



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of INFRASTRUCTURE PROJECTS

REHABILITATION AND CONSERVATION OF THE METROPOLITAN THEATER PHASE III

Works at the East and West Wings

March 2021

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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



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

Invitation to Bid for *REHABILITATION AND CONSERVATION OF THE METROPOLITAN THEATER – PHASE III*

1. The **National Commission for Culture and the Arts (NCCA)**, through the **National Endowment for the Culture of the Arts 2021** intends to apply the sum of **One Hundred Ten Million Four Hundred Forty Seven Thousand Four Hundred Ninety Four and 85/100 Pesos (PhP 110,447,494.85)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Rehabilitation and Conservation of the Metropolitan Theater – Phase III**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NCCA now invites bids for the above Procurement Project. Completion of the Works is required within **215 calendar days**. 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 NCCA and inspect the Bidding Documents at the address given below from **08:00 AM – 04:00 PM, Monday to Thursdays**.
5. A complete set of Bidding Documents may be acquired by interested bidders on **March 12, 2021** 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 **Seventy-Five Thousand Pesos (PhP 75,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The NCCA will hold a Pre-Bid Conference on **March 22, 2021, 10:00 AM** at the **NCCA Building, Intramuros, Manila**, and/or through videoconferencing/webcasting *via Zoom*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address as indicated below, on or before **April 5, 2021, 05:00 PM**. 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 16.
9. Bid opening shall be on **April 6, 2021, 10:00 AM** at the given address and/or through *Zoom*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The NCCA 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. For further information, please refer to:

*Bids and Awards Committee Secretariat
National Commission for Culture and the Arts
Landline: (02) 8527-2192 loc. 501
Email Address: bids@ncca.gov.ph
Website: www.ncca.gov.ph*

12. You may visit the following websites:

For downloading of Bidding Documents: www.ncca.gov.ph

15 March 2021

MARICHU G. TELLANO
Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, NCCA, invites Bids for the **Rehabilitation and Conservation of the Metropolitan Theater – Phase III**, with Project Identification Number ITB-2021-009.

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 2021 in the amount of **One Hundred Ten Million Four Hundred Forty Seven Thousand Four Hundred Ninety Four and 85/100 Pesos (PhP 110,447,494.85)**.

2.2. The source of funding is:

National Endowment for Culture and the Arts (NEFCA)

3. Bidding Requirements

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

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

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

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

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

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

5. Eligible Bidders

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

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

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

6. Origin of Associated Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.
- 7.1. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterial stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.2. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary

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

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

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

complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.

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

11. Documents Comprising the Bid: Financial Component

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

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

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

15. Bid Security

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid until **April 30, 2021**. 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 three (3) copies of the first and second components of its Bid. One copy is the Original and the two other copies should be marked Copy One and Copy two

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 16 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																																								
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <ul style="list-style-type: none">• Conservation, rehabilitation, and restoration works on built heritage structures (preferably National Cultural Treasures).• Construction, conservation, retrofitting, and similar works on theaters, auditoriums, and other support spaces.																																							
7.1	Subcontracting is allowed provided the portion of work to be subcontracted shall not exceed fifty percent (50%) of the total project cost.																																							
10.3	Valid PCAB license with category “AAA” and Certificate of Registration and Classification of Contractors as “Large B” for Building or Industrial Plant. For joint venture bidders, a Joint License issued by the PCAB pursuant to Section 38 of RA 4566, and not the PCAB license and registration individually issued to each joint venture partner must be submitted. Failure of the joint venture bidder to submit a Joint License may be a ground for its disqualification despite the submission of the individual licenses of each joint venture partner.																																							
10.4	<table><tr><td>The key personnel must meet the required minimum years of experience set below:</td><td><u>Total Experience</u></td><td><u>Similar Experience</u></td></tr><tr><td>Project Manager (Licensed Civil or Licensed Architect)</td><td>10</td><td>5</td></tr><tr><td>Project Engineers:</td><td></td><td></td></tr><tr><td>1-Licensed Civil/Structural Engineer for Building Works</td><td>10</td><td>5</td></tr><tr><td>1-Professional Mechanical Engineer</td><td>10</td><td>5</td></tr><tr><td>1-Professional Electrical Engineer</td><td>10</td><td>5</td></tr><tr><td>1-Licensed Sanitary Engineer</td><td>10</td><td>5</td></tr><tr><td>1–Licensed Electronics and Communication Engineer</td><td>10</td><td>5</td></tr><tr><td>1-Licensed Architect</td><td>10</td><td>5</td></tr><tr><td>Materials/Quality Engineer II (DPWH Accredited Materials Engineer II)</td><td>3</td><td>2</td></tr><tr><td>Safety Officer (Certified by the Bureau of Working Conditions of DOLE or with certificate of 40 hours training in occupational safety and health)</td><td>3</td><td>2</td></tr><tr><td>Conservation Specialist *</td><td>3</td><td>2</td></tr><tr><td>Sustainability Expert (LEED Accredited Professional or BERDE Certified Professional or its equivalent)</td><td>3</td><td>2</td></tr></table> The total work experience (in years) shall refer to the number of years of work experience of the key personnel in the exercise of his/ her profession regardless	The key personnel must meet the required minimum years of experience set below:	<u>Total Experience</u>	<u>Similar Experience</u>	Project Manager (Licensed Civil or Licensed Architect)	10	5	Project Engineers:			1-Licensed Civil/Structural Engineer for Building Works	10	5	1-Professional Mechanical Engineer	10	5	1-Professional Electrical Engineer	10	5	1-Licensed Sanitary Engineer	10	5	1–Licensed Electronics and Communication Engineer	10	5	1-Licensed Architect	10	5	Materials/Quality Engineer II (DPWH Accredited Materials Engineer II)	3	2	Safety Officer (Certified by the Bureau of Working Conditions of DOLE or with certificate of 40 hours training in occupational safety and health)	3	2	Conservation Specialist *	3	2	Sustainability Expert (LEED Accredited Professional or BERDE Certified Professional or its equivalent)	3	2
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	<p>of the type of Project s/he had undertaken. Meanwhile, experience in Similar Work refers to experience of the key personnel in the construction of any commercial, institutional, industrial buildings of similar nature and complexity as the proposed project occupying same proposed position.</p> <p>The Conservation Specialist shall have experience in conservation of built heritage.</p> <p>Bidder shall also submit duly signed Statement of Availability of Key Personnel (SF-INFR-18).</p> <p>If a proposed Key Technical Personnel is an employee of the bidder and working on another project at the time of the bidding, the bidder shall submit a certification that (i.1) the personnel will be pulled out from the ongoing project once the bidder is awarded the contract, and (i.2) he/she will be replaced with another person with equal or better qualifications, as certified by the head of the implementing office;</p> <p>If the bidder may propose a Key Technical Personnel who is not its employee provided that the said personnel is required to submit a certification that he/she will work for the bidder if it is awarded the contract under bidding.</p>
10.5	<p>The minimum major equipment requirements are the following:</p> <ul style="list-style-type: none"> ▪ 1. Backhoe Loader, 0.76cm, 2 units ▪ 2. Bar Bender, 3 phase, 2 units ▪ 3. Bar Cutter, 3 phase, 2 units ▪ 4. Boom Truck (16-20 tons/180 Hp), 2 units ▪ 5. Cargo Truck, 11-12 Tons, 2 units ▪ 6. Chipping Hammer (16-24 lpm), 4 units ▪ 7. Compressor, Air Portable (126-160 cfm/51 Hp), 2 units ▪ 8. Concrete Cutter (9Hp), 1 unit ▪ 9. Concrete Mixer, 2 bagger, 2 units ▪ 10. Concrete Pump (100 m yd), 2 units ▪ 11. Concrete Vibrator (Electric/ Gas Driver), 4 units ▪ 12. Concrete Saw, 8” – 10” blade diameter (gas driven), 2 units ▪ 13. Crane, Hydraulic Telescopic Boom (21-25 tons/200 Hp), 2 units ▪ 14. Crawler Crane (46-50 tons/190 hp), 2 units ▪ 15. Dump Truck (15-20 cu yd/380 Hp), 2 units ▪ 16. Hydraulic Backhoe with Breaker (0.63cm), 1 unit ▪ 17. Oxygen/Acetylene Welding- Cutting Outfit, 2 units ▪ 18. Service Pick-up, Light Truck, 2 units ▪ 19. Vibratory Plate Compactor, 7 Hp, 2 units
12	No further instructions.
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Two Million Two Hundred Eight Thousand Nine Hundred Forty Nine and 90/100 (PhP 2,208,949.90),

	<p>if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than Five Million Five Hundred Twenty-Two Million Three Hundred Seventy-Four and 74/100 Pesos (PhP 5,522,374.74) if bid security is in Surety Bond.</p>
19.2	Partial bids are not allowed.
20	No further instructions.
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

4.1. 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.

4.2. 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 on November 15, 2021 for a total contract period of Two Hundred Fifteen (215) Calendar Days.
4.1	The site will be delivered to the possession of the contractor upon the signing of the Notice to Proceed.
6	There are no site investigation reports.
7.2	Fifteen (15) years.
10	a. Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within 10 calendar days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is 1% of the total contract amount.
13	The amount of the advance payment is Sixteen. Million Five Hundred Sixty-Seven Thousand One Hundred Twenty-Four Thousand and 23/100 (PhP 16,567,124.23) , equivalent to 15% of the total contract price.
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	The date by which operating and maintenance manuals are required is October 31, 2021 . The date by which "as built" drawings are required is November 12, 2021 .
15.2	The contractor's final payment shall be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required.

Section VI. Specifications

(See Separate Documents)

Section VII. Drawings

(See Separate Documents)

Index of Drawings

Sheet	DESCRIPTION
ARCHITECTURAL	
AS-101 A	Exterior Perspective, Vicinity, Location
A-001	Architectural Notes & Symbols
A-002	Site Development Plan
A-003	Key Plan (Ground Floor)
A-004	Key Plan (Second Floor)
A-101	Ground Floor Wall Demolition Plan
A-102	Second Floor Wall Demolition Plan
A-103	Ground Floor Finish Demolition Plan
A-104	Second Floor Finish Demolition Plan
A-105	Ground Floor Ceiling Demolition Plan
A-106	Second Floor Ceiling Demolition Plan
A-107	Ground Floor Waterproofing Layout Plan
A-108	Second Floor Waterproofing Layout Plan
A-201	Ground Floor Master Plan
A-202	Second Floor Master Plan
A-203	Sections
A-204	Building Elevation
A-205	Building Elevation
A-301	Ground Floor Reflected Ceiling Plan
A-302	Second Floor Reflected Ceiling Plan
A-401	Ground Floor Pattern Layout
A-402	Second Floor Pattern Layout
A-501	Ground Floor Doors and Windows Tags
A-502	Second Floor Doors and Windows Tags
A-601	Furniture Layout Plans
A-602	Furniture Layout Plans
A-701	Room Finish Schedule
A-702	Room Finish Schedule
A-703	Room Finish Schedule
A-801	Schedule of Doors
A-802	Schedule of Doors
A-803	Schedule of Doors
A-804	Schedule of Doors
A-805	Schedule of Doors
A-806	Schedule of Doors
A-807	Schedule of Doors
A-808	Schedule of Doors
A-809	Schedule of Doors
A-810	Schedule of Doors

A-811	Schedule of Doors
A-812	Schedule of Doors
A-813	Schedule of Doors
A-814	Schedule of Windows
A-815	Schedule of Windows
A-816	Schedule of Windows
A-817	Schedule of Windows
A-818	Schedule of Windows
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A-820	Schedule of Windows
A-821	Schedule of Windows
A-822	Schedule of Windows
A-823	Schedule of Windows
A-824	Schedule of Windows
A-825	Schedule of Windows
A-901	Corridor & Arcade Details
A-902	Corridor & Arcade Details
A-903	Corridor & Arcade Details
A-904	Corridor & Arcade Details
A-905	Corridor & Arcade Details
A-906	Corridor & Arcade Details
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A-908	Hallway, Storage, Hall
A-909	Hallway, Storage, Hall
A-910	Kitchen B121 and Storage B223 Details
A-911	Kitchen B121 and Storage B223 Details
A-912	Kitchen B121 and Storage B223 Details
A-913	Chef's Office and Steel Stair Details
A-914	Vehicle and Buke Parking, MRF
A-915	Common Areas Entry Porch
A-916	Stair Details
A-917	Ballroom and Hallway
A-918	Ballroom and Hallway
A-919	Comfort Rooms West Wing
A-920	Comfort Rooms West Wing
A-921	Comfort Rooms West Wing
A-922	Comfort Rooms East Wing
A-923	Comfort Rooms East Wing
A-924	Comfort Rooms East Wing
ELECTRICAL	
EA 101	Ground Floor Auxiliary Plan
EA 102	Architectural Notes & Symbols
EL - 101	Ground Floor Lighting Plan
EL - 102	Second Floor Lighting Plan
EP - 101	Ground Floor Power Layout Plan
EP - 102	Second Floor Power Layout Plan
EP - 602	Load Schedule Part 1
EP - 603	Load Schedule Part 2

MECHANICAL	
MH 101	Ground Floor AC Layout
MH 104	Second Floor AC Layout
FP - 001P	General Notes, Legend and Symbols, Schematic Diagram
FP - 101P	Ground Floor Fire Protection Layout
FP - 102P	Second Floor Fire Protection Layout
FP - 103P	Roof Deck Fire Protection Layout
FP - 201P	Miscellaneous Details
PLUMBING	
PL- 101	Roof Storm Drainage Piping Layout
PL- 101R	Roof Plan Sewer Piping Layout
PL- 102	Second Floor Plan Storm Piping System
PL- 102R	Second Floor Plan Sewer Piping Layout
PL - 103	First Floor Plan Storm Piping System
PL - 103R	First Floor Plan Sewer Piping Layout
PL - 104	Second Floor Plan Cold Water Piping Layout
PL - 106	First Floor Plan Cold Water Piping Layout

Section VIII. Bill of Quantities

(See Separate Documents)

Note: The authorized representative of the Bidder shall affix his/ her signature at the bottom of each page of the Bill of Quantities. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his/ her bid.

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);
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
- ☐ (e) 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; **and**
- ☐ (g) 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
- ☐ (h) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**
- ☐ (i) 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**
- ☐ (j) 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**
- ☐ (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 audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- ☐ (n) 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

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

Other documentary requirements under RA No. 9184

- ☐ (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (q) 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**
- ☐ (r) Cash Flow by Quarter.

