



Republic of the Philippines  
DEPARTMENT OF SCIENCE AND TECHNOLOGY  
Philippine Atmospheric, Geophysical and  
Astronomical Services Administration (PAGASA)



**BIDS AND AWARDS  
COMMITTEE  
PHILIPPINE BIDDING DOCUMENTS  
FOR THE  
INFRASTRUCTURE PROJECT  
ENTITLED  
“Installation of Electric Service Feeder Line  
and Electric Service Entrance Post in SL-PRSD  
Building, Legazpi City, Albay - REBID”**

**PR 2024-04-0309 | IB 2024-54 R**

**Approved Budget for the Contract: Php 1,827,198.54**

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for measurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

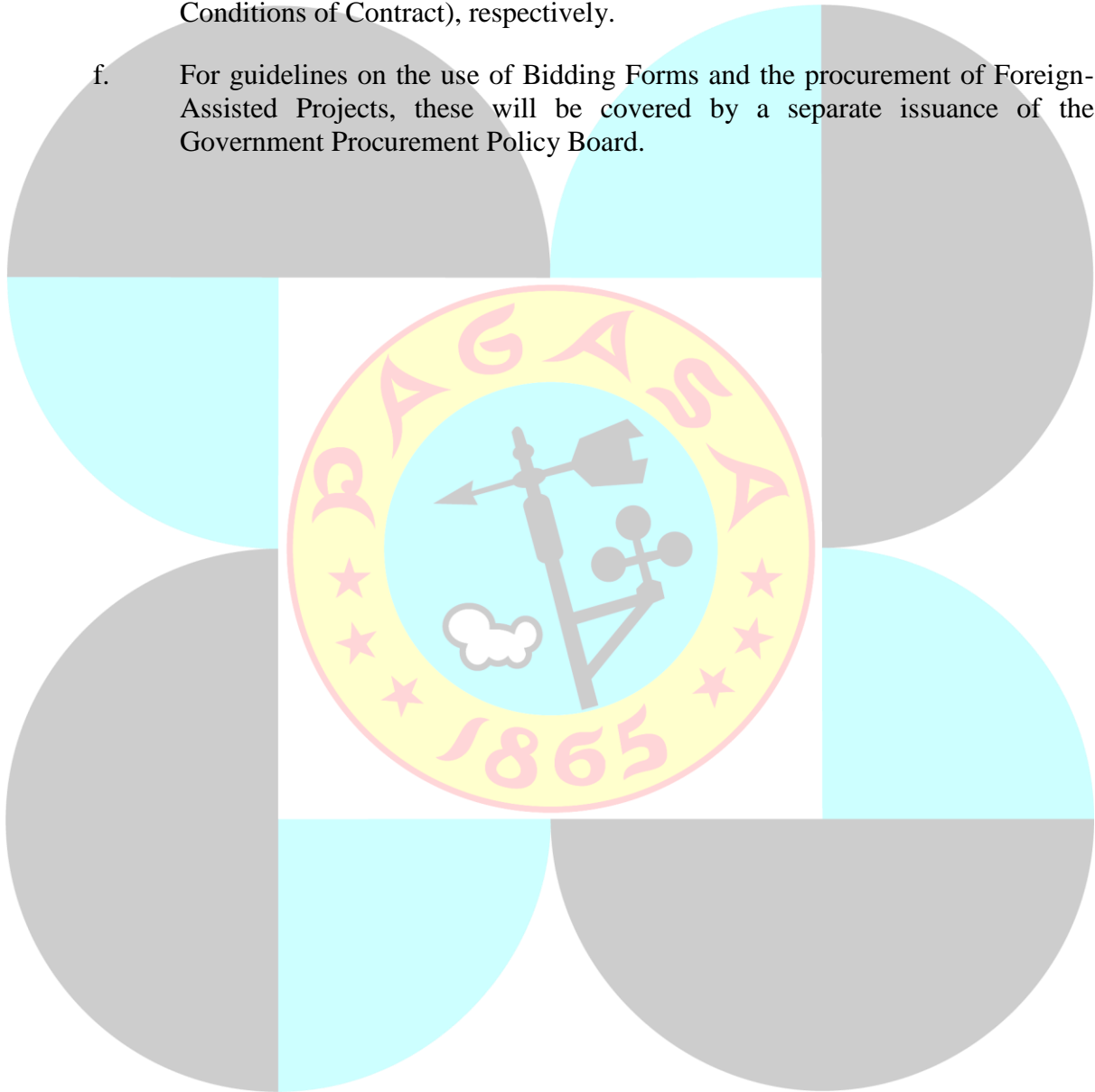
The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

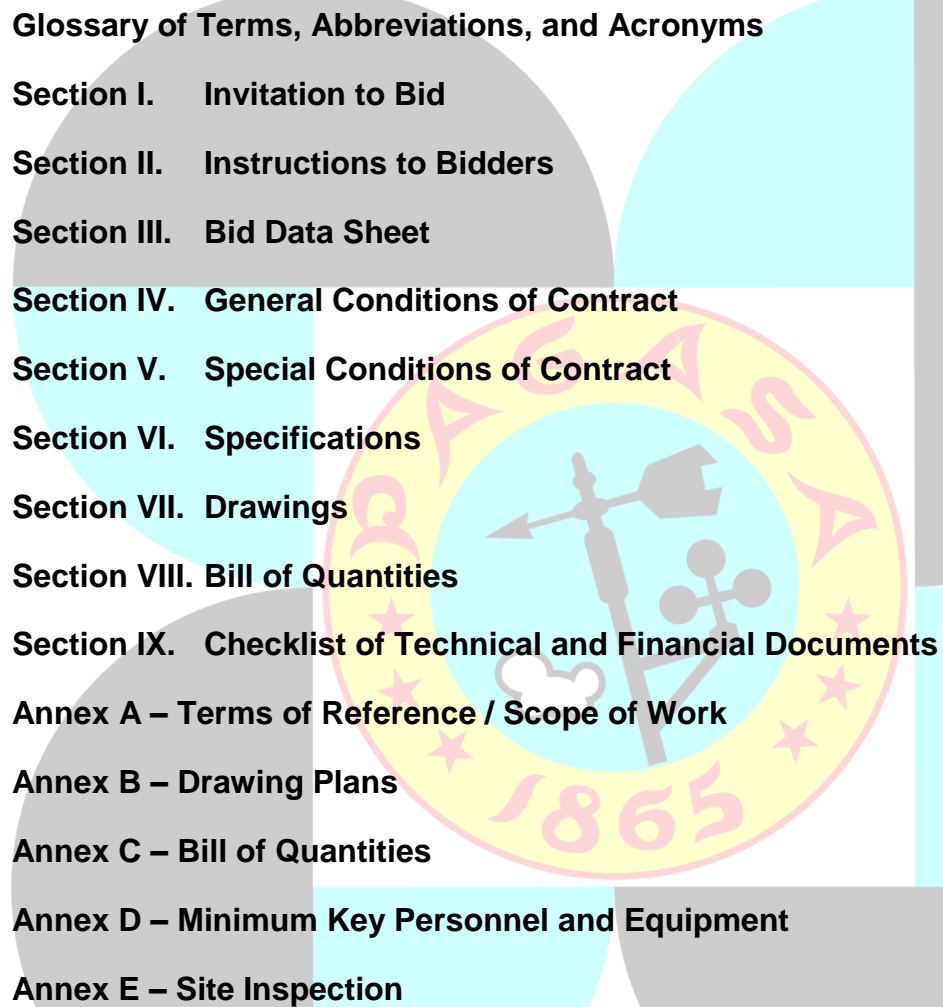
Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.



## **TABLE OF CONTENTS**

The background features a large circular seal in the center, divided into four quadrants by a white cross. The seal's border is yellow with pink stars and the year '1865' at the bottom. The center of the seal depicts a construction scene with a crane, a building, and a cloud. Surrounding the seal are four large circular areas, each divided into two halves of different colors: light blue and grey.

<b>Glossary of Terms, Abbreviations, and Acronyms</b>
<b>Section I. Invitation to Bid</b>
<b>Section II. Instructions to Bidders</b>
<b>Section III. Bid Data Sheet</b>
<b>Section IV. General Conditions of Contract</b>
<b>Section V. Special Conditions of Contract</b>
<b>Section VI. Specifications</b>
<b>Section VII. Drawings</b>
<b>Section VIII. Bill of Quantities</b>
<b>Section IX. Checklist of Technical and Financial Documents</b>
<b>Annex A – Terms of Reference / Scope of Work</b>
<b>Annex B – Drawing Plans</b>
<b>Annex C – Bill of Quantities</b>
<b>Annex D – Minimum Key Personnel and Equipment</b>
<b>Annex E – Site Inspection</b>

# ***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.

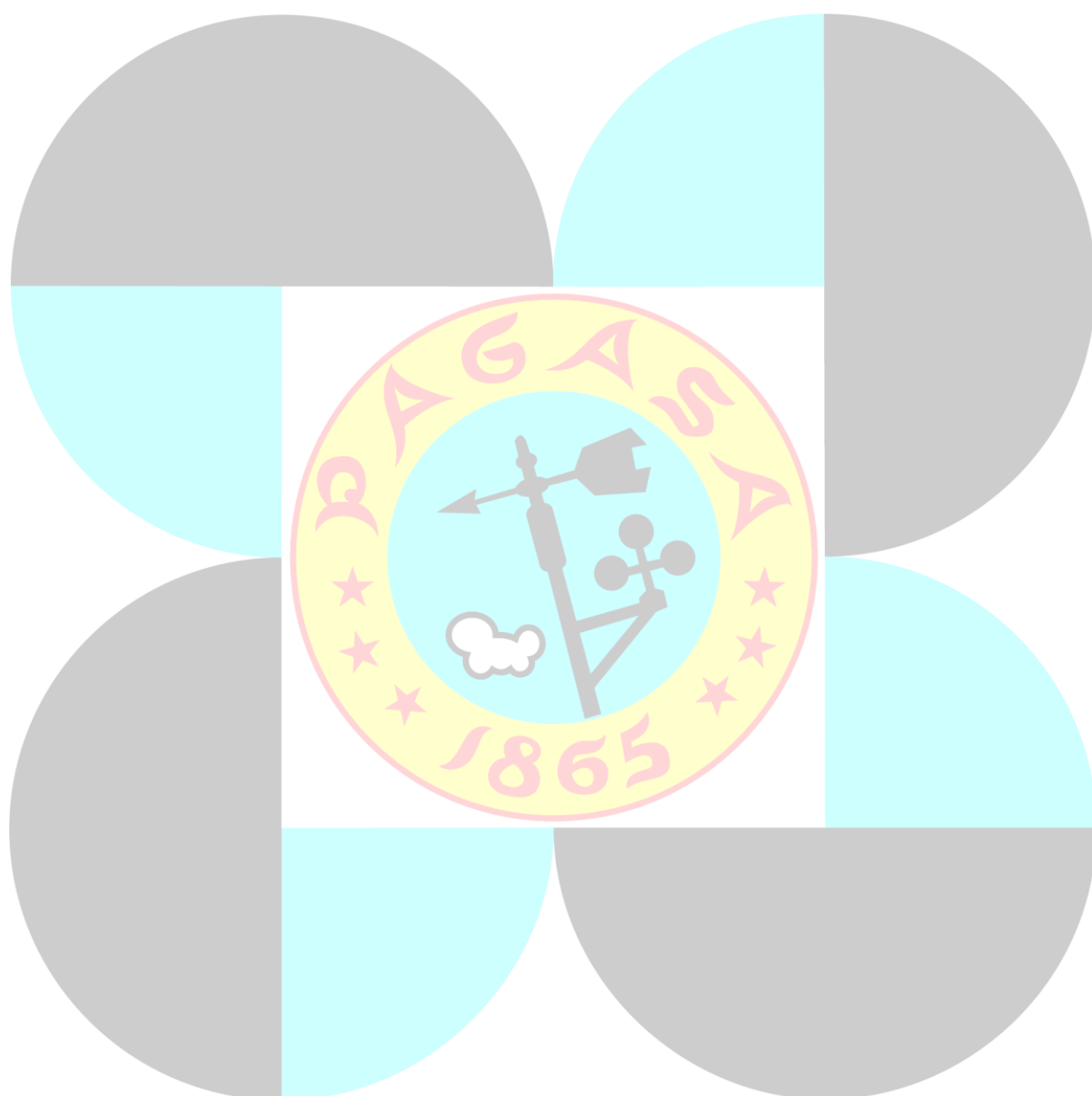
**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the 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***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria.

The IB should be incorporated into the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



**INVITATION TO BID**  
**FOR**  
**INSTALLATION OF ELECTRIC SERVICE FEEDER LINE AND ELECTRIC SERVICE**  
**ENTRANCE POST IN SL-PRSD BUILDING, LEGAZPI CITY, ALBAY – REBID**

1. The **Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)**, through the **2024 General Appropriations Act** intends to apply the sum of **One Million Eight Hundred Twenty-Seven Thousand One Hundred Ninety-Eight and 54/100 (Php 1,827,198.54) pesos only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **“Installation of Electric Service Feeder Line and Electric Service Entrance Post in SL-PRSD Building, Legazpi City, Albay - REBID” PR 2024-04-0309 / IB 2024-54 INF-R**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)** now invites bids for the above Procurement Project. Completion of the Works required is **thirty (30) calendar days** upon receipt of the Notice to Proceed (NTP). Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary **“pass/fail”** criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183
4. Interested bidders may obtain further information from **PAGASA-BAC Secretariat** and inspect the Bidding Documents at the address given below from **9:00 a.m. to 4:00 p.m.** It may also be downloaded at the PhilGEPS and PAGASA website free of charge.
5. A complete set of Bidding Documents may be acquired by interested bidders on **05 November 2024** 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 (Php5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The **Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)** will hold a Pre-Bid Conference<sup>1</sup> on **13 November 2024 11:00 AM** at the **Amihan Conference Room, 2/F PAGASA Central Office**<sup>2</sup> and/or through Zoom video conferencing which shall be open to prospective bidders. **Maximum of two (2) representatives per bidder shall be allowed during the said conference.**
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before **26 November 2024 11:00 AM**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16**.

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

<sup>2</sup> Subject to Change

9. Bid opening shall be on **26 November 2024 11:01 AM** at the given address below. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. The complete schedule of bidding activities is summarized as follows:

Activities	Schedule / Time	Venue
1. Posting of Invitation to Bid	05-12 Nov 2024	N/A
2. Issuance of Bidding Documents	05 Nov 2024 (9:00 a.m.-4:00 p.m.) to 26 Nov 2024 (until 8:00 a.m. only) except on weekends and holidays	<b>Records Management Section (RMS)</b> 3/F PAGASA Central Office
3. Pre-Bid Conference	13 Nov 2024 11:00 AM	<b>Amihan Conference Room<sup>2</sup></b> 2/F PAGASA Central Office
4. Submission of Bid Documents (Envelopes 1&2)	26 Nov 2024 on or before 11:00 AM	<b>Records Management Section (RMS)</b> 3/F PAGASA Central Office
5. Opening of Bids (Envelopes 1&2)	26 Nov 2024 11:01 AM	<b>Amihan Conference Room<sup>2</sup></b> 2/F PAGASA Central Office

11. The Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) 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.
12. For further information, please refer to:
 

**MA. ANNALYN S. NOLASCO**  
 Head, BAC Secretariat  
 Records Management Section, 3/F PAGASA Main Building, Science Garden Complex,  
 Sen. Miriam Defensor-Santiago Ave., Brgy. Central, Quezon City  
**Trunkline:** (02) 8284-0800 loc.1357  
**Email address:** [pagasa.bac@gmail.com](mailto:pagasa.bac@gmail.com) / [bac@pagasa.dost.gov.ph](mailto:bac@pagasa.dost.gov.ph)
13. You may visit the Official website of PAGASA for downloading of the Bidding Documents at <https://bagong.pagasa.dost.gov.ph/index.php/news-and-events/bidding-and-shopping>

**Date of Issue: 04 November 2024**

SHIRLEY J. DAVID

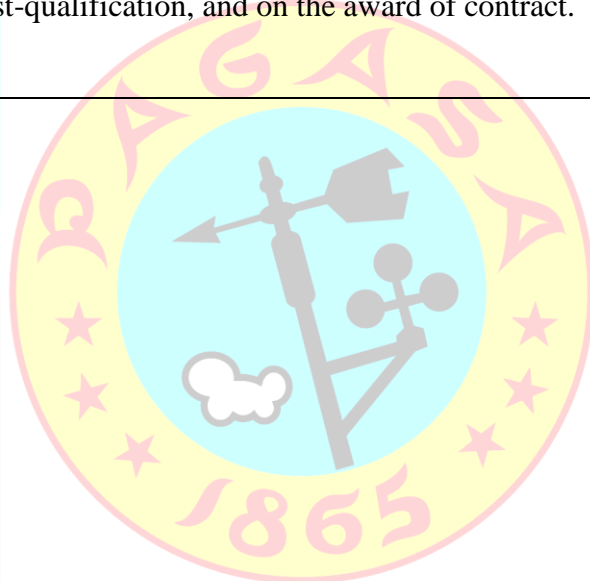
Chairperson, PAGASA-BAC

<sup>2</sup> Subject to Change

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

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.



## 1. Scope of Bid

The Procuring Entity, **Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)** invites Bids for the **Installation of Electric Service Feeder Line and Electric Service Entrance Post in SL PRSD Building Legazpi City, Albay – REBID** with Project Identification Number **2024-04-0309 | 2024-54 INF-R.**

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **CY 2024** in the amount of **One Million Eight Hundred Twenty-Seven Thousand One Hundred Ninety-Eight and 54/100 (Php 1,827,198.54) pesos only.**

2.2. The source of funding is:

**The 2024 General Appropriations Act**

## 3. Bidding Requirements

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

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

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

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive,

coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA’s CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be “similar” to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## 6. Origin of Associated Goods

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

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

**Subcontracting is not allowed.**

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing as indicated in **paragraph 6 and 10 of the IB**.

## 9. Clarification and Amendment of Bidding Documents

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

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

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

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

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

## 12. Alternative Bids

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

## 13. Bid Prices

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

## 14. Bid and Payment Currencies

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

## 15. Bid Security

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid **for One Hundred Twenty (120) calendar days from the date of the 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 (1) original copy and two (2) photocopies 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.

\_\_\_\_\_  
(Indicate above if "Original"  
"Copy 1" or "Copy 2")

**TECHNICAL COMPONENT**

**BID FOR THE**

\_\_\_\_\_  
**IB No.** \_\_\_\_\_

Company Name (in capital letters)  
Company Address (in capital letter)

**SHIRLEY J. DAVID**

Chairperson

PAGASA BIDS AND AWARDS COMMITTEE

(PAGASA-BAC)

PAGASA Science Garden Complex, Senator Miriam Defensor Santiago Ave.,  
Brgy Central, Quezon City

DO NOT OPEN BEFORE \_\_\_\_\_  
(Indicate the Date and Time of Opening of Bids)

\_\_\_\_\_  
(Indicate above if "Original"  
"Copy 1" or "Copy 2")

**FINANCIAL COMPONENT**

**BID FOR THE**

\_\_\_\_\_  
**IB No.** \_\_\_\_\_

Company Name (in capital letters)  
Company Address (in capital letter)

**SHIRLEY J. DAVID**

Chairperson

PAGASA BIDS AND AWARDS COMMITTEE

(PAGASA-BAC)

PAGASA Science Garden Complex, Senator Miriam Defensor Santiago Ave.,  
Brgy Central, Quezon City

DO NOT OPEN BEFORE \_\_\_\_\_  
(Indicate the Date and Time of Opening of Bids)

**Notes:**

1. Bid envelopes that are not properly sealed and marked, and documents not properly tabbed, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.
2. Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed”.

**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 and 10 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 and 10 of the IB**. The Bidders’ representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

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

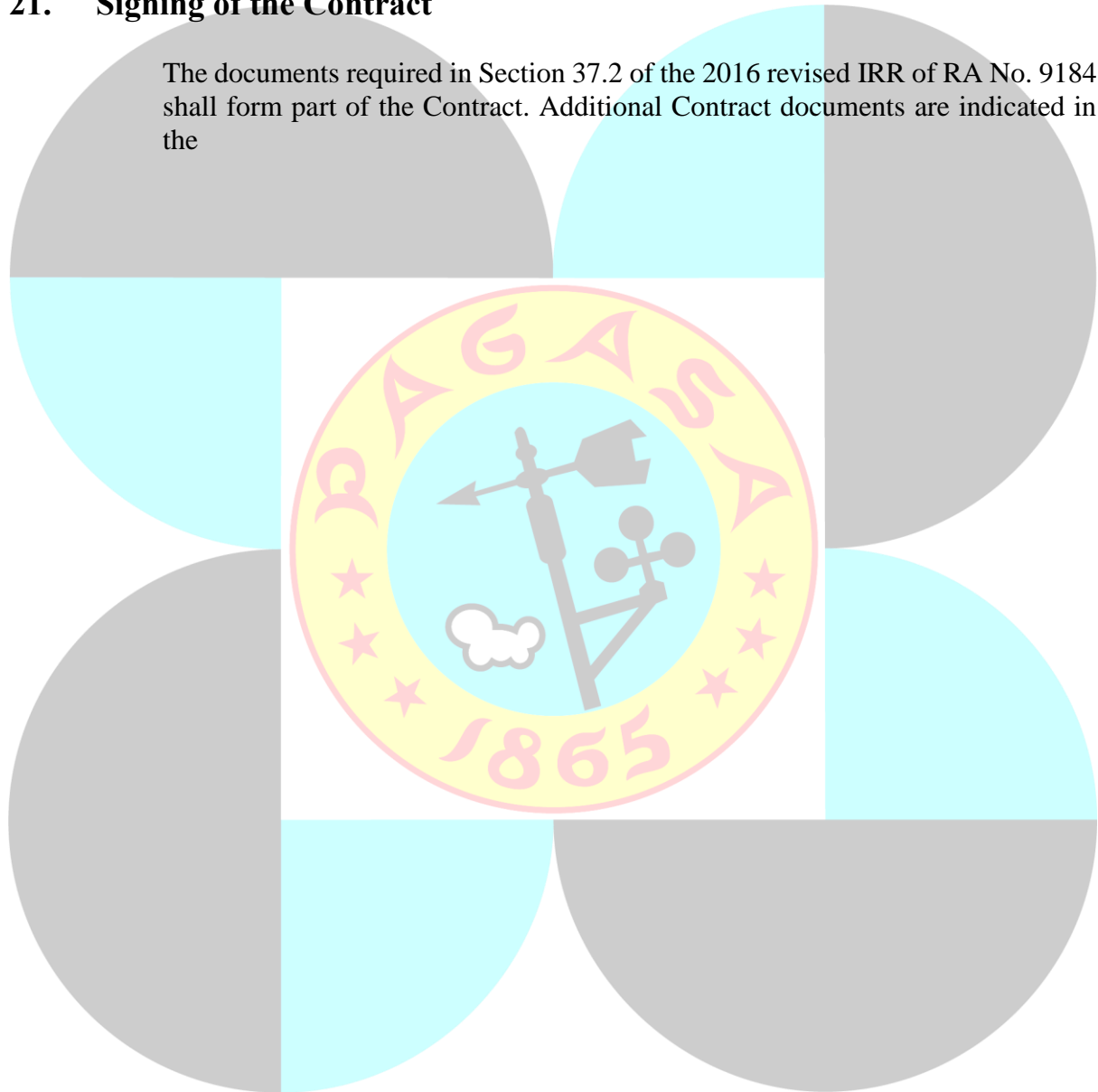
- 19.1. The Procuring Entity’s BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## 20. Post Qualification

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

## 21. Signing of the Contract

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



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

#### **Notes on the Bid Data Sheet (BDS)**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

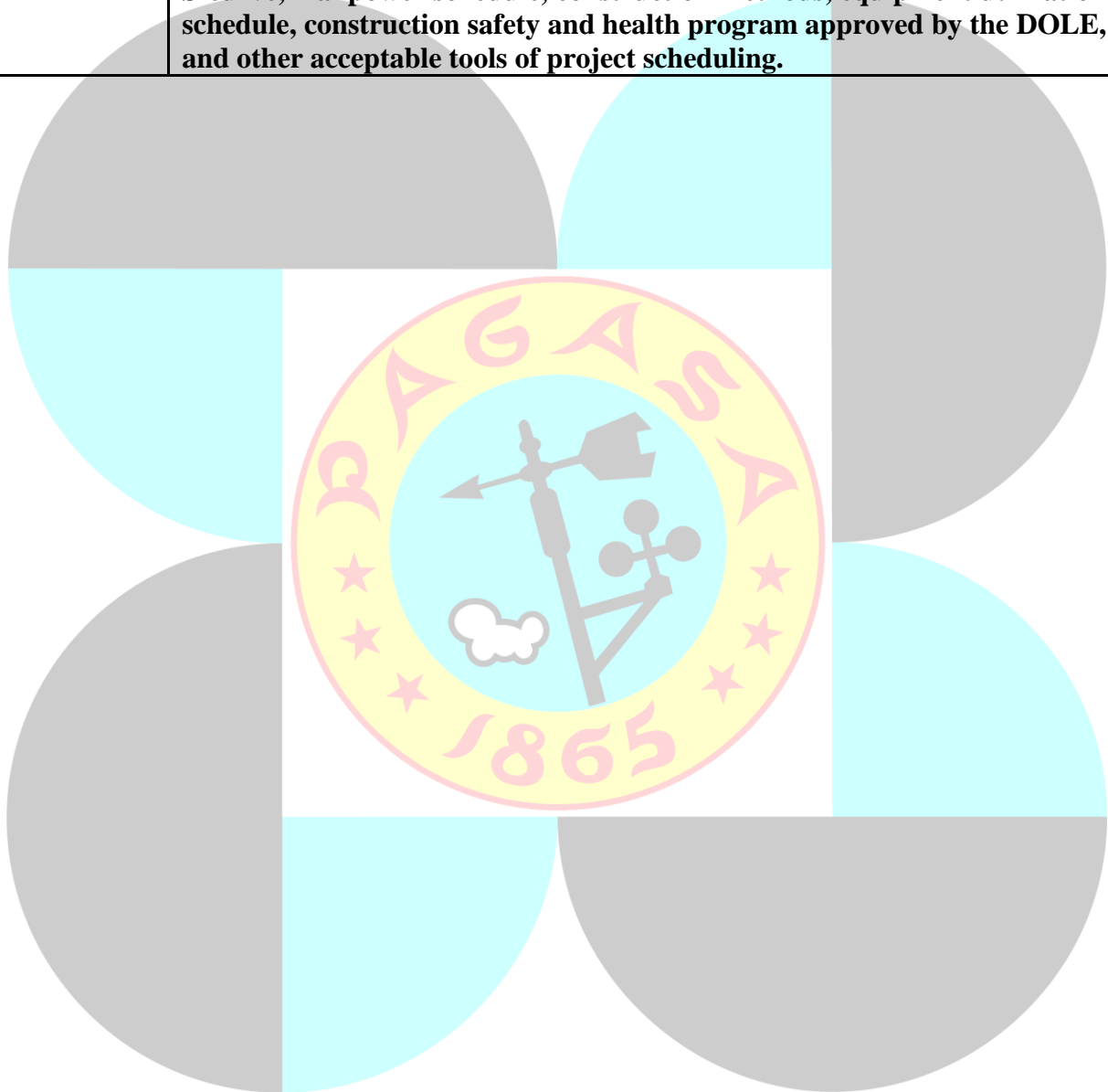
The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause																									
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:  <b>Major Category/s of Work/s:</b> a. Electrical Feeder Line																								
7.1	<b>Sub-contracting is not allowed.</b>																								
10.3	<b>Valid PCAB License with at least small B category</b>																								
10.4	The key personnel must meet the required <b>minimum years of experience</b> set below: <table><tr><th><u>Key Personnel</u></th><th><u>General Experience (in years)</u></th><th><u>Relevant Experience (in years)</u></th></tr><tr><td>Project Manager</td><td>15</td><td>15</td></tr><tr><td>Project Engineer</td><td>10</td><td>10</td></tr><tr><td>Material Engineer</td><td>5</td><td>5</td></tr><tr><td>Foreman</td><td>10</td><td>5</td></tr><tr><td>Construction Safety Health</td><td>5</td><td>5</td></tr></table>	<u>Key Personnel</u>	<u>General Experience (in years)</u>	<u>Relevant Experience (in years)</u>	Project Manager	15	15	Project Engineer	10	10	Material Engineer	5	5	Foreman	10	5	Construction Safety Health	5	5						
<u>Key Personnel</u>	<u>General Experience (in years)</u>	<u>Relevant Experience (in years)</u>																							
Project Manager	15	15																							
Project Engineer	10	10																							
Material Engineer	5	5																							
Foreman	10	5																							
Construction Safety Health	5	5																							
10.5	<b>The minimum major equipment requirements are the following:</b> <table><tr><th><u>Equipment</u></th><th><u>Capacity</u></th><th><u>Number of Units</u></th><th><u>Remarks</u></th></tr><tr><td>Welding Machine</td><td>300-500 amp</td><td>1</td><td>Owned</td></tr><tr><td>Drill Press</td><td></td><td>1</td><td>Owned</td></tr><tr><td>Electric Jack Hammer</td><td></td><td>2</td><td>Owned</td></tr><tr><td>Hand Drill</td><td></td><td>2</td><td>Owned</td></tr><tr><td>Grinder</td><td></td><td>2</td><td>Owned</td></tr></table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	<u>Remarks</u>	Welding Machine	300-500 amp	1	Owned	Drill Press		1	Owned	Electric Jack Hammer		2	Owned	Hand Drill		2	Owned	Grinder		2	Owned
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	<u>Remarks</u>																						
Welding Machine	300-500 amp	1	Owned																						
Drill Press		1	Owned																						
Electric Jack Hammer		2	Owned																						
Hand Drill		2	Owned																						
Grinder		2	Owned																						
12	No further instructions.																								
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:  a. The amount of not less than <b>Php36,543.97</b> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;  b. The amount of not less than <b>Php91,359.93</b> if bid security is in Surety Bond.																								

19.2	Partial bids are 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	Permits from the local government units and other government agencies pertinent and relevant to the project must be made available to the Procuring Entity
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as <b>construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.</b>



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

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

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

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

## 2. Sectional Completion of Works

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

## 3. Possession of Site

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

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

## 4. The Contractor's Obligations

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

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

## 5. Performance Security

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

## 6. Site Investigation Reports

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

## 7. Warranty

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

## 8. Liability of the Contractor

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

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

## 9. Termination for Other Causes

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

## 10. Dayworks

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

## **11. Program of Work**

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

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

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

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

## **13. Advance Payment**

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

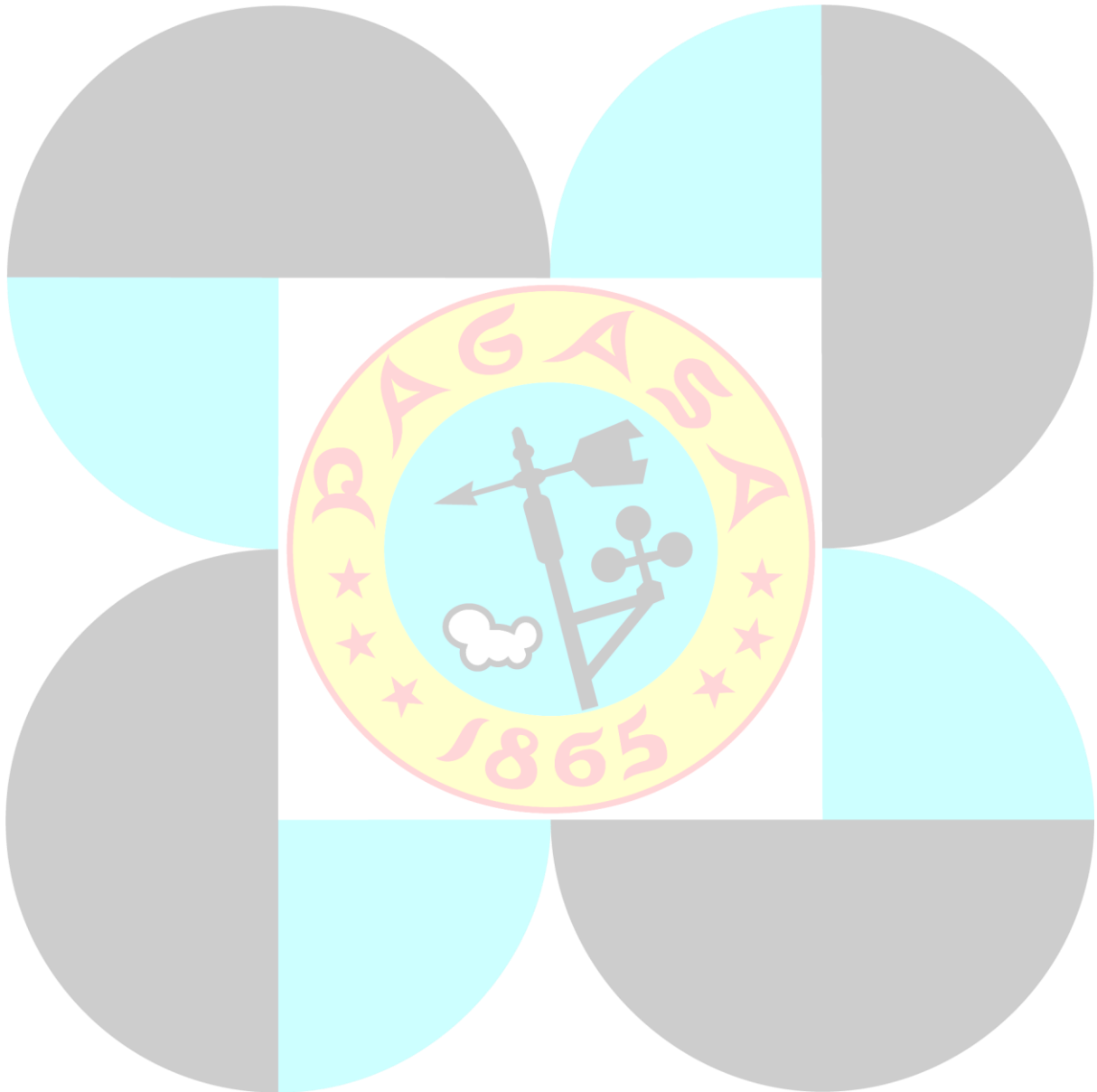
## **14. Progress Payments**

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

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

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

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



## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

# Special Conditions of Contract

GCC Clause	
2	The Intended Completion Date is <b>thirty (30)</b> calendar days upon receipt of the Notice to Proceed.  <i>Note: The contract duration shall be reckoned five (5) calendar days from the receipt of the NTP.</i>
4.1	The <b>Procuring Entity</b> shall give possession of all parts of the Site to the Contractor on the day of the commencement of the Project.
6	<b>The Affidavit of Site Inspection</b> should be submitted by the participating Bidder.
7.2	<i>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not 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:]</i> <b>Fifteen (15) years.</b>
10	a. Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <b>ten (10) calendar days</b> of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <b>Fifty Thousand Pesos (Php50,000.00) only.</b>
13	The amount of the advance payment is <b>15% of the total contract price.</b>
14	No further instructions.
15.1	The date by which "as built" drawings are required is <b>on or before the final acceptance.</b>
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is <b>Twenty Thousand Pesos (Php20,000.00) only.</b>

## *Section VI. Specifications*

### **Notes on Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Bids. In the context of international competitive bidding, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is mandatory. Most specifications are normally written specially by the Procuring Entity or its representative to suit the Works at hand. There is no standard set of Specifications for universal application in all sectors in all regions, but there are established principles and practices, which are reflected in these PBDs.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addenda should then adapt the General Specifications to the particular Works.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the SCC.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are

national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Procuring Entity's Representative's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity's Representative at least twenty-eight (28) days prior to the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

These notes are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.



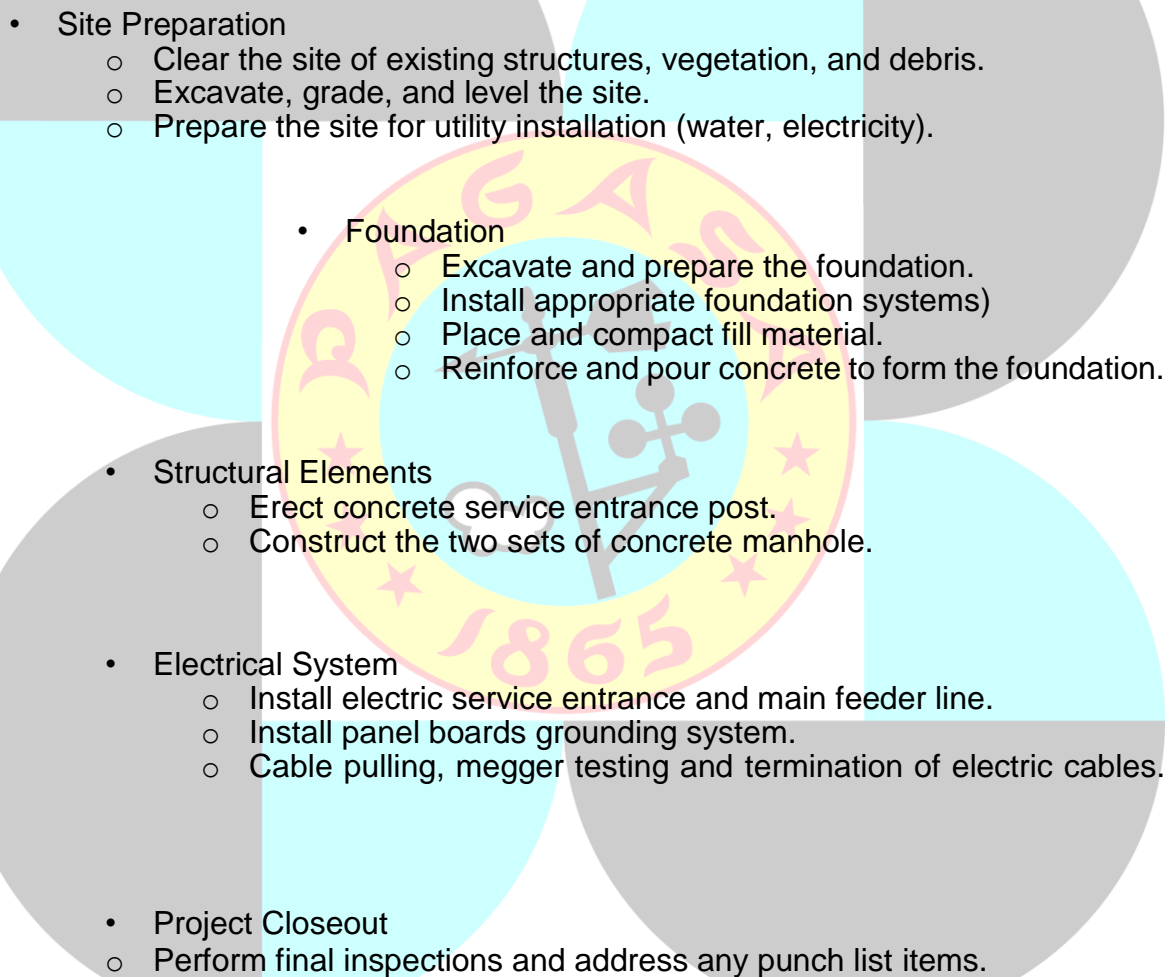
**Project Title:**           **INSTALLATION OF ELECTRIC SERVICE FEEDER LINE AND ELECTRIC SERVICE ENTRANCE POST IN SL-PRSD BUILDING LEGAZPI CITY, ALBAY**

**Project Location:**   Legazpi Complex Station, Airport Site, Magayon Drive., Brgy. Cruzada, Legazpi City, Albay

---

## **SCOPE OF WORKS AND SPECIFICATIONS**

### **SCOPE OF WORKS**

- 
- Site Preparation
    - Clear the site of existing structures, vegetation, and debris.
    - Excavate, grade, and level the site.
    - Prepare the site for utility installation (water, electricity).
  - Foundation
    - Excavate and prepare the foundation.
    - Install appropriate foundation systems)
    - Place and compact fill material.
    - Reinforce and pour concrete to form the foundation.
  - Structural Elements
    - Erect concrete service entrance post.
    - Construct the two sets of concrete manhole.
  - Electrical System
    - Install electric service entrance and main feeder line.
    - Install panel boards grounding system.
    - Cable pulling, megger testing and termination of electric cables.
  - Project Closeout
    - Perform final inspections and address any punch list items.

### **GENERAL REQUIREMENTS**

- The Contractor shall provide all materials, equipment, tools, labor, and supervision required for the complete construction of the project.
- To ensure proper phasing or scheduling of work, the Contractor must coordinate all work with all parties.

- Contractor must provide end-user with complete specifications and a product sample for evaluation. Inspection of the Project-in-Charge shall be required prior to installation of any item/material during the construction.
- The Contractor shall promptly remove from the premises all trash, debris, and such weekly and after the completion of all works. Restore all areas that were damaged as affected by the construction works and leave the site clean to the satisfaction of the Project Inspector or his representative and the End-user.
- All materials removed from the unit shall be properly documented prior to turn-over to the End-user for proper safekeeping.

### **UTILITY SERVICES**

- For the Utility Services/Consumption such as water and electric power, provision of electric and water meter shall be provided by the Contractor. All utility consumption shall be provided with meters to limit the usage of such during the construction period. Payments of the bill shall be at the expense of the Contractor.

### **SITE MONITORING**

- Site Monitoring shall be a must for the Contractor to effectively implement the Project. Any discrepancies in plans and on the actual site shall be properly coordinated with the Project Monitoring Engineer for verification.
- Regular coordination meetings shall be done between the Contractor or its representative and the Project Monitoring Engineer.
- Progress Photographs shall be documented by the Contractor.
- A logbook shall be available at the site. It shall contain the daily activities on the site, including weather conditions, delivery, manpower, and other matter pertaining to the situation of the project. It will also serve as data for the Contractor and Project Monitoring Engineer.
- Existing conditions of the work site shall be documented by the contractor and photos shall be taken before the commencement of work to ensure such status. Any damage on the areas due to the contractor's ongoing works shall be refurbished at his expense.

### **SPECIFICATIONS**

## **Part B – OTHER GENERAL REQUIREMENTS**

### **1. Occupational Safety and Health Program**

- This Item covers the implementation of the construction safety in all stages of project procurement, requirements, provisions, and instructions for the guidance of the Engineer.
- The Contractor shall furnish his workers with protective equipment for eyes, face, hands and feet, lifeline, safety belt/harness, protective shields and barriers whenever necessary by the reason of the hazardous work process or environment.
- For General Construction Work, the required basic PPEs for all workers shall be Safety Helmet, Safety Gloves, and Safety Shoes. Workers within the construction project site shall be required to wear the necessary PPE at all times. Moreover, all other persons who are either authorized or allowed to be at a construction site shall also wear appropriate PPEs.

### **2. Mobilization / Demobilization**

- Demobilization process shall include clearing of the affected areas from all rubbish, debris, and all unnecessary building materials and restore all the areas that were damaged as affected by the works and leave the site clean to the satisfaction of the Project Monitoring Engineer and/or the End-user.

## **Part C – EARTHWORKS**

- The Contractor shall supply all labor, materials, equipment, and other facilities required to complete all earthworks in an acceptable manner as shown in the drawings and as specified herein. This work shall include, clearing, staking, excavation, sub-base preparation, backfilling, compaction, and trimming for final grades.

### **1. Item 803(1)a – Structure Excavation**

- This Item shall consist of the necessary excavation for the foundation of the building. This Item shall include the removal of all materials of whatever nature encountered including all obstructions of any nature that would interfere with the proper execution and completion of the work.

### Scope of Work

- Clearing and Grubbing of the area
- Excavation (Footing, concrete manhole and feederline trench)
- Compaction of soil

### Material Requirements

- The excavation of the following shall be in accordance to the measurements provided at the plan;
  - ✓ Service Entrance Post Footing
  - ✓ Concrete Manhole
  - ✓ Excavation for Feederline Trench

*Note: Excavated material from excavation shall be used as backfill material for Service Entrance Footing and feederline trench.*

## **2. Item 804(7) – Gravel Bedding / Gravel Fill**

- This Item shall consist of the construction of embankment using gravel and compacted in accordance with this Specification and in conformity with the lines, grades, and dimensions shown on the Plans or established by the Project Engineer.

### Scope of Work

- Gravel Fill shall be constructed below the original ground elevation.
- Compaction of Gravel Bedding

### Material Requirements

- The compacted thickness for each bedding are as follows:
  - ✓ Column Footing: 100mm thick
  - ✓ Manhole (see attached approved drawings)

## **Part D – REINFORCED CONCRETE**

- This Item shall consist of furnishing, placing, and finishing concrete in buildings and related structures in accordance with this Specification and conforming to the dimension shown on the Plans.

## 1. Item 900 – Structural Concrete

- The work to which this refers includes all operations necessary for the supply and delivery of all materials, labor, equipment, and all associated activities. This shall conform in the recommendations of the “National Structural Code for Buildings” published by the Association of Structural Engineers of the Philippines.

### Scope of Work

- Concreting works of the following:
  - ✓ Column and Footing of Service Entrance Post
  - ✓ Concrete Manhole (2 sets)

### Material Requirements

- Class “A” Mixture Concrete
- 3000 psi Compressive Strength
- Cement to be used shall be Type I conforming to the ASTM C-150
- Fine and coarse aggregates shall be obtained from the approved source as determined by DPWH and shall conform to ASTM C-33
- Water shall be potable and free from deleterious amounts of acids, alkalis, oils or organic matters.
- The quality of concrete shall comply with Section 5.04 of the National Structural Code of the Buildings.
- Testing of samples from concrete pours shall be as required by Section 5.05 of the National Structural Code of Buildings.
- Should further testing of the finished concrete be necessary due to non-compliance of test specimens, as required by the Engineer. It shall be carried out in accordance with the approved procedure laid down in National Structural Code of Buildings, Section 5.04 clause(e).
- Hardened concrete that is deemed not to comply with the specifications above, but which the Engineer permits to be further tested, shall be tested for compressive strength.
- Any concrete will be rejected under the specifications above if the results fail to meet the requirements Section 5.03 of National Structural Code of Buildings.
- Hardened concrete may also be rejected for any one of the following conditions:

- ✓ It is porous, segregated or honeycombed.
- ✓ Its placing has been so interrupted that there is a construction or similar joint not in accordance with Section 5.03 clause (d) of the National Structural Code of Buildings.
- ✓ The reinforcing steel it incorporates has been displaced.
- ✓ Construction tolerances have not been met.
- ✓ The required surface finish has not been met.
- ✓ The concrete can be shown to be otherwise defective.

- When the above condition happened, the Engineer has the option to let the Contractor to demolish the rejected portion.

## 2. Item 900 – Reinforcing Steel

- This item shall consist of furnishing, cutting, bending, fabricating, welding, and placing of steel reinforcement with or without an epoxy coating of the type, size, shape, and grade required in accordance with this Specification and in conformity with the requirements shown on the Plans.

### Scope of Work

- Reinforcement of the following
  - ✓ Column and Footing of Service Entrance Post
  - ✓ Concrete Manhole (2 sets)

### Material Requirements

- All steel bars to be used during construction should be in accordance with the guidelines of the National Structural Code of Buildings.
- The support and tolerance in placing of reinforcement shall comply with section 5.07 of the National Structural Code of Buildings.
- Lap Splicing and/or welding of reinforcement shall comply with section 5.07 of the National Structural Code of Buildings.
- Welding of reinforcement shall not be carried out unless shown on the drawings, specified, or otherwise approved by the Project Monitoring Engineer.
- All reinforcing bars shall be high tensile strength (Grade 60) except for the lateral ties, stirrups, and any reinforcing bars with 12mm Ø and below which shall be a structural grade (Grade 40).

### 3. Item 903 – Formworks and False works

- This Item covers the furnishing, fabrication, installation, erection, and removal of forms and false works.
- The contractor shall be responsible for the design, erection, and adjustment of all formworks and false work in accordance with Section 5.06 of the National Structural Code for Buildings.
- All materials used in construction and support of formwork shall be of timber. Alternative materials shall only be used with Project Monitoring Engineer's approval.
- It shall be the Contractor's responsibility to ensure that the forms are in place to the shape, lines, and dimensions as indicated on the drawings, and they shall have sufficient strength to withstand the pressure resulting from placement and vibration of the concrete. The Contractor shall ensure that the forms are maintained rigidly in position and be sufficiently tight to prevent excessive leakage of mortar.
- All debris particularly chipping, shavings, and sawdust, shall be removed from the interior of the forms before the concrete is placed. All form surfaces shall be cleaned and thoroughly wetted before pouring of concrete.
- Before the placement of any concrete, the Project Monitoring Engineer shall inspect the formwork and may, at his discretion, reject any materials or forms that do not conform to this specification.
- The deflection of forms between joints and/or studs shall not exceed one five-hundredth (1/500) of the joints or stud spacing.
- The recommended minimum stripping for horizontal slabs be twenty-four (24) hours after the approval of the Project Monitoring Engineer.

### Part E - ELECTRICAL

#### 1. Service Entrance Post

- This item shall consist of construction of pedestal pole, manhole, concrete encasement, wire trench, mounting bolts/ eye bolts, and spool insulator wire rack and shall conform to the alignment, grades, design, dimensions and details in accordance with Plans and Specifications

#### Scope of Works

- Construction of service entrance post shall be in accordance with the plans and specifications.
- Trench excavation from service entrance post and from new to existing manholes. Refer to the plan.
- Installation of electrical warning mesh tape above the trenching.

- Installation of 3 spool insulator spool secondary rack.

### Specifications

- Service entrance post shall be in accordance to the plan.
- Trench excavation shall be minimum of 300mm in depth.
- Install a 5/8" x 6" eye bolt anchor on the service entrance post.
- Insulator post strut shall be rounded to ensure that the spool insulator will not be damaged while being strung. All components of secondary rack shall be hot- dip galvanized conforming to the requirements of ATSM A123, Zinc (hot-dip galvanized) coatings on iron and steel products.

## **2. Conduits and Fittings**

- This item shall consist of furnishing and installation of the complete conduit work consisting of electrical conduits; conduit boxes; conduit fittings and other electrical materials in accordance with the Plans and this Specification.

### Scope of Works

- All conduits, conduit boxes, conduit fittings, pull boxes and other electrical materials base on the Plans and Specification shall be installed including furnishing.
- Where a conduit enters a box, fitting, or other enclosure, a locknut and bushings or an end bell shall be installed to protect the wire from abrasion unless the design of the box, fitting, or enclosure is such as to afford equivalent protection.
- Installation of Rigid Steel Conduit in service entrance post.
- All conduits buried underground shall be at least 300mm depth and with electrical warning mesh tape.
- Installation of electric service entrance.
- The contractor shall laid and buried 2 – 100mm dia. PVC from Service Entrance Post to existing manhole and from existing to new manhole beside the powerhouse.

### Specifications

- Threadless couplings and connectors shall not be used in threaded conduit ends unless listed for the purpose.
- Exposed conduit in Service Entrance Post shall be Rigid Steel Conduit (RSC).
- RSC shall be made of steel with protective coatings, aluminium, red brass or stainless steel.
- Markings in each length of RSC shall be clearly and durably marked at least every 3000mm with the letters RSC. Each length shall be marked as required in Subsection 1.10.1.21 (A) of Article 1.10, Requirements for electrical installations of PEC, Part I.
- The standard length of RSC shall be 3000mm, including an attached coupling, and each end shall be threaded.
- PVC Conduit shall be made of rigid (non-plasticized) polyvinyl chloride (PVC).
- PVC conduit and fittings shall be composed of suitable non-metallic material that is resistant to moisture and chemical atmosphere.
- Markings in each length of PVC conduit shall be clearly and durably marked at least every 3000mm as required in Subsection 1.10.1.21 (A) of Article 1.10, Requirements for Electrical Installations of PEC, Part I.

### **3. Wires and Cables**

- This item shall consist of furnishing and installation of all electric wires, cables and other devices in accordance with the approved Plans and this Specification.

#### Scope of Works

- All branch circuits and main feeders shall have grounding wire from Panel Boards to electrical devices.
- The contractor shall have labeled all panel boards and branch circuit breakers with corresponding panel names for easy troubleshooting. Refer to single line diagram.
- All wires shall be terminated to circuit breakers and grounding busbar according to the plan.
- All wires going in the panel board shall be neat and tidy.
- Installation of power source to PRSD BLDG DP, DP1 and DP2.
- Test all the mentioned items.

#### Specifications

- All wires shall be Philflex Thermoplastic High Heat-Resistant Nylon-Coated (THHN) copper wires rated 600V.

- All wires shall be stranded type.
- All branch circuits and main feeder shall have grounding wire from Panel Boards to grounding bar/system.

#### 4. Panel Boards and Other Overcurrent Protection Devices

- This Item shall consist of furnishing and installation of the distribution panel boards at the location shown on the approved Plans complete with circuit breakers, all accessories completely wired and ready for service.

##### Scope of Works

- Installation of panel boards shall be on surface of wall concrete.
- Main and branch circuit breakers for panel boards shall have the rating, capacity and number of poles as shown on the approved Plans.
- Panel boards, main and branch circuit breakers shall be labelled accordingly to the schedule of loads.
- The body of the metal panel boards shall be properly grounded.
- The contractor shall provide a grounding busbar/terminal in each panel board.

##### Specifications

- Panel Boards shall be NEMA 1 enclosure and shall be grey coated unless otherwise specified in the plan.
- Circuit Breakers shall be Schneider Electric.
- Main circuit breaker shall be 2-pole single phase and branch circuit breaker are 2-pole single phase according to the single line diagram.
- Panel boards shall have busbar capacity more than the full-load current accordingly to the Plan.

#### 5. Grounding System

- This item shall consist of furnishing all grounding system materials, labor, tools, equipment and others in undertaking the proper installation works required in accordance with the Plans and this Specification.

#### Scope of Works

- Trenching and excavation shall be done by the contractor.
- Installation of ground rod, conductors and ground busbar shall be done by the contractor.
- Sealing gum shall be use whenever it is needed.
- The contractor shall install terminal lugs.

#### Specifications

- Copper clad ground rod shall be 3 meters in length and 18mm in diameter, and must be UL listed.
- Ground bus bar shall be 6mm x 50mm x 250mm in size, wall mounted with 12 terminal positions, insulator and mounting bracket.
- Bare copper wire must be 30mm<sup>2</sup> in size.
- Hangers and support shall be well built and sturdy.

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

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

***See Annex “B” for Drawings***



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

### **Notes on the Bill of Quantities**

#### **Objectives**

The objectives of the Bill of Quantities are:

- a. to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
- b. when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

#### **Daywork Schedule**

A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Entity of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise the following:

- a. A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis.
- b. Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor's profit, overheads, supervision, and other charges.

#### **Provisional Sums**

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the

SCC should state the manner in which they will be used, and under whose authority (usually the Procuring Entity's Representative's).

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

### **Signature Box**

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents.

***See Annex "C" for Bill of Quantities***

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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.



CHECKLIST OF REQUIREMENTS  
(INFRASTRUCTURE PROJECTS)

Title of Project	: Installation of Electric Service Feeder Line and Electric Service Entrance Post in SL-PRSD Building, Legazpi City, Albay - REBID	
Reference	: 2024-04-0309	: 2024-54 INF - R
ABC	: Php 1,827,198.54	
Date of Evaluation	:	
Name of Bidder	:	

ENVELOPE NO.1: TECHNICAL COMPONENTS

PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN TRIPLICATE COPIES, ARRANGED IN ORDER, WITH LABEL AND DULY TABBED, AND USING ONLY THE PRESCRIBED BIDDING FORMS:

I. TECHNICAL COMPONENT ENVELOPE			
DESCRIPTION			TAB
CLASS “A” DOCUMENTS			
LEGAL DOCUMENTS			
<input type="checkbox"/>	PhilGEPS Certificate of Registration and Membership under <b>Platinum</b> category.		A
TECHNICAL DOCUMENTS			
<input type="checkbox"/>	Statement of <b>all ON-GOING government and private contracts</b> within the period of <b>five (5) years</b> , unless otherwise stated in the <b>BDS</b> , including contracts awarded but not yet started, if any, <b>WHETHER SIMILAR OR NOT SIMILAR</b> in nature and complexity to the contract to be bid. This statement shall be supported by <b>ANY ONE</b> of the following documents: <input type="checkbox"/> Copy of the Contract; <b>or</b> , Purchase Order (PO); <b>or</b> , Notice of Award (NOA); <b>or</b> , Notice to Proceed (NTP)		B  B-1 ... n
<input type="checkbox"/>	Statement of bidder’s <b>Single Largest Completed Contract (SLCC) similar in nature</b> to the Contract to be bid within the period of <b>five (5) years</b> , unless otherwise stated in the <b>BDS</b> . Such statement shall be supported with complete documentary evidence, enumerated below: <input type="checkbox"/> i. Copy of the Contract <b>or</b> Purchase Order (PO); <input type="checkbox"/> ii. Copy of Certificate of Completion <b>or</b> Sales Invoice; and <input type="checkbox"/> iii. Copy of Certificate of Acceptance <b>or</b> Official Receipt (OR) / Collection Receipt.		C  C-1 C-2 C-3
Note by Bidders: The PAGASA-BAC, however, reserves the right to examine and require the submission of other documents pertaining to the bidders' statement during the post-evaluation stage.			
<input type="checkbox"/>	Special PCAB License in case of Joint Ventures <b>and</b> registration for the type and cost of the contract to be bid		D
<input type="checkbox"/>	Original copy of Bid Security payable to the Procuring Entity. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <b>or</b> original copy of Notarized Bid Securing Declaration;		E
	FORM OF BID SECURITY	AMOUNT (Equal to Percentage of the ABC)	
	<ul style="list-style-type: none"><li>Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank; <b>or</b>,</li><li>Bank Draft/Guarantee or Irrevocable Letter of Credit issued by a Universal or Commercial Bank; <i>Provided</i>, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</li></ul>	2%	Php 36,543.97
	<ul style="list-style-type: none"><li>Surety bond callable upon demand accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments; <b>or</b></li><li>Bid Securing Declaration (GPPB Resolution No. 03-212)</li></ul>	5%	Php 91,359.93

<input type="checkbox"/>	<b>Project Requirements</b> , which shall include the following:  <input type="checkbox"/> <b>Organizational Chart</b> for the Contract to be Bid; <input type="checkbox"/> <b>List of contractor's key personnel</b> (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, together with the personnel's <input type="checkbox"/> Curriculum Vitae or Bio-Data <input type="checkbox"/> Certificate of Employment <input type="checkbox"/> Contractor's Letter-Certificate to Procuring Entity <input type="checkbox"/> Individual PRC License of the (professional) personnel <b>and</b> Applicable Certification of Training or Accreditation attended by the Contractor's personnel issued by the accrediting government agency <input type="checkbox"/> Manpower Utility Schedule  <input type="checkbox"/> <b>List of contractor's major equipment units</b> , 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 <input type="checkbox"/> Equipment Utilization Schedule <input type="checkbox"/> Construction Schedule and S-Curve	<b>F</b>  <b>F-1</b> <b>F-2</b>  <b>F - 2.1</b> <b>F - 2.2</b> <b>F - 2.3</b> <b>F - 2.4</b>  <b>F - 2.5</b>  <b>F-3</b>  <b>F - 3.1</b> <b>F - 3.2</b>
<input type="checkbox"/>	<b>Original duly signed Omnibus Sworn Statement (OSS)</b> and if applicable, <input type="checkbox"/> <b>Original Notarized Secretary's Certificate</b> in case of a corporation, partnership, or cooperative; <b>OR Original Special Power of Attorney</b> of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	<b>G</b>
<b>FINANCIAL DOCUMENTS</b>		
<input type="checkbox"/>	Computation of Net Financial Contracting Capacity (NFCC)*; <b>or</b> , Credit Line Certificate (CLC) issued by a Universal or Commercial Bank in favor of the bidder, if awarded the contract for the project. <b>* The constant NFCC's K factor is set at 15, regardless of contract duration.</b>	<b>H</b>
<b>CLASS "B" DOCUMENTS</b>		
<input type="checkbox"/>	<b>If applicable, duly signed joint venture agreement (JVA)</b> in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence <b>or</b> duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.	<b>I</b>
<input type="checkbox"/>	<b>Complete Bidding Documents for the Project</b> (Sections I to VI) including all Annexes, and Supplemental Bid Bulletin (SBB), if any.	<b>J</b>

REMARKS:    [ ] PASS        [ ] FAIL

Checked by: \_\_\_\_\_  
BAC / TWG Member



ENVELOPE NO. 2: FINANCIAL COMPONENT

PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN TRIPLICATE COPIES, ARRANGED IN ORDER, WITH LABEL AND DULY TABBED, AND USING ONLY THE PRESCRIBED BIDDING FORMS:

FINANCIAL REQUIREMENTS		
DESCRIPTION		TAB
<input type="checkbox"/>	Financial Bid Form.	A
<input type="checkbox"/>	Duly signed Bid Prices in the Bill of Quantities	B
<input type="checkbox"/>	Scope of Works of the Project	B-1
<input type="checkbox"/>	Plans, Drawings, and Designs	B-2
<input type="checkbox"/>	Duly signed Detailed Cost Breakdown including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid	C
<input type="checkbox"/>	Detailed Unit Price Analysis (DUPA)	D
<input type="checkbox"/>	Cash Flow by Quarter	E
<input type="checkbox"/>	DIGITAL COPY of <ul style="list-style-type: none"><li>Detailed Scope of Works, Plans, Drawings, and Designs (PDF format);</li><li>Detailed Cost Breakdown, Bill of Quantities, and Detailed Unit Price Analysis (DUPA) (Excel format);</li><li>All the bidding documents submitted (scanned in PDF format)</li></ul> All files saved in USB drive/flash drive. PDF files must be the exact replica of the original copy submitted.	F

NOTE: Additional Instructions

- Each and every page of the prospective bidder's Eligibility and Technical Components, whether original or certified true copy, including the brochures and manufacturer's unamended literature shall be signed/countersigned by the Bidder or his/her duly authorized representative/s. The countersignature must appear at the lower right portion of each of the pages in the bidding documents submitted using any color of pen except BLACK. To determine the bidder's compliance to said specific requirement, the duplicate copies, i.e., Copy 1 & 2, must be the exact replica of the Original Copy submitted.
- The notarization of any documentary requirement, if so required, shall comply with the 2004 Rules on Notarial Practice. As such, prospective bidders or their duly authorized representative/s are required to indicate their competent evidence of identity in any document that needs notarization. The phrase "competent evidence of identity" shall refer to the identification of an individual based on any of the following: (i) identification documents issued by an official agency bearing the photograph and signature of the individual, i.e., passport, driver's license, PRC ID, SSS ID, GSIS e-card, NBI clearance Postal ID, Voter's ID, Tax Identification Number (TIN) issued by the BIR, Barangay certification, Philhealth card, Senior Citizen's ID, OWWA ID, OFW ID, Alien Certificate of Registration/Immigration Certificate of Registration, and Government Office ID. Community Tax Certificate or "cedula" shall not be considered as competent evidence of identity.
- Use the prescribed bidding forms as provided in the bidding documents. For this purpose, PAGASA's prescribed bidding form shall be identified as bearing a watermark of the Agency's Official Logo.
- All blank spaces shall be filled in with the information requested.
- Bidders shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project, if applicable..
- Bidders shall indicate in the Detailed Cost Breakdown the rates and prices for all items/components of the Goods and/or Services described in the Schedule of Prices, if applicable, including cost of all applicable taxes. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. Bidders may refer to item no. 15 (15.1 to 15.5), Instructions to Bidders for further information on the matter.
- ANY MISSING or UNSIGNED or NOT COUNTERSIGNED DOCUMENT or NON-COMPLIANCE IN THE ABOVE-MENTIONED CHECKLIST AND INSTRUCTIONS MAY BE A GROUND FOR OUTRIGHT DISQUALIFICATION USING THE NON-DISCRETIONARY "PASS/FAIL" CRITERIA.
- The PAGASA reserves the right to examine and require the submission of other documents pertaining to the bidders' statement during the post evaluation stage.
- These additional requirements and instructions shall form part of the BDS and Instructions to Bidders.

REMARKS: [ ] PASS [ ] FAIL

Checked by: \_\_\_\_\_  
BAC Member

