

PHILIPPINE BIDDING DOCUMENTS
(As Harmonized with Development Partners)

**Procurement of
INFRASTRUCTURE
PROJECTS**

Government of the Republic of the Philippines

**SUPPLY AND DELIVERY OF LABOR AND
MATERIALS FOR REPAIR OF FACILITIES OF
MARILLAC HILLS OF THE DSWD-NCR**

(Invitation to Bid No. 21-09-20)

**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.



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



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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

Contractor – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in



these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.



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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.



Section I. Invitation to Bid



INVITATION TO BID
No. 21-09-20

**SUPPLY AND DELIVERY OF LABOR AND MATERIALS FOR REPAIR OF FACILITIES
OF MARILLAC HILLS OF THE DEPARTMENT OF SOCIAL WELFARE AND
DEVELOPMENT – NATIONAL CAPITAL REGION (DSWD-NCR)**

1. The Department of Social Welfare and Development – National Capital Region through the Direct Release Fund 2021 intends to apply the sum of **ONE MILLION SIX HUNDRED NINETY THOUSAND PESOS (Php1,690,000.00)** *being the Approved Budget for the Contract (ABC)* to payments under the contract with the following breakdown as follows:

| | |
|--|------------------------|
| ▪ Repair of Kitchen Sinks and Cabinets of Dorms 2, 3 and 4 | Php300,000.00 |
| ▪ Retiling of Dorm 4 (2 nd and 3 rd Floor) | Php350,000.00 |
| ▪ Repair of Comfort Room of Dorm 2 | Php500,000.00 |
| ▪ Repair of Comfort Room of Dorm 3 | Php500,000.00 |
| ▪ Repair/Re-installation of Concrete Pad in the New Dietary Building | Php40,000.00 |
| TOTAL | Php1,690,000.00 |

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 shall be:

| | Contract Duration |
|--|---------------------------------------|
| ▪ Repair of Kitchen Sinks and Cabinets of Dorms 2, 3 and 4 | Twenty Five (25) Calendar Days |
| ▪ Retiling of Dorm 4 (2 nd and 3 rd Floor) | Thirty (30) Calendar Days |
| ▪ Repair of Comfort Room of Dorm 2 | Forty Five (45) Calendar Days |
| ▪ Repair of Comfort Room of Dorm 3 | Forty Five (45) Calendar Days |
| ▪ Repair/Re-installation of Concrete Pad in the New Dietary Building | Twenty One (21) 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 **10 September 2021 to 29 September 2021; (September 10 to September 28 2021; 8:00AM to 4:00PM)(September 29, 2021: until 12:30NN only)** from the address given below and upon payment of a refundable fee of **Five Thousand Pesos (Php5,000.00)** in accordance to Section 17.5 of the IRR:

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 17 September 2021; 1:00 P.M. at DSWD-NCR-Rehabilitation Sheltered Workshop (RSW), J.P Burgos Street, Project 4, Quezon City** and through video conferencing via google meet (meet.google.com/qov-vjoy-vug) which shall be opened to all interested bidders.
7. Bids must be received by the BAC Secretariat at the address below on or before **29 September 2021, 12:45 N.N. 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 **29 September 2021, 1:00 P.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: dswdnrcr.bac@gmail.com
Telephone No.: 5310-1434



12. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph and www.ncr.dswd.gov.ph

Issued this 8th day of September 2021.

Org. Sgd.
MARIDOL R. LICERIO
Chairperson
Bids and Awards Committee



Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, Department of Social Welfare and Development – National Capital Region (DSWD-NCR) invites Bids for the **Supply and Delivery of Labor and Materials for Repair of Facilities of Marillac Hills of the DSWD-NCR**, with Project Identification Number ITB No. 21-09-20.

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

2. Funding Information

13. The GOP through the source of funding as indicated below for *Direct Release Fund 2021* in the sum of **ONE MILLION SIXT HUNDRED NINETY THOUSAND PESOS (Php1,690,000.00)** with the following breakdown as follows:

| | |
|--|------------------------|
| ▪ Repair of Kitchen Sinks and Cabinets of Dorms 2, 3 and 4 | Php300,000.00 |
| ▪ Retiling of Dorm 4 (2 nd and 3 rd Floor) | Php350,000.00 |
| ▪ Repair of Comfort Room of Dorm 2 | Php500,000.00 |
| ▪ Repair of Comfort Room of Dorm 3 | Php500,000.00 |
| ▪ Repair/Re-installation of Concrete Pad in the New Dietary Building | Php40,000.00 |
| TOTAL | Php1,690,000.00 |

2.1. 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 tradable 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



Bid Data Sheet

| ITB Clause | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|--|---|---|--|-----------------------|----------|-----------------|-----------|--------|---|-------|--|---|------------------|-------------|---|---------|--|---|--------------|--|
| 5.1 | Bidders should have been in the business with dealings similar to this project for a period of at least three (3) years prior to the deadline of submission of bids. | | | | | | | | | | | | | | | | | | | | |
| 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. Repair of building and other structures | | | | | | | | | | | | | | | | | | | | |
| 7.1 | Subcontracting is not allowed. | | | | | | | | | | | | | | | | | | | | |
| 10.3 | [Specify if another Contractor license or permit is required.] a. Valid PCAB License <ul style="list-style-type: none">Size Range: Small BLicense Category: at least Category C & D | | | | | | | | | | | | | | | | | | | | |
| 10.4 | The key personnel must meet the required minimum years of experience set below: | | | | | | | | | | | | | | | | | | | | |
| | Key Personnel | Minimum Years of Similar Experience (Same Position) | Minimum Years of Similar & Related Experience | | | | | | | | | | | | | | | | | | |
| | Project Engineer | 1 | 1 | | | | | | | | | | | | | | | | | | |
| | Foreman | 1 | 1 | | | | | | | | | | | | | | | | | | |
| | MANPOWER REQUIRED | | | | | | | | | | | | | | | | | | | | |
| | Lead man | 1 | | | | | | | | | | | | | | | | | | | |
| | Mason | 5 | | | | | | | | | | | | | | | | | | | |
| | Helper | 4 | | | | | | | | | | | | | | | | | | | |
| | Carpenter | 2 | | | | | | | | | | | | | | | | | | | |
| | Plumber | 1 | | | | | | | | | | | | | | | | | | | |
| | Electrician | 1 | | | | | | | | | | | | | | | | | | | |
| | 10.5 | The minimum major equipment requirements are the following: <div>EquipmentCapacityNumber of Units</div> <div>MINIMUM EQUIPMENT REQUIREMENT</div> <table><tr><td>Equipment Description</td><td>Capacity</td><td>Number of Units</td></tr><tr><td>Dumptruck</td><td>12 yd3</td><td>1</td></tr><tr><td>Drill</td><td></td><td>1</td></tr><tr><td>One Bagger Mixer</td><td>4-6 ft3/min</td><td>1</td></tr><tr><td>Grinder</td><td></td><td>1</td></tr><tr><td>Chipping Gun</td><td></td><td>1</td></tr></table> | | | Equipment Description | Capacity | Number of Units | Dumptruck | 12 yd3 | 1 | Drill | | 1 | One Bagger Mixer | 4-6 ft3/min | 1 | Grinder | | 1 | Chipping Gun | |
| Equipment Description | Capacity | Number of Units | | | | | | | | | | | | | | | | | | | |
| Dumptruck | 12 yd3 | 1 | | | | | | | | | | | | | | | | | | | |
| Drill | | 1 | | | | | | | | | | | | | | | | | | | |
| One Bagger Mixer | 4-6 ft3/min | 1 | | | | | | | | | | | | | | | | | | | |
| Grinder | | 1 | | | | | | | | | | | | | | | | | | | |
| Chipping Gun | | 1 | | | | | | | | | | | | | | | | | | | |



| | | |
|------|--|---|
| | Circular Saw | 1 |
| 12 | <i>[Insert Value Engineering clause if allowed.]</i> | |
| 15.1 | <p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than _____ <i>[Insert two percent (2%) of ABC of the project]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than _____ <i>[Insert five percent (5%) of ABC of the project]</i> if bid security is in Surety Bond.</p> | |
| 19.2 | <p>Partial bids are allowed, as follows:</p> <p><i>[Insert grouping of lots by specifying the items and the quantity for every identified lot.]</i></p> | |
| 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 | <p>Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as:</p> <ul style="list-style-type: none"> ▪ 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

Repair of Kitchen Sinks and Cabinets of Dorms 2,3 and 4 at DSWD-NCR Marillac Hills NTSG

This Terms of Reference (TOR) describes the scope, structure and coverage of the Contract for the Repair of Kitchen Sinks and Cabinets of Dorms 2,3 and 4 at DSWD-NCR Marillac Hills NTSG

I. RATIONALE

DSWD-NCR Marillac Hills NTSG, is a residential care facility, located at North Gate Avenue, Filinvest Corporate City, Alabang Muntinlupa City, that provides a habitable and safe shelter for women and children who were victims of sexual abuse, sexual exploitation, trafficking, and Cyber Sex. It is also a safe haven for children in conflict with the law.

Part of a habitable and safe shelter, is to keep the kitchen hygienic and pleasing, which is essential in ensuring the foods served are safe as bacteria can grow and spread. Also, kitchen is one of the most important spaces for our clients for storage, seating, and communication. Thus, repair of damaged and deteriorated kitchen sinks and cabinets on several dorms at DSWD-NCR Marillac Hills NTSG (Dorm 2,3, and 4) are of priority projects to be implemented for the welfare of the clients.

II. OBJECTIVES

The following are the general objectives of the project:

1. To repair damaged and deteriorated kitchen sink and cabinets on dorm 2, 3 and 4
2. To improve the aesthetic view and functionality of kitchen, as an essential part of the shelter of our clients

III. PROJECT DESCRIPTION

The project involves the repair of damaged and deteriorated kitchen sinks and cabinets of dorms 2, 3, and 4 of DSWD-NCR Marillac Hills NTSG. Scope of work includes demolition and restoration works for the Kitchen Cabinets as well as supply and installation of Kitchen Countertop, Sink and even Base Cabinets based from the given drawing plans, Bill of quantities and technical specifications. Improving the Plumbing System is included for this project as well. DSWD-NCR Marillac Hills NTSG will procure services both materials and labor through the normal procurement process.



IV. SCOPE/NATURE OF WORKS

The repair and maintenance project shall cover the following scope of works:

1. Mobilization and Demobilization
2. Health and Safety
3. Civil Works
 - Demolition and Restoration Works
4. Architectural Works
 - Supply and Installation of Overhead Pantry Cabinet (2 coats Wood Painted Finish)
 - Supply and Installation of Ceramic Tiles Countertop (with Base Cabinet)
5. Plumbing and Sanitary Works
 - Supply and Installation of Water Supply System
 - Supply and Installation of Waste and Vent System (including P-traps and Cleanout)
 - Supply and Installation of Kitchen Lavatory (Sink Dual Slot) - 2 each cottage

Clearing and General Cleaning of Area need to be implemented the by the contractor at no additional cost on the part of the end-user. Any scope of works not indicated herein that need to be implemented the same shall be complied by the contractor at no additional cost on the part of the end-user.

V. APPROVED BUDGET AND DURATION FOR CONTRACT

The total Approved Budget for Contract (ABC) for this project is Three Hundred Thousand Pesos (**Php 300,000.00**) inclusive of labor and materials chargeable against Centrally Managed Fund. The project once awarded to an eligible and responsive contractor shall be completed for **twenty-five calendar days (25)** reckoned from date of receipt of Notice To Proceed (NTP).

VI. PAYMENT SCHEME

One-time payment will be made upon 100% accomplishment/completion of the project to the satisfaction of the DSWD-NCR management.

This is supported with the following documents:

1. Billing Statement with a formal letter of request for payment.
2. Narrative Report of Work Accomplishment.
3. Matrix of weight of percentage accomplishment and other supporting documents such as certificate of completion among others.
4. Pictures before and after the completion of the project.
5. Warranty certificate in the form of surety bond.



VII. GENERAL PROVISION

1. 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.
2. Awarded contractor shall implement the project in accordance to required technical specifications and time frame.
3. 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.
4. The contractor shall employ competent technical staff to supervise implementation of this project.
5. 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.
6. 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 as well as Barangay Certification that they are Asymptomatic and not in the list of COVID-19 PUI or PUM Records.
7. 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.
8. 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.
9. 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.
10. 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. Any worker or staff violates with this provision will be subjected to
First Offense: 5 calendar day suspension
Second Offense: Dismissal
11. Drinking of alcoholic drinks and smoking is strictly prohibited inside the working area of the compound.



12. Repair of damages to DSWD property in connection with construction work shall be the sole responsibility and accountability of the contractor.
13. Good housekeeping shall be observed at all times by the contractor. Debris should be properly cleared regularly and disposed of.
14. Contractor must conduct random sampling test and submit the sample test results for analysis by the DPWH testing center for record purposes.
15. 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.
16. 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.
17. 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.
18. 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).
19. The contractor shall secure a communication letter to DSWD-NCR regarding any issue, revisions or change on construction prior commencement of works
20. 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.
21. See Technical Specifications for all other provisions

VIII. MONITORING

The Administrative Service focal staff from the General Service Section and staff from the Project Management Team from the Office of the Regional Center Coordinator will monitor the performance of the contractor based on the project proposal, drawing plans, technical specifications and Terms of Reference (TOR).

IX. WARRANTY

The Contractor warrants that all materials used in the project are brand new and of quality standards and free from defects. The Contractor at its expense, shall undertake all repair and or replacement of materials that are found to be defective and which are brought to the attention of the contractor within one (1) year after the final acceptance of the work by DSWD-NCR.

X. TERMINATION OF THE CONTRACT

Non-compliance of the terms and conditions stated in the Terms of Reference is ground for termination of the Contract Agreement.



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 slippages 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 amounts 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

Conforme:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

Date



TERMS OF REFERENCE

Retiling of Dorm 4 (2nd and 3rd Floor) at DSWD-NCR Marillac Hills NTSG

This Terms of Reference (TOR) describes the scope, structure and coverage of the Contract for the Retiling of Dorm 4 (2nd and 3rd Floor) at DSWD-NCR Marillac Hills NTSG

I. RATIONALE

DSWD-NCR Marillac Hills NTSG, is a residential care facility, located at NorthGate Avenue, Filinvest Corporate City, Alabang Muntinlupa City, that provides a habitable and safe shelter for women and children who were victims of sexual abuse, sexual exploitation, trafficking, and Cyber Sex. It is also a safe haven for children in conflict with the law.

Floorings on every dorm should be provided with durable and low maintenance finishes for the benefit of staff and clients occupying the building. Thus, retiling of floorings at DSWD-NCR Marillac Hills NTSG (Dorm 4, 2nd and 3rd floor) is of priority projects to be implemented for the welfare of the clients, as well as its staff.

II. OBJECTIVES

The following are the general objectives of the project:

1. Retiling 2nd and 3rd floor of Dorm 4 at DSWD-NCR Marillac Hills NTSG
2. To improve the aesthetic view and functionality of floor tile finish and enhance its durability and appearance for clients, staff and visitors

III. PROJECT DESCRIPTION

The project involves the supply/installation of ceramic floor tiles of Dorm 4 of DSWD-NCR Marillac Hills NTSG. Scope of work includes mobilization and demobilization and floor finishes based from the given drawing plans, bill of quantities and technical specifications. DSWD-NCR Marillac Hills NTSG will procure services both materials and labor through the normal procurement process.

IV. SCOPE/NATURE OF WORKS

The repair and maintenance project shall cover the following scope of works:

1. General Requirements
 - Mobilization and Demobilization
 - Temporary Facility/Fencing, Water and Electricity
 - Health and Safety



2. Floor Finish:

- Supply and Installation of Ceramic Tiles (600 mm x 600 mm; including set on tile adhesive; setting with 3 - 5 mm spacing between tiles. Contractor to submit Samples for approval)

Clearing and General Cleaning of Area need to be implemented the by the contractor at no additional cost on the part of the end-user. Any scope of works not indicated herein that need to be implemented the same shall be complied by the contractor at no additional cost on the part of the end-user.

V. APPROVED BUDGET AND DURATION FOR CONTRACT

The total Approved Budget for Contract (ABC) for this project is Five Hundred Thousand Pesos (**Php 350,000.00**) inclusive of labor and materials chargeable against Centrally Managed Fund. The project once awarded to an eligible and responsive contractor shall be completed for **thirty calendar days (30)** reckoned from date of receipt of Notice To Proceed (NTP).

VI. PAYMENT SCHEME

One-time payment will be made upon 100% accomplishment/completion of the project to the satisfaction of the DSWD-NCR management.
This is supported with the following documents:

1. Billing Statement with a formal letter of request for payment.
2. Narrative Report of Work Accomplishment.
3. Matrix of weight of percentage accomplishment and other supporting documents such as certificate of completion among others.
4. Pictures before and after the completion of the project.
5. Warranty certificate in the form of surety bond.

VII. GENERAL PROVISION

1. 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.
2. Awarded contractor shall implement the project in accordance to required technical specifications and time frame.
3. 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.
4. The contractor shall employ competent technical staff to supervise implementation of this project.
5. 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.
6. 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 as well as Barangay Certification that they are Asymptomatic and not in the list of COVID-19 PUI or PUM Records.
 7. 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.
 8. 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.
 9. 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.
 10. 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. Any worker or staff violates with this provision will be subjected to
First Offense: 5 calendar day suspension
Second Offense: Dismissal
 11. Drinking of alcoholic drinks and smoking is strictly prohibited inside the working area of the compound.
 12. Repair of damages to DSWD property in connection with construction work shall be the sole responsibility and accountability of the contractor.
 13. Good housekeeping shall be observed at all times by the contractor. Debris should be properly cleared regularly and disposed of.
 14. Contractor must conduct random sampling test and submit the sample test results for analysis by the DPWH testing center for record purposes.
 15. 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.
 16. 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.
 17. 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.
 18. 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).



19. The contractor shall secure a communication letter to DSWD-NCR regarding any issue, revisions or change on construction prior commencement of works
20. 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.
21. See Technical Specifications for all other provisions

VIII. MONITORING

The Administrative Service focal staff from the General Service Section and staff from the Project Management Team from the Office of the Regional Center Coordinator will monitor the performance of the contractor based on the project proposal, drawing plans, technical specifications and Terms of Reference (TOR).

IX. WARRANTY

The Contractor warrants that all materials used in the project are brand new and of quality standards and free from defects. The Contractor at its expense, shall undertake all repair and or replacement of materials that are found to be defective and which are brought to the attention of the contractor within one (1) year after the final acceptance of the work by DSWD-NCR.

X. TERMINATION OF THE CONTRACT

Non-compliance of the terms and conditions stated in the Terms of Reference is ground for termination of the Contract Agreement.

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 slippages 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,



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 amounts 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. BIDDER 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.

Conforme:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

Date



TERMS OF REFERENCE

Repair of Comfort Room of Dorm 2 at DSWD-NCR Marillac Hills NTSG

This Terms of Reference (TOR) describes the scope, structure and coverage of the Contract for the Repair of Comfort Room of Dorm 2 at DSWD-NCR Marillac Hills NTSG

I. RATIONALE

DSWD-NCR Marillac Hills NTSG, is a residential care facility, located at North Gate Avenue, Filinvest Corporate City, Alabang Muntinlupa City, that provides a habitable and safe shelter for women and children who were victims of sexual abuse, sexual exploitation, trafficking, and Cyber Sex. It is also a safe haven for children in conflict with the law.

It is important that all clients are provided with proper sanitation for safe disposal and maintaining hygiene. Keeping a sustainable Comfort Room environment is essential for the healthy development of clients, staff and visitors. Thus, repair of damaged and deteriorated Comfort Room at DSWD-NCR Marillac Hills NTSG (Dorm 2,) is of priority projects to be implemented for the welfare of the clients, as well as its staff.

II. OBJECTIVES

The following are the general objectives of the project:

1. To repair damaged and deteriorated Comfort Room on dorm 2
2. To improve the aesthetic view and functionality of Comfort Room, and enhance sanitation for clients, staff and visitors

III. PROJECT DESCRIPTION

The project involves the repair of damaged and deteriorated Comfort Room dorms 2 of DSWD-NCR Marillac Hills NTSG. Scope of work includes demolition and restoration works, Masonry Works, Application and Installation of Floor and Wall Finishes, Rehabilitation of Plumbing and Electrical Works as well as enhancement of Staff/Persons-with-Disability (PWD) Comfort Room based from the given drawing plans, Bill of quantities and technical specifications. DSWD-NCR Marillac Hills NTSG will procure services both materials and labor through the normal procurement process.



IV. SCOPE/NATURE OF WORKS

The repair and maintenance project shall cover the following scope of works:

1. General Requirements
 - Mobilization and Demobilization
 - Temporary Facilities/Fencing, Electricity and Water
 - Health and Safety
2. Civil Works
 - Demolition and Restoration Works
3. Masonry Works
 - Supply and Installation of 100 mm CHB Load Bearing (including Reinforcing Steel and Plastering)
4. Architectural Works
 - Supply and Installation of Wood Flush Door for staff PWD Comfort Room with Louver (including application of wood sealer 2-coats and accessories) 1.7m H x 1.0m W
 - Supply and Installation of Awning Window with Screen and Decorative Grills
 - Application of Finishes
 - Floor Finish: Supply and Installation of Vitrified Tiles
 - Wall Finish:
 - Repainting Works: Smooth Plastered Paint Finish
 - Supply and Installation of Glazed Ceramic Tiles
 - Supply and Installation of Granite Countertop (including Open Cabinet)
5. Plumbing and Sanitary Works
 - Supply and Installation of Water Supply System
 - Soil, Waste and Vent System: Supply and Installation/Laying of Soil, Waste and Vent Pipes and Fittings Including Connection to Existing Septic Tank
 - Plumbing Fixtures and Accessories:
 - Supply and Installation of Water Closet and faucet
 - Supply and Installation of Lavatory
 - Supply and Installation of Wall Mounted Shower Head and Faucet
 - Supply and Installation of Railings for Persons with Disability (PWD) Comfort Room
 - Supply and Installation of Floor Drain, Cleanouts and other fittings
6. Electrical Works
 - Supply and Installation of Lighting Fixtures
 - Supply and Installation of Wire and Wiring Devices
 - Supply and Installation of Conduits, Boxes and Fittings
 - Supply and Installation of Ventilation (supply and installation of exhaust fan)



Clearing and General Cleaning of Area need to be implemented the by the contractor at no additional cost on the part of the end-user. Any scope of works not indicated herein that need to be implemented the same shall be complied by the contractor at no additional cost on the part of the end-user.

V. APPROVED BUDGET AND DURATION FOR CONTRACT

The total Approved Budget for Contract (ABC) for this project is Five Hundred Thousand Pesos (**Php 500,000.00**) inclusive of labor and materials chargeable against Centrally Managed Fund. The project once awarded to an eligible and responsive contractor shall be completed for **forty-five calendar days (45)** reckoned from date of receipt of Notice To Proceed (NTP).

VI. PAYMENT SCHEME

One-time payment will be made upon 100% accomplishment/completion of the project to the satisfaction of the DSWD-NCR management.

This is supported with the following documents:

1. Billing Statement with a formal letter of request for payment.
2. Narrative Report of Work Accomplishment.
3. Matrix of weight of percentage accomplishment and other supporting documents such as certificate of completion among others.
4. Pictures before and after the completion of the project.
5. Warranty certificate in the form of surety bond.

VII. GENERAL PROVISION

1. 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.
2. Awarded contractor shall implement the project in accordance to required technical specifications and time frame.
3. 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.
4. The contractor shall employ competent technical staff to supervise implementation of this project.
5. 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.
6. 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 as well as Barangay Certification that they are Asymptomatic and not in the list of COVID-19 PUI or PUM Records.
 7. 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.
 8. 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.
 9. 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.
 10. 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. Any worker or staff violates with this provision will be subjected to
First Offense: 5 calendar day suspension
Second Offense: Dismissal
 11. Drinking of alcoholic drinks and smoking is strictly prohibited inside the working area of the compound.
 12. Repair of damages to DSWD property in connection with construction work shall be the sole responsibility and accountability of the contractor.
 13. Good housekeeping shall be observed at all times by the contractor. Debris should be properly cleared regularly and disposed of.
 14. Contractor must conduct random sampling test and submit the sample test results for analysis by the DPWH testing center for record purposes.
 15. 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.
 16. 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.
 17. 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.
 18. 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).



19. The contractor shall secure a communication letter to DSWD-NCR regarding any issue, revisions or change on construction prior commencement of works
20. 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.
21. See Technical Specifications for all other provisions

VIII. MONITORING

The Administrative Service focal staff from the General Service Section and staff from the Project Management Team from the Office of the Regional Center Coordinator will monitor the performance of the contractor based on the project proposal, drawing plans, technical specifications and Terms of Reference (TOR).

IX. WARRANTY

The Contractor warrants that all materials used in the project are brand new and of quality standards and free from defects. The Contractor at its expense, shall undertake all repair and or replacement of materials that are found to be defective and which are brought to the attention of the contractor within one (1) year after the final acceptance of the work by DSWD-NCR.

X. TERMINATION OF THE CONTRACT

Non-compliance of the terms and conditions stated in the Terms of Reference is ground for termination of the Contract Agreement.

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 slippages 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 amounts 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. BIDDER 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.

Conforme:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

Date



TERMS OF REFERENCE

Repair of Comfort Room of Dorm 3 at DSWD-NCR Marillac Hills NTSG

This Terms of Reference (TOR) describes the scope, structure and coverage of the Contract for the Repair of Comfort Room of Dorm 3 at DSWD-NCR Marillac Hills NTSG

I. RATIONALE

DSWD-NCR Marillac Hills NTSG, is a residential care facility, located at North Gate Avenue, Filinvest Corporate City, Alabang Muntinlupa City, that provides a habitable and safe shelter for women and children who were victims of sexual abuse, sexual exploitation, trafficking, and Cyber Sex. It is also a safe haven for children in conflict with the law.

It is important that all clients are provided with proper sanitation for safe disposal and maintaining hygiene. Keeping a sustainable Comfort Room environment is essential for the healthy development of clients, staff and visitors. Thus, repair of damaged and deteriorated Comfort Room at DSWD-NCR Marillac Hills NTSG (Dorm 3,) is of priority projects to be implemented for the welfare of the clients, as well as its staff.

II. OBJECTIVES

The following are the general objectives of the project:

1. To repair damaged and deteriorated Comfort Room on Dorm 3
2. To improve the aesthetic view and functionality of Comfort Room, and enhance sanitation for clients, staff and visitors

III. PROJECT DESCRIPTION

The project involves the repair of damaged and deteriorated Comfort Room dorm 3 of DSWD-NCR Marillac Hills NTSG. Scope of work includes demolition and restoration works, Masonry Works, Application and Installation of Floor and Wall Finishes, Rehabilitation of Plumbing and Electrical Works as well as enhancement of Staff/Persons-with-Disability (PWD) Comfort Room based from the given drawing plans, Bill of quantities and technical specifications. DSWD-NCR Marillac Hills NTSG will procure services both materials and labor through the normal procurement process.

IV. SCOPE/NATURE OF WORKS

The repair and maintenance project shall cover the following scope of works:



1. General Requirements
 - Mobilization and Demobilization
 - Temporary Facilities/Fencing, Electricity and Water
 - Health and Safety
2. Civil Works
 - Demolition and Restoration Works
3. Masonry Works
 - Supply and Installation of 100 mm CHB Load Bearing (including Reinforcing Steel and Plastering)
4. Architectural Works
 - Supply and Installation of Wood Flush Door for staff PWD Comfort Room with Louver (including application of wood sealer 2-coats and accessories) 1.7m H x 1.0m W
 - Supply and Installation of Awning Window with Screen and Decorative Grills
 - Application of Finishes
 - Floor Finish: Supply and Installation of Vitrified Tiles
 - Wall Finish:
 - Repainting Works: Smooth Plastered Paint Finish
 - Supply and Installation of Glazed Ceramic Tiles
 - Supply and Installation of Granite Countertop (including Open Cabinet)
5. Plumbing and Sanitary Works
 - Supply and Installation of Water Supply System
 - Soil, Waste and Vent System: Supply and Installation/Laying of Soil, Waste and Vent Pipes and Fittings Including Connection to Existing Septic Tank
 - Plumbing Fixtures and Accessories:
 - Supply and Installation of Water Closet and faucet
 - Supply and Installation of Lavatory
 - Supply and Installation of Wall Mounted Shower Head and Faucet
 - Supply and Installation of Railings for Persons with Disability (PWD) Comfort Room
 - Supply and Installation of Floor Drain, Cleanouts and other fittings
6. Electrical Works
 - Supply and Installation of Lighting Fixtures
 - Supply and Installation of Wire and Wiring Devices
 - Supply and Installation of Conduits, Boxes and Fittings
 - Supply and Installation of Ventilation (supply and installation of exhaust fan)

Clearing and General Cleaning of Area need to be implemented the by the contractor at no additional cost on the part of the end-user. Any scope of works not indicated herein that



need to be implemented the same shall be complied by the contractor at no additional cost on the part of the end-user.

V. APPROVED BUDGET AND DURATION FOR CONTRACT

The total Approved Budget for Contract (ABC) for this project is Five Hundred Thousand Pesos (**Php 500,000.00**) inclusive of labor and materials chargeable against Centrally Managed Fund. The project once awarded to an eligible and responsive contractor shall be completed for **forty-five calendar days (45)** reckoned from date of receipt of Notice To Proceed (NTP).

VI. PAYMENT SCHEME

One-time payment will be made upon 100% accomplishment/completion of the project to the satisfaction of the DSWD-NCR management.

This is supported with the following documents:

1. Billing Statement with a formal letter of request for payment.
2. Narrative Report of Work Accomplishment.
3. Matrix of weight of percentage accomplishment and other supporting documents such as certificate of completion among others.
4. Pictures before and after the completion of the project.
5. Warranty certificate in the form of surety bond.

VII. GENERAL PROVISION

1. 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.
2. Awarded contractor shall implement the project in accordance to required technical specifications and time frame.
3. 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.
4. The contractor shall employ competent technical staff to supervise implementation of this project.
5. 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.



6. 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 as well as Barangay Certification that they are Asymptomatic and not in the list of COVID-19 PUI or PUM Records.
7. 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.
8. 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.
9. 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.
10. 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. Any worker or staff violates with this provision will be subjected to
First Offense: 5 calendar day suspension
Second Offense: Dismissal
11. Drinking of alcoholic drinks and smoking is strictly prohibited inside the working area of the compound.
12. Repair of damages to DSWD property in connection with construction work shall be the sole responsibility and accountability of the contractor.
13. Good housekeeping shall be observed at all times by the contractor. Debris should be properly cleared regularly and disposed of.
14. Contractor must conduct random sampling test and submit the sample test results for analysis by the DPWH testing center for record purposes.
15. 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.
16. 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.
17. 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.
18. 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).
19. The contractor shall secure a communication letter to DSWD-NCR regarding any issue, revisions or change on construction prior commencement of works



20. 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.
21. See Technical Specifications for all other provisions

VIII. MONITORING

The Administrative Service focal staff from the General Service Section and staff from the Project Management Team from the Office of the Regional Center Coordinator will monitor the performance of the contractor based on the project proposal, drawing plans, technical specifications and Terms of Reference (TOR).

IX. WARRANTY

The Contractor warrants that all materials used in the project are brand new and of quality standards and free from defects. The Contractor at its expense, shall undertake all repair and or replacement of materials that are found to be defective and which are brought to the attention of the contractor within one (1) year after the final acceptance of the work by DSWD-NCR.

X. TERMINATION OF THE CONTRACT

Non-compliance of the terms and conditions stated in the Terms of Reference is ground for termination of the Contract Agreement.

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 slippages 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 amounts 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. BIDDER 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.

Conforme:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

Date



TERMS OF REFERENCE

Repair/ Re-Installation of Concrete Pad in the new Dietary Building of DSWD-NCR Marillac Hills NTSG

This Terms of Reference (TOR) describes the scope, structure and coverage of the Contract for the Repair/ Re-Installation of Concrete Pad in the new Dietary Building at DSWD-NCR Marillac Hills NTSG

I. RATIONALE

DSWD-NCR Marillac Hills NTSG, is a Center/Residential Care Facility (C/RCF), located at North Gate Avenue, Filinvest Corporate City, Alabang Muntinlupa City, that provides a habitable and safe shelter for women and children who were victims of sexual abuse, sexual exploitation, trafficking, and Cyber Sex. Currently DSWD-NCR Marillac Hills NTSG has a total of One Hundred Forty One (141) girls in their custody.

To provide food service on the clients during their stay in the C/RCF, the dietary kitchen facility should be designed to cater the service needed. Proposed Repair of Concrete Pad for Kitchen Gas Stoves and Installation of Stainless Range Hood Filter as Exhaust Screen at Dietary Kitchen are of priority to improve the food service necessity for the clients.

II. OBJECTIVES

The following are the general objectives of the project:

1. To enhance the general design of Concrete Pad of the Dietary Kitchen of DSWD-NCR Marillac Hills NTSG
2. To improve the functionality and provide additional protection on Kitchen Exhaust by installing Stainless Range Hood Filter
3. To deliver quality food service for the clients

III. PROJECT DESCRIPTION

The project involves repair of concrete pad and installation of stainless range hood filter as exhaust screen at the Dietary Kitchen of DSWD-NCR Marillac Hills NTSG. Scope of work includes Reorientation of Gas Pipe on Concrete Pad, Demolition Works (Including Tiles), Restoration Works of all damaged portion (including damaged tiles, Gas Stove etc.), Construction of Concrete Pad, and Supply and Installation Stainless Range Hood Filter for Exhaust at Dietary Kitchen (2m x 2m) based from the given drawing plans, Bill of quantities



and technical specifications. DSWD-NCR Marillac Hills NTSG will procure services both materials and labor through the normal procurement process.

IV. SCOPE/NATURE OF WORKS

The repair and maintenance project shall cover the following scope of works:

1. General Requirements
 - Mobilization and Demobilization
 - Temporary Water and Electricity
 - Health and Safety (including Covid-19 related testing for staff and laborers, Barangay Certification that they are Asymptomatic of COVID-19)
2. Civil Works
 - Reorientation of Gas Pipe on Concrete Pad
 - Demolition Works (Including Tiles)
 - Restoration Works of all damaged portion (including damaged tiles, Gas Stove etc.)
 - Backfill for Concrete Pad
3. Reinforced Concrete Works
 - Structure Concrete (Class A, 28 days curing period)
 - Reinforcing Steel (Deformed)
 - Forms and False works
4. Masonry Works
 - 150 mm CHB Load Bearing with Plastering all sides (including Reinforcing Steel)
5. Architectural Works
 - Finishes
 - Smooth Plastered Finish
6. Miscellaneous Structure
 - Supply and Installation Stainless Range Hood Filter for Exhaust at Dietary Kitchen (2m x 2m)

Clearing and General Cleaning of Area need to be implemented the by the contractor at no additional cost on the part of the end-user. Any scope of works not indicated herein that need to be implemented the same shall be complied by the contractor at no additional cost on the part of the end-user.

V. APPROVED BUDGET AND DURATION FOR CONTRACT

The total Approved Budget for Contract (ABC) for this project is Forty Thousand Pesos (**Php 40,000.00**) inclusive of labor and materials chargeable against Direct Release Fund. The

DSWD



project once awarded to an eligible and responsive contractor shall be completed for **twenty one calendar days (21)** reckoned from date of receipt of Notice to Proceed (NTP).

VI. PAYMENT SCHEME

One-time payment will be made upon 100% accomplishment/completion of the project to the satisfaction of the DSWD-NCR management.

This is supported with the following documents:

1. Billing Statement with a formal letter of request for payment.
2. Narrative Report of Work Accomplishment.
3. Matrix of weight of percentage accomplishment and other supporting documents such as certificate of completion among others.
4. Pictures before and after the completion of the project.
5. Warranty certificate in the form of surety bond.

VII. GENERAL PROVISION

1. 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.
2. Awarded contractor shall implement the project in accordance to required technical specifications and time frame.
3. 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.
4. The contractor shall employ competent technical staff to supervise implementation of this project.
5. 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 of 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.
6. The awarded contractor shall strictly comply to 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.



7. Contractor shall secure the necessary permits, licenses and other required documents from concerned government agency as well as the local government unit.
8. 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.
9. 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.
10. 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.
11. 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.
12. Contractor shall secure approval of pouring request form from the DSWD-NCR prior to pouring of concrete for inspection and verification purposes.
13. 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.
14. 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.
15. Drinking of alcoholic drinks and smoking is strictly prohibited inside the working area of the compound.
16. The Contractor upon award shall submit Method of Statement for review and approval of procuring entity prior to mobilization.
17. Repair of damages to DSWD property in connection with construction work shall be the sole responsibility and accountability of the contractor.
18. Good housekeeping shall be observed at all times by the contractor. Debris should be properly cleared regularly and disposed of.
19. Contractor must conduct random sampling test and submit the sample test results for analysis by the DPWH testing center for record purposes.
20. 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.
21. 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.
22. 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.



23. 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).

VIII. MONITORING

The Administrative Service focal staff from the General Service Section and staff from the Project Management Team from the Office of the Regional Center Coordinator will monitor the performance of the contractor based on the project proposal, drawing plans, technical specifications and Terms of Reference (TOR).

IX. WARRANTY

The Contractor warrants that all materials used in the project are brand new and of quality standards and free from defects. The Contractor at its expense, shall undertake all repair and or replacement of materials that are found to be defective and which are brought to the attention of the contractor within one (1) year after the final acceptance of the work by DSWD-NCR.

X. TERMINATION OF THE CONTRACT

Non-compliance of the terms and conditions stated in the Terms of Reference is ground for termination of the Contract Agreement.

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 slippages 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 amounts 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. BIDDER 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.

Conforme:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

Date



TECHNICAL SPECIFICATION

Date Submitted September 7, 2021

| | |
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| Subject/Title | Minor Repair Project: (1) Retiling of Dorm 4 (2nd and 3rd Floor), (2) Repair of Kitchen Sinks and Cabinets of Dorms 2,3 and 4, (3) Repair of Concrete Pad and Exhaust Screen at Dietary Kitchen |
| Location | DSWD-NCR Marillac Hills NTSG, North Gate Avenue, Filinvest Corporate City, Alabang Muntinlupa City |

| Item | Description and Specification | Actual/Sample Picture (if applicable) |
|------|---|---------------------------------------|
| 1 | General Requirements | |
| | <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> | |
| | <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> | |
| | <p>Temporary Facilities</p> <p>These includes the Contractor's temporary facility, installation and maintenance of temporary site facilities and utilities, provisions of Project Signs, power and lighting, security and sanitary precaution and control</p> | |
| | <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: a.) Color and Size: white 8 ft x 8 ft</p> | |

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DSWD-NCR | ADMINISTRATIVE SERVICE



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| | <p>b.) Resolution: 70 dpi c.) Font: Helvetia d.) Font Size: Main Information 3", Sub Information 1" e.) Font Color: Black</p> | |
| | <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.</p> | |
| | <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> | |
| | <p>Health and Safety</p> <p>This section is in connection with DPWH DO No. 35 Series of 2020 of DPWH - Construction Safety Guidelines for the Implementation of All Infrastructure Projects during the COVID-19 Public Health Crisis</p> <p>Construction Personnel shall be required to undergo any available COVID-19 test, as may be prescribed by DOH, and retested as the need arises. In regards, consultation with medical doctors (duly accredited by DOH, if possible) prior to conduct of COVID-19 test shall be made. The head of the concerned implementing office shall issue construction quarantine pass to the individual qualified personnel.</p> | |
| 2 | Civil Works | |
| | <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> | |
| | <p>Demolition</p> <p>Demolition of damage parts; All serviceable items will be reported to DSWD-NCR Marillac Hills NTSG for proper storage and disposal</p> | |
| 3 | Reinforced Concrete Works | |
| | <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</p> | |



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consists of mixing, conveying, and placing of concrete, for 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.

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

Floors of the sheds shall be at least 30 cm above ground. The cement while being conveyed to the site in trucks or other vehicles shall be adequately from the weather. The cement shall be used as soon as possible after delivery. Any cement that has deteriorated or has been contaminated shall not be used for concrete.

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.

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. The aggregates shall be dense, hard durable and free from harmful amount of reactive minerals and other chemical compounds and shall conform to the above mentioned standards.

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.



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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 (N. 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.

The gradation of the coarse aggregate shall conform to the requirements of ASTM C33, size No. 67, with sizes ranging from coarse to fine within the limits of US Standard sieve sizes.

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 (N. 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



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| | <p>to achieve the required workability and to obtain the specified concrete strength, which shall be subject to the approval of the Design Engineer.</p> <p>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.</p> | |
| | <p>Reinforcing Steel (Deformed)</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"> • ASTM A82 - Steel Wire, Plain for Concrete Reinforcement • ASTM A615 - Deformed and Plain Billet-Steel Bars for concrete reinforcement • PNS 49 - Philippine National Standard -Steel Bars for Concrete reinforcement • AWS D1.4 - Structural Welding Code - Reinforcing Steel • ACI315 - Details and Detailing of Concrete Reinforcement • ACI 318 - Building code requirements for Reinforced Concrete <p>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. 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.</p> <p>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.</p> <p>Fixing of reinforcement. The steel reinforcement shall be assembled to the exact shapes and dimensions as approved by the Design</p> | |



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| | Engineer. | |
| 4 | <p>Masonry Works</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"> • Concrete hollow block walls • Reinforcing bars for concrete hollow blocks • Grouting • Connecting wall anchors, ties, bolts and related embedded items • Installation of frame for doors, windows, steel lintels, and recessed fixtures <p>All concrete blocks shall conform to ASTM C129 or equivalent unless otherwise specified as follows:</p> <ul style="list-style-type: none"> • 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). • Sand shall be clean sharp, coarse, well-graded and shall conform to ASTM C-144 (Aggregate for Mortar) or ASTM C33. • 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". <p>Joint mortar materials:</p> <ul style="list-style-type: none"> • 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) • One part "Portland" cement and two parts sand and water but not more than three parts sand and water. • Plaster bond: N and H Plaster bond - Apply to all wall areas prior to plastering. | |



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| 6 | Architectural Works |
| | <p>This section is in line with DPWH DO No. 64 Series of 2008 DPWH Standard Specifications for Protective Coating for Concrete – Item 729</p> <p>A. Latexes - Protective coatings that are used for color, appearance, and cleanability. For exterior use, acrylic latexes provide improved color and gloss retention (vinyl latexes are not normally recommended because they tend to hydrolyze under high pH situations). Elastomeric formulations (e.g., acrylic, silicone), which provide waterproofing and crack bridging properties, are also available.</p> <p>B. Epoxies - Protective coating consisting of two component products that are available in thin film (less than 0.25 mm (10 mils) and thick film (0.25 mm to 1.27 mm (10 mils to 50 mils) coatings.</p> <p>CONSTRUCTION REQUIREMENTS:</p> <ul style="list-style-type: none"> ➤ Material - All materials shall be Environmental protection Agency (EPA) certified and approved. <p>Painting Materials:</p> <ol style="list-style-type: none"> 1. Submit various painting materials specification data and sample to be used for Procuring Entity's approval. 2. All primers, thinners and putty, also waterproofing for internal and external application shall be the same brand as the specified material. 3. Painting materials including its application must be covered with minimum of five- (5) year guarantee to be rendered by the painting manufacturer. <ul style="list-style-type: none"> ➤ Preparation of Surfaces - All concrete surfaces shall be sound, clean, and dry before protective coating is applied. Surface contaminants such as oils, dirt, curing compounds, and efflorescence which would prevent protective coating penetration, adhesion, or drying shall be removed. ➤ Application - The Contractor shall notify the Engineer at least one (1) day before beginning the application of protective coating. The manufacturer's recommended application rate and method of application shall be followed when a protective coating is applied to concrete. |



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- All sample paint shall be submit on at least 300mm x 300mm plywood panel, color and shade as per approval by the Procuring Entity.
- Application shall be as per paint Manufacturer's specification and recommendation.
- Provide all drop cloth and other covering requisite for protection of floors, walls, aluminum, glass, finishes and other works.
- 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.

For Wall: 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.

Wall Base: Please specify in the Architectural Plan for approval before implementation.

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.


TILING WORKS:

For Floor:

- FullyVitrified 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.
- Vitrified Glazed &Unglazed Tiles: Supply and installation of 9 to 10 mm x 300 mm x 300 mm premium series for Toilet Wall & Floor Tiles. Contractor for preparation of Design for approval of End User. Submit Samples for approval.



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| | <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> |  |
| <p>7</p> | <p>Plumbing Works</p> <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> <ul style="list-style-type: none"> • WATER SUPPLY <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> • WATER SYSTEM TEST <p>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.</p> <p>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.</p> • INSTALLATION OF SOIL, WASTE, VENT AND DRAINAGE PIPING <p>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</p> | |



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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.

• **PLUMBING FIXTURES AND ACCESSORIES**

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.


1. Kitchen Lavatory (Sink Dual Slot), complete set with gooseneck and soap dispenser:

Materials and tapware: Nano Black; Real 304 Grade Stainless Steel High Quality (Tested With A Chemical) anti rust, scratch proof, 3mm min. thickness

Inclusion:
Stainless Sink
Drain
Hose



Prepared by:


JOSEPH CARLO R. LANCETA
Admin Officer IV
DSWD-NCR

Conforme:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

Date



TECHNICAL SPECIFICATION

Date Submitted April 15, 2021

Subject/Title : Repair of Comfort Room of Dorm 2 at DSWD-NCR Marillac Hills NTSG
Location : DSWD-NCR Marillac Hills NTSG, North Gate Avenue, Filinvest Corporate City, Alabang Muntinlupa City

| Item | Description and Specification | Actual/Sample Picture (if applicable) |
|------|---|--|
| 1 | General Requirements | |
| | <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> | |
| | <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> | |
| | <p>Temporary Facilities</p> <p>These includes the Contractor's temporary facility, installation and maintenance of temporary site facilities and utilities, provisions of Project Signs, power and lighting, security and sanitary precaution and control</p> | |
| | <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</p> | |



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| | <p>specifications:</p> <p>a.) Color and Size: white 8 ft x 8 ft</p> <p>b.) Resolution: 70 dpi</p> <p>c.) Font: Helvetia</p> <p>d.) Font Size: Main Information 3", Sub Information 1"</p> <p>e.) Font Color: Black</p> | |
| | <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.</p> | |
| | <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> | |
| | <p>Health and Safety</p> <p>This section is in connection with DPWH DO No. 35 Series of 2020 of DPWH - Construction Safety Guidelines for the Implementation of All Infrastructure Projects during the COVID-19 Public Health Crisis</p> <p>Construction Personnel shall be required to undergo any available COVID-19 test, as may be prescribed by DOH, and retested as the need arises. In regards, consultation with medical doctors (duly accredited by DOH, if possible) prior to conduct of COVID-19 test shall be made. The head of the concerned implementing office shall issue construction quarantine pass to the individual qualified personnel.</p> | |
| 2 | Civil Works | |
| | <p>Demolition and Restoration Works</p> <p>Demolition of Existing damaged tiles on wall and on floor prior to the minor repair works; All serviceable items will be reported to DSWD-NCR Marillac Hills NTSG for proper restoration, proper storage and disposal.</p> | |
| | <p>Temporary Fencing/Enclosure</p> <p>Security, theft prevention, crowd control, manage accessibility, etc. are some of the key advantages of using the portable enclosure. The best part of portable enclosure is that there is no need to excavate or make any sort of permanent changes to the site.</p> | |
| 3 | Masonry Works | |



This pertains to Supply and Installation of Masonry Walls on Partition at the Comfort Room. The work includes furnishing all labor, materials, equipment and incidentals, required to construct

All concrete masonry unit walls including the following:

- Concrete hollow block walls
- Reinforcing bars for concrete hollow blocks
- Grouting
- Connecting wall anchors, ties, bolts and related embedded items
- Installation of frame for doors, windows, steel lintels, and recessed fixtures

All concrete blocks shall conform to ASTM C129 or equivalent unless otherwise specified as follows:

- 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).
- Sand shall be clean sharp, coarse, well-graded and shall conform to ASTM C-144 (Aggregate for Mortar) or ASTM C33.
- 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".

Joint mortar materials:

- 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)
- One part "Portland" cement and two parts sand and water but not more than three parts sand and water.
- Plaster bond: N and H Plaster bond - Apply to all wall




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| | areas prior to plastering. | |
| 4 | <p>Architectural Works</p> <p>Supply and Installation of Wood Flush Door for staff PWD Comfort Room with Louver (including application of wood sealer 2-coats) 1.5m H x 1.0m W</p> <p>Supply and Installation of Awning Window with Screen and Decorative Grills</p> <p>See attached Drawing Plan for accessories and lay out</p> | |
| 5 | <p>Architectural Works</p> <p>This section is in line with DPWH DO No. 64 Series of 2008 DPWH Standard Specifications for Protective Coating for Concrete – Item 729</p> <p>A. Latexes - Protective coatings that are used for color, appearance, and cleanability. For exterior use, acrylic latexes provide improved color and gloss retention (vinyl latexes are not normally recommended because they tend to hydrolyze under high pH situations). Elastomeric formulations (e.g., acrylic, silicone), which provide waterproofing and crack bridging properties, are also available.</p> <p>B. Epoxies - Protective coating consisting of two component products that are available in thin film (less than 0.25 mm (10 mils» and thick film (0.25 mm to 1.27 mm (10 mils to 50 mils» coatings. Epoxies have excellent adhesion to dry concrete and epoxies have the ability to seal porous concrete and bug holes. Epoxies also exhibit good chemical resistance, hardness, and abrasion resistance.</p> <p>CONSTRUCTION REQUIREMENTS:</p> <p>➤ Material - All materials shall be Environmental protection Agency (EPA) certified and approved.</p> <p>Painting Materials:</p> <ol style="list-style-type: none"> 1. Submit various painting materials specification data and sample to be used for Procuring Entity's approval. 2. All primers, thinners and putty, also | |



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| <p>waterproofing for internal and external application shall be the same brand as the specified material.</p> <p>3. Painting materials including its application must be covered with minimum of five- (5) year guarantee to be rendered by the painting manufacturer.</p> <p>➤ Preparation of Surfaces - All concrete surfaces shall be sound, clean, and dry before protective coating is applied. Surface contaminants such as oils, dirt, curing compounds, and efflorescence which would prevent protective coating penetration, adhesion, or drying shall be removed. The use of membrane forming curing compound is not allowed wherever this treatment is to be applied. The contractor shall apply the protective coating as soon as possible after completion of a structure or portion/s thereof.</p> <p>➤ Application - The Contractor shall notify the Engineer at least one (1) day before beginning the application of protective coating. The manufacturer's recommended application rate and method of application shall be followed when a protective coating is applied to concrete.</p> <ul style="list-style-type: none"> • All sample paint shall be submit on at least 300mm x 300mm plywood panel, color and shade as per approval by the Procuring Entity. • Application shall be as per paint Manufacturer's specification and recommendation. • Provide all drop cloth and other covering requisite for protection of floors, walls, aluminum, glass, finishes and other works. • 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. <p>For Wall: Plain Cement Plaster Finish - 10 mm. thick. on vertical, on masonry and for all concrete hollow block</p> | |
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| <p>surfaces, painted finish as indicated in the Drawings and for all areas not otherwise noted with other finishes.</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>Mixing Plaster materials shall be thoroughly mixed with the correct amount of water, in accordance with the specific requirements of the Manufacturer.</p> <p>TILING WORKS:</p> <p>For Floor:</p> <ul style="list-style-type: none"> 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. Vitrified Glazed & Unglazed Tiles: Supply and installation of 9 to 10 mm x 300 mm x 300 mm premium series for Toilet Wall & Floor Tiles. Contractor for preparation of Design for approval of End User. Submit Samples for approval. <p>GRANITE SLAB FOR COUNTERTOP (WITH OPEN BASE CABINET)</p> <p>Bathroom sink shall be small basin, wall mount installation, single hole faucet drilling. Overall dimensions are about. Vitreous China</p> |  |
| <p>Plumbing and Sanitary Works</p> | |



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| <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"> • Soil, waste and vents pipe system, within the building up to sewer line. • Water service connection from main building distribution system. • Furnishing, installation and testing of water closets, lavatories, accessories including controls & piping works. • Furnishing and installation of all plumbing fixtures, fittings, trims and accessories. <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>➤ 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 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.</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</p> | |
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| | <p>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. 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> | |
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| <ul style="list-style-type: none">• Ceiling cleanouts shall be of the same material as pipe with sealed screw type, raised head plug.• Floor cleanouts shall be cast-iron body with brass plug, colt-type or countersunk head; Submit sample for approval. <p>➤ HANGERS, INSERTS AND PIPE SUPPORTS</p> <ul style="list-style-type: none">• Provide suitable and substantial hangers and supports for all piping.• Support horizontal piping in accordingly approved sizes where pipe clamps are too short to connect to the building construction. <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 out caused interference, the matter shall be reported to the Engineer before connecting the work.</p> | |
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| | <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>➤ INSTALLATION OF WATER SUPPLY PIPES AND FITTINGS</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>Upon completion of water system, flush out lines and all valve sets to clear system of particles and dirt.</p> <p>➤ INSTALLATION OF SOIL, WASTE, VENT AND DRAINAGE PIPING</p> | |
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| <p>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.</p> <p>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.</p> <p>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.</p> <p>➤ FIXTURES AND EQUIPMENT SUPPORTS AND FASTENINGS</p> <p>All fixtures and equipment shall be supported and fastened in a satisfactory manner.</p> <p>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.</p> <p>Upon completion of work, all fixtures, trimmings, and equipment shall be thoroughly cleaned, polished and left in first class condition for final acceptance.</p> <p>➤ WATER SYSTEM TEST</p> <p>Upon completion of the roughing-in and before fixtures, the entire water piping system shall be tested at a</p> | |
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| | <p>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.</p> <p>➤ DRAINAGE SYSTEM TEST</p> <p>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.</p> <p>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").</p> <p>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.</p> <p>➤ PLUMBING FIXTURES AND ACCESSORIES</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"> 1. Water closet: Flush Valve Type Siphon Vortex bottom inlet top flush. 2. Lavatory Faucets: self-closing press-action tap model with timed flow and anti-blocking system. 3. Floor Drains: Stainless steel 4"x4" Supplier: Asian hardware | |
| 6 | <p>Electrical Works</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.</p> | |




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| <p>➤ LAWS/CODES and REGULATIONS:</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">• Building Code of the Philippines• Philippine Electrical Code• Laws, ordinances, and regulations of the locality having jurisdiction over the project.• Power and telephone utility companies <p>➤ GUARANTEE</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.</p> <p>➤ DRAWINGS & SPECIFICATIONS</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 electrical system and other works.</p> <p>➤ 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 standard methods and good engineering practices.</p> <p>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.</p> <p>➤ Wires</p> <ul style="list-style-type: none">✓ Wires shall be annealed copper, 98% or better conductivity, insulated, stranded, except as noted in | |
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| <p>the drawings.</p> <ul style="list-style-type: none">✓ 600 volts class type as indicated in the plans.✓ Minimum size shall be #3.5 THHN for power and lighting circuits.✓ Telephone wires shall be no. 22 AWG jacketed type, 4 wires.✓ Use standard methods in pulling wires.✓ Splices of wires/cables shall be done inside junction boxes or auxiliary gutters using standard connectors. No wires shall be spliced inside conduits.✓ All wires and cables shall be color coded as follows:<ul style="list-style-type: none">• Phase A Red• Phase B Yellow• Phase C Black• Ground Green• Neutral White <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> | |
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Prepared by:


JOSEPH CARLO R. LANCETA
Admin Officer II
DSWD-NCR

Conforme:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

Date



TECHNICAL SPECIFICATION

Date Submitted May 15, 2021

Subject/Title : Repair of Comfort Room of Dorm 3 at DSWD-NCR Marillac Hills NTSG
Location : DSWD-NCR Marillac Hills NTSG, North Gate Avenue, Filinvest Corporate City, Alabang Muntinlupa City

| Item | Description and Specification | Actual/Sample Picture (if applicable) |
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| 1 | General Requirements | |
| | <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> | |
| | <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> | |
| | <p>Temporary Facilities</p> <p>These includes the Contractor's temporary facility, installation and maintenance of temporary site facilities and utilities, provisions of Project Signs, power and lighting, security and sanitary precaution and control</p> | |
| | <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</p> | |



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| | <p>specifications:</p> <p>a.) Color and Size: white 8 ft x 8 ft</p> <p>b.) Resolution: 70 dpi</p> <p>c.) Font: Helvetia</p> <p>d.) Font Size: Main Information 3", Sub Information 1"</p> <p>e.) Font Color: Black</p> | |
| | <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.</p> | |
| | <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> | |
| | <p>Health and Safety</p> <p>This section is in connection with DPWH DO No. 35 Series of 2020 of DPWH - Construction Safety Guidelines for the Implementation of All Infrastructure Projects during the COVID-19 Public Health Crisis</p> <p>Construction Personnel shall be required to undergo any available COVID-19 test, as may be prescribed by DOH, and retested as the need arises. In regards, consultation with medical doctors (duly accredited by DOH, if possible) prior to conduct of COVID-19 test shall be made. The head of the concerned implementing office shall issue construction quarantine pass to the individual qualified personnel.</p> | |
| 2 | Civil Works | |
| | <p>Demolition and Restoration Works</p> <p>Demolition of Existing damaged tiles on wall and on floor prior to the minor repair works; All serviceable items will be reported to DSWD-NCR Marillac Hills NTSG for proper restoration, proper storage and disposal.</p> | |
| | <p>Temporary Fencing/Enclosure</p> <p>Security, theft prevention, crowd control, manage accessibility, etc. are some of the key advantages of using the portable enclosure. The best part of portable enclosure is that there is no need to excavate or make any sort of permanent changes to the site.</p> | |



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| 3 | <p>Masonry Works</p> <p>This pertains to Supply and Installation of Masonry Walls on Partition at the Comfort Room. 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"> • Concrete hollow block walls • Reinforcing bars for concrete hollow blocks • Grouting • Connecting wall anchors, ties, bolts and related embedded items • Installation of frame for doors, windows, steel lintels, and recessed fixtures <p>All concrete blocks shall conform to ASTM C129 or equivalent unless otherwise specified as follows:</p> <ul style="list-style-type: none"> • 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). • Sand shall be clean sharp, coarse, well-graded and shall conform to ASTM C-144 (Aggregate for Mortar) or ASTM C33. • 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". <p>Joint mortar materials:</p> <ul style="list-style-type: none"> • 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) • One part "Portland" cement and two parts sand and water but not more than three parts sand and water. |
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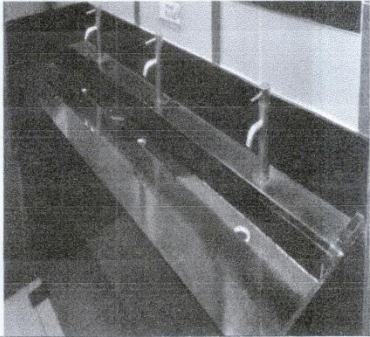


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| | <ul style="list-style-type: none"> Plaster bond: N and H Plaster bond - Apply to all wall areas prior to plastering. | |
| 4 | <p>Architectural Works</p> <p>Supply and Installation of Wood Flush Door for staff PWD Comfort Room with Louver (including application of wood sealer 2-coats) 1.5m H x 1.0m W</p> <p>Supply and Installation of Awning Window with Screen and Decorative Grills</p> <p>See attached Drawing Plan for accessories and lay out</p> | |
| 5 | <p>Architectural Works</p> <p>This section is in line with DPWH DO No. 64 Series of 2008 DPWH Standard Specifications for Protective Coating for Concrete – Item 729</p> <p>A. Latexes - Protective coatings that are used for color, appearance, and clean ability. For exterior use, acrylic latexes provide improved color and gloss retention (vinyl latexes are not normally recommended because they tend to hydrolyze under high pH situations). Elastomeric formulations (e.g., acrylic, silicone), which provide waterproofing and crack bridging properties, are also available.</p> <p>B. Epoxies - Protective coating consisting of two component products that are available in thin film (less than 0.25 mm (10 mils» and thick film (0.25 mm to 1.27 mm (10 mils to 50 mils» coatings. Epoxies have excellent adhesion to dry concrete and epoxies have the ability to seal porous concrete and bug holes. Epoxies also exhibit good chemical resistance, hardness, and abrasion resistance.</p> <p>CONSTRUCTION REQUIREMENTS:</p> <p>➤ Material - All materials shall be Environmental protection Agency (EPA) certified and approved.</p> <p>Painting Materials:</p> <ol style="list-style-type: none"> Submit various painting materials specification data and sample to be used for Procuring Entity's approval. | |



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| | <p>2. All primers, thinners and putty, also waterproofing for internal and external application shall be the same brand as the specified material.</p> <p>3. Painting materials including its application must be covered with minimum of five- (5) year guarantee to be rendered by the painting manufacturer.</p> <p>➤ Preparation of Surfaces - All concrete surfaces shall be sound, clean, and dry before protective coating is applied. Surface contaminants such as oils, dirt, curing compounds, and efflorescence which would prevent protective coating penetration, adhesion, or drying shall be removed. The use of membrane forming curing compound is not allowed wherever this treatment is to be applied. The contractor shall apply the protective coating as soon as possible after completion of a structure or portion/s thereof.</p> <p>➤ Application - The Contractor shall notify the Engineer at least one (1) day before beginning the application of protective coating. The manufacturer's recommended application rate and method of application shall be followed when a protective coating is applied to concrete.</p> <ul style="list-style-type: none"> • All sample paint shall be submit on at least 300mm x 300mm plywood panel, color and shade as per approval by the Procuring Entity. • Application shall be as per paint Manufacturer's specification and recommendation. • Provide all drop cloth and other covering requisite for protection of floors, walls, aluminum, glass, finishes and other works. • 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. <p>For Wall: Plain Cement Plaster Finish - 10 mm. thick. on</p> | |
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| <p>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.</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>Mixing Plaster materials shall be thoroughly mixed with the correct amount of water, in accordance with the specific requirements of the Manufacturer.</p> <p>TILING WORKS:</p> <p>For Floor:</p> <ul style="list-style-type: none"> 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. Vitrified Glazed & Unglazed Tiles: Supply and installation of 9 to 10 mm x 300 mm x 300 mm premium series for Toilet Wall & Floor Tiles. Contractor for preparation of Design for approval of End User. Submit Samples for approval. <p>GRANITE SLAB FOR COUNTERTOP (WITH OPEN BASE CABINET)</p> <p>Bathroom sink shall be small basin, wall mount installation, single hole faucet drilling. Overall dimensions are about. Vitreous China</p> |  |
| <p>Plumbing and Sanitary Works</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:

- Soil, waste and vents pipe system, within the building up to sewer line.
- Water service connection from main building distribution system.
- Furnishing, installation and testing of water closets, lavatories, accessories including controls & piping works.
- Furnishing and installation of all plumbing fixtures, fittings, trims and accessories.

➤ 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.

➤ 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.

➤ **DRAWING AND SPECIFICATIONS:**

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 other particular types of equipment shall be furnished and installed without additional cost of Procuring Entity.

All dimensional locations of fixtures, equipment, floors and roof drains risers and pipe.

PROTECTION:

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



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| | <p>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. 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> | |
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| | <p>Cleanouts:</p> <ul style="list-style-type: none"> • Ceiling cleanouts shall be of the same material as pipe with sealed screw type, raised head plug. • Floor cleanouts shall be cast-iron body with brass plug, colt-type or countersunk head; Submit sample for approval. <p>➤ HANGERS, INSERTS AND PIPE SUPPORTS</p> <ul style="list-style-type: none"> • Provide suitable and substantial hangers and supports for all piping. • Support horizontal piping in accordingly approved sizes where pipe clamps are too short to connect to the building construction. <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 out caused interference, the matter shall be reported to the Engineer before connecting the</p> | |
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| <p>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>➤ INSTALLATION OF WATER SUPPLY PIPES AND FITTINGS</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>Upon completion of water system, flush out lines and all valve sets to clear system of particles and dirt.</p> <p>➤ INSTALLATION OF SOIL, WASTE, VENT AND DRAINAGE</p> | |
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| | <p>PIPING</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>➤ FIXTURES AND EQUIPMENT SUPPORTS AND FASTENINGS</p> <p>All fixtures and equipment shall be supported and fastened in a satisfactory manner.</p> <p>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.</p> <p>Upon completion of work, all fixtures, trimmings, and equipment shall be thoroughly cleaned, polished and left in first class condition for final acceptance.</p> <p>➤ WATER SYSTEM TEST</p> | |
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| | <p>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.</p> <p>➤ DRAINAGE SYSTEM TEST</p> <p>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.</p> <p>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").</p> <p>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.</p> <p>➤ PLUMBING FIXTURES AND ACCESSORIES</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"> 1. Water closet: Flush Valve Type Siphon Vortex bottom inlet top flush. 2. Lavatory Faucets: self-closing press-action tap model with timed flow and anti-blocking system. 3. Floor Drains: Stainless steel 4"x4" Supplier: Asian hardware | |
| 6 | <p>Electrical Works</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</p> | |

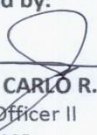


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| <p>stated to be done by others.</p> <p>➤ LAWS/CODES and REGULATIONS:</p> <p>The work under this DIVISION shall be executed in accordance with the latest requirements of the following:</p> <ul style="list-style-type: none"> • Building Code of the Philippines • Philippine Electrical Code • Laws, ordinances, and regulations of the locality having jurisdiction over the project. • Power and telephone utility companies <p>➤ GUARANTEE</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.</p> <p>➤ DRAWINGS & SPECIFICATIONS</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 electrical system and other works.</p> <p>➤ 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 standard methods and good engineering practices.</p> <p>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.</p> <p>➤ Wires</p> | |
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| <ul style="list-style-type: none">✓ Wires shall be annealed copper, 98% or better conductivity, insulated, stranded, except as noted in the drawings.✓ 600 volts class type as indicated in the plans.✓ Minimum size shall be #3.5 THHN for power and lighting circuits.✓ Telephone wires shall be no. 22 AWG jacketed type, 4 wires.✓ Use standard methods in pulling wires.✓ Splices of wires/cables shall be done inside junction boxes or auxiliary gutters using standard connectors. No wires shall be spliced inside conduits.✓ All wires and cables shall be color coded as follows:<ul style="list-style-type: none">• Phase A Red• Phase B Yellow• Phase C Black• Ground Green• Neutral White <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> | |
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Prepared by:


JOSEPH CARLO R. LANCETA
Admin Officer II
DSWD-NCR

Conforme:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

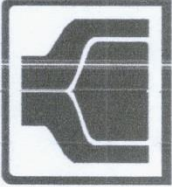



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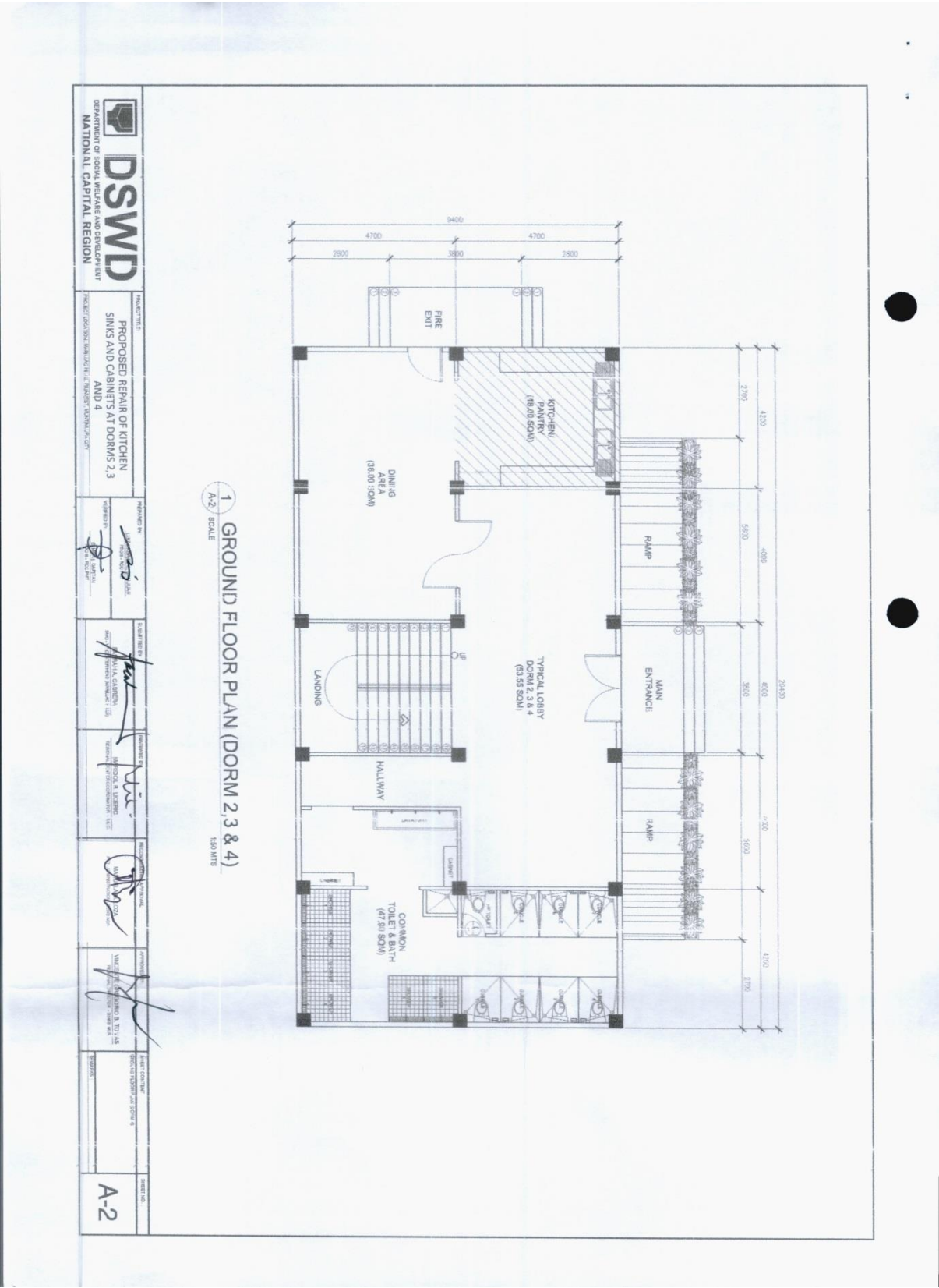
Section VII. Drawings

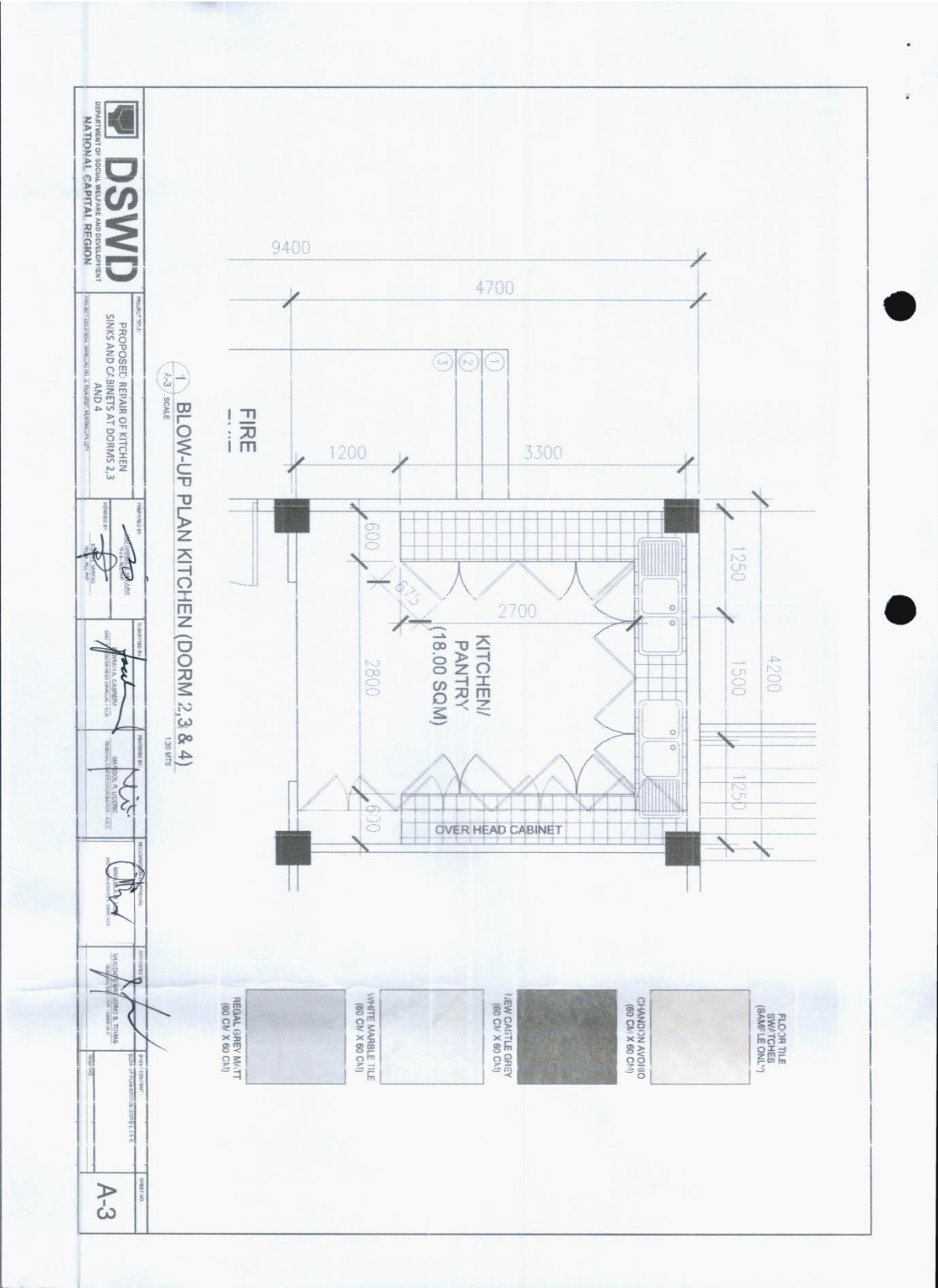
[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]



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|  DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT NATIONAL CAPITAL REGION | | | | | | | | | | | | | | | | | | | |
| <p>PROJECT TITLE: PROPOSED REPAIR OF KITCHEN SINKS AND CABINETS AT DORMS 2,3 AND 4 PROJECT LOCATION: MARILLAC HILLS, FILINVEST, ALABANG, MUNTINLUPA CITY</p> | | | | | | | | | | | | | | | | | | | |
| <table border="1"><tr><td> DSWD DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT NATIONAL CAPITAL REGION</td><td>PROJECT TITLE PROPOSED REPAIR OF KITCHEN SINKS AND CABINETS AT DORMS 2,3 AND 4</td><td>REQUESTED BY MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY</td><td>COORDINATING BY MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY</td><td>INSPECTED BY MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY</td><td>RECOMMENDED BY MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY</td><td>APPROVED BY MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY</td><td>DATE OF COMPLETION MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY</td><td>DATE OF REVIEW MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY</td><td>SHEET NO. A-0</td></tr></table> | | | | | | | | | |  DSWD DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT NATIONAL CAPITAL REGION | PROJECT TITLE PROPOSED REPAIR OF KITCHEN SINKS AND CABINETS AT DORMS 2,3 AND 4 | REQUESTED BY MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY | COORDINATING BY MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY | INSPECTED BY MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY | RECOMMENDED BY MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY | APPROVED BY MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY | DATE OF COMPLETION MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY | DATE OF REVIEW MARILLAC HILLS FILINVEST ALABANG MUNTINLUPA CITY | SHEET NO. A-0 |
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PROJECT TITLE: PROPOSED RETILING OF DORM 4 (2ND & 3RD FLOOR)
PROJECT LOCATION: MARILLAC HILLS, FILINVEST, ALABANG, MUNTINLUPA CITY



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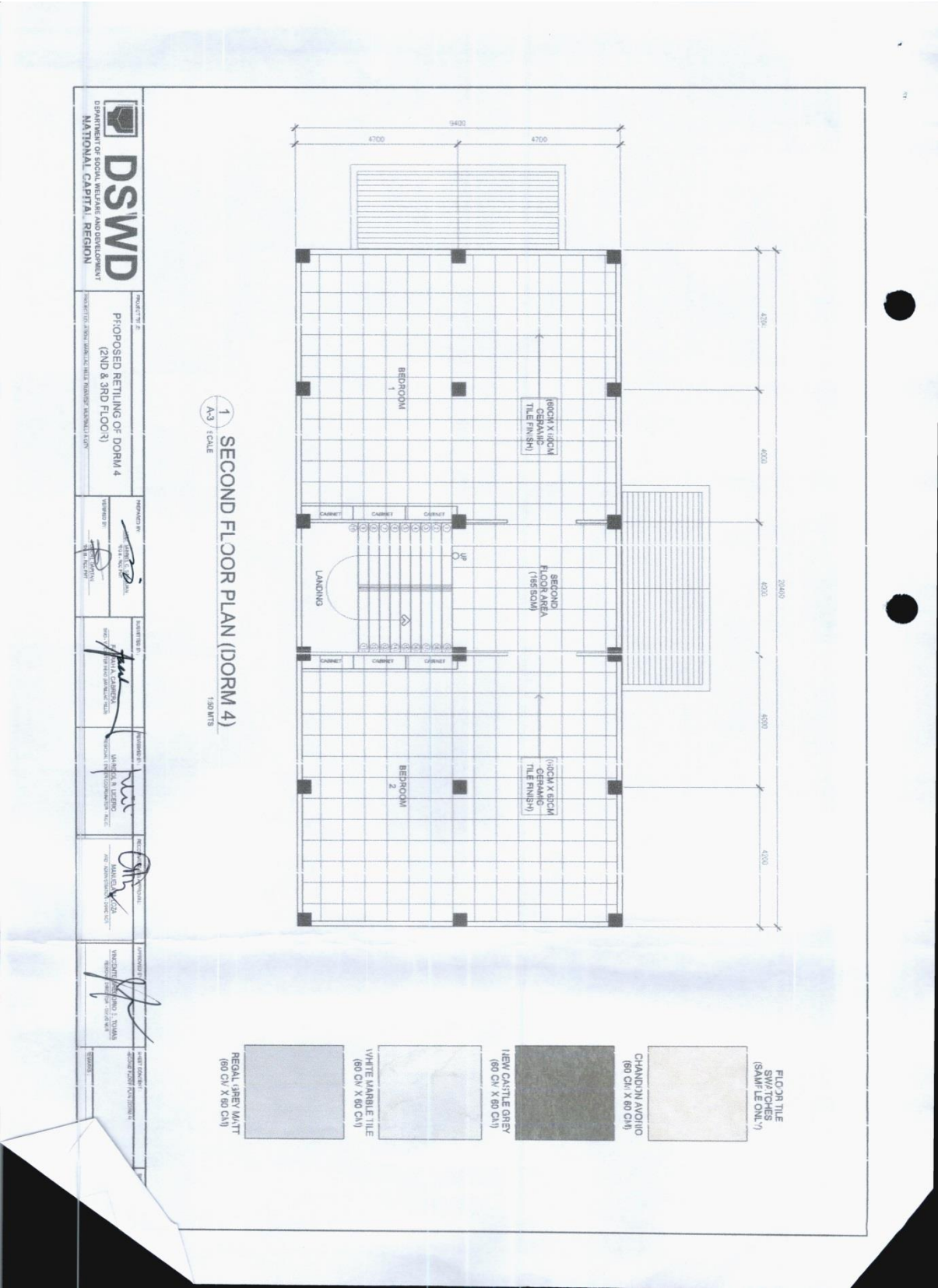
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3 VICINITY MAP
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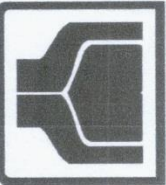

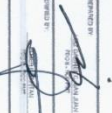
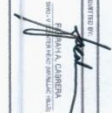
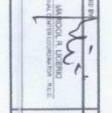


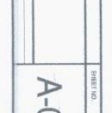
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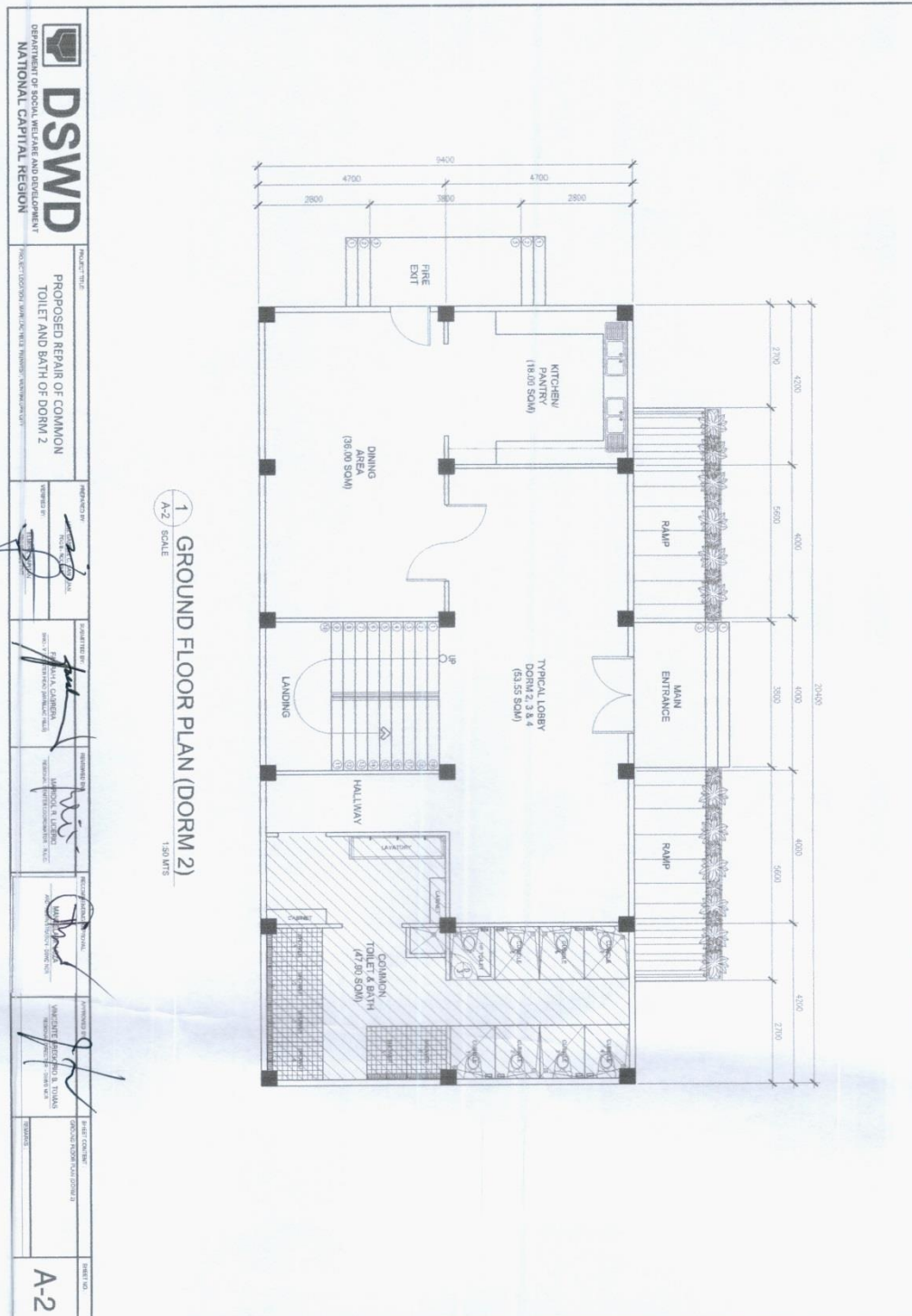




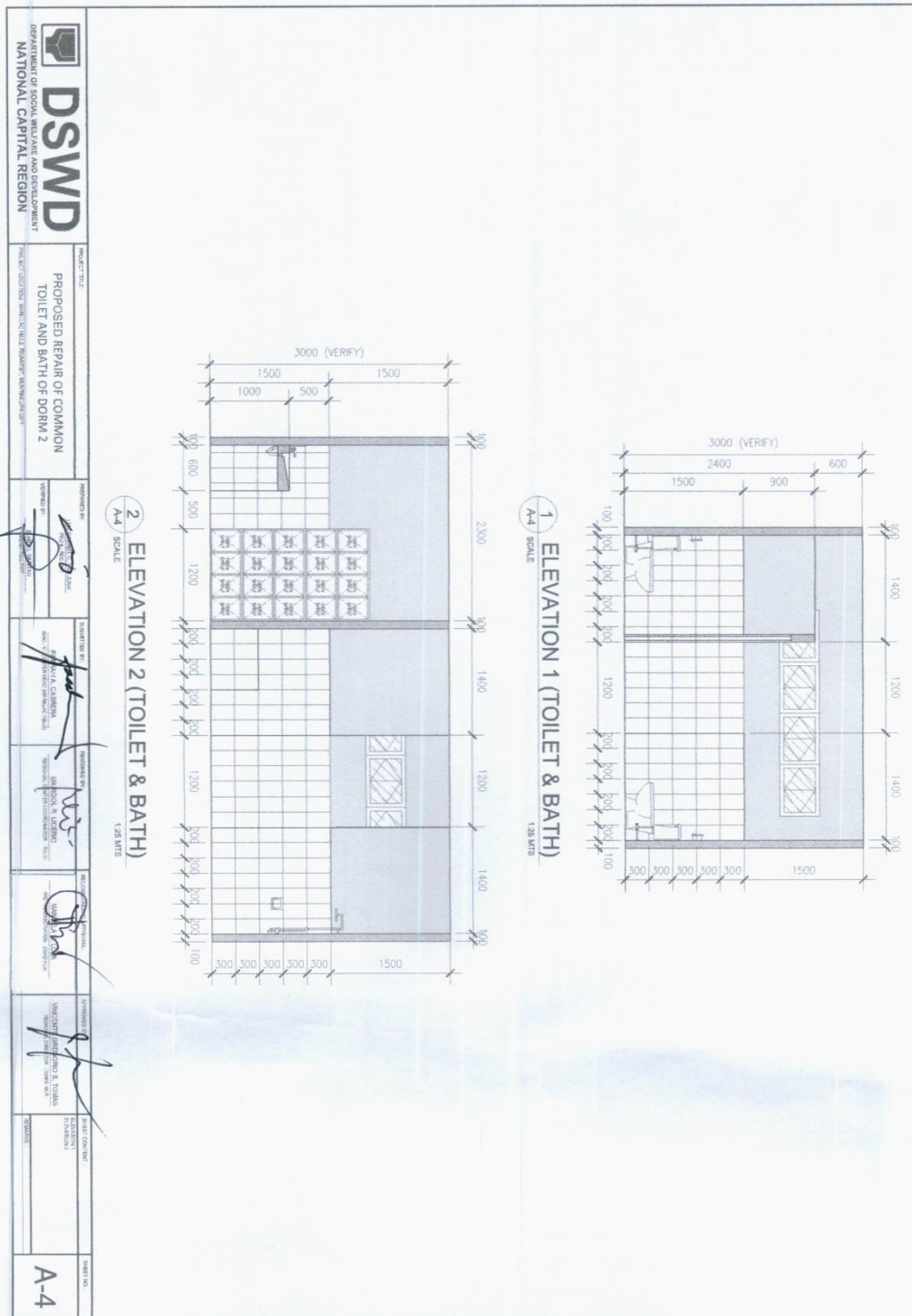




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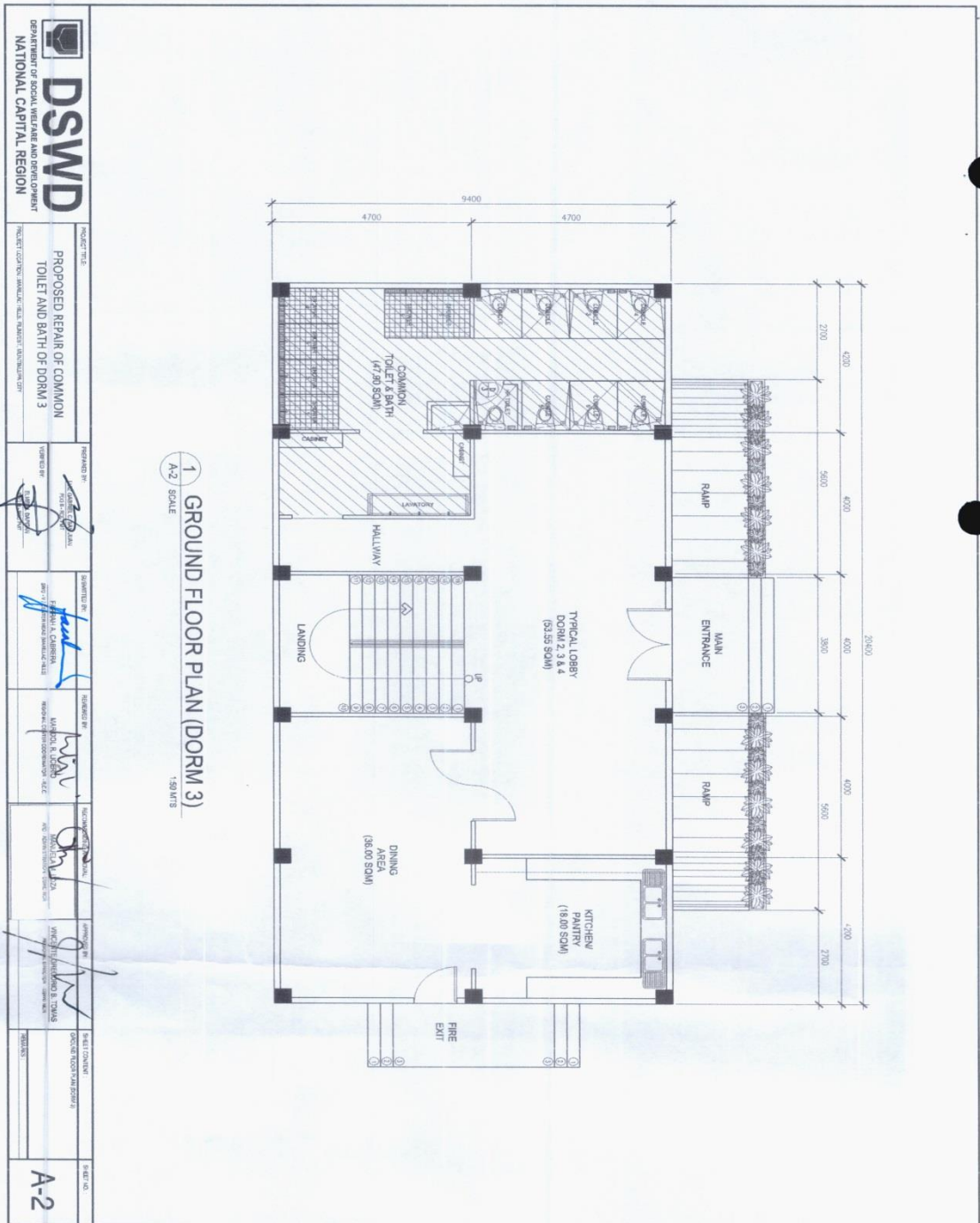
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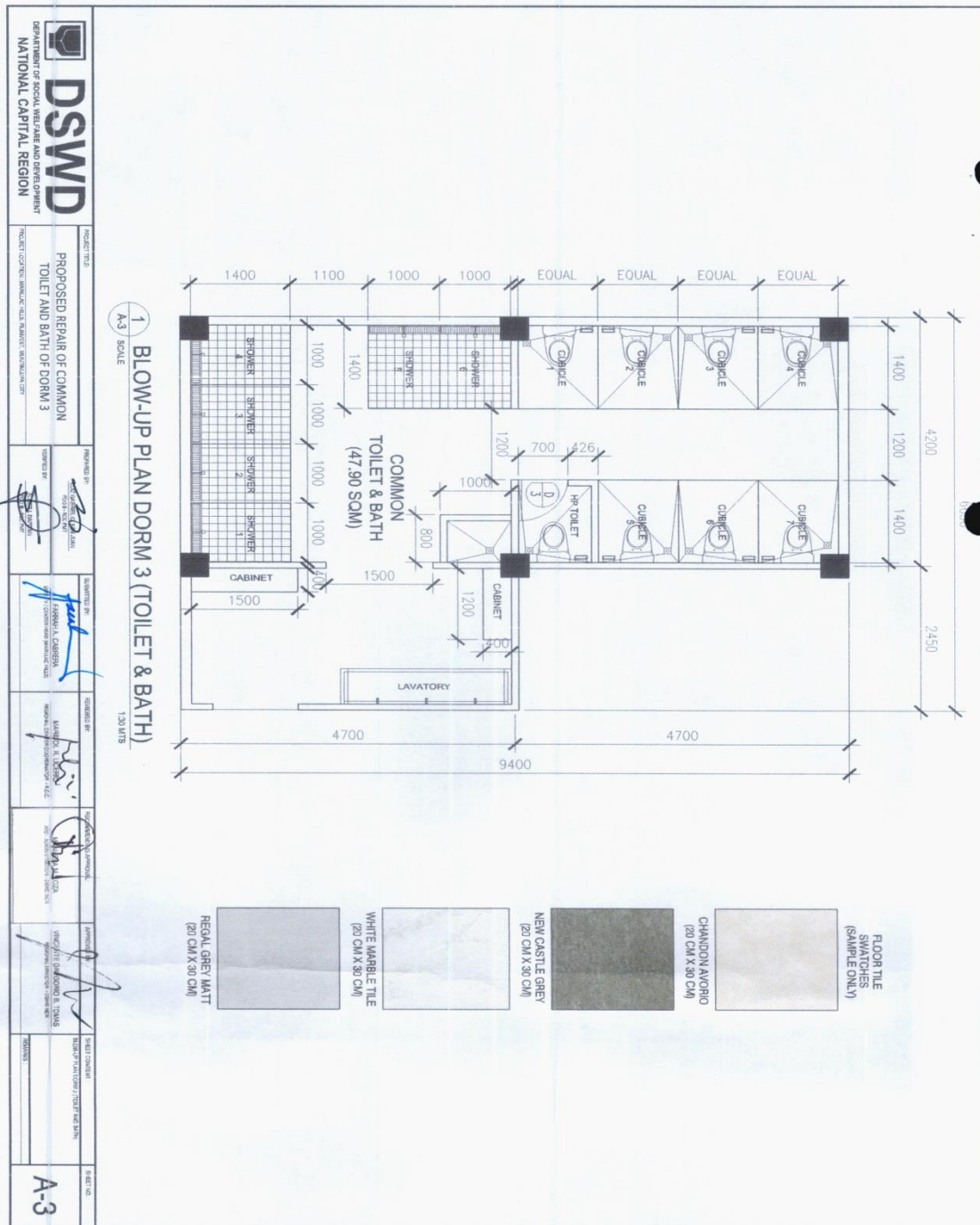
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PROJECT LOCATION: MARILLAC HILLS, FILINVEST, ALABANG, MUNTINLUPA CITY

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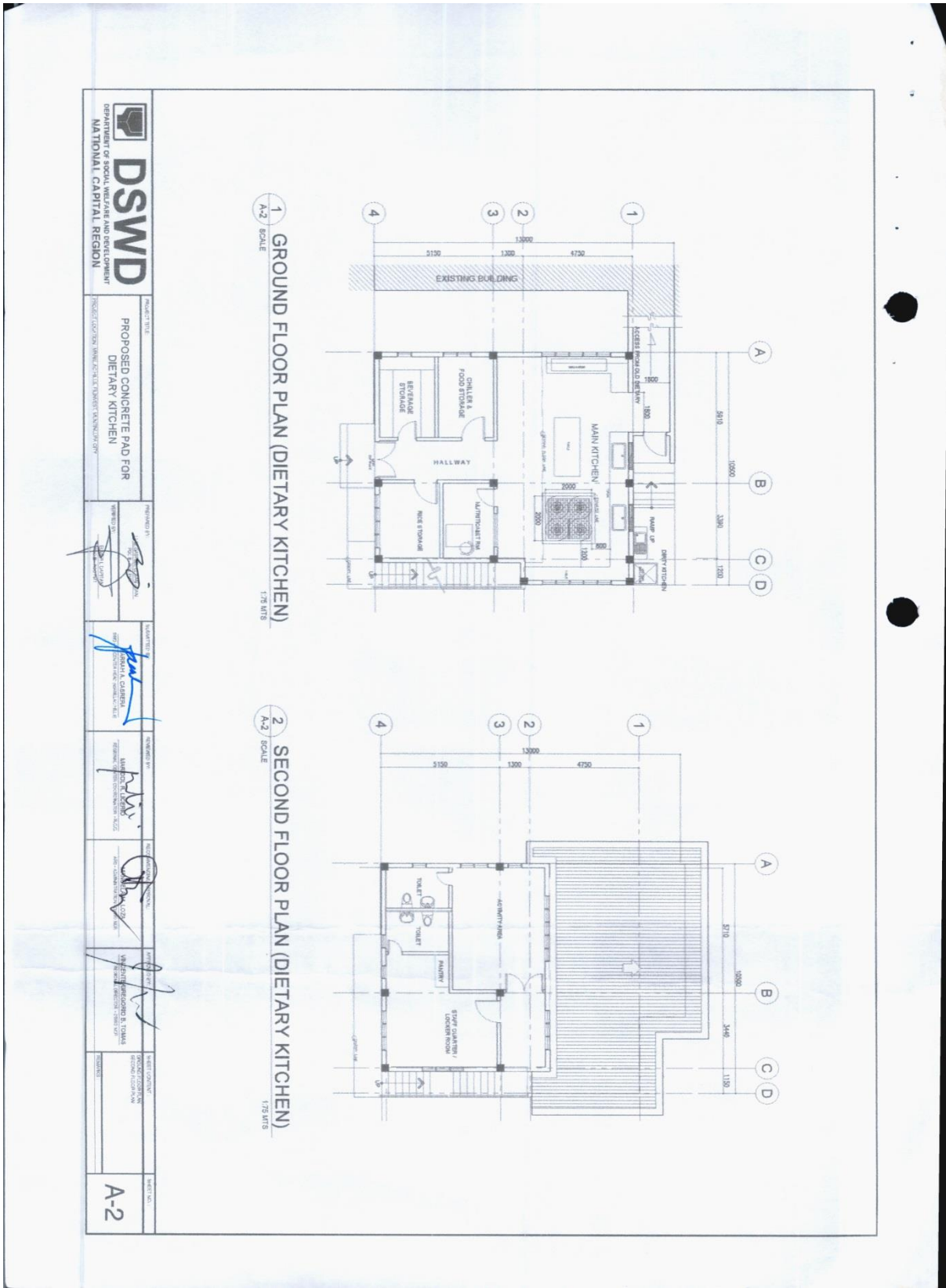


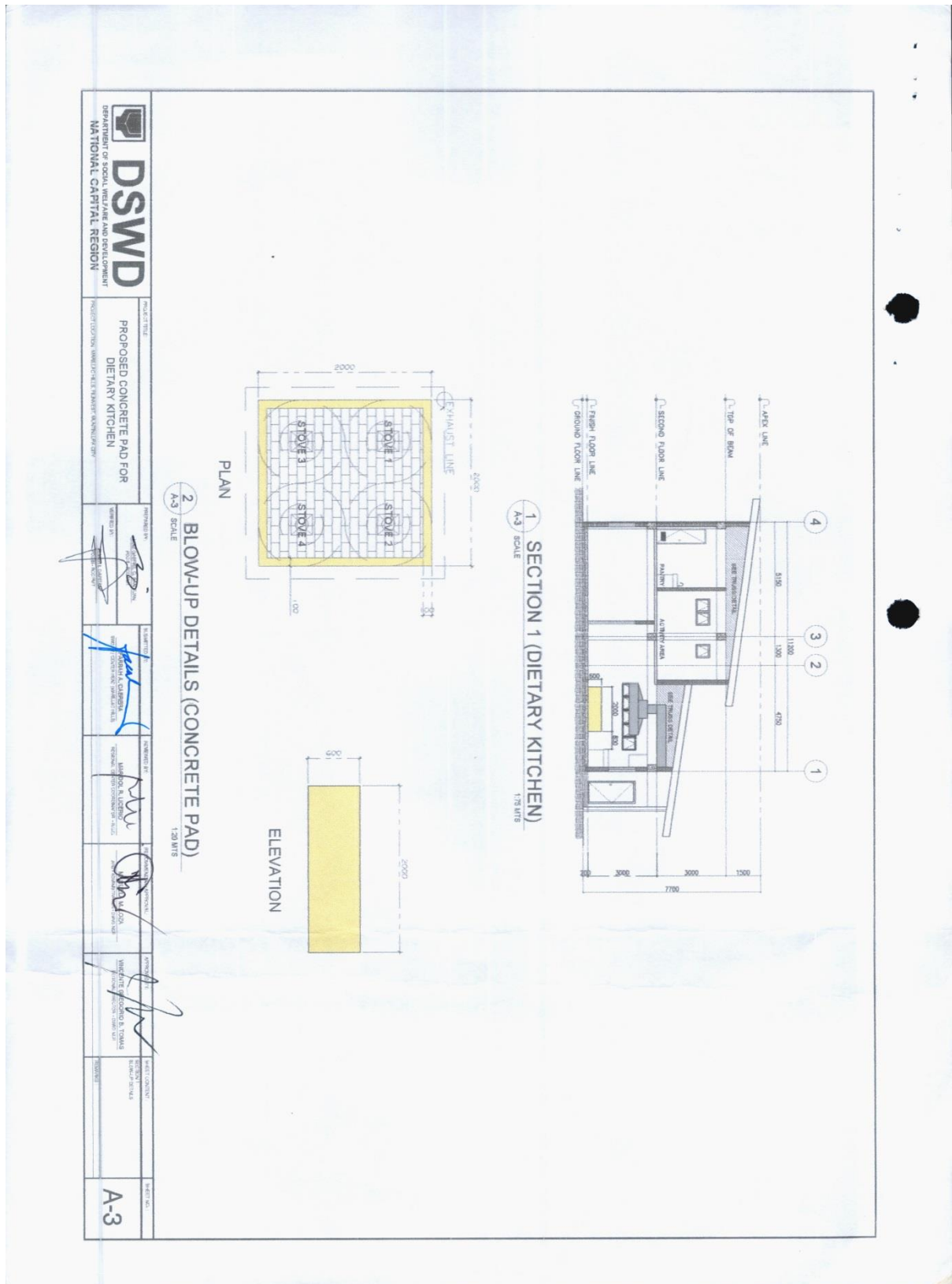


PROJECT TITLE: PROPOSED CONCRETE PAD FOR DIETARY KITCHEN
PROJECT LOCATION: MARILLAC HILLS, FLINVEST, ALABANG, MUNTINLUPA CITY



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Section VIII. Bill of Quantities



Bill of Quantities

Name of Project: Repair of Kitchen Sinks and Cabinets of Dorms 2, 3 and 4

Location of the Project: Filinvest, Alabang, Muntinlupa City

Project Duration: **Twenty Five (25) Calendar Days**

Total Project Cost: Php300,000.00

| Item No. | Item Description | Quantity | Unit | Unit Material Equipment Cost | Material/Equipment Cost | Unit Labor Cost | Labor Cost | Unit Cost | Amount |
|---|---|----------|------------|------------------------------|-------------------------|-----------------|------------|-----------|--------|
| 1 | GENERAL REQUIREMENTS | | | | | | | | |
| | 1.1 Mobilization and Demobilization | | Lot | | | | | | |
| | 1.2 Health and Safety | | Lot | | | | | | |
| | 1.3 Others (Pls. Specify) | | Lot | | | | | | |
| SUB-TOTAL (General Requirements) | | | | | | | | | |
| 2 | CIVIL WORKS | | | | | | | | |
| | 2.1 Demolition and Restoration Works | | l.m | | | | | | |
| | 2.2 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Civil Works) | | | | | | | | | |
| 3 | ARCHITECTURAL WORKS | | | | | | | | |
| | 3.1 Supply and Installation of Overhead Pantry Cabinet (2 coats Wood Painted Finish) | | l.m | | | | | | |
| | 3.2 Supply and Installation of Ceramic Tiles Countertop (with Base Cabinet) | | l.m | | | | | | |
| | 3.3 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Architectural Works) | | | | | | | | | |
| 4 | PLUMBING AND SANITARY WORKS | | | | | | | | |
| | 4.1 Supply and Installation of Water Supply System | | Lot | | | | | | |



| | | | | | | | | | |
|--|--|--|-------------|--|--|--|--|--|--|
| | 4.2 Supply and Installation of Waste and Vent System (including P-traps and Cleanout) | | Lot | | | | | | |
| | 4.3 Supply and Installation of Kitchen Lavatory (Sink Dual Slot) – 2 Each Cottage | | Unit | | | | | | |
| SUB-TOTAL (Plumbing and Sanitary Works) | | | | | | | | | |
| GRAND TOTAL (I+II+III+IV) | | | | | | | | | |

Certified Correct:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

Date

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



Bill of Quantities

Name of Project: Retiling of Dorm 4 (2nd and 3rd Floor)

Location of the Project: Filinvest, Alabang, Muntinlupa City

Project Duration: **Thirty (30) Calendar Days**

Total Project Cost: Php350,000.00

| Item No. | Item Description | Quantity | Unit | Unit Material Equipment Cost | Material/Equipment Cost | Unit Labor Cost | Labor Cost | Unit Cost | Amount |
|---|---|----------|--------------|------------------------------|-------------------------|-----------------|------------|-----------|--------|
| 1 | GENERAL REQUIREMENTS | | | | | | | | |
| | 1.1 Mobilization and Demobilization | | Lot | | | | | | |
| | 1.2 Temporary Facility/Fencing, Water and Electricity | | Lot | | | | | | |
| | 1.3 Health and Safety | | Lot | | | | | | |
| | 1.4 Others (Pls. Specify) | | Lot | | | | | | |
| SUB-TOTAL (General Requirements) | | | | | | | | | |
| 2 | FINISHES | | | | | | | | |
| | 2.1 Floor Finish: Supply and Installation of Ceramic Tiles (600 mm x 600 mm) including set on tile adhesive; setting with 3-5 mm spacing between tiles. Contractor to submit Samples for approval | | Sq.m. | | | | | | |
| | 2.2 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Finishes) | | | | | | | | | |
| GRAND TOTAL (I+II) | | | | | | | | | |

Certified Correct:

Name of Company



Signature of Bidder or Authorized Representative

Name and Designation

Date

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



Bill of Quantities

Name of Project: Repair of Comfort Room of Dorm 2

Location of the Project: Filinvest, Alabang, Muntinlupa City

Project Duration: **Forty Five (45) Calendar Days**

Total Project Cost: Php500,000.00

| Item No. | Item Description | Quantity | Unit | Unit Material Equipment Cost | Material/Equipment Cost | Unit Labor Cost | Labor Cost | Unit Cost | Amount |
|---|---|----------|--------------|------------------------------|-------------------------|-----------------|------------|-----------|--------|
| 1 | GENERAL REQUIREMENTS | | | | | | | | |
| | 1.1 Mobilization and Demobilization | | Lot | | | | | | |
| | 1.2 Temporary Facilities/Fencing, Water and Electricity | | Lot | | | | | | |
| | 1.3 Health and Safety | | Lot | | | | | | |
| | 1.4 Others (Pls. Specify) | | Lot | | | | | | |
| SUB-TOTAL (General Requirements) | | | | | | | | | |
| 2 | CIVIL WORKS | | | | | | | | |
| | 2.1 Demolition and Restoration Works | | l.m | | | | | | |
| | 2.2 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Civil Works) | | | | | | | | | |
| 3 | MASONRY WORKS | | | | | | | | |
| | 3.1 Supply and Installation of 100mm CHB Load Bearing (including Reinforcing Steel and Plastering) | | Sq.m. | | | | | | |
| | 3.2 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Masonry Works) | | | | | | | | | |
| 4 | ARCHITECTURAL WORKS | | | | | | | | |
| | 4.1 Supply and Installation of Wood Flush Door for staff PWD Comfort Room | | unit | | | | | | |



| | | | | | | | | | |
|--|---|--|--------------|--|--|--|--|--|--|
| | with Louver (including application of wood sealer 2-coats and accessories) 1.7m H x 1.0m W | | | | | | | | |
| | 4.2 Supply and Installation of Awning Window with Screen and Decorative Grills | | Sq.m. | | | | | | |
| | 4.3 Application of Finishes | | | | | | | | |
| | 4.3.1 Floor Finish | | | | | | | | |
| | 4.3.1.1 Supply and Installation of Vitrified Tiles | | Sq.m. | | | | | | |
| | 4.3.2 Wall Finish | | | | | | | | |
| | 4.3.2.1 Repainting works: Smooth Plastered Paint Finish | | Sq.m. | | | | | | |
| | 4.3.2.2 Supply and Installation of Glazed Ceramic Tiles | | Sq.m. | | | | | | |
| | 4.3.3 Supply and Installation of Granite Countertop (including Open Cabinet) | | Sq.m. | | | | | | |
| | 4.4 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Architectural Works) | | | | | | | | | |
| 5 | PLUMBING AND SANITARY WORKS | | | | | | | | |
| | 5.1 Supply and Installation of Water Supply System | | Lot | | | | | | |
| | 5.2 Soil, Waste and Vent System | | | | | | | | |
| | 5.2.1 Supply and Installation/Laying of Soil, Waste and Vent Pipes and Fittings including Connection to Existing Septic Tank | | Lot | | | | | | |
| | 5.3 Plumbing Fixtures and Accessories | | | | | | | | |
| | 5.3.1 Supply and Installation of Water Closet and Faucet | | Unit | | | | | | |



| | | | | | | | | | |
|--|--|--|-------------|--|--|--|--|--|--|
| | 5.3.2 Supply and Installation of Lavatory | | Unit | | | | | | |
| | 5.3.3 Supply and Installation of Wall Mounted Shower Head and Faucet | | unit | | | | | | |
| | 5.3.4 Supply and Installation of Railing for Persons with Disability (PWD) Comfort Room | | unit | | | | | | |
| | 5.3.5 Supply and Installation of Floor Drain, Cleanouts and other Fittings | | Unit | | | | | | |
| | 5.4 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Plumbing and Sanitary Works) | | | | | | | | | |
| 6 | ELECTRICAL WORKS | | | | | | | | |
| | 6.1 Supply and Installation of Lighting Fixtures | | Lot | | | | | | |
| | 6.2 Supply and Installation of Wire and Wiring Devices | | Lot | | | | | | |
| | 6.3 Supply and Installation of Conduits, Boxes and Fittings | | Lot | | | | | | |
| | 6.4 Supply and Installation of Ventilation (Supply and Installation of Exhaust Fan) | | Lot | | | | | | |
| | 6.5 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Electrical Works) | | | | | | | | | |
| GRAND TOTAL (I+II+III+IV+V+VI) | | | | | | | | | |

Certified Correct:

Name of Company



Signature of Bidder or Authorized Representative

Name and Designation

Date

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



Bill of Quantities

Name of Project: Repair of Comfort Room of Dorm 3

Location of the Project: Filinvest, Alabang, Muntinlupa City

Project Duration: **Forty Five (45) Calendar Days**

Total Project Cost: Php500,000.00

| Item No. | Item Description | Quantity | Unit | Unit Material Equipment Cost | Material/Equipment Cost | Unit Labor Cost | Labor Cost | Unit Cost | Amount |
|---|---|----------|--------------|------------------------------|-------------------------|-----------------|------------|-----------|--------|
| 1 | GENERAL REQUIREMENTS | | | | | | | | |
| | 1.1 Mobilization and Demobilization | | Lot | | | | | | |
| | 1.2 Temporary Facilities/Fencing, Water and Electricity | | Lot | | | | | | |
| | 1.3 Health and Safety | | Lot | | | | | | |
| | 1.4 Others (Pls. Specify) | | Lot | | | | | | |
| SUB-TOTAL (General Requirements) | | | | | | | | | |
| 2 | CIVIL WORKS | | | | | | | | |
| | 2.1 Demolition and Restoration Works | | Sq.m. | | | | | | |
| | 2.2 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Civil Works) | | | | | | | | | |
| 3 | MASONRY WORKS | | | | | | | | |
| | 3.1 Supply and Installation of 100mm CHB Load Bearing (including Reinforcing Steel and Plastering) | | Sq.m. | | | | | | |
| | 3.2 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Masonry Works) | | | | | | | | | |
| 4 | ARCHITECTURAL WORKS | | | | | | | | |
| | 4.1 Supply and Installation of Wood Flush Door for staff PWD Comfort Room | | Unit | | | | | | |



| | | | | | | | | | |
|--|---|--|--------------|--|--|--|--|--|--|
| | with Louver (including application of wood sealer 2-coats and accessories) 1.7m H x 1.0m W | | | | | | | | |
| | 4.2 Supply and Installation of Awning Window with Screen and Decorative Grills | | Sq.m. | | | | | | |
| | 4.3 Application of Finishes | | | | | | | | |
| | 4.3.1 Floor Finish | | | | | | | | |
| | 4.3.1.1 Supply and Installation of Vitrified Tiles | | Sq.m. | | | | | | |
| | 4.3.2 Wall Finish | | | | | | | | |
| | 4.3.2.1 Repainting works: Smooth Plastered Paint Finish | | Sq.m. | | | | | | |
| | 4.3.2.2 Supply and Installation of Glazed Ceramic Tiles | | Sq.m. | | | | | | |
| | 4.3.3 Supply and Installation of Granite Countertop (including Open Cabinet) | | Sq.m. | | | | | | |
| | 4.4 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Architectural Works) | | | | | | | | | |
| 5 | PLUMBING AND SANITARY WORKS | | | | | | | | |
| | 5.1 Supply and Installation of Water Supply System | | Lot | | | | | | |
| | 5.2 Soil, Waste and Vent System | | | | | | | | |
| | 5.2.1 Supply and Installation/Laying of Soil, Waste and Vent Pipes and Fittings including Connection to Existing Septic Tank | | Lot | | | | | | |
| | 5.3 Plumbing Fixtures and Accessories | | | | | | | | |
| | 5.3.1 Supply and Installation of Water Closet and Faucet | | Unit | | | | | | |



| | | | | | | | | | |
|--|--|--|-------------|--|--|--|--|--|--|
| | 5.3.2 Supply and Installation of Lavatory | | Unit | | | | | | |
| | 5.3.3 Supply and Installation of Wall Mounted Shower Head and Faucet | | Unit | | | | | | |
| | 5.3.4 Supply and Installation of Railing for Persons with Disability (PWD) Comfort Room | | Unit | | | | | | |
| | 5.3.5 Supply and Installation of Floor Drain, Cleanouts and other Fittings | | Unit | | | | | | |
| | 5.4 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Plumbing and Sanitary Works) | | | | | | | | | |
| 6 | ELECTRICAL WORKS | | | | | | | | |
| | 6.1 Supply and Installation of Lighting Fixtures | | Lot | | | | | | |
| | 6.2 Supply and Installation of Wire and Wiring Devices | | Lot | | | | | | |
| | 6.3 Supply and Installation of Conduits, Boxes and Fittings | | Lot | | | | | | |
| | 6.4 Supply and Installation of Ventilation (Supply and Installation of Exhaust Fan) | | Lot | | | | | | |
| | 6.5 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Electrical Works) | | | | | | | | | |
| GRAND TOTAL (I+II+III+IV+V+VI) | | | | | | | | | |

Certified Correct:

Name of Company



Signature of Bidder or Authorized Representative

Name and Designation

Date

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



Bill of Quantities

Name of Project: Repair/Re-installation of Concrete Pad in the New Dietary Building

Location of the Project: Filinvest, Alabang, Muntinlupa City

Project Duration: **Twenty One (21) Calendar Days**

Total Project Cost: Php40,000.00

| Item No. | Item Description | Quantity | Unit | Unit Material Equipment Cost | Material/Equipment Cost | Unit Labor Cost | Labor Cost | Unit Cost | Amount |
|---|---|----------|-------------|------------------------------|-------------------------|-----------------|------------|-----------|--------|
| 1 | GENERAL REQUIREMENTS | | | | | | | | |
| | 1.1 Mobilization and Demobilization | | Lot | | | | | | |
| | 1.2 Health and Safety (Including Covid-19 related testing for staff and laborers, Barangay Certification that they are Not Asymptomatic of Covid-19) | | Lot | | | | | | |
| | 1.3 Others (Pls. Specify) | | Lot | | | | | | |
| SUB-TOTAL (General Requirements) | | | | | | | | | |
| 2 | CIVIL WORKS | | | | | | | | |
| | 2.1 Reorientation of Gas Pipe on Concrete Pad | | Lot | | | | | | |
| | 2.2 Demolition Works (including Tiles) | | Lot | | | | | | |
| | 2.3 Restoration Works of all damaged portion (including damaged tiles, Gas Stove, etc.) | | Lot | | | | | | |
| | 2.4 Backfill for Concrete Pad | | Lot | | | | | | |
| | 2.2 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Civil Works) | | | | | | | | | |
| 3 | REINFORCED CONCRETE WORKS | | | | | | | | |
| | 3.1 Structure Concrete (Class A, 28 days curing period) | | Cu.m | | | | | | |



| | | | | | | | | | |
|--|--|--|--------------|--|--|--|--|--|--|
| | 3.2 Reinforcing Steel (Deformed) | | Kg. | | | | | | |
| | 3.3 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Reinforced Concrete Works) | | | | | | | | | |
| 4 | MASONRY WORKS | | | | | | | | |
| | 4.1 150mm CHB Load Bearing with Plastering all sides (including Reinforcing Steel) | | Sq.m. | | | | | | |
| | 4.2 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Masonry Works) | | | | | | | | | |
| 5 | ARCHITECTURAL WORKS | | | | | | | | |
| | 5.1 Finishes | | | | | | | | |
| | 5.1.1 Smooth Plastered Finish | | Sq.m. | | | | | | |
| | 5.2 Others (Pls. Specify) | | | | | | | | |
| SUB-TOTAL (Architectural Works) | | | | | | | | | |
| 6 | MISCELLANEOUS ITEMS | | | | | | | | |
| | 6.1 Supply and Installation of Stainless Range Hood Filler for Exhaust at Dietary Kitchen (2m x 2m) | | | | | | | | |
| SUB-TOTAL (Miscellaneous Item) | | | | | | | | | |
| GRAND TOTAL (I+II+III+IV+V+VI) | | | | | | | | | |

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



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 Month.



BIDDING FORMS



Bid Form

Date: _____

Invitation to Bid No: 21-09-20

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 **Supply and Delivery of Labor and Materials for Repair of Facilities of Marillac Hills of the DSWD-NCR** 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:¹

| 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: _____



Price Proposal Form

Date: _____
 Invitation to Bid No: 21-09-20

Supply and Delivery of Labor and Material for Repair of Facilities of Marillac Hills of the DSWD-NCR

| LOT NO. | Particulars | Approved Budget for the Contract (ABC) (in Phil Peso) | Bid Price (in Phil Peso)(VAT Inclusive) |
|----------|--|---|---|
| 1 | Repair of Kitchen Sinks and Cabinets of Dorms 2, 3 and 4 | Php300,000.00 | |
| | Retiling of Dorm 4 (2 nd and 3 rd Floor) | Php350,000.00 | |
| | Repair of Comfort Room of Dorm 2 | Php500,000.00 | |
| | Repair of Comfort Room of Dorm 3 | Php500,000.00 | |
| | Repair/Re-installation of Concrete Pad in the New Dietary Building | Php40,000.00 | |
| | TOTAL ABC | Php1,690,000.00 | |

TOTAL BID PRICE (Amount in Words):

Conforme:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

Date

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

**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.

| Name of Client and Complete Address Contact Person and Contact Number | Name of the Contract | Date of the Contract | Kinds of Goods | Amount of Contract | Duration of Contract |
|---|-----------------------------|-----------------------------|-----------------------|---------------------------|-----------------------------|
| | | | | | |

Any of the following documents must be attached:

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

{Note: Failure to submit a supporting document 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 Contact Person and Contact Number | 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:

1. 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).
2. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
3. 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****

PLEASE USE THE PRESCRIBED FORMAT IN THIS BID FORM



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/We², 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 Bid³, 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)****Supply and Delivery of Labor and Materials for Repair of Facilities of Marillac Hills of the DSWD-NCR****Invitation to Bid (ITB) No.21-09-20**Approved Budget for the Contract (ABC) – **Php1,690,000.00****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:

CA = Current Assets ₱

Less: -

CL = Current Liabilities ₱

Sub-Total 1 ₱

X 15

Sub-Total 2 ₱

Less: -

C = 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 ₱

NFCC ₱

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

Annex V

Omnibus Sworn Statement
PLEASE USE THIS PRESCRIBED FORMAT IN
THIS BID FORM



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 : | MS. MARIDOL R. LICERIO 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 : | Php _____ |
| DO NOT OPEN BEFORE: Date & Time of Bid Opening | |

| COPY 1 TECHNICAL COMPONENT | |
|--|---|
| TO : | MS. MARIDOL R. LICERIO 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 : | Php _____ |
| DO NOT OPEN BEFORE: Date & Time of Bid Opening | |

| COPY 2 TECHNICAL COMPONENT | |
|--|---|
| TO : | MS. MARIDOL R. LICERIO 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 : | Php _____ |
| DO NOT OPEN BEFORE: Date & Time of Bid Opening | |

| TECHNICAL COMPONENT ENVELOPE | |
|--|---|
| TO : | MS. MARIDOL R. LICERIO 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 : | Php _____ |
| 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

TO : **MS. MARIDOL R. LICERIO**
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 : **Php** _____

DO NOT OPEN BEFORE: Date & Time of Bid Opening

COPY 1 FINANCIAL COMPONENT

TO : **MS. MARIDOL R. LICERIO**
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 : **Php** _____

DO NOT OPEN BEFORE: Date & Time of Bid Opening

COPY 2 FINANCIAL COMPONENT

TO : **MS. MARIDOL R. LICERIO**
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 : **Php** _____

DO NOT OPEN BEFORE: Date & Time of Bid Opening

FINANCIAL COMPONENT ENVELOPE

TO : **MS. MARIDOL R. LICERIO**
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 : **Php** _____

DO NOT OPEN BEFORE: Date & Time of Bid Opening

1. SEAL

2. SIGN

**DO NOT OPEN BEFORE:
DATE & TIME OF BID OPENING**

1. SEAL

2. SIGN



Annex VI - C

FINANCIAL COMPONENT ENVELOPE

TO : **MS. MARIDOL R. LICERIO**

FROM : _____

ADDRESS : _____

PROJECT : _____

BID REF NO.: _____

ABC : _____

DO NOT OPEN BEFORE: Date & Time of Bid Opening

TECHNICAL COMPONENT ENVELOPE

TO : **MS. MARIDOL R. LICERIO**
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 : **Php** _____

DO NOT OPEN BEFORE: Date & Time of Bid Opening

TO : **MS. MARIDOL R. LICERIO**
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 : **Php** _____

DO NOT OPEN BEFORE: Date & Time of Bid Opening

1. SEAL

2. SIGN

DO NOT OPEN BEFORE:
DATE & TIME OF BID OPENING

1. SEAL

2. SIGN

