

PHILIPPINE BIDDING DOCUMENTS
(As Harmonized with Development Partners)

**Procurement of
INFRASTRUCTURE
PROJECTS**

Government of the Republic of the Philippines

**REPAIR/IMPROVEMENT OF OFFICE OF THE
REGIONAL DIRECTOR AT DSWD-NCR FIELD
OFFICE UNDER DESIGN AND BUILD SCHEME**

(Invitation to Bid No. 21-10-24)

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



INVITATION TO BID

No. 21-10-24

REPAIR/IMPROVEMENT OF OFFICE OF THE REGIONAL DIRECTOR AT DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT – NATIONAL CAPITAL REGION (DSWD-NCR) FIELD OFFICE UNDER DESIGN AND BUILD SCHEME

1. The Department of Social Welfare and Development – National Capital Region through the ICTMS – Centrally Managed Fund: Direct Release (Repair and Maintenance of Buildings) intends to apply the sum of **THREE MILLION TWO HUNDRED THOUSAND PESOS (Php3,200,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Repair/Improvement of Office of the Regional Director at DSWD-NCR Field Office under Design and Build Scheme**.

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 **Thirty Five (35) calendar days (including overtime and night shift)**. 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”.
4. Prospective bidders may obtain further information from DSWD-NCR Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday at 8:00AM to 5:00PM.
5. A complete set of Bidding Documents may be purchased by interested Bidders from **5 October 2021 to 25 October 2021; (October 5 to October 25, 2021; 8:00AM to 4:00PM)(October 25, 2021: until 9:30AM 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 12 October 2021; 10:00 A.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/est-hupd-oht) which shall be opened to all interested bidders.
7. Bids must be received by the BAC Secretariat at the address below on or before **25 October 2021, 9:45 A.M. at DSWD-NCR-Rehabilitation Sheltered Workshop (RSW), J.P Burgos Street, Project 4, Quezon City**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.
9. Bid opening shall immediately follow after the deadline of the submission and receipt of bids shall be on **25 October 2021, 10:00 A.M. at DSWD-NCR-Rehabilitation Sheltered Workshop (RSW), J.P Burgos Street, Project 4, Quezon City** Bids will be opened in the presence of the Bidder's representatives who choose to attend.
10. The DSWD-NCR reserves the right to accept or reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of RA 9184 and its 2016 Revised Implementing Rules and Regulation (IRR), without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

THE CHAIRPERSON

Bids and Awards Committee
DSWD-NCR
c/o BAC Secretariat
Room 301, DSWD-NCR Field Office
389 San Rafael St. cor. Legarda St.
Sampaloc, Manila
Email Address: dswdncr.bac@gmail.com
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 1st day of October 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 Repair/Improvement of Office of the Regional Director at DSWD-NCR Field Office under Design and Build Scheme, with Project Identification Number **ITB No. 21-10-24**.

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 ICTMS – Centrally Managed Fund: Direct Release (Repair and Maintenance of Buildings) in the sum of **THREE MILLION TWO HUNDRED THOUSAND PESOS (Php3,200,000.00)**.

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 tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

- 14.2. *Payment of the contract price shall be made in:*

[Select one, delete other/s]

- a. Philippine Pesos.



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

15. Bid Security

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid until *[indicate date]*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

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

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

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

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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



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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

21. Signing of the Contract

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



Section III. Bid Data Sheet

Notes on the Bid Data Sheet (BDS)

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

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

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

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



Bid Data Sheet

ITB Clause									
5.1	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: Medium ALicense Category: at least Category B								
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						
	Team Leader (Licensed Architect/Engineer)	5	5						
	Project Manager (Architect/Engineer/Professional)	3	3						
	Foreman	1	1						
	MANPOWER REQUIRED								
	Lead man	1							
	Mason/Tile Setter	6							
	Helper	4							
	Carpenter	2							
	Electrician	1							
	Plumber	1							
	Painter	4							
	10.5	The minimum major equipment requirements are the following: <div>EquipmentCapacityNumber of Units</div> MINIMUM EQUIPMENT REQUIREMENT <table><tr><td>Equipment Description</td><td>Capacity</td><td>Number of Units</td></tr><tr><td>Bar Cutter</td><td></td><td>2</td></tr></table>			Equipment Description	Capacity	Number of Units	Bar Cutter	
Equipment Description	Capacity	Number of Units							
Bar Cutter		2							



	One Bagger Mixer	4-6 ft ³ /min	1
	Service Vehicle		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]</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]</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

DRN: _____

TERMS OF REFERENCE

I. Project Information

- a. **Title:** Repair/Improvement of the Office of the Regional Director at DSWD-NCR Field Office
- b. **Date:** September 24, 2021
- c. **Location:** DSWD-NCR Field Office, 389 San Rafael corner Legarda Street, Sampaloc, Manila
- d. **Proponent:** General Services Section
- e. **Budgetary Requirement:** Php 3,200,000.00
- f. **Fund Source:** Charged to ICTMS – Centrally Managed Fund: Direct Release (Repair & Maintenance of Buildings)

II. Rationale

The office of the Regional Director and his staff need to have an improved and conducive environment to compromise efficiency and increase productivity. Modern additional features and improvement of the layout of the workplace environment at the Regional Director's office can promote cooperation and camaraderie among staff, visitors and clients. This proposed office renovation will provide the Regional Director's office with a pleasing and aesthetical breathable space to work with. This can help reduce operating and maintenance expenses.

Improvement includes retiling works, renovation of ceiling, painting works at interior walls, improvement of electrical system at the office and also improvement of the comfort rooms and pantry area. Also, the main door towards the office needs to be replace as it is observed wear and tear. Included areas inside the office of the Regional Director are the following: Room of the Regional Director, Room of the Regional Executive Assistant, Room for Regional Director's staff, Conference Room, Pantry Area, and Visitor's Lounge.

The General Services Section recommends the repair/improvement of the office of the regional director at DSWD-NCR Field Office. This proposed project is included in the Work and Financial Plan for 2020 chargeable against ICTMS – Direct Release Fund 2021 under Repair and Maintenance of Building.

III. Objectives

This proposal has the following objectives:

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- Improve and renovate the appearance and function of the office the Regional Director
- Repair worn out materials inside the office
- Create a more efficient use of space

IV. Competence and Qualifications

In accordance with the *2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, Otherwise Known as the Government Procurement Reform Act*, the following persons/entities shall be allowed to participate in the bidding for Infrastructure Projects:

- Duly licensed Filipino citizens/sole proprietorships;
- Partnerships duly organized under the laws of the Philippines and of which at least seventy-five percent (75%) of the interest belongs to citizens of the Philippines;
- Corporations duly organized under the laws of the Philippines, and of which at least seventy-five percent (75%) of the outstanding capital stock belongs to citizens of the Philippines;
- Cooperatives duly organized under the laws of the Philippines; or
- Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That in accordance with Letter of Instructions No. 630 (LOI 630), Filipino ownership or interest of the joint venture concerned shall be at least seventy-five percent (75%): Provided, further, That joint ventures in which Filipino ownership or interest is less than seventy-five percent (75%) may be eligible where the structures to be built require the application of techniques and/or technologies which are not adequately possessed by a person/entity meeting the seventy-five percent (75%) Filipino ownership requirement: Provided, finally, that in the latter case, Filipino ownership or interest shall not be less than twenty-five percent (25%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA. (23.5.2.1a)

Foreign bidders may be eligible to participate in the procurement of Infrastructure Projects when provided for under any Treaty or International or Executive Agreement as provided in Section 4 of the Act and this IRR. (23.5.2.2)

In accordance with R.A. 4566, entitled "An Act Creating the Philippine Licensing Board for Contractors, Prescribing its Powers, Duties and Functions, Providing Funds Therefor, and for Other Purposes," the persons/entities enumerated in Section 23.4.2.1 of this IRR may participate in competitive bidding if he has been issued a license by the PCAB to engage or act as a contractor. (23.5.2.3a)

The prospective bidder must have completed an Single Largest Completed Contract (SLCC) that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC to be

bid: Provided, however, That contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.

The SLCC shall be supported by an Owner's Certificate of Final Acceptance issued by the project owner other than the contractor or a final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES). In case of contracts with the private sector, an equivalent document shall be submitted.

This criterion covers suitability of key staff to perform the assignments and their general qualifications and competence, including education and training. The formulation of the plans shall be undertaken by the Team composed of the following key experts and their corresponding qualifications:

Expert	Qualifications
Team Leader	Licensed Architect/Engineer with at least five (5) in Infrastructure Projects particularly on repair and renovation of an office area
Project Manager	Architect/Engineer/Professional with at least three (3) years-experience in Infrastructure Projects particularly on repair and renovation of an office area
Architect/Interior Designer	with at least three (3) years similar and relevant experience on infrastructure projects

V. Scope of Works

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

i. Design and Planning Stage

Preparation of Design and Construction Plan

ii. Construction Stage

I. General Requirements

- Mobilization and Demobilization
- Temporary Water and Electricity
- As built Plan
- Health and Safety

II. Civil Works

- Demolition Works
 - Scraping of Existing Wall Finish
 - Demolition Works of Existing Tiles
 - Demolition Works on Dry Wall Partitions
 - Dismantling Works of Existing Cabinet
 - Removal Works of Existing Ceiling and Frames
 - Removal Works of Existing Doors and Jambs

- Removal Works of Existing Electrical conduits and lightings
- Removal Works of Existing Plumbing Fixtures
- Hauling of Debris
- Masonry Works
 - Supply and Installation of 4" CHB
 - Plastering Works
 - Supply and Installation of Rebar
- Concrete Topping (for Comfort Rooms)
- Restoration Works on Comfort Room
- Others, Pls. Specify

III. Architecture Works

- Finishes
 - Floor Finish
 - Supply and Installation of Vitrified Tiles (600 mm x 600 mm non-slip; including set on tile adhesive; setting with 3 - 5 mm spacing between tiles. Contractor to submit Samples for approval)
 - Supply and Installation of Ceramic Tiles (300 mm x 600 mm non-slip; including set on tile adhesive; setting with 3 - 5 mm spacing between tiles. Contractor to submit Samples for approval)
 - Supply and Installation of Tile Adhesive (25 kg/bag)
 - Supply and Installation of Tile Grout (5 kg/bag)
 - Wall Finish
 - Smooth Plastered Paint Finish: Interior Surface - 1 coat primer (Acrytex Latex White); 2 finish coats (Acrytex Texture Finish and Tinting Color); Contractor to submit Sample Swatch for approval
 - Consumables (Paint Scraper, Paint Thinner, Paint Brush 2"; Skim Coat, Baby Roller, Stopa Rugs, sandpaper etc.)
 - Supply and Installation of Glazed Wall Tiles (300 mm x 600 mm; including set on tile adhesive; setting with 3 - 5 mm spacing between tiles. Contractor to submit Samples for approval)
 - Supply and Installation of Tile Adhesive (25 kg/bag)
 - Supply and Installation of Tile Grout (5 kg/bag)
 - Accent/3D Walls - PVC Baffles, Fluted Wall Panel, Veneer Planks, 3D Wallpapers, Mosaic (Design for approval of the End user)
 - Ceiling Finish
 - Supply and Installation of Fiber Cement Ceiling (install suffice manhole)
 - Supply and Installation of Acoustic Ceiling Board (install suffice manhole)
 - Supply and Installation of Furring Channel (5 m in length)
 - Repaint of Ceiling: 2 coat primers (Acrytex Latex White); 2 finish coats (Flat Latex White / Quick Dry Enamel)
 - Supply and Installation of Ceiling Vents
 - Consumables (Blind Rivet 1/8 x 1/2, Blind Rivet 1/8 x 3/4, Joint Tape, Joint Putty etc.)
- Partition

- Supply and Installation of Dry Wall Partition with Tinted Viewing Panel Window (Verify on site)
- Supply and Installation of Aluminum Framed Partition Wall including Mirrors and Tempered window glass and sliding door
- Doors and Windows
 - Supply and Installation of Main Door Double Swing Aluminum Framed Tempered Glass Door in 50 x 100 mm Door Jamb with Lever Type of Door Knob and complete lockset (Verify on Site)
 - Supply and Installation of Swing Aluminum Framed Tempered Glass Door in 50 x 100 mm Door Jamb with Lever Type of Door Knob and complete lockset (Verify on Site)
 - Supply and Installation of PVC Flush Door with Louver (Verify on Site)
 - Supply and Installation of Hidden flush Door (Verify on Site)
 - Supply and Installation of Aluminum Framed Sliding Window with Stool and Apron (Verify on Site)
- Carpentry Works
 - Supply and Installation of Overhead Cabinet (Design for approval of the End user)
- Others, Pls. Specify

IV. Plumbing Works

- Supply and Installation of Sanitary and Drainage Lines
- Supply and Installation of Water Line, Fittings and Accessories
- Supply and installation of Lavatory with faucet and accessories
- Supply and Installation of Water Closet with Bidet and accessories (design to be approved by the End user)
- Supply and Installation of Kitchen Sink with faucet and accessories (design to be approved by the End user)
- Waterproofing Works
 - Application of Water proofing grout, Concrete Primer Sealer, Sealant, Water Plaque, and Cementitious Water Proofing
- Other restoration works (existing fixtures)
- Others, Pls. Specify

V. Electrical Works

- Supply and Installation of 3 Phased Panel Board (NEMA)
- Supply and Installation of Lighting Fixtures (Pin Light, Surface Panel, Trouffer Lights, Docon Light, T-5 LED, Pendant Light, Track Light, Directional Light)
- Installation of Conduits, Boxes & Fittings
- Installation of Wires and Wiring Devices
- Consumables
- Others, Pls. Specify

VI. Mechanical Works

- Installation of Air conditioned Unit on all rooms
- Supply and Installation of Smoke Detector
- Others, Pls. Specify

VII. Miscellaneous Works

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. 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.
22. 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.
23. Substandard quality of work as per contract plans and specifications, or unsatisfactory performance of the contractor's obligations as per contract of agreement.
24. Compliance with post qualification requirements.
25. Contractor shall be competent and experience in the field of Repair of Interior Office with a minimum of three (3) years prior experience
26. Contractor's Working Hours:
 - a. All normal work for this contract shall be performed during normal daylight hours. Any exceptions will require the written approval of the assigned Project Management Officer/Project Monitoring Staff
 - b. Works are required overnight, the Contractor will be required to furnish safe, proper and sufficient lighting arrangement if necessary. As per the *Department of Labor and Employment FAQs on Wage and Wage Related Benefits*, Overtime Pay is equivalent to *Plus 25% of the hourly rate for work performed in excess of 8 hours on ordinary day*. Also, Night shift differential refers to the additional compensation for work performed from 10:00 O'clock in the evening to 6:00 O'clock in the morning. It is equivalent to *Plus 10% of the hourly rate for work between 10:00 O'clock in the evening and 6:00 O'clock in the morning*.
 - c. Works are required on weekends/holidays to avoid interruptions in the DSWD-NCR Field Office operations. For work performed on a regular holiday, plus 100% or a total of 200% of the employee's daily wage rate

VIII. Accountabilities and Warranty

The Administrative Service focal staff from the General Service Section will monitor the performance of the contractor based on the project proposal, drawing plans and Terms of Reference (TOR).

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

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.

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

IX. Contract Duration and Schedule

The project once awarded to an eligible and responsive contractor shall be completed for **Thirty Five (35) calendar days (including overtime and night shift)** reckoned from date of receipt of Notice to Proceed (NTP).

X. Terms of Payment

Terms of payments shall be the following:

Fifteen percent (15%) advance mobilization fund upon signing of the contract.

Progress monthly billing less: 15% advance mobilization fund and ten (10%) retention funds. The ten (10%) retention funds shall cover the warranty for project against materials defects and workmanship which shall be released upon the expiration of warranty period upon substitution with a warranty bond which covers the 10% of the contract price effective for a period of one (1) year.

It is understood that all such payments must be accompanied by the following documents:

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

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

XI. Budgetary Requirement and Fund Source

This Infrastructure Project is charged to Information and Communication Technology Management Service (ICTMS) Section – Centrally Managed Fund: Direct Release (Repair & Maintenance of Buildings)

Prepared by:


JOSEPH CARLO R. LANCETA
Admin Officer IV
General Services Section

Checked by:


KHARLIT AMAN
Chief Administrative Officer

Recommending Approval:


MANUELA M. LOZA
OIC- Assistant Regional Director for
Administration

Approved by:


VICENTE GREGORIO B. TOMAS
Regional Director

Conforme:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

TECHNICAL SPECIFICATION

Date Submitted	September 7, 2021
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Subject/Title	: Repair/Improvement of the Office of the Regional Director at DSWD-NCR Field Office
Location	: DSWD-NCR Field Office, 389 San Rafael corner Legarda Street, Sampaloc, Manila

Item	Description and Specification	Actual/Sample Picture (if applicable)
1	General Requirements	
1.1	<p>Mobilization and Demobilization</p> <p>Mobilization shall include transportation to the Site of the Contractor's construction equipment, manpower, field staff, and office supplies and equipment. Demobilization shall include Contractor's demobilization, removal of temporary facilities and clean-up of Project and Construction Site.</p>	
1.2	<p>Bonds and Insurance</p> <p>A bond is issued by a surety company to guarantee the performance by the bidder of an obligation or undertaking in favor of the procuring entity, i.e., bid security, performance security, or warranty security. This is to notify the bidder and the concerned surety company relative to the act/s committed by the bidder which would result to the forfeiture of the surety bond, and shall make a claim on the surety bond.</p>	
1.3	<p>Temporary Facilities</p> <p>These includes the Contractor's temporary facilities for its staff and workers, as well as subcontractor if necessary, installation and maintenance of temporary site facilities and utilities, provisions of Project Signs, power and lighting, security and sanitary precaution and control.</p>	
1.4	<p>Project Billboard/Signboard</p> <p>As required by COA Circular No. 2013-004, Contractors are required to post a tarpaulin signboard suitably framed for outdoor display at the project location and shall be posted as soon as the award has been made. The design and format of the tarpaulin shall have the following specifications:</p> <p>a.) Color and Size: white 8ft x 8 ft b.) Resolution: 70 dpi c.) Font: Helvetia d.) Font Size: Main Information 3", Sub Information 1" e.)</p>	


	Font Color: Black	
1.5	<p>Temporary Water and Electricity</p> <p>Payment of the utilities used during the construction project. In this connection, it is necessary that the contractor shall provide sub-meter for electric and water consumption, actual usage shall be paid by the contractor for final acceptance of the project. The contractor is obliged to supply alternative electric generator and supply of water prior to the completion of the project, in case of any interruption occurs in the electrical and water supply.</p>	
1.7	<p>Admin/Management/Supervision Cost</p> <p>Includes Field supervision on the construction as well as office supplies and hardware necessary for the completion of the project.</p>	
1.8	<p>Health and Safety</p> <p>Construction Safety and Health Program (CSHP) for the project is to be considered. With regards to safety implementation, the contractor shall employ certified Safety Engineers/Officers with at least 40 hours training in Construction Occupational Safety & Health (COSH) to oversee the safety and maintenance of the construction site and the workers.</p> <p>The Contractor shall be required to submit a monthly construction safety and health report to the Procuring Entity and to the DOLE Regional Office concerned. The report shall include a monthly summary of all safety and health committee meeting agreements, a summary of all accident investigations / reports and periodic hazards assessment with the corresponding remedial measures / actions for each hazard stated on the Approved CSHP.</p> <p>In view of the current COVID-19 public health situation and the extended implementation of the Enhanced Community Quarantine (ECQ) and General Community Quarantine (GCQ), DSWD-NCR implements DPWH Department Order (D.O.) no. 35 Series of 2020, <i>Construction Safety Guidelines for the Implementation of All DPWH Infrastructure Projects During the COVID-19 Public Health Crisis</i>.</p> <p>Prior to the Department Order, no work shall be commenced unless the following documents are submitted to DSWD-NCR:</p> <ul style="list-style-type: none"> Any available COVID-19 test, as may prescribed by the Department of Health (DOH) of all laborers and technical supervisors from the contractor Barangay Certification that they are Asymptomatic and not 	

	<p>in the list of COVID-19 PUI or PUM Records</p> <p>In this regard, consultation with medical doctors prior to the conduct of COVID-19 shall be made. The head of the Procuring Entity shall issue construction quarantine pass (QP) to the individual qualified personnel.</p> <p>Work activities shall be under the daily strict monitoring by the Safety Officer at site to ensure compliance with safety standards and quarantine protocols. It is necessary that the Contractor shall submit Daily Accomplishment Report to the Procuring Entity's Engineer/Representative.</p>	
1.9	<p>As Built Plan</p> <p>Upon physical completion of the work as described herein, the Contractor shall at his own expense furnished the As Built Plan, subject for review and evaluation of the Procuring Entity's Representative, two (2) sets in A3 copy. Upon approval, the Contractor shall furnish the Procuring Entity:</p> <ul style="list-style-type: none"> • Two (2) sets in A3 copy, signed and sealed • Two (2) sets in Tracing Paper, signed and sealed • Seven(7) sets in Blue Print Copy (30" x 40"); Five (5) sets needed for issuance of Occupancy Permit, signed and sealed • USB Drive containing PDF (scanned signed and sealed), excel files, CAD Files and other soft copy files pertaining to the As Built Plan 	
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 	

	<p>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).</p> <ul style="list-style-type: none"> • 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". • Where full height walls are constructed with concrete hollow blocks, these shall extend up to the bottom of beam or slab unless otherwise indicated on plans. Provide stiffener columns & lintel beams as specified in the structural drawings or as specified or as deemed required to assure a stabilized wall due to height & other considerations. <p>Joint mortar materials:</p> <ul style="list-style-type: none"> • Cement shall be specified in section D (concrete work) • 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. <p>Protection of Materials - All perishable material for the work of this Section shall be delivered, stored and handled to preclude damage of any nature. Manufactured materials, such as cement, shall be delivered and stored in their original containers, plainly marked with identification of material and maker. Materials in broken containers, or in packages showing watermarks or other evidence of damage, shall be used and shall be removed from the site.</p>	
	Architectural Works	

	<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>Doors and Windows</p> <p>For contractor's design for the approval of the procuring entity to be reflected on the Architectural Plan.</p> <p>Aluminium and glass narrow style entrance doors, frames, transoms, sidelights, trim mouldings, and other related item as called for on the door schedule and Drawings. Sections shall be extruded from 6063TS aluminium alloy. All fastening devices shall be aluminium stainless steel, or other corrosion-resistant material. All cut-outs, recesses, and milling operations required for hardware shall be accurately made and reinforced with backing plates.</p> <p>Finishing Hardware - The following Hardware Sets are furnished for whatever assistance it may afford the Contractor. The Contractor shall verify Plans and Specifications for hardware quality. Should any particular item be omitted, Contractor shall provide similar or equivalent item or hardware same as required.</p> <p>All door hardware must be ANSI A156.2 approved.</p> <p>1. Locksets shall be Heavy duty lever type handles, with locked keys and profile cylinders.</p> <p style="padding-left: 40px;">a. All locks shall have three (3) keys with the lock number stamped for identification. Verify number of duplicates.</p> <p style="padding-left: 40px;">b. Schedule: Use extra heavy duty industrial / commercial series of door hardware. Refer to Schedule of Doors.</p> <p>Toilet Privacy Lock: Use Corridor or Passage Lock for unlockable lockset.</p> <p>Keyed Entrance Mortise Lock: Single cylinder with throw-deadbolt, standard full latch bolt with heavy duty anti-friction tongue. When locked, key outside or Knob inside retracts all bolts simultaneously. Outside Knob remains</p>	

	<p>locked until thumb turn is restored to vertical position. Use Knob type.</p> <p>Single Cylinder Deadbolt Lock: deadbolt thrown or retracted by key from outside or by inside turn unit. Bolt automatically deadlocks when fully thrown</p> <p>Indicator Lock: for Toilet Stalls with safety release lock.</p> <p>2. Door Hinges</p> <p>a. Loose pin hinges 4 ½" x 4" heavyduty, Stainless Steel finish.</p> <p>Schedule: Four Ball Bearing Hinges: 4 ½" x 4" for metal louver doors over 900 mm in width and/or over 44 mm thickness, strictly SUS 304, Stainless Steel based</p> <p>Floor Hinge: standard duty floor hinge with closer on active and inactive leaf .</p> <p>Hinge finish shall match locusts of respective openings; stainless steel.</p> <p>Door Closer:(Only on Specified Doors) grade 1 door closer with hold open function on active and inactive leaf. Can be surface mounted on hinge face or stop face for metal doors indicated in theSchedule, with finish matching locust of the respective opening and a slim line look; concealed type for aluminum doors to provide by aluminum door fabricator. Door closer shall be incorporated in the door closer.</p> <p>3. Miscellaneous Hardware</p> <p>a. Door Plate and Pull Bar: Ga 16. Stainless Steel plate with stainless steel 20 mm diameter x 200 mm length pull bar, both in hairline finish.</p> <p>b. Flush 6" and Head Bolt 12": for two leaves of steel swing doors</p> <p>c. Push-Pull Bar: approximately 30 mm diameter x 600 mm long stainless steel</p> <p>d. Push Plate: approximately 150 mm wide x 400 mm high stainless steel</p> <p>e. Stainless Steel handle bars</p> <p>f. Heavy Duty Flush Bolt. All other necessary hardware such as latch bolts, catch locks, door chain fasteners, door stops, wall stops and holders, push plates, handles, etc. shall be of type, size and design suitable for the purpose.</p>	
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	Keying - All cylinder locks included herein shall keyed differently and the Contractor shall furnish three keys for each lock.	
	Glass and Glazing	
	<p>The size of glass indicated is approximate only and the actual size, shall be determined by measuring the frames to receive the glass. Glazing rabbets shall be rigid, true, plumb, square, properly primed, clean, dry, and dust free, before glazing work is started.</p> <p>Samples of all mirrors, glass and glazing shall be submitted to DSWD-NCR for approval of quantity before purchase and delivery of materials</p> <p>Installation</p> <ol style="list-style-type: none"> Glass shall be accurately cut to fit opening and set with equal bearing on the entire width of the pane. <ol style="list-style-type: none"> Glass for all steel windows shall be held in place by spring steel wire clips or snap on glazing heads, and shall be bedded on putty and face butted. Face putty shall be properly beveled and struck off at a straight edge parallel with adjacent edge of the frame and shall have smooth faces and sharp miters at all corners. Glazing work shall not be performed during very damp or rainy weather. Sashes shall be glazed in closed position and shall not be operable until glazing compound has set <p>Upon completion of the work and after inspection, all glass surfaces shall be thoroughly cleaned removing all paint spots, labels and defacements. All cracks, broken and imperfect glass shall be replaced with perfect glass. At the time of acceptance of the work, all glass putty and other setting materials shall be cleaned, whole and in perfect condition.</p>	
	Finishes	
	<p>Floor Finish</p> <p>Wall Finish</p> <p>PAINTING FINISHES:</p> <p>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. 	

	<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>Application:</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>All exposed finish hardware, lighting fixtures and accessories, glass and the like shall be adequately protected so that these are not stained with paint and other painting materials prior to painting works. All other surfaces endangered by stains and paint marks should be taped and covered with craft paper.</p> <p>Painting Schedule:</p> <p>Interior</p> <ul style="list-style-type: none"> • Interior Concrete or Masonry Painted - Three (3) coats water-based masonry plain semi-gloss finish. Sample Shades for Procuring Entity's Approval. • Plain Flat Finish: Acrylic water-based paint on ceilings, three (3) coats. FLAT • Plain Semi-gloss in Acrylic water-based Epoxy paint on interior walls, columns, on all other interior concrete surfaces. (3) coats. 	
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<p>TILING WORKS:</p> <p>For Floor:</p> <ul style="list-style-type: none"> • 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. <p>For Wall:</p> <ul style="list-style-type: none"> • 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. • Fully Vitrified Homogeneous Tiles: Supply and installation of 300 mm x 300 mm homogeneous tiles on 20 - 30 mm thick mortar setting bed with tile grout spacing of 5 mm. Wall tiles for Toilet shall extend up to the ceiling or as indicated on plans. Submit samples for approval • Fully Vitrified Ceramic Tiles: Supply and installation of 200 mm x 200 mm homogeneous tiles on 20 - 30 mm thick mortar setting bed with tile grout spacing of 5 mm. Wall tiles for Kitchen wall shall extend up to the ceiling or as indicated on plans. Submit samples for approval <p>Wall Base: Please specify in the Architectural Plan for approval before implementation.</p> <p>Cement shall be specified in section D (concrete work).</p> <p>Plastering accessories shall be approved on samples by the Engineer before starting plastering work. Such accessories, including corner beads, casing beads, lath and other materials, shall be used where and necessary for workmanlike plastering work.</p> <p>Surface preparation Dust, Oil, grease and other undesirable substances that might hinder the forming of a good bond with plaster bases on concrete or masonry shall be removed</p>	
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	<p>immediately prior to plastering.</p> <p>Moistening underbed immediately before applying plastering work, concrete surfaces shall be wet-down sufficiently to reduce suction but shall not be excessively wet.</p> <p>All plastering shall be executed in a workmanlike manner leaving all finished plaster surfaces free from waves or imperfections.</p> <p>Mixing Plaster materials shall be thoroughly mixed with the correct amount of water, in accordance with the specific requirements of the Manufacturer.</p> <p>THERMAL AND MOISTURE PROTECTION:</p> <p>All applications shall be strictly as per Manufacturer's Specifications. It shall strictly be performed by licensed or certified applicators / waterproofing contractor representing waterproofing manufacturer or insulation company specified herein. The Procuring Entity shall be furnished with pertinent literature and detailed drawings.</p> <p>Waterproofing/ Built up and Preformed Membrane:</p> <ul style="list-style-type: none"> • Waterproofing: Furnish all labor, materials, equipment, plant and other facilities required to complete all waterproofing work as shown on the drawings and herein specified. All applications shall be strictly performed by an approved waterproofing Contractor. • All materials shall be Environmental Protection Agency (EPA) certified and approved. • Testing for toilet: Flood Test waterproofed area by seventy-two (72) hours and check for any seepages, witnessed and attested by Center's Representative with Certification. <p><i>Note:</i> Areas not stated above but requiring waterproofing by Procuring Entity shall be included in the scope of work. Thickness should be as per Manufacturers Specifications and Installation depending on the Areas to be applied with.</p>	
7.5.3	<p>Ceiling Finish</p> <p>Fiber Cement Board: Supply and installation of 4.5mm Fiber Cement Board ceiling on a 400mm on center spacing G.I. Framing Suspended Ceiling System complete with all accessories and acrylic diffuser lighting system.</p>	

	<p>Coordinate spacing of hanger, carrying channels, runners and molding with the location of electrical fixtures and other items in or on the ceiling.</p> <p>Support ceiling suspension system within 2 meters of wall and at 4 meters on center in each direction with four 2.8 millimeter wires connected within 50 millimeters of an intersection of a main runner with a cross runner and sprayed 90 degrees from each other at an angle not exceeding 45 degrees from the plane of the ceiling.</p> <p>Provide bracing above the ceiling plans as required to stabilize the ceiling system. Do not attach runners to wall mouldings.</p> <p>Provide color coded tacks at access tiles to designate locations of electrical access.</p> <p>Clean or replace units that have been soiled or damaged. Furnish all labour, materials and equipment for the completion of work as shown on the drawing and specified herein.</p>	
8	<p>Plumbing and Sanitary Works</p> <p>➤ The work to be undertaken under this section shall consist of the furnishing of all materials, labor tools, equipment and other facilities and the satisfactory performance of all work necessary for the complete installation, testing and operation of the plumbing system accordance with the applicable drawing and this section of that specifications consisting of, but not necessarily limited to the following:</p> <ul style="list-style-type: none"> • Soil, waste and vents pipe system, within the building up to sewer line. • Interior fire protection system consisting of combination standpipes, valves, fire hose cabinets, inlets, connectors and portable fire extinguishers. • 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>	

	<ul style="list-style-type: none"> ➤ The contractor is required to refer to all mechanical, electrical, structural and architectural plans and specifications all shall investigate all possible interference and conditions affecting his work in this section and that of the other sections. ➤ 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. Chases shall be verified on the architectural drawings and manufacturer's catalogs. ➤ 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 cloth as required and any loss, damaged or deface material shall be replaced by the Contractor at his own expense. ➤ INSTALLATION AND WORKMANSHIP: 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. 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. ➤ IDENTIFICATION OF MATERIALS: 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. 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 	
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	<p>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> <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</p>	
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	<p>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> <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</p>	
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	<p>than 12.7mm (1/2") from such other work and not less than 12.7mm between finished coverings on the different services. No water piping shall be buried in floors until after they have been inspected and approved.</p> <p>Where the branch serves more than one fixture, the branch shall be increased in size in proportion to sizes as shown on the drawings.</p> <p>Cast bronze unions shall be installed at the connection to all equipment so that they may be conveniently disassembles.</p> <p>Upon completion of water system, flush out lines and all valve sets to clear system of particles and dirt.</p> <p>➤ INSTALLATION OF SOIL, WASTE, VENT AND DRAINAGE 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. 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.</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</p>	
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	<p>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>Where through bolts are used, they shall be provided with name plates and washers at backsets so that head, nuts and washer will be concealed by plaster. Bolts and nuts shall be hexagonal and screw shall be provided chromium brass washers.</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>➤ CLEANING AND PAINTING</p> <p>Prior to acceptance of the work, thoroughly clean all exposed metal surface and rid of grease, dirt or other foreign material. Chrome or nickel - plated piping's, fitting and trimming shall be polished.</p> <p>Pipe hangers, supports and all other iron work in concealed spaces shall be thoroughly cleaned and painted with one coat of red lead and a finish coat of oil enamel paint.</p> <p>All exposed soil, waste and vent pipes or cast iron which are asphalt or tar-coated shall be given two (2) coats of shellac and two (2) coats of oil paint.</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 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> <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</p>	
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	<p>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>If and when the Procuring Entity decides that an additional test is needed, such as an air or smoke test on the drainage system, the Contractor shall perform such test without additional cost to the Procuring Entity.</p> <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. Urinal: Wall-hung type, wash-out urinal to match water closet color complete with Flush Valve. 3. Lavatory: <ul style="list-style-type: none"> • Wall-Hung type lavatory with single faucet hole on center w/ front overflow hole, to match water closet color. • Wall hung type • Wall hung with full pedestal type 4. Lavatory Faucets: self-closing press-action tap model with timed flow and anti-blocking system. 5. Floor Drains: Stainless steel 4"x4" Supplier: Asian hardware 6. Slop Sink Bibb: wall-mounted long gooseneck faucet 	
9	<p>Electrical Works</p> <p>➤ The work to be done under this DIVISION of the Specifications consist of the fabrication, furnishing delivery and installation,</p>	

	<p>complete in all details of the Electrical Work, at the subject premises and all work materials incidental to the proper completion of the installation, except those portions of the work which are expressly stated to be done by others. All work shall be done in accordance with the governing Codes and Regulations and with the Specifications, except where same shall conflict with such codes etc., which latter shall then govern. The requirements with regards to materials and workmanship specify the required standard for the furnishing of all labor, materials and appliances necessary for the complete installation of the work specified herein and indicated on the drawings. The Specifications are intended to provide a broad outline of the requirement and are not intended to include all details of design and construction.</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 ▪ UAP Doc. 301 <p>The requirements of the above mentioned governing laws/codes and the requirements of the companies having involvement/participation are hereby made part of this Specifications and the CONTRACTOR is required to comply with the same.</p> <p>This does not relieve the CONTRACTOR from complying with requirements of specifications or drawings in excess of above laws and ordinances, codes and requirements which are not prohibited by the same.</p> <p>➤ 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. The CONTRACTOR shall indemnify and save harmless PROCURING ENTITY from and against all claims, suits, actions, or liabilities for damages arising from injuries, disabilities or loss of life to</p>	
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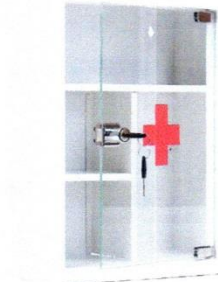
	<p>persons or damage to public or private properties resulting from fault or any act of contractor or his representative in the execution of this work. The partial acceptance of the work for the purpose of making partial payments, based on the estimated cost satisfactorily completed by the CONTRACTOR, shall not be considered as final acceptance of that portion of the work.</p> <p>➤ 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 drawings and specifications are meant specifically to be complementary to each other and where it is called for by one shall be binding as if called for by both. Anything which is basically required to complete the installation for proper operation but not expressly mentioned on the drawings and/or specifications shall be furnished and installed by the CONTRACTOR at no extra cost to the PROCURING ENTITY as though specifically stipulated or shown in both.</p> <p>Procuring Entity shall have the final decision on any apparent conflict between the drawings and specifications or on any under and controversial point in either or both.</p> <p>All dimensions and locations shown on the plans are approximate and shall be verified in the field, as actual locations, distances, and levels are governed by actual conditions.</p> <p>➤ SCOPE OF WORK</p> <p>The work to be done under this DIVISION shall include the furnishing of all tools, labor, equipment, fixtures and materials, each complete and in proper working condition unless one or other is specifically excluded or stated otherwise in these Specifications but not limited to the following principal items of work:</p> <ul style="list-style-type: none"> • Furnish and install a complete wiring and raceway system for the underground power and telephone distribution system including concrete pedestals, concrete hand holes and necessary wiring gutters and boxes. 	
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	<ul style="list-style-type: none"> • Furnish and install a complete grounding system. • Perform terminations for all electrical system. • Complete testing of all electrical systems. • Preparation of "As-built" drawings. • If any item of works or material has been omitted which are necessary for the completion of the Electrical Work as outlined herein before, then such items shall be and hereby included in this section of work. <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. Any substituted material installed without the approval of the PROCURING ENTITY shall be subject to replacement.</p> <p>➤ It is the sole responsibility of the CONTRACTOR to conduct coordination of his activities with the following:</p> <ul style="list-style-type: none"> ▪ Other trades and suppliers ▪ Procuring Entity/Engineer ▪ Local Government Authority <p>➤ Samples & Shop Drawings</p> <p>30 days prior to the installation or fabrication of materials the CONTRACTOR shall submit to Procuring Entity the following for approval.</p> <p>Shop drawings of panel boards showing arrangements of circuit breakers, bus bar sizes, lugs, etc. Indicate all dimensions.</p> <p>Shop drawings or samples required as noted in the drawings.</p> <p>Samples and catalogs of materials intended to be installed.</p> <p>➤ The CONTRACTOR shall also submit to the Procuring Entity without delay shop drawings and other submittals which may be required by Procuring Entity during the progress of</p>	
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	<p>construction. The above requirements shall be submitted to the Procuring Entity at the earliest possible time to give allowance for checking and verification. These shall be complete in all aspects.</p> <ul style="list-style-type: none"> ➤ Electric Power - The CONTRACTOR shall be responsible for his own electric power needed for the execution of the job. ➤ TEST - Conduit tests on all electrical conductors installed in the presence of the PROCURING ENTITY's representative. <ol style="list-style-type: none"> 1. check for grounds 2. insulation resistance test 3. continuity test for all outlets 4. voltage level test 5. phase relationship 6. check circuit connections at panel boards, all single phase circuit shall be connected to phase as shown in the load schedule. 7. ➤ Submit Reports On Tests <p>All reports must be formal, typewritten and properly identified. All defects found during the test shall be repaired immediately by the CONTRACTOR. All tools, equipment and instruments needed to conduct tests shall be on the account of the CONTRACTOR.</p> ➤ METHODS & MATERIALS <p>Conduits:</p> <p>Rigid Steel Conduits (RSC) and Intermediate Metal Conduit (IMC):</p> <ol style="list-style-type: none"> a. Standard trade sizes, hot dipped galvanized with inside enamel or epoxy coating. b. Joints-threaded coupling for joints. c. Use for power & lighting. <p>Polyvinyl Chloride Conduit (PVC)</p> <ol style="list-style-type: none"> a. Standard trade sizes, schedule 40. b. Coupling & fittings - standard couplings for joints by solvent weld process. c. Telephone System & other auxiliary system. 	
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	<p>➤ Installation of Conduits</p> <p>Installation is in accordance with PEC and of good engineering practice.</p> <p>Use standard trade sizes locknut and bushing at each end terminating in boxes/panel boards. Ensure electrically continuous conduit system.</p> <p>Provide independent conduits supports using hangers, supports or fastenings spaced in accordance with good engineering practice and PEC.</p> <p>Use adjustable trapeze hangers for horizontal parallel runs.</p> <p>Conduits bends shall not be more than the equivalent of three (3) 90 degree bends between pulling points.</p> <p>Conduit threads cut on job shall have same effective lengths, thread dimensions, and taper as factory threads.</p> <p>Cut ends of conduit square with hand or power saw and ream to remove burrs and sharp edges. Do not use wheel cutter.</p> <p>Clamps shall be galvanized malleable iron one-hole straps, beam clamps or other approved device with necessary bolts and expansion shields.</p> <p>Trapeze hangers shall be used for parallel runs of conduits. Install conduit clamps at end of each run and at each elbow. Paint hangers one prime coat of red lead or zinc chromate, and one finish coat of an approved color. Hangers are not detailed but must be adequate to support combined weight of conduit, conductors and hangers. Submit shop drawings for approval.</p> <p>All underground conduits installed shall be provided with concrete encasement at least 8cm. thick outer face of conduit.</p> <p>➤ Wires</p> <p>Wires shall be annealed copper, 98% or better conductivity, insulated, stranded, except as noted in the drawings.</p> <p>600 volt class type as indicated in the plans.</p> <p>Minimum size shall be #3.5 THHN for power and lighting circuits.</p>	
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	<p>Telephone wires shall be no. 22 AWG jacketed type, 4 wires.</p> <p>Use standard methods in pulling wires.</p> <p>Splices of wires/cables shall be done inside junction boxes or auxiliary gutters using standard connectors. No wires shall be spliced inside conduits.</p> <p>All wires and cables shall be color coded as follows:</p> <ul style="list-style-type: none"> • 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> <p>➤ Panel board & Circuit Breaker</p> <p>NEMA type/enclosure unless noted, PEC rules and regulations, circuit breaker type shall be 230V, number of pole as required.</p> <p>Panel boards shall contain a single brand of circuit breakers.</p> <p>All circuit breakers used as main shall be "Bolt on" type molded case, thermal magnetic protective, quick make, quick break, trip free from handle, trip indicating, number and size as shown in the schedule. Internal common trip for 2 and 3 pole breakers.</p> <p>Breaker minimum interrupting capacities shall be based on NEMA and UL test procedures. 230 volt breakers - 10,000 rms. Symmetrical amperes at 240V A/C (minimum)</p> <p>All circuit breakers used as branches rated at below 100 AT and specifically installed in lighting panel boards shall be bolt-on".</p> <p>Word "space" indicated in the schedule shall mean that complete bus, insulators, etc. shall be included ready to</p>	
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	accept future circuit breaker of the same frame size as the largest branch circuit breaker.	
10	Fire Protection / Emergency Equipment Includes supply, delivery and install of the following:	
	<ul style="list-style-type: none"> • Fire extinguisher 	
	<ul style="list-style-type: none"> • Smoke detector system – Features includes Optical smoke sensing technology; Low-profile design blends into ceiling 	
	<ul style="list-style-type: none"> • Fire Alarm/Emergency Drill 	
	<ul style="list-style-type: none"> • First Aid kit Cabinet –Wall Mounted, must be brand new, unused, unopened, undamaged item. Around .40 m height and 0.3 m width. Main Purpose is for storage of First Aid Materials. 	
12	Mechanical Works Air-conditioning Unit Supply and Installation of 0.75 TR wall mounted inverter type air	

conditioning unit including supply and installation of its enclosed protective circuit breaker, piping, cables, conduits, and steel supports. Minimum Warranty period for installed Air-conditioned units to be 5 years.	
Ventilation/Exhaust System	
Supply and Installation of 200 CFM wall mounted axial flow exhaust fan including its cable, wire and conduits.	

Prepared by:


JOSEPH CARLO R. LANCETA

Admin Officer IV

DSWD-NCR

Conforme:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

CONSTRUCTION SAFETY AND HEALTH PROGRAM

Date Submitted	September 21, 2021
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Subject/Title	: Repair/Improvement of the Office of the Regional Director at DSWD-NCR Field Office
Location	: DSWD-NCR Field Office, 389 San Rafael corner Legarda Street, Sampaloc, Manila

Item	Description
	<p>Statement of Commitment to Comply with OSH Requirements</p> <p>I/We (Name of Contractor's Authorized Official and/or Project Owner), by accomplishing this Construction Safety and Health Program, do hereby commit and bind ourselves to comply with the requirements of the Department Order No. 13, series of 1998 – Guidelines Governing Occupational Safety and Health in the Construction Industry and the applicable provisions of the Occupational Safety and Health Standards (OSHS). We (also) acknowledge our obligation and responsibilities to provide throughout the course of the project the appropriate Personal Protective Equipment (PPE) as added protection for our workers and employees. We also (hereby) commit to implement the necessary job safety and health instructions and training to all our workers for the entire (during the) duration of the project, as well as the safety of the general public.</p>
	<p>Company Safety and Health Policy</p> <p>It is the general policy of (Name of Contractor/company) to perform work in the safest manner possible consistent with good construction practices. To fulfill the requirements of this policy, an organized and effective Construction Safety and Health Program as described in this program and in consonance with DOLE D.O. No. 13 and the OSH Standards must be carried out on every project. To achieve these objectives, we are committed to perform the following:</p> <ul style="list-style-type: none"> • Identifying potential hazards that may arise from the programmed work activities; • Organizing the work activities so as to minimize the risk arising from them; • Developing and implementing project specific safety and health program; • Establishing and enforcing all necessary safe work procedures, rules and regulations; • Ensuring that all workers are given orientation/briefing or induction prior to deployment to the site; • Establishing a site safety and health committee to act as policy-making body of the project on all issues pertaining to safety and health; • Ensuring the conduct of daily toolbox meetings; • Establishing a system of follow-up of actions and periodic assessment to check program effectiveness.

Project Details		
Specific name of project and Name of Owner:		
Location of the project:		
Name of General Constructor (constructor who has general supervision over other constructors in the execution of this project and who directly receives instructions from the owner or construction project manager, if any)		
Name of Project Manager/ Contact Number (the overall technical personnel of the general constructor and or the subcontractor in charge of the actual execution of this project)		
Name of Resident Engineer/Interior Designer, if any (a duly licensed engineer who shall be tasked to be present at the construction site at all times, whenever work is being undertaken, and shall have the responsibility of assuring the technical conformance of all designs, materials, processes, work procedures rendered for the execution of this project, including safety and health of all persons within the construction site)		
Name and Classification of Constructors (synonymous to builders who undertake or offer to undertake or purport to have the capacity to undertake or submit a bid to, or do themselves or by or through others, construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, excavation or other structures, project, development or improvement, or to do any part thereof, including the erection of scaffolding or other structures or works in connection with this project. The term constructor includes subcontractor and specialty contractor.)	Name	Classification
	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	
Estimated quantity of equipment:	Equipment	Estimated Quantity
	1. 2. 3. 4. 5. 6.	
Projected dates of commencement and completion	Start Date: _____ End Date: _____ Est. Days to Complete: _____	

Name and address of Emergency Health Provider (any person or organization who is certified or recognized by the Department of Health and who can provide the same or equivalent emergency health services as an emergency hospital, including emergency treatment or workers on site, emergency transport and care during transport of injured workers to the nearest hospital, with adequate personnel, supplies and facilities for the complete immediate treatment of injuries or illnesses)	
Total Project Cost (Php)	
<p>Construction Safety & Health Committee</p> <p>Section 11 of D.O. No. 13 requires that rules of Construction Safety and Health Program must be observed and enforced at the project site, each site shall, at the start of the construction have a construction safety and health committee. With respect to this project, the committee will be organized in accordance with the requirements of Rule 1040 of the Occupational Safety and Health (OSH) Standards of the Department of Labor and Employment (DOLE).</p> <p>Composition of Construction Safety and Health Committee (CSHC) Our CSHC at the (Name of Project) is composed of:</p> <p>Project Manager or his representative as the chairperson:</p> <p>_____</p> <p>General Construction Safety and Health Officer/s (overall in charge in the implementation of the OSH program of this project hired by the General Constructor. Please attach certificate of training/s prescribed by DOLE. Numbers will be dependent on the numbers of workers and heavy equipment)</p> <p>Name: _____</p> <p>Name: _____</p> <p>Construction Safety and Health (CSH) Officer/s from Subcontractors any employee/worker trained and, in addition to their regular duties and responsibilities tasked by his employer to implement occupational safety and health program in accordance with the provisions of the OSH Standard. Please attach certificate of training/s prescribed by DOLE).</p> <p>Name: _____</p> <p>Company: _____</p> <p>Name: _____</p> <p>Company: _____</p> <p>Occupational Health Personnel (qualified first-aider, nurse, dentist, or physician, engaged by the</p>	

employer to provide occupational health services in the establishment/undertaking. Please attach certificate of training/s prescribed by DOLE):

Name: _____

Designation: _____

Name: _____

Designation: _____

Workers' representatives (minimum of 3 union members if organized, not necessarily from one employer)

Name: _____

Designation: _____

Name: _____

Designation: _____

Name: _____

Designation: _____

Duties of the CSH Committee shall include but are not limited to the following

Plans, develops and oversees the accident prevention programs for the construction project;

Directs the accident prevention efforts of the establishment in accordance with the safety programs and performance and government regulations in order to prevent accidents from occurring in the worksite;

Conducts safety meetings at least once a month. The committee will hold a safety meeting every First Monday of the month;

Submits reports to the project manager (is this pm of the owner or pm of the gen con?) on its meetings and activities one day after the meeting;

Reviews reports of inspection, accident investigation and implementation of program;

Provides necessary assistance to government inspecting authorities in the proper conduct of their activities specifically on the enforcement of the provision of DOLE's OSHS;

Submits the monthly the following safety and health reports to the DOLE Regional Office having jurisdiction over the project

Summary of all safety and health committee meetings agreements;

Periodic hazards assessment with the corresponding remedial measures/actions for each hazard;

Initiates and supervises safety and health training for employees. (Check on the boxes or list down the training to be provided for workers and employees)

☐ 40-Hour Construction Occupational Safety and Health Course

☐ 1-Day Workers Safety & Health Orientation

☐ others, specify: _____

Dangerous Occurrence or Major Accident

In case of any dangerous occurrence or major accident resulting to death or permanent total disability, we will notify the DOLE Regional Office within twenty-four (24) hours from occurrence. After the conduct of investigation by our concerned safety and health officer, we will report all permanent total disabilities to the DOLE Regional Office on or before the 20th of the month following the date of occurrence of accident using the DOLE/BWC/HSD-IP-6 form.

Emergency Occupational Health Personnel and Facilities

Section 8 of D.O. No. 13 states that the construction project owner or his representative shall provide competent emergency health personnel within the worksite duly complemented by adequate medical supplies, equipment and facilities based on the total number of workers in the site.

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Emergency Health Personnel and Facilities

CONSTRUCTION STAGE	NO. OF WORKERS	HEALTH PERSONNEL (NAME)

(Use additional sheet if necessary)

Safety & Health Promotion & Education:

The (Name of Company) is committed at ensuring that all workers or employees are given orientation/briefing or induction prior to deployment to the site. It is our continuing effort to promote safety and health consciousness to all people involved in this project by providing them with the necessary safety and health training and education to enhance their knowledge and skills to enable us to attain a safe and healthful project site.

Workers Safety and Health Orientation/Trainings

We require new workers to attend our Safety & Health Orientation before they are deployed to this project site in consonance to Section 12 of the D.O. 13. The assigned Safety Officer, Mr./Ms (Name of Personnel) will coordinate the conduct of this orientation.

We ensure that they receive instruction and training regarding the general safety and health measures we plan to implement for this project, specifically:

basic rights and duties of workers at the jobsite;
means of access and egress both during normal work and in emergency situation;
measures for good housekeeping;
location and proper use of welfare amenities and first –aid facilities;
proper care of PPEs and other protective clothing;
general measures for personal hygiene and health protection;
fire precautions to be taken;
action to be taken in case of any emergencies;
requirements of relevant health and safety rules and regulations

Below is the list of workers who have undergone the DOLE prescribed safety and health trainings and orientation

Name	Title of Training Attended

(Use additional sheet if necessary)

Responsible for the Toolbox Meeting

The following supervisor or any designated person (foreman, leadman, etc.) is required to conduct daily toolbox or similar meetings prior to starting the tasks for the day to discuss with the workers and anticipate safety and health problems related to every task and the potential solutions to those problems. The supervisor will remind the workers on the necessary safety precautions that need to be undertaken.

Name of Supervisor	Time of Toolbox Meeting (indicate shift, e.g. 1st, 2nd, 3rd)	Means of Documentation (attach sample instrument)

(Use additional sheet if necessary)

Accident/Incident/Illnesses Investigation & Reporting

We consider accident/incident/illnesses investigation and reporting as our responsibility. Absenteeism can greatly affect our work schedule. Looking for replacement can be costly for the company, the hiring effort, training of new workers, the loss of job momentum affects our productivity. We involve our supervisors in this program because they are more familiar with the people involved, they have better understanding of the operation, and they have personal interest in the investigation since it's their people who are involved. For this reason, the (name of company) is committed to include this responsibility to all supervisors and made them aware about it.

In this project the following person/s will be assigned to conduct accident/incident investigation:

Accidents	All incidents	Illness

(Use additional sheet if necessary)

In conducting the accident/illness investigation, we gather facts, analyze them and make the necessary recommendation.

We will submit the following reports to the DOLE Regional Office concerned:

In case of any dangerous occurrence or major accidents resulting to death or permanent total disability shall be notified to DOLE Regional Office concerned within 24 hours.

Summary of Work Accident/Illness Exposure Data Report will be submitted on or before the 20th

of the month following the date of occurrence of accident (for those projects with short duration or less than one year duration).

Personal Protective Equipment (PPE)

Section 6 of D.O. No. 13 requires that every employer shall, at his own expense, furnish his workers with protective equipment for eyes, face, hands, feet, lifeline, safety belt/harness, protective shields and barriers whenever necessary by reason of the hazardous work process or environment, chemical or radiological or other mechanical irritants or hazards capable of causing injury or impairment in the function or any part of the body through absorption, inhalation or physical agent. Provision of PPE shall be in accordance with Rule 1080 of the OSHS (must include Rule 1070 for noise). The equivalent cost for the provision of PPE (life span, depreciation, replacement, etc.) shall be an integral part of the project cost.

Type of PPE	Quantity Needed	Unit Price (Php)	Total Cost (Php)

(Use additional sheet if necessary)

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Our workers or employees inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Our supervisors are responsible for ensuring that users properly maintain their PPEs in good condition.

We enforce our rule that PPEs must not be shared between workers or employees until it has been properly cleaned and sanitized. PPE are distributed for individual use whenever possible.

If workers or employees provide their own PPEs, we make sure that it is adequate for the work place hazards, and that it is maintained in a clean and stored in a conducive condition.

We never allow the use of defective or damaged PPEs. We immediately discard and replace them to avoid any unintentional use.

We also consider the importance of ensuring that any contaminated PPE which cannot be decontaminated is disposed of in a manner that protects workers or employees from exposure to hazards

Safety Signages

Our Safety Signages provides warning to workers and employees and the public about the

hazards around the project site. These will be posted in prominent positions at strategic location visible as far as possible in a language understandable to most of the workers and employees as well as the public.

The specific safety signages we intend to set-up for this project include but not limited to (attached picture):

- Mandatory requirement on the usage of PPE prior to entry to the project site
- Areas where there are potential risks of falling objects
- Areas where explosives and flammable substances are used or stored
- Areas where there are tripping or slipping hazards
- All places where contact with or proximity to electrical/facility equipment can cause danger
- All places where workers may come in contact with dangerous moving parts of the machineries or equipment
- Location of the fire alarms and fire-fighting equipment
- Instructions on the usage of specific construction equipment
- Periodic updating of man-hours lost.

We will regularly inspect and maintain in good condition all safety signages that we will be providing for this project. The person in charge in inspecting is/are (complete name of person/s), he/she is/are our (designation). Inspection will be carried out on a weekly basis. Staff of the person-in-charge will remove and replaced any signages that are damaged, illegible, or no longer apply with the current hazard.

Construction Workers Skills Certification

The company will ensure that all workers assigned in the critical occupations as defined in Section 15 of D.O. No. 13 and those who will be assigned in the operation of construction heavy equipment (CHE) will undergo mandatory skills testing for certification by TESDA (Attach TESDA certificates of those workers certified by TESDA.)

Control Measures on Construction Activities

To ensure safe and healthy working conditions throughout the duration of the project the following control measure activities will be enforced and disseminated to all the workers in the site:

Major Activities

Major activities for this project include but not limited to the following: (please check on the box all that applies)

- ☐ Demolition
- ☐ Excavation
- ☐ Earthmoving
- ☐ Scaffold

- ☐ Formwork
- ☐ Structural Steel
- ☐ Crane Operation
- ☐ Concreting
- ☐ Rebar works
- ☐ Welding
- ☐ Electrical
- ☐ HVAC
- ☐ Plumbing
- ☐ Painting
- ☐ interior Decoration
- ☐ Others (please specify)

Hazards Identified

Based on the list of activities for this project, we found the following potential hazards that we may possibly encounter in the course of project implementation:

Physical Hazards

Physical hazards are the most common in most workplaces. The physical hazards that we identified for this project include but are not limited to the following: (please check on the box all that applies)

- ☐ machineries
- ☐ power and hand tools
- ☐ electrical
- ☐ ladders and scaffolds
- ☐ noise
- ☐ ventilation
- ☐ exposure to heat
- ☐ tripping
- ☐ fall hazards
- ☐ collapse
- ☐ others (please specify)

Chemical Hazards

Chemical hazards are present workers handle chemical preparations in any form (solid, liquid or gas). Some are safer than others, however, some workers are more sensitive to chemicals, even the common solutions causing illness, skin irritation or breathing problems. The chemical hazards that we identified for this project include but are not limited to the following: (please check on the box all that applies)

- ☐ solvents
- ☐ paint products
- ☐ acids

- ☐ cleaning products
- ☐ acetylene
- ☐ propane
- ☐ gasoline
- ☐ explosive chemical
- ☐ welding fumes
- ☐ others (please specify)

Ergonomic Hazards

Ergonomic hazards occur when the type of work, body position and working conditions put strain on the body. They are the hardest to spot since one does not immediately notice the strain on your body or the harm these hazards pose. Short-term exposure may result in "sore muscles" on the days following exposure, but long-term exposure can result in serious musculoskeletal injuries. The ergonomic hazards that we identified for this project includes but not limited to the following: (please check on the box all that applies)

- ☐ poor lighting
- ☐ frequent lifting
- ☐ poor posture
- ☐ repetitive motion
- ☐ exertion of force
- ☐ awkward movement
- ☐ others (please specify)

Safe Work Practices

Safe work practices are procedures adopted for carrying out specific tasks that ensures workers' exposure to hazardous situations, substances, and physical agents is controlled in a safe manner. Safe work practices are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes. It should be developed as a result of completing a Hazard Assessment and should closely reflect the activities in this project. All safe work practices should be kept in a location central to the work being performed and readily available to the workforce. Some safe work practices will require specific job procedures, which clearly set out in a chronological order each step in a process. (Enumerate below the safe work practices that you intend to perform relative to the hazards you previously identified above.)

First-Aid, Health Care Medicines and Equipment Facilities

The company will provide first-aid kit and health care medicines and facilities for workers in the site in accordance with the requirements of Rule 1960 of the OSHS.

Workers Welfare Facilities

The following welfare facilities will be provided in the site to ensure human working conditions:

- Adequate supply of safe drinking water
- Adequate sanitary, washing and sleeping facilities separate for men and women workers
- Adequate facilities for changing and for the storage and drying of work clothes.
- Adequate accommodation for taking meals.

To assure that the company provides adequate welfare facilities for the workers in the site the company will implement the provision of toilets and other facilities in accordance with the requirements of the Sanitation Code.

Medical Surveillance

The company will require all employees to undergo a baseline or initial medical health examination prior to assigning to a potentially hazardous activity. The examination will include but not limited to the following:

- Complete medical and work history;
- Physical examination (Pre-employment, During employment and Separation);
- Other special examination (Pulmonary function test, blood panel, ECG >40 years of age, audiogram); Random drug testing.
- Any Covid-19 Related Diseases

Working Hour & Break Time

The work schedule will be on (please check on the boxes that apply):

☐ Mon. ☐ Tue. ☐ Wed. ☐ Thur. ☐ Fri. ☐ Sat. ☐ Sun

Check on the shift and indicate the work hours for the shift that applies.

☐ 1st Shift from _____ (am/pm) to _____ (am/pm)

☐ 2nd Shift from _____ (am/pm) to _____ (am/pm)

☐ 3rd Shift from _____ (am/pm) to _____ (am/pm)

Check on the shift and indicate the break for the shift that applies.

☐ 1st Shift from _____ (am/pm) to _____ (am/pm)

☐ 2nd Shift from _____ (am/pm) to _____ (am/pm)

☐ 3rd Shift from _____ (am/pm) to _____ (am/pm)

Construction Waste Disposal

The company including subcontractors will be responsible for minimizing waste generated during the implementation of the project. The following procedures for disposal of wastes will be implemented in the site:

- Ensure that the construction wastes are segregated from that of domestic waste.
- All domestic wastes are to be collected on a daily basis.
- Construction debris (broken hollow blocks, spoiled concrete, loose concrete, etc.) should be taken out on the staging area.
- Oil spills and spoiled greases should be wrapping in the black garbage bag and will be properly disposed. Application of good housekeeping.

Emergency Preparedness

The objectives of this are to ensure that the company has developed and communicated plans that will allow for the effective management of emergencies. Attach copy of company emergency preparedness plan.

Penalties/Sanctions

For every offenses and violation of any safety rules, regulations and general practices promulgated by the project and/or the company, the company recommended the following penalties and sanctions for violation of CSH program: (Please attach company policy on penalties, if there are any).

Safety Violation	First Offense	Second Offense	Third Offense
No helmet, no safety shoes, no safety belt/harness	Warning	3 calendar day suspension	5 calendar day suspension
no ID, Uniform, working attire, goggles, glove & apron	Warning	3 calendar day suspension	5 calendar day suspension
eating at prohibited area	Warning	3 calendar day suspension	5 calendar day suspension
littering and loitering	Warning	3 calendar day suspension	5 calendar day suspension
smoking at prohibited area	Warning	3 calendar day suspension	5 calendar day suspension
urinating at prohibited area	Warning	3 calendar day suspension	5 calendar day suspension
illegal dismantling of safety signages and paraphernalia	Warning	3 calendar day suspension	Dismissal
illegal gambling	3 calendar day suspension	5 calendar day suspension	Dismissal
overnight stay w/o permission	3 calendar day suspension	Dismissal	
fighting & provoking others	5 calendar day suspension		
working under the influence of drugs and liquor	Dismissal		
possession of illegal drugs, deadly weapon & gambling paraphernalia	Dismissal		
pilferage and robbery	Dismissal		

illegal entry/exit	Dismissal		
refusal to surrender ID & giving false representation	Dismissal		

Attach the following upon submittal:

- Certificate of DOLE Company registration under Rule 1020 of the OSHS
- DTI – PCAB License
- Notice of Award/contract
- Certificates of trainings completed of appointed safety and health personnel
- CHE certificate of testing and inspection (if heavy equipment will be used)
- Skills certification of workers (critical occupations)
- OSH Reportorial requirements
- Others _____

Prepared by:


Joseph Carlo R. Lanceta
Admin Officer IV

Noted by:


Khar T. Aman
Chief Administrative Officer

<p align="center">Conforme:</p> <p align="center">_____</p> <p align="center">Name of Company</p> <p align="center">_____</p> <p align="center">Signature of Bidder or Authorized Representative</p> <p align="center">_____</p> <p align="center">Name and Designation</p>
--

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.]

Repair/Improvement of the Office of the Regional Director at DSWD-NCR Field Office

DEPARTMENT OF SOCIAL WELFARE
AND DEVELOPMENT -
NATIONAL CAPITAL REGION



PROJECT NAME:

Repair/Improvement of the Office of the
Regional Director at DSWD-NCR Field Office

LOCATION:

DSWD National Capital Region
381 Sola Road corner Laguarda Drive
Taguig, Manila

SHEET CONTENT:

TITLE PAGE

APPROVED BY

VICENTE GREGORIO B. TOMAS
Regional Director, DSWD-NCR

RECOMMENDING APPROVAL

MONALIZA M. LOZA
OIC, Assistant Regional Director for Administration

CHECKED BY

KHARLT. AMAN
Chief Administrative Officer

PREPARED/DESIGNED BY

JOSEPH CARLO R. LANCETA
Admin Officer IV

PROJECT/TA No:

DATE SUBMITTED:

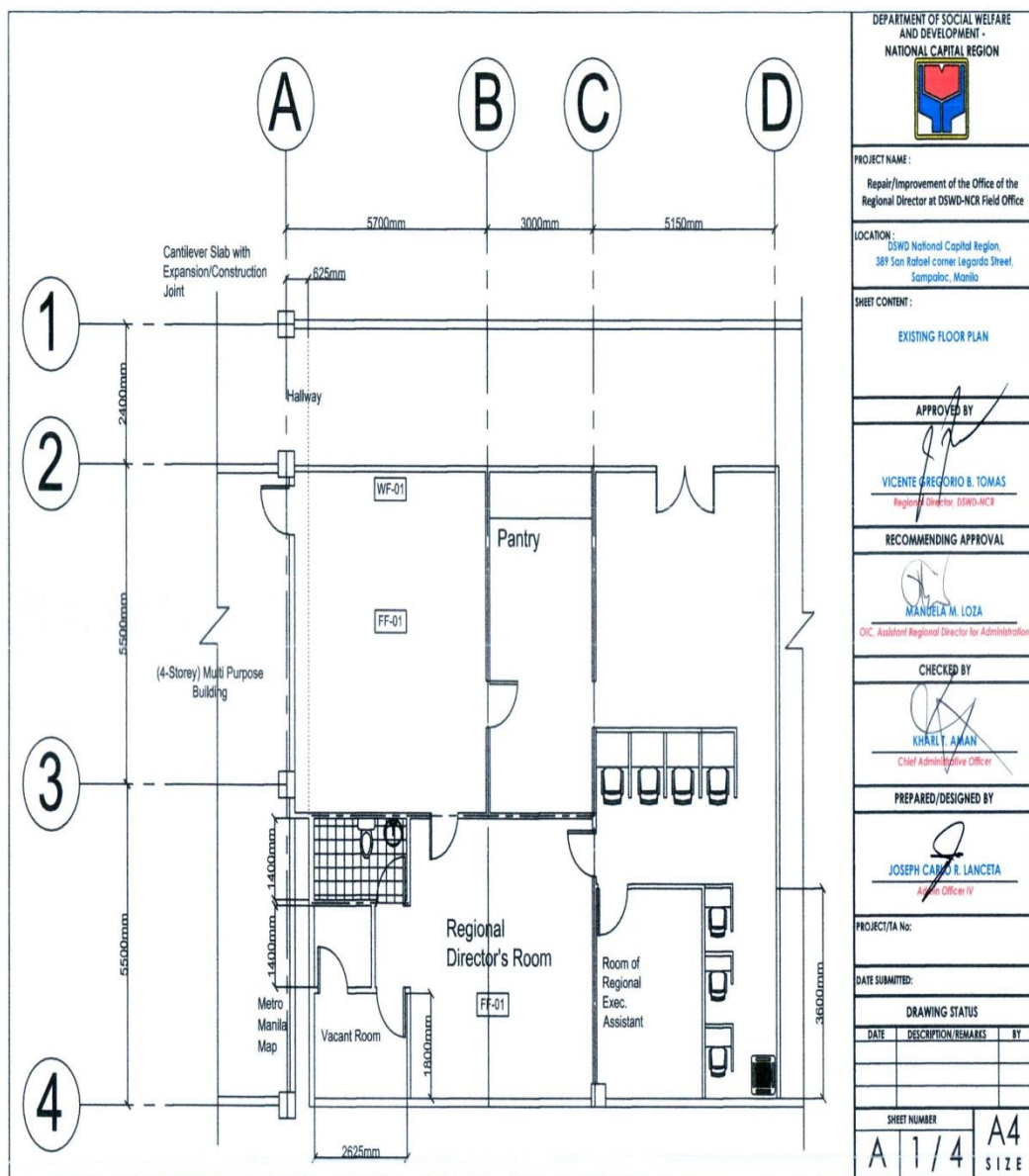
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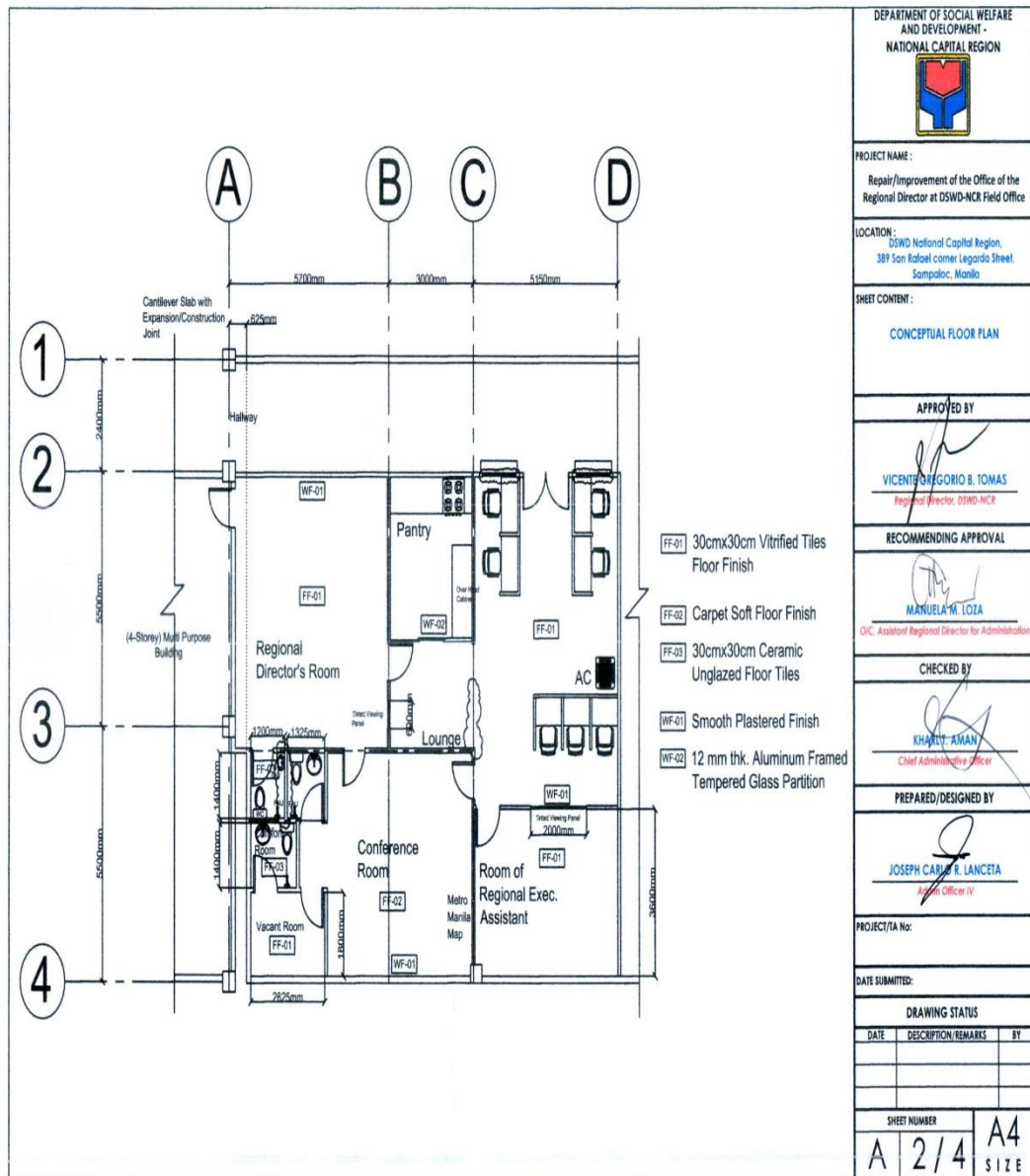
DATE	DESCRIPTION/REMARKS	BY

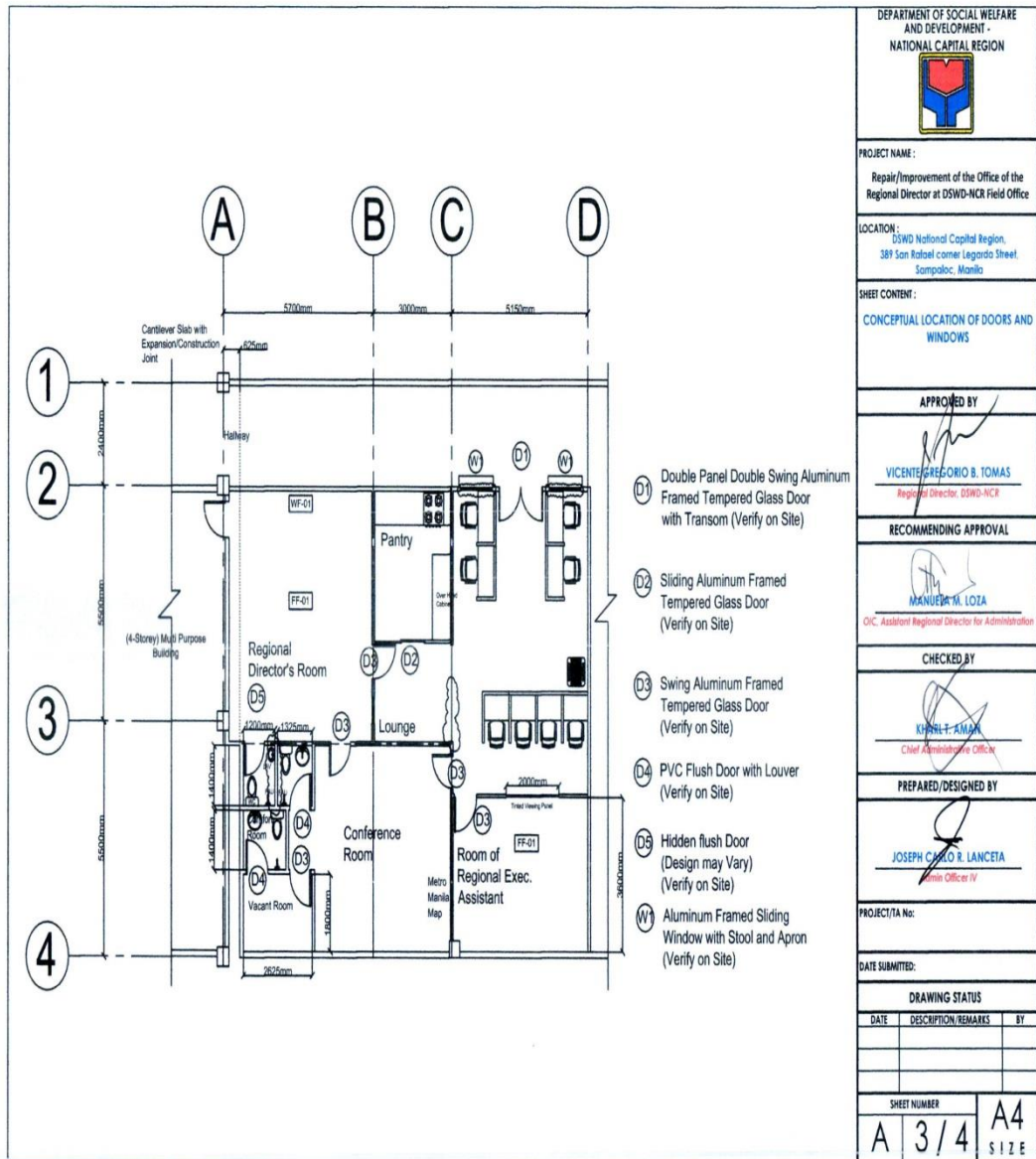
SHEET NUMBER

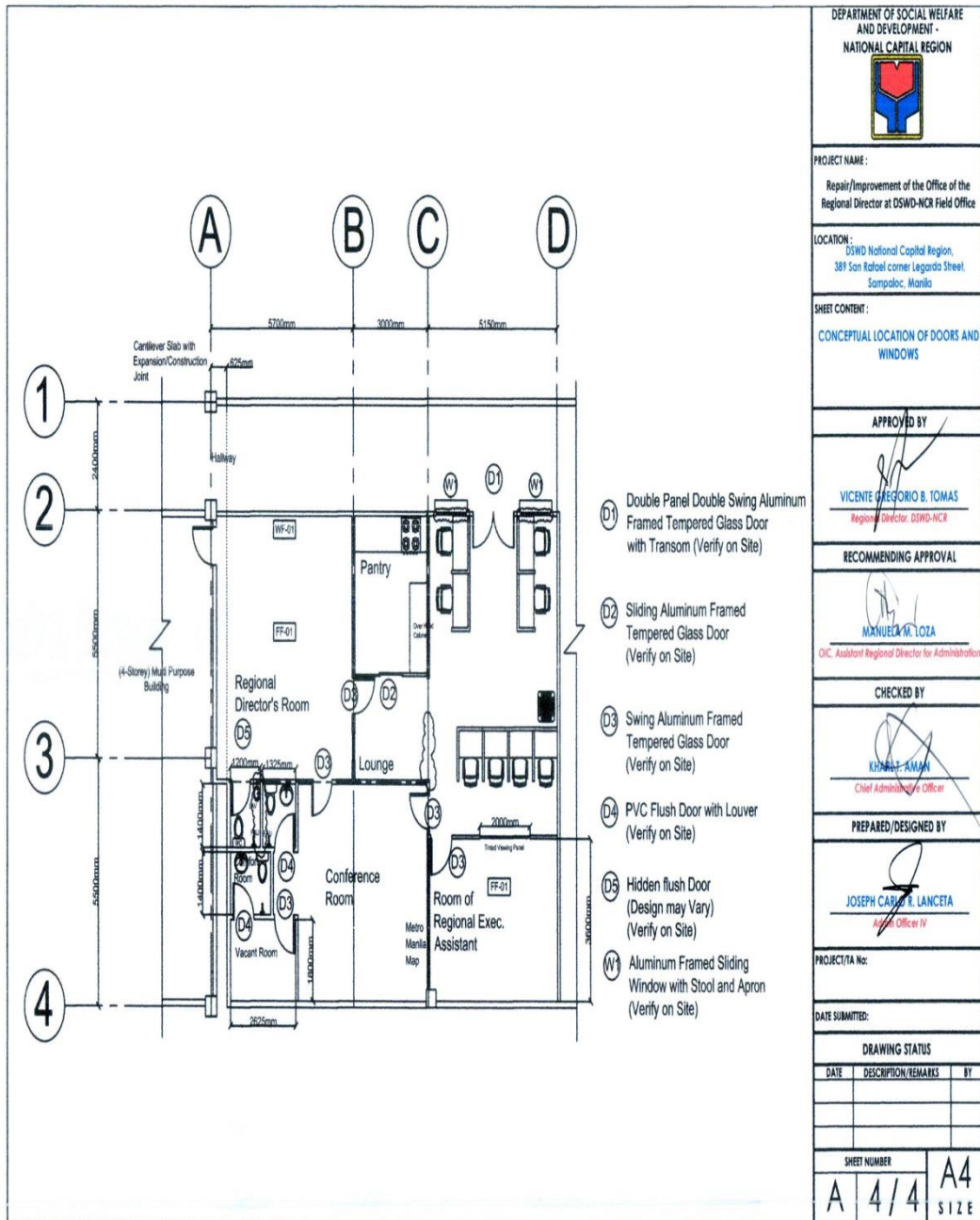
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Section VIII. Bill of Quantities

Bill of Quantities

Name of Project: Repair/Improvement of Office of the Regional Director at DSWD-NCR Field Office under Design and Build Scheme

Location of the Project: DSWD-NCR Field Office, 389 San Rafael St. cor. Legarda St. Sampaloc, Manila

Project Duration: Thirty Five (35) Calendar Days (including Night Shift)

Total Project Cost: **Php3,200,000.00**

Item No.	Item Description	Quantity	Unit	Unit Material Equipment Unit Direct Cost	Material/Equipment Direct Cost	Labor Unit Direct Cost	Labor Direct Cost	Unit Direct Cost	Total Direct Cost
I	CONSTRUCTION STAGE								
1	GENERAL REQUIREMENTS								
	1.1 Mobilization and Demobilization		lot						
	1.2 Temporary Water and Electricity		lot						
	1.3 As Built Plan		lot						
	1.4 Health and Safety	3	month						
	1.5 Others (Pls. Specify)								
SUB-TOTAL (General Requirements)									
2	CIVIL WORKS								
	2.1 Demolition Works								
	2.1.1 Scarping of Existing Wall Finish		sq.m.						
	2.1.2 Demolition Works of Existing Tiles		sq.m						
	2.1.3 Demolition Works on Dry Wall Partitions		Sq.m.						
	2.1.4 Dismantling Works of Existing Cabinet		Lot						
	2.1.5 Removal Works of Existing Ceiling and Frames		Sq.m						

	2.1.6 Removal Works of Existing Doors and Jambs		Lot						
	2.1.7 Removal Works of Existing Electrical Conduits		Lot						
	2.1.8 Removal Works of Existing Plumbing Fixtures		Lot						
	2.1.9 Hauling of Debris		Lot						
	2.2 Masonry Works		l.m.						
	2.2.1 Supply and Installation of 4" CHB		Sq.m						
	2.2.2 Plastering Works		Sq.m.						
	2.2.3 Supply and Installation of Rebar		Kg.						
	2.3 Concrete Topping (for comfort rooms)		Sq.m.						
	2.4 Restoration Works on Comfort Room		Lot						
	2.5 Others (pls. specify)								
SUB-TOTAL (Civil Works)									
3	ARCHITECTURE WORKS								
	3.1 Finishes								
	3.1.1 Floor Finish								
	3.1.1.1 Supply and Installation of Vitrified Tiles (600 mm x 600 mm non-slip; including set on tile adhesive; setting with 3-5 mm spacing between tiles. Contractor to submit samples for approval)		Sq. m.						
	3.1.1.2 Supply and Installation of Ceramic Tiles (300 mm x 300 mm non-slip; including set on tile adhesive; setting with 3-5 mm spacing between tiles. Contractor to submit samples for approval)		Sq. m.						

	3.1.1.3 Supply and Installation of Tiles Adhesive (25kg/bag)		Bag						
	3.1.1.4 Supply and Installation of Tile Grout (5kg/bag)		Bag						
	3.1.2 Wall Finish								
	3.1.2.1 Smooth Plastered Paint Finish: Interior Surface – 1 coat primer (Acrytex Latex White); 2 finish coats (Acrytex Texture Finish and Tinting Color) Contractor to submit samples for approval		Sq. m.						
	3.1.2.2 Consumables (Paint Scrapper, Paint Thinner, Paint Brush 2” Skim Coat, Baby Roller, Stopa Rugs, Sandpaper, etc.)		Lot						
	3.1.2.3 Supply and Installation of Glazed Wall Tiles (300 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.						
	3.1.2.4 Supply and Installation of Tile Adhesive (25kg/bag)		Bag						
	3.1.2.5 Supply and Installation of Tile Grout (5kg/bag)		Bag						
	3.1.2.6 Accent/3D Walls – PVC Baffles, Fluted Wall Panel, Veneer Planks, 3D Wallpapers, Mosaic (Design for Approval of the End User)		Lot						
	3.1.3 Ceiling Finish								
	3.1.3.1 Supply and Installation of Fiber Cement Ceiling (Install Suffice Manhole)		Sq. m.						
	3.1.3.2 Supply and Installation of Acoustic		Sq. m.						

	Ceiling Board (Install Suffice Manhole)								
	3.1.3.3 Supply and Installation of Furring Channel (5m in length)		Pcs.						
	3.1.3.4 Repaint of Ceiling; 2 coat primers (Acrytex Latex White); 2 finish coats (Flat Latex White / Quick Dry Enamel)		Sq. m.						
	3.1.3.5 Supply and Installation of Ceiling Vents		Lot						
	3.1.3.6 Consumables (Blind Rivet 1/8 x 1/2, Blind Rivet 1/8 x 3/4, Joint Tape, Joint Putty, etc.)		Lot						
	3.1.4 Partition								
	3.1.4.1 Supply and Installation of Dry Wall Partition with Tinted Viewing Panel Window (Verify Inside)		Sq. m.						
	3.1.4.2 Supply and Installation of Aluminum Framed Partition /wall including Mirrors and Tempered Window Glass and Sliding Door		Sq. m.						
	3.1.5 Doors and Windows								
	3.1.5.1 Supply and Installation of Main Door Double Swing Aluminum Framed Tempered Glass Door in 50 x 100 mm Door Jamb with Lever Type of Door Knob and Complete Lockset (Verify on Site)		Set						
	3.1.5.2 Supply and Installation of Swing Aluminum Framed Tempered Glass Door in 50 x 100 mm Door Jamb with Lever Type of Door Knob and Completed Lockset (Verify on Site)		set						

	3.1.5.3 Supply and Installation of PVC Flush Door with Louver (Verify on Site)		Set						
	3.1.5.4 Supply and Installation of Hidden Flush Door (Verify on Site)		Set						
	3.1.5.5 Supply and Installation of Aluminum Framed Sliding Window with Stool and Apron (Verify on Site)		Set						
	3.1.6 Carpentry Works								
	3.1.6.1 Supply and Installation of Overhead Cabinet (Design for approval of the End User)		Lot						
	3.2 Others (Pls. Specify)								
SUB-TOTAL (Architecture Works)									
4	PLUMBING WORKS								
	4.1 Supply and Installation of Sanitary and Drainage Lines		Lot						
	4.2 Supply and Installation of Water Line, Fitting and Accessories		Lot						
	4.3 Supply and Installation of Lavatory with Faucet and Accessories		Lot						
	4.4 Supply and Installation of Water Closet with Bidet and Accessories (Design to be approved by the end user)		set						
	4.5 Supply and Installation of Kitchen Sink with faucet and accessories (design to be approved by the end user)	Set							
	4.6 Waterproofing Works								

	4.6.1 Application of Water Proofing Grout, Concrete Primer Sealer, Sealant, Water Plaque, and Cementitious Water Proofing	Lot							
	4.7 Other restoration works (existing fixtures)	Lot							
	4.8 Others (Pls. Specify)								
SUB-TOTAL (Plumbing Works)									
5	ELECTRICAL WORKS								
	5.1 Supply and Installation of 3 Phased Panel Board (NEMA)		lot						
	5.2 Supply and Installation of Lighting Fixtures (Pin Light, Surface Panel, Trouffer Lights, Docon Lights, T-5 LED, Pendant Light, Track Light, Directional Light)		lot						
	5.3 Installation of Conduits, Boxes and Fittings		lot						
	5.4 Installation of Wires and Wiring Devices		lot						
	5.5 Consumables		lot						
	5.6 Others (Pls. Specify)								
SUB-TOTAL (Electrical Works)									
6	MECHANICAL WORKS								
	6.1 Installation of Air-condition Unit on all rooms		Lot						
	6.2 Supply and Installation of Smoke Detector		Lot						
	6.4 Others (Pls. Specify)								
SUB-TOTAL (Mechanical Works)									
7	MISCELLANEOUS WORKS								

	7.1 Supply and Installation of Electric Stove (Range Hood)		Set						
	7.2 Supply and Installation of Modular Partition (design to be approved by the End User)		Set						
	7.3 Others (Pls. Specify)								
SUB-TOTAL (Miscellaneous Works)									
GRAND TOTAL									

Certified Correct:

Name of Company

Signature of Bidder or Authorized Representative

Name and Designation

Date

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



Section IX. Checklist of Technical and Financial Documents



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: 21-10-24

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 **Repair/Improvement of Office of the Regional Director at DSWD-NCR Field Office under Design and Build** in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as but not limited to: [specify the applicable taxes, e.g. (i) Value Added Tax (VAT), (ii) Income Tax, (iii) Local Taxes, and (iv) Other fiscal levies and duties,] which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

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

**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	Name of the Contract	Date of the Contract	Kinds of Goods	Amount of Contract	Duration of Contract
Contact Person					
Contact Number					

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 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****

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



Annex III

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

BID-SECURING DECLARATION

Invitation to Bid: [Insert reference number]

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

I/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)****Repair/Improvement of Office of the Regional Director at DSWD-NCR Field Office under Design and Build Scheme****Invitation to Bid (ITB) No.21-10-24**Approved Budget for the Contract (ABC) – **Php3,200,000.00****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

<p align="center">PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM</p>



Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

1. *Select one, delete the other:*

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

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

2. *Select one, delete the other:*

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the rest:*



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

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

Bidder's Representative/Authorized Signatory



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

with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____



Annex VI-A

ORIGINAL TECHNICAL COMPONENT	
TO :	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

Diagram showing three copies of the Financial Component envelope form, labeled ORIGINAL, COPY 1, and COPY 2. Each form contains the following fields:

- 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

Diagram showing the envelope being sealed and signed. The envelope is labeled with the following instructions:

- 1. SEAL
- 2. SIGN

DO NOT OPEN BEFORE:
DATE & TIME OF BID OPENING



Annex VI - C

FINANCIAL COMPONENT ENVELOPE	
TO :	MS. MARIDOL R. LICERIO
FROM :	
ADDRESS :	
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	1. SEAL
2. SIGN	2. SIGN
DO NOT OPEN BEFORE: DATE & TIME OF BID OPENING	

