

(As Harmonized with Development Partners)

Procurement of Infrastructure Project

**UPGRADING OF POWER SYSTEM AT  
CATBALOGAN AIRPORT**

Government of the Republic of the Philippines

**Bid No. 22-002-01 ALPHA**

**Sixth Edition  
July 2020**

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# ***Glossary of Terms, Abbreviations, and Acronyms***

**ABC** – Approved Budget for the Contract.

**ARCC** – Allowable Range of Contract Cost.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**Contractor** – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

**CPI** – Consumer Price Index.

**DOLE** – Department of Labor and Employment.

**DTI** – Department of Trade and Industry.

**Foreign-funded Procurement or Foreign-Assisted Project** – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.

## ***Section I. Invitation to Bid***



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## **Invitation to Bid for**

### **UPGRADING OF POWER SYSTEM AT CATBALOGAN AIRPORT**

#### **Bid No. 22-002-01 ALPHA**

1. The Civil Aviation Authority of the Philippines through the GAA 2021/ DOTr Downloaded Projects intends to apply the sum of **TWENTY-FIVE MILLION PESOS (PHP 25,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **UPGRADING OF POWER SYSTEM AT CATBALOGAN AIRPORT (Bid No. 22-002-01 ALPHA)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Civil Aviation Authority of the Philippines now invites bids for the above Procurement Project. Completion of the Works is required within **One Hundred Eighty (180) Calendar Days upon receipt of the 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 (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from the Civil Aviation Authority of the Philippines and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested bidders on **January 04, 2022 until deadline of submission of bid** from the given address and website/s 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 **Php 28,000.00 (inclusive of 12% VAT)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting the official receipt in person.
6. The Civil Aviation Authority of the Philippines will hold a Pre-Bid Conference<sup>1</sup> on **January 11, 2022 @ 2:00PM** at CAAP Conference Room, CAAP Compound, MIA Road Ninoy Aquino Avenue, 1300 Pasay City, and Metro and/or through videoconferencing/webcasting via Jitsi/Zoom/Google Meet, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before **January 25, 2022 @ 2:00PM**. Late bids shall not be accepted.

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1, 000,000) where the Procuring Entity may not hold a pre-bid conference.

8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on **2:00 P.M. of January 25, 2022** at the given address below and/or through Jitsi/Zoom/Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Civil Aviation Authority of the Philippines reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**DR. ROLLY T. BAYABAN**

Civil Aviation Authority of the Philippines

BAC Head Secretariat

MIA Road Pasay City

Telefax No. – (02) 7 944-2097

**[www.caap.gov.ph](http://www.caap.gov.ph)**

12. Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

January 04, 2022

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**CAPTAIN DONALDO A. MENDOZA**  
Chairperson, Bids & Awards Committee



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

## 1. **Scope of Bid**

The Procuring Entity, Civil Aviation Authority of the Philippines invites Bids for the **UPGRADING OF POWER SYSTEM AT CATBALOGAN AIRPORT** with Project Identification Number: **Bid No. \_\_\_\_\_**.

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

## 2. **Funding Information**

2.1. The GOP through the source of funding as indicated below for GAA 2021 / DOTr Downloaded Projects in the amount of **TWENTY-FIVE MILLION PESOS (PHP 25,000,000.00)**

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations/DOTr Downloaded Projects.

## 3. **Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

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

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

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

## **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.  
  
A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.
- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## **6. Origin of Associated Goods**

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

## **7. Subcontracts**

- 7.1. The Procuring Entity has prescribed that:
  - a. Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through video conferencing/webcasting as indicated in paragraph 6 of the **IB**.

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

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

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

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

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

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

## **12. Alternative Bids**

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

### 13. Bid Prices

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

### 14. Bid and Payment Currencies

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

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

- a. Philippine Pesos.

### 15. Bid Security

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

15.2. The Bid and bid security shall be valid until *[indicate date]*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 16. Sealing and Marking of Bids

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

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

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

### 17. Deadline for Submission of Bids

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

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

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

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

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

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

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

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

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

## **20. Post Qualification**

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

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

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

## *Section III. Bid Data Sheet*

# Bid Data Sheet

ITB Clause	
3.0	<p><b>Certificate of Site Inspection</b> (<i>Annex “B” Form I</i>) duly signed by the <b>Airport Manager of Catbalogan Airport</b> or his/her duly authorized representative, is required to be submitted.</p> <p>This shall include all of the following documents as attachment to the Certificate of Site Inspection and shall form part of the bidder’s technical documents:</p> <ul style="list-style-type: none"> <li>a) Copy of company ID of the person who conducted the site inspection;</li> <li>b) Copy of the airport/facility visitor’s logbook appearing the names and signatures of inspectors &amp;</li> <li>c) Picture of the proposed site including the personnel who conducted the site inspection together with the Airport Manager/Officer in Charge or his/her duly authorized representative.</li> </ul> <p><b>Bids not complying with the above instruction shall be disqualified.</b></p>
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p><b>“Building Construction with electro-mechanical works “or “Construction of Industrial Plant”</b></p>
7.1	Subcontracting is not allowed.
10.1	<p>Bidder shall submit all eligibility and technical documents as specified in <b>Section X. Checklist of Technical and Financial Documents:</b></p> <p><b>Class “A” Documents</b> <u>Legal Documents</u></p> <ul style="list-style-type: none"> <li>a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or</li> <li>b. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; and</li> <li>c. Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and</li> <li>d. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and</li> </ul> <p><i>In connection to GPPB Circular 07-2017 dated 31 July 2017, the bidder shall have the following options:</i></p> <ul style="list-style-type: none"> <li>1. <i>Submit the Certificate of PhilGEPS Registration and Platinum Membership including its Annex “A” in lieu of the uploaded Class “A” Eligibility Documents identified in Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act 9184 (Revised IRR of RA 9184), provided that all Class “A” Eligibility Documents listed under the aforesaid Annex “A” are all uploaded and maintained current and updated in the PhilGEPS Registry.</i></li> </ul>



2. *Submit a combination of the PhilGEPS Registration and Platinum Membership including its Annex "A" and Class "A" Eligibility Documents identified in Section 8.5.2 of the Revised IRR of RA 9184.*
  - *In the event that aforesaid Class "A" Eligibility Document(s) listed in the Annex "A" of the PhilGEPS Registration and Platinum Membership is/are reflected to be outdated, the bidder shall submit such current and updated Class "A" Eligibility Document(s).*
3. *Submit all the Class "A" Eligibility Documents only, provided that the PhilGEPS Registration and Platinum Membership shall be submitted as a Post-Qualification requirement in accordance with Section 34.2 of the Revised IRR of RA 9184.*

Technical Documents

- e. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. (*Annex "A" Form 1*); and
- f. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules. (*Annex "A" Form 2*); and
- g. Philippine Contractors Accreditation Board (PCAB) License; or Special PCAB License in case of Joint Ventures; and registration for the type and cost of the contract to be bid; and
- h. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration (*Annex "B" Form 2*); and
- i. Project Requirements, which shall include the following:
  1. Organizational chart for the contract to be bid (*Annex "B" Form 3*); and
  2. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (*Annex "B" Form 4, 5a, 5b & 5c*); and
  3. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be (*Annex "B" Form 6*); and
- j. Original duly signed Omnibus Sworn Statement (OSS) (*Annex "B" Form 7*); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; and

This shall include all of the following documents as attachment to the Omnibus Sworn Statement:

	<ol style="list-style-type: none"> <li>1. Certification, under oath, attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements as prescribe under the 2016 Revise Implementing Rules and Regulation (R-IRR) of RA No. 9184; and</li> <li>2. Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pending cases of the prospective bidders against this Authority; and</li> <li>3. Bid Bulletins (if applicable); and</li> </ol> <p>k. <b>Certificate of Site Inspection</b> (<i>Annex “B” Form 1</i>) duly signed by the <b>Airport Manager of Catbalogan Airport</b> or his duly authorized representative; and</p> <p>This shall include all of the following documents as attachment to the Certificate of Site Inspection:</p> <ol style="list-style-type: none"> <li>1. Copy of company ID of the person who conducted the site inspection; and</li> <li>2. Copy of the airport/facility visitor’s logbook appearing the names and signatures of inspectors &amp;</li> <li>3. Picture of the proposed site including the personnel who conducted the site inspection together with the Airport Manager/Officer in Charge or his duly authorized representative; and</li> </ol> <p><u>Financial Documents</u></p> <ol style="list-style-type: none"> <li>a. The prospective bidder’s audited financial statements, showing, among others, the prospective bidder’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and</li> <li>b. The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC).</li> </ol> <p><b>Class “B” Documents</b></p> <ol style="list-style-type: none"> <li>c. If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.</li> </ol> <p style="text-align: center;"><b>Bids not complying with the above instruction shall be disqualified.</b></p>
10.3	Valid PCAB License or Special PCAB License in case of Joint Ventures, and Registration ( <i>Small B Category C &amp; D – General Engineering (Building and Industrial Plant) SP- Electrical, Mechanical or Electro-Mechanical works</i> for the type and cost of the contract to be bid. <b>Bids not complying with the above instruction shall be disqualified.</b>
10.4	The key personnel must meet the required minimum years of experience set below:

	<table border="0"> <tr> <td style="text-align: center;"><u>Key Personnel</u></td> <td style="text-align: center;"><u>General Experience</u></td> <td style="text-align: center;"><u>Relevant Experience</u></td> </tr> <tr> <td>Project (Civil) Engineer Electrical Engineer Mechanical Engineer Materials Engineer Construction Foreman Safety and Health Officer</td> <td style="text-align: center;">Five (5) years in General Engineering</td> <td style="text-align: center;">Three (3) years in Construction of Industrial Plant, Electro-mechanical works</td> </tr> </table> <p>Bids not complying with the above instruction shall be disqualified.</p>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project (Civil) Engineer Electrical Engineer Mechanical Engineer Materials Engineer Construction Foreman Safety and Health Officer	Five (5) years in General Engineering	Three (3) years in Construction of Industrial Plant, Electro-mechanical works																																	
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11.1.	<p><b>The discounts stated in the Financial Bid Form shall be computer written with the same font style and size as of the whole text of the said Form.</b></p> <p><b>Discounts that are either handwritten, type written or computer written in other font style and size shall not be considered.</b></p> <p>The <u>second bid envelope</u> shall contain the financial documents for the Bid as specified in <b>Section X. Checklist of Technical and Financial Documents</b>. This shall include the complete accomplishment of all of the following documents as stated and required under Section VIII of this PBD and shall form part of the bidder's financial documents:</p> <ol style="list-style-type: none"> <li>a) Original of duly signed and accomplished Financial Bid Form; and</li> <li>b) Bill of Quantities (<i>Annex "C" Form 1</i>); and</li> <li>c) Summary of Bid Proposal (<i>Annex "C" Form 2</i>); and</li> <li>d) Bill of Materials &amp; Cost Estimates (<i>Annex "C" Form 3</i>); and</li> <li>e) Summary Sheet indicating the Unit Prices of Construction Materials, Labor Rates, and Equipment Rentals used in coming up with the Bid (<i>Annex "C" Form 4, 5 &amp; 6</i>); and</li> <li>f) Cash Flow by Quarter and Payment Schedule (<i>Annex "C" Form 7</i>)</li> </ol> <p><b>Bids not complying with the above instruction shall be disqualified.</b></p>																																							
11.2	Bid exceeding the ABC of the project shall be disqualified.																																							
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15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:																																							

	<p>a. The amount of not less than two percent (2%) of ABC or <b>Php 500,000.00</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than five percent (5%) of ABC or <b>Php 1,250,000.00</b> if bid security is in Surety Bond.</p>
16	<p>1. Each and every page thereof shall be initialed/signed by the duly authorized representative/s of the Bidder.</p> <p>Submitted Eligibility, Technical and Financial documents shall be properly marked with index tabs (ear tab) and must be sequentially paginated in accurate order in the form i.e. "page 3 of 100". Page number of last page of the document (per envelope basis).          Pagination should be sequential based on the entire span of the whole documents inside the envelope.          Bids not complying with the above instructions shall be automatically disqualified.</p> <p>2. Each Bidder shall submit <b>one (1)</b> original bid.</p> <p>3. Submission online is not allowed.</p>
19.2	<p>Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p>
20	<p>The Bidder with the Lowest Calculated Bid (LCB) that complies with and is responsive to all the requirements and conditions shall submit its</p> <ul style="list-style-type: none"> <li>a) Latest income and business tax returns filed through the Electronic Filing and Payment System (EFPS);</li> <li>b) Business licenses and permits required by law (Registration Certificate, Mayor's Permit, Tax Clearance &amp; PCAB License);</li> <li>c) Latest Audited Financial Statements; and</li> <li>d) Key personnel licenses</li> </ul> <p>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, that 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.</p>
21	<p>The following relevant project documents are required to be submitted by the successful bidder who submitted the LCRB as part of the Contract Agreement during its signing:</p> <ul style="list-style-type: none"> <li>a) Construction schedule</li> <li>b) Bar Chart &amp; S-curve</li> <li>c) PERT/CPM Network Diagram</li> <li>d) Manpower schedule</li> <li>e) Construction methods</li> <li>f) Equipment utilization schedule</li> </ul> <p>Construction safety &amp; health programs approved by the Department of Labor &amp; Employment <b>Upgrading of Power System at Catbalogan Airport</b></p>

## ***Section IV. General Conditions of Contract***

## 1. **Scope of Contract**

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

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

## 2. **Sectional Completion of Works**

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

## 3. **Possession of Site**

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

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

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

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

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

## **5. Performance Security**

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

## **6. Site Investigation Reports**

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

## **7. Warranty**

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

## **8. Liability of the Contractor**

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

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

## **9. Termination for Other Causes**

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

## **10. Dayworks**

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

## **11. Program of Work**

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

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

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

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

## **13. Advance Payment**

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

## **14. Progress Payments**

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

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

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



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

## *Section V. Special Conditions of Contract*

## Special Conditions of Contract

GCC Clause	
2	Not applicable.
3.1	The <b>CIVIL AVIATION AUTHORITY OF THE PHILIPPINES</b> shall give possession of all parts of the Site to the Contractor upon receipt of the Notice to Proceed.
6	Certificate of Inspection signed by FIC or his/her representative.
7	One (1) year Defective Liability Period and one (1) year warranty
10	No dayworks are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within seven (7) days of delivery of the Notice of Award
11.2	The amount to be withheld for late submission of an updated Program of Work is <b>Php 25,000,000.00</b>
13	"No mobilization and advance payments will be extended or paid for all contracts/purchase orders for all goods, services and infrastructure projects. DOTr Memorandum dated 10 July 2018.
14	No further instructions.
15.1	The date by which operating and maintenance manuals are required is upon completion of the project  The date by which "as built" drawings are required is upon completion of the project.  PDF/AutoCAD File of the "as built" plans shall include as attachment to the required hard copy of the same upon completion of the project.
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is <b>two percent (2.00%) of the Contract price.</b>

## ***Section VI. Specifications and Scope of Work***



Name of Project : **Upgrading of Power System at Catbalogan Airport**  
Location : Catbalogan Samar  
Duration : One Hundred Eighty (180) Calendar Days  
Source of Funds : DOTr Downloaded Projects

## **SCOPE OF WORK**

### **1. Scope of Work**

The work to be done under this includes the furnishing of all tools, labor, supervision, equipment, fixtures and all necessary materials, each complete and in proper working condition, to complete the following items of work.

- a.) Supply, Delivery, Installation, Testing and Commissioning of two (2) units Brand New 500kVA, 400kW, three-phase, 400V, 60Hz Standby Generator Set, fuel piping and fittings, including conduit cable, cable ways/trays, interconnecting cables and other incidentals.
- b.) Supply/Delivery, Installation and Testing of Power Cables.
- c.) Supply/Installation and Testing of 3 x 167kVA, 1Ø, 60Hz, 13.2kV/400V, oil immersed pad mounted transformer including 15kv cut-out switch, metal cross-arm and incidentals
- d.) Provision of Concrete Transformer Platform with Concrete Cable Entrance
- e.) Provision of concrete manhole from Powerhouse to Service Entrance Concrete Platform with 4 x 110mm diameter PVC pipe, thick wall. (3 units of Concrete Manhole).
- f.) Application to Local Electric Cooperative, Municipal Permits, DENR Permits to Operate and Install the 2 x 500kVA Generator
- g.) Testing and Commissioning.

### **2. Powerhouse Building Works**

All works shall be done inside the powerhouse includes the installation of 2 x 500KVA Generator and its exhaust system, fuel system, cable ducting, interconnecting cables from generator to (ATS) Automatic Transfer Switch (ATS to be supplied by others), support and accessories, contractor is required to coordinate with the Civil Works contractor of the powerhouse prior to installation of said equipment

### **3. Work Outside the Powerhouse**

Works to be conducted outside the Powerhouse includes among others; installation of three (3) units concrete manhole with 4 x 110mm PVC pipe from Powerhouse to Service Entrance, Design/Installation of Concrete Transformer Platform and wiring/cabling of 200 mm sq Power cables.

4. **Other Work included in the Scope of Work but to be performed by others**  
Supply and Installation of primary poles including cross-arm, suspension insulators, anchors, connectors, line hardware's, 15kV overhead primary cables, 15KV Disconnect Switch or Recloser, Potential Transformer, Current Transformer, Electronic Meter, Testing and Installation of 3 x 167kVA Transformer in Bank including its parallel cabling, termination of incoming 13.2kV primary line including appurtenances and other accessories to complete the work. Contractor is required to facilitate the application and payment of labor and materials for the above-mentioned works to Local Electric Cooperative of Catbalogan Samar. Permits like Municipal, DENR and electrical shall be at the expense of the Contractor.
5. **Site Inspection**  
The contractor is advised to conduct site inspection and satisfy himself to the local conditions and facilities that may affect his work.
6. **Subcontracting**  
Subcontracting is not allowed.
7. **Injury to person or damage to property**  
The contractor shall be responsible for any injury to persons and or damage to property caused by the work or by his employees and shall be liable for any claims against the Employer as a result of such injury and/or damage.
8. **Materials**  
All materials to be supplied/installed shall be brand new and shall conform to Specifications except as otherwise noted on the plans. All materials where not specified shall be of the top of the line of their respective kind. Sample of said material shall be submitted for approval.
9. **Workmanship**  
The work throughout shall be executed in the best and through manner under the direction of and to the satisfaction of the Engineer/ Project In-charge, who shall have the power to reject any work or material, which in his judgement, are not in full accordance with these Specifications and Drawings.
10. **Temporary Facility/ Power and Water**  
The contractor is required to provide temporary facilities to its workers/employee assigned at the site, the temporary facility shall be made of wood with GI roofing, provided also with cabinet for first aid kit and fire extinguisher. The contractor shall make arrangement and pay for the provision of necessary electrical power and water to its temporary facility.

11. **Manufacturer's data**

The contractor shall submit for each item the manufacturer's descriptive literature of catalogued products, equipment drawings, diagrams, performance and characteristic curves of the following item, but not limited to

  - a.) 500 KVA Generator
  - b.) Cables
  - c.) Transformer
  
12. **Manufacturer's Instruction**

The contractor shall provide the manufacturer's instruction for the installation and instruction for the High Voltage cable, for tapping / jointing and HV termination kits installation.
  
13. **Field Test Report**

At least seven (7) days prior to carrying out any testing or commissioning work for the contractor shall submit a complete set of typical test record, type of test to be conducted, time table for the testing and equipment to be test/commission for review by the Project In-charge/Engineer.

The contractor shall provide calibration certificates for all the test instruments proposed to be used in the testing.
  
14. **Spare Parts**

After approval of materials and equipment, the contractor shall furnish CAAP a list of recommended spare parts for five (5) years use of each major item of equipment supplied. Include current unit price and supply source detail.
  
15. **Operation and Maintenance Manual**

The contractor shall submit Operation and Maintenance Manuals as required for systems and equipment indicated in the scope of work.

Manuals shall be furnished in three (3) copies, bound in binders or approved equal. Inscribed the following identification on the cover: the words "OPERATION AND MAINTENANCE MANUAL", the name of the system, equipment, building, name of contractor, contact number.

In the manual, the names, addresses, and telephone numbers of each sub-contractors installing the system of equipment shall be included. Include a table of contents and assemble the manual to conform to the table of contents, with the tab sheets placed before instructions covering the subject. The manual shall include:

  - a.) Internal and Interconnecting wiring and control diagrams with data to explain detailed operation and control of the system equipment.
  - b.) A control sequence describing start up, operation, shutdown.
  - c.) Description of the function of each principal item of equipment
  - d.) Installation and Maintenance Instruction
  - e.) Safety Precautions
  - f.) Diagram and Illustrations
  - g.) Testing Methods
  - h.) Performance Data
  - i.) Parts list

16. **Materials/Equipment Requirement**
- a.) All materials and equipment to be supplied shall be in accordance with the requirements in the Specifications.
  - b.) The contractor shall be responsible for ordering the correct and sufficient quantities of cables and equipment.
  - c.) All materials and equipment to be provided shall be brand new and in accordance with CAAP Specifications and latest Edition of Philippine Electrical Code (PEC), Part 1, American Society for Testing and Materials (ASTM), National Electrical Manufacturers Association Standard (NEMA), Underwriters Laboratories (UL) Philippine Standards (PS) or any approved equivalent standards.
  - d.) The manufacturer of the materials and equipment shall be open to inspection by the CAAP or his representative in the course of manufacture of the materials or equipment or after they have been completed.
  - e.) Any materials or equipment found on such inspection not meeting the requirements of relevant standards, or of these specifications shall be rejected by CAAP.

17. **Labels**
- a.) Low Voltage Switch Board (LVSG), Automatic Transfer Switch (ATS), Transformer and other apparatus and controls shall be labelled in accordance with the requirements of this specifications.
  - b.) All label shall be Polycarbonate plastic or approved equal, engrave black lettering on white.
  - c.) Major equipment items shall be fitted with a main label mounted in a prominent position.
  - d.) Labels shall be secured with brass screws or steel screws which have been rust proofed in an approved manner.
  - e.) Labels shall designate circuit number and equipment function.
  - f.) Appropriately worded and sized warning labels engraved white on red shall be fastened to all covers or panels giving access to live equipment. Panels giving access to equipment at voltages of 500V and above shall additionally warn “DANGER – HIGH VOLTAGE”.
  - g.) Terminal strips shall be labelled to identify the circuit number, phase connection, terminal number and function – e.g. control, indication, protection, etc.

18. **Codes, Inspection, Permits and Fees**
- a.) The work under this Contract shall be the complete installation of **Upgrading of Power System at Catbalogan Airport** in accordance with the requirements of the latest edition of Philippine Electrical Code, Part 1 and the Samar 1 Electric Cooperative (SAMELCO). Nothing contained in the specifications or shown on the drawings shall be construed in conflict with the National and Local Ordinances or Laws, governing the installation of electrical work and all such laws and ordinances are hereby made part of these Specifications.
  - b.) All permits and electrical fees required for this work for this contract, shall be obtained by and at the expense of the Contractor. The contractor shall



furnish CAAP final certificate of inspection and approval from the proper government authorities after the completion of the work. The contractor shall prepare all "AS BUILT" drawings and all other paper works required by CAAP.

- c.) The contractor shall contact SAMELCO and discuss the connection method, schedule and fees, necessary materials specified in the Specification shall be furnished to them. Connection fee shall be paid in accordance with pay item in the Bill of Quantities.

19. **Guarantee**

- a.) The contractor shall Guarantee that the electrical systems are free from all unintentional grounds, from all defective workmanship and materials, and will remain so for a period of **one (1) year DLP** and **one (1) year warranty** services from the date of issuance of **Certificate of Completion**. Any defects arising within the aforesaid period shall be remedied by the Contractor at his own expense without additional payment.

20. **Electrical Equipment and Materials**

Unless indicated or specified otherwise, install materials and equipment in accordance with the standards, codes, and regulation listed in the specification. Install all equipment in strict conformance with manufacturer's instruction and recommendation.

21. **Installation**

Installation work shall conform to the requirement of Philippine Electrical Code (PEC) and National Fire Protection Association (NFPA) 70, Standard for Electrical Safety in workplace. Unloading, moving, and installation of equipment shall be under the direct supervision of a competent and experienced installation engineer.

22. **As-Built Drawings**

The contractor shall, during the progress of the work, keep a careful record of all changes where the actual installation differs from that shown on the drawings. The contractor shall in an accurate manner make a complete record of all changes and revision to the original design, as installed in the completed works. These drawings shall be submitted to CAAP for approval. After the approval, the complete set of As-Built drawings in both electronic format and hard copy shall be provided to CAAP. As-Built drawings shall be part of submittal for Final Payment.

23. **Coordination**

The contractor shall cooperate in every way and work with other Contractor's, (Contractor of Powerhouse Building and Passenger Terminal Building) where part of his work is connected to the said building.

24. **Electrical Test**

Perform all field test and trial operation and conduct all field inspection (except final field inspection). Provide all labor, equipment, and incidentals required for the tests. CAAP will witness all field tests and trial operations and will conduct final field inspections. CAAP shall be given ample notice of the dates and times scheduled for

tests, trial operations, and inspections which require the presence of the CAAP representative/Engineer. All deficiencies found shall be rectified and work affected by such deficiencies shall be completely re-tested at the contractor's expense.

Test procedure shall conform to applicable standard practices.

- a.) Inspect all devices and equipment for damage or maladjustment caused by shipment or installation.
- b.) Use calibrated torque wrench to assure that tightness of bolted bus joints is in accordance with manufacturer's recommendation.
- c.) Perform mechanical operator and contact alignment test on breakers and operating mechanism in accordance with manufacturer's recommendation.
- d.) Measure circuit breaker contact resistance and perform minimum pick-up voltage tests on trip and closing coils.
- e.) Check electrical continuity of current, potential, and control circuits in accordance with wiring diagrams.
- f.) Perform insulation resistance test at 500 VDC on field-installed control wiring. Cables, factory installed control wiring. Minimum insulation resistance shall be 1,000,000 ohms.
- h.) Verify type, range, and connections of instrument transformer. Confirm correct polarity of current transformer electrically.
- i.) Remove short-circuit links from current transformer after checking that secondary circuit are complete
- j.) Remove wedges, ties, and blocks installed by the manufacturer to prevent damage during shipment.
- k.) Check Low-voltage circuit breakers in accordance with manufacturer's instruction.
- l.) Check power relays and perform testing and calibration
- m.) Verify maximum resistance to ground of grounding systems.
- n.) Perform phase rotation checks on three phase (3 $\Theta$ ) wiring (disconnect all devices which could be damaged by the application of voltage or reversed phase sequence)
- o.) Perform pressure test on High voltage cables and equipment.
- p.) Perform functional / operational testing of all equipment
- q.) Perform load testing on standby generators.
- r.) Test for all Distribution Transformer shall be performed by Local Electric Cooperative

Test shall be performed as work progress and upon complete installation of each electrical system

Testing shall be performed in the presence of CAAP Representative / Engineer and at times duly arranged in advance thru notifications

25. **Commissioning Test.**

- a.) Place into operation all equipment provided and installed. Make all necessary adjustment to equipment to assure proper operation as instructed by the manufacturer of equipment.
- b.) Perform demonstration tests which shall include operating systems under various and varying conditions as necessary to prove that they operate and functions as intended under this contract.

- c.) CAAP Manila representative and CAAP Catbalogan Personnel shall witness the demonstration /commissioning test
- d.) Commissioning Test shall be carried out for:
  - d.1) Electrical Equipment, individually and separately installed
  - d.2) Standby Generator
  - d.3) The whole Power system under this specification

26. **Cleaning**

The contractor shall remove all dirt, debris, rubbish and waste materials caused by in the process of construction of his work. The contractor shall also remove all tools, temporary power installation, facilities, scaffolding and waste materials after completion and acceptance of the project.

**I. GENERATOR**

The proposed generator will operate on a single system either main or standby operation. To attain a satisfactory performance, all the required generator sets shall be of the same make and the same manufacturer.

- Ia. The work under this includes the Supply, Delivery, Installation, Testing and Commissioning of two (2) units brand new 500KVA, 400KW, 3Ø, 400V, 60Hz Standby Generator Set.
- Ib. Standby generator system and associated:
  - 1. Exhaust Piping System
  - 2. Fuel distribution systems including day tanks, fuel piping from storage tank to day tank, fuel pumps and level control etc.
  - 3. Water cooled radiator heat exchangers
  - 4. Battery start-up systems
- Ic. Total noise and vibration control systems conforming to Department of National Resources Standard (DENR)
- Id. Paralleling Switchboard/Synchronizer with all necessary synchronizing relays, equipment and cabling interconnecting works. (*Not applicable for single system operation*).
- Ie. Automatic Starting System including Automatic Transfer Switch
- If. Power Cabling, control, instrumentation and grounding cables and grounding rod
- Ig. Accessories and related works needed to compete this work in accordance with specification.

**12. ENGINE and ALTERNATOR DATA**

- I2a. Engine Data
  - i. Type: 4 cycles
  - ii. Arrangement: 8-V
  - iii. Displacement: L (Cu In): 14(854)
  - iv. Bore cm (in): 12.2 (4.8)
  - v. Stroke: cm (in): 15 (5.91)
  - vi. Compression ratio: 17.5:1
  - vii. Rated RPM: 1800
  - viii. Engine Governor: Electronic

- ix. Max Power: kwm (bhp): 448 (601)
  - x. Speed Regulation:  $\pm$  ) 0.25%
  - xi. Air Cleaner: Dry
  - xii. Control/Monitoring: Electronic Engine Management System
- I2b. Alternator
- i. Capacity: 500KVA, 400KW
  - ii. Voltage output: 400V, 3 $\emptyset$
  - iii. Power Factor: 80%
  - iv. Frequency: 60Hz
  - v. RPM: 1800
  - vi. Amps: 1203
  - vii. Temperature rise: 130°C / 40°C
  - viii. Connection: 12 Lead Delta

13. **MOUNTING BASE and ENCLOSURE**

The structural base for the diesel-generator shall be of the skid type and shall have adequate strength and rigidity to maintain alignment of the equipment mounted thereon without dependence on a concrete foundation. Provide at least four (4) vibration insulators to isolate the generator set from the concrete foundation. The isolators shall be specifically listed for this application and shall have a minimum deflection of 25mm.

14. **ENGINE FUEL SYSTEM**

The engine shall be provided with all necessary equipment, including fuel piping, fittings, valves, filters, strainers and appurtenances. The engine shall be high-speed water-cooled, and shall operate satisfactorily on a commercial grade diesel fuel oil.

16. **ELECTRONIC GENERATOR CONTROL PANEL**

The electronic generator control panel shall be easy to program and with advance engine and generator monitoring capabilities

Main Features

- I6a. Programming via the front panel or via computer
- I6b. Digital Inputs for signals that provide a contact closure (oil pressure, coolant temp. etc)
- I6c. Fuel/Ignition Output
- I6d. Starter output
- I6e. Three configurable analog inputs (for things like oil pressure, coolant temp.. etc)
- I6f. Generator Voltage input (three phase)
- I6g. Generator Current input (three phase)

Display Capabilities

- I6h. Generator Voltage
- I6i. Generator Current
- I6j. Generator Frequency
- I6k. Generator Power Output (kW, VAR, Kwh)
- I6l. Engine oil pressure

- I6m. Engine coolant temperature
- I6n. Engine Hours
- I6o. Engine Status and Alarm  
All other necessary display

17. **FACTORY TEST**

The Original Equipment Manufacturer (OEM) shall conduct a Factory test on Alternator and Diesel-Generator prior to delivery to Philippines, the contractor is required to coordinate with the OEM or his duly authorized representative hereat, CAAP may participate in the actual factory if travel to OEM is already allowed due to Pandemic or CAAP may opt to participate via virtual test. OEM shall provide CAAP hard and soft copies of test result.

18. **LOCAL TEST**

The authorized or exclusive distributor of diesel-generator set shall conduct a test at his facility, the test shall be witnessed by CAAP Representative and the Contractor. The test shall be conducted prior to delivery at Catbalogan Airport.

The test shall be Load Bank Testing via Resistive Coil Load Bank Machine or approved equal. Load bank testing shall be at Rated capacity by incremental loading: 25%, 50%, 75% and 100%. During test, the following data shall be recorded at the start, at 15 minutes interval, and at the end of each load run: Fuel consumption, exhaust temperatures, lube oil temperature and pressure and any other important data.

Fuel for the on-site testing shall be at the expense of generator distributor/contractor.

19. **STANDARD**

Generator shall be compliance with NFPA 110 Standard for Emergency and Standby Power System, DENR on Emission Standard and Philippine Standard and other applicable standard.

19a. **Generator Distributor**

The generator distributor shall have Certificate of Exclusive or Authorized Distributorship from the Original Equipment Manufacturer (OEM) with Notarized Certificate of Authentication from Philippine Consulate from country of origin.

The local authorized distributor of generator set should have facility / office that can provide the after sales support, spare parts inventory / stock, engineering services, repair and overhaul of generator, testing of generator and can maintain an acceptable level of spare parts availability.

110. **Spare Parts Availability, Local Training**

The generator distributor shall issue a Certificate of Spare Parts Availability for five (5) years.

An on-site Training on familiarization, operation and maintenance of generator set shall be conducted by the generator distributor to be attended by Catbalogan ALPT and after the conduct of training a certificate will be issued to all attendees.

Three (3) sets of Operation and Maintenance Manual shall be provided, bound in hardback binders or approved equal.

**VI. DISTRIBUTION TRANSFORMER**

The work under this covers the supply, delivery of distribution transformer, outdoor type for the 3 x 167 kVA, 1Ø, oil-immersed transformer the installation shall be performed by the local electric cooperative.

All the testing of transformers shall be conducted by the local electric cooperative in accordance with Philippine Electrical Code and SAMELCO standard at the expense of the contractor.

**Technical Features & Characteristic**

Three (3) units 167KVA Distribution Transformer, 1Ø, oil immersed self-cooling, primary voltage: 7620/13200 Wye, Secondary voltage: 120/400 volts, with 2-2.5% taps (FCAN & FCBN), 95KV BIL – Prim, 30KV BIL -Sec, Copper Winding double bushing, externally -operated tap changer, mineral oil-filled (PCB free), Temperature rise 65°C, Pole mounted

**VII. POWER & CONTROL CABLES**

**600V Power Cable**

No. of conductors / cable and size: 1C x 200mm sq, 1C x 500mm sq

Conductor metal: Annealed Copper Stranded Wire

Type of insulation: THHN/THWN-2

Thickness of insulation: As per manufacturer design

Type of jacket (outer cable sheath): PVC jacketed

Thickness of jacket: As per manufacturer design

Maximum outside diameter: As per manufacturer design

Weight per meter length: As per manufacturer design

Reel Length: Not less than 1000m per reel

Maximum operating temperature: 90°C

**600V Control and Instrumentation Cables**

No. of conductors / cable and size: 1.25mm sq

Conductor metal: Annealed Copper Stranded Wire

Type of insulation: THHN, TW

Thickness of insulation: As per manufacturer design

Type of jacket (outer cable sheath): PVC jacketed

Provide with filler and binder tape: Yes

Reel Length: Not less than 1000m per reel

Maximum operating temperature: 90°C

**VIII. GROUNDING SYSTEM**

Grounding works shall comply to applicable standards, Philippine Electrical Code (PEC) Part 1., grounding conductor size shall be in accordance with the applicable standard code, connection/bonding between ground rod to cable or cable to cable shall be exothermic.

Ground Rod shall be copper clad steel, UL Listed and 5/8” diameter x 3mtrs length.

**X. CONCRETE MANHOLE AND CONDUIT SYSTEM**

Provide concrete manhole in accordance to the specifications and plan, the concrete manhole shall measure 1.2 x 2.1 mtr with a 600mm Cast Iron Cover, the manhole

shall be reinforced with 12mm dia. steel bar and concrete strength of 3000 psi. Installation of manhole shall be in accordance with Art 4.3.4 of PEC Part 2  
Provide three (3) set of 110mm diameter PVC pipe in between manhole to manhole going to the PTB electrical room, each end of the PVC pipe shall be provided with end bell and cable ducting seal. Conduits, including joints and bends should be suitably restrained by backfill or other means to maintain its position under stress of installation procedure.

**XI. TRANSFORMER PLATFORM**

The scope of this works includes the Design, Supply and Installation of Concrete Transformer Platform for the 3 x 167KVA Transformer in bank including 100mm dia. RSC Pipe, elbows and necessary fittings as service entrance pipe.

The contractor shall submit the plans, detailed drawings and specifications duly signed and sealed by Registered Civil Engineer to CAAP Representative/Engineer of the concrete transformer platform, the design shall be in accordance to the standard of local electric cooperative, SAMELCO and PEC Part.1

The recommended minimum thickness of concrete floor slab is 100mm and 300mm for the column.

The following proportions of concrete mixture shall be used in the design of the concrete platform:

Columns and footings	- Class A (1:2:4)
Concrete floor slab	- Class A (1:2:4)
Reinf. Conc. Beams	- Class A (1:2:4)

**XII. The materials, equipment and methods of installation comprising the complete works, shall accordance with the latest applicable codes, standard and guidelines published by the following organization.**

PEC – Philippine Electrical Code Part 1, Part 2

IIEE- Integrated Institute of Electrical Engineers of the Philippines

UL- Underwriters Laboratories

IEEE-Institute of Electrical and Electronics Engineers

ANSI- American National Standards Institute

NEMA-National Manufacturers Association

NFPA-National Fire Protection Association

ICAO-International Civil Aviation Organization

IEC-International Electrotechnical Commission

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

*[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]*



## ***Section VIII. Bill of Quantities***

***Bill of Quantities, Bid Proposal & Detailed Estimate should be submitted together with the Annex "C" Form 1 to 7 in pages 69 to 79***

***Non-attachment of Annex "C" Form 1 to 7 shall be automatically disqualified.***

## BILL OF QUANTITIES

Name of Project: Upgrading of Power System at Catbalogan Airport  
 Location: Catbalogan, Samar Philippines

Item	Description	Qty.	Unit	Unit Price	Amount
1	Supply, delivery, installation, testing and commissioning of two (2) units brand new 500KVA/400KW, 3Ø, 400V standby generator	1	lot		
2	Supply, delivery, installation and testing of Power cables	1	lot		
3	Supply, testing, installation of 3 – 167KVA Oil immersed Transformer 13.2KV/400V, outdoor type, pad mounted	1	lot		
4	Provision of concrete transformer platform for 3 x 167KVA transformer	1	lot		
5	Provision of 3-concrete manhole from Powerhouse to Service Entrance, Concrete Platform	1	lot		
6	Electric cooperative application, local municipal / DENR permit to operate and install 2 x 500KVA generator	1	lot		
<b>Total Bid Amount</b>					

**Submitted by:**

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Name of Company: \_\_\_\_\_  
 Date: \_\_\_\_\_

## *Section IX. Bidding Forms*

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# **Bidding Forms**

## **A. (Annex "A")**

<b>Annex "A" Form 1</b>	.....	<b>Statement of all On-going Contracts</b>
<b>Annex "A" Form 2</b>	.....	<b>Statement of Single Largest Completed Contract</b>
<b>Annex "A" Form 3</b>	.....	<b>Joint Resolution Form for JVA</b>

**CAAP-BAC-SF Annex "A" Form 1**

{ ATTACH COMPANY LETTERHEAD/LOGO }

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

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

Name of Company : \_\_\_\_\_  
 Address of Company: \_\_\_\_\_

Name of Contract	Owner's Name a. Address b. Telephone No.	Nature of Work	Contractor's Role		Contract Amount at Award	a. Date Awarded b. Date of Contract c. Contract Duration d. Date Started e. Date Completed	Accomplishment		Values of Outstanding Works
			Description	%			Planned	Actual	
Government									
Private									
							Total value of outstanding works		

Submitted by: \_\_\_\_\_  
 (Print Name & Signature)

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

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

{ ATTACH COMPANY LETTERHEAD/LOGO }

Statement of single largest COMPLETED contract similar to the contract to be bid

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

Name of Company : \_\_\_\_\_  
 Address of Company: \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Contractor's Role		Contract Amount at Award	a. Date Awarded b. Date of Contract c. Contract Duration d. Date Started e. Date Completed
			Description	%		

Submitted by: \_\_\_\_\_  
 (Print Name & Signature)

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

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

**JOINT RESOLUTION**

Whereas, \_\_\_\_\_ (Bidder / Name of Particular JV Partner), duly organized and existing under the Laws of the \_\_\_\_\_, with office address at \_\_\_\_\_, represented herein by its \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ (Name of Particular JV Partner), duly organized and existing under the Laws of the \_\_\_\_\_, with main office address at \_\_\_\_\_, represented by herein by its \_\_\_\_\_, have entered into a Joint Venture ( JV ) Agreement to undertake the following project / contract:

**(Name of Project / Contract)**

Whereas, in order to facilitate the orderly execution and conduct of the contract that was entered into by the joint venture in the name of the joint venture, it is hereby resolved by the parties in the Joint Venture as follows:

- a. To appoint \_\_\_\_\_ as the Authorized Managing Officer and Official Representative, to represent, to manage the Joint Venture and is empowered to enter in contract in the name of the Joint Venture, or to sign for any document in the name of the Joint Venture required by the ( Procurement Agency ) or any entities pursuant to the terms of the Joint Venture Agreement:
- b. That, the parties agreed to make \_\_\_\_\_( Name of Particular Lead Partner ) \_\_\_\_\_ as the Lead Partner of the Joint Venture and ( Name of Authorized Officer ) \_\_\_\_\_ as the Official Representative & Managing Partner of the Joint Venture, and are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the Eligibility Check, Bidding and Undertaking of the said contract in the name of the Joint Venture, as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation. \_\_\_\_\_ is fully authorized and empowered to sign any or all documents pertaining to the above stated project / contract in the name of the Joint Venture.
- c. That the parties agree to be jointly and severally liable for their participation in the Eligibility Check, Bidding and Undertaking of the said contract.
- d. That the terms of the JV Agreement entered into the parties shall be valid and is co-terminus with the final completion and turnover of the Name of Contract / Project to the agency of the government, which in this case, the ( Name of Procurement Entity );



IN WITNESS THEREFORE, We hereby sign jointly this Joint Resolution this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ in \_\_\_\_\_.

**Name of Bidder ( Lead Partner )**

**Name of Bidder ( Member Partner )**

**By:** \_\_\_\_\_

Signature & Name of  
Managing Officer

**By:** \_\_\_\_\_

Signature & Name of Authorized  
Authorized Representative

\_\_\_\_\_

Designation / Position

\_\_\_\_\_

Designation / Position

**Name of Bidder (Member Partner)**

**Name of Bidder (Member Partner )**

**By:** \_\_\_\_\_

Signature & Name of  
Managing Officer

**By:** \_\_\_\_\_

Signature & Name of Authorized  
Authorized Representative

\_\_\_\_\_

Designation / Position

\_\_\_\_\_

Designation / Position

SIGNED IN THE PRESENCE OF:

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

**A C K N O W L E D G E M E N T**

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

BEFORE ME, a Notary Public, for and in the City of \_\_\_\_\_, Philippines,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ personally, appeared the following persons:

<b>NAME</b>	<b>Community Cert. No.</b>	<b>Date / Place of Issue</b>
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Representing to be the \_\_\_\_\_ of  
and \_\_\_\_\_ of  
\_\_\_\_\_ respectively, known to me and of said

corporations and who acknowledge to me that same is their free and voluntary act and deed as well as of the corporations which they represent, for the uses, purposes, and considerations therein set forth and that they are duly authorized to sign the same.

This Instrument consists of THREE (3) pages including this page wherein this Acknowledgement is written and signed by the parties and their instrumental witnesses on each and every page thereon.

**WITNESS MY HAND AND NOTARIAL SEAL** at the place and date hereinafter first above written.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of \_\_\_\_\_

# **Bidding Forms**

## **B. (Annex “B”)**

<b>Annex “B” Form 1</b>	<b>.....</b>	<b>Certificate of Site Inspection</b>
<b>Annex “B” Form 2</b>	<b>.....</b>	<b>Bid Securing Declaration</b>
<b>Annex “B” Form 3</b>	<b>.....</b>	<b>Organizational Chart of Contract to be Bid</b>
<b>Annex “B” Form 4</b>	<b>.....</b>	<b>Qualification of Key Personnel Proposed</b>
<b>Annex “B” Form 5a</b>	<b>.....</b>	<b>Contractor’s Letter-Certificate to Procuring Entity</b>
<b>Annex “B” Form 5b</b>	<b>.....</b>	<b>Key Personnel's Certificate of Employment</b>
<b>Annex “B” Form 5c</b>	<b>.....</b>	<b>Key Personnel (Format of Bio-Data)</b>
<b>Annex “B” Form 6</b>	<b>.....</b>	<b>List of Equipment Owned or Leased and/or under</b>
<b>Annex “B” Form 7</b>	<b>.....</b>	<b>Omnibus Sworn Statement</b>



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

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**CERTIFICATE OF SITE INSPECTION**

This is to CERTIFY that \_\_\_\_\_, employee of \_\_\_\_\_ has conducted the required Site Inspection for the bidding of the project \_\_\_\_\_.

Issued this \_\_\_\_\_, 20 \_\_\_\_

Airport Manager/Officer-in-Charge

\_\_\_\_\_  
Signature Over Printed Name

***Bid-Securing Declaration***

**(REPUBLIC OF THE PHILIPPINES)**  
**CITY OF \_\_\_\_\_ ) S.S.**  
**x-----x**

**Invitation to Bid** *[Insert reference 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 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:
  - 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;
  - c. 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** \_\_\_\_\_.

**Contractor's Organizational Chart for the Project**

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the contract if awarded to him. Indicate in the chart the names of the Key Engineering Personnel who will be assigned in the Project.

{ATTACH COMPANY LETTERHEAD/LOGO}

Attach the required Proposed Organizational Chart for the Contract as stated above.

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

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

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

{ATTACH COMPANY LETTERHEAD/LOGO}

*Qualification of Key Personnel Proposed to be Assigned to the Project*

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

Location of Project: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

	Project Manager/Engineer	Material Engineer	Foreman	Construction Safety and Health Personnel	Other Position deemed required by the Applicant for this project
1. Name					
2. Address					
3. Date of Birth					
4. Employed Since					
5. Experience					
6. Previous Employment					
7. Education					
8. PRC License					

Note: Attached individual PRC License of the (professional) personnel.

Submitted by : \_\_\_\_\_  
(Signature over Printed Name)

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

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



{ ATTACH COMPANY LETTERHEAD/LOGO }

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

**CAPTAIN DONALDO A. MENDOZA**  
Chairman, Bids and Awards Committee  
Civil Aviation Authority of the Philippines  
Mia Road, Pasay City, M.M. 1300  
Tel: 02 7 944-2358

Subject: Contractor's Letter-Certificate to Procuring Entity

Dear Sir:

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith, and to certify as true and correct, the following pertinent information:

That I/we have engaged the service of (Name of Employee), to be the (Designation) of the (Name of Project), who is a (Profession) with Professional License Certificate No.    issued on \_\_\_\_\_ and who has performed the duties in the construction of the project enumerated in the filled Annex "B" Form 5b.

That (Name of Employee) shall personally perform the duties of the said position in the above-mentioned project, if and when the same is awarded in our favor.

That (Name of Employee) shall employ the best care, skill and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions, and other provisions embodied in the proposed contract.

That (Name of Employee) shall be personally present at the jobsite all the time to supervise the phase of the construction work pertaining to his assignment as (Designation).

That (Name of Employee) is aware that he shall be authorized to handle only one contract at a time.

That in order to guarantee that (Name of Employee) shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance for the Procuring Entity's Engineer at the end of every month.

That in the event that I/we elect or choose to replace (Name of Employee) with another Engineer, the Procuring Entity will be accordingly notified by us in writing at least twenty one (21) days before making replacement. We will submit to the Procuring Entity, for prior approval, the name of the proposed new (Designation), his qualification, experience, list of projects undertaken and other relevant information.

That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the Procuring Entity.

Very truly yours,

---

(Authorized Representative of Bidder)

CONCURRED BY:

---

(Name of Engineer)

{ ATTACH COMPANY LETTERHEAD/LOGO }

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

**CAPTAIN DONALDO A. MENDOZA**  
Chairman, Bids and Awards Committee -  
Civil Aviation Authority of the Philippines  
Mia Road, Pasay City, M.M. 1300  
Tel: 944-2358

Subject: Key Personnel's Certificate of Employment

Dear Sir:

I am (Name of Employee) a License \_\_\_\_\_ Engineer with Professional License No. \_\_\_\_\_ issued on (Date of Issuance) at (Place of Issuance).

I hereby certify that (Name of Bidder) has engaged my services as (Designation) for (Name of the Project), if awarded in their favor.

As (Designation), I know I will have to stay in the job site all the time to supervise and managed the Contract works to the best of my ability, and aware that I am authorized to handle only one (1) contract at a time.

I do not allow the use of my name for the purpose of enabling the above-mentioned Contractor to qualify for the Contract without any firm commitment on my part to assume the post of (Designation)

As (Designation), I supervised the following completed projects similar to the contract under bidding:

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following project:

NAME OF PROJECT	OWNER	COST	DATE COMPLETION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the \_\_\_\_\_ (*Name of the Procuring Entity*) at least twenty one (21) days before the effective date of my separation.

\_\_\_\_\_  
(Signature of Engineer)

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_  
affiant exhibiting to me his/her Residence Certificate No. \_\_\_\_\_ issued  
on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Notary Public

Until 31 December 20\_\_\_\_  
PRT No.: \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No.: \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

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

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

1. Authorized Managing Officer / Representative: \_\_\_\_\_

2. Sustained Technical Employee:

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

Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Education and Degrees: \_\_\_\_\_

Specialty: \_\_\_\_\_

Registration: \_\_\_\_\_

Length of Service with the Firm:

\_\_\_\_\_ Year From \_\_\_\_\_ (months) \_\_\_\_\_ (year)

To \_\_\_\_\_ (months) \_\_\_\_\_ (year)

Years of Experience:

If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10) year period (attached additional sheet/s, if necessary):

Name and Address of Employer Length of Service

\_\_\_\_\_ year(s) from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ year(s) from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ year(s) from \_\_\_\_\_ to \_\_\_\_\_

Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

a. Name: \_\_\_\_\_

b. Name and Address of Owner: \_\_\_\_\_

\_\_\_\_\_

- c. Name and Address of the Owner's Engineer (Consultant): \_\_\_\_\_  
\_\_\_\_\_
- d. Indicate the Features of Project (particulars of the project components and any other particular interest connected with the project): \_\_\_\_\_  
\_\_\_\_\_
- e. Contract Amount Expressed in Philippine Currency: \_\_\_\_\_
- f. Position: \_\_\_\_\_
- g. Structures for which the employee was responsible: \_\_\_\_\_  
\_\_\_\_\_
- h. Assignment Period:       from    \_\_\_\_\_(months)       \_\_\_\_\_(years)  
                                  to       \_\_\_\_\_(months)       \_\_\_\_\_(years)

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

It is hereby certified that the above personnel can be assigned to the \_\_\_\_\_ Project, if the contract is awarded to our company.

\_\_\_\_\_  
(Place and Date)

\_\_\_\_\_  
(The Authorized Representative)

*List of Equipment, Owned or Leased and/or under Purchased Agreements, Plea*

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

Name of Company: \_\_\_\_\_  
 Address of Company: \_\_\_\_\_

Description	Model/Year	Capacity/ Performance/ Size	Plate No.	Motor No./ Body No.	Location	Condition	Proof of Ownership/ Lessor or Vendor
<u>A. Owned</u>							
I.							
II.							
III.							
IV.							
V.							
<u>B. Leased</u>							
I.							
II.							
III.							
IV.							
V.							
<u>C. Under Purchased Agreement</u>							
I.							
II.							
III.							
IV.							
V.							

Submitted by : \_\_\_\_\_  
 (Signature over Printed Name)  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

## Omnibus Sworn Statement

---

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

### AFFIDAVIT

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

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

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

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

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

*If a sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* *[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 *[Name of the Project]* of the *[Name of the Procuring Entity]*, 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
- d) Inquire or secure 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.

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

{ATTACH COMPANY LETTERHEAD/LOGO}

**Bid Form**

---

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

IB<sup>2</sup> No. \_\_\_\_\_

To: *[name and address of PROCURING ENTITY]*

Address: *[insert address]*

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;
- (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 contract for the [Name of Project] of the [Name of the Procuring Entity].**

- (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: \_\_\_\_\_

# **Bidding Forms**

## **D. (Annex “C”)**

<b>Annex “C” Form 1</b>	<b>.....</b>	<b>Detail of Bill of Quantities</b>
<b>Annex “C” Form 2</b>	<b>.....</b>	<b>Summary of Bid Proposal</b>
<b>Annex “C” Form 3</b>	<b>.....</b>	<b>Bill of Materials &amp; Cost Estimates</b>
<b>Annex “C” Form 4</b>	<b>.....</b>	<b>Summary of Unit Prices of Materials</b>
<b>Annex “C” Form 5</b>	<b>.....</b>	<b>Summary of Unit Prices of Labor</b>
<b>Annex “C” Form 6</b>	<b>.....</b>	<b>Summary of Unit Prices of Equipment</b>
<b>Annex “C” Form 7</b>	<b>.....</b>	<b>Cash Flow by Quarter and Payment Schedule</b>

**DETAIL OF BILL OF QUANTITIES**

**Project** : Upgrading of Power System at Catbalogan Airport  
**Location** : Catbalogan City, Samar Philippines  
**Appropriation** : DOTr Downloaded Project Fund

ITEM NO.1		SCOPE OF WORK	QUANTITY and UNIT	
500 KVA DEGS		Supply, Delivery, Installation, Testing and Commissioning of two (2) units		
		Brand New 500 KVA/400 KW, 3Φ, 400V, 60Hz Standby Generator Set (Indoor type)		
		<b>MATERIALS</b>		
Qty	Unit	Description	Unit/cost	Amount
2	set	<ul style="list-style-type: none"> <li>• Diesel Engine Generator Set</li> </ul> <p>General Technical Data:</p> <ul style="list-style-type: none"> <li>▪ Standby rated Diesel engine coupled to a single bearing alternator mounted on a common base frame and complete with the following accessories:</li> <li>▪ Set mounted radiator 50°C, 120Pa flexible exhaust connector</li> <li>▪ 10A battery charger</li> <li>▪ Battery and battery cables</li> <li>▪ Residential type exhaust silencer</li> <li>▪ Set mounted control panel (AMF mode)</li> <li>▪ Fuel pre-filter with water separator</li> <li>▪ 8 - hour fuel skid base tank</li> </ul> <p>Engine Data:</p> <ul style="list-style-type: none"> <li>▪ Type: 4-cycle</li> <li>▪ Arrangement: 8-V</li> <li>▪ Displacement L (Cu In): 14 (854)</li> <li>▪ Bore cm (in): 12.2 (4.8)</li> <li>▪ Stroke: cm (in): 15 (5.91)</li> <li>▪ Compression ratio: 17.5:1</li> <li>▪ Rated RPM: 1800</li> <li>▪ Engine Governor: Electronic Isochronous</li> <li>▪ Max Power: kWm (bhp): 448 (601)</li> <li>▪ Speed Regulation: ±0.25%</li> <li>▪ Air Cleaner: Dry</li> </ul> <p>Alternator Data</p> <ul style="list-style-type: none"> <li>▪ Capacity: 500 KVA / 400KW</li> <li>▪ Voltage output: 3Φ, 400V</li> <li>▪ Power Factor: 80%</li> <li>▪ Frequency: 60Hz</li> </ul>		-

		<ul style="list-style-type: none"> <li>▪ RPM: 1800</li> <li>▪ Amps: 1,203</li> <li>▪ Temp Rise: 130°C/40°C</li> <li>▪ Connection: 12 Lead Delta</li> </ul> <p>Note: Includes: Droop kit, Operation and Maintenance Manual</p>		
		<ul style="list-style-type: none"> <li>• <b>Delivery at site (FOB Catbalogan AP)</b></li> </ul>		
		Bonds and Insurance		
		Brokerage fee, Duties and Taxes		
2000	Liter	Diesel Fuel for testing		
			Total Materials	
Qty	Hours	<b>EQUIPMENT</b>	<b>Hourly Rate</b>	<b>Amount</b>
1	lot	Includes mobilization and demobilization of telescopic crane Chain Block 5 Ton Capacity Welding machine 200A Small hand tools	lump sum	
			Total Equipment	
Qty	Hours	<b>LABOR</b>	<b>Hourly Rate</b>	<b>Amount</b>
1	lot	Manpower Heavy Equipment Operator Foreman Skilled Unskilled Laborer	lump sum	
			Total Labor	
			<b>Total Direct Cost</b>	
<b>ITEM NO.2</b>		<b>SCOPE OF WORK</b>	<b>QUANTITY and UNIT</b>	
<b>Power Cables</b>		<b>Supply, Delivery, Installation, Testing of Power Cables</b>		1 lot
<b>Manual Transfer Switch</b>				
qty	unit	<b>MATERIALS</b>	<b>Unit/cost</b>	<b>Amount</b>
	mtrs	200mm sq THHN/THWN-2 , 600V Power Cable, from Service Entrance Post of Transformer Platform to 1000AT Main Disconnect Switch to ATS, (3-250mm sq/phase) Panel at Powerhouse		
	mtrs	50mm sq TW Cable, grounding from service entrance post to 1000AT		
1	lot	Main Disconnect Switch to ATS, Terminal Lug, Shor barrel, single hole for size 200mm and 50mm sq cable		
1	pc	Manual Transfer Switch1000AT , Double Pole, Three Pole Non-Fusible Manual Transfer Switch wall mounted, indoor type		
			Total Materials	
Qty	Hours	<b>EQUIPMENT</b>	<b>Hourly Rate</b>	<b>Amount</b>
1	lot	Cable Puller Hydraulic Crimping Tool DV 500V Insulation Resistance Tester	lump sum	

		Digital Multi Tester or equivalent Small Hand tools		
			Total Equipment	
<b>Qty</b>	<b>Hours</b>	<b>LABOR</b>	<b>Hourly Rate</b>	<b>Amount</b>
1	lot	Manpower Foreman (Electrician) Skilled Unskilled Laborer (Electrician)	lump sum	
			Total Labor	
			<b>Total Direct Cost</b>	
<b>ITEM NO.3</b>		<b>QUANTITY and UNIT</b>		
<b>Transformer</b>		<b>SCOPE OF WORK</b>		1 Lot
		<b>Supply/Testing/Installation of 3-167KVA oil immersed transformer 13.2kv/400v outdoor, pad/pole mounted</b>		
<b>Qty</b>	<b>unit</b>	<b>MATERIALS</b>	<b>unit/cost</b>	<b>amount</b>
3	set	167 KVA Distribution Transformer, 1Ø, 60Hz Oil Immersed Self-cooling. Primary Voltage: 7620/13200 Volts, Wye Secondary Voltage: 400 Volts with 2-2.5% taps		
			Total Materials	
		<b>EQUIPMENT</b>		
1	lot	Material Handling Equipment DV 500V Insulation Resistance Tester Digital Multi Tester or equivalent Small Hand tools	lump sum	
			Total Equipment	
<b>Qty</b>	<b>Hours</b>	<b>LABOR</b>		
1	lot	Manpower Foreman (Electrician), Skilled (Medium Voltage Electrician), Skilled and Electrician Unskilled Laborer	lump sum	
			Total Labor	
			<b>Total Direct Cost</b>	
<b>ITEM NO.4</b>		<b>QUANTITY and UNIT</b>		
<b>Transformer</b>		<b>SCOPE OF WORK</b>		
<b>Platform</b>		<b>Provision of concrete Transformer Platform</b>		
<b>Qty</b>	<b>Unit</b>	<b>MATERIALS</b>	<b>Unit/cost</b>	<b>Amount</b>
1	lot	Design/Supply/Installation of Concrete Transformer Platform that can accommodate the 3-167KVA Distribution Transformer with 4 - 100mmØ RSC including elbow and fittings as service entrance. The design shall be signed and sealed by a Registered Civil Engineer and shall conform to Samar Electric Cooperative Catbalogan City, Samar		



			Total Materials	
			<b>Total Direct Cost</b>	
<b>ITEM NO.5</b>		<b>QUANTITY and UNIT</b>		
		<b>SCOPE OF WORK</b>		
<b>Concrete Manhole</b>	<b>Provision of 3-Concrete Manhole from powerhouse to Service entrance platform with 4 x 100mm<sup>2</sup> PVC Pipe, thick wall (3 units of concrete manhole)</b>			
<b>Qty</b>	<b>unit</b>	<b>MATERIALS</b>	<b>Unit/cost</b>	<b>Amount</b>
	pc	600mm $\Phi$ steel cover with frame, cast iron		
	cu.m	Concrete 3000psi		
	cu.m	Gravel		
	kl	Reinforcing Steel Bar, 12mm $\Phi$		
	sq.m	Formworks		
	cls	GI wire		
	cls	Common Wire nail		
	pcs	20mm $\Phi$ plain round bar, cable hook		
	pcs	20mm $\Phi$ plain round bar, cable ladder		
	pcs	4" $\Phi$ PVC end bell		
	lbs	Duct seal Layout of PVC pipe from transformer cage to PTB Electrical room		
	pcs	110mm dia. PVC Pipe Thick Wall		
	pcs	110mm dia. PVC Elbow		
	mtrs	Detectable Caution tape		
			Total Materials	
<b>Qty</b>	<b>Hours</b>	<b>EQUIPMENT</b>	<b>Hourly Rate</b>	<b>Amount</b>
1	lot	One Bagger Mixer Bar Cutter Welding Machine Age Grinder Small hand tools	lump sum	
			Total Equipment	
<b>Qty</b>	<b>Hours</b>	<b>LABOR</b>	<b>Hourly Rate</b>	<b>Amount</b>
	cu.m	Manpower		
	cu.m	Excavation		
1	lot	Backfill Foreman (Mason) Skilled (Electrician, Mason) Unskilled Laborer		
			Total Labor	
			<b>Total Direct Cost</b>	
<b>ITEM NO.6</b>		<b>QUANTITY and UNIT</b>		
		<b>SCOPE OF WORK</b>		
<b>Permits</b>	<b>Electric Cooperative Application, Local Municipal Permits, DENR Permits to operate and install the 2 x 500KVA Generator</b>			

1	lot	Supply of Materials, labor and supervision and testing / energization for the provision of power from Local Electric Cooperative (SAMELCO) Transformer Testing (1MVA) 15KV Disconnect Switch, 3Φ15KV Fuse Cut-out Arrester combination KWH Meter, 3Φ, electronic type, Form 48A Current Transformer outdoor type 50:5 Ratio, 15KV Potential Transformer, outdoor type70:1 Ration, 15KV Inspection Fee Service Fee Consumption Deposit Line Hardware, ACSR primary conductors insulators, concrete pole 40' cross arm, anchor log, machine bolts		
1	lot	Local Municipal and DENR permits to install and operate the 2 x 500KVA DEGS		
			<b>Total Direct Cost</b>	
			Total Materials	
			Total Equipment	
			Total Labor	
			<b>Total Direct Cost</b>	
		A. TOTAL DIRECT COST		
		B. OCM (12% OF DIRECT COST)		
		C. CONTRACTORS PROFIT (8% OF A)		
		D. VAT 5% OF (A+B+C)		
		E. TOTAL INDIRECT COST		
		F. TOTAL PROJECT COST (A+E)		
		G. UNIT COST (Total Project cost)		
		<b>SUMMARY</b>		
	<b>Item No.</b>	<b>Scope of Work</b>		<b>Total Cost</b>
	1	Supply, Delivery, Installation, Testing and Commissioning of One (1) Unit Brand New 500 KVA/400 KW, 3 Phase, 400V, 60Hz Standby Generator Set		
	2	Supply, Delivery, Installation, Testing of Power Cables.		
	3	Supply/Testing/Installation of 3-167KVA oil immersed transformer 13.2kv/400V outdoor, pad/pole mounted		
	4	Provision of concrete Transformer Platform		
	5	Provision of Concrete Manhole from powerhouse to Service entrance platform with4 x 100mm <sup>2</sup> PVC Pipe, thick wall (3 units of concrete manhole)		
	6	Electric Cooperative Application, Local Municipal Permits, DENR Permits to operate and install the 1 x 500KVA Generator		
			Total Direct Cost	
			Total Indirect Cost	
			<b>Total Project Cost</b>	

**SUMMARY OF BID PROPOSALS**

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

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

Item	Description	Qty.	Unit	Estimated Direct Cost	Mark-up in Percent				VAT	Total Indirect Cost	Total cost
					Total Mark-up						
(1)	(2)	(3)	(4)	(5)	OCM	CP	%	Value	(10)	(11)	(12)
					(6)	(7)	(8)	(9) (5) x (8)	5% (5+9)	(9 + 10)	(11 + 5)
I	Supply, Delivery, Installation, Testing and Commissioning of Two (2) Units Brand New 500 KVA/400KW, 3Ø, 400V, 60Hz, Standby Generator Set										
II	Supply, Delivery, Installation, Testing of Power Cables and Manual Transfer Switch										
III	Supply, Testing, Installation of 3 x 167KVA Distribution Transformer 13.2kv/400v Oil immersed Pad/pole mounted										
IV	Provision of Concrete Transformer's Platform for 3 x 167 KVA Transformer										
V	Provision of Concrete Manhole from Power House to Service Entrance										
VI	Electric Cooperative Application, Local Municipal Permits, and DENR Permits to operate 2 x 500 KVA Generators.										

(ATTACHED COMPANY LETTERHEAD/LOGO)

**BILLS OF MATERIALS & COST ESTIMATES**

<b>BILL OF MATERIALS AND COST ESTIMATES</b>					
NAME OF PROJECT:					
DESCRIPTION:					
LOCATION:					
				QUANTITY	UNIT
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
<b>A. TOTAL MATERIAL COST</b>					
<b>B. TOTAL LABOR COST</b>					
<b>C. TOTAL EQUIPMENT COST</b>					
<b>D. TOTAL DIRECT COST (TDC)</b>					
<b>INDIRECT COSTS</b>					
1. OCM (12% of TDC)					
2. CONTRACTOR'S PROFIT (8 % of TDC)					
<b>E. TOTAL OCM &amp; CONTRACTOR'S PROFIT</b>					
<b>F. VALUE ADDED TAX (VAT), 5%</b>					
<b>G. TOTAL ESTIMATED INDIRECT COST (E + F), P</b>					
<b>H. TOTAL ESTIMATED UNIT INDIRECT COST (G/Quantity), P/Unit</b>					
<b>TOTAL ESTIMATED COST (D + G ), P</b>					
<b>TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit</b>					

Submitted by:

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

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

Position: \_\_\_\_\_

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

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

(ATTACH COMPANY LETTERHEAD/LOGO)

**SUMMARY FOR UNIT PRICES OF MATERIALS**

**Project:** \_\_\_\_\_

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

DESCRIPTION	UNIT PRICE	UNIT

SUBMITTED BY:

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

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

Position: \_\_\_\_\_

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

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

(ATTACH COMPANY LETTERHEAD/LOGO)

**SUMMARY FOR UNIT PRICES OF LABOR**

**Project:** \_\_\_\_\_

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

DESCRIPTION	UNIT PRICE	UNIT

SUBMITTED BY:

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

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

Position: \_\_\_\_\_

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

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

(ATTACH COMPANY LETTERHEAD/LOGO)

**SUMMARY FOR UNIT PRICES OF EQUIPMENT**

**Project:** \_\_\_\_\_

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

DESCRIPTION	UNIT PRICE	UNIT

SUBMITTED BY:

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

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

Position: \_\_\_\_\_

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

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

{ATTACH COMPANY LETTERHEAD/LOGO}

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

Location of Project : \_\_\_\_\_

*CASH FLOW BY QUARTER AND PAYMENT SCHEDULE*

PARTICULAR	% W	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
ACCOMPLISHMENT					
CASH FLOW					
CUMULATIVE ACCOMPLISHMENT					
CUMULATIVE CASH FLOW					

Submitted by:

\_\_\_\_\_  
Name of the Representative of the Bidder

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Date



# **Bidding Forms**

## **E. (ANNEX “D”)**

**Annex “D” Form 1 ..... Authority of Signatory (Secretary's Certificate)**

**AUTHORITY OF SIGNATORY  
(SECRETARY'S CERTIFICATE)**

I,, a duly elected and qualified Corporate Secretary of (Name of the Bidder), a corporation duly organized and existing under and by virtue of the law of the, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on at which meeting a quorum was present and acting throughout, the following resolutions were approve, and the same have been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that(Name of Bidder)be, as it hereby is, authorized to participate in the bidding of(Name of the Project)by the(Name of the Procuring Entity); and in that if awarded the project shall enter into a contract with the(Name of the Procuring Entity)and in connection therewith hereby appoints(Name of Representative), acting as duly authorized and designated representatives of(Name of the Bidder), and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent(Name of the Bidder)in the bidding as fully and effectively as the(Name of the Bidder)might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FERTHER THAT, the Board hereby authorized its President to:

- a. execute a waiver of jurisdiction whereby the(Name of the Bidder)hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine court;
- b. execute a waiver that the (Name of the Bidder) shall not seek and obtain writ of injunctions or prohibition or restraining order against the CAAP or any other agency in connection with this Project to prevent and restrain the bidding procedures related thereto, the negotiating and award of a contract to a successful bidder, and the carrying out of the awarded project.

WITNESS the signature of the undersigned as such officer of the said this.

—

(Corporate Secretary)

SUBSCRIBED AND SWORN to before me this day of, 20affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at, Philippines.

Notary Public

Until 31 December 20\_\_\_\_\_

PRT No.: \_\_\_\_\_

Issued at: \_\_\_\_\_

Issued on: \_\_\_\_\_

TIN No.: \_\_\_\_\_

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

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

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

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

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

# Checklist of Technical and Financial Documents

<b>I. TECHNICAL COMPONENT ENVELOPE</b>	
<i>Class "A" Documents</i>	
<u>Legal Documents</u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <b>or</b>
<input type="checkbox"/>	(b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; <b>and</b>
<input type="checkbox"/>	(c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; <b>and</b>
<input type="checkbox"/>	(d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); <b>and</b>
<u>Technical Documents</u>	
<input type="checkbox"/>	(e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. ( <i>Annex "A" Form 1</i> ); <b>and</b>
<input type="checkbox"/>	(f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules. ( <i>Annex "A" Form 2</i> ); <b>and</b>
<input type="checkbox"/>	(g) Philippine Contractors Accreditation Board (PCAB) License; <b>or</b> Special PCAB License in case of Joint Ventures; <b>and</b> registration for the type and cost of the contract to be bid; <b>and</b> Joint Resolution ( <i>Annex "A" Form 3</i> ); <b>and</b>
<input type="checkbox"/>	(h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <b>or</b> Original copy of Notarized Bid Securing Declaration ( <i>Annex "B" Form 2</i> ); <b>and</b>
	(i) Project Requirements, which shall include the following:
<input type="checkbox"/>	1. Organizational chart for the contract to be bid ( <i>Annex "B" Form 3</i> ); <b>and</b>
<input type="checkbox"/>	2. List of contractor's key personnel ( <i>e.g.</i> , Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data ( <i>Annex "B" Form 4, 5a, 5b &amp; 5c</i> ); <b>and</b>
<input type="checkbox"/>	3. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be ( <i>Annex "B" Form 6</i> ); <b>and</b>

<input type="checkbox"/>	<p>(j) Original duly signed Omnibus Sworn Statement (OSS) (<i>Annex "B" Form 7</i>); <b>and</b> if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; <b>and</b></p>
	<p>This shall include all of the following documents as attachment to the Omnibus Sworn Statement:</p>
<input type="checkbox"/>	<p>1. Certification, under oath, attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements as prescribe under the 2016 Revised Implementing Rules and Regulation (R-IRR) of RA No. 9184; <b>and</b></p>
<input type="checkbox"/>  <input type="checkbox"/>	<p>2. Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pending cases of the prospective bidders against this Authority; <b>and</b></p> <p>3. Bid Bulletins (if applicable); <b>and</b></p>
<input type="checkbox"/>	<p>(k) <b>Certificate of Site Inspection</b> (<i>Annex "B" Form 1</i>) duly signed by <b>the Airport Manager of Catbalogan Airport</b> or his duly authorized representative; <b>and</b></p> <p>This shall include all of the following documents as attachment to the Certificate of Site Inspection:</p>
<input type="checkbox"/>	<p>1. Copy of company ID of the person who conducted the site inspection; <b>and</b></p>
<input type="checkbox"/>	<p>2. Copy of the airport/facility visitor's logbook appearing the names and signatures of inspectors; and</p>
<input type="checkbox"/>	<p>3. Picture of the proposed site including the personnel who conducted the site inspection together with the Airport Manager/Officer in Charge or his duly authorized representative: <b>and</b></p>
<input type="checkbox"/>	<p>(l) Bid bulletin (if any)</p>

<u>Financial Documents</u>	
<input type="checkbox"/>	(m) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; <b>and</b>
<input type="checkbox"/>	(n) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).
<b>Class "B" Documents</b>	
<input type="checkbox"/>	(o) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; <b>or</b> duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
<b>II. FINANCIAL COMPONENT ENVELOPE</b>	
<input type="checkbox"/>	(p) Original of duly signed and accomplished Financial Bid Form; <b>and</b>
<u>Other documentary requirements under RA No. 9184</u>	
<input type="checkbox"/>	(q) Original of duly signed Bid Prices in the Bill of Quantities ( <i>Annex "C" Form 1</i> ); <b>and</b>
<input type="checkbox"/>	(r) Summary of Bid Proposal ( <i>Annex "C" Form 2</i> ); <b>and</b>
<input type="checkbox"/>	(s) Bill of Materials & Cost Estimates ( <i>Annex "C" Form 3</i> ); <b>and</b>
<input type="checkbox"/>	(t) Summary Sheet indicating the Unit Prices of Construction Materials, Labor Rates, and Equipment Rentals used in coming up with the Bid ( <i>Annex "C" Form 4, 5 &amp; 6</i> ); <b>and</b>
<input type="checkbox"/>	(u) Cash Flow by Quarter and Payment Schedule ( <i>Annex "C" Form 7</i> ).

