

# **PHILIPPINE BIDDING DOCUMENTS**

## **PROCUREMENT OF FIRE DETECTION AND ALARM SYSTEM AT CAAP HEAD OFFICE**

Government of the Republic of the Philippines

**BID NO. 24-084-10 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***





## Invitation to Bid for

### FIRE DETECTION AND ALARM SYSTEM AT CAAP HEAD OFFICE

#### Bid No. 24-084-10 ALPHA

1. The Civil Aviation Authority of the Philippines, through the APP CY 2024 CAAP Corporate Fund intends to apply the sum of **THREE MILLION ONE HUNDRED EIGHTY-ONE THOUSAND EIGHT HUNDRED FIFTY-TWO PESOS AND 01/100 (PHP 3,181,852.01)** being the Approved Budget for the Contract (ABC) to payments under the contract for **FIRE DETECTION AND ALARM SYSTEM AT CAAP HEAD OFFICE (Bid No. 24-084-10 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 **ONE HUNDRED FORTY (140) CALENDAR DAYS**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from the Civil Aviation Authority of the Philippines, BAC Office and inspect the Bidding Documents at the address given below from 08:00 AM to 05:00 PM from Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested bidders on **17 October 2024 until the deadline of submission of bid]** from 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 5,000.00 (exclusive of any and all taxes imposed by relevant government agencies)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting the official receipt in person.
6. Upon payment of the bid documents, bidders must provide their respective email addresses to the BAC Secretariat. All communications, including but not limited to Notices, Resolutions, and Replies, among others, will be sent to the email address provided by the bidder/s. The date when such email was sent shall be considered



the date of receipt of the bidder/s for purposes of complying with the requirements under RA 9184.

7. Bidders must also check the PhilGEPS website, CAAP website, and BAC Secretariat for any bid bulletins and announcements related to the bidding.
8. The Civil Aviation Authority of the Philippines will hold a Pre-Bid Conference<sup>1</sup> on **24 October 2024 @ 9:30 AM** through videoconferencing/webcasting via Jitsi/Zoom/Google Meet, which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before **05 November 2024 @ 9:30 AM**. Late bids shall not be accepted.
10. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
11. Bid opening shall be on **05 November 2024 @ 9:30 AM** at the given address below and/or Jitsi/Zoom/Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
12. 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.
13. For further information, please refer to:

**ENGR. LEANDRO R. VARQUEZ**

Head, BAC Secretariat

3<sup>rd</sup> Floor Supply, Procurement Building

Civil Aviation Authority of the Philippines

MIA Road corner Ninoy Aquino Avenue

1300 Pasay City, Metro Manila

Telephone number – (02) 8246-4988 loc. 2236

Email: **bac@caap.gov.ph**

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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.

14. You may visit the following websites:

For downloading of Bidding Documents: [www.caap.gov.ph](http://www.caap.gov.ph)

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**CAPTAIN EDGARDO G. DIAZ**

Chairperson, Bids and Awards Committee – Alpha

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

## 1. **Scope of Bid**

The Procuring Entity, Civil Aviation Authority of the Philippines invites Bids for the **FIRE DETECTION AND ALARM SYSTEM AT CAAP HEAD OFFICE** with Project Identification Number: **Bid No. 24-084-10 ALPHA**.

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 APP CY 2024 CAAP CORPORATE FUND in the amount of **THREE MILLION ONE HUNDRED EIGHTY-ONE THOUSAND EIGHT HUNDRED FIFTY-TWO PESOS AND 01/100 (PHP 3,181,852.01)**.

2.2. The source of funding is GOCC and GFIs, the Corporate Operating Budget.

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

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

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Alternative Bids**

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

## **13. Bid Prices**

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

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

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

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

## **15. Bid Security**

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

15.2. The Bid and bid security shall be valid until *[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 15 shall be submitted for each contract (lot) separately.

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

## **20. Post Qualification**

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

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

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

### ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause																				
5.2	A. For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:																			
	<table><tr><th>Category</th><th>ABC</th></tr><tr><td>1. Building Construction/ Improvement/ Rehabilitation/ Repair</td><td>Php 3,181,852.01</td></tr></table>	Category	ABC	1. Building Construction/ Improvement/ Rehabilitation/ Repair	Php 3,181,852.01															
Category	ABC																			
1. Building Construction/ Improvement/ Rehabilitation/ Repair	Php 3,181,852.01																			
	B. The statement of SLCC shall be accompanied by a Certificate of Final Acceptance issued by the owner, or a final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES). In the case of contracts with the private sector, an equivalent document shall be submitted. (Section 23.4.2.5 of the Revised IRR of Republic Act No. 9184).																			
7.1	Subcontracting is not allowed.																			
10.3	Valid PCAB License or a valid special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract for this Project.  <b>Small B - License Category C&amp;D</b> ( <i>Building and Industrial Plant</i> )  No other contractor license or permit is required.																			
10.4	The key personnel must meet the required minimum years of experience set below:																			
	<table><tr><th>Key Personnel</th><th>General Experience</th><th>Relevant Experience</th></tr><tr><td>Project (Civil) Engineer</td><td>Five (5)</td><td>Three (3) years in</td></tr><tr><td>Electrical Engineer</td><td>years in</td><td><i>Building</i></td></tr><tr><td>Electronics and Communication Engineer</td><td>General Engineering</td><td><i>Construction/ Improvement/ Rehabilitation/ Repair</i></td></tr><tr><td>Construction Foreman</td><td></td><td></td></tr><tr><td>Construction Safety and Health Officer</td><td></td><td></td></tr></table>	Key Personnel	General Experience	Relevant Experience	Project (Civil) Engineer	Five (5)	Three (3) years in	Electrical Engineer	years in	<i>Building</i>	Electronics and Communication Engineer	General Engineering	<i>Construction/ Improvement/ Rehabilitation/ Repair</i>	Construction Foreman			Construction Safety and Health Officer			
Key Personnel	General Experience	Relevant Experience																		
Project (Civil) Engineer	Five (5)	Three (3) years in																		
Electrical Engineer	years in	<i>Building</i>																		
Electronics and Communication Engineer	General Engineering	<i>Construction/ Improvement/ Rehabilitation/ Repair</i>																		
Construction Foreman																				
Construction Safety and Health Officer																				
	<b>Use Annex "B" Forms 3, 4a, 4b &amp; 4c</b>																			
10.5	No major equipment needed.																			
12	No further instructions.																			
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;																			

	b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.
19.2	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.
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) Updated Valid PhilGEPS Certificate of Registration;</li> <li>b) Latest income and business tax returns filed through the Electronic Filing and Payment System (EFPS);</li> <li>c) Key personnel licenses;</li> <li>d) Updated status of all ongoing contracts, including contracts awarded but not yet started, issued by the government agency or private concerned;</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>(FIRE DETECTION AND ALARM SYSTEM AT CAAP HEAD OFFICE.</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.
5	In addition to the Performance Security, winning bidder shall submit Contractor's All Risks Insurance (CARI) prior to signing of Contract.
6	None.
7.2	Five (5) years.
10	No dayworks are applicable to the contract.
11.1	Not applicable.
11.2	Not applicable.
13	The amount of the advance payment shall not exceed 15% of the total contract price.
14	No further instructions.
15.1	<p>The date by which operating and maintenance manuals are required is upon completion of the project</p> <p>The date by which "as built" drawings are required is upon completion of the project.</p> <p>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.</p>
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 percent (2.00%) of the Contract price.

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

## **SCOPE OF WORK**

Name of Project: Fire Detection and Alarm System  
Description : Supply and Installation of Fire Detection and Alarm System at Administrative Building  
Location : CAAP Old MIA Road, Pasay City  
Duration : One Hundred and Forty (140) Calendar Days

The details of work are at best enumerated below, but be noted that the Contract includes all works and services although not specifically mentioned herein, but are needed to fully complete the Project:

The project covers the supply of labor, materials, tools/equipment's, and construction related permits necessary for ***FIRE DETECTION AND ALARM SYSTEM AT CAAP HEAD OFFICE*** with the following scope of works which shall be done in accordance with the approved plans, specifications and provision of contract.

### **1.0 FIRE DETECTION AND ALARM SYSTEM**

#### **1.01 Devices**

The work includes all materials, labor, and equipment/tools for the installation of the following Fire Detection and Alarm System devices as indicated on the plans.

1 pc - Fire Alarm Control Panel 1 Loop Expandable to 9 Addressable with touch screen, AVR, and back-up Battery

Main Specs:

Power Supply: 230V

Operating Temperature: 0C° /+50C°

171 pcs - Addressable Optical Smoke Detector with Short Circuit Isolator Base

21 pcs - Addressable Thermal and Thermovelocimetric Optical Detector with short circuit Isolator and Base

16 pcs - Addressable Manual Call Point

16 pcs - Addressed Siren EN 54 3 with Flashing Light and Short-Circuit Isolator

All devices shall be European Standard EN54 Certified or Underwriters Laboratories (UL) Listed to ensure that the product meets nationally recognized standards for sustainability and safety.

## **1.02 Wires and Cables**

The work includes all materials, labor, and equipment/tools for the installation of 27.00 rolls of wires and cables including termination accessories to complete the installation. All wires and cables shall be Underwriters Laboratories (UL) Listed. Fire Alarm Cables shall be Shielded and Fire Rated AWG #16.

## **1.03 Conduits, Fittings, and Boxes**

The work includes all materials, labor, and equipment/tools for the installation of 2,400.00 linear meters of conduits including conduit fittings, pullwire, utility boxes, junction boxes, pull boxes, hangers, supports and other hardware and accessories to complete the installation. All conduits and fittings shall be Underwriters Laboratories (UL) Listed.

The contractor shall conduct Programming, Testing, Commissioning and Adjustment (if necessary) of the said system including other components and accessories.

The contractor shall conduct trainings/seminars at CAAP Central Office on the operation and basic troubleshooting of Fire Detection and Alarm System to qualified maintenance operators and engineering unit personnel.

All scopes of work to this item must be according to plans and specifications and approved by the Project Engineer. Also, quality and types of materials must conform and must be approved by the Project Engineer.

The contractor shall be responsible in providing safety perimeter fence or security fences, personal protective equipment (PPE) for staffs and workers, and Safety Inspectors or Safety Engineers on site while construction is ongoing. Regular safety reports should be accomplished.

The contractor shall be responsible for all laboratory, material testing, environmental compliance certificate (ECC), building and safety permits and survey instruments necessary in the project implementation. All expenses shall be incorporated in the contractor's overhead cost and shall not be considered as pay item.

## **GENERAL PROVISIONS**

Provisions for staff house, service vehicles, laptops, printers, cameras, plotters, furniture and other materials, devices and equipment under Special Item or Temporary Facilities shall not include OCM & CP.

The contractor shall be responsible in providing safety perimeter fence or security fences, personal protective equipment (PPE) for staffs and workers on site while construction is ongoing. Safety reports should be prepared regularly.

The contractor shall be responsible for all laboratory, material testing, building and safety permits and survey instruments necessary in the project implementation. These expenses shall be incorporated in the contractor's overhead cost and shall not be considered as pay item.



## **SPECIFICATIONS**

### **Section 105 Mobilization**

**105-1 Description.** This item shall consist of work and operations, but is not limited to, work and operations necessary for the movement of personnel, equipment, material and supplies to and from the project site for work on the project except as provided in the contract as separate pay items.

**105-1.1 Posted notices.** Prior to commencement of construction activities the Contractor must post the following documents in a prominent and accessible place where they may be easily viewed by all employees of the prime Contractor and by all employees of subcontractors engaged by the prime Contractor: Equal Employment Opportunity (EEO) Poster "Equal Employment Opportunity is the Law" in accordance with the Office of Federal Contract Compliance Programs Executive Order 11246, as amended; Davis Bacon Wage Poster (WH 1321) - DOL "Notice to All Employees" Poster; and Applicable Davis-Bacon Wage Rate Determination. These notices must remain posted until final acceptance of the work by the Owner.

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**The Owner may include additional posted notices as required by local and State law.**

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**105-2 Basis of measurement and payment.** Based upon the contract lump sum price for "Mobilization" partial payments will be allowed as follows:

a. With first pay request, 25%.

b. When 25% or more of the original contract is earned, an additional 25%.

c. When 50% or more of the original contract is earned, an additional 40%.

d. After Final Inspection, Staging area clean-up and delivery of all Project Closeout materials as required by 90-11, the final 10%.

\*\*\*\*\*

**Item Mobilization may be added to project at Owner's discretion. Rather than paying Contractor 100% of mobilization on first pay request, many Sponsors have found a payment schedule to be an effective way to reimburse Contractor for mobilization and demobilization. It is not required but it is recommended that the final 10% of this bid item not be paid until the Contractor has cleaned up the project staging area. The payment schedule can be altered, e.g., on small projects may not be appropriate to have more than two (2) payments.**

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**END OF SECTION 105**

## **1. ELECTRICAL**

### **SCOPE OF WORK**

The work under this Division consists of furnishing all materials, equipment, tools, labor, and all other services necessary to complete and make ready for operation the Electrical Power and Lightning System described below and or indicated in the Electrical Plans in accordance with the latest edition of the Philippine Electrical Code and this Specifications and General Conditions of the Contract.

### **A. CONSTRUCTION REQUIREMENTS**

1. Furnishing and installation of underground service entrance, conduits and conductors, and all items required by local utility power company's policy, rules and regulations.
2. Furnishing and installation of panel boards at location indicated on the plan and electrical riser layout, including all accessories required.
3. Furnishing and installation of feeder and branch circuit conductors with the necessary conduits, approved type of fittings and devices as indicated in the electrical plans.
4. Furnishing and installation of all types of utilization devices, outlets, and wall switches with properly installed cover plate.
5. Furnishing of all lighting fixtures, conduits, including service entrance duct, terminal cabinet, and utility boxes.

### **B. CODES, REGULATIONS AND STANDARDS**

1. The installation and equipment shall conform to good engineering practices and in particular comply with the requirements laid down in the following documents or its equivalent which are mandatory and modified only by specific agreement.

Philippine Electrical Code ----- PEC  
Underwriter's Laboratory, Inc ----- UL  
National Electric Manufacturers  
Association ----- NEMA  
Local Utility Power Company ----- LUPC

2. In addition to the requirements of these Codes and the Utility Power Company's requirements, local government regulations and suppliers Specifications if any, shall be followed.

#### **C. DRAWING AND SPECIFICATIONS**

1. The drawings and Specifications are meant to be complementary to each other, and what is called for by one shall be binding as if called for both.
2. Any apparent conflict between the drawings and specifications, and any controversial or unclear points in either shall be referred to the supervising Architect or Engineer for final interpretation and decisions.
3. On one copy of the plans, have a record showing all deviations that happened during the construction
4. Upon completion of work as described herein, the Contractor at his own expense shall furnish the Owner 6 copies of the "As Built" plan for future references and maintenance purposes.

#### **D. CORRELATION OF WORK**

1. The Electrical Contractor shall confer with the General Contractor and Architect to determine how and where his work fits with that of other crafts, after familiarizing himself with the plans and specifications.
2. This shall be done at the beginning of construction. Should there be any existing doubts at any point, ruling shall be secured from the supervising Architect or Engineer who shall be given time to inspect the work covering this point and to prepare a detail in the form of drawings and written instructions as required.

#### **E. PERMITS AND INSPECTION**

1. The Contractor shall obtain at his own expense, all the necessary permits and certificate of Electrical Inspection from the proper government authorities required for both the performance of his work involved and the proper operation of the system upon completion of the work.
2. The Contractor shall at his expense, reproduce the electrical plans for his work to the necessary requirements as required by the government authorities concerned in issuing permits and Certificate of Electrical Inspection.

## **F. EXAMINATION OF PREMISES**

1. Prospective bidder is required to examine the architectural, structural, and electrical plans of the project, to visit the site and carefully take note of all the conditions thereat to have personal informed under which the electrical work is to be done.
2. No allowance will subsequently be made in his behalf of any error on his part. He will be deemed to have done this before submitting his proposal and no subsequent claims on the ground of inadequate or inaccurate information will be entertained.

## **G. LAYOUT OF WORK**

1. Electrical system layout indicated on the drawings are generally diagrammatic and the location of outlets, devices, apparatus and equipment are only approximate.
2. The exact routing of conduits, location of outlets, devices apparatus and equipment shall be governed by structural and architectural conditions and limitations.
3. For the exact location, consult the supervising Architect or Engineer. This does not mean to permit redesigning of the systems. All outlets are to be interconnected as indicated in the drawings.
4. The Owner reserves the right to make any reasonable change in location of outlet and equipment prior to rough-in, without involving additional expense.
5. The Contractor shall be responsible and pay changes for cutting and patching for piping lines where sleeves or slots were not installed or where incorrectly located.

## **H. MATERIAL AND WORKMANSHIP**

1. All materials to be installed shall be unused, brand new and shall conform with the standards of the Underwriters Laboratories, Inc. in every case where such a standard has been established for the particular type of materials to be used.
2. Only skilled workmen using proper tools and equipment shall be employed during the entire course of installation work.

3. All workmanship shall be of the best practices of the trade involved. The same job foreman shall be assigned and maintained at the job site during the entire course of the job.

#### **I. UNDERGROUND SERVICE ENTRANCE**

1. The Electrical Contractor shall furnish and install 220 volt current rating, 3- Phase line underground service entrance connection.
2. The service entrance conductors shall be thermoplastic type THW standard copper conductors, stranded, whose number and size are indicated on the plans and electrical riser diagram.
3. The underground service entrance shall be laid at least 60 cm. below the finish grade line and shall be installed to make the joints entirely watertight.
4. The conductor shall then be encased with concrete at least 8 centimeters thick.

#### **J. SERVICE METERING FACILITIES**

1. The Contractor shall furnish and install a concrete pedestal pole size 30 cm x 30 cm x 5.50 m in the location shown in the plan and electrical diagram including line accessories and hardware in accordance with the local power company's standards.
2. It shall be the duty of the Contractor to request the local power company to install a proper type and size of service metering instruments and all other necessary accessories, materials, equipment, devices and fittings.

#### **K. PANEL BOARDS**

1. The Contractor shall furnish and install the necessary panel boards multi-breaker type including the breakers as indicated in the drawings.
2. Circuit breakers shall be tropical of the magnetic thermal type with ratings and number of poles as indicated in the drawings.
3. All panel boards to be used shall be flush mounted when located in areas that are visible to the general public and may be surface mounted when located in machine room or areas where they are not visible to the public.

4. All panel boards shall be set plumb and symmetrical with the surrounding objects. Panel boards shall be installed in a perfectly fit cabinet of appropriate size provided with a stop in-door trim and good quality cylinder lock.

#### **L. CONDUIT WORK**

1. Standard PVC conduit pipe system is required for this project.
2. Conduit runs shall be concealed in drop ceiling and or embedded in concrete structure where concealment is not possible.
3. No conduit of less than 15 mm normal diameter shall be installed for this project. Two or more conduits shall not be installed in lieu of a larger size.
4. Conduit run shall be continuous from outlet and no running thread shall be in any conduit run. Conduit shall be cut square and properly reamed.
5. All joints shall be screwed enter knockouts of conduit boxes, pull boxes, panels and cabinet squarely. Lock-nuts shall be screwed tight to insure continuity of raceway grounding.
6. Bonds and offset shall be avoided where possible, but where necessary it shall be made with approved conduit bending apparatus.
7. Conduits which have been deformed or crushed in any manner should not be installed.
8. The Contractor shall plug with lead or closed with approved pipe caps the ends of all conduit boxes so as to prevent the entrance of white ants and dirt within the conduit system.
9. This lead or cap shall be placed that can be easily removed when so desired and at the same time serve the purpose intended.
10. Pull wire shall be inserted in the empty ducts before they are closed with lead or caps and shall be left therein for future use.
11. When not shown on the plans, conduit sizes shall correspond to the conduit sizes on tables of the Philippine Electrical Code latest edition.

## **M. FEEDERS AND FEEDER DUCTS**

1. Feeder shall be laid out in accordance with the on-line diagram shown in the drawings.
2. Unless otherwise specified or shown on the drawings, type THW wires shall be used for feeder runs. The wires and conduit shown in the drawings shall be the minimum size to be used for feeder runs.

## **N. WIRING METHODS**

1. Wiring for all systems shall be type THW or TW conductors using plastic conduit pipes. Other types of conductor shall be as indicated in the drawings.
2. Conduit shall be embedded in columns, walls and toppings of floors slabs to allow flush connection and lighting system which may be exposed between joints in case a drop ceiling is installed.
3. Proper fittings shall be provided at ends of conduits.
4. All conduit and conduit fittings shall be PVC and shall conform with the U.S. Underwriter's Laboratories Inc. Standard and Codes.
5. The minimum size of conduit to be used shall be 13 mm diameter. Sizes larger than 13 mm diameter shall be indicated in the drawings.
6. Smallest size of conductor to be used shall be 2.0 mm<sup>2</sup> type TW or THW. TW wire shall be indicated in the drawings.
7. Circuit homeruns for lighting shall be 3.5 mm<sup>2</sup> and 5.5 mm<sup>2</sup> for the power or otherwise indicated on the plans.
8. All splices, tape and junctions for all systems using conductor up to 14 mm<sup>2</sup> shall be accomplished by using electrical friction of rubber shapes.
9. Proper type of connections shall be employed to accommodate all splices and solder less type terminals to be used for connection to Busbar.
10. Taps and splices shall be properly protected with both plastic and friction electrical tapes to proper insulation and protection for 600 volts.

11. Wiring from ceiling outlets to lighting fixtures recessed in dropped ceilings shall be done using type TW conductors in RS or PVC conduits.
12. Proper size of boxes shall be used for switch and outlet receptacles
13. Necessary fittings such as bushing, locknuts and antishort fiber bushing shall be used at proper places required.\
14. When not shown on the Plans, conduit sizes shall correspond to the conduit sizes as prescribed in the Philippine Electrical Code table for "Size of Conduit Pipes".

#### **O. OUTLETS AND SWITCHES**

1. All boxes for outlets and switches shall be PVC or galvanized iron approved products of reputable manufacturers.
2. Enamel coating used in lieu of zinc coating shall not be permitted.
3. All ceiling outlet boxes intended for lighting outlets shall be of the 10 cm. octagonal box larger boxes when required shall be 5.3 cm deep.
4. Convenience and wall switch outlet boxes shall be of the 10 cm by 5.3 rectangular deep flush type or 100 square cm junction box with gang raised cover as required to accommodate the wires therein.
5. All junction boxes, pull boxes and blank boxes shall be fitted with standard flat metal or plastic box cover.
6. All boxes including junction and pull boxes shall be of sufficient size to provide free space for all conductors enclosed in the box, in addition to the fittings such as switch mechanism and receptacles that may be placed therein.

#### **P. WALL SWITCHES AND RECEPTACLES**

1. Suitable single pole, two-gang, three-gang and three-way switches of the flush tumbler type and receptacles with proper Bakelite cover plates shall be furnished and installed as indicated in the drawings.
2. Wall switches intended to control lights on the 230 volts system shall be rated 15 amp. 250 volts.



3. Convenience outlets shall be flushed duplex type rated 20 amperes 230 volts 60 Hz, AC.

#### **Q. GROUNDING INSTALLATION**

1. The Contractor shall furnish and install all ground cables, connection ground rods and all other materials required to provide a permanent effective grounding system.
2. Grounding, in general, shall conform with the provisions of the National Electrical Code and as recommended by the equipment manufacturer.
3. All enclosures for electrical equipment regardless of voltage shall be grounded, including metal frames of switchboard, motors, generators and steel poles. Each shall be grounded in a separate grounding system.
4. Grounding cables shall be bare, copper suitable size and of approved type. Ground rods shall be copper clad steel with diameter of 16 mm and length of 2.0 m.
5. Ground clamps shall be of high compression, solderless cast design frame of high copper alloy bronze with minimum thickness of 4.7 mm and hardware made from silicon bronze.
6. The clamps shall be of a shape and size to fit the points of application and type of connection to be made from cable to rod, pipe and curved or flat surfaces.

#### **R. LIGHTING OUTLETS**

All ceiling outlets shall be 10 cm x 5 cm octagonal boxes. Connection from fixtures to boxes shall be accomplished by using type TW conductors on a flexible conduit.

#### **S. LIGHTING FIXTURES**

All lighting fixtures shall be furnished and installation by the contractor. They shall be as shown on the drawings or specified on the schedule of lighting fixtures. For other details as to the types and model, consult the Architect or the Engineer.

#### **T. TEST AND GUARANTEE**

1. The Contractor shall furnish all apparatus to be used in making tests of all wiring system for shorts and grounds after the electrical work is completed.

2. The Contractor guarantees all work installed under the Contract to be free from all defects for a period of one year after acceptance of the works.
3. The Contractor also agrees to repair and make good at his own expense any and all defects which may develop in his work during the time if said defects arise due to poor workmanship.

## **U. POWER LOAD CENTER**

This Item shall consist of furnishing and installation of power load center unit substation or low voltage switch-gear and distribution panel boards at the location shown on the Plans complete with transformer, circuit breakers, cabinets and all accessories, completely wired and ready for service.

### **1. Material Requirements**

All materials shall be brand new and shall be of the approved type. It shall conform with the requirements of the Philippine Electrical Code and shall bear the Philippine Standard Agency mark.

### **2. Power Load Center Unit Substation**

The contractor shall furnish and install an indoor type power load center unit substation at the location shown on the approved Plans if required. It shall be totally metal enclosed dead front and shall consist of the following coordinated component parts. High Voltage Primary incoming line section consisting of the following parts and related accessories.

- a) One air filled Interrupter Switch, 2- position (open-close) installed in a suitable air filled metal enclosure and shall have sufficient interrupting capacity to carry the electrical load. It shall provided with key interlock with the cubicle for the power fuses to prevent access to the fuse unless the switch is open.
- b) Three power fuses mounted in separate compartments within the switch housing and accessible by hinged door.
- c) One set of high voltage potheads or 3-conductor cable or three single conductor cables.
- d) Lightning arresters shall be installed at the high voltage cubicle if required.

*Note: Item 1 and 2 could be substituted with a power circuit breaker with the correct rating and capacity.*

### **3. Transformer Section**

- a) The Transformer section shall consist of a power transformer with ratings and capacities as shown on the Plans.
- b) It shall be oil liquid filled non-flammable type and designed in accordance with the latest applicable standards.
- c) The transformers shall be provided with 4 approximately 2.5% rated KVA taps on the primary winding in most cases above and 3 below rated primary voltage to be changed by means of externally gang-operated manual tap changer only when the transformer is deenergized.
- d) The following accessories shall be provided with the transformer, namely: drain valve, sampling, sampling device, filling connection, oil liquid level gauge, ground pad, top filter press connection, lifting lugs diagrammatic nameplate relief valve, thermometer and other necessary related accessories.
- e) The high voltage and low voltage bushing and transition flange shall be properly coordinated to field connection to the incoming line section and low voltage switchboard section, respectively.

### **4. The Low Voltage Switchboard Section**

The low voltage switchboard shall be standard modular unitized units, metal built dead front, safety type construction and shall consist of the following:

Switchboard Housing  
Secondary Metering Sections  
Main Circuit Breaker  
Feeder Circuit Breakers  
Low Voltage Switchgear  
Grounding System  
Panel Board and Cabinets

## **V. CONSTRUCTION REQUIREMENTS**

The Contractor shall install the Power Load Center Unit Sub-station or Low Voltage Switchgear and Panel boards at the locations shown on the approved Plan.

## **W. METHODS OF MEASUREMENT**

The work under this Item shall be measured either by set and pieces actually placed and installed as shown on the Plans.

## **4. MECHANICAL**

### **4.1 AIR CONDITIONING REFREGIRATION SYSTEM**

#### **SCOPE OF WORK**

This Item shall consist of furnishing and installation of air conditioning, refrigeration and ventilation systems, inclusive of necessary electrical connections, ductworks, grilles, pipes and condensate drains and all other necessary accessories, ready for service.

#### **A. MATERIAL REQUIREMENTS**

The types, sizes, capacities, quantities and power characteristics of the compressor, evaporator, condenser water pump shall be as specified or as shown on the Plans.

##### **1. Refrigerant Pipes**

- a) Refrigerant pipes shall be copper tubing, type L or K or black steel pipe, Schedule 40 for size of 10 cm diameter and smaller. Pipes over 10 cm diameter shall be black steel pipe schedule 40.
- b) Black steel pipe shall be standard seamless, lap-welded or electric resistant welded for size 50 mm diameter and larger, screw type for size 38 mm diameter and smaller, fitting for copper tubing shall be cast bronze fitting designed expressly for bracing.

##### **2. Pipes for Cooling Water**

- a) Chilled and condenser cooling water pipes shall be black steel pipe Schedule 40.
- b) Pipes and fittings for size 50 mm diameter and smaller shall be screwed type. Pipes and fittings for 62 mm diameter and larger shall be welded or flanged type.

##### **3. Pipe Insulation**

- a) Pipe insulation shall be pre-formed fiberglass or its equivalent. The insulating material shall be covered with 10 mm x 13 mm thick of polyethylene film which shall be overlapped not less than 50 mm.
- b) Pipe insulation shall be adequately protected at point of support by means of suitable metal shield avoid damage from compression.

- c) Insulated pipes, valves and fittings located outdoors shall be provided with metal jackets.

#### **4. Duct Works**

Duct shall be galvanized steel sheet of not less than the following gauges:

- a) No. 26 for 300 mm wide and smaller
- b) No. 24 for 350 mm to 750 mm wide.
- c) No. 22 for 775 mm to 1500 mm wide
- d) No. 20 for 1525 mm to 2250 mm wide.
- e) No. 18 for 2275 mm to 2500 mm or larger
- f) For aluminum sheets use one gauge higher.

Joints and Stiffeners of duct using slip joints shall be as follows:

- a) 300 mm wide and smaller, without bracing.
- b) 325 mm to 750 mm wide, brace with 25 mm x 25 mm x 3 mm steel angles.
- c) 774 mm to 1500 mm, brace with 31 x 31 x 3 mm steel angles.
- d) 1525 mm up, brace with 38 x 38 x 3 mm steel angles.

Stiffeners shall be located not more than 12.0 cm. from each joint.

#### **5. Duct Work Insulation**

- a) The application insulation materials shall be rigid board made of styropor or equivalent 25 mm thick for ground and top floor, 13 mm thick for intermediate floor.
- b) Galvanized metal bands shall be secured and spaced 30.0 cm minimum center to center distance and corners protected with galvanized metal angles.

#### **6. Diffusers**

- a) The type, shape, capacity, size and location shall be as shown in the Plans. Diffusers shall be complete with frame and gasket, equalizing deflector and volume control as indicated or specified and shall have factory-applied prime coat of paint.
- b) Samples of supply and return air diffusers shall be submitted for approval before mass fabrication and installation.

## **7. Dampers**

- a) Dampers shall be of same materials as duct, at least one gauge thicker and in accessible location complete with locking device for adjusting and locking damper in position.
- b) Where necessary, splitters, butterflies and louvers damper deflecting vanes for control of air volume and direction and for balancing system shall be provided whether or not they are indicated on the Plans.

## **8. Fire Damper**

- a) Main duct shall be provided with proper fire dampers of fusible link actuated type.
- b) Access door shall be provided in ductwork for renewal of fusible link and to reset damper.

## **9. Equivalent Foundation**

- a) Foundation shall be provided and shall conform to the recommendation of the manufacturer of the equipment. Equipment shall be leveled on foundation by means of jacks or steel wedges.
- b) All spaces between equipment bases and concrete foundation shall be filled with cement mortar.

## **10. Electrical Works**

- a) Power supply shall be provided by the Contractor at the pull box installed inside the machine room and shall furnish and install the main circuit breaker and starter with suitable ratings and capacities, conduits, wirings, fittings, devices and all other equipment and electrical installation of the system.
- b) All electrical works shall comply with the latest edition of the Philippine Electrical Code, with the applicable ordinance of the local government and all the rules and requirements of the local power company.

## **B. CONSTRUCTION REQUIREMENTS**

- a) The air conditionings system shall be entirely automatic in operation and shall not require the presence of an attendant except for periodic inspection for lubrication.

- b) All equipment and materials shall be inspected upon delivery and shall be tested after installation.
- c) Piping shall not be buried, concealed or insulated until it has been inspected, tested and approved.
- d) Walls, floors and other parts of the building and equipment damaged by contractor in the prosecution of this mechanical work shall be replaced and restored to its original conditions as shown on the Plans.

### **1. Operating Tests**

- a) Refrigerating equipment shall be tested for 8 hours per day for 3 consecutive days or longer when so directed, under the supervisions of manufacturer's qualified and authorized representative, who will make necessary adjustments and instruct designated plant operating personnel for each operation maintenance of refrigerating equipment and controls.
- b) Operating test of complete air conditioning system shall be 6 hours minimum for each system. Test of air flow, temperature and humidity shall be made to demonstrate that each unit complies with the requirements of the Plans and Specifications.

### **2. Guarantee and Service**

All equipment, materials and workmanship shall be guaranteed for a period of one year from the date of acceptance at any time within the period of guarantee and upon notification; the Contractor shall repair and rectify the deficiencies, including replacement of parts or entire unit.

### **3. Miscellaneous**

- a) The Owner shall be provided with 3 bound copies of "As-Built" diagrams, shop drawings, part lists, serial number and inventory of equipment including manufacturer's operating and maintenance manuals.
- b) All standard tools and equipment shall be furnished for proper and regular maintenance of installed equipment.

## **C. MEASUREMENT AND PAYMENT**

1. The work under this Item shall be measured either by set, price, length, square meter actually placed and installed as shown on the Plans.
2. Compressor, condenser and evaporator shall be measured by set, grilles, diffusers and valve by piece, pipe by length, duct and insulation by square meter.
3. All work performed and measured shall be paid for the Unit Bid or Contract Price which payment constitute full compensation including labor, materials, tools and incidentals necessary to complete this item.

## **4.2 WATER PUMPING SYSTEM**

### **SCOPE OF WORK**

This Item consist of furnishing and installation of water pumping system, inclusive of all piping and pipe fitting connections, valves, controls, electrical wirings, tanks and all accessories ready for service in accordance with the approved Plans and Specifications.

### **A. MATERIAL REQUIREMENTS**

#### **1. Water Pump**

The type, size, capacity, location, quantity and power characteristics shall be as specified or shown on the Plans.

#### **2. Overhead Tank**

Overhead tank shall be provided with manholes, cover, drain pipes, distribution pipe outlet, overflow pipes and air vent.

#### **3. Pneumatic Tank**

Tank shall be designed for twice the maximum total dynamic pressure required and shall have the following accessories.

- a) Suitable pressure switch to stop pump if pressure required is attained.
- b) Air volume control device to maintain correct air volume inside the tank.



- c) Pressure relief valve should be installed on top of the tank.
- d) Electrode to be connected in the motor pump control to control the water level.
- e) Air compressor shall be provided for tank of 3.785 liters to maintain air pressure inside the tank.

#### **4. Pipes and Fittings**

All piping 10 cm and larger shall be welded or flanged while smaller sizes shall be screwed.

#### **5. Valves**

A gate valve followed by a check valve shall be placed between discharge of pump and tank to prevent back flow of water when pump is in stop.

### **B. CONSTRUCTION REQUIREMENTS**

Exposed piping shall be provided with concrete saddle or steel clamps or hangers to secure them firmly to the building structures. Pipe threads shall be lubricated by white lead, red lead, Teflon tape or other approved lubrication before tightening.

### **C. MEASUREMENT AND PAYMENT**

The work under this item shall be measured either by set, length and piece actually placed as indicated on the Plans Equivalent shall be measured by set, pipes by length, valves and fittings by piece.

#### **4.3 AUTOMATIC WATER SPRINKLER**

##### **SCOPE OF WORK**

This Item shall consist of furnishing and installation of Automatic Water Sprinkler System, inclusive of all piping and pipe fitting connections, valves, controls, electrical wiring connection and all other accessories ready for service in accordance with the Plans and Specifications.

## **A. MATERIAL REQUIREMENTS**

### **1. Fire Pump**

- a) The type, size, capacity and quantity and power characteristics shall be specified or as shown on the Plans.
- b) The fire pump shall be diesel engine driven and capable of delivering a minimum of residual pressure of 103 kPa at the top-most and remotest sprinkler.
- c) The pump unit shall be supplied with relief valve, suction gauge and discharge pressure gauge. The diesel engine shall be designed specifically intended for an automatic water sprinkler protection system.
- d) A drop in system pressure due to the operation of one sprinkler pressure shall be triggered a series of automatic operations that will result in the instantaneous operation of the engine to drive the fire pump with the aid of a battery automatic controller.
- e) The required accessories are:
  - Tachnometer
  - Oil Pressure gauge
  - Temperature gauge and control panel
- f) A diesel fuel day tank shall be provided to supply the engine for a minimum of 2 hours running time.
- g) The fuel storage tank shall be asphalt coated with necessary piping and fittings for connection.

### **2. Jockey Pump**

Jockey pump shall be electric motor driven, 220 v. 3-phase, 60 hertz Power connection. The capacity to be supplied shall not less than that indicated on the Plans.

### **3. Sprinkler Head**

- a) Type-spray unit, pendant and upright unit
- b) Flow capacity, 83 LPM per head
- c) Pressure Rating
- d) Residual pressure – 103 kPa minimum
- e) Maximum pressure – 1035 kPa
- f) Temperature rating – fusing at 57.5° C to 74° C

- g) Finish – chrome-pendant-chrome or brass upright
- h) Pipe thread – 13 mm nominal
- i) Stock of extra heads and tools required

#### **4. Alarm Check Valve and Fire Alarm System**

- a) The alarm assembly shall be constructed and installed that any flow of water from the sprinkler system equal to or greater than that from the single automatic head shall result in an audible and visual signal in the vicinity of the building.
- b) The alarm apparatus shall be substantially supported and so located and installed that all parts shall be readily accessible for inspection, removal and repair.
- c) The actual water flow, through the use of a test connection, shall be employed to test the operation of the sprinkler alarm units as a whole.
- d) An approved identification sign shall be installed near the outdoor alarm device in a conspicuous position.

#### **5. Alarm and Supervisory System**

The alarm and supervisory system of the automatic water sprinkler shall include the monitoring of the following:

- a) Water flow switch of each floor of the building
- b) Fire pump and jockey pump running condition and power supplies.
- c) Level of water in the reservoir
- d) Control valves

The water flow switches on each floor of the building shall be connected to the fire alarm system and annunciator in such a manner that the operation of any sprinkler system will activate the fire alarm system, with the location of the operating water flow switch simultaneously indicated in the annunciator panel.

#### **6. Pipes and Fittings**

- a) Pipes shall be Black Iron Schedule 40
- b) Screw fitting shall be used for inside piping
- c) Welding and torch cutting shall not be allowed
- d) Piping shall be painted with metal primer and red enamel paint.

## **7. Siamese Twin**

The Siamese twin shall be 64 x 64 x 102 mm, 90° C female coupling national standard thread, swivel type, with protective coupling cap and joint lug.

## **8. Pipe Hangers**

Pipe hangers shall be steel bars 3 mm minimum thickness, with corrosion protection.

- a) *Anchorage in concrete* – expansion shield preferably be used in a horizontal position in the sides of concrete beams.
- b) *Expansion shield in vertical position.* When pipes 1—mm and larger are supported entirely by expansion shield in the vertical position, the supports shall be spaced not more than 3.0 meters apart.
- c) For pipe running through concrete beams use sleeves at least 2 sizes larger than the piping.

## **B. CONSTRUCTION REQUIREMENTS**

### **1. Acceptance Tests**

- a) System operation and maintenance chart shall be submitted to the Owner upon completion of the Contract. This shall include the locations of control valves and care of the new equipment.
- b) Marked instructions and identifications sign boards shall be made of NO. 14 gauge black iron sheet with baked enamel finish paint and letter instructions are shown on the Plans
- c) Sign boards shall be mounted on the equipment or wall nearest the equipment easy identification and reading.
- d) Additional sign boards as may be required and not specified herewith shall be furnished at no extra cost.

### **2. Conduct of Tests**

- a) Test shall be by the Sprinkle System conducted in the presence of an inspector or authority having jurisdiction.

- b) Flushing of Underground Connections to remove foreign materials which may have entered the piping during installation of same as required before sprinkler piping is connected.
- c) Hydraulic Test shall be conducted as follows:
  - i. **The Pressure** - all systems, including piping shall be tested hydrostatically at no less than 1378 kPa pressure for 2 hours or at 345 kPa in excess of the maximum static pressure when the maximum static pressure is in excess of 1033 kPa.
  - ii. **Operating Test** – all control valves shall be fully closed and opened under water pressure to insure proper operation. Use clean, non-corrosive water.
  - iii. **Fire Department Connection** – piping between the check valve in the fire department inlet pipe and the outside connection shall be tested the same as the balance of the system.
- d) *Tests of Drainage Facilities* – Test of the drainage facilities shall be made while the control valve is wide open. The main drain valve shall be opened and remain open until the system pressure stabilizes.
- e) *Test Certificate* – Upon completion of work, inspection and tests made by the Contractor and witnessed by the Owner's representative. A test certificate shall be filled out and signed by both representatives.

## C. MAINTENANCE SERVICE

1. The Contractor shall provide free of charge, maintenance service of the system for a period of at least one year reckoned from the date of acceptance of the work.
2. Upon completion of the work and after all tests, the services of one or more qualified engineers shall be provided by the Contractor for a period of not less than 5 working days to instruct and train the representative of the Owner in the operation and maintenance of the fire protection system.

### **Guarantee and Service**

All equipment, materials, and workmanship shall be guaranteed for a period of 1 year from the date of acceptance at any time within the period of guarantee and upon notification, the Contractor shall repair and rectify and deficiencies, including replacement of parts or entire units.

## ***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, Summary of Bid Proposal & Detailed Estimate should be submitted together with the Annex "C" Form 4 to 7.***

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

{ATTACH COMPANY LETTERHEAD/LOGO}

**BILL OF QUANTITIES**

PROJECT: **FIRE DETECTION AND ALARM SYSTEM - HEAD OFFICE**

LOCATION: **CAAP Central Office, Old MIA Road, Pasay City**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE (Pesos)	AMOUNT (Pesos)
<b>1.00</b>	<b>FIRE DETECTION AND ALARM SYSTEM WORKS</b>				
SPL 1	Construction Safety & Health	1.00	lot		
	Pesos_____				
	Amount in Words_____				
	_____and				
	_____centavos				
1.01	Devices	225.00	devices		
	Pesos_____				
	Amount in Words_____				
	_____and				
	_____centavos				
1.02	Wires and Cables	27.00	rolls		
	Pesos_____				
	Amount in Words_____				
	_____and				
	_____centavos				
1.03	Conduits, Fittings, and Boxes	2,400.00	li.m.		
	Pesos_____				
	Amount in Words_____				
	_____and				
	_____centavos				

Submitted by:

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

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

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

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

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



{ATTACH COMPANY LETTERHEAD/LOGO}

SUMMARY OF BID PROPOSAL

PROJECT: FIRE DETECTION AND ALARM SYSTEM - HEAD OFFICE  
LOCATION: CAAP Central Office, Old MIA Road, Pasay City

ITEM NO.	DESCRIPTION OF WORK	QTY	UNIT	ESTIMATED DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		V.A.T.	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
					OCM	PROFIT	%	VALUE				
[1]	(2)	[3]	[4]	[5]	[6]	[7]	[8]	[9] [5] x [8]	[10] 5%([5] + [9])	[11] [9] + [10]	[12] [5] + [11]	[13] [12] / [3]
1.00	FIRE DETECTION AND ALARM SYSTEM WORKS											
SPL 1	Construction Safety & Health	1.00	lot									
1.01	Devices	225.00	devices									
1.02	Wires and Cables	27.00	rolls									
1.03	Conduits, Fittings, and Boxes	2,400.00	li.m.									
TOTAL AMOUNT												

Submitted by:

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

<b>NAME OF PROJECT : FIRE DETECTION AND ALARM SYSTEM - HEAD OFFICE</b>					
<b>LOCATION : CAAP Central Office, Old MIA Road, Pasay City</b>					
<b>SUBJECT : Bill of Materials &amp; Cost Estimate</b>				<b>QUANTITY</b>	<b>UNIT</b>
				1.00	lot
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>AMOUNT</b>
<b>SPL 1</b>	<b>Construction Safety &amp; Health</b>				
<b>A</b>	<b>Materials</b>				
	Safety Hats	3.00	pcs		
	Safety Gloves	3.00	pairs		
	Safety Vest	3.00	pcs		
	First-aid kit	2.00	units		
			Material Cost	.....	
<b>B</b>	<b>Labor</b>	<b>QTY</b>	<b>DUR. (DAYS)</b>	<b>RATE/DAY</b>	
	Safety Aide	1.00	145		
			Labor Cost	.....	
<b>A</b>	<b>Total Material Cost</b>				
<b>B</b>	<b>Total Labor Cost</b>				
<b>D</b>	<b>Total Direct Cost</b>				
<b>INDIRECT COSTS</b>					
1. OCM (0% of TDC)					
2. CONTRACTOR's PROFIT (0% of TDC)					
<b>E. TOTAL OCM &amp; PROFIT</b>					
<b>F. VALUE ADDED TAX, (VAT) 5.0% of (D + E)</b>					
<b>G. TOTAL ESTIMATED INDIRECT COST ( F + E ), 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: \_\_\_\_\_

<b>NAME OF PROJECT : FIRE DETECTION AND ALARM SYSTEM - HEAD OFFICE</b>					
<b>LOCATION : CAAP Central Office, Old MIA Road, Pasay City</b>					
<b>DESCRIPTION : Bill of Materials &amp; Cost Estimate</b>				<b>QUANTITY</b>	<b>UNIT</b>
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>225.00</b>	<b>devices</b>
<b>1.00</b>	<b>FIRE DETECTION AND ALARM SYSTEM WORKS</b>			<b>UNIT COST</b>	<b>AMOUNT</b>
<b>1.01</b>	<b>Devices</b>				
<b>A</b>	<b>Materials</b>				
	Fire Alarm Control Panel 1 Loop Expandable to 9 Addressable with touch screen, Internal Clock, Auto Addressing Analog Devices on Loop and Ring Connection with other stations using a fault tolerant network Power Supply: 230V Operating Temperature: 0C°/+50C°	1.00	pc		
	Addressable Optical Smoke Detector with Short Circuit Isolator Base	171.0	pcs		
	Addressable Thermal and thermovelocimetric optical detector with short circuit isolator and Base	21.0	pcs		
	Addressable Manual Call Point	16.0	pcs		
	Addressed Siren EN 54 3 with Flashing Light and Short-circuit isolator	16.0	pcs		
			Materials Cost	.....	
<b>B</b>	<b>Labor</b>	QTY.	DUR. (DAYS)	RATE/DAY	
	Construction Foreman				
	Skilled Laborer				
	Common Laborer				
			Labor Cost	.....	
<b>C</b>	<b>Equipment</b>	QTY.	DUR. (DAYS)	RATE/DAY	
	Rental of Scaffolding:				
	G.I. H-Frame Scaffoldings (1 Set)				
	Heavy-duty Caster with lock (4-pcs. Per set)				
	Platform				
			Equipment Cost	.....	
<b>A Total Material Cost</b>					
<b>B Total Labor Cost</b>					
<b>C Total Equipment Cost</b>					
<b>D Total Direct Cost</b>					
<b>INDIRECT COSTS</b>					
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost			
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost			
<b>E. TOTAL OCM &amp; PROFIT</b>		of D			
<b>F. VALUE ADDED TAX, (VAT)</b>		5.0%	of (D + E)		
<b>G. TOTAL ESTIMATED INDIRECT COST ( F + E ), 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: \_\_\_\_\_

<b>NAME OF PROJECT : FIRE DETECTION AND ALARM SYSTEM - HEAD OFFICE</b>					
<b>LOCATION : CAAP Central Office, Old MIA Road, Pasay City</b>					
<b>DESCRIPTION : Bill of Materials &amp; Cost Estimate</b>				QUANTITY	UNIT
ITEM	DESCRIPTION	QUANTITY	UNIT	27.00	rolls
				UNIT COST	AMOUNT
<b>1.02</b>	<b>Wires and Cables</b>				
<b>A</b>	<b>Materials</b>				
	AWG #16 Shielded Fire Alarm Cable, Fire Rated, UL Listed (100 meters/roll)		rolls		
	3.5 mm <sup>2</sup> THHN/THWN-2 Copper Wire, Lead Free Type, UL Listed (150 meters/roll)		roll		
	Electrical Tape, 0.16mm x 19mm x 16m		pcs		
			Materials Cost	.....	
<b>B</b>	<b>Labor</b>	QTY.	DUR. (DAYS)	RATE/DAY	
	Construction Foreman				
	Skilled Laborer				
	Common Laborer				
			Labor Cost	.....	
<b>C</b>	<b>Equipment</b>	QTY.	DUR. (DAYS)	RATE/DAY	
	Rental of Scaffolding:				
	G.I. H-Frame Scaffolding (1 Set)				
	Heavy-duty Caster with lock (4-pcs. Per set)				
	Platform				
			Equipment Cost	.....	
<b>A Total Material Cost</b>					
<b>B Total Labor Cost</b>					
<b>C Total Equipment Cost</b>					
<b>D Total Direct Cost</b>					
<b>INDIRECT COSTS</b>					
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost			
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost			
<b>E. TOTAL OCM &amp; PROFIT</b>		of D			
<b>F. VALUE ADDED TAX, (VAT)</b>		5.0%	of (D + E)		
<b>G. TOTAL ESTIMATED INDIRECT COST ( F + E ), 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:

<b>NAME OF PROJECT : FIRE DETECTION AND ALARM SYSTEM - HEAD OFFICE</b>					
<b>LOCATION : CAAP Central Office, Old MIA Road, Pasay City</b>					
<b>DESCRIPTION : Bill of Materials &amp; Cost Estimate</b>				QUANTITY	UNIT
ITEM	DESCRIPTION	QUANTITY	UNIT	2,400.00	li.m.
				UNIT COST	AMOUNT
<b>1.03</b>	<b>Conduits, Fittings, and Boxes</b>				
<b>A</b>	<b>Materials</b>				
	15mm diameter x 3m Electrical Metallic Tubing, UL Listed		pcs		
	15mm diameter x 50m Flexible Metallic Conduit		rolls		
	15mm diameter EMT Coupling		pcs		
	15mm diameter EMT Connector with Locknut and Bushing		pcs		
	15mm diameter Metallic C-Clamp, 2 Holes, with Tox and Screw		pcs		
	Metallic Utility box, 4"x2" Gauge 16, Deep type		pcs		
	Metallic Junction box with cover, 4" Gauge 16, Deep type		pcs		
	Metallic square box with cover, 4" Gauge 16, Deep type		pcs		
	Metallic Pull Box with cover, 0.30m x 0.30m x 0.10m, Gauge 16		pcs		
	G.I. Tie Wire, Gauge 16		kgs		
			Materials Cost	.....	
<b>B</b>	<b>Labor</b>	QTY.	DUR. (DAYS)	RATE/DAY	
	Construction Foreman				
	Skilled Laborer				
	Common Laborer				
			Labor Cost	.....	
<b>C</b>	<b>Equipment</b>	QTY.	DUR. (DAYS)	RATE/DAY	
	Rental of Scaffolding:				
	G.I. H-Frame Scaffoldings (1 Set)				
	Heavy-duty Caster with lock (4-pcs. Per set)				
	Platform				
			Equipment Cost	.....	
<b>A</b>	<b>Total Material Cost</b>				
<b>B</b>	<b>Total Labor Cost</b>				
<b>C</b>	<b>Total Equipment Cost</b>				
<b>D</b>	<b>Total Direct Cost</b>				
<b>INDIRECT COSTS</b>					
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost			
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost			
<b>E. TOTAL OCM &amp; PROFIT</b>		of D			
<b>F. VALUE ADDED TAX, (VAT)</b>		5.0% of (D + E)			
<b>G. TOTAL ESTIMATED INDIRECT COST ( F + E ), 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: \_\_\_\_\_

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### ***Class "A" Documents***

#### Legal Documents

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

#### Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (*Annex "A" Form 1*); **and**
- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules (*Annex "A" Form 2*)
  - ☐ a. The statement of SLCC shall be accompanied by a Certificate of Final Acceptance issued by the owner, or a final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES). In the case of contracts with the private sector, an equivalent document shall be submitted. (Section 23.4.2.5 of the Revised IRR of Republic Act No. 9184).; **and**
- ☐ (d) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**
- ☐ (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** original copy of Notarized Bid Securing Declaration (*Annex "B" Form 1*); **and**
- ☐ (f) Project Requirements, which shall include the following:
  - ☐ a. Organizational chart for the contract to be bid (*Annex "B" Form 2*);
  - ☐ b. List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (*Annex "B" Form 3*);
  - ☐ c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be (*Annex "B" Form 5*); **and**

- ☐ (g) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder (*Annex "B" Form 6*).

Financial Documents

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

***Class "B" Documents***

- ☐ (i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

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

Other documentary requirements under RA No. 9184

- ☐ (k) Original of duly signed Bid Prices in the Bill of Quantities (*Annex "C" Form 1*) **and**
- ☐ (l) Summary of Bid Proposal (*Annex "C" Form 2*); **and**
- ☐ (m) Bill of Materials & Cost Estimates (*Annex "C" Form 3*); **and**
- ☐ (n) Summary Sheet indicating the Unit Prices of Construction Materials (*Annex "C" Form 4*); **and**
- ☐ (o) Summary Sheet indicating the Unit Prices of Labor (*Annex "C" Form 5*); **and**
- ☐ (p) Summary Sheet indicating the Unit Prices of Equipment (*Annex "C" Form 6*) **and**
- ☐ (q) Cash Flow by Quarter and Payment Schedule (*Annex "C" Form 7*).



## ***Bidding Forms***

## *Other Bidding Forms*

### (ANNEX "A")

**ANNEX "A" FORM 1 .....STATEMENT OF ALL ON-GOING CONTRACTS**

**ANNEX "A" FORM 2 .....STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT**

{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: \_\_\_\_\_

[illegible]

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: \_\_\_\_\_

-----

**Important Notice:** This statement shall be accompanied by a Certificate of Final Acceptance issued by the owner, or a final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES). In the case of contracts with the private sector, an equivalent document shall be submitted. (Section 23.4.2.5 of the Revised IRR of Republic Act No. 9184)

## *Other Bidding Forms*

### (ANNEX "B")

Annex "B" Form 1 .....	Bid Securing Declaration
Annex "B" Form 2 .....	Organizational Chart of Contract to be Bid
Annex "B" Form 3 .....	Qualification of Key Personnel Proposed to be Assigned in the Project
Annex "B" Form 4a .....	Contractor's Letter-Certificate to Procuring Entity
Annex "B" Form 4b .....	Key Personnel's Certificate of Employment
Annex "B" Form 4c .....	Key Personnel (Format of Bio-Data)
Annex "B" Form 5 .....	List of Equipment Owned or Leased and/or under Purchased
Annex "B" Form 6 .....	Omnibus Sworn Statement (Revised)

**Bid Securing Declaration Form**

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

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REPUBLIC OF THE PHILIPPINES)

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

**BID SECURING DECLARATION**

**Project Identification No.: [Insert number]**

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

I/We, the undersigned, declare that:

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

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

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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

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

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

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

(Signature over Printed Name)

**CAAP-BAC-SF Annex "B" Form 4a**

{ATTACH COMPANY LETTERHEAD/LOGO}

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

CAPTAIN EDGARDO G. DIAZ  
Chairman, Bids and Awards Committee  
Civil Aviation Authority of the Philippines  
Mia Road, Pasay City, M.M. 1300  
Tel: 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 EDGARDO G. DIAZ  
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.: \_\_\_\_\_

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

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

\_\_\_\_\_ 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, Pledge to the Proposed Project*

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



**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with**

**another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project

or activity.

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

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

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

*[Insert signatory's legal capacity]*

Affiant

**[[urat]**

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

## Bid Form for the Procurement of Infrastructure Projects

*[shall be submitted with the Bid]*

---

### BID FORM

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

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

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

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

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and

conditions of issued GPPB guidelines<sup>2</sup> for this purpose;

- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

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

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

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

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

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

\_\_\_\_\_

<sup>2</sup> currently based on GPPB Resolution No. 09-2020

## *Other Bidding Forms*

### (ANNEX "C")

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

## CAAP-BAC-SF Annex "C" Form 1

{ATTACH COMPANY LETTERHEAD/LOGO}

### BILL OF QUANTITIES

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

LOCATION: \_\_\_\_\_

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE (Pesos)	AMOUNT (Pesos)
	Pesos_____ Amount in Words _____ _____ _____ _____and_____ _____ _____centavos				
	Pesos_____ Amount in Words _____ _____ _____ _____and_____ _____ _____centavos				
	Pesos_____ Amount in Words _____ _____ _____ _____and_____ _____ _____centavos				
	Pesos_____ Amount in Words _____ _____ _____ _____and_____ _____ _____centavos				

TOTAL BID AMOUNT (Php) \_\_\_\_\_

TOTAL BID AMOUNT IN WORDS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

{ATTACH COMPANY LETTERHEAD/LOGO}

SUMMARY OF BID PROPOSAL

PROJECT:  
LOCATION:

ITEM NO.	DESCRIPTION OF WORK	QTY	UNIT	ESTIMATED DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		V.A.T.	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
					OCM	PROFIT	%	VALUE				
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9] [5] x [8]	[10] 5%{[5] +[9]}	[11] [9] +[10]	[12] [5] + [11]	[13] [12] / [3]

SUBMITTED BY:

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



## CAAP-BAC-SF Annex "C" Form 3

{ATTACH COMPANY LETTERHEAD/LOGO}

BILL OF MATERIALS & COST ESTIMATES					
NAME OF PROJECT		:			
DESCRIPTION		:			
LOCATION		:			
				QUANTITY	UNIT
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
<b>A</b>	TOTAL MATERIAL COST				
<b>B</b>	TOTAL LABOR COST				
<b>C</b>	TOTAL EQUIPMENT COST				
<b>D</b>	TOTAL DIRECT COST				
<b>INDIRECT COSTS</b>					
1. OCM (0% of TDC)					
2. CONTRACTOR's PROFIT (0% of TDC)					
<b>E. TOTAL OCM &amp; CONTRACTOR's PROFIT</b>					
<b>F. VALUE ADDED TAX, (VAT)</b> 5.0%					
<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: \_\_\_\_\_

**CAAP-BAC-SF Annex "C" Form 4**

{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 PAYMENY 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

## *Other Bidding Forms*

(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, 20\_\_\_\_ affiant 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 \_\_\_\_\_



