assigned to the contract to be bid, with their complete qualification and experience data; and,
- (j) Value engineering analysis of design and construction method;

- (k) 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

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

Other documentary requirements under RA No. 9184

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

