

**Invitation For  
NEGOTIATED PROCUREMENT  
for the  
Fit-out and Repair of  
Subic-Clark Railway Project  
Management Office**

**INVITATION FOR NEGOTIATED PROCUREMENT  
FOR ONE (1) LOT OF FIT-OUT AND REPAIR FOR THE SUBIC-CLARK RAILWAY  
PROJECT MANAGEMENT OFFICE**

1. The **BASES CONVERSION AND DEVELOPMENT AUTHORITY** (hereinafter referred to as **BCDA**) through the Subic-Clark Railway Project (SCRCP) General Appropriations Act (GAA) Fund intends to apply the sum of Two Million Eight Hundred Fifty Thousand Pesos (**Php2,850,000**), inclusive of all applicable government taxes and fees for the **Negotiated Procurement for One (1) Lot of Fit-out and Repair for Subic-Clark Railway Project Management Office**. Bids received in excess of the ABC shall be automatically rejected on bid opening.
2. BCDA, through its Bids and Awards Committee for Goods, now invites technically, legally, and financially capable suppliers for the said project.
3. The procurement procedure for this requirement is Negotiated Procurement pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Act", including Annex H thereof.
4. Pursuant to the RIRR of RA 9184, the BAC-G may engage in negotiation with a sufficient number of suppliers to ensure competition. The selection of the successful offer shall be based on the best and final offer that will be submitted on the specified date shown below, and which would meet the eligibility requirements, technical specifications, and financial component required.
5. Prospective Bidders may obtain further information from BCDA at 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City from **17 June 2021 to 13 July 2021**, from 8AM to 3PM, except Saturdays, Sundays and on holidays, and until **14 July 2021 from 8AM to 9AM**. The same information is posted in the Philgeps and BCDA website.
6. BCDA will hold a Pre-Bid Conference on **24 June 2021 at 10:00AM** at the BCDA Corporate Center, 2F Bonifacio Technology Center, BGC, Taguig City and/or through video conferencing or webcasting via zoom or google meet, which shall be open to prospective bidders.
7. The Project requires a submission of eligibility, technical, and financial documents, per the RIRR of RA 9184. These documents shall be submitted in a sealed envelope,

labeled as “Negotiated Document”, with the project name, address and contact details of the bidder addressed to the undersigned.


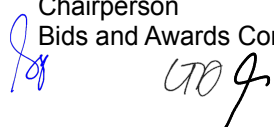
8. The bidding document for this Project can be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA ([www.bcda.gov.ph](http://www.bcda.gov.ph)). Interested Bidders are not required to purchase bidding documents for this Project to participate in the bidding.
9. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
10. Bids must be duly received by the BAC-G Secretariat at the address below on or before **14 July 2021 at 9:00AM**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the checklist.
11. Bid opening shall be on **14 July 2021 at 10:00 AM** at the 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below and at the same time, via video conferencing.

Late bids shall be not accepted.

12. BCDA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**MR. RAUL BUENSALIDA**, Secretariat, Bids and Awards Committee  
Telephone No.: (02) 8575-1700/ e-mail add: [rgbuensalida@bcda.gov.ph](mailto:rgbuensalida@bcda.gov.ph)

  
**ARREY A. PEREZ**  
Chairperson  
Bids and Awards Committee for Goods  


## CHECKLIST OF REQUIREMENTS FOR BIDDERS

**NOTE:** Each and every page of the Bid Form, including the Schedule of prices, under Section IX hereof, shall be signed (full signature) by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid, AND PROPERLY TABBED AS FOLLOWS:

### ELIGIBILITY AND TECHNICAL COMPONENT

1	<p><b><u>PhilGEPS Certificate of Registration under Platinum Membership</u></b> (all pages); or</p> <p><b><u>Class “A” Eligibility Documents:</u></b> or,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Registration Certificate</u> from Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives</li> <li><input type="checkbox"/> <u>Current &amp; Valid Mayor’s/Business Permit</u>, if expired a copy of the expired Mayor’s Permit and the Official Receipt as proof that the bidder has applied for renewal of the permit issued by the city or municipality where the principal place of business of the prospective bidder is located</li> <li><input type="checkbox"/> <u>Valid Tax Clearance</u> per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR</li> </ul> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• In case the bidder opted to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.</li> </ul>	TAB A
2	<p><b><u>SF-G&amp;S-19A) Statement of all its ongoing government and private contracts</u></b>, 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</p> <p><b><i>NOTE: Statement of all ongoing contracts</i></b> requirements is merely a “statement” of all ongoing contracts. It refers to a “statement” to be made by the bidder relative to all its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts. <b>(see attached Annex “I”)</b> duly signed by authorized representative</p>	B
	<p><b><u>(SF-G&amp;S-19B) Statement of Single Largest Completed Contract (SLCC)</u></b> similar in nature to the contract to be bid equivalent to at least fifty percent (50%)</p>	

	<p>of the ABC within <b>five (5) years</b> from the date of submission and receipt of bids (<b>see attached Annex "II"</b>) duly signed by authorized representative.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• <b>The Statement of SLCC</b> to be submitted by the bidder shall attach <b>ANY</b> of the following proof: <ul style="list-style-type: none"> <li>• end user's acceptance; or</li> <li>• official receipt of the last payment received; or</li> <li>• sales invoice</li> </ul> </li> </ul>	
4	<p><b>Computation of Net Financial Contracting Capacity (NFCC)</b> duly signed by authorized representative (<b>see attached Annex "III"</b>)</p>	C
5	<p><b>Bid Security in ANY of the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Cash or Cashier's/Manager's Check</b> issued by a Universal or Commercial Bank (2% of the ABC) or;</li> <li>• <b>Bank Draft/Guarantee or Irrevocable Letter of Credit</b> 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 (2% of the ABC) or;</li> <li>• <b>Surety Bond</b> with a Certificate from the Insurance Commission (5% of the ABC); or</li> <li>• <b>Notarized Bid Securing Declaration</b> duly signed by authorized representative (<b>see attached Annex "IV"</b>)</li> </ul> <p>Note:</p> <p>The bid security shall be valid for one hundred twenty (120) calendar days from the date of bid opening. Bid Data Sheet ITB Clause 18.2</p>	D
6	<p><b>Conformity with Technical Specifications</b>, duly signed by authorized representative including "Annexes" (<b>see attached Annex "V", "V.i" and "V.ii"</b>)</p>	E
7	<p><b>Conformity with Schedule of Requirements</b>, duly signed by authorized representative (<b>see attached Annex "VI"</b>)</p>	F
8	<p><b>Notarized Omnibus Sworn Statement</b> in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184, and using the form prescribed in Section IX. Bidding Forms, duly signed by authorized representative (<b>see attached Annex "VII"</b>)</p>	G
9	<p><b>Joint Venture Agreement (JVA)</b> in case the joint venture is already in existence,</p>	H

	<p>or <b>Duly Notarized Statements</b> from all the potential joint venture partners in accordance with Section 23.1(b) of the 2016 Revised IRR of RA 9184, if applicable duly signed by authorized representative.</p> <p><b>Each partner</b> of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents <b>by any</b> of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.</p>	
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<b>FINANCIAL COMPONENT</b>		
10	<p><b><u>Financial Bid</u></b> (see attached Annex "VIII")</p> <p>Financial Bid Forms shall be duly signed on each and every page by the principal bidder or the bidder's authorized representative.</p> <p><b>ABC: P</b> _____</p> <p>(Inclusive of VAT and all applicable taxes and fees)</p>	I

# ANNEXES

# Annex I

SF-G&S-19A

## Statement of All Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

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

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<u>Government Contracts:</u>							
1.							
2.							
<u>Private Contracts:</u>							
1.							
2.							
<b>Total Amount:</b>							

\*Continue in a separate sheet if necessary..

Submitted by : \_\_\_\_\_  
Signature over Printed Name of Authorized Representative

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

**Note:**

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).]

The statements required shall indicate for each contract the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of Goods;
- amount of contract and value of outstanding contracts;

**Note:**

- **Statement of all ongoing contracts** requirement is merely a "statement" of all ongoing contracts. It refers to a "statement" to be made by the bidder relative to all its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.
- If there is no ongoing contract including those awarded but not yet started, state **NONE or equivalent term**.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in The **NET FINANCIAL CONTRACTING CAPACITY (NFCC)**



## Annex II

SF-G&S-19B

### Statement of Single Largest Completed Contract (SLCC) Similar in Nature to the Contract to be Bid

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

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Date of Delivery

Submitted by : \_\_\_\_\_  
Signature over Printed Name of Authorized Representative

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

**Note:**

This statement shall be supported by **ANY** of the following:

- End User's Acceptance; or
- Official Receipt of the last payment received; or
- Sales Invoice

The statements required shall indicate for each contract the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of Goods;
- **For Statement of SLCC** - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; date of delivery; and end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

**Note:**

- The **Statement of SLCC** to be submitted by the bidder shall attach **ANY** of the following proof:
  1. end user's acceptance; or
  2. official receipt of the last payment received; or
  3. sales invoice

**Bidders should have completed at least one (1) similar project within FIVE (5) years from 21 May 2016 to 21 May 2021 from date of submission and receipt of bids.**

## ANNEX III

### FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

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

**NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started**

NFCC = P \_\_\_\_\_

K = 15

Submitted by:

\_\_\_\_\_

Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_

Signature of Authorized Representative

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

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

**Bid Securing Declaration Form**

**[shall be submitted with the Bid if bidder opts to provide this form of bid security]**

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

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

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

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]  
Affiant

**[Jurat]**

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

**TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
FIT-OUT AND REPAIR OF THE SCRP MANAGEMENT OFFICE**

ITEM NO.	SPECIFICATIONS	COMPLIANCE							
		Compliant	Non-Compliant						
<b>A</b>	<ul style="list-style-type: none"> <li>Valid PCAB License for General Engineering or General Building: Category "C", Small "B" (minimum)</li> </ul>								
	<ul style="list-style-type: none"> <li>Scope of Works</li> </ul> <p>Note: <b>signed conforme</b> in all pages of the Terms of Reference / Plans (Annex V.i and Annex "V.ii" by authorized representative/s. Attachment during submission of bids</p>								
	<ul style="list-style-type: none"> <li>Minimum Key Personnel:</li> </ul> <table border="1" data-bbox="284 1220 1090 1697"> <thead> <tr> <th>Minimum Key Personnel</th> <th>Minimum Required Qualification</th> </tr> </thead> <tbody> <tr> <td>Project Engineer</td> <td>PRC Registered Licensed Civil Engineer OR Architect with three (3) years in Design/Construction of Buildings or related experience</td> </tr> <tr> <td>Foreman</td> <td>3 years on Repair / Construction of Bldg. or related experience</td> </tr> </tbody> </table> <p>The contractor's key personnel must meet the required qualifications and relevant experiences supported by their respective CVs and licenses (if applicable). The key personnel shall only be nominated to a single position.</p>	Minimum Key Personnel	Minimum Required Qualification	Project Engineer	PRC Registered Licensed Civil Engineer OR Architect with three (3) years in Design/Construction of Buildings or related experience	Foreman	3 years on Repair / Construction of Bldg. or related experience		
Minimum Key Personnel	Minimum Required Qualification								
Project Engineer	PRC Registered Licensed Civil Engineer OR Architect with three (3) years in Design/Construction of Buildings or related experience								
Foreman	3 years on Repair / Construction of Bldg. or related experience								
	<b>Additional Requirements to be provided by the Bidder, upon the award of the Contract</b>								

	• Permits		
	• Cost Breakdown (see attached sample form)		
	• Contractor's Temporary Facilities		
	• Construction Safety and Health Programs		
	• Submittal, Stages and Delivery		
	• Warranty for a period of twelve (12) months after issuance of COC		

*Notes:*

1. *All specifications are minimum requirements. Proponents may propose equivalent or higher specifications.*
2. *Dimensions (Length, Width and Height) may vary, as long as the total space occupied is equal to or smaller than those indicated in the technical specifications.*
3. *Clones will not be accepted. Please propose a globally-known brand.*
4. *Full replacement of defective unit/s should be **7 working days** from receipt of notice. If full replacement is not yet possible, a service unit shall be provided by the supplier within 48 hours from receipt of notice of defective unit*

Bidder's Authorized Representative:

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Signature over Printed Name

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Principal Bidder / Supplier

# **Terms of Reference with Technical Specifications and Scope of Works**

## **TERMS OF REFERENCE FIT-OUT AND REPAIR OF THE SUBIC-CLARK RAILWAY PROJECT MANAGEMENT OFFICE**

### **I. BACKGROUND AND OBJECTIVE**

- A. The Bases Conversion and Development Authority (BCDA) intends to contract out the project with local Contractors to undertake the Fit-out and Repair of Subic-Clark Railway Project (SCRP) Management Office. This Technical Specifications and Scope of Works aims to secure the best quality of service that will supply, deliver, and install the office fit-out and repair to put up the Subic-Clark Railway Project Management Office in Clark and to ensure that the Project is properly managed and implemented.
- B. The Approved Budget for the Contract (ABC) for the procurement of the Fit-out and Repair of SCR P Management Office is **Two Million Eight Hundred Fifty Thousand Pesos (Php2,850,000.00)** inclusive of all applicable government taxes and other fees chargeable against the SCR P GAA fund.
- C. The Project Site is located at Bldg 7458 J. Topacio St., Claro M. Recto Highway, Manuel L. Quezon Ave, Clark Freeport Zone, Pampanga.

### **II. SCOPE OF WORKS and TECHNICAL SPECIFICATIONS**

The Contractor shall review the basic design parameters, space distribution matrix, affected facilities and detailed scope of work.

The information provided by BCDA for the contractor may not be as detailed as complete and as desired hence, therefore, that it's the contractor's responsibility to secure any information that may be lacking which are readily available from BCDA.

The Contractor shall supply and furnish all materials and equipment brand new and of best quality and in compliance with the Bureau of Product Standards (BPS). No materials shall be used in the construction unless the same are subject to the BCDA's approval prior to installation.

The Contractor is required to perform the following scope of works:

PLAN SHEET NO. REFERENCES  (ANNEX A)	DESCRIPTION/ SPECIFICATIONS	UNIT	QTY
	<b>1. FIT-OUT AND REPAIR OF SCRIP-PMO</b>		
	<b>A MOBILIZATION / DEMOBILIZATION</b>		
	Mobilize and bring out into work, all personnel, plant and equipment, in accordance with his approved construction program, equipment moving and utilization schedule and manpower schedule, from its regular place of business to the site to undertake the contract.		
	<b>B CONSTRUCTION / REPAIR WORKS</b>		
A-01	<b>1 DEMOLITION AND RELOCATION OF AFFECTED STRUCTURES</b>  Demolition works shall include complete removal of materials and debris of existing, storage room and other items affected by the demolition.		
	Removal of existing masonry walls  Removal of existing vinyl tiles  Removal of existing plumbing fixtures		
	<b>2 RE-PLASTERING</b>  Re-plastering of damaged flooring, columns, beams and wall surfaces	sq.m.	250
A-09, A-12, P-01, P-02	<b>3 PLUMBING WORKS and WATERPROOFING</b>  3.1 Existing Toilets (2)  Supply and installation of four (4) water closets and two (2) urinals (manual flush, white)  With stainless bidets and fittings, stainless tissue holders, with phone shelf wall mounted		

	<p>Supply and installation of two (2) pcs lavatory (undermount) with stainless faucets, single handle pulldown</p> <p>Repair of water line, sanitary and fittings</p> <p>3.2 Pantry</p> <p>Supply and installation of 1 set kitchen sink (stainless, double, size: approx 795x465x200mm, with stainless gooseneck faucet pulldown)</p> <p>Installation of water line, sanitary and fittings</p>		
A-06	<p>4DOORS, WINDOWS and MIRRORS</p> <p>4.1 Doors</p> <p>D1 &amp; D2: 4 set 12mm thk Tempered glass door on FD 100 top and bottom frame</p> <p>D3: 3 set 12mm thk Tempered glass door on FD 100 top and bottom frame</p> <p>D4: 3 set Single leaf panel door with accessories</p> <p>D5: 4 set Single leaf panel door with accessories</p> <p>Miscellaneous</p>		
A-10	<p>4.2 Windows</p> <p>Supply and installation of 5 sets combi blinds (sheer horizontal shade, manual, double-layer sheer fabric materials, 100% polyester, color to follow)</p>	sq.ft.	202
A-10	<p>4.3 Mirror</p> <p>2 sets silver frameless mirrors, 1.30x1.20m, 1/4" thk for toilets</p>		
	<p>5FINISHES</p> <p>5.1 Ceiling</p>	sq.m.	40.90



		Repair of dilapidated ceiling boards and ceiling joist.		
		Replaced by 1/2" thick plyboard.		
A-05, A-11	5.2	Tile Works		
	5.2.1	Working Area	sq.m.	235
		Installation of new vinyl tiles (VCT), high gloss white mirage (300x300x1.3mm)		
	5.2.2	Restrooms		
		Installation floor ceramic tiles, beige, unglazed (300x300mm)	sq.m.	12.42
		Installation of wall ceramic tiles, ivory, glazed (300x300mm)	sq.m.	49.44
A-02	5.3	Drywall Partition	sq.m.	126.20
		Construction of drywall partition uses:		
		12mm thk. Ficem Board		
		50mm x 16ft Metal Furrings		
A-03	5.4	Low Panel Partition		
		Partition fabric w/ Glass, color: beige / frame: med. gray		
		Height: 1800mm Thick: 60mm Trimming: PVC	set	1
		External baseboard can accommodate raceway for wiring management system		
A-04	5.5	Glass Partition	sq.ft.	121.11
		Installation of fixed glass partition, 12mm thk. Tempered Glass on FD 100 top and bottom frame		
A-07	5.6	Countertop	sq.m.	18.75
		Installation of granite countertop (1 inch thk, black)		

A-07	<p>Pantry: with double sink (overmount)</p> <p>Toilets: with two (2) lavatory each (undermount)</p> <p>5.7 Kitchen Cabinet</p> <p>Installation of kitchen cabinet (hanging and under countertop)</p> <p>Mats: 3/4" marine plywood, hd self-locking concealed hinges, metal drawer slides, powder coated wire basket, miscellaneous</p>		
E-01, E-02	<p>6ELECTRICAL WORKS</p> <p>Removal of affected lighting fixtures, power outlets and air-conditioning units</p> <p>Supply and installation of electrical lighting fixtures</p> <ul style="list-style-type: none"> <li>- approx. 51 pcs. pin lights, recessed</li> </ul> <p>Supply and installation of electrical switches and power outlets</p> <ul style="list-style-type: none"> <li>- 52 pcs CO duplex points; 8 lighting switch</li> </ul> <p>Re-wiring of affected lighting fixtures and power outlets</p> <p>Supply and installation of Panel board and Circuit breaker</p> <ul style="list-style-type: none"> <li>- Panel Board: 200Amp, 40-space 50-circuits</li> <li>- Circuit Breaker: 20Amp 2-pole</li> </ul> <p>Supply and installation of 3 pcs exhaust fans (toilets and pantry), ceiling mounted</p> <p>Conduct megger test prior to energized</p>	lot	1
A-08	<p>7PAINTING WORKS</p> <p>Paint color and shade shall be approved first before application</p>		

	<p>7.1 Interior: Repainting of walls, columns and ceiling, shall be two (2) coatings</p> <p>Walls/Columns: semi-gloss latex finish</p> <p>Ceiling: QDE textured</p> <p>Cornices and Moldings: QDE gloss finish</p> <p>7.2 Exterior: Repainting of walls, one (1) coating, latex paint</p>	sq.m.	365.90
E-05	<b>C AIR-CONDITIONING SYSTEMS (ACS)</b>	1	lot
	<p>Supply and installation of ten (10) units 2.0 HP Wall Mounted Split Type, Inverter, 220V single phase, 60HZ ACU, R32 refrigerant, Cooling capacity at least up to 18,000 Kj/h, latest model</p> <p>Complete with standard accessories, including electrical pipings and drainage</p> <p>1 Warranty: 1 yr parts and labor, 5 yrs compressor</p> <p>2 Construction of concrete platform, 100mm thk for 10 units ACU</p>		
E-04	<b>D FIRE DETECTION AND ALARM SYSTEM (FDAS)</b>	1	lot
	<p>1 Supply, installation, reprogram, testing and commissioning</p> <p>2 Equipment, devices and materials not limited to the ff:</p> <p>1 set 4-Zone Conventional Fire Panel</p> <p>10 pcs Photoelectric Smoke Detector</p> <p>1 pc Conventional Heat Detector</p> <p>2 pcs Fire Alarm Bell 6"</p> <p>2 set Manual Call Point</p> <p>Materials and Miscellaneous</p>		
E-03	<b>E CONDUIT LAY-OUT FOR AUDIO-VISUAL SYSTEM</b>	1	lot

	<p>Components:</p> <p>Meeting Room and Server Room:</p> <p style="padding-left: 40px;">Ceiling – IMC pipe ¾ inch</p> <p style="padding-left: 40px;">Floor and Wall – IMC pipe 1 inch</p> <p>Work Stations:</p> <p style="padding-left: 40px;">IMC pipe 1 inch</p> <p>Meeting Room:</p> <p style="padding-left: 40px;">HDMI, VGA and USB cables: 10m</p>		
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*All courses of actions pertaining to the construction procedures and discrepancies shall be fully coordinated to the BCDA Representatives prior to the commencement of the project.*

**Post Construction Works Including Testing & Commissioning**

This work includes the testing and commissioning of all mechanical, electrical, and plumbing/sanitary systems that have been installed to provide BCDA a high level of assurance that all equipment and machineries are installed in a prescribed manner. Problems observed shall be addressed immediately by the Contractor.

**General Codes and Standards**

With respect to the actual construction, applicable rules and regulations prescribed by the following agencies and/or embodied in the following shall be observed:

- National Building Code
- Bureau of Fire Protection
- Applicable Building Laws in Clark Freeport Zone
- Department of Health

**III. OTHER GENERAL REQUIREMENTS**

The Contractor shall carry out and complete all items of work within the scope of work in accordance with the approved plans and specifications.

**A. Permits**

The Contractor shall process and secure all the necessary permits as required by authorities for the preparation, execution and upon completion of the contract. The Contractor shall coordinate with other government/private agencies and pay all fees incidental to the acquisition of the required permits.

**B. Contractor’s Temporary Facilities**

The Contractor shall provide and maintain the field office (barracks) including all the necessary utilities such as electricity, water, drainage, security, safety requirements. The cost for all the utilities shall be borne by the Contractor. The Contractor’s temporary facilities shall be dismantled and removed from the site after completion of the contract.

**C. Construction Safety and Health Program**

The Contractor shall, at his own expense, furnish his workers with protective equipment for eyes, face, hands and feet, lifeline, safety belt/harness, protective shields and barriers.

All Personal Protective Equipment and Devices shall be in accordance with the requirement of the Occupational Safety and Health Standards (OSHS) and should pass the test conducted and/or standards sets by the Occupational Safety and Health Center (OSHC).

The Contractor shall provide construction safety barricades along the perimeter of and/or within the project site.

**D. PCAB License and Staff Requirements**

The Contractor must be PCAB licensed for General Engineering or General Building: Category “C”, Small “B” (minimum). The PCAB license must be valid and effective at the time of submission of bid.

Minimum Key Personnel	Minimum Required Qualification
Project Engineer	PRC Registered Licensed Civil Engineer or Architect with three (3) years in Design/Construction of Buildings or related experience.  Supp
Foreman	3 years on Repair / Construction of Bldg. or related experience

*The contractor’s key personnel must meet the required qualifications and relevant experiences supported by their respective CVs and licenses (if applicable)  
The key personnel shall only be nominated to a single position.*

**E. Submittals, Stages and Delivery**

- Construction Phase

The Contractor shall prepare Accomplishment Report (supported with photographs to monitor actual progress status of the project to be submitted weekly to SCRP representative.

If the contractor wishes to modify the design or document which has been previously submitted, reviewed and approved, the contractor shall notify the BCDA within the reasonable period of time and shall shoulder the cost of such changes.

- Post Construction Phase

Within 10 calendar days upon completion of the project, the Contractor shall submit One (1) Complete Set of As-Built Plans (printed in blueprinted paper) duly signed and sealed by the Contractor, in the following form:

- (1) 1 - complete set of As-Built Plans (in tracing paper/reproducible copy)
- (2) 5 - complete set of As-Built Plans (blue prints copy)
- (3) 1 - set of Electronic File of the As-Built Plans (CADD editable file)
- (4) 1 - set original & 1 - set duplicate copies of Warranty Certificates of all equipment supplied and installed.

**F. Warranty**

A warranty for a period of twelve (12) months after the issuance of Certificate of Completion (COC) of the Project shall be provided. Any defects due to poor workmanship and interior quality of materials used shall be corrected and/or replaced by the Contractor without extra cost to BCDA.

**IV. SCHEDULE OF REQUIREMENT**

The project must be completed in sixty (60) calendar days upon issuance of Notice to Proceed.

**V. TERMS OF PAYMENT**

The contract price shall be paid to the contractor within thirty calendar days (30) after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative.

**VI. LIQUIDATED DAMAGES**

A. A liquidated damage in the amount of one tenth (1/10) of one percent (1%) of the total value of the contract shall be deducted for each day of delay for failure of the contractor /supplier to make the delivery within the specified date of delivery.

B. In case, of partial performance of obligations, a liquidated damage in the amount of one tenth (1/10) of one percent (1%) of the total value of the undelivered portion of the contract shall be deducted for each day of delay for failure of the contractor/supplier to perform the same within the specified date.

**VII. CONTRACT TERMINATION**

BCDA may terminate the contract for reason of default in any of the following conditions:

A. Failure by the winning supplier to accept the award or refusal to sign the PO in "Conforme" by the authorized representative.

B. Outside of force majeure, failure of the Supplier to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the BCDA pursuant to a request made by the supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price (Section IIIA.1.a, Annex I of the revised IRR)

C. Outside of force majeure, failure of the Supplier to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the BCDA pursuant to a request made by the supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price (Section IIIA.1.a, Annex I of the revised IRR).

D. Failure of the Supplier to perform any other obligation under the Contract (Section IIIA.1.c. Annex I of the 2016 revised IRR).

**VIII. BLACKLISTING OF SUPPLIER**

For refusal to accept an award, or enter into contract or perform the obligation as agreed, without justifiable cause after it has been adjudged as having the Lowest Calculated and Responsive Bid (LCRB), BCDA shall include the winning supplier in the list of BCDA Blacklisted Suppliers for a period of one (1) year.

Prepared by:

**Leonor M. Rivera**  
Procurement Officer

Reviewed By:

**JUDENE G. LAGOY**  
Architect, GSD

**REY S. LIM**  
Project Manager, SCRP

Recommending Approval:

**JOSHUA M. BINGCANG**  
Senior Vice President, CDG

**AILEEN AN. R. ZOSA**  
Executive Vice President

**APPROVED BY:**

**VIVENCIO B. DIZON**  
President and CEO

**(Plans/Drawing)**

Shown in a Separate Document with a Title  
"SCRIP PROPOSED OFFICE"



## **Schedule of Requirements**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	<b>Delivery Schedule</b>
<b>1</b>	One (1) lot Supply of labor, materials, and equipment for the Fit-out and Repair of SCRP PMO	Within <b>sixty (60)</b> calendar days from receipt of Notice to Proceed

Bidder's Authorized Representative:

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Signature over Printed Name

---

Principal Bidder / Supplier

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

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

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

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

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

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

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

**Bid Form for the Procurement of Goods**  
**[shall be submitted with the Bid]**

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**FINANCIAL BID FORM**

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

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

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers **[insert numbers]**, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **[supply/deliver/perform] [description of the Goods]** in conformity with the said PBDs for the sum of **[total Bid amount in words and figures]** or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of Agent  
Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None" ) ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

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

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of ***[name of the bidder]*** as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

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

Legal capacity: \_\_\_\_\_

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

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

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

# COST BREAKDOWN SAMPLE FORM

[shall be submitted when awarded]

<b>PROJECT:</b>	FIT-OUT AND REPAIR OF SCRIP MANAGEMENT OFFICE	<b>DATE:</b>
<b>LOCATION:</b>	CLARK FREEPORT ZONE, PAMPANGA	

## COST BREAKDOWN

PLAN SHEET NO.	WORK DESCRIPTION	QTY	UNIT	MATERIALS/EQUIPMENT		LABOR		TOTAL AMOUNT
				UNIT COST	TOTAL	UNIT	TOTAL	
(ANNEX "A")								
	<b>1. FIT-OUT AND REPAIR OF SCRIP-FWFO</b>							
	<b>A MOBILIZATION / DEMOBILIZATION</b>	1	LOT					
	<b>B CONSTRUCTION / REPAIR WORKS</b>							
	<b>DEMOLITION AND RELOCATION OF AFFECTED</b>							
A-01	<b>1 STRUCTURES</b>	1	LOT					
	<b>2 RE-PLASTERING</b>	1	LOT					
A-09, A-12, P-01, P-02	<b>3 PLUMBING WORKS and WATERPROOFING</b>	1	LOT					
	3.1 Existing Toilets (2)							
	3.2 Pantry							
	<b>4 DOORS, WINDOWS and MIRRORS</b>	1	LOT					
A-08	4.1 Doors							
A-10	4.2 Windows							
A-10	4.3 Mirrors							
	<b>5 FINISHES</b>	1	LOT					
A-05, A-11	5.1 Ceiling							
	5.2 Tile Works							
A-02	5.3 Drywall Partition							
A-03	5.4 Low Panel Partition							
A-04	5.5 Glass Partition							
A-07	5.6 Countertop							
A-07	5.7 Kitchen Cabinet							
E-01, E-02	<b>6 ELECTRICAL WORKS</b>	1	LOT					
	3 PCS EXHAUST FANS	3	unit					
A-08	<b>7 PAINTING WORKS</b>	1	LOT					
E-05	<b>C AIR-CONDITIONING SYSTEMS (ACS)</b>	1	LOT					
	10 units Aircon, Split-type	10	unit					
E-04	<b>D FIRE DETECTION AND ALARM SYSTEM (FDA)</b>	1	LOT					
	<b>Equipment and Devices:</b>							
	1 set 4-zone conventional fire panel	1	set					
	10 pcs Photo-electric smoke detector	10	pc					
	1 pc conventional heat detector	1	pc					
	2 pcs Fire alarm bell 6"	2	pc					
	2 set Manual call point	2	set					
	<b>E CONDUIT LAY-OUT FOR AUDIO-VISUAL SYSTEM</b>	1	LOT					
	<b>F OTHER EXPENSES</b>							
	<b>GRAND TOTAL</b>							