

**PHILIPPINE BIDDING DOCUMENTS**  
(As Harmonized with Development Partners)

**Procurement of  
INFRASTRUCTURE  
PROJECTS**

Government of the Republic of the Philippines

**CONSTRUCTION OF DSWD-NCR STORAGE  
BUILDING INCLUDING UPGRADING OF MAIN  
ELECTRICAL SYSTEM UNDER DESIGN AND  
BUILD SCHEME**

**(Invitation to Bid No. 21-05-08)**

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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

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

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

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

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

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

**CPI** – Consumer Price Index.

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.

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

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria.

The IB should be incorporated into the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

## INVITATION TO BID

No. 21-05-08

### **CONSTRUCTION OF DSWD-NCR STORAGE BUILDING INCLUDING UPGRADING OF MAIN ELECTRICAL SYSTEM UNDER DESIGN AND BUILD SCHEME**

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1. The Department of Social Welfare and Development – National Capital Region Capital Outlay intends to apply the sum of **NINETEEN MILLION NINE HUNDRED NINETY NINE THOUSAND NINE HUNDRED NINETY SEVEN PESOS AND 51/100 (Php19,999,997.51)** being the Approved Budget for the Contract (ABC) to payments under the contract for project **Construction of DSWD-NCR Storage Building Including Upgrading of Main Electrical System under Design and Build Scheme (ITB No. 21-05-08).**

Bids received in excess of the **ABC** shall be automatically rejected at bid opening. Late bids shall not be accepted.

2. The DSWD-NCR now invites bids for the above Procurement Project. Completion of the Works is **One Hundred Fifty (150) Calendar Days**. Bidders should have completed **within the last 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. Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the “Government Procurement Reform Act”.  
Bidding is restricted to Filipino citizens/sole proprietorships, 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 5183.
4. Prospective bidders may obtain further information from DSWD-NCR Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday at 8:00AM to 5:00PM.
5. A complete set of Bidding Documents may be purchased by interested Bidders from **5 May 2021 to 24 May 2021; (May 5 to May 24, 2021; 8:00AM to 4:00PM)** from the address given below and upon payment of a refundable fee of **Twenty Five Thousand Pesos (Php25,000.00)** in accordance to Section 17.5 of the IRR. The Procuring Entity shall allow the bidder to present its proof of payment  
  
It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The DSWD-NCR BAC will hold a **Pre-Bidding Conference on 12 May 2021; 2:00 P.M. at DSWD-NCR-Rehabilitation Sheltered Workshop (RSW), J.P Burgos Street, Project 4, Quezon City** which shall be opened to all interested bidders.

7. Bids must be received by the BAC Secretariat at the address below on or before **24 May 2021, 9:45 A.M at DSWD-NCR-Rehabilitation Sheltered Workshop (RSW), J.P Burgos Street, Project 4, Quezon City**. 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 18.
9. Bid opening shall immediately follow after the deadline of the submission and receipt of bids shall be on **24 May 2021, 10:00 A.M. at DSWD-NCR-Rehabilitation Sheltered Workshop (RSW), J.P Burgos Street, Project 4, Quezon City** Bids will be opened in the presence of the Bidder's representatives who choose to attend.
10. The DSWD-NCR reserves the right to accept or 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 Section 35.6 and 41 of RA 9184 and its 2016 Revised Implementing Rules and Regulation (IRR), without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**THE CHAIRPERSON**

Bids and Awards Committee

DSWD-NCR

c/o BAC Secretariat

Room 301, DSWD-NCR Field Office

389 San Rafael St. cor. Legarda St.

Sampaloc, Manila

Email Address: [dswdncr.bac@gmail.com](mailto:dswdncr.bac@gmail.com)

Telephone No.: 5310-1434

12. You may visit the following websites:

For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and [www.ncr.dswd.gov.ph](http://www.ncr.dswd.gov.ph)

*Issued this 3<sup>rd</sup> day of May 2021.*

*(org.sgd.)*

**MARIDOL R. LICERIO**

Chairperson

Bids and Awards Committee

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

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.



## **1. Scope of Bid**

The Procuring Entity, Department of Social Welfare and Development – National Capital Region (DSWD-NCR) invites Bids for the Construction of DSWD-NCR Storage Building Including Upgrading of Main Electrical System under Design and Build Scheme, with Project Identification Number ITB No. 21-05-08.

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

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for *Capital Outlay* in the amount of *Php19,999,997.51*.

2.2. The source of funding is:

a. **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 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 Procuring Entity has prescribed that:

### **a. Subcontracting is not allowed.**

- 7.1. 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 **DSWD-NCR Rehabilitation Sheltered Workshop (RSW), J.P Burgos St. Project 4, Quezon City** 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 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:*

*[Select one, delete other/s]*

- a. Philippine Pesos.
- b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP.]*

## 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 *[indicate date]*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 16. Sealing and Marking of Bids

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

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

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

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

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

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

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

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

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

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

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 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***

### **Notes on the Bid Data Sheet (BDS)**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause							
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:  a. <b>Construction Projects under Design and Build Scheme.</b>						
7.1	<b>Subcontracting is not allowed.</b>						
10.3	<i>[Specify if another Contractor license or permit is required. ]</i>  a. <i>Valid PCAB License</i> <ul style="list-style-type: none"><li>▪ <i>Size Range: Medium</i></li><li>▪ <i>Category: at least Category B</i></li></ul>						
10.4	The key personnel must meet the required minimum years of experience set below: <table><tr><td><u>Key Personnel</u></td><td><u>General Experience</u></td><td><u>Relevant Experience</u></td></tr><tr><td> </td><td> </td><td> </td></tr></table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>			
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>					
10.5	The minimum major equipment requirements are the following: <table><tr><td><u>Equipment</u></td><td><u>Capacity</u></td><td><u>Number of Units</u></td></tr><tr><td> </td><td> </td><td> </td></tr></table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>			
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>					
12	<i>[Insert Value Engineering clause if allowed.]</i>						
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than _____ <i>[Insert two percent (2%) of ABC]</i> , if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;  b. The amount of not less than _____ <i>[Insert five percent (5%) of ABC]</i> if bid security is in Surety Bond.						
19.2	Partial bids are allowed, as follows: <i>[Insert grouping of lots by specifying the items and the quantity for every identified lot.]</i>						
20	<i>[List licenses and permits relevant to the Project and the corresponding law requiring it, e.g. Environmental Compliance Certificate, Certification that the project site is not within a geohazard zone, etc.]</i>						
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***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

# Special Conditions of Contract

GCC Clause	
2	<i>[If different dates are specified for completion of the Works by section, i.e. “sectional completion,” these dates should be listed here.]</i>
4.1	<i>[Specify the schedule of delivery of the possession of the site to the Contractor, whether full or in part.]</i>
6	The site investigation reports are: <i>[list here the required site investigation reports.]</i>
7.2	<p><i>[Select one, delete the other.]</i></p> <p><i>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:]</i> Fifteen (15) years.</p> <p><i>[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:]</i> Five (5) years.</p> <p><i>[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:]</i> Two (2) years.</p>
10	<p><i>[Select one, delete the other:]</i></p> <p>a. Dayworks are applicable at the rate shown in the Contractor’s original Bid.</p> <p>b. No dayworks are applicable to the contract.</p>
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within <i>[insert number]</i> 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 <i>[insert amount]</i> .
13	The amount of the advance payment is <i>[insert amount as percentage of the contract price that shall not exceed 15% of the total contract price and schedule of payment]</i> .
14	<i>[If allowed by the Procuring Entity, state:]</i> 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 <i>[date]</i> .

	The date by which “as built” drawings are required is <i>[date]</i> .
15.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is <i>[amount in local currency]</i> .



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

## **TERMS OF REFERENCE**

### **Construction of DSWD-NCR Field Office Storage Building Including Upgrading of Main Electrical System under Design and Build Scheme**

at DSWD-NCR Ephpheta Center, NVRC Compound, J.P. Burgos St.,  
Project 4, Quezon City

This Terms of Reference (TOR) describes the scope, structure and coverage of the Contract for the Construction of DSWD-NCR Field Office Storage Building/Facility including upgrading of the Main Electrical System at Ephpheta Compound under the Design and Build Scheme.

#### **I. DESCRIPTION OF THE PROJECT**

This project is in response to the perennial problem of lack of storage building/facility of the Field Office to store/keep properties and bulk documents/files from the Commission on Audit (COA), Pantawid, Records Section and other offices. Congestion along the hallways of field office buildings and many rooms has rendered working areas not conducive to good working environment aside from the fact that it is also considered a hazard.

The Admin Service has identified the vacant lot inside the Ephpheta compound specifically in front of the dilapidated Ephpheta building to be constructed with the two storey storage building in accordance to the building plans, program of works, schedule of works, and technical specifications, within the context of design and build scheme.

#### **II. OBJECTIVE**

To construct a two storey storage building/facility in accordance to prescribed standard of building construction and utilized the same to store/keep property items including bulk records/files/documents.

#### **III. APPROVED BUDGET FOR CONTRACT (ABC) AND DURATION**

This infrastructure project has an Approved Budget for Contract (ABC) in the amount of **Php 19,999,997.51**. The project once awarded to an eligible and responsive contractor shall be completed for **One Hundred Fifty Calendar days (150)** reckoned from date of receipt of Notice to Proceed (NTP).

#### **IV. SCOPE OF WORKS AND REQUIREMENTS TO BE COMPLIED BY AWARDED CONTRACTOR**

This Infrastructure Project shall cover the following scope of works and other requirements:

##### **Design and Planning Phase:**

1. Preparation and submission of all necessary detailed engineering investigations, surveys and designs Site investigations
2. Detailed engineering investigations and surveys
3. Soils and foundation investigation
4. Preparation of Technical Specifications
5. Bill of Quantities and Cost Estimates
6. Preparation of Program of Works
7. Preparation of Proposed Construction Schedule
8. Preparation and implementation of requirements for a Construction Safety and Health Program including the current standard protocol being observed in lieu of Covid19 pandemic.

##### **Construction Phase:**

1. General Requirements
  - 1.1 Mobilization and Demobilization
  - 1.2 Bonds and Insurance
  - 1.3 Temporary Facilities For technical people and construction workers
  - 1.4 Putting up of billboard/Signboard
  - 1.5 Sub-meters for Water and Electrical consumption
  - 1.6 Secure required permits, Licenses and Clearances
  - 1.7 Crafting of As Built Plan
2. Civil Works
  - 2.1 Earthworks
    - 2.1.1 Clearing and grubbing
    - 2.1.2 Removal of trees etc.,
    - 2.1.3 Excavation
    - 2.1.4 Structural Backfill
    - 2.1.5 Embankment
    - 2.1.6 Gravel Bedding
    - 2.1.7 Aggregate Bedding
    - 2.1.8 Concrete Pavers
  - 2.2 Soil Treatment
  - 2.3 Temporary Fencing/Enclosure
3. Reinforced Concrete Works
  - 3.1 Lean Concrete
  - 3.2 Structure Concrete (Pavement)

- 3.3 Structure Concrete (slab-on Grade and Wall Footing; 21 MPa)
- 3.4 Structure Concrete (Other Structures; 28 MPa)
- 3.5 Pre-stressed Concrete
- 3.6 Reinforcing Steel (deformed), Grade 40
- 3.7 Reinforcing Steel (deformed), Grade 60
- 3.8 Forms and Falseworks
- 4. Masonry Works
  - 4.1 150 mm CHB Load Bearing (including reinforcing steel)
  - 4.2 100 mm CHB Load Bearing (including reinforcing steel)
- 5. Metal Works
  - 5.1 Stainless Steel Railings (for ramps and stairs)
  - 5.2 Flag pole (including pedestal and base plate)
- 6. Landscaping Works
  - 6.1 Landscaping works (including frog grass)
- 7. Architectural Works
  - 7.1 Roofing system
    - 7.1.1 Supply and installation of pre-painted rib type G.I. roofing (Gauge No.24) Pre-painted ridge roll, flashing and roof gutter with strainer and other roofing accessories
    - 7.1.2 Supply and installation of structural steel truss/rafter system including purlins, angle blocks, sag rods, round bar cross brace with turn buckle, base and gusset plates, plate connectors, anchorages.
  - 7.2 Carpentry Work
    - 7.2.1 Extra heavy duty fixed high rack with four shelves
    - 7.2.2 Pantry Cabinet
  - 7.3 Supply and Installation of Doors
  - 7.4 Supply and Installation of Windows
  - 7.5 Finishes
    - 7.5.1 Floor Finish (Rubberized Paint Finish, Vitrified Tiles, Built up and Preformed Membrane)
    - 7.5.2 Wall Finish (Smooth Plastered Paint Finish, Glazed Ceramic Tiles)
    - 7.5.3 Ceiling Finish [Ceiling Finish (including Joinery Works), Pre painted Spandrel (Gauge No. 24), Polyethylene Foam for Roof Insulation)
  - 7.6 Signage
    - 7.6.1 Supply and Installation of all Indoor, Semi Outdoor, Outdoor and Safety Signage including Office Tags
    - 7.6.2 Panaflex Logo (DSWD-NCR Logo)



## 7.7 Gate

### 7.7.1 Replacement of Vehicular Gate

## 8. Plumbing and Sanitary Works

- 8.1 Water Supply System; application of Water Connection to Maynilad (including installation of Water Tank and Pressure Pump)
- 8.2 Soil, Waste and Vent System
  - Supply and installation/Laying of soil, waste and vent pipes and
  - Fittings including connection to proposed septic tank
  - Construction of new septic tank
- 8.3 Storm drainage system (including downspouts, roof, drain, catch basin, Drain pipe connected to existing main canal).
- 8.4 Plumbing fixtures and accessories (water closet with bidet, urinal, lavatory, pantry lavatory, hand dryer, mirror, railings for Persons with Disability, comfort room, floor drain, cleanouts)

## 9. Electrical Works

- 9.1 Lighting Fixtures
- 9.2 Wire and wiring devices
- 9.3 Conduits, boxes and fittings
- 9.4 Ventilation
- 9.5 Panelboard with main and branch breakers

## 10. Fire Protection/Emergency Equipment

- 10.1 Fire extinguisher
- 10.2 Smoke detector system
- 10.3 Emergency light
- 10.4 Fire exit/panic door
- 10.5 Fire alarm/Emergency drill
- 10.6 Hose Reels with casing
- 10.7 First aid kit cabinet
- 10.8 Foldable Ladder

## 11. Information Technology Works

Supply and installation of all IT equipment and its structural cabling

## 12. Mechanical Works

Supply and Installation of Air-conditioning, Split Type

## 13. Upgrading of Electrical System and Ephpheta Center Site

- 13.1 Meralco application coordination
- 13.2 Powerhouse with Guardhouse (including civil works and main panel board)
- 13.3 Wires and cables

13.4 Grounding system

14. Testing and Commissioning
15. General Cleaning of the area

**V. TERMS OF PAYMENT**

Terms of payments shall be the following:

1. Fifteen percent (15%) advance mobilization fund upon signing of the contract.
2. Progress monthly billing less: 15% advance mobilization fund and ten (10%) retention funds. The ten (10%) retention funds shall cover the warranty for project against materials defects and workmanship which shall be released upon the expiration of warranty period upon substitution with a warranty bond which covers the 10% of the contract price effective for a period of one (1) year.
3. It is understood that all such payments must be accompanied by the following documents:

Checklist of Required Attachment for Processing (compiled on a Yellow Long Folder):

- Letter of Request for Payment (address to the Regional Director)
- Billing Statements
- Statement of Work Accomplished (SWA) / Matrix of weight percentages accomplishment
- S – Curve Updating (Target vs. Actual, in A-3 Paper)
- Clear updated pictures of project implementation with description especially on embedded items (progress photos – specify the location where the photos were taken on the approved plan)
- Photocopy of Vouchers of all previous payment
- Certified True Copy of Performance Bond
- Affidavit that contractor complied with the Labor laws and regulations.
- Other documentary requirements as required by COA Circulars and the DSWD-NCR (PhilGEPS Posting, Certified True Copy of Contract, Notice of Award (NOA), Notice to Proceed, Approved Extension or Suspension)

Once a month, the contractor may submit progress billing with statement of work accomplished showing a total of 20% of weight accomplishment subject to validation and confirmation of the procuring entity's representative. The SWA should show the amounts which the contractor considers itself to be entitled to up to the end of the month, to cover (a) the cumulative value of the works it executed to date, based on the items in the Bill of Quantities subject to review and approval of the procuring entity.

## **VI. PRE-CONSTRUCTION PHASE**

- A. Initial meeting shall be conducted between the DSWD-NCR representative specifically the Admin Technical Staff and the Contractor for the purpose of reviewing and discussing the contract, TORs, Scope of Works, Program of Works, Schedule of Works, Specifications, applicable relevant laws, rules, regulations and department policies.
- B. Site Preparation
  - Surface preparation of construction affected areas providing adequate safety measures
  - Surface leveling for affected areas (required area in square meter)
  - Installation of temporary scaffolding as required for safety requirements (if necessary).
  - Contractor shall comply with the Commission On Audit (COA) Circular No.2013-004 dated January 30, 2013 which states that contractors are required to post a tarpaulin signboard suitably framed for outdoor display at the project location and shall be posted as soon as award has been made. The design and format of the tarpaulin shall have the following specifications:
    - Tarpaulin, white, 8ftx8ft      Resolution: 70dpi
    - Font: Helvetica      Font size: main information: 3"
    - Sub-information: 1"      Font color: Black
- C. Temporary Facilities
  - Provide an adequate access to the area of the structure
  - Provide and maintain at least one (1) temporary access to each working area
  - DSWD shall allocate space for putting up of storage areas for construction materials of contractor.

## **VII. DESIGN AND PLANNING PHASE**

Upon award of the design and build contract, the winning bidder shall be responsible for the preparation and submission of all necessary detailed engineering investigations, surveys and designs in accordance with the provisions of Annex "A" of the GUIDELINES FOR THE PROCUREMENT AND IMPLEMENTATION OF CONTRACTS FOR DESIGN AND BUILD INFRASTRUCTURE PROJECTS of the Government Procurement Policy Board or GPPB.

The design and build contractor shall be solely responsible for the integrity of the detailed engineering design and the performance of the structure irrespective of the approval/confirmation by the procuring entity.

Deliverables:

No construction works shall commence unless the contractor has submitted the required documentary requirements and the procuring entity has given written approval. For approval of the Procuring Entity which is subjected for review upon submission:



1. Three (3) sets copy of Professional Tax Receipt (PTR) and valid Professional Regulatory Commission (PRC) License ID, of assigned for each stage of work
  - Designers (Interior Designers)
  - Engineers (Civil, Geodetic, Electrical, Mechanical)
  - Architect (Landscape Architect)
  - Master Plumber
  - Master Electricians
  - Electronics Technicians/Operators
  - Safety Officer assigned
2. For "Detailed Survey and Mapping (Stake Out)" and "Utility Locations" Plans, signed and sealed, template will be given to the winning responsive bidder upon NTP:
  - Two (2) sets in A3 copy
  - Two (2) sets in Tracing Paper
  - Two (2) sets in Blue Print Copy (30" x 40")
3. For Engineering Design Investigations Results, signed:
  - Three (3) sets in A4 copy
4. For the Architectural and Engineering plans, signed and sealed, template will be given to the winning responsive bidder upon NTP:
  - Two (2) sets in A3 copy
  - Two (2) sets in Tracing Paper
  - Seven (7) sets in Blue Print Copy (30" x 40"); Five (5) sets needed for issuance of Occupancy Permit
5. Appropriate Infrastructure Plan with tree charting (indicating the location of trees to be affected by the project) signed and sealed:
  - Two (2) sets in A3 copy
  - Two (2) sets in Tracing Paper
  - Two (2) sets in Blue Print Copy (30" x 40")
5. Detailed Technical Specifications, signed, template will be given to the winning responsive bidder upon NTP:
  - Three (3) sets in A4 copy
6. Program of works, signed (including General Description of Design and Construction Method, anticipated timing for each stage of design/detailed engineering and construction, Periods for review of specific outputs and any other submissions and approvals, Sequence of timing for inspections and tests)
  - Three (3) sets in A3 and/or A4 copy



7. Bill of Quantities, signed, template will be given to the winning responsive bidder upon NTP:

- Three (3) sets in A3 A4 copy

8. Construction schedule ("GANTT" Chart with S-Curve and PERT-CPM), signed

- Three (3) sets in A3 copy

9. Rebar Cutting List, signed

- Three (3) sets in A3 copy

10. Formworks Schedule and Layout, signed

- Three (3) sets in A3 or A4 copy

11. Pipes and Fittings Take off and Layout, signed

- Three (3) sets in A3 or A4 copy

12. Design and construction methods

- Three (3) sets in A3 and/or A4 copy

13. Construction Safety and Health Program, approved by the Department of Labor and Employment (DOLE), including provisions necessary during COVID19 Pandemic Crisis:

- Three (3) sets in A4 copy

14. Quality Control System Organization Chart to be utilized for the Project, including subcontractors

- Three (3) sets in A3 copy

15. Manpower and Equipment Schedule

- Three (3) sets in A4 copy

16. USB Drive containing PDF (scanned signed and sealed), excel files, CAD Files and other soft copy files (from no. 1 to no. 16 documentary requirements)

The contractor's designers shall set a presentation meeting with the representatives of the procuring entities regarding these submittals for approval.

Any errors, omissions, inconsistencies, inadequacies or failure submitted by the contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the contractor's cost.

## VIII. CONSTRUCTION PHASE

Regular monitoring of the project shall be done by the Admin Service technical staff. Periodic report on status of project implementation shall be submitted by the Admin Service to the management for their reference and as basis for direction, management action/decision.

Contractor is expected to implement the construction project according to required standard, plans and specifications. Technical men, craftsmen, foremen and laborers are also expected to perform their duties and responsibilities with efficiency and shall comply with all the internal rules and regulations of the DSWD.

### Materials and Manpower Requirements

1. Contractor shall furnish all materials of best grade for their respective kind and purpose based on specifications
2. All excess materials shall be turned over to the DSWD-NCR after the completion of the project.
3. All defective works shall be corrected to the satisfaction of the end-user.
4. Garbage disposal from the waste materials shall be properly implemented by the contractor.
5. Employ competent licensed Professionals with sufficient experience relative to the project to be implemented.
6. Employ general foremen present at the jobsite during all working hours. All directions given by him in the absence of end-user/project monitor shall held binding.
7. Employ laborers/painters/masons/welders and other craftsmen.
8. Employ sufficient number of manpower to ensure completion of work within the given time frame.

Civil, Architectural, Structural, Masonry, Roofing, Plumbing, Carpentry, Electrical and Painting Works

- Furnish deliver and install all materials, equipment and labor necessary for the complete execution of the above works as shown in the drawings and specified on the Technical Specifications.
- All materials shall be new and of high quality which shall conform to the specifications and other applicable standard. The Contractor should submit Working Drawings, Shop Drawings, or any other Technical Report and should be approved by the Procuring Entity Three (3) Calendar days before the installation and delivery of materials.
- See Technical Specifications for all other provisions

See Technical Specifications for all other provisions regarding Construction Phase

**IX. POST CONSTRUCTION PHASE**

A post-inspection report based on the inspection conducted by the Inspection Committee shall be done upon 95% completion of the works have been completed. Corrective measures shall also be accomplished by the contractor as required based on result of said inspection. The procuring entity may create an inspectorate team to make preliminary inspection and submit punchlist to the contractor in preparation for the final turnover of the project.

Upon physical completion of the work as described herein, the Contractor shall at his own expense furnished the As Built Plan, subject for review and evaluation of the Procuring Entity's Representative, two (2) sets in A3 copy. Upon approval, the Contractor shall furnish the Procuring Entity:

- Two (2) sets in A3 copy, signed and sealed
- Two (2) sets in Tracing Paper, signed and sealed
- Seven (7) sets in Blue Print Copy (30" x 40"); Five (5) sets needed for issuance of Occupancy Permit, signed and sealed

USB Drive containing PDF (scanned signed and sealed), excel files, CAD Files and other soft copy files pertaining to the As Built Plan

**X. GENERAL PROVISIONS**

1. The Detailed Engineering Design (Architectural, Structural and Sanitary Plans) to be prepared by the awarded bidder shall be subject to review and approval of the Head of the Procuring Entity (HOPE) complete with computations, sign and seal.
2. The contractor shall furnish all the required labor and materials stated in the technical specifications anchored on the plans, working drawings, and cost breakdown (bill of quantities) to complete the project.
3. Awarded contractor shall implement the project in accordance to required technical specifications and time frame.
4. All labor and materials shall conform to the specifications and plans and shall be in accordance to the standard/best quality of workmanship and methods, as prescribed by RA 9184, construction laws, including ordinances of the local government unit.
5. The awarded contractor shall submit the Gantt chart and S-Curve and PERT-CPM for monitoring and must strictly adhere to its program of works/schedule.
6. The contractor shall employ competent technical staff to supervise implementation of this project.



7. To guarantee that the awarded contractor shall perform its contractual obligations as prescribed in Section 62.2.2.1 (1) of the Implementing Rules and Regulations (IRR) of RA 9184, it shall be required to post a warranty security in accordance with the following schedule:
  - Cash or letter of Credit issued by a Universal or Commercial Bank equivalent to 5% of the total contract price; Provided, however, that the Letter of Credit shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank.
  - Bank guarantee confirmed by a universal or commercial bank equivalent to 10% of the total contract price.
  - Surety bond equivalent to 30% of the total contract price callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.
8. The awarded contractor shall strictly comply with the Instruction to Bidders and pertinent provisions specified in the Bid Data Sheet (BDS). Non-compliance therewith shall cause for the disqualification of the participating bidder/contractor.
9. Contractor shall secure the necessary permits, licenses and other required documents from concerned government agency as well as the local government unit.
10. Contractor shall strictly implement health and safety protocol required by the Interagency Task Force (IATF) For the Management of Emerging Infectious Diseases. Likewise, construction occupational safety and health measures shall be observed at all times in the course of project implementation as per Department Order No. 13 (Occupational Safety and Health) of the Department of Labor and Employment (DOLE). In view hereof contractor shall be responsible and commit to undertake appropriate precautionary measure for the safety and security of staff and residents of the center.
11. Contractor shall submit to the procuring entity the latest RTPCR tests of all workmen and technical staff who will be commissioned in the project prior commencement of work.
12. Utilities (water and power/electricity) shall be for the account of the contractor. In relation to this it shall provide for the sub-meter for water and electricity supply to measure actual consumption. Total electrical and water expenditures incurred in the course of project implementation and validated by Admin Service shall be paid by the contractor to the DSWD-NCR prior release of final payment. The contractor is obliged to supply alternative electric generator and supply of water prior to the completion of the project, in case of any interruption occurs in the electrical and water supply.
13. Contractor shall conduct coordination meeting with DSWD-NCR representative at least twice a month to assess project status, identify possible obstacles and/or hindering

- factors and tackle other relevant matters that may encounter in the execution of the project and address the same accordingly.
14. Contractor shall secure approval of pouring request form from the DSWD-NCR prior to pouring of concrete for inspection and verification purposes.
  15. The Contractor may hold barrack/temporary shelter for their workers within the premises of the compound hence the temporary shelter shall be included in their proposal.
  16. Contractor shall adhere to the policy of DSWD-NCR while undertaking the project hence in no case shall the workers of the contractor mingle or interact with clients of the centers and make commentary of whatever nature or means.
  17. Drinking of alcoholic drinks and smoking is strictly prohibited inside the working area and the compound.
  18. The Contractor upon award shall submit Method of Statement for review and approval of procuring entity prior to mobilization.
  19. Repair of damages to DSWD property in connection with construction work shall be the sole responsibility and accountability of the contractor.
  20. Good housekeeping shall be observed at all times by the contractor. Debris should be properly cleared regularly and disposed of.
  21. Contractor must conduct random sampling test and submit the sample test results for analysis by the DPWH testing center for record purposes.
  22. In case of conflict, the plan and specification shall govern. Procuring entity shall have the final decision on any apparent conflict between the drawings and specifications or on any contentious point of view.
  23. If any item of work or material has been omitted or not indicated which are necessary for the completion of the project the same shall be included in the proposal.
  24. Workers of the contractor shall wear uniform with correct protective gear and/or personal protective equipment (PPE) at all times in the course of their work.
  25. Workers of the contractor are not employees of the Department, there being no employer-employee relationship between workers and DSWD-NCR. Thus, all labor related claims of workers particularly salaries and benefits in connection with project

implementation shall be borne by the contractor. Contractor shall abide by all labor standards of the Department of Labor and Employment (DOLE).

26. The contractor shall secure a communication letter to DSWD-NCR regarding any issue, revisions or change on construction prior commencement of works

#### **XI. SPECIAL PROVISIONS**

- Contractors of DSWD-NCR with lapses and/or negative feedback of performance along project implementation in its current and past engagements with the DSWD shall not be considered for this project.
- Contractors whose current performance in their ongoing project implementation showing fifteen (15%) negative slippage in any one project or a negative slippage of at least ten (10%) percent in each of two (2) or more contracts due to their fault or negligence shall be considered disqualified.
- Substandard quality of work as per contract plans and specifications, or unsatisfactory performance of the contractor's obligations as per contract of agreement.
- Compliance with post qualification requirements.

#### **XII. LIQUIDATED DAMAGES**

Where the contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay the procuring entity for liquidated damages, an amount as provided for in the conditions of contract, equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day delay. Should the amount of liquidated damages reach ten (10%) percent of the contract amount, the procuring entity shall at its own discretion, terminate the contract without prejudice to any further action it may take to recover whatever loss incurred due to non-performance of the contractor.

To be entitled to such liquidated damages, the procuring entity does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the contractor the contract and/or collect such liquidated damages from the retention money or other securities posted by the contractor whichever is convenient to the procuring entity.

#### **XIII. BIDDERS REQUIREMENTS:**


Participating bidders/contractors shall submit the following requirements:

1. Those specified in the invitation to participate and to bid.



2. Requirements specified in the Bid Data Sheet (BDS) and Instruction to Bidders (ITB).
3. Other requirements which the Bids and Awards Committee (BAC) may require as additional documents other than those specified in the BDS and ITB.

Prepared by:

  
**JOSEPH CARLO LANCETA**  
Admin Officer IV

Reviewed and noted by:

  
**KHARL T. AMAN**  
Chief Administrative Officer

Recommending Approval:

  
**MANUELA M. LOZA**  
Assistant Regional Director  
For Administration

Approved by:

  
**VICENTE GREGORIO B. TOMAS**  
Regional Director

**Conforme:**

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

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation

**TECHNICAL SPECIFICATION**

Date	April 20, 2021
Submitted	

Subject/Title	: Construction of DSWD-NCR Storage Building Including Upgrading of Main Electrical System under Design and Build Scheme
Location	: DSWD-NCR Ephpheta Center, NVRC Compound, P Burgos Street, Project 4, Quezon City

Item	Description and Specification	Actual/Sample Picture (if applicable)
i	<p><b>Design and Planning Stage:</b></p> <p><b>Preparation and submission of all necessary detailed engineering investigations, surveys and designs:</b></p> <p><i>Design and Build Projects.</i> This refers to infrastructure projects where the procuring entity awards a single contract for the architectural/engineering design and construction to a single firm, partnership, corporation, joint venture or consortium.</p> <p>Upon award of the design and build contract, the winning bidder shall be responsible for the preparation and submission of all necessary detailed engineering investigations, surveys and designs in accordance with the provisions of Annex "A" of the GUIDELINES FOR THE PROCUREMENT AND IMPLEMENTATION OF CONTRACTS FOR DESIGN AND BUILD INFRASTRUCTURE PROJECTS of the Government Procurement Policy Board or GPPB, (with the exception of the bid documents and the ABC).</p> <ul style="list-style-type: none"> <li>• Detailed Survey and Mapping - These shall determine boundaries and provide stationing along control lines to establish feature and design criteria location, and identify existing and future right-of-way limits and construction easements associated with the procuring entity's conceptual design.</li> <li>• Detailed Engineering Design Investigations - These shall include, among others, information on soil, geotechnical, hydrologic, hydraulic, seismic, traffic, and environmental conditions that shall be used to define project design criteria, to set the basis for any changed conditions and establish preliminary project cost estimates.</li> <li>• Utility Locations - Determine detailed information on existing utilities in and around the project's area based from the</li> </ul>	



<p>Detailed Investigation.</p> <ul style="list-style-type: none"> <li>• Construction Safety and Health Program for the project being considered</li> <li>• Preparation of architectural and engineering plans and must be aligned with the standard requirements and in accordance with:             <ol style="list-style-type: none"> <li>1. National Building Code of the Philippines (NBCP)</li> <li>2. National Structural Code of the Philippines (NSCP)</li> <li>3. Revised National Plumbing Code of the Philippines</li> <li>4. National Electrical Code of the Philippines</li> <li>5. Fire Code of the Philippines</li> <li>6. DPWH Blue Book</li> <li>7. <i>Batas Pambansa</i>344 (PWD accessibility);</li> </ol> </li> <li>• Detailed Technical Specifications include the requirements for the materials, supplies, equipment as per attached Bill of Materials and manpower (list of workers and designation) to be provided by the contractor in the implementation of the proposed project.</li> <li>• Program of works and Bill of Quantities - The work to be undertaken shall consist of the furnishing of all materials, labor, tools, equipment and all facilities and the satisfactory performance of all work necessary for the completion of the project.</li> <li>• Construction schedule ("GANTT" Chart with S- Curve and PERT CPM) and other pertinent documents necessary for the procurement and implementation of the project/s.</li> </ul> <p>The design and build contractor shall be solely responsible for the integrity of the detailed engineering design and the performance of the structure irrespective of the approval/confirmation by the procuring entity.</p> <p>DELIVERABLES:</p> <p>No construction works shall commence unless the contractor has submitted the required documentary requirements and the procuring entity has given written approval. For approval of the Procuring Entity which is subjected for review upon submission:</p> <ol style="list-style-type: none"> <li>1. Three (3) sets copy of Professional Tax Receipt (PTR) and valid Professional Regulatory Commission (PRC) License ID, of assigned for each stage of work             <ul style="list-style-type: none"> <li>• Designers (Interior Designers)</li> <li>• Engineers (Civil, Geodetic, Electrical, Mechanical)</li> <li>• Architect (Landscape Architect)</li> <li>• Master Plumber</li> </ul> </li> </ol>	
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	<ul style="list-style-type: none"> <li>• Master Electricians</li> <li>• Electronics Technicians/Operators</li> <li>• Safety Officer assigned</li> </ul> <p>2. For "Detailed Survey and Mapping (Stake Out)" and "Utility Locations" Plans, signed and sealed, template will be given to the winning responsive bidder upon NTP:</p> <ul style="list-style-type: none"> <li>• Two (2) sets in A3 copy</li> <li>• Two (2) sets in Tracing Paper</li> <li>• Two (2) sets in Blue Print Copy (30" x 40")</li> </ul> <p>3. For Engineering Design Investigations Results, signed and sealed:</p> <ul style="list-style-type: none"> <li>• Three (3) sets in A4 copy</li> </ul> <p>4. For the Architectural and Engineering plans, signed and sealed, template will be given to the winning responsive bidder upon NTP:</p> <ul style="list-style-type: none"> <li>• Two (2) sets in A3 copy</li> <li>• Two (2) sets in Tracing Paper</li> <li>• Seven (7) sets in Blue Print Copy (30" x 40"); Five (5) sets needed for issuance of Occupancy Permit</li> </ul> <p>5. Appropriate Infrastructure Plan with tree charting (indicating the location of trees to be affected by the project) signed and sealed:</p> <ul style="list-style-type: none"> <li>• Two (2) sets in A3 copy</li> <li>• Two (2) sets in Tracing Paper</li> <li>• Two (2) sets in Blue Print Copy (30" x 40")</li> </ul> <p>5. Detailed Technical Specifications, signed, template will be given to the winning responsive bidder upon NTP:</p> <ul style="list-style-type: none"> <li>• Three (3) sets in A4 copy</li> </ul> <p>6. Program of works, signed (including General Description of Design and Construction Method, anticipated timing for each stage of design/detailed engineering and construction, Periods for review of specific outputs and any other submissions and approvals, Sequence of timing for inspections and tests)</p> <ul style="list-style-type: none"> <li>• Three (3) sets in A3 and/or A4 copy</li> </ul> <p>7. Bill of Quantities, signed, template will be given to the winning responsive bidder upon NTP:</p> <ul style="list-style-type: none"> <li>• Three (3) sets in A3 A4 copy</li> </ul>	
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| <p>8. Construction schedule ("GANTT" Chart with S-Curve and PERT-CPM), signed and sealed</p> <ul style="list-style-type: none"> <li>• Three (3) sets in A3 copy</li> </ul> <p>9. Rebar Cutting List, signed and sealed</p> <ul style="list-style-type: none"> <li>• Three (3) sets in A3 copy</li> </ul> <p>10. Formworks Schedule and Layout, signed and sealed</p> <ul style="list-style-type: none"> <li>• Three (3) sets in A3 or A4 copy</li> </ul> <p>11. Pipes and Fittings Take off and Layout, signed and sealed</p> <ul style="list-style-type: none"> <li>• Three (3) sets in A3 or A4 copy</li> </ul> <p>12. Design and construction methods</p> <ul style="list-style-type: none"> <li>• Three (3) sets in A3 and/or A4 copy</li> </ul> <p>13. Construction Safety and Health Program, approved by the Department of Labor and Employment (DOLE), including provisions necessary during COVID19 Pandemic Crisis:</p> <ul style="list-style-type: none"> <li>• Three (3) sets in A4 copy</li> </ul> <p>14. Quality Control System Organization Chart to be utilized for the Project, including subcontractors</p> <ul style="list-style-type: none"> <li>• Three (3) sets in A3 copy</li> </ul> <p>15. Manpower and Equipment Schedule</p> <ul style="list-style-type: none"> <li>• Three (3) sets in A4 copy</li> </ul> <p>16. USB Drive containing PDF (scanned signed and sealed), excel files, CAD Files and other soft copy files (from no. 1 to no. 16 documentary requirements)</p> |  |
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The contractor's designers shall set a presentation meeting with the representatives of the procuring entities regarding these submittals for approval.

Any errors, omissions, inconsistencies, inadequacies or failure submitted by the contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the contractor's cost.



ii	<b>Construction Stage:</b>	
1	<b>General Requirements</b>	
1.1	<p>Mobilization and Demobilization</p> <p>Mobilization shall include transportation to the Site of the Contractor's construction equipment, manpower, field staff, and office supplies and equipment. Demobilization shall include Contractor's demobilization, removal of temporary facilities and clean-up of Project and Construction Site.</p>	
1.2	<p>Bonds and Insurance</p> <p>A bond is issued by a surety company to guarantee the performance by the bidder of an obligation or undertaking in favor of the procuring entity, i.e., bid security, performance security, or warranty security. This is to notify the bidder and the concerned surety company relative to the act/s committed by the bidder which would result to the forfeiture of the surety bond, and shall make a claim on the surety bond.</p>	
1.3	<p>Temporary Facilities</p> <p>These includes the Contractor's temporary facilities for its staff and workers, as well as subcontractor if necessary, installation and maintenance of temporary site facilities and utilities, provisions of Project Signs, power and lighting, security and sanitary precaution and control.</p>	
1.4	<p>Project Billboard/Signboard</p> <p>As required by COA Circular No. 2013-004, Contractors are required to post a tarpaulin signboard suitably framed for outdoor display at the project location and shall be posted as soon as the award has been made. The design and format of the tarpaulin shall have the following specifications:</p> <ul style="list-style-type: none"> <li>a.) Color and Size: white 8ft x 8 ft</li> <li>b.) Resolution: 70 dpi</li> <li>c.) Font: Helvetia</li> <li>d.) Font Size: Main Information 3", Sub Information 1"</li> <li>e.) Font Color: Black</li> </ul>	
1.5	<p>Temporary Water and Electricity</p> <p>Payment of the utilities used during the construction project. In this connection, it is necessary that the contractor shall provide sub-meter for electric and water consumption, actual usage shall be paid by the contractor for final acceptance of the project. The contractor is obliged to supply alternative electric generator and supply of water prior to the completion of the project, in case of any interruption occurs in the electrical and water supply.</p>	

1.6	<p>Permits, Licenses and Clearances Acquisition</p> <p>Permitting prior to and during the implementation of the project, all necessary permits, licenses and clearance acquisition shall be done by the Contractor This may include, but is not limited to, taxes, licenses, permits, clearances and other fees which may be due to the local and/or national government. The reproduction of approved plans and payment of all professional fees for acquisition of permits shall be at Contractor's cost. Contractor's acquisition of licenses, permits and clearances will be acquired within <b>30 days upon receipt of Notice to Proceed</b>. No time extension will be granted to the Contractor for failure to secure the necessary permits, licenses and clearances on time unless valid reasons are presented.</p>	
1.7	<p>Admin/Management/Supervision Cost</p> <p>Includes Field supervision on the construction as well as office supplies and hardware necessary for the completion of the project.</p>	
1.8	<p>Health and Safety</p> <p>Construction Safety and Health Program (CSHP) for the project is to be considered. With regards to safety implementation, the contractor shall employ certified Safety Engineers/Officers with at least 40 hours training in Construction Occupational Safety &amp; Health (COSH) to oversee the safety and maintenance of the construction site and the workers.</p> <p>The Contractor shall provide a minimum of one camera strategically placed at the site and shall also take the responsibility of ensuring the compilation and safekeeping of daily footage for project.</p> <p>The Contractor shall be required to submit a monthly construction safety and health report to the Procuring Entity and to the DOLE Regional Office concerned. The report shall include a monthly summary of all safety and health committee meeting agreements, a summary of all accident investigations / reports and periodic hazards assessment with the corresponding remedial measures / actions for each hazard stated on the Approved CSHP.</p> <p>In view of the current COVID-19 public health situation and the extended implementation of the Enhanced Community Quarantine (ECQ) and General Community Quarantine (GCQ), DSWD-NCR implements DPWH Department Order (D.O.) no. 35 Series of 2020, <i>Construction Safety Guidelines for the Implementation of All DPWH Infrastructure Projects During the COVID-19 Public Health Crisis</i>.</p>	

	<p>Prior to the Department Order, no work shall be commenced unless the following documents are submitted to DSWD-NCR:</p> <ul style="list-style-type: none"> <li>Any available COVID-19 test, as may prescribed by the Department of Health (DOH) of all laborers and technical supervisors from the contractor</li> <li>Barangay Certification that they are Asymptomatic and not in the list of COVID-19 PUI or PUM Records</li> </ul> <p>In this regard, consultation with medical doctors prior to the conduct of COVID-19 shall be made. The head of the Procuring Entity shall issue construction quarantine pass (QP) to the individual qualified personnel.</p> <p>Work activities shall be under the daily strict monitoring by the Safety Officer at site to ensure compliance with safety standards and quarantine protocols. It is necessary that the Contractor shall submit <b>Daily Accomplishment Report</b> to the Procuring Entity's Engineer/Representative.</p>	
1.9	<p>As Built Plan</p> <p>Upon physical completion of the work as described herein, the Contractor shall at his own expense furnished the As Built Plan, subject for review and evaluation of the Procuring Entity's Representative, two (2) sets in A3 copy. Upon approval, the Contractor shall furnish the Procuring Entity:</p> <ul style="list-style-type: none"> <li>Two (2) sets in A3 copy, signed and sealed</li> <li>Two (2) sets in Tracing Paper, signed and sealed</li> <li>Seven (7) sets in Blue Print Copy (30" x 40"); Five (5) sets needed for issuance of Occupancy Permit, signed and sealed</li> <li>USB Drive containing PDF (scanned signed and sealed), excel files, CAD Files and other soft copy files pertaining to the As Built Plan</li> </ul>	
<b>2</b>	<b>Civil Works</b>	
2.1	<p>Earthworks</p> <p>Earth work consists of excavation, back filling and disposal of surplus Material. Work of this section includes all measures and materials required to complete the design supply, support, use, construction, removal of earth work.</p>	



2.1.1	<p><b>Clearing and Grubbing</b></p> <p>Site preparation work consists of site clearance, survey, cutting, imported fill, embankment and construction of ditches for drainage. Work of this section includes all measurement and materials required to complete the supply, execution and construction of site preparation.</p> <p>The contractor shall clear, from all areas planned for the work, all buildings, materials, debris, etc, prior to the cutting and filling work taking all necessary precautions to prevent damage to the existing road structures and buildings or other facilities, in the area, which shall not be demolished.</p> <p>In case of rain, the day's works shall be stopped so as to confine damage due to rainfall to a minimum. According to the site conditions, temporary drainage ditches shall be provided. In cases where ditches, damage ditches etc. become blocked with sand, earth, etc, such shall be immediately removed. Broken slopes shall be immediately repaired. In case where swamps, pools etc. which are not shown on the Drawings are found, such shall be drained.</p>	
2.1.2	<p><b>Removal of Trees and Other Obstructions</b></p> <p>Cutting of trees and brush and the disposal of said trees and brush together with snags and rubbish. If necessary, the contractor should apply for a Tree cutting permit from the Department of Environment and Natural Resources (DENR) in accordance with:</p> <p>A. DENR Memorandum Order: <i>Uniform Replacement Ratio for Cut or Relocated Trees</i></p> <p>B. DENR Administrative Order: <i>Guidelines in the Processing and Issuance of Permits on the Removal and Relocation of Trees Affected by (DPWH) Project:</i></p> <p>Application Requirements:</p> <p>The following requirements shall be submitted by the Contractor to the concerned Community Environment and Natural Resources Office (CENRO) with jurisdiction over the project, to wit:</p> <ol style="list-style-type: none"> <li>Appropriate Infrastructure Plan with tree charting indicating the geo tagged location of individual trees to be affected by the project.</li> <li>Environmental Clearance of the project</li> <li>Endorsement from the concerned Local Government Unit (LGU).</li> <li>Waiver/consent from the owner, for trees within the</li> </ol>	

	<p>private lands.</p> <p>Any document necessary for the issuance of Tree Cutting Permit, signed by DSWD-NCR shall be delivered by the Contractor to CENRO or any DENR offices.</p> <p>All operational cost for consultation meeting for pre-project activities, cutting activities, transfer and replacement of trees and other computation of forest charges shall be shouldered by the Contractor. Removal and relocation operations, including turnover and transport of logs, shall only be done under the presence and close supervision of the DENR representatives.</p>	
2.1.3	<p>Excavation</p> <p>The ground shall be excavated to the lengths, widths and exact depths required for the construction of the works. The contractor shall examine any unsuitable or weak ground material, standards of which are given below and shall report the situation in writing to the Architect/Design Engineer before executing concrete or any other Works. If the surface of a subgrade is found to be unstable or to include any type of refuse subject to removal in the opinion of the Architect/Design Engineer, the contractor shall excavate and remove such unsuitable Material to the width and depth required by the Architect/Design Engineer.</p> <p>Weather due to negligence or error on the part of the contractor or at the request of the Architect/Design Engineer owing to an unstable sub grade, the contract price shall be deemed to cover the whole cost of all excavation, inclusive of replacement with suitable Material, necessary in what so ever type of earth or ground conditions encountered, e.g. earth with boulders, hard pan, rock, old concrete foundation, roadways, paved areas, etc.</p> <p>All excavation works shall be kept dry and clean in order that work may not be affected or interfered with by water entering the excavation. The contractor shall pump out all water which may occur or be brought into the excavation employing such equipment as engines, pumps pipe work, chutes and other necessary devices to keep the water level below the bottom of the permanent works during the period required by the Architect/Design Engineer, Raised water shall be conveyed away in such manner as not to cause any nuisance or injury to the occupants of adjacent properties or sites. If pumping is required f it shall be carried out continuously and may not be stopped without the permission of the Architect/Design Engineer .</p> <p>Excavated material, approved by the Architect/Design Engineer for re-use for filling shall be selected, loaded and hauled to the</p>	





	<p>private lands.</p> <p>Any document necessary for the issuance of Tree Cutting Permit, signed by DSWD-NCR shall be delivered by the Contractor to CENRO or any DENR offices.</p> <p>All operational cost for consultation meeting for pre-project activities, cutting activities, transfer and replacement of trees and other computation of forest charges shall be shouldered by the Contractor. Removal and relocation operations, including turnover and transport of logs, shall only be done under the presence and close supervision of the DENR representatives.</p>	
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2.1.4	<p><b>Structural Backfill</b></p> <p>Excavation shall not be backfilled until such structures and properties as drainage, insulation pipes, construction details, and water tightness have been inspected, tested and approved by the Architect/Design Engineer. All available precaution shall be taken during back filling to ensure that the pipes, insulation and construction details are not damaged. All backfill material shall be approved and free from vegetable or organic material, mud, refuse, boulders, rock, stones of over 15 cm and other materials which, in the opinion of the Architect/Design Engineer, are unsuitable. Filling shall be carried out in such away and to such a generous depth as to ensure that the final surfaces after settlement and compaction conform to the levels indicated in the Drawings and specifications.</p> <p>Compaction of fill. All soil fill material used shall be thoroughly compacted by mechanical means until the specified degree of compaction is obtained. The filling Material shall be approved by the Architect/Design Engineer and placed in even layers of a depth not greater than 30cm. A power-driven roller shall make at least 10 trips for each layer unless otherwise specified. Every effort shall be made to compact the fill material at its optimum moisture content for compaction. In any case, the dry density of compacted soil shall not be less than 95% of the value obtained in a standard laboratory test. When spade will not permit the use of rollers, other types of approved equipment shall be used to achieve the same degree of degree of compaction specified. Filling and compacting around pipes, cables and conduits shall be done by hand using selected Materials to depth of the least 50cm. above such pipes, cables and conduit.</p>	
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2.1.5	<p><b>Embankment</b></p> <p>Embankment and other areas of fill shall be formed of suitable materials capable of normal compaction to form a stable fill, deposited and compacted as soon as practicable after excavation, in layers of thickness appropriate to the compaction plant used. Prior to placing embankment, the 150mm thick topsoil shall be stripped and the base surface scarified to 100mm depth. All grass and roots shall be removed. After scarification, the base shall be compacted by rolling and fill placed with maximum lifts of 250mm. loose thickness. The compaction of the base and embankment fill shall not be less than 95% of the maximum density as determined in accordance with ASTM D698, Method D.</p> <p>Moisture content shall be as uniform as possible and suitable for the compaction required. The filling shall, where practicable, be built up and compacted evenly, and shall be maintained at all times with a sufficient camber or cross fall and a surface sufficiently even to enable surface water to drain readily from it.</p> <p>The contractor shall submit Field Density Test before any structural works commenced on any accredited Testing Laboratory. 1-G, Grading Test 1-P, Plasticity Test (LL, PL, PI) 1-C, Laboratory Compaction Test</p> <p>For each 500 sq. m. of each layer of compacted fill or fraction thereof at least one group of three in-situ density tests. The layers shall be placed not exceeding 200 mm in loose measurement or based on the result of compaction trials.</p>	
2.1.6	<p><b>Gravel Bedding</b></p> <p>Construction Requirements:</p> <ol style="list-style-type: none"> <li>1. Preparation of existing surface – before placing, the existing surface must be graded and finished</li> <li>2. Placing –Placed at a uniform mixture on a prepared subgrade in a quantity in which it will provide the desired compacted thickness</li> <li>3. Spreading and compacting – When uniformly mixed, the mixture shall be spread to the plan thickness, for compaction</li> </ol> <p>Trial section – Before the subbase construction is started, spreading and compacting trial is done, in order to ensure suitability of materials and equipment to be used.</p>	
2.1.7	<p><b>Aggregate Base Course</b></p> <p>This item consist of furnishing, placing and compacting an</p>	



	<p>aggregate subbase or base course on a prepared subgrade in accordance with Specifications and Tolerances from DPWH Blue Book and the lines, grades and cross sections shown on Plans, or directed by the Engineer.</p> <p>Aggregate for base course shall consist of hard, durable particles or fragments of crushed stone, crushed slag or crushed natural gravel and filler of natural or crushed sand or other finely divided mineral matters. The composite material shall be of such nature that it can be compacted readily to form a firm stable base.</p>	
2.1.8	<p>Concrete Paver including drainage system necessary</p> <p>A rigid pavement structure with an exposed concrete surface which may include concrete shoulders. Concrete pavers, often referred to as paving stones, are a popular outdoor flooring option. Similar to tiles, pavers are manufactured in specific shapes, sizes and colors and arrive on site ready to be installed. Designers choose paver styles to harmonize with the surrounding area.</p>	
2.1.9	<p>Soil Treatment</p> <p>The soil treatment chemical shall be water-based. This type of treatment chemicals must be applied by licensed pest-control professionals and shall be according to the type and condition of the soil.</p>	
2.1.10	<p>Temporary Fencing/Enclosure</p> <p>Security, theft prevention, crowd control, manage accessibility, etc. are some of the key advantages of using the portable fence. The best part of portable fencing is that there is no need to excavate or make any sort of permanent changes to the site.</p>	
3	<p><b>Reinforced Concrete Works</b></p> <p>3.1 Lean Concrete (10 Mpa)</p> <p>3.2 Structure Concrete (Pavement; 14 MPa)</p> <p>3.3 Structure Concrete (Slab-on-Grade and Wall Footing; 21 MPa)</p> <p>3.4 Structure Concrete (Other Structures; 28 MPa)</p> <p>This Item shall consist of furnishing, placing and finishing concrete in all structures in accordance with this Specification and conforming to the lines, grades, and dimensions shown on the approved Drawings.</p> <p>Concrete works shall conform and in accordance with to ACI 318-14, it consists of mixing, conveying, and placing of concrete, for</p>	

work and reinforcement Work, (it is inclusive of all measures and materials required removal of concrete forms and reinforcement).

All materials used in the work shall be the best of their kind and shall conform in quality and treatment to the conditions herein specified. The contractor shall submit to the Design Engineer when required and at his own expense, samples of all materials to be used in the works. The quality of the samples so provided being representative of the Bulk of such materials.

The construction of all concrete and reinforced concrete work shall commence at points approved by Design Engineer and shall be continued and completed in accordance with the program of work to be submitted to the Engineer for approval before the concrete work is commenced. Any work considered by the Engineer to be of inferior workmanship and therefore, to present a potential point of weakness in any part of the work shall be demolished and rebuilt at the expense of the contractor.

CEMENT - Portland cement for all structural concrete shall conform to ASTM C 150, for all concrete construction below ground level and water-retaining structures, sulphate resisting Portland cement Type II of ASTM C 150 or equivalent shall be used and for above ground level Type I shall be used. The contractor shall provide appropriate dry, well ventilated weather and water proof sheds of capacity sufficient to store cement so that the cement can be stored in such a manner as to prevent deterioration or intrusion of foreign matter.

Samples of cement shall be obtained in accordance with AASHTO T 127. The Contractor shall provide suitable means of storing and protecting the cement against dampness. Cement which, for any reason, has become partially set or which contains lumps and caked cement will be rejected. Cement salvaged from discarded or used bags shall not be used.

AGGREGATES - All aggregates shall conform to the requirements of ASTM C33 or equivalent and be locally available. Aggregates failing to meet above mentioned specifications but which have been shown by special test or to actual service to produce concrete of adequate strength and durability may be used when authorized by the engineer.

#### Fine Aggregate

Fine aggregates shall consist of natural sand, stone screenings or other inert materials with similar characteristics, or combinations thereof, having

hard, strong and durable particles. The fine aggregate shall be well-graded conforming to the requirements of ASTM C33, and shall range in size from coarse to fine within the limits of US Standard sieve sizes.

*Grading Requirements for Fine Aggregates*

Sieve Designation	Percent (%) Passing
9.5 mm (3/8)	100
4.75 mm (No. 4)	95-100
2.36 mm (No. 8)	80-100
1.18 mm (No. 16)	50-85
0.60 mm (No. 30)	25-60
0.30 mm (No. 50)	5-30
0.15 mm (No. 100)	0-10
0.075 mm (No. 200)	0-3

#### Coarse Aggregate

It shall consist of crushed stone, gravel, blast furnace slag, or other approved inert materials of similar characteristics, or combinations thereof, having hard, strong, durable pieces and free from any adherent coatings.

*Grading Requirement for Coarse Aggregates*

Sieve Designation	Percent (%) Passing
25 mm (1")	100
19.0 mm (3/4")	90-100
9.5 mm (3/8")	20-55
4.75 mm (No. 4)	0-10
2.36 mm (No. 8)	0-5
0.075 mm (No. 200)	0-1

**WATER** - Water use in mixing concrete shall be clean and free from injurious amounts of oil, acids, alkalis, salts, organic material or other substance which may be deleterious to concrete or reinforcement.

**Concrete Mixes** - Concrete shall be proportioned to have the following specified compressive strengths, as determined by the specified testing and test evaluation procedure, specified compressive strength (f'c) shall be as indicated on the drawings.



Water-cement ratio - Water-cement ratio shall be determine so as to achieve the required workability and to obtain the specified concrete strength, which shall be subject to the approval of the Design Engineer.

Test of Concrete Work cylinder test shall be made on concrete sampled during the works. Samples shall be taken for each new grade concrete, from each 100 cubic meter of concrete when the same grade is being used continuously, except for lean concrete and other non-load bearing concrete. The number of specimens taken shall not less than 3 for each compressive strength test, all tests shall be performed in accordance with ASTM C39 and ACI 318-14, and shall be carried out in an authorized & accredited laboratory at the contractor's own expense. If the results of the 28 days test are unsatisfactory, all concrete work shall be stopped at contractor's expense and shall not proceed further without the written permission of the Design Engineer. Should the test prove that the concrete is not satisfactory or the Design Engineer ascertain any section to be defective, the condemned concrete shall be cut out, removed and replaced by the contractor. All Test Results shall be submitted to DSWD NCR Field Office for recording.

Mechanical Mixing, batching. All concrete shall be Machine Mixed. The contractor must also submit details on the type or types of mixers and machines to be used and proposals for the means of conveying mixed concrete from the mixer to the points of deposition. All concrete shall be batched using appropriate means shall be of a type approved by the Engineer and shall be kept in good condition while in use at the works. Each mixer shall be fitted with a water measuring device.

Placing and compacting Immediately after Mixing, the concrete shall be transported to the place of final deposit- by method which prevent separation , loss contamination of any of the ingredients.. Any method involving the use of pipes or chutes for transporting concrete shall not be permitted, except with the written approval of the Design Engineer.

Transport of concrete from the mixers must be as rapid. as possible and the contractor shall always be responsible to place and compact the concrete.

Before any concrete is poured, the formwork must be thoroughly cleaned of all dirt, shavings, loose stones, etc, and the wood form which will come in contact with the concrete shall be soaked well with an approved mould oil. The concrete shall be placed gently in position and shall normally not have a

free fall of more than one meter. To convey, the concrete as near as possible to its final position, rubber or metal drop chutes shall be used for small sections, and bottom opening buckets or other suitable vessels for large sections. All concrete shall be placed and compacted in even layers with each batch adjoining the previous one. The thickness of the layers shall be between 15-30 cm for reinforced concrete and up to 45 cm for un-reinforced concrete in relation to the width of the forms.

The concrete shall be carefully and continuously compacted and worked around the reinforcement and into the corners of the formwork so that it will be in close contact with the reinforcement and free from honeycombing. Over-vibration causing segregation shall be carefully avoided and the redistribution of concrete in the formwork by means of vibrators shall not be permitted. The concrete shall be compacted by mechanical or electro-mechanical vibrators of a type approved by the Engineer.

All vibration, compaction and finishing operations shall be completed immediately after placing of the concrete in its final position, workers shall not be permitted to walk over freshly placed concrete until it has hardened sufficiently to carry their weight without distortion, and great care shall be taken to ensure that reinforcement projecting from recently placed concrete is not shaken or disturbed so as not to destroy or damage the initial set of the concrete in contact with it.

Concreting in any one part or section of the work shall be carried out in one continuous operation and no interruption of concreting work shall be allowed without the approval of the Design Engineer.

Curing - Curing shall start as soon as practical after placing or finishing, concrete shall be cured with water unless membrane curing is employed. The surface of placed concrete shall be covered with damp mats or other approved materials for a suffocation period taking into consideration weather conditions during the period.

Finishing - The finishes described, below must not cause any deviation outside the specified allowable deviation from plumb or level or from alignment, profile grades or dimensions specified in the paragraph on tolerance.

Fair faced concrete - this type of finish is for surfaces which are permanently exposed to view. Forms to provide this finish shall be faced with wrought tongued and grooved boards or plywood or metal panels, arranged in a uniform approved pattern, free



	<p>from defects likely to detract from the general appearance of the finished surface. All forms shall be removed without damages to the concrete. The use of non- staining mold oil or other material to facilitate this shall not have a deleterious effect on either the strength or appearance of the concrete</p> <p>The Contractor shall submit Concrete Pouring Request (CPR) for Inspection one (1) working days to the Procuring Entity's Representative before commencement of Concrete Pouring. Upon commencement of Concrete Pouring, the contractor shall conduct Compressive strength test on concrete cylinder samples. 1 set consisting of 3 concrete cylinder samples shall be taken from each day's pouring and to represent not more than 75 cu.m. of concrete or fraction thereof. Passed Concrete Test Result should be submitted to the Procuring Entity upon Acceptance of the work, signed and sealed by the Accredited Testing Laboratory. The Contractor shall conduct Trial Mix prior to pouring and concrete test for specified week schedule (7<sup>th</sup> , 14<sup>th</sup> and 28<sup>th</sup> day)</p>	
3.5	<p>Prestressed Concrete Joists (2 strand)</p> <p>A pre cast, pre stressed concrete product used for floor and roof slab system. It is a concrete product with 38 MPa and with a pre-tensioned tendon as its reinforcements. It is basically a concrete joist which supports a suspended flooring and form part as a slab system. An alternative method of slab construction such as the conventional or the traditional concrete slab pouring.</p>	
3.6 3.7	<p>Reinforcing Steel (Deformed), Grade 40 Reinforcing Steel (Deformed), Grade 60</p> <p>The Contractor shall secure Mill Certificate and conduct Tensile and Bending Test prior to Installation</p> <p>Specifications and Standards - Except as otherwise indicated, the current editions of the following Standards apply to the Work in this Section:</p> <ul style="list-style-type: none"> <li>• ASTM A82 - Steel Wire, Plain for Concrete Reinforcement</li> <li>• ASTM A615 - Deformed and Plain Billet-Steel Bars for concrete reinforcement</li> <li>• PNS 49 - Philippine National Standard -Steel Bars for Concrete reinforcement</li> <li>• AWS D1.4 - Structural Welding Code - Reinforcing Steel</li> </ul>	

- ACI315 - Details and Detailing of Concrete Reinforcement
- ACI 318 - Building code requirements for Reinforced Concrete

STEEL REINFORCING BARS – Unless otherwise specified in the Drawings, reinforcing steel shall be deformed, new billet steel bars conforming to ASTM A615, Grade 60 (AASHTO M41) for 16 mm diameter and larger, Grade 40 for 12 mm diameter and smaller. Chemical composition shall conform to the specified values in PNS 49, Grade 414 for 16 mm diameter and larger, and Grade 276 for 12 mm diameter and smaller.

Representative samples of all steel reinforcement that the contractor proposes to use in the Works together with manufacture's certificate stating clearly for each sample, the place of manufacture expected date and size of deliveries to site, and all relevant details as regards composition manufacture, strength and other qualities of the steel shall be submitted to the Engineer for written approval.

Bending and anchorage - Bending specifications shall be drawn up as applicable in accordance with the approved codes, and each reinforcement bar shall be bent to the exact dimensions specified in the relevant specification. All bars shall be bent cold. Bars shall not be welded without the approval of the Design Engineer. No splices shall be made in the reinforcement except where approved by the Design Engineer, and all splices or overlaps shall comply entirely with the requirements of proved.

Fixing of reinforcement. The steel reinforcement shall be assembled to the exact shapes and dimensions as approved by the Design Engineer.

The rods shall have the approved cross-sectional area and shall be fixed accurately in the molds. The ends of all tying wires shall be turned into the main body of the concrete and shall not be allowed to project towards the surface.

Spacing blocks shall be used to ensure accurate cover to the reinforcement, where necessary, and these blocks shall be of

precast concrete of a strength at least equal to that of the concrete being placed. They shall be as small as possible in view of practicality and shall be securely fixed in position by means of wires to be cast into them. No temporary supports for the reinforcement shall be allowed to be incorporated into the finished concrete.

At the time of concreting all reinforcement shall have been thoroughly cleaned and made free of all loss rust (crude oil or any other coatings that might destroy or reduce the bond). Unless otherwise specified or shown on the drawings, minimum cover shall be determined in accordance with ACI 318- 14 as indicated on the following table:

Description			Min. Thickness Cover (mm)
Cast against and permanently exposed to earth			75
Exposed to earth and weather	D16 and smaller		50
	D20 - D25		40
Not Exposed to weather and not in contact with earth	Slabs, joists and walls	D25 and smaller	20
	Beams, girder & columns pedestals	main bar, ties, stirrups	40

3.8

#### Forms and Falseworks


Formwork shall be sufficiently rigid and tight to prevent loss of mortar from the concrete and to maintain the correct position, shape and dimensions of the finished work. It shall be so constructed as to be removable from the cast concrete without shock or damage. All works, covered by this section shall conform to ACI 347-14 or relevant Code & standards unless otherwise specified herein.

The forms shall be capable of producing a consistent quality of surface as described in the Contract. Formwork shall give access for the preparation of joint surfaces before the concrete has hardened.



	<p>The interiors of all forms shall be thoroughly cleaned before any concrete is placed. The faces of the forms in contact with the concrete shall be clean and treated with a suitable release agent, where applicable.</p> <p>Form surfaces shall be coated before placing of reinforcement, when oil is used, surplus oil shall be removed from form surfaces. All oil stains shall be cleaned from reinforcing steel before pouring of concrete.</p> <p>Forms shall not be removed without the approval of Design Engineer. This approval shall not relieve the contractor of responsibility for the safety of the work, the minimum period of time that must elapse between the pouring of the concrete and the slackening of the form work shall be as follows: The removal of form works shall in all cases be supervised by an experienced foreman. All form works shall be removed without such shock or vibration as would damage the concrete, and before the form works and props are removed the concrete surface should be exposed, where necessary, in order to ascertain that the concrete has hardened sufficiently, any work showing signs of damage due to premature loading is to be removed and entirely reconstructed at the contractor's expense.</p>	
4	<p><b>Masonry Works</b></p> <p>The work includes furnishing all labor, materials, equipment and incidentals, required to construct</p> <p>All concrete masonry unit walls including the following:</p> <ul style="list-style-type: none"> <li>• Concrete hollow block walls</li> <li>• Reinforcing bars for concrete hollow blocks</li> <li>• Grouting</li> <li>• Connecting wall anchors, ties, bolts and related embedded items</li> <li>• Installation of frame for doors, windows, steel lintels, and recessed fixtures</li> </ul> <p>All concrete blocks shall conform to ASTM C129 or equivalent unless otherwise specified as follows:</p> <ul style="list-style-type: none"> <li>• Concrete block shall be manufactured in accordance with the specification stated herein, block shall be manufactured of Portland cement and locally available aggregate by mixing and compacting using an electric machine, Joint mortar materials cement shall be specified in section 4 (concrete work).</li> </ul>	

	<ul style="list-style-type: none"> <li>• Sand shall be clean sharp, coarse, well-graded and shall conform to ASTM C-144 (Aggregate for Mortar) or ASTM C33.</li> <li>• Block shall be reasonably uniform in compressive strength and in all dimensions and shall be straight and free from cracks, chips or other defects. Specification of the materials shall be in accordance with Section D "Concrete work".</li> <li>• Where full height walls are constructed with concrete hollow blocks, these shall extend up to the bottom of beam or slab unless otherwise indicated on plans. Provide stiffener columns &amp; lintel beams as specified in the structural drawings or as specified or as deemed required to assure a stabilized wall due to height &amp; other considerations.</li> </ul> <p>Joint mortar materials:</p> <ul style="list-style-type: none"> <li>• Cement shall be specified in section D (concrete work)</li> <li>• Sand shall be sharp S-1, washed, clean and greenish in color, coarse, well-graded and shall conform to ASTM C-144 (Aggregate for Mortar)</li> <li>• One part "Portland" cement and two parts sand and water but not more than three parts sand and water.</li> <li>• Plaster bond: N and H Plaster bond - Apply to all wall areas prior to plastering.</li> </ul> <p>Protection of Materials - All perishable material for the work of this Section shall be delivered, stored and handled to preclude damage of any nature. Manufactured materials, such as cement, shall be delivered and stored in their original containers, plainly marked with identification of material and maker. Materials in broken containers, or in packages showing watermarks or other evidence of damage, shall be used and shall be removed from the site.</p>	
5	<p><b>Metal Works</b></p> <p>Furnish all labor, material and equipment for complete erection of metal work as shown on the drawings, specified herein and as evidently necessary to complete the work. All supplemental parts necessary to complete the work shall be included whether or not such parts are definitely shown or specified.</p> <p>Work includes, though is not limited, the followings:</p>	

	<p>a. Hand railing - Steel for metal item shall be new, low carbon mild steel and shall meet the requirements of ASTM 36 or other standards applicable for the designated purposes.</p> <p>The basic materials to be used for the material work shall conform to following standards or other equivalent standards.</p> <ul style="list-style-type: none"> <li>• ASTM A6 / ASTM A36 : Hot Rolled sections, Weldable structural steel, steel plate, sheets and strips</li> <li>• ASTM A53/PNS 26:1992: Hot dip galvanized coatings on iron and steel articles.</li> </ul> <p>All metal surfaces shall be given corrosion protection treatment, except, where embedded in concrete such treatment shall be galvanizing, bonded or rust paint coating given after completely cleaning of rust and loose scale, and shall be of a type suitable to the subsequent application of final finish paint.</p> <p>Connection of all members shall be rigidly fixed and ground smooth where exposed.</p>	
6	<p><b>Landscaping Works</b></p> <p>Adequately protect from damage all trees and other plants which need not be removed or destroyed for construction operations, or which are shown on the Drawings and/or specified to be retained, or which are beyond the limits allowed to the Contractor as shown or specified.</p> <p>Protect trees specified or shown to be retained from damage by groundwork's. Take necessary precautions, including the following: Fence off the tree: Install a fence at the drip line.</p> <p>Do not allow storage of materials nor access within the fenced area. Prevent erosion of soil from any lands used or occupied in the execution of the work under the Contract.</p> <p>Adopt such measures as may be necessary for erosion control, including the following where applicable:</p> <ul style="list-style-type: none"> <li>• Staging of operations (e.g. clearing);</li> <li>• Progressive restoration of disturbed areas;</li> <li>• Temporary drains;</li> <li>• Diversion and dispersal of concentrated flows to points where the water can pass through the site without damage;</li> </ul> <p>Grass seeds: Grass seed mixtures shall be thoroughly pre-mixed, and shall include a bulking material such as safflower meal or an approved equivalent if required by the method of sowing.</p>	



	<p>Submit a certificate of germination before sowing. Deliver to the site in standard sized bags marked to show weight, seed species and vendor's name.</p> <p>Turf - Obtain turf from a specialist grower of cultivated turf. Furnish a warranty from the grower that the turf is free from weeds and other foreign matter.</p> <p>WARRANTY: Furnish a warranty from the supplier attesting that the plants are true to the specified species and type, and free from diseases, pests, weeds and the like.</p>	
<b>7</b>	<b>Architectural Works</b>	
7.1	Roofing System	
7.1.1	<p>Supply and Installation of Pre painted Rib Type G.I. Roofing (Gauge No. 24). Preapainted Ridge Roll, Flashing and Roof Gutter with Strainer, and other roofing accessories</p> <p>All Roofing Sheets and Accessories shall meet the standard set by PNS 201:1990,</p> <ul style="list-style-type: none"> <li>• Roofing Sheets shall be Ga. 24, Cold Rolled Hot Dipped Galvanized Annealed Steel with 2 Coat 2 Baked Reversed Process of Oil Free Polyester / Epoxy Base Thermosetting</li> <li>• Accessories such as Ridge Rolls, Gutters, End Flashing, Corner Flashings shall be Ga. 26, Cold Rolled Hot Dipped Galvanized Annealed Steel with 2 Coat 2 Baked Reversed Process of Oil Free Polyester / Epoxy Base Thermosetting same color as the Roofing Sheets</li> <li>• Insulation shall be LDPE (Low Density Polyethylene) Foam or Bubble Insulations with aluminized or pure aluminum sheet lamination</li> <li>• All Joints shall be properly connected and sealed with Joint Silicone Sealant to prevent leaks. All Roofs and Gutter shall be tested for possible leaks.</li> </ul>	
7.1.2	<p>Supply and Installation of Structural Steel Truss/Rafter System Including Purlins, Angle Blocks, Sag Rods, Round Bar Cross Brace with Turn Buckle, Base and Gusset Plates, Plate Connectors, Anchorages and Application of Required Anti Corrosion Protection</p> <p>The Work includes providing all labor, materials, equipment and incidentals necessary to furnish and install all structural steel items including bolts.</p>	

SPECIFICATIONS AND STANDARDS - Except as otherwise indicated, the current editions of the following Standards apply to the WORK of this Sections:

- ASTM A36 - Carbon Structural Steel
- ASTM A307 - Carbon Steel Bolts and Nuts
- ASTM A325 - Structural Bolts, Steel, Heat, Treated, 120/105 ksi Minimum Tensile Strength
- AISC - Manual of Steel Construction, Ninth Edition - Allowable Stress Design
- ISO 261 - ISO General Purpose Metric Screw Threads- General Plan
- AWSA5.1 - Mild Steel Covered Arc-Welding Electrodes
- AWS D1.4 - Structural Welding Code- Reinforcing Steel

SUBMITTALS - The contractor should submit detailed shop drawings of all structural steel items. Samples as required by the applicable Reference Standards. The Contractor is responsible for the performance of all tests and inspection required by this Standard Specifications.

MATERIALS:

- Structural shapes, plates and bars unless otherwise noted all conform to the requirements of ASTM A36
- Welding rods shall conform to AWS A5.1
- Bolts Steel, Connections shall conform to ASTM A325
- Anchors Bolts shall conform to ASTM A307

FABRICATION AND ERECTION:

All Structural Steel shall be fabricated and erected in accordance with the AISC Specifications (9th edition) and code of standard practice as amended to date



All members shall fit closely together and shall be straight and true; the finished work shall be free from burrs, bends, twists, and open joints.

Welding electrodes shall be E70XX, and in accordance with AWS Standards.

All holes, angles, supports, and braces shall be provided as required. Any un-matched holes shop assembly of field connections shall be reamed and the pieces match marked before disassembly.

Anchors bolts shall be accurately located on the base plates and welded in position.



	<p>Welding - Welding of parts shall be in accordance with the Structural Welding Code D1.1 of the AWS and shall be done by welders certified as to their ability to perform welding in accordance with the locally accepted requirements.</p> <p>The Contractor may substitute field bolting where field welding is shown, provided bolting details have been approved by the Engineer.</p> <p>Bolting - High-strength bolts shall conform to ASTM A325.</p> <p>Anchor bolts shall be A307 steel unless otherwise shown on drawings with hexagonal nuts. Threads shall be clean cut and conform to ISO 261.</p> <p>Anchor bolts shall be hot dip galvanized and shall be accurately set before the concrete is poured unless specifically permitted otherwise by the Engineer. To facilitate the setting of anchor bolts, the Contractor shall use screed plates, or may substitute wooden templates instead of screed plates upon written approval of the Engineer.</p>	
7.2	Carpentry Work	
7.2.1	<p>Extra Heavy Duty Fixed High Rack with Four Shelves</p> <p>This system is a kind of heavy duty racking that is extremely flexible and has a high utilization rate and needs to be cooperated with the forklift to load and unload, if needed.</p> <p>Safety or rack protection accessories such as corner guards, column protectors, bollards, frame protectors, back mesh cladding, and pallet back stops are necessary to enhance the safety features of the storage system.</p>	
7.2.2	<p>Pantry Cabinet</p> <p>The contractor should submit detailed shop drawings of all Pantry Cabinet items. Samples as required by the applicable Reference Standards. The following Hardware Sets are furnished for whatever assistance it may afford the Contractor. The Contractor shall verify Plans and Specifications for hardware quality. Should any particular item be omitted, Contractor shall provide similar or equivalent item or hardware same as required.</p>	

7.3	Doors and Windows	
7.4	<p>For contractor's design for the approval of the procuring entity to be reflected on the Architectural Plan.</p> <p>Aluminium and glass narrow style entrance doors, frames, transoms, sidelights, trim mouldings, and other related item as called for on the door schedule and Drawings. Sections shall be extruded from 6063TS aluminium alloy. All fastening devices shall be aluminium stainless steel, or other corrosion-resistant material. All cut-outs, recesses, and milling operations required for hardware shall be accurately made and reinforced with backing plates.</p> <p>Finishing Hardware - The following Hardware Sets are furnished for whatever assistance it may afford the Contractor. The Contractor shall verify Plans and Specifications for hardware quality. Should any particular item be omitted, Contractor shall provide similar or equivalent item or hardware same as required.</p> <p>All door hardware must be ANSI A156.2 approved.</p> <p>1. Locksets shall be Heavy duty lever type handles, with locked keys and profile cylinders.</p> <p>a. All locks shall have three (3) keys with the lock number stamped for identification. Verify number of duplicates.</p> <p>b. Schedule: Use extra heavy duty industrial / commercial series of door hardware. Refer to Schedule of Doors.</p> <p>Toilet Privacy Lock: Use Corridor or Passage Lock for unlockable lockset.</p> <p>Keyed Entrance Mortise Lock: Single cylinder with throw-deadbolt, standard full latch bolt with heavy duty anti-friction tongue. When locked, key outside or Knob inside retracts all bolts simultaneously. Outside Knob remains locked until thumb turn is restored to vertical position. Use Knob type.</p> <p>Single Cylinder Deadbolt Lock: deadbolt thrown or retracted by key from outside or by inside turn unit. Bolt automatically deadlocks when fully thrown</p> <p>Indicator Lock: for Toilet Stalls with safety release lock.</p>	

	<p>2. Door Hinges</p> <p>a. Loose pin hinges 4 ½" x 4" heavyduty, Stainless Steel finish.</p> <p>Schedule: Four Ball Bearing Hinges: 4 ½" x 4" for metal louver doors over 900 mm in width and/or over 44 mm thickness, strictly SUS 304, Stainless Steel based</p> <p>Floor Hinge: standard duty floor hinge with closer on active and inactive leaf .</p> <p>Hinge finish shall match locusts of respective openings; stainless steel.</p> <p>Door Closer:(Only on Specified Doors) grade 1 door closer with hold open function on active and inactive leaf. Can be surface mounted on hinge face or stop face for metal doors indicated in the Schedule, with finish matching locust of the respective opening and a slim line look; concealed type for aluminum doors to provide by aluminum door fabricator. Door closer shall be incorporated in the door closer.</p> <p>3. Miscellaneous Hardware</p> <p>a. Door Plate and Pull Bar: Ga 16. Stainless Steel plate with stainless steel 20 mm diameter x 200 mm length pull bar, both in hairline finish.</p> <p>b. Flush 6" and Head Bolt 12": for two leaves of steel swing doors</p> <p>c. Push-Pull Bar: approximately 30 mm diameter x 600 mm long stainless steel</p> <p>d. Push Plate: approximately 150 mm wide x 400 mm high stainless steel</p> <p>e. Stainless Steel handle bars</p> <p>f. Heavy Duty Flush Bolt. All other necessary hardware such as latch bolts, catch locks, door chain fasteners, door stops, wall stops and holders, push plates, handles, etc. shall be of type, size and design suitable for the purpose.</p> <p>Keying - All cylinder locks included herein shall keyed differently and the Contractor shall furnish three keys for each lock.</p>	
7.5	Finishes	
7.5.1	Floor Finish	
7.5.2	Wall Finish	







	<p><b>PAINTING FINISHES:</b></p> <p>All materials shall be Environmental protection Agency (EPA) certified and approved.</p> <p>Painting Materials:</p> <ol style="list-style-type: none"> <li>1. Submit various painting materials specification data and sample to be used for Procuring Entity's approval.</li> <li>2. All primers, thinners and putty, also waterproofing for internal and external application shall be the same brand as the specified material.</li> <li>3. Painting materials including its application must be covered with minimum of five- (5) year guarantee to be rendered by the painting manufacturer.</li> </ol> <p>Application:</p> <ul style="list-style-type: none"> <li>• All sample paint shall be submit on at least 300mm x 300mm plywood panel, color and shade as per approval by the Procuring Entity.</li> <li>• Application shall be as per paint Manufacturer's specification and recommendation.</li> <li>• Provide all drop cloth and other covering requisite for protection of floors, walls, aluminum, glass, finishes and other works.</li> <li>• All applications and methods used shall strictly follow the Manufacturer's Instructions and Specifications. All surfaces including masonry wall shall be thoroughly cleaned, puttied, sandpapered, rubbed and polished; masonry wall shall be treated with Neutralizer.</li> </ul> <p>All exposed finish hardware, lighting fixtures and accessories, glass and the like shall be adequately protected so that these are not stained with paint and other painting materials prior to painting works. All other surfaces endangered by stains and paint marks should be taped and covered with craft paper.</p> <p>Painting Schedule:</p> <p>Interior</p> <ul style="list-style-type: none"> <li>• Interior Concrete or Masonry Painted - Three (3) coats</li> </ul>	
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	<p>water-based masonry plain semi-gloss finish. Sample Shades for Procuring Entity's Approval.</p> <ul style="list-style-type: none"> <li>• Plain Flat Finish: Acrylic water-based paint on ceilings, three (3) coats. FLAT</li> <li>• Plain Semi-gloss in Acrylic water-based Epoxy paint on interior walls, columns, on all other interior concrete surfaces. (3) coats.</li> </ul> <p>TILING WORKS:</p> <p>For Floor:</p> <ul style="list-style-type: none"> <li>• Fully Vitrified Tiles: Supply and installation of 300 mm x 300 mm or 600mm x 600mm unglazed tiles; polished / unpolished / textured and colored: set on tile adhesive setting with 3 - 5 mm spacing between tile. For Reception / Lobby Area. Contractor for preparation of Design for approval of End User. Submit Samples for approval.</li> <li>• Vitrified Glazed &amp; Unglazed Tiles: Supply and installation of 9 to 10 mm x 300 mm x 300 mm premium series for Toilet Wall &amp; Floor Tiles. Contractor for preparation of Design for approval of End User. Submit Samples for approval.</li> </ul> <p>For Wall:</p> <ul style="list-style-type: none"> <li>• Plain Cement Plaster Finish: 10 mm. thick. on vertical, on masonry and for all concrete hollow block surfaces, painted finish as indicated in the Drawings and for all areas not otherwise noted with other finishes.</li> <li>• Fully Vitrified Homogeneous Tiles: Supply and installation of 300 mm x 300 mm homogeneous tiles on 20 - 30 mm thick mortar setting bed with tile grout spacing of 5 mm. Wall tiles for Toilet shall extend up to the ceiling or as indicated on plans. Submit samples for approval</li> <li>• Fully Vitrified Ceramic Tiles: Supply and installation of 200 mm x 200 mm homogeneous tiles on 20 - 30 mm thick mortar setting bed with tile grout spacing of 5 mm. Wall tiles for Kitchen wall shall extend up to the ceiling or as indicated on plans. Submit samples for approval</li> </ul> <p>Wall Base: Please specify in the Architectural Plan for approval before implementation.</p>	
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	<p>Cement shall be specified in section D (concrete work).</p> <p>Plastering accessories shall be approved on samples by the Engineer before starting plastering work. Such accessories, including corner beads, casing beads, lath and other materials, shall be used where and necessary for workmanlike plastering work.</p> <p>Surface preparation     Dust, Oil, grease and other undesirable substances that might hinder the forming of a good bond with plaster bases on concrete or masonry shall be removed immediately prior to plastering.</p> <p>Moistening underbed immediately before applying plastering work, concrete surfaces shall be wet-down sufficiently to reduce suction but shall not be excessively wet.</p> <p>All plastering shall be executed in a workmanlike manner leaving all finished plaster surfaces free from waves or imperfections.</p> <p>Mixing     Plaster materials shall be thoroughly mixed with the correct amount of water, in accordance with the specific requirements of the Manufacturer.</p> <p>THERMAL AND MOISTURE PROTECTION:</p> <p>All applications shall be strictly as per Manufacturer's Specifications. It shall strictly be performed by licensed or certified applicators / waterproofing contractor representing waterproofing manufacturer or insulation company specified herein. The Procuring Entity shall be furnished with pertinent literature and detailed drawings.</p> <p>Waterproofing/ Built up and Preformed Membrane:</p> <ul style="list-style-type: none"> <li>• Waterproofing: Furnish all labor, materials, equipment, plant and other facilities required to complete all waterproofing work as shown on the drawings and herein specified. All applications shall be strictly performed by an approved waterproofing Contractor.</li> <li>• All materials shall be Environmental Protection Agency (EPA) certified and approved.</li> <li>• Testing for toilet: Flood Test waterproofed area by seventy-two (72) hours and check for any seepages, witnessed and attested by Center's Representative with Certification.</li> </ul> <p><i>Note:</i> Areas not stated above but requiring waterproofing by</p>	
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	<p>instructions to help people perform tasks.</p> <p>Other safety signs direct people to first aid equipment, fire-fighting equipment, and other important locations. Businesses must mark these items, as they are critical when responding to an emergency. In addition, exit signs and signs directing people to evacuation routes and meeting points are critical to safety.</p>	 
7.6.2	<p>Panaflex Logo (DSWD-NCR Logo)</p> <p>Use reinforcement steel, galvanized iron sheets, durable Panaflex substrate, vinyl stickers, and fluorescent bulbs or LED lights. Design and install Panaflex signages, incorporating DSWD-NCR Logo with specifications tailored to your unique requirements.</p>	
7.7	<p>Gate</p> <p>Replacement of Vehicular Gate</p> <p>The Contractor should supply a double panel swing Angle Bar Gate Powder Coated Iron Angle Bar, Easily Assembled provided that before proceeding with fabrication or procurement of gates and metal works, the Contractor shall submit two (2) sets of the drawings and data showing specification of materials, assembly, and detailed dimensions for approval of Procuring Entity's Representative.</p> <p>The Contractor shall supply all the necessary bolts, nuts, washers etc., for fixing the metalwork, together with a suitable number of spare bolts, nuts and washers. Bolted joints subject to vibration</p>	

	Procuring Entity shall be included in the scope of work. Thickness should be as per Manufacturers Specifications and Installation depending on the Areas to be applied with.	
7.5.3	<p>Ceiling Finish</p> <p>Fiber Cement Board: Supply and installation of 4.5mm Fiber Cement Board ceiling on a 400mm on center spacing G.I. Framing Suspended Ceiling System complete with all accessories and acrylic diffuser lighting system.</p> <p>Coordinate spacing of hanger, carrying channels, runners and molding with the location of electrical fixtures and other items in or on the ceiling.</p> <p>Support ceiling suspension system within 2 meters of wall and at 4 meters on center in each direction with four 2.8 millimeter wires connected within 50 millimeters of an intersection of a main runner with a cross runner and sprayed 90 degrees from each other at an angle not exceeding 45 degrees from the plane of the ceiling.</p> <p>Provide bracing above the ceiling plans as required to stabilize the ceiling system. Do not attach runners to wall mouldings.</p> <p>Provide color coded tacks at access tiles to designate locations of electrical access.</p> <p>Clean or replace units that have been soiled or damaged. Furnish all labour, materials and equipment for the completion of work as shown on the drawing and specified herein.</p>	
7.6	Signage	
7.6.1	<p>Supply and Installation of all Indoor, Semi Outdoor, Outdoor and Safety Signage including Office Tags</p> <p>Workplace health &amp; safety signs communicate important information about hazards. Contractor must provide these signs containing a standard header prescribed by OSHA (Occupational, Safety and Health Administration) and have standard text and pictograms. Common hazard warning signs include:</p> <ul style="list-style-type: none"> <li>• <b>Danger, Warning, and Prohibition signs</b> – Signs instructing people not to smoke, not to enter certain areas, not to wear certain types of footwear, etc. can all be important to safety.</li> <li>• <b>Security and location signs</b> – These signs protect people and property by keeping people out of locations where they shouldn't go.</li> <li>• <b>Office signs</b> – These signs often provide directions or</li> </ul>	



	<p>shall be securely locked.</p> <p>After erection, the Contractor shall check that the gates and gate hardware are complete and in working order, and satisfactorily fulfils the purpose for which it is intended.</p>	
8	<p><b>Plumbing and Sanitary Works</b></p> <p>➤ The work to be undertaken under this section shall consist of the furnishing of all materials, labor tools, equipment and other facilities and the satisfactory performance of all work necessary for the complete installation, testing and operation of the plumbing system accordance with the applicable drawing and this section of that specifications consisting of, but not necessarily limited to the following:</p> <ul style="list-style-type: none"> <li>• Soil, waste and vents pipe system, within the building up to sewer line.</li> <li>• Interior fire protection system consisting of combination standpipes, valves, fire hose cabinets, inlets, connectors and portable fire extinguishers.</li> <li>• Water service connection from main building distribution system.</li> <li>• Furnishing, installation and testing of water closets, lavatories, accessories including controls &amp; piping works.</li> <li>• Furnishing and installation of all plumbing fixtures, fittings, trims and accessories.</li> </ul> <p>➤ All work shall be performed in accordance with the requirements of all applicable laws of the Republic of the Philippines and all local codes and ordinances.</p> <p>➤ The contractor is required to refer to all mechanical, electrical, structural and architectural plans and specifications all shall investigate all possible interference and conditions affecting his work in this section and that of the other sections.</p> <p>➤ All plumbing works to be done and sizes of pipe to be used shall be of the sizes, which are required and in accordance with the NATIONAL PLUMBING CODE OF THE PHILIPPINES.</p> <p>➤ DRAWING AND SPECIFICATIONS:</p> <p>The contract drawings and the specifications are complimentary to each other, and any labor or materials called for by both, if necessary for the successful operation of any</p>	

	<p>other particular types of equipment shall be furnished and installed without additional cost of Procuring Entity.</p> <p>All dimensional locations of fixtures, equipment, floors and roof drains risers and pipe. Chases shall be verified on the architectural drawings and manufacturer's catalogs.</p> <p>➤ PROTECTION:</p> <p>The contractor shall protect all his work and materials loss, injury or defacement. Protection of fixtures and materials shall be provided by boards, papers and/or cloth as required and any loss, damaged or deface material shall be replaced by the Contractor at his own expense.</p> <p>➤ INSTALLATION AND WORKMANSHIP:</p> <p>All labor shall be performed in a first-class, neat and workman like manner by mechanic skilled in their work shall be satisfactory to the Project Architect.</p> <p>No piping in any location shall be closed up, furred in or covered before testing and the examination of same by the inspector, Procuring Entity or their representatives.</p> <p>➤ IDENTIFICATION OF MATERIALS:</p> <p>Each length of pipe, fitting, traps, fixtures, and device used in the plumbing system shall have cast, stamped or indelibly marked on it the manufacturer's trade mark or name, the weight, the type, and classes of product when so required by the standards mention above.</p> <p>All plumbing fixtures and fittings installed without the above trademarks shall be removed and replaced with probably marked fixtures and fittings without any extra cost to the Procuring Entity.</p> <p>➤ WATER SUPPLY</p> <p>Pipes and fittings for waterline shall be as SPECIFIED.</p> <p>Valves-All valves, unless otherwise specified shall be gate valves of size as indicated in the drawings: for hot water supply, valves and fittings shall be insulated of a thickness equal to that of the insulation on the adjoining pipe, securely fastened in place.</p> <p>➤ SANITARY DRAINAGE</p> <p>Soil and waste Pipes and Fittings: Soil and waste pipes and fittings shall be PVC pipes (POLYVINYL CHLORIDE) series 1000.</p>	
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	<p>Submit samples for Approval</p> <p>Vent Pipes and Fittings: Vent pipes and fittings shall be PVC pipes</p> <p>Shower and Floor Drains: Shower and floor drains shall be of high grade, strong, tough, and even grained metals.</p> <p>Cleanouts:</p> <ul style="list-style-type: none"> <li>• Ceiling cleanouts shall be of the same material as pipe with sealed screw type, raised head plug.</li> <li>• Floor cleanouts shall be cast-iron body with brass plug, colt-type or countersunk head; Submit sample for approval.</li> </ul> <p>➤ HANGERS, INSERTS AND PIPE SUPPORTS</p> <ul style="list-style-type: none"> <li>• Provide suitable and substantial hangers and supports for all piping.</li> <li>• Support horizontal piping in accordingly approved sizes where pipe clamps are too short to connect to the building construction.</li> </ul> <p>➤ EXECUTION</p> <p>GENERAL INSTALLATION OF PIPES</p> <p>Install pipes approximately as shown on the drawings, as straight and direct as possible forming right angles parallel lines with walls and other pipes, and neatly spaced unless otherwise indicated. Care shall be taken not to weaken the structural portions of the building.</p> <p>Maintain minimum slope of 3mm (1/8 inch fall per foot) on all soil, waste and drain lines 100mm in diameter.</p> <p>Do not install pipes or other apparatus in a manner which will interfere with full swing of the doors and windows.</p> <p>The arrangement, position and connection of pipe fixtures, drains, valves and the like indicated on the drawings shall be followed as closely as possible, the right is reserved by the Procuring Entity to change location and elevations to accommodate conditions which may arise during the progress of the work prior to installation, without additional cost of the Procuring Entity for such changes. The responsibility for accurately laying out of the work rests with this Contractor. Should be found that any work if laid</p>	
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	<p>out caused interference, the matter shall be reported to the Engineer before connecting the work.</p> <p>Ream all screwed pipes smooth before installation. Do not bend, flatten, split or injure pipes in any way.</p> <p>Use reducing fittings, in making reduction in size of pipe. Bushing will not be allowed unless specifically approved.</p> <p>Where chrome plated piping is installed, cut and thread pipe. Bushing will not be allowed unless specifically approved.</p> <p>Carry fixture connections, concealed in building constructions, to points above floor, break out close to underside of fixture and rise exposed to fixture.</p> <p>No piping shall be installed which will provide a cross or interconnection between a distribution supply of drinking water of Domestic use and sanitary or waste pipe, the water line shall be placed above the waste pipe in ground installation.</p> <p>➤ <b>INSTALLATION OF WATER SUPPLY PIPES AND FITTINGS</b></p> <p>The piping shall be extended to all fixtures, outlets and equipment. Ends of pipes and outlets shall be capped or plugged and left ready for future connections.</p> <p>Branch pipe from service line may take off of main, bottom of main, or side of main, using such cross over fittings as may be required by structural or installation conditions.</p> <p>All service pipes, valves and fittings shall be kept at sufficient distance from other work to permit finished covering not less than 12.7mm (1/2") from such other work and not less than 12.7mm between finished coverings on the different services. No water piping shall be buried in floors until after they have been inspected and approved.</p> <p>Where the branch serves more than one fixture, the branch shall be increased in size in proportion to sizes as shown on the drawings.</p> <p>Cast bronze unions shall be installed at the connection to all equipment so that they may be conveniently disassembles.</p> <p>Upon completion of water system, flush out lines and all valve sets to clear system of particles and dirt.</p>	
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➤ **INSTALLATION OF SOIL, WASTE, VENT AND DRAINAGE PIPING**

Horizontal Drainage Pipe and Vent Piping Horizontal waste pipe 75mm (3") and smaller shall have minimum grade of 6mm (1/4") per foot, and for 100mm (4") and larger, 3mm (1/8") per foot. Vertical vent pipes may be connected to a vent lines carrying other fixtures, the connection to be at least 1.20m (4 feet) above floor on which the fixtures and located to prevent the use of any vent lines as waste lines. Horizontal waste lines receiving the discharge from two (2) or more fixtures shall be provided with vents, unless separate venting of fixtures noted.

Fittings - All changes in pipes sizes on soil waste line shall be made with reducing fittings or recessed reducers. All changes in direction shall be made with the appropriate use of 45 wyes, half wyes, long sweep quarter bends, or elbows may use in soil and waste lines where the change in direction of flow is from horizontal to vertical, and on the discharge from water closets. Where it become necessary to use short radius fittings in any other location, the approval of the Procuring Entity shall be obtained before they are installed.

Traps - Each fixture and place of equipment connection to the drainage system except fixture with continuous waste shall be equipped with a trap. Traps shall be placed as near to fixtures as possible.

➤ **FIXTURES AND EQUIPMENT SUPPORTS AND FASTENINGS**

All fixtures and equipment shall be supported and fastened in a satisfactory manner.

Where secured to concrete on hollow block, walls, they shall be fastened with 6mm (1/4") brass bolts with twenty threads to the inch and of sufficient length to extend at least 75mm (3") into solid concrete on hollow block work; fitted with loose tubing or sleeve inserts, shall be securely anchored and installed flushed with the finished wall and shall be completely concealed when the fixtures are installed.

Where through bolts are used, they shall be provided with name plates and washers at backsets so that head, nuts and washer will be concealed by plaster. Bolts and nuts shall be hexagonal and screw shall be provided chromium brass washers.

Upon completion of work, all fixtures, trimmings, and equipment shall be thoroughly cleaned, polished and left in first



class condition for final acceptance.

➤ **CLEANING AND PAINTING**

Prior to acceptance of the work, thoroughly clean all exposed metal surface and rid of grease, dirt or other foreign material. Chrome or nickel - plated piping's, fitting and trimming shall be polished.

Pipe hangers, supports and all other iron work in concealed spaces shall be thoroughly cleaned and painted with one coat of red lead and a finish coat of oil enamel paint.

All exposed soil, waste and vent pipes or cast iron which are asphalt or tar-coated shall be given two (2) coats of shellac and two (2) coats of oil paint.

➤ **WATER SYSTEM TEST**

Upon completion of the roughing-in and before fixtures, the entire water piping system shall be tested at a hydrostatic pressure of one and half (1 1/2) times the expected working pressure in the system when in operation, and proven tight at this pressure or not less than 150 psi gauge.

Where a portion of the water piping system is to be concealed before completion, this portion shall be tested separately in a manner to that described for the entire system, and in the presence of the Procuring Entity or its representative.

➤ **DRAINAGE SYSTEM TEST**

The entire drainage and venting system shall have necessary opening which can be plugged to permit the entire system to be filled with water to the level of the highest vent stack and/or vent above the roof.

The system shall hold this water for a full thirty (30) minutes during which time there shall be no drop more than four inches 100mm (4").

The Contractor shall also conduct Flow Test to determine if the System is Connected properly to Septic Tank/Street Sewer Line for a period of 1Hr.

If and when the Procuring Entity decides that an additional test is needed, such as an air or smoke test on the drainage system, the Contractor shall perform such test without additional cost to the Procuring Entity.

	<p>➤ <b>PLUMBING FIXTURES AND ACCESSORIES</b></p> <p>All fixtures shall be installed complete with accessories, such as fittings, angle valve, shut-off valve and supply pipe assembly, p-traps flange and others to make it functional. Submit model and color samples for Procuring Entity's approval of all fixtures and accessories.</p> <p>Plumbing Fixture Colors: White Verify with Procuring Entity</p> <ol style="list-style-type: none"> <li>1. Water closet: Flush Valve Type Siphon Vortex bottom inlet top flush.</li> <li>2. Urinal: Wall-hung type, wash-out urinal to match water closet color complete with Flush Valve.</li> <li>3. Lavatory: <ul style="list-style-type: none"> <li>• Wall-Hung type lavatory with single faucet hole on center w/ front overflow hole, to match water closet color.</li> <li>• Wall hung type</li> <li>• Wall hung with full pedestal type</li> </ul> </li> <li>4. Lavatory Faucets: self-closing press-action tap model with timed flow and anti-blocking system.</li> <li>5. Floor Drains: Stainless steel 4"x4" Supplier: Asian hardware</li> <li>6. Slop Sink Bibb: wall-mounted long gooseneck faucet</li> </ol>	
9	<p><b>Electrical Works</b></p> <p>➤ The work to be done under this DIVISION of the Specifications consist of the fabrication, furnishing delivery and installation, complete in all details of the Electrical Work, at the subject premises and all work materials incidental to the proper completion of the installation, except those portions of the work which are expressly stated to be done by others. All work shall be done in accordance with the governing Codes and Regulations and with the Specifications, except where same shall conflict with such codes etc., which latter shall then govern. The requirements with regards to materials and workmanship specify the required standard for the furnishing of all labor, materials and appliances necessary for the complete installation of the work specified herein and indicated on the drawings. The Specifications are intended to provide a broad outline of the requirement and are not intended to</p>	



	<p>include all details of design and construction.</p> <p>➤ <b>LAWS/CODES and REGULATIONS:</b></p> <p>The work under this DIVISION shall be executed in accordance with the latest requirements of the following:</p> <ul style="list-style-type: none"> <li>▪ Building Code of the Philippines</li> <li>▪ Philippine Electrical Code</li> <li>▪ Laws, ordinances, and regulations of the locality having jurisdiction over the project.</li> <li>▪ Power and telephone utility companies</li> <li>▪ UAP Doc. 301</li> </ul> <p>The requirements of the above mentioned governing laws/codes and the requirements of the companies having involvement/participation are hereby made part of this Specifications and the CONTRACTOR is required to comply with the same.</p> <p>This does not relieve the CONTRACTOR from complying with requirements of specifications or drawings in excess of above laws and ordinances, codes and requirements which are not prohibited by the same.</p> <p>➤ <b>GUARANTEE</b></p> <p>The CONTRACTOR shall guarantee that the electrical system is free from all grounds and defective materials and workmanship for a period of one (1) year from the date of acceptance of the work. All defects arising within the guarantee period shall be reminded by the CONTRACTOR at his own expense. The CONTRACTOR shall indemnify and save harmless PROCURING ENTITY from and against all claims, suits, actions, or liabilities for damages arising from injuries, disabilities or loss of life to persons or damage to public or private properties resulting from fault or any act of contractor or his representative in the execution of this work. The partial acceptance of the work for the purpose of making partial payments, based on the estimated cost satisfactorily completed by the CONTRACTOR, shall not be considered as final acceptance of that portion of the work.</p> <p>➤ <b>DRAWINGS &amp; SPECIFICATIONS</b></p> <p>The electrical plans, which constitute an integral part of these Specifications, shall serve as the working drawings. The plans indicate the general layout and arrangement of the complete</p>	
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electrical system and other works.

The drawings and specifications are meant specifically to be complementary to each other and where it is called for by one shall be binding as if called for by both. Anything which is basically required to complete the installation for proper operation but not expressly mentioned on the drawings and/or specifications shall be furnished and installed by the CONTRACTOR at no extra cost to the PROCURING ENTITY as though specifically stipulated or shown in both.

Procuring Entity shall have the final decision on any apparent conflict between the drawings and specifications or on any under and controversial point in either or both.

All dimensions and locations shown on the plans are approximate and shall be verified in the field, as actual locations, distances, and levels are governed by actual conditions.

➤ SCOPE OF WORK

The work to be done under this DIVISION shall include the furnishing of all tools, labor, equipment, fixtures and materials, each complete and in proper working condition unless one or other is specifically excluded or stated otherwise in these Specifications but not limited to the following principal items of work:

- Furnish and install a complete wiring and raceway system for the underground power and telephone distribution system including concrete pedestals, concrete hand holes and necessary wiring gutters and boxes.
- Furnish and install a complete grounding system.
- Perform terminations for all electrical system.
- Complete testing of all electrical systems.
- Preparation of "As-built" drawings.
- If any item of works or material has been omitted which are necessary for the completion of the Electrical Work as outlined herein before, then such items shall be and hereby included in this section of work.

- The CONTRACTOR shall execute the work in the most thorough, prompt and workmanlike manner and in accordance with the plans and specifications. The installations shall be done thru

	<p>standard methods and good engineering practices.</p> <ul style="list-style-type: none"> <li>➤ All materials to be installed shall be brand new except as otherwise noted on the plans or specifications. The materials shall be as specified. No substitution of materials is allowed. Should the CONTRACTOR find it necessary to use another type/brand of materials instead of the specified item, he shall first obtain approval from the PROCURING ENTITY prior to installation. Any substituted material installed without the approval of the PROCURING ENTITY shall be subject to replacement.</li> <li>➤ It is the sole responsibility of the CONTRACTOR to conduct coordination of his activities with the following: <ul style="list-style-type: none"> <li>▪ Other trades and suppliers</li> <li>▪ Procuring Entity/Engineer</li> <li>▪ Local Government Authority</li> </ul> </li> <li>➤ Samples &amp; Shop Drawings <p>30 days prior to the installation or fabrication of materials the CONTRACTOR shall submit to Procuring Entity the following for approval.</p> <p>Shop drawings of panel boards showing arrangements of circuit breakers, bus bar sizes, lugs, etc. Indicate all dimensions.</p> <p>Shop drawings or samples required as noted in the drawings.</p> <p>Samples and catalogs of materials intended to be installed.</p> </li> <li>➤ The CONTRACTOR shall also submit to the Procuring Entity without delay shop drawings and other submittals which may be required by Procuring Entity during the progress of construction. The above requirements shall be submitted to the Procuring Entity at the earliest possible time to give allowance for checking and verification. These shall be complete in all aspects.</li> <li>➤ Electric Power - The CONTRACTOR shall be responsible for his own electric power needed for the execution of the job.</li> <li>➤ TEST - Conduit tests on all electrical conductors installed in the presence of the PROCURING ENTITY's representative. <ol style="list-style-type: none"> <li>1. check for grounds</li> <li>2. insulation resistance test</li> <li>3. continuity test for all outlets</li> </ol> </li> </ul>	
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	<ol style="list-style-type: none"> <li>4. voltage level test</li> <li>5. phase relationship</li> <li>6. check circuit connections at panel boards, all single phase circuit shall be connected to phase as shown in the load schedule.</li> <li>7.</li> </ol> <p>➤ Submit Reports On Tests</p> <p>All reports must be formal, typewritten and properly identified. All defects found during the test shall be repaired immediately by the CONTRACTOR. All tools, equipment and instruments needed to conduct tests shall be on the account of the CONTRACTOR.</p> <p>➤ METHODS &amp; MATERIALS</p> <p>Conduits:</p> <p>Rigid Steel Conduits (RSC) and Intermediate Metal Conduit (IMC):</p> <ol style="list-style-type: none"> <li>a. Standard trade sizes, hot dipped galvanized with inside enamel or epoxy coating.</li> <li>b. Joints-threaded coupling for joints.</li> <li>c. Use for power &amp; lighting.</li> </ol> <p>Polyvinyl Chloride Conduit (PVC)</p> <ol style="list-style-type: none"> <li>a. Standard trade sizes, schedule 40.</li> <li>b. Coupling &amp; fittings - standard couplings for joints by solvent weld process.</li> <li>c. Telephone System &amp; other auxiliary system.</li> </ol> <p>➤ Installation of Conduits</p> <p>Installation is in accordance with PEC and of good engineering practice.</p> <p>Use standard trade sizes locknut and bushing at each end terminating in boxes/panel boards. Ensure electrically continuous conduit system.</p> <p>Provide independent conduits supports using hangers, supports or fastenings spaced in accordance with good engineering practice and PEC.</p> <p>Use adjustable trapeze hangers for horizontal parallel runs.</p>	
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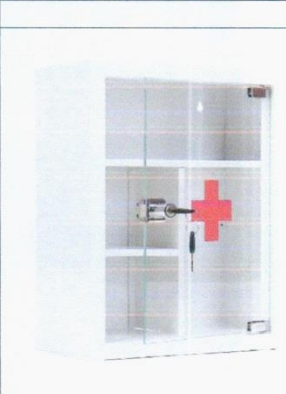



	<p>Conduits bends shall not be more than the equivalent of three (3) 90 degree bends between pulling points.</p> <p>Conduit threads cut on job shall have same effective lengths, thread dimensions, and taper as factory threads.</p> <p>Cut ends of conduit square with hand or power saw and ream to remove burrs and sharp edges. Do not use wheel cutter.</p> <p>Clamps shall be galvanized malleable iron one-hole straps, beam clamps or other approved device with necessary bolts and expansion shields.</p> <p>Trapeze hangers shall be used for parallel runs of conduits. Install conduit clamps at end of each run and at each elbow. Paint hangers one prime coat of red lead or zinc chromate, and one finish coat of an approved color. Hangers are not detailed but must be adequate to support combined weight of conduit, conductors and hangers. Submit shop drawings for approval.</p> <p>All underground conduits installed shall be provided with concrete encasement at least 8cm. thick outer face of conduit.</p> <p>➤ Wires</p> <p>Wires shall be annealed copper, 98% or better conductivity, insulated, stranded, except as noted in the drawings.</p> <p>600 volt class type as indicated in the plans.</p> <p>Minimum size shall be #3.5 THHN for power and lighting circuits.</p> <p>Telephone wires shall be no. 22 AWG jacketed type, 4 wires.</p> <p>Use standard methods in pulling wires.</p> <p>Splices of wires/cables shall be done inside junction boxes or auxiliary gutters using standard connectors. No wires shall be spliced inside conduits.</p> <p>All wires and cables shall be color coded as follows:</p> <ul style="list-style-type: none"> <li>• Phase A Red</li> <li>• Phase B Yellow</li> <li>• Phase C Black</li> <li>• Ground Green</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Neutral White</li> </ul> <p>➤ Connectors</p> <p>Use solderless mechanical pressure - type lugs, copper</p> <p>➤ Insulation</p> <p>All splices shall be properly insulated using 3M electrical tape. Application of insulation tape shall be equivalent to the insulation of the wire concerned. Use filler compound, "Scotch fill at sharp edges to provide smooth surface before taping.</p> <p>➤ Panel board &amp; Circuit Breaker</p> <p>NEMA type/enclosure unless noted, PEC rules and regulations, circuit breaker type shall be 230V, number of pole as required.</p> <p>Panel boards shall contain a single brand of circuit breakers.</p> <p>All circuit breakers used as main shall be "Bolt on" type molded case, thermal magnetic protective, quick make, quick break, trip free from handle, trip indicating, number and size as shown in the schedule. Internal common trip for 2 and 3 pole breakers.</p> <p>Breaker minimum interrupting capacities shall be based on NEMA and UL test procedures. 230 volt breakers - 10,000 rms. Symmetrical amperes at 240V A/C (minimum)</p> <p>All circuit breakers used as branches rated at below 100 AT and specifically installed in lighting panel boards shall be bolt-on".</p> <p>Word "space" indicated in the schedule shall mean that complete bus, insulators, etc. shall be included ready to accept future circuit breaker of the same frame size as the largest branch circuit breaker.</p>	
10	<p><b>Fire Protection / Emergency Equipment</b></p> <p>Includes supply, delivery and install of the following:</p>	
	<ul style="list-style-type: none"> <li>• Fire extinguisher</li> </ul>	

	<ul style="list-style-type: none"> <li>Smoke detector system – Features includes Optical smoke sensing technology; Low-profile design blends into ceiling</li> </ul>	
	<ul style="list-style-type: none"> <li>Emergency light – Automatic LED Emergency Light; <i>Thermoplastic fire retardant housing</i>, Housing Color: White Or Off White; Light Source 1.5w X 2 Led; Emergency Time: 3-5 Hrs.</li> </ul>	
	<ul style="list-style-type: none"> <li>Fire exit/Panic door – Heavy Duty Commercial Grade Panic Bar; Material should be made of Iron/Metal, Supplied with all fitting hardware. Cut to fit if required - cut shorter with a hacksaw (if required). 1 hour fire rating. Keep doors in high traffic areas securely and safely closed, with easy access to open by pushing the bar. The panic bar exit device can be flipped to work on both left handed and right handed door. Can be opened with hand or by leaning on the unit with any body part. Subjected for a 1 year defects liability warranty period once installed.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Fire Alarm/Emergency Drill</li> </ul>	
	<ul style="list-style-type: none"> <li>• Hose Reels with casing - A reel assembly includes a reel, a wire or hose and possible features mounted on the hose or cable. An example would be an electrical cord, on a reel, with a light attached. Specify also the maximum pressure the hose is rated to withstand.</li> </ul>	
	<ul style="list-style-type: none"> <li>• First Aid kit Cabinet – Wall Mounted, must be brand new, unused, unopened, undamaged item. Around .40 m height and 0.3 m width. Main Purpose is for storage of First Aid Materials.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Foldable Ladder – Aluminum Ladder Retractable, Folding and has Accordion Protection</li> </ul>	



1.1	<b>IT Works</b>  Design, Layout, Supply and Installation of All Information and Technology (IT) Equipment and Structural Cabling necessary. List of IT Equipment shall be as per approved plan.	
1.2	<b>Mechanical Works</b>  Air-conditioning Unit Supply and Installation of 0.75 TR wall mounted inverter type air conditioning unit including supply and installation of its enclosed protective circuit breaker, piping, cables, conduits, and steel supports. Minimum Warranty period for installed Air-conditioned units to be 5 years.  Ventilation/Exhaust System  Supply and Installation of 200 CFM wall mounted axial flow exhaust fan including its cable, wire and conduits.	

13	<p><b>Upgrading of Electrical System of Ephpheta Center Site</b></p> <p>For inclusion, in addition for those specify on no. 9 (Electrical Works):</p> <p>Supply and Installation of Electrical Concrete Pole, inside the premise, including other protective and control devices required for Meralco Power Supply and Metering Devices.</p> <p>Testing:</p> <p>Prior to starting any test, the Contractor is required to check that the installation, electrical devices and instrumentation are strictly in accordance with the Specification, electrical and instrumentation drawings.</p> <p>All AC test instrument shall have a minimum accuracy of 0.5%. All DC test instruments shall have a minimum accuracy of 0.1%</p> <p>All other test instruments (pneumatic and electronic calibrators, temperature calibrators etc.) shall have a minimum accuracy of 0.1% Each test instruments shall be calibrated in accordance with acceptable international standards.</p> <p>The calibration certificates shall not be more than 3 month old and shall be presented to the Electrical Engineer prior commencing work.</p> <p>Transformer Test - All tests shall be in accordance with latest version of ANSI and NEMA standards. The following standard factory test shall be performed but not limited to:</p> <p>Resistance measurements of all windings on the rated voltage connections</p> <ul style="list-style-type: none"> <li>• Ratio test on the rated voltage connection and all tap connections</li> <li>• Polarity and phase-relation test on the rated voltage connections</li> <li>• No-load test at rated voltage on the rated voltage connections</li> <li>• Exciting current at rated voltage on the rated voltage connections</li> <li>• Impedance and load loss at rated current</li> <li>• Applied potential test</li> <li>• Induced potential test</li> </ul> <p>Cable Test - Every cable shall be tested for insulation (Megger),</p>	
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continuity compliance and earth loop impedance. The results of all test shall be detailed on a signed test certificate prior to submittal for review.

#### Grounding

The installation of copper grounding rods 3.0 meters long and a minimum of 15 mm in diameter with the required number to achieve a ground resistance of 5.0 Ohms or less. The grounding rods shall be arranged, driven into the ground and connected together etc. to the manufacturer instructions. The grounding rods shall be connected together and wired to a new main earth bar via suitably sized copper cable(s).

All metallic conduits, cabinets and equipment shall be properly grounded and bonded by means of copper straps. The conduits of each system shall be grounded by connecting to the metallic water service pipe.

All ground connections shall have clean contact surfaces and shall be tinned and seated while bolting. Unless otherwise specified, exposed ground cables shall be installed in conduit and connections made readily accessible for inspection. Connections shall not be made underground or concealed in floors and walls. All ground connection shall be clamped and brazed or cad welded.

#### Operation and Maintenance:

The Contractor shall submit three (3) copies of the approved Operations and Maintenance Manuals. These manuals shall be in separate folders and shall provide all information needed for the safe efficient commissioning, operation, adjustment and maintenance of all equipment and devices.

The Operations Manual shall include:

Index and references to enable the user to quickly find the relevant information.

Electrical drawings which include the following:

- Cover
- Index
- Single Line Diagram
- General Arrangement
- Equipment Layout
- AC/DC Distribution Diagram
- Control wiring Diagram

A detailed written description of the control philosophy including description of the action to be taken by operators, with respect to operator-controlled devices, together with operator adjustable variables.

The maintenance Manual shall include:

- Index and reference to enable the user to quickly find the relevant information
- Schedule of drawings, showing title, revision, manufacturer's reference and purchaser's reference.
- The Maintenance Manual will provide the Maintenance Technician with the information and reference for Preventive, Corrective and Condition-Based Maintenance, Recommended list of spares.

The Contractor shall guarantee that the electrical system is free from all ground and from all defective workmanship and materials and will remain so for a period of one (1) year after the Certificate of Completion has been issued (Defects and Liability Period). A warranty shall also be included in this Contract for all Electrical Equipment. The warranty, as defined in this section, shall be provided to be reckoned after the Final Acceptance has been issued (after the Defects and Liability Period).

Prepared by:

**JOSEPH CARLO R. LANCETA**  
Admin Officer IV  
DSWD-NCR

Noted by:

**KHARL T. AMAN**  
Chief Administrative Officer

**Conforme :**

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

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation



## ***Section VII. Drawings***





*[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]*

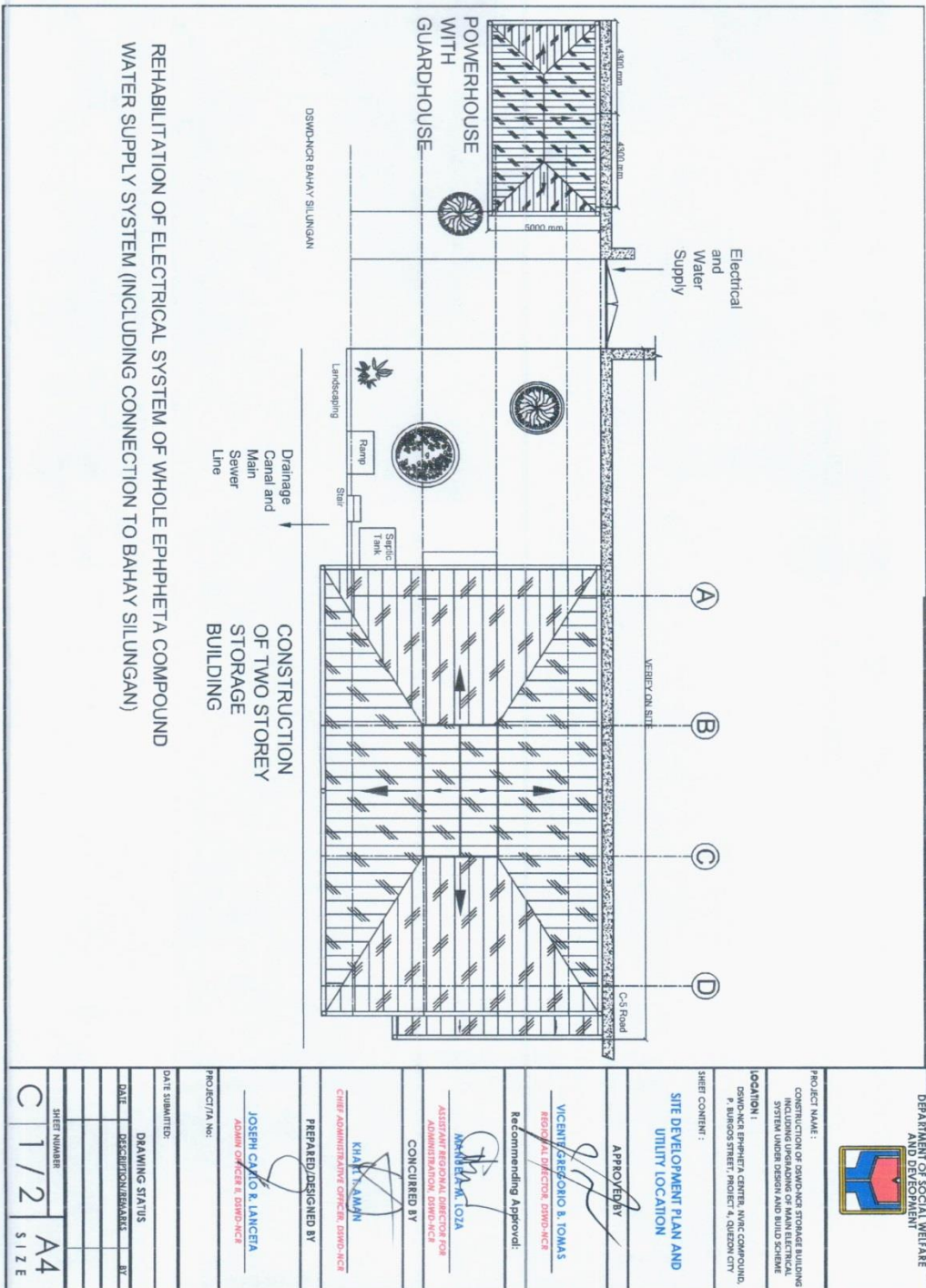
*Conceptual Design*




PROJECT TITLE: CONSTRUCTION OF DSWD-NCR STORAGE BUILDING  
INCLUDING UPGRADING OF MAIN ELECTRICAL SYSTEM  
UNDER DESIGN AND BUILD SCHEME

PROJECT LOCATION: DSWD-NCR EPHPHETA CENTER, NVRC COMPOUND,  
P. BURGOS STREET, PROJECT 4, QUEZON CITY

	
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT	
APPROVED BY 	
VICENTE GARCIA B. TOMAS DIRECTOR, DSWD-NCR	
RECOMMENDING APPROVAL:	
 MARILYN L. LOZA ADMINISTRATIVE OFFICER FOR ADMINISTRATION, DSWD-NCR	
CHIEF, ADMINISTRATIVE OFFICE, DSWD-NCR KHANIL T. AMAN	
PREPARED/DESIGNED BY	
 JOSEPH CAMPA R. LANCELA ADMIN OFFICER II, DSWD-NCR	
PROJECT/TA No:	
DATE SUBMITTED:	
DRAWING STATUS	
DATE	DESCRIPTION/REMARKS
BY	
SHEET NUMBER	
A4	
SIZE	



**DEPARTMENT OF SOCIAL WELFARE  
AND DEVELOPMENT**





**PROJECT NAME:**  
CONSTRUCTION OF DSWD-NCR STORAGE BUILDING  
INCLUDING UPGRADING OF MAIN ELECTRICAL  
SYSTEM UNDER DESIGN AND BUILD SCHEME


**LOCATION:**  
DANONGA EMPLOYEES CENTER, NINEC COMPOUND,  
P. BURGOS STREET, PROJECT 4, QUEZON CITY


**SHEET CONTENT:**

**PRELIMINARY SURVEY AND MAPPING**

**APPROVED BY**  
  
**VICENTE ENCARNIO B. TOMAS**  
REGIONAL DIRECTOR, DSWD-NCR

**RECOMMENDING APPROVAL:**  
  
**MAUREEN M. LOZA**  
ASSISTANT REGIONAL DIRECTOR FOR  
ADMINISTRATION, DSWD-NCR

**CONCURRED BY**  
  
**KHARI T. NAMAN**  
CHIEF ADMINISTRATIVE OFFICER, DSWD-NCR

**PREPARED/DESIGNED BY**  
  
**JOSEPH CAMO R. LANCELA**  
ADMINISTRATIVE OFFICER, DSWD-NCR

**PROJECT/TA No:**

**DATE SUBMITTED:**

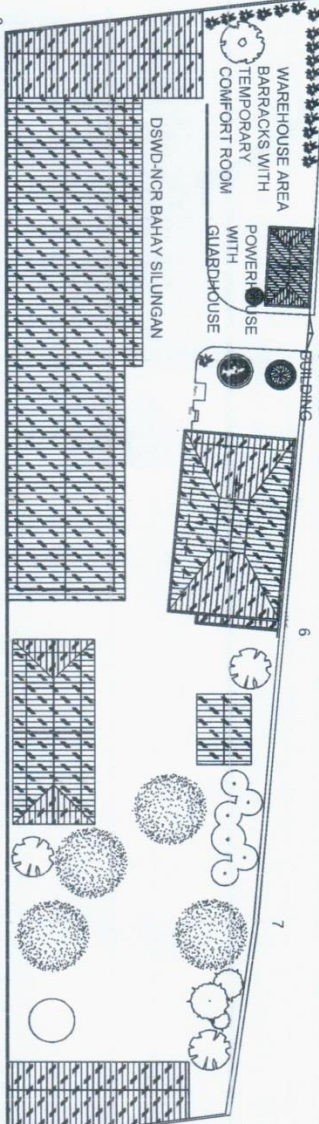
**DRAWING STATUS**

**DATE:**

**DESCRIPTION/REMARKS:**

**SHEET NUMBER**  
**C 212**

**A4**  
**SIZE**



**CONSTRUCTION  
OF TWO  
STOREY  
STORAGE  
BUILDING**

WAREHOUSE AREA  
BARRACKS WITH  
TEMPORARY  
COMFORT ROOM

POWER USE  
WITH  
GUARDHOUSE

DSWD-NCR BAHAY SILUNGAN

Line      Bearing      Distance

1-2    N 71 deg 05' E      24.24 m

2-3    S 11 deg 11' E      126.80 m

3-4    S 71 deg 54' W      35.70 m

4-5    N 07 deg 58' W      36.48 m

5-6    N 06 deg 55' W      43.22 m

6-7    N 05 deg 15' W      26.44 m

7-1    N 02 deg 20' W      22.28 m

LOT 7-F-3 Sub Block No. 13-F subdivision plan Psd-473,  
being a part of Lot No. 7, Sub Block No. 13-F,  
Psd-244  
AREA = 3,911 sq.m.  
BARANGAY OF: ESCOPA III  
CITY OF: QUEZON CITY









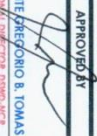


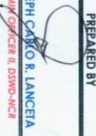
## Vicinity Map:



## Existing Condition:

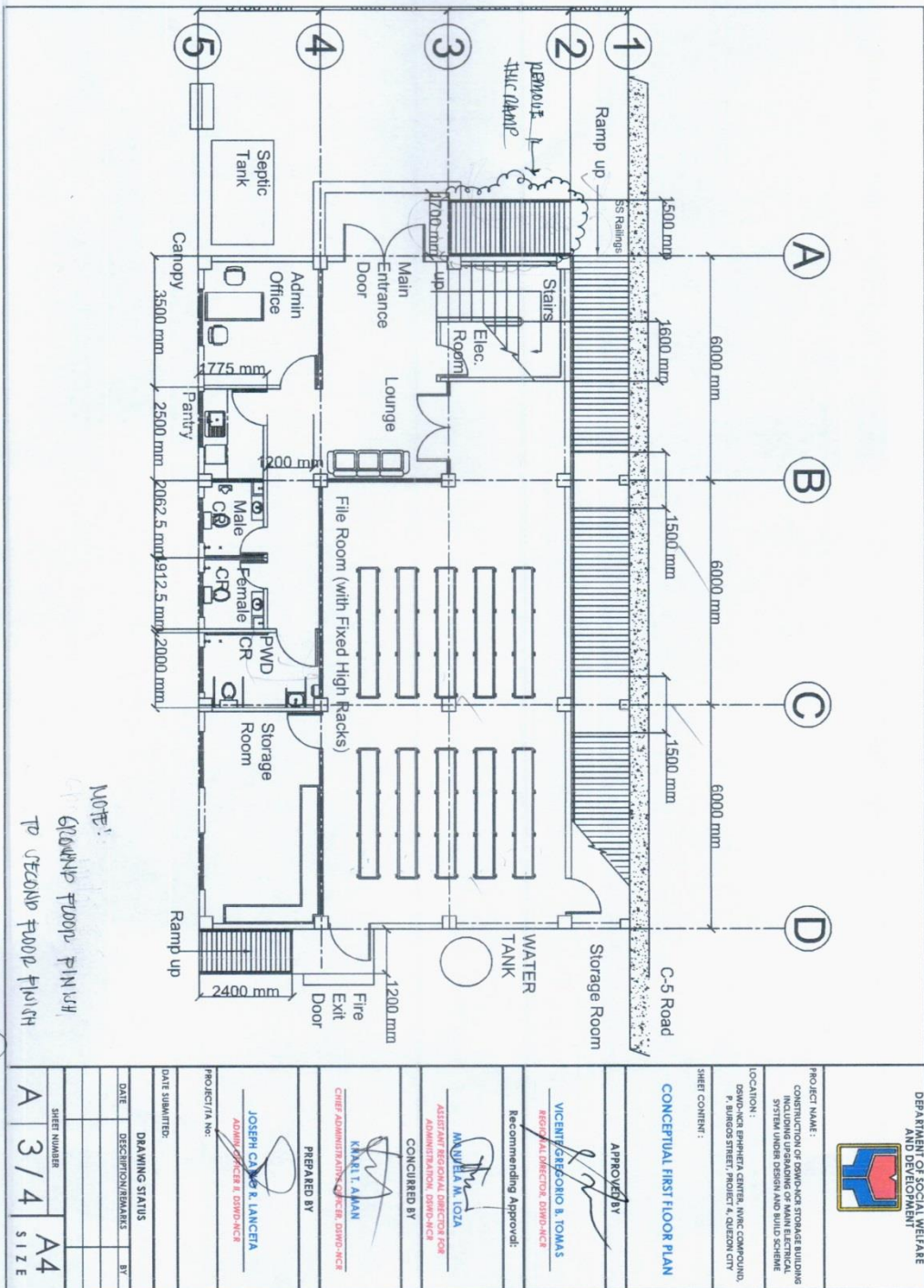


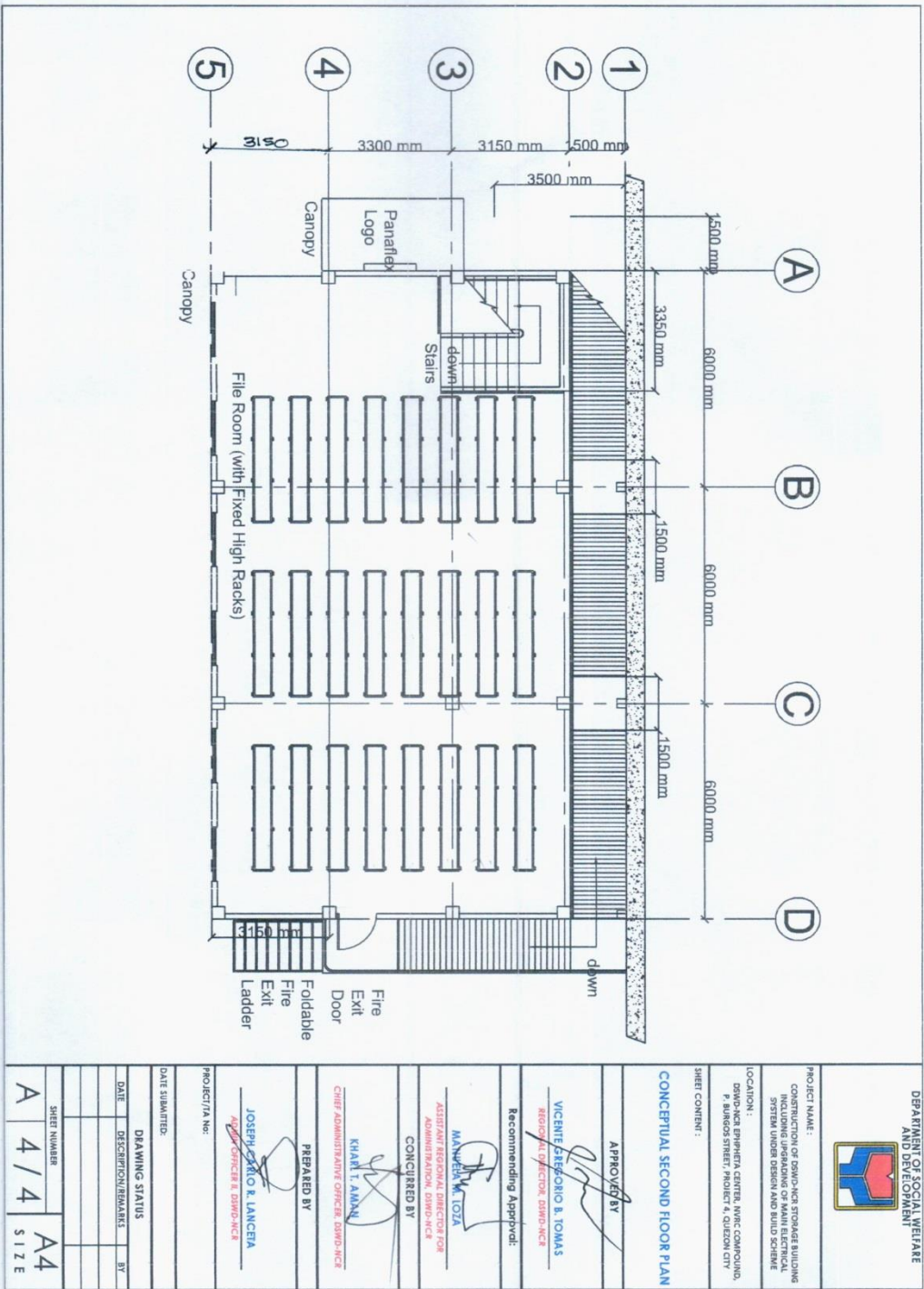
 <b>DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT</b>	
<b>PROJECT NAME :</b> CONSTRUCTION OF DSWD-NCR STORAGE BUILDING SYSTEM UNDER DESIGN AND BUILD SCHEME	
<b>LOCATION :</b> DSWD-NCR EPPHETA CENTRAL, NINIG COMPOUND, P. RAMOS STREET, PROJECT 4, QUEZON CITY	
<b>SHEET CONTENT :</b> <b>VICINITY MAP</b> <b>EXISTING CONDITION AT SITE</b>	
<b>APPROVED BY</b>  <b>VICENTE S. SEGONIO B. TOMAS</b> REGIONAL DIRECTOR, DSWD-NCR	
<b>RECOMMENDING APPROVAL:</b>  <b>MARIBEL A. IOTA</b> ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION, DSWD-NCR	
<b>CONQUIRED BY</b>  <b>KHARI N. NANA</b> CHIEF ADMINISTRATIVE OFFICER, DSWD-NCR	
<b>PREPARED BY</b>  <b>JOSEPH CARLO R. LANCELA</b> ADMINISTRATION OFFICER IV, DSWD-NCR	
<b>PROJECT/A No.:</b>	
<b>DATE SUBMITTED:</b>	
<b>DRAWING STATUS</b>	
DATE	DESCRIPTION/REMARKS
	BY
<b>SHEET NUMBER</b>	
<b>A 1 / 4 A4</b>	
<b>SIZE</b>	

 <p><b>DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT</b></p>	
<p><b>PROJECT NAME :</b> CONSTRUCTION OF DSWO-NCR STORAGE BUILDING INCLUDING UPGRADING OF MAIN ELECTRICAL SYSTEM UNDER DESIGN AND BUILD SCHEME</p>	
<p><b>LOCATION :</b> DSWO-NCR EPIPHANIA CENTER, NINE COMPOUND, P. BURGOS STREET, PROJECT 4, QUEZON CITY</p>	
<p><b>SHEET CONTENT :</b></p>	
<p><b>PERSPECTIVE VIEW</b></p>	
<p><b>APPROVED BY</b></p> <p> VICENTE GREGORIO B. TOMAS REGIONAL DIRECTOR, DSWO-NCR</p>	
<p><b>Recommending Approval:</b></p> <p> MA. WYLENE A. TOZA ASSISTANT REGIONAL DIRECTOR FOR ADMINISTRATION, DSWO-NCR</p>	
<p><b>CONCURRED BY</b></p> <p> KHABY T. NAGAN CHIEF ADMINISTRATIVE OFFICER, DSWO-NCR</p>	
<p><b>PREPARED BY</b></p> <p> JOSEPH CARLO R. LANCEÑA ADMIN. OFFICER II, DSWO-NCR</p>	
<p><b>PROJECT/TA No.:</b></p>	
<p><b>DATE SUBMITTED:</b></p>	
<p><b>DRAWING STATUS</b></p>	
DATE	DESCRIPTION/REMARKS
BY	
<p><b>SHEET NUMBER</b></p> <p>A 2 / 4 A4 SIZE</p>	











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

# Bill of Quantities

**Name of Project:** Construction of DSWD-NCR Storage Building Including Upgrading of Main Electrical System under Design and Build Scheme

Location of the Project: DSWD-NCR Epheta Center, NVRC Compound, J.P Burgos St. Project 4, Quezon City

Project Duration: One Hundred Fifty (150) Calendar Days

Total Project Cost: Php19,999,997.51

Item No.	Item Description	Quantity	Unit	Unit Material Equipment Cost	Material/Equipment Cost	Unit Labor Cost	Labor Cost	Unit Cost	Amount
<b>I</b>	<b>DESIGN AND PLANNING STAGE</b>								
	Preparation and Submission of all necessary detailed engineering investigations, surveys and designs		lot						
<b>SUB-TOTAL (Design and Planning Stage)</b>									
<b>II</b>	<b>CONSTRUCTION STAGE</b>								
<b>1</b>	<b>General Requirements</b>								
	1.1 Mobilization and Demobilization		lot						
	1.2 Temporary Facilities		lot						
	1.3 Project Billboard/Signboard		lot						
	1.4 Permits, Licenses and Clearance Acquisition		lot						
	1.5 Health and Safety	6	month						
	1.6 As Built Plan		lot						
	1.7 Others (Pls. Specify)		lot						
<b>SUB-TOTAL (General Requirements)</b>									
<b>2</b>	<b>Civil Works</b>								

	2.1 Earthworks								
	2.1.1 Clearing and Grubbing		sq.m .						
	2.1.2 Removal of Trees and Other Obstructions		sq.m .						
	2.1.3 Excavation		cu.m .						
	2.1.4 Structural Backfill		cu.m .						
	2.1.5 Embankment		cu.m .						
	2.1.6 Gravel Bedding		cu.m .						
	2.1.7 Aggregate Base Course		cu.m .						
	2.1.8 Concrete Paver including		sq.m .						
	2.2 Soil Treatment		sq.m .						
	2.3 Temporary Fencing/Enclosure		l.m.						
	2.4 Others (pls. specify)								
<b>SUB-TOTAL (Civil Works)</b>									
<b>3</b>	<b>Reinforced Concrete Works</b>								
	3.1 Lean Concrete (10 Mpa)		cu.m .						
	3.2 Structure Concrete (Pavement: 14 Mpa)		cu.m .						
	3.3 Structure Concrete (Slab-on-Grade and Wall Footing: 21 Mpa)		cu.m .						
	3.4 Structure Concrete (Other Structures: 28 Mpa)		cu.m .						
	3.5 Prestressed Concrete Joists (2 Strand)		l.m.						

	3.6 Reinforcing Steel (Deformed), Grade 40		kg.						
	3.7 Reinforcing Steel (Deformed), Grade 60		kg.						
	3.8 Forms and Falseworks		lot						
	3.9 Others (Pls. Specify)								
<b>SUB-TOTAL (Reinforced Concrete Works)</b>									
<b>4</b>	<b>Masonry Works</b>								
	4.1 150mm CHB Load Bearing (including Reinforcing Steel and Plastering)		sq.m .						
	4.2 100mm CHB Load Bearing (including Reinforcing Steel and Plastering)		sq.m .						
	4.3 Others (Pls. Specify)								
<b>SUB-TOTAL (Masonry Works)</b>									
<b>5</b>	<b>Metal Works</b>								
	5.1 Stainless Steel Railings (For Ramps and Stairs)		l.m.						
	5.2 Flag Pole (Including Pedestal and Base Plate)		unit						
<b>SUB-TOTAL (Metal Works)</b>									
<b>6</b>	<b>Landscaping Works</b>								
	6.1 Landscape (Including frog grass)		lot						
	6.2 Others (Pls. Specify)								
<b>SUB-TOTAL (Land Scaping Works)</b>									
<b>7</b>	<b>Architectural Works</b>								



	7.1 Roofing System								
	7.1.1 Supply and Installation of Pre Painted Rib Type G.I Roofing (Gauge No. 24). Pre painted Ridge Roll, Flashing and Roof Gutter with Strainer, and Other Roofing Accessories		lot						
	7.1.2 Supply and Installation of Structural Steel Truss/Rafter System Including Purlins, Angle Blocks, Sag Rods, Round Bar Cross Brace with Turn Buckle, Base and Gusset Plates, Plate Connectors, Anchorages and Application of Required Anti Corrosion Protection		lot						
	7.2 Carpentry Works								
	7.2.1 Extra Heavy Duty Fixed High Rack with Four Shelves		unit						
	7.2.2 Pantry Cabinet		lot						
	7.3 Supply and Installation of Doors		lot						
	7.4 Supply and Installation of Windows		lot						
	7.5 Finishes								

	7.5.1 Floor Finish								
	7.5.1.1 Rubberized Paint Finish		sq.m .						
	7.5.1.2 Vitrified Tiles		sq.m .						
	7.5.1.3 Built Up and Preformed Membrane		sq.m .						
	7.5.2 Wall Finish								
	7.5.2.1 Smooth Plastered Paint Finish		sq.m .						
	7.5.2.2 Glazed Ceramic Tiles		sq.m .						
	7.5.3 Ceiling Finish								
	7.5.3.1 Ceiling Finish (Including Joinery Works)		sq.m .						
	7.5.3.2 Pre Painted Spandrel		sq.m .						
	7.5.3.3 Polyethylene Foam for Roof Insulation		sq.m .						
	7.6 Signage								
	7.6.1 Supply and Installation of all Indoor, Semi Outdoor, Outdoor and Safety Signages Including Office Tags		lot						
	7.6.2 Panaflex Logo (DSWD-NCR Logo)		unit						
	7.7 Gate								
	7.7.1 Replacement of Vehicular Gate		unit						
	7.8 Others (Pls. Specify)								
<b>SUB-TOTAL (Architectural Works)</b>									

8	<b>Plumbing and Sanitary Works (Including Bahay Silungan Connection)</b>								
	8.1 Water Supply System: application of Water Connection to Maynilad (including installation of Water Tank and Pressure Pump)		lot						
	8.2 Soil, Water and Vent Sytem								
	8.2.1 Supply and Installation/Laying of Soil, Waste and Vent Pipes and Fittings Including Connection to Proposed Septic Tank		lot						
	8.2.2 Construction of New Septic Tank		lot						
	8.3 Storm Drainage System (Including Downspout, Roof Drain, Catch Basin, Drain Pipe connected to existing Main Canal)		lot						
	8.4 Plumbing Fixtures and Accessories								
	8.4.1 Water Closet with Bidet		unit						
	8.4.2 Urinal		unit						
	8.4.3 Lavatory		unit						
	8.4.4 Pantry Lavatory		unit						
	8.4.5 Hand Dryer		unit						
	8.4.6 Mirror		unit						
	8.4.7 Railings for Persons with Disability (PWD) Comfort Room		lot						
	8.4.8 Floor Drain, Cleanouts and other fittings		lot						

	8.5 Others (Pls. Specify)								
<b>SUB-TOTAL (Plumbing and Sanitary Works (Including Bahay Silungan Connection))</b>									
<b>9</b>	<b>Electrical Works</b>								
	9.1 Lighting Fixtures		lot						
	9.2 Wire and Wirign Devices		lot						
	9.3 Conduits, Boxes and Fittings		lot						
	9.4 Ventilation		lot						
	9.5 PanelBoard with Main & Branch Breakers		lot						
	9.6 Others (Pls.Specify)								
<b>SUB-TOTAL (Electrical Works)</b>									
<b>10</b>	<b>Fire Protection/Emergency Equipment</b>								
	10.1 Fire Extinguisher		unit						
	10.2 Smoke Detector System		lot						
	10.3 Emergency Light		unit						
	10.4 Fire Exit/Panic Door		unit						
	10.5 Fire Alarm/Emergency Drill		unit						
	10.6 Hose Reels with casing		lot						
	10.7 First Aid Kit Cabinet		lot						
	10.8 Foldable Ladder		unit						
	10.9 Others (Pls. Specify)								
<b>SUB-TOTAL (Fire Protection/Emergency Equipment)</b>									
<b>11</b>	<b>IT Works</b>								
	11.1 Supply and Installation of All IT Equipment and its Structural Cabling		lot						
	11.2 Others (Pls. Specify)								



SUB-TOTAL (IT Works)								
12	Mechanical Works							
	12.1 Supply and Installation of Airconditioning Split Type		lot					
	12.2 Others (Pls. Specify)							
SUB-TOTAL (Mechanical Works)								
13	Upgrading of Electrical System of Whole Epheta Center Site with Guardhouse							
	13.1 Meralco Application/Coordination		provisional sum					
	13.2 Powerhouse with Guardhouse (Including Civil Works and Main Panel Board)		lot					
	13.3 Wires and Cables		lot					
	13.4 Grounding System		lot					
	13.5 Miscellaneous and Consumables		lot					
	13.6 Others (Pls. Specify)							
SUB-TOTAL (Mechanical Works)								
GRAND TOTAL								

**Certified Correct:**

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

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Date

**PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM**



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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# 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**

- ☐ (f) The prospective bidder's audited financial statements, showing, among others, The Supplier's Audited Financial Statements for year 2020 and 2019 (in comparative form or separate form):

- Independent Auditor's Report
- Balance Sheet (Statement of Financial Position) and
- Income Statement (Statement of Comprehensive Income)

Each of the above statements must have stamped "**received**" by the Bureau of Internal Revenue (BIR) or its duly accredited institutions.

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

***Class "B" Documents***

- ☐ (m) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

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

**Other documentary requirements under RA No. 9184**

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



# BIDDING FORMS



## Bid Form

Date: \_\_\_\_\_

Invitation to Bid No: \_\_\_\_\_ 21-05-08

To: **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**National Capital Region**  
**389 San Rafael cor Legarda Street, Manila**

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Supplemental/Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to render service for the project **Construction of DSWD-NCR Storage Building Including Upgrading of Main Electrical System under Design and Build** in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or *the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules* attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as but not limited to: [specify the applicable taxes, e.g. (i) Value Added Tax (VAT), (ii) Income Tax, (iii) Local Taxes, and (iv) Other fiscal levies and duties,] which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBD);
- b. to provide a performance security in the form, amounts, and within the times specified in the PBDs;
- c. to abide by this Bid for the Bid Validity Period specified in **BDS** and it shall remain binding upon us 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>1</sup>

Name and address of agent	Amount and Currency	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 me/us.

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.

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

I/We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf [name of bidder] as evidence by the attached [state the written authority].

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.

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

Legal Capacity:\_\_\_\_\_

Signature:\_\_\_\_\_

Duly authorized to sign the Bid for and behalf for:\_\_\_\_\_

Date:\_\_\_\_\_



**Annex I**

**Statement of Single Largest Completed Contract of Similar Nature Within the Last Three (3) Years Prior to the Date of Submission and Receipt of Bids, equivalent to at least Fifty percent (50%) of the ABC of this project.**

<b>Name of Client and Complete Address</b>	<b>Name of the Contract</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</b>	<b>Amount of Contract</b>	<b>Duration of Contract</b>

Any of the following documents must be attached:

- a. End-user's Acceptance/Completion; **or**
- b. Copy of official receipt(s) **or**
- c. Copy of Sales Invoice and Collection Receipt issued for the contract, if completed, which shall be attached to the statements.

*{Note: Failure to submit any of the following supporting documents shall be a ground for disqualification }*

**Certified Correct:**

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

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Date

**PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM**



## Annex II

**Statement of All Ongoing Government and Private Contracts (Including Contracts  
Awarded but not yet Started)**

1. All on-going contracts (including contracts awarded but not yet started, *if ANY*)

Name of Client and Complete Address	Name of the Contract	Date and Status of the Contract	Kinds of Goods	Amount of Goods	Value of Outstanding Contracts	Purchase Order No./ or Date of Contracts	Duration of Contract

*[Note: The following documents must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) Contract or Purchase Order, (b) Notice of Award and (c) Notice to Proceed]*

## Instructions:

- Statement of all on going contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid).
- If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

**Certified Correct:**



---

Name of Company

---

Signature of Bidder or Authorized Representative

---

Name and Designation

---

Date

**\*\*No attachments required\*\***

<p><b>PLEASE USE THE PRESCRIBED FORMAT IN THIS BID FORM</b></p>
---



Annex III

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>2</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 as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>3</sup>, and I/we have furnished the performance security and signed the Contract.

**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

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

\_\_\_\_\_



---

1 Pursuant to GPPB Resolution No. 16-2020 dated 16 September 2020



**(Bidder's Company Letterhead)**

**Construction of DSWD-NCR Storage Building Including Upgrading of Main Electrical System under Design and Build Scheme**

**Invitation to Bid (ITB) No.21-05-08**

Approved Budget for the Contract (ABC) – **Php19,999,997.51**

**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)**

(Please show figures at how you arrived at the NFCC)

This is to certify that our **Net Financial Contracting Capacity (NFCC)** is \_\_\_\_\_ (Php \_\_\_\_\_) which is at least equal to the total ceiling price we are bidding. The amount is computed as follows:

<b>CA</b>	<b>=</b>	<b>Current Assets</b>	<b>P</b>
<b>Less:</b>			<b>-</b>
<b>CL</b>	<b>=</b>	<b>Current Liabilities</b>	<b>P</b>
<b>Sub-Total 1</b>			<b>P</b>
			<b>X 15</b>
<b>Sub-Total 2</b>			<b>P</b>
<b>Less:</b>			<b>-</b>
<b>C</b>	<b>=</b>	Value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract for this Project	<b>P</b>
<b>NFCC</b>			<b>P</b>

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Date

\*\*\* This document must be attached to the Technical Component Envelope \*\*\*

**Note:**

1. The phrase "value of the bidder's current assets and current liabilities" shall be based on the data submitted to the BIR, which refers to the values of the current assets and current liabilities reflected in the Audited Financial Statements.
2. The value of all outstanding or uncompleted contracts refers to those listed in Annex II.
3. The detailed computation must be shown using the formula provided above.
4. The NFCC computation must be at least equal to the ABC of the project

**PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM**



Omnibus Sworn Statement

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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. \_\_\_\_\_ and his/her Community Tax Certificate 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 \_\_\_\_\_



Annex VI-A

ORIGINAL TECHNICAL COMPONENT	
TO :	<b>MS. MARIDOL R. LICERIO</b> CHAIRPERSON BIDS AND AWARDS COMMITTEE DSWD-NCR
FROM :	_____ (Name of Bidder in Capital Letters)
ADDRESS :	_____ (Address of Bidder in Capital Letters)
PROJECT :	_____
BID REF NO.:	_____
ABC :	<b>Php</b> _____
DO NOT OPEN BEFORE: Date & Time of Bid Opening	

COPY 1 TECHNICAL COMPONENT	
TO :	<b>MS. MARIDOL R. LICERIO</b> CHAIRPERSON BIDS AND AWARDS COMMITTEE DSWD-NCR
FROM :	_____ (Name of Bidder in Capital Letters)
ADDRESS :	_____ (Address of Bidder in Capital Letters)
PROJECT :	_____
BID REF NO.:	_____
ABC :	<b>Php</b> _____
DO NOT OPEN BEFORE: Date & Time of Bid Opening	

COPY 2 TECHNICAL COMPONENT	
TO :	<b>MS. MARIDOL R. LICERIO</b> CHAIRPERSON BIDS AND AWARDS COMMITTEE DSWD-NCR
FROM :	_____ (Name of Bidder in Capital Letters)
ADDRESS :	_____ (Address of Bidder in Capital Letters)
PROJECT :	_____
BID REF NO.:	_____
ABC :	<b>Php</b> _____
DO NOT OPEN BEFORE: Date & Time of Bid Opening	

TECHNICAL COMPONENT ENVELOPE	
TO :	<b>MS. MARIDOL R. LICERIO</b> CHAIRPERSON BIDS AND AWARDS COMMITTEE DSWD-NCR
FROM :	_____ (Name of Bidder in Capital Letters)
ADDRESS :	_____ (Address of Bidder in Capital Letters)
PROJECT :	_____
BID REF NO.:	_____
ABC :	<b>Php</b> _____
DO NOT OPEN BEFORE: Date & Time of Bid Opening	

1. SEAL

2. SIGN

1. SEAL

2. SIGN

DO NOT OPEN BEFORE:  
DATE & TIME OF BID OPENING





Annex VI-B

ORIGINAL FINANCIAL COMPONENT

COPY 1 FINANCIAL COMPONENT

COPY 2 FINANCIAL COMPONENT

FINANCIAL COMPONENT ENVELOPE

1. SEAL

2. SIGN

DO NOT OPEN BEFORE:  
DATE & TIME OF BID OPENING

1. SEAL

2. SIGN



Annex VI - C

FINANCIAL COMPONENT ENVELOPE	
TO :	<b>MS. MARIDOL R. LICERIO</b>
FROM :	
ADDRESS :	
PROJECT :	
BID REF NO.:	
ABC :	<b>Php</b> _____
DO NOT OPEN BEFORE: Date & Time of Bid Opening	

TECHNICAL COMPONENT ENVELOPE	
TO :	<b>MS. MARIDOL R. LICERIO</b> CHAIRPERSON BIDS AND AWARDS COMMITTEE DSWD-NCR
FROM :	_____
ADDRESS :	_____
PROJECT :	_____
BID REF NO.:	_____
ABC :	<b>Php</b> _____
DO NOT OPEN BEFORE: Date & Time of Bid Opening	

1. SEAL	1. SEAL
2. SIGN	2. SIGN

DO NOT OPEN BEFORE:  
DATE & TIME OF BID OPENING

