



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

PHILIPPINE BIDDING DOCUMENTS

PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM

AT
BUSUANGA AIRPORT

(Identification Number: 25-04-04)

Government of the Republic of the Philippines

16 April 2025

Preface

TABLE OF CONTENTS

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

7.	Warranty.....	22
8.	Liability of the Contractor.....	22
9.	Termination for Other Causes.....	22
10.	Dayworks	23
11.	Program of Work.....	23
12.	Instructions, Inspections and Audits	23
13.	Advance Payment.....	23
14.	Progress Payments	23
15.	Operating and Maintenance Manuals.....	23
	Section V. Special Conditions of Contract.....	25
	Section VI. Specifications	27
	Section VII. Drawings.....	36
	Section VIII. Bill of Quantities	55
	Section IX. Bidding Forms Sample	83
	Section X. Checklist of Technical and Financial Documents	110

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

***PROVISION OF SAFETY AND ENGINEERING OFFICE WITH
CONFERENCE ROOM AT BUSUANGA AIRPORT***

25-04-04 (Identification Number)

1. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, AREA CENTER IV – PUERTO PRINCESA INTERNATIONAL AIRPORT** through the CAAP Corporate Budget CY 2025 intends to apply the sum of **TWO MILLION PESOS & 00/100 ONLY (PHP2,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM AT BUSUANGA AIRPORT** with **Identification Number 25-04-04**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, AREA CENTER IV – PUERTO PRINCESA INTERNATIONAL AIRPORT** now invites bids for the above Procurement Project. Completion of the Works is required by **Sixty (60) calendar days and upon the receipt of the Notice to Proceed (NTP)**. Bidders should have completed, within three (3) years, from the date of submission and receipt of bids, 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).

Prospective Bidders should possess the following:

Technical Personnel	Foreman Skilled Worker Electrician Painter Laborer
PCAB License	Small B – License Category C & D

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 **CAAP – AREA IV BAC Office on 16 April 2025 until deadline of submission of bid** and inspect the Bidding Documents at the address given below from **Monday to Friday – 8:00 am to 5:00 pm, except for holidays**.

5. A complete set of Bidding Documents may be acquired by interested bidders on **16 April 2025 until 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 **Five Thousand Pesos & 00/100 Only (PhP5,000.00) (exclusive of additional 12% VAT)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting the official receipt in person or by sending it to the email address given below.

6. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, AREA CENTER IV – PUERTO PRINCESA INTERNATIONAL AIRPORT** will hold a Pre-Bid Conference on **24 April 2025, 2:00 p.m. onwards, at CAAP PPIA Conference Room, Engineering Building, Brgy. San Miguel, Puerto Princesa City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at **CAAP PPIA BAC Area Center IV Office, Admin Building, Brgy. San Miguel, Puerto Princesa City**, on or before **06 May 2025, 2:00 p.m.** late bids shall not be accepted.
8. Eligible bidders are encouraged to perform **site inspection** of the above-mentioned project.
9. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16**.
10. Bid opening shall be on **06 May 2025, 2:00 p.m. onwards** at **CAAP PPIA Conference Room, Engineering Building, Brgy. San Miguel, Puerto Princesa City**, Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, AREA CENTER IV – PUERTO PRINCESA INTERNATIONAL AIRPORT** shall resolve cases involving a tie by a toss coin.
12. Each Bidder shall submit **one original** and **one copy** of the first and second components of its bid. **Two-envelope system**.
13. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, AREA CENTER IV – PUERTO PRINCESA INTERNATIONAL AIRPORT** 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.
14. For further information, please refer to:

JELYN B. GABUCO

Head BAC Secretariat

Civil Aviation Authority of the Philippines-Puerto Princesa International Airport

CAAP – PPIA BAC AREA IV Office

Admin. Building,

National Highway, Brgy. San Miguel

Puerto Princesa City, 5300, Palawan

Telephone Number – (048) 433-4965

area4_bac@caap.gov.ph

15. You may visit the following websites:

For downloading of Bidding Documents : *1) PhilGEPS website*
2) caap.gov.ph

Issued on the 16th day of April, 2025



ATTY. MARK ANTHONY D. GARRAEZ
Chairperson, Bids and Awards Committee
CAAP AREA CENTER IV - PPIA

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, AREA CENTER IV – PUERTO PRINCESA INTERNATIONAL AIRPORT** invites Bids for **PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM AT BUSUANGA AIRPORT** with Identification Number **25-04-04**.

The Procurement Project (referred to herein as “**PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM**” AT BUSUANGA AIRPORT with Identification Number **25-04-04** 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 CAAP Corporate Budget CY 2024 in the amount of **TWO MILLION PESOS & 00/100 ONLY (PHP2,000,000.00)**.
- 2.2. The source of funding is GOCC and GFIs, the proposed 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

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

11. Documents Comprising the Bid: Financial Component

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

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

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

15. Bid Security

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid until *One Hundred Twenty (120) calendar days from the date of Opening of Bids*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

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

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

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

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																			
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p>Buildings: Construction without Piles-Low Rise-Concrete (Frame) (1 to 5 storey)</p>																		
7.1	Subcontracting is not allowed.																		
10.3	Valid PCAB License or Special PCAB License in case of Joint Ventures, and registration (Small B – License Category C & D) for the type and cost of this project.																		
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Key Personnel</u></th> <th style="text-align: center;"><u>General Experience</u></th> <th style="text-align: center;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td>1. Foreman</td> <td style="text-align: center;">1 year</td> <td style="text-align: center;">1 year</td> </tr> <tr> <td>2. Skilled Worker</td> <td style="text-align: center;">1 year</td> <td style="text-align: center;">1 year</td> </tr> <tr> <td>3. Electrician</td> <td style="text-align: center;">1 year</td> <td style="text-align: center;">1 year</td> </tr> <tr> <td>4. Painter</td> <td style="text-align: center;">1 year</td> <td style="text-align: center;">1 year</td> </tr> <tr> <td>5. Laborer</td> <td style="text-align: center;">1 year</td> <td style="text-align: center;">1 year</td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	1. Foreman	1 year	1 year	2. Skilled Worker	1 year	1 year	3. Electrician	1 year	1 year	4. Painter	1 year	1 year	5. Laborer	1 year	1 year
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3. Electrician	1 year	1 year																	
4. Painter	1 year	1 year																	
5. Laborer	1 year	1 year																	
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p style="margin-left: 40px;">a. The amount of not less than Forty Thousand Pesos & 00/100 Only (PhP40,000.00) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p style="margin-left: 40px;">b. The amount of not less than One Hundred Thousand Pesos & 00/100 Only (PhP100,000.00) if bid security is in Surety Bond.</p>																		
16	Each Bidder shall submit one original and one copy of the first and second components of its bid. Two-envelope system.																		
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:</p> <p style="margin-left: 40px;">a) secure Access Pass I.D.</p> <p style="margin-left: 40px;">b) attend the Safety and Security Awareness Seminar at Busuanga Airport.</p>																		

21	<p>Contract documents relevant to the Project required during the signing of the contract of the LCRB bidder as follows:</p> <ul style="list-style-type: none">- Construction/Work schedule- S-curve- PERT/CPM- Manpower Schedule- Equipment Utilization Schedule- Construction/Work methods- Contractor's All Risk Insurance- Construction Safety & Health Programs (CSHP) approved by the Department of Labor & Employment (DOLE) (PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM AT BUSUANGA AIRPORT)- Performance Security
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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

4.1. 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.

4.2. 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	<p>The Intended Completion Date is Sixty (60) calendar days.</p> <p><i>NOTE: The contract duration shall be reckoned from the start date and not from contract effectivity date.</i></p> <p><i>NOTE: The start date shall be the date of receipt of the Notice to Proceed.</i></p>
4.1	<p>The CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, – PUERTO PRINCESA INTERNATIONAL AIRPORT shall give possession of all parts of the Site to the Contractor upon receipt of the Notice to Proceed (NTP).</p>
7.2	<p>Warranty</p> <p>In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures: Fifteen (15) years.</p>
10	<p>No day works are applicable to the contract.</p>
11.1	<p>Not applicable.</p>
11.2	<p>Not applicable.</p>
12	<p>Not applicable.</p>
13	<p>The amount of the advance payment shall not exceed 15% of the total contract price.</p>
14	<p>The contractor must submit a request letter for payment, Statement of Work Accomplished (SWA), and Pictures (before, during & after) upon completion of the project.</p>
15.1	<p>Not required.</p>
15.2	<p>Not required.</p>

Section VI. Specifications



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Name of Project : **PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM**
Location : Francisco B. Reyes (Busuanga Airport)
Duration : Sixty (60) calendar days
Source of Funds : Approved APP CY2025

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

1.0 GENERAL

The contractor shall furnish, labor, materials and equipment to complete the **Provision of Safety and Engineering Office with Conference Room.**

2.0 LOCATION OF PROJECT

The Contract to be bid is located at **Francisco B. Reyes (Busuanga Airport), Coron, Palawan.**

3.0 SCOPE OF WORK

The project covers the supply of labor, materials and equipment necessary for the **Provision of Safety and Engineering Office with Conference Room at Francisco B. Reyes (Busuanga Airport)** which shall be done in accordance with the approved plans and specifications.

1.0 MOBILIZATION/DEMOBILIZATION

This work includes mobilization and demobilization of the contractor's personnel and equipment necessary for performing the work required under the contract.

- a. Mobilization shall include all activities and associated costs for transportation of the contractor's personnel, equipment, and the establishment of offices and other necessary facilities for the contractor's operations at the site.
- b. Demobilization shall include the disassembly of offices and other facilities on the site, as well as the removal and hauling of debris and rubbish materials.

2.0 CIVIL/STRUCTURAL WORKS

2.01 Site Works

The work includes all materials, labor, equipment for leveling and clearing the construction site and all other operations to complete the Excavation (including embankment/Backfilling/Gravel bedding of covered area as indicated on the plans.

2.01a Inspection

No pouring of concrete shall be done by the contractor unless the bearing surfaces has been inspected and approved by Engineer, and the authority to proceed has been received by the contractor.

2.01b Utilities

The contractor shall protect protect and maintain all conduits, drains,sewer pipes and other utility services that are to remain on the property

2.02 Concrete Works

The work includes all materials, labor and equipment for the construction of footings, columns, beams, Footing tie beams and slab of covered area including cut, bend & place of reinforced steel bars and formworks & scaffolding as specified on the plans. 3500 Psi should be use for concrete mix ratio.

A. Standard Specifications and Codes

The work covered by this section unless otherwise specified or detailed, shall be governed by the Building Code requirements for Reinforced Concrete (ACI 318), Standard code for ARC, Gas welding society. The latest edition of all standards specifications or codes will be used.

B. Coordination

The concrete work shall be coordinated with the work of trades to allow reasonable time to set sleeves, Inserts and other accessories which must be in position before concrete bases and pads of mechanical equipment shall be placed to comply with approved shop drawings for the equipment.

2.02.a Material Requirements

2.02a.1 Portland Cement

Portland Cement shall conform to the requirements of ASTM C-150 Type for normal Portland Cement;Type III for Highly Early Strength Portland Cement. Cement shall be any standard commercial brand in 40 kgs per bag.

2.02a.2 Fine Aggregates

Sand shall be clean, hard, coarse river sand or crush sand free from injurious amount of clay and vegetable matter shall conform to ASTM C-33 or C-330.

2.02a.3 Coarse Aggregate

Gravel shall be river run gravel or broken stone. The maximun size shall be 1/5 of the nearest dimension between sides of forms of the concrete, or 3/4 of the minimum

clear spacing between reinforcing bars, or between re-bars and forms which ever is smaller.

2.02a.4 Mixing Water

Water used in mixing concrete shall be clean and free from injurious amount of oils,acids,alkali,organic materials or other deleterious substances.

2.02a.5 Admixture

All air-entraining admixtures if used,shall conform to ASTM C-260. Water reducing admixtures,retarding admixtures, and water reducing and accelerating admixture,if used, shall conform to the requirements of ASTM C-494.

2.02.b Proportioning of Concrete

The contractor shall employ, at his own expense, as approved testing, laboratory which shall design the mix for each type of concrete required by the specifications and drawings to obtain strength as determined by test cylinder at least 15% higher than required. Strength requirements shall be as noted on the drawings.

2.02.c Concrete Test

A. Testing Laboratory and Reports

The contractor shall employ at his own expense, as approved testing laboratory which shall make compression and slump test and immediately submit 5 copies of the test reports to the supervising Architect or Engineer.

2.02.d Curing and Protection

All concrete work shall be protected from drying out after removal of forms by covering with waterproof paper, polyethylene sheeting,burlap,with a coating of approved membrane curing compound having a moisture retention equal to 90% based on ATM C-309 and C-156, applied in accordance with the manufacturer's instruction for use.

2.02.e Metal Reinforcement

Reinforcing Steel Bar shall conform to ASTM specifications A-615. All Mild steel for columns, shear wall, footings and footing beam shall be high grade deformed bars. $F_y = 413.7$ Mpa. For 10mm and smaller bars use intermediate grade deformed bars. $F_y = 275.8$ Mpa.

All reinforcement shall be placed according to the approved drawings. The contractor shall provide sufficient bar support, ties, anchors and other accessories to hold all bars securely in place. Provide Bar support and other accessories necessary to hold reinforcing bars in the proper positions while concrete is being placed. Bar support

which come in contact with forms for concrete exposed to view in the finished structure shall be galvanized or stainless subject to approval.

2.02.Placing of Reinforcement

All reinforcement shall be placed according to the approved drawings. The contractor shall provide sufficient bar supports, ties and other accessories to hold all bars securely in place.

Unless detailed on drawings, all stirrups shall be held in place by bar spacer. Reinforcing steel shall be cleaned of oil, grease, scale, rust or other coatings which will impair bond.

2.02.a Forms

Forms shall conform to the shape, lines and dimensions shown on the drawings. They shall be substantial and designed to resist the pressure and weight of the concrete.

Forms shall be properly tied and braced or shored so as to maintain their position and shapes. Forms shall be sufficiently tight and strong to prevent leakage of mortar.

Remove forms and form tie ends then fill holes with 1:2 Portland Cement mortar mixed to match the concrete. All defective areas below grade line not exposed to view shall be patched with portland cement mortar mixed to match the concrete mixture as directed by the supervising Architect or Engineer.

2.02.b Concrete Masonry Works

The work covered shall include the furnishing of all necessary materials, tools, equipment, labor and appliances necessary to complete the execution of the concrete masonry work as shown on the drawings and herein specified.

All preparation for masonry work necessary to received and adjoin other work, including provisions for inserts and attachments as noted in the plans and specifications which shall be installed under the terms of this work.

2.02.c Masonry Finish

The works shall furnish all materials, tools ,equipment including labor required in undertaking plain cement plaster finish as provided where plastering is noted on the drawings and schedules. Plastering work shall be properly coordinated with the work of other trades.

1. The work of other trades shall be adequately protected from damages during the plastering operations. Finishing works shall be protected with a covering with lapped and sealed joints.

2. Scaffolding shall be amply strong, well braced, tied securely and inspected regularly. Overloading of scaffolding will not be permitted.

2.03 Steel Works

The work includes furnishing of all materials, labor, tools, equipment, and performance of all operations relative to the fabrication, delivery to site, erection and painting of structural steel rafters and purlins as shown on plans.

All Structural steel shall be in accordance with AISC Specification for the design, Fabrication and erection of structural steel for buildings. Materials and parts necessary to complete each item through such work is not shown or specified shall be included, such as bolts, welding rods etc.

Steel works to be encased in concrete shall not be painted. All other steel works shall be given one coat of shop paint of red lead primer, applied thoroughly and evenly to dry surfaces, which have been cleaned by brush, spray roller coating at the selection of the fabricator. Top coat shall be apply.

3.0 ARCHITECTURAL WORKS

3.01 Tile Works

The item shall consist of all non-skid homogeneous tiles and cementitious materials, tools and equipment including labor required the proper installation of walls and floor tiles as shown on the plans and in accordance with this specifications.

3.02 Doors and Windows

The work includes materials, labor and equipment to complete the installation of Doors and Windows complete with hardware and accessories including jambs and headers as indicated on the plans.

3.03 Painting Works

The works shall furnish all materials, tools, equipment including labor required in undertaking painting works as provided on plan and specification.

3.04 Signage with Logo and Automatic Parking Barrier

The works includes materials, labor and equipment to complete the installation of Signage with Logo and Automatic Parking Barrier as indicated on plans and program.

4.0 ELECTRICAL WORKS

The work includes materials, labor and equipment to complete the installation of the following; Lighting and Power Conduits & Fittings; Wires & Cables; Electrical Wiring Devices; Lighting Fixtures; Boxes & pull boxes; Panel boards/Circuit Breaker; Feeder/Sub Feeder Conductor; Feeder/Sub Feeder conduit and fittings; ACU Conduits & Fittings; ACU wires and cable; Data and Telephone System; Grounding system; Termination accessories,

hangers and supports and other miscellaneous materials as indicated on the plan. Electrical works should be tested and commissioned.

5.0 PLUMBING WORKS

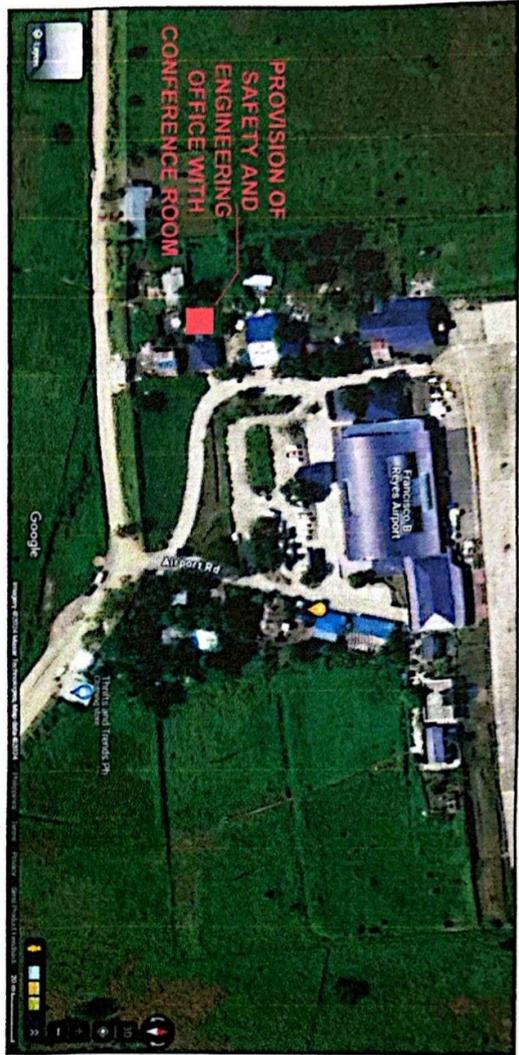
The item shall consist of furnishing all materials, tools, equipment and fixtures as shown on the Plans for the satisfactory performance of the entire plumbing system including installation in accordance with the latest edition of the National Plumbing Code and this specifications.

All piping materials, fixtures and appliances fittings accessories whether specifically mentioned or not but necessary to complete this item be furnished and installed.

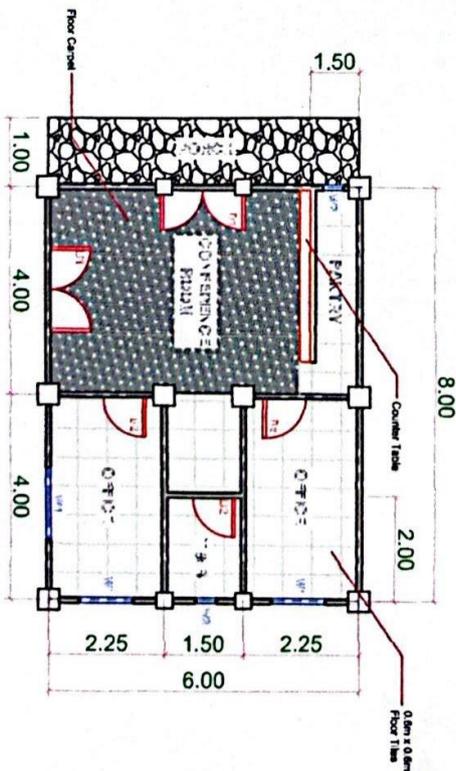
6.0 CONSTRUCTION SAFETY AND HEALTH

The contractor shall include a Construction Safety and Health Program for the project by providing necessary gear and protective accessories for workers such as safety helmet, shoes, vest, gloves, boots and raincoats if necessary are to be provided. A Safety Practitioner and Health Personnel are required a list of safety protocols shall be provided. The contractor shall be solely liable for any accident's injury caused to any person by reason of negligence at the work area.

Section VII. Drawings



VICINITY MAP



GROUND FLOOR PLAN

 CIVIL AVIATION AUTHORITY OF THE PHILIPPINES <small>Department of Transportation</small>	AREA IV ENGINEERING AND DESIGN UNIT INFRASTRUCTURE DEVELOPMENT AND DESIGN DIVISION	PROJECT TITLE PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM	PREPARED BY <i>[Signature]</i> WILLIAM G. MAGALES	CHECK & SUBMITTED BY <i>[Signature]</i> ENGR. TORRENO R. KONDITA	APPROVED BY <i>[Signature]</i> WILLIAM G. MAGALES	SHEET CONTINUED	SHEET NO.
	Scanned with CamScanner Scanned with CamScanner			WILLIAM G. MAGALES <small>Registered Professional Engineer No. 10458</small>	<i>[Signature]</i> <small>Registered Professional Engineer No. 10458</small>	<i>[Signature]</i> <small>Registered Professional Engineer No. 10458</small>	AS SHOWN



CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
 1201 A. SOCRAL STREET, PASAY CITY, PHILIPPINES

AREA V ENGINEERING AND DESIGN UNIT
 INFRASTRUCTURE DEVELOPMENT AND DESIGN DIVISION

PROJECT TITLE:
PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM

PREPARED BY:
 MICHAEL J. JENIC, C. NAVARA

PREPARED BY:
 WILLIAM G. MAGALES

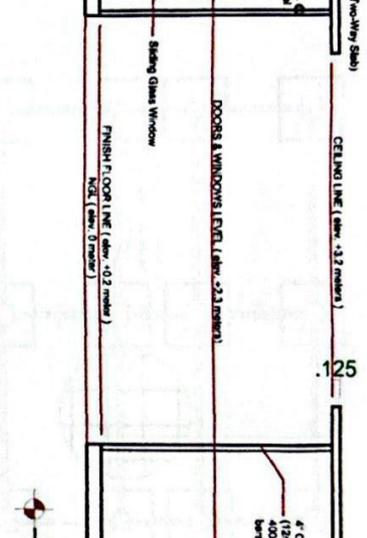
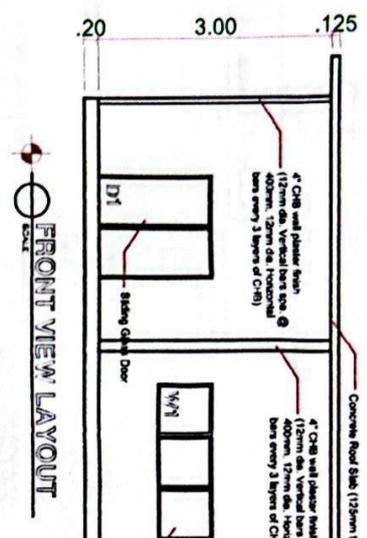
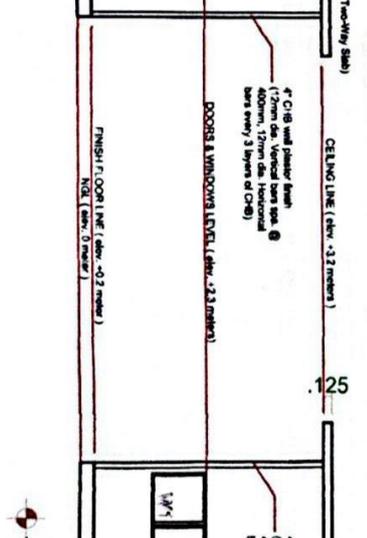
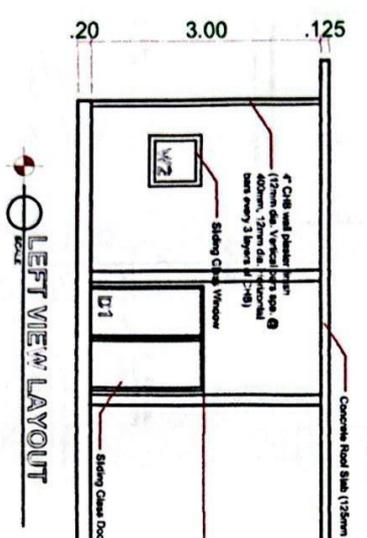
CHECK & SUBMITTED BY:
 ENGR. RODRIGO SONOY

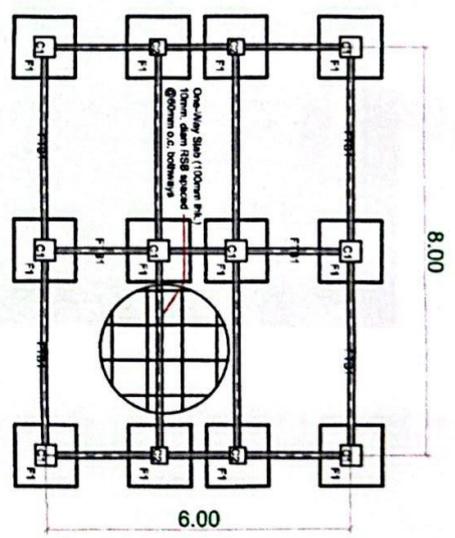
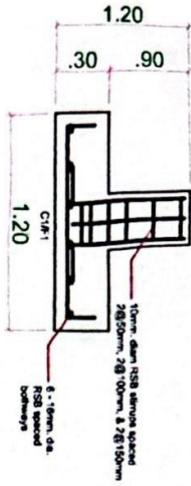
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 MONTECALVO B. BASTIA

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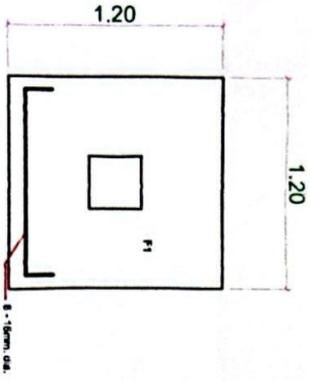
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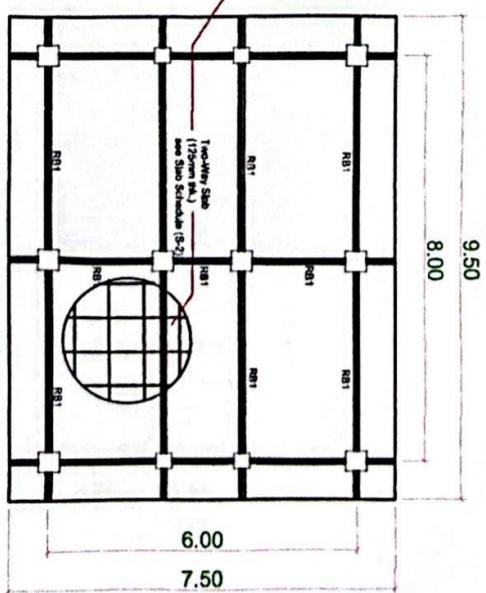


FOUNDATION LAYOUT

FLOOR LEVEL	SLAB MARK	THICKNESS (mm)	REINBAR SCHED NO. 2 AND 3 CORR. DIRECTION				REINBAR SCHED NO. 4 CORR. DIRECTION				
			REINBAR SIZE	TOP	BOTT	SPACING	REINBAR SIZE	TOP	BOTT	SPACING	
2ND FLOOR	S-2	125	10#	300	300	200	10#	300	300	200	300



TYPICAL SECTION



ROOF FRAMING LAYOUT

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
 PROJECT TITLE: PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM
 PREPARED BY: WILBERT G. MAGALES
 CHECK & SUBMITTED BY: ENGR. ROBERTO P. SINDON
 APPROVED BY: MOHAMMAD SADEK M. AL-DALAY
 SHEET NO. 1

Section VIII. Bill of Quantities

{CONTRACTOR'S LOGO IN MAIN PAGE}

BILL OF QUANTITIES

PROJECT: Provision of Safety and Engineering Office with
Conference Room

LOCATION: Francisco B. Reyes (Busuanga Airport)

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
1.00	<i>EARTHWORKS</i>				
	Pesos _____ Amount in words _____ _____ _____ and _____ _____ centavos _____	25.53	cu.m.		
2.00	<i>STRUCTURAL WORKS</i>				
	Pesos _____ Amount in words _____ _____ _____ and _____ _____ centavos _____	25.83	cu.m.		
3.00	<i>PLUMBING WORKS</i>				
	Pesos _____ Amount in words _____ _____ _____ and _____ _____ centavos _____	1	lot		
4.00	<i>ELECTRICAL WORKS</i>				
	Pesos _____ Amount in words _____ _____ _____ and _____ _____ centavos _____	1	lot		
5.00	<i>PAINTING WORKS</i>				
	Pesos _____ Amount in words _____ _____ _____ and _____ _____ centavos _____	432	sq.m.		
6.00	<i>TILE WORKS</i>				
	Pesos _____ Amount in words _____ _____ _____ and _____ _____ centavos _____	31.5	sq.m.		
7.00	<i>OTHERS</i>				
	Pesos _____ Amount in words _____ _____ _____ and _____ _____ centavos _____	1	lot		

{CONTRACTOR'S LOGO IN MAIN PAGE}

BID PROPOSAL

PROJECT: Provision of Safety and Engineering Office with
Conference Room

LOCATION: Francisco B. Reyes (Busuanga Airport)

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] 12%[(5+9)]	[11] [9]+ [10]	[12] [5]+ [11]	[13] [12] / [3]
1.00	EARTHWORKS	25.53	cu.m.									
2.00	STRUCTURAL WORKS	25.832	cu.m.									
3.00	PLUMBING WORKS	1.00	lot.									
4.00	ELECTRICAL WORKS	1.00	lot.									
5.00	PAINTING WORKS	432.00	sq.m.									
6.00	TILE WORKS	31.500	sq.m.									
7.00	OTHERS	1.00	lot.									

SUBMITTED BY:

Signature _____

Printed Name _____

Position _____

Name of Company _____

Date _____

{CONTRACTOR'S LOGO IN MAIN PAGE}

DETAILED ESTIMATE

PROJECT: Provision of Safety and Engineering Office with Conference Room

LOCATION: Francisco B. Reyes (Busuanga Airport)

NAME OF PROJECT		: PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM			
LOCATION		: BUSUANGA AIRPORT, CORON, PALAWAN		QUANTITY	UNIT
SUBJECT		: Bill of Quantities		25.53	cu.m.
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
1.00	EARTHWORKS				
A	Materials				
	Embankment Material	18.20	cu.m.		
			Material Cost	
B	Labor	QTY	DAYS	RATE/DAY	
	Foreman	1.00	7		
	Skilled Worker	3.00	7		
	Laborer	6.00	7		
			Labor Cost	
C	Equipment	# of EQPT	DUR. (DAYS/HOURS)	RATE/DAY	
			Equipment Cost	
A	EARTHWORKS Material Cost				
B	EARTHWORKS Labor Cost				
C	EARTHWORKS Equipment Cost				
D	EARTHWORKS Direct Cost				
INDIRECT COSTS					
1. OCM (0% - 15% of TDC)	13.0%	of Estimated Direct Cost			
2. CONTRACTOR'S PROFIT (0% - 10% of	10.0%	of Estimated Direct Cost			
E. TOTAL OCM & PROFIT	23.0%	of D			
F. VALUE ADDED TAX, (VAT)	5.0%	of (D + E)			
G. TOTAL ESTIMATED INDIRECT COST (F + E), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST (G / Quantity), P/Unit					
TOTAL ESTIMATED COST (D + G), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

NAME OF PROJECT		PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM			
LOCATION		BUSUANGA AIRPORT, CORON, PALAWAN		QUANTITY	UNIT
SUBJECT		Bill of Quantities		25.83	cu.m.
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
2.00	STRUCTURAL WORKS				
A	Materials				
	Portland Cement, 40 Kg	260.00	bags		
	Sand	13.00	cu.m.		
	Gravel, 3/4" Crushed	31.00	cu.m.		
	4" CHB	1,000.00	pcs.		
	10mmØx6m DRSB, Grade 40	250.00	pcs.		
	12mmØx6m DRSB, Grade 41	60.00	pcs.		
	16mmØx6m DRSB, Grade 42	45.00	pcs.		
	G#16 G.I. Tie Wire	75.00	kgs.		
	2" x 2" x 10' Good Lumber	40.00	pcs.		
	1/2" thk. Phenolic Board	10.00	pcs.		
	Assorted CWN	15.00	kgs.		
			Material Cost	
B	Labor	QTY	DAYS	RATE/DAY	
	Foreman	1.00	21		
	Skilled Worker	3.00	21		
	Laborer	6.00	21		
			Labor Cost	
C	Equipment	# of EQPT	DUR. (DAYS/HOURS)	RATE/DAY	
			Equipment Cost	
A	STRUCTURAL WORKS Material Cost				
B	STRUCTURAL WORKS Labor Cost				
C	STRUCTURAL WORKS Equipment Cost				
D	STRUCTURAL WORKS Direct Cost				
INDIRECT COSTS					
1. OCM (0% - 15% of TDC)		13.0%	of Estimated Direct Cost		
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		10.0%	of Estimated Direct Cost		
E. TOTAL OCM & PROFIT		23.0%	of D		
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)		
G. TOTAL ESTIMATED INDIRECT COST (F + E), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST (G / Quantity), P/Unit					
TOTAL ESTIMATED COST (D + G), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

NAME OF PROJECT		PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM			
LOCATION		BUSUANGA AIRPORT, CORON, PALAWAN			
SUBJECT		Bill of Quantities			
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
3.00	PLUMBING WORKS				
A	Materials				
	4" PVC Orange Pipe	12.00	pcs.		
	4" 90 deg. Elbow PVC Orange Pipe	3.00	pcs.		
	4" PVC Orange Pipe Clean Out Cover	3.00	pcs.		
	4" PVC Orange Wye	3.00	pcs.		
	1" PPR Pipe	7.00	pcs.		
	1/2" PPR Pipe	3.00	pcs.		
	1" PPR Elbow	10.00	pcs.		
	1/2" PPR Elbow	7.00	pcs.		
	1" to 1/2" PPR Reducer	3.00	pcs.		
	1" PPR Tee	1.00	pcs.		
	1/2" PPR Tee	3.00	pcs.		
	Solvent	5.00	can		
	Water Closet	1.00	sets		
	Lavatory Set	1.00	sets		
	Wall Hung Lavatory	1.00	sets		
	Tissue Holder Set	2.00	sets		
	Shower Set	1.00	sets		
	Faucet	3.00	sets		
	Floor Drain	1.00	sets		
			Material Cost	
B	Labor	QTY	DAYS	RATE/DAY	
	Foreman	1.00	14		
	Skilled Worker	2.00	14		
	Laborer	2.00	14		
			Labor Cost	
C	Equipment	# of EQPT	DUR. (DAYS/HOURS)	RATE/DAY	
			Equipment Cost	
A	PLUMBING WORKS Material Cost				
B	PLUMBING WORKS Labor Cost				
C	PLUMBING WORKS Equipment Cost				
D	PLUMBING WORKS Direct Cost				
INDIRECT COSTS					
	1. OCM (0% - 15% of TDC)	13.0%	of Estimated Direct Cost		
	2. CONTRACTOR'S PROFIT (0% - 10% of T)	10.0%	of Estimated Direct Cost		
	E. TOTAL OCM & PROFIT	23.0%	of D		
	F. VALUE ADDED TAX, (VAT)	5.0%	of (D + E)		
	G. TOTAL ESTIMATED INDIRECT COST (F + E), P				
	H. TOTAL ESTIMATED UNIT INDIRECT COST (G / Quantity), P/Unit				
	TOTAL ESTIMATED COST (D + G), P				
	TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit				

NAME OF PROJECT		PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM			
LOCATION		BUSJANGA AIRPORT, CORON, PALAWAN		QUANTITY	UNIT
SUBJECT		Bill of Quantities		1.00	lot.
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
4.00	ELECTRICAL WORKS				
A	Materials				
	Panel Board with Breaker 100Amps, 6 circuit breaker	1.00	set		
	14mm2 THHN Wire	3.00	box		
	5.5mm2 THHN Wire	2.00	box		
	3.5mm2 THHN Wire	5.00	box		
	2.0mm2 THHN Wire	5.00	box		
	Electrical Tape	20.00	pcs		
	1/2" PVC Pipe Orange	50.00	pcs		
	1/2" PVC Elbow	20.00	pcs		
	Solvent	10.00	can		
	Junction Box	28.00	pcs		
	Utility Box	25.00	pcs		
	2 gang Switch	6.00	pcs		
	2 gang C.O.	14.00	pcs		
	2 X 9W LED Recessed Louver 12 X 24IN	12.00	set		
	Aircon Outlet	4.00	pcs		
			Material Cost	
B	Labor	QTY	DAYS	RATE/DAY	
	Foreman	1.00	10		
	Electrician	3.00	10		
	Laborer	3.00	10		
			Labor Cost	
C	Equipment	# of EQPT	DUR. (DAYS/HOURS)	RATE/DAY	
			Equipment Cost	
A	ELECTRICAL WORKS Material Cost				
B	ELECTRICAL WORKS Labor Cost				
C	ELECTRICAL WORKS Equipment Cost				
D	ELECTRICAL WORKS Direct Cost				
INDIRECT COSTS					
1.	OCM (0% - 15% of TDC)	13.0%	of Estimated Direct Cost		
2.	CONTRACTOR'S PROFIT (0% - 10% of TD)	10.0%	of Estimated Direct Cost		
E.	TOTAL OCM & PROFIT	23.0%	of D		
F.	VALUE ADDED TAX, (VAT)	5.0%	of (D + E)		
G.	TOTAL ESTIMATED INDIRECT COST (F + E), P				
H.	TOTAL ESTIMATED UNIT INDIRECT COST (G / Quantity), P/Unit				
I.	TOTAL ESTIMATED COST (D + G), P				
J.	TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit				

NAME OF PROJECT : PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM					
LOCATION : BUSUANGA AIRPORT, CORON, PALAWAN				QUANTITY	UNIT
SUBJECT : Bill of Quantities				432.00	sq.m.
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
5.00	PAINTING WORKS				
A	Materials				
	Flat White Latex	30.00	pail		
	Gloss White Latex	30.00	pail		
	Skimcoat	50.00	bags		
	Roller Brush #6	8.00	pcs.		
	Paint Tray	10.00	pcs.		
	Baby Roller	10.00	pcs.		
	Paint Brush #2	10.00	pcs.		
	Paint Brush #4	10.00	pcs.		
	Sanding Paper	90.00	pcs.		
			Material Cost	
B	Labor	QTY	DAYS	RATE/DAY	
	Foreman	1.00	10		
	Painter	3.00	10		
	Laborer	3.00	10		
			Labor Cost	
C	Equipment	# of EQPT	DJR. (DAYS/HOURS)	RATE/DAY	
			Equipment Cost	
A	PAINTING WORKS Material Cost				
B	PAINTING WORKS Labor Cost				
C	PAINTING WORKS Equipment Cost				
D	PAINTING WORKS Direct Cost				
INDIRECT COSTS					
1. OCM (0% - 15% of TDC)	13.0%	of Estimated Direct Cost			
2. CONTRACTOR'S PROFIT (0% - 10% of	10.0%	of Estimated Direct Cost			
E. TOTAL OCM & PROFIT	23.0%	of D			
F. VALUE ADDED TAX, (VAT)	5.0%	of (D + E)			
G. TOTAL ESTIMATED INDIRECT COST (F + E), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST (G / Quantity), P/Unit					
TOTAL ESTIMATED COST (D + G), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

NAME OF PROJECT : PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM					
LOCATION : BUSUANGA AIRPORT, CORON, PALAWAN				QUANTITY	UNIT
SUBJECT : Bill of Quantities				31.50	sq.m.
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
6.00	TILE WORKS				
A	Materials				
	60cm x 60cm Unglazed Floor Tiles	60.00	pcs.		
	60cm x 60cm Glazed Wall Tiles	35.00	pcs.		
	Tile Grout	24.00	kgs.		
	Tile Adhesive	25.00	bags		
			Material Cost	
B	Labor	QTY	DAYS	RATE/DAY	
	Foreman	1.00	10		
	Skilled Worker	2.00	10		
	Laborer	2.00	10		
			Labor Cost	
C	Equipment	# of EQPT	DJR. (DAYS/HOURS)	RATE/DAY	
			Equipment Cost	
A	TILE WORKS Material Cost				
B	TILE WORKS Labor Cost				
C	TILE WORKS Equipment Cost				
D	TILE WORKS Direct Cost				
INDIRECT COSTS					
1.	OCM (0% - 15% of TDC)	13.0%	of Estimated Direct Cost		
2.	CONTRACTOR'S PROFIT (0% - 10% of	10.0%	of Estimated Direct Cost		
E.	TOTAL OCM & PROFIT	23.0%	of D		
F.	VALUE ADDED TAX, (VAT)	5.0%	of (D + E)		
G.	TOTAL ESTIMATED INDIRECT COST (F + E), P				
H.	TOTAL ESTIMATED UNIT INDIRECT COST (G / Quantity), P/Unit				
TOTAL ESTIMATED COST (D + G), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

NAME OF PROJECT		: PROVISION OF SAFETY AND ENGINEERING OFFICE WITH CONFERENCE ROOM			
LOCATION		: BUSUANGA AIRPORT, CORON, PALAWAN		QUANTITY	UNIT
SUBJECT		: Bill of Quantities			
ITEM	DESCRIPTION	QUANTITY	UNIT	1.00	lot.
				UNIT COST	AMOUNT
7.00	OTHERS				
A	Materials				
	1hp Inverter Split Type Aircon	4.00	sets		
	Conference Table	1.00	sets		
	Conference Chair	8.00	sets		
	Office Chair	2.00	sets		
	Office Table	2.00	sets		
	Refrigerator	1.00	sets		
	Microwave	1.00	sets		
	Water Dispenser	1.00	sets		
	Floor Carpet (for Conference Room)	18.00	sq.m.		
	Flat Screen Television 50" with Wall Bracket	2.00	sets		
			Material Cost	
B	Labor	QTY	DAYS	RATE/DAY	
			Labor Cost	
C	Equipment	# of EQPT	DUR. (DAYS/HOURS)	RATE/DAY	
			Equipment Cost	
A	OTHERS Material Cost				
B	OTHERS Labor Cost				
C	OTHERS Equipment Cost				
D	OTHERS Direct Cost				
INDIRECT COSTS					
1.	OCM (0% - 15% of TDC)	13.0%	of Estimated Direct Cost		
2.	CONTRACTOR'S PROFIT (0% - 10% of	10.0%	of Estimated Direct Cost		
E.	TOTAL OCM & PROFIT	23.0%	of D		
F.	VALUE ADDED TAX, (VAT)	5.0%	of (D + E)		
G.	TOTAL ESTIMATED INDIRECT COST (F + E), P				
H.	TOTAL ESTIMATED UNIT INDIRECT COST (G / Quantity), P/Unit				
TOTAL ESTIMATED COST (D + G), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

Name of the Project : _____

Location : _____

CASH FLOW BY QUARTER AND PAYMENT SCHEDULE

PARTICULAR	%WT.	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 Bidder

Date:

Section IX. Bidding Forms Sample

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 allowable

forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines¹ 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: _____

¹ currently based on GPPB Resolution No. 09-2020

{ATTACH COMPANY LETTERHEAD/LOGO}

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

Name of Project: _____

Location of Project: _____

Name of Company : _____

Address of Company: _____

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

Submitted by: _____

(Print Name & Signature)

Designation: _____

Date: _____

JOINT RESOLUTION

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

(Name of Project / Contract)

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

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

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

Name of Bidder (Lead Partner)

Name of Bidder (Member Partner)

By: _____

Signature & Name of
Managing Officer

By: _____

Signature & Name of Authorized
Authorized Representative

Designation / Position

Designation / Position

Name of Bidder (Member Partner)

Name of Bidder (Member Partner)

By: _____

Signature & Name of
Managing Officer

By: _____

Signature & Name of Authorized
Authorized Representative

Designation / Position

Designation / Position

SIGNED IN THE PRESENCE OF:

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

REPUBLIC OF THE PHILIPPINES)

CITY OF _____)S.S.

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

NAME	Community Cert. No.	Date / Place of Issue
-------------	----------------------------	------------------------------

Representing to be the _____ of
_____ and _____ of
_____ respectively, known to me and
to me known to be the same persons who executed the foregoing instrument for and in behalf
of said corporations and who acknowledge to me that same is their free and voluntary act and
deed as well as of the corporations which they represent, for the uses, purposes, and
considerations therein set forth and that they are duly authorized to sign the same.

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

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

NOTARY PUBLIC

Doc. No. _____

Book No. _____

Page No. _____

Series of _____

Bid Securing Declaration Form

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

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]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED

REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

**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 _____

AUTHORITY OF SIGNATORY
(SPECIAL POWER OF ATTORNEY)

I, _____, President of _____(Name of the Bidder)_____, a corporation incorporated under the laws of the Republic of the Philippines with its registered office at _____, by virtue of Board Resolution No. _____ dated _____, has made, constituted and appointed _____ true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent _____ in the bidding of _____(Name of the Project)_____ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ date of _____, 20____ at _____.

Signed in the Presence of:

ACKNOWLEDGEMENT

[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 : _____
 (Signature over Printed Name)
 Designation : _____
 Date : _____

{ ATTACH COMPANY LETTERHEAD/LOGO }

Date: _____

ADAMOR J. PAET

Chairman, BAC - Area Center IV, Puerto Princesa International Airport
Civil Aviation Authority of the Philippines-Puerto Princesa International Airport
National Highway, Brgy. San Miguel,
Puerto Princesa City, 5300, Palawan
Tel: (048) 433 4965

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: _____

ADAMOR J. PAET

Chairman, BAC - Area Center IV, Puerto Princesa International Airport
Civil Aviation Authority of the Philippines-Puerto Princesa International Airport
National Highway, Brgy. San Miguel,
Puerto Princesa City, 5300, Palawan
Tel: (048) 433 4965

Subject: Key Personnel's Certificate of Employment

Dear Sir:

I am (Name of Employee) a Licensed _____ 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
COMPLETED**

COST

DATE

_____	_____
_____	_____
_____	_____
_____	_____

At present, I am supervising the following project:

**NAME OF PROJECT OWNER
COMPLETED**

COST

DATE

_____	_____
_____	_____
_____	_____
_____	_____

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

(Signature of Engineer)

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

Notary Public

Until 31 December 20____
PRT No.: _____
Issued at: _____
Issued on: _____
TIN No.: _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

KEY PERSONNEL
(FORMAT OF BIO-DATA)

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

1. Authorized Managing Officer / Representative: _____

2. Sustained Technical Employee:

Name: _____

Date of Birth: _____

Nationality: _____

Education and Degrees: _____

Specialty: _____

Registration: _____

Length of Service with the Firm:

_____ Year From _____ (months) _____ (year)

To _____ (months) _____ (year)

Years of Experience:

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

Name and Address of Employer Length of Service

_____ _____ year(s) from _____ to _____

_____ _____ year(s) from _____ to _____

_____ _____ year(s) from _____ to _____

Experience:

This should cover the past two (2) 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: _____

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 : _____
 (Signature over Printed Name)
 Designation : _____
 Date : _____

Contract Agreement Form for the Procurement of Infrastructure Projects (Revised)

[not required to be submitted with the Bid, but it shall be submitted within ten (10) days after
receiving the Notice of Award (NOA)]

CONTRACT AGREEMENT

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the “Entity”) and *[name and address of Contractor]* (hereinafter called the “Contractor”).

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called “the Works”) and the Entity has accepted the Bid for *[contract price in words and figures in specified currency]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, *viz.*:
 - a. Philippine Bidding Documents (PBDs);
 - i. Drawings/Plans;
 - ii. Specifications;
 - iii. Bill of Quantities;
 - iv. General and Special Conditions of Contract;
 - v. Supplemental or Bid Bulletins, if any;

 - b. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- c. Performance Security;
 - d. Notice of Award of Contract and the Bidder's conforme thereto; and
 - e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid. GPPB Resolution No. 16-2020, dated 16 September 2020
 4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS WHEREOF, the parties thereto have caused this Agreement to be executed the day and year first before written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Section X. 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);
or
Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
- (b) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (c) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (d) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
and
- (e) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules;
and
- (f) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and
- (g) registration for the type and cost of the contract to be bid;
and
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration;
and
- (i) Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid;
 - b. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - c. List of contractor's major equipment units, which are owned, leased,

and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be;

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

Financial Documents

- (k) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
- (l) **and** The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- (m) 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

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

Other documentary requirements under RA No. 9184

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

