



UNIVERSITY OF THE PHILIPPINES CEBU

# **PHILIPPINE BIDDING DOCUMENTS**

## **REPAIR AND REPLACEMENT OF TILES OF VARIOUS BUILDINGS OF UP CEBU**

**APPROVED BUDGET FOR THE CONTRACT  
(PHP 1,750,000.00)**

Government of the Republic of the Philippines  
Sixth Edition  
July 2020

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# *Glossary of Terms, Abbreviations, and Acronyms*

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

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

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

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

**CPI** – Consumer Price Index.

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.

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



***University of the Philippines Cebu***

## ***Invitation to Bid for Repair and Replacement of Tiles of Various Buildings of UP Cebu***

1. The *University of the Philippines Cebu*, through the *GAA 2020* intends to apply the sum of *One Million Seven Hundred Fifty Thousand Pesos Only (PhP 1,750,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Repair and Replacement of Tiles of Various Buildings of UP Cebu* with contract ID *2020-I-003*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *University of the Philippines Cebu* now invites bids for the above Procurement Project. Completion of the Works is required *120 Calendar Days*. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *University of the Philippines Cebu* and inspect the Bidding Documents at the address given below from *8:00 AM – 12:00 NN, 1:00 PM – 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested bidders on *December 3, 2020* from given address and website/s below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Two Thousand Pesos Only (PhP 2,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through email*.
6. The *University of the Philippines Cebu* will hold a Pre-Bid Conference on *December 10, 2020, 11:00AM* at *UP Cebu BAC Office, Room 207 2<sup>nd</sup> Floor UP Cebu Administration Building, Gorordo Ave., Lahug, Cebu City, which is available via ZOOM*

**<https://up-edu.zoom.us/j/87525277661>**

Meeting ID: 875 2527 7661

Passcode: ad346Om7

which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before *December 23, 2020, 11:00AM*. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on *December 23, 2020, 11:00AM* at the given address below *UP Cebu BAC Office, Room 207 2<sup>nd</sup> Floor UP Cebu Administration Building, Gorordo Ave., Lahug, Cebu City*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity either face to face or via **ZOOM**

**<https://up-edu.zoom.us/j/83693772569>**

Meeting ID: 836 9377 2569

Passcode: 7MBq8p89

10. The *University of the Philippines Cebu* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*Ms. Emma O. Gandionco  
BAC Secretariat Chair  
Bids and Awards Committee  
UP Cebu, Lahug, Cebu City  
bac\_sec.upcebu@up.edu.ph  
(032) 233 3497*

12. You may visit the following websites:

For downloading of Bidding Documents: ***Invitation to Bid: Repair and Replacement of Tiles of Various Buildings for UP Cebu***

***Dr. Lorel S. Dee***  
*BAC Chairperson*



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

### **1. Scope of Bid**

The Procuring Entity, *University of the Philippines Cebu* invites Bids for the *Repair and Replacement of Tiles of Various Buildings of UP Cebu.*, with Project Identification Number **2020-I-003**

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

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below **2020** in the amount of ***One Million Seven Hundred Fifty Thousand Pesos Only (Php 1,750,000.00)***

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

### **3. Bidding Requirements**

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

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

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

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

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.  
  
A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.
- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## 6. Origin of Associated Goods

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

## 7. Subcontracts

- 7.1. The 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 allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.

- 7.1. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.2. 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 *BAC office, Rm 207 Administration Building, University of the Philippines Cebu, Lahug, Cebu City* and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

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

## **10. Documents Comprising the Bid: Eligibility and Technical Components**

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

## 11. Documents Comprising the Bid: Financial Component

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

## 12. Alternative Bids

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

## 13. Bid Prices

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

## 14. Bid and Payment Currencies

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

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

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 23, 2021*.. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 16. Sealing and Marking of Bids

Each Bidder shall submit 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															
1.0	The <i>University of the Philippines Cebu</i> , invites Bids for the <i>Repair and Replacement of Tiles of Various Buildings of UP Cebu</i> .														
2.1	The GOP through <i>GAA 2020</i> in the amount of <i>One Million Seven Hundred Fifty Thousand Pesos Only (PhP 1,750,000.00)</i> .														
4.0	<i>No further instructions.</i>														
5.1	<i>No further instructions.</i>														
5.2	The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) for the last 5 years that is similar to this Project.  Major category of work is <i>Renovation, repair, tile installation</i>														
7.1	<i>Subcontracting may be allowed.</i>														
8.0	The Procuring Entity will hold a pre-bid conference for this Project on <i>December 10, 2020, 11:00AM at UP Cebu BAC Office, Room 207 2<sup>nd</sup> Floor UP Cebu Administration Building, Gorordo Ave., Lahug, Cebu.</i>														
10.4	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Key Personnel</u></th> <th style="text-align: left;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td><i>Site Engineer</i></td> <td><i>5 years</i></td> </tr> <tr> <td><i>Foreman</i></td> <td><i>5 years</i></td> </tr> <tr> <td><i>Tiler</i></td> <td><i>5 years</i></td> </tr> <tr> <td><i>Mason</i></td> <td><i>5 years</i></td> </tr> <tr> <td><i>Plumber</i></td> <td><i>5 years</i></td> </tr> <tr> <td><i>Safety Officer</i></td> <td><i>5 years</i></td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>Relevant Experience</u>	<i>Site Engineer</i>	<i>5 years</i>	<i>Foreman</i>	<i>5 years</i>	<i>Tiler</i>	<i>5 years</i>	<i>Mason</i>	<i>5 years</i>	<i>Plumber</i>	<i>5 years</i>	<i>Safety Officer</i>	<i>5 years</i>
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10.5	The minimum major equipment requirements are the following: <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;"><u>Equipment</u></th> <th style="text-align: left;"><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td><i>Tile Cutter</i></td> <td><i>1 unit</i></td> </tr> <tr> <td><i>PPR Fusion Welding Machine</i></td> <td><i>1 unit</i></td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Number of Units</u>	<i>Tile Cutter</i>	<i>1 unit</i>	<i>PPR Fusion Welding Machine</i>	<i>1 unit</i>								
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11.0	<i>No further instruction.</i>														
13.0	<i>Bidder shall provide their own BOQ and detailed program of works and drawings if needed, to be submitted to and approved by the PE prior to implementation. The attached Bill of Quantities and program of works is for reference only.</i>  <i>Award of contract will be based on the total bid amount. The amount per lot as reflected in section VI and VII is for reference only.</i>														
14.2	Payment of the contract price shall be made in: <i>Philippine Pesos.</i>														
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:														

	<p>a. The amount of not less than <i>Thirty Five Thousand Pesos Only (PhP 35,000.00)</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than <i>Eighty Seven Thousand Five Hundred Pesos Only (PhP 87,500.00)</i>, if bid security is in Surety Bond.</p>
15.2	The Bid and bid security shall be valid until <i>April 23, 2021</i> .
16.0	<i>Each bidder shall submit ONE (1) ORIGINAL copy of the Eligibility, Technical and Financial components of the bid and soft copy in PDF format in a USB.</i>
17.0	<p>Deadline and address for the submission of bids:  <i>on or before December 23, 2020, 11:00AM</i>  <i>UP Cebu BAC Office, Room 207 2<sup>nd</sup> Floor UP Cebu Administration Building, Gorordo Ave., Lahug, Cebu City</i></p>
18.1	<p>Schedule for Opening of Bids:  <i>December 23, 2020, 11:00AM</i>  <i>UP Cebu BAC Office, Room 207 2<sup>nd</sup> Floor UP Cebu Administration Building, Gorordo Ave., Lahug, Cebu City</i></p>
20	<i>No further instruction.</i>
21	<p>Additional contract documents relevant to the Project:</p> <ul style="list-style-type: none"> <li>• <i>S-Curve / Gantt Chart</i></li> <li>• <i>Program of Works</i></li> <li>• <i>Bill of Quantities</i></li> <li>• <i>Manpower Schedule</i></li> <li>• <i>Construction safety and health program approved by the DOLE</i></li> <li>• <i>Timetable approved by the procuring entity before the execution of work</i></li> </ul>



## ***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 R.A. 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*

<b>GCC Clause</b>	
3.1	<i>The procuring entity shall give possession the part of the site to the contractor on the date of receipt of NTP by the successful bidder.</i>
4.0	<i>No further instructions.</i>
5.1	<i>No further instructions.</i>
7.1	<i>No further instructions.</i>
7.2	<i>Performance security shall have the validity until the final acceptance of the project.</i>
9.0	<i>No further instructions.</i>
11.1	<i>The Contractor shall submit the Program of Work to the Office of the Campus Architect within seven (5) days of receipt of the Notice to Proceed.</i>
13.0	<i>The amount of the advance payment is Two Hundred Sixty Two Thousand Five Hundred Pesos Only (Php 262,500.00). and succeeding payments shall be through progress billing approved by the PE.</i>

## *Section VI. Specifications*

Project: *Repair and Replacement of Tiles of Various Buildings of UP Cebu*

Location: Gorordo Ave., Lahug, Cebu City

Owner: University of the Philippines Cebu

### **SCOPE OF WORKS**

#### **1.0 Project Description**

##### 1.1 Project Title:

*Bidding for the Repair and Replacement of Tiles of Various Buildings of UP Cebu.*

##### 1.2 General Description

The project site is located within the premise of the University of the Philippines Cebu in its various building. The General Design Specification is as prescribed in the Scope of Works (SOW). The project shall have an Approved Budget for the Contract (ABC) of *One Million Pesos Only (PhP 1,750,000.000)*.

#### **2.0 Scope of Works**

##### **Lot 1: Repair/ Tiling of Greenovate Comfort Rooms**

ITEM	DESCRIPTION	ITEM INCLUDED AND SCOPE OF WORKS
<b>1.0</b>	<b>PRELIMINARIES</b>	
	Mobilization/ Demobilization	Includes all costs for demobilization, dismantling of all temporary facilities and removal of all construction equipment, tools, personnel and debris out of the project site and/or University premises. Includes general cleaning of building and site; spic and span, ready for turnover and for use.
	Workers Permits	
<b>2.0</b>	<b>Interior Fit Out (Tiling Works)</b>	
	Comfort Rooms	
	supply and installation of 60cm x 60cm non-skid homogenous floor tiles at CR	For all comfort room tiles flooring and walls as specified; includes supply and installations of 60cm x 60cm non-skid homogenous tiles, 30cm x 60cm non-skid homogenous tiles bonding compound and accessories necessary to install the wall tiles, as
	40kg tile adhesive heavy duty	
	tile grout	

	replacement of floor drains; use stainless steel 6"x6" floor drains	specified and desired look and effect; including the installation of architectural profiles and tile trims; pure tile adhesive must be use heavy duty especially on the walls; Includes bonding compound and other chemical and accessories to complete the installation as required for the acceptable method of installation of the synthetic granite or stone
	supply and installation of 30cm x 60cm homogenous tiles for CR perimeter walls only	
	tile trims 6ft / length	
	40kg tile adhesive heavy duty	
	tile grout	
	Supply and installation of synthetic granite or stone on the existing lavatory counters for both male and female	
	<b>Main Rooms</b>	
	supply and installation of 60cm x 60cm non-skid homogenous floor tiles for the room general area at ground floor w/ wire mesh on the mortar to reinforced the concrete	For all main room tiles flooring as specified; includes supply and installations of 60cm x 60cm non-skid homogenous tiles, bonding compound and accessories necessary to install the wall tiles, as specified and desired look and effect; including the installation of architectural profiles and tile trims; pure tile adhesive must be use heavy duty especially on the walls; For all interior flooring as specified; includes vinyl tiles, bonding compound and accessories necessary to install the vinyl tiles or flooring.
	Supply and installation of wood plank homogenous tiles 1200cm x 12cm for entry porch	
	40kg tile adhesive heavy duty	
	tile grout	
	supply and installation of 3mm vinyl tiles (wooden look) to entire second floor general area, main stairs	
	Stair nosing	
<b>3.0</b>	<b>Plumbing Works</b>	
	replacement of old exposed water supply blue pipes into 25mm PPR, PN20 on all tile embedded pipes; includes all fittings needed for an acceptable piping installation	Includes pipes and fittings for potable water supply, including valves, water meters, faucets, air chambers, etc.
	pressure test after the installation; before installing the wall tiles	OCA must witness and sign the testing form.

## Lot 2: Replacement of Broken Tiles at UPSRP

### I. SAFEKEEPING AND PROTECTION AND OF COMPUTERS

1. Contractor shall see to it that before doing chipping, cutting and installation of tiles, all things inside the room shall be safe and restored in a safe place and fully covered with plastic.
2. ACU, lights, switch, outlets and other equipment and fixtures shall be covered properly with plastic or paper sealed with masking tape.

3. After the installation of tiles is done, contractor to clean the wall,, windows, doors and ceiling using vacuum cleaning equipment.

## **II. CHIPPING, CLEARING AND DISPOSAL**

1. Cutting the edge of broken tiles so that tiles beside it will not be affected.
2. Chipping of the concrete topping to the desired elevation.
3. Clearing and disposal of waste to designated areas selected by the Owner.
4. Site clearing and disposal of waste every day is required to make the area workable and free from accident to happen.

## **III. TILE WORKS**

1. Installation of new tiles with the same size and color.
2. Installation shall be a mixture of cement and heavy duty tile adhesives and if topping is needed, a mixture of 1:3 is required.
3. Contractor shall provide skilled mason in handling the tile installation.

## **IV. RESTORATION WORKS OF AFFECTED STRUCTURES**

1. Contractor to restore any damage done during the course of the project without any cost of the owner.

### **Lot 3: Repair and Replacement of Tiles at the Library (Main Campus)**

## **I. SAFEKEEPING AND PROTECTION AND OF COMPUTERS**

1. Contractor shall see to it that before doing chipping, cutting and installation of tiles, all things inside the room shall be safe and restored in a safe place and fully covered with plastic.
2. ACU, lights, switch, outlets and other equipment and fixtures shall be covered properly with plastic or paper sealed with masking tape.
3. After the installation of tiles is done, contractor to clean the wall,, windows, doors and ceiling using vacuum cleaning equipment.

## **II. CHIPPING, CLEARING AND DISPOSAL**





1. Cutting the edge of broken tiles so that tiles beside it will not be affected.
2. Chipping of the concrete topping to the desired elevation.
3. Clearing and disposal of waste to designated areas selected by the Owner.
4. Site clearing and disposal of waste every day is required to make the area workable and free from accident to happen.

## **III. RESTORATION WORKS OF AFFECTED STRUCTURES**

1. Contractor to restore any damage done during the course of the project without any cost of the owner.

# Section VII. Drawings

**LEGEND:**

-  60cmx60cm NON-SKID HOMOGENEOUS TILES FOR GROUND FLOOR GENERAL AREAS. DESIGN TO BE APPROVED BY UP/CEBU/OCA
-  60cmx60cm NON-SKID HOMOGENEOUS TILES FOR CRs; DESIGN TO BE APPROVED BY UP/CEBU/OCA
-  3mm THICK VINYL TILES FOR SECOND FLOOR GENERAL AREA AND ENTRY PORCH; DESIGN TO BE APPROVED BY UP/CEBU/OCA
-  WOOD PLANK HOMOGENEOUS TILES FOR ENTRY PORCH; DESIGN TO BE APPROVED BY UP/CEBU/OCA

**ARCHITECTURAL GENERAL NOTES:**

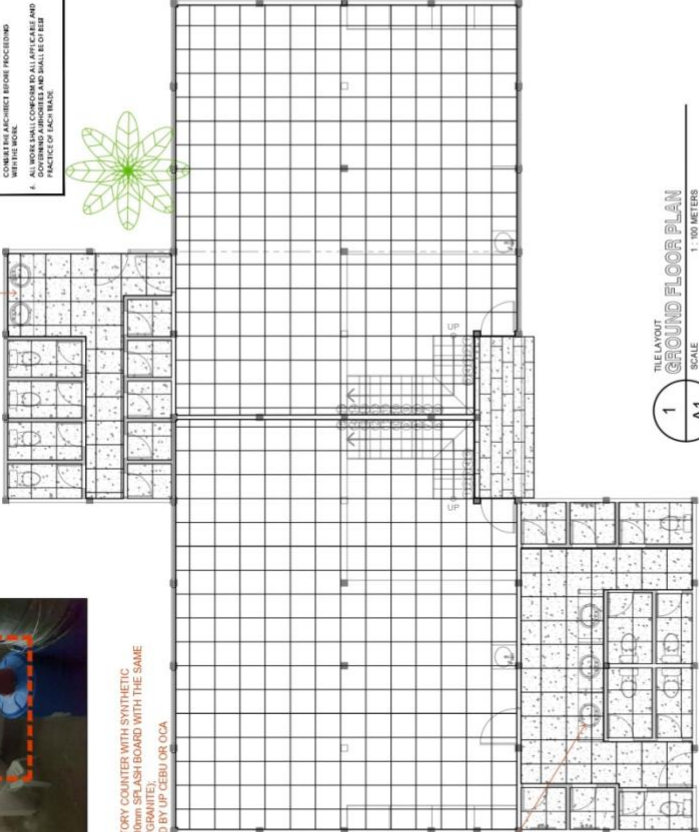
1. ALL DIMENSIONS SHALL HAVE REFERENCE OVERSCALE AND SHALL BE INDICATED BY DIMENSION LINES.
2. THE OWNER AND THE ARCHITECT SHALL BE KEARID OF ANY CORRECTIONS.
3. WHEN DISCREPANCIES EXIST BETWEEN DRAWINGS, THE ARCHITECT SHALL BE KEARID TO THE GENERAL OR AS SHOWN TO GOVERN. CONSIDER THE ARCHITECT'S DESIGN INTENTIONS IN THE WORK.
4. WORK SHALL BE KEARID TO THE ARCHITECT'S DESIGN INTENTIONS AND SHALL BE KEARID WITH THE WORK.
5. ALL WORK SHALL CONFORM TO ALL APPLICABLE AND PRACTICE OF EACH TRADE.

**OFFICE OF THE BUILDING OFFICIAL**  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
CEBU CITY

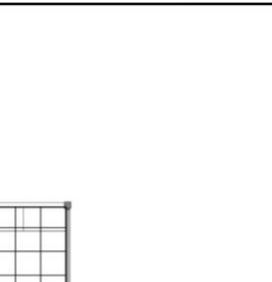
RECOMMENDING APPROVAL: \_\_\_\_\_

HEAD, ARCHITECTURAL SECTION      DATE: \_\_\_\_\_

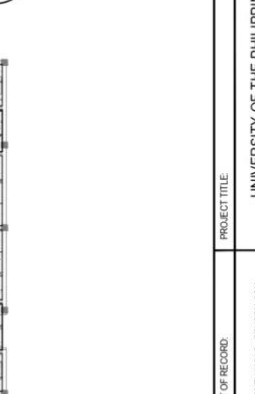
BUILDING OFFICIAL      DATE: \_\_\_\_\_



**1 GROUND FLOOR PLAN**  
SCALE: 1:100 METERS  
0 0.5 1 2 4



**MALE CR**  
INSTALL CLAD EXISTING LAVATORY COUNTER WITH SYNTHETIC STONE/GRANITE INCLUDING 200mm SPLASH BOARD WITH THE SAME MATERIAL (SYNTHETIC STONE/GRANITE).  
DARK COLOR TO BE APPROVED BY UP/CEBU OR OCA



**FEMALE CR**  
INSTALL CLAD EXISTING LAVATORY COUNTER WITH SYNTHETIC STONE/GRANITE INCLUDING 200mm SPLASH BOARD WITH THE SAME MATERIAL (SYNTHETIC STONE/GRANITE).  
DARK COLOR TO BE APPROVED BY UP/CEBU OR OCA



**ARCHITECTURAL GENERAL NOTES:**

- ALL DIMENSIONS SHALL HAVE REFERENCE CORNER/CALCULATION AND SHALL BE VERIFIED IN THE FIELD.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF ANY CORRECTIONS.
- WHERE DISCREPANCIES EXIST BETWEEN DRAWINGS, THE CONTRACTOR SHALL ASK FOR CLARIFICATION FROM THE ARCHITECT PRIOR TO COMMENCEMENT OF WORK.
- ALL MATERIALS AND METHODS SHALL BE APPROVED BY THE ARCHITECT PRIOR TO INSTALLATION.
- ALL MATERIALS SHALL BE OF THE HIGHEST QUALITY AND SHALL BE APPROVED BY THE ARCHITECT PRIOR TO INSTALLATION.
- ALL MATERIALS SHALL BE OF THE HIGHEST QUALITY AND SHALL BE APPROVED BY THE ARCHITECT PRIOR TO INSTALLATION.

**OFFICE OF THE BUILDING OFFICIAL**  
 REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
 CEBU CITY

RECOMMENDING APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

HEAD ARCHITECTURAL SECTION: \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDING OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**LEGEND:**

- 600x600mm NON-SKID HOMOGENEOUS TILES FOR GROUND FLOOR GENERAL AREAS. DESIGN TO BE APPROVED BY UP/CEBU/OCA.
- 800x800mm NON-SKID HOMOGENEOUS TILES FOR ORG. DESIGN TO BE APPROVED BY UP/CEBU/OCA.
- 3mm THICK VINYL TILES FOR SECOND FLOOR GENERAL AREAS & ENTRY PORCH. DESIGN TO BE APPROVED BY UP/CEBU/OCA.
- WOOD PLANK HOMOGENEOUS TILES FOR ENTRY PORCH. DESIGN TO BE APPROVED BY UP/CEBU/OCA.

**1 SECOND FLOOR PLAN**  
 TILE LAYOUT  
 SCALE: 1:100 METERS  
 0 0.5 1 2 4

**OWNERS APPROVAL:** ATTY. LUZA D. CORRO  
 UP/CEBU/DEAN

**DESIGN BY:** \_\_\_\_\_

**CAD BY:** \_\_\_\_\_

**CHECKED BY:** \_\_\_\_\_

**SHEET NO.:** 01

**OF:** 02



**MAIN STAIRS (2 UNITS)**  
 INSTALL VINYL TILES IN REPAIR WORKING DESIGN AND TEXTURE AS APPROVED BY UP/CEBU/OCA.  
 NOTE: FIX THE STAIR THREADS FIRST PRIOR TO INSTALLATION OF VINYL TILES.

 <b>UNIVERSITY OF THE PHILIPPINES CEBU</b> <b>O C A</b> OFFICE OF THE CAMPUS ARCHITECT	RA 9266 Section 10, Article IV, Chapter 2, Subchapter 2, Section 10.10.1 The Board of Architects of the Philippines, in its capacity as the regulatory body for the practice of architecture, shall have the authority to issue rules and regulations for the practice of architecture, subject to the approval of the Board of Architecture, in accordance with the provisions of the Act.	<b>ARCHITECT OF RECORD:</b> RYAN ANTHONY G. GERONIMO REG. NO. 2519 ADDRESS: 1001-1002 DATE: 01-13-2023 PLACE: CEBU CITY TEL: 401-188-1800	<b>PROJECT TITLE:</b> UNIVERSITY OF THE PHILIPPINES CEBU REPAIR/TILING OF GREENOVATE COMFORT ROOMS (MALE & FEMALE) CANTONMENT, CEBU CITY	<b>OWNERS APPROVAL:</b> ATTY. LUZA D. CORRO UP/CEBU/DEAN	<b>SHEET CONTENTS:</b> AS SHOWN	<b>DESIGN BY:</b> _____ <b>CAD BY:</b> _____ <b>CHECKED BY:</b> _____	<b>SHEET NO.:</b> 01 <b>OF:</b> 02 <b>SHEETS</b>
	UNIVERSITY OF THE PHILIPPINES CEBU OFFICE OF THE CAMPUS ARCHITECT						

## *Section VIII. Bill of Quantities*

Project: **Repair and Replacement of Tiles of Various Buildings of UP Cebu**

Location: Gorordo Ave., Lahug, Cebu City

Owner: University of the Philippines Cebu

### **BILL OF QUANTITIES**

#### **LOT 1: REPAIR/ TILING OF GREENOVATE COMFORT ROOMS**

ITEM	DESCRIPTION	UOM	QTY	UNIT RATE		TOTAL AMOUNT
				MATERIALS	OTHERS/ LABORS	
<b>1.0</b>	<b>PRELIMINARIES</b>					
1.01	Mobilization/ Demobilization	sum	0.00	-	-	10,000.00
1.02	Workers Permits	sum	0.00	-	-	-
<b>SUBTOTAL</b>						<b>10,000.00</b>
<b>2.0</b>	<b>INTERIOR FIT OUT (TILING WORKS)</b>					
	Comfort Rooms					
	Supply and installation of 60cm x 60cm non-skid homogenous floor tiles at CR	pcs	250.00	350.00	45,000.00	132,500.00
	40kg tile adhesive heavy duty	bags	25.00	350.00	-	8,750.00
	Tile grout	kg	90.00	75.00	-	6,750.00
	Replacement of floor drains; use stainless steel 6"x6" floor drains	pcs	23.00	500.00	-	11,500.00

	Supply and installation of 30cm x 60cm homogenous tiles for CR perimeter walls only	pcs	480.00	280.00	50,000.00	184,400.00
	Tile trims 6ft / length	lengths	100.00	200.00	-	20,000.00
	40kg tile adhesive heavy duty	bags	40.00	350.00	-	14,000.00
	Tile grout	kg	100.00	75.00	-	7,500.00
	Supply and installation of synthetic granite or stone on the existing lavatory counters for both male and female	lot	1.00	45,000.00	12,000.00	57,000.00
<b>Main Rooms</b>						
	Supply and installation of 60cm x 60cm non-skid homogenous floor tiles for the room general area at ground floor w/ wire mesh on the mortar to reinforced the concrete.	pcs	468.00	385.00	41,000.00	221,180.00
	Supply and installation of wood plank homogenous tiles 1200cm x 12cm for entry porch	pcs	45.00	720.00	2,500.00	34,900.00
	40kg tile adhesive heavy duty	bags	20.00	350.00	-	7,000.00

	Tile grout	kg	85.00	75.00	-	6,375.00
	Supply and installation of 3mm vinyl tiles (wooden look) to entire second floor general area, main stairs	sqm	142.00	900.00	42,600.00	170,400.00
	Stair nosing	length	5.00	250.00	2,000.00	3,250.00
<b>3.0</b>	<b>PLUMBING WORKS</b>					
	Replacement of old exposed water supply blue pipes into 25mm PPR, PN20 on all tile embedded pipes; includes all fittings needed for an acceptable piping installation	lot	1.00	40,000.00	15,000.00	55,000.00
	Pressure test after the installation; before installing the wall tiles	lot	1.00	-	2,000.00	2,000.00
	<b>SUBTOTAL</b>					<b>942,505.00</b>
	<b>Summary</b>					
	Preliminaries					10,000.00
	Interior Fit-out (DIRECT COST)					942,505.00
	Contingencies (5% of Direct Cost)					47,125.25
	<b>TOTAL</b>					<b>999,125.25</b>

**LOT 2: Replacement of Broken Tiles at UPSRP**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
<b>I SAFEKEEPING AND PROTECTION OF AND COMPUTERS</b>				
1	lot	Safe keeping the furniture and computers during the course of the project	25,000.00	25,000.00
<b>II CHIPPING, CLEARING AND DISPOSAL</b>				
1	lot	Chipping, clearing and disposal of waste materials	30,000.00	30,000.00
<b>III TILING WORKS</b>				
250	sqm	Replacement of broken tiles	1,300.00	325,000.00
<b>IV RESTORATION WORKS OF AFFECTED STRUCTURES</b>				
1	lot	Restoration of affected structures prefab mats and steel	20,000.00	20,000.00
<b>TOTAL PROJECT COST</b>				<b>400,000.00</b>

**Lot 3: Repair and Replacement of Tiles at the Library (Main Campus)**

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
<b>I SAFEKEEPING, CHIPPING, RESTORATION, DISPOSAL</b>				
1	lot	Safekeeping of things, chipping works, disposal of waste and restoration of affected structures	20,000.00	20,000.00
<b>II TILE WORKS</b>				
450	pcs	60x60cm Granite tiles class A, unskid tiles	250.00	112,500.00
80	bags	Portland Cement	260.00	20,800.00
29	bags	Heavy duty tile adhesive	350.00	10,150.00
5	pcs	Tile grout	104.00	520.00
12	cu.m	Crushed sand	2,200.00	26,400.00
<b>TOTAL</b>				<b>170,370.00</b>
Material Cost				170,370.00
Labor Cost				79,629.50
Profit & Contingencies				62,499.88
Tax				37,500.63
<b>TOTAL PROJECT COST</b>				<b>350,000.00</b>

Bidder will be required to submit a program of works together with a final BOQ seven (7) days after receipt of NTP for approval of the PE before implementation. The BOQ above is for reference only.

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

## **Checklist of Technical and Financial Documents**

### **I. TECHNICAL COMPONENT ENVELOPE**

#### ***Class “A” Documents***

##### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;  
**and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- (h) Philippine Contractors Accreditation Board (PCAB) License;  
**or**  
Special PCAB License in case of Joint Ventures;  
**and** registration for the type and cost of the contract to be bid; **and**
- (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (j) Project Requirements, which shall include the following:
  - a. Organizational chart for the contract to be bid;
  - b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
  - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or

- certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- (k) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (l) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

***Class "B" Documents***

- (n) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

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

Other documentary requirements under RA No. 9184

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

