Procurement of INFRASTRUCTURE PROJECTS

Government of the Republic of the Philippines

Sixth Edition
July 2020

CALAMBA WATER DISTRICT
Lakeview Subdivision, Halang, Calamba City, Laguna
Tel. Nos. 545-1614; 545-2863; 545-2728; 545-7895; Fax No. 545-9752
www.cwd.com.ph
PHP QMS 21 93 0047

PROJECT REFERENCE NO. **CWD 76-2023**

Invitation to Bid for

Supply of Labor and Materials for the Rehabilitation of Comfort Rooms Including Office and Building Appurtenances, Panel Boards, Electrical Cables with Electrical Load Schedule and Single Line Diagram of CWD Main Building

Item No.	Item Description	Qty.	Unit	Unit Cost	Total Amount
1	***Supply of Labor and Materials for the Rehabilitation of Comfort Rooms Including Office and Building Appurtenances, Panel Boards, Electrical Cables with Electrical Load Schedule and Single Line Diagram of CWD Main Building***	1	lot	7,033,979.09	7,033,979.09
				Approved Budget for the Contract Php	**7,033,979.09**

1. The ***Calamba Water District***, through the ***General Fund 2023*** intends to apply the sum of ***Seven Million Thirty-Three Thousand Nine Hundred Seventy-Nine Pesos and 09/100 Only (*Php *7,033,979.09)*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***Supply of Labor and Materials for the Rehabilitation of Comfort Rooms Including Office and Building Appurtenances, Panel Boards, Electrical Cables with Electrical Load Schedule and Single Line Diagram of CWD Main Building (CWD 76-2023)***. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The ***Calamba Water District*** now invites bids for the above Procurement Project. Completion of the Works is required within ***Four (4) to Six (6) Months***. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

4. Interested bidders may obtain further information from ***Calamba Water District Bids and Awards Committee*** and inspect the Bidding Documents at the address given below from ***Monday to Friday, 8:00am to 5:00pm***.

5. A complete set of Bidding Documents may be acquired by interested bidders on ***December 28, 2023 up to 01:00pm of January 24, 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* ***Ten Thousand Pesos Only (Php 10,000.00)***. 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 ***Calamba Water District*** will hold a Pre-Bid Conference[1] on ***January 12, 2024, 01:00pm*** at ***3rd Floor CWD Training Room, Lakeview Subdivision Halang, Calamba City***, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through ***manual submission at the 3rd Floor CWD Training Room, Lakeview Subdivision Halang, Calamba City, on or before 01:00pm of January 24, 2024***. 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.

9. Bid opening shall be on ***January 24, 2024, 01:00pm*** at the ***3rd Floor CWD Training Room, Lakeview Subdivision Halang, Calamba City***. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. Calamba Water District shall not be held liable for any expenses incurred by the bidders arising from their bid nor from erroneous interpretations or conclusion by the prospective or eligible bidder out of the data furnished.

11. The ***Calamba Water District*** 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:

    MR. ROLANDO M. PIZARRA
    CALAMBA WATER DISTRICT
    Lakeview Subdivision, Barangay Halang Calamba City, Laguna
    cwd_bac@yahoo.com
    (049) 545-1614, 545-2863 Local 213: (049) 502-7108; 0917-625-1689
    (049) 502-7108
    cwd.com.ph

[1] 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.

13. You may visit the following websites:

    For downloading of Bidding Documents: *cwd.com.ph*

December 28, 2023

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MR. EDWIN L. CARTAGO
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Calamba Water District** invites Bids for the ***Supply of Labor and Materials for the Rehabilitation of Comfort Rooms Including Office and Building Appurtenances, Panel Boards, Electrical Cables with Electrical Load Schedule and Single Line Diagram of CWD Main Building***, with Project Identification Number ***CWD 76-2023***.

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 ***General Fund 2023*** in the amount of ***Seven Million Thirty-Three Thousand Nine Hundred Seventy-Nine Pesos and 09/100 Only (*Php *7,033,979.09).***

2.2. The source of funding is:

the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

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

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

obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

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

5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

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

7. Subcontracts

7.1. The 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.

7.1. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 as indicated in paragraph 6 of the **IB.**

To reduce the risks and hazards of community transmission of COVID-19, only ONE (1) representative per supplier will be allowed to attend the pre-bid conference.

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:*

a. Philippine Pesos.

15. Bid Security

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

15.2. The Bid and bid security shall be valid until ***May 23, 2024***. 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.

A scanned copy of the submitted documents saved on a Flash Drive is also requested.

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

<table>
<tr><th>ITB Clause</th><th></th></tr>
<tr><td>5.2</td><td>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:

Supply of Labor and Materials for the Rehabilitation of Comfort Rooms Including Office and Building Appurtenances</td></tr>
<tr><td>7.1</td><td>Not Applicable</td></tr>
<tr><td>10.3</td><td>General Building
GB-1 (Building or Industrial Plant)
Minimum License Category – C & D
Size Range – Small B</td></tr>
<tr><td rowspan="2">10.4</td><td>The key personnel must meet the required minimum years of experience set below:</td></tr>
<tr><td>
<table>
<tr><th>Key Personnel</th><th>General Experience</th><th>Relevant Experience</th></tr>
<tr><td>Project Manager</td><td>2 to3 Years</td><td>1 to 2 Years</td></tr>
<tr><td>Project Engineer (Civil and Electrical)</td><td>2 to3 Years</td><td>1 to 2 Years</td></tr>
<tr><td>Electrician</td><td>2 to3 Years</td><td>1 to 2 Years</td></tr>
<tr><td>Foreman</td><td>2 to3 Years</td><td>1 to 2 Years</td></tr>
<tr><td>Welder</td><td>2 to3 Years</td><td>1 to 2 Years</td></tr>
<tr><td>Equipment Operator</td><td>2 to3 Years</td><td>1 to 2 Years</td></tr>
<tr><td>Driver</td><td>2 to3 Years</td><td>1 to 2 Years</td></tr>
<tr><td>Plumber</td><td>2 to3 Years</td><td>1 to 2 Years</td></tr>
<tr><td>Laborer</td><td>2 to3 Years</td><td>1 to 2 Years</td></tr>
</table>
</td></tr>
<tr><td>10.5</td><td>The minimum major equipment requirements are the following:

<table>
<tr><th>Equipment</th><th>Number of Units</th></tr>
<tr><td>Concrete Cutter</td><td>One (1)</td></tr>
<tr><td>Jackhammer</td><td>One (1)</td></tr>
<tr><td>Generator</td><td>One (1)</td></tr>
<tr><td>Vehicle</td><td>One (1)</td></tr>
<tr><td>Compressor</td><td>One (1)</td></tr>
</table>
</td></tr>
</table>

		General Hand Tools	One (1)
		Electrical Tester	One (1)
		Wire Strippers	One (1)
		Crimping Tools	One (1)
		Tagging Tools	One (1)
		MEGGER Test Kit	One (1)
		Other tools related to the project	One (1ot)
12	***Not Applicable***		
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 **Php 140,679.58** *[Insert two percent (2%) of ABC]*, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than **Php 351,698.95** *[Insert five percent (5%) of ABC]* if bid security is in Surety Bond.		
19.2	***Not Applicable***		
20	1. Certificate of Site Inspection. 2. Present and Previous Contractor of Calamba Water District for Infrastructure must secure a Certificate of Completion with a Very Satisfactory Performance and did not incur any work Slippage. 3. Latest six (6) month's income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)**.** 4. Latest two (2) quarter's business tax returns (VAT Payments) filed and paid through the BIR Electronic Filing and Payment System (eFPS)**.** 5. Notarized authorization to Calamba Water District – Bid and Awards Committee and Technical Working Group for verification of the following at the BIR Office (Regional Office) together with the photocopy of two (2 Valid Identification Card, with signature of the authorized signatory. • Latest Income and Business Tax Return (VAT Payment) within the last six (6) months preceding the date of bid submission, and • Payment Confirmation 6. Copy of Certificate of Notarial Commission of the Notary Public issued by the Regional Trial Court.		

21	*Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as* • *Manpower schedule* • *Construction methods* • *Equipment utilization schedule* • *Duly Approved Construction safety and health program by the Department of Labor and Employment* ***or Affidavit of Undertaking that the approved Certification from DOLE will be submitted to the Procuring Entity once released.*** • *PERT/CPM or Other Acceptable Tools of Project Scheduling* Documents for CWD Legal Counsel to be submitted by the Lowest Calculated and Responsive Bid (for Corporation) 1. Secretary's Certificate (for authorized signatory) 2. Board Resolution Duly Notarized (for authorized signatory) 3. Incumbent Officers to be Certified by the Corporate Secretary 4. Latest General Information Sheet (GIS) 5. Articles of Incorporation 6. By Laws 7. Two (2) Valid Government Issued ID's (for authorized signatory) (Singe Proprietorship) 1. Special Power of Attorney for the authorized representative of the owner 2. Two (2) Valid Government Issued ID's of the owner and the authorized representative

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

GCC Clause	
2	***Not Applicable***
4.1	***Not Applicable***
6	The site investigation reports are: ***Certificate of Inspection***
7.2	***Workmanship – One (1) Year upon Acceptance***
10	**No dayworks are applicable to the contract.**
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within ***Ten (10)*** days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is ***1/10 percent (.01%) of the contract price.***
13	The amount of the advance payment is ***15% percent of the Contract Price and schedule of payment shall be based in the percentage accomplishment in every progress billing.***
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	The date by which operating and maintenance manuals are required is – **Soft Copy and Blue Print (20" x 30").** The date by which "as built" drawings are required is ***Five (5) Days Upon Completion of Each Type***.
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 ***1/10 percent (.01%) of the contract price.***

Section VI. Specifications

(please see attached separate documents)

Section VII. Drawings

(please see attached separate documents)

Section VIII. Bill of Quantities

(please see attached separate documents)

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 Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
And

☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
And

☐ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And

☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

☐ (e) **Bureau of Internal Revenue Certificate of Registration**

Technical Documents

☐ (f) 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**

☐ (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, **shall be supported by an owner's certificate of final acceptance or a final rating of at least satisfactory in the Contractor's Performance Evaluation System (CPES)** except under conditions provided under the rules; **and**

☐ (h) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**

☐ (i) 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**

(j) 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; **and**

☐ (k) 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.

☐ (l) **Certificate of Site Inspection from the Procuring Entity**

Financial Documents

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

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

Class "B" Documents

☐ (o) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence;
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

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

Other documentary requirements under RA No. 9184

☐ (q) Original of duly signed Bid Prices in the Bill of Quantities; **and**

☐ (r) 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**

☐ (s) Cash Flow by Quarter.

Sample Forms

(please see attached separate documents)