

**PHILIPPINE BIDDING DOCUMENTS**  
(As Harmonized with Development Partners)

**Procurement of  
INFRASTRUCTURE  
PROJECTS**

Government of the Republic of the Philippines  
Province of Pampanga



**Construction of Two (2) Storey - Six (6) Classroom School Building  
with Comfort Rooms at San Antonio Integrated School,  
San Antonio, Bacolor, Pampanga**

**PR # 25 - 0075**

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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***

*(insert Invitation to Bid)*

*(insert Invitation to Bid)*



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

## 1. Scope of Bid

The Procuring Entity, PROVINCIAL GOVERNMENT OF PAMPANGA invites Bids for the supply labor, materials and necessary equipment for the **Construction of Two (2) Storey - Six (6) Classroom School Building with Comfort Rooms at San Antonio Integrated School, San Antonio, Bacolor, Pampanga**, with Project Identification Number **PR # 25 - 0075**.

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 **CY 2025** in the amount of **Php 11,247,910.19**.

2.2. The source of funding is:  
*a.* **Special Education Fund (SEF)**

## 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 at its physical address as indicated in paragraph 6 of the **IB**.

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

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

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

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

the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

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

## **12. Alternative Bids**

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

## **13. Bid Prices**

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

## **14. Bid and Payment Currencies**

- 14.1. Bid prices may be quoted in the local currency or tradable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 14.2. Payment of the contract price shall be made in:
  - 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 for **one hundred twenty (120) calendar days from the opening of bids**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **16. Sealing and Marking of Bids**

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

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

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

## **17. Deadline for Submission of Bids**

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

## **18. Opening and Preliminary Examination of Bids**

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

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

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

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

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

## **20. Post Qualification**

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

## **21. Signing of the Contract**

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

## *Section III. Bid Data Sheet*

# Bid Data Sheet

| ITB Clause                      |   |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
|---------------------------------|---|----------------------|----------------------------|---------------------------------|----------------|------------------------|----------------|-----------------|---|-------------------|---|-----------------|---|
| 5.2                             | For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:<br><b>Construction/Improvement of multi-purpose building/structure.</b>   |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| 10.4                            | The key personnel must meet the required minimum years of experience set below:<br><br><table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;"><u>Key Personnel</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Project Manager/Engineer</b></td> <td style="text-align: center;"><b>5 years</b></td> </tr> <tr> <td style="text-align: center;"><b>General Foreman</b></td> <td style="text-align: center;"><b>8 years</b></td> </tr> </tbody> </table>   | <u>Key Personnel</u> | <u>Relevant Experience</u> | <b>Project Manager/Engineer</b> | <b>5 years</b> | <b>General Foreman</b> | <b>8 years</b> |                 |   |                   |   |                 |   |
| <u>Key Personnel</u>            | <u>Relevant Experience</u>  |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| <b>Project Manager/Engineer</b> | <b>5 years</b>  |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| <b>General Foreman</b>          | <b>8 years</b>  |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| 10.5                            | The minimum major equipment requirements are the following:<br><table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: center;">Description</th> <th style="text-align: center;">Quantity</th> </tr> </thead> <tbody> <tr> <td>Elf Truck/Cargo Truck</td> <td style="text-align: center;">1</td> </tr> <tr> <td>One Bagger Mixer</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Plate Compactor</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Concrete Vibrator</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Welding Machine</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> | Description          | Quantity                   | Elf Truck/Cargo Truck           | 1              | One Bagger Mixer       | 1              | Plate Compactor | 1 | Concrete Vibrator | 1 | Welding Machine | 1 |
| Description                     | Quantity  |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| Elf Truck/Cargo Truck           | 1   |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| One Bagger Mixer                | 1   |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| Plate Compactor                 | 1   |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| Concrete Vibrator               | 1   |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| Welding Machine                 | 1   |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| 15.1                            | The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:<br><ul style="list-style-type: none"> <li>a. The amount of not less than <b>2% of the ABC</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>b. The amount of not less than <b>5% of the ABC</b> if bid security is in Surety Bond.</li> </ul>   |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| 19.2                            | <b>Partial bid is not allowed.</b>  |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| 20                              | <b>No additional permits and licenses required.</b>   |                      |                            |                                 |                |                        |                |                 |   |                   |   |                 |   |
| 21                              | Additional Contract Documents are as follows using prescribed formats in IX. Bidding Forms, and are to be submitted ten (10) Calendar days from the receipt of Notice of Award;<br><br><ul style="list-style-type: none"> <li>a. <b>Manpower Schedule</b></li> <li>b. <b>Equipment Utilization Schedule</b></li> <li>c. <b>Construction Schedule and S-Curve</b></li> <li>d. <b>Construction Method in Narrative Form</b></li> <li>e. <b>Duly Signed Construction Safety and Health Program approved by DOLE</b></li> <li>f. <b>Detailed Unit Price Analysis (DUPA) of the Bid.</b></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

4.1. The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

4.2. If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

## 4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

## 5. Performance Security

5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.

5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## 6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the SCC supplemented by any information obtained by the Contractor.

## 7. Warranty

7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.

7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the SCC.

## 8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the SCC, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## 9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in ITB Clause 4.

## 10. Dayworks

Subject to the guidelines on Variation Order in Annex "E" of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the SCC, the Dayworks rates in the Contractor's Bid shall be used for small additional amounts of work only when the Procuring Entity's Representative has given written instructions in advance for additional work to be paid for in that way.

## 11. Program of Work

11.1. The Contractor shall submit to the Procuring Entity's Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the SCC.

11.2. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity's Representative may withhold the amount stated in the SCC from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

## 12. Instructions, Inspections and Audits

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

### **13. Advance Payment**

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the SCC, subject to the requirements in Annex "E" of the 2016 revised IRR of RA No. 9184.

### **14. Progress Payments**

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the SCC, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

### **15. Operating and Maintenance Manuals**

- 15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the SCC.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the SCC from payments due to the Contractor.

## *Section V. Special Conditions of Contract*

# Special Conditions of Contract

| GCC Clause |   |
|------------|---|
| 2          | <b>Not applicable.</b>  |
| 4.1        | <b>The Procuring Entity shall give possession of all parts of the site to the contractor from the date of receipt of the Notice-to-Proceed (NTP).</b>   |
| 6          | <b>No additional site investigation reports are required.</b>   |
| 7.2        | Warranty against Structural Defects is: <b>Fifteen (15) years.</b>  |
| 10         | No dayworks are applicable to the contract.   |
| 11.1       | The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <b>ten (10) calendar days</b> of delivery of the Notice of Award.   |
| 11.2       | None.   |
| 13         | The amount of the advance payment is <b>15% of the total contract price.</b>  |
| 14         | Materials and equipment delivered on the site but not completely put in place shall be included for payment.  |
| 15.1       | The date by which "as built" drawings are required is <b>upon submission of final request for billing.</b>  |
| 15.2       | The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is <b>the total amount of the remaining unpaid cost of the contract.</b> |

## *Section VI. Specifications*

**All applicable works shall be governed by the latest edition DPWH STANDARD SPECIFICATIONS FOR PUBLIC WORKS STRUCTURES (BUILDINGS, PORTS AND HARBORS, FLOOD CONTROL AND DRAINAGE STRUCTURES AND WATER SUPPLY SYSTEMS) and/or DPWH STANDARD SPECIFICATIONS FOR PUBLIC WORKS AND HIGHWAYS (HIGHWAYS, BRIDGES AND AIRPORTS)**

## ***Section VII. Drawings***

**All related Plans and Drawings are available for inspection at the BAC Secretariat Office, Ground Floor, Provincial Capitol, City of San Fernando, Pampanga. Related plans and drawings shall be provided to the prospective bidder upon purchase of the bidding documents.**

## *Section VIII. Bill of Quantities*



**BILL OF QUANTITIES**

**BIDS AND AWARDS COMMITTEE [ BAC ] - PROVINCIAL GOVERNMENT OF PAMPANGA**  
**Capitol Bldg., Sto.Nino, City of San Fernando, Pampanga**

Sir/Madam :

In connection with the bidding schedule on \_\_\_\_\_ : To supply labor, materials and necessary equipment for the **Construction of Two (2) Storey - Six (6) Classroom School Building with Comfort Rooms at San Antonio Integrated School, San Antonio, Bacolor, Pampanga** : I/We, in conformity with all the approved plans and specifications that are to be supplied and installed/constructed describe hereunder, quote the following :

| ITEM NO.        | DESCRIPTION  | QTY    | UNIT           | UNIT PRICE<br>(in Pesos) | TOTAL<br>(in Pesos) |
|-----------------|--|--------|----------------|--------------------------|---------------------|
| <b>PART II</b>  | <b>OTHER GENERAL REQUIREMENTS</b>                                |        |                |                          |                     |
| B.1             | Office, Shops, Stores and Workmens Accomodation for Contractor   | 1.00   | L.s.           | _____                    | _____               |
| B.3             | Permits and Clearances   | 1.00   | L.s.           | _____                    | _____               |
| B.5             | Project Billboard / Signboard                                    | 1.00   | ea             | _____                    | _____               |
| B.7(2)          | Occupational Safety and Health Program                           | 1.00   | L.s.           | _____                    | _____               |
| B.9             | Mobilization / Demobilization                                    | 1.00   | L.s.           | _____                    | _____               |
| <b>PART III</b> | <b>CIVIL, MECHANICAL, ELECTRICAL AND SANITARY/PLUMBING WORKS</b> |        |                |                          |                     |
| <b>PART A</b>   | <b>EARTHWORK</b>   |        |                |                          |                     |
| 801(1)          | Removal of Structures and Obstruction                            | 1.00   | L.s.           | _____                    | _____               |
| 803(1)a         | Structure Excavation (Common Soil)                               | 257.47 | m <sup>3</sup> | _____                    | _____               |
| 804(1)a         | Embankment from Structure Excavation                             | 173.58 | m <sup>3</sup> | _____                    | _____               |
| 804(1)b         | Embankment from Borrow   | 278.64 | m <sup>3</sup> | _____                    | _____               |
| 804(4)          | Gravel Fill  | 13.33  | m <sup>3</sup> | _____                    | _____               |

Signature Box :

\_\_\_\_\_  
 Authorized Signatory

| ITEM NO.   | DESCRIPTION   | QTY                  | UNIT           | UNIT PRICE<br>(in Pesos) | TOTAL<br>(in Pesos) |
|--|---|----------------------|----------------|--------------------------|---------------------|
| 1600(3)  | Dewatering  | 1.00                 | L.s.           | _____                    | _____               |
| 807(1)   | Site Development  | 1.00                 | L.s.           | _____                    | _____               |
|  | <i>a. Landscaping (incl. plants, garden soil, grass, ornaments, etc.)</i> | <i>lot</i>           | <i>1.00</i>    |                          |                     |
|  | <i>b. 0.10 m Thick R.C. Pavement</i>                                      |                      |                |                          |                     |
|  | <i>Item 900(1)c1 - Reinforced Concrete</i>                                | <i>m<sup>3</sup></i> | <i>11.46</i>   |                          |                     |
|  | <i>Item 902(1)a - Reinforcing Steel</i>                                   | <i>kg</i>            | <i>322.07</i>  |                          |                     |
| <b>PART B</b>  | <b>PLAIN AND REINFORCED CONCRETE WORK</b>                                 |                      |                |                          |                     |
| 900(1)b1   | Structural Concrete (Ready Mix Concrete, Class A, 14 days)                | 92.17                | m <sup>3</sup> | _____                    | _____               |
| 900(1)c1   | Structural Concrete (Class A, 28 days)                                    | 81.64                | m <sup>3</sup> | _____                    | _____               |
| 901(1)   | Lean Concrete (Manual Mixing)   | 5.32                 | m <sup>3</sup> | _____                    | _____               |
| 900(1)c2   | Structural Concrete for Slab on Fill (Class A, 28 days)                   | 40.59                | m <sup>3</sup> | _____                    | _____               |
| 902(1)a  | Reinforcing Steel (Deformed) for Two up to Five-Storey, Grade 40          | 34,985.39            | kg             | _____                    | _____               |
| 903(2)   | Formworks and Falseworks (for Two to Five-Storey Building)                | 652.26               | m <sup>2</sup> | _____                    | _____               |
| <b>PART C</b>  | <b>FINISHINGS AND OTHER CIVIL WORKS</b>                                   |                      |                |                          |                     |
| <b>C.1 Masonry Works</b>                                     |   |                      |                |                          |                     |
| 1046(2)a3  | 125 mm CHB Non Load Bearing (including Reinforcing Steel)                 | 706.02               | m <sup>2</sup> | _____                    | _____               |
| 1046(3)  | Louver Blocks   | 2.16                 | m <sup>2</sup> | _____                    | _____               |
| <b>C.2 Fabricated Materials</b>                              |   |                      |                |                          |                     |
| 1009(1)a   | Jalousie Windows (Glass)  | 73.08                | m <sup>2</sup> | _____                    | _____               |
| 1005(7)  | Louver Window   | 1.92                 | m <sup>2</sup> | _____                    | _____               |
| 1005(5)  | Window Grilles  | 73.08                | m <sup>2</sup> | _____                    | _____               |
| 1010(2)b   | Doors (Wooden Panel)  | 22.68                | m <sup>2</sup> | _____                    | _____               |
| 1010(2)a   | Doors (Flush)   | 3.36                 | m <sup>2</sup> | _____                    | _____               |
| Signature Box :  |   |                      |                |                          |                     |
| <hr style="width: 20%; margin: auto;"/> Authorized Signatory |   |                      |                |                          |                     |

| ITEM NO.  | DESCRIPTION                                       | QTY        | UNIT           | UNIT PRICE<br>(in Pesos) | TOTAL<br>(in Pesos) |
|---|---|------------|----------------|--------------------------|---------------------|
| 1006(4)   | Louvered Type Analok Swing Door                   | 3.60       | m <sup>2</sup> | _____                    | _____               |
| 1010(1)   | Frames (Jambs, Sill, Head, Transoms and Mullions) | 14.00      | set            | _____                    | _____               |
| 1004(2)   | Finishing Hardware                                | 1.00       | Ls.            | _____                    | _____               |
|   | <i>a. Door Knobs with Locksets</i>                | <i>set</i> | <i>2.00</i>    |                          |                     |
|   | <i>b. Lever Type Door Closer with Locksets</i>    | <i>set</i> | <i>12.00</i>   |                          |                     |
|   | <i>c. Hinges</i>                                  | <i>pc</i>  | <i>68.00</i>   |                          |                     |
| 1012(6)   | Glass and Glazing                                 | 1.00       | Ls.            | _____                    | _____               |
|   | <i>a. 0.20 m x 0.20 m Glass Blocks</i>            | <i>pc</i>  | <i>36.00</i>   |                          |                     |
|   | <i>b. Consumables (3% of Materials Cost)</i>      |            |                |                          |                     |
| 1003(17)  | Carpentry and Joinery Works                       | 1.00       | Ls.            | _____                    | _____               |
|   | <i>a. Blackboard</i>                              | <i>set</i> | <i>6.00</i>    |                          |                     |
| 1051(1)   | 38 mm Ø Galvanized Iron Pipe Railings             | 344.82     | m              | _____                    | _____               |
| <b>C.3 Finishing Works</b>  |   |            |                |                          |                     |
| 1027(1)   | Cement Plaster Finish (Class B, 16mm thk)         | 1,199.59   | m <sup>2</sup> | _____                    | _____               |
| 1027(1)   | Cement Plaster Finish (Class B, 25mm thk)         | 32.75      | m <sup>2</sup> | _____                    | _____               |
| 1021(1)a  | Cement Floor Finish (Plain, 25 mm thk)            | 557.15     | m <sup>2</sup> | _____                    | _____               |
| 1003(1)a1   | Ceiling (4.5mm, Metal Frame, Fiber Cement Board)  | 546.27     | m <sup>2</sup> | _____                    | _____               |
| 1003(1)e2   | Ceiling (Metal Frame, Prepainted Metal Panel)     | 102.69     | m <sup>2</sup> | _____                    | _____               |
| 1003(11)a1  | Fascia Board (19mm, Fiber Cement Board)           | 66.00      | m              | _____                    | _____               |
| 1018(1)   | Glazed Tiles and Trims (0.20 m x 0.30 m Tiles)    | 46.80      | m <sup>2</sup> | _____                    | _____               |
| 1018(2)   | Unglazed Tiles (0.30 m x 0.30 m Tiles)            | 13.00      | m <sup>2</sup> | _____                    | _____               |
| Signature Box :   |   |            |                |                          |                     |
| <hr style="width: 20%; margin: 0 auto;"/><br>Authorized Signatory |   |            |                |                          |                     |

| ITEM NO.                                  | DESCRIPTION  | QTY        | UNIT           | UNIT PRICE<br>(in Pesos) | TOTAL<br>(in Pesos) |
|---|--|------------|----------------|--------------------------|---------------------|
| 1003(21)                                  | Moulding   | 1.00       | L.s.           | _____                    | _____               |
|   | <i>a. 6"x6" Concrete Decorative Mouldings</i>              | <i>pc</i>  | <i>48.00</i>   |                          |                     |
|   | <i>b. 6"x1" thick Concrete Decorative Mouldings</i>        | <i>m</i>   | <i>49.65</i>   |                          |                     |
|   | <i>c. 5"x1" thick Concrete Decorative Mouldings</i>        | <i>m</i>   | <i>31.65</i>   |                          |                     |
|   | <i>d. 0.60 m Ø Painted Provincial Logo</i>                 | <i>set</i> | <i>2.00</i>    |                          |                     |
|   | <i>e. Painted School Signage</i>                           | <i>set</i> | <i>1.00</i>    |                          |                     |
| <b>C.4 Painting Works</b>                 |  |            |                |                          |                     |
| 1032(1)a                                  | Painting Works (Masonry/Concrete)                          | 1,232.34   | m <sup>2</sup> | _____                    | _____               |
| 1032(1)b                                  | Painting Works (Wood)                                      | 64.92      | m <sup>2</sup> | _____                    | _____               |
| 1032(1)c                                  | Painting Works (Steel)                                     | 505.23     | m <sup>2</sup> | _____                    | _____               |
| 1032(1)d                                  | Painting Works (Ceiling)                                   | 546.27     | m <sup>2</sup> | _____                    | _____               |
| <b>C.5 Roof Framing and Roofing Works</b> |  |            |                |                          |                     |
| 1014(1)b2                                 | Prepainted Metal Sheets (Rib Type, Long Span, 0.50 mm thk) | 415.80     | m <sup>2</sup> | _____                    | _____               |
| 1013(2)a1                                 | Fabricated Metal Roofing Accessory (Ridge/Hip Rolls)       | 33.00      | m              | _____                    | _____               |
| 1013(2)a2                                 | Fabricated Metal Roofing Accessory (Flashings)             | 25.20      | m              | _____                    | _____               |
| 1013(2)b1                                 | Fabricated Metal Roofing Accessory (Gutter)                | 66.00      | m              | _____                    | _____               |
| 1017(3)b                                  | 75mm Ø Gutter Drain with Strainer                          | 15.00      | set            | _____                    | _____               |
| 1047(2)a                                  | Structural Steel (Trusses)                                 | 3,787.22   | kg             | _____                    | _____               |
| 1047(2)b                                  | Structural Steel (Purlins)                                 | 2,795.46   | kg             | _____                    | _____               |
| 1047(3)a                                  | Metal Structure Accessories (Anchor Bolts)                 | 192.00     | ea             | _____                    | _____               |
| 1047(3)b                                  | Metal Structure Accessories (Sagrods)                      | 224.00     | ea             | _____                    | _____               |
| 1047(6)                                   | Metal Structure Accessories (Steel Plates)                 | 346.66     | kg             | _____                    | _____               |
| Signature Box :                           |  |            |                |                          |                     |
| _____<br>Authorized Signatory             |  |            |                |                          |                     |

| ITEM NO.                             | DESCRIPTION  | QTY        | UNIT          | UNIT PRICE<br>(in Pesos) | TOTAL<br>(in Pesos) |
|--------------------------------------|--|------------|---------------|--------------------------|---------------------|
| <b>C.6 Plumbing / Sanitary Works</b> |  |            |               |                          |                     |
| 1001(5)b                             | Catch Basin (CHB)  | 15.00      | ea            | _____                    | _____               |
| 1001(11)                             | Septic Vault (Concrete/CHB)  | 1.00       | Ls.           | _____                    | _____               |
| 1001(8)                              | Sewer Line Works   | 1.00       | Ls.           | _____                    | _____               |
|                                      | <i>a. 6" Ø PVC Pipes</i>   | <i>m</i>   | <i>72.00</i>  |                          |                     |
|                                      | <i>b. 4" Ø PVC Pipes</i>   | <i>m</i>   | <i>12.00</i>  |                          |                     |
|                                      | <i>c. 3" Ø PVC Pipes</i>   | <i>m</i>   | <i>171.00</i> |                          |                     |
|                                      | <i>d. 2" Ø PVC Pipes</i>   | <i>m</i>   | <i>12.00</i>  |                          |                     |
|                                      | <i>e. 4" x 4" Ø PVC Tee</i>  | <i>ea</i>  | <i>4.00</i>   |                          |                     |
|                                      | <i>f. 4" x 3" Ø PVC Tee</i>  | <i>ea</i>  | <i>4.00</i>   |                          |                     |
|                                      | <i>g. 4" x 2" Ø PVC Tee</i>  | <i>ea</i>  | <i>4.00</i>   |                          |                     |
|                                      | <i>h. 3" x 2" Ø PVC Tee</i>  | <i>ea</i>  | <i>16.00</i>  |                          |                     |
|                                      | <i>i. 3" Ø PVC P-Trap</i>  | <i>ea</i>  | <i>7.00</i>   |                          |                     |
|                                      | <i>j. 4" Ø Elbow</i>   | <i>ea</i>  | <i>2.00</i>   |                          |                     |
|                                      | <i>k. 3" Ø Elbow</i>   | <i>ea</i>  | <i>30.00</i>  |                          |                     |
|                                      | <i>l. 2" Ø Elbow</i>   | <i>ea</i>  | <i>8.00</i>   |                          |                     |
|                                      | <i>m. 4" clean-out</i>   | <i>ea</i>  | <i>2.00</i>   |                          |                     |
|                                      | <i>n. 3" clean-out</i>   | <i>ea</i>  | <i>2.00</i>   |                          |                     |
| 1002(4)                              | Plumbing Fixtures  | 1.00       | Ls.           | _____                    | _____               |
|                                      | <i>a. Water Closet with complete accessories and fittings, Tissue Holder and Soap Holder</i> | <i>set</i> | <i>3.00</i>   |                          |                     |
|                                      | <i>b. Urinal (0.8 gpf) with Flush Valve with complete accessories and fittings</i>           | <i>set</i> | <i>2.00</i>   |                          |                     |
|                                      | <i>c. Bidet Washer with Flexible Metallic Hose and complete accessories and fittings</i>     | <i>pc</i>  | <i>3.00</i>   |                          |                     |
|                                      | <i>d. Floor Drain</i>  | <i>set</i> | <i>15.00</i>  |                          |                     |
|                                      | <i>e. Stainless Counter Faucets</i>  | <i>pc</i>  | <i>4.00</i>   |                          |                     |
|                                      | <i>f. Faucet</i>   | <i>pc</i>  | <i>3.00</i>   |                          |                     |
| Signature Box :                      |  |            |               |                          |                     |
| _____<br>Authorized Signatory        |  |            |               |                          |                     |

| ITEM NO.             | DESCRIPTION   | QTY  | UNIT     | UNIT PRICE<br>(in Pesos) | TOTAL<br>(in Pesos) |
|----------------------|---|------|----------|--------------------------|---------------------|
| 1002(24)             | Cold Water Lines  | 1.00 | Ls.      | _____                    | _____               |
|                      | a. 32mm Ø PPRC Pipe   | m    | 36.00    |                          |                     |
|                      | b. 20mm Ø PPRC Pipe   | m    | 18.00    |                          |                     |
|                      | c. 32 mm Ø x 20mm Ø Tee                                       | pc   | 16.00    |                          |                     |
|                      | d. 32 mm Ø Tee  | pc   | 6.00     |                          |                     |
|                      | e. 20mm Ø Tee   | pc   | 8.00     |                          |                     |
|                      | f. 32 mm Ø Elbow  | pc   | 4.00     |                          |                     |
|                      | g. 20mm Ø Elbow   | pc   | 8.00     |                          |                     |
|                      | h. 32mm Ø Coupling  | pc   | 4.00     |                          |                     |
|                      | i. 20mm Ø Coupling  | pc   | 4.00     |                          |                     |
|                      | j. 32mm Ø Gate Valve  | pc   | 4.00     |                          |                     |
| <b>PART D</b>        | <b>ELECTRICAL WORKS</b>                                       |      |          |                          |                     |
| 1100(10)             | Conduit, Boxes, and Fittings (Conduit Works/Conduit Rough-in) | 1.00 | Ls.      | _____                    | _____               |
|                      | a. PVC Pipe 20 mm Ø   | m    | 808.00   |                          |                     |
|                      | b. PVC Pipe 40 mm Ø   | m    | 15.00    |                          |                     |
|                      | c. Junction box (octagonal box) with cover                    | pcs  | 151.00   |                          |                     |
|                      | d. Utility Box  | pcs  | 69.00    |                          |                     |
|                      | e. Flexible Conduit 20 mm Ø                                   | m    | 74.00    |                          |                     |
|                      | f. PVC Adaptor 20 mm Ø  | pcs  | 738.00   |                          |                     |
|                      | g. Entrance Cap 40 mm Ø                                       | pcs  | 1.00     |                          |                     |
|                      | h. 2 Spool Insulator Wire Rack                                | pcs  | 1.00     |                          |                     |
|                      | i. Grounding Rod Copper Clad 20 mm Ø                          | m    | 3.00     |                          |                     |
| 1101(33)             | Wires and Wiring Devices                                      | 1.00 | Ls.      | _____                    | _____               |
|                      | a. 3.5 mm <sup>2</sup> THHN/THWN-2 Cu. stranded wire          | m    | 1,834.00 |                          |                     |
|                      | b. 2.0 mm <sup>2</sup> THHN/THWN-2 Cu. stranded wire          | m    | 895.00   |                          |                     |
|                      | c. 8.0 mm <sup>2</sup> THHN/THWN-2 Cu. stranded wire          | m    | 10.00    |                          |                     |
|                      | d. 30.0 mm <sup>2</sup> THHN/THWN-2 Cu. stranded wire         | m    | 30.00    |                          |                     |
|                      | e. Duplex Universal Outlet                                    | sets | 50.00    |                          |                     |
|                      | f. Weatherproof Duplex Convenience Outlet                     | sets | 1.00     |                          |                     |
|                      | g. 1 Gang Switch with LED Set                                 | sets | 1.00     |                          |                     |
|                      | h. 2 Gang Switch with LED Set                                 | sets | 10.00    |                          |                     |
|                      | i. 3 Gang Switch with LED Set                                 | sets | 1.00     |                          |                     |
|                      | j. 3-Way Switch Set   | sets | 2.00     |                          |                     |
| Signature Box :      |   |      |          |                          |                     |
| _____                |   |      |          |                          |                     |
| Authorized Signatory |   |      |          |                          |                     |

| ITEM NO.                     | DESCRIPTION  | QTY   | UNIT  | UNIT PRICE<br>(in Pesos) | TOTAL<br>(in Pesos) |
|------------------------------|--|---|---|--------------------------|---------------------|
| 1102(1)                      | Panelboard with Main and Branch Breaker<br><i>a. Panel Board</i><br>Panelboard (Nema 1), 1Phase, 230V, 12 Branch,<br>Bolt-on c/w Busbar, Ground Terminal, Paint (wall<br>mounted)<br>1- 100AT/100AF, 2P, MCCB, 65KAIC<br>4-15AT/50AF, 2P, 10KAIC<br>8-20AT/50AF, 2P, 10KAIC  | 1.00<br><br>set   | Ls.<br><br>1.00   | _____                    | _____               |
| 1103(1)                      | Lighting Fixtures and Lamps<br><i>a. 1 x 18W T8 Tube &amp; Box Type Set<br/>(Single-ended)</i><br><i>b. 9W LED Downlight</i><br><i>c. 12W LED Downlight</i><br><i>d. 18W LED Downlight</i><br><i>e. 12W LED Outdoor Wall Lamp</i><br><i>f. Fire Alarm Bell</i><br><i>g. Manual Pull Station Switch</i><br><i>h. 18" Wall Fan</i> | 1.00<br><br>set<br><br>set<br><br>set<br><br>set<br><br>set<br><br>set<br><br>set | Ls.<br><br>51.00<br><br>8.00<br><br>6.00<br><br>2.00<br><br>1.00<br><br>2.00<br><br>2.00<br><br>12.00 | _____                    | _____               |
| Signature Box :<br><br>_____ |  | <b>Grand Total:</b> _____   |   |                          |                     |
| Authorized Signatory         |  |   |   |                          |                     |

I / We certify that our bid meets the conditions and requirements of the contract documents with our total bid amount: \_\_\_\_\_ (in words and figures) to be completed in \_\_\_\_\_ calendar days.

Printed Name and signature : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Name of Firm : \_\_\_\_\_  
 Date : \_\_\_\_\_

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





**REPUBLIC OF THE PHILIPPINES**  
**Province of Pampanga**  
**City of San Fernando**

**BIDS AND AWARDS COMMITTEE**

**CHECKLIST OF TECHNICAL DOCUMENTS FOR THE PROCUREMENT  
OF INFRASTRUCTURE PROJECTS**

**PROJECT:** \_\_\_\_\_

**BIDDER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TECHNICAL COMPONENT ENVELOPE**

**Class "A" Documents**

**Legal Documents**

- |  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|
- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with **Section 8.5.2 of the IRR**;

**Technical Documents**

- |  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|
- (b) 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**

- |  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|
- (c) 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**

- |  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|
- (d) Special PCAB License in case of Joint Ventures; **and** registration for the type and cost of the contract to be bid;  
**and**

- |  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|
- (e) 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.

- |  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|
- (f) Project Requirements, which shall include the following:  
a. Organizational chart for the contract to be bid;  
b. List of contractor's personnel to be assigned to the contract to be bid, with their complete qualification and experience data;  
    (i) Individual Key Personnel's Bio-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;

- |  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|
- (g) 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**

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

(h) The bidder's computation of Net Financial Contracting Capacity (NFCC).

**Class "B" Documents**

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

(i) 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.

**Any missing document/s in the above-mentioned checklist is a ground for outright declaration of "Non-Compliance". Suppliers and Contractors who will participate in the public bidding of the Province shall submit one (1) original of the technical component of its Bid.**

[     ] **Passed**

[     ] **Failed**



REPUBLIC OF THE PHILIPPINES  
Province of Pampanga  
City of San Fernando

**BIDS AND AWARDS COMMITTEE**

**FINANCIAL REQUIREMENT FOR THE PROCUREMENT  
OF INFRASTRUCTURE PROJECTS**

PROJECT: \_\_\_\_\_  
BIDDER: \_\_\_\_\_  
DATE: \_\_\_\_\_

**FINANCIAL COMPONENT ENVELOPE**

**Financial Envelope:** Shall contain the following information/documents and shall be opened only if the bidder has complied with the requirements in the the technical envelope.

**Bid Form**

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

**Other documentary requirements under RA No. 9184**

(o) Original of duly signed Bid Prices in the Bill of Quantities;  
**and**

(p) Duly accomplished Detailed Estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and/or equipment rentals used in coming up with the Bid;

**and**  
 (q) Cash flow by the quarter.

**Any missing document/s in the above-mentioned checklist is a ground for outright declaration of "Non-Compliance".  
Suppliers and Contractors who will participate in the public bidding of the Province shall submit one (1) original of the technical component of its Bid.**

[ ] Passed

[ ] Failed

## *Annex A. Bidding Forms*

# 1. Financial Bid Form

## BID FORM

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>12</sup> for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute

and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].

- I. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## 2. Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**  
Project Identification No.: *[Insert number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

*[Jurat]*

*[Format shall be based on the latest Rules on Notarial Practice]*

### 3. Form of Contract Agreement

#### CONTRACT AGREEMENT

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the "Entity") and *[name and address of Contractor]* (hereinafter called the "Contractor").

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called "the Works") and the Entity has accepted the Bid for *[contract price in words and figures in specified currency]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. Philippine Bidding Documents (PBDs);
    - i. Drawings/Plans;
    - ii. Specifications;
    - iii. Bill of Quantities;
    - iv. General and Special Conditions of Contract;
    - v. Supplemental or Bid Bulletins, if any;
  - b. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- c. Performance Security;
  - d. Notice of Award of Contract and the Bidder's conforme thereto; and
  - e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.



4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

*[Format shall be based on the latest Rules on Notarial Practice]*

## 4. Form of Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

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

1. *[Select one, delete the other:]*

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

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

2. *[Select one, delete the other:]*

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## 5. Form of Performance Securing Declaration

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]  
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**  
*[Format shall be based on the latest Rules on Notarial Practice]*

## 6. NFCC Computation

Contract ID : \_\_\_\_\_  
Contract : \_\_\_\_\_

### **NFCC COMPUTATION FOR ELIGIBILITY CHECK (REVISED)**

A.

|     |  | Year 20_____ |
|-----|--|--------------|
| 1 . | Approved Budget for the Contract (ABC)             |              |
| 2 . | Current Assets                                     |              |
| 3 . | Current Liabilities                                |              |
| 4 . | Total value of all outstanding or ongoing projects |              |

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (K)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project.

Where : K = 15

Submitted By : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Name of Firm : \_\_\_\_\_  
Date : \_\_\_\_\_

\* Mandatory Provision pursuant to Government Procurement Policy Board (GPPB) Resolution No. 16-2020 dated September 16, 2020

## 7. Statement of Single Largest Contract (SLCC)

Contract ID : \_\_\_\_\_  
 Contract : \_\_\_\_\_

### STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)

| Name of Project | Project Description | Contract Amount | Owner/Implementing Agency | Date Finished | Remarks |
|-----------------|---------------------|-----------------|---------------------------|---------------|---------|
|                 |                     | P               |                           |               |         |

Submitted by :

Printed Name & Signature : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Name of Firm : \_\_\_\_\_  
 Date : \_\_\_\_\_

Note :

1. Prospective bidder must have completed a similar contract to be bid within the last **ten (10) years** and must be atleast **fifty percent (50 %) of the ABC**.
2. Attach Certificate of Completion or Acceptance from Implementing Agency/Project Owner.
3. Contractors under Small A and B categories without similar experience may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their PCAB Registration.

## 8. List of On-Going Government and Private Contracts

Contract ID : \_\_\_\_\_  
 Contract : \_\_\_\_\_

### LIST OF ALL ON-GOING GOVERNMENT & PRIVATE CONTRACTS (incl. contracts awarded but not yet started)

| a.<br>b.                           | Name of Contract and Project Cost | Owner | Nature of Work | Bidders Role (%) | a. Date Start<br>b. Target | % Completion | Value of Outstanding Works |
|------------------------------------|-----------------------------------|-------|----------------|------------------|----------------------------|--------------|----------------------------|
| <b>On-Going</b>                    |                                   |       |                |                  |                            |              |                            |
|                                    |                                   |       |                |                  | a.<br>b.                   |              | P<br>-                     |
|                                    |                                   |       |                |                  | a.<br>b.                   |              | P<br>-                     |
| <b>Awarded but not yet started</b> |                                   |       |                |                  |                            |              |                            |
|                                    |                                   |       |                |                  | a.<br>b.                   |              | P<br>-                     |
|                                    |                                   |       |                |                  | a.<br>b.                   |              | P<br>-                     |
| <b>Total Cost :</b>                |                                   |       |                |                  |                            |              | <b>P<br/>-</b>             |

Submitted by :

Printed Name & Signature : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Name of Firm : \_\_\_\_\_  
 Date : \_\_\_\_\_

## 9. Organizational Chart for the Contract

Contract ID : \_\_\_\_\_  
Contract : \_\_\_\_\_

### CONTRACTOR'S ORGANIZATIONAL CHART FOR THE CONTRACT

*Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him. Indicate in the chart the names of all Key Personnel (see Minimum Manpower Requirement under BDS Clause 12.1(b)(ii.2))*

Attached the required Proposed Organizational Chart for the Contract

Submitted By : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Name of Firm : \_\_\_\_\_  
Date : \_\_\_\_\_



# 10. List of Equipment, Pledge to the Proposed Contract

Contract ID : \_\_\_\_\_  
 Contract : \_\_\_\_\_

LIST OF EQUIPMENT, OWNED OR LEASED AND/OR UNDER PURCHASE AGREEMENTS, PLEDGE TO THE PROPOSED CONTRACT

Name of Firm : \_\_\_\_\_  
 Address : \_\_\_\_\_

| Description | Model, Year | Capacity | Plate No. | Motor No. | Location | Condition | Proof Of Ownership |
|-------------|-------------|----------|-----------|-----------|----------|-----------|--------------------|
| A. Owned    |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
| B. Leased   |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |
|             |             |          |           |           |          |           |                    |

Submitted By : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Name of Firm : \_\_\_\_\_  
 Date : \_\_\_\_\_

## 11. List of Key Personnel Proposed to be assigned to the Contract

Contract ID : \_\_\_\_\_  
 Contract : \_\_\_\_\_

### LIST OF KEY PERSONNEL PROPOSED TO BE ASSIGNED TO THE CONTRACT

Name of Firm : \_\_\_\_\_  
 Address : \_\_\_\_\_

|                               | <i>Position</i> | <i>Position</i> | <i>Position</i> |
|-------------------------------|-----------------|-----------------|-----------------|
| 1 . Name                      |                 |                 |                 |
| 2 . Address                   |                 |                 |                 |
| 3 . Date of Birth             |                 |                 |                 |
| 4 . Employed Since            |                 |                 |                 |
| 5 . Experience (No. of Years) |                 |                 |                 |
| 6 . Previous Employment       |                 |                 |                 |
| 7 . Education                 |                 |                 |                 |
| 8 . PRC License               |                 |                 |                 |

Notes :  
 - Min. Requirements (see BDS Clause 10.5)  
 - Attached Bio-Data and Certificate of Employment for each Key Personnel (see forms)

Submitted By : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Name of Firm : \_\_\_\_\_  
 Date : \_\_\_\_\_

## 12. Form of Bio-Data for Key Personnel

### KEY PERSONNEL (FORMAT OF BIO-DATA)

- 1 . Name : \_\_\_\_\_
- 2 . Date of Birth : \_\_\_\_\_
- 3 . Nationality : \_\_\_\_\_
- 4 . Education and Degrees : \_\_\_\_\_
- 5 . Specialty : \_\_\_\_\_
- 6 . Registration : \_\_\_\_\_
- 7 . Length of Service with the Firm : \_\_\_\_\_
- 8 . Years of Experience : \_\_\_\_\_
- 9 . Experience :

| <i>Name and Address of Employer</i> | <i>Length of Service</i> | <i>Inclusive Dates</i> |
|-------------------------------------|--------------------------|------------------------|
| _____                               | _____                    | _____                  |
| _____                               | _____                    | _____                  |

- 10 . As (Designation), I supervised the following completed projects;

| <i>Name of Project</i> | <i>Owner</i> | <i>Cost</i> | <i>Date Completed</i> |
|------------------------|--------------|-------------|-----------------------|
| _____                  | _____        | _____       | _____                 |
| _____                  | _____        | _____       | _____                 |
| _____                  | _____        | _____       | _____                 |

*Certified True and Corret :*

\_\_\_\_\_  
Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company/firm.

*Submitted By :* \_\_\_\_\_  
*Designation :* \_\_\_\_\_  
*Name of Firm :* \_\_\_\_\_  
*Date :* \_\_\_\_\_

# 13. Form of Detailed Estimates

## FORM OF DETAILED ESTIMATES (All Items of Bill of Quantities)

Name of Project : \_\_\_\_\_  
 Location : \_\_\_\_\_  
 Contract ID : \_\_\_\_\_

| ITEM NO.   | DESCRIPTION                 | QTY | UNIT | Materials | Labor and Equipment | Direct Cost   | Contractor's OCM and Profit | Tax                   | Total Cost          | Unit Cost      |
|------------|-----------------------------|-----|------|-----------|---------------------|---------------|-----------------------------|-----------------------|---------------------|----------------|
| (1)        | (2)                         | (3) | (4)  | (5)       | (6)                 | (7)           | (8)                         | (9)                   | (10)                | (11)           |
| (PART No.) | (Part Name)                 |     |      |           |                     | $= (5) + (6)$ | $= 7 * \text{---} \%$       | $= [(7) + (8)] * 5\%$ | $= (7) + (8) + (9)$ | $= (10) / (3)$ |
| <Item No.> | <Description/Scope of Work> |     |      |           |                     |               |                             |                       |                     |                |
| <Item No.> | <Description/Scope of Work> |     |      |           |                     |               |                             |                       |                     |                |
| <Item No.> | <Description/Scope of Work> |     |      |           |                     |               |                             |                       |                     |                |
| (PART No.) | (Part Name)                 |     |      |           |                     |               |                             |                       |                     |                |
| <Item No.> | <Description/Scope of Work> |     |      |           |                     |               |                             |                       |                     |                |
| <Item No.> | <Description/Scope of Work> |     |      |           |                     |               |                             |                       |                     |                |
| <Item No.> | <Description/Scope of Work> |     |      |           |                     |               |                             |                       |                     |                |
| <Item No.> | <Description/Scope of Work> |     |      |           |                     |               |                             |                       |                     |                |

Signature Box : \_\_\_\_\_  
 \_\_\_\_\_  
 Authorized Signatory

Submitted by:

Printed Name and signature : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Name of Firm : \_\_\_\_\_  
 Date : \_\_\_\_\_

Notes on the preparation of Detailed Estimates:  
 - Refer to the Bill of Quantities for corresponding Part No., Pay Item, Description, Unit and Quantity.  
 - Alteration of Item specifics from BOQ (i.e., quantity, unit, etc.) shall disqualify the Bid.  
 - This form shall be supported by a Detailed Unit Price Analysis (DUPA) using prescribed form and to be submitted as specified in Section 2.1 of BDS.  
 - Attached additional sheets if necessary.

## 14. Form of Summary of Bid Prices

### SUMMARY OF BID PRICES

Name of Project : \_\_\_\_\_

Location : \_\_\_\_\_

Contract ID : \_\_\_\_\_

| Part No.            | Description | Total Amount<br>(in Pesos) |
|---------------------|-------------|----------------------------|
|                     |             |                            |
|                     |             |                            |
|                     |             |                            |
|                     |             |                            |
| <b>Total Amount</b> |             | <b>P</b>                   |

Printed Name and signature : \_\_\_\_\_

Designation :

Name of Firm :

Date :

*Instructions for completing the Summary of Bid Prices:*

- 1 . Part No. - enter the "Part No." for each section of the BOQ where unit prices are entered*
- 2. Part Description - Enter the "Part Description" corresponding to the "Part No."*
- 3. Total Amount - Enter the "Total Amount" in Pesos for all pages having the same "Part Description".*

## 15. Cash Flow by Quarter and Payment Schedule

### CASH FLOW BY QUARTER AND PAYMENT SCHEDULE

To: **BIDS AND AWARDS COMMITTEE [ BAC ] - PROVINCIAL GOVERNMENT OF PAMPANGA**  
**Capitol Bldg., Sto.Nino, City of San Fernando, Pampanga**

Contract Name : \_\_\_\_\_  
 Location : \_\_\_\_\_  
 Contract ID : \_\_\_\_\_

| PARTICULARS                     | % WEIGHT     | 1 <sup>st</sup> QUARTER | 2 <sup>nd</sup> QUARTER | 3 <sup>rd</sup> QUARTER | 4 <sup>th</sup> QUARTER |
|---------------------------------|--------------|-------------------------|-------------------------|-------------------------|-------------------------|
| ACCOMPLISHMENT                  | <b>100 %</b> | %                       | %                       | %                       | %                       |
| CASH FLOW (in Pesos)            |              |                         |                         |                         |                         |
| CUMULATIVE ACCOMPLISHMENT       |              | %                       | %                       | %                       | %                       |
| CUMULATIVE CASH FLOW (in Pesos) |              | ₱ -                     | ₱ -                     | ₱ -                     | ₱ -                     |

Printed Name and signature : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Name of Firm : \_\_\_\_\_  
 Date : \_\_\_\_\_

## 16. Form of Detailed Unit Price Analysis (DUPA)

### DETAILED UNIT PRICE ANALYSIS (DUPA)

Item No./Description : \_\_\_\_\_  
 Unit of Measurement : \_\_\_\_\_  
 Output per hour : \_\_\_\_\_

|    | Designation                                   | No. of Person | No. of Hours | Hourly Rate | Amount |                   |
|----|---|---------------|--------------|-------------|--------|-------------------|
| A. | Labor   |               |              |             |        |                   |
|    | Sub - Total for A                             |               |              |             | -      |                   |
|    | Name and Capacity                             | No of Units   | No. of Hours | Hourly Rate | Amount |                   |
| B. | Equipment                                     |               |              |             |        |                   |
|    | Sub - Total for B                             |               |              |             | -      |                   |
| C. | Total (A + B)                                 |               |              |             |        | -                 |
| D. | Output per Hour                               |               |              |             |        | -                 |
| E. | Direct Unit Cost (C ÷ D)                      |               |              |             |        | -                 |
|    | Name and Specification                        | Unit          | Quantity     | Unit Cost   | Amount |                   |
| F. | Materials                                     |               |              |             |        |                   |
|    | Sub - Total for F                             |               |              |             | -      |                   |
| G. | Direct Unit Cost (E + F)                      |               |              |             |        | -                 |
| H. | Overhead, Contingencies & Miscellaneous (OCM) |               |              |             |        | % of G            |
| I. | Contractor's Profit (CP)                      |               |              |             |        | % of G            |
| J. | Value Added Tax (VAT)                         |               |              |             |        | 5% of (G + H + I) |
| K. | Total Unit Cost                               |               |              |             |        | (G + H + I + J)   |

