



## CHECKLIST OF REQUIREMENTS FOR

**ELIGIBILITY, TECHNICAL, AND FINANCIAL REQUIREMENTS SHOULD BE APPROPRIATELY SIGNED AND PROPERLY TABBED AS FOLLOWS:**

**Class “A” Documents:**

### ELIGIBILITY

#### **TAB A**

- Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **BDS**;
- Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
- Audited financial statements, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission
- PhilGEPS Certificate of Registration (Platinum Membership)

#### **TAB B**

**Statement of all its on-going 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;**

##### **Sec IX Bidding Forms (SF-INFR-15)**

This statement shall be supported with:

- Notice of Award or Notice to Proceed or Contract issued by the owners.
- Certificate of Good Standing (No slippage delay).
- All spaces should be filled up with correct information.

**Statement of the Bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, in accordance with ITB Clause 5.4.**

Note: Similar project refers to “Interior fit-outs” costing at least fifty percent (50%) of the ABC or ₱ 693,322.55.

##### **Sec IX Bidding Forms (SF-INFR-15)**

This statement shall be supported with:

- Program of Works (SLCC)
- Notice of Award or Notice to Proceed or Contract issued by the owners.
- Owner’s Certificate of Final Acceptance; or the Constructors Performance Evaluation Summary (CPES) Final Rating or the Certificate of Completion, must be satisfactory
- All spaces should be filled up with correct information.

#### **TAB C**

Valid Philippine Contractors Accreditation Board (PCAB) License at least:  
**Size Range – Small B, License Category- C & D**

#### **TAB D**

NFCC computation in accordance with ITB Clause 5.5

**Class “B” Documents: If applicable, Joint Venture Agreement in accordance with RA 4566.**

## Technical Documents:

**TAB E**      **The Bid Security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:**

1. The amount of not less than **₱ 27,732.90** [2% of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. The amount of not less than **₱ 69,332.25** [5% of ABC] if bid security is in Surety Bond.

**TAB F**      **Project Requirements, which shall include the following:**

- Organizational chart for the contract to be bid;
- List of contractor's personnel as stated in the Bid Data Sheet Clause 12.1 (b) (ii.2)
- 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.
- Construction Schedule and S-curve;
- Manpower Schedule;
- Detailed Construction Methods;
- PERT/CPM (network diagram);
- Equipment/Tools Utilization Schedule;
- Site Inspection Certificate issued by BulSU; and
- Contractor's Confirmation (Construction Specifications)

**TAB G**      **Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section IX. Bidding Forms.**

<b>FINANCIAL DOCUMENTS' ENVELOPE</b>
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<b><u>TAB H</u></b>	<b>Duly signed Financial Bid Form</b>
<b><u>TAB I</u></b>	<b>Duly signed and priced Bill of quantities</b>
<b><u>TAB J</u></b>	<b>Duly signed and priced Detailed Estimates</b>
<b><u>TAB K</u></b>	<b>Cash Flow by the Quarter and Payment Schedule</b>
<b><u>TAB L</u></b>	<b>Detailed Unit Price Analysis</b>
<b><u>TAB M</u></b>	<b>Back-up quantity computation sheet/tally sheet as programmed</b>
<b><u>TAB N</u></b>	<b>Soft copy in compact disc (CD) of the duly priced Bill of Quantities &amp;</b>
	<b>Detailed Estimates using Microsoft Excel</b>

### Note:

1. Each Bidder shall submit one (1) original and three (3) certified photocopies of the first (Eligibility/Technical) and second components (Financial) of its bid duly signed and sealed. -Bid Data Sheet 20.3.
2. Any missing document in the above mentioned checklist is a ground for outright rejection of the bid.
3. In case of discrepancies between this checklist and the bidding documents the latter shall prevail.
4. Any bid submitted after the deadline for submission and receipt of bids prescribed by the BulSU shall be declared "Late" and shall not be accepted by the BulSU.



Republic of the Philippines  
**BULACAN STATE UNIVERSITY**  
City of Malolos, Bulacan

**INVITATION TO BID FOR  
PROPOSED MODERN CONFERENCE ROOM  
(INFRA-2018-05)**

The **BULACAN STATE UNIVERSITY (BulSU)**, through its **Bids and Awards Committee (BAC)**, invites contractors to apply for eligibility and bid for the project hereunder described:

Name of Project	:	<b>Proposed Modern Conference Room</b>
Location	:	Bulacan State University (Main Campus), City of Malolos, Bulacan
Scope of Work	:	Preparatory Works, Carpentry Works, Painting Works, Electrical Works, Auxiliary Works, Equipment and Miscellaneous and Other Items
PCAB License	:	Size Range – Small B License Category- Category C & D
Similar Project	:	Interior fit-out projects costing at least fifty percent (50%) of the ABC
ABC	:	₱ 1,386,645.09
Completion Date	:	Forty five (45) calendar days

The prospective bidder must have completed a Single Largest Completed Contract (SLCC) that is similar to the contract to be bid, and whose value, adjusted to current prices using the PSA consumer price indices, must be at least fifty percent (50%) of the ABC to be bid: Provided, however, that contractors under Small A and Small B Categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criterion. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

The schedule of activities is listed below:

Activities	Date/Time	Venue
1. Advertisement Period	<b>July 13, 2018 to July 20, 2018</b>	PhilGEPS website( <a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a> ), BulSU website ( <a href="http://www.bulsu.edu.ph">www.bulsu.edu.ph</a> ) and at conspicuous places in the premises of BulSU
2. Issuance of Bid Documents	<b>July 13, 2018 to August 7, 2018</b>	Procurement Office, CSSP Building (near Gate 4), BulSU Main
3. Pre-bid Conference	<b>July 24, 2018 (Tuesday) 1:30 p.m.</b>	Alumni Office, 2 <sup>nd</sup> Floor, BulSU Main Campus, City of Malolos, Bulacan
4. Deadline of Submission and Opening of Bids	<b>August 7, 2018 (Tuesday) 1:30 p.m.</b>	Alumni Office, 2 <sup>nd</sup> Floor, BulSU Main Campus, City of Malolos, Bulacan

Bid Documents will be available only to prospective bidders upon payment of a non-refundable amount of **ONE THOUSAND THREE HUNDRED PESOS ONLY (P 1,300.00)** to the Bulacan State University Cashier, City of Malolos, Bulacan.

The Bulacan State University assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid. Moreover, the Bulacan State University reserves the right to reject any or all bid proposal(s) at any time prior to contract award, declare the bidding a failure, or award the contract to the bidder whose offer is the most responsive, lowest calculated bid, and most advantageous to the government

For further information, please refer to:

*The Bulacan State University-BAC Secretariat*  
Guinhawa, City of Malolos, Bulacan 3000  
With Telefax No (044) 794-7755 ; (044)919-780099 loc 1053  
Email Address: [bulsu.bac1secretariat@bulsu.edu.ph](mailto:bulsu.bac1secretariat@bulsu.edu.ph)

**ROLANDO R. GASPAR, Ph.D.**  
*BAC Chairperson, Infrastructure  
and Repairs*



Republic of the Philippines  
**BULACAN STATE UNIVERSITY**  
City of Malolos, Bulacan  
Tel nos.: (044) 919-7800 loc. 1053/ (044) 794-7755

## **BIDS AND AWARDS COMMITTEE FOR INFRASTRUCTURE AND REPAIRS**

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Project Reference No.: I-2018-05

Date: July 13, 2018

### **INVITATION TO BID FOR PROPOSED MODERN CONFERENCE ROOM (INFRA-2018-05)**

1. The ***Bulacan State University (BulSU)***, through the ***Income Fund 2018*** intends to apply the sum of ***One Million Three Hundred Eighty-Six Thousand Six Hundred Forty-Five Pesos and 09/100 (₱ 1,386,645.09)*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***Proposed Modern Conference Room (I-2018-05)***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The ***Bulacan State University (BulSU)*** now invites bids for ***Proposed Modern Conference Room (I-2018-05)***. Completion of the Works is required ***within Forty-Five (45) calendar days upon receipt of Notice to Proceed***. 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- Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.

4. Interested bidders may obtain further information from ***Bulacan State University*** and inspect the Bidding Documents at the address given below during *office hours from 8:00 a.m. to 6:30 p.m., Tuesday to Friday only (Except on holidays)*.

*The BulSU implemented the four-day workweek beginning on June 19, 2018 wherein employees will report for work from Tuesday to Friday as part of the University-wide cost cutting measures.*

5. A complete set of Bidding Documents may be acquired by interested Bidders on ***July 13, 2018*** from the address below *and upon payment of the applicable fee for the*

*Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Three Hundred Pesos (₱ 1,300.00).***

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Bulacan State University, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than **August 7, 2018**.

6. The **Bulacan State University** will hold a Pre-Bid Conference on **July 24, 2018 (Tuesday), 1:30 p.m.** at the Alumni Office, 2<sup>nd</sup> Floor, Bulacan State University, Guinhawa, City of Malolos, Bulacan 3000, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **August 7, 2018 (Tuesday), 1:30 p.m.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause - 18.

Bid opening shall be on **August 7, 2018 (Tuesday), 1:30 p.m.** at the Alumni Office, 2<sup>nd</sup> Floor, Bulacan State University, Guinhawa, City of Malolos, Bulacan 3000. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The **Bulacan State University** 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

**ANNE CAMILLE C. BAUTISTA**

*Procurement Office (BAC Secretariat Division)*

*Bulacan State University*

*Guinhawa, City of Malolos, Bulacan 3000*

*Tel. No. (044)919-7800 local 1053 or 1054; Fax No. (044) 794-7755*

*Email Address: [bulsu.bac1secretariat@bulsu.edu.ph](mailto:bulsu.bac1secretariat@bulsu.edu.ph)*

*Website: [www.bulsu.edu.ph](http://www.bulsu.edu.ph)*

**ROLANDO R. GASPAR, Ph.D.**

*Chairperson*

*BAC Infrastructure and Repairs*

## **A. General**

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

- 1.1. The Procuring Entity named in the **BDS**, invites bids for the construction of Works, as described in Section VI. Specifications.
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 27.
- 1.3. The successful Bidder will be expected to complete the Works by the intended completion date specified in **SCC** Clause 1.17.

### **2. Source of Funds**

The BULACAN STATE UNIVERSITY has a budget or received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the Contract for the Works.

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

- 3.1. Unless otherwise specified in the **BDS**, the BULACAN STATE UNIVERSITY, as well as bidders and contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Funding Source:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the BULACAN STATE UNIVERSITY, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019;
    - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the BULACAN STATE UNIVERSITY, and includes collusive practices among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial, non-competitive levels

and to deprive the BULACAN STATE UNIVERSITY of the benefits of free and open competition;

- (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the BULACAN STATE UNIVERSITY, designed to establish bid prices at artificial, non-competitive levels; and
- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (v) “obstructive practice” is
  - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the BULACAN STATE UNIVERSITY or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
  - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the BULACAN STATE UNIVERSITY or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded Contract funded by the Funding Source if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing or, or in executing, a Contract funded by the Funding Source.

**3.2.** Further, the BULACAN STATE UNIVERSITY will seek to impose the maximum civil, administrative, and/or criminal penalties available under



the applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1 (a).

- 3.3.** Furthermore, the Funding Source and the BULACAN STATE UNIVERSITY reserve the right to inspect and audit records and accounts of a contractor in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 34.

#### **4. Conflict of Interest**

- 4.1.** All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a)** A Bidder has controlling shareholders in common with another Bidder;
- (b)** A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c)** A Bidder has the same legal representative as that of another Bidder for purposes of this Bid;
- (d)** A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the BULACAN STATE UNIVERSITY regarding this bidding process;
- (e)** A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
- (f)** A Bidder who participated as a consultant in the preparation of the design or technical specifications of the goods and related services that are the subject of the bid; or
- (g)** A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

- 4.2.** In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the BULACAN STATE



UNIVERSITY, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
- (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and
- (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c) or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

## **5. Eligible Bidders**

**5.1.** Unless otherwise indicated in the **BDS**, the following persons shall be eligible to participate in this Bidding:

- (a) Duly licensed Filipino citizens/sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least seventy five percent (75%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines, and of which at least seventy five percent (75%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines.
- (e) Persons/entities forming themselves into a JV, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that, in accordance with Letter of Instructions No. 630, Filipino ownership or interest of the joint venture concerned shall be at least seventy five percent (75%): Provided, further, that joint ventures in which Filipino ownership or interest is less than seventy five percent (75%) may be eligible where the structures to be built require the application of techniques and/or technologies which are not adequately possessed by a

person/entity meeting the seventy five percent (75%) Filipino ownership requirement: Provided, finally, that in the latter case, Filipino ownership or interest shall not be less than twenty five percent (25%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

- 5.2.** The BULACAN STATE UNIVERSITY may also invite foreign bidders when provided for under any Treaty or International or Executive Agreement as specified in the **BDS**.
- 5.3.** Government owned or controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the BULACAN STATE UNIVERSITY.
- 5.4.** (a) 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 Philippine Statistics Authority (PSA) consumer price index. However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.
- (b) For Foreign-funded Procurement, the BULACAN STATE UNIVERSITY and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**.

- 5.5.** The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] 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.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

## **6. Bidder's Responsibilities**

- 6.1.** The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section IX. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).
- 6.2.** The Bidder is responsible for the following:
- (a)** Having taken steps to carefully examine all of the Bidding Documents;
  - (b)** Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
  - (c)** Having made an estimate of the facilities available and needed for the contract to be bid, if any;
  - (d)** Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin/s as provided under **ITB** Clause 10.4.
  - (e)** Ensuring that it is not "blacklisted" or barred from bidding by the GoP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
  - (f)** Ensuring that 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;
  - (g)** Authorizing the Head of the BULACAN STATE UNIVERSITY or its duly authorized representative/s to verify all the documents submitted;
  - (h)** Ensuring that the signatory 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, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
  - (i)** Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
  - (j)** Complying with existing labor laws and standards, in the case of procurement of services. Moreover, bidder undertakes to:
    - (i)** Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and

regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the BULACAN STATE UNIVERSITY or the DOLE of underpayment or non-payment of workers' wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and

- (k) Ensuring that it 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;

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

**6.3.** The Bidder, by the act of submitting its bid, shall be deemed to have inspected the site, determined the general characteristics of the contract works and the conditions for this Project and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

**6.4.** It shall be the sole responsibility of the prospective bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to this Project, including: (a) the location and the nature of the contract, project, or 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.

- 6.5. The BULACAN STATE UNIVERSITY shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the BULACAN STATE UNIVERSITY. However, the BULACAN STATE UNIVERSITY shall ensure that all information in the Bidding Documents, including supplemental/bid bulletins issued are correct and consistent.
- 6.6. Before submitting their bids, the Bidders are deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect the contract in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the BULACAN STATE UNIVERSITY will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. The Bidder should note that the BULACAN STATE UNIVERSITY will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## **7. Origin of Goods and Services**

There is no restriction on the origin of Goods, or Contracting of Works or Services other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

## **8. Subcontracts**

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Works to an extent as may be approved by the BULACAN STATE UNIVERSITY and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the BULACAN STATE UNIVERSITY to be ineligible, the subcontracting of such portion of the Works shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Works will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

## **B. Contents of Bidding Documents**

### **9. Pre-Bid Conference**

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.
- (b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission of and receipt of bids, but not earlier than seven (7) calendar days from the posting of the Invitation to Bid/Bidding Documents in the PhilGEPS website. If the BULACAN STATE UNIVERSITY determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GoP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the BULACAN STATE UNIVERSITY's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.
- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

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

- 10.1. Prospective bidders may request for clarification(s) on and/or interpretation of any part of the Bidding Documents. Such a request must be in writing and submitted to the BULACAN STATE UNIVERSITY at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.

- 10.3.** Supplemental/Bid Bulletins may also be issued upon the BULACAN STATE UNIVERSITY's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4.** Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the BULACAN STATE UNIVERSITY concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

### **C. Preparation of Bids**

#### **11. Language of Bids**

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.

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

- 12.1.** Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

**(a)** Eligibility Documents –

Class "A" Documents

- (i)** PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register



with the PhilGEPS in accordance with Section 37.1.4 of the IRR;

- (ii) Statement 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

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
- (ii.2) date of the contract;
- (ii.3) contract duration;
- (ii.4) owner's name and address;
- (ii.5) nature of work;
- (ii.6) contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
- (ii.7) total contract value at award;
- (ii.8) date of completion or estimated completion time;
- (ii.9) total contract value at completion, if applicable;
- (ii.10) percentages of planned and actual accomplishments, if applicable; and
- (ii.11) value of outstanding works, if applicable.

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

- (iii) Unless otherwise provided in the **BDS**, a valid special PCAB License in case of joint ventures, and registration for the type and cost of the contract for this Project; and

- (iv) NFCC computation in accordance with ITB Clause 5.5.

Class “B” Documents

- (v) If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566.

**(b)** Technical Documents –

- (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
  - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
  - (i.2) a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instruments.
- (ii) Project Requirements, which shall include the following:
  - (ii.1) Organizational chart for the contract to be bid;
  - (ii.2) List of contractor’s 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. These personnel must meet the required minimum years of experience set in the **BDS**; and
  - (ii.3) 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, which must meet the minimum requirements for the contract set in the **BDS**; and
- (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section IX. Bidding Forms.0

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

- 13.1.** Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:

- (a) Financial Bid Form, which includes bid prices and the bill of quantities, in accordance with **ITB** Clauses 15.1 and 15.3; and
  - (b) Any other document related to the financial component of the bid as stated in the **BDS**.
- 13.2.** (a) Unless otherwise stated in the **BDS**, all Bids that exceed the ABC shall not be accepted.
- (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
- (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
  - (ii) The BULACAN STATE UNIVERSITY has procedures in place to ensure that the ABC is based on recent estimates made by the engineer or the responsible unit of the BULACAN STATE UNIVERSITY and that the estimates are based on adequate detailed engineering (in the case of infrastructure projects) and reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
  - (iii) The BULACAN STATE UNIVERSITY has trained cost estimators on estimating prices and analyzing bid variances. In the case of infrastructure projects, the BULACAN STATE UNIVERSITY must also have trained quantity surveyors.
  - (iv) The BULACAN STATE UNIVERSITY has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
  - (v) The BULACAN STATE UNIVERSITY has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

## **14. Alternative Bids**

- 14.1.** Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

- 14.2.** 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.
- 14.3.** Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

## **15. Bid Prices**

- 15.1.** The contract shall be for the whole Works, as described in **ITB** Clause 1.1, based on the priced Bill of Quantities submitted by the Bidder.
- 15.2.** The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for.
- 15.3.** All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, prior to the deadline for submission of bids, shall be included in the rates, prices, and total bid price submitted by the Bidder.
- 15.4.** All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as specified in GCC Clause 48. Upon the recommendation of the BULACAN STATE UNIVERSITY, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Furthermore, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GoP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## **16. Bid Currencies**

- 16.1.** All bid prices shall be quoted in Philippine Pesos unless otherwise provided in the **BDS**. However, for purposes of bid evaluation, bids

denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate prevailing on the day of the Bid Opening.

- 16.2.** If so allowed in accordance with **ITB** Clause 16.1, the BULACAN STATE UNIVERSITY for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the exchange rate as published in the *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.
- 16.3.** Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

## **17. Bid Validity**

- 17.1.** Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2.** In exceptional circumstances, prior to the expiration of the bid validity period, the BULACAN STATE UNIVERSITY may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

## **18. Bid Security**

- 18.1.** The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in an amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign	

bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the BULACAN STATE UNIVERSITY and furnish the performance security required under ITB Clause 32.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2.** The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the BULACAN STATE UNIVERSITY as non-responsive.
- 18.3.** No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or lapse of the reglementary period without having filed a request for reconsideration or protest. Without prejudice on its forfeiture, Bid Securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and furnished the Performance Security, but in no case later than the expiration of the Bid Security validity period indicated in **ITB Clause 18.2**.
- 18.4.** Upon signing and execution of the contract, pursuant to **ITB Clause 31**, and the posting of the performance security, pursuant to **ITB Clause 32**, the successful Bidder's Bid Security will be discharged, but in no case later than the Bid Security validity period as indicated in **ITB Clause 18.2**.
- 18.5.** The bid security may be forfeited:
- (a) if a Bidder:
    - (i) withdraws its bid during the period of bid validity specified in **ITB Clause 17**;
    - (ii) does not accept the correction of errors pursuant to **ITB Clause 27.3(b)**;

- (iii) has a finding against the veracity of the required documents submitted in accordance with ITB Clause 28.2;
  - (iv) submission of eligibility requirements containing false information or falsified documents;
  - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
  - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
  - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
  - (viii) refusal or failure to post the required performance security within the prescribed time;
  - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
  - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
- (i) fails to sign the contract in accordance with **ITB** Clause 31;
  - (ii) fails to furnish performance security in accordance with **ITB** Clause 32.

## **19. Format and Signing of Bids**

19.1 Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section IX.



Bidding Forms on or before the deadline specified in the **ITB** Clause 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.

- 19.2 Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3 The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4 Each and every page of the Bid Form, including the Bill of Quantities, under Section IX hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

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

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12, in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT," and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT," sealing them all in an outer envelope marked "ORIGINAL BID."
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_\_\_ - TECHNICAL COMPONENT" and "COPY NO. \_\_\_\_ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. \_\_\_\_," respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;

- (b) bear the name and address of the Bidder in capital letters;
  - (c) be addressed to the BULACAN STATE UNIVERSITY's BAC in accordance with **ITB** Clause 20.1;
  - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
  - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5.** Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the BULACAN STATE UNIVERSITY shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

## **D. Submission and Opening of Bids**

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

Bids must be received by the BULACAN STATE UNIVERSITY's BAC at the address and on or before the date and time indicated in the **BDS**.

### **22. Late Bids**

Any bid submitted after the deadline for submission and receipt of bids prescribed by the BULACAN STATE UNIVERSITY, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the BULACAN STATE UNIVERSITY. The BAC shall record in the minutes of Bid Submission and Opening, the Bidder's name, its representative and the time the late bid was submitted.

### **23. Modification and Withdrawal of Bids**

- 23.1.** The Bidder may modify its bid after it has been submitted; provided that the modification is received by the BULACAN STATE UNIVERSITY prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with Clause 20, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

- 23.2.** A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the BULACAN STATE UNIVERSITY prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.
- 23.3.** Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 23.4.** No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil, and criminal sanctions as prescribed by RA 9184 and its IRR.

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

- 24.1.** The BAC shall open the Bids in public, immediately after the deadline for the submission and receipt of bids in public, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the BULACAN STATE UNIVERSITY concerned.
- 24.2.** Unless otherwise specified in the BDS, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in ITB Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3.** Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible Bidder whose first bid envelope was rated "passed." The second envelope of each complying Bidder shall be opened within the same day. In case one or more of the requirements in the second envelope

of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as “failed.” Only bids that are determined to contain all the bid requirements for both components shall be rated “passed” and shall immediately be considered for evaluation and comparison.

- 24.4.** Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5.** All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6.** In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class “A” Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR.:
  - a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
  - b) Mayor’s/Business permit issued by the local government where the principal place of business of the Bidder is located; and
  - c) Audited Financial Statements showing, among others, the prospective Bidder’s total and current assets and liabilities stamped “received” by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7.** Each partner of a joint venture agreement shall likewise submit the document required in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(iii) to 12.1(a)(iv) by any of the joint venture partners constitutes compliance.
- 24.8.** The BULACAN STATE UNIVERSITY shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.8.** The Bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the Bid Opening shall be made available to the public

upon written request and payment of a specified fee to recover cost of materials.

- 24.9 To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all Bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

## **E. Evaluation and Comparison of Bids**

### **25. Process to be Confidential**

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any Bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a Bidder to influence the BULACAN STATE UNIVERSITY in the BULACAN STATE UNIVERSITY's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

### **26. Clarification of Bids**

To assist in the evaluation, comparison and post-qualification of the bids, the BULACAN STATE UNIVERSITY may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the BULACAN STATE UNIVERSITY shall not be considered

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

- 27.1. The BULACAN STATE UNIVERSITY will undertake the detailed evaluation and comparison of Bids which have passed the opening and preliminary examination of Bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 27.2. The Lowest Calculated Bid shall be determined in two steps:
- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
  - (b) The ranking of the total bid prices as so calculated from the lowest to highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 27.3. The BULACAN STATE UNIVERSITY's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary

“pass/fail” criterion. The BAC shall consider the following in the evaluation of bids:

- (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the BULACAN STATE UNIVERSITY, except those required by law or regulations to be provided for; and
- (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.

**27.4.** Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.

**27.5.** The BULACAN STATE UNIVERSITY’s evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Bill of Quantities.

**27.6.** Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all Bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

**27.7.** If so indicated pursuant to **ITB** Clause 1.2. Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids 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 BULACAN STATE UNIVERSITY. Bid prices quoted shall correspond to all of the requirements specified for each lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in **BDS** Clause 27.3.

## **28. Post Qualification**



- 28.1.** The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 28.2.** 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**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the Bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

- 28.3.** The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the BULACAN STATE UNIVERSITY deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 28.4.** If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the Head of the BULACAN STATE UNIVERSITY the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower, subject to **ITB** Clause 30.3.
- 28.5.** A negative determination shall result in rejection of the Bidder's bid, in which event the BULACAN STATE UNIVERSITY shall proceed to the next Lowest Calculated Bid, with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation of contract award.
- 28.6.** Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the Head of the BULACAN STATE UNIVERSITY or his duly authorized representative shall approve or disapprove the said recommendation.
- 28.7.** In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the Head of the BULACAN STATE UNIVERSITY shall notify the BAC and the Bidder in writing of such decision and the grounds for



it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the Bidder with the Head of the BULACAN STATE UNIVERSITY in accordance with Section 37.1.3 of the IRR of RA 9184.

## **29. Reservation Clause**

- 29.1.** Notwithstanding the eligibility or post-qualification of a Bidder, the BULACAN STATE UNIVERSITY concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the BULACAN STATE UNIVERSITY shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 29.2.** Based on the following grounds, the BULACAN STATE UNIVERSITY reserves the right to reject any and all Bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
- (a)** If there is *prima facie* evidence of collusion between appropriate public officers or employees of the BULACAN STATE UNIVERSITY, or between the BAC and any of the Bidders, or if the collusion is between or among the Bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
  - (b)** If the BULACAN STATE UNIVERSITY's BAC is found to have failed in following the prescribed bidding procedures; or
  - (c)** For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
    - (i)** If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the Head of the BULACAN STATE UNIVERSITY;

- (ii) If the project is no longer necessary as determined by the Head of the BULACAN STATE UNIVERSITY; and
  - (iii) If the source of funds for the project has been withheld or reduced through no fault of the BULACAN STATE UNIVERSITY.
- 29.3.** In addition, the BULACAN STATE UNIVERSITY may likewise declare a failure of bidding when:
  - (a) No bids are received;
  - (b) All prospective Bidders are declared ineligible;
  - (c) All bids fail to comply with all the bid requirements, fail post-qualification; or
  - (d) The Bidder with the LCRB refuses, without justifiable cause, to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

## **F. Award of Contract**

### **30. Contract Award**

- 30.1.** Subject to **ITB** Clause 28, the Head of the BULACAN STATE UNIVERSITY or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 30.2.** Prior to the expiration of the period of bid validity, the BULACAN STATE UNIVERSITY shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the BULACAN STATE UNIVERSITY.
- 30.3.** Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
  - (a) Submission of the following documents within ten (10) calendar days from receipt of the Notice of Award:
    - (i) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign Bidder; or
    - (ii) Valid PCAB license and registration for the type and cost of the contract to be bid for foreign bidders when the Treaty or International or Executive Agreement expressly allows submission of the PCAB license and registration

for the type and cost of the contract to be bid as a pre-condition to the Award;

- (b) Posting of the performance security in accordance with **ITB** Clause 32;
- (c) Signing of the contract as provided in **ITB** Clause 31; and
- (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

### **31. Signing of the Contract**

- 31.1.** At the same time as the BULACAN STATE UNIVERSITY notifies the successful Bidder that its bid has been accepted, the BULACAN STATE UNIVERSITY shall send the Contract Form to the Bidder, which Contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 31.2.** Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the BULACAN STATE UNIVERSITY.
- 31.3.** The BULACAN STATE UNIVERSITY shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 31.4.** The following documents shall form part of the contract:
  - (a) Contract Agreement;
  - (b) Bidding Documents;
  - (c) Winning Bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the BULACAN STATE UNIVERSITY's bid evaluation;
  - (d) Performance Security;
  - (e) Notice of Award of Contract; and
  - (f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

### **32. Performance Security**

- 32.1.** To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of

the Notice of Award from the BULACAN STATE UNIVERSITY and in no case later than the signing of the contract.

- 32.2.** The Performance Security shall be denominated in Philippine Pesos and posted in favor of the BULACAN STATE UNIVERSITY in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Ten percent (10%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

- 32.3.** Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the BULACAN STATE UNIVERSITY shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until LCRB is identified and selected for recommendation of contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

### **33. Notice to Proceed**

Within seven (7) calendar days from the date of approval of the Contract by the appropriate government approving authority, the BULACAN STATE UNIVERSITY shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

### **34. Protest Mechanism**

Decision of the BULACAN STATE UNIVERSITY at any stage of the procurement process may be questioned in accordance with Sections 55 of the IRR of RA 9184.

# Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is <b>Bulacan State University (BulSU)</b>.</p> <p>The name of the Contract is:</p> <p><b>Proposed Modern Conference Room (I-2018-05)</b></p> <p>The identification number of the Contract is <b>Infra-2018-05</b>.</p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through <b>Income Fund 2018 in the amount of One Million Three Hundred Eighty Six Thousand Six Hundred Forty Five Pesos and 09/100 (P 1,386,645.09)</b>.</p> <p>The name of the Project is <b>Proposed Modern Conference Room (I-2018-05)</b></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.
5.4(a)	<p>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 Philippine Statistics Authority (PSA) consumer price index. However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.</p> <p><b><u>Similar project refers to “Interior fit-outs” at least fifty percent (50%) of the ABC.</u></b></p> <p>Supporting documents to be submitted:</p> <ul style="list-style-type: none"> <li>(1) Program of Works;</li> <li>(2) Notice of Award or Notice to Proceed or Contract issued by the owners;</li> <li>(3) Owner’s Certificate of Final Acceptance; or the Constructors Performance Evaluation Summary (CPES) Final Rating or the Certificate of Completion, must be satisfactory.</li> </ul>
5.4(b)	For this purpose, similar contracts shall refer to contracts which have the same major categories of work.
8.2	Not applicable.
9.1	The BULACAN STATE UNIVERSITY will hold a <b>Pre-bid Conference</b> for this Project on <b>July 24, 2018 (Tuesday), 1:30 p.m.</b> at the <b>Alumni Office</b> ,

	<b>2<sup>nd</sup> Floor, Bulacan State University, Guinhawa, City of Malolos, Bulacan</b>
10.1	<p>The BULACAN STATE UNIVERSITY's address is:</p> <p><i>Guinhawa, City of Malolos, Bulacan</i></p> <p><i>Contact Person:</i>  <b>ANNE CAMILLE C. BAUTISTA</b>  <b>BAC Secretariat – Infrastructure &amp; Repairs</b>  Tel No. : (044) 919-7800 loc 1053; Fax No.: (044) 794-7755  E-mail address: bulsu.bac1secretariat@bulsu.edu.ph</p>
10.4	No further instructions.
12.1	No further instructions.
12.1(a) (i.1)1(iii)	<p>Valid Philippine Contractors Accreditation Board (PCAB) License at least:</p> <p><b>Size Range – Small B</b>  <b>License Category- Category C &amp; D</b></p>
12.1(b)(ii.1)	Organizational Chart for the contract to be bid
12.1(b)(ii.2)	<p>The required key personnel are the following:</p> <ol style="list-style-type: none"> <li>1. Site Architect/ Engineer</li> <li>2. Carpenter</li> <li>3. Electrician</li> <li>4. Mason</li> <li>5. Painter</li> <li>6. Helper</li> </ol> <p>Notes:</p> <p>1. The list of contractor's personnel must be supported by complete documents certifying their qualification and experience.</p> <p>2. Key personnel named in the bid proposal must be committed to the project from the start date of the contract up to its completion. In case of replacement of key personnel, the contractor must request in writing to the BuISU indicating the valid reasons for such replacement and attaching thereto documents pertaining to the substitute personnel and the same must be approved.</p>
12.1(b)(ii.3)	<p>The minimum major equipment requirements are the following:</p> <p>Miscellaneous Tools</p> <ol style="list-style-type: none"> <li>1. Grinder</li> <li>2. Saw</li> <li>3. Cutter</li> <li>4. Electric Drill</li> <li>5. Hammer</li> <li>6. Trowel/ Shovel</li> <li>7. Electrical Tools and</li> <li>8. Other/s</li> </ol>
12.1(b)(ii.4)	Additional documents to be included in the technical envelope:



	a. Construction Schedule and S-curve; b. Manpower Schedule; c. Detailed Construction Methods; d. PERT/CPM (network diagram); e. Equipment/Tools Utilization Schedule; f. Site Inspection Certificate issued by BulSU; and g. Contractor's Confirmation with the Construction Specifications
13.1(b)	This shall include the following documents:  1) Duly signed Financial Bid Form; 2) Bid prices in the Bill of Quantities; 3) Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; 4) Cash flow by quarter or payment schedule; 5) Detailed Unit Price Analysis; 6) Back-up quantity computation sheet/tally sheet as programmed and 7) Preferably with soft copy in compact disc (CD) of the duly priced Bill of Quantities & Detailed Estimates using Microsoft Excel.
13.2	The ABC is <b>One Million Three Hundred Eighty Six Thousand Six Hundred Forty Five Pesos and 09/100 (₱ 1,386,645.09)</b> .  Any bid with a financial component exceeding this amount shall not be accepted.
14.2	No further instructions.
15.4	No further instruction.
16.1	The bid prices shall be quoted in Philippine Pesos.
16.3	No further instructions.
17.1	Bids will be valid until <b>one hundred twenty (120) calendar days after bid opening</b> .
18.1	The bid security shall be in the form of a <u>Bid Securing Declaration</u> or any of the following forms and amounts:  1.The amount of not less than <b>₱ 27,732.90</b> <i>[Insert 2% of ABC]</i> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;  2.The amount of not less than <b>₱ 69,332.25</b> <i>[Insert 5% of ABC]</i> if bid security is in Surety Bond.
18.2	The bid security shall be valid until <b>one hundred twenty (120) calendar days after bid opening</b> .
20.3	Each Bidder shall submit <b><u>one (1) original and three (3) certified copies of the first and second components of its bid duly signed and sealed.</u></b>
21	The address for submission of bids is:  <b>BIDS AND AWARDS COMMITTEE</b>

	<p><b><i>Infrastructure and Repairs</i></b>  BULACAN STATE UNIVERSITY  Guinhawa, City of Malolos, Bulacan.</p> <p>The deadline for submission of bids is on <b>August 7, 2018 (Tuesday), 1:30 p.m.</b></p>
24.1	<p>The place of bid opening is:</p> <p><b><i>Alumni Office, 2<sup>nd</sup> Floor,  Bulacan State University,  Guinhawa, City of Malolos, Bulacan.</i></b></p> <p>The date and time of bid opening is on <b>August 7, 2018 (Tuesday), 1:30 p.m.</b></p>
24.2	No further instructions.
24.3	No further instructions.
27.3	Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
27.4	No further instructions.
28.2	<i>List licenses and permits relevant to the Project and the corresponding law requiring it or state "None."</i>
31.4(f)	No further instructions.

## Definitions

For purposes of this Clause, boldface type is used to identify defined terms.

- 1.1. The **Arbiter** is the person appointed jointly by the BULACAN STATE UNIVERSITY and the Contractor to resolve disputes in the first instance, as provided for in **GCC** Clause 21.

- 1.2. **Bill of Quantities** refers to a list of the specific items of the Work and their corresponding unit prices, lump sums, and/or provisional sums.
- 1.3. The **Completion Date** is the date of completion of the Works as certified by the BULACAN STATE UNIVERSITY's Representative, in accordance with **GCC** Clause 49.
- 1.4. The **Contract** is the contract between the BULACAN STATE UNIVERSITY and the Contractor to execute, complete, and maintain the Works.
- 1.5. The **Contract Effectivity Date** is the date of signing of the Contract. However, the contractor shall commence execution of the Works on the Start Date as defined in GCC Clause 1.28.
- 1.6. The **Contract Price** is the price stated in the Notice of Award and thereafter to be paid by the BULACAN STATE UNIVERSITY to the Contractor for the execution of the Works in accordance with this Contract
- 1.7. **Contract Time Extension** is the allowable period for the Contractor to complete the Works in addition to the original Completion Date stated in this Contract.
- 1.8. The **Contractor** is the juridical entity whose proposal has been accepted by the BULACAN STATE UNIVERSITY and to whom the Contract to execute the Work was awarded.
- 1.9. The **Contractor's Bid** is the signed offer or proposal submitted by the Contractor to the BULACAN STATE UNIVERSITY in response to the Bidding Documents.
- 1.10. **Days** are calendar days; months are calendar months.
- 1.11. **Dayworks** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- 1.12. A **Defect** is any part of the Works not completed in accordance with the Contract.
- 1.13. The **Defects Liability Certificate** is the certificate issued by BULACAN STATE UNIVERSITY's Representative upon correction of defects by the Contractor.
- 1.14. The **Defects Liability Period** is the one year period between contract completion and final acceptance within which the Contractor assumes the responsibility to undertake the repair of any damage to the Works at his own expense.

- 1.15 **Drawings** are graphical presentations of the Works. They include all supplementary details, shop drawings, calculations, and other information provided or approved for the execution of this Contract.
- 1.16 **Equipment** refers to all facilities, supplies, appliances, materials or things required for the execution and completion of the Work provided by the Contractor and which shall not form or are not intended to form part of the Permanent Works.
- 1.17 The **Intended Completion Date** refers to the date specified in the **SCC** when the Contractor is expected to have completed the Works. The Intended Completion Date may be revised only by the BULACAN STATE UNIVERSITY's Representative by issuing an extension of time or an acceleration order.
- 1.18 **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- 1.19 The **Notice to Proceed** is a written notice issued by the BULACAN STATE UNIVERSITY or the BULACAN STATE UNIVERSITY's Representative to the Contractor requiring the latter to begin the commencement of the work not later than a specified or determinable date.
- 1.20 **Permanent Works** are all permanent structures and all other project features and facilities required to be constructed and completed in accordance with this Contract which shall be delivered to the BULACAN STATE UNIVERSITY and which shall remain at the Site after the removal of all Temporary Works.
- 1.21 **Plant** refers to the machinery, apparatus, and the like intended to form an integral part of the Permanent Works.
- 1.22 The **BULACAN STATE UNIVERSITY** is the party who employs the Contractor to carry out the Works stated in the **SCC**.
- 1.23 The **BULACAN STATE UNIVERSITY's Representative** refers to the Head of the BULACAN STATE UNIVERSITY or his duly authorized representative, identified in the **SCC**, who shall be responsible for supervising the execution of the Works and administering this Contract.
- 1.24 The **Site** is the place provided by the BULACAN STATE UNIVERSITY where the Works shall be executed and any other place or places which may be designated in the **SCC**, or notified to the Contractor by the BULACAN STATE UNIVERSITY's Representative as forming part of the Site.
- 1.25 **Site Investigation Reports** are those that were included in the Bidding Documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.

- 1.26 **Slippage** is a delay in work execution occurring when actual accomplishment falls below the target as measured by the difference between the scheduled and actual accomplishment of the Work by the Contractor as established from the work schedule. This is actually described as a percentage of the whole Works.
- 1.27 **Specifications** means the description of Works to be done and the qualities of materials to be used, the equipment to be installed and the mode of construction.
- 1.28 The **Start Date**, as specified in the **SCC**, is the date when the Contractor is obliged to commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- 1.29 A **Subcontractor** is any person or organization to whom a part of the Works has been subcontracted by the Contractor, as allowed by the BULACAN STATE UNIVERSITY, but not any assignee of such person.
- 1.30 **Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Permanent Works.
- 1.31 **Work(s)** refer to the Permanent Works and Temporary Works to be executed by the Contractor in accordance with this Contract, including (i) the furnishing of all labor, materials, equipment and others incidental, necessary or convenient to the complete execution of the Works; (ii) the passing of any tests before acceptance by the BULACAN STATE UNIVERSITY's Representative; (iii) and the carrying out of all duties and obligations of the Contractor imposed by this Contract as described in the **SCC**.

## **35. Interpretation**

- 35.1.** In interpreting the Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of this Contract unless specifically defined. The BULACAN STATE UNIVERSITY's Representative will provide instructions clarifying queries about the Conditions of Contract.
- 35.2.** If sectional completion is specified in the **SCC**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 35.3.** The documents forming this Contract shall be interpreted in the following order of priority:
- a) Contract Agreement;

- b) Bid Data Sheet;
- c) Instructions to Bidders;
- d) Addenda to the Bidding Documents;
- e) Special Conditions of Contract;
- f) General Conditions of Contract;
- g) Specifications;
- h) Bill of Quantities; and
- i) Drawings.

### **36. Governing Language and Law**

- 36.1.** This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract which are exchanged by the parties shall be written in English.
- 36.2.** This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

### **37. Communications**

Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is received by the concerned party.

### **38. Possession of Site**

- 38.1.** On the date specified in the **SCC**, the BULACAN STATE UNIVERSITY shall grant the Contractor possession of so much of the Site as may be required to enable it to proceed with the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the BULACAN STATE UNIVERSITY to give possession in accordance with the terms of this clause, the BULACAN STATE UNIVERSITY'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 BULACAN STATE UNIVERSITY.
- 38.2.** If possession of a portion is not given by the date stated in the **SCC** Clause 5.1, the BULACAN STATE UNIVERSITY will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay shall be in accordance with **GCC** Clause 47.

- 38.3. The Contractor shall bear all costs and charges for special or temporary right-of-way required by it in connection with access to the Site. The Contractor shall also provide at his own cost any additional facilities outside the Site required by it for purposes of the Works.
- 38.4. The Contractor shall allow the BULACAN STATE UNIVERSITY's Representative and any person authorized by the BULACAN STATE UNIVERSITY's Representative access to the Site and to any place where work in connection with this Contract is being carried out or is intended to be carried out.

### **39. The Contractor's Obligations**

- 39.1. The Contractor shall carry out the Works properly and in accordance with this Contract. The Contractor shall provide all supervision, labor, Materials, Plant and Contractor's Equipment, which may be required. All Materials and Plant on Site shall be deemed to be the property of the BULACAN STATE UNIVERSITY.
- 39.2. The Contractor shall commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program of Work submitted by the Contractor, as updated with the approval of the BULACAN STATE UNIVERSITY's Representative, and complete them by the Intended Completion Date.
- 39.3. The Contractor shall be responsible for the safety of all activities on the Site.
- 39.4. The Contractor shall carry out all instructions of the BULACAN STATE UNIVERSITY's Representative that comply with the applicable laws where the Site is located.
- 39.5. The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the **SCC**, to carry out the supervision of the Works. The BULACAN STATE UNIVERSITY 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.
- 39.6. If the BULACAN STATE UNIVERSITY's Representative asks the Contractor to remove a member of the Contractor's staff or work force, for justifiable cause, the Contractor shall ensure that the person leaves the Site within seven (7) days and has no further connection with the Work in this Contract.
- 39.7. During Contract implementation, the Contractor and his subcontractors shall abide at all times by all labor laws, including child labor related enactments, and other relevant rules.



- 39.8.** The Contractor shall submit to the BULACAN STATE UNIVERSITY for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.
- 39.9.** The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the BULACAN STATE UNIVERSITY between the dates given in the schedule of other contractors particularly when they shall require access to the Site. The Contractor shall also provide facilities and services for them during this period. The BULACAN STATE UNIVERSITY may modify the schedule of other contractors, and shall notify the Contractor of any such modification thereto.
- 39.10.** Should anything of historical or other interest or of significant value be unexpectedly discovered on the Site, it shall be the property of the BULACAN STATE UNIVERSITY. The Contractor shall notify the BULACAN STATE UNIVERSITY's Representative of such discoveries and carry out the BULACAN STATE UNIVERSITY's Representative's instructions in dealing with them.

#### **40. Performance Security**

- 40.1.** Within ten (10) calendar days from receipt of the Notice of Award from the BULACAN STATE UNIVERSITY but in no case later than the signing of the contract by both parties, the Contractor shall furnish the performance security in any of the forms prescribed in **ITB** Clause 32.2.
- 40.2.** The performance security posted in favor of the BULACAN STATE UNIVERSITY shall be forfeited in the event it is established that the Contractor is in default in any of its obligations under the Contract.
- 40.3.** The performance security shall remain valid until issuance by the BULACAN STATE UNIVERSITY of the Certificate of Final Acceptance.
- 40.4.** The performance security may be released by the BULACAN STATE UNIVERSITY and returned to the Contractor after the issuance of the Certificate of Final Acceptance subject to the following conditions:
- (a)** There are no pending claims against the Contractor or the surety company filed by the BULACAN STATE UNIVERSITY;
  - (b)** The Contractor has no pending claims for labor and materials filed against it; and
  - (c)** Other terms specified in the **SCC**.
- 40.5.** The Contractor shall post an additional performance security following the amount and form specified in **ITB** Clause 32.2 to cover any cumulative increase of more than ten percent (10%) over the original value of the contract as a result of amendments to order or change orders, extra work orders and supplemental agreements, as the case

may be. The Contractor shall cause the extension of the validity of the performance security to cover approved contract time extensions.

- 40.6.** In case of a reduction in the contract value or for partially completed Works under the contract which are usable and accepted by the BULACAN STATE UNIVERSITY the use of which, in the judgment of the implementing agency or the BULACAN STATE UNIVERSITY, will not affect the structural integrity of the entire project, the BULACAN STATE UNIVERSITY shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.
- 40.7.** Unless otherwise indicated in the **SCC**, the Contractor, by entering into the Contract with the BULACAN STATE UNIVERSITY, acknowledges the right of the BULACAN STATE UNIVERSITY to institute action pursuant to Act 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.

## **41. Subcontracting**

- 41.1.** Unless otherwise indicated in the **SCC**, the Contractor cannot subcontract Works more than the percentage specified in **BDS** Clause 8.1.
- 41.2.** Subcontracting of any portion of the Works does not relieve the Contractor of any liability or obligation under this Contract. The Contractor will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 41.3.** If subcontracting is allowed. The contractor may identify its subcontractor during contract implementation stage. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under ITB Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by any BULACAN STATE UNIVERSITY to be eligible, the subcontracting of such portion of the Works shall be disallowed.

## **42. Liquidated Damages**

- 42.1.** The Contractor shall pay liquidated damages to the BULACAN STATE UNIVERSITY for each day that the Completion Date is later than the Intended Completion Date. The applicable liquidated damages is at least one-tenth (1/10) of a percent of the cost of the unperformed portion for every day of delay. The total amount of liquidated damages

shall not exceed ten percent (10%) of the amount of the contract. The BULACAN STATE UNIVERSITY may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the BULACAN STATE UNIVERSITY may rescind or terminate this Contract, without prejudice to other courses of action and remedies available under the circumstances.

- 42.2.** If the Intended Completion Date is extended after liquidated damages have been paid, the Engineer of the BULACAN STATE UNIVERSITY shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate.

#### **43. 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.

#### **44. The Procuring Entity, Licenses and Permits**

The BULACAN STATE UNIVERSITY shall, if requested by the Contractor, assist him in applying for permits, licenses or approvals, which are required for the Works.

#### **45. Contractor's Risk and Warranty Security**

- 45.1.** The Contractor shall assume full responsibility for the Works from the time project construction commenced up to final acceptance by the BULACAN STATE UNIVERSITY and shall be held responsible for any damage or destruction of the Works except those occasioned by *force majeure*. The Contractor shall be fully responsible for the safety, protection, security, and convenience of his personnel, third parties, and the public at large, as well as the Works, Equipment, installation, and the like to be affected by his construction work.
- 45.2.** The defects liability period for infrastructure projects shall be one year from contract completion up to final acceptance by the BULACAN STATE UNIVERSITY. During this period, the Contractor shall undertake the repair works, at his own expense, of any damage to the Works on account of the use of materials of inferior quality within ninety (90) days from the time the Head of the BULACAN STATE UNIVERSITY has issued an order to undertake repair. In case of failure or refusal to comply with this mandate, the BULACAN STATE UNIVERSITY shall undertake such repair works and shall be entitled to full reimbursement of expenses incurred therein upon demand.
- 45.3.** Unless otherwise indicated in the **SCC**, in case the Contractor fails to comply with the preceding paragraph, the BULACAN STATE UNIVERSITY 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.

**45.4.** After final acceptance of the Works by the BULACAN STATE UNIVERSITY, the Contractor shall be held responsible for “Structural Defects,” *i.e.*, major faults/flaws/deficiencies in one or more key structural elements of the project which may lead to structural failure of the completed elements or structure, or “Structural Failures,” *i.e.*, where one or more key structural elements in an infrastructure facility fails or collapses, thereby rendering the facility or part thereof incapable of withstanding the design loads, and/or endangering the safety of the users or the general public:

- (a) Contractor – Where Structural Defects/Failures arise due to faults attributable to improper construction, use of inferior quality/substandard materials, and any violation of the contract plans and specifications, the contractor shall be held liable;
- (b) Consultants – Where Structural Defects/Failures arise due to faulty and/or inadequate design and specifications as well as construction supervision, then the consultant who prepared the design or undertook construction supervision for the project shall be held liable;
- (c) BULACAN STATE UNIVERSITY’s Representatives/Project Manager/Construction Managers and Supervisors – The project owner’s representative(s), project manager, construction manager, and supervisor(s) shall be held liable in cases where the Structural Defects/Failures are due to his/their willful intervention in altering the designs and other specifications; negligence or omission in not approving or acting on proposed changes to noted defects or deficiencies in the design and/or specifications; and the use of substandard construction materials in the project;
- (d) Third Parties - Third Parties shall be held liable in cases where Structural Defects/Failures are caused by work undertaken by them such as leaking pipes, diggings or excavations, underground cables and electrical wires, underground tunnel, mining shaft and the like, in which case the applicable warranty to such structure should be levied to third parties for their construction or restoration works.
- (e) Users - In cases where Structural Defects/Failures are due to abuse/misuse by the end user of the constructed facility and/or non-compliance by a user with the technical design limits and/or intended purpose of the same, then the user concerned shall be held liable.

- 45.5.** The warranty against Structural Defects/Failures, except those occasioned on force majeure, shall cover the period specified in the **SCC** reckoned from the date of issuance of the Certificate of Final Acceptance by the BULACAN STATE UNIVERSITY.
- 45.6.** The Contractor shall be required to put up a warranty security in the form of cash, bank guarantee, letter of credit, GSIS or surety bond callable on demand, in accordance with the following schedule:

Form of Warranty	Amount of Warranty Security Not less than the Percentage (%) of Total Contract Price
(a) Cash or letter of credit issued by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Five Percent (5%)
(b) Bank guarantee confirmed by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Ten Percent (10%)
(c) Surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission	Thirty Percent (30%)

- 45.7.** The warranty security shall be stated in Philippine Pesos and shall remain effective for one year from the date of issuance of the Certificate of Final Acceptance by the BULACAN STATE UNIVERSITY, and returned only after the lapse of said one year period.
- 45.8.** In case of structural defects/failure occurring during the applicable warranty period provided in **GCC** Clause 12.5, the BULACAN STATE UNIVERSITY shall undertake the necessary restoration or reconstruction works and shall be entitled to full reimbursement by the parties found to be liable for expenses incurred therein upon demand, without prejudice to the filing of appropriate administrative, civil, and/or criminal charges against the responsible persons as well as the

forfeiture of the warranty security posted in favor of the BULACAN STATE UNIVERSITY.

#### **46. 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.

#### **47. Procuring Entity's Risk**

**47.1.** From the Start Date until the Certificate of Final Acceptance has been issued, the following are risks of the BULACAN STATE UNIVERSITY:

- (a)** The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to:
  - (i)** any type of use or occupation of the Site authorized by the BULACAN STATE UNIVERSITY after the official acceptance of the works; or
  - (ii)** negligence, breach of statutory duty, or interference with any legal right by the BULACAN STATE UNIVERSITY or by any person employed by or contracted to him except the Contractor.
- (b)** The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the BULACAN STATE UNIVERSITY or in the BULACAN STATE UNIVERSITY's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.

#### **48. Insurance**

**48.1.** The Contractor shall, under his name and at his own expense, obtain and maintain, for the duration of this Contract, the following insurance coverage:

- (a)** Contractor's All Risk Insurance;
- (b)** Transportation to the project Site of Equipment, Machinery, and Supplies owned by the Contractor;
- (c)** Personal injury or death of Contractor's employees; and
- (d)** Comprehensive insurance for third party liability to Contractor's direct or indirect act or omission causing damage to third persons.



- 48.2.** The Contractor shall provide evidence to the BULACAN STATE UNIVERSITY's Representative that the insurances required under this Contract have been effected and shall, within a reasonable time, provide copies of the insurance policies to the BULACAN STATE UNIVERSITY's Representative. Such evidence and such policies shall be provided to the BULACAN STATE UNIVERSITY's through the BULACAN STATE UNIVERSITY's Representative.
- 48.3.** The Contractor shall notify the insurers of changes in the nature, extent, or program for the execution of the Works and ensure the adequacy of the insurances at all times in accordance with the terms of this Contract and shall produce to the BULACAN STATE UNIVERSITY's Representative the insurance policies in force including the receipts for payment of the current premiums.

The above insurance policies shall be obtained from any reputable insurance company approved by the BULACAN STATE UNIVERSITY's Representative.

- 48.4.** If the Contractor fails to obtain and keep in force the insurances referred to herein or any other insurance which he may be required to obtain under the terms of this Contract, the BULACAN STATE UNIVERSITY may obtain and keep in force any such insurances and pay such premiums as may be necessary for the purpose. From time to time, the BULACAN STATE UNIVERSITY may deduct the amount it shall pay for said premiums including twenty five percent (25%) therein from any monies due, or which may become due, to the Contractor, without prejudice to the BULACAN STATE UNIVERSITY exercising its right to impose other sanctions against the Contractor pursuant to the provisions of this Contract.
- 48.5.** In the event the Contractor fails to observe the above safeguards, the BULACAN STATE UNIVERSITY may, at the Contractor's expense, take whatever measure is deemed necessary for its protection and that of the Contractor's personnel and third parties, and/or order the interruption of dangerous Works. In addition, the BULACAN STATE UNIVERSITY may refuse to make the payments under **GCC** Clause 40 until the Contractor complies with this Clause.
- 48.6.** The Contractor shall immediately replace the insurance policy obtained as required in this Contract, without need of the BULACAN STATE UNIVERSITY's demand, with a new policy issued by a new insurance company acceptable to the BULACAN STATE UNIVERSITY for any of the following grounds:

- (a) The issuer of the insurance policy to be replaced has:
- (i) become bankrupt;
  - (ii) been placed under receivership or under a management committee;



- (iii) been sued for suspension of payment; or
- (iv) been suspended by the Insurance Commission and its license to engage in business or its authority to issue insurance policies cancelled; or
- (v) Where reasonable grounds exist that the insurer may not be able, fully and promptly, to fulfill its obligation under the insurance policy.

## **49. Termination for Default of Contractor**

**49.1.** The BULACAN STATE UNIVERSITY shall terminate this Contract for default when any of the following conditions attend its implementation:

- (i) Due to the Contractor's fault and while the project is on-going, it has incurred negative slippage of fifteen percent (15%) or more in accordance with Presidential Decree 1870, regardless of whether or not previous warnings and notices have been issued for the Contractor to improve his performance;
- (ii) Due to its own fault and after this Contract time has expired, the Contractor incurs delay in the completion of the Work after this Contract has expired; or
- (iii) The Contractor:
  - (i) abandons the contract Works, refuses or fails to comply with a valid instruction of the BULACAN STATE UNIVERSITY or fails to proceed expeditiously and without delay despite a written notice by the BULACAN STATE UNIVERSITY;
  - (ii) does not actually have on the project Site the minimum essential equipment listed on the bid necessary to prosecute the Works in accordance with the approved Program of Work and equipment deployment schedule as required for the project;
  - (iii) does not execute the Works in accordance with this Contract or persistently or flagrantly neglects to carry out its obligations under this Contract;
  - (iv) neglects or refuses to remove materials or to perform a new Work that has been rejected as defective or unsuitable; or
  - (v) sub-lets any part of this Contract without approval by the BULACAN STATE UNIVERSITY.

**49.2.** All materials on the Site, Plant, Works, including Equipment purchased and funded under the Contract shall be deemed to be the property of

the BULACAN STATE UNIVERSITY if this Contract is rescinded because of the Contractor's default.

## **50. Termination for Default of Procuring Entity**

The Contractor may terminate this Contract with the BULACAN STATE UNIVERSITY if the works are completely stopped for a continuous period of at least sixty (60) calendar days through no fault of its own, due to any of the following reasons:

- (a) Failure of the BULACAN STATE UNIVERSITY to deliver, within a reasonable time, supplies, materials, right-of-way, or other items it is obligated to furnish under the terms of this Contract; or
- (b) The prosecution of the Work is disrupted by the adverse peace and order situation, as certified by the Armed Forces of the Philippines Provincial Commander and approved by the Secretary of National Defense.

## **51. Termination for Other Causes**

**51.1.** The BULACAN STATE UNIVERSITY may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the BULACAN STATE UNIVERSITY may terminate this Contract for the convenience of the BULACAN STATE UNIVERSITY if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and National Government policies.

**51.2.** The BULACAN STATE UNIVERSITY or the Contractor may terminate this Contract if the other party causes a fundamental breach of this Contract.

**51.3.** Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- (a) The Contractor stops work for twenty eight (28) days when no stoppage of work is shown on the current Program of Work and the stoppage has not been authorized by the BULACAN STATE UNIVERSITY's Representative;
- (b) The BULACAN STATE UNIVERSITY's Representative instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within twenty eight (28) days;
- (c) The BULACAN STATE UNIVERSITY shall terminate this Contract if the Contractor is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or

affect any right of action or remedy which has accrued or will accrue thereafter to the BULACAN STATE UNIVERSITY and/or the Contractor. In the case of the Contractor's insolvency, any Contractor's Equipment which the BULACAN STATE UNIVERSITY instructs in the notice is to be used until the completion of the Works;

- (d) A payment certified by the BULACAN STATE UNIVERSITY's Representative is not paid by the BULACAN STATE UNIVERSITY to the Contractor within eighty four (84) days from the date of the BULACAN STATE UNIVERSITY's Representative's certificate;
- (e) The BULACAN STATE UNIVERSITY's Representative gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the BULACAN STATE UNIVERSITY's Representative;
- (f) The Contractor does not maintain a Security, which is required;
- (g) The Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in the **GCC** Clause 42; and
- (h) In case it is determined prima facie by the BULACAN STATE UNIVERSITY 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, the following:
  - (i) corrupt, fraudulent, collusive, coercive, and obstructive practices as defined in **ITB** Clause 3.1(a), unless otherwise specified in the SCC;
  - (ii) drawing up or using forged documents;
  - (iii) using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
  - (iv) any other act analogous to the foregoing.

**51.4.** The Funding Source or the BULACAN STATE UNIVERSITY, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with corrupt, fraudulent, or coercive practices.

**51.5.** When persons from either party to this Contract gives notice of a fundamental breach to the BULACAN STATE UNIVERSITY's Representative in order to terminate the existing contract for a cause

other than those listed under **GCC** Clause 18.3, the BULACAN STATE UNIVERSITY's Representative shall decide whether the breach is fundamental or not.

- 51.6.** If this Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

## **52. Procedures for Termination of Contracts**

- 52.1.** The following provisions shall govern the procedures for the termination of this Contract:

- (a)** Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the BULACAN STATE UNIVERSITY shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b)** Upon recommendation by the BULACAN STATE UNIVERSITY, the Head of the BULACAN STATE UNIVERSITY shall terminate this Contract only by a written notice to the Contractor conveying the termination of this Contract. The notice shall state:
  - (i)** that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii)** the extent of termination, whether in whole or in part;
  - (iii)** an instruction to the Contractor to show cause as to why this Contract should not be terminated; and
  - (iv)** special instructions of the BULACAN STATE UNIVERSITY, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report;

- (c)** Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Contractor shall submit to the Head of the BULACAN STATE UNIVERSITY a verified position paper stating why the contract should not be terminated. If the Contractor fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the BULACAN STATE UNIVERSITY shall issue an order terminating the contract;
- (d)** The BULACAN STATE UNIVERSITY may, at anytime before receipt of the Contractor's verified position paper described in

item (c) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Contractor's receipt of the notice;

- (e) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the BULACAN STATE UNIVERSITY shall decide whether or not to terminate this Contract. It shall serve a written notice to the Contractor of its decision and, unless otherwise provided in the said notice, this Contract is deemed terminated from receipt of the Contractor of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate; and
- (f) The Head of the BULACAN STATE UNIVERSITY may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the BULACAN STATE UNIVERSITY.

**52.2.** Pursuant to Section 69(f) of RA 9184 and without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution as provided by applicable laws, the procuring entity shall impose on contractors after the termination of the contract the penalty of suspension for one (1) year for the first offense, suspension for two (2) years for the second offense from participating in the public bidding process, for violations committed during the contract implementation stage, which include but not limited to the following:

- (a) Failure of the contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period in the Notice to Proceed ("NTP");
- (b) Failure by the contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the contractor to comply with any written lawful instruction of the procuring entity or its representative(s) pursuant to the implementation of the contract. For the procurement of infrastructure projects or consultancy contracts, lawful instructions include but are not limited to the following:
  - (i) Employment of competent technical personnel, competent engineers and/or work supervisors;
  - (ii) Provision of warning signs and barricades in accordance with approved plans and specifications and contract provisions;

- (iii) Stockpiling in proper places of all materials and removal from the project site of waste and excess materials, including broken pavement and excavated debris in accordance with approved plans and specifications and contract provisions;
  - (iv) Deployment of committed equipment, facilities, support staff and manpower; and
  - (v) Renewal of the effectivity dates of the performance security after its expiration during the course of contract implementation.
- (c) Assignment and subcontracting of the contract or any part thereof or substitution of key personnel named in the proposal without prior written approval by the procuring entity.
- (d) Poor performance by the contractor or unsatisfactory quality and/or progress of work arising from his fault or negligence as reflected in the Constructor's Performance Evaluation System ("CPES") rating sheet. In the absence of the CPES rating sheet, the existing performance monitoring system of the procuring entity shall be applied. Any of the following acts by the Contractor shall be construed as poor performance:
  - (i) Negative slippage of 15% and above within the critical path of the project due entirely to the fault or negligence of the contractor; and
  - (ii) Quality of materials and workmanship not complying with the approved specifications arising from the contractor's fault or negligence.
- (e) Willful or deliberate abandonment or non-performance of the project or contract by the contractor resulting to substantial breach thereof without lawful and/or just cause.

In addition to the penalty of suspension, the performance security posted by the contractor shall also be forfeited.

## **53. Force Majeure, Release From Performance**

- 53.1.** For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor.

- 53.2.** If this Contract is discontinued by an outbreak of war or by any other event entirely outside the control of either the BULACAN STATE UNIVERSITY or the Contractor, the BULACAN STATE UNIVERSITY's Representative shall certify that this Contract has been discontinued. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all works carried out before receiving it and for any Work carried out afterwards to which a commitment was made.
- 53.3.** If the event continues for a period of eighty four (84) days, either party may then give notice of termination, which shall take effect twenty eight (28) days after the giving of the notice.
- 53.4.** After termination, the Contractor shall be entitled to payment of the unpaid balance of the value of the Works executed and of the materials and Plant reasonably delivered to the Site, adjusted by the following:
- (a) any sum to which the Contractor is entitled under **GCC** Clause 28;
  - (b) the cost of his suspension and demobilization;
  - (c) any sum to which the BULACAN STATE UNIVERSITY is entitled.
- 53.5.** The net balance due shall be paid or repaid within a reasonable time period from the time of the notice of termination.

## **54. Resolution of Disputes**

- 54.1.** If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of the contract covered by the Act and this IRR, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 54.2.** If the Contractor believes that a decision taken by the BULACAN STATE UNIVERSITY's Representative was either outside the authority given to the BULACAN STATE UNIVERSITY's Representative by this Contract or that the decision was wrongly taken, the decision shall be referred to the Arbiter indicated in the **SCC** within fourteen (14) days of the notification of the BULACAN STATE UNIVERSITY's Representative's decision.
- 54.3.** Any and all disputes arising from the implementation of this Contract covered by the R.A. 9184 and its IRR shall be submitted to arbitration in the Philippines according to the provisions of Republic Act No. 876, otherwise known as the "Arbitration Law" and Republic Act 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004": *Provided, however,* That, disputes that are within the competence of the Construction Industry Arbitration Commission to resolve shall be referred thereto. The process of arbitration shall be incorporated as a



provision in this Contract that will be executed pursuant to the provisions of the Act and its IRR: *Provided, further*, that, by mutual agreement, the parties may agree in writing to resort to other alternative modes of dispute resolution.

## **55. Suspension of Loan, Credit, Grant, or Appropriation**

In the event that the Funding Source suspends the Loan, Credit, Grant, or Appropriation to the BULACAN STATE UNIVERSITY, from which part of the payments to the Contractor are being made:

- (a) The BULACAN STATE UNIVERSITY is obligated to notify the Contractor of such suspension within seven (7) days of having received the suspension notice.
- (b) If the Contractor has not received sums due it for work already done within forty five (45) days from the time the Contractor's claim for payment has been certified by the BULACAN STATE UNIVERSITY's Representative, the Contractor may immediately issue a suspension of work notice in accordance with **GCC** Clause 45.2.

## **56. Procuring Entity's Representative's Decisions**

- 56.1.** Except where otherwise specifically stated, the BULACAN STATE UNIVERSITY's Representative will decide contractual matters between the BULACAN STATE UNIVERSITY and the Contractor in the role representing the BULACAN STATE UNIVERSITY.
- 56.2.** The BULACAN STATE UNIVERSITY's Representative may delegate any of his duties and responsibilities to other people, except to the Arbiter, after notifying the Contractor, and may cancel any delegation after notifying the Contractor.

## **57. Approval of Drawings and Temporary Works by the Procuring Entity's Representative**

- 57.1.** All Drawings prepared by the Contractor for the execution of the Temporary Works, are subject to prior approval by the BULACAN STATE UNIVERSITY's Representative before its use.
- 57.2.** The Contractor shall be responsible for design of Temporary Works.
- 57.3.** The BULACAN STATE UNIVERSITY's Representative's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 57.4.** The Contractor shall obtain approval of third parties to the design of the Temporary Works, when required by the BULACAN STATE UNIVERSITY.

## **58. Acceleration and Delays Ordered by the Procuring Entity's Representative**

- 58.1.** When the BULACAN STATE UNIVERSITY wants the Contractor to finish before the Intended Completion Date, the BULACAN STATE UNIVERSITY's Representative will obtain priced proposals for achieving the necessary acceleration from the Contractor. If the BULACAN STATE UNIVERSITY accepts these proposals, the Intended Completion Date will be adjusted accordingly and confirmed by both the BULACAN STATE UNIVERSITY and the Contractor.
- 58.2.** If the Contractor's Financial Proposals for an acceleration are accepted by the BULACAN STATE UNIVERSITY, they are incorporated in the Contract Price and treated as a Variation.

## **59. Extension of the Intended Completion Date**

- 59.1.** The BULACAN STATE UNIVERSITY's Representative shall extend the Intended Completion Date if a Variation is issued which makes it impossible for the Intended Completion Date to be achieved by the Contractor without taking steps to accelerate the remaining work, which would cause the Contractor to incur additional costs. No payment shall be made for any event which may warrant the extension of the Intended Completion Date.
- 59.2.** The BULACAN STATE UNIVERSITY's Representative shall decide whether and by how much to extend the Intended Completion Date within twenty one (21) days of the Contractor asking the BULACAN STATE UNIVERSITY's Representative for a decision thereto after fully submitting all supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

## **60. Right to Vary**

- 60.1.** The BULACAN STATE UNIVERSITY's Representative with the prior approval of the BULACAN STATE UNIVERSITY may instruct Variations, up to a maximum cumulative amount of ten percent (10%) of the original contract cost.
- 60.2.** Variations shall be valued as follows:
- (a) At a lump sum price agreed between the parties;
  - (b) where appropriate, at rates in this Contract;
  - (c) in the absence of appropriate rates, the rates in this Contract shall be used as the basis for valuation; or failing which

- (d) at appropriate new rates, equal to or lower than current industry rates and to be agreed upon by both parties and approved by the Head of the BULACAN STATE UNIVERSITY.

## **61. Contractor's Right to Claim**

If the Contractor incurs cost as a result of any of the events under **GCC** Clause 13, the Contractor shall be entitled to the amount of such cost. If as a result of any of the said events, it is necessary to change the Works, this shall be dealt with as a Variation.

## **62. Dayworks**

- 62.1.** Subject to **GCC** Clause 43 on Variation Order, 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 BULACAN STATE UNIVERSITY's Representative has given written instructions in advance for additional work to be paid for in that way.
- 62.2.** All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the BULACAN STATE UNIVERSITY's Representative. Each completed form shall be verified and signed by the BULACAN STATE UNIVERSITY's Representative within two days of the work being done.
- 62.3.** The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

## **63. Early Warning**

- 63.1.** The Contractor shall warn the BULACAN STATE UNIVERSITY's Representative at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The BULACAN STATE UNIVERSITY's Representative may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
- 63.2.** The Contractor shall cooperate with the BULACAN STATE UNIVERSITY's Representative in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the BULACAN STATE UNIVERSITY's Representative.

## **64. Program of Work**

- 64.1.** Within the time stated in the **SCC**, the Contractor shall submit to the BULACAN STATE UNIVERSITY's Representative for approval a

Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works.

- 64.2.** An update of the Program of Work shall show the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.
- 64.3.** The Contractor shall submit to the BULACAN STATE UNIVERSITY'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 BULACAN STATE UNIVERSITY'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.
- 64.4.** The BULACAN STATE UNIVERSITY's Representative's approval of the Program of Work shall not alter the Contractor's obligations. The Contractor may revise the Program of Work and submit it to the BULACAN STATE UNIVERSITY's Representative again at any time. A revised Program of Work shall show the effect of any approved Variations.
- 64.5.** When the Program of Work is updated, the Contractor shall provide the BULACAN STATE UNIVERSITY's Representative with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.
- 64.6.** All Variations shall be included in updated Program of Work produced by the Contractor.

## **65. Management Conferences**

- 65.1.** Either the BULACAN STATE UNIVERSITY's Representative or the Contractor may require the other to attend a Management Conference. The Management Conference shall review the plans for remaining work and deal with matters raised in accordance with the early warning procedure.
- 65.2.** The BULACAN STATE UNIVERSITY's Representative shall record the business of Management Conferences and provide copies of the record to those attending the Conference and to the BULACAN STATE UNIVERSITY. The responsibility of the parties for actions to be taken shall be decided by the BULACAN STATE UNIVERSITY's Representative either at the Management Conference or after the Management Conference and stated in writing to all who attended the Conference.

## **66. Bill of Quantities**

- 66.1. The Bill of Quantities shall contain items of work for the construction, installation, testing, and commissioning of work to be done by the Contractor.
- 66.2. The Bill of Quantities is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the Bill of Quantities for each item.
- 66.3. If the final quantity of any work done differs from the quantity in the Bill of Quantities for the particular item and is not more than twenty five percent (25%) of the original quantity, provided the aggregate changes for all items do not exceed ten percent (10%) of the Contract price, the BULACAN STATE UNIVERSITY's Representative shall make the necessary adjustments to allow for the changes subject to applicable laws, rules, and regulations.
- 66.4. If requested by the BULACAN STATE UNIVERSITY's Representative, the Contractor shall provide the BULACAN STATE UNIVERSITY's Representative with a detailed cost breakdown of any rate in the Bill of Quantities.

## **67. Instructions, Inspections and Audits**

- 67.1. The BULACAN STATE UNIVERSITY's personnel shall at all reasonable times during construction of the Work be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of the construction.
- 67.2. If the BULACAN STATE UNIVERSITY's Representative instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no defect, the test shall be a Compensation Event.
- 67.3. The Contractor shall permit the Funding Source named in the **SCC** to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

## **68. Identifying Defects**

The BULACAN STATE UNIVERSITY's Representative shall check the Contractor's work and notify the Contractor of any defects that are found. Such checking shall not affect the Contractor's responsibilities. The BULACAN STATE UNIVERSITY's Representative may instruct the Contractor to search uncover defects and test any work that the BULACAN STATE UNIVERSITY's Representative considers below standards and defective.

## **69. Cost of Repairs**

Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Liability Periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

## **70. Correction of Defects**

- 70.1.** The BULACAN STATE UNIVERSITY's Representative shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which is One (1) year from project completion up to final acceptance by the BULACAN STATE UNIVERSITY's Representative.
- 70.2.** Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified in the BULACAN STATE UNIVERSITY's Representative's notice.
- 70.3.** The Contractor shall correct the defects which he notices himself before the end of the Defects Liability Period.
- 70.4.** The BULACAN STATE UNIVERSITY shall certify that all defects have been corrected. If the BULACAN STATE UNIVERSITY considers that correction of a defect is not essential, he can request the Contractor to submit a quotation for the corresponding reduction in the Contract Price. If the BULACAN STATE UNIVERSITY accepts the quotation, the corresponding change in the SCC is a Variation.

## **71. Uncorrected Defects**

- 71.1.** The BULACAN STATE UNIVERSITY shall give the Contractor at least fourteen (14) days notice of his intention to use a third party to correct a Defect. If the Contractor does not correct the Defect himself within the period, the BULACAN STATE UNIVERSITY may have the Defect corrected by the third party. The cost of the correction will be deducted from the Contract Price.
- 71.2.** The use of a third party to correct defects that are uncorrected by the Contractor will in no way relieve the Contractor of its liabilities and warranties under the Contract.

## **72. Advance Payment**

- 72.1.** The BULACAN STATE UNIVERSITY 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**.
- 72.2.** The advance payment shall be made only upon the submission to and acceptance by the BULACAN STATE UNIVERSITY of an irrevocable

standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the BULACAN STATE UNIVERSITY.

- 72.3.** The advance payment shall be repaid by the Contractor by an amount equal to the percentage of the total contract price used for the advance payment.
- 72.4.** The contractor may reduce his standby letter of credit or guarantee instrument by the amounts refunded by the Monthly Certificates in the advance payment.
- 72.5.** The BULACAN STATE UNIVERSITY will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the maximum amount stated in **SCC** Clause 39.1.

### **73. Progress Payments**

- 73.1.** The Contractor may submit a request for payment for Work accomplished. Such request for payment shall be verified and certified by the BULACAN STATE UNIVERSITY'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.
- 73.2.** The BULACAN STATE UNIVERSITY shall deduct the following from the certified gross amounts to be paid to the contractor as progress payment:
  - (a)** Cumulative value of the work previously certified and paid for.
  - (b)** Portion of the advance payment to be recouped for the month.
  - (c)** Retention money in accordance with the condition of contract.
  - (d)** Amount to cover third party liabilities.
  - (e)** Amount to cover uncorrected discovered defects in the works.
- 73.3.** Payments shall be adjusted by deducting therefrom the amounts for advance payments and retention. The BULACAN STATE UNIVERSITY shall pay the Contractor the amounts certified by the BULACAN STATE UNIVERSITY's Representative within twenty eight (28) days from the date each certificate was issued. No payment of interest for delayed payments and adjustments shall be made by the BULACAN STATE UNIVERSITY.
- 73.4.** The first progress payment may be paid by the BULACAN STATE UNIVERSITY to the Contractor provided that at least twenty percent (20%) of the work has been accomplished as certified by the BULACAN STATE UNIVERSITY's Representative.



- 73.5.** Items of the Works for which a price of “0” (zero) has been entered will not be paid for by the BULACAN STATE UNIVERSITY and shall be deemed covered by other rates and prices in the Contract.

## **74. Payment Certificates**

- 74.1.** The Contractor shall submit to the BULACAN STATE UNIVERSITY’s Representative monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 74.2.** The BULACAN STATE UNIVERSITY’s Representative shall check the Contractor’s monthly statement and certify the amount to be paid to the Contractor.
- 74.3.** The value of Work executed shall:
- (a)** be determined by the BULACAN STATE UNIVERSITY’s Representative;
  - (b)** comprise the value of the quantities of the items in the Bill of Quantities completed; and
  - (c)** include the valuations of approved variations.
- 74.4.** The BULACAN STATE UNIVERSITY’s Representative may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

## **75. Retention**

- 75.1.** The BULACAN STATE UNIVERSITY shall retain from each payment due to the Contractor an amount equal to a percentage thereof using the rate as specified in GCC Sub-Clause 75.2.
- 75.2.** Progress payments are subject to retention of ten percent (10%), referred to as the “retention money.” Such retention shall be based on the total amount due to the Contractor prior to any deduction and shall be retained from every progress payment until fifty percent (50%) of the value of Works, as determined by the BULACAN STATE UNIVERSITY, are completed. If, after fifty percent (50%) completion, the Work is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten percent (10%) retention shall again be imposed using the rate specified therefor.
- 75.3.** The total “retention money” shall be due for release upon final acceptance of the Works. The Contractor may, however, request the substitution of the retention money for each progress billing with irrevocable standby letters of credit from a commercial bank, bank guarantees or surety bonds callable on demand, of amounts equivalent to the retention money substituted for and acceptable to the BULACAN

STATE UNIVERSITY, provided that the project is on schedule and is satisfactorily undertaken. Otherwise, the ten (10%) percent retention shall be made. Said irrevocable standby letters of credit, bank guarantees and/or surety bonds, to be posted in favor of the Government shall be valid for a duration to be determined by the concerned implementing office/agency or BULACAN STATE UNIVERSITY and will answer for the purpose for which the ten (10%) percent retention is intended, *i.e.*, to cover uncorrected discovered defects and third party liabilities.

- 75.4.** On completion of the whole Works, the Contractor may substitute retention money with an “on demand” Bank guarantee in a form acceptable to the BULACAN STATE UNIVERSITY.

## **76. Variation Orders**

- 76.1.** Variation Orders may be issued by the BULACAN STATE UNIVERSITY to cover any increase/decrease in quantities, including the introduction of new work items that are not included in the original contract or reclassification of work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding and the “as staked plans” or construction drawings prepared after a joint survey by the Contractor and the BULACAN STATE UNIVERSITY after award of the contract, provided that the cumulative amount of the Variation Order does not exceed ten percent (10%) of the original project cost. The addition/deletion of Works should be within the general scope of the project as bid and awarded. The scope of works shall not be reduced so as to accommodate a positive Variation Order. A Variation Order may either be in the form of a Change Order or Extra Work Order.
- 76.2.** A Change Order may be issued by the BULACAN STATE UNIVERSITY to cover any increase/decrease in quantities of original Work items in the contract.
- 76.3.** An Extra Work Order may be issued by the BULACAN STATE UNIVERSITY to cover the introduction of new work necessary for the completion, improvement or protection of the project which were not included as items of Work in the original contract, such as, where there are subsurface or latent physical conditions at the site differing materially from those indicated in the contract, or where there are duly unknown physical conditions at the site of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the Work or character provided for in the contract.
- 76.4.** Any cumulative Variation Order beyond ten percent (10%) shall be subject of another contract to be bid out if the works are separable from the original contract. In exceptional cases where it is urgently necessary to complete the original scope of work, the Head of the BULACAN STATE UNIVERSITY may authorize a positive Variation

Order go beyond ten percent (10%) but not more than twenty percent (20%) of the original contract price, subject to the guidelines to be determined by the GPPB: *Provided, however,* That appropriate sanctions shall be imposed on the designer, consultant or official responsible for the original detailed engineering design which failed to consider the Variation Order beyond ten percent (10%).

**76.5.** In claiming for any Variation Order, the Contractor shall, within seven (7) calendar days after such work has been commenced or after the circumstances leading to such condition(s) leading to the extra cost, and within twenty-eight (28) calendar days deliver a written communication giving full and detailed particulars of any extra cost in order that it may be investigated at that time. Failure to provide either of such notices in the time stipulated shall constitute a waiver by the contractor for any claim. The preparation and submission of Variation Orders are as follows:

- (a) If the BULACAN STATE UNIVERSITY's representative/Project Engineer believes that a Change Order or Extra Work Order should be issued, he shall prepare the proposed Order accompanied with the notices submitted by the Contractor, the plans therefore, his computations as to the quantities of the additional works involved per item indicating the specific stations where such works are needed, the date of his inspections and investigations thereon, and the log book thereof, and a detailed estimate of the unit cost of such items of work, together with his justifications for the need of such Change Order or Extra Work Order, and shall submit the same to the Head of the BULACAN STATE UNIVERSITY for approval.
- (b) The Head of the BULACAN STATE UNIVERSITY or his duly authorized representative, upon receipt of the proposed Change Order or Extra Work Order shall immediately instruct the appropriate technical staff or office of the BULACAN STATE UNIVERSITY to conduct an on-the-spot investigation to verify the need for the Work to be prosecuted and to review the proposed plan, and prices of the work involved.
- (c) The technical staff or appropriate office of the BULACAN STATE UNIVERSITY shall submit a report of their findings and recommendations, together with the supporting documents, to the Head of the BULACAN STATE UNIVERSITY or his duly authorized representative for consideration.
- (d) The Head of the BULACAN STATE UNIVERSITY or his duly authorized representative, acting upon the recommendation of the technical staff or appropriate office, shall approve the Change Order or Extra Work Order after being satisfied that the same is justified, necessary, and in order.

- (e) The timeframe for the processing of Variation Orders from the preparation up to the approval by the BULACAN STATE UNIVERSITY concerned shall not exceed thirty (30) calendar days.

## **77. Contract Completion**

Once the project reaches an accomplishment of ninety five (95%) of the total contract amount, the BULACAN STATE UNIVERSITY may create an inspectorate team to make preliminary inspection and submit a punch-list to the Contractor in preparation for the final turnover of the project. Said punch-list will contain, among others, the remaining Works, Work deficiencies for necessary corrections, and the specific duration/time to fully complete the project considering the approved remaining contract time. This, however, shall not preclude the claim of the BULACAN STATE UNIVERSITY for liquidated damages.

## **78. Suspension of Work**

- 78.1. The BULACAN STATE UNIVERSITY shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary, due to *force majeure* or any fortuitous events or for failure on the part of the Contractor to correct bad conditions which are unsafe for workers or for the general public, to carry out valid orders given by the BULACAN STATE UNIVERSITY or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The Contractor shall immediately comply with such order to suspend the work wholly or partly.
- 78.2. The Contractor or its duly authorized representative shall have the right to suspend work operation on any or all projects/activities along the critical path of activities after fifteen (15) calendar days from date of receipt of written notice from the Contractor to the district engineer/regional director/consultant or equivalent official, as the case may be, due to the following:
  - (a) There exist right-of-way problems which prohibit the Contractor from performing work in accordance with the approved construction schedule.
  - (b) Requisite construction plans which must be owner-furnished are not issued to the contractor precluding any work called for by such plans.
  - (c) Peace and order conditions make it extremely dangerous, if not possible, to work. However, this condition must be certified in writing by the Philippine National Police (PNP) station which has responsibility over the affected area and confirmed by the Department of Interior and Local Government (DILG) Regional Director.

- (d) There is failure on the part of the BULACAN STATE UNIVERSITY to deliver government-furnished materials and equipment as stipulated in the contract.
- (e) Delay in the payment of Contractor's claim for progress billing beyond forty-five (45) calendar days from the time the Contractor's claim has been certified to by the BULACAN STATE UNIVERSITY's authorized representative that the documents are complete unless there are justifiable reasons thereof which shall be communicated in writing to the Contractor.

**78.3.** In case of total suspension, or suspension of activities along the critical path, which is not due to any fault of the Contractor, the elapsed time between the effectivity of the order suspending operation and the order to resume work shall be allowed the Contractor by adjusting the contract time accordingly.

## **79. Payment on Termination**

- 79.1.** If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the BULACAN STATE UNIVERSITY's Representative shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as indicated in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to the BULACAN STATE UNIVERSITY exceeds any payment due to the Contractor, the difference shall be a debt payable to the BULACAN STATE UNIVERSITY.
- 79.2.** If the Contract is terminated for the BULACAN STATE UNIVERSITY's convenience or because of a fundamental breach of Contract by the BULACAN STATE UNIVERSITY, the BULACAN STATE UNIVERSITY's Representative shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.
- 79.3.** The net balance due shall be paid or repaid within twenty eight (28) days from the notice of termination.
- 79.4.** If the Contractor has terminated the Contract under **GCC** Clauses 17 or 18, the BULACAN STATE UNIVERSITY shall promptly return the Performance Security to the Contractor.

## **80. Extension of Contract Time**

- 80.1.** Should the amount of additional work of any kind or other special circumstances of any kind whatsoever occur such as to fairly entitle the contractor to an extension of contract time, the BULACAN STATE UNIVERSITY shall determine the amount of such extension; provided that the BULACAN STATE UNIVERSITY is not bound to take into account any claim for an extension of time unless the Contractor has, prior to the expiration of the contract time and within thirty (30) calendar days after such work has been commenced or after the circumstances leading to such claim have arisen, delivered to the BULACAN STATE UNIVERSITY notices in order that it could have investigated them at that time. Failure to provide such notice shall constitute a waiver by the Contractor of any claim. Upon receipt of full and detailed particulars, the BULACAN STATE UNIVERSITY shall examine the facts and extent of the delay and shall extend the contract time completing the contract work when, in the BULACAN STATE UNIVERSITY's opinion, the findings of facts justify an extension.
- 80.2.** No extension of contract time shall be granted the Contractor due to (a) ordinary unfavorable weather conditions and (b) inexcusable failure or negligence of Contractor to provide the required equipment, supplies or materials.
- 80.3.** Extension of contract time may be granted only when the affected activities fall within the critical path of the PERT/CPM network.
- 80.4.** No extension of contract time shall be granted when the reason given to support the request for extension was already considered in the determination of the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection.
- 80.5.** Extension of contract time shall be granted for rainy/unworkable days considered unfavorable for the prosecution of the works at the site, based on the actual conditions obtained at the site, in excess of the number of rainy/unworkable days pre-determined by the BULACAN STATE UNIVERSITY in relation to the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection, and/or for equivalent period of delay due to major calamities such as exceptionally destructive typhoons, floods and earthquakes, and epidemics, and for causes such as non-delivery on time of materials, working drawings, or written information to be furnished by the BULACAN STATE UNIVERSITY, non-acquisition of permit to enter private properties or non-execution of deed of sale or donation within the right-of-way resulting in complete paralyzation of construction activities, and other meritorious causes as determined by the BULACAN STATE UNIVERSITY's Representative and approved by the Head of the BULACAN STATE UNIVERSITY. Shortage of construction materials, general labor strikes, and peace and order problems that disrupt construction operations through no fault of the Contractor may be considered as additional grounds for extension of



contract time provided they are publicly felt and certified by appropriate government agencies such as DTI, DOLE, DILG, and DND, among others. The written consent of bondsmen must be attached to any request of the Contractor for extension of contract time and submitted to the BULACAN STATE UNIVERSITY for consideration and the validity of the Performance Security shall be correspondingly extended.

## **81. Price Adjustment**

Except for extraordinary circumstances as determined by NEDA and approved by the GPPB, no price escalation shall be allowed. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GoP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## **82. Completion**

The Contractor shall request the BULACAN STATE UNIVERSITY's Representative to issue a certificate of Completion of the Works, and the BULACAN STATE UNIVERSITY's Representative will do so upon deciding that the work is completed.

## **83. Taking Over**

The BULACAN STATE UNIVERSITY shall take over the Site and the Works within seven (7) days from the date the BULACAN STATE UNIVERSITY's Representative issues a certificate of Completion.

## **84. Operating and Maintenance Manuals**

**84.1.** If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the **SCC**.

**84.2.** If the Contractor does not supply the Drawings and/or manuals by the dates stated in the **SCC**, or they do not receive the BULACAN STATE UNIVERSITY's Representative's approval, the BULACAN STATE UNIVERSITY's Representative shall withhold the amount stated in the **SCC** from payments due to the Contractor.



## Special Conditions of Contract

GCC Clause	
1.17	<p>The <b>Intended Completion Date</b> is within <b><i>Forty Five (45) calendar days.</i></b></p> <p><b><i>NOTE: The contract duration shall be reckoned from the start date and not from contract effectivity date.</i></b></p>
1.22	The <b>Procuring Entity</b> is <b>BULACAN STATE UNIVERSITY</b> .
1.23	The <b>Procuring Entity's Representative</b> is <b>DR. CECILIA N. GASCON, University President.</b>
1.24	The <b>Site</b> is located at <b><i>the Bulacan State University-Main Campus, Guinhawa, City of Malolos, Bulacan</i></b>
1.28	The <b>Start Date</b> is <b><i>within seven (7) calendar days from receipt of Notice to Proceed (NTP).</i></b>
1.31	The <b>Works</b> must conform with the Project Construction Specifications, Plans/ Drawings, and Program of Works
12	<p>In addition to the General Conditions of the Contract hereof, the contractor must submit and comply the following:</p> <p>(a) Construction Safety and Health Program for this project which must be approved by the Department of Labor and Employment (DOLE)</p> <p>(b) Contractor's All Risk Insurance Policy</p>
15.1	<p>The Contractor shall, under his name and at his own expense, obtain and maintain, for the duration of this Contract, the following insurance coverage:</p> <p>(a) Contractor's All Risk Insurance;</p> <p>(b) Transportation to the project Site of Equipment, Machinery, and</p>

	<p>Supplies owned by the Contractor;</p> <p>(c) Personal injury or death of Contractor's employees; and</p> <p>(d) Comprehensive insurance for third party liability to Contractor's direct or indirect act or omission causing damage to third persons.</p>
35.2	<i>If different dates are specified for completion of the Works by section ("sectional completion"), these dates should be listed here</i>
38.1	The BULACAN STATE UNIVERSITY shall give possession of all parts of the Site to the Contractor <b>from receipt of Notice to Proceed</b> .
39.5	<p>The Contractor shall employ the following <b>Key Personnel</b>:</p> <ol style="list-style-type: none"> <li>1. Site Architect/ Engineer</li> <li>2. Carpenter</li> <li>3. Electrician</li> <li>4. Mason</li> <li>5. Painter</li> <li>6. Helper</li> </ol> <p>Notes:</p> <p>1. The list of contractor's personnel must be supported by complete documents certifying their qualification and experience.</p> <p>2. Key personnel named in the bid proposal must be committed to the project from the start date of the contract up to its completion. In case of replacement of key personnel, the contractor must request in writing to the BuISU indicating the valid reasons for such replacement and attaching thereto documents pertaining to the substitute personnel and the same must be approved.</p>
40.4(c)	No further instructions.
40.7	No further instructions.
41.1	No further instructions.
43	No further instructions.
45.3	No further instructions.
45.5	<i>In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not</i>

	<p><i>limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures: Fifteen (15) years.</i></p> <p><i>In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures: Five (5) years.</i></p> <p><i>In case of other structures, such as Bailey and wooden bridges, shallow wells, spring developments, and other similar structures: Two (2) years.</i></p>
46	<i>If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the BULACAN STATE UNIVERSITY.</i>
18.3(h)(i)	No further instructions.
54.2	No further instructions.
62.1	No further instructions.
64.1	<p>The Contractor shall submit the Program of Work to the <b>Project Management Office of the Bulacan State University</b> within __days of delivery of the Notice of Award.</p> <p>The Contractor shall submit the Program of Work to the <b>Project Management Office of the Bulacan State University</b> within <b><i>ten (10) calendar days</i></b> of delivery of the Letter of Acceptance</p>
64.3	<p>The period between Program of Work updates is ____ days.</p> <p>The amount to be withheld for late submission of an updated Program of Work is <i>[insert amount]</i>.</p> <p>No further instructions.</p>
67.3	The Funding Source is the <i>Government of the Philippines</i> .
72.1	The amount of the <b><i>advance payment is not more than 15% of the Contract Price.</i></b>
73.1	Materials and equipment delivered on the site but not completely put in place shall be included for payment.

84.1	<p>The date by which operating and maintenance manuals are required is <i>[date]</i>.</p> <p>The date by which “as built” drawings are required is <i>[date]</i>.</p> <p>The date by which surveyed location plan is required <b><i>within ten (10) calendar days after project completion.</i></b></p>
84.2	<p>The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is <b><i>ten percent (10%) of the contract price.</i></b></p>

## CONSTRUCTION SPECIFICATIONS

PROJECT TITLE	<b>PROPOSED MODERN CONFERENCE ROOM</b>
LOCATION	<b>Bulacan State University Main Campus</b>
OWNER	<b>Bulacan State University</b>

Prepared by:

**MA. VICTORIA V. UMALI**  
Civil Engineer, PMO

Submitted by:

**AR. MA. SATURNINA C. PARUNGAO**  
Director, PMO

Approved by:

**CECILIA N. GASCON, Ph.D.**  
University President

## **DIVISION 1.0 GENERAL CONDITIONS**

### **PART 1.0 GENERAL**

- 1.1 SCOPE OF WORK: The work covered under this Contract is for the construction of the **Proposed Modern Conference Room** at Main Campus, City of Malolos, Bulacan. It consists of the furnishing all materials, labor, equipment, transportation, incidentals, facilities, and superintendence necessary to complete the project in accordance with true intent these Specifications and Contract Drawings.
- 1.2 PLANS AND SPECIFICATIONS: The Contractor shall be responsible for carefully examining, comparing and verifying the data furnished by the Plans and Specifications. In case of obscurity or discrepancy in the Plans and Specifications, the Contractor shall submit the matter to the Project Management Office of the Bulacan State University for the proper explanation or necessary correction, before any adjustment shall be made. Any adjustment by the Contractor without such determination shall be at his risk and expense.

Omitted or wrongly described details of work, which are manifestly necessary to carry out the true intent of the drawings and specifications, shall be performed as if fully and correctly set forth and described in the drawings and specifications.

The Owner may, from time to time, make changes in the specifications and construction drawings. However, if the cost to the Contractor shall be materially increased by such change, the Owner shall pay the Contractor for the reasonable cost in accordance with the changes.

- 1.3 LAWS TO BE OBSERVED: The contractor shall comply with National Building Code of the Philippines, National Structural Code of the Philippines, Fire Code of the Philippines, Plumbing Code of the Philippines as well as Local Rules and Regulations of the City of Malolos, Bulacan. This includes safety practices especially during construction process. The Contractor or those engaged thereon shall obtain all necessary licenses and permits and pay all taxes or fees, which may due to the local and/or National Government in connection with the prosecution of the work. He shall also be responsible for all damages to persons or property that may occur.

## **PART 2.0 MATERIALS**

- 2.1 MATERIALS: Unless otherwise specified, all materials shall be new and free from defects and imperfections. The quality of materials shall be of the best grade of their respective kinds for the purpose. The work shall be performed in the best and most acceptable manner in strict accordance with the requirements of the Plans and Specifications. Preference will be given to articles or materials that are locally manufactured, conditions of quality and price being equal.

- 2.2 SAMPLES AND INFORMATION ON MATERIALS: When required by the Specifications, or when called for by the Architect, the Contractor shall furnish, for approval, full Information and satisfactory evidence as to the kind and quality of materials or articles he will incorporate in the work. The Contractor shall furnish, for Architect's and Owner's approval, all samples when so directed and have to be submitted within twenty-five (25) days (or as instructed by the Architect) after the award of the contract. The work shall be in accordance with approved samples. Materials and articles installed or used without such approval shall be at the risk of subsequent rejection.

Any failure on the part of the Contractor to conform or use materials that are not specified herein shall be under subsequent rejection. Any alteration or revision of material usage without approval from the Architect shall make the Contractor responsible and liable in terms of guarantee, workmanship and defects.

## **PART 3.0 WORKMANSHIP**

- 3.1 WORKMANSHIP: Workmanship shall be in accordance with the best standard practices and all operations required under any and all parts of the Specifications shall be undertaken in a neat, workmanlike manner. Only skilled personnel with sufficient experience in similar operations shall be allowed to undertake the same.

Any alteration or revision on the execution of Drawings without approval from

the Architect shall be under subsequent rejection and shall make the Contractor responsible and liable for any workmanship and execution defects.

Defective workmanship shall be remedied by the Contractor, at his expense. He shall not be entitled to any payment hereunder until defective workmanship has been remedied.

3.2 TEMPORARY FACILITIES: The Contractor shall furnish all temporary lights and power and shall pay all expenses in connection therewith. Furthermore, the Contractor shall provide and pay for all water expenses for building purposes that are required by all trades. He shall remove all connections and appliances connected there with prior to the completion of the Contract and leave the premises perfectly clean.

3.3 PROTECTION OF WORK AND OWNER'S PROPERTY: The Contractor shall put up safety measures and continuously maintain adequate protection of all his work from damage and shall protect the Owners property, as well as all materials furnished and delivered to him by the Owner. He shall make good any such damage, injury or loss, except such as may be caused by agents or employees of the Owner, or due to causes considered as an Act of God.

#### **PART 4.0 SUPERVISION AND INSPECTION**

4.1 AUTHORIZED REPRESENTATIVE: Whenever the Contractor is not at the site, orders maybe given by the Owner to his authorized representative and shall be accepted and complied to by the superintendent or foreman of the Contractor.

4.2 INSPECTION OF WORK: The Architect or Owner shall, at all times, have access to the work whenever it is in preparation or progress and the Contractor shall provide facilities for such access for inspection. The manner of work and all materials and equipment used therein shall be subject to inspection, tests, and approval of the Owner.

4.3 CONSTANT SUPERVISION. The Contractor shall ensure that the project will have constant supervision by a competent superintendent, who shall be present where construction is being carried on at all times during the working hours. Existing condition of the work site shall be documented and photos shall be taken before commence of the work to ensure such status, any damages on the areas due to on-going work shall be refurbished at the Contractor's expense.

4.4 DISPUTES: The Architect shall, within a reasonable time, make decision on all claims of the Owner or Contractor and on all matters relating to the execution and progress of the work or the interpretation of the Contract Documents.

Except as otherwise specifically provided in this Contract, all disputes concerning questions of fact arising under this contract shall be decided by the Architect, whose decisions shall be final and conclusive upon the parties as to questions of fact.



- 4.4 AS BUILT PLANS. Three sets of "As-Built Plans" of the project concerned duly signed and sealed by the Engineer-in-charge of construction should be submitted as a requirement for the final acceptance of the work. It should be properly drawn indicating all the specifications, layouts, tables and necessary data. An initial layout should be submitted on A3 paper for checking and approval of PMO. Final "As-Built plans", both soft and hard copies, three sets on A3 and a CD copy, respectively.
- 4.5 CLEAN UP: The Contractor, prior to the turnover of the work to the Owner, shall remove any excess materials, waste, debris, rubbish, and all construction and installation equipment and tools from the premises before the final acceptance of the work.

## **DIVISION 2.0 SITEWORKS**

### **PART 1.0 GENERAL**

- 1.1 WORK INCLUDED: Work in this section includes the removal/ hauling of unnecessary existing materials, complete clearing of site and properly enclosure of the area.

## **DIVISION 06 WOOD AND PLASTIC**

### **SECTION 06100 ROUGH CARPENTRY**

#### **PART I – GENERAL**

##### **1.1 SCOPE**

This section shall includes all labor, materials, equipment and the performance of all operations necessary for the completion of rough carpentry and framing works as indicated in drawings and this specifications.

##### **1.2 SUBMITTALS**

- 1.2.1 **SHOP DRAWINGS:** Submit shop drawings for approval showing essential dimensions and construction details in connection with rough carpentry and framing.
- 1.2.2 **SAMPLES:** Submit samples of materials for approval of the Architect. Match these samples with the delivered materials prior to use.

##### **1.3 DELIVERY AND STORAGE**

Deliver materials to site in undamaged condition. Store materials to ensure proper ventilation and drawings and protect against dampness before and after delivery.

##### **1.4 GENERAL REQUIREMENTS**

- 1.4.1 **QUALITY OF LUMBER:** Use lumber of best grade available for the respective kinds for various parts of work. Lumber must be well-seasoned, thoroughly dry and free from loose or unsound knots, cups, shakes and other imperfections.

- 1.4.2      **SUBSTITUTIONS OF LUMBER:** Written approval of the Architect is required in substituting the kind of lumber specified on plans. In case of substitution, a reduction of Contract price is applied equal to the difference in costs of the two kinds of lumber using the current market prices. Substitution made without prior approval will be rejected, removed and changed at the Contractor's expense.

## **PART II – PRODUCTS**

### **2.1 MATERIALS**

Conform to the following specifications all materials for carpentry and use whenever called for in the plans or noted in the schedule.

#### **2.1.1      KINDS OF LUMBER:**

a) **KILN DRY TANGUILE:** For wood frames, studs, ceiling joists, reed facing.

and all other lumber and wood work not covered by this specification.

b) **NARRA:** For panel doors and door casings, special mullions and muntins.

- 2.1.2      **PLYWOOD:** Use ordinary-cut tanguile veneers, water resistant, Class B conforming with commercial standard CS 45, locally manufactured. Use 6, 12, 19 or 25mm thick as indicated in drawings.

- 2.1.3      **OTHER BOARDS:** Use 8, 10, 12 or 19mm thick, as indicated on drawings, "Omniboard" brand or approved equivalent. Use nails and fasteners as recommended by manufacturer.

#### **2.1.3      FASTENERS:**

a) **NAILS:** Use locally manufactured common wire or finishing nails as required, smooth shank and zinc coated.

b) **SCREWS:** Use the best available commercial quality, brass or chromium plated.

- 2.1.4      **GLUE:** Use waterproofed glue of resorcinol formaldehyde synthetic resins or flue as used in the manufacture of the plywood suitable to hot process, malemineura type.

## **PART III – EXECUTION**

### **3.1 INSTALLATION**

#### **3.1.1 WOOD FRAMING AND ROUGH CARPENTRY:**

a) Fit framing closely, set accurately and secure rigidly in place, provide anchor bolts with nuts and washers, straps and the rods as required.

b) Cut and fill neatly to accommodate other work as required.

- c) Use well seasoned, straight, square-edge stacks, free from loose or unsound knots, bark edges or other defects.
- d) Make width of plates for walls and partitions the same as the studs to have horizontal ties.
- e) For anchors, connectors and fasteners not indicated or specified, use types and sizes necessary to suit field conditions. Unless otherwise indicated or specified, adopt Manufacturer's recommendation for size, type and spacing of nails, screws and bolts. Use zinc-coated hardware for all works exposed to weather or in contact with concrete and apply a brush coat of bituminous paint to lumber surfaces in contact with concrete.

## **PART IV - SCHEDULE OF SPECIFICATIONS**

### **4.1 SCOPE**

- 4.1.1 Lumber of approved quality required for the various parts of the work shall be used for the proposed structure.
- 4.1.2 Kiln-dried Tanguile for all nailers.

## **SECTION 06200 FINISH CARPENTRY**

### **PART I – GENERAL**

#### **1.1 SCOPE**

This section includes all materials, labor, equipment and the performance of all operations necessary for the completion of all finishing carpentry and millwork indicated on plans and specifications.

#### **1.2 GENERAL REQUIREMENTS**

- 1.2.1 **DELIVERY AND STORAGE:** Deliver materials to site in undamaged condition.  
  
Stack lumber and millwork to ensure proper ventilation and drainage. Protect materials against dampness before and after delivery. Store under cover in well- ventilated enclosure, not exposed to extreme changes of temperature and humidity. Do not store finished lumber and millwork in buildings until concrete, masonry and plaster are dry.
- 1.2.2 **SIZES AND PATTERN:** Work lumber to pattern or shapes indicated. Shaped material shall conform to the standard patterns indicated in current grading rules for the species.
- 1.2.3 **MOISTURE CONTENT:** The maximum moisture content of treated or untreated finish lumber and millwork shall be 15% at the time of delivery to the job site.

#### **1.3 SUBMITTALS**

- 1.3.1 **SAMPLES:** Furnish for approval of the Architect samples of each type of material with quantities as requested. Match these samples with the delivered materials prior to installation

- 1.3.2 **SHOP DRAWINGS:** Furnish shop drawings and cuts as necessary for the fabrication and erection of prefabricated millwork. Show all detail and erection data. Indicate the materials and species, arrangements, profiles of mouldings, thickness, sizes of parts, fastenings, clearances, assembly/erection details and necessary connections to work of other trades. Do not deliver to site until shop drawings and cuts have been approved and returned to the Contractor. contractor shall be responsible for all errors in detailing and fabrication and for correct fitting of mill fabricated items.

## **PART II – PRODUCTS**

### **2.1 MATERIALS**

- 2.1.1 **LUMBER:** Materials for finishing and mill work shall be selected from the following specie: Tanguile, Apitong, Narra or as directed by the Architect. For either stain or natural finish millwork, the grade shall be of the highest of the specie. For the paint finish mill work, the grade shall be of the second grade of the specie.
- 2.1.2 **PLYWOOD/ PLYBOARD:** Conforming to commercial standard, locally manufactured.
- a) For material to be painted, use ordinary rotary-cut tanguile veneers, water resistant, Class B.
  - b) For material to be varnished or to receive wallcovering, use ribbon-grained tanguile veneers water resistant, Class B.

## **PART III – EXECUTION**

### **3.1 WORKMANSHIP**

All wood finish and millwork shall be true to details, clean and sharply defined. Panels must be set to allow for free movement in case of swelling or shrinkage. Means of fastening various parts together shall be concealed.

### **3.2 ERECTION**

#### **3.2.1 FINISH**

- a) Mill, fabricate and erect interior finish of wood as indicated in drawings.  
Machine-sand at the mill and hand-sand smooth at the job.
- b) Interior trim set against concrete, masonry or wood shall be separated with 6 mm stone-cut joints.
- c) Intersecting plywood veneers or plywood panels shall be finished with a corner trim of wood with the same specie and finish as the plywood.
- d) Make joints tight and in a manner to conceal shrinkage. Secure trim with fine finishing nails, screws or glue where required.
- e) Set nails for putty stopping.
- f) For woodworks to receive pickle finish, bleach wood by using a commercial “two-way” bleach. Apply a coat of silver gray stain (or a color as specified by the architects), and let it soak into the pores before wiping off the surface. Then apply a final coat of water-white lacquer.
- g) All mouldings which terminate at corners or ends of walls shall be mitered.

**3.2.2 WOOD DOOR, JAMBS AND HEAD:** Set frames plumb and level and brace until built-in. Anchor wood frames to masonry with approved metal anchors on each side of jamb. Place top and bottom anchors 200 mm from head to floor.

**3.2.3 WOOD SHELVING:** Each shelf shall be supported on a continuous wood cleat at walls when necessary. Secure cleats to masonry walls by expansion bolt or approved fastening device. Wood shelving shall have a minimum thickness of 12mm for 1m span and 19mm beyond 1m span.

**3.2.4 BUILT-IN CABINETS AND COUNTER TOPS (MILL MADE):** Fabricate counters and cabinets in accordance with details. Only sound kiln-dried lumber or plywood shall be used. Erect cabinets straight, level and plumb and securely anchor in place. Scribe and closely fit cabinets to adjacent work. Provide necessary ground and anchors for securing cabinet work in place.

**3.2.5 WOOD FRAMES TO RECEIVE FIXED GLASS:** Where fixed glass is set on wood frames, thoroughly prime rabbets and wood stops. Fit stops and secure in place loosely with chrome plated oval-head screws.

### **3.3 HARDWARE INSTALLATION**

Accurately fit and install all finish hardware items required. If surface-applied hardware is fitted and applied before painting, remove all such items, except butts, and reinstall after painting work is completed.

## **PART IV – SCHEDULE OF SPECIFICATIONS**

### **4.1 SCOPE**

- 4.1.1 Kiln-dried Tanguile for all mouldings, baseboard, edgings and trims.
- 4.1.2 Kiln-dried Narra for panel doors and jambs.
- 4.1.3 Kiln-dried Yakal for all other door jambs in direct contact with concrete.
- 4.1.4 3mm, 6mm, 12mm, 19mm or 25mm marine plywood for door veneers, ceilings, partitions as shown on plans.
- 4.1.5 Kiln-dried Almaciga for all cornice mouldings or as approved by Architect.

## **SECTION 06400 ARCHITECTURAL WOODWORK**

### **PART I – GENERAL**

#### **1.1 SCOPE**

This section includes all materials, labor, equipment and the performance of all operations necessary for the completion of all cabinet works and other architectural woodworks of the project as indicated on drawings and this specification.

#### **1.2 DEFINITION**

- 1.2.1 **CABINET WORKS:** Cabinet works as defined herein, includes all built-in cabinets, counters, shelvings and other similar items as may be called for by the plans.

#### **1.3 SUBMITTALS**

1.3.1 **SAMPLES:** Submit samples of materials and pre-fabricated items for the Architect's approval. Match these samples with the delivered materials and items prior to installation.

1.3.2 **SHOP DRAWINGS:** Submit full-sized detailed shop drawings of all cabinets and woodworks before fabrication for approval by the Architect.

## **PART II – PRODUCTS**

### **2.1 MATERIALS**

2.1.1 **LUMBER:** Shall be of approved quality of the respective types as specified.

2.1.2 **PLYWOOD:** Use ordinary rotary cut tanguile veneers, water resistant, Class B conforming with commercial standard CS 45, locally manufactures. Use 6 mm, 12, 19 or 25 mm thick as indicated in drawings.

2.1.3 **HARDWARE AND ACCESSORIES:** All hardware items like concealed hinges, cabinet and drawer locks, closet cylinder locks, cabinet door and drawer pulls, catches, bolts, hasps, etc. shall be of types suitable to the service required and needed in their operation as required by the Architect.

## **PART III – EXECUTION**

### **3.1 WORKMANSHIP**

All required cabinet wood works shall be executed in the best way possible. Only capable and well experienced workmen shall be assigned to do finishing carpentry work. Whenever practicable, all cabinet wood work items that are not constructed integrally with the building shall be assembled in shop and shall be pre-finished throughout, ready to receive the finishes before delivery to the site. In addition to the machine-sanding, all interior and exterior surfaces shall be smoothened by hand and free from machine and tool marks, abrasions, raised and other undesirable.

## **PART IV – SCHEDULE OF SPECIFICATIONS**

### **4.1 SCOPE**

4.1.1 1                      6mm, 12mm, 19, 25mm marine plywood for cabinets, shelves, closets, drawers and other cabinet works as shown on plans.

4.1.2 Kiln-dried Tanguile for all edgings, trims, etc.

## **DIVISION 08 DOORS AND WINDOWS**

### **SECTION 08210 WOOD DOORS**

#### **PART I – GENERAL**

##### **1.1 SCOPE**

This section includes all labor, materials, equipment and the performance of all operations necessary for the completion of fabrication and installation of all wooden doors as indicated on drawings and this specifications.

##### **1.2 SUBMITTALS**

1.2.1 **SHOP DRAWINGS:** Before placing orders and start of fabrication and when

called for by the Architect, the Contractor shall submit to the Architect for approval, shop drawings of all wooden doors including details of section and hardware.

- 1.2.2     **CUTS AND SAMPLES:** Furnish for approval, cuts, descriptive material and samples showing each type of door included. Show sizes, thickness, construction, methods of assembly, sticking and all other necessary information. Before delivery of doors to the site, submit a sample section of each type of door.

### 1.3 GENERAL REQUIREMENTS

- 1.3.1     **STORAGE AND PROTECTION OF DOORS:** Protect wood doors and frames against damage and dampness. Store them under cover in a well-ventilated place where they will not be exposed to extreme changes in temperature and humidity. Do not store doors and frames in any place under construction until concrete, masonry work and plaster are dry. Replace units when damaged due to lack of adequate protection or care in installation.
- 1.3.2     **PROVISIONS FOR HARDWARE:** Provide lock blocks on hollow core doors which are scheduled or specified to receive floor hinges.
- 1.3.3     **DOOR DESIGNS, SIZES AND THICKNESS:** Use door designs, sizes and thickness as indicated or scheduled. Wood doors shall have an overall thickness of 50 mm unless otherwise specified by the Architect.

## PART II – PRODUCTS

### 2.1 MATERIALS

Doors and door frames shall be manufactures of thoroughly seasoned kiln-dried wood, of grade and specie as specified under Division 6. Wood doors shall be products of reputable manufacturers approved by the Architect.

### 2.2 FABRICATION OF DOORS AND FRAMES:

- 2.2.1     **WOOD DOORS:** Shall be of the type, sizes and thickness indicated. Top and bottom edges of all interior and exterior shall be given a coat of lead and oil priming paint or a coat of water resistant varnish after cutting and fitting and prior to installation works. Doors shall be panel and/or glazed as indicated. Glass shall be clear, ordinary, 6.3 mm (1/4") thick or as indicated in the plans.

- 2.2.2     **FLUSH DOORS:** Shall be hollow core of thickness indicated on drawings and fabricated as such that the core and frame assembly shall be bonded to face veneers. Flush doors shall be three (3) ply, 6 mm thick, ordinary, waterproofed or marine kind of plywood as indicated in the schedule. Stiles and rails shall have mortised joints at corners. The core shall be a grid pattern of horizontal and vertical interlocking wood strips and reinforced with wood block inserts for lock sets and other hardware as necessary. Doors shall be painted or with designs as indicated on drawings.

- 2.2.3     **BAR TYPE SWING DOORS:** Shall be of flush door or louvered type with 6 mm Tanguile plywood face veneer with double acting gravity hinges.

- 2.2.4             **WOOD DOOR FRAMES:** Shall be of the design, sizes and thickness indicated in the **Schedule of Doors**. Frames shall be set to plumb and true and braced to prevent distortion. Frames in wooden walls or partitions shall be secured



with finishing nails or as indicated. In concrete or masonry walls, frames shall be secured by anchor bolts or as shown on drawings.

## **PART III – EXECUTION**

### **3.1 CONSTRUCTION REQUIREMENTS**

Construct all doors and frames to sizes shown and indicated on drawings. Glue all door frames, cores and plywood veneers together and hot-press into a one-piece panel. Glue edge strips around edges of doors. Hold doors in retainers until the glue has set, then re- dry to remove all moisture contained in the glue. Drum-sand and belt-sand the assembled door into a smooth finish ready for varnish or paint. Cut in uniform finish all louver blades and fasten to the frames in an approved manner.

### **3.2 INSTALLATION**

For door frames, set frames plumb and square, double-wedges and fastened with finishing nails. Provide solid blocking behind jambs at butts and lock strikes. Space blocking not more than 400 mm on centers. For doors, fit, hang and trim as indicated and specified. Provide 1.60 mm clearance at sides and top, and 5 mm over thresholds. Provide 10 mm clearance at bottoms where no thresholds occur. Apply hardware with fastenings of the size, quality, quantity and finish as specified.

## **SECTION 8700 HARDWARE**

### **PART I - GENERAL**

#### **1.1 SCOPE**

a. The work includes furnishing and delivering to the jobsite, or as otherwise directed, complete finish hardware to fully equip the building in accordance with the Architect's drawings and intent as hereinafter specified. Work of this section includes furnishing all materials, equipment, services, templates, schedules and all items required; or necessary for, or incidental to, the furnishing and description as required by the drawings, specifications, schedules and actual site conditions for all doors.

b. Finish hardware includes items listed below and any other items required to make a complete job in every respect.

- Butt Hinges
- Concealed Hinges
- Locks, Latches, Deadlocks
- Cylinder and Keying Systems
- Key Control System and Key
- Cabinets Closers
- Flush Bolts and Foot Bolts
- Doorstops
- Sliding door hardware
- Drawer Runners

a. See drawings details and schedule for location, extent of work, and other requirements.

#### **1.2 SUBMITTALS**

##### **a. General**

Submit all information necessary for the work of the Owner, the Architect, the Contractor, and all affected trades.

b. Samples - A sample of each item of hardware for approval.

c. Detailed drawings and/or shop drawings.

d. **Manufacturer's Data**

Provide catalog cuts for every item furnished, showing all finishes, sizes, catalog numbers and pictures, with all abbreviations fully explained.

e. **Templates**

Furnish hardware templates to each fabricator of doors, frames, and other work to be factory prepared for the installation of hardware. Check the shop drawings of such other work, to confirm that adequate provisions will be made for the proper installation of hardware.

f. **Installation Manuals**

g. **Operation and Maintenance Data**

Provide Architect with manufacturer's part lists and maintenance instructions for each type of hardware supplied and necessary wrenches and tools required for proper maintenance of hardware.

### **1.3 GENERAL REQUIREMENTS**

- a. All hardware shall be of the best grade, entirely free from imperfections in manufacturing and finish.
- b. All materials shall be procured from a source of supply approved by the Architect as competent to correctly evaluate the plans, details and specifications and be prepared at all times to promptly and satisfactorily service the hardware on the job. This supplier must be an established contractor for builder's hardware who meets all the above requirements.
- a. Exit doors and doors leading to exits, stair halls, fire label doors, etc. shall be provided with hardware in full compliance with applicable codes.

### **1.4 PACKAGING AND MARKING**

- a. Individually pack each item of finish hardware and deliver in the manufacturer's original container. Clearly mark each package or box with the manufacturer's name, catalog number and all other markings required for easy identification of the hardware.
- a. Furnish a packing list to clearly identify the quantity and type of hardware in every box numbered in accordance with this list.
- a. Provide all hardware the required screws, bolts and fastenings necessary for installation packed in the same package with the hardware. Label all packages legibly and adequately indicating the part of the work for which it is intended.

### **1.5 STORAGE AND PROTECTION**

Store hardware in a dry and locked place. Protect the hardware from damage at all times, both prior to and after its installation. After the hardware has been properly fitted, all exposed items such as knobs, escutcheons, plates, locks, etc. shall be removed until final coat of painter's finish has been applied and then hardware installed. All hardware, unless to be painted over, that are not to be removed before painting shall be properly masked until final coat of painter's finish has been applied after which such masks shall be removed.

## **PART II: PRODUCTS**

### **2.1 MATERIALS**

#### **2.1.1 Continuous Hinges**

Furnish all security doors with continuous hinges approved by the Architect.

#### **2.1.2 Butt Hinges**

- a) Butt hinges shall conform to US Federal Specification FF-H-1 16 and ANSI A156.1 standards.
- a) Full mortise hinges with button tip loose pin shall be used for interior

wood doors and full mortise hinges with non removable pin shall be used for exterior wood doors opening out, unless otherwise specified.

- b) Metal doors and doors installed with closers shall use ball bearing, full mortise hinges, unless otherwise specified.

#### **2.1.3 Concealed Hinges**

- a) For doors - all metal invisible hinge, SOSS model 218 or 220 or approved equivalent.
- a) For cabinets - all metal hinge with automatic spring mechanism, minimum 90° opening angle.

#### **2.1.4 Locks**

- a) Cylindrical Locks
  - 1. All wood and metal doors shall be equipped with high grade standard duty (ANSI A 156.2 Series 4000 Grade 2) or heavy duty (ANSI A 156.2 Series 4000 Grade 1) lever type locksets.
  - 1. Mechanism shall be of heavy gauge, cold-rolled steel contained in a sturdy cylindrical housing, with all parts zinc-plated and dichromated for maximum resistance against rust and corrosion. Exposed parts shall be brass heavy plated.
- b) Keys and Keying
  - 1. All keys shall be nickel silver material.
  - 2. A minimum of six-pin key system shall be furnished.
  - 3. Develop and submit for approval a keying schedule for entire job. No locks shall be ordered unless formal keying schedule has been approved.
  - 1. Generally provide all locksets, padlocks and cylinders with keying systems that are grand master keyed, master keyed and changed keyed at the factory, alike or differently, in group as desired.
  - 1. Furnish a construction master key system for all cylinders.
  - 2. Furnish one (1) key cabinet with 50% expansion and complete 3-way cross index system.

#### **2.1.5 Closers**

- a) All door closers shall conform to US Federal Specifications FF-H-121C Types 3001, 3004, 3009 or 3230 and ANSI A 156.4 Standards.
- a) Regardless of mounting method, closers shall be capable of opening 180".
- b) Unless otherwise specified, concealed closers shall be used as approved by Architect.
- c) Surface mounted closers, when used, shall always be mounted on the room side or generally on the less important side of doors. Use parallel arm closer if necessary as approved by Architect.
- d) Closers shall have spring power adjustment of plus 50% and an additional plus 15% at the shoe on standard and top jamb applications.
- e) Closers shall have tamper proof regulation screws adjustable only with a hex wrench. Closers shall have separate adjustments for sweep speed, latch speed and back check selector valve to permit checking action prior to 90° regardless of type of mounting.

#### **2.1.6 Miscellaneous Hardware**

- a) All doors that are not equipped with door closers and when opening will strike an object shall be provided with door stop conforming to US Federal

Specifications FF-H-111a, Type 1330.

- a) Each metal, single leaf door, that is not equipped with door closers shall be equipped with one silencer in the lock side of the door frame.

#### **2.1.7 Sliding Door Hardware**

- a) For doors - cold rolled galvanized steel track with four nylon wheels in nylon hanger body as approved by Architect.
- b) For cabinets - double axied rollers on guide runners as approved by Architect.

#### **2.1.8 Drawer Runners**

Provide all drawers with bottom mounted glides with stopper as approved by Architect.

### **PART III – EXECUTION**

#### **3.01 INSTALLATION**

The Contractor shall submit to the Architect for approval, prior to delivery of builder's hardware to the site, a complete listing of all items and a sample for each of the hardware proposed to be furnished for identification of each item of hardware for each point of installation.

- a. The general Contractor shall advise the hardware supplier of all completion data for hardware installation in order that sufficient time can be allowed for manufacturing and delivery to the jobsite.
- a. Install hardware in accordance with manufacturer's recommendation, using proper templates.
- a. Installation shall be performed by mechanics skilled in this kind of work and experienced with the specified products.
- b. Use only proper tools in good condition, special tools when necessary, to prevent damage to finish, abuse of hardware, screws, doors and frames.
- c. Concerning hardware for doors or frames not pre-drilled in factory carefully and accurately lay out hardware according to templates and shop drawings. Make all attachments level, plumb, and clean using holes accurately drilled and tapped in field.
- b. Whenever possible, do not install trim until doors have been finish painted. After painting and finish of woodwork has been completed, install the finish hardware permanently.
- g. At the completion of the job, it shall be the responsibility of the Contractor to turn over to the Owner a complete set of installation instructions - special wrenches or tools - extra screws and attachments, as would be packaged by the manufacturer for the benefit of the installer.

### **SECTION 08800 GLAZING**

#### **PART I – GENERAL**

##### **1.1 SCOPE**

This section includes all labor, materials, equipment and the performance of all operations necessary to furnish and install all glass and glazing work in accordance with the drawings and this specification. The works included are:

- a) Glass and glazing for Aluminum Curtain Glass.
- b) Glass and glazing for hollow, and wood doors (where specified).

c) Glass and glazing for aluminum doors, windows and frames (where specified). d) Mirror for all toilets.

## 1.2 SUBMITTALS

1.2.1 **SAMPLES:** Submit samples for Architect's approval of all glass types specified herein, not less than 5" x 8" (125 x 800mm). Match these samples with the delivered materials prior to installation.

1.2.2 **CERTIFICATES:** Submit manufacturer's specification and recommendations for glazing conditions specified herein. Submit certificates of compliances, certifying conformance with requirements of this specification.

## 1.3 QUALIFICATIONS

1.3.1 **MANUFACTURERS:** It is the intent of this specifications that the products of the specific manufacturer's listed herein, represent quality standard and performance standards desired. Other manufacturers offering products equivalent to those specified will be acceptable, subject to approval.

## 1.4 DELIVERY, PROTECTION AND STORAGE

All glass shall be carefully packed for transportation, exercising reasonable precaution to insure avoidance of damage during transit. Use care in unloading, unpacking and storage on arrival at job site to avoid damage. Deliver all glazing accessory materials in manufacturer's original unopened containers, clearly marked as to their contents. Store all materials at the job site, in a manner assuring its safety from all forms of damage. Screen from paint, plaster, welding splatter, construction scum and the like. Protect glass from soiling, condensation, etching, etc. Follow manufacturer's instructions rigidly.

## 1.5 GUARANTEE

Guarantee shall be under Section 08912 Glazed Aluminum Curtain Walls.

# PART II - PRODUCTS

## 2.1 MATERIALS

### 2.1.1 GLASS:

a) **INSULATED GLASS (FAÇADE):** 25mm hermetically sealed units or as specified in the drawing.

b) **SINGLE THICKNESS GLASS (FAÇADE):** Provide in thickness, and/or tempered or heat-strengthened, as required. *Guardian* TS-20 or approved equal.

c) **FRAMELESS GLASS DOORS:** Clear monolithic, minimum 12.5mm thickness in either heat-strengthened, or annealed. *Guardian* or approved equal.

d) **MIRRORS:** Silvering quality float glass 6 mm thickness, recommended for high humidity usage. Double silvered protected by a coat of electro-deposited copper. Furnish with edges polished, in one piece unless otherwise specified.

### 2.1.2 GLAZING MATERIALS:

a) **GLAZING TAPE:** Preformed butyl; with integral spacing device, 10-15 durometer hardness, papered release.

b) **SETTING BLOCKS:** Neoprene: 70-90 durometer hardness, 100 x 10 x 6 mm.

c) **SPACE SHIMS:** Neoprene 50 durometer hardness, 76 x 3 x 6 mm.

### **2.1.3 GLAZING COMPOUND:**

- a) Modified oil type, color grey, non-hardening, knife grade for wood and metal frames.
- b) SEALANT: One component polysulphide, color as selected, having a shore "A" hardness of 15 to 25.

## **PART III – EXECUTION**

### **3.1 PREPARATION**

Examine all surfaces to which glazing will be applied. Start of work means acceptance of conditions. Examine all glass for spalling, hairline cracks and other defects, which might impair performance after installation. Clean all glass prior to installation.

### **3.2 INSTALLATION**

- a. Comply with the Performance Standards stipulated in Section 08912 Glazed Aluminum Curtain Walls.
- b. All glass and glazing shall conform to all applicable codes and governing authorities including glazing safety standards.
- c. Center glass in glazing rabbet to maintain specified clearances at perimeter on all four sides. Maintain centered position of glass in rabbet and provide the required sealer thickness on both sides of glass.
- d. Provide glass thickness and heat treatment to meet the following design criteria:
  - 1. To resist temperature stress breakage.
  - 2. Maximum glass deflection to be less than 12.5 mm.
  - 3. The statistical probability of breakage at Design Wind Pressure to be less than 8 lights per 1,000 lights.
- e. Edge preparation of all glass shall conform to manufacturer's printed standards and the latest standards of the Flat Glass Marketing Association.
- f. Refer to building elevation sheets for extent of required window wall and exterior cladding mock-ups for testing and visual review. At which time all anchorage details of window wall subframe are to be reviewed.
- g. All butt joints are to have concealed back up captive sealant.
- h. Locate tong marks on glass along edge which will be concealed in glazing system.
- i. Polish exposed glass edges. Do not polish edges to receive silicone sealant.
- j. Stop bead glazing shall consist of elastic glazing compound for bedding glass in metal frames. Prior to placing glass in rabbet, apply a sufficient quantity of compound in rabbet so that excess is expelled when glass is pressed into position to ensure that the glass in rabbet is completely covered by compound. Place setting blocks and spacer shims as required. Press glass into position.

### **3.3 REPLACEMENT AND CLEANING**

Upon completion of the work, all glass surfaces shall be thoroughly cleaned on both sides, and all labels, paint spots, compounds and other defacements shall be removed. Cracked, broken and imperfect glass shall be replaced at no additional cost.

## **DIVISION 9 FINISHES**

- A. FLOOR FINISHES – Refer to plans for the details. Sample of all materials shall be submitted to the Procuring Entity for approval as to color and quality workmanship.
- B. WALL FINISHES - Refer to plans for the details. Sample of all materials shall be submitted to the Procuring Entity for approval as to color and quality workmanship.

- C. CEILING FINISHES - Refer to plans for the details. Sample of all materials shall be submitted to the Procuring Entity for approval as to color and quality workmanship.
- D. PAINTING WORKS - Contractor shall provide all labor, material, and equipment and perform all operations necessary for all painting work specified including the painting of walls, ceiling, and other exposed part of the structure that requires paints.

All work shall be done by thoroughly qualified painters in a neat and workmanlike manner. All work which shows carelessness or lack of skill in execution or is defective due to any other cause will be rejected. Said work shall be redone to satisfaction of Owner prior to acceptance of work.

Minimum drying time between each coat shall be 24 hours.

Contractor shall protect freshly painted or epoxied surfaces from accumulation of dust, dirt, water, or other foreign materials, whatever the cause or source. Any damaged surfaces shall be wiped clean, sanded, or stripped to a clean, dry condition and recoated to satisfaction of Owner.

Contractor shall protect all parts of the work site during his operation. Tarps and cloths shall be placed where required to protect floors and equipment from spatter and droppings. Electric switchplates, lighting fixtures, nameplates, hardware, glass, and all other items not to be painted or epoxied shall be removed, covered, or otherwise protected during coating operations. Contractor shall clean or otherwise restore any surfaces which are painted or epoxied as a result of Contractor's failure to provide proper protection and said restoration shall be performed to satisfaction of Owner.

## **DIVISION 12 FURNISHINGS/ EQUIPMENT**

The Contractor shall supply and delivery /install all the required furniture and equipment at respective office as specified in the drawing and as approved by the Architect.

## **DIVISION 15.0 MECHANICAL**

### **SECTION 15400 PLUMBING FIXTURES AND EQUIPMENT**

#### **Part 1 GENERAL**

SCOPE/WORK INCLUDED. Work in this section includes furnishing all labor, materials, equipment, incidentals, procedures and supervision necessary for the installation of the plumbing system.

- 1.1 SUBMITTALS. The Contractor shall furnish, for approval, full Information and satisfactory evidence as to the kind and quality of materials or articles he will incorporate in the work.
- 1.2 QUALIFICATION OF WORKMEN. Only competent workmen, who have been thoroughly trained and experienced in the skills required and who are completely familiar with the materials involved and with the requirements of his work, shall be engaged.
- 1.3 GENERAL REQUIREMENTS. The project drawings shall show the



general requirements as to sizes, arrangement, extent of piping, and location of equipment. Unless otherwise indicated or specified herein, all work shall be accomplished in accordance with the National Plumbing Code.

## **PART 2 PRODUCTS AND MATERIALS**

### **2.1**

#### **PIPES AND FITTINGS**

a) SOIL, WASTE, AND VENT PIPES shall be approved by the Architect/Engineer In-Charge.

1. PVC cement shall be as recommended by the PVC pipe manufacturer, solvent type.

b) COLD AND HOT WATER LINE PIPES shall be approved by the Architect/Engineer In-Charge.

1. Couplings and pipe fittings shall be of the heavy duty type and as recommended by the pipe manufacturer.

#### **c) VALVES**

1. Angle, check and globe valves shall be bronze, 125 pounds, and type as suitably for the application. Check valves shall be swing types.
2. Gate valves. All valves used for shut-off valves or gate valves shall be bronze, with screwed ends, and 125 pounds' pressure capacity.
3. Clean-outs shall be provided in all soil, storm or waste lines at every change in direction greater than 45 degrees, size same as the pipe served. Clean-outs shall be extended to an easily accessible place or where indicated on the drawings.
4. Pipe sleeves shall be installed and properly secured in place at all points where pipes pass through masonry or concrete, except un-framed floors on earth with sufficient diameter to provide approximately 6 mm clearance around the pipe or insulation. Pipe sleeves in walls, partitions and through floors shall be of PVC pipe, schedule 40.
5. Pipe hangers, inserts and supports shall be provided to all horizontal runs of pipes and shall be hanged with adjustable wrought iron or malleable iron pipe hangers spaced not over 1.5 meters apart for PVC pipes and 3.0 meters apart for steel pipes. Trapeze hangers may be used in place of separate hangers on pipes running parallel to and close to each other.
6. Shock absorbers or air capped chambers shall be provided, where shown on the drawings, on all individual branch water lines to equipment or fixtures.

d) HOSE BIBB shall be with metal handle, heavy duty type, chrome plated, compression type, with hose threads; size shall be as indicated.

a) FAUCETS for water system shall be approved by the Architect/Engineer In-Charge, manufactured by American Standard or as specified herein or as indicated shall be heavy-duty type, chrome-plated and or as specified in Miscellaneous Specialties.

b) FLOOR DRAIN shall be stainless steel with strainer, size 100 mm x 100 mm with stainless fastening screw.

- c) TOILET AND BATH FIXTURES AND ACCESSORIES shall all be American Standard as specified in Miscellaneous Specialties.

**PART 3      INSTALLATION**

- 3.1      GENERAL. Piping shall be installed according to the shop drawings, as recommended by the manufacturer and as directed during installation, straight and as direct as possible, forming right angles or parallel lines with building walls and other pipes, and neatly spaced. Erect pipe risers plumb and true, parallel with walls and other pipes neatly spaced. Before being placed in position, pipe and fittings shall be cleaned carefully. All pipes shall be maintained in a clean condition.
- 3.2      ALL PIPING shall be properly supported or suspended on stands, clamps, hangers, or equivalent of approved design. Supports shall be installed in such a manner to permit pipe free expansion and contraction while minimizing vibration. Do not install pipes in a manner that interferes with other pipes, ducts, conduits, equipment and adjacent structures of the building. The arrangement, positions and connection of pipes, fixtures, drains, valves, and the like indicated on the drawings shall be followed as closely as possible. All pipes shall be cut accurately to measurement and shall be worked into place without springing and forcing. Changes in pipes shall be made with reducing fittings. Pipes shall not pass through columns, footings, and beams, except where noted on the drawings.
- 3.3      ROUGH-IN FOR PIPES AND FITTINGS shall be carried along with the building construction. Correctly located openings of proper sizes shall be provided where required in the walls and floors for the passages of pipes. All items to be embedded in concrete shall be thoroughly cleaned and free from all rust and scale.
- 3.4      PIPES IN TRENCHES. Sewer and water piping shall be placed in separate trenches.
- 3.5      INSTALLATION OF SCREW-JOINTED PIPING. All pipes shall be cut accurately according to measurements established by the contractor and shall be worked into place without springing or forcing. Proper provision shall be made for the expansion and contraction of all pipelines. Pipe and fittings shall be free from fins and burrs. Screw joints shall be made with a lubricant applied on the male threads only; threads shall be full cut and not more than three threads on the pipe shall remain exposed. All exposed ferrous pipe threads after being installed and tested shall be given one coat of zinc chromate and enamel paint.
- 3.6      INSTALLATION OF FIXTURES. Connections between the earthenware of fixtures and the flanges on soil pipe shall be made gas and watertight. All bulk material including putty and plastics shall not be used for gaskets. Floor drains shall be secured in a water tight manner.
- 3.7      PROTECTIVE COATING FOR GALVANIZED STEEL PIPING BURIED IN THE GROUND. All galvanized steel piping buried in the ground shall be given a protective coating of zinc chromate primer and enamel

paint.

#### **PART 4        QUALITY ASSURANCE**

4.1        TESTS. All defects disclosed by tests shall be rectified and the test repeated. All labor, materials and equipment used for tests shall be provided by the contractor.

- a) WATER PIPING. Water piping shall be subjected to a hydrostatic pressure test of 100 pounds per sq. inch. All potable water piping shall be disinfected by a mixture containing not less than 0.6 pound of high test calcium hypochlorite, or an equivalent amount of chlorinated lime (about 2 pound), to each 1000-gallon of water, which provides not less than 50 PPM of available chlorine. The mixture shall be injected into the system shall then be drained, flushed with potable water, and placed in service.
- b) SANITARY PIPING. Before the installation of any fixture, the ends of the system shall be capped and all lines filled with water to the roof or 3 m above the highest fixture connections if test is done in sections or by floors and allowed to stand for at least 30 minutes without leakage. Test tees having cast iron screwed plugs shall be installed in the vertical stacks when tests are made in sections or by floors. Test within building shall be made with piping exposed. Underground piping shall be tested before backfilling.
- c) PLUMBING SYSTEMS AND EQUIPMENT. Plumbing system and equipment after complete installation shall be given an in service tests. All fixtures are installed the entire vent and sewer systems shall have a final test. Final test shall be either the smoke or peppermint test. Before proceeding with either test all traps shall be filled with water. Smoke test shall be accomplished by filling the entire sewer system with a pungent thick smoke produced by one or more smoke machines. When smoke appears at stack openings on the ceiling or roof, they shall be closed. A pressure equivalent to a 25 mm water column shall be exerted and maintained for 15 minutes before inspection starts. Peppermint tests shall be accomplished by introducing a minimum of 2 ounces of oil of peppermint into each stack. All stacks and line openings shall be closed during test, for a minimum period of 1/2 hour.

#### **PART 5        GUARANTEE**

The contractor shall furnish to the Owner a written guarantee covering the satisfactory operations of the plumbing installation. This shall be for a period of one year after the date of acceptance. During this period, the contractor shall repair or replace any defective work and pay for any repair or replacement cost. All damages due to improper use or caused by the Owner or his representatives/employees shall be at the Owner's expense.

### **SECTION 15.02        EXTERIOR SANITARY SEWER SYSTEM**

#### **PART 1        GENERAL**

1.1        SCOPE / WORK INCLUDED. This section includes exterior sanitary

sewer, complete. The construction required herein should include appurtenance structures to points of connection with the building sanitary sewer 1.5 m outside the buildings to which the sewer system is to be connected. Excavation and backfilling shall conform to Section: Earthwork.

## **PART 2 MATERIALS**

### **2.1 POLYVINYL CHLORIDE (PVC)**

- a) Sewer piping shall be approved by the Architect/Engineer In-Charge, size as indicated or 0.20 m in diameter or equivalent Philippine National Standard.
- b) Fittings and specials for use with PVC pipe shall have a strength not less than the pipe and shall be manufacturer's standard product, as approved.
- c) Jointing material. Coupling and sealing rings for pipe couplings and fittings shall conform to manufacturer's recommendation, as approved.

### **2.2 CONCRETE PIPES.** Pipes from septic tank to the storm drainage line shall be tongue and groove non-reinforced concrete pipes.

### **2.3 SEWER MANHOLE**

- a) GENERAL. Sewer manhole shall be constructed of concrete with cast-iron frame and cover. The invert channels shall be smooth and semi-circular in shape, conforming to the inside of the adjacent storm sewer section. Changes in direction of flow shall be made with a smooth curve of as large a radius as the size of the inlet and box will permit. The invert channels shall be formed directly on the concrete of the inlet base and shall be constructed by laying full section sewer pipe through the inlet and breaking out the top half after the surrounding concrete has hardened. The floor of the manhole outside the channels shall be smooth and shall slope toward the channels not less than 25 mm per foot nor more than 50 mm per foot.
- b) MANHOLE COVER shall be pre-cast concrete. Cover shall be of type and size indicated. The word "SEWER", at least 50 mm high, shall be marked or cast into cover so as to be plainly visible.

### **2.4 SEPTIC TANK.** Provide septic tank as indicated with complete piping and fittings. Cover shall be pre-cast concrete of type and size indicated. The word "SEPTIC" at least 50 mm high, shall be marked or cast into cover so as to be plainly visible. Septic tank cover shall be provided with steel lifting handle.

### **2.5 REINFORCED CONCRETE FOR SEWER MANHOLE AND SEPTIC TANK** shall be as specified in Section: Cast-In-Place Concrete.

## **PART 3 INSTALLATIONS**

### **3.1 PIPE LAYING**

- a) PIPE LAYING shall precede upgrade with the groove ends of tongue and groove pipe pointing in the direction of the flow. Each pipe shall be laid accurately to the line and grade shown on the drawings. Pipe shall be laid and centered so that the sewer has a uniform invert. As the work progresses, the interior of the sewer shall be cleaned of all superfluous materials.

- b) BEFORE MAKING A PIPE JOINT, all surfaces of the portions of the pipe to be joined shall be cleaned and dry. Lubricants, primers and adhesives shall be used as recommended by the pipe manufacturer. The joints shall then be placed, fitted, jointed, and adjusted to obtain the degree of water tightness required.
- c) TRENCHES shall be kept free of water and as dry as possible during bedding, lying, and jointing and for as long a period as required. When work is not in progress, open ends of pipe and fittings shall be satisfactorily closed with wood blocks or bulkheads so that no trench water or other material will enter the pipe or fittings.
- d) BACKFILL. As soon as possible after the joint is made, sufficient backfill material shall be placed along the pipe to prevent pipe movement off line or grade.
- e) SURFACE CLEAN-OUT. Cast-iron or PVC clean-out shall be provided, as indicated.
- f) JOINTS BETWEEN DIFFERENT PIPE MATERIALS shall be made as specified, using approved jointing materials.

#### **PART 4      QUALITY ASSURANCES**

All work shall be in first class condition and constructed properly in accordance with the drawings. No piping shall be buried, covered, or concealed until it has been inspected, tested, and approved. Water for testing will be furnished by the contractor.

#### **PART 5      CLEAN-UP**

Upon completion of the construction of the sanitary sewers, the contractor shall remove all surplus construction materials and debris resulting from the work.

### **DIVISION 16.0                      ELECTRICAL SYSTEM**

#### **PART 1                                  GENERAL**

##### **1.01 Explanation**

OWNER– GENERAL CONTRACTOR – ELECTRICAL CONTRACTOR  
RELATIONSHIP

- a. The Electrical Work is a Specialty Trade, which shall be performed by a Contractor hereinafter referred to as the CONTRACTOR.
- b. The scope of work and responsibility of the CONTRACTOR is stipulated in these specifications and is treated separately from the function of the General Contractor and other Specialty Trade Contractors for the sole purpose of delineating the electrical work.
- c. Should the General Contractor subcontract the Electrical Work to a Specialty Trade CONTRACTOR all responsibilities and function of the CONTRACTOR stipulated in the Specification shall be assumed by the General Contractor.
- d. There shall be no contractual relation between the Owner and the specialty Trade Contractor subcontracted by the General Contractor.

## 1.02 GENERAL REQUIREMENTS

- a. Visit the site and ascertain local conditions and facilities, the nature of the soil, and other conditions as may affect the work. The CONTRACTOR will be deemed to have done this before preparing his proposal and no subsequent claim on the ground of inadequate or inaccurate information will be entertained.
- b. The CONTRACTOR shall strictly implement and observe safety **all the time**, provide all necessary pre-caution, signage's and barrier's to protect general public from any harm caused by the work from the building site.
- c. The work of the CONTRACTOR consist of furnishing all labor and supervision ,equipment and materials, and performing all operation in connection with the electrical system shown on the Drawings, to bring the electrical system to operating condition and ready for use by the Owner.

## 1.03 SPECIFIC CONDITIONS

- a. The performance of the equipment and material installed shall be as specified and the quality of the installation is in accordance with the specification and good practice.
- b. The works shall be carried out in accordance with the requirements of all authorities having jurisdiction over the works and/or approval required there from. Such notice shall be provided and the application shall be prepared accompanied by such plans and information as may be called for and/or obtain such approval.
- c. Reference Codes and Standards listed are applicable in respect of all materials and workmanship except where in conflict with the provisions of this specification. where this specification expressly requires standards higher than or different from those applicable under the relevant standard or documents, this specification will take precedence.
- d. Where special conditions exist which would make compliance with these specification unusually difficult, then details should be submitted in writing to the Engineer, who may grant an exemption, Any such exemption granted shall be obtained in writing from the Engineer by the party seeking the exemption.
- e. Any items of equipment offered and not listed under Preferred Equipment must be approved by the Engineer. Any such exemption granted shall be obtained in writing from the Engineer by the party supplying the equipment.

## 1.04 WORK BY OTHERS

The following will be by others unless otherwise shown in the Drawing.

- a. Service connection to the Power utility company's facilities.
- b. Others as may be specified in the Drawing, elsewhere in the specification, the addenda, or in the contract documents.

## 1.05 INTENT

- a. It is the intention of the Specifications and Drawings to call for finished work tested and ready for operation, and / or continuation.
- b. Minor details not usually shown or specified but necessary for proper installation and operation shall be included in the Contractor's estimate, the same as if herein specified shown.

## 1.06 DRAWINGS

The Contractor shall follow drawings in laying out work and check drawings of the other trade to verify spaces in which work will be installed. If directed by the

ENGINEER the CONTRACTOR shall, without extra charge, make reasonable modifications in the layout as needed to prevent conflict with work of other trade or for proper execution of the work.

#### 1.07 EXTRA WORK AND CHANGE ORDERS

Cost estimates of all extra works and change order that are deemed necessary during the progress of the work shall be submitted to the Owner for approval at least ten (10) days before any work shall be started, or within a reasonable length of time so as not to impede the progress of the work.

#### 1.08 TEMPORARY FACILITIES

The CONTRACTOR shall make all arrangements and pay for the provisions of the necessary electricity required for the work and shall clean all temporary installation before or upon completion of the work.

#### 1.09 INSPECTIONS AND TESTS

The ENGINEER or his representative shall be allowed access to all parts of the work at all times and shall be furnished such information and assistance by the CONTRACTOR as may be required to make a complete detailed inspection .

#### 1.10 LEAVING THE SITE

*The CONTRACTOR shall not withdraw from the site until the OWNER has agreed that no further work is necessary at the time.*

#### 1.11 SUSPENSION OR DELAYS

*The Contractor shall not suspend or fail to make proper progress with the work without justifiable cause. The OWNER in the event of delay or suspension of work still persisting after written complaint, in accordance with existing laws and regulations shall have the right to take over the work and all materials of the site and make arrangements as are necessary to have the work completed by others.*

#### 1.12 CLEANING UP

*During the process of the work and of the completion of the project, the CONTRACTOR shall remove from the premises all dirt, debris, rubbish and waste materials caused by him in the performance of his work. He shall remove all tools, scaffolding and surplus materials after completion and acceptance of the work.*

### **PART 2 GENERAL REQUIREMENTS (ELECTRICAL)**

#### 2.01 CODES AND REGULATIONS

The installation specified herein shall comply with the following, which are hereby Made Part of this Specification:

- a. All wiring and test shall be carried out in strict compliance and in accordance with the provision of the latest edition of PEC part 1 and 2 including amendments, newest iterations and rulings.

- b. The ordinances, rules and regulations of City/Municipality and the local utility company concerned.

#### 2.02 PERMITS AND APPROVAL (If Required)

All permits and electrical fees required for this work shall be obtained by and at the expense of the contractor. The contractor shall furnish and transmit to BSU/PMO copies of certificates of inspection and approval after completion of the work. The Contractor shall prepare all as-built plans and all other paper work required by the approving authorities.

### *PART 3 WORK STANDARDS*

#### 3.01 STANDARD OF WORKMANSHIP

- a. The contractor shall execute all work in a neat and workmanlike manner and shall do all necessary work whether it is clearly specified in these specifications or shown on the drawing or not. All works shall be done in accordance with the best practices employed in modern electrical installations.
- b. The CONTRACTOR shall employ only competent and efficient workmen using proper tools and equipment. A license Electrical practitioner shall be assigned and maintained at the jobsite during the entire course of the project and shall Upon written request of the ENGINEER, discharge or otherwise remove from works any employee who is, in the opinion of the ENGINEER contrary to instructions or conducts himself Improperly.

### **PART 4 MATERIALS**

#### 4.01 APPROVAL

- a. All materials shall be subject to the approval of the ENGINEER. All materials and equipment installed without prior approval of the ENGINEER shall be at the risk of subsequent rejection.
- b. Approval by the ENGINEER shall not relieve the CONTRACTOR of the responsibility of inspecting such materials for defects or non-conformance with the Specifications.

#### 4.02 DEFECTIVE MATERIALS

- a. All materials not conforming to the requirements of the Specifications shall be considered as defective.
- b. No defective material, the defect of which has been subsequently corrected, shall be re-used until the ENGINEER has given approval.

### **PART 5 SUBMITTALS**

The CONTRACTOR shall, within **twenty-five (25) days** after the award of the contract, submit for the approval of the ENGINEER a list of materials he proposes to use in the Work, including such samples, catalog, drawings, and descriptive data as for review and evaluation.

#### 5.01 “AS-BUILT” DRAWINGS



Final' As-Built Plans" on A3 size and CD (soft & Hard copies) upon final testing and commissioning shall be submitted as a requirement prior to the final acceptance of the project.

## **PART 6 – PROTECTION**

### **6.01 CONTRACTOR'S WORK AND MATERIALS**

The CONTRACTOR shall protect all his work and material from loss, injury or defacement. Any cost, damaged or defaced material shall be replaced by the CONTRACTOR at his own expense.

### **6.02 INJURY TO PERSONS OR DAMAGE TO PROPERTY**

The CONTRACTOR shall be responsible for all injury to persons and damage to property caused by the works or by workmen and shall be liable for any claims against the owner on account of such injury and or damage.

The CONTRACTOR shall likewise take necessary precautions to protect the property of the OWNER against rain or other inclemency of the weather and against theft.

## **SECTION 2. BASIC MATERIALS AND METHOD**

### **PART 1 – RACEWAY MATERIALS AND WORKMANSHIP**

#### **1.0 GENERAL**

Install a complete raceway system as shown on the drawings and stated in other section of the Specifications. All materials used in the raceway system shall be new and the approved material for the service intended.

#### **1.01 MATERIAL SPECIFICATIONS**

Raceway materials shall be as hereunder specified:

- a. Rigid Steel Conduit (RSC) shall be hot-dipped galvanized manufactured to U.L and ANSI Standard, 3 meters in length, taper threaded at both ends with one coupling, conduit shall be of approved brand, or any PS approved local equivalent.
- b. PVC Conduit shall be schedule 40 or thick wall un-plasticized PVC (up) pipe 3 meters in length for electrical use (red, orange), it shall be suitable for installation in concrete slab and manufactured to PSA Standard.
- c. Flexible PVC Conduit shall be corrugated Polyvinyl Chloride (PVC) and shall be manufactured to applicable PSA Standard.

#### **1.1 INSTALLATION**

Not more than four (4) 90 degrees bends shall occur in any run. When it becomes necessary to have more than (4) 90 degree bends in any run, an intermediate pull box shall be free of dents or flattening. Field bends shall not be allowed for conduits larger than 20 mm dia. trade size except by hydraulic or motor operated benders.

### **PART 2 – OUTLET BOXES**

#### **2.01 GENERAL**

Install all junction and outlet boxes as shown of the drawings or as required by the construction. The drawings indicate only the approximate location of each fixture, receptacle, special purpose outlet and wall switch. The exact location shall be

determined later at the site as the work progresses. The right is reserved by the Engineer to change the exact location of any switch, light outlet, receptacle outlet and any other outlet in any room before the same is installed.

## **2.02 MATERIAL SPECIFICATIONS**

- a) Outlet and junction boxes shall be PVC molded or approved equal where not exposed to the weather and case metal boxed where exposed to the weather as in outdoors or roof deck installations.
- b) The allowable conduits fill as given in section 5.7.2.2 of the Philippine Electrical Code shall not be exceeded. Deep boxes, box rings and raised plastic covers shall be used, when necessary, to obtain required conductor capacity

## **2.03 INSTALLATION**

- a) Receptacle Outlet Boxes. Wall receptacles shall be mounted approximately 300 mm above the finished floor (AFF) at center unless otherwise noted.  
All receptacle outlet boxes shall be equipped with grounding leaf which shall be connected tag rounding terminal of device; the leaf shall be properly bonded to the box and to the separate ground wire if any.
- b) Switch Outlet Boxes. Wall switch shall be mounted approximately 1200mm above the finished floor (AFF) at center unless otherwise noted. When the switch is mounted in a masonry wall, the bottom of the outlet box shall be in line with the bottom of a masonry unit.
- c) Lighting Fixture Outlet Boxes. The lighting fixtures outlet boxes shall be furnished with the necessary accessories to install the fixture. The support must be such as not to deepen of the outlet box supporting the fixture. The supports for the lighting fixtures shall be independent of the ceiling system.
- d) Boxed for outlet of auxiliary systems shall be as specified elsewhere in these Specification or as shown on the drawings.

## **PART 3 CONDUCTOR MATERIAL AND WORKMANSHIP**

### **3.01 GENERAL**

Provide and install a complete wiring system and shall be of soft- annealed having a conductivity of not less than 98 % of that of pure copper and insulated for 600 volts.

### **3.02 CONDUCTOR SPECIFICATIONS**

- a. Conductors used in the wiring system shall be of soft-annealed copper having conductivity of not less than 98% of that of pure copper and insulate for 600 volts. (THHN/THWN) or approved equal.
- b. The wires and cables shall be delivered to the site in its original package Whenever possible, plainly marked or tagged as follows.
  - 1. Size, kind, and insulation of wire
  - 2. Name of the Manufacturer
  - 3. Trade name of wire

## **PART 4 PANEL BOARDS – CIRCUIT BREAKERS**

### **4.01 GENERAL**

Furnish and install Panelboards with circuit breakers (MCCB or Bolt-On Type) assembly as indicated in layout, load schedule and where shown on the drawings.

## **PART 5 WIRING DEVICES**

## 5.01 MATERIAL SPECIFICATIONS

- a. Switched shall be 10A, 250V except as otherwise noted. Terminals shall be screw type or approved equal.
- b. General use receptacle shall be 15A, 250V grounding type unless otherwise indicated on the drawings. Terminal shall be screw type or approved equal.
- c. Special purpose receptacles shall be as called for on the Drawings. Matching twist lock plugs shall be supplied.

## PART 6 LIGHTING

### 6.01 SPECIFICATION

- a. Fixture type shall be as indicated on the Drawings.
- b. Fluorescent and / or LED ballast shall be pre-heat, high power factor or high frequency (electric) energy saving type. The ballast shall be subject to one (1) year manufacturer's guarantee. The guarantee shall be filed with the Owner. The ballast shall indicate Bureau of Product Standards approval with "PS" Mark.
- c. Fluorescent fixture housing shall be G.A 22 minimum, with baked enamel and aluminum louver Finish
- d. Down lights and pin lights shall be of heavy gauge spun aluminum with wooden plaster level and equipped with the lamp type indicated on the drawings. Pin lights shall have no live parts exposed at the back of the fixtures. Minimum opening diameter shall be 150 mm and minimum depth shall be 200mm.
- e. Fluorescent lamps shall be moisture/dust proof, cool type unless otherwise noted and lamp holders shall be made of thermosetting plastic.
- f. Special lighting requirements shall be as call for the Drawings.

- END -

Prepared by:

**Ma. Victoria V. Umali**  
Civil Engineer, PMO

Submitted by:

**Ar. Ma. Saturnina C. Parungao**  
Director, PMO


Approved by:

**Teody C. San Andres, Ph. D.**  
Vice President, Exec. Operations

Conforme:

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CONTRACTOR

<b>Name of Project:</b>	<b>PROPOSED MODERN CONFERENCE ROOM</b>					
<b>Scope of Work:</b>	Preparatory works, Carpentry works, Painting works, Electrical Works, Auxiliary Works, Equipment and Miscellaneous and Other Items					
<b>Project Reference no.:</b>	<b>INFRA 2018-05</b>					
<b>Location:</b>	<b>BULSU MAIN CAMPUS, BRGY. GUINHAWA, CITY OF MALOLOS, BULACAN</b>					
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>QTY.</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>	
<b>I.</b>	<b>General Requirements</b>					
	Mobilization / Demobilization	1.00	lot			
	Health & Safety Requirements	1.00	lot			
<b>II.</b>	<b>Preparatory Works</b>					
	Provision of Wall Opening	1.00	lot			
<b>III.</b>	<b>Carpentry Works (Drywall)</b>					
	4' x 8' x 12.5mm Gypsum Board	31.00	sheet s			
	Metal Furring w/ Accessories (incldg. Ceiling joist & Perimeter	41.00	sq.m			

	support)				
	Consumables (Drill bit, concrete nails, grinding disk, etc.)	1.00	lot		
<b>IV.</b>	<b>Painting Works</b>				
	Neutralizer	1.00	li		
	Primer	5.00	gals		
	Spot Putty	5.00	gals		
	Top Coat	7.00	gals		
	Consumables (Rags, sponge, roller brush etc.)	1.00	lot		
<b>V.</b>	<b>Electrical Works</b>				
	5.5 mm2 THHN wire line (ECB aircon; 150m/box)	2.00	boxes		
	3.5 mm2 THHN wire line	60.00	m		
	2.0 mm2 THHN wire ground (for CO, ECB.; 150m/box)	1.00	box		
	1/2" Ø electrical flexible hose	20.00	m		
<b>VI.</b>	<b>Auxillary Works</b>				
	300-Watt 10-Inch 2-Way Active Loudspeaker	2.00	sets		
	32 Channel Analog Mixer	1.00	set		
	Gooseneck Condenser Microphone	24.00	sets		
	Power Amplifier	1.00	set		
	32 Channel XLR Snake Cable(30m) - 32 XLR Sends and 4 XLR Returns	1.00	set		
	Customized XLR Microphone	24.00	sets		
	Floorway Race-way	3.00	m		
	Mixer Rack	1.00	set		
<b>VII.</b>	<b>Furniture and Miscellaneous</b>				
	1.5m x 1.0m x 9mm Lacquered Tempered Glass Writing Board incldg. Accessories	1.00	set		

	Retractable Projector Screen inclg. Accessories	1.00	set		
	1.5m x 2.1m Panel Door with Smoked Glass complete with Door Jamb and accessories	1.00	set		
	0.8m x 2.1m Panel Door complete with jamb and accessories	1.00	set		
	Smoke Detector	1.00	set		
	Fire Extinguisher	1.00	set		
	<b>Material Cost</b>				
	<b>Labor Cost</b>				
	<b>Total Estimated Direct Cost (EDC)</b>				
	<b>Add: Indirect Cost</b>				
	OCM (15% of EDC)				
	Safety & PPE				
	Profit (10% of EDC)				
	<b>Total Direct + Indirect Cost</b>				
	<b>Additional Cost</b>				
	Item I (General Requirements)				
	Item II (Preparatory Works)				
	<b>Equipment for delivery</b>				
	Split Type Airconditioner Premium Inverter 1.0 hp, wall mount	1.00	set		
	55" Wall Mounted Smart TV inc. accessories and installation	1.00	set		
	Full HD Multimedia Projector inc. accessories	1.00	set		
	32 seater Collapsible Conference table with Leather Top Desk and Glass	1.00	set		
	Swivel Chair	35.00	sets		
	4 Seater Coffee Table with chair	1.00	set		

	Office Table	3.00	sets		
	Polyshell Chair	14.00	sets		
	Window Blinds	42.00	sq.m.		
	2m x 0.35m x 0.5m Display Cabinet	1.00	set		
	<b>Total (Direct + Indirect + Add'l Cost)</b>				
	5% VAT				
	<b>TOTAL PROJECT COST</b>				

## Bid Form

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Date: \_\_\_\_\_  
IB<sup>1</sup> N<sup>o</sup>: \_\_\_\_\_

**Dr. ROLANDO R. GASPAR**  
Chairperson, BAC (Infrastructure & Repairs)  
**BULACAN STATE UNIVERSITY**  
Guinhawa, City of Malolos, Bulacan

We, the undersigned, declare that:

(a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract **PROPOSED MODERN CONFERENCE ROOM (INFRA-2018-05)**.

(b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered below is: *[insert information]*;

The discounts offered and the methodology for their application are: *[insert information]*;

(c) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d) 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;

(e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;

(f) 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;

(g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;

(h) 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

(i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

(j) 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

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<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.



contract for the **PROPOSED MODERN CONFERENCE ROOM (INFRA-2018-05)** of the  
*BULACAN STATE UNIVERSITY*.

- (k) 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: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

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

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

## Form of Contract Agreement

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Know All Men by These Present:

This CONTRACT made and executed this \_\_\_\_ day of \_\_\_\_\_ 2017, by and between:

**BULACAN STATE UNIVERSITY**, a state educational institution duly organized and existing under and by virtue of the laws of the Philippines, with principal office and postal address at **Guinhawa, City of Malolos, Bulacan of the Philippines** represented by its President **CECILIA N. GASCON, Ph.D.** (hereinafter called "the UNIVERSITY")

and -

[Name of Contractor], duly organized and existing under the laws of the Philippines, with postal address at [Address of Contractor] represented herein by its Owner & General Manager [Name of the Owner] and by virtue of the powers conferred upon him, hereinafter referred to as the CONTRACTOR.

WHEREAS, the **UNIVERSITY** is desirous that the Contractor execute **PROPOSED MODERN CONFERENCE ROOM (INFRA-2018-05)** (hereinafter called "the Works") and the **UNIVERSITY** has accepted the Bid for [Amount of the Contract] hereinafter called ("the Contract Price") by the Contractor for the execution and completion of such Works and the remedying of any defects therein;

WHEREAS, as a measure of guarantee for the faithful performance of and compliance with his obligations under this contract, the **CONTRACTOR** posted performance security in the form of Surety Bond amounting to [Performance Security] which is thirty percent (30%) of the contract price as specified in the Bidding Documents.

### 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 the Contract referred to.
2. Republic Act no. 9184 and its Implementing Rules and Regulations, as amended, as well as the applicable Government Procurement Policy Board Resolutions shall apply to this Contract.

### 3. SCOPE OF WORK

- 3.1 CONTRACTOR agrees to render the Services enumerated and described in the Construction Specifications and in accordance with the general terms and conditions and made an integral part hereof.
- 3.2 Plans/Drawings as approved by the UNIVERSITY necessary in the execution of work mutually agreed upon by the UNIVERSITY and CONTRACTOR.
- 3.3 The CONTRACTOR shall undertake the construction and completion of the PROJECT in full compliance with Contract Documents.

### 4. WARRANTY

Section 62 (b) of R.A. 9184: The CONTRACTOR shall assume full responsibility for the contract work from the time project construction commenced up to a reasonable period as defined in the IRR taking into consideration the scale and coverage of the project from its final acceptance by the government and shall be held responsible for any damage or construction of works except those occasioned by force majeure.

The CONTRACTOR shall be fully responsible for the safety, protection, security, and convenience of his personnel, third parties, and the public at large, as well as the works, equipment, installation and the like to be affected by his construction work and shall be required to put up a warranty security in the form of cash, bank guarantee, letter of credit, Government Service Insurance System bond, or callable surety bond. The CONTRACTOR shall undertake the repair works, at his own expense, of any defect or damage to the infrastructure projects on account of the use of materials of inferior quality within ninety (90) days from the time the Head of the Procuring Entity has issued an order to undertake repair. In case of failure or refusal to comply with this mandate, the government shall undertake such repair works and shall be entitled to full reimbursement of expenses incurred therein upon demand.

## **5. WORK CHANGES**

Variation Orders may be issued by the UNIVERSITY to cover any increase/decrease in quantities, including the introduction of new work items that are not included in the original contract or reclassification of work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding and the "as staked plans" or construction drawings prepared after a joint survey by the CONTRACTOR and the Government after award of the contract, provided that the cumulative amount of the positive or additive Variation Order does not exceed ten percent (10%) of the original contract price.

In claiming for any Variation Order, the CONTRACTOR shall, within seven (7) calendar days after such work has been commenced pursuant to Section 3.2 of the Revised IRR Annex "E" of R.A. 9184; or, within twenty eight (28) calendar days after the circumstances or reasons justifying a claim for extra cost shall have occurred, deliver a notice giving full and detailed particulars of any extra cost in order that it may be investigated at that time.

## **6. COMPLETION OF WORK**

The CONTRACTOR binds itself to complete the undertaking herein contracted within ***Forty-Five (45) calendar days*** commencing on the day the undertaking started, which should not be later than seven (7) calendar days from receipt of the Notice to Proceed;

The CONTRACTOR shall pay the UNIVERSITY for liquidated damages (LD), and not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay. The UNIVERSITY shall deduct the liquidated

damages from payments or any money due or which may be due the CONTRACTOR under this Contract and/or collect such liquidated damages from the retention money or other securities posted by the CONTRACTOR whichever is convenient to the UNIVERSITY. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this contract, the UNIVERSITY shall rescind this contract, without prejudice to other courses of action and remedies open to the UNIVERSITY.

## **7. PENAL CLAUSE**

In addition to the Performance Security posted by the winning bidder to guarantee the faithful performance of its obligations under the contract in accordance with the Bidding Documents, the CONTRACTOR shall pay a penalty of 0.5% of the contract price for each day of delay of the project and 1% of the same for every breach.

## **8. PROJECT COST AND TERMS OF PAYMENT**

In consideration of the Contract Price mentioned herein to be paid by the UNIVERSITY to the CONTRACTOR, the CONTRACTOR hereby covenants, with the UNIVERSITY, to execute and complete such works and to remedy defect therein in conformity in all respect with the provisions of the Contract;

The Contract Price shall be paid to the CONTRACTOR through the Government disbursement procedure subject to the payment, retention money, and warranty provisions in the General Conditions of Contract, the Special Conditions of Contract, and the IRR of R.A. 9184;

## **9. The following Contract Documents are incorporated hereto and made integral part of this Agreement:**

9.1 The said Bid which is the Form of Bid Accomplished and submitted by the Contractor, including:

- a. Bid Security
- b. Bid Prices in the Bill of Quantities
- c. Detailed Estimates
- d. Valid Philippine Contractor's Accreditation Board (PCAB) License and Registration for the type and cost of the contract for this Project
- e. Organizational Chart
- f. List of Contractor's Personnel
- g. List of Contractor's Equipment
- h. Construction Schedule and S-Curve
- i. Construction Safety and Health Program for this Project
- j. Manpower Schedule
- k. Construction Methods
- l. PERT/CPM
- m. Site Inspection Certificate
- n. Omnibus Sworn Statement

9.2 Invitation to Apply for Eligibility and to Bid;

- 9.3 Bid Data Sheet;
- 9.4 General and Special Conditions of the Contract;
- 9.5 Supplemental Bid Bulletin
- 9.6 Eligibility requirements, documents and/or statements;
- 9.7 Performance Security and Warranty;
- 9.8 Approved Resolution to Award;
- 9.9 Notice of Award of Contract and winning bidder's "Conforme" thereto; and
- 9.10 Other contract documents that may be required by the existing laws and/or the Entity.

## **10. RESOLUTION OF CONFLICTS**

10.1 Any and all disputes arising from the implementation of **PROPOSED MODERN CONFERENCE ROOM (INFRA-2018-05)** between the UNIVERSITY and the CONTRACTOR, shall be submitted to arbitration in the Philippines according to the provisions of Republic Act No. 876, otherwise known as the "Arbitration Law": Provided, however, That, disputes that are within the competence of the Construction Industry Arbitration Commission to resolve shall be referred thereto. The process of arbitration shall be incorporated as a provision in the contract that will be executed pursuant to the provisions of this Act: Provided, That by mutual agreement, the parties may agree in writing to resort to alternative modes of dispute resolution.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

### **SIGNED, SEALED, AND DELIVERED BY:**

**BULACAN STATE UNIVERSITY  
CONTRACTOR]**

**[NAME OF THE**

---

**CECILIA N. GASCON, Ph.D.**

*President*

---

*Owner & General Manager*

### **SIGNED IN THE PRESENCE OF:**

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*Contractor's Witness*

### **Funds Available:**

**FELICITAS G. MIRABUENOS**

*Accountant IV, BulSU Accounting Office*

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES

\_\_\_\_\_ )S.S.

\_\_\_\_\_ )

BEFORE ME, a Notary Public for and in the Province/City of \_\_\_\_\_ this \_\_\_\_\_, 2018, personally came and appeared:

<b>Name</b>	<b>Gov't issued identification</b>	<b>Issued At/Date</b>
DR. CECLIA N. GASCON, Ph. D		

Known to me and known to be the same persons who executed the foregoing instrument and acknowledged to me that same is the free and voluntary act and deed of the entities which they respectively represent.

The foregoing instrument is an AGREEMENT consisting of four (4) pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the parties hereto and their instrument witnesses on the left hand margin of each and every page hereof.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

*Series of 2018*

## Omnibus Sworn Statement

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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 **PROPOSED MODERN CONFERENCE ROOM (INFRA-2018-05)** of the **BULACAN STATE UNIVERSITY** *[insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

*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 **PROPOSED MODERN CONFERENCE ROOM (INFRA-2018-05)** of the **BULACAN STATE UNIVERSITY**, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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;
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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
9. Inquire or secure Supplemental/Bid Bulletin(s) issued for the **PROPOSED MODERN CONFERENCE ROOM (INFRA-2018-05)** [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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 2018 at \_\_\_\_\_, Philippines.

---

Bidder's Representative/Authorized Signatory



**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

\* This form will not apply for WB funded projects.

Name of the Procuring Entity

Number

Standard Form Number: SF-INFR-15

Revised on: July 29, 2004

Project Reference Number: Infra-2018-05

Name of Project: Proposed Modern Conference Room

Location of the Project: BulSU Main Campus, City of Malolos, Bulacan

**Statement of at least one (1) completed contract that is Similar to the Contract to be Bid**

*(Project equivalent to at least fifty*

*per cent (50%) of the ABC)*

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

Business Address: \_\_\_\_\_

Name of Contract/Locati on Project Cost	a. Owner's Name b. Address c. Tel. Nos	Nature of Work	Contractor's Role (ITB Clause 12.1(a)(iii.6)		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Descripti on	% of participation		
Government						
Private						


Notes: This statement shall be supported with:

1. Program of Works
2. Notice of Award or Notice to Proceed or Contract issued by the owners.
3. Owner’s Certificate of Final Acceptance; or the Constructors Performance Evaluation Summary (CPES) Final Rating or the Certificate of Completion, must be satisfactory.
4. All spaces should be filled up with correct information.

Submitted by  
: \_\_\_\_\_

Designation  
: \_\_\_\_\_

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

Name of the Procuring Entity  
Number

Project Reference Number: Infra-2018-05  
Name of Project: Proposed Modern Conference Room  
Location of the Project: BuISU Main Campus, City of Malolos, Bulacan

Standard Form Number: SF-INFR-15

Revised on: July 29, 2004

### List of All On-going Government & Private Construction Contracts including contracts awarded but not yet started

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

Business Address: \_\_\_\_\_

Name of Contract/Location Project Cost	a. Date of the Contract	Contract Duration	a. Owner's Name b. Address c. Tel. Nos	Nature of Work	Contractor's Role (ITB Clause 12.1(a) (iii.6))		a. Total Contract Value at Award b. Date of Completion or Est. Completion c. Total Contract Value at completion	% of Accomplishment		Value of Outstanding Works
					Description	% of participation		Planned	Actual	
Government										
Private										

Notes: This statement shall be supported with:

1. Notice of Award or Notice to Proceed or Contract issued by the owners.

2. Certificate of Good Standing (No slippage and delay).

3. All spaces should be filled up with correct information

Submitted by

:

---

(Printed Name & Signature)

Designation

:

---

Date

:

---

## Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_ ) S.S.

x-----x

### PROPOSED MODERN CONFERENCE ROOM (INFRA-2018-05)

To: **BIDS AND AWARDS COMMITTEE**

*Infrastructure and Repairs*

*Bulacan State University*

*City of Malolos, Bulacan 3000*

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 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 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 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:
  - Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - 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;
  - I am/we are declared as 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'S AUTHORIZED REPRESENTATIVE]***  
***[Insert signatory's legal capacity]***

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_, *[date issued]*, *[place issued]*  
**IBP No.** \_\_, *[date issued]*, *[place issued]*  
**Doc. No.** \_\_\_\_  
**Page No.** \_\_\_\_  
**Book No.** \_\_\_\_  
**Series of 2018.**