PHILIPPINE BIDDING DOCUMENTS

Procurement of INFRASTRUCTURE PROJECTS

Government of the Republic of the Philippines

Repair and Improvement of PCAARRD Staffhousing Units
IB No. 21-11-39

Department of Science and Technology-Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (DOST-PCAARRD)

Sixth Edition
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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.

OFFICE OF THE EXECUTIVE DIRECTOR
Administration, Resource Management and Support Services

November 15, 2021

Section I. Invitation to Bid

INVITATION TO BID FOR REPAIR AND IMPROVEMENT OF PCAARRD STAFFHOUSING UNITS

The Department of Science and Technology-Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (DOST-PCAARRD), through the General Appropriations Act FY 2021 intends to apply the sum of **TWO MILLION TWO HUNDRED NINETY SIX THOUSAND THREE HUNDRED FIVE PESOS AND 65/100 (PhP2,296,305.65)** being the ABC to payment under the contract for the project "**Repair and Improvement of PCAARRD Staffhousing Units", /IB No. 21-11-39**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The DOST-PCAARRD now invites bids for the above Procurement Project. Completion of the Works is required for sixty (60) calendar days. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Bidding will be conducted through open competitive bidding procedures using non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Interested bidders may obtain further information from DOST-PCAARRD and inspect the Bidding Documents at the address given below during 8:00 A.M. to 5:00 P.M.

A complete set of Bidding Documents may be acquired free of charge by interested bidders on November 18 to December 13, 2021 from the given address and website/s below.

DOST-PCAARRD will hold a Pre-Bid Conference on November 26, 2021, 10:00 A.M. at DOST-PCAARRD and/or through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.

Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna, Philippines 4030
Tel. No. (63) (49) 554-9670
Fax No. (63) (49) 536-0016; 536-7922
Manila Liaison Office: 2F Metrology Center, ITDI-DOST, Bicutan, Taguig City, Metro Manila 1631/ Tel. No. (63) (2) 837-1651
E-mail: pcaarrd@pcaarrd.dost.gov.ph / http://www.pcaarrd.dost.gov.ph

Bids must be duly received by the BAC Secretariat through: (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before December 13, 2021, 1:00 P.M. Late bids shall not be accepted.

All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 15.

Bid opening shall be on December 13, 2021, 1:00 P.M. at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The DOST-PCAARRD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

Ms. Elyver B. Maligalig
Head, Secretariat
Bids and Awards Committee
Philippine Council for Agriculture, Aquatic and
Natural Resources Research and Development (PCAARRD)
Paseo de Valmayor, Timugan, Economic Garden
Los Baños, Laguna
Email address: bac@pcaarrd.dost.gov.ph
Telephone No. (63-49) 554-9670
Fax Nos. (63-49) 536-0016/536-7922
Website: http://www.pcaarrd.dost.gov.ph

You may visit the following websites:

For downloading of Bidding Documents:
http://www.pcaarrd.dost.gov.ph/home/portal/index.php/bac/invitation-to-apply-for-eligibility-and-to-bid

MELVIN B. CARLOS, PhD, CESO IV
Deputy Executive Director III
and Chairperson, BAC

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SOCOTEC ISO 9001
PAB ACCREDITED QMS CERTIFICATION BODY

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, DOST-PCAARRD invites Bids for the Repair and Improvement of PCAARRD Staffhousing Units with Project Identification Number 21-11-39.

The Procurement Project is a single lot for the construction of Works, as described in Section VI (Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2021 in the amount of PhP2,296,305.65.

2.2. The source of funding is NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

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

5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that Subcontracting is not allowed.

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through 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 Philippine Pesos.

15. Bid Security

15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

15.2. The Bid and bid security shall be valid until April 8, 2022. 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

ITB Clause	
5.2	For this purpose, contracts similar to the Projects refer to contracts which have the same major categories of work, which shall be: Ceiling, painting, tiling, carpentry, electrical and data communication works, and installation of aluminum framed glass partition. Single Largest Completed Contract Similar to the contract should be covered within 5 years immediately prior to the date of submission and receipt of bids.
7.1	Not applicable.
10.3	No further instructions.
10.4	The key personnel must meet the required minimum years of experience set below: Key Personnel — General Experience — Relevant Experience Project Engineer — 2 years — 1 year Construction Foreman — 2 years — 1 year
10.5	No further instructions.
12	No further instructions.
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than **PhP45,926.11** if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than **PhP114,815.28** if bid security is in Surety Bond.
19.2	Not applicable.
20	If not included in the bidder's proposal for the scheduled bid opening: 1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives; 2. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; 3. Tax Clearance Certificate per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR; 4. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS). **Note:** **a. Bidder who submitted its bids manually must send electronic copies of its proposals to bac@pcaarrd.dost.gov.ph** **b. In case the bidder submitted item nos 1-3 during bid opening, its PhilGEPS Registration Certificate must be submitted during post-qualification** The scanned copies of the Bid Securing Declaration or other forms of bid security excluding cash, and the Omnibus Sworn Statement submitted in the first bid envelope are considered

	compliant with the requirements for bid submission under the rules, subject to submission of the original copies thereof during the post-qualification stage.
21	Additional contract documents: 1. Construction safety and health program approved by the DOLE.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

3.1 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.

3.2 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

GCC Clause	
2	Sixty (60) calendar days; begin three (3) calendar days from receipt of the Notice to Proceed.
4.1	The **Procuring Entity** shall give possession of all parts of the Site to the Contractor during the contract period.
6	No further instructions.
7.2	Five (5) years.
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within five (5) 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 PhP10,000.00.
13	The amount of the advance payment is 15% of the Contract Amount.
14	No further instructions.
15.1	The date by which "as built" drawings are required is Ten (10) calendar days after project completion.
15.2	The amount to be withheld for failing to produce "as built" drawings and by the date required is PhP 10,000.00.

Section VI. Specifications

(a) GENERAL REQUIREMENTS

TS-1 General

1.1 Provision

The Contractor shall perform all the required scope of works for the Repair and Improvement of PCAARRD Staffhousing Units in compliance with this Technical Specifications.

1.2 Drawings and Specifications

Drawings and specifications are intended to complement each other, so that if anything is shown on the drawings, but not mentioned in the specifications, or vice versa, it is to be furnished and built as though specifically set forth in both. If any discrepancies occur in the drawings or specifications, the same shall be referred to the Engineers assigned in the project before proceeding with the work. The Engineer's decision on such discrepancies shall be final provided that the said discrepancies will not incur any additional cost and will not sacrifice the structural integrity of any building.

1.3 Large scale drawings shall have preference over smaller scale drawings and figured dimensions shall have preference over scaled dimensions.

1.4 The Engineer may, during the progress of the work, furnish additional drawings specifications and instructions for new items of work as may be necessary, for the proper and adequate implementation of the work. The Contractor shall implement the additional work in accordance with drawings, specifications and instruction. Such additional drawings, specifications and instruction shall be deemed part of the Contract Documents.

1.5 Minor Change

The Contractor shall submit to the Engineer a construction methodology to implement the works. The methodology shall include the provision of adequate water supply for the building.

1.6 Applicable Standards and Codes

The following terms listed or referred herein or indicated in the drawings are to be used for reference and the latest edition of the publication to the date of these specifications shall apply.

ASTM - American Society for Testing and Materials
ACI - American Concrete Institute
AISC - American Institute of Steel Construction

ANSI - American National Standard Institute
CRSI - Concrete Reinforcing Steel Institute
AWS - American Welding Society
ASSHTO - American Association of State Highway and Transportation Office

1.7 The Contractor may use local standards and codes equivalent to those referred to in this Technical Specifications.

PS - Philippine Standard
NBC - National Building Code of the Philippines
NSC - National Structural Code of the Philippines
PCP - Plumbing Code of the Philippines
PEC - Philippine Electrical Code

TS-2 Construction Schedule and Execution Plan

The Contractor shall submit a construction schedule in the form of PERT/CPM or Bar chart, including equipment and manpower utilization schedule for approval by the Engineer.

TS-3 Permit

Prior to the execution of the work, the contractor shall secure the necessary building permit and post the permit number to the construction site visible to the public.

TS-4 As-Built Drawings and Construction Log Book

The Contractor shall submit an as-built plan of the project including the records of construction activities during implementation as a requirement for final payment.

TS-5 Construction Photograph

The Contractor shall submit progress photographs as supporting documents for every progress payment.

Section VII. Drawings

SEE ATTACHED Layout/Drawing (Attachment 1)

Section VIII. Bill of Quantities

Project :	REPAIR AND IMPROVEMENT OF PCAARRD STAFFHOUSING UNITS					
Location :	PCAARRD, Los Baños, Laguna					
Subject :	BILL OF QUANTITIES (BOQ)					
ITEM NO.	DESCRIPTION OF WORKS	Unit	QTY.		UNIT COST	TOTAL AMOUNT
I.	MOBILIZATION/DEMOBILIZATION					
	A. Mobilization, moving-in of equipment, temporary facilities	Lot	1.00	P		P
	B. Provision of temporary barricades and signage	Lot	1.00	P		P
	C. Demolition, Dismantling, Removal and Disposal:					
	1 For Staffhouse Unit #1 only: Removal of existing tiles flooring at the living, dining, kitchen and stairs and stair landing areas	Lot	1.00	P		P
	2 For Staffhouse Units # 1, 4, 8, 12, 14, 17, 19 & 20: Removal/Dismantling of existing damaged ceiling boards. Refer to ceiling layout/plan.	Lot	1.00	P		P
	3 For Staffhouse Units # 1, 2, 4 & 6 only: Demolition/ Removal of existing hanging and counter cabinets at Kitchen	Lot	1.00	P		P
	4 For Staffhouse Unit # 1 only: Removal of existing wooden stair step	Lot	1.00	P		P
	5 For Staffhouse Unit # 1 only: Removal/demolition of damaged wall partitions including wall studs/nailers at Rear Bedroom	Lot	1.00	P		P
	6 For Staffhouse Unit # 4 only: Removal/demolition of defective door including door jambs at Kitchen	Lot	1.00	P		P
	7 For Staffhouse Unit # 1 only: Removal/demolition of damaged bedroom cabinet door covers at Front and Rear Bedrooms	Lot	1.00	P		P
	8 For Staffhouse Units # 1 to 12 and Units #14 to Removal/Demolition of existing roofing at upper portion of 6 units-4door apartment/buildings	Lot	1.00	P		P
	D. Restoration Works					
	1 For Staffhouse Units # 1 to 12 & 14 to 25: Restore all areas/structures i.e. walls, ceiling, floors, cabinets, doors/door jambs, etc. affected by repair/renovation works	Lot	1.00	P		P
	E. Safety and Health	Lot	1.00	P		P
	F. Demobilization, clearing of site and waste disposal	Lot	1.00	P		P
II.	CARPENTRY WORKS					
	A. Ceiling					
	1 For Staffhouse Units # 1, 4, 8, 12, 14, 17, 19 & 20: CEILING BOARDS - Replace damaged ceiling with NEW 1/4" thk. Marine Plywood and other necessary items to complete the works					
	a. Staffhouse Unit #1 - location: Porch, Living, Kitche T&B, Staircase, Service/Laundry, Front & Rear Bedrooms	Sq.M.	34.56			
	a.1. 1/4" thk. Marine Plywood	Pcs.	12.00	P		P
	b. Staffhouse Unit #4 - location: Service/Laundry and Staircase	Sq.M.	8.64			
	b.1. 1/4" thk. Marine Plywood	Pcs.	3.00	P		P
	c. Staffhouse Unit #8 - location: Kitchen only	Sq.M.	8.64			
	c.1. 1/4" thk. Marine Plywood	Pcs.	3.00	P		P
	d. Staffhouse Unit #12 - location: Rear Bedroom	Sq.M.	2.88			
	d.1. 1/4" thk. Marine Plywood	Pcs.	1.00	P		P
	e. Staffhouse Unit #14 - location: Rear Bedroom	Sq.M.	2.88			
	e.1. 1/4" thk. Marine Plywood	Pcs.	1.00	P		P
	f. Staffhouse Unit #17 - location: Staircase & Front Bedroom	Sq.M.	5.76			
	f.1. 1/4" thk. Marine Plywood	Pcs.	2.00	P		P
	g. Staffhouse Unit #19 - location: Kitchen and T&B	Sq.M.	14.40			
	g.1. 1/4" thk. Marine Plywood	Pcs.	5.00	P		P
	h. Staffhouse Unit #20 - location: Kitchen only	Sq.M.	8.64			
	h.1. 1/4" thk. Marine Plywood	Pcs.	3.00	P		P

	B. Hanging and Counter Cabinets at Kitchen								
	1 For Staffhouse Units # 1, 2, 4, & 6:	Units	4.00						
	Replace/Install and fabricate new hanging and counter cabinets with new materilas and other necessary items to complete the works								
	a. 3/4" thk. Marine Plywood	Pcs.	16.00	P			P		
	b. 4 pcs-2"x2"x10' KD Tanguile S4S wood nailers	Bd.Ft.	53.33	P			P		
	c. 1 pc-2"x2"x10' KD Tanguile S4S wood stopper	Bd.Ft.	13.33	P			P		
	d. 1 pcs-2"x4"x10' KD Tanguile S4S wood base	Bd.Ft.	26.67	P			P		
	e. 8 pcs-1/2"x1"x10' KD Tanguile S4S wood edging	Bd.Ft.	50.00	P			P		
	f. Satin Stainless Cabinet Handles	Pcs.	40.00	P			P		
	g. Concealed Hinges by Hafele or approved equal	Pcs.	80.00	P			P		
	C. Bedroom Closets/Cabinet Covers								
	1 For Staffhouse Unit # 1 only:	Sq.M.	23.04						
	Repair and replace all bedrrom cabinet covers with brand new 3/4" thk. Marine Plywood including cabinet handles and hinges and other necessary items to complete the works								
	a. 3/4" thk. Marine Plywood	Pcs.	8.00	P			P		
	b. 18 pcs-1/2"x1"x10' KD Tanguile S4S wood edging	Bd.Ft.	7.50	P			P		
	c. Satin Stainless Cabinet Handles	Pcs.	11.00	P			P		
	d. Concealed Hinges by Hafele or approved equal	Pcs.	22.00	P			P		
	D. Wooden-Double Wall Partitions at the Rear Bedroom								
	1 For Staffhouse Unit # 1 only:	Sq.M.	23.04						
	Repair and replace double wall partitions with brand new 1/4" thk. Marine Plywood including 2"x4" wall studs/framings and other necessary items to complete the works								
	a. 1/4" thk. Marine Plywood	Pcs.	8.00	P			P		
	b. 13 pcs-2"x4"x10' KD Tanguile S4S wood framings	Bd.Ft.	86.67	P			P		
	c. 2pcs-1"x4"x10' KD Tanguile S4S base board	Bd.Ft.	6.67	P			P		
	E. Wooden Stair Step								
	1 For Staffhouse Unit # 1 only:								
	Repair and replace wooden stair step/tread with brand new 3" thk. Yacal or Mahogany (hardwood) or approved equal including damaged stair riser and other necessary items to complete the works								
	a. .075M thkx1M Yacal wood stair step	Pcs.	1.00	P			P		
	b. 1 pc-1"x8"x10' KD Tanguile S4S stair riser	Bd.Ft.	6.67	P			P		
	F. Doors and Door Jambs								
	1 For Staffhouse Unit # 4 only:	Sq.M.	16.00						
	Repair and replace flush type service door with brand new materials including door jambs with 2"x6" Yakal or Guijo S4S, heavy duty door knob, hinges and other necessary items to complete the works								
	a. 1/4" thk. Marine Plywood	Pcs.	2.00	P			P		
	b. 2 pcs-2"x6"x10' KD yakal or Guijo S4S Jambs	Pc.	16.67	P			P		
	c. 2pcs-2"x3"x10' KD Tanguile S4S Hbrz. Framing	Bd.Ft.	10.00	P			P		
	d. 3 pcs-2"x3"x10' KD Tanguile S4S Vertical Framing	Bd.Ft.	15.00	P			P		
	e. Heavy Duty Door Lockset	Set	1.00	P			P		
	f. Heavy Duty Stainless Steel Door Hinges	Set	3.00	P			P		
	G. Miscellaneous Works								
	1 Install New Aluminum Screen Door, size .90m x 2.10m	Sets	2.00	P			P		
	2 Install New Aluminum Screen windows:								
	a. @ Living - window opening: 2.40m (L) x 1.20m (H)	Sq. Ft.	31.68	P			P		
	b. @ Kitchen - window opening: 0.75m (L) x 0.80m (H)	Sq. Ft.	6.60	P			P		
	c. @ T&B - open window opening: 0.60 (L) x 0.40m (H)	Sq. Ft.	2.64	P			P		
	d. @Front Bedroom - window opening: 2.40m (L) x 1.20m (H)	Sq. Ft.	31.68	P			P		
	e. @Rear Bedroom - window opening1: 2.40m (L) x 1.20m (H)	Sq. Ft.	31.68	P			P		
	f. @Rear Bedroom - window opening2: 2.40m (L) x 1.20m (H)	Sq. Ft.	31.68	P			P		
III.	HARDWARES								
	A. Rough and Finish Hardwares								
	1 Blind Rivets	Box	1.00	P			P		
	2 Assorted CW Nails and Finishing Nails	Kgs.	20.00	P			P		
	3 Assorted Screws	Kgs.	8.00	P			P		
	4 Sandpaper	Pcs.	50.00	P			P		
	5 Wood glue	Can	5.00	P			P		

IV.	PAINTING AND REPAINTING WORKS									
	A. PAINTING WORKS									
	1 For Staffhouse Unit # 1 only - @ Living, Dining, Kitchen, Stairs/ Stair Landing areas:									
	a.	EXISTING CONCRETE FLOORS - Clean to smooth finish surface and apply 2 coats epoxy paint	Sq.M.	38.00						
		a.1.	Davies Power Floor Epoxy Floor Coating, Non-skid, Color PF-64 Dark Velvet Gray or approved equal	Gals.	6.00	P			P	
		a.2.	Miscellaneous (paint brush, roller brush, rugs, etc.)	Lot	1.00	P			P	
	b.	NEW PLYWOOD DOUBLE WALL PARTITIONS (@ Rear Bedroom), CEILING BOARDS (@ Living, Kitchen, T&B, Staircase, Service/Laundry, Front & Rear Bedrooms), AND BEDROOM CLOSETS/ CABINET COVERS (@ Front & Rear Bedrooms) - Apply three (3) coats including primer to all wooden surfaces	Sq.M.	38.00						
		b.1.	Acrylic Semi-Gloss Latex Paint (Water-Based) Boysen Permacoat Brand, Color White or approved equal	Gals.	6.00	P			P	
		b.2.	Boysen WoodPrime B-180 Water-based Primer or approved equal	Gals.	3.00	P			P	
		b.3.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00	P			P	
	2 For Staffhouse Units #4, 8, 12, 14, 17, 19 & 20 only -									
	a.	NEW PLYWOOD CEILING BOARDS - Apply three (3) coats of semi-gloss paint as indicated in the plan	Sq.M.	55.00						
		a.1.	Acrylic Semi-Gloss Latex Paint (Water-Based) Boysen Permacoat Brand, Color White or approved equal	Gals.	8.00	P			P	
		a.2.	Boysen WoodPrime B-180 Water-based Primer or approved equal	Gals.	8.00	P			P	
		a.3.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00	P			P	
	3 For Staffhouse Units # 1, 2, 4 & 6 only									
	a.	NEW KITCHEN HANGING CABINETS AND COUNTER CABINET COVERS & FRAMES -	Units Sq.M.	4.00 92.16						
		a.1.	Apply three (3) coats semi-gloss paint inluding primer to all wooden surfaces. Use Acrylic Semi-Gloss Latex Paint (Water-Based), Color White, Boysen Permacoat Brand, or approved equal	Gals.	16.00	P			P	
		a.2.	Boysen WoodPrime B-180 Water-based Primer or approved equal	Gals.	8.00	P			P	
		a.3.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00	P			P	
	B. REPAINTING WORKS									
	1 For Staffhouse Unit # 1 only									
	a.	EXISTING INTERIOR CONCRETE WALLS - Apply one (1) coat only, semi-gloss paint @ Living, Dining, Kitchen, T&B, Stairs/Stair Landing, Bedrooms	Sq.M.	147.00						
		a.1.	Acrylic Semi-Gloss Latex Paint (Water-Based) Boysen Permacoat Brand, Color White or approved equal	Gals.	11.00	P			P	
		a.2.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00	P			P	
	b.	EXISTING INTERIOR WOODEN DOUBLE WALL PARTITIONS and CABINETS (@ 2nd Floor-Bedrooms) Apply one (1) coat only, semi-gloss paint	Sq.M.	39.60						
		b.1.	Acrylic Semi-Gloss Latex Paint (Water-Based) Color White, Boysen Permacoat Brand or approved equal	Gals.	3.00	P			P	
		b.2.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00	P			P	
	c.	EXISTING PLYWOOD CEILING BOARDS @ Living, Dining, Staircase, Front & Rear Bedrooms) Apply one (1) coat only, semi-gloss paint to all wooden surfaces	Sq.M.	72.48						

		c.1.	Acrylic Semi-Gloss Latex Paint (Water-Based) Boysen Permacoat Brand, Color White or approved equal	Gals.	6.00	P		P
		c.2.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00	P		P
	2	For Staffhouse Units # 1 to 12 and 14 to 25 -						
		a.	**EXISTING EXTERIOR CONCRETE AND WOODEN WALLS** - Apply two (2) coats semi-gloss paint to 6 units building/apartment	**Sq.M.**	**1,116.60**			
		a.1.	Acrylic Semi-Gloss Latex Paint (Water-Based) Boysen Permacoat Brand, Color White or approved equal	Gals.	82.00	P		P
		a.2.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00	P		P
	C.	Solignum Treatment (apply 2 coats to new nailers)		Lot	1.00	P		P
	D.	Touch-up Paint		Lot	1.00	P		P
V.	ELECTRICAL WORKS							
	A.	For Saffhouse Unit #8 only						
	1	Check and provide electricity supply on lighting/wiring lines		Lot	1.00	P		P
	2	Replace and install new light switches with brand new materials, Brand National		Pcs.	10.00	P		P
	3	Replace and install new convenience outlets with brand new materials, Brand National		Pcs.	10.00	P		P
VI.	TINSMITHRY WORKS							
	A.	For Staffhouse Units # 1 to 12 and 14 to 25 -						
	1	**UPPER PORTION OF ROOFS** - Replace all roofing sheets with brand new 0.5mm thk. Ordinary Corrugation, Long Span, Pre-painted		Sq.M.	893.88			
		a.	26 pcs x 19' x 6 buildings	L.F.	4,524.00	P		P
	2	Provide 0.5mm thk. Ridge Roll, Valley Roll and other roof accessories necessary to complete the works						
		a.	Ridge Roll - 2pcs @ 12' x 6 buildings	L.F.	144.00	P		P
		b.	Volley Gutter - 8pcs @ 13' x 6 buildings	L.F.	624.00	P		P
	3	Miscellaneous items to complete the works						
		a.	3" Tex Screws	Boxes	12.00	P		P
	B.	For Staffhouse Units # 1 to 12 only - upper roof portion						
	1	Provide and install 0.6mm thk. Stainless Steel Gutter, Pre-fabricated						
		a.	26 pcs @ 8' x 3 buildings	L.F.	624.00	P		P
	2	Provide downspouts, use 4"Ø PVC pipes at specified locations						
		a.	4"Ø PVC pipe @ 10" x 12pcs x 3 buildings	Pcs.	36.00	P		P
		b.	4"Ø PVC elbow 90° x 25pcs x 3 buildings	Pcs.	75.00	P		P
		c.	Solvent Cement	Cans	6.00	P		P
	C.	For Staffhouse Units # 4, 14, 17, 19 and 20 only						
	1	**EXISTING ROOF OVER KITCHEN AND T&B** - Repair roof leaks and apply sealant to eliminate water leakage		Lot	1.00	P		P
VII.	PLUMBING WORKS							
	A.	For Staffhouse Unit #1 only						
	1	**BATHROOM FIXTURES AND ACCESSORIES** - Remove and replace all fixtures with brand new accessories						
		a.	Stainless Steel Curtain Rods	Pc	1.00	P		P
		b.	Stainless Steel Faucets	Pcs.	2.00	P		P
		c.	Stainless Steel Shower Head & Valve	Set	1.00	P		P
		d.	Stainless Steel Floor Drain with Srainer	Pcs.	2.00	P		P
	2	Remove all dirts and stains on existing wall and floor tiles water closet and lavatory		Lot	1.00	P		P
		GRAND TOTAL						P

The value I (we) indicated in different branches of work in the above tabulation are for materials, labor, taxes, contractor's overhead and profit which are used in my (our) Lump Sum Proposal base bid.

I (We) understand that said tabulation of the Breakdown Value of Work is made part of my (our) proposal and that the Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD) can use this breakdown value of work as one of the basis in its evaluation.

Submitted By:

_____
(Name of Firm)

_____
(Signature Over Printed Name of
Contractor or Authorized Representative)

_____
(D a t e)

Section IX. Checklist and Guidelines for Submission of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE		
Class "A" Documents		
Legal Documents		
⬜	(a)	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **or**
⬜	(b)	Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document*; **and**
⬜	(c)	Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas*; **and**
⬜	(e)	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)*.
Technical Documents		
⬜	(f)	Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
⬜	(g)	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
⬜	(h)	Philippine Contractors Accreditation Board (PCAB) License; **or** Special PCAB License in case of Joint Ventures; **and** registration for the type and cost of the contract to be bid; **and**
⬜	(i)	Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** Original copy of Notarized Bid Securing Declaration; **and**
	(j)	Project Requirements, which shall include the following:
⬜		a. Organizational chart for the contract to be bid;
⬜		b. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
⬜		c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
⬜	(k)	Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
Financial Documents		
⬜	***(l)***	The prospective bidder's audited financial statements, showing, among others, the

		prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
☐	(m)	The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).
		Class "B" Documents
☐	(n)	If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
II. FINANCIAL COMPONENT ENVELOPE		
☐	(o)	Original of duly signed and accomplished Financial Bid Form**; **and**
Other documentary requirements under RA No. 9184		
☐	(p)	Original of duly signed Bid Prices in the Bill of Quantities; **and**
☐	(q)	Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
☐	(r)	Cash Flow by Quarter; **and**
☐	(s)	Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)***; **and**
☐	(t)	Affidavit of Site Inspection; **and**
☐	(u)	Construction Schedule and S-curve; **and**
☐	(v)	Manpower Schedule; **and**
☐	(w)	Construction Methods; **and**
☐	(x)	Equipment Utilization Schedule; **and**
	(y)	PERT/CPM.

* **if bidder opts to submit its PhilGEPS Registration Certificate, these documents must be submitted during post-qualification; but if bidder opts to submit these documents during bid opening, its PhilGEPS Registration Certificate must be submitted during post-qualification**

** **original copy if submitted manually**

*** **optional at bid opening but to be submitted during post-qualification**

Based on GPPB Resolution No. 16-2020, Section 3:

The scanned copies of the Bid Securing Declaration or other forms of bid security excluding cash, and the Omnibus Sworn Statement submitted in the first bid envelope are considered compliant with the requirements for bid submission under the rules, subject to submission of the original copies thereof during the post-qualification stage.

The scanned copies of the Bid Form, Price Schedules, or other forms in the second bid envelope are considered compliant with the requirements for bid submission under the rules

Forms/Templates can be downloaded here: https://gppb.gov.ph/downloadables.php

LIST OF ALL 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

Business Name: _____

Business Address: _____

Name of Contract/Location Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	
Government								
Private								

Submitted by: _____
(Printed Name & Signature)
Designation: _____
Date: _____

STATEMENT IDENTIFYING THE BIDDERS SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID COVERING WITHIN FIVE (5) YEARS IMMEDIATELY PRIOR TO THE DATE OF SUBMISSION AND RECEIPT OF BIDS

Business Name: _____

Business Address: _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This statement shall be supported with:
1. Notice of Award and/or Notice to Proceed;
2. Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory;
In case of contracts with the private sector, an equivalent document shall be submitted.

Submitted by: _____
(Printed Name & Signature)
Designation: _____
Date: _____

DETAILED COST ESTIMATE WORKSHEET (DCEW)

Project :			**Repair and Improvement of PCAARRD Staffhousing Units**			Prepared/Estimated By:				Date:	Endorsed:				
Location :			PCAARRD, LOS BAÑOS, LAGUNA								Estimate Cost:			PhP	
Subject :			**DETAILED COST ESTIMATE WORKSHEET**			Certified Correct:				Date:	No. of Days to Complete:			Sixty (60) CD	
											Proposed Proposed Project to be Undertaken:				
ITEM No.	ITEM OF WORK			UNIT	QTY.	DIRECT COST				SUB-TOTAL DIRECT COST	INDIRECT COST				
						MATERIALS		LABOR			OVERHEAD / CONTINGENCY	PROFIT	TAXES	TOTAL COST	
						PER UNIT	TOTAL COST	PER UNIT	TOTAL COST						
I.	**MOBILIZATION/DEMOBILIZATION**														
	A.		Mobilization, moving-in of equipment, temporary facilities	Lot	1.00										
	B.		Provision of temporary barricades and signage	Lot	1.00										
	C.		Demolition, Dismantling, Removal and Disposal:												
		1	**For Staffhouse Unit #1 only: Removal of existing vinyl** tiles flooring at the living, dining, kitchen and stairs and stair landing areas	Lot	1.00										
		2	For Staffhouse Units # 1, 4, 8, 12, 14, 17, 19 & 20: Removal/Dismantling of existing damaged ceiling boards. Refer to ceiling layout/plan.	Lot	1.00										
		3	For Staffhouse Units # 1, 2, 4 & 6 only: Demolition/ Removal of existing hanging and counter cabinets at Kitchen	Lot	1.00										
		4	For Staffhouse Unit # 1 only: Removal of existing wooden stair step	Lot	1.00										
		5	For Staffhouse Unit # 1 only:	Lot	1.00										

			Removal/demolition of damaged wall partitions including wall studs/nailers at Rear Bedroom												
		6	**For Staffhouse Unit # 4 only: Removal/demolition** of defective door including door jambs at Kitchen	Lot	1.00										
		7	For Staffhouse Unit # 1 only: Removal/demolition of damaged bedroom cabinet door covers at Front and Rear Bedrooms	Lot	1.00										
		8	For Staffhouse Units # 1 to 12 and Units #14 to 25: Removal/Demolition of existing roofing at upper portion of 6 units-4door apartment/buildings	Lot	1.00										
	D.	Restoration Works													
		1	For Staffhouse Units # 1 to 12 & 14 to 25: Restore all areas/structures i.e. walls, ceiling, floors, cabinets, doors/door jambs, etc. affected by repair/renovation works												
			a. Miscellaneous Materials	Lot	1.00										
			b. Labor	Lot	1.00										
	E.	Safety and Health		Lot	1.00										
	F.	Demobilization, clearing of site and waste disposal		Lot	1.00										
II.	CARPENTRY WORKS														
	A.	Ceiling													
		1	For Staffhouse Units # 1, 4, 8, 12, 14, 17, 19 & 20: CEILING BOARDS - Replace damaged ceiling with NEW 1/4" thk. Marine Plywood and other necessary items to complete the works												
			a. Staffhouse Unit #1 - location: Porch, Living, Kitchen, T&B, Staircase, Service/Laundry, Front & Rear Bedrooms	Sq.M.	34.56										

				a.1.	1/4" thk. Marine Plywood	Pcs.	12.00										
			b.	Staffhouse Unit #4 - location: Service/Laundry and Staircase		Sq.M.	8.64										
				b.1.	1/4" thk. Marine Plywood	Pcs.	3.00										
			c.	Staffhouse Unit #8 - location: Kitchen only		Sq.M.	8.64										
				c.1.	1/4" thk. Marine Plywood	Pcs.	3.00										
			d.	Staffhouse Unit #12 - location: Rear Bedroom		Sq.M.	2.88										
				d.1.	1/4" thk. Marine Plywood	Pcs.	1.00										
			e.	Staffhouse Unit #14 - location: Rear Bedroom		Sq.M.	2.88										
				e.1.	1/4" thk. Marine Plywood	Pcs.	1.00										
			f.	Staffhouse Unit #17 - location: Staircase & Front Bedroom		Sq.M.	5.76										
				f.1.	1/4" thk. Marine Plywood	Pcs.	2.00										
			g.	Staffhouse Unit #19 - location: Kitchen and T&B		Sq.M.	14.40										
				g.1.	1/4" thk. Marine Plywood	Pcs.	5.00										
			h.	Staffhouse Unit #20 - location: Kitchen only		Sq.M.	8.64										
				h.1.	1/4" thk. Marine Plywood	Pcs.	3.00										
	B.	Hanging and Counter Cabinets at Kitchen															
		1	For Staffhouse Units # 1, 2, 4, & 6: Replace/Install and fabricate new hanging and counter cabinets with new materials and other necessary items to complete the works			Units	4.00										
			a.	3/4" thk. Marine Plywood		Pcs.	16.00										

			b.	4 pcs-2"x2"x10' KD Tanguile S4S wood nailers	Bd.Ft.	53.33									
			c.	1 pc-2"x2"x10' KD Tanguile S4S wood stopper	Bd.Ft.	13.33									
			d.	1 pcs-2"x4"x10' KD Tanguile S4S wood base	Bd.Ft.	26.67									
			e.	8 pcs-1/2"x1"x10' KD Tanguile S4S wood edging	Bd.Ft.	50.00									
			f.	Satin Stainless Cabinet Handles	Pcs.	40.00									
			g.	Concealed Hinges by Hafele or approved equal	Pcs.	80.00									
	C.	Bedroom Closets/Cabinet Covers													
		1	For Staffhouse Unit # 1 only: Repair and replace all bedroom cabinet covers with brand new 3/4" thk. Marine Plywood including cabinet handles and hinges and other necessary items to complete the works		Sq.M.	23.04									
			a.	3/4" thk. Marine Plywood	Pcs.	8.00									
			b.	18 pcs-1/2"x1"x10' KD Tanguile S4S wood edging	Bd.Ft.	7.50									
			c.	Satin Stainless Cabinet Handles	Pcs.	11.00									
			d.	Concealed Hinges by Hafele or approved equal	Pcs.	22.00									
	D.	Wooden-Double Wall Partitions at the Rear Bedroom													
		1	For Staffhouse Unit # 1 only: Repair and replace double wall partitions with brand new 1/4" thk. Marine Plywood including 2"x4" wall studs/framings and other necessary items to complete the works		Sq.M.	23.04									
			a.	1/4" thk. Marine Plywood	Pcs.	8.00									
			b.	13 pcs-2"x4"x10' KD Tanguile S4S wood framings	Bd.Ft.	86.67									
			c.	2pcs-1"x4"x10' KD Tanguile S4S base board	Bd.Ft.	6.67									

	E.	Wooden Stair Step													
		1	For Staffhouse Unit # 1 only: Repair and replace wooden stair step/tread with brand new 3" thk. Yacal or Mahogany (hardwood) or approved equal including damaged stair riser and other necessary items to complete the works												
			a.	.075M thk.x1M Yacal wood stair step	Pcs.	1.00									
			b.	1 pc-1"x8"x10' KD Tanguile S4S stair riser	Bd.Ft.	6.67									
	F.	Doors and Door Jambs													
		1	For Staffhouse Unit # 4 only: Repair and replace flush type service door with brand new materials including door jambs with 2"x5" Yakal or Guijo S4S, heavy duty door knob, hinges and other necessary items to complete the works												
			a.	1/4" thk. Marine Plywood	Pcs.	2.00									
			b.	2 pcs-2"x5"x10' KD yakal or Guijo S4S Jambs	Pc.	16.67									
			c.	2pcs-2"x3"x10' KD Tanguile S4S Horz. Framing	Bd.Ft.	10.00									
			d.	3 pcs-2"x3"x10' KD Tanguile S4S Vertical Framing	Bd.Ft.	15.00									
			e.	Heavy Duty Door Lockset	Set	1.00									
			f.	Heavy Duty Stainless Steel Door Hinges	Set	3.00									
	G.	Miscellaneous Works													
		1	Install New Aluminum Screen Door, size .90m x 2.10m		Sets	2.00									
		2	Install New Aluminum Screen windows:												
			a.	@ Living - window opening: 2.40m (L) x 1.20m (H)	Sq. Ft.	31.68									

			b.	@ Kitchen - window opening: 0.75m (L) x 0.80m (H)	Sq. Ft.	6.60									
			c.	@ T&B - open window opening: 0.60 (L) x 0.40m (H)	Sq. Ft.	2.64									
			d.	@Front Bedroom - window opening: 2.40m (L) x 1.20m (H)	Sq. Ft.	31.68									
			e.	@Rear Bedroom - window opening1: 2.40m (L) x 1.20m (H)	Sq. Ft.	31.68									
			f.	@Rear Bedroom - window opening2: 2.40m (L) x 1.20m (H)	Sq. Ft.	31.68									
III.	HARDWARES														
	A.	Rough and Finish Hardwares													
		1	Blind Rivets		Box	1.00									
		2	Assorted CW Nails and Finishing Nails		Kgs.	20.00									
		3	Assorted Screws		Kgs.	8.00									
		4	Sandpaper		Pcs.	50.00									
		5	Wood glue		Can	5.00									
IV.	PAINTING AND REPAINTING WORKS														
	A.	PAINTING WORKS													
		1	For Staffhouse Unit # 1 only - @ Living, Dining, Kitchen, Stairs/ Stair Landing areas:												
			a.	EXISTING CONCRETE FLOORS - Clean to smooth finish surface and apply 2 coats epoxy paint	Sq.M.	38.00									
				a.1. Davies PowerFloor Epoxy Floor Coating,	Gals.	6.00									

					Non-skid, Color PF-64 Dark Velvet Gray or approved equal											
				a.2.	Miscellaneous (paint brush, roller brush, rugs, etc.)	Lot	1.00									
			b.	NEW PLYWOOD DOUBLE WALL PARTITIONS		Sq.M.	38.00									
				(@ Rear Bedroom), CEILING BOARDS (@ Living, Kitchen, T&B, Staircase, Service/Laundry, Front & Rear Bedrooms), AND BEDROOM CLOSETS/ CABINET COVERS (@ Front & Rear Bedrooms) - Apply three (3) coats including primer to all wooden surfaces											
				b.1.	Acrylic Semi-Gloss Latex Paint (Water-Based), Boysen Permacoat Brand, Color White or approved equal	Gals.	6.00										
				b.2.	Boysen WoodPrime B-180 Water-based Wood Primer or approved equal	Gals.	3.00										
				b.3.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00										
		2	For Staffhouse Units #4, 8, 12, 14, 17, 19 & 20 only -														
			a.	NEW PLYWOOD CEILING BOARDS - Apply three (3) coats of semi-gloss paint as indicated in the plan		Sq.M.	55.00										
				a.1.	Acrylic Semi-Gloss Latex Paint (Water-Based), Boysen Permacoat Brand, Color White or approved equal	Gals.	8.00										
				a.2.	Boysen WoodPrime B-180 Water-based Wood Primer or approved equal	Gals.	8.00										
				a.3.	Miscellaneous (paint brush, roller brush,	Lot	1.00										

					rugs, sandpaper, tinting color, etc.)											
		3	For Staffhouse Units # 1, 2, 4 & 6 only													
			a.	NEW KITCHEN HANGING CABINETS AND		Units	4.00									
				COUNTER CABINET COVERS & FRAMES -		Sq.M.	92.16									
				a.1.	Apply three (3) coats semi-gloss paint including primer to all wooden surfaces. Use Acrylic Semi-Gloss Latex Paint (Water-Based), Color White, Boysen Permacoat Brand, or approved equal	Gals.	16.00									
				a.2.	Boysen WoodPrime B-180 Water-based Wood Primer or approved equal	Gals.	8.00									
				a.3.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00									
	B.	REPAINTING WORKS														
		1	For Staffhouse Unit # 1 only													
			a.	EXISTING INTERIOR CONCRETE WALLS - Apply one (1) coat only, semi-gloss paint @ Living, Dining, Kitchen, T&B, Stairs/Stair Landing, Bedrooms		Sq.M.	147.00									
				a.1.	Acrylic Semi-Gloss Latex Paint (Water-Based), Boysen Permacoat Brand, Color White or approved equal	Gals.	11.00									
				a.2.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00									
			b.	EXISTING INTERIOR WOODEN DOUBLE WALL PARTITIONS and CABINETS (@ 2nd Floor-Bedrooms) Apply one (1) coat only, semi-gloss paint		Sq.M.	39.60									

				b.1.	Acrylic Semi-Gloss Latex Paint (Water-Based), Color White, Boysen Permacoat Brand or approved equal	Gals.	3.00									
				b.2.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00									
			c.	EXISTING PLYWOOD CEILING BOARDS @ Living, Dining, Staircase, Front & Rear Bedrooms) Apply one (1) coat only, semi-gloss paint to all wooden surfaces		Sq.M.	72.48									
				c.1.	Acrylic Semi-Gloss Latex Paint (Water-Based), Boysen Permacoat Brand, Color White or approved equal	Gals.	6.00									
				c.2.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00									
		2	For Staffhouse Units # 1 to 12 and 14 to 25 -													
			a.	EXISTING EXTERIOR CONCRETE AND WOODEN WALLS - Apply two (2) coats semi-gloss paint to 6 units building/apartment		Sq.M.	1,116.60									
				a.1.	Acrylic Semi-Gloss Latex Paint (Water-Based), Boysen Permacoat Brand, Color White or approved equal	Gals.	82.00									
				a.2.	Miscellaneous (paint brush, roller brush, rugs, sandpaper, tinting color, etc.)	Lot	1.00									
	C.	Solignum Treatment (apply 2 coats to new nailers)				Gals.	4.00									
	D.	Touch-up Paint				Lot	1.00									
V.	ELECTRICAL WORKS															
	A.	For Saffhouse Unit #8 only														

		1	Check and provide electricity supply on lighting/wiring lines	Lot	1.00									
		2	Replace and install new light switches with brand new	Pcs.	10.00									
			materials, Brand National											
		3	Replace and install new convenience outlets with brand new materials, Brand National	Pcs.	10.00									
VI.	TINSMITHRY WORKS													
	A.	For Staffhouse Units # 1 to 12 and 14 to 25 -												
		1	UPPER PORTION OF ROOFS - Replace all roofing sheets with brand new 0.5mm thk. Ordinary Corrugation, Long Span, Pre-painted	Sq.M.	893.88									
			a. 26 pcs x 19' x 6 buildings	L.F.	4,524.00									
		2	Provide 0.5mm thk. Ridge Roll, Valley Roll and other roof accessories necessary to complete the works											
			a. Ridge Roll - 2pcs @ 12' x 6 buildings	L.F.	144.00									
			b. Volley Gutter - 8pcs @ 13' x 6 buildings	L.F.	624.00									
		3	Miscellaneous items to complete the works											
			a. 3" Tex Screws	Boxes	12.00									
	B.	For Staffhouse Units # 1 to 12 only - upper roof portion												
		1	Provide and install 0.6mm thk. Stainless Steel Gutter, Pre-fabricated											
			a. 26 pcs @ 8' x 3 buildings	L.F.	624.00									
		2	Provide downspouts, use 4"Ø PVC pipes at specified locations											
			a. 4"Ø PVC pipe @ 10" x 12pcs x 3 buildings	Pcs.	36.00									

			b.	4"Ø PVC elbow 90º x 25pcs x 3 buildings	Pcs.	75.00									
			c.	Solvent Cement	Cans	6.00									
	C.	For Staffhouse Units # 4, 14, 17, 19 and 20 only													
		1	EXISTING ROOF OVER KITCHEN AND T&B - Repair roof leaks and apply sealant to eliminate water leakage		Lot	1.00									
VII.	PLUMBING WORKS														
	A.	For Staffhouse Unit #1 only													
		1	BATHROOM FIXTURES AND ACCESSORIES - Remove and replace all fixtures with brand new accessories												
			a.	Stainless Steel Curtain Rods	Pc	1.00									
			b.	Stainless Steel Faucets	Pcs.	2.00									
			c.	Stainless Steel Shower Head & Valve	Set	1.00									
			d.	Stainless Steel Floor Drain with Strainer	Pcs.	2.00									
		2	Remove all dirts and stains on existing wall and floor tiles, water closet and lavatory		Lot	1.00									

Submitted by:

Name of the Representative of the Bidder: _____ Date: _____

Position: _____

Name of the Company/Firm: _____

Procuring Entity: PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARRD)

Name of the Contract: _____

Location of the Contract: PCAARRD, Los Baños, Laguna

CASH FLOW BY QUARTER AND PAYMENTS SCHEDULE

PARTICULAR	% WT.	1ST QTR	2ND QTR	3RD QTR	4TH QTR
ACCOMPLISHMENT					
CASH FLOW					
CUMULATIVE ACCOMPLISHMENT					
CUMULATIVE CASH FLOW					

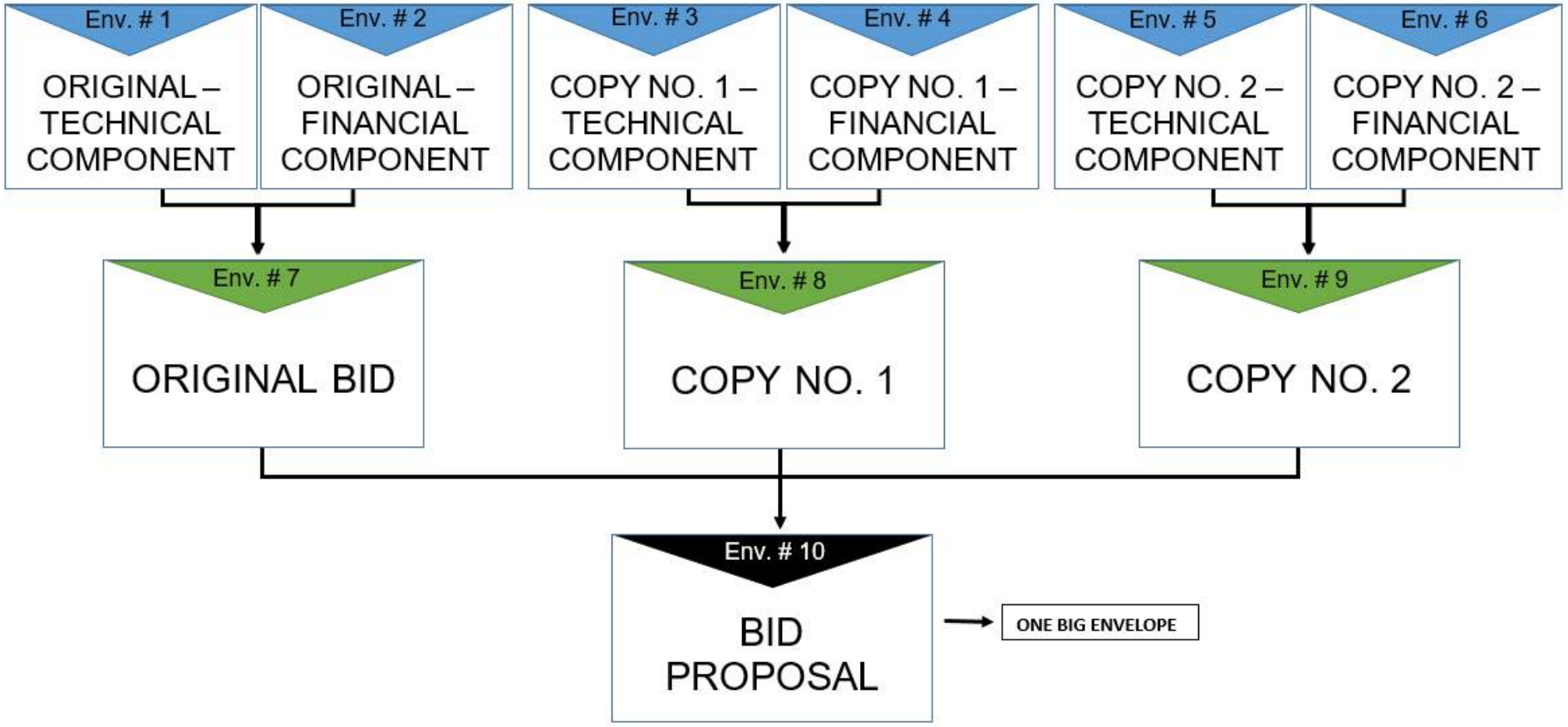
Submitted by:

Name of the Representative of the Bidder: _____ Date: _____

Position: _____

Name of the Company/Firm: _____

SEALING AND MARKING OF BIDS (MANUAL SUBMISSION)



ORIGINAL BID / COPY NO. 1 / COPY NO. 2
NAME OF THE CONTRACT TO BE BID IN CAPITAL LETTERS
NAME AND ADDRESS OF THE BIDDER IN CAPITAL LETTERS
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC, AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARRD) - BIDS AND AWARDS COMMITTEE (BAC)
IDENTIFICATION NUMBER OF THE CONTRACT
DO NOT OPEN BEFORE (DATE AND TIME FOR THE OPENING OF BIDS)

ISO 9001:2015

DOST-PCAARRD Guidelines for the Electronic Submission and Receipt of Bids*

Preparation of bid proposals

a. All documents must be in PDF format and properly labelled.
b. The eligibility and technical components of bid will be saved in one folder with file name, "Technical Components."
c. Financial components of bid will be saved in another folder with file name, "Financial Components."

Use of a two-factor security procedure

a. Both folders must be compressed using 7-zip.
b. For consistency, bidders to choose ".zip" as the archive format and "AES-256" as the encryption method.
c. Bidder should set up a password for the compressed file.
d. The password for accessing the file will be disclosed by the bidder only during the actual bid opening, which may be done in person or face-to-face through videoconferencing, webcasting, or similar technology.
e. In case of failure to attend the actual bid opening, bidders may send the password in a separate email via schedule (delayed) send with the subject title, "Password (Bid Submission of <Name of Bidder>) - <Name of Project>" and indicate the password in the email body.
f. As a best practice, whether or not the bidder can attend the bid opening, bidders can send the password in a separate email via schedule (delayed) send with the same subject title. See FAQs.

Submission and receipt of bids

a. Bidders must send their bid proposals to bac@pcaarrd.dost.gov.ph at any time before the closing date and time indicated in the bidding documents. (Sending bid proposals using Gmail is preferred, but not required.)
b. For consistency, subject title of the email will be "Bid Submission of <Name of Bidder> - <Name of Project>."
c. Bidder will receive a bid receipt page for the official time of submission. This includes the link for the online meeting.
d. Late bids shall not be accepted.
e. Bidder can upload their proposals in Google Drive with the folder name "Bid Submission of <Name of Bidder> - <Name of Project>" if attachment size exceeds 25 MB:
    1. Bidder must follow procedure in *Preparation of bid proposals* and *Use of a two-factor security feature*.
    2. Bidder must create a folder in Google Drive.
    3. Bidder must upload the compressed and password-protected files in the folder.
    4. Bidder must send through email the link of the folder by following procedure a and b of *Submission and receipt of bids*.

Modification of bids

a. Should there be a need to modify submissions, the bidder shall send another bid to be labelled as "Modified." For consistency, subject title of the email will be: "Modified Bid Submission of <Name of Bidder> - <Name of Project>"
b. The bidder must follow the procedures mentioned above.
c. The time indicated upon receipt of the email with the modified bid proposal will be the official time of submission.

FAQs

Q: How do I compress/encrypt/password protect files using 7-zip?
A: https://youtu.be/5KwdedYjecU

Q: How do I schedule sending emails?
A: For Gmail - https://youtu.be/Zlz9uqWxuIk
For Outlook - https://youtu.be/q8URRvXy7Jk

Q: How do I share files from a cloud storage for files exceeding 25 MB?
A: https://youtu.be/JZTaK6T08TE

Note: These procedures shall be followed until the online bidding facility under the modernized Philippine Government Electronic Procurement System (mPhilGEPS) becomes fully operational.

For more information, please contact **The BAC Secretariat** of the Department of Science and Technology (DOST) - Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD), Los Baños, Laguna at bac@pcaarrd.dost.gov.ph or (63) (49) 554 9670 local 206.

PROJECT: **REPAIR AND IMPROVEMENT OF PCAARRD STAFF HOUSING UNITS**

LOCATION: **PCAARRD, LOS BAÑOS, LAGUNA**

OWNER:

PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARRD)
Department of Science and Technology (DOST)

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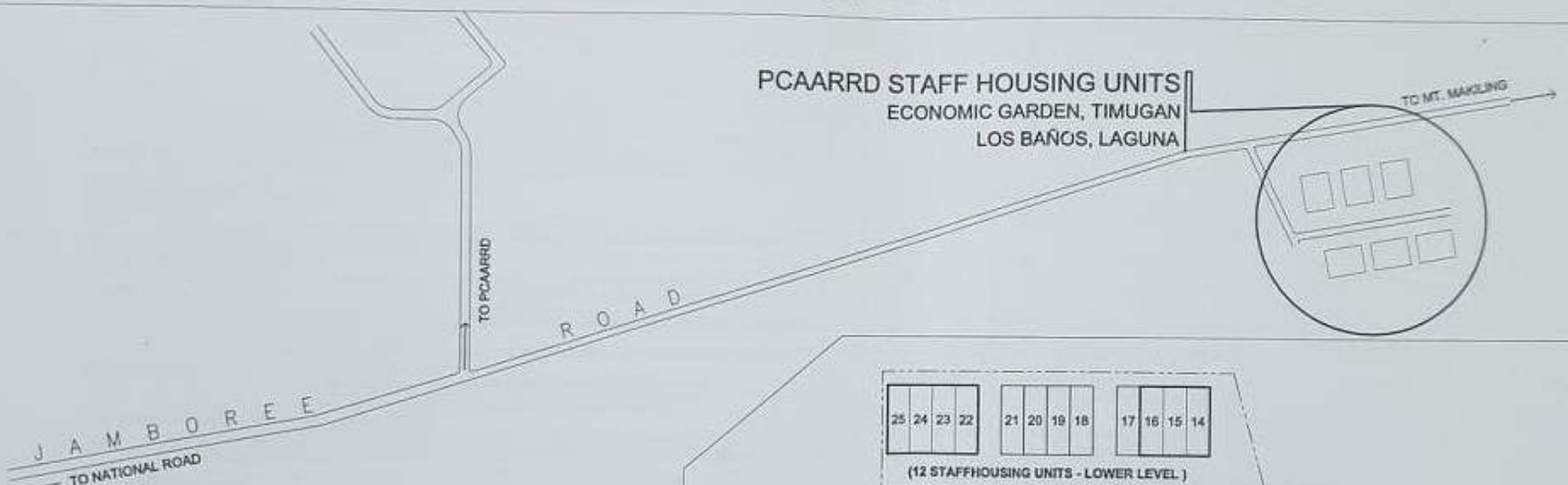
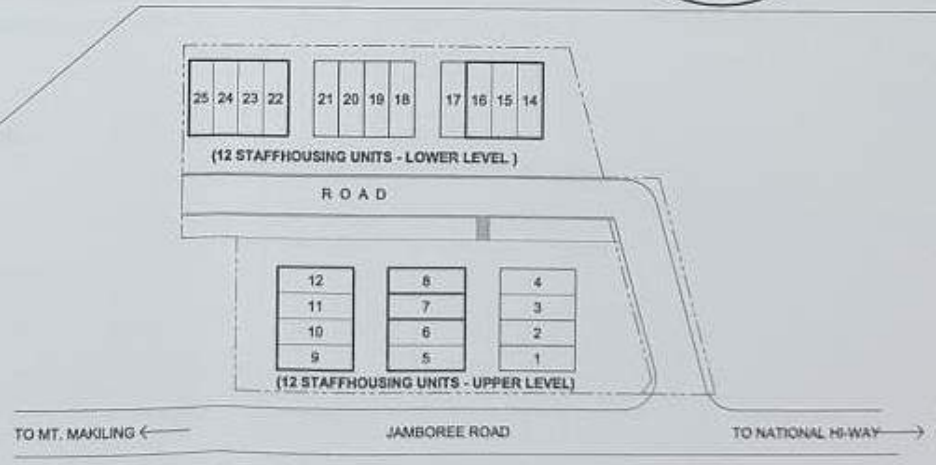


A 1 VICINITY MAP
NOT TO SCALE



1 B SITE DEVELOMENT PLAN
SCALE 1 : 800 M.

OWNER	PROJECT TITLE / LOCATION	PREPARED / DRAWN BY	CHECKED / REVIEWED	CONCURRED BY	ENDORSED BY	RECOMMENDING APPROVAL	APPROVED	SHEET CONTENTS	SHT. NO.
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARRD) Department of Science and Technology (DOST) Los Baños, Laguna	REPAIR AND IMPROVEMENT OF PCAARRD STAFFHOUSING UNITS Location: Los Banos, Laguna	ELEANOR M. OCAMPO ADM. ASST. V, IDD - PCAARRD PREPARED ON: REVISED ON:	WILMAR D. LASTIMOSA SUPERVISING - PCAARRD REVIEWED ON:	SUSAN S. MOLINA DIRECTOR, FAD PCAARRD	FEZOIL LUZ C. DECENA DIRECTOR, IDD PCAARRD	MELVIN B. CARLOS DEPUTY EXEC. DIRECTOR DED-ARMISS, PCAARRD	REYNALDO V. EBORA EXECUTIVE DIRECTOR PCAARRD	• VICINITY MAP • SITE DEVELOPMENT PLAN • TABLE OF CONTENTS	SD-1 1 / 10

GENERAL SCOPE OF WORKS

DESCRIPTION	UNIT 1	UNIT 2	UNIT 3	UNIT 4	UNIT 5	UNIT 6	UNIT 7	UNIT 8	UNIT 9	UNIT 10	UNIT 11	UNIT 12	UNIT 14	UNIT 15	UNIT 16	UNIT 17	UNIT 18	UNIT 19	UNIT 20	UNIT 21	UNIT 22	UNIT 23	INT. 24	UNIT 25
I. DEMOLITION, DISMANTLING AND REMOVAL OF THE FOLLOWING EXISTING STRUCTURES:																								
1. VINYL TILES FLOORING AT THE LIVING AREA, DINING, KITCHEN AND STAIR LANDING	√																							
2. DAMAGED CEILING BOARDS AT THE PORCH AREA, LIVING, DINING, KITCHEN, T&B, STAIRCASE AREA, BEDROOMS 1 & 2	√			√				√				√	√			√		√	√					
3. HANGING AND COUNTER CABINETS AT KITCHEN	√	√		√		√																		
4. DAMAGED WOODEN STAIR STEPS	√																							
5. DAMAGED DOUBLE WALL PLYWOOD PARTITIONS INCLUDING WALL STUDS/FRAMINGS AT BEDROOM 1 (REAR)	√																							
6. DEFECTIVE DOOR AND DOOR JAMBS AT KITCHEN				√																				
7. DAMAGED BEDROOM CABINET DOORS AND BASEBOARDS AT BEDROOMS 1 (REAR) & 2 (FRONT)	√																							
8. G.I. ROOF SHEETS AT UPPER LEVEL APARTMENTS OR HOUSING UNITS 1-12 AND 14-25	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
II. CARPENTRY WORKS																								
1. REPLACE & INSTALL PLYWOOD CEILING BOARD, USE ¼" THK. MARINE PLYWOOD, LOCATIONS: PORCH,LIVING, DINING, KITCHEN, T&B, STAIRWAY, (FRONT) BEDROOM 2 AND (REAR) BEDROOM 1, VERIFY ACTUAL	√			√				√				√	√			√		√	√					
2. REPLACE AND FABRICATE/INSTALL NEW HANGING AND COUNTER CABINET DOORS, SHELVINGS, CABINET SIDINGS, USE NEW ¾" THK. MARINE PLYWOOD INCLUDING HINGES, CABINET HANDLES, AND OTHER NECESSARY ITEMS TO COMPLETE THE WORKS, VERIFY ACTUAL	√	√		√		√																		
3. REPAIR ALL DAMAGED BEDROOM CABINET COVERS AND REPLACE WITH NEW ¾" THK. MARINE PLYWOOD INCLUDING HINGES, CABINET HANDLES, AND OTHER NECESSARY ITEMS TO COMPLETE THE WORKS, VERIFY ACTUAL	√																							
4. REPAIR ALL DAMAGED DOUBLE WALL PARTITIONS INCLUDING WALL STUDS/FRAMINGS WITH NEW ¾" THK MARINE PLYWOOD, USE 2"X4" KILNDRIED TANGUILE WOOD ON ALL FRAMINGS, VERIFY ACTUAL	√																							
5. REPAIR AND REPLACE ALL DAMAGED STAIR TREADS AND REPLACE WITH NEW 3"x14" YACAL OR MAHOGANY (HARDWOOD) INCLUDING DAMAGED STAIR RISERS, GIRDERS, STAIR (MID & END) POSTS AND BALUSTERS, VERIFY ACTUAL	√																							
6. REPLACE DILAPIDATED SERVICE DOOR INCLUDING DOOR JAMBS, INSTALL NEW FLUSH DOOR, USE 2"x5" YACAL OR MAHOGANY DOOR JAMBS				√																				
III. PAINTING AND REPAINTING WORKS																								
A. FLOOR:																								
1. APPLY 2 COATS OF EPOXY PAINT **ON ALL CONCRETE FLOORS**, LOCATION, LIVING, DINING, KITCHEN AND STAIRS/STAIR LANDING, SUBMIT SAMPLE FOR COLOR SWATCHES	√																							
B. WALLS, CEILINGS & STAIRS:																								
1. APPLY 2 COATS OF **WOOD PRESERVATIVES** (SOLIGNUM) TO **ALL NEW WOODEN SURFACES**: CEILING BOARDS, CEILING JOISTS, DOUBLE PARTITIONS, WALL STUDS/FRAMINGS, CABINET FRAMINGS, STAIR TREADS/JOISTS, BALUSTERS AND INCLUDING ALL OTHER WOOD SURFACES TO COMPLETE THE WORKS	√																							
2. APPLY 3 COATS OF **QDE SEMI-GLOSS PAINT** INCLUDING PRIMER TO **ALL NEW WOODEN SURFACES** SUCH AS CEILING BOARDS, DOUBLE WALL PARTITIONS, CABINET SURFACES	√																							
3. APPLY 1 COAT OF **QDE SEMI-GLOSS PAINT** TO **ALL EXISTING WOODEN (INTERIOR & EXTERIOR) SURFACES** SUCH AS CEILING BOARDS, DOUBLE WALL PARTITIONS, CABINET COVERS	√																							
4. APPLY 1 COAT OF **QDE SEMI-GLOSS PAINT** TO **ALL EXISTING CONCRETE WALL SURFACES**	√																							
5. APPLY 1 COAT OF SEMI-GLOSS PAINT TO ALL STEEL CASEMENT WINDOW FRAMES	√																							
IV. FINISH HARDWARES AND MISCELLANEOUS WORKS																								
1. REPLACE DEFECTIVE DOOR KNOB WITH HEAVY-DUTY DOOR LOCKSETS AT MAIN ENTRANCE DOOR	√																							
2. REPLACE DILAPIDATED WINDOW WINDOW SCREENS, LOCATION: LIVING, KITCHEN, T&B & FRONT/REAR BEDROOMS	√																							
V. ELECTRICAL WORKS																								
1. CHECK AND PROVIDE ELECTRICITY SUPPLY ON LIGHTING MAIN LINES								√																
2. INSTALL NEW LIGHT SWITCHES																								
3. INSTALL NEW CONVENIENCE OUTLET	√																							
VI. TINSMITHRY WORKS																								
1. REPLACE ALL ROOFING SHEETS WITH .5MM THK. ORDINARY CORRUGATION, PRE-PAINTED LONG SPAN, LOCATION: ALL UPPER PORTION OF ROOF UNITS 1 TO 12 AND 14 TO 25, ROOF OVER KITCHEN ARE NOT INCLUDED IN CONTRACT	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
2. PROVIDE/INSTALL 0.6MM STAINLESS STEEL GUTTER TO UPPER LEVEL APARTMENTS (UNITS 1-12) ONLY	√	√	√	√	√	√	√	√	√	√	√	√												
3. REPAIR EXISTING ROOF OVER KITCHEN WITH LEAKS												√	√			√		√	√					

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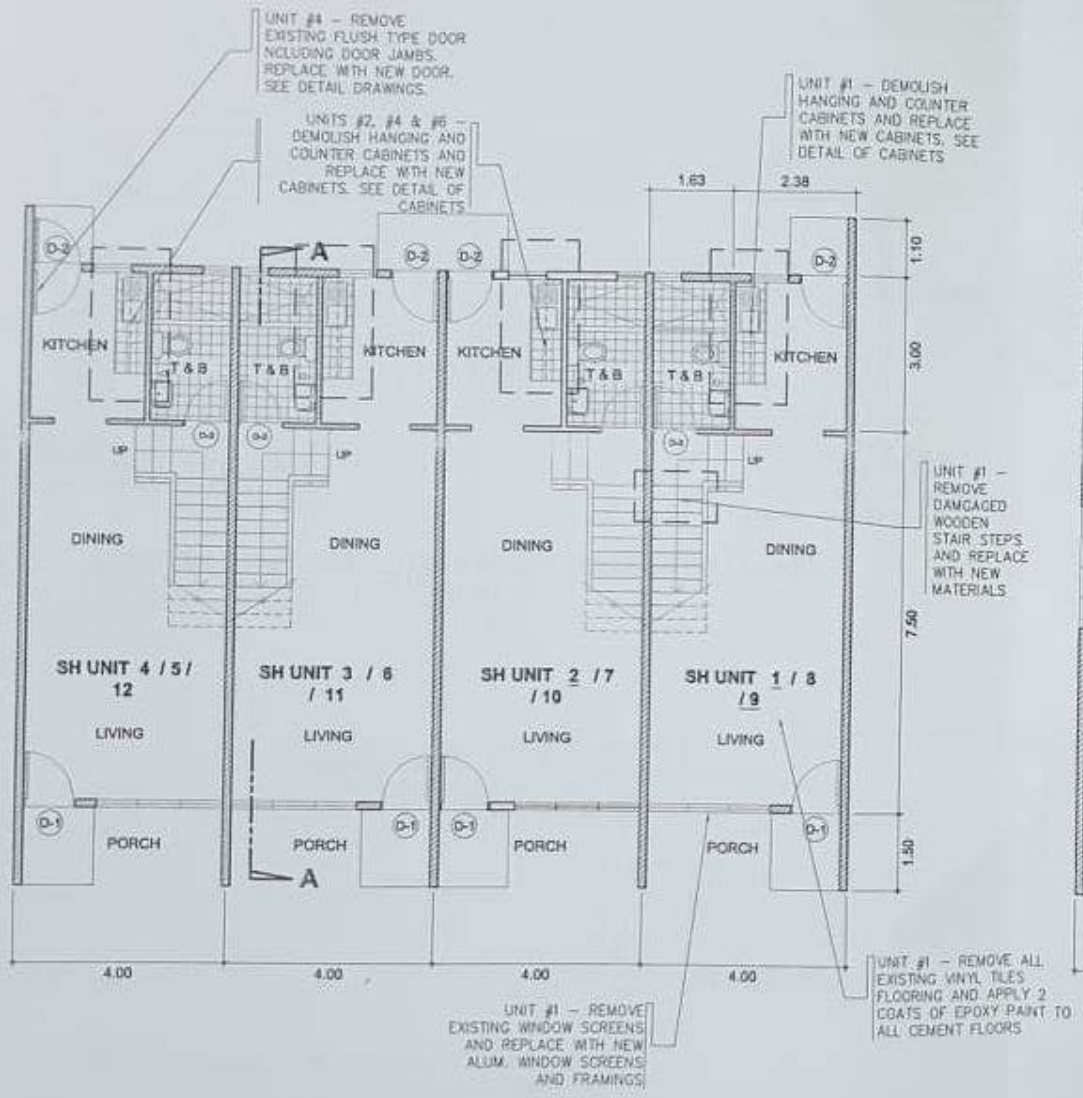
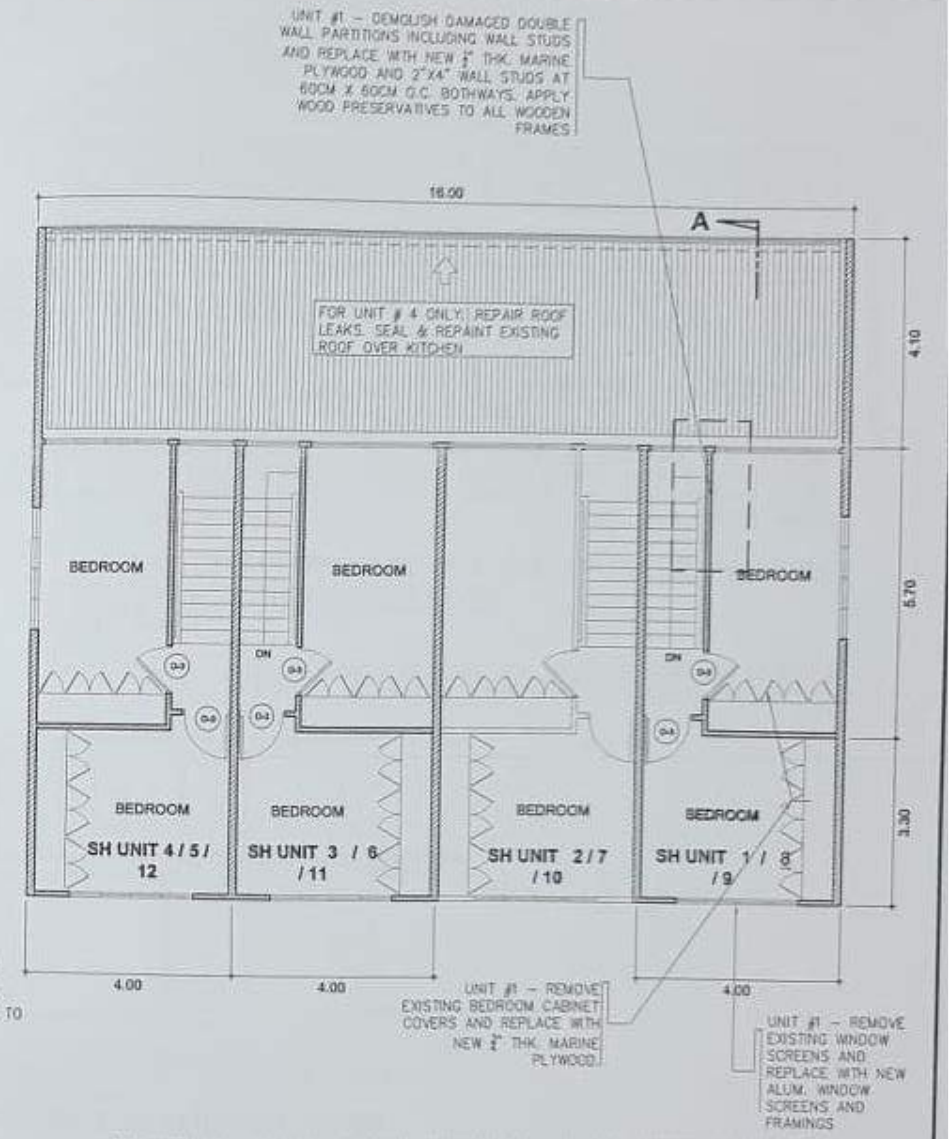


EXISTING STAFF HOUSE UNIT NOS. 1 to 12 - (UPPER LEVEL)

1 / A-2 TYPICAL GROUND FLOOR PLAN

SCALE 1 : 100 M.



EXISTING STAFF HOUSE UNIT NOS. 1 to 12 - (UPPER LEVEL)

2 / A-2 TYPICAL SECOND FLOOR PLAN

SCALE 1 : 100 M.

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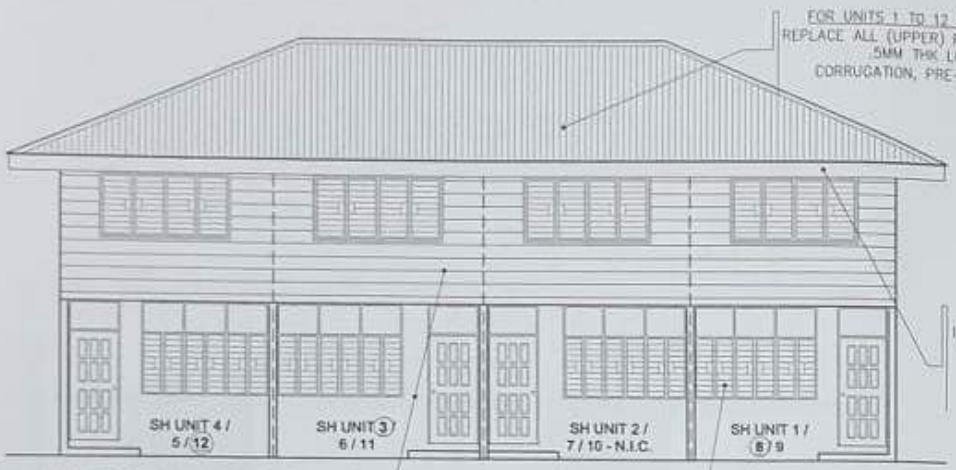
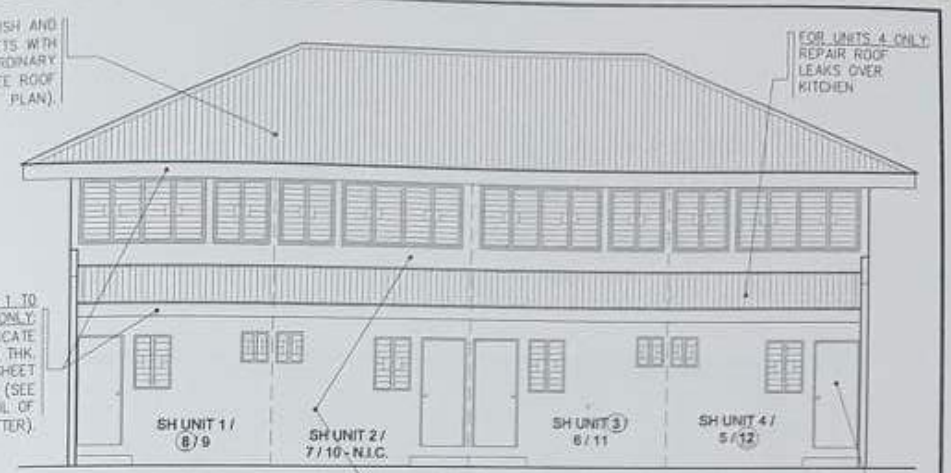
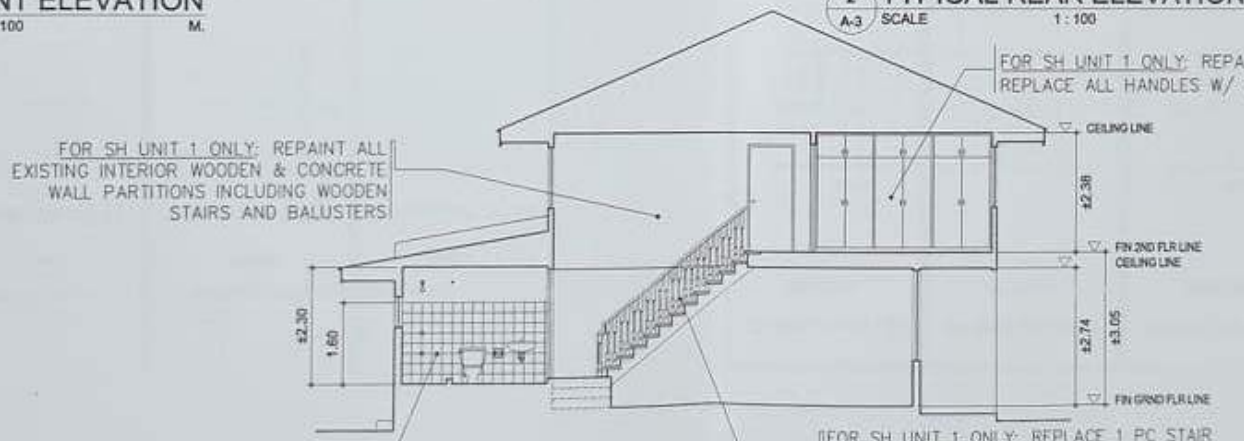


EXISTING STAFF HOUSE UNIT NOS. 1 TO 12 (UPPER LEVEL)
1 TYPICAL FRONT ELEVATION
A-3 SCALE 1 : 100 M.



EXISTING STAFFHOUSE UNIT NOS. 1 TO 12 (UPPER LEVEL)
2 TYPICAL REAR ELEVATION
A-3 SCALE 1 : 100 M.



EXISTING STAFF HOUSE UNIT NOS. 1 TO 12 (UPPER LEVEL)
3 TYPICAL CROSS SECTION THROUGH A - A
A-3 SCALE 1 : 100 M.

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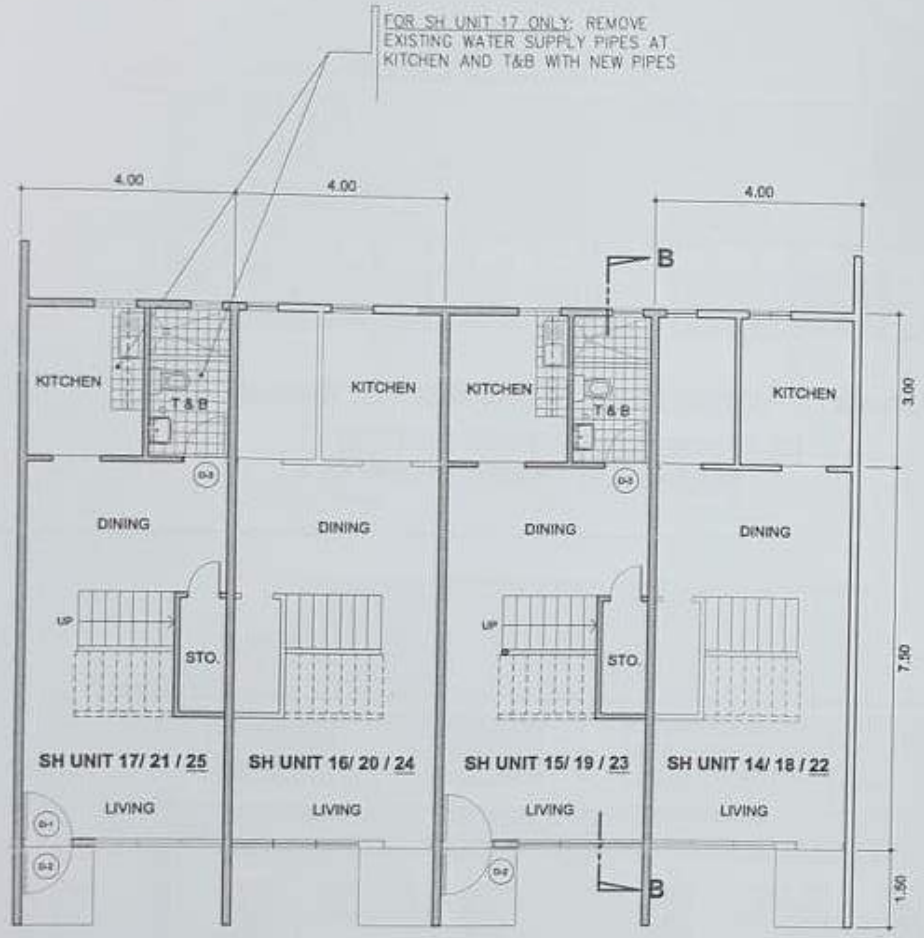
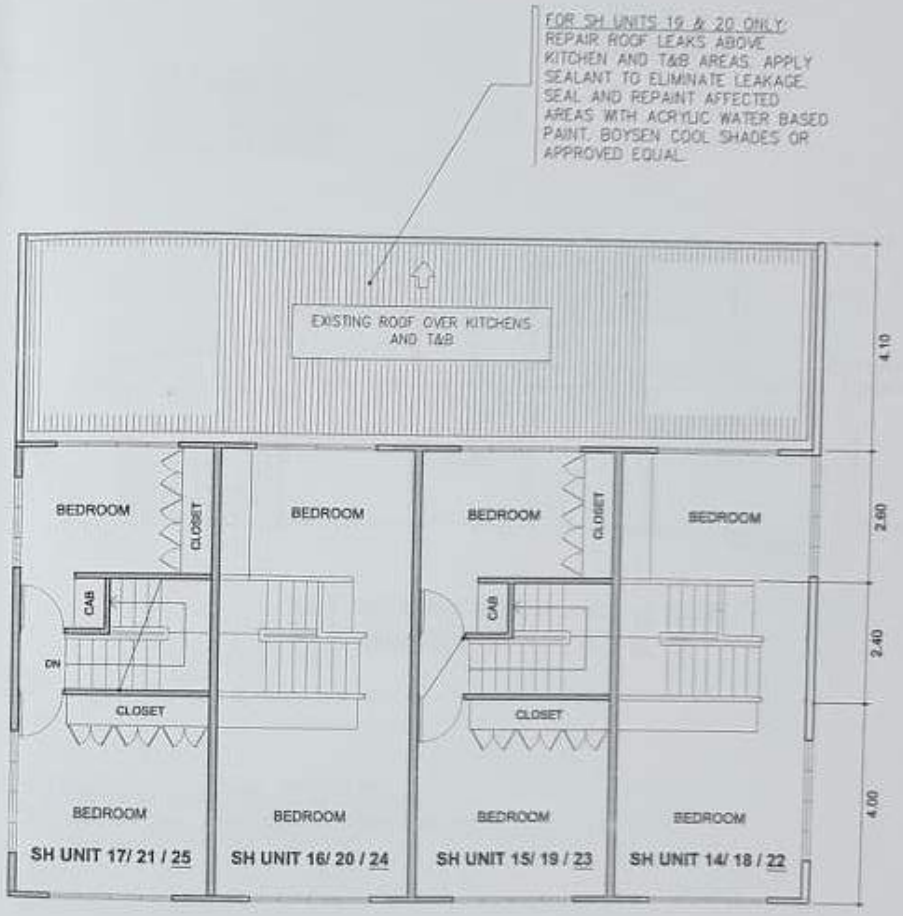


EXISTING STAFF HOUSE NOS. 14 TO 25 (LOWER UNITS)

1 A-4 TYPICAL GROUND FLOOR PLAN

SCALE 1 : 100 M.



EXISTING STAFF HOUSE NOS. 14 TO 25 (LOWER UNITS)

2 A-4 TYPICAL SECOND FLOOR PLAN

SCALE 1 : 100 M.

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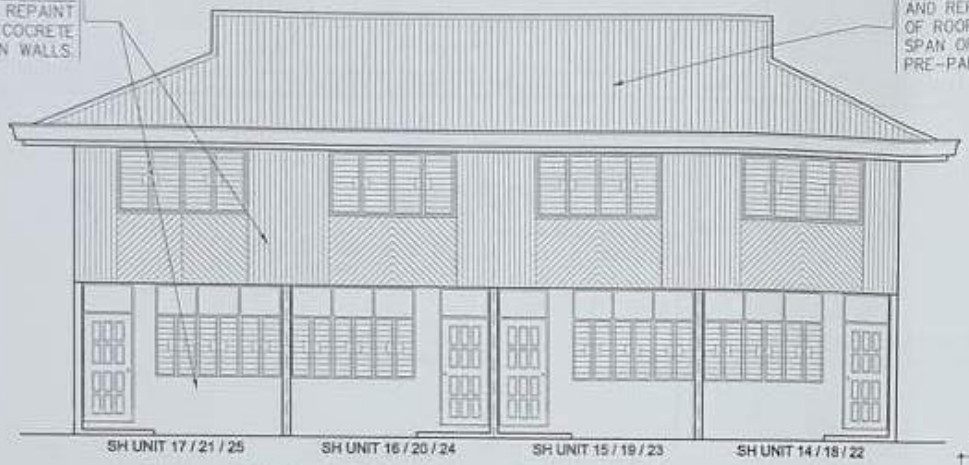
FOR SH UNITS 23 & 25 ONLY: REPAINT EXTERIOR COCRETE AND WOODEN WALLS.

FOR SH UNITS 14 TO 25: DEMOLISH AND REPLACE ALL UPPER PORTION OF ROOF WITH .5MM THK. LONG SPAN ORDINARY CORRUGATION, PRE-PAINTED. SEE ROOF PLAN



EXISTING STAFF HOUSE UNITS 14 TO 25
TYPICAL FRONT ELEVATION

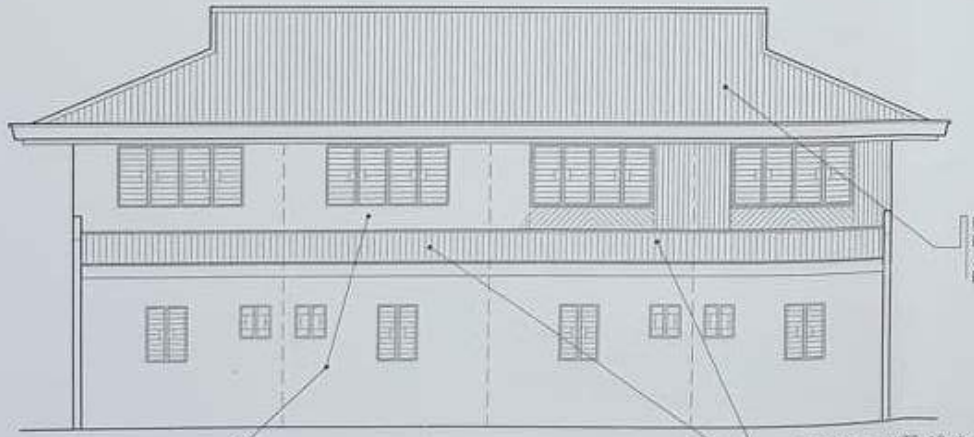
2 / A-5 SCALE 1 : 100 M.

FOR SH UNITS 19 & 20 ONLY: REPAIR ROOF LEAK ABOVE KITCHEN & T&B AREAS. APPLY SEALANT TO ELIMINATE LEAKAGE

FOR SH UNITS 14 & 17 ONLY: REPAIR ROOF LEAKS AT BEDROOM AREAS. APPLY SEALANT TO ELIMINATE LEAKAGE. VERIFY ACTUAL

EXISTING STAFF HOUSE UNITS 14 TO 25
TYPICAL SECTION THRU B - B

3 / A-5 SCALE 1 : 100 M.



FOR SH UNITS 14 TO 25: DEMOLISH AND REPLACE ALL UPPER PORTION OF ROOF WITH .5MM THK. LONG SPAN ORDINARY CORRUGATION, PRE-PAINTED. SEE ROOF PLAN

FOR SH UNITS 19 & 20 ONLY: REPAIR ROOF LEAKS ABOVE KITCHEN AND T&B AREAS. APPLY SEALANT TO ELIMINATE LEAKAGE AND SEAL AND REPAINT AFFECTED AREAS AT LOWER ROOF PORTION WITH ACRYLIC WATER BASED PAINT. BOYSEN COOL SHADES OR APPROVED EQUAL

FOR SH UNITS 14 TO 25: REPAINT EXTERIOR COCRETE AND WOODEN WALLS.

EXISTING STAFF HOUSE UNITS 14 TO 25
TYPICAL REAR ELEVATION

B / 7 SCALE 1 : 100 M.

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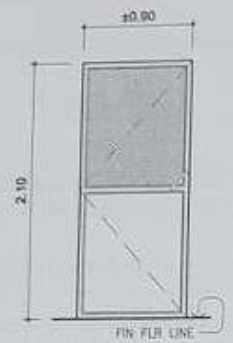
D-2 (1 SET–SH UNIT 4 ONLY)
DEMOLISH EXISTING DOOR AND REPLACE WITH NEW PANEL DOOR INCLUDING DOOR JAMBS. USE 2"x6" TANGUILE KD WOOD JAMB. PROVIDE HEAVY DUTY LOCKSETS & HINGES
LOC.: KITCHEN

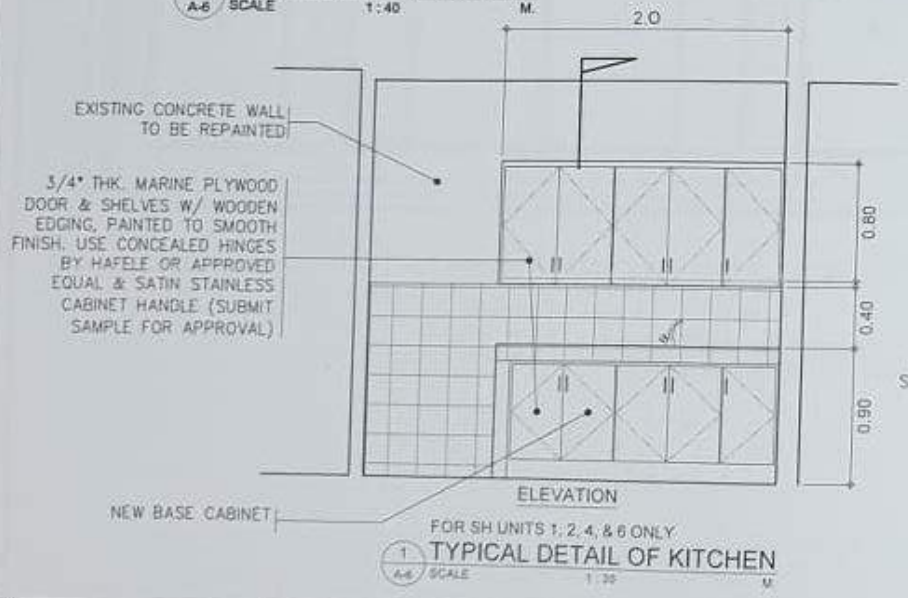


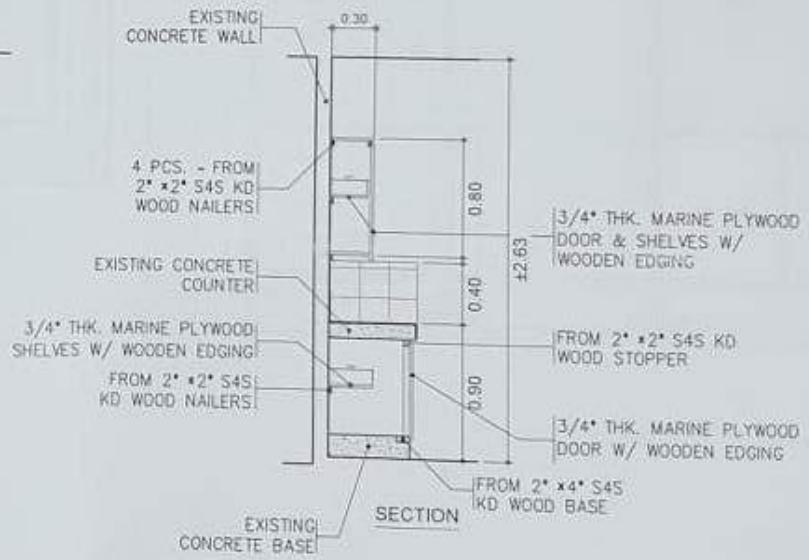
SCREEN DOOR (2 SETS FOR SH UNIT 1 ONLY)
ALUMINUM SCREEN DOOR ANODIZED FINISH. PROVIDE DOOR CLOSER, PULL HANDLE & BARREL BOLT.
LOC.: LIVING & KITCHEN

NOTES ON DOORS:

1. VERIFY ACTUAL JAMB OPENINGS & QUANTITY AT JOBSITE BEFORE FABRICATION OF DOOR PANELS.
2. PROVIDE NECESSARY HARDWARE & LOCKSETS (VERIFY WITH ARCHITECT/OWNER & SUBMIT SAMPLE FOR APPROVAL).
3. REPLACE ALL LOCKSETS FOR ALL NEW DOORS & AS REQUIRED IN THE PLANS FOR EXISTING.
4. PROVIDE DOOR JAMB AS REQUIRED IN THE DRAWING, USE FROM 2" x 6" KD TANGUILE FOR EXTERIOR & 2" x 5" KD S4S TANGUILE FOR INTERIOR. APPLY/TREAT WITH SOLIGNUM WOOD PRESERVATIVES.

2 SCHEDULE OF DOORS
A-6 SCALE 1:40 M.





FOR SH UNITS 1, 2, 4, & 6 ONLY

1 TYPICAL DETAIL OF KITCHEN
A-6 SCALE 1:20 M.

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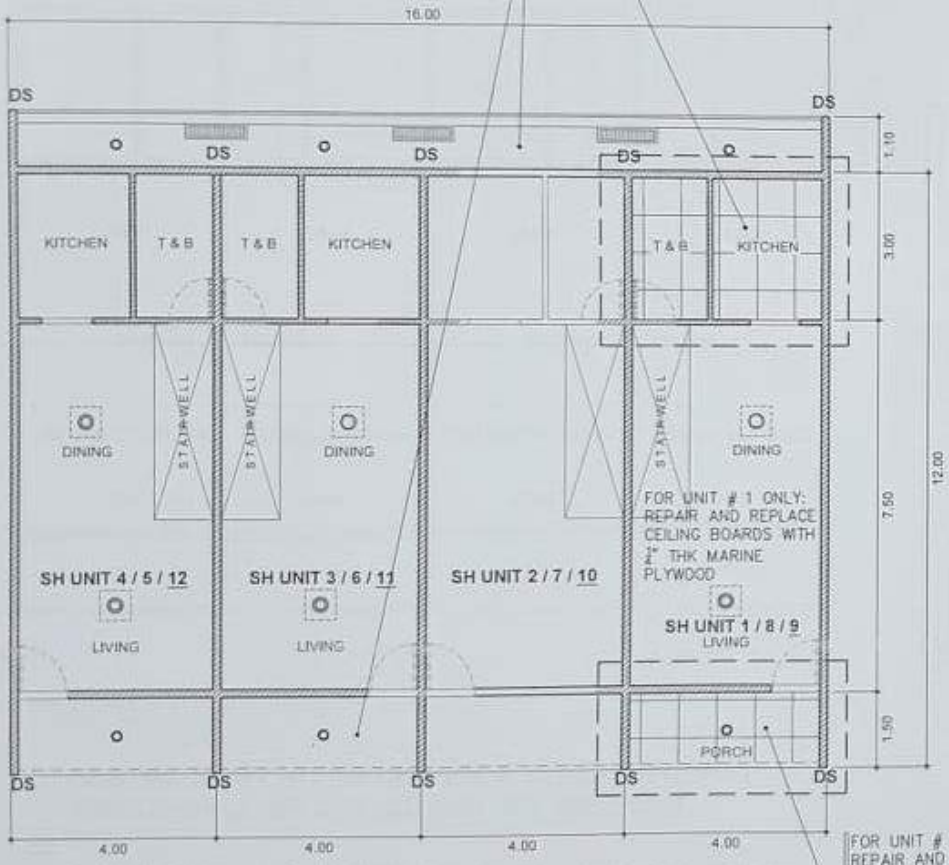
AREAS OF CEILING FOR REPAIR AND REPLACEMENT

STAFFHOUSE	PORCH	LIVING	DINING	KITCHEN	T&B	SERVICE/LAUNDRY AREA	STAIR CASE	FRONT BEDROOM	REAR BEDROOM
UNIT # 1	1.50 M x 4M	1.20M x 2.40M	-	2.50M x 3M	1.50M x 3M	1.50M x 4M	1.20M x 2.40M	1.20M x 2.40M	1.20M x 2.40M
UNIT # 4	-	-	-	-	-	1.50M x 4M	1.20M x 2.40M	-	-
UNIT # 5	-	-	-	2.50M x 3M	-	-	-	-	-
UNIT # 12	-	-	-	-	-	-	-	-	1.20M x 2.40M
UNIT # 14	-	-	-	-	-	-	-	-	1.20M x 2.40M
UNIT # 17	-	-	-	-	-	-	1.20M x 2.40M	1.20M x 2.40M	-
UNIT # 19	-	-	-	2.50M x 3M	1.50M x 3M	-	-	-	-
UNIT 20	-	-	-	2.50M x 3M	-	-	-	-	-

FOR UNIT 1 ONLY: @ KITCEN AND T&B, REPAIR AND REPLACE CEILING BOARDS WITH ¾" THK MARINE PLYWOOD

FOR UNITS 1 TO 12: RE-PAINT ALL EXTERIOR (ROOF EAVES) CEILINGS

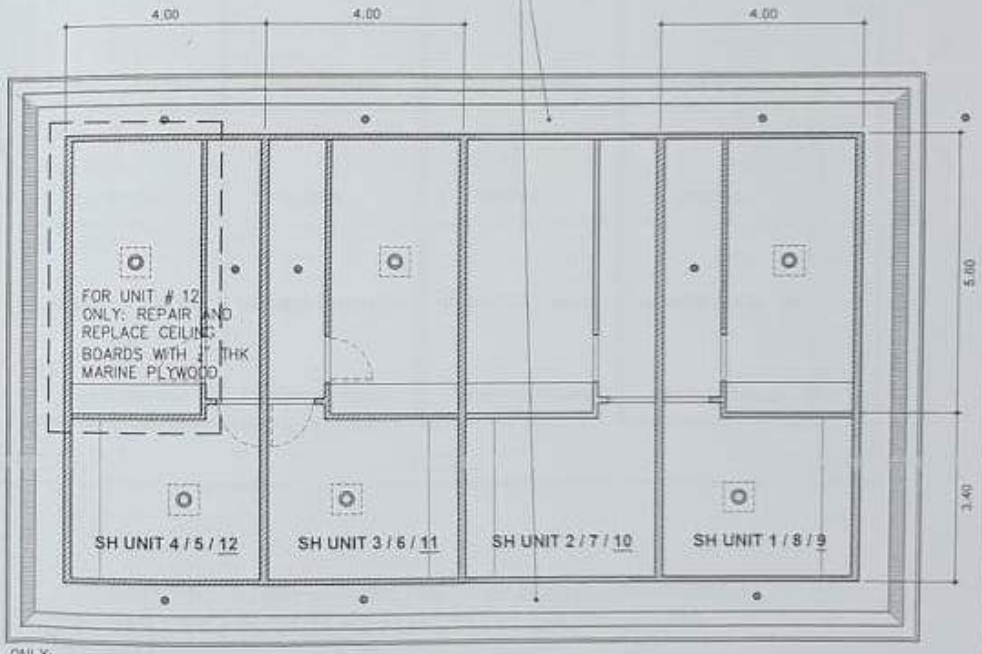


FOR UNIT # 1 ONLY: REPAIR AND REPLACE CEILING BOARDS WITH ¾" THK MARINE PLYWOOD

1 / A-7 SCALE 1 : 100 M.

EXISTING STAFF HOUSE UNIT NOS. 1 TO 12 - (UPPER LEVEL)
TYPICAL GROUND FLOOR REFLECTED CEILING PLAN

FOR UNITS 1 TO 12 ONLY: RE-PAINT ALL EXTERIOR (ROOF EAVES) CEILINGS



2 / A-7 SCALE 1 : 100 M.

EXISTING STAFF HOUSE UNIT NOS. 1 TO 12 - (UPPER LEVEL)
TYPICAL SECOND FLOOR REFLECTED CEILING PLAN

OWNER	PROJECT TITLE / LOCATION	PREPARED / DRAWN BY	CHECKED / REVIEWED	CONCURRED BY	ENDORSED BY	RECOMMENDING APPROVAL	APPROVED	SHEET CONTENTS	SHEET NO.
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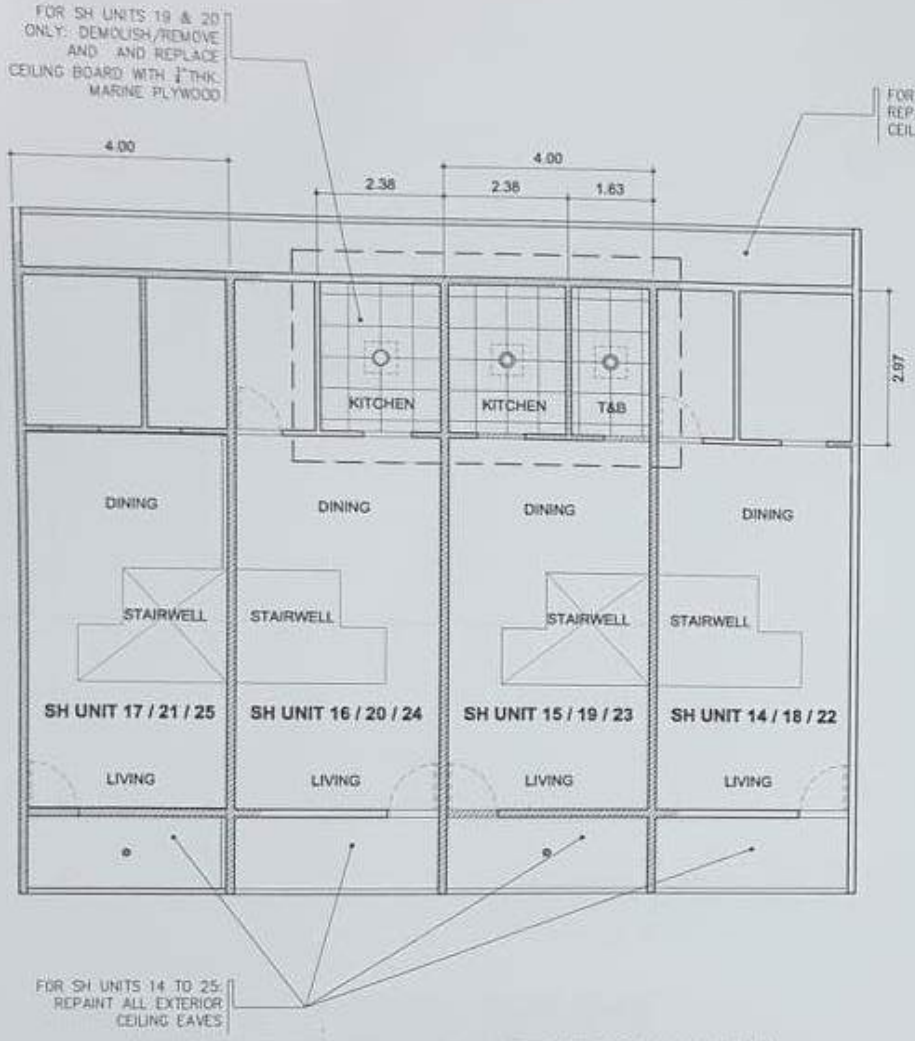
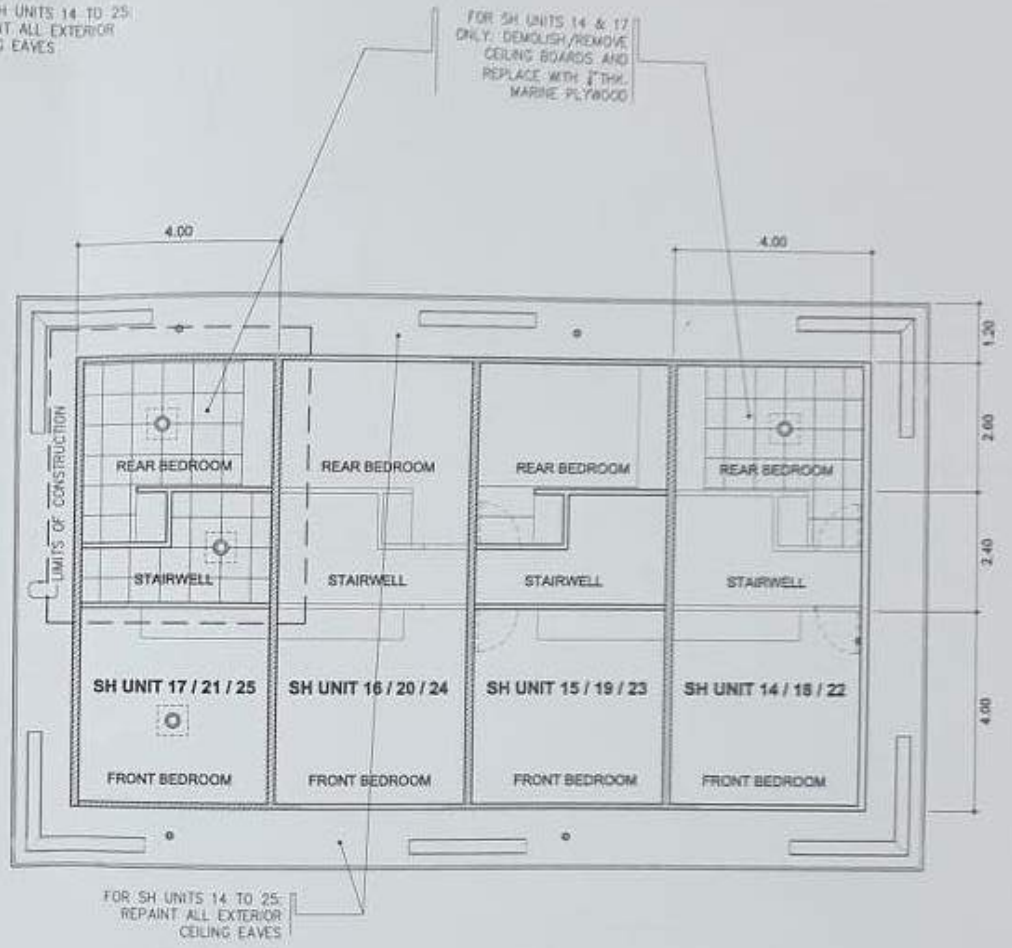


EXISTING STAFF HOUSE UNITS 22 & 25 (LOWER LEVEL)
GROUND FLOOR REFLECTED CEILING PLAN

1 / A-8 SCALE 1 : 100 M.



EXISTING STAFF HOUSE UNITS 22 & 25 (LOWER LEVEL)
SECOND FLOOR REFLECTED CEILING PLAN

2 / A-8 SCALE 1 : 100 M.

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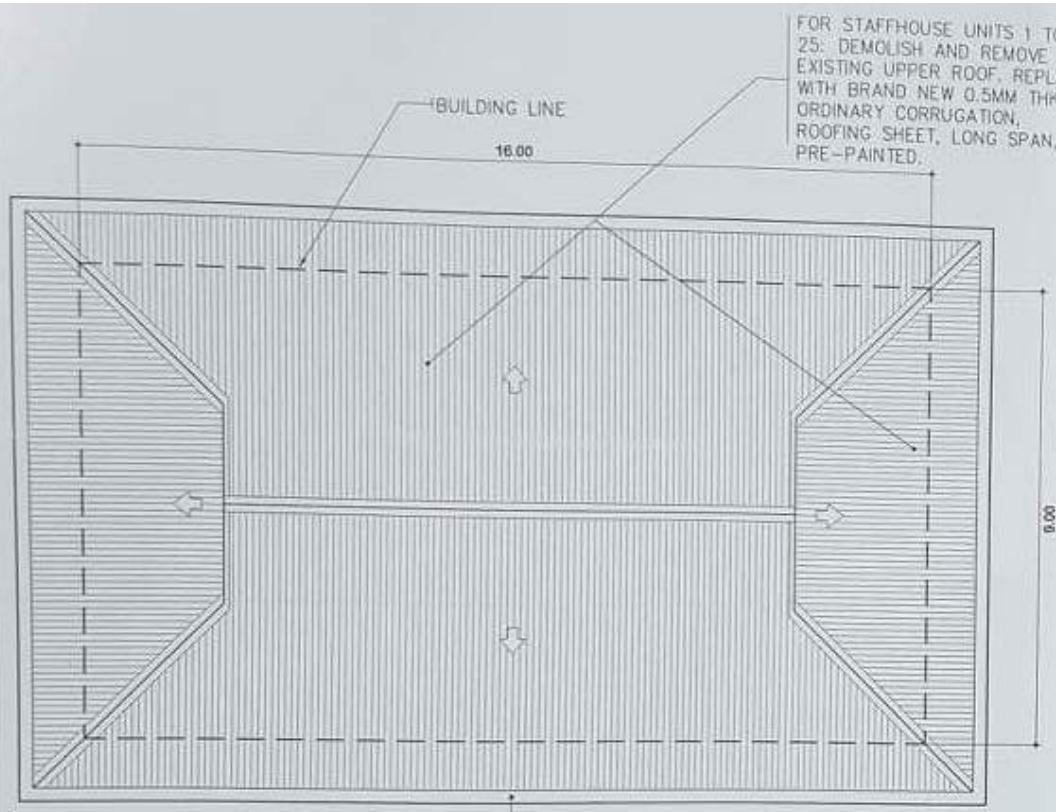
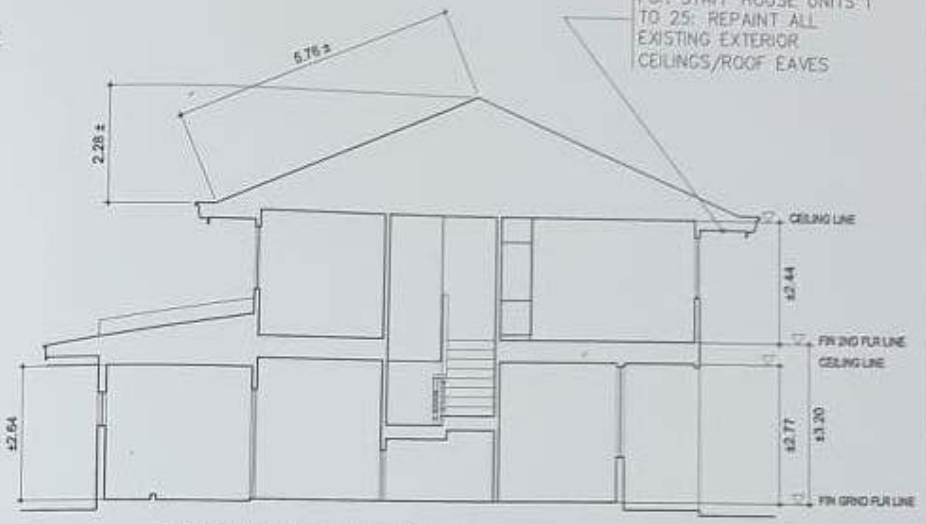
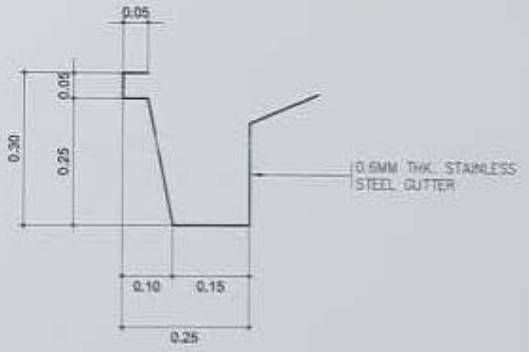


1 / A-9 TYPICAL ROOF PLAN
SCALE 1 : 100 M.



STAFFHOUSE UNITS 14 to 25
2 / A-9 TYPICAL SECTION
SCALE 1 : 100 M.



3 / A-9 DETAIL OF GUTTER
SCALE 1 : 10 M.

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Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD) Department of Science and Technology (DOST) Los Baños, Laguna	REPAIR AND IMPROVEMENT OF PCAARRD STAFFHOUSING UNITS Location: Los Baños, Laguna	ELEANOR M. OCAMPO ADM. ASST. V, IDD - PCAARRD PREPARED ON: REVISED ON:	WILMAR J. LASTIMOSA S. SCI. IDD - PCAARRD REVIEWED ON:	SUSAN S. MOLINA DIRECTOR, FAD PCAARRD	FEZOIL LUZ C. DECENA DIRECTOR, IDD PCAARRD	MELVIN B. CARLOS DEPUTY EXEC. DIRECTOR OIC-DARMES, PCAARRD	REYNALDO V. EBORA EXECUTIVE DIRECTOR PCAARRD	• TYPICAL ROOF PLAN (UPPER & LOWER UNITS) • TYPICAL SECTION DETAIL OF GUTTER	A-9 10 / 10