



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Republic of the Philippines
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
Ministry of Finance, and Budget and Management
Bangsamoro Government Center, Rosary Height VII, Cotabato City

PHILIPPINE BIDDING DOCUMENTS

EXPANSION OF OFFICE BUILDING AND OTHER ADDITIONAL WORKS

MFBM PB No. 2024-01

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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

TABLE OF CONTENTS

Glossary of Terms, Abbreviations, and Acronyms	5
Section I. Invitation to Bid.....	8
Section II. Instructions to Bidders	11
1. Scope of Bid.....	12
2. Funding Information	12
3. Bidding Requirements.....	12
4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices	12
5. Eligible Bidders.....	12
6. Origin of Associated Goods	13
7. Subcontracts	13
8. Pre-Bid Conference.....	13
9. Clarification and Amendment of Bidding Documents.....	13
10. Documents Comprising the Bid: Eligibility and Technical Components	13
11. Documents Comprising the Bid: Financial Component	14
12. Alternative Bids	14
13. Bid Prices	14
14. Bid and Payment Currencies.....	15
15. Bid Security.....	15
16. Sealing and Marking of Bids.....	15
17. Deadline for Submission of Bids	15
18. Opening and Preliminary Examination of Bids	15
19. Detailed Evaluation and Comparison of Bids.....	16
20. Post Qualification.....	16
21. Signing of the Contract	16
Section III. Bid Data Sheet	17
Section IV. General Conditions of Contract.....	20
1. Scope of Contract.....	21
2. Sectional Completion of Works	21
3. Possession of Site	21
4. The Contractor's Obligations.....	21
5. Performance Security	21
6. Site Investigation Reports	22

7.	Warranty.....	22
8.	Liability of the Contractor.....	22
9.	Termination for Other Causes.....	22
10.	Dayworks	22
11.	Program of Work.....	23
12.	Instructions, Inspections and Audits	23
13.	Advance Payment.....	23
14.	Progress Payments	23
15.	Operating and Maintenance Manuals.....	23
	Section V. Special Conditions of Contract.....	25
	Section VI. Specifications	27
	Section VII. Drawings.....	39
	Section VIII. Bill of Quantities	45
	Section IX. Checklist of Technical and Financial Documents	48

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

Republic of the Philippines
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
MINISTRY OF FINANCE, AND BUDGET AND MANAGEMENT

Invitation to Bid for
EXPANSION OF OFFICE BUILDING AND
OTHER ADDITIONAL WORKS

1. The *Ministry of Finance, and Budget and Management (MFBM)*, through the *General Appropriations Act of the Bangsamoro FY 2024* intends to apply the sum of *Php 2,060,000.00* being the ABC to payments under the contract for the *Expansion of Office Building and Other Additional Works*.
2. The *MFBM* now invites bids for the above Procurement Project. Completion of the Works is required *80 days*. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Prospective Bidders may obtain further information from the *Ministry of Finance, and Budget and Management-Regular Bids and Awards Committee (RBAC) Secretariat* and inspect the Bidding Documents at the address given below during office hours, *8:00AM-5:00PM*, Monday to Friday (except holidays).
5. A complete set of Bidding Documents may be acquired by Interested Bidders on *March 6, 2024* from the given address below and the website of the Philippine Government Electronic Procurement System (PhilGEPS) - <https://www.philgeps.gov.ph/> and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile, or through electronic means.
6. The MFBM RBAC will hold a **Pre-Bid Conference**, on *March 13, 2024 at 10:00 A.M.* at MFBM Conference Room, MFBM Building, Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City, *and/or through video conferencing or webcasting via zoom*, which shall be open to prospective bidders. The prospective bidders are advised to send email at **mfbmbac@gmail.com** for the link to join the meeting which will be provided before the scheduled Pre-Bid Conference.
7. Bids must be delivered on or before **9:00 A.M. (PST), April 2, 2024** to MFBM RBAC Secretariat, Ground Floor, MFBM Building, Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.

9. **Bid opening** shall be on **10:00 A.M. (PST), April 2, 2024** at MFBM Conference Room, MFBM Building, Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City. Bids will be opened in the presence of the bidders or their authorized representatives who choose to attend the activity (To minimize face to face transaction with the public only one (1) representative for each bidder will be allowed during the opening of bids).
10. The *MFBM* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

THE SECRETARIAT

Regular Bids and Awards Committee
Ministry of Finance and Budget and Management
MFBM Building, Bangsamoro Government Center, Gov. Gutierrez Ave.,
Rosary Heights VII Cotabato City
Tel. No. **(064) 557-2717**
Email: **mfbmbac@gmail.com**

APPROVED:

(SGD)

NAILA Z. DIMARAW, CPA, JD
Regular Bids and Awards Committee
MFBM-BARMM

Section II. Instructions to Bidders

1. **Scope of Bid**

The Procuring Entity, **Ministry of Finance, and Budget and Management**, wishes to receive Bids for the **Expansion of Office Building, and Other Additional Works** with identification number **MFBM PB No. 2024-01**

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

2. **Funding Information**

- a. The MFBM-BARMM through the source of funding as indicated below for **FY 2024** in the amount of **Two Million, Sixty Thousand Pesos (Php 2,060,000.00)**.
- b. The source of funding is: **General Appropriations Act of the Bangsamoro (2024)**.

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 RBAC through the issuance of a supplemental or bid bulletin.

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

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

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

5. **Eligible Bidders**

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

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.
- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

Subcontracting not is allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and 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 special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

11. Documents Comprising the Bid: Financial Component

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

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

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

14.2. Payment of the contract price shall be made in **Philippine Pesos**.

15. Bid Security

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

15.2. The Bid and bid security shall be valid until one hundred twenty (120) calendar days from the date of 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 RBAC 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 RBAC Secretariat.

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

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause			
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: Repair of office building such as: replacement of ceilings, floor tiles, toilet fixtures, doors, electrical, plumbing and painting works.		
7.1	Subcontracting is not allowed		
10.3	The required PCAB License for this contract is as follows: a. Size Range – Small B b. License Category – C/D For joint venture bidders, a Joint Special License issued by the PCAB pursuant to Section 38 of RA 4566, and the PCAB license and registration individually issued to each joint venture partner must be submitted. Failure of the joint venture bidder to submit a Joint Special License may be a ground for its disqualification despite the submission of the individual licenses of each joint venture partner.		
10.4	The key personnel must meet the required minimum years of experience set below:		
	Key Personnel	Minimum Total Work Experience (years)	Minimum Total Similar Work Experience (years)
	Project Engineer	Licensed Engineer, Civil Engineer with 3 years of experience in vertical infrastructure work.	Has supervised at least three (3) projects for the last three (3) years.
	Foreman	With 3 years of experience as a foreman.	Has handled at least three (3) projects as foremen for the last three (3) years.
10.5	The minimum major equipment requirements are the following:		
	Item No.	Number of Units	Equipment
	<u>1</u>	<u>1</u>	Welding machine, heavy duty
	<u>2</u>	<u>1</u>	Drill machine
	<u>3</u>	<u>2</u>	Angle grinder
	<u>4</u>	<u>1 set</u>	Power tools
12	Not applicable		
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than Php 41,200.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;		

	b. The amount of not less than Php 103,000.00, if bid security is in Surety Bond.
19.2	Partial bids are not allowed.
20	None
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

Section IV. General Conditions of Contract

1. **Scope of Contract**

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

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

2. **Sectional Completion of Works**

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

3. **Possession of Site**

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

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

4. **The Contractor's Obligations**

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

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

5. **Performance Security**

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

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

7. Warranty

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the SCC.

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2	The Intended Completion Date is eighty (80) calendar from the “start date” NOTE: The contract duration shall be reckoned from the start date and not from contract effectivity date.
4.1	The Procuring Entity shall give partial possession of the Site to the Contractor within 7 calendar days from the Contractor’s receipt of the Notice to Proceed.
6	The site investigation reports are: The Civil Works Pre-Inspection Report and the Ocular Site Inspection conducted by the prospective Contractor.
7.2	Not applicable
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 seven (7) calendar days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is 10% of the total contract cost.
13	The amount of the advance payment is 15% of the Total Contract Amount.
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 15 calendar days upon project completion.
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 2% of the total contract price.

Section VI. Specifications

GENERAL REQUIREMENT

SCOPE OF WORK

This section shall include the mobilization and demolition of Contractor's plant, equipment, materials and employees to the site; construction of Contractor's office and facilities.

This section shall also include the furnishing of labor, materials, transportation, tools, supplies, plant, equipment and appurtenances to complete satisfactorily the construction of the proposed project.

MOBILIZATION AND DEMOBILIZATION

The Contractor upon receipt of the Notice to Proceed shall immediately mobilize and transport his plant, equipment, materials, and employees to the site and demobilize or remove the same upon completion of project.

The Contractor shall be responsible in securing permits if required by the local city government.

TEMPORARY FACILITIES

A. Site/Field Office – During the performance of the contract, the Contractor shall construct and maintain a field office and facilities at the site of the work at which he and his authorized agent shall be holding office at all times while the work is in progress.

B. Temporary Light and Power - The Contractor shall provide and maintain temporary electrical service including installation of temporary power and lighting within the construction site. The electrical services shall be adequate in capacity to supply power to construction tools and equipment without over-loading the temporary facilities and shall be made available to supply power, lighting and construction operation of all trades. All temporary equipment and wiring for power and lighting shall be in accordance with the applicable provisions of the local governance codes. At the completion of the construction work, all temporary wiring, lighting, equipment and devices shall be removed.

C. Temporary Toilet – The Contractor shall provide and maintain in sanitary condition enclosed toilet for the use of all construction personnel located within the contract limits, complete with fixtures, water and sewer connection and all appurtenances. Installation shall be in accordance with all applicable codes and regulations of the local authorities having jurisdiction thereof. Upon completion of the work, temporary toilet and their appurtenances shall be removed.

D. Temporary Water Service – The Contractor shall provide and maintain temporary water supply service complete with necessary connection and appurtenances. Installed water supply lines shall be used as a source of water for construction purposes subject to the approval of the Procuring Entity. The Contractor shall pay the cost of operation, maintenance and restoration of the water system. All temporary water services including equipment and piping shall be removed upon completion of the work and all worn out and damaged parts of the permanent system shall be replaced and restored in first class condition equal to new.

E. Security – The Contractor shall provide sufficient security in the construction site to prevent illegal entry or work damage during nights, holidays and other period when work is not executed, and during working hours. The Contractor shall take ample precaution against fire by keeping away flammable materials and ensuring that such materials are properly handled and stored.

F. Workshops, warehouse, stockpile areas, and storage areas for materials, equipment, spares, fuel and oil.

COMPLIANCE WITH CONTRACT REQUIREMENTS

A. Control of On-Site Construction – Prior to the start of any definable feature of the work, the Contractor must perform the necessary inspection to include the following:

1. Review of Contract Documents to make sure that material, equipment and products have been tested, submitted and approved.

2. Physical examination of materials and equipment to assure its conformity to the specification, plans, shop drawings and other data in the Contract Documents.

3. As soon as the work has been started, the Contractor shall conduct initial inspection to check and review the workmanship in compliance with contract requirements for a particular item of work.

4. The Contractor shall perform these inspections on a regular basis to assure continuing compliance with the contract requirements until completion of a particular type of work.

B. Pre-construction Meetings – Prior to the start of construction, Contractor's material men and/or vendors whose presence is required must attend pre-construction meetings as directed for the purpose of discussing the execution of work.

C. Progress Meetings – Progress meetings shall be called upon under the following circumstances for the purpose of discussing the implementation of the work.

1. When called upon by the Procuring Entity for the purpose of discussing the execution of work, Contractor's material men or vendors whose presence is necessary or requested must attend progress meetings. Each of such meeting shall be held at the time and place designated by the Procuring Entity. Decisions and instructions agreed on these meetings shall be binding and conclusive on the contract. Minutes of these meetings shall be recorded and reasonable number of copies shall be furnished to the Contractor for distribution to various material men and vendors involved.

2. The Contractor may also call for a progress meeting for the purpose of coordinating, expediting and scheduling the work. In such meeting, Contractor's material men or vendors, whose presence is necessary are required to attend.

D. Progress Report – The Contractor shall prepare and submit progress reports to the Procuring Entity every 15 days after the start of the project up to its completion, showing the work completed, work remaining to be done, and the status of construction equipment and materials at the site, as stipulated in the General Conditions.

E. Survey Data – The Contractor shall layout his work from established base lines and benchmark indicated in the drawing and shall be responsible for all measurement in connection therewith. The Contractor shall furnish, at his own expense, all stakes, templates platforms, equipment, tools, materials and labor as may be required in laying out any part of the work, out of established base lines and benchmark. It shall be the responsibility of the Contractor to maintain and preserve all stakes and other marks until he is authorized to remove them. If the Contractor through his negligence prior to the authorized removal destroys such marks, they shall be replaced at the expense of the Contractor.

F. Submittals – Proposed material submittals, catalog data and samples

1. Proposed material submittals required of the Contractor shall be submitted to the MFBM Project Engineer, within 15 calendar days after receipt of Notice to Proceed, to allow time for processing, review, approval and procurement before the Contractor is ready to use.

2. The Contractor shall furnish the name and address of the manufacturer of each item of material and equipment. Each submittal shall be accompanied by a cover letter signed by the Contractor.

3. The Contractor shall furnish three (3) copies for approval, giving full information, such as identifying description, catalog numbers, catalog cuts, and data sheets as may be required for all material and equipment designated in the technical sections of the specifications. Clearly mark each item proposed to be incorporated in the contract and identify in the submittals, with cross references to the item number of the Contract drawings and specifications so as to identify clearly the use for which it is intended. Data submitted in a bound volume in the same numerical sequence as specification section paragraphs.

4. The Contractor shall certify on all submittals that the material being proposed conforms to contract requirements. In the event of any variance, the Contractor shall state specifically which portions vary and request approval of a substitute. Incomplete submittals and submittals with incomplete data shall be rejected.

G. Shop Drawings – The Contractor shall submit and furnish shop drawings and samples accompanied with transmittal forms in accordance with the provision of the Conditions of Contract for approval of the Procuring Entity. The term “shop drawings” as used herein shall be understood to include detailed design calculations, construction drawings, lists, graphs and others.

1. Transmittal forms shall be filled out typewritten or in ink with no alterations or interlineations unless initialed and dated before submittal. Shop drawings shall be submitted at the same size as the contract drawings when practicable, but in no case it shall exceed dimension of the contract drawings. The Contractor shall make preliminary check of all shop drawings for compliance with contract documents and stamp each print with statement of compliance with the requirements.

2. The said shop drawings and transmittal shall be submitted at a time sufficiently early, to allow review of the same by the Procuring Entity to accommodate the rate of construction progress required under the contract. The Contractor shall submit print copies of shop drawings

with transmittal forms, and copies of brochures with transmittal forms, as required by the Procuring Entity.

3. Any shop drawing/s and submitted sample/s not accompanied by transmittal forms or where all applicable items on the forms are not completed will be returned for re-submittal. The Procuring Entity will check and evaluate the said shop drawings, retain print copies for file and return the rest to the Contractor with notation. Returned shop drawings marked “No Exceptions Taken” or “Make Corrections Noted” means formal revision of said drawings will not be required. If it is marked “Amend/Resubmit” or “Rejected-Resubmit,” the Contractor shall revise said drawings and shall submit revised drawings to the Procuring Entity.

4. Warranty Documents – In addition to the warranties required, the Contractor shall submit together with the technical publications specified herein, a copy of all warranty documents on all items of equipment, including those obtained in writing from subcontractors, manufacturers, and suppliers.

5. Mock-up – General: As soon as practicable, provide a complete installation of mock-up test panels as required by the contract documents. Modifications deemed necessary shall be made in mock-up for evaluation and re-tested, until specified results are obtained. Test shall be conducted at Contractor’s expense. Modifications for the mock-up as required from results of test shall be at the expense of the Contractor as well. Coordinate mock-up test conditions and procedure with the Procuring Entity prior to test.

6. Test and Inspection – Tests, inspections and approvals of portions of the work required by the contract documents or by laws, ordinances, rules, regulations or orders of public authorities having jurisdiction shall be made at an appropriate tie. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections and approvals. The Contractor shall give the Procuring Entity timely notice of when and where tests and inspections are to be made so it may observe such procedures.

H. Cleaning up – The Contractor shall at all times, keep the construction area including storage areas free from accumulations of waste materials or rubbish. Upon completion of construction, the Contractor shall leave the work and premises in a clean, neat and workmanlike condition satisfactory to the Procuring Entity.

REMOVAL WORKS

EXAMINATION OF THE SITE

Visit the site of the work and examine the premises to fully understand all existing conditions relative to the work. No increase in cost or extension of performance time will be considered for failure to verify and know actual site conditions.

PROTECTION

Protect adjacent properties, persons, shrubs, trees, lawns, structures and utilities against harm or damage.

DISPOSAL OF MATERIALS

All debris and other materials resulting from the demolition/dismantling work shall be immediately removed from the premises and dumped at sites provided by the Contractor in a manner approved by the Procuring Entity.

DEMOLITION

A. Demolish and remove from the site existing structures and other obstructions within the area.

B. Ceiling joist, ceiling boards, gutters, ventilation slots, fascia boards, downspout shall be removed and replaced with brand new materials.

REPAIRS

Damages done to properties adjacent to the construction premises brought about by demolition work, clearing and grubbing shall be repaired at the expense of the Contractor.

PAINING WORKS

DESCRIPTION

This item shall consist of furnishing all paint materials, varnish and other related products, labor, tools, equipment and plant required in undertaking the proper application of painting and related works indicated on the Plans and in accordance with this Specification.

MATERIAL REQUIREMENTS

PAINT MATERIALS

All types of paint material and other related products shall be subject to random test as to material composition by the Bureau of Research and Standard, DPWH or National Institute of Science and Technology.

TINTING COLORS

Tinting colors shall be first grade quality, pigment ground in alkyd resin that disperses and mixes easily with paint to produce the color desired. Use the same brand of paint and tinting color to effect good paint body.

Wood paste filler shall be quality filler for filling and sealing open grain of interior wood. It shall produce a level finish for following coats of paint varnish/lacquer and other related products.

CONSTRUCTION REQUIREMENTS

The Contractor, prior to commencement of the painting and related work, shall examine the surfaces to be applied in order not to jeopardize the quality and appearances of the painting and related works.

SURFACE PREPARATION

All surfaces shall be in proper condition to receive the finish. Woodworks shall be hand-sanded smooth and dusted clean. All knotholes, pitch pockets or sappy portions shall be sealed with natural wood filler. Nail holes, cracks, or defects shall be carefully puttied after the first coat, matching the color of paint.

Interior woodworks shall be sandpapered between coats. Cracks, holes or imperfections in plaster shall be filled with patching compound and smoothed off to match adjoining surfaces.

APPLICATION

Paints when applied by brush shall become non-fluid, thick enough to lay down as adequate film of wet paint. Brush marks shall flaw out after application of paint. Paints made for application by roller must be similar to brushing paint. It must be nonstick when thinned to spraying viscosity so that it will break up easily into droplets. Paint is atomized by high pressure pumping rather than broken up by the large volume of air mixed with it. These procedures change the required properties of the paint.

MIXING AND THINNING

At the time of application, paint shall show no sign of deterioration. Paint shall be thoroughly stirred, strained, and kept at a uniform consistency during application. Paints of different manufacture shall not be mixed together. When thinning is necessary, this may be done immediately prior to application in accordance with the manufacturer's directions, but not in excess of 1 pint of suitable thinner per gallon of the paint.

STORAGE

All materials to be used under this item shall be stored in a single place to be designated by the Engineer and such place shall be kept neat and clean at all time. Necessary precaution to avoid fire must be observed by removing oily rags, waste, etc. at the end of daily work.

CLEANING

All cloths and cotton waste which constitute fire hazards shall be placed in metal containers or destroyed at the end of daily works. Upon completion of the work, all staging, scaffolding, and paint containers shall be removed. Paint drips, oil, or stains on adjacent surfaces shall be removed and the entire job left clean and acceptable to the MFBM Project Engineer.

WORKMANSHIP IN GENERAL

- a. All paints shall be evenly applied. Coats shall be of proper consistency and well brushed out so as to show a minimum of brush marks.
- b. All coats shall be thoroughly dry before the succeeding coat is applied.
- c. Where surfaces are not fully covered or cannot be satisfactorily finished in the number of coats specified such preparatory coats and subsequent coats as may be required shall be applied to attain the desired evenness of surface without extra cost to the Procuring Entity.

d. Where surface is not in proper condition to receive the coat, the MFBM Project Engineer shall be notified immediately. Work on the questioned portion(s) shall not start until clearance to proceed is ordered by the MFBM Project Engineer.

e. Hardware, lighting fixture, and other similar items shall be removed or protected during the painting and related work operations and re-installed after completion of work.

Painting work shall be done to the repaired/replaced items of work.

- a. Ceiling boards
- b. Fascia boards
- c. Ventilation slots

PLUMBING FIXTURES

SCOPE OF WORK

Work included in this section of the specification consists of the furnishing of all labor, tools, equipment, appliances, and materials necessary to complete installation, testing, and operation of the plumbing system in accordance with the contract.

- A. Plumbing fixtures, fittings, trims, and accessories.
- B. All other documents described in other sections of this document necessary for the completion of this contract.
- C. Payments for all permits incidental to the completion of the project.

FLOOR FINISHES

60cmx 60cm Ceramic Unglazed Floor Tiles (color to be selected)

WALL FINISHES

60cmx 60cm Ceramic Glazed Wall Tiles (color to be selected)

INSTALLATION OF PIPELINE

DESCRIPTION

This item shall consist of furnishing and installation of all pipes, fittings, closure pieces, bolts, nuts, gaskets, jointing materials and appurtenances and as required by the MFBM Project Engineer for a complete and workable piping system.

POLYETHELENE (PE) PLASTIC PIPE

All PE pipes when supplied under the specification shall be joined employing either of the following methods:

BUTT-FUSION

When pipes supplied under this specification are installed and joined by this method, the work shall be carried out only by well-qualified personnel who adhere strictly to prescribed working conditions using tools and procedures recommended by the manufacturer and approved by the MFBM Project Engineer.

A. General Procedure: The following procedures shall be followed when making butt-fusion joint:

1. Wipe each pipe-end-clean, inside and outside to remove dirt, water, grease and other foreign material.

2. Square the end of each pipe section to be fused using a fusing tool. Remove cuttings and burns from pipe ends.

3. Check line-up of pipe-ends in fusion machine to see that pipe ends meet squarely and completely over the entire surface to be fused. Two clamps should be used on each end of pipe to be fused for sizes 100mm and above.

4. Insert the heater plate between the aligned pipe ends. Bring and hold the pipes ends in contact and allow pipe to heat and soften until a bead of molten plastic roll back from the ends. This bead will be about 1.5mm to 5.0mm back from the end of the pipe depending on size. Soften approximately 1.50mm on all sizes up to 75mm. On 75mm to 150mm heat to 5.0mm. Softening can be judged by the appearance of the pipe end as the material softens. Both surfaces of the heater plate shall be cleaned and the temperature maintained at 246 degrees C to 2360 degrees C (475 degrees F to 500 degrees F).

5. Carefully remove the pipe ends from the heater plate and remove the plate. If the softened material sticks to the heater plate, discontinue the joint. Clean heater plate, re-square pipe end and start over.

6. Bring the heated pipe ends together with the specified pressure to form a uniform double head about 3.0mm to 5.0mm wide around the entire circumference of the pipe.

7. Allow the joint to cool and solidify while maintaining the pressure for the specified time. Inspect the joint for a uniform non-porous appearance. If the joint appears faulty, cut the joint out and repeat the procedure.

PLUMBING FIXTURES AND ACCESSORIES

All rough-in pipes and fixtures shall be laid simultaneously with the construction of the masonry and concrete slabs. Hence, no sanitary and plumbing pipes shall be exposed. Provide and install at all toilets, color or model as approved by the MFBM Project engineer. All fixtures shall be equal to "American Standard" or approved equal.

FOR TOILETS

A. Water Closets: Vitreous China, flush valve type, (Color to be selected); for Public Toilet.

B. Urinals: Vitreous China, flush valve type, (Color to be selected); for Public Toilet.

C. Lavatories: Vitreous China, CADET UNIVERSAL ACCESS COUNTERTOP SINK (color to be selected); for Public Toilet.

FITTINGS

A. Lavatory Faucets: Including P-trap and accessories, for all lavatories.

B. Flushing System: For water closets and urinals

ACCESSORIES

A. 3' x 7' Facial Mirror: 6mm (1/4") thick glass plate, distortion free with felt paper on 6mm (1/4") marine plywood backing on aluminum framing, wall mounted.

B. Toilet Paper Holder: with plastic roller

FIXTURES, EQUIPMENT AND FASTENINGS

1. All fixtures and equipment shall be supported and fastened in a safe and satisfactory workmanship as practiced.

2. All fixtures, where required to be wall mounted on concrete or concrete hollow block wall, fasten with brass expansion bolts. Expansion bolts shall be 6mm diameter with 20mm threads to 25mm into solid concrete, fitted with loose tubing or sleeves of proper length to acquire extreme rigidity.

3. Inserts shall be securely anchored and properly flushed into the walls. Inserts shall be concealed and rigid. 4. Bolts and nuts shall be horizontal and exposed. It shall be provided with washers and chromium plate finish.

DOORWORKS

TOILET DOORS

Fabricated Plywood Flush Type Doors and Provide and install all doors with complete locksets, hinges, and accessories. Painted finish.

TOILET CUBICLE DOORS

Fabricate 6mm (1/4") thick marine plywood flush door on Tanguile KD frames, of size of 1.5m x .65m and 1.5m x 0.90m. Painted finish.

Provide and install all doors with complete lock, hinges and accessories.

TOILET URINAL PARTITIONS

Fabricated from 19mm (3/4") marine plywood with Tanguile KD framing of 0.50m x 1.10m size and anchored firmly to the wall, painted finish.

FINISH HARDWARE

A. Locksets: Satin chrome finish, keyed entry function for all doors.

B. Hinges: 3-1/2" x 3-1/2" plain bearing, satin chrome finish, loose pin, button tip. Provide three (3) pieces per door for all doors.

C. Flush Bolts: Satin chrome finish.

TILEWORKS

SCOPE OF WORK

This item shall consist of furnishing all ceramic tiles and cementitious materials, tools and equipment including labor required in undertaking the proper installation of ceramic floor tiles as shown on the plans and in accordance with the specifications.

MATERIAL REQUIREMENTS

UNGLAZED TILES

1. Unglazed tiles shall be hard dense tile of homogenous composition, its color and characteristics are determined by the materials used in the body, the method of manufacture and the thermal treatment. Unless otherwise specified, used unglazed tiles for all floors as indicated on the plan.

2. Trims are manufactured to match wall tile color, texture and to coordinate with it in dimension.

3. These are shaped in various ceramic trim units such as caps, bases, coves, bull-nose, corners, angles, etc. that are necessary for edging or making a transition between interesting surfaces.

GLAZED TILES

Glazed tiles shall have an impervious face of ceramic materials fused onto the body of the tiles and trims. The glazed surface may be clear white or colored depending on the color scheme approved by the MFBM Project Engineer. Standard glazes may be bright (glossy) semi-matte (less glossy), matte (dull) or crystalline (mottled and textured; good resistance to abrasion). Glazed tiles are used principally for walls.

UNGLAZED TILES

1. Unglazed tiles shall be hard dense tile of homogenous composition. Its color and characteristics are determined by the materials used in the body, the method of manufacture and the thermal treatment. Unless otherwise specified, use unglazed tiles for all floors as indicated on the plan.

2. Trims are manufactured to match wall tile color, texture and to coordinate with it in dimension.

3. These are shaped in various ceramic trim units such as caps, bases, coves, bull-nose, corners, angles, etc. that are necessary for edging or making a transition between interesting surfaces.

CONSTRUCTION REQUIREMENTS

The work shall not be started until rough-ins for plumbing, electrical and other trades have been completed and tested. The work of all other trades shall be protected from any kind of damages.

SURFACE PREPARATION

1. Mortar mix for scratch coat and setting bed shall consist of one part Portland Cement ¼ part lime and 3 parts sand by volume.

2. Surface to receive tile must be level, true to elevation, dry free from dirt, oil and other kinds of ointments.

3. Allow at least seven days curing of scratch coat and setting bed. Installation work shall not be allowed to proceed until satisfactory conditions are corrected.

4. Thoroughly dampen surfaces of masonry or concrete before scratch coat is applied.

5. On masonry surface apply first a thin coat with pressure, then bring it out sufficiently to compensate for the major irregularities of the surface to a thickness not less than 10mm at any point.

6. Evenly rake the scratch coat to provide good mechanical key before the mortar mix has fully hardened.

INSTALLATION OF UNGLAZED FLOOR TILES

1. Before tile is laid on the floor, surface shall be tested for levelness or uniformity of slope by flooding it with water. Area where water ponds are filled and leveled, shall be tested again before the setting bed is applied.

2. Establish the lines of borders and center of the walls at the fieldwork in both directions to permit the pattern to be laid with a minimum cutting of tiles.

3. Clean concrete sub-floor then moisten but do not soak. Then, sparkle dry cement over the surface and spread the mortar on the setting bed.

4. Apply and spread mortar mix for setting bed and tamp to assure good bond over the entire area to be laid with tile.

5. Pitch floor to drain as shown on plans or as directed by the MFBM Project Engineer.

6. Allow the setting bed to set sufficiently then spread a bond coat over the surface and lay the tile.

GROUTING AND POINTING

1. Before grouting of joints, tile shall have been laid in place for at least 24 hours. Grouting mortar shall be white Portland Cement or blended with pigments to acquire the color appropriate for the ceramic tiles.

2. Grouting mortar shall be applied over the tile by float or squeegee stroked diagonally across the joints.

3. Remove excess mortar with wet sponge stroke diagonally or in a circular motion after 12-15 minutes.

4. Follow with a barely damp or dry sponge to remove remaining haze while smoothing all grouted joints.

CLEANING

1. Clean ceramic tiles surface thoroughly as possible upon completion of grouting.

2. Remove all grout haze observing tile manufacturer's instructions as to the use of acid or chemical cleaners.

3. Rinse tile thoroughly with clean water before and after using chemical cleaners. 4. Polish surface of tile with soft cloth.

PROTECTION

1. Apply a protective coat of neutral cleanser solution diluted with water in the proportion of 1.4 or one-liter cleanser concentrate to one gallon of water.

2. In addition, cover tile flooring with heavy-duty non-straining construction paper, taped in place.

3. Just before final acceptance of the work, remove paper and rinse the protective coat of neutral cleaner from the tile surface.

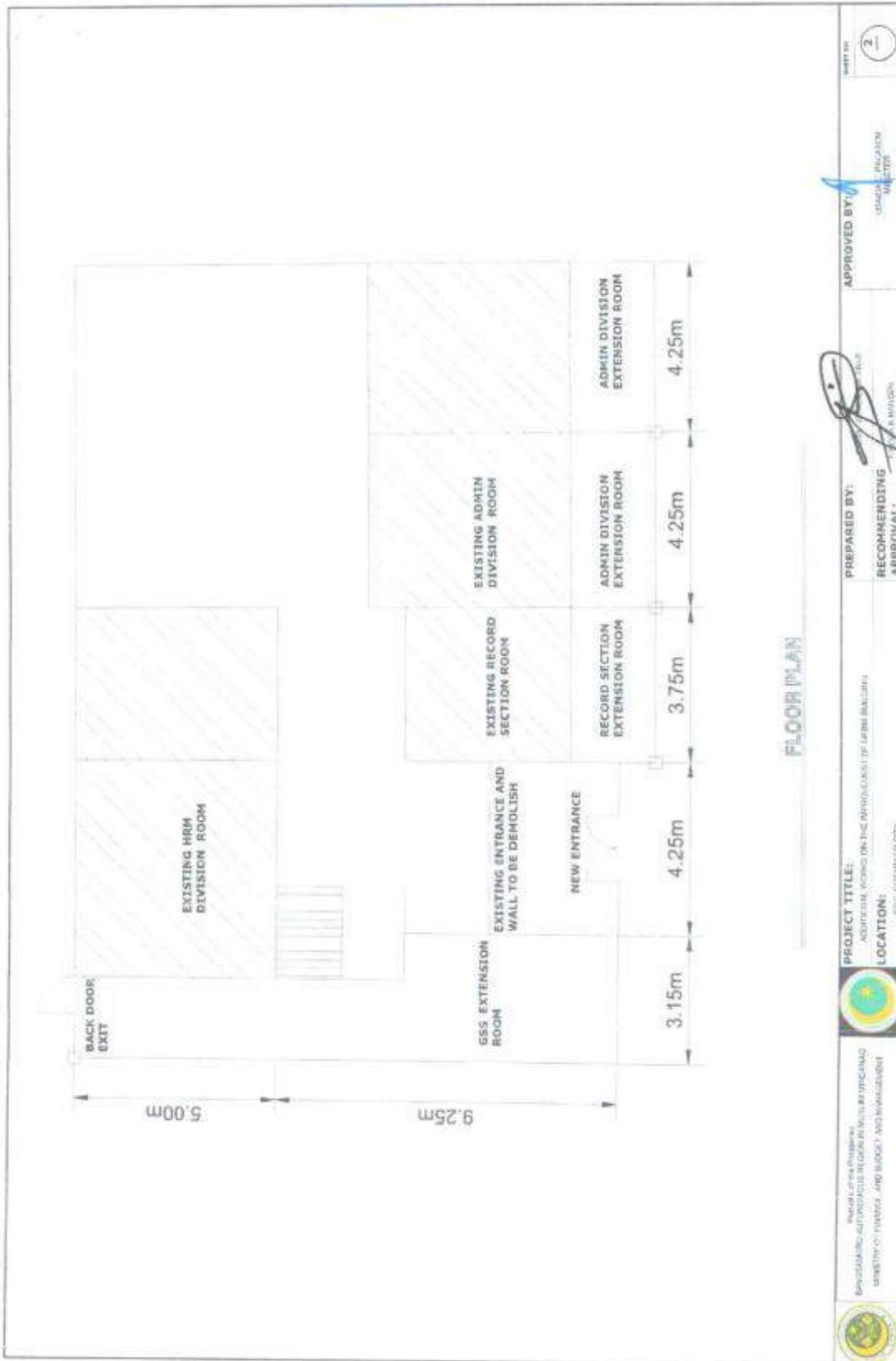
4. Do not let protective paper get torn or removed.

Section VII. Drawings

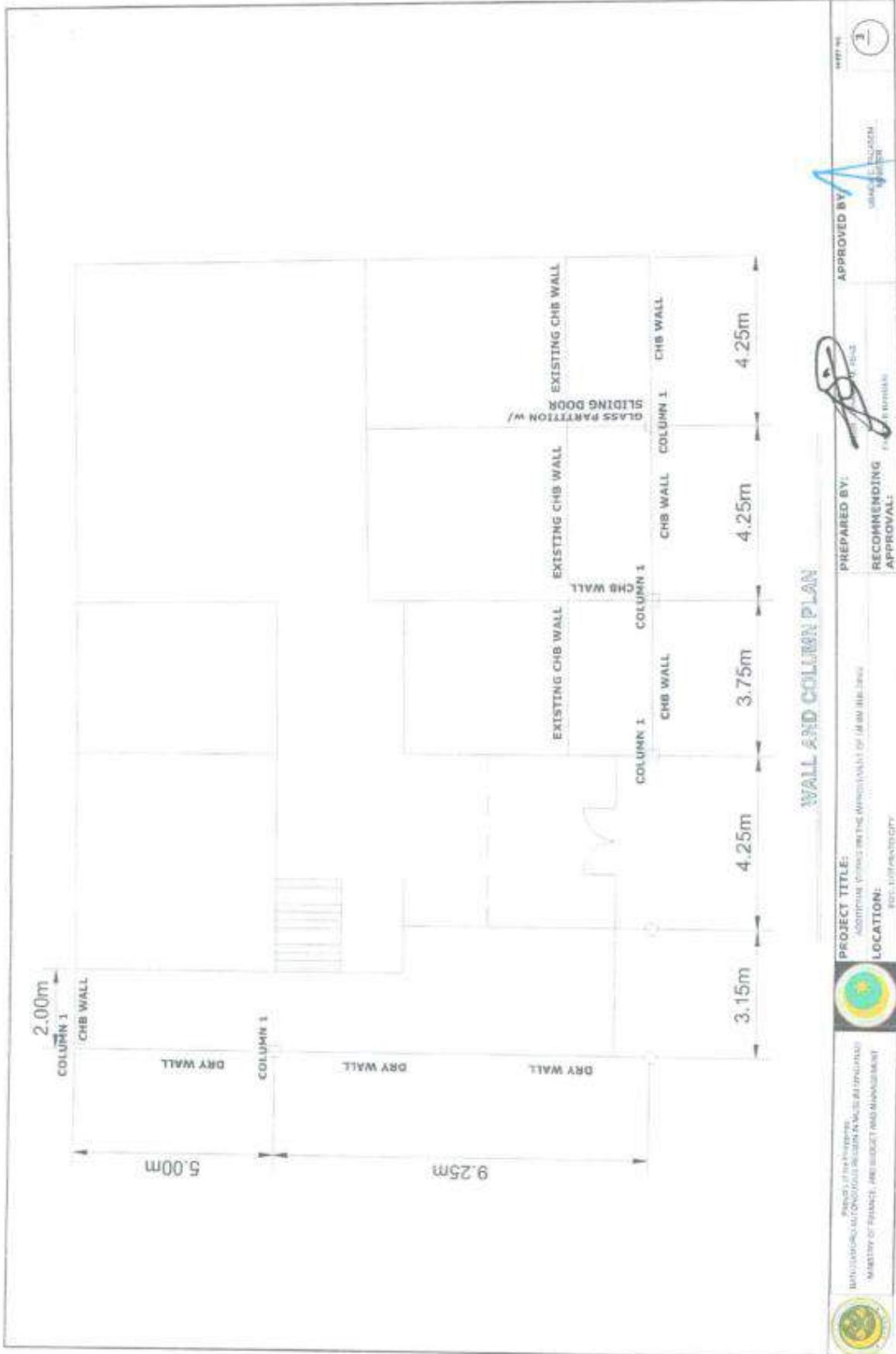


PERSPECTIVE PLAN

	<p>Faculty of the Urban and Environmental Planning and Design UNIVERSITY OF IBADAN, ABU BAKER TUNJI AVENUE, IBADAN</p>		<p>PROJECT TITLE: ADDITIONAL FLOORS ON THE EXISTING FACULTY OF URBAN DESIGN LOCATION: NSC COMPOUND, IBADAN</p>	<p>PREPARED BY: </p> <p>RECOMMENDING APPROVAL: </p>	<p>APPROVED BY: </p> <p>URBAN DESIGN DEPT UNIVERSITY OF IBADAN</p> <p>DATE: _____</p>	<p>SCALE: _____</p> <p>FIG. NO. _____</p>
--	---	--	---	---	--	---



 <p>Ministry of Planning and Economic Development REPUBLIC OF EGYPT</p>	<p>PROJECT TITLE: ADDITIONAL WORKS ON THE IMPROVEMENT OF LARVAE HALLS</p> <p>LOCATION: EGIC, CAIRO, EGYPT</p>	<p>PREPARED BY: [Signature]</p> <p>RECOMMENDING APPROVAL: [Signature]</p>	<p>APPROVED BY: [Signature]</p> <p>HEAD OF PROJECT</p>	<p>SHEET NO.</p> <p>2</p>
	<p>PROPOSED BY: [Signature]</p> <p>RECOMMENDING APPROVAL: [Signature]</p>	<p>APPROVED BY: [Signature]</p> <p>HEAD OF PROJECT</p>	<p>SHEET NO.</p> <p>2</p>	



3

APPROVED BY:
[Signature]

PREPARED BY:
[Signature]

RECOMMENDING APPROVAL:

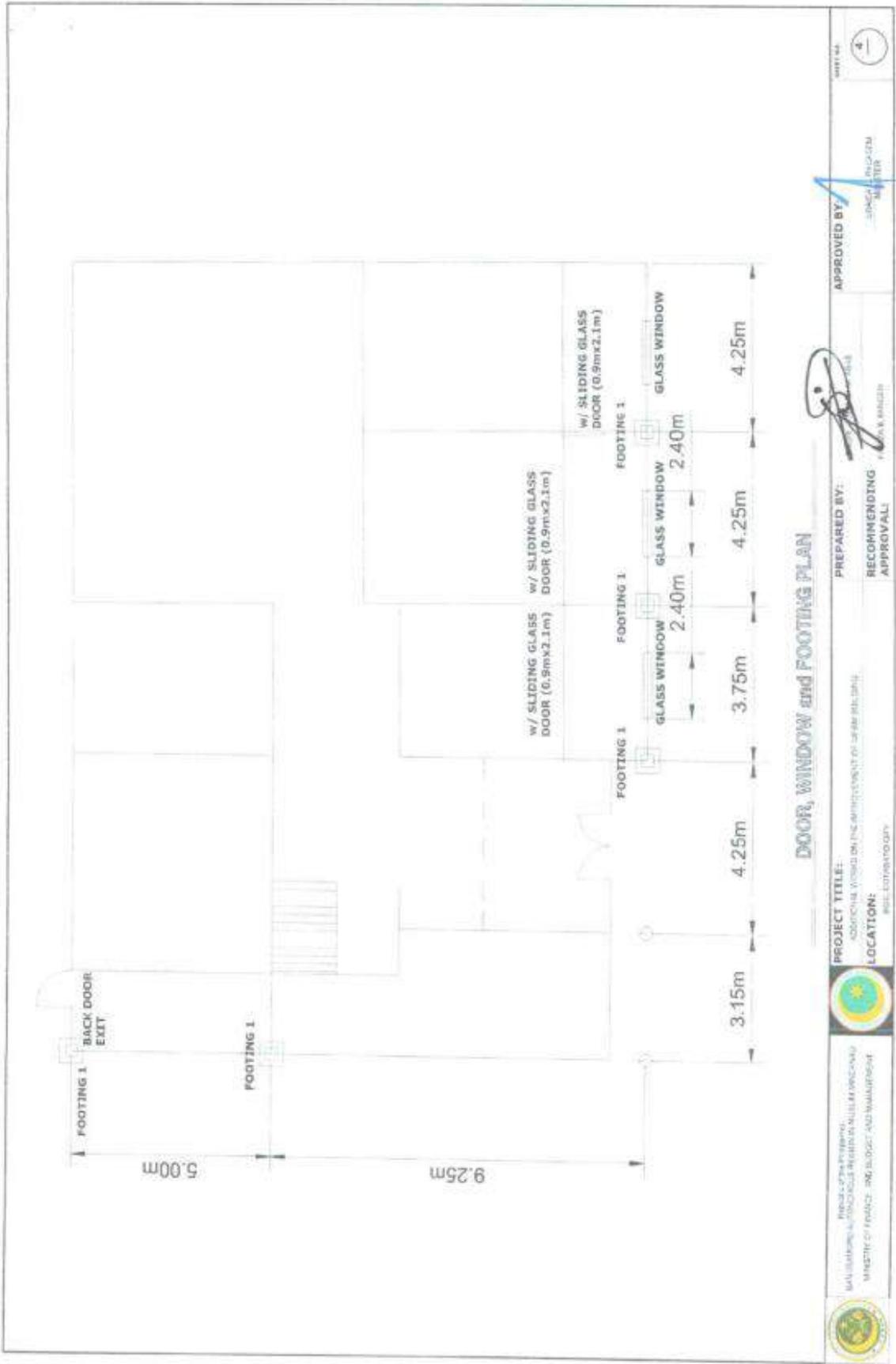
PROJECT TITLE:
ADDITIONAL OFFICE WITH THE MINISTRY OF JAMA (IB-200)

LOCATION:
[Blank]



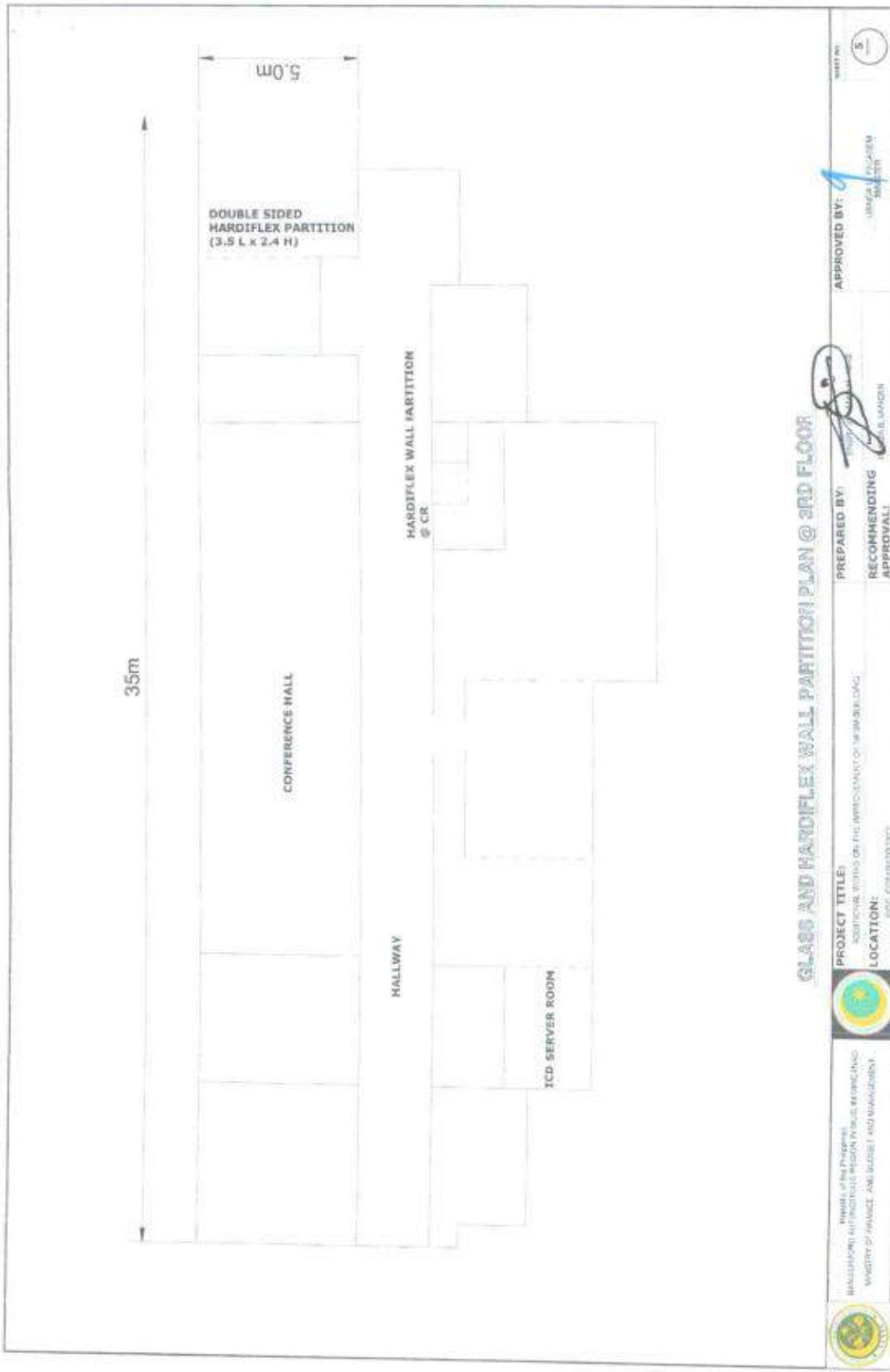
Ministry of Planning and Economic Development
MINISTRY OF PLANNING AND ECONOMIC DEVELOPMENT
MINISTRY OF FINANCE AND BUDGET MANAGEMENT





DOOR, WINDOW and FOOTING PLAN

	<p>PROJECT TITLE: SCHOOL FOR THE ADMINISTRATION OF THE POLICE</p> <p>LOCATION: POLICE LABORATORY</p>	<p>PREPARED BY: [Signature]</p>	<p>APPROVED BY: [Signature]</p>	<p>RECOMMENDING APPROVAL: [Signature]</p>	<p>DATE: [Blank]</p>
--	--	-------------------------------------	-------------------------------------	---	--------------------------



GLASS AND HARDIFLEX WALL PARTITION PLAN @ 2RD FLOOR



Ministry of Planning,
Economic Affairs and International
Cooperation
Government of France



PROJECT TITLE:
ADDITIONAL WORKS OF THE RECONSTRUCTION OF THE BUILDING
LOCATION:
BGC COMPLEX B17

PREPARED BY:
[Signature]

RECOMMENDING APPROVAL:
[Signature]

APPROVED BY:
[Signature]



Section VIII. Bill of Quantities

BILL OF QUANTITIES

PROJECT TITLE: **Expansion of Office Building, and Other Additional Works**

LOCATION: **Bangsamoro Government Center, Rosary Heights 7, Cotabato City**

ITEM	SCOPE OF WORK	QTY.	UNITS	UNIT PRICE	TOTAL COST
I	GENERAL REQUIREMENTS	1	lot		
	Mobilization/Demobilization				
	Temporary Enclosure				
	Safety Requirements				
	Site Works/Demolition				
II	Expansion of Admin Div. Office				
II.1	GLASS WORKS	31.38	sq.m.		
II.2	MASONRY WORKS	122	sq.m.		
II.2.1	Wall (CHB + Plastering)	96	sq.m.		
II.2.2	Column + Footing + Beam + Wall Footing	11	cu.m.		
II.2.3	Floor Slab	26	sq.m.		
II.2.4	Beam (Steel Frame)	38	ln.m.		
II.2.5	Demolition, Excavation and Minor Tools	1	lot		
II.3	DRYWALL and CEILING WORKS	90	sq. m.		
II.4	ELECTRICAL WORKS	1	lot		
I-5	TILE WORKS	34	sq. m.		

I-6	ROOFING WORKS	42	ln. m.		
I-7	PAINTING WORKS	180	sq. m.		
I-8	STEEL WORKS	1	lot		
I-9	WATER CLOSET AND SINK	28	pcs.		
I-10	CARPENTER WORKS	1	lot		
I-11	ALUMINUM COMPOSITE PANEL WORKS	1	lot		
III	<i>3rd Floor Additional Works</i>				
III.1	PARTITION WORKS	12.5	sq. m.		
IV	<i>Parking Area</i>				
IV.1	FLOORING WORKS	12	sq. m.		
TOTAL MATERIALS AND LABOR COST					
CONTRACTOR'S PROFIT MARGIN					
OVERHEAD, CONTINGENCIES, AND MAINTENANCE (OCM)					
VAT					
TOTAL BID AMOUNT IN FIGURES					
TOTAL BID AMOUNT IN WORDS					

Name: _____

In the capacity of: _____

Signature: _____

Duly authorized to sign the Bid for and on behalf of: _____

Date: _____

Section IX. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) 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; **and**
- (f) Project Requirements, which shall include the following:
- a. Organizational chart for the contract to be bid;
 - b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- (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 prospective 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.

II. FINANCIAL COMPONENT ENVELOPE

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

Other documentary requirements under RA No. 9184

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

