



PHILIPPINE BIDDING DOCUMENTS

PROCUREMENT OF SERVICES OF A GENERAL CONTRACTOR FOR THE

**FIT-OUT/ CONSTRUCTION OF DBP TAGUM LENDING
CENTER - CITY ARCADE BY JFM TAGUM, J.V AYALA
AVENUE, PUROK 1-B, APOKON, TAGUM CITY - REBID
WITH THE FOLLOWING COMPONENTS:**

- 1. FIT-OUT/CONSTRUCTION OF DBP TAGUM
LENDING CENTER – TEMPORARY OFFICE;**
- 2. SUPPLY, DELIVERY, INSTALLATION, AND
TESTING OF THREE (3) SETS 1 KVA AND ONE (1) SET
10 KVA UNINTERRUPTED POWER SUPPLY;**
- 3. SUPPLY AND DELIVERY OF VARIOUS FURNITURE
AND FIXTURES (AS ONE LOT); AND**
- 4. SUPPLY, DELIVERY, INSTALLATION, TESTING,
AND COMMISSIONING OF ONE (1) SET 25 KVA POWER
GENERATING SET AND ONE (1) SET AUTOMATIC
TRANSFER SWITCH (ATS).**

Bid Reference No. 2022-PB-001

**Approved Budget for the Contract: PHP
3,976,964.16**

(inclusive of all applicable taxes)

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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

Section I. Invitation to Bid

PROCUREMENT OF SERVICES OF A GENERAL CONTRACTOR FOR THE

FIT-OUT/ CONSTRUCTION OF DBP TAGUM LENDING CENTER- CITY ARCADE BY JFM TAGUM, J.V AYALA AVENUE, PUROK 1-B, APOKON, TAGUM CITY – REBID WITH THE FOLLOWING COMPONENTS:

- 1. FIT-OUT/CONSTRUCTION OF DBP TAGUM LENDING CENTER – TEMPORARY OFFICE (PHP 2,779,720.04);**
- 2. SUPPLY, DELIVERY, INSTALLATION, AND TESTING OF THREE (3) SETS 1 KVA AND ONE (1) SET 10 KVA UNINTERRUPTED POWER SUPPLY (PHP 215,985.00);**
- 3. SUPPLY AND DELIVERY OF VARIOUS FURNITURE AND FIXTURES (AS ONE LOT) (PHP 588,559.13); AND**
- 4. SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF ONE (1) SET 25 KVA POWER GENERATING SET AND ONE (1) SET AUTOMATIC TRANSFER SWITCH (ATS) (PHP 392,700.00).**

**Fit-out of Office Space for the DBP Guagua Branch
With Installation of Furniture, Fixtures and Equipment**

1. The Development Bank of the Philippines (DBP) – Southern and Western Mindanao Lending Group - Tagum Lending Center, through its Corporate Budget approved by the Board, intends to apply the sum of **PESOS: THREE MILLION NINE HUNDRED SEVENTY-SIX THOUSAND NINE HUNDRED SIXTY-FOUR & 16/100 (P 3,976,964.16)**, being the Approved Budget for the Contract (ABC), to payments under the contract for the **PROCUREMENT OF SERVICES OF A GENERAL CONTRACTOR FOR THE FIT-OUT/CONSTRUCTION OF DBP TAGUM LENDING CENTER – CITY ARCADE BY JFM TAGUM, J.V AYALA AVENUE, PUROK 1-B, APOKON, TAGUM CITY-REBID**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DBP RMC-CLSouthern and Western Mindanao Lending Group – Tagum Lending Center now invites bids for the above Procurement Project. **Completion of works is required within ninety (90) 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 nondiscretionary “*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 DBP Southern and Western Mindanao Lending Group – Office of the Head and inspect the Bidding Documents at the address given below from 9:00 AM to 3:00 PM.

5. A complete set of Bidding Documents may be acquired by interested bidders on **17 February 2022 09:00 AM to 3:00 PM only (excluding weekends and holidays)** from given address and website/s below **upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (PHP 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *via physical presentation of Official Receipt (OR) (original) or by electronic means*. Bidders shall also be given the printed format of the Bidding Documents provided that bidders shall pay the applicable Bidding Documents Fee at least the day before the deadline for submission of their bids.
6. The **DBP RMC-CLSouthern and Western Mindanao Lending Group – Tagum Lending Center** will hold a **Pre-Bid Conference on 28 February 2022 (Monday), 1:30 PM at 2nd Floor, Conference Room, Development Bank of the Philippines-Davao Branch Building, C.M. Recto St., Davao City**, and/or through video conferencing or webcasting *via Microsoft Teams (MS Teams) or Zoom*, which shall be open to prospective bidders. **Following are the schedule of bidding activities:**

Particulars	Date	Venue
Issuance of Bidding Documents	Starting 17 February 2022 (Thursday) 09:00 AM to 3:00 PM only (excluding weekends and holidays)	2 nd floor, RBAC-SM Secretariat, DBP Building, C.M. Recto St., Davao City
*Pre-Bid Conference	28 February 2022 (Monday), 1:30 PM	2nd floor, Conference Room, DBP Building, C.M. Recto St., Davao City
Submission of Eligibility Requirement Documents, Technical and Financial Proposals	14 March 2022 (Monday) "BEFORE 11:00AM"	2 nd floor, RBAC-SM Secretariat, DBP Building, C.M. Recto St., Davao City
Opening of Eligibility Requirement Documents, Technical and Financial Proposals	15 March 2022 (Tuesday) 10:00 AM	2nd floor, Conference Room, DBP Building, C.M. Recto St., Davao City

**Note: The Pre-bid Conference shall be open to all interested parties. In view of the ongoing COVID-19 pandemic situation, bidders may attend the Pre-bid Conference through video conferencing via Microsoft Teams (MS Teams) or Zoom. Bidders who wish to attend/participate via MS Teams or Zoom must coordinate with the RBAC-SM Secretariat through email at least one (1) day before the scheduled Pre-bid Conference and provide their contact information (e.g. name of representative, email address, etc.). Bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents to ensure completeness and compliance of bids. Bidders are prohibited from recording (audio, video or picture format) the proceedings of the Pre-Bid Conference.*

7. Bids must be duly received by the RBAC-SM Secretariat through manual submission at the office address indicated above **before 11:00 AM; March 14, 2022 (Monday)**. **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 15**.
9. Bid opening shall be on **March 15, 2022 (Tuesday)** at the given address provided above and/or through video conferencing via Microsoft Teams (MS Teams) or Zoom.

Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. Bidders are advised to regularly check the DBP and PhilGEPS websites for bid bulletins/ announcements regarding the project.
11. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
12. The DBP RMC-CL**Southern and Western Mindanao Lending Group – Tagum Lending Center** 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.
13. For further information, please refer to:
Regional Bids and Awards Committee Secretariat
Development Bank of the Philippines
2F Doña Isa Fel Bldg., Dolores, City of San Fernando, Pampanga 2nd Floor, DBP Building, C.M. Recto St., Davao City
Telephone: (+632) 818-9511 to 20 local 1570**1973**
(0452) 961-0003; 961-5674227-2891; 222-3477
Email: **davaodelsur-lc@dbp.ph**; *davaodelnorte-lc@dbp.ph*
12. You may visit the following websites:

For downloading of Bidding Documents: [<https://www.dbp.ph/invitations-to-bid/>]

**THE REGIONAL BIDS AND AWARDS COMMITTEE
SOUTHERN MINDANAO**

**SAVP JAY ART C. GALACHE
Chairperson, RBAC-SM**

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, DBP RMC-CL **Southern and Western Mindanao Lending Group – Tagum Lending Center** invites Bids for the **PROCUREMENT OF SERVICES OF A GENERAL CONTRACTOR FOR THE FIT-OUT/ CONSTRUCTION OF DBP TAGUM LENDING CENTER - CITY ARCADE BY JFM TAGUM, J.V AYALA AVENUE, PUROK 1-B, APOKON, TAGUM CITY WITH THE FOLLOWING COMPONENTS:**

1. FIT-OUT/CONSTRUCTION OF DBP TAGUM LENDING CENTER – TEMPORARY OFFICE; 2. SUPPLY, DELIVERY, INSTALLATION, AND TESTING OF THREE (3) SETS 1 KVA AND ONE (1) SET 10 KVA UNINTERRUPTED POWER SUPPLY; 3. SUPPLY AND DELIVERY OF VARIOUS FURNITURE AND FIXTURES (AS ONE LOT); AND 4. SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF ONE (1) SET 25 KVA POWER GENERATING SET AND ONE (1) SET AUTOMATIC TRANSFER SWITCH (ATS) with Project Identification Number **2022-PB-001**.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2022 in the amount of **THREE MILLION NINE HUNDRED SEVENTY-SIX THOUSAND NINE HUNDRED SIXTY FOUR & 16/100 (P 3,976,964.16)**.

2.2. The source of funding is: **the Corporate Operating Budget**.

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:

a. Subcontracting is not allowed.

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 **2nd floor, Conference Room, DBP Building, C.M. Recto St., Davao City** and/or through video conferencing/webcasting as indicated in paragraph 6 of the Invitation to Bid (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:*

- a. 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 **One Hundred Twenty (120) Calendar Days from the Date of the Bid Opening**. 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 at its physical address 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 15 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR

Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: “A contract similar to the project refers to “construction/fit-out of building”.
7.1	Subcontracting is not allowed.
8	<p>The Development Bank of the Philippines will hold a Pre-bid conference for this Project on:</p> <p>Date: 28 February 2022; 01:30 PM Venue: 2nd floor, Conference Room, DBP Building, C.M. Recto St., Davao City and/or through video conferencing/webcasting as indicated in paragraph 6 of the Invitation to Bid (IB)</p> <p>Conduct of Pre-bid Conference:</p> <p>Due to the current COVID-19 pandemic, bidders shall be allowed to participate during the conduct of Pre-bid Conference via Zoom Meeting App. Although attendance during the Pre-bid Conference is not mandatory, prospective bidders are encouraged to attend to fully understand the Bank’s requirements through its Technical Specifications, Scope of Works or Terms of Reference and other contents of the Bidding Documents.</p> <p>a. Non-attendance of a prospective bidder during the Pre-bid Conference will in no way prejudice its bid. However, it is the sole responsibility of the bidder to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the issuance of the Supplemental/Bid Bulletin.</p> <p>b. All prospective bidders shall be guided by the following:</p> <p style="padding-left: 40px;">b.1 All prospective bidders who will attend the Pre-bid Conference must use the Zoom Meeting App and must coordinate with the BAC Secretariat through email at least one (1) day before the scheduled Pre-bid Conference and provide their contact information:</p> <ul style="list-style-type: none"> ✓ Complete name of the representative ✓ Complete name of the company ✓ Registered e-mail address ✓ Mobile/cell phone numbers <p style="padding-left: 40px;">b.2 The BAC Secretariat shall send an invite to all prospective bidders through their respective e-mails who desire to join/participate in the Pre-bid Conference using Zoom Meeting at least one (1) day before the said activity.</p> <p style="padding-left: 40px;">b.3 The BAC Secretariat shall call all prospective bidders using Zoom Meeting on the respective time slots for a specific procurement project;</p>

	<p>b.4 The Chairman, or in her absence, the First Vice Chairperson or the Second Vice Chairperson, shall acknowledge all prospective bidders who are present via Zoom Meeting;</p> <p>b.5 Bidders shall turn on their video cameras at all times or during the Pre-bid Conference and Opening of Bids for transparency and recording purposes.</p> <p>b.6 If in case a bidder was not able to join the Pre-bid Conference, they may send their clarifications or queries to the Secretariat through e-mail. All clarifications or queries sent via e-mail including those that were discussed during the Pre-bid Conference shall be properly recorded and shall be included and addressed in the Supplemental Bid Bulletin;</p> <p>b.7 Prospective bidders need not to have their account/e-mails registered in the Office 365. However, bidder must still download the Zoom Meeting App.</p>						
10.3	No further instruction.						
10.4	The key personnel must meet the required minimum years of experience set below:						
	<table border="1"> <thead> <tr> <th><u>Key Personnel</u></th> <th><u>General Experience</u></th> <th><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td></td> <td>At least 5 years</td> <td>At least 5 years</td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>		At least 5 years	At least 5 years
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>					
	At least 5 years	At least 5 years					
10.5	The minimum major equipment requirements are the following:						
	<table border="1"> <thead> <tr> <th><u>Equipment</u></th> <th><u>Capacity</u></th> <th><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td></td> <td>None</td> <td>None</td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>		None	None
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>					
	None	None					
12	Not applicable.						
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than PHP 79,539.28 (2% of ABC), 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 PHP 198,848.21 (5% of ABC) if bid security is in Surety Bond.</p>						
16	<p>For Manual Submission of Bids:</p> <p>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid. Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:</p> <p>a. The first three individually sealed envelopes shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:</p> <p>Envelope (1): ORIGINAL – Eligibility Requirements and Technical Component Envelope (2): COPY1 – Eligibility Requirements and Technical Component Envelope (3): COPY2 – Eligibility Requirements and Technical Component</p>						

b. The next three individually sealed envelopes shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:

Envelope (4): ORIGINAL – Financial Component

Envelope (5): COPY1 – Financial Component

Envelope (6): COPY2 – Financial Component

c. Bidders shall enclose, seal and mark the following:

Envelope (7): Envelope (1) and Envelope (4) enclosed in one sealed envelope marked “ORIGINAL–BID”

Envelope (8): Envelope (2) and Envelope (5) enclosed in one sealed envelope marked “COPY1–BID”

Envelope (9): Envelope (3) and Envelope (6) enclosed in one sealed envelope marked “COPY2–BID”

d. Envelopes (7) to (9) shall then be enclosed in a single sealed, signed final/outer envelope/package/box

e. All envelopes (Envelopes (1) to (9) and the final/outer envelope /package /box) shall indicate the following:

- addressed to the Procuring Entity’s BAC
- name and address of the Bidder in capital letters
- name of the contract/project to be bid in capital letters
- bear the specific identification/reference code of this bidding process
- bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids

TO : **THE BIDS AND AWARDS COMMITTEE
DEVELOPMENT BANK OF THE PHILIPPINES (DBP)**

FROM : _____
(Name of Bidder in Capital Letters)

ADDRESS : _____
(Address of Bidder in Capital Letters)

PROJECT : _____

BID REF NO : _____

(In Capital Letters, Indicate the Phrase):

“DO NOT OPEN BEFORE: (DATE AND TIME OF OPENING OF BIDS)”

Manner of Submission of Bids

The BAC shall adopt the following procedure in the submission and receipt of bids:

	<p>Manual Submission:</p> <p>a. Bidders shall be permitted to submit bids through actual submission by submitting the printed copies which must still be compliant with the two-envelope system and the sealing and marking of bids under Section 25 of the Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations (IRR);</p> <p>b. Bidders shall submit the printed copies of their bid proposals preferably at least one (1) day before the deadline for the submission and receipt of bids;</p> <p>c. Bidders may send another representative to submit their bid proposals;</p> <p>d. The bidder or its representative shall coordinate with the Secretariat in submitting their bids. Bidders or its representative shall present to the Secretariat the transmittal page containing the Checklist of Requirements attached in the Bidding Documents, or if in case a Supplemental Bid Bulletin was issued, the transmittal page containing the Revised Checklist of Requirements, in which a date and time stamp shall be given as a proof on the submission and receipt of bids. The date and time stamp shall serve as the reference of the BAC and the bidders during the Opening of the Bids;</p> <p>e. The Secretariat shall be the sole custodian and shall be responsible in safekeeping the bid proposals;</p>
17	<p>The address for submission of bids is:</p> <p>Development Bank of the Philippines Regional Bids and Awards Committee - Southern Mindanao 2nd floor, RBAC-SM Secretariat, DBP Building, C.M. Recto St., Davao City</p> <p>The deadline for submission of bids is:</p> <p>14 March 2022 (Monday); "ON OR BEFORE" 11:00 AM</p>
18	<p>The place of bid opening is:</p> <p>Development Bank of the Philippines Regional Bids and Awards Committee - Southern Mindanao 2nd floor, Conference Room, DBP Building, C.M. Recto St., Davao City or Via videoconferencing/Zoom app</p> <p>The date and time of bid opening is: 15 March 2022 (Tuesday); 10:00 AM</p>
19.2	<p>Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p>
20	<p>PCAB license should be at least Size Range of Small B, License Category of C or D.</p>

21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.
----	---

Section IV. General Conditions of Contract

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

Special Conditions of Contract

GCC Clause	
2	<i>No further instructions</i>
4.1	The contractor shall employ key personnel (Project Manager, Project Engineers, Materials Engineers), to be assigned to the contract to be bid, supported with their Bio-data Forms showing their complete qualifications, licenses and at least 5 years of work/professional experience
6	<i>The site investigation reports are as follows:</i> <ol style="list-style-type: none"> <li data-bbox="528 577 906 611">1. <i>Site Assessment Report;</i> <li data-bbox="528 613 1142 645">2. <i>Security Layout for Tagum Lending Center.</i>
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 10 days of delivery of the Notice of Award.
11.2	No further instructions.
13	The amount of the advance payment shall not exceed 15% of the fit-out component of the contract price. Payments for the EFF, UPS and ATS components are to be made upon delivery and satisfactory test-run.
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	As built plans and operating manual/s to be submitted prior to final payment.
15.2	<i>No further instructions.</i>

Section VI. Specifications

**(Please refer to FORM 7 for
Specifications/Scope of Works)**

Section VII. Drawings

***Please refer to ANNEX “A” for the
Standard Drawings***

Section VIII. Bill of Quantities

***Please refer to ANNEX “B” for the Bill
of Quantities (BOQ)***

Section IX. Checklist of Technical and Financial Documents

PROCUREMENT OF SERVICES OF A GENERAL CONTRACTOR FOR THE FIT-OUT/ CONSTRUCTION OF DBP TAGUM LENDING CENTER- CITY ARCADE BY JFM TAGUM, J.V AYALA AVENUE, PUROK 1-B, APOKON, TAGUM CITY WITH THE FOLLOWING COMPONENTS:

- 1. FIT-OUT/CONSTRUCTION OF DBP TAGUM LENDING CENTER – TEMPORARY OFFICE;**
- 2. SUPPLY, DELIVERY, INSTALLATION, AND TESTING OF THREE (3) SETS 1 KVA AND ONE (1) SET 10 KVA UNINTERRUPTED POWER SUPPLY;**
- 3. SUPPLY AND DELIVERY OF VARIOUS FURNITURE AND FIXTURES (AS ONE LOT); AND**
- 4. SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF ONE (1) SET 25 KVA POWER GENERATING SET AND ONE (1) SET AUTOMATIC TRANSFER SWITCH (ATS).**

Bid Reference No. 2022-PB-001

TRANSMITTAL FORM

CHECKLIST OF REQUIREMENTS FOR BIDDERS

Note: Please fill-out this form and submit directly to the BAC Secretariat outside of the sealed envelopes.

FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT
--

Name of Bidder: _____

Complete Address: _____

Submitted by: _____

Landline: _____

<p>Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, <u>submission of Bid Forms without notarizations shall be accepted on the date of the opening of the bids, provided that the notarized Bid Forms shall be submitted after the award but before payment.</u></p>	
Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)

LEGAL ELIGIBILITY DOCUMENTS

Email: _____

Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, **submission of Bid Forms without notarizations shall be accepted on the date of the opening of the bids, provided that the notarized Bid Forms shall be submitted after the award but before payment.**

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL 2022 (DULY SEALED AND MARKED)
TAB 1	<p>Proof of appointment/authority of bidder’s representative:</p> <p>a. Duly notarized Special Power of Attorney (if the bidder is a sole proprietorship)</p> <p><i>(Template per FORM 1-A)</i></p> <p>OR</p> <p>b. Duly notarized Secretary’s Certificate (if the bidder is a corporation, partnership, cooperative or joint venture)</p> <p><i>b.1 If the bidder is a corporation - Template per FORM 1-B</i></p> <p><i>b.2 If the bidder is an INCORPORATED JV - Template per FORM 1-C</i></p> <p>IN CASE, THERE ARE MORE THAN ONE APPOINTED/DESIGNATED REPRESENTATIVE, USE OF “AND” shall mean both/all representatives must sign the bid forms (i.e. Statements, TOR, financial bid) to be submitted for the bid opening.</p> <p>Use of “OR” is recommended.</p>
<p><i>GPPB has issued Circular No. 07-2017 dated 31 July 2017 in relation to the deferment of the implementation of mandatory submission of PhilGEPS Certificate of Registration under “Platinum” Category in Competitive Bidding under Section 8.5.2 of the 2016 Revised IRR of RA 9184 and as required per GPPB Circular No. 03-2016 dated 27 October 2016, to provide prospective bidders with additional time to register with PhilGEPS under the Platinum Membership category.</i></p>	
TAB 2	<p>Valid and current PhilGEPS Certificate of Registration in PLATINUM CATEGORY with Annex “A” or the List of Class “A” Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS. “Uploaded” documents under Annex “A” shall mean all of the following required Legal Eligibility Documents are updated or maintained valid and current <i>(TABS 3A-3E):</i></p>
TAB 3A	<p>Registration Certificate issued by Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA);</p>

TAB 3B	<p>CY 2022 Business/Mayor's Permit issued to bidder by the city or municipality where the principal place of business of the bidder is located or the equivalent document for Exclusive Economic Zones or Areas.</p> <p style="text-align: center;">OR</p> <p>If in case the Business/Mayor's Permit have recently expired:</p> <ol style="list-style-type: none"> 1) CY 2021 Business/Mayor's Permit issued to bidder by the city or municipality where the principal place of business of the bidder is located or the equivalent document for Exclusive Economic Zones or Areas; AND 2) Copy of the Official Receipt (OR) AND the Application Form to prove for the renewal of the Business/Mayor's Permit for CY 2022. <p><i>Reminder: The copy of the CY 2022 Business/Mayor's Permit shall be submitted by the bidder <u>within five (5) calendar days upon receipt of the Notice of the Lowest Calculated Bid (LCB) as part of the post-qualification process.</u></i></p>
TAB 3C	<p>Current (not expired on the date of opening of bids) Tax Clearance (<u>valid for Bidding Purposes</u>) per Executive Order 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)</p>
TAB 3D	<p>Audited Financial Statements (AFS) for CY 2020 OR its latest:</p> <ul style="list-style-type: none"> • Independent Auditor's Report; • Balance Sheet (Statement of Financial Position);and • Income Statement (Statement of Comprehensive Income) <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p>
TAB 3E	<p>Valid and current PCAB License Category C or D at least Size Range Small B.</p>
<p><u>(1) For bidders with valid and current PhilGEPS Registration (UNDER "PLATINUM" MEMBERSHIP/ CATEGORY) where all Eligibility Documents under Annex "A" (of the PhilGEPS Certificate of Registration) are all uploaded/updated, need not to submit documents under TABs 3A, 3B, 3C, 3D and 3E in lieu of the PhilGEPS Certificate of Registration and Membership.</u></p>	

Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, submission of Bid Forms without notarizations shall be accepted on the date of the opening of the bids, provided that the notarized Bid Forms shall be submitted after the award but before payment.

FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)

- (2) For bidders who are NOT YET REGISTERED UNDER “PLATINUM” MEMBERSHIP/CATEGORY OR CURRENTLY UNDER “RED” CATEGORY, OR IS NOT REGISTERED IN EITHER “RED” OR “PLATINUM” CATEGORY, MUST SUBMIT COPY/IES OF THE DOCUMENTS PER TABs 3A, 3B, 3C, 3D and 3E *Provided:* that Certificate of PhilGEPS Registration (“PLATINUM” Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 which shall be submitted within five (5) calendar days upon receipt of the Notice of the Single or Lowest Calculated Bid (SCB/LCB).
- (3) For bidders who are already registered under “PLATINUM” category, however, the uploaded file of Class “A” Eligibility Documents under Annex “A” are not current or updated or in the event that some Class “A” Documents earlier submitted with PhilGEPS have already expired, a combination of their PhilGEPS Certificate of Registration under “Platinum” Category AND valid/current/updated Class “A” Eligibility Documents under TABs 3A, 3B, 3C, 3D and 3E shall be submitted.

The Certificate of PhilGEPS Registration under “Platinum” Membership with valid/current/updated Annex “A” of Eligibility Documents shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 which shall be submitted within five (5) calendar days upon receipt of the Notice of the Single or Lowest Calculated Bid (SCB/LCB).

TECHNICAL ELIGIBILITY DOCUMENTS

TAB 4	<p>Statement by the bidder of ALL its <u>ongoing</u> government and/or private contracts (including those awarded but not yet started, if any), whether similar or not similar in nature and complexity to the contract to be bid (include all contracts with the DBP for the said period, if any (<i>Template per FORM 2</i>), duly signed by the bidder’s authorized representative.</p> <p>Note: For bidders who have no ongoing government and/or private contracts, kindly indicate in their statement “NONE” to comply with the requirement. Bidders will be rated “failed” if no document is submitted or if the document submitted is incomplete or patently insufficient (<i>per GPPB NPM 094-2013 dtd. 2013-12-19</i>)</p>
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Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, submission of Bid Forms without notarizations shall be accepted on the date of the opening of the bids, provided that the notarized Bid Forms shall be submitted after the award but before payment.

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
TAB 5	<p>Statement of single completed contract of <u>similar nature (government or private contract) within the last five (5) years</u> equivalent to at least fifty percent (50%) of the ABC (Template per FORM 3), duly signed by the bidder’s authorized representative. <i>Similar contract shall mean “construction/fit-out of building” under PCAB License Classification: General Building-GB 1- Building or Industrial Plant.</i></p> <p>Listed completed contract must be supported by the following:</p> <ul style="list-style-type: none"> i. <u>Notice of Award (NOA), OR Notice to Proceed (NTP), OR Contract</u> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ii. Proof of satisfactory completion and acceptance for the Single Largest Completed Contract (should reflect full amount of total contract price of completed project) whichever is applicable: <ul style="list-style-type: none"> a. If the completed contract is a <u>government project</u>: Owner’s Certificate of Final Acceptance issued by the project owner other than the contractor OR a final rating of at least satisfactory in the Constructors Performance Evaluation System (CPES) b. If the completed contract is a <u>private project</u>: Owner’s Certificate of Final Acceptance issued by the project owner other than the contractor OR any equivalent document.
FINANCIAL ELIGIBILITY DOCUMENTS	
TAB 6	<p>Completely accomplished computation of Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC per lot (Template per FORM 4), duly signed by the bidder’s authorized representative.</p> <ul style="list-style-type: none"> 1) The values of the bidder’s current assets and current liabilities shall be based on the AFS for CY 2020 or its latest; 2) The value of the NFCC must at least be equal to the ABC of this project.
TECHNICAL COMPONENT	
TAB 7	<p>Original Bid Security issued in favor of the Development Bank of the Philippines (must be valid for at least 120 calendar days from the date of bid opening); <u>any one</u> of the following is acceptable:</p>

Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, submission of Bid Forms without notarizations shall be accepted on the date of the opening of the bids, provided that the notarized Bid Forms shall be submitted after the award but before payment.

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)								
	<p>a. Cashier's/manager's check issued by a Universal or Commercial Bank (at least 2% of ABC);</p> <p>b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (at least 2%of ABC);</p> <p>c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (at least 5% of ABC);</p> <p>d. Duly <u>notarized</u> Bid Securing Declaration (<i>Template per FORM 5</i>) duly signed by the bidder's authorized representative.</p> <table border="1" data-bbox="341 920 1449 1205"> <thead> <tr> <th data-bbox="341 920 608 1122">Total ABC in (Php)</th> <th data-bbox="608 920 932 1122">Cashier's/ Manager's Check, Bank draft/ guarantee or irrevocable letter of credit (2% of ABC)</th> <th data-bbox="932 920 1185 1122">Surety Bond (5% of ABC)</th> <th data-bbox="1185 920 1449 1122">Bid Securing Declaration</th> </tr> </thead> <tbody> <tr> <td data-bbox="341 1122 608 1205">PHP 3,976,964.16</td> <td data-bbox="608 1122 932 1205">PHP 79,539.28</td> <td data-bbox="932 1122 1185 1205">PHP 198,848.21</td> <td data-bbox="1185 1122 1449 1205">No required percentage</td> </tr> </tbody> </table> <p><u>For bidders who opt to submit a surety bond must also submit copy of Certification issued by Insurance Commission that the surety or insurance company is authorized to issue such security.</u></p> <p>The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the performance security required under GCC Clause 5, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.</p>	Total ABC in (Php)	Cashier's/ Manager's Check, Bank draft/ guarantee or irrevocable letter of credit (2% of ABC)	Surety Bond (5% of ABC)	Bid Securing Declaration	PHP 3,976,964.16	PHP 79,539.28	PHP 198,848.21	No required percentage
Total ABC in (Php)	Cashier's/ Manager's Check, Bank draft/ guarantee or irrevocable letter of credit (2% of ABC)	Surety Bond (5% of ABC)	Bid Securing Declaration						
PHP 3,976,964.16	PHP 79,539.28	PHP 198,848.21	No required percentage						
TAB 8	Accomplished Omnibus Sworn Statement (<i>Template per FORM 6</i>), duly signed by the bidder's authorized representative and notarized.								

Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, **submission of Bid Forms without notarizations shall be accepted on the date of the opening of the bids, provided that the notarized Bid Forms shall be submitted after the award but before payment.**

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
TAB 9	Conformed Scope of Works (<i>Template per FORM 7</i>) duly signed by the bidder's authorized representative.
TAB 10	Organizational chart for the contract to be bid, duly signed by the bidder's authorized representative
TAB 11	List of contractor's personnel (<i>Template per FORM 8</i>) (e.g. Project Manager, Project engineers, Materials Engineers and Foremen), to be assigned to the project if awarded the contract, with the complete qualification and experience data. These personnel must meet the required minimum years of experience set in the Bid Data Sheet (BDS) , duly signed by the bidder's authorized representative.
TAB 12	Construction schedule (GANTT Chart/PERT/CPM) (Bidder's own format), duly signed by the bidder's authorized representative which must be within the required completion period/milestones
TAB 13	<p>Affidavit of Site Inspection (Bidder's own format), duly signed by the bidder's authorized representative, indicating therein the person who conducted the site inspection.</p> <p>DBP contact person:</p> <p>Amelita B. Pinanday Assistant Vice President Head, Tagum Lending Center DBP Building, Apokon Road, Tagum City Phone: (084) 216-7097; 0917-1744597</p>

SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)

TAB 1
 Duly accomplished Financial Proposal (*Template per FORM 10*), duly signed by the bidder's authorized representative.
Note: Total bid shall not exceed the total ABC of PHP 3,976,964.16. Bids in excess of the ABC shall be automatically rejected.

TAB 2
 Detailed Financial Bid/**Revised Bill of Quantities** (hard copy and soft copy in **CD/USB flash drive or any data storage device**)
 The Bill of Quantities must have the same total per TAB 1 (total financial bid) which shall not exceed the ABC of **Three Million Nine Hundred Seventy-Six Thousand Nine Hundred Sixty-Four Pesos & 16/100 (PHP 3,976,964.16)**.
For Manual Submission of Bids:
The bidder must submit the Detailed Financial Bid/Bill of Quantities in BOTH formats on or before the Deadline for the Submission and Receipt of Bids as indicated in the Invitation to Bid:
 1) Hard copy of the Detailed Financial Bid/Bill of Quantities which must be signed in each and every page by the bidder's authorized representative;
 AND
 2) Soft copy/Electronic copy (in MS Excel format) of the Detailed Financial Bid/Bill of Quantities which must be in the same template/format of the hard copy to be submitted in **CD/USB flash drive or any data storage device**.
Notes:
1. A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature.
2. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.
The contract shall be for the whole Works, as described in ITB Clause 1, based on the priced Bill of Quantities submitted by the Bidder.
All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, prior to the deadline for submission of bids, shall be included in the rates, prices, and total bid price submitted by the Bidder.

IMPORTANT REMINDERS

- A)** Pursuant to Section 19 of the Instruction to Bidders, each and every page of the Bid Forms, under Section VI: Bidding Forms hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- B)** Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C)** Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D)** Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:
- a. The first three individually sealed envelopes shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
Envelope (1): ORIGINAL – Eligibility Requirements and Technical Component
Envelope (2): COPY1 – Eligibility Requirements and Technical Component
Envelope (3): COPY2 – Eligibility Requirements and Technical Component
 - b. The next three individually sealed envelopes shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
Envelope (4): ORIGINAL – Financial Component
Envelope (5): COPY1 – Financial Component
Envelope (6): COPY2 – Financial Component
 - c. Bidders shall enclose, seal and mark the following:
Envelope (7): Envelope (1) and Envelope (4) enclosed in one sealed envelope marked ORIGINAL–BID”
Envelope (8): Envelope (2) and Envelope (5) enclosed in one sealed envelope marked “COPY1–BID”
Envelope (9): Envelope (3) and Envelope (6) enclosed in one sealed envelope marked “COPY2–BID”
 - d. Envelopes (7) to (9) shall then be enclosed in a single sealed, signed final/outer envelope/package/box
 - f. All envelopes (Envelopes (1) to (9) and the final/outer envelope /package /box) shall indicate the following:
 - addressed to the Procuring Entity’s BAC
 - name and address of the Bidder in capital letters
 - name of the contract/project to be bid in capital letters
 - bear the specific identification/reference code of this bidding process
 - bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids
- E)** Bids submitted after the deadline shall only be marked for recording purposes, shall not be included in the opening of bids, and shall be returned to the bidder unopened.

Section X. Bidding Forms

1st ENVELOPE

Form No.	Particulars	Page No.
Eligibility Documents		
FORM 1-A	Special Power of Attorney	42-43
FORM 1-B	Secretary's Certificate for Corporations, Partnerships and Cooperatives	44-45
FORM 1-C	Secretary's Certificate for INCORPORATED JVs	46-47
FORM 2	Statement of All Ongoing Contracts	48-49
FORM 3	Statement of Single Largest Completed Contract (SLCC) of Similar Nature	50-51
FORM 4	Certificate of Net Financial Contracting Capacity (NFCC)	52-53
FORM 5	Bid Securing Declaration	54-55
FORM 6	Omnibus Sworn Statement	56-59
FORM 7	DBP Scope of Works/Technical Specifications	60-88
FORM 8	List of Contractor's Personnel To Be Assigned To The Project If Awarded The Contract	89

2ND ENVELOPE

Financial Bid Form		
FORM 10	Financial Bid Form	90-91