



# **PHILIPPINE BIDDING DOCUMENTS**

## **Supply and Delivery of Labor and Materials, and Provision of Service for the Renovation of the Office of Fair Trade Enforcement Bureau and DTI Offices in the Bureau of Investments**



Government of the Republic of the Philippines

**Bidding No. 20-023  
02 November 2020**

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

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

**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.

**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])

**CDA** - Cooperative Development Authority.

**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.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

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

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**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]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**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.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**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.

**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)

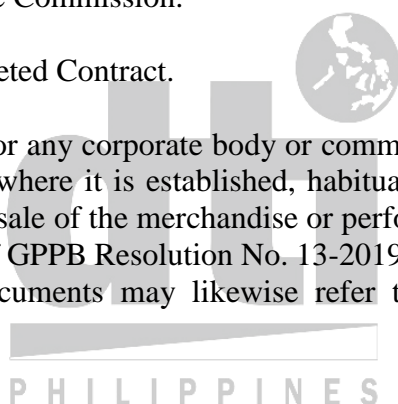
**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.





## *Section I. Invitation to Bid*

### **Supply and Delivery of Labor and Materials, and Provision of Service for the Renovation of the Office of Fair Trade Enforcement Bureau and DTI Offices in the Bureau of Investments**

1. The Department of Trade and Industry, through the General Appropriation Act for CY 2020 and/or continuing appropriations intends to apply the sum of **Thirteen Million One Hundred Three Thousand Eighty-Five Pesos (PhP13,103,085.00)** being the ABC to payments under the contract for the **Supply and Delivery of Labor and Materials, and Provision of Service for the Renovation of the Office of Fair Trade Enforcement Bureau and DTI Offices in the Bureau of Investments (Bidding No. 20-023)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Trade and Industry now invites bids for the above Procurement Project. Delivery of the Goods is required by within **one hundred twenty (120) calendar days**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, 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 a non- discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from Department of Trade and Industry and inspect the Bidding Documents at the address given below during office hours from 8 AM to 5 PM, Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **03 November 2020** from 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 of **Twenty-Five Thousand Pesos (PhP25,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or via electronic mail.
6. The Department of Trade and Industry will hold a Pre-Bid Conference on **10 November 2020, 9:30AM** through video conferencing or webcasting via Zoom,

which shall be open to prospective bidders. Zoom Meeting link is contained in Section III (Bid Data Sheet).

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **9 AM of 23 November 2020**. 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 14.
9. Bid opening shall be on **23 November 2020, 9:30AM** at the Center Conference Room, Trade & Industry Building, 361 Sen. Gil Puyat Avenue, Makati City and/or via Zoom. Zoom Meeting link is contained in Section III (Bid Data Sheet). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The bidders may submit their bids in any of the following form:
  - 10.1. Physical submission of the documents on the address stated below; or
  - 10.2. Electronic submission of bids with the following guidelines:
    - 10.2.1. The Bidder shall submit three (3) set of files of the same documents in PDF format, NOT EDITABLE, with different individual password before the set deadline. The Encryption Key and Password shall be submitted during the opening of the bids of the concerned bidder.
    - 10.2.2. The Bidder shall have the full responsibility on securing the files submitted are not corrupted. The DTI-BAC shall have three (3) attempts to open the submitted files.
      - If the first file was successfully opened, the two (2) remaining files shall be disregarded.
      - If the first file was corrupted, the DTI-BAC shall open the second file. If the second file was successfully opened, the first and third file shall be disregarded.
      - If the first and second file were corrupted, the third file shall be opened.
      - If the third file was corrupted, the bidder shall be automatically disqualified.
11. The Department of Trade and Industry reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**Maynard R. Peralta**

Chief, Procurement Management Division  
Human Resource and Administrative Service  
Department of Trade and Industry  
G/F, Trade and Industry Building

361 Sen. Gil Puyat Avenue, Makati City  
Tel. No: +63 (2) 7791-3363/3367, Fax No: +63 (2) 895-3515  
Email: **MaynardPeralta@dti.gov.ph**  
Website: **www.dti.gov.ph**

13. You may visit the following websites:

For downloading of Bidding Documents:

**<https://notices.philgeps.gov.ph/>**

**<https://www.dti.gov.ph/good-governance-program/transparency-seal/bac-resources/>**

For online bid submission:

**BACSecretariat@dti.gov.ph**

02 November 2020



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**MARY JEAN T. PACHECO**  
Assistant Secretary  
Chairperson  
DTI-Bids and Awards Committee



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

### **1. Scope of Bid**

The Procuring Entity, Department of Trade and Industry, wishes to receive Bids for the **Supply and Delivery of Labor and Materials, and Provision of Service for the Renovation of the Office of Fair Trade Enforcement Bureau and DTI Offices in the Bureau of Investments**, with identification number **20-023**.

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

### **2. Funding Information**

- a. The GOP through the source of funding as indicated below for 2020 in the amount of **Thirteen Million One Hundred Three Thousand Eighty-Five Pesos (PhP13,103,085.00)**.
- b. The source of funding is NGA, the General Appropriations Act or Special Appropriations.

### **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 Manuals 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 **IB** 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 verified and accepted the general requirements of this Project, including 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, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, 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. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of 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, subject to Domestic Preference requirements under **ITB** Clause 18.

## 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 twenty percent (20%) 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 and/or through videoconferencing/webcasting 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 VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three (3) years** prior to the deadline for the submission and receipt of bids.
- 10.3. 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. Similar to the required authentication above, 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.

## **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 VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. 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. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
  - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## 13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the 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.

13.2. Payment of the contract price shall be made in Philippine Pesos.

## 14. Bid Security

14.1. 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**.

14.2. The Bid and bid security shall be valid for **one hundred twenty (120) calendar days**. Any Bid not accompanied by an acceptable bid security shall be rejected

by the Procuring Entity as non-responsive.

## **15. 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 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.

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

- 16.1. 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**.

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

- 17.1. 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.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

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

- 19.1. The Procuring 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 the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items 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**

21.1. 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	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <b>Supply and Delivery of Labor and Materials, and Provision of Service for the Renovation.</b></li> <li>b. completed within <b>three (3) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul> <p>For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p>
7.1	Subcontracting is not allowed.
8	<p>The Department of Trade and Industry will hold a Pre-Bid Conference on <b>10 November 2020, 9:30AM</b> through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.</p> <p>Join Zoom Meeting  <a href="https://zoom.us/j/95302038453?pwd=U2x0WmFVWFRRpSVFCVW9ud2NnbjBRZz09">https://zoom.us/j/95302038453?pwd=U2x0WmFVWFRRpSVFCVW9ud2NnbjBRZz09</a></p> <p>Meeting ID: 953 0203 8453  Passcode: 822304</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>Two Hundred Sixty-Two Thousand Sixty-One and <sup>70</sup>/<sub>100</sub> Pesos (PhP 262,061.70)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Six Hundred Fifty-Five Thousand One Hundred Fifty-Four and <sup>25</sup>/<sub>100</sub> Pesos (PhP655,154.25)</b> if bid security is in Surety Bond.</li> </ul>
15	<ul style="list-style-type: none"> <li>a. Physical Submission: Each Bidder shall submit <b>one (1)</b> original and <b>five (5)</b> copies of the first and second components of its bid.</li> <li>b. Electronic Submission: Please refer to Section I (Invitation to Bid Clause 10).</li> </ul>

17	<p>Bid opening shall be on <b>23 November 2020, 9:30AM</b> at the Center Conference Room, Trade &amp; Industry Building, 361 Sen. Gil Puyat Avenue, Makati City and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.</p> <p>Zoom Meeting Details: <a href="https://zoom.us/j/91886335546?pwd=WGFoZ2h0YmFoeFVBZWxvSEZZSXBPQT09">https://zoom.us/j/91886335546?pwd=WGFoZ2h0YmFoeFVBZWxvSEZZSXBPQT09</a></p> <p>Meeting ID: 918 8633 5546 Passcode: 475925</p>
19.3	<p>The lot(s) and reference is/are: One (1) lot is <b>Supply and Delivery of Labor and Materials, and Provision of Service for the Renovation of the Office of Fair Trade Enforcement Bureau and DTI Offices in the Bureau of Investments.</b></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.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

### **2. Advance Payment and Terms of Payment**

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

### **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to 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 of RA No. 9184.

### **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier

in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 5.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

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

  
P H I L I P P I N E S

## Section V. Special Conditions of Contract

### Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p><b>Director Joel R. Cruz</b></p> <p><b>Human Resource and Administrative Service</b></p> <p><b>Trade &amp; Industry Building</b></p> <p><b>361 Sen. Gil Puyat Avenue, Makati City</b></p> <p><b>Tel. No: +63 (2) 7791-3365</b></p> <p><b>Email: <a href="mailto:JoelCruz@dti.gov.ph">JoelCruz@dti.gov.ph</a></b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p>

	<ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ul>
	<ul style="list-style-type: none"> <li>e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p>

	<p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <b>one (1) year</b>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, specified in <b>Section VII (Technical Specifications)</b>.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity <input type="text"/></p> <p>Name of the Supplier <input type="text"/></p> <p>Contract Description <input type="text"/></p> <p>Final Destination <input type="text"/></p> <p>Gross weight <input type="text"/></p> <p>Any special lifting instructions <input type="text"/></p> <p>Any special handling instructions <input type="text"/></p> <p>Any relevant HAZCHEM classifications <input type="text"/></p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>

	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Payment shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days upon completion, inspection and acceptance.
4	The inspections and tests will be conducted in DTI as stated in Section VII (Technical Specifications).

## ***Section VI. Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>	<b>Statement of Compliance</b>
1	<b>Supply and Delivery of Labor and Materials, and Provision of Service for the Renovation of the Office of Fair Trade Enforcement Bureau and DTI Offices in the Bureau of Investments</b>	1 lot	120 c.d.	

Conforme:

\_\_\_\_\_  
Name & Signature of the Authorized Representative

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

\_\_\_\_\_  
Date



## Section VII. Technical Specifications

### Technical Specifications

Item	Specification			Statement of Compliance
1	LOCATION : UPRC Bldg. 312 Sen. Gil J. Puyat Ave, Makati City			[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and
		SCOPE OF WORK	QTY	
	1	<u>Dismantling &amp; Demolition Works</u>		
	1.1	Dismantling of existing floor treatment to accommodate the new floor finish		
		Ground Floor	30.00	
	1.2	Demolition of existing partitions as affected by the new layout and design	360.00	
		Ground Floor	380.00	
	1.3	Dismantling of existing ceiling treatment to accommodate the new ceiling finish		
		Ground Floor	174.00	
	2	<u>Interior Architectural Work</u>		
	2.1	<u>Floor Works</u>		
	2.1.1	Supply and installation of the following floor treatments		
	2.1.1.1	Rehabilitation of existing floor finish as affected by the new layout and design		
		Ground Floor	130.00	
	2.1.1.2	Matte homogenous tiles 600mm x		



	600mm complete with cement topping			<i>compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable</i>
	Ground Floor	30.00	sq.m.	
2.1.1.3	450mm x 450mm x 3mm vinyl tiles			
	with self levelling cement base			
	Ground Floor	820.00	sq.m.	
<b>2.2</b>	<b><u>Wall Works</u></b>			
2.2.1	Supply and installation of drywall			
	partition using gypsum board panels			
	with metal furring			
	Ground Floor	370.00	sq.m.	
2.2.2	Supply and installation of 100mm thick			
	CHB Partition			
	Ground Floor	40.00	sq.m.	
2.2.3	Supply and installation of matte			<i>compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable</i>
	homogenous tiles 600mm x 600mm			
	Ground Floor	70.00	sq.m.	
2.2.4	Supply and installation of prefab toilet			
	partition			
	Ground Floor	1.00	lot	
<b>2.3</b>	<b><u>Wood Trims</u></b>			
2.3.1	Supply and installation of the following			
	doors:			
2.3.1.1	Door 1A			
	Ground Floor	1.00	set	
2.3.1.2	Door 3			

					laws and issuances.]
	Ground Floor	3.00	set		
2.3.1.3	Door 5				
	Ground Floor	2.00	set		
<b>2.4</b>	<b><u>Cabinetry</u></b>				
2.4.1	Supply and installation of built in cabinetry for the ff.:				
2.4.1.1	Pantry (Ground Floor)	1.00	lot		
<b>2.5</b>	<b><u>Ceiling Works</u></b>				
2.5.1	Rehabilitation of existing ceiling finishes as may be affected by the new layout and design				
	Ground Floor	174.00	set		
2.5.2	Supply and installation of dropped ceiling using moisture resistant gypsum bard panels using metal furring on hanger rods				
	Ground Floor	30.00	sq.m.		
2.5.3	Supply and installation of 600mm x 600mm acoustical ceiling tiles on metal tee runners				
	Ground Floor	50.00	sq.m.		
<b>2.6</b>	<b><u>Painting Works</u></b>				
<b>2.6.1</b>	<b><u>Wall Works</u></b>				
2.6.1.1	High gloss roller paint finish for all gypsum and plastered surfaces	656.00	sq.m.		
2.6.1.2	Duco finish for specified doors				

2.6.1.2.1	Single Doors	6.00	sets	
<b>2.6.2</b>	<b><u>Ceiling Works</u></b>			
2.6.2.1	Flat roller paint finish for all gypsum surfaces	650.00	sq.m.	
<b>2.7</b>	<b><u>Glass Works</u></b>			
2.7.1	Supply and installation of 1/2" thick clear tempered glass panels with frosted tint			
	Ground Floor (w/ alum tubing overhead)	57.00	sq.m.	
2.7.2	Supply and installation of 1/4" thick painted glass panels as whiteboard where specified	40.00	sq.m.	
2.7.3	Supply and installation of the following glass doors:			
2.7.3.1	Door 2 (Single Leaf)			
	Ground Floor	3.00	sets	
2.7.3.2	Door 4 (Sliding Single Leaf)			
	Ground Floor	5.00	sets	
2.7.4	Relocation of following existing doors			
2.7.4.1	Double Leaf			
	Ground Floor	1.00	sets	
2.5	Supply and installation of 1/4" thick mirror on 1/2" thick marine plywood backing where specified			
	Ground Floor (Common Washroom)	8.00	sq.m.	

<b>2.8</b>	<b><u>Masonry Works</u></b>			
2.8.1	Supply and installation of R.C. counter	5.50	sq.m.	
	complete with granite countertop,			
	splashboard and fascia			
<b>2.9</b>	<b><u>Special Items</u></b>			
2.9.1	Supply and installation of clear acrylic			
	signage with sticker backing for the			
	following:			
	Ground Floor	1.00	lot	
<b>2</b>	<b><u>Engineering Works</u></b>			
<b>2.1</b>	<b><u>Electrical Works</u></b>			
2.1	Supply and installation of all necessary			
	electrical lines and devices including			
	all roughing ins and accessories as			
	required by the new layout and design			
	Ground Floor	1.00	lot	
2.2	Supply and installation of the following			
	lighting fixtures			
2.2.1	9w LED lighting fixture (150mm square)			
	Ground Floor	17.00	sets	
2.2.2	3-14w T5 600mm x 600mm Troffer with			
	silver interlock diffuser and mirrorized			
	parabolic reflector			
	Ground Floor	30.00	sets	
<b>2.3</b>	<b><u>Mechanical Works</u></b>			
2.3.1	Relocation and rehabilitation where			
	necessary of existing ducting and split			
	type acu as required by the new layout			
	and design			

	Ground Floor	1.00	lot	
<b>2.4</b>	<b><u>Sanitary/Plumbing Works</u></b>			
2.4.1	Supply and installation of all necessary plumbing and sanitary lines as required by the new layout and design (including waterproofing of new areas)			
	Ground Floor	1.00	lot	
2.4.2	Supply and installation of the following plumbing fixtures:			
2.4.2.1	Water Closet (Ground & 3rd Floor)	3.00	set	
2.4.2.2	Pedestal Lavatory (3rd Floor)	3.00	set	
2.4.2.3	Under the Counter Lavatory (Ground Floor)	3.00	set	
2.4.2.4	Lavatory Faucet (Ground & 3rd Floors)	3.00	set	
2.4.2.5	Pantry Sink (Ground Floor)	1.00	set	
2.4.2.6	Pantry Faucet (Ground Floor)	1.00	set	
2.4.2.7	Shower Assembly (3rd Floor)	1.00	set	
2.4.2.8	Urinal (Ground Floor)	1.00	set	
2.4.3	Supply and installation of the following toilet accessories:			
2.4.3.1	Toilet Paper Holder	3.00	set	
2.4.3.2	Towel Bar	-	set	
2.4.3.3	Towel Ring	1.00	set	
2.4.3.4	Robe Hook	3.00	set	
<b>2.5</b>	<b><u>General Requirements</u></b>			
2.5.1	Permits	1.00	lot	

2.5.2	Insurances & Bonds	1.00	lot
LOCATION : UPRC Bldg. 312 Sen. Gil J. Puyat Ave, Makati City			
	SCOPE OF WORK	QTY	UNIT
<b>1</b>	<b><u>Dismantling &amp; Demolition Works</u></b>		
1.1	Dismantling of existing floor treatment to accommodate the new floor finish		
	Ground Floor (including ramps)	72.00	sq.m.
1.2	Demolition of existing partitions as affected by the new layout and design		
	Ground Floor	380.00	sq.m.
1.3	Dismantling of existing ceiling treatment to accommodate the new ceiling finish		
	Ground Floor	52.00	sq.m.
<b>2</b>	<b><u>Interior Architectural Work</u></b>		
<b>2.1</b>	<b><u>Floor Works</u></b>		
2.1.1	Supply and installation of the following floor treatments		
2.1.1.1	Matte homogenous tiles 600mm x 600mm complete with cement topping (FF-2)		
	Ground Floor	52.00	sq.m.
2.1.1.2	Textured cement finish with heavy duty epoxy paint finish for all access ramps	40.00	sq.m.
<b>2.2</b>	<b><u>Wall Works</u></b>		
2.2.1	Supply and installation of matte homogenous tiles 600mm x 600mm		
	Ground Floor	138.00	sq.m.
2.2.3	Supply and installation of prefab toilet		

	partition (WF-5)		
	Ground Floor	8.00	lot
2.2.4	Repair of damaged portions of existing wall caldding as required	20.00	sq.m.
<b>2.3</b>	<b><u>Wood Trims</u></b>		
2.3.1	Supply and installation of the following doors:		
2.3.1.1	Door 1A	4.00	set
<b>2.5</b>	<b><u>Ceiling Works</u></b>		
2.5.1	Supply and installation of dropped ceiling using moisture resistant gypsum bard panels using metal furring on hanger rods (CF-3)		
	Ground Floor	52.00	sq.m.
<b>2.6</b>	<b><u>Painting Works</u></b>		
<b>2.6.1</b>	<b><u>Ceiling Works</u></b>		
2.6.1.1	Flat roller paint finish for all gypsum surfaces	52.00	sq.m.
<b>2.7</b>	<b><u>Glass Works</u></b>		
2.7.6	Supply and installation of 1/4" thick mirror on /12" thick marine plywood backing where specified	12.00	sq.m.
<b>2.8</b>	<b><u>Masonry Works</u></b>		
2.8.1	Supply and installation of R.C. counter complete with granite countertop, splashboard and fascia	5.50	sq.m.
<b>2.9</b>	<b><u>Special Items</u></b>		
2.9.1	Supply and installation of stainless steel handrail for all ramps	30.00	l.m.
<b>2</b>	<b><u>Engineering Works</u></b>		

<b>2.1</b>	<b><u>Electrical Works</u></b>		
2.1	Supply and installation of the following lighting fixtures		
2.1.1	9w LED lighting fixture (150mm square)	30.00	sets
<b>2.4</b>	<b><u>Sanitary/Plumbing Works</u></b>		
2.4.2	Supply and installation of the following plumbing fixtures:		
2.4.2.1	Water Closet	8.00	set
2.4.2.2	Pedestal Lavatory	8.00	set
2.4.2.4	Lavatory Faucet	8.00	set
2.4.2.8	Urinal	4.00	set
2.4.3	Supply and installation of the following toilet accessories:		
2.4.3.1	Toilet Paper Holder	8.00	set
2.4.3.4	Robe Hook	8.00	set
<b>LOCATION : UPRC Bldg. 312 Sen. Gil J. Puyat Ave, Makati City</b>			
	<b>SCOPE OF WORK</b>	<b>QTY</b>	<b>UNIT</b>
<b>1</b>	<b><u>UPRC BLDG.</u></b>		
1.1	Supply and installation of the following signage:		
1.1.1	Front	1.00	lot
1.1.2	Back	1.00	lot
1.2	Rehabilitation of existing fire escape		
1.2.1	Replacement of existing steel doors	3.00	sets
1.2.2	Repair of existing fire stairs	1.00	lot
<b>LOCATION : 4/F Industry and Investments Building, 385 Sen. Gil J. Puyat Ave, Makati City</b>			
	<b>SCOPE OF WORK</b>	<b>QTY</b>	<b>UNIT</b>
<b>A</b>	<b><u>4TH FLOOR OFFICE RENOVATION</u></b>		
<b>1</b>	<b><u>Dismantling &amp; Demolition Works</u></b>		
1.1	Dismantling of existing floor treatment to accommodate the new floor finish	506.00	sq.m.



1.2	Demolition of existing partitions as affected by the new layout and design	130.00	sq.m.
1.3	Dismantling of existing ceiling treatment to accommodate the new ceiling finish	302.00	sq.m.
<b>2</b>	<b><u>Interior Architectural Work</u></b>		
<b>2.1</b>	<b><u>Floor Works</u></b>		
2.1.1	Supply and installation of the following floor treatments		
2.1.1.1	150mm x 1000mm x 3mm simulated wood vinyl tiles complete with self levelling base	68.00	sq.m.
2.1.1.2	300mm x300mm x 3mm vinyl tiles complete with self levelling cement base	498.00	sq.m.
<b>2.2</b>	<b><u>Wall Works</u></b>		
2.2.1	Supply and installation of drywall partition using gypsum board panels with metal furring		
2.2.1.1	Double Face (WF-1)	207.50	sq.m.
2.2.3	Supply and installation of overhead support framing for the floor to ceiling glass partitions	32.00	l.m.
<b>2.3</b>	<b><u>Wood Trims</u></b>		
2.3.1	Supply and installation of the following wood doors:		
2.3.1.1	Door 3 (Single Flush Door)	2.00	sets
<b>2.4</b>	<b><u>Cabinetry</u></b>		
2.4.1	Supply and installation of built in cabinetry for the ff. (including countertops):		
2.4.1.1	Pantry	1.00	lot
<b>2.5</b>	<b><u>Ceiling Works</u></b>		
2.5.1	Supply and installation of 600mm x 600mm acoustical ceiling tiles on metal tee runners	566.00	sq.m.
<b>2.6</b>	<b><u>Painting Works</u></b>		

<b>2.6.1</b>	<b>Wall Works</b>		
2.6.1.1	High gloss roller paint finish for all gypsum and plastered surfaces	352.50	sq.m.
2.6.1.2	Duco finish for specified doors		
2.6.1.2.1	Doors (new & existing)	6.00	sets
<b>2.6.2</b>	<b>Ceiling Works</b>		
2.6.2.1	Flat roller paint finish for all gypsum surfaces	20.00	sq.m.
<b>2.7</b>	<b>Glass Works</b>		
2.7.1	Supply and installation of 1/2" thick clear tempered glass panels with frosted tint (WF-2)	80.00	sq.m.
2.7.2	Supply and installation of 1/4" thick painted glass panels as whiteboard where specified (WF-5)	18.60	sq.m.
2.7.3	Supply and installation of the following glass doors:		
2.7.3.1	Door 2 (Single Leaf)	9.00	sets
<b>2.9</b>	<b>Special Items</b>		
2.9.1	Built up metal signage in automotive lacquer finish for the following:		
2.9.1.1	Reception	1.00	lot
<b>2</b>	<b>Engineering Works</b>		
<b>2.1</b>	<b>Electrical Works</b>		
2.1	Supply and installation of all necessary electrical lines and devices including all roughing ins and accessories as required by the new layout and design	1.00	lot
2.2	Supply and installation of the following lighting fixtures		
2.2.1	9w LED lighting fixture (150mm square)	30.00	sets
2.2.2	3-14w LED tube 600mm x 1200mm Troffer silver interlock diffuser and mirrorized parabolic reflector	54.00	sets

2.2.3	14w LED TUBE Lighting Fixture	3.00	sets
2.2.5	LED Emergency Light	10.00	sets
2.2.6	LED Exit Light	9.00	sets
<b>2.3</b>	<b><u>Mechanical Works</u></b>		
2.3.1	Relocation and rehabilitation where necessary of existing ducting as required by the new layout and design (including air balancing and installation of all required dampers)	1.00	lot
2.3.2	Supply and installation of 1.5 hp inverter split type ACU	4.00	sets
<b>2.4</b>	<b><u>Sanitary/Plumbing Works</u></b>		
2.4.1	Supply and installation of all necessary plumbing and sanitary lines as required by the new layout and design (including waterproofing of pantry/washrooms)	1.00	lot
2.4.2.1	Pantry Sink	1.00	set
2.4.2.2	Pantry Faucet	1.00	set
<b>2.5</b>	<b><u>General Requirements</u></b>		
2.5.1	Permits	1.00	lot
2.5.2	Insurances & Bonds	1.00	lot
LOCATION : 5/F Industry and Investments Building, 385 Sen. Gil J. Puyat Ave, Makati City			
	<b>SCOPE OF WORK</b>	<b>QTY</b>	<b>UNIT</b>
<b>A</b>	<b><u>5TH FLOOR OFFICE RENOVATION</u></b>		
<b>1</b>	<b><u>Dismantling &amp; Demolition Works</u></b>		
1.1	Dismantling of existing floor treatment to accommodate the new floor finish	235.00	sq.m.
1.2	Demolition of existing partitions as affected by the new layout and design	50.00	sq.m.
1.3	Dismantling of existing ceiling treatment to accommodate the new ceiling finish	235.00	sq.m.
<b>2</b>	<b><u>Interior Architectural Work</u></b>		
<b>2.1</b>	<b><u>Floor Works</u></b>		

2.1.1	Supply and installation of the following		
	floor treatments		
2.1.1.1	150mm x 1000mm x 3mm simulated wood	44.00	sq.m.
	vinyl tiles complete with self levelling base		
2.1.1.2	300mm x 300mm x 3mm vinyl tiles complete	191.00	sq.m.
	with self levelling cement base		
<b>2.2</b>	<b>Wall Works</b>		
2.2.1	Supply and installation of drywall		
	partition using gypsum board panels		
	with metal furring		
2.2.1.1	Double Face (WF-1)	60.00	sq.m.
2.2.3	Supply and installation of overhead	17.00	l.m.
	support framing for the floor to ceiling		
	glass partitions		
<b>2.5</b>	<b>Ceiling Works</b>		
2.5.1	Supply and installation of 600mm x 600mm	235.00	sq.m.
	acoustical ceiling tiles on metal tee		
	runners (CF-1)		
<b>2.6</b>	<b>Painting Works</b>		
<b>2.6.1</b>	<b>Wall Works</b>		
2.6.1.1	High gloss roller paint finish for all	564.00	sq.m.
	gypsum and plastered surfaces		
<b>2.7</b>	<b>Glass Works</b>		
2.7.1	Supply and installation of 1/2" thick	41.00	sq.m.
	clear tempered glass panels with frosted		
	tint (WF-2)		
2.7.2	Supply and installation of 1/4" thick	6.00	sq.m.
	painted glass panels as whiteboard		
	where specified (WF-5)		
2.7.3	Supply and installation of the following		
	glass doors:		
2.7.3.1	Door 2 (Single Leaf)	4.00	sets
<b>2</b>	<b>Engineering Works</b>		
<b>2.1</b>	<b>Electrical Works</b>		
2.1	Supply and installation of all necessary	1.00	lot

	electrical lines and devices including		
	all roughing ins and accessories as		
	required by the new layout and design		
2.2	Supply and installation of the following		
	lighting fixtures		
2.2.1	9w LED lighting fixture (150mm square)	8.00	sets
2.2.2	3-14w LED tube 600mm x 1200mm Troffer	30.00	sets
	silver interlock diffuser and mirrorized		
	parabolic reflector		
2.2.5	LED Emergency Light	4.00	sets
2.2.6	LED Exit Light	2.00	sets
2.3	<b>Mechanical Works</b>		
2.3.1	Relocation and rehabilitation where	1.00	lot
	necessary of existing ducting as required		
	by the new layout and design (including		
	air balancing and installation of all		
	required damopers		
2.3.2	Supply and installation of 1.5 hp inverter	3.00	sets
	split type ACU		
2.4	<b>Others</b>		
2.4.1	Dismantling, transfer and installation of	1.00	lot
	office		
	modular partitions complete with all		
	necessary		
	electrical lines and devices including all		
	roughing ins and accessories as required by		
	the		
	new layout and design		

Conforme:

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 Name & Signature of the Authorized Representative

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 Name of Company

---

 Date

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Checklist of Technical and Financial Documents**

#### **I. TECHNICAL COMPONENT ENVELOPE**

##### ***Class “A” Documents***

###### ***Legal Documents***

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

###### ***Technical Documents***

- ☐ (f) 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 (Annex A); **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (Annex B); **and**
- ☐ (h) 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 (Annex C); **and**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS) (Annex D);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

***Financial Documents***

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

***Class "B" Documents***

- ☐ (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

***Other documentary requirements under RA No. 9184 (as applicable)***

- ☐ (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form (Annex E); **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).  
Link of Bill of Quantities:  
<https://drive.google.com/file/d/1w5CwZprd8l96qszVmMzUWK-7suYkDdC0/view?usp=sharing>

## ANNEX A

## Statement of Ongoing Contract/s

This is to certify that \_\_\_\_\_ (Name of Company) \_\_\_\_\_ has the following ongoing contract/s:

Name of Contract	Date of Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of contract and value of outstanding contracts	Date of Delivery	End user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements (if applicable)


 PHILIPPINES

 \_\_\_\_\_  
 Name of Company/Bidder

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

 \_\_\_\_\_  
 Date



## ANNEX B

## Statement of Single Largest Contract

This is to certify that \_\_\_\_\_ (Name of Company) \_\_\_\_\_ has the following completed contract/s for the period CY \_\_\_\_\_.

Name of Contract	Date of Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement	Date of Delivery	End user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements

P H I L I P P I N E S

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 Name of Company/Bidder

---

 Signature over printed Name of  
Authorized Representative

---

 Date

## BID SECURING DECLARATION FORM

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

X-----X

### BID SECURING DECLARATION Invitation to Bid: *[Insert Reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We<sup>1</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

---

<sup>1</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. ***Select one, delete the rest:***

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

Bidder's Representative/Authorized  
Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. [date issued], [place issued]

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Series of \_\_\_\_\_



\* This form will not apply for WB funded projects.

## ANNEX E

## Bid Form

Date: \_\_\_\_\_  
 Invitation to Bid<sup>2</sup> N<sup>o</sup>: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 14.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>3</sup>

Name and address of agent	Amount Currency	and	Purpose of Commission or gratuity
_____	_____		_____
_____	_____		_____
_____	_____		_____
(if none, state "None")			

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

<sup>2</sup> If ADB, JICA and WB funded projects, use IFB.

<sup>3</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_.

