

Standard Bidding Documents

**Republic of the Philippines
DEPARTMENT OF FINANCE**

DOF 7TH FLOOR EDPC BUILDING RENOVATION



November 2016
ITB No. 2016-1-I

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Section I. Invitation to Bid

INVITATION TO BID FOR THE DOF 7TH FLOOR EDPC BUILDING RENOVATION

1. The Department of Finance (DOF), through the General Appropriations Act for CY 2016, intends to apply the sum of FOURTY FOUR MILLION SEVEN HUNDRED TWENTY SEVEN THOUSAND SEVEN HUNDRED AND 06/100 PESOS (PhP44,727,700.06) being the Approved Budget for the Contract (ABC) to payments under the contract for the DOF 7th Floor EDPC Building Renovation. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DOF, through its Bids and Awards Committee (BAC), now invites Philippine Government Electronic Procurement System (PhilGEPS) registered contractors to apply for eligibility and to bid for the bids for the DOF 7th Floor EDPC Building Renovation. Completion of the Works is within one hundred twenty (120) calendar days. Bidders with valid PCAB License: Medium A License Category B should have completed a contract similar to the Project which is equivalent to fifty percent (50%) of the ABC. 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 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.

4. Interested bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during office hours.
5. A complete set of Bidding Documents may be acquired by interested Bidders on November 16, 2016 up to December 5, 2016 from the BAC Secretariat, General Services Division 7th Floor EDPC Building, BSP Complex P. Ocampo Sr., Street corner Roxas Boulevard, Manila and upon payment of a nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Twenty Five Thousand Pesos (PhP 25,000.00).

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

6. The DOF will hold a Pre-Bid Conference on November 23, 2016, 10:00 a.m. at the DFG Conference Room, which shall be open only to all interested parties who have purchased the Bidding Documents.

7. Bids must be delivered to the BAC Secretariat, General Services Division 7th Floor EDPC Building, BSP Complex P. Ocampo Sr., Street corner Roxas Boulevard, Manila on or before December 5, 2016 at 8:45 a.m. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid Opening shall be on December 5, 2016, 10:00 a.m. at the DFG Conference Room, 4th Floor, DOF Building. Bids will be opened in the presence of the bidder's representatives who choose to attend at the address below.

“LATE BIDS SHALL NOT BE ACCEPTED.”

8. The schedule of bidding activities are as follows:

ACTIVITIES	SCHEDULE
Advertisement/Posting of Invitation to Bid	November 16, 2016
Issuance and Availability of Bid Documents	November 16, 2016
Pre-Bid Conference	November 23, 2016, 10:00 a.m.
Request for Clarification	November 25, 2016 by email
Issuance of Supplemental Bid Bulletin	November 28, 2016
Deadline for Submission of Bids	December 5, 2016, 8:45 a.m.
Opening of Bids	December 5, 2016, 10:00 a.m.

9. The DOF reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

Lilia R. Tan, Head- BAC Secretariat
 Department of Finance
 BAC Secretariat, General Services Division
 7th Floor EDPC Building, BSP Complex
 P. Ocampo Sr., Street corner Roxas Boulevard, Manila
 Telephone N.: 526-8475
 Telefax No.: 525-4227
 Email Address: ltan@dof.gov.ph/rramirez@dof.gov.ph

GIL S. BELTRAN
 Undersecretary and
 DOF-BAC Chairman

Section II. Instructions to Bidders

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General

1. Scope of Bid

- 1.1. The Procuring Entity as defined in the Bid Data Sheet (**BDS**), invites bids for the construction of Works, as described in Section VI. Specifications. The name and identification number of the Contract is provided in the **BDS**.
- 1.2. The successful bidder will be expected to complete the Works by the intended completion date specified in Special Conditions of Contract (**SCC**) Clause 1.16.

2. Source of Funds

The Procuring Entity has a budget or has applied for or received funds from the Funding Source named in the BDS, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the Contract for the Works.

3. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1. Unless otherwise specified in the **BDS**, the Procuring Entity, as well as bidders and contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Funding Source:
 - (a) defines, for purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Procuring Entity, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act No. 3019;
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition;
 - (iii) "collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the

Procuring Entity, designed to establish bid prices at artificial, non-competitive levels; and

- (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
 - (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
 - (b) will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
 - (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded Contract funded by the Funding Source if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing or, or in executing, a Contract funded by the Funding Source.
- 3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under the applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).
- 3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a contractor in the bidding for and performance of a contract themselves or through independent auditors as reflected in the General Conditions of Contract (**GCC**) Clause 34.

4. Conflict of Interest

4.1. All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this Bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process. This will include a firm or an organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the goods and related services that are the subject of the bid; or
- (g) A Bidder who lends, or temporary seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

4.2. In accordance with Section 47 of the R-IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;

- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders; and
- (d) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

5. Eligible Bidders

5.1. Unless otherwise indicated in the **BDS**, the following persons shall be eligible to participate in this Bidding:

- (a) Duly licensed Filipino citizens/sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least seventy five percent (75%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines, and of which at least seventy five percent (75%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines, and of which at least seventy five percent (75%) of the interest belongs to citizens of the Philippines; and
- (e) Persons/entities forming themselves into a JV, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that, in accordance with Letter of Instructions No. 630, Filipino ownership or interest of the joint venture concerned shall be at least seventy five percent (75%): Provided, further, that joint ventures in which Filipino ownership or interest is less than seventy five percent (75%) may be eligible where the structures to be built require the application of techniques and/or technologies which are not adequately possessed by a person/entity meeting the seventy five percent (75%) Filipino ownership requirement: Provided, finally, that in the latter case, Filipino ownership or interest shall not be less than twenty five percent (25%). For this purpose Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

5.2. The Procuring Entity may also invite foreign bidders when provided for under any Treaty or International or Executive Agreement as specified in the **BDS**.

5.3. Government Corporate Entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate

under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.

- 5.4. (a) Unless otherwise provided in the **BDS**, the Bidder must have an experience of having completed at least one (1) contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the National Statistics Office consumer price index. However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than fifty percent (50%) of the Allowable Range of Contract of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.

(b) 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 **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the period stated in the Invitation to Bid and **ITB** Clause _____.

- 5.5. The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

6. Bidder's Responsibilities

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section IX. Bidding Forms as required in **ITB** Clause (iii).

- 6.2. The Bidder is responsible for the following:

- (a) Having taken steps to carefully examine all of the Bidding Documents;
- (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
- (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin/s as provided under **ITB** Clause 10.3.

- (e) Ensuring that it is not “blacklisted” or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- (g) Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary’s Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of the Act in relation to other provisions of Republic Act 3019; and
- (j) Complying with existing labor laws and standards, if applicable.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder, by the act of submitting its bid, shall be deemed to have inspected the site, determined the general characteristics of the contract works and the conditions for this Project and examine all instructions, forms, terms, and project requirements in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the prospective bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to this Project, including: (a) the location and the nature of the contract, project, or 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.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.
- 6.6. Before submitting their bids, the Bidders are deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect the contract in any way.

- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. Bidders should note that the Procuring Entity will only accept bids only from those that have paid the nonrefundable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7. Origin of Goods and Services

There is no restriction on the origin of Goods, or Contracting of Works or Services other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

8. Subcontracts

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Works to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Works shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Works will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

Contents of Bidding Documents

9. Pre-Bid Conference

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.

(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission of and receipt of bids. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the

Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin.

- 9.3. Any statement made at the pre-bid conference shall not modify the terms of the bidding documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

10. Clarification and Amendment of Bidding Documents

- 10.1. Bidders who have purchased the Bidding Documents may request for clarification(s) on any part of the Bidding Documents or for an interpretation. Such a request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. Supplemental/Bid Bulletins may be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.3. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted on the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity concerned, if available. Unless, otherwise provided in the **BDS**, it shall be the responsibility of all Bidders who secure the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

Preparation of Bids

11. Language of Bids

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Entity, shall be written in English.

If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.

12. Documents Comprising the Bid: Eligibility and Technical Components

12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

Class "A" Documents:

- (i) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- (ii) Mayor's/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. In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post 34.2 of this IRR;
- (iii) Tax clearance per E.O. 398, 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);
- (iv) 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;
- (v) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Section 23.4.1.3 and 23.4.2.4 of this IRR.

The statement shall include, for each contract, the following:

- (i.1) name of the contract;
- (i.2) date of the contract;
- (i.3) contract duration;
- (i.4) owner's name and address;
- (i.5) nature of work;

- (i.6) contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
 - (i.7) total contract value at award;
 - (i.8) date of completion or estimated completion time;
 - (i.9) total contract value at completion, if applicable;
 - (i.10) percentages of planned and actual accomplishments, if applicable;
 - (i.11) value of outstanding works, if applicable;
 - (i.12) the statement shall be supported by the notices of award and/or notices to proceed issued by the owners; and
 - (i.13) the statement shall be supported by the Owner's Certificate of Final Acceptance or the Certificate of Completion and, whenever applicable, the Constructors Performance Evaluation Summary (CPES) Final Rating, which must be satisfactory;
- (vi) In the case of procurement of Infrastructure Projects, a valid 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.
 - (vii) 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.
 - (viii) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC)

in accordance with ITB Clause 5.5; and

Class "B" Document:

- (ix) For Infrastructure Projects, JV bidders shall submit a JVA in accordance with R.A. 4566 and its IRR. Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility

documents by any of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.

(b) Technical Documents –

- (i) Bid security in accordance with ITB Clause 18. If the Procuring Entity requires the bidders to submit the bid security in the form of:
 - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
 - (i.2) a surety bond accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument;
- (ii) Project Requirements, which shall include the following:
 - (ii.1) Organizational chart for the contract to be bid;
 - (ii.2) List of contractor's personnel (*viz*, project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data; and
 - (ii.3) List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project; and
- (iii) Sworn statement in accordance with Section 25.2(b)(iv) of the R-IRR of RA 9184 and using the form prescribed in Section IX. Bidding Forms.

13. Documents Comprising the Bid: Financial Component

13.1 Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:

- (a) Financial Bid Form in accordance with the form prescribed in Section IX. Bidding Forms; and
- (b) Any other document related to the financial component of the bid as stated in the **BDS**.

13.2. (a) Unless indicated in the **BDS**, all Bids that exceed the ABC shall not be accepted.

(b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:

- (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
- (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the engineer or the responsible unit of the procuring entity and that the estimates are based on adequate detailed engineering (in the case of works) and reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
- (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances. In the case of infrastructure projects, the procuring entity must also have trained quantity surveyors.
- (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
- (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

14. Alternative Bids

14.1. Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

14.2. 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.

14.3. Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

15. Bid Prices

- 15.1.1. The contract shall be for the whole Works, as described in **ITB** Clause 1.1, based on the priced Bill of Quantities submitted by the Bidder.
- 15.1.2. The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.
- 15.1.3. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, prior to the deadline for submission of bids, shall be included in the rates, prices, and total bid price submitted by the Bidder.
- 15.1.4. All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as specified in GCC Clause 48. Price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity. Furthermore, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

16. Bid Currencies

- 16.1.1. All bid prices shall be quoted in Philippine Pesos unless otherwise provided in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate prevailing on the day of the Bid opening.
- 16.1.2. If so allowed in accordance with **ITB** Clause 16.1.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 16.1.3. Unless otherwise specified in the BDS, payment of the contract price shall be made in Philippine Pesos.

17. Bid Validity

17.1.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

17.1.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

18. Bid Security

18.1.1. The Bidders shall submit a Bid Securing Declaration, or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule :

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or <i>PhP1,462,087.00</i>
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or <i>PhP3,655,217.50</i>

For biddings conducted by LGUs, the procuring entity may also require bidders to submit bid securities in the form of cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit from other banks certified by the BSP as authorized to issue such financial statement.

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 33.2, from receipt of the Notice of Award, and committing to pay the corresponding fine, and be suspended for a period of time from being qualified

to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

18.1.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

18.1.3. No bid securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, Bid Securities shall be returned only after the bidder with the Lowest Calculated Responsive Bid has signed the contract and furnished the Performance Security, but in no case later than the expiration of the Bid Security validity period indicated in **ITB** Clause 18.1.2.

18.1.4. Upon signing and execution of the contract, pursuant to **ITB** Clause 31, and the posting of the performance security, pursuant to **ITB** Clause 32, the successful Bidder's Bid security will be discharged, but in no case later than the Bid security validity period as indicated in **ITB** Clause 18.1.2.

18.1.5. The bid security may be forfeited:

18.1.5.1. if a Bidder:

18.1.5.1.1. withdraws its bid during the period of bid validity specified in **ITB** Clause 17;

18.1.5.1.2. does not accept the correction of errors pursuant to **ITB** Clause 27.1.3.2;

18.1.5.1.3. fails to submit the requirements within the prescribed period, or a finding against their veracity, as stated in **ITB** Clause 28.1.2;

18.1.5.1.4. submits eligibility requirements containing false information or falsified documents;

18.1.5.1.5. submits bids that contain false information or falsified documents, or conceals such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;

18.1.5.1.6. allows the use of one's name, or using the name of another for purposes of public bidding;

18.1.5.1.7. withdraws a bid, or refuses to accept an award, or enters into contract with the Government without

justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;

- 18.1.5.1.8. refuses or fails to post the required performance security within the prescribed time;
 - 18.1.5.1.9. refuses to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
 - 18.1.5.1.10. commits any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;
 - 18.1.5.1.11. fails to enter into a joint venture agreement with its joint venture partners after the bid is declared successful; or
 - 18.1.5.1.12. commits any and all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- 18.1.5.2. if the successful Bidder:
- 18.1.5.2.1. fails to sign the contract in accordance with **ITB** Clause 31;
 - 18.1.5.2.2. fails to furnish performance security in accordance with **ITB** Clause 32.

19. Format and Signing of Bids

- 19.1.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section IX. Bidding Forms on or before the deadline specified in the **ITB** Clause 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid.
- 19.1.2. Forms as mentioned in **ITB** Clause 19.1.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.

- 19.1.3. The Bidder shall prepare an original of the first and second envelopes as described in **ITB** Clauses 12 and 0. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.1.4. The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- 19.1.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

20. Sealing and Marking of Bids

- 20.1.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12, in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 20.1.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. ____ - TECHNICAL COMPONENT” and “COPY NO. ____ - FINANCIAL COMPONENT” and the outer envelope as “COPY NO. ____”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.1.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
- 20.1.4. All envelopes shall:
 - 20.1.4.1. contain the name of the contract to be bid in capital letters;
 - 20.1.4.2. bear the name and address of the Bidder in capital letters;
 - 20.1.4.3. be addressed to the Procuring Entity’s BAC identified in **ITB** Clause 10.1;
 - 20.1.4.4. bear the specific identification of this bidding process indicated in the Invitation to Bid; and
 - 20.1.4.5. bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 21.

20.1.5. If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

D. Submission and Opening of Bids

21. Deadline for Submission of Bids

Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the **BDS**.

22. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity.

23. Modification and Withdrawal of Bids

23.1.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.1.2. A Bidder may, through a letter of withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids.

23.1.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1.1 shall be returned unopened to the Bidders. A Bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

23.1.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.1.5, and the imposition of administrative, civil, and criminal sanctions as prescribed by RA 9184 and its IRR.

24. Opening and Preliminary Examination of Bids

- 24.1.1. The BAC shall open the first bid envelopes of Bidders in public as specified in the **BDS** to determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.1.2. Unless otherwise specified in the BDS, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.a.i(b), the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.
- 24.1.3. Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened. If the withdrawing Bidder's representative is in attendance, the original bid and all copies thereof shall be returned to the representative during the bid opening. If the representative is not in attendance, the Bid shall be returned unopened by registered mail. The Bidder may withdraw its bid prior to the deadline for the submission and receipt of bids, provided that the corresponding letter of withdrawal contains a valid authorization requesting for such withdrawal, subject to appropriate administrative sanctions.
- 24.1.4. If a Bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in **ITB** Clause 12.1(a), items (i) to (vi).
- 24.1.5. In the case of an eligible foreign Bidder as described in **ITB** Clause 5, the Class "A" Documents enumerated in **ITB** Clause 12.1(a) may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned.
- 24.1.6. Each partner of a joint venture agreement shall likewise submit the documents required in **ITB** Clauses 12.1(a)(i) and 12.1(a)(ii).

Submission of documents required under **ITB** Clauses 0 to 0 by any of the joint venture partners constitutes compliance.

E. Evaluation and Comparison of Bids

25. Process to be Confidential

25.1.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.

25.1.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of Bid evaluation, Bid comparison or contract award will result in the rejection of the Bidder's Bid.

26. Clarification of Bids

To assist in the evaluation, comparison and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered

27. Detailed Evaluation and Comparison of Bids

27.1.1. The Procuring Entity will undertake the detailed evaluation and comparison of Bids which have passed the opening and preliminary examination of Bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.

27.1.2. In evaluating the Bids to get the Lowest Calculated Bid, the Procuring Entity shall undertake the following:

27.1.2.1. The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and

27.1.2.2. The ranking of the total bid prices as so calculated from the lowest to highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.

27.1.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary "pass/fail" criterion. The BAC shall consider the following in the evaluation of bids:

27.1.3.1. Completeness of the bid. Unless the ITB specifically allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including,

where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Procuring Entity; and

- 27.1.3.2. Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications if expressly allowed in the **BDS**. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 27.1.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 27.1.5. The Procuring Entity's evaluation of bids shall only be based on the bid price quoted in the Financial Bid Form
- 27.1.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

28. Post Qualification

- 28.1.1. The Procuring Entity shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 0.
- 28.1.2. Within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:
 - 28.1.2.1. Latest income and business tax returns in the form specified in the **BDS**;
 - 28.1.2.2. Certificate of PhilGEPS Registration, **or PhilGEPS Registration Number if the procuring entity is the Philippine foreign office or post, provided that participating**

bidders should register with the PhilGEPS prior to bid opening; and

28.1.2.3. Other appropriate licenses and permits required by law and stated in the **BDS**.

Failure of the Bidder declared as LCB to duly submit the requirements under this Clause or a finding against the veracity of such, shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

28.1.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 0, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion.

28.1.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring Entity the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower, subject to **ITB** Clause 30.1.3.

28.1.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated and Responsive Bid is determined for contract award.

28.1.6. Within a period not exceeding seven (7) calendar days from the date of receipt of the recommendation of the BAC, the Head of the Procuring Entity shall approve or disapprove the said recommendation. In the case of government owned and government-owned and/or -controlled corporations (GOCCs) and government financial institutions (GFIs), the period provided herein shall be fifteen (15) calendar days.

29. Reservation Clause

29.1.1. Notwithstanding the eligibility or post-qualification of a bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails

the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.

29.1.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all Bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

29.1.2.1. if there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;

29.1.2.2. if the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or

29.1.2.3. for any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the Government as follows:

29.1.2.3.1. If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the head of the procuring entity;

29.1.2.3.2. If the project is no longer necessary as determined by the head of the procuring entity; and

29.1.2.3.3. If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

29.1.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:

29.1.3.1. No bids are received;

29.1.3.2. All prospective bidders are declared ineligible;

29.1.3.3. All bids fail to comply with all the bid requirements or fail post-qualification; or

29.1.3.4. The bidder with the Lowest Calculated Responsive Bid (LCRB) refuses, without justifiable cause to accept the award of contract, and no award is made.

F. Award of Contract

30. Contract Award

- 30.1.1. Subject to **ITB** Clause 28, the Procuring Entity shall award the contract to the Bidder whose Bid has been determined to be the LCRB.
- 30.1.2. Prior to the expiration of the period of Bid validity, the Procuring Entity shall notify the successful Bidder in writing that its Bid has been accepted, through a Notice of Award received personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 30.1.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
 - 30.1.3.1. Submission of the following documents within the prescribed period from receipt by the Bidder of the notice that it has the Lowest Calculated and Responsive Bid:
 - 30.1.3.1.1. Valid JVA, if applicable, within ten (10) calendar days;
 - 30.1.3.1.2. Valid PCAB license and registration for the type and cost of the contract to be bid for foreign bidders, within thirty (30) calendar days, if allowed under a Treaty or International or Executive Agreement mentioned in **ITB** Clause **Error! Reference source not found.**;
 - 30.1.3.2. Posting of the performance security in accordance with **ITB** Clause 32;
 - 30.1.3.3. Signing of the contract as provided in **ITB** Clause 31; and
 - 30.1.3.4. Approval by higher authority, if required.

31. Signing of the Contract

- 31.1.1. At the same time as the Procuring Entity notifies the successful Bidder that its Bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which Contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 31.1.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.

31.1.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

31.1.4. The following documents shall form part of the contract:

31.1.4.1. Contract Agreement;

31.1.4.2. Bidding Documents;

31.1.4.3. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted;

31.1.4.4. Performance Security;

31.1.4.5. Credit line in accordance with **ITB** Clause 5.5, if applicable;

31.1.4.6. Notice of Award of Contract; and

31.1.4.7. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

32. Performance Security

32.1.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

32.1.2. The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule :

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Ten percent (10%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon	

demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty percent (30%)
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32.1.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the Lowest Calculated and Responsive Bid is identified and selected for contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement.

33. Notice to Proceed

33.1.1. Within three (3) calendar days from the date of approval of the Contract by the appropriate government approving authority, the Procuring Entity shall issue its Notice to Proceed to the Bidder.

33.1.2. The contract effectivity date shall be provided in the Notice to Proceed by the Procuring Entity, which date shall not be later than seven (7) calendar days from the issuance of the Notice to Proceed.

34. Protest Mechanism

Decision of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the revised Implementing Rules and Regulations of Republic Act 9184.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
1.1	<p>The PROCURING ENTITY is the DEPARTMENT OF FINANCE.</p> <p>The name of the Contract is Renovation of the 7th Floor Offices.</p> <p>The identification number of the Contract is ITB No. 2016-1-I.</p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines - Department of Finance (GOP-DOF) through the General Appropriations Act for CY 2016 in the amount of FOURTY FOUR MILLION SEVEN HUNDRED TWENTY SEVEN THOUSAND SEVEN HUNDRED AND 06/100 PESOS (PhP44,727,700.06) being the Approved Budget for the Contract (ABC). The name of the Project is Proposed Renovation of the 7th Floor Offices.</p>
3.1	<p>No further instructions.</p>
5.1	<p>Additional provision:</p> <ol style="list-style-type: none"> 1. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines. 2. The Bidder must submit a valid PCAB License: Medium A License Category B. 3. The statement of the prospective bidder of all its on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
5.2	<p>Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.</p>
5.4	<p>Additional information:</p> <p>The following Proofs of Completion for such contract must be submitted:</p> <ol style="list-style-type: none"> 1. Owner's Certificate of Final Acceptance or Certificate of Completion; 2. Contract Agreement or Job Order or Purchase Order. <p>For this purpose, similar contract should have a value of at least 50% of the ABC and shall refer to contract that has the same major categories of renovation of office work.</p>
8.1	<p>Subcontracting is not allowed.</p>
9.1	<p>The Procuring Entity will hold a pre-bid conference on November 23, 2016 at 10:00 a.m. at the DFG Conference Room, 4th Floor DOF Building, Roxas Blvd. corner P. Ocampo Sr., St., Manila.</p>
10.1	<p>The Procuring Entity's address is:</p> <p>Department of Finance, Roxas Blvd., Malate, Manila</p>

	<p>Undersecretary _____ Telephone No.: 523-4955 Telefax: 526-2288 Email address of contact person: _____@dof.gov.ph</p>
10.3	No further instructions
12.1	The first envelope shall contain the eligibility and technical documents stated in the ITB Clause 12.1.
12.1 (a)(i)	<p>Business Registration Documents:</p> <ol style="list-style-type: none"> a. Sole Proprietorship – DTI Registration Certificate b. Corporations – SEC Registration Certificate c. Partnership – SEC Registration Certificate
12.1 (a)(iv) and (a) (v)	<p>(a) (iv) The 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. (No relevant period required)</p> <p>The following proofs for the on-going contracts and contracts that have been awarded but not yet started must be submitted:</p> <ol style="list-style-type: none"> 1. the Notice of Award and Notice to Proceed; or in the absence of these two (2), the Purchase Order or Job Order or Contract Agreement. <p>(a) (v) Statement identifying the bidder’s single largest completed contract similar to the bid, except under conditions provided for in Section 23.5.1.3 of R-IRR of RA 9184. (No relevant period required)</p> <p>The following proofs for the single largest completed contract similar to the contract to be bid must be submitted:</p> <ol style="list-style-type: none"> 1. Owner’s Certificate of Final Acceptance; or Certificate of Completion. 2. Purchase Order or Job Order or Contract Agreement. <p>The experience or track record of a sole proprietorship which has put all its assets, personnel and resources to a corporation cannot be carried over to the said corporation, inasmuch as the latter has a separate and distinct juridical personality from the former, (See GPPB Opinion No NPM 031-2013, dated 27 March 2013).</p> <p>Hence, the said corporation must submit necessary documents, including permits, business registration, tax returns, and contracts under its registered name.</p>
12.1 (a)(vi)	Valid PCAB License: Medium A License Category B. (PCAB Circular No. 001, series of 2009)
12.1 (a)(vii)	Audited Financial Statements stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions shall cover the period CY 2015 and CY 2016.

12.1(b)(iii)	<p>Standard Statement for this requirement is included in the Omnibus Sworn Statement found in Section VIII. Sample Forms. The competent evidence of identity for Notary in the Sworn Affidavit of the Bidder shall comply with Sec. 12 (2) Rule II of the 2004 Rules of Notarial Practice, to wit:</p> <p>“Sec.12. Competent Evidence of Identity – the phrase competent evidence of identity refers to the identification of an individual based on: At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver’s license, Professional regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, Voter’s ID, Barangay certification, Government Service Insurance System (GSIS) E-card, Social Security System (SSS) card, Philhealth Card, Senior Citizen Card, Overseas Workers Welfare Administration (OWWA), OFW ID, seaman’s book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled persons (CWDP) Department of Social Welfare and Development (DSWD) certification.”</p> <p>As an additional requirement under this section particularly reflected in item 8 (c) of the Omnibus Sworn Statement, the bidder should have made an estimate of the facilities available and needed for the contract to be bid, and has conducted site inspection together with DOF Representative/End-User on the project to be bid in connection with the Proposed Renovation of the 7th Floor Offices, the bidder which has conducted site inspection will be issued a Certificate of Site Inspection and this certificate should be submitted as part of the Technical Documents. Buying of bidding documents is a pre-requisite to site inspection.</p>
13.1 (b)	Submission of Bill of Quantities using the prescribed format in Section VIII.
13.2 (a)	The ABC is FOURTY FOUR MILLION SEVEN HUNDRED TWENTY SEVEN THOUSAND SEVEN HUNDRED AND 06/100 PESOS (PhP44,727,700.06) being the Approved Budget for the Contract (ABC). Any bid with a financial component exceeding this amount shall not be accepted.
14.2	No further instructions.
15.1.4	No further instructions.
16.1.1	The bid prices shall be quoted in Philippine Pesos.
17.1.1	Bids will be valid until one hundred twenty (120) calendar days after the opening of bids.
18.1.1	<p>The Bidders shall submit a Bid Securing Declaration, or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule :</p> <p>1. The amount of Eight Hundred Ninety Four Thousand Five Hundred Fifty Four Pesos [2% of PhP44,727,700.06= PhP 894,554.00], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee, or irrevocable letter of credit;</p>

	2. The amount of Two Million Two Hundred Thirty Six Thousand Three Hundred Eighty Five Pesos [5% of PhP44,727,700.06= PhP2,236,385.00], if bid security is in surety bond.
18.1.2	The bid security shall be valid until one hundred twenty (120) calendar days after the bid opening.
18.1.5	<p>The bid security may be forfeited:</p> <p>(a) if a Bidder:</p> <ol style="list-style-type: none"> 1. withdraws its bid during the period of bid validity specified in ITB Clause 17; 2. does not accept the correction of errors pursuant to ITB Clause 27.1.3.2; 3. fails to submit the requirements within the prescribed period, or a finding against their veracity, as stated in ITB Clause 28.1.2; 4. submits eligibility requirements containing false information or falsified documents; 5. submits bids that contain false information or falsified documents, or conceals such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding; 6. allows the use of one's name, or using the name of another for purposes of public bidding; 7. withdraws a bid, or refuses to accept an award, or enters into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid; 8. refuses or fails to post the required performance security within the prescribed time; 9. refuses to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification; 10. commits any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor; 11. fails to enter into a joint venture agreement with its joint venture partners after the bid is declared successful; or 12. commits any and all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons. <p>(b) if the successful Bidder:</p> <ol style="list-style-type: none"> (i) fails to sign the contract in accordance with ITB Clause 31; (ii) fails to furnish performance security in accordance with ITB Clause 32.
20.3	Each Bidder shall submit one (1) originally signed Certified True Copy of the Original Document and two (2) photo copies of the first and second components of its bid.

21	<p>The address for submission of bids is at the DOF-BAC Secretariat, 7th Floor EDPC Bldg., BSP Complex, Roxas Blvd., Manila.</p> <p>The deadline for submission of bids is December 5, 2016, 8:45 am. The official time is the clock located at the General Services Division.</p>
24.1.1	<p>The place of bid opening is at the DFG Conference Room, 4th Floor, DOF Bldg., Roxas Blvd. cor. Pablo Ocampo, Sr. St., Malate, Manila.</p> <p>The date and time of bid opening is December 5, 2016, 10:00 a.m.</p>
24.1.2	No further instructions.
27.1.3.2	Bid modification is not allowed.
27.1.4	No further instructions.
28.1.2	<p>Within a non-extendible period of three (3) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid (LCB), the Bidder shall submit the following documentary requirements:</p> <p>(a) Latest Income Business Tax Returns filed through the Electronic Filing and Payments System (EFPS):</p> <ol style="list-style-type: none"> 1. Annual Income Tax Return (BIR Form 1702) for CY 2014 and CY 2015; and 2. Proof of VAT payments filed for CY 2016: <p style="margin-left: 40px;">May 2550M 2016 June 2550Q 2016 July 2550M 2016 August 2550M 2016 September 2550Q 2016 October 2550M 2016</p> <p>(b) PhilGEPS Certificate of Registration provided that participating bidders should register with the PhilGEPS prior to bid opening;</p> <p>(c) Taxpayer's Identification No. with photocopy of ID</p> <p>(d) BIR Tax Registration Certificate (BIR Form 2303)</p>
31.4 (g)	<p>List additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as:</p> <ol style="list-style-type: none"> 1. construction schedule and S-curve, 2. manpower schedule, construction methods, equipment utilization schedule, 3. construction safety and health program approved by the Department of Labor and Employment, 4. Program Evaluation Review Technique(PERT)/Critical Path Method (CPM). 5. Contractor's Risk (CARI), and 6. Warranty Security after the issuance of Certificate of Completion by the DOF.
32.2	The performance security shall be in an amount not less than the required

	<p>percentage of the total contract price in accordance with the following schedule :</p> <ol style="list-style-type: none">1. The amount of _____ [<i>Insert 10% of Total Contract Price</i>]) if performance security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or2. The amount of _____ [<i>Insert 30% of Total Contract Price</i>] if performance is in surety bond.
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Section IV. General Conditions of Contract

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1. Definitions

For purposes of this Clause, boldface type is used to identify defined terms.

- 1.1. The **Arbiter** is the person appointed jointly by the Procuring Entity and the Contractor to resolve disputes in the first instance, as provided for in **GCC** Clause 21.
- 1.2. **Bill of Quantities** refers to a list of the specific items of the Work and their corresponding unit prices, lump sums, and/or provisional sums.
- 1.3. The **Completion Date** is the date of completion of the Works as certified by the Procuring Entity's Representative, in accordance with **GCC** Clause 49.
- 1.4. The **Contract** is the contract between the Procuring Entity and the Contractor to execute, complete, and maintain the Works.
- 1.5. The **Contract Price** is the price stated in the Letter of Acceptance and thereafter to be paid by the Procuring Entity to the Contractor for the execution of the Works in accordance with this Contract.
- 1.6. **Contract Time Extension** is the allowable period for the Contractor to complete the Works in addition to the original Completion Date stated in this Contract.
- 1.7. The **Contractor** is the juridical entity whose proposal has been accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded.
- 1.8. The **Contractor's Bid** is the signed offer or proposal submitted by the Contractor to the Procuring Entity in response to the Bidding Documents.
- 1.9. **Days** are calendar days; months are calendar months.
- 1.10. **Dayworks** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- 1.11. A **Defect** is any part of the Works not completed in accordance with the Contract.
- 1.12. The **Defects Liability Certificate** is the certificate issued by Procuring Entity's Representative upon correction of defects by the Contractor.
- 1.13. The **Defects Liability Period** is the one year period between contract completion and final acceptance within which the Contractor assumes the responsibility to undertake the repair of any damage to the Works at his own expense.

- 1.14. **Drawings** are graphical presentations of the Works. They include all supplementary details, shop drawings, calculations, and other information provided or approved for the execution of this Contract.
- 1.15. **Equipment** refers to all facilities, supplies, appliances, materials or things required for the execution and completion of the Work provided by the Contractor and which shall not form or are not intended to form part of the Permanent Works.
- 1.16. The **Intended Completion Date** refers to the date specified in the **SCC** when the Contractor is expected to have completed the Works. The Intended Completion Date may be revised only by the Procuring Entity's Representative by issuing an extension of time or an acceleration order.
- 1.17. **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- 1.18. The **Notice to Proceed** is a written notice issued by the Procuring Entity or the Procuring Entity's Representative to the Contractor requiring the latter to begin the commencement of the work not later than a specified or determinable date.
- 1.19. **Permanent Works** all permanent structures and all other project features and facilities required to be constructed and completed in accordance with this Contract which shall be delivered to the Procuring Entity and which shall remain at the Site after the removal of all Temporary Works.
- 1.20. **Plant** refers to the machinery, apparatus, and the like intended to form an integral part of the Permanent Works.
- 1.21. The **Procuring Entity** is the party who employs the Contractor to carry out the Works stated in the **SCC**.
- 1.22. The **Procuring Entity's Representative** refers to the Head of the Procuring Entity or his duly authorized representative, identified in the **SCC**, who shall be responsible for supervising the execution of the Works and administering this Contract.
- 1.23. The **Site** is the place provided by the Procuring Entity where the Works shall be executed and any other place or places which may be designated in the **SCC**, or notified to the Contractor by the Procuring Entity's Representative as forming part of the Site.
- 1.24. **Site Investigation Reports** are those that were included in the Bidding Documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.
- 1.25. **Slippage** is a delay in work execution occurring when actual accomplishment falls below the target as measured by the difference between the scheduled and actual accomplishment of the Work by the Contractor as established from the work schedule. This is actually described as a percentage of the whole Works.

- 1.26. **Specifications** means the description of Works to be done and the qualities of materials to be used, the equipment to be installed and the mode of construction.
- 1.27. The **Start Date**, as specified in the **SCC**, is the date when the Contractor is obliged to commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- 1.28. A **Subcontractor** is any person or organization to whom a part of the Works has been subcontracted by the Contractor, as allowed by the Procuring Entity, but not any assignee of such person.
- 1.29. **Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Permanent Works.
- 1.30. **Work(s)** refer to the Permanent Works and Temporary Works to be executed by the Contractor in accordance with this Contract, including (i) the furnishing of all labor, materials, equipment and others incidental, necessary or convenient to the complete execution of the Works; (ii) the passing of any tests before acceptance by the Procuring Entity's Representative; (iii) and the carrying out of all duties and obligations of the Contractor imposed by this Contract as described in the **SCC**.

2. Interpretation

- 2.1. In interpreting the Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of this Contract unless specifically defined. The Procuring Entity's Representative will provide instructions clarifying queries about the Conditions of Contract.
- 2.2. If sectional completion is specified in the **SCC**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date 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. Governing Language and Law

- 3.1.1. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract which are exchanged by the parties shall be written in English.
- 3.1.2. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4. Communications

Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is received by the concerned party.

5. Possession of Site

- 5.1.1. On the date specified in the **SCC**, the Procuring Entity shall grant the Contractor possession of so much of the Site as may be required to enable it to proceed with 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.
- 5.1.2. If possession of a portion is not given by the date stated in the **SCC** Clause 5.1, 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 shall be in accordance with **GCC** Clause 47.
- 5.1.3. The Contractor shall bear all costs and charges for special or temporary right-of-way required by it in connection with access to the Site. The Contractor shall also provide at his own cost any additional facilities outside the Site required by it for purposes of the Works.
- 5.1.4. The Contractor shall allow the Procuring Entity's Representative and any person authorized by the Procuring Entity's Representative access to the Site and to any place where work in connection with this Contract is being carried out or is intended to be carried out.

6. The Contractor's Obligations

- 6.1.1. The Contractor shall carry out the Works properly and in accordance with this Contract. The Contractor shall provide all supervision, labor, Materials, Plant and Contractor's Equipment, which may be required. All Materials and Plant on Site shall be deemed to be the property of the Procuring Entity.
- 6.1.2. The Contractor shall commence execution of the Works on the Start Date and shall carry out the Works in

accordance with the Program of Work submitted by the Contractor, as updated with the approval of the Procuring Entity's Representative, and complete them by the Intended Completion Date.

- 6.1.3. The Contractor shall be responsible for the safety of all activities on the Site.
- 6.1.4. The Contractor shall carry out all instructions of the Procuring Entity's Representative that comply with the applicable laws where the Site is located.
- 6.1.5. The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the **SCC**, 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.
- 6.1.6. If the Procuring Entity's Representative asks the Contractor to remove a member of the Contractor's staff or work force, for justifiable cause, the Contractor shall ensure that the person leaves the Site within seven (7) days and has no further connection with the Work in this Contract.
- 6.1.7. During Contract implementation, the Contractor and his subcontractors shall abide at all times by all labor laws, including child labor related enactments, and other relevant rules.
- 6.1.8. The Contractor shall submit to the Procuring Entity for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.
- 6.1.9. The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity between the dates given in the schedule of other contractors particularly when they shall require access to the Site. The Contractor shall also provide facilities and services for them during this period. The Procuring Entity may modify the schedule of other contractors, and shall notify the Contractor of any such modification thereto.
- 6.1.10. Should anything of historical or other interest or of significant value be unexpectedly discovered on the Site, it shall be the property of the Procuring Entity. The Contractor shall notify the Procuring Entity's

Representative of such discoveries and carry out the Procuring Entity's Representative's instructions in dealing with them.

7. Performance Security

7.1.1. 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 Contractor shall furnish the performance security in any the forms prescribed in **ITB** Clause 32.1.2.

7.1.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the Contractor is in default in any of its obligations under the Contract.

7.1.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

7.1.4. The performance security may be released by the Procuring Entity and returned to the Contractor after the issuance of the Certificate of Final Acceptance subject to the following conditions:

7.1.4.1. There are no pending claims against the Contractor or the surety company filed by the Procuring Entity;

7.1.4.2. The Contractor has no pending claims for labor and materials filed against it; and

7.1.4.3. Other terms specified in the **SCC**.

7.1.5. The Contractor shall post an additional performance security following the amount and form specified in **ITB** Clause 32.1.2 to cover any cumulative increase of more than ten percent (10%) over the original value of the contract as a result of amendments to order or change orders, extra work orders and supplemental agreements, as the case may be. The Contractor shall cause the extension of the validity of the performance security to cover approved contract time extensions.

7.1.6. In case of a reduction in the contract value or for partially completed Works under the contract which are usable and accepted by the Procuring Entity the use of which, in the judgment of the implementing agency or the Procuring Entity, will not affect the structural

integrity of the entire project, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

7.1.7. Unless otherwise indicated in the **SCC**, the Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to Act 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.

8. Subcontracting

8.1.1. Unless otherwise indicated in the **SCC**, the Contractor cannot subcontract Works more than the percentage specified in **ITB** Clause 8.1.

8.1.2. Subcontracting of any portion of the Works does not relieve the Contractor of any liability or obligation under this Contract. The Contractor 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.

8.1.3. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

9. Liquidated Damages

9.1.1. The Contractor shall pay liquidated damages to the Procuring Entity for each day that the Completion Date is later than the Intended Completion Date. The applicable liquidated damages is at least one-tenth (1/10) of a percent of the cost of the unperformed portion for every day of delay. The total amount of liquidated damages shall not exceed ten percent (10%) of the amount of the contract. The Procuring Entity may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the Procuring Entity shall

rescind this Contract, without prejudice to other courses of action and remedies open to it.

- 9.1.2. If the Intended Completion Date is extended after liquidated damages have been paid, the Engineer of the Procuring Entity shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Clause 40.3.

10. 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.

11. The Procuring Entity, Licenses and Permits

The Procuring Entity shall, if requested by the Contractor, assist him in applying for permits, licenses or approvals, which are required for the Works.

12. Contractor's Risk and Warranty Security

12.1.1. The Contractor shall assume full responsibility for the Works from the time project construction commenced up to final acceptance by the Procuring Entity and shall be held responsible for any damage or destruction of the Works except those occasioned by *force majeure*. The Contractor shall be fully responsible for the safety, protection, security, and convenience of his personnel, third parties, and the public at large, as well as the Works, Equipment, installation, and the like to be affected by his construction work.

12.1.2. The defects liability period for infrastructure projects shall be one year from contract completion up to final acceptance by the Procuring Entity. During this period, the Contractor shall undertake the repair works, at his own expense, of any damage to the Works on account of the use of materials of inferior quality within ninety (90) days from the time the Head of the Procuring Entity has issued an order to undertake repair. In case of failure or refusal to comply with this mandate, the Procuring Entity shall undertake such repair works and shall be entitled to full reimbursement of expenses incurred therein upon demand.

12.1.3. Unless otherwise indicated in the SCC, in case the Contractor fails to comply with the preceding paragraph, 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.

12.1.4. After final acceptance of the Works by the Procuring Entity, the Contractor shall be held responsible for “Structural Defects”, *i.e.*, major faults/flaws/deficiencies in one or more key structural elements of the project which may lead to structural failure of the completed elements or structure, or “Structural Failures”, *i.e.*, where one or more key structural elements in an infrastructure facility fails or collapses, thereby rendering the facility or part thereof incapable of withstanding the design loads, and/or endangering the safety of the users or the general public:

12.1.4.1. Contractor – Where Structural Defects/Failures arise due to faults attributable to improper construction, use of inferior quality/substandard materials, and any violation of the contract plans and specifications, the contractor shall be held liable;

12.1.4.2. Consultants – Where Structural Defects/Failures arise due to faulty and/or inadequate design and specifications as well as construction supervision, then the consultant who prepared the design or undertook construction supervision for the project shall be held liable;

12.1.4.3. Procuring Entity’s Representative/Project Manager/Construction Managers and Supervisors – The project owner’s representative(s), project manager, construction manager, and supervisor(s) shall be held liable in cases where the Structural Defects/Failures are due to his/their willful intervention in altering the designs and other specifications; negligence or omission in not approving or acting on proposed changes to noted defects or deficiencies in the design and/or specifications; and the use of

substandard construction materials in the project;

12.1.4.4. Third Parties - Third Parties shall be held liable in cases where Structural Defects/Failures are caused by work undertaken by them such as leaking pipes, diggings or excavations, underground cables and electrical wires, underground tunnel, mining shaft and the like, in which case the applicable warranty to such structure should be levied to third parties for their construction or restoration works.

12.1.4.5. Users - In cases where Structural Defects/Failures are due to abuse/misuse by the end user of the constructed facility and/or non-compliance by a user with the technical design limits and/or intended purpose of the same, then the user concerned shall be held liable.

12.1.5. The warranty against Structural Defects/Failures, except those occasioned on force majeure, shall cover the period specified in the **SCC** reckoned from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity.

12.1.6. The Contractor shall be required to put up a warranty security in the form of cash, bank guarantee, letter of credit, GSIS or surety bond callable on demand, in accordance with the following schedule:

Form of Warranty	Minimum Amount in Percentage (%) of Total Contract Price
<p>12.1.6.1. Cash or letter of credit issued by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank</p>	<p>Five Percent (5%)</p>
<p>12.1.6.2. Bank guarantee confirmed by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank</p>	<p>Ten Percent (10%)</p>

12.1.6.3. Surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission	Thirty Percent (30%)
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12.1.7. The warranty security shall be stated in Philippine Pesos and shall remain effective for one year from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity, and returned only after the lapse of said one year period.

12.1.8. In case of structural defects/failure occurring during the applicable warranty period provided in **GCC** Clause 12.5, the Procuring Entity shall undertake the necessary restoration or reconstruction works and shall be entitled to full reimbursement by the parties found to be liable for expenses incurred therein upon demand, without prejudice to the filing of appropriate administrative, civil, and/or criminal charges against the responsible persons as well as the forfeiture of the warranty security posted in favor of the Procuring Entity.

13. 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.

14. Procuring Entity’s Risk

14.1.1. From the Start Date until the Certificate of Final Acceptance has been issued, the following are risks of the Procuring Entity:

14.1.1.1. The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to:

14.1.1.1.1. any type of use or occupation of the Site authorized by the Procuring Entity after the official acceptance of the works; or

14.1.1.1.2. negligence, breach of statutory duty, or interference with any legal right by the Procuring Entity or by

any person employed by or contracted to him except the Contractor.

14.1.1.2. The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Procuring Entity or in the Procuring Entity's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.

15. Insurance

15.1.1. The Contractor shall, under his name and at his own expense, obtain and maintain, for the duration of this Contract, the following insurance coverage:

15.1.1.1. Contractor's All Risk Insurance;

15.1.1.2. Transportation to the project Site of Equipment, Machinery, and Supplies owned by the Contractor;

15.1.1.3. Personal injury or death of Contractor's employees; and

15.1.1.4. Comprehensive insurance for third party liability to Contractor's direct or indirect act or omission causing damage to third persons.

15.1.2. The Contractor shall provide evidence to the Procuring Entity's Representative that the insurances required under this Contract have been effected and shall, within a reasonable time, provide copies of the insurance policies to the Procuring Entity's Representative. Such evidence and such policies shall be provided to the Procuring Entity's through the Procuring Entity's Representative.

15.1.3. The Contractor shall notify the insurers of changes in the nature, extent, or program for the execution of the Works and ensure the adequacy of the insurances at all times in accordance with the terms of this Contract and shall produce to the Procuring Entity's Representative the insurance policies in force including the receipts for payment of the current premiums.

The above insurance policies shall be obtained from any reputable insurance company approved by the Procuring Entity's Representative.

15.1.4. If the Contractor fails to obtain and keep in force the insurances referred to herein or any other insurance which he may be required to obtain under the terms of this Contract, the Procuring Entity may obtain and keep in force any such insurances and pay such premiums as may be necessary for the purpose. From time to time, the Procuring Entity may deduct the amount it shall pay for said premiums including twenty five percent (25%) therein from any monies due, or which may become due, to the Contractor, without prejudice to the Procuring Entity exercising its right to impose other sanctions against the Contractor pursuant to the provisions of this Contract.

15.1.5. In the event the Contractor fails to observe the above safeguards, the Procuring Entity may, at the Contractor's expense, take whatever measure is deemed necessary for its protection and that of the Contractor's personnel and third parties, and/or order the interruption of dangerous Works. In addition, the Procuring Entity may refuse to make the payments under GCC Clause 40 until the Contractor complies with this Clause.

15.1.6. The Contractor shall immediately replace the insurance policy obtained as required in this Contract, without need of the Procuring Entity's demand, with a new policy issued by a new insurance company acceptable to the Procuring Entity for any of the following grounds:

15.1.6.1. The issuer of the insurance policy to be replaced has:

15.1.6.1.1. become bankrupt;

15.1.6.1.2. been placed under receivership or under a management committee;

15.1.6.1.3. been sued for suspension of payment; or

15.1.6.1.4. been suspended by the Insurance Commission and its license to engage in business or its

authority to issue insurance policies cancelled; or

15.1.6.1.5. Where reasonable grounds exist that the insurer may not be able, fully and promptly, to fulfill its obligation under the insurance policy.

16. Termination for Default of Contractor

16.1.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attend its implementation:

16.1.2. Due to the Contractor's fault and while the project is on-going, it has incurred negative slippage of fifteen percent (15%) or more in accordance with Presidential Decree 1870, regardless of whether or not previous warnings and notices have been issued for the Contractor to improve his performance;

16.1.3. Due to its own fault and after this Contract time has expired, the Contractor incurs delay in the completion of the Work after this Contract has expired; or

16.1.4. The Contractor:

16.1.4.1. abandons the contract Works, refuses or fails to comply with a valid instruction of the Procuring Entity or fails to proceed expeditiously and without delay despite a written notice by the Procuring Entity;

16.1.4.2. does not actually have on the project Site the minimum essential equipment listed on the Bid necessary to prosecute the Works in accordance with the approved Program of Work and equipment deployment schedule as required for the project;

16.1.4.3. does not execute the Works in accordance with this Contract or persistently or flagrantly neglects to carry out its obligations under this Contract;

16.1.4.4. neglects or refuses to remove materials or to perform a new Work that has been rejected as defective or unsuitable; or

16.1.4.5. sub-lets any part of this Contract without approval by the Procuring Entity.

16.1.5. All materials on the Site, Plant, Equipment, and Works shall be deemed to be the property of the Procuring Entity if this Contract is rescinded because of the Contractor's default.

17. Termination for Default of Procuring Entity

The Contractor may terminate this Contract with the Procuring Entity if the works are completely stopped for a continuous period of at least sixty (60) calendar days through no fault of its own, due to any of the following reasons:

17.1.1.1. Failure of the Procuring Entity to deliver, within a reasonable time, supplies, materials, right-of-way, or other items it is obligated to furnish under the terms of this Contract; or

17.1.1.2. The prosecution of the Work is disrupted by the adverse peace and order situation, as certified by the Armed Forces of the Philippines Provincial Commander and approved by the Secretary of National Defense.

18. Termination for Other Causes

18.1.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate this Contract for the convenience of the Procuring Entity if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and National Government policies.

18.1.2. The Procuring Entity or the Contractor may terminate this Contract if the other party causes a fundamental breach of this Contract.

18.1.3. Fundamental breaches of Contract shall include, but shall not be limited to, the following:

18.1.3.1. The Contractor stops work for twenty eight (28) days when no stoppage of work is shown on the current Program of Work and the stoppage has not been

authorized by the Procuring Entity's Representative;

18.1.3.2. The Procuring Entity's Representative instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within twenty eight (28) days;

18.1.3.3. The Procuring Entity shall terminate this Contract if the Contractor is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Contractor. In the case of the Contractor's insolvency, any Contractor's Equipment which the Procuring Entity instructs in the notice is to be used until the completion of the Works;

18.1.3.4. A payment certified by the Procuring Entity's Representative is not paid by the Procuring Entity to the Contractor within eighty four (84) days from the date of the Procuring Entity's Representative's certificate;

18.1.3.5. The Procuring Entity's Representative gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Procuring Entity's Representative;

18.1.3.6. The Contractor does not maintain a Security, which is required;

18.1.3.7. The Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in the GCC Clause 9; and

18.1.3.8. 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, the following:

18.1.3.8.1. corrupt, fraudulent, collusive, coercive, and obstructive practices as defined in **ITB** Clause 3.1(a), unless otherwise specified in the SCC;

18.1.3.8.2. drawing up or using forged documents;

18.1.3.8.3. using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and

18.1.3.8.4. any other act analogous to the foregoing.

18.1.4. The Funding Source or the Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with corrupt, fraudulent, or coercive practices.

18.1.5. When persons from either party to this Contract gives notice of a fundamental breach to the Procuring Entity's Representative in order to terminate the existing contract for a cause other than those listed under **GCC** Clause 18.3, the Procuring Entity's Representative shall decide whether the breach is fundamental or not.

18.1.6. If this Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

19. Procedures for Termination of Contracts

19.1.1. The following provisions shall govern the procedures for the termination of this Contract:

19.1.1.1. Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Procuring Entity shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;

19.1.1.2. Upon recommendation by the Procuring Entity, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Contractor conveying the termination of this Contract. The notice shall state:

19.1.1.2.1. that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;

19.1.1.2.2. the extent of termination, whether in whole or in part;

19.1.1.2.3. an instruction to the Contractor to show cause as to why this Contract should not be terminated; and

19.1.1.2.4. special instructions of the Procuring Entity, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report;

19.1.1.3. Within a period of seven (7) calendar days from receipt of the Notice

of Termination, the Contractor shall submit to the Head of the Procuring Entity a verified position paper stating why the contract should not be terminated. If the Contractor fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating the contract;

19.1.1.4. The Procuring Entity may, at anytime before receipt of the Bidder's verified position paper described in item (c) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Contractor's receipt of the notice;

19.1.1.5. Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Contractor of its decision and, unless otherwise provided in the said notice, this Contract is deemed terminated from receipt of the Contractor of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate; and

19.1.1.6. The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity.

19.1.2. Pursuant to Section 69(f) of RA 9184 and without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution as provided by applicable laws, the procuring entity shall impose on contractors after the termination of the contract the penalty of suspension for one (1) year for the first offense, suspension for two (2) years for the second

offense from participating in the public bidding process, for violations committed during the contract implementation stage, which include but not limited to the following:

19.1.2.1. Failure of the contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period in the Notice to Proceed (“NTP”);

19.1.2.2. Failure by the contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the contractor to comply with any written lawful instruction of the procuring entity or its representative(s) pursuant to the implementation of the contract. For the procurement of infrastructure projects or consultancy contracts, lawful instructions include but are not limited to the following:

19.1.2.2.1. Employment of competent technical personnel, competent engineers and/or work supervisors;

19.1.2.2.2. Provision of warning signs and barricades in accordance with approved plans and specifications and contract provisions;

19.1.2.2.3. Stockpiling in proper places of all materials and removal from the project site of waste and excess materials, including broken pavement and excavated debris in accordance with approved plans and specifications and contract provisions;

19.1.2.2.4. Deployment of committed equipment,

facilities, support staff
and manpower; and

19.1.2.2.5. Renewal of the
effectivity dates of the
performance security
after its expiration
during the course of
contract
implementation.

19.1.2.3. Assignment and subcontracting
of the contract or any part thereof or
substitution of key personnel named in
the proposal without prior written
approval by the procuring entity.

19.1.2.4. Poor performance by the
contractor or unsatisfactory quality
and/or progress of work arising from his
fault or negligence as reflected in the
Constructor's Performance Evaluation
System ("CPES") rating sheet. In the
absence of the CPES rating sheet, the
existing performance monitoring system
of the procuring entity shall be applied.
Any of the following acts by the
Contractor shall be construed as poor
performance:

19.1.2.4.1. Negative slippage of
15% and above within
the critical path of the
project due entirely to
the fault or negligence
of the contractor; and

19.1.2.4.2. Quality of materials
and workmanship not
complying with the
approved
specifications arising
from the contractor's
fault or negligence.

19.1.2.5. Willful or deliberate
abandonment or non-performance of the
project or contract by the contractor
resulting to substantial breach thereof
without lawful and/or just cause.

In addition to the penalty of suspension, the performance security posted by the contractor shall also be forfeited.

20. Force Majeure, Release From Performance

20.1.1. For purposes of this Contract the terms “*force majeure*” and “fortuitous event” may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor.

20.1.2. If this Contract is discontinued by an outbreak of war or by any other event entirely outside the control of either the Procuring Entity or the Contractor, the Procuring Entity’s Representative shall certify that this Contract has been discontinued. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all works carried out before receiving it and for any Work carried out afterwards to which a commitment was made.

20.1.3. If the event continues for a period of eighty four (84) days, either party may then give notice of termination, which shall take effect twenty eight (28) days after the giving of the notice.

20.1.4. After termination, the Contractor shall be entitled to payment of the unpaid balance of the value of the Works executed and of the materials and Plant reasonably delivered to the Site, adjusted by the following:

20.1.4.1. any sum to which the Contractor is entitled under **GCC Clause 28**;

20.1.4.2. the cost of his suspension and demobilization;

20.1.4.3. any sum to which the Procuring Entity is entitled.

20.1.5. The net balance due shall be paid or repaid within a reasonable time period from the time of the notice of termination.

21. Resolution of Disputes

21.1.1. If any dispute or difference of any kind whatsoever shall arise between the PROCURING ENTITY and the Contractor in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

21.1.2. If the Contractor believes that a decision taken by the PROCURING ENTITY's Representative was either outside the authority given to the PROCURING ENTITY's Representative by this Contract or that the decision was wrongly taken, the decision shall be referred to the Arbiter indicated in the SCC within fourteen (14) days of the notification of the PROCURING ENTITY's Representative's decision.

21.1.3. Any and all disputes in connection with or arising out of this Contract, as covered by the R.A. 9184 and the R-IRR, shall be submitted to arbitration in the Philippines according to the provisions of Republic Act No. 876, otherwise known as the "Arbitration Law" and Republic Act No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004": *Provided, however,* That, disputes that are within the competence of the Construction Industry Arbitration Commission to resolve shall be referred thereto. The process of arbitration shall be incorporated as a provision in this Contract that will be executed pursuant to the provisions of the Act and its IRR: *Provided, further,* That, by mutual agreement, the parties may agree in writing to resort to other alternative modes of dispute resolution.

22. Suspension of Loan, Credit, Grant, or Appropriation

In the event that the Funding Source suspends the Loan, Credit, Grant, or Appropriation to the Procuring Entity, from which part of the payments to the Contractor are being made:

22.1.1.1. The Procuring Entity is obligated to notify the Contractor of such suspension within seven (7) days of having received the suspension notice.

22.1.1.2. If the Contractor has not received sums due it for work already done within forty five (45) days from the time the Contractor's claim for payment has been certified by the Procuring Entity's Representative, the Contractor may immediately issue a suspension of work notice in accordance with GCC Clause 45.2.

23. Procuring Entity's Representative's Decisions

- 23.1.1. Except where otherwise specifically stated, the Procuring Entity's Representative will decide contractual matters between the Procuring Entity and the Contractor in the role representing the Procuring Entity.
- 23.1.2. The Procuring Entity's Representative may delegate any of his duties and responsibilities to other people, except to the Arbiter, after notifying the Contractor, and may cancel any delegation after notifying the Contractor.

24. Approval of Drawings and Temporary Works by the Procuring Entity's Representative

- 24.1.1. All Drawings prepared by the Contractor for the execution of the Temporary Works, are subject to prior approval by the Procuring Entity's Representative before its use.
- 24.1.2. The Contractor shall be responsible for design of Temporary Works.
- 24.1.3. The Procuring Entity's Representative's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 24.1.4. The Contractor shall obtain approval of third parties to the design of the Temporary Works, when required by the Procuring Entity.

25. Acceleration and Delays Ordered by the Procuring Entity's Representative

- 25.1.1. When the Procuring Entity wants the Contractor to finish before the Intended Completion Date, the Procuring Entity's Representative will obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Procuring Entity accepts these proposals, the Intended Completion Date will be adjusted accordingly and confirmed by both the Procuring Entity and the Contractor.
- 25.1.2. If the Contractor's Financial Proposals for an acceleration are accepted by the Procuring Entity, they are incorporated in the Contract Price and treated as a Variation.

26. Extension of the Intended Completion Date

- 26.1.1. The Procuring Entity's Representative shall extend the Intended Completion Date if a Variation is issued which

makes it impossible for the Intended Completion Date to be achieved by the Contractor without taking steps to accelerate the remaining work, which would cause the Contractor to incur additional costs. No payment shall be made for any event which may warrant the extension of the Intended Completion Date.

26.1.2. The Procuring Entity's Representative shall decide whether and by how much to extend the Intended Completion Date within twenty one (21) days of the Contractor asking the Procuring Entity's Representative for a decision thereto after fully submitting all supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

27. Right to Vary

27.1.1. The Procuring Entity's Representative with the prior approval of the Procuring Entity may instruct Variations, up to a maximum cumulative amount of ten percent (10%) of the original contract cost.

27.1.2. Variations shall be valued as follows:

27.1.2.1. At a lump sum price agreed between the parties;

27.1.2.2. where appropriate, at rates in this Contract;

27.1.2.3. in the absence of appropriate rates, the rates in this Contract shall be used as the basis for valuation; or failing which

27.1.2.4. at appropriate new rates, equal to or lower than current industry rates and to be agreed upon by both parties and approved by the Head of the Procuring Entity.

28. Contractor's Right to Claim

If the Contractor incurs cost as a result of any of the events under GCC Clause 13, the Contractor shall be entitled to the amount of such cost. If as a result of any of the said events, it is necessary to change the Works, this shall be dealt with as a Variation.

29. Dayworks

- 29.1.1. Subject to **GCC** Clause 43 on Variation Order, 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.
- 29.1.2. All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Procuring Entity's Representative. Each completed form shall be verified and signed by the Procuring Entity's Representative within two days of the work being done.
- 29.1.3. The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

30. Early Warning

- 30.1.1. The Contractor shall warn the Procuring Entity's Representative at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Procuring Entity's Representative may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
- 30.1.2. The Contractor shall cooperate with the Procuring Entity's Representative in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Procuring Entity's Representative.

31. Program of Work

- 31.1.1. Within the time stated in the **SCC**, the Contractor shall submit to the Procuring Entity's Representative for approval a Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works.
- 31.1.2. An update of the Program of Work shall show the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.

- 31.1.3. 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.
- 31.1.4. The Procuring Entity's Representative's approval of the Program of Work shall not alter the Contractor's obligations. The Contractor may revise the Program of Work and submit it to the Procuring Entity's Representative again at any time. A revised Program of Work shall show the effect of any approved Variations.
- 31.1.5. When the Program of Work is updated, the Contractor shall provide the Procuring Entity's Representative with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.
- 31.1.6. All Variations shall be included in updated Program of Work produced by the Contractor.

32. Management Conferences

- 32.1.1. Either the Procuring Entity's Representative or the Contractor may require the other to attend a Management Conference. The Management Conference shall review the plans for remaining work and deal with matters raised in accordance with the early warning procedure.
- 32.1.2. The Procuring Entity's Representative shall record the business of Management Conferences and provide copies of the record to those attending the Conference and to the Procuring Entity. The responsibility of the parties for actions to be taken shall be decided by the PROCURING ENTITY's Representative either at the Management Conference or after the Management Conference and stated in writing to all who attended the Conference.

33. Bill of Quantities

- 33.1.1. The Bill of Quantities shall contain items of work for the construction, installation, testing, and commissioning of work to be done by the Contractor.
- 33.1.2. The Bill of Quantities is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the Bill of Quantities for each item.
- 33.1.3. If the final quantity of any work done differs from the quantity in the Bill of Quantities for the particular item and is not more than twenty five percent (25%) of the original quantity, provided the aggregate changes for all items do not exceed ten percent (10%) of the Contract price, the Procuring Entity's Representative shall make the necessary adjustments to allow for the changes subject to applicable laws, rules, and regulations.
- 33.1.4. If requested by the Procuring Entity's Representative, the Contractor shall provide the Procuring Entity's Representative with a detailed cost breakdown of any rate in the Bill of Quantities.

34. Instructions, Inspections and Audits

- 34.1.1. The Procuring Entity's personnel shall at all reasonable times during construction of the Work be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of the construction.
- 34.1.2. If the Procuring Entity's Representative instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no defect, the test shall be a Compensation Event.
- 34.1.3. The Contractor shall permit the Funding Source named in the **SCC** to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

35. Identifying Defects

The Procuring Entity's Representative shall check the Contractor's work and notify the Contractor of any defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Entity's Representative may instruct the

Contractor to search uncover defects and test any work that the Procuring Entity's Representative considers below standards and defective.

36. Cost of Repairs

Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Liability Periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

37. Correction of Defects

37.1.1. The Procuring Entity's Representative shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which is One (1) year from project completion up to final acceptance by the Procuring Entity's.

37.1.2. Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified in the Procuring Entity's Representative's notice.

37.1.3. The Contractor shall correct the defects which he notices himself before the end of the Defects Liability Period.

37.1.4. The Procuring Entity shall certify that all defects have been corrected. If the Procuring Entity considers that correction of a defect is not essential, he can request the Contractor to submit a quotation for the corresponding reduction in the Contract Price. If the Procuring Entity accepts the quotation, the corresponding change in the SCC is a Variation.

38. Uncorrected Defects

38.1.1. The Procuring Entity shall give the Contractor at least fourteen (14) days notice of his intention to use a third party to correct a Defect. If the Contractor does not correct the Defect himself within the period, the Procuring Entity may have the Defect corrected by the third party. The cost of the correction will be deducted from the Contract Price.

38.1.2. The use of a third party to correct defects that are uncorrected by the Contractor will in no way relieve the Contractor of its liabilities and warranties under the Contract.

39. Advance Payment

- 39.1.1. 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.
- 39.1.2. The advance payment shall be made only upon the submission to and acceptance by the Procuring Entity of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the Procuring Entity.
- 39.1.3. The advance payment shall be repaid by the Contractor by an amount equal to the percentage of the total contract price used for the advance payment.
- 39.1.4. The contractor may reduce his standby letter of credit or guarantee instrument by the amounts refunded by the Monthly Certificates in the advance payment.
- 39.1.5. The Procuring Entity will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the maximum amount stated in SCC Clause 39.1.

40. Progress Payments

- 40.1.1. The Contractor may submit a request for payment for Work accomplished. Such request 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.
- 40.1.2. The Procuring Entity shall deduct the following from the certified gross amounts to be paid to the contractor as progress payment:
 - 40.1.2.1. Cumulative value of the work previously certified and paid for.
 - 40.1.2.2. Portion of the advance payment to be recouped for the month.
 - 40.1.2.3. Retention money in accordance with the condition of contract.

40.1.2.4. Amount to cover third party liabilities.

40.1.2.5. Amount to cover uncorrected discovered defects in the works.

40.1.3. Payments shall be adjusted by deducting therefrom the amounts for advance payments and retention. The Procuring Entity shall pay the Contractor the amounts certified by the Procuring Entity's Representative within twenty eight (28) days from the date each certificate was issued. No payment of interest for delayed payments and adjustments shall be made by the Procuring Entity.

40.1.4. The first progress payment may be paid by the Procuring Entity to the Contractor provided that at least twenty percent (20%) of the work has been accomplished as certified by the Procuring Entity's Representative.

40.1.5. Items of the Works for which a price of "0" (zero) has been entered will not be paid for by the Procuring Entity and shall be deemed covered by other rates and prices in the Contract.

41. Payment Certificates

41.1.1. The Contractor shall submit to the Procuring Entity's Representative monthly statements of the estimated value of the work executed less the cumulative amount certified previously.

41.1.2. The Procuring Entity's Representative shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.

41.1.3. The value of Work executed shall:

41.1.3.1. be determined by the Procuring Entity's Representative;

41.1.3.2. comprise the value of the quantities of the items in the Bill of Quantities completed; and

41.1.3.3. include the valuations of approved variations.

41.1.4. The Procuring Entity's Representative may exclude any item certified in a previous certificate or reduce the

proportion of any item previously certified in any certificate in the light of later information.

42. Retention

42.1.1. The Procuring Entity shall retain from each payment due to the Contractor an amount equal to a percentage thereof using the rate as specified in **ITB** Sub-Clause 42.2.

42.1.2. Progress payments are subject to retention of ten percent (10%), referred to as the “retention money.” Such retention shall be based on the total amount due to the Contractor prior to any deduction and shall be retained from every progress payment until fifty percent (50%) of the value of Works, as determined by the Procuring Entity, are completed. If, after fifty percent (50%) completion, the Work is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten percent (10%) retention shall again be imposed using the rate specified therefor.

42.1.3. The total “retention money” shall be due for release upon final acceptance of the Works. The Contractor may, however, request the substitution of the retention money for each progress billing with irrevocable standby letters of credit from a commercial bank, bank guarantees or surety bonds callable on demand, of amounts equivalent to the retention money substituted for and acceptable to the Procuring Entity, provided that the project is on schedule and is satisfactorily undertaken. Otherwise, the ten (10%) percent retention shall be made. Said irrevocable standby letters of credit, bank guarantees and/or surety bonds, to be posted in favor of the Government shall be valid for a duration to be determined by the concerned implementing office/agency or Procuring Entity and will answer for the purpose for which the ten (10%) percent retention is intended, *i.e.*, to cover uncorrected discovered defects and third party liabilities.

42.1.4. On completion of the whole Works, the Contractor may substitute retention money with an “on demand” Bank guarantee in a form acceptable to the Procuring Entity.

43. Variation Orders

43.1.1. Variation Orders may be issued by the Procuring Entity to cover any increase/decrease in quantities, including the introduction of new work items that are not included in the original contract or reclassification of work items

that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding and the “as staked plans” or construction drawings prepared after a joint survey by the Contractor and the Procuring Entity after award of the contract, provided that the cumulative amount of the Variation Order does not exceed ten percent (10%) of the original project cost. The addition/deletion of Works should be within the general scope of the project as bid and awarded. The scope of works shall not be reduced so as to accommodate a positive Variation Order. A Variation Order may either be in the form of a Change Order or Extra Work Order.

43.1.2. A Change Order may be issued by the Procuring Entity to cover any increase/decrease in quantities of original Work items in the contract.

43.1.3. An Extra Work Order may be issued by the Procuring Entity to cover the introduction of new work necessary for the completion, improvement or protection of the project which were not included as items of Work in the original contract, such as, where there are subsurface or latent physical conditions at the site differing materially from those indicated in the contract, or where there are duly unknown physical conditions at the site of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the Work or character provided for in the contract.

43.1.4. Any cumulative Variation Order beyond ten percent (10%) shall be subject of another contract to be bid out if the works are separable from the original contract. In exceptional cases where it is urgently necessary to complete the original scope of work, the Head of the Procuring Entity may authorize a positive Variation Order go beyond ten percent (10%) but not more than twenty percent (20%) of the original contract price, subject to the guidelines to be determined by the GPPB: *Provided, however,* That appropriate sanctions shall be imposed on the designer, consultant or official responsible for the original detailed engineering design which failed to consider the Variation Order beyond ten percent (10%).

43.1.5. In claiming for any Variation Order, the Contractor shall, within seven (7) calendar days after such work has been commenced or after the circumstances leading to such condition(s) leading to the extra cost, and within

twenty-eight (28) calendar days deliver a written communication giving full and detailed particulars of any extra cost in order that it may be investigated at that time. Failure to provide either of such notices in the time stipulated shall constitute a waiver by the contractor for any claim. The preparation and submission of Variation Orders are as follows:

43.1.5.1. If the Procuring Entity's representative/Project Engineer believes that a Change Order or Extra Work Order should be issued, he shall prepare the proposed Order accompanied with the notices submitted by the Contractor, the plans therefore, his computations as to the quantities of the additional works involved per item indicating the specific stations where such works are needed, the date of his inspections and investigations thereon, and the log book thereof, and a detailed estimate of the unit cost of such items of work, together with his justifications for the need of such Change Order or Extra Work Order, and shall submit the same to the Head of the Procuring Entity for approval.

43.1.5.2. The Head of the Procuring Entity or his duly authorized representative, upon receipt of the proposed Change Order or Extra Work Order shall immediately instruct the technical staff of the Procuring Entity's to conduct an on-the-spot investigation to verify the need for the Work to be prosecuted. A report of such verification shall be submitted directly to the Head of the Procuring Entity or his duly authorized representative.

43.1.5.3. The, Head of the Procuring Entity or his duly authorized representative, after being satisfied that such Change Order or Extra Work Order is justified and necessary, shall review the estimated quantities and prices and forward the proposal with the supporting documentation to the Head of Procuring Entity for consideration.

43.1.5.4. If, after review of the plans, quantities and estimated unit cost of the items of work involved, the proper office of the procuring entity empowered to review and evaluate Change Orders or Extra Work Orders recommends approval thereof, Head of the Procuring Entity or his duly authorized representative, believing the Change Order or Extra Work Order to be in order, shall approve the same.

43.1.5.5. The timeframe for the processing of Variation Orders from the preparation up to the approval by the Head of the Procuring Entity concerned shall not exceed thirty (30) calendar days.

44. Contract Completion

Once the project reaches an accomplishment of ninety five (95%) of the total contract amount, the Procuring Entity may create an inspectorate team to make preliminary inspection and submit a punch-list to the Contractor in preparation for the final turnover of the project. Said punch-list will contain, among others, the remaining Works, Work deficiencies for necessary corrections, and the specific duration/time to fully complete the project considering the approved remaining contract time. This, however, shall not preclude the claim of the Procuring Entity for liquidated damages.

45. Suspension of Work

45.1.1. The Procuring Entity shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary, due to *force majeure* or any fortuitous events or for failure on the part of the Contractor to correct bad conditions which are unsafe for workers or for the general public, to carry out valid orders given by the Procuring Entity or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The Contractor shall immediately comply with such order to suspend the work wholly or partly.

45.1.2. The Contractor or its duly authorized representative shall have the right to suspend work operation on any or all projects/activities along the critical path of activities after fifteen (15) calendar days from date of receipt of written notice from the Contractor to the district engineer/regional director/consultant or equivalent official, as the case may be, due to the following:

45.1.2.1. There exist right-of-way problems which prohibit the Contractor from performing work in accordance with the approved construction schedule.

45.1.2.2. Requisite construction plans which must be owner-furnished are not issued to the contractor precluding any work called for by such plans.

45.1.2.3. Peace and order conditions make it extremely dangerous, if not possible, to work. However, this condition must be certified in writing by the Philippine National Police (PNP) station which has responsibility over the affected area and confirmed by the Department of Interior and Local Government (DILG) Regional Director.

45.1.2.4. There is failure on the part of the Procuring Entity to deliver government-furnished materials and equipment as stipulated in the contract.

45.1.2.5. Delay in the payment of Contractor's claim for progress billing beyond forty-five (45) calendar days from the time the Contractor's claim has been certified to by the procuring entity's authorized representative that the documents are complete unless there are justifiable reasons thereof which shall be communicated in writing to the Contractor.

45.1.3. In case of total suspension, or suspension of activities along the critical path, which is not due to any fault of the Contractor, the elapsed time between the effective order of suspending operation and the order to resume work shall be allowed the Contractor by adjusting the contract time accordingly.

46. Payment on Termination

46.1.1. If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Procuring Entity's Representative shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the

value of the work not completed, as indicated in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to the Procuring Entity exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Entity.

46.1.2. If the Contract is terminated for the Procuring Entity's convenience or because of a fundamental breach of Contract by the Procuring Entity, the Procuring Entity's Representative shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

46.1.3. The net balance due shall be paid or repaid within twenty eight (28) days from the notice of termination.

46.1.4. If the Contractor has terminated the Contract under GCC Clauses 17 or 18, the Procuring Entity shall promptly return the Performance Security to the Contractor.

47. Extension of Contract Time

47.1.1. Should the amount of additional work of any kind or other special circumstances of any kind whatsoever occur such as to fairly entitle the contractor to an extension of contract time, the Procuring Entity shall determine the amount of such extension; provided that the Procuring Entity is not bound to take into account any claim for an extension of time unless the Contractor has, prior to the expiration of the contract time and within thirty (30) calendar days after such work has been commenced or after the circumstances leading to such claim have arisen, delivered to the Procuring Entity notices in order that it could have investigated them at that time. Failure to provide such notice shall constitute a waiver by the Contractor of any claim. Upon receipt of full and detailed particulars, the Procuring Entity shall examine the facts and extent of the delay and shall extend the contract time completing the contract work when, in the Procuring Entity's opinion, the findings of facts justify an extension.

47.1.2. No extension of contract time shall be granted the Contractor due to (a) ordinary unfavorable weather conditions and (b) inexcusable failure or negligence of

Contractor to provide the required equipment, supplies or materials.

47.1.3. Extension of contract time may be granted only when the affected activities fall within the critical path of the PERT/CPM network.

47.1.4. No extension of contract time shall be granted when the reason given to support the request for extension was already considered in the determination of the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection.

47.1.5. Extension of contract time shall be granted for rainy/unworkable days considered unfavorable for the prosecution of the works at the site, based on the actual conditions obtained at the site, in excess of the number of rainy/unworkable days pre-determined by the Procuring Entity in relation to the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection, and/or for equivalent period of delay due to major calamities such as exceptionally destructive typhoons, floods and earthquakes, and epidemics, and for causes such as non-delivery on time of materials, working drawings, or written information to be furnished by the Procuring Entity, non-acquisition of permit to enter private properties within the right-of-way resulting in complete paralyzation of construction activities, and other meritorious causes as determined by the Procuring Entity's Representative and approved by the Head of the Procuring Entity. Shortage of construction materials, general labor strikes, and peace and order problems that disrupt construction operations through no fault of the Contractor may be considered as additional grounds for extension of contract time provided they are publicly felt and certified by appropriate government agencies such as DTI, DOLE, DILG, and DND, among others. The written consent of bondsmen must be attached to any request of the Contractor for extension of contract time and submitted to the Procuring Entity for consideration and the validity of the Performance Security shall be correspondingly extended.

48. Price Adjustment

Except for extraordinary circumstances as determined by NEDA and approved by the GPPB, no price adjustment shall be allowed. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations,

or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

49. Completion

The Contractor shall request the Procuring Entity's Representative to issue a certificate of Completion of the Works, and the Procuring Entity's Representative will do so upon deciding that the work is completed.

50. Taking Over

The Procuring Entity shall take over the Site and the Works within seven (7) days from the date the Procuring Entity's Representative issues a certificate of Completion.

51. Operating and Maintenance Manuals

51.1.1. If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the SCC.

51.1.2. If the Contractor does not supply the Drawings and/or manuals by the dates stated in the SCC, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative shall withhold the amount stated in the SCC from payments due to the Contractor.

Section V. Special Conditions of Contract

GCC Clause	
1.16	The Intended Completion Date is one hundred twenty (120) calendar days from the Start Date as defined in GCC 1.27
1.21	The Procuring Entity is the Department of Finance.
1.22	The Procuring Entity's Representative is Secretary Carlos G. Dominguez
1.23	The Site is located at the 7 th Floor EDPC Building, Roxas Blvd. cor P. Ocampo Sr., Avenue, Manila.
1.27	The Start Date is within seven (7) calendar days after the receipt of the Notice to Proceed or upon receipt of the Contractor of the approved work schedules from the Procuring Entity's representative/s, whichever comes later.
1.30	Work(s) refer to the Permanent Works and Temporary Works to be executed by the Contractor in accordance with this Contract, including the (1) furnishing of all materials, tools and equipment and the performance of all necessary labor and service required to permit the Renovation of the 7 th Floor Offices with a total floor area of 4,500 sq. m. in accordance with the attached plans and specifications; (2) When installation is reported as complete and ready for acceptance, test shall be conducted by the Contractor at his expense in the presence of the Architect or his duly authorized representative and the DOF Consultant. The Contractor shall at once remedy all defects and or any part of the Works not acceptable to the Architect and the DOF Consultant, free of charge; and (3) The Contractor shall guarantee all workmanship for a period of twelve (12) months from the date of issuance of Certificate of Completion (COC) of his work.
2.2	Sectional completion is not applied under this Contract, hence only the Intended Completion Date for the whole works shall be the basis when the Contractor is expected to have completed the Works on time and may be revised only by the DOF by issuing an extension of time or an acceleration order.
5.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor after the holding of Pre-Construction Conference.
6.5	The Contractor shall employ the following Key Personnel : <ol style="list-style-type: none"> 1. Project Manager 2. Architect 3. Civil Engineer 4. Mechanical Engineer 5. Plumbing Engineer/Master Plumber 6. Electrical Engineer 7. Foremen 8. Ten (10) Masons 9. Fifteen (15) Carpenters

	<p>10. Twelve (12) Glass Installers 11. Eight (8) ACU Installers 12. Ten (10) Electricians 13. Six (6) Cabling Installers 14. Twenty-Four (24) Painters 15. Six (6) Plumbers</p> <p>An individual may occupy of not exceeding 2 positions in the abovementioned key personnel. The name, designation, license, background employment record, and experience of each key personnel to be assigned to the project should be presented in the attached a. Key Personnel's Certificate of Employment, and b. Contractor's Letter-Certificate to the Department of Finance format shown as attached herewith and must be submitted as part of the technical documents. Please find the prescribed forms in Section IX. Bidding Forms of this Bidding Documents.</p> <p>The equipment required are multiple hand/power tools.</p>
7.4 (c)	No further instructions.
7.7	No further instructions.
8.1	No further instructions.
10	The site investigation reports are given upon request by contractor for a walk-thru with Procuring Entity's Representative/s. The conduct of site survey and investigation will determine if there is difference in actual site conditions and the as-built plan.
12.3	No further instructions.
12.5	<i>In case of other structures, such as Bailey and wooden bridges, shallow wells, spring developments, and other similar structures: Two (2) years.</i>
13	No additional provision.
18.3(h)(i)	No further instructions.
21.2	In the case of a dispute between the Procuring Entity and the Contractor, the dispute shall be resolved in accordance with Republic Act No. 9285 (RA 9285) otherwise known as the "Alternative Dispute Resolution Act of 2004".
29.1	Day works are allowed provided there will be no painting or varnishing works, dust and noise disturbance.
31.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within five (5) days of delivery of the Letter of Acceptance.
31.3	<p>The period between Program of Work updates is seven (7) days.</p> <p>The amount to be withheld for late submission of an updated Program of</p>

	Work is five percent (5%) of the contract price.
34.3	The Funding Source is Government of the Philippines - Department of Finance (GOP-DOF) through the General Appropriations Act for CY 2016.
39.1	The amount of the advance payment is fifteen percent (15%) of the contract price.
40.1	Material and equipment delivered on the site but not completely put in place shall be included for payment.
51.1	The date by which operating and maintenance manuals are required is before the issuance of certificate of completion. The date by which “as built” drawings are required is before the issuance of certificate of completion.
51.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is five percent (5%) of the Final Billing.

Section VI. Specifications

SPECIFICATION FOR THE PROPOSED RENOVATION OF THE 7TH FLOOR OFFICES.

TECHNICAL SPECIFICATIONS

**ARCHITECTURAL AND ENGINEERING TECHNICAL SPECIFICATIONS FOR
THE DOF 7THFLOOR EDPG BUILDING RENOVATION
*ROXAS BOULEVARD CORNER P. OCAMPO STREET, MANILA CITY***

ARCHITECTURAL WORKS TECHNICAL SPECIFICATIONS FOR THE DOF 7TH
FLOOR EDPC BUILDING RENOVATION

DIVISION 1: SCOPE OF WORKS AND GENERAL CONDITIONS

SCOPE OF WORK:

The work under this heading consist of the finishing of all materials, tools and equipment and the performance of all necessary labor and service required to permit the construction of the Proposed DOF office renovation in accordance with the contract, attached plans and specifications.

GENERAL CONDITIONS:

1. The CONTRACTOR shall minimize noise and dust during construction such that the employees using the same building will not be disrupted in their work areas.
2. The CONTRACTOR shall submit a detailed work schedule, such as, S-curve, bar chart and other necessary documents for review and approval of the PROJECT MANAGER/OWNER.
3. The CONTRACTOR shall employ competent and experienced architect / engineer with at least 10 years work experience in building construction to be approved by the project manager/owner during the first coordination meeting prior start of construction.
4. The CONTRACTOR shall submit an itemized cost breakdown showing percentage of each item based on total contract project cost submit for project manager/owner's approval. (Cost breakdown shall be used to determine accomplishment of contractor.
5. The CONTRACTOR shall, at all times, keep the premises free from accumulation of waste materials or rubbish caused by his employees. Upon completion of the work, the CONTRACTOR shall, as directed by the OWNER, remove the plant site all temporary structures, rubbish, tools, scaffoldings and waste materials and shall leave the work in clean state. In case the CONTRACTOR fails to do so, the OWNER may undertake the cleaning services of a third party and charge the necessary expenses incurred to the CONTRACTOR.
6. The CONTRACTOR shall guarantee the WORK against all defects in workmanship and materials furnished by him for the period specified in the Contract. In the event that the WORK or any part thereof as found defective or not in compliance with the Contract and the Contract Documents within the said period, the CONTRACTOR shall, at his own expense, promptly carry-out remedial/corrective measures to correct the defects, errors or omissions pointed out by the OWNER to the satisfaction of the latter.
7. In case of discrepancy in the figures or drawings, the manner shall be submitted immediately to the ARCHITECT, within seven (7) days before any adjustment shall be made by the CONTRACTOR save only at the latter's own risk and expense. The decision of the ARCHITECT on the adjustment of the Drawings and Specifications shall govern and shall be followed by the CONTRACTOR.

8. The CONTRACTOR shall prepare at his own expense and submit with such promptness as to cause no delay in his own work or in that of any other contractor doing work on the same building, two copies of all shop or setting drawings, templates, patterns, and models, as well as schedule required for the work of the various trades, and the ARCHITECT shall pass upon them with reasonable promptness, making desired corrections. The CONTRACTOR shall make any corrections required by the ARCHITECT, file with him two corrected copies and furnish such other copies as may be needed.
9. The CONTRACTOR shall furnish three copies of complete catalog data for every manufactured item of equipment and all components to be used in the work, including specific performance data, material description, rating, capacity, work pressure, material gauge or thickness, brand name, catalog number, and general type.
10. The CONTRACTOR shall furnish for approval, with such promptness as to cause no delay in work, samples as specified or required. Work shall be in accordance with approved samples.
11. All materials not conforming to the requirements of these Specifications shall be considered as defective. No defective materials, the defects of which have been subsequently corrected, shall be used until approval has been given. Upon failure on the part of the CONTRACTOR to comply forth with any order of the ARCHITECT made pursuant to the provision of this article, the ARCHITECT shall have authority to remove and replace from money due or to become due the CONTRACTOR.
12. All old materials found by the CONTRACTOR upon the work, shall be carefully piled where designated by OWNER; and the CONTRACTOR shall be responsible for the same until final acceptance of the work.
13. The contractor shall be allowed to work on dusty, noisy and foul smelled activities from 6:00 PM up 4:00 AM in order to not interrupt with the operations of the building. Less dusty, noisy and foul smelled activities are allowed during office hours provided the contractor shall assure that these will not affect the building's operation.

TERMS OF PAYMENT:

1. No payment or deposit shall be made by the OWNER to the CONTRACTOR unless the CONTRACTOR first submits for approval the bonds and the COMPANY finds that the bond or policies complies with the conditions set forth.
2. Unless the Contract provides otherwise, CONTRACTOR shall be paid by the OWNER on the basis of monthly progress billings based on actual work accomplished certified and duly approved by the Project Manager, payable within (15) days after presentation of corresponding invoices, less a proportionate liquidation or repayment of the deposit or down payment, if any, and less a ten (10%) retention.

3. All progress billings, including the billing for the 10% retention, shall be accompanied by the CONTRACTOR's affidavit showing that all claims and obligations for labor, services, materials, suppliers, equipment and tools furnished by CONTRACTOR have been fully and finally settled and paid by him.
4. The OWNER shall have the right to withhold any payments in case of any claim against the CONTRACTOR for labor, services, supplies, and materials, or for rental for the use of the tools and equipment, or in case of non-compliance or defective or irregular compliance with any of the CONTRACTOR's obligation under the Contract.

PERIOD OF COMPLETION:

1. Time is of the essence of Contract. The CONTRACTOR shall complete every portion of the WORK in conformity with the work schedule stated in or appended to and forming part of the Contract.
2. Without limiting the full extent of CONTRACTOR's liability under the Contract, the CONTRACTOR agrees to pay the OWNER as liquidated damages, for every day of delay, an amount equivalent to one tenth (1/10) of one percent (1%) of the Contract Price up to a maximum amount equivalent to ten percent (10%) of such Contract price unless a bigger and different amount is stated in the Contract. Liquidated damages shall be automatically deductible from any amount due and payable to the CONTRACTOR with the OWNER and any of its subsidiaries.
3. The period of completion shall be extended only if due to causes for which delays are excused under the Contract and only when the OWNER approves the extension in writing. The CONTRACTOR shall inform the OWNER in writing of any delay within five (5) days from the date it occurs, including the proper justification of said delays

TEST AND GUARANTEE:

- When installation is reported as partially complete and ready for inspection, test shall be conducted by the CONTRACTOR at his expense in the presence of the ARCHITECT or his duly authorized representative.
- The CONTRACTOR shall at once remedy all defects and or part of the work not acceptable to the ARCHITECT, free of charge.

DRAWINGS:

- Omissions from the drawings or specifications or misdescriptions of details of works which are manifestly necessary to carry out the intent of the drawings and specifications, or which are customarily performed shall not relieve the contractor from performing such omitted or undescribed details of work but they shall be performed as fully and correctly set forth and described in the drawings and specifications.

- Deviations from the drawings and dimensions therein given, whether or not error is believed to exist, shall be made only after written authority is obtained from the Architect.
- Anything mentioned in the specifications and not shown in the drawings shall be verified to the Architect prior to construction. In case of discrepancy either in figures, in the drawings or in the specifications, the matter shall be promptly relayed to the Architect for action.

SPECIFICATIONS AND FINISHES:

GENERAL REQUIREMENTS

- The contractor shall be in charge of mobilization and demobilization of temporary facilities.
- Demolition of existing partitions that are not needed in the proposed construction plan shall be removed, including electrical, mechanical, equipment and sanitary installation, and other similar items not needed in the proposed new construction shall be hauled out and removed from the premises with coordination of the owner.
- The contractor shall turn-over all existing fixtures and furniture to the owner.
- All existing concrete structures shall NOT be demolished without the architect's approval.
- Preparation, layout and construction of drywall partitions.
- Deliver all materials in original container with labels intact and seals unbroken.
- All site layout and construction shall be referred to drawings for location, extent of work and other requirements.
- Color scheme shall be shown in the schedule or as approved by the Architect.
- Protect and cover all surfaces that are not to be painted to avoid stains and dirt resulting in bad result of the painting works.
- All wood portions to be varnished shall be stained, bleached or subject to sulfate solution application prior to application of paint. The contractor shall follow the manufacturer's standards of application
- Wherever required, all concrete surfaces shall be treated with zinc solution prior to application of paint.
- All imperfections in the applications of paints and varnish shall be corrected as a condition of final acceptance.
- All other items of works to be painted or varnished and not specified therein, but necessary to complete the works shall be painted or varnished approved by the Architect and suited to the nature of the surface and materials.

CLEARING OF SITE:

- The site shall be cleared of all obstructions unless otherwise specified by owner

- The contractor shall make a site inspection to determine the structures/walls to demolish and submit the area for inspection/ approval of architect

FLOOR FINISHES:

- Existing marble/ granite floor finish at elevator lobby to be retained and refurbished using diamond gloss finish.
- 500mm x 500mm carpet tile with approved self-leveling cement base for the general Office Areas, Offices, Reception, Common Hallways, Training Rooms and Meeting Rooms.
- 300mm x 300mm Homogenous Vinyl tile finish for all Storage and Pantry.
- 300mm x 300mm Ceramic floor tile finish for Janitor Room.
- 600mm x 600mm Porcelain Floor tiles for all toilet.
- 600mm x 600mm Granite Floor tiles for hallways specified on plan.
- The pattern and grouting shall be subject to architect's approval

WALL FINISHES:

- 12mm thick drywall partition using gypsum board on metal studs in semi-gloss paint roller finish
- 12mm thick frameless tempered glass panels on FD-100 aluminum powder coated framing with frosted sticker (900mm height and width of all glass panels)
- Existing walls to be retained shall be repainted using semi-gloss paint roller finish
- Existing marble at lobby to be retained and refurbished using diamond gloss finish including granite walls at hallway.
- Supply and installation of laminate over drywall accent as specified and indicated in the plan. Contractor to supply and install acrylic corner guard for all laminate corner terminations.
- Supply and installation of 6mm thick non glare graphicote glass over 6mm thick plywood backing as indicated in the plans.
- Supply and installation of wood moldings (wood trims and baseboards) as specified and indicated in the plans.
- Supply and installation of operable partitions for training area and conference room, combination of fabric finish on both sides with STC rating of 50 and complete with accessories and structural framing. Contractor to submit fabric swatches and shop drawing for the installation and framing of the said partitions for the architect's review prior to implementation.

CEILING FINISHES:

- 12mm thick Gypsum Board on metal furring in roller paint finish. Color for architect's approval

- 600mm x 600mm x 3mm aluminum thick clip-on tile panel ceiling at areas specified on plan.
- 12mm thick moisture resistant gypsum board on metal furring in roller paint finish for toilets.
- Supply and installation of 50mm x 50mm shadow gap on all sides, as specified and indicated in the plans.

DOORS AND WINDOWS:

- All existing windows shall be retained and refurbished.
- 12mm thk. Tempered glass door on FD-100 aluminum powder coated framing complete with necessary hardware and accessories.
- Wood veneer clad Flush door complete with hardware and necessary accessories as specified in the schedule of doors.
- All design and specifications shall be verified in the schedule of doors and plans.
- All existing steel doors (service and fire exit doors) are subject for refurbishing and repainting using automotive lacquer finish, color subject for verification with the architect/interior designer.
- All damaged existing door hardwares are subject for replacement by the contractor.

PAINTING:

- All existing walls shall be repainted.
- All drywall partition shall be semi-gloss roller painted.
- All door jambs shall be wood stained finish with dead flat lacquer top coat.
- All door mouldings shall be wood stained finish with dead flat lacquer top coat.
- All wood portions to be varnished shall be stained, bleached or subject to sulfate solution application prior to application of paint.
- Wherever required, all concrete surfaces shall be treated with zinc solution prior to application of paint.
- Damaged surfaces shall be corrected and/or replaced by the Contractor without extra cost to the Owner.
- Final color scheme shall be subject to Architect's approval

COUNTER TOPS FOR PANTRY AND TOILETS

- Toilet vanity counters
 - 20mm thick granite counter top with 100mm thk. reinforced concrete subsurface with 12mm dia. rebars spaced every 300mm on center, both ways. (contractor to submit samples for approval)
 - Contractor to provide 20mm thick granite splash board and fascia for vanity counters. Verify drawings for ready reference.

- Pantry counters
 - 20mm thick granite counter top with 20mm thick marine plywood subsurface and 50mm x 50mm K.D. wood framing. (See detail for reference)
 - Cabinet door handles shall be extruded aluminum handle, satin finish. (Contractor to submit sample for approval)
 - Wall and base cabinets shall be 20mm thick marine plywood with machine pressed laminate finish. (Contractor to submit sample for approval).
 - Contractor to supply and install aluminum framing, satin finish, for all cabinet doors.

PANTRY KITCHEN SINK

- Pantry sink shall be of stainless steel material with nominal size of 435mm x 860mm x 160mm depth
- Pantry sinks shall be equipped with 0.75hp food waste disposer of stainless steel material complete with necessary accessories and installation.

LIGHTING FIXTURES

- 600mm x 600mm 36W LED panel light (contractor to present sample for approval)
- 300mm x 1200mm 36W LED panel light (contractor to present sample for approval)
- 12W LED down lights with glass frame (contractor to present sample for approval)
- 12W LED Emergency lights (contractor to present sample for approval)

DIVISION 2: METALS

A. ROUGH HARDWARE

All metal items not specifically noted but required for proper execution of the work shall be provided.

1. Anchor Bolts and fasteners – shall be provided as necessary to the installation of the work indicated as approved by the Architect
2. Bolts and Nuts – Galvanized and of best commercial grade as approved by the Architect/Engineer.
3. Wrought Iron plates and connectors- shall conform to details shown in the drawings and shall be provided where indicated.

B. SETTING MISCELLANEOUS METALS

1. Anchors and bolts where required be placed and secured in position when concrete is placed. For columns, beams, frames, pipe supports and sleeves, metal ties, drains and all installations with concrete construction.

DIVISION 3: WOOD

A. CARPENTRY AND JOINERY WORKS:

The Contractor shall provide all equipment, tools, appliances, labor, together with the supervision necessary and incidental to performing all carpentry and joinery work indicated in the drawings and or herein specified.

B. WOOD MOULDINGS

1. Scope of Work:

Scope of work includes supply and installation of wood mouldings as specified and required in the plans.

2. General Requirements:

All wood mouldings shall be factory-fabricated, and of the type and sizes specified in the plans.

The Contractor shall submit required shop drawings of profiles including manner of installation to the Architect for approval.

3. Installation:

Wood mouldings shall be installed to walls using black screw, finishing nail or approved equal; subject for verification with architect and interior designer.

C. WOOD DOORS:

1. Scope of Work:

The work includes the provision of wooden doors, complete (for interior faces)

2. General Requirements:

a. All doors shall be factory-fabricated units of the types and sizes indicated in the schedules.

b. Doors shall be of the quality and workmanship acceptable to the Architect/Interior Designer. The Contractor shall guarantee the finished doors against twisting, warping, cracking and such other defects due to construction and installation, for a period of twelve (12) months after the issuance of the Certificate of Completion for the Project (COC).

- c. The Contractor shall submit required shop drawings including manner of construction to the Architect for approval

3. Product Materials:

- a. All doors shall be of select-grade solid wood in a specie as specified in the schedule and free from loose or unsound knots or other imperfections that may impair its strength and appearance. All lumber shall be kiln-dried with a moisture content not to exceed 12%. Plywood shall be tangule of select grade and color or as specified in the door schedule.
- b. All doors shall be manufactured in accordance with the details shown in the approved shop drawings with a thickness of 44 cm.
- c. Framing joints shall be mortised and tenured.

4. Installation:

Hinged doors shall be hand plumbed and fitted accurately allowing 1.5mm clearance at the jambs and heads and 3mm over thresholds; clearance at the bottom of the doors having no clearance at the bottom of the doors having no thresholds shall be 9.5mm. Locks stiles doors 44mm thick and thicker shall be revealed 3mm. Knob locks and latches shall be installed 965mm from the finished floors to the center.

DIVISION 4: GLASS WORKS

1. SCOPE:

- a. Entrance door shall be frameless with 12mm thick Clear glass and polished chrome finish, thresholds and accessories.
- b. Glass partitions shall be 12mm thick clear glass with FD100 top and bottom framing.
- c. Graphic sticker on glass doors and partitions shall have a height 900mm and width of all the glass partitions and doors. Design shall be subject for verification with the interior designer.

- d. Graphicote colored glass panels shall be 6mm thick, non-glare and equipped with 6mm thick plywood backing. The contractor shall submit swatches and samples for testing and approval.
- e. Facial mirror shall be 6mm thick with 6mm thick plywood backing. Contractor to submit samples for approval.
- f. See Architectural drawings for details, locations and other requirements.

2. SAMPLES AND SHOP DRAWINGS:

Before commencement of work, the Contractor shall submit to the Architect for approval the following:

- a. Shop drawings in details the proposed design, fabrication and methods of joining and anchoring.
- b. Sample corner sections of aluminum doors.

3. PROTECTION:

- a. Aluminum surfaces in contact with concrete, plaster, steel or other dissimilar metal parts shall be given a coat of suitable alkali-resistant bituminous paint.
- b. Aluminum shall have a hard, smooth finish and shall receive a coating of metacrylite lacquer as an additional protection.
- c. Before shipment from factory, cover aluminum work with heavy building paper or other adequate covering to protect finish surface from damages.

4. FIELD MEASUREMENTS:

- 1. Tape field measurements before preparation of shop drawing and fabrication, to ensure proper fit.

DIVISION 5: FINISH HARDWARES

1. GENERAL:

Scope of Work:

The work includes all door hardware, accessories and labor necessary to complete the work as per specifications and drawings.

2. MATERIALS:

Door hardware and accessories stated in the plans must conform with the following standards, contractor or supplier must be able to submit samples for approval based on these standards:

A156.1-84 (BHMA 101)	Butts and Hinges
A156.2-83 (BHMA 601)	Bored & Preassembled Locks and Latches
A156.3-84 (BHMA 701)	Exit Devices
A156.4-80 (BHMA 301)	Door Controls (Closers)
A156.5-84 (BHMA 501)	Auxiliary Locks and Associated Products
A156.6-79 (BHMA 1001)	Architectural Door Trim
A156.7-81	Template Hinge Dimension
A156.8-82 (BHMA 311)	Door Controls-Overhead Holders
A156.13-80 (BHMA 621)	Mortise Locks and Latches
A156.15-81 (BHMA 321)	Life Safety Closer, Holder, Release Devices
A156.16-81 (BHMA 1201)	Auxiliary Hardware
A156.17-81 (BHMA 1101)	Self Closing Hinges and Pivots
A156.18-84 (BHMA 1301)	Materials and Finishes

3. INSTALLATION:

Install hardware following manufacturer's instructions. Except as indicated or specified otherwise, use fasteners furnished with hardware to fasten hardware in place. Fasten hardware to wood surfaces with full-threaded wood screws or sheet metal screws. Use machine screws set in expansion shields for fastening hardware to solid concrete and masonry surfaces. Use toggle bolts where required for fastening to hollow core construction. Use trough bolts where indicated or specified and where necessary for satisfactory installation.

4. ACCEPTANCE AND CLEANING

- a. After installation, protect hardware from paint, stains, blemishes, and other damage until acceptance of work. Submit notice of operation testing seven (7) days before scheduled inspection for substantial completion, so that testing can be witnessed. Hinges locks, latches, bolts, holders, closers, and other items shall be adjusted to operate properly. Also demonstrate that tagged keys operate respective

locks. After hardware is checked, deliver tagged keys, to Project Manager. Correct, repair, and finish as directed errors in cutting and fitting and damage to adjoining work.

- b. The contractor must provide 3 sets of keys for each door lock installed, with proper labeling.

DIVISION 6: LAMINATES

1. GENERAL:

Scope of Work:

The work included are materials, labor and equipment necessary to complete lamination work as shown on the drawings, complete.

2. MATERIALS:

- a. Plastic decorative laminate veneer sheeting shall be of known brand. Contractor to submit catalogue and samples for architect's approval.
- b. Adhesive- as recommended by the manufacturers or in accordance with the manufacturer's printed manuals.
- c. Material Applications:

Wall laminate application shall be matte and shall be mounted on plywood panels.

Cabinets, drawers, counters and splashboard shall be post-formed and shall be as per Architect's / Designer's pattern/ color specifications. Shall be fireproof.

3. INSTALLATION:

- a. Plastic laminate shall be veneered to mounting surfaces with an approved waterproof and heatproof area based cement, used in strict accordance with the manufacturer's instructions. Rubber based adhesives shall not be used.

Sheeting shall be applied to timber with a moisture content of more than 15% or at a temperature of less than 60 degrees Fahrenheit. The sheeting shall be applied only to close grained plywood to ensure a smooth ripple-free surface; it shall not be applied

to open grained plywood such as fire wood. Underside countertops and shelves which are faced with plastic laminate shall have correspondingly thick backing sheet applied. Cabinet doors faced with laminate on the back side and edges. Top sheet shall be replaced on and over finished edges unless otherwise noted. Edges not faced with laminates, as at field joints, shall be machined and sealed. Butt joining of laminates shall be minimized by using the longest available lengths, all butt joints shall be perfectly flushed and sealed. Grain direction of wood grain laminated sheeting shall be as follows unless otherwise required.

- b. Grain direction of laminates shall be shown in shop details.
- c. Surface sanding of laminated plastics will not be allowed.
- d. Unless otherwise required, all laminated plastics shall have a standard satin or furniture finish.
- e. The contractor shall supply and install clear acrylic corner guard on laminate corner terminations, unless the architect does not require the installation of corner guards.

4. CLEANING:

All installed laminates shall be cleansed with the appropriate cleaning agents as recommended by the manufacturer. When cleaned, the laminate shall be free from adhesive stains, ripples, bubbles, scratches, cracks and other damage. Damaged laminates shall be replaced and poorly installed laminates shall be reinstalled properly and if necessary, shall be replaced. All replacements shall be at the expense of the Contractor.

DIVISION 7 PLASTERING

1. SCOPE OF WORK:

The work includes cement plastering, complete.

2. GENERAL REQUIREMENTS:

Portland cement plaster shall be provided where plastering is noted on the drawings and schedules. Plastering work shall be properly coordinated with the work of other trades. The work of other trades shall be adequately protected from damage during plastering

operations. Finished work shall be protected with a covering of heavy craft waterproof paper or other approved protective covering with lapped and sealed joints.

3. MATERIALS:

Portland cement shall conform to standard specification of the ASTM C 150, Type 1, at latest edition.

- a. Hydrated lime shall conform to the standard specifications of the ASTM C-6, latest edition,
- b. Sand shall be hard, sharp, well washed, siliceous, clean and free from deleterious materials.
- c. Water shall be fresh, clean and free from organic matter, acids and alkalis

4. DELIVERY, STORAGE AND HANDLING:

Manufactured materials shall be delivered in the manufacturer's original unbroken packages or containers which are labeled plainly with the manufacturer's name and brands. All cementitious materials shall be kept dry until ready to be used. They shall be stored off the ground, under cover and away from sweating walls and other damp surfaces.

5. MIXTURES:

- a. Plaster material, specified on a volume basis, shall be measured accurately in approved containers that shall ensure the specified proportion. Measuring materials with shovels shall not be permitted.
- b. Mortar for brown coat shall be mixed in the proportion (by volume) of 1 part Portland cement and 3 parts sand, and $\frac{1}{4}$ part hydrated lime. Mortar for finish coat shall be the same as specified for brown coats, except that the proportions of sand shall be increased to not more than 4 parts.

6. EXECUTION:

- a. APPLICATION OF PLASTER:

Surfaces to receive plaster shall be cleaned of all projections, dust loose particles, grease, bond breakers and other foreign matter. Plaster shall not be applied directly to (a) concrete or masonry surfaces that have been coated with bituminous compound (b) to surfaces that have been painted or previously plastered. Before the plastering work is started, masonry surfaces shall be wetted thoroughly with a fog of clean water to produce a uniformly moist condition. Metal ground, corner beads, screeds and other accessories shall be checked carefully for alignment before work is started.

Brown Coat: The brown coat shall not be applied until after the brown coat has been seasoned for 7 days. Just before the application of the finish coat, the brown coat shall again be evenly moistened with a fog spray. The finish coat shall be floated first to a true and even surface then trowelled in a manner that shall force the sand particles down into the plaster. Plastered surfaces shall be smooth and free from rough areas, trowelled marks, checks and blemishes. Thickness of plaster shall be 9.5mm vertical concrete and on masonry.

b. **WORKMANSHIP:**

Plaster work shall be finished level, plumb, square and true within a tolerance of 3mm in 3 meters without waves, cracks, blisters, pits, crazings, discolorations, projections and other imperfections. Plaster work shall be formed carefully around angles, contours, and well-up to screeds. Special care shall be taken to prevent sagging and consequent dropping of applications. There shall be no visible junction marks in the finish coat where one day's work adjoins the other.

c. **PATCHING, PAINTING AND CLEANING:**

Upon completion of the Project and when directed, all loose, cracked, damaged or defective plastering shall be cut out and re-plastered in a satisfactory and approved manner. All painting and patching of plastered surfaces and plaster work abutting or adjoining any other finish work shall be done in a neat and workmanlike manner. Plaster droppings or spattering shall be removed from all surfaces. Exposed plastered surfaces shall be left in a clean, unblemished condition ready to receive paint or other finish. Protective covering shall be removed from floors and other surfaces and all debris shall be removed from the Project.

Sufficiently firm to prevent movement of slab. Force grout into joints avoiding air traps or voids. Using diagonal strokes across joints, remove all excess grout.

d. Grout shall be made of the thinnest uniform width possible and shall be the same color as the tile.

DIVISION 8: PAINTING

1. SCOPE OF WORK:

Work Included:

- a. All labor, painting, equipment, scaffolding, protective coverings and materials, including that classified more in particular as paint hereinafter.
- b. Where the work or term "paint" is used or referred to as such throughout the specifications, it shall be interpreted to mean and include the surface finished treatment consisting of any, all or some of the following items: sealers, primers, fillers, body and final coats, paste, stain or enamels, all as more specifically defined hereinafter as to the kind and quality and function for various surfaces and finishes.

Submittals:

The Contractor shall submit for approval to the Architect / Interior Designer paint samples on 8" x 8" plywood five (5) working days upon receipt by the Contractor of the Master Finishes Index. All Paint Colors in the index shall be matched. Paint samples are to be applied on the actual specified type of wood. Three (3) copies of each paint sample shall be submitted to the Architect/ Interior Designer by the Contractor.

2. PROTECTION:

- a. Protect the work of all other trades against damage or injury by the contractor, employees or by the materials, tools or utensils used in connection with the work.
- b. Repair at the contractor's expense all work damaged as a result of the prosecution of this contract.

3. STORAGE MATERIALS:

- a. Store and nail only in spaces assigned for this purpose and all necessary precautions shall be taken to prevent fires by complying with all applicable local Fire Prevention and Safety Ordinances.
- b. Contractor shall provide galvanized iron, pans of suitable sizes in which all mixing shall be done and no mixing shall be permitted outside these pans.

- c. Paint shall be kept covered at all times and safeguards taken to prevent fire.

2. MATERIALS:

- a. All paints and paint materials shall be the products of reliable and nationally known paint manufacturer acceptable to the Architect/ Interior Designer.
- b. All paint shall be recommended by the manufacturer for the use intended, and shall be delivered to the jobsite in original containers with seals unbroken and labels in tact bearing reference and trade mark of the manufacturer.
- c. All specified brand of materials such as linseed oil, turpentine or thinners are to be pure and of the highest quality obtainable and shall be bear the manufacturer's label on each container or package.
- d. All paints shall contain an effective amount of fungicidal and mildew proofing agent which shall prevent the coating from showing any mold growth.
- e. Paint shall be well- ground, shall not settle badly, cake or thicken in the container, shall be readily broken up with a paddle to a smooth consistency and shall show easy brushing properties when used according to label instructions.
- f. The used of White Zinc (lithopone) will not be allowed.
- g. Ready mixed materials – with the exception of ready mixed materials in original containers, all mixing shall be done at the jobsites. No materials are to be reduced or changed except as specified by manufacturer of said materials.

3. PREPARATION:

- a. Prior to start any work, Contractor shall carefully inspect all surfaces to be painted of finished and notify the Architect / Interior Designer in writing of any defective workmanship, materials, or any other conditions which in his opinion will affect the satisfactory execution and/or performance of his work.

- b. No work in this section shall be initiated until all such surfaces or condition have been corrected; the absence of any such notification will be construed as an acceptance by this Contractor at all such surfaces and later claims of defects in these surfaces that may result in finished surfaces unsatisfactory to the Architect/ Interior Designer will not in any way relieve the Contractor from the responsibility and/or accountability under his guarantee.
- c. No work to be done under conditions that are unsuitable for the production of good results, nor at any time when the plastering is in progress or is drying.
- d. Neither paint nor any other finish treatment will be applied over wet or damp surfaces unless specifically required, nor shall succeeding coats be applied until the preceding coat is thoroughly dry.
- e. Before proceeding with any painting or finishing, thoroughly clean, removing from all surfaces to be treated, all dust, dirt, grease or other foreign substances which would affect either the satisfactory execution or permanency of work. Such cleaning shall be done after the general cleaning is executed under the separate divisions of the work.
- f. All materials shall be applied only by skilled mechanics. Paints shall be evenly spread and thoroughly brushed out, Varnish and enamels shall be evenly and smoothly flowed on; for painted work, each succeeding coat shall differ slightly in color or tint from that of the preceding coat. All workmanship shall be executed in accordance with the best acceptable practices applying to the class of work or grade, type and kinds of materials specified.
- g. Plastered surfaces shall be dry clean and free from loose plaster and surface irregularities and primed before spacing. After application of primer sealer, the Contractor for painting shall go over all surfaces and do all necessary spackling of cracks, indentions and other imperfections in an approved manner.

- h. Wood surfaces shall be free from dust and in an approved condition to receive the paint and other finish. The use of water or unpainted wood shall be avoided. Prior to application of paint, knots and sappy streaks shall be treated with a thin coat of shellac. Puttying of cracks, nail holes and minor surface defects shall be done after the priming coat has been applied and has dried properly. Sand-papering, when required shall be done after the undercoats are dry. Wood doors, windows, frames and trims shall be given the priming coat immediately following delivery to the jobsite; boiled linseed oil shall be used on friction surfaces of wood windows.

- i. Concrete and masonry shall be repaired before painting. Dirt, fungus, grease and oil shall be removed prior to the application of paint. Efflorescence shall be removed from concrete and masonry surfaces by scrapping, wire brushing and in accordance with manufacturer's recommendations, as approved. Glazed and all loose particles and scales shall be removed by wire brushing. Porous masonry surfaces such as concrete block shall receive cement sand slurry before painting.

- j. Metal surfaces coated with grease or where solder flux has been used shall be cleaned with benzene or other approved mineral spirits. Galvanized surfaces shall be washed with acetic acid or other approved solution, then washed thoroughly with clean water before applying the prime coat.
- k. Shop coats provided by others, where required, or necessary, shall have bare or abraded spots touched up by this Contractor, using same materials as used for shop coat, or other equivalent materials, or if approved for such by the Architect/ Interior Designer.

- l. Hardware accessories, plates, lighting fixtures and other similar items prior to painting shall be removed or otherwise protected during operations and repositioned upon completion of each space. Other equipment adjacent to walls shall be disconnected by workmen skilled in these trades and moved to permit the wall surfaces to be painted, and following completion of painting, shall be replaced, reconnected or reinstalled.

- m. Where a "two color" or tint combination may be selected or approved for the treatment of any particular surface in any space or room, no additional cost shall be made therefore to in any instance.

- n. Workmanship shall be first class in every respect. Paint, enamel and varnish shall be applied carefully with good lean finish brushes, or approved spraying equipment, except that initial coat to be provided on any new or previously unpainted surface to be applied by brush. The work shall be conducted as to avoid damages to other surfaces. Sufficient time shall be allowed between coats to assure thorough drying, and each coat shall be in proper condition before the next coat is applied, sanding and dusting as necessary to produce finishes free from visible defects when viewed from a distance of 1.5 meters shall be performed; varnish shall be sanded between coats. Finish coats shall be smooth and free from runs, sags, or other defects. Each coat of paint shall be of sufficient thickness to cover completely the previous coat or surface. Exterior paint may be applied at any time provided the surfaces to be painted are dry.

4. SCHEDULE OF PAINT FINISHING:

Surfaces which are required by the Finish Schedules of specifications to be painted, or otherwise finished, shall be treated in accordance with the following requirements.

<u>SURFACES</u>	<u>TREATMENT</u>
a. Gypsum walls interior concrete CHB/ Gypsum walls	One coat primer sealer, two coat interior enamel
b. Interior wood surface; Pigmented finish (except plywood)	One coat under coater two coat oil paint or Enamel
Natural or stained finish plywood Required three coats water resisting spar varnish.	one coat of stain (if finished except Required three coats water resisting spar varnish.
c. Shop primed interior metal surfaces	Touch up shop coat, one coat interior enamel under coater. Two coat of interior enamel paint.

d. Miscellaneous items (except Galvanized steel)

A pre-treatment coat under a coating of alkyd type zinc chromate primer.

DIVISION 9: PLUMBING FIXTURES, FITTINGS AND ACCESSORIES

1. SUMMARY

This section includes supply of plumbing fixtures and trims, fittings, and accessories, appurtenances, and supports associated with plumbing fixtures

2. QUALITY ASSURANCE

- a. Plumbing fixtures and trim shall be of first class quality, furnished by one manufacturer. The installation shall be complete with all necessary accessories as specified and approved.
- b. All fixtures shall be free from imperfections, true to lines, angles, curves and color, smooth, watertight, and complete in every aspect.
- c. All fixtures specified to be of vitreous ware, shall be fired vitreous china are of the best quality, non absorbent and burned so that the whole mass is thoroughly fused and vitrified, which when fractured will show a homogenous mass, close grained and free from pores. The glazing and vitreous china fixtures shall be thoroughly fused and united to the body, without discoloration, chips or flaws, and shall be free from craze. Warped or otherwise imperfect fixtures will not be accepted.
- d. Design Concept : The photocopies of models indicate types of plumbing fixtures and are based on the specific descriptions, manufacturers, models and numbers indicated. Plumbing fixtures having equal performance characteristics by other manufacturers may be considered provided that deviations in dimensions, operation, color or finish, or other characteristics are minor and do not change the design concept or intended performance as judged by the Architect. Burden of proof for equality of plumbing fixtures is on the proposes.

3. SUBMITTALS

- a. Product Data for each type of plumbing fixture specified, Including fixture and trim, fittings, accessories, appliances, appurtenances, equipment, supports, construction details, dimensions of components and finishes.
- b. Samples : Submit samples of each type of each fixture and accessory proposed for use as required by the Architect before starting. Only approved samples may be used.
- c. Types : It is the Plumbing Fixture Supplier's responsibility to provide the exact type of accessory suitable to the condition of installation.
- d. Before any accessories are purchased, Plumbing Fixture Supplier shall verify and locate all items specified.

DIVISION 10: CLEANING

1. SCOPE OF WORK

- A. This Section specifies administrative and procedural requirements for final cleaning at Substantial Completion.
- B. Environmental Requirements: Conduct cleaning and waste disposal operations in compliance with local laws and ordinances. Comply fully with federal and local environmental and anti-pollution regulations.
 - 1. Do not dispose of volatile wastes such as mineral spirits, oil or paint thinner in storm or sanitary drains.
 - 2. Burning or burying of debris, rubbish or other waste material on the premises will not be permitted.

2. MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by the manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property, or that might damage finished surfaces.

3. PROGRESS CLEANING

- A. Retain all stored items in an orderly arrangement allowing maximum access, not impeding drainage or traffic, and providing the required protection of materials.
- B. Do not allow the accumulation of scrap, debris, waste materials and other items not required for construction of this work.
- C. At least twice each week, and more often if necessary, completely removes all scrap, debris, waste material from the jobsite.
- D. Provide adequate storage for all items awaiting removal from the jobsite, observing all requirements for fire protection and protection of the ecology.
- E. Weekly, and more if necessary, inspect all arrangement of materials stored on the site; restack, tidy, or otherwise service all arrangements to meet the requirements of subparagraph "A" above.
- F. Weekly, and more often if necessary, sweep all areas clean, "Clean" for the purpose of this subparagraph, shall be interpreted as meaning free from dust and other material capable of being removed by use of reasonable effort and handheld broom.
- G. As required preparatory to installation of succeeding materials, clean the structures or pertinent portions thereof to the degree of cleanliness recommended by the manufacturer of the succeeding material, using all equipment and materials required to achieve the required cleanliness.
- H. Following the installation of finish floor materials, clean the finish floor daily (and more often if necessary) at all times while work is being performed in the space in which finish materials have been installed. "Clean", for the purpose of this subparagraph, shall be interpreted as meaning free from all foreign material which, in the opinion of the Project Manager, may be injurious to the finish floor material.

4. FINAL CLEANING

- A. General: Provide final cleaning operations when indicated. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of work to the condition expected from a commercial building cleaning and maintenance program. Comply with manufacturer's instructions.

1. Comply the following cleaning operations before requesting inspection for Certification of Substantial Completion for the entire project or a portion of the project.
- B. Complete the following cleaning operations before requesting inspection for Certification of Substantial Completion for the entire project or a portion of the project.
1. Clean the Project site, yard and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste materials, litter and foreign substances. Sweep paved areas broom clean. Remove petrochemical spills, stains and other foreign deposits. Rake grounds that are neither planted nor paved, to a smooth even-textured surface.
 2. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 3. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics and similar spaces.
 4. Broom clean concrete floors in unoccupied spaces.
 5. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 6. Remove labels that are not permanent labels. Touch-up and otherwise repair and restore marred exposed finishes and surfaces. Replace finishes and surfaces that can not be satisfactorily repaired or restored, or that shown evidence of repair or restoration. Do not paint over "UL" and similar labels, including mechanical and electrical name plates.
 8. Wipe surfaces of mechanical and electrical equipment, elevator equipment and similar equipment. Remove excess lubrication, paint and mortar droppings and other foreign substances.
 9. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 10. Clean light fixtures, lamps, globes and reflectors to function with full efficiency. Replace burned out bulbs, and defective and noisy starters in fluorescent and mercury vapor fixtures.

11. Leave the Project clean and ready for occupancy.
- C. **Removal of Protection:** Remove temporary protection and facilities installed during construction to protect previously completed installations during the remainder of the construction period.
 - D. **Compliance:** Comply with governing regulations and safety standards for cleaning operations. Remove waste materials from the site and dispose of in a lawful manner.
 1. Where extra materials of value remain after completions of associated construction have become the Owner's property, dispose of these materials as directed.
 2. Except as otherwise specifically provided, "clean", for the purpose of this Article, shall be interpreted as meaning the level of cleanliness generally provided by skilled cleaners using commercial quality building maintenance equipment and materials.

**GENERAL ELECTRICAL WORKS TECHNICAL SPECIFICATIONS FOR THE DOF 7TH
FLOOR EDPG BUILDING RENOVATION**

1.01 GENERAL:

The work to be done under this specifications consists of the fabrication, complete in all details of the Electrical Works.

All works shall be under the supervision of qualified and licensed electrical engineer with at least five (5) years experienced in electrical installations and knowledgeable of the latest Philippine Electrical Code. All works shall be in accordance with the local governing codes and regulations, local utility installation standards and other internationally accepted codes and standards.

All equipment, devices, materials and installation methods shall be applicable to the purpose/function, location, site/room conditions and weather.

1.02 UTILITY COORDINATION REQUIREMENTS:

1. Coordinate with Building Administration Fit-Out requirements. Contractor to obtain Tenant Fit-out guidelines
2. Home owner's association guidelines. Contractor to obtain these guidelines.
3. Existing utilities tapping point within project vicinity
4. Coordinate the electrical plans to the local utility company prior to installation of feeders, power service entrance and fabrication of all electrical panels. Coordination shall include total load requirements of the project, proposed location of Utility Power Company supplied transformers, proposed First Private Pole location, proposed voltage (1-phase or 3-phase), location of proposed power service entrance/pedestal.
5. This contractor is required to coordinate telephone & cable TV plans to the local utility company prior to installation service entrance conduits and fabrication of cabinets.

Coordination shall include total load requirements of the project, proposed wiring, materials location of proposed service entrance/pedestal.

6. Coordination with respective local Utility Company shall be conducted IMMEDIATELY after the electrical works has been awarded to the Electrical Contractor/Installer.

1.03 **WORKS INCLUDED:**

- A. Complete normal & emergency (if applicable) power distribution system, small power system, lighting system, & grounding system
- B. Complete auxiliary system.
- C. Balancing of connected loads of all 3-phase panel board.
- D. Complete testing of all electrical and auxiliary systems.
- E. Complete signage, directories, nameplates, and painting of all electrical works and equipment.
- F. As-built plans duly prepared, signed and sealed by an Electrical Engineer.
- G. If anything has been omitted in any item of work or materials usually furnished, which are necessary for the completion of the Electrical Works as outlined herein before, then such items must be and are hereby include herein.

1.04 **WORKS NOT INCLUDED:**

- A. Motors and controls for building utility equipment except where specifically noted otherwise
- B. Interlocking, control wiring, and conduits for motors under Mechanical and Plumbing Works and Fire Protection Works
- C. Concreting work for encasements and service entrance pedestal.

1.05 **COORDINATION DRAWINGS**

Drawings are diagrammatic and show general location of conduit, and equipment and devices. Exact location of conduit, equipment, devices not located by dimensions on drawing shall be determined when equipment and mechanical drawings are available. Contractor shall use these drawings to coordinate installation of electrical equipment. Contractor shall submit coordination drawings to Owner's Representative or Architect before installation of equipment with consideration given to interference and room interior/architectural appearance.

1.06 **GUARANTEE:**

The Contractor shall guarantee that the Electrical System is free from all grounds and from all defective workmanship and materials and will remain so for a period of one (1) year from date of acceptance of the work. Any defects, appearing within the aforesaid period, shall be remedied by the Contractor at his own expense.

1.07 **APPROVED MATERIALS AND BRANDS**
ELECTRICAL SPRING CONNECTORS

1. Contractor to present brand and submit sample for the approval of the owner/consultant.

TERMINAL LUGS AND CONNECTORS (DUAL RATED For Copper & Aluminum)

1. Contractor to present brand and submit sample for the approval of the owner/consultant.

BUILDING WIRES FOR 600 VOLTS AND LESS

1. Contractor to present brand and submit sample for the approval of the owner/consultant.
2. All cables installed in cable trays shall be Cable Tray rated.

CABLE TV AND TELEPHONE WIRES

1. Cable TV Coaxial Cable - Contractor to present brand and submit sample for the approval of the owner/consultant.
2. Data Cables
3. Cabinets and Devices - Contractor to present brand and submit sample for the approval of the owner/consultant.
4. Telephone Cables - Contractor to present brand and submit sample for the approval of the owner/consultant.

WIRING DEVICES

1. Contractor to present brand and submit sample for the approval of the owner/consultant.
2. Provide GFCI protection on all kitchen outlets, toilet outlets, outdoor outlets and other outlet locations required by PEC to have GFCI protection.

AUXILIARY EQUIPMENT & DEVICES

1. CCTV System – Contractor to present brand and submit sample for the approval of the owner/consultant.
2. PA/BGM - Contractor to present brand and submit sample for the approval of the owner/consultant.
3. Cable TV - Contractor to present brand and submit sample for the approval of the owner/consultant.
4. Fire Detection and Alarm System (FDAS) – Contractor to present brand and submit sample for the approval of the owner/consultant.

ELECTRICAL BOXES (Metal :GA#16, G.I. Plastic : Conforms to PNS 14)

1. All surface mounted device mounted box exposed to weather shall be FD type, Die Cast Aluminium.
2. All uPVC device/outlet boxes, utility boxes and junction boxes shall have rustproof (rigid Zinc coated) metal screw plates with grooves. Boxes shall have fixed sockets that fits both 20 and 25 mmΦ pipes.

LIGHTING FIXTURES

1. Lighting fixture specifications shall be as per Architect or Owner's preference.
2. Lamps shall be LED
3. Manufacturer : Contractor to present brand and submit sample for the approval of the owner/ consultant.

EMERGENCY LIGHTING FIXTURES

1. Emergency lights and exit lights shall have back-up battery pack, self-contained and fully automatic.
2. Emergency Back-up Battery pack shall be compliant to UL 924 Damp Location Listed and NFA 101 (Life Safety Code), or IEC 61951-2. Unit shall have 2-Hr back-up battery duration. For places with sleeping occupancy, minimum of 3-Hr back-up battery duration is required.
3. Manufacturer :Contractor to present brand and submit sample for the approval of the owner/ consultant.

DISCONNECT SWITCHES

1. Provide NEMA 1 enclosures for all indoor safety/disconnect switches.
2. Provide NEMA 3 and/or NEMA 4X enclosures if installed outdoor or exposed to possible water splashing.
3. Nameplate mounted on the outside of the door with machine screws. Provide equipment name, numeric designation, operating voltage and phase
4. Manufacturer : GE, Schneider

PANELBOARDS and DISTRIBUTION PANELS

Enclosures:

1. Residential and Condominium Units – Manufacturer’s supplied polycarbonate base enclosure or locally fabricated metal enclosure, GA#16, G.I. sheet (use DIN Rail mounted miniature circuit breaker rating limited to 125A and below only). Refer to Section 1.02
2. Commercial and Industrial projects - Locally fabricated metal enclosure, minimum GA#16, G.I. sheet, (use DIN Rail mounted miniature circuit breaker rating limited to 125A and below only). Refer to Section 1.02
3. Provide deadfront cover, panel directory, keyed cover, nameplate, 100% insulated neutral bar (if required), ground terminal bar, analog meters (V, A, and Frequency for MDP, LVSG, and MCC).
4. Finish shall be powder coated, wrinkled gray, NEMA 1 (Indoor) NEMA 3R (Outdoor/Wet location) NEMA 4X (Marine and corrosive environment).
5. Manufacturer : Contractor to present brand and submit sample for the approval of the owner/ consultant.

Circuit Breakers

1. Din Rail miniature circuit breakers, 125A and below only, 1P, 2P and 3P, minimum 10kAIC
2. Compact circuit breaker, 100A to 250A, (1P, 2P, 18kAIC to 100kAIC)
3. Compact circuit breaker, 100A to 250A, (2P, 3P, 4P 40kAIC to 150kAIC)
4. Compact circuit breaker, 400A to 630A, (3P, 4P, 40kAIC to 150kAIC)
5. Compact circuit breaker, 630A to 3200A, (3P, 4P, 50kAIC to 200kAIC)
6. Provide ground fault protection of equipment for solidly grounded wye electric services for each service disconnect or main service panel breaker rated 1000 amperes and above. The maximum setting of ground-fault sensor shall be 1200 amperes and maximum delay of one (1) second.
7. Circuits with ground fault circuit interrupter (GFCI) breakers as indicated in the plans and panel schedule shall also have over-current and short circuit

protection, use UL Standards. For Residual Current Operated Circuit Breaker (RCBO), use British Standards.

8. Bus bars shall be copper, 1.55 amps. per mm² (1000 amps. per sq. inch) and be silver plated at connection points.
9. Manufacturer :Contractor to present brand and submit sample for the approval of the owner/ consultant.

Automatic Transfer Switch (ATS)

Shall have time delay transfer up to Thirty (30) minutes for both normal and emergency side and manual transfer operation option. Rating shall be as indicated on the plans. ATS shall breaker type and shall have both electrical and mechanical interlocked.

Manual Transfer Switch (MTS)

Shall be double-throw, rating as indicated with standard mechanical interlocked. Use Non-Fusible Type, Double-Throw for 200A and below. Use breaker type for above 200A rating.

RACEWAYS

A. Metal Conduit (UL Listed Brand)

1. Refer to PEC for use and limitations
2. Use manufacturer standard fittings for specific applications and locations
3. Manufacturer :Contractor to present brand and submit sample for the approval of the owner/ consultant.

B. Flexible Metal Conduit (UL Listed Brand)

1. Refer to PEC for use and limitations
2. Use manufacturer standard fittings for specific applications and locations
3. Limited to 1.22 M length of use.
4. Manufacturer :Contractor to present brand and submit sample for the approval of the owner/ consultant.

C. Rigid Plastic Conduit (PNS 14:2004 Standards)

1. Refer to PEC for use and limitations
2. Use minimum burying depth of conduit as per PEC recommendations.
3. Use manufacturer standard fittings for specific applications and locations
4. Not permitted inside plenum, space for environmental air, and ducts.

5. Manufacturer :Contractor to present brand and submit sample for the approval of the owner/ consultant.

D. Wireway

1. Powder coated finish, GA#16, G.I. sheet
2. Refer to PEC for use and limitation.
3. Provide separate wireway for power, telephone, and other electronic signal cables
4. Manufacturer :Contractor to present brand and submit sample for the approval of the owner/ consultant.

1.08 ELECTRICAL IDENTIFICATION

Nameplates

1. Provide nameplates for Panelboards, Disconnect Switches, Control Panels, Cabinets and Pullboxes, other electrical equipment enclosures.
2. Nameplates shall be engraved laminated phenolic, with white surface and black core. Use 3 mm thick material for plates up to 50 × 100 mm. Larger size, use 4 mm thick material.

Color Coding and Cable Marking

1. Refer to PEC for standard wire color coding
2. Follow existing color coding if the installation is part of an existing building.
3. Branch circuit wiring shall maintain same wire coloring throughout circuit. Each branch circuit conductor shall be labeled with wire markers to identify circuit number. In the presence of different voltage systems, each system shall have their own color coding.
4. Provide wire and cable markers indicating circuit name and feeder name for branch circuit and feeder. Provide branch circuit and feeder identification inside circuit and feeder pull boxes, hand holes and manholes, and Control Wire Identification.
5. Manufacturer :Contractor to present brand and submit sample for the approval of the owner/ consultant.

1.09 GROUNDING

1. Grounding systems shall be installed in accordance with requirements of Philippine Electrical Code.
2. Bond all Switchgear, transformers, panelboards, system neutrals, conduit system, telecom, grounding bus, swimming pool grounding grid and electrical equipment

3. Building steel reinforcements or metal structures shall be bonded to the electrical grounding grid or system.
4. Ground rods shall be UL Listed , 20mm diameter × 3000mm long, copper clad steel. 3-ground rod installed in a triangular manner shall be spaced at 3000 mm. Provide ground test pit on one rod. Use stainless rod for marine and corrosive environment.
5. All bonding connection shall be by exothermic connection unless noted otherwise.
6. All grounding system for power, generator, building steel reinforcements, telecom and lightning protection system shall be bonded to each other to form an equipotential bonding.
7. Bond the following systems to the existing grounding installation as shown on the drawings: Cold water piping system, Lightning protection system, Chilled water piping, Building Steel, Communications grounding system(s)
8. Ground Resistance: This Contractor shall furnish instruments for and measure ground resistance of each rod measured at two locations and entire main grouping system. Measured resistance of entire system for building and substations grounding bus bar shall not exceed 5.0 Ohms.

PLUMBING WORKS TECHNICAL SPECIFICATIONS FOR THE DOF 7TH FLOOR
EDPC BUILDING RENOVATION

DIVISION 1: GENERAL

1. GENERAL DESCRIPTION

The work to be done under this Division of the specifications consists of the fabrication, complete in all details, of the Plumbing works, at the subject premises, and all work and materials incidental to the proper completion of the installation, except those portions of the work which are expressly stated as to be done by others. All works shall be in accordance with the governing Codes and Regulations and with the specifications, except where same shall be in conflict with such Codes, etc. which, later shall then govern. The requirements with regard to materials and workmanship specify the required standards for the furnishing of all labor, materials and appliances necessary for the complete installation of the work specified herein and indicated on the drawings.

2. DRAWINGS AND SPECIFICATIONS

2.1 The contract drawing and specifications are complementary to each other and any labor or materials called for by either, whether or not called for by both, if necessary for the successful operation of any of the particular type of equipment shall be furnished and installed without additional cost to the Owner.

2.2 All dimensional locations of fixtures, equipment floor and roof drains, risers and pipes

chase shall be verified on the architectural drawings and manufacturer's catalogue.

3. INTENT

It is not intended that the drawings shall show every pipe, fitting, valve and appliance. All such items whether specifically mentioned or not, or indicated on the drawings, shall be furnished and installed if necessary to complete the system in accordance with the best practice of the plumbing trade and to the satisfaction of the Architect, the Engineer and the Owner.

4. SITE INVESTIGATION

The Contractor is required to visit the site and to ascertain for himself the local conditions and facilities that may affect his work. He will be deemed to have done this before preparing his proposal and any subsequent claims on the ground of inadequate or inaccurate information will not be entertained.

5. SHOP DRAWING

The Contractor shall submit to the Architect and the Engineer, for approval, four (4) copies of all shop drawings of details and connections not shown on the drawings or deviations thereof but required for the work. The Contractor shall certify that the drawings have been checked for dimensions, materials, erection details and that they conform to the intent of the drawings and specifications.

6. RECORD DRAWINGS

6.1 The Contractor shall during the progress of work, keep a record of the actual installation from that shown on the contract drawings.

6.2 Upon completion of work, the Contractor shall submit four (4) copies [one (1) set original, reproducible and three (3) sets of prints] and one (1) electronic file of the as-built drawings indicating the work as actually and finally installed.

7. GUARANTEE

The Contractor shall guarantee that the plumbing system is free from all defective workmanship and materials and will remain so for a period of one (1) year from date of acceptance of the work. Any defects, appearing within the aforesaid period shall be remedied by the Contractor at his own expense.

8. PERMITS

The Contractor shall be responsible for securing all the required construction and operation permits and pay all the necessary fees thereof. Copies of all the permits, together with certificate of inspections shall be submitted to the Owner.

9. CODES AND STANDARDS

The work under this contract is to be installed with reference to the latest requirement of the following :

- 9.1 PHILIPPINE NATIONAL BUILDING CODE
- 9.2 REGULATIONS OF LOCAL WATERWORKS & SEWERAGE AUTHORITY
- 9.3 STANDARD PLUMBING CODE (SPC)
- 9.4 AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)
- 9.5 AMERICAN NATIONAL STANDARD INSTITUTE (ANSI)
- 9.6 AMERICAN WATERWORKS ASSOCIATION (AWWA)
- 9.7 NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)
- 9.8 FIRE CODE OF THE PHILIPPINES
- 9.9 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
- 9.10 UNDERWRITERS LABORATORIES (UL), FACTORY MUTUAL (FM)

10. SUBMITTALS

The Contractor shall submit all the necessary documents such as material's catalogue, samples, shop drawings, manufacturer's standard drawings, manufacturer's standard installation instructions, operation and maintenance manuals, equipment warranty, and all other documents as may be required.

DIVISION 2: MATERIALS

1. QUALITY ASSURANCE

All materials to be used shall be new and shall conform with the reference codes and standards. Use of materials shall further be governed by other requirements, imposed on other sections of these specifications. Materials shall be subject to the necessary tests to assure their fitness if so required.

2. ALTERNATE MATERIALS

Use of any material, not specified in these specifications may be allowed provided that such alternate has been approved by the Architect and Owner and provided further that a test, if required, shall be done by an approved agency in accordance with generally accepted standards.

3. IDENTIFICATION OF MATERIALS

Each length of pipe, fittings, traps, fixtures and device used in the plumbing shall have cast, stamped or indelibly marked on it the manufacturer's trademark or name, the weight, type and classes of product when so required by the standards mentioned above.

4. POLYVINYL CHLORIDE PIPING

- 4.1 Type - Polyvinyl chloride (PVC), ASTM D-2729
- 4.2 Minimum wall thickness - Series 1000 or class 35
- 4.3 Joints - Bell and Spigot
- 4.4 Fittings - Polyvinyl Chloride
- 4.5 Pipe Sealant - PVC Solvent
- 4.6 Application - A/C Drain Piping

5. CAST IRON PIPING

- 5.1 Type - Cast Iron, ASTM A-74
- 5.2 Minimum wall thickness - Service weight
- 5.3 Joints - Hubless
- 5.4 Fittings - Cast iron, service weight
- 5.5 Pipe sealant - Compression coupling
- 5.6 Application - Sanitary piping

6. POLYPROPYLENE

- 6.1 Type - Polypropylene

- 6.2 Minimum wall thickness - PN 20
- 6.3 Joints - Fusion
- 6.4 Fittings - Polypropylene
- 6.5 Valves - Bronze, ASTM B-62, 1035 KPA for 50 mm and smaller; all iron, bronze fitted, 1035 KPA for 65 mm and bigger. For shut off valve, use non -rising stem gate valve for 50 mm and smaller, lever handle butterfly valve for 65 mm and bigger. Polypropylene valves are acceptable.
- 6.6 Protection - All outdoor pipes must be insulated with 6 mm thick premoulded closedcell elastomeric insulation
- 6.7 Application - Potable and Non Potable cold water piping

7. A/C DRAIN PIPE INSULATION

- 7.1 All pipe sizes – 25mm thick premoulded closed cell elastomeric

8. PIPE FLEXIBLE CONNECTOR

- 8.1 Type - Mechanical groove coupling, all iron with Buna rubber gasket
- 8.2 Pressure and Temperature rating – Same as the connection pipes.

9. DRAINS, CLEANOUTS, TRAPS

- 9.1 Drains - Cast iron body with adjustable brass top or stainless steel top. Submit sample for approval
- 9.2 Cleanouts - Cleanouts shall have cast iron body with Round counter sunk brass top
- 9.3 Traps - Traps shall be of the same material as pipes, complete with accessible trap screw at ample size, except those with integral fixtures.

10. PIPE SUPPORT

- 10.1 Pipe support shall be fabricated with flat bar, round bar and angular bar of appropriate size.
- 10.2 Anchorage of pipe support on concrete slab or beam shall be expansion shields or it shall be directly fastened to structural steel member as shown on details or submit shop drawing.
- 10.3 All hangers and support shall be painted with one (1) coat of primer and two (2) coats of finishing enamel paints.

11. PIPE SLEEVES

11.1 Pipe sleeve shall be galvanized iron pipe, Sch. 40

11.2 Sleeve shall have a minimum clearance of 25 mm around the pipe insulation, if any, and caulked with oakum and mastic sealant.

11.3 All pipe sleeves for exterior wall shall be with stop collar.

12. EQUIPMENT FOUNDATION

12.1 Equipment foundation shall basically consist of steel angle, channel, reinforced concrete pads and foundations required by the equipment, submit shop drawing as required.

12.2 Size, type and bearing capacity shall be designed by the Contractor in accordance with the equipment manufacturer's standard.

12.3 All metal parts shall be painted with one (1) coat of primer paint and two (2) coats of finishing enamel paints.

DIVISION 3: EQUIPMENT

1. QUALITY ASSURANCE

All equipment to be used shall be new and shall conform with the reference codes and standards. The manufacturer shall provide representatives for start-up supervision.

2. INSTRUCTION, OPERATION AND MAINTENANCE MANUAL

The manufacturer shall provide four (4) copies of installation operation and maintenance manuals, including spare parts list recommended spare parts for one (1) or two (2) years to the Owner.

3. GREASE TRAP

3.1 Grease trap shall be constructed of cast iron body multi-chamber complete with hand hole.

3.2 Unit shall be standard product of a reputable manufacturer and ready for field installation.

3.3 Capacity shall be as stated in the plan.

4. WATER FILTER

- 4.1 Water filter shall be Katadyn type for bacteria-free odor, taste, and sediment removal.
- 4.2 Casing shall be constructed of heavy duty plastic and replaceable Katadyn ceramic filter element.
- 4.3 Unit shall be standard product of a reputable manufacturer and ready for field installation.
- 4.4 Capacity shall be good for dual kitchen sink or as stated in the plan.

DIVISION 4: INSTALLATION

1. WORKMANSHIP

- a. The work throughout shall be executed in the best and most thorough manner to the satisfaction of the Architect and the Owner, who will jointly interpret the meaning of the drawings and specifications and shall have power to reject any work and materials which in their judgment, are not in full accordance therewith.
- b. The Contractor shall assume unit responsibility and shall provide the services of a qualified Engineer to supervise the complete installation of equipment and systems and who shall be available for conducting the final acceptance tests.
- c. All equipment shall be installed in accordance with the manufacturer's standard. Certificate of compliance by the manufacturer's representative shall be submitted to the Owner.

2. PIPING SYSTEM

- a. All piping shall be installed parallel to building line unless otherwise noted.
- b. Water piping shall be extended to all fixtures, outlets and equipment from the valve installed in each branch
- c. Water piping shall be installed with a fall toward a main shut -off valve and drains. Ends of pipes to fixtures shall be capped with pipe extension of 30 cm long
- d. All G.I. pipes embedded underground shall have at least two (2) coats of tar or asphalt and wrapped with approved pipe wrapping tape or jute sack
- e. All hot water piping shall be insulated except those embedded in concrete or otherwise noted
- f. All water pipe connections to equipment shall be provided with gate valves and unions or

flanges to provide easy access and maintenance

- g. Provide dielectric union for joining pipes of dissimilar materials 2.8 pipe grade – 1% slope unless otherwise noted.
- h. Avoid locating pipes over electrical equipment. Provide drain pan if it cannot be avoided.

3. CLEANOUTS, TRAPS AND FLANGES

- a. Cleanouts - cleanout shall be brass counter sunk type of the same size as the pipes. For pipes 100mm and larger, use 100mm cleanout.
- b. Trap - Each fixture trap except those cast integral or in combination with fixtures in which the trap seal is readily accessible or if the trap is removable shall have an accessible brass trap screw of ample size.
- c. All water closets shall be provided with standard floor flanged and sealed with bowl wax.

4. FLOOR, WALL AND CEILING ESCUTHEON PLATES

Provide chromium plated metal plates for all exposed piping passing through floors, walls and ceilings.

5. SUPPORTS, SLEEVES AND HANGERS

- 1. Fixture support:
 - a. All fixtures and equipment shall be supported and fastened in a safe and satisfactory manner.
- 2. Pipe sleeves:
 - a. Pipe sleeves shall be installed and properly secured in place at all points where pipes pass through masonry or concrete, except unframed floors on earth.
- 3. Pipe hangers, supports and inserts:
 - a. Horizontal runs of pipe shall be hanged with adjustable pipe hangers spaced not over 3.0 M apart, except bell and spigot pipes which shall have hangers spaced not over 1.5 M apart and located near the bell.
 - b. Trapeze hangers may be used in lieu of separate hangers on pipes running parallel to and close to each other.

- i. Inserts shall be securely anchored and the anchor shall be properly slushed with mortar. Inserts shall be completely concealed when the fixtures are installed.
- ii. Vertical pipe riser shall be supported at every floor unless additional supports are required.
- iii. Provide isolation for pipe and hanger of different materials.
- iv. Provide auxiliary structural steel members required for supporting and anchoring of pipes and accessories.

6. SURFACE PREPARATION AND PAINTING

6.1 Surface Preparation

All exposed metal surfaces shall be rid of grease, dirt or other foreign materials.

All equipment, pipes, valves and fittings shall be cleaned of grease and sludge which may have accumulated. Any discoloration or other damage to the parts of the building, its finish or furnishings due to the plumbing system shall be repaired by the Contractor.

6.2 Painting

All exterior surfaces of pipings to be installed in or through concrete floor, fill or tiled floors and underground shall be given one (1) coat of acid-resisting paint having a bituminous base.

Pipe hangers supports and all other iron work in concealed spaces shall be thoroughly cleaned and painted.

All exposed pipings shall be painted with two (2) coats of enamel finish paints after cleaning and free of rust. Directional markers shall be spaced no more than 5.0 M apart. Color code shall be as follows or as required.

Sewer/ Vent	-	Black
Drainage	-	Silver or Blue
Cold Water	-	Green

Paint bands of 50 mm width at 1.5 M interval for all pipings concealed inside ceiling will be acceptable.

7. TESTING AND DISINFECTION

7.1 Testing

Water line - Upon completion of the roughing-in and before setting fixtures, the entire water piping system shall be tested at a hydrostatic pressure 1 ½ times the expected pressure in the system when in operation or 1034 KPA minimum, whichever is higher for at least 2 hours.

Drain, waste and vent line - Apply the water to the systems either in its entirety or in sections after rough piping has been installed. If applied to the entire system, all openings in the piping shall be tightly closed, except the highest opening, and the system filled with water to a point 3.0 M higher than the highest pipe. Keep the water in the system or in the portion under test for at least thirty (30) minutes during which time there shall be no drop greater than 100 mm.

Where a portion of the piping system is to be concealed before completion, this portion shall be tested separately in a manner similar to that described for the entire system.

7.2 Disinfection

The entire system shall be thoroughly flushed and disinfected with chlorine before it is placed in operation. The procedure shall be submitted for approval by the Architect and the Owner.

Chlorinating materials shall be liquid chlorine or hypochlorite and shall be introduced into the water lines in a manner approved by the Architect and the Engineer.

The chlorine dosage shall be such as to provide no less than fifty (50) PPM of available chlorine, following a contact period of not less than sixteen (16) hours. The heavily chlorinated water shall be flushed from the system with clean water until the residual chlorine content is no greater than 0.

GENERAL MECHANICAL WORKS TECHNICAL SPECIFICATIONS FOR THE DOF
7TH FLOOR EDCP BUILDING RENOVATION

DIVISION 1: GENERAL

1. GENERAL DESCRIPTION

The work to be done under this Division of the specifications consists of the fabrication, complete in all details, of the Plumbing works, at the subject premises, and all work and materials incidental to the proper completion of the installation, except those portions of the work which are expressly stated as to be done by others. All works shall be in accordance with the governing Codes and Regulations and with the specifications, except where same shall be in conflict with such Codes, etc. which, later shall then govern. The requirements with regard to materials and workmanship specify the required standards for the furnishing of all labor, materials and appliances necessary for the complete installation of the work specified herein and indicated on the drawings.

2. DRAWINGS AND SPECIFICATIONS

2.1 The contract drawing and specifications are complementary to each other and any labor or materials called for by either, whether or not called for by both, if necessary for the successful operation of any of the particular type of equipment shall be furnished and installed without additional cost to the Owner.

2.2 All dimensional locations of fixtures, equipment floor and roof drains, risers and pipes chase shall be verified on the architectural drawings and manufacturer's catalogue.

3. INTENT

It is not intended that the drawings shall show every pipe, fitting, valve and appliance. All such items whether specifically mentioned or not, or indicated on the drawings, shall be furnished and installed if necessary to complete the system in accordance with the best practice of the plumbing trade and to the satisfaction of the Architect, the Engineer and the Owner.

4. SITE INVESTIGATION

The Contractor is required to visit the site and to ascertain for himself the local conditions and facilities that may affect his work. He will be deemed to have done this before preparing his proposal and any subsequent claims on the ground of inadequate or inaccurate information will not be entertained.

5. SHOP DRAWING

The Contractor shall submit to the Architect and the Engineer, for approval, four (4) copies of all shop drawings of details and connections not shown on the drawings or deviations thereof but required for the work. The Contractor shall certify that the drawings have been checked for dimensions, materials, erection details and that they conform to the intent of the drawings and specifications.

6. RECORD DRAWING

6.1 The Contractor shall during the progress of work, keep a record of the actual installation from that shown on the contract drawings.

6.2 Upon completion of work, the Contractor shall submit four (4) copies [one (1) set original, reproducible and three (3) sets of prints] and one (1) electronic file of the as-built drawings indicating the work as actually and finally installed.

7. GUARANTEE

The Contractor shall guarantee that the plumbing system is free from all defective workmanship and materials and will remain so for a period of one (1) year from date of acceptance of the work. Any defects, appearing within the aforesaid period shall be remedied by the Contractor at his own expense.

8. PERMITS

The Contractor shall be responsible for securing all the required construction and operation permits and pay all the necessary fees thereof. Copies of all the permits, together with certificate of inspections shall be submitted to the Owner.

9. CODES AND STANDARDS

The work under this contract is to be installed with reference to the latest requirement of the following :

9.1 PHILIPPINE NATIONAL BUILDING CODE

9.2 AMERICAN NATIONAL STANDARD INSTITUTE (ANSI)

9.3 AIR MOVING AND CONDITIONING ASSOCIATION INC. (AMCA)

9.4 SHEET METAL AND AIRCONDITIONING
CONTRACTORS NATIONAL ASSOCIATION INC.
(SMACNA)

9.11 UNDERWRITERS LABORATORIES (UL)

9.10 NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)

9.11 AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

9.12 AMERICAN REFRIGERATION INSTITUTE (ARI)

9.13 AMERICAN SOCIETY OF HEATING , REFRIGERANT AND
AIR CONDITIONING ENGINEERS (ASHRAE)

10. SUBMITTALS

The Contractor shall submit all the necessary documents such as material's catalogue, samples, shop drawings, manufacturer's standard drawings, manufacturer's standard installation instructions, operation and maintenance manuals, equipment warranty, and all other documents as may be required.

DIVISION 2: MATERIALS

1. QUALITY ASSURANCE

All materials to be used shall be new and shall conform with the reference codes and standards. Use of materials shall further be governed by other requirements, imposed on other sections of these specifications. Materials shall be subject to the necessary tests to assure their fitness if so required.

2. ALTERNATE MATERIALS

Use of any material, not specified in these specifications may be allowed provided that such alternate has been approved by the Architect and Owner and provided further that a test, if required, shall be done by an approved agency in accordance with generally accepted standards.

3. IDENTIFICATION OF MATERIALS

Each length of pipe, fitting, sheet metal, insulation used in the mechanical system shall have cast, stamped or indelibly marked on it the manufacturer's trademark or name, the weight, type and classes of product when so required by the standards mentioned above.

4. REGISTER/ GRILLS

Designation	-	FAR, SAR, EAG, EAR
Material	-	Gauge 24 G.I. Sheet

Model	-	Contractor to submit sample for approval
Size and capacity	-	As shown on drawings

5. PIPE INSULATION

Material	-	Premoulded closed cell elastomeric
Thickness	-	25mm
Finish	-	PVC plastics
Application	-	Refrigerant and A/C drain piping

6. COPPER PIPING

Type	-	Copper pipe, seamless hard drawn, ASTM B88
Minimum wall thickness	-	Type L (Hard drawn type)
Joints	-	Soldered type
Fittings	-	Wrought copper ANSI B16
Valves	-	Bronze body with soldered ends
Solder type	-	Silver solder 15AG-80, CU-5P
Application	-	Refrigerant piping

7. UNPLASTICIZED POLYVINYL CHLORIDE (UPVC)

Type	-	uPVC
Minimum wall thickness	-	Class 150 or Series 600
Joints	-	Slip-on type
Fittings	-	uPVC with the same wall thickness as the pipe
Valves	-	uPVC, 860 KPA class
Pipe sealant	-	PVC cement
Application	-	PAHU drain and Exhaust pipings

8. DUCTWORKS

8.1 Material - Zinc coated steel “commercial” quality complying with ASTM A93

8.2 Minimum Gauge – (for duct dimension, refer to longer size of rectangular duct) for low pressure ductworks.

<u>Duct Dimension (mm)</u>			<u>US Standard Gauge</u>
Up	to	300	26
350	to	750	24
800	to	1350	22
1400	to	2100	20
Over		2100	18

8.3 Duct fabrication

Duct shall be essentially airtight

Cross break ducts 450 mm and larger

Duct elbow shall have center line radius no less than 1-1/2 times the maximum duct dimension in plane of turn

8.4 Duct support - (All dimension in mm unless noted otherwise)

<u>Duct Dimension</u>			<u>Duct Support</u>	<u>Support Spacing</u>
Up	to	600	25 x 25 x 3 angle and 10 Ø rod 38 x 3 flat	2.4 M O.C. Maximum
650	to	1050	38 x 38 x 3 angle and 10 Ø rod 50 x 6 flat	1.8 M O.C. Maximum
1100	to	1450	50 x 50 x 6 angle and 12 Ø rod 50 x 6 flat	1.8 M O.C. Maximum
Over		1500	50 x 50 x 6 angle	1.2 M O.C.

Maximum

and 12 Ø rod
65 x 6 flat

- 8.5 Volume damper - Provide splitter or opposed blade volume damper as required for air balancing. Material shall be 2 gage heavier than connecting ductwork.
- 8.6 Fire damper - Provide fusible link type fire damper (74⁰C) where required. Material shall be 2 gage heavier than connecting ductwork.
- 8.7 Access door - Provide access door as indicated or as required for proper maintenance.
- 8.8 Painting / coating - All ductwork and metal accessories shall be painted with 2 coats of enamel paint finish (for all exposed duct)
- 8.9 Application – Use gage 24 for F-2 spiral round duct

9. FLEXIBLE CONNECTOR

- 9.1 Material - Heavy duty canvass cloth
- 9.2 Install on all intake and discharge sides of air moving equipment
- 9.3 Maximum length - 150 mm
- 9.4 Provide necessary angles, bolts, clips, flanges and other fastening for securing connections to duct and equipment

10. PIPING IDENTIFICATION

Identify all piping with color coding

Apply painting only after all pipe insulation and finishes are completed:

- Paints - Two (2) coats of primer paint plus one (1) coat of luminous/reflective enamel paint
- Color code - ASHRAE standard, subject to prior approval of the engineer and architect

Provide directional arrow at a minimum distance of 5 M interval

Chart - Provide chart of color code listed above in frame and mounted under suitable plastic

cover. Chart shall be mounted in mechanical room or as instructed.

11. PIPE SUPPORT

Pipe support shall be fabricated with flat bar, round bar, and angular bar of appropriate size.

Anchorage of pipe support on concrete slab or beam shall be expansion shields or it shall be directly fastened to structural steel member as shown on details or as required.

All hangers and supports shall be painted with one (1) coat of primer paint and two (2) coats of finishing enamel paint.

12. PIPE SLEEVES

1. Pipe sleeve shall be galvanized iron pipe, Sch. 40
2. Sleeve shall have a minimum clearance of 25 mm around the pipe insulation, if any, and caulked with oakum and mastic sealant.
3. All pipe sleeves for exterior wall shall be with stop collar.

13. EQUIPMENT FOUNDATION

1. Equipment foundation shall basically consist of steel angle, channel, reinforced concrete pads and foundations required by the equipment, submit shop drawing as required.
2. Size, type and bearing capacity shall be designed by the Contractor in accordance with the equipment manufacturer's standard.
3. All metal parts shall be painted with one (1) coat of primer paint and two (2) coats of finishing enamel paints.

14. ELECTRICAL WIRING

1. Power wirings of all equipment shall be provided by the Contractor from the circuit breaker or junction box installed by the Electrical contractor to the equipment.
2. All control wiring shall be the sole responsibility of the Contractor.
3. Conduit shall be IMC or EMT, UL listed, unless otherwise noted, and must be sized in accordance with the equipment load and manufacturer's standard.
4. Wires shall be THW, unless otherwise noted, and must be sized in accordance with the equipment load and manufacturer's standard.

DIVISION 3: EQUIPMENT

1. QUALITY ASSURANCE

All equipment to be used shall be new and shall conform with the reference codes and standards. The manufacturer shall provide representatives for start-up supervision.

2. INSTRUCTION, OPERATION AND MAINTENANCE MANUAL

The manufacturer shall provide four (4) copies of installation operation and maintenance manuals, including spare parts list recommended spare parts for one (1) or two (2) years to the Owner.

3. FANS

Fans shall be statically and dynamically balanced conforming to AMCA standard. Casing can either be metal, fiberglass or PVC that suit the environmental condition.

Type of fans shall be either propeller, vane axial, centrifugal scroll or in-line as specified in the equipment schedule. All fans shall generally be low noise, low speed unless otherwise noted.

Accessories such as gravity shutter, vibration isolators and belt guards shall be included as standard items.

4. SPLIT TYPE AIR CONDITIONER (PAHU /ACCU)

4.1 Split type air conditioner shall consist of several air handling units and air cooled condensing units using refrigerant R-22. Unit shall be designed for 24⁰C ambient air

4.2 Air handling units shall consist of evaporator fan, coil and filter sections

4.3 Air cooled condensing unit shall consist of compressor, condenser fans and coil sections

4.4 Refrigerant shall be single suction and liquid line connecting all air handling units to the air cooled condensing unit. Size shall be per manufacturer's standard requirement

4.5 Unit shall be standard product of a reputable manufacturer and ready for field installation and interconnection with refrigerant piping and electrical wirings

4.6 Expansion valve, sight glass, filter dryer and solenoid valves shall be included in the unit

DIVISION 4: INSTALLATION

1. WORKMANSHIP

1.1 The work throughout shall be executed in the best and most thorough manner to the satisfaction of the Architect and the Owner, who will jointly interpret the meaning of the drawings and specifications and shall have power to reject any work and materials which in their judgment, are not in full accordance therewith.

1.2 The Contractor shall assume unit responsibility and shall provide the services of a qualified Engineer to supervise the complete installation of equipment and systems and who shall be available for conducting the final acceptance tests.

1.3 All equipment shall be installed in accordance with the manufacturer's standard. Certificate of compliance by the manufacturer's representative shall be submitted to the Owner.

2. PIPING SYSTEM

In general :

Parallel to building lines and other piping

Install essentially as shown. Modify as required to clear building structure and openings, lights, ducts and other devices

[Provide sufficient unions and flanged connections to permit dismantling and removing equipment for maintenance, whether or not shown on drawings.]

Provide adequate spacing to permit installing insulation, servicing valves and specialties and replacing sections of pipe

Provide pipe sleeves for all pipings passing through building structure.

All insulated piping passing through building exterior or subject to weather shall be provided with metal cladding

Horizontal and vertical pipe shall be spaced to avoid sagging and misalignment of piping. Hanger shall be adjustable to permit drainage or sloping of pipes.

Provide isolation of pipe and hanger of different materials.

Trapeze hangers may be used in lieu of separate hangers on pipes running parallel to

and close to each other.

Provide auxiliary structural steel member as may be required for proper support of piping.

Provide trap where indicated or required by equipment manufacturer.

3. SUPPORT ,SLEEVES AND HANGERS

Fixture support : All fixtures and equipment shall be supported and fastened in a safe and satisfactory manner.

Pipe sleeves : Pipe sleeves shall be installed and properly secured in place at all points where pipes pass through masonry or concrete, except unframed floors on earth.

Pipe hangers, supports and inserts : Horizontal runs of pipe shall be hung with adjustable pipe hangers spaced not over 3.0 M apart.

Trapeze hangers may be used in lieu of separate hangers on pipes running parallel to and close to each other.

Vertical pipe riser shall be supported at every floor unless additional supports are required.

Provide isolation for pipe and hanger of different materials.

Provide auxiliary structural steel members required for supporting and anchoring of pipes and accessories.

4. SURFACE PREPARATION AND PAINTING

1. Surface preparation

All exposed metal surfaces shall be rid of grease, dirt or other foreign materials.

All equipment, pipes, valves and fittings shall be cleaned of grease and sludge which may have accumulated. Any discoloration or other damage to the parts of the building, its finish of furnishings due to the mechanical system shall be repaired by the Contractor.

2. Painting

All exterior surfaces of piping to be installed in or through concrete floor, fill or tiled floors and underground shall be given one (1) coat of acid-resisting paint having a bituminous base.

Pipe hanger supports and all other iron works in concealed spaces shall be thoroughly cleaned and painted.

All exposed piping shall be painted with two (2) coats of primer paint and one (1) coat

of enamel finish paints after cleaning and freed of rust. Directional markers shall be spaced no more than 5.0 M apart. Color code shall be as follows or as required :

Refrigerant -
Black Drain -
Blue

Paint bands of 50 mm width at 1.5 M interval for all piping concealed inside ceiling will be acceptable.

5. TESTING AND BALANCING

1. Air Distribution System

1.1 Clean permanent type filters and replace disposable filters with clean media.

1.2 Check operation of all automatic dampers to ensure proper settings and operations.

1.3 Check and ensure cleanliness of ducts, coils and equipment.

1.4 Measure supply air volume by using the duct traverse method taking a minimum of three (3) readings. Seal duct access holes with metal snap-in plugs. The use of duct tapes to seal access holes will not be permitted.

1.5 Adjust balancing dampers for required main and branch ducts air quantities.

1.6 Adjust registers, grilles and diffusers air volume to within 10% of individual requirement specified, and also adjust to minimize draft in all areas.

1.7 The total air delivery from a fan system shall be obtained by adjustment of the fan speed. The drive motor of each fan shall not be loaded greater than the corrected full load amperage rating of the motor involved.

1.8 Check air volume on all air distribution equipment and make adjustments such that the capacity corresponds to the specified values.

1.9 All duct works shall be tested in accordance with SMACNA standards.

1.10 Record all information measured.

2. Refrigerant System

2.1 Leak test - Upon completion of the equipment, test all factory and field installed refrigerant piping using nitrogen gas at a pressure prescribed by ASHRAE standard or as per manufacturer's standard.

2.2 Evacuation and charging - After a pressure test, evacuate the system using a vacuum pump and charge the system in accordance with the equipment manufacturer's standard.

2.3 Start-up and initial operation test shall be conducted in the presence of equipment manufacturer's authorized representative.

3. Balancing Data

3.1 Report shall consist of the following data :

Project Name

Date / Time

Contractor

Outdoor condition (DB / WB)

Design and actual readings of all the capacity, pressure drop, RPM, velocity, pressure, flow rate, temperature and electrical data

Physical sizes and actual location of all equipment and devices

3.2 Prior to actual testing and balancing, the Contractor shall submit to the Engineer and Architect the proposed agenda of the testing and balancing methods and instruments to be used for approval.

3.3 Unless otherwise required, all data to be measured must have at least three (3) readings.

**FIRE PROTECTION WORKS TECHNICAL SPECIFICATIONS FOR THE DOF 7TH
FLOOR EDC BUILDING RENOVATION**

DIVISION 1: GENERAL

6. GENERAL DESCRIPTION

The work to be done under this Division of the specifications consists of the fabrication, complete in all details, of the Fire Protection Works at the subject premises, and all work and materials incidental to the proper completion of the installation, except those portions of the work which are expressly stated as to be done by others. All works shall be in accordance with the governing Codes and Regulations and with the specifications, except where same shall be in conflict with such Codes, etc. which, later shall then govern. The requirements with regard to materials and workmanship specify the required standards for the furnishing of all labor, materials and appliances necessary for the complete installation of the work specified herein and indicated on the drawings.

7. DRAWINGS AND SPECIFICATIONS

2.1 The contract drawing and specifications are complementary to each other and any

labor or materials called for by either, whether or not called for by both, if necessary for the successful operation of any of the particular type of equipment shall be furnished and installed without additional cost to the Owner.

2.2 All dimensional locations of piping, equipment, risers and pipes chase shall be verified on the architectural drawings and manufacturer's catalogue.

8. INTENT

It is not intended that the drawings shall show every pipe, fitting, valve and equipment. All such items whether specifically mentioned or not, or indicated on the drawings, shall be furnished and installed if necessary to complete the system in accordance with the best practice of the fire protection trade and to the satisfaction of the Architect, the Engineer and the Owner.

9. SITE INVESTIGATION

The Contractor is required to visit the site and to ascertain for himself the local conditions and facilities that may affect his work. He will be deemed to have done this before preparing his proposal and any subsequent claims on the ground of inadequate or inaccurate information will not be entertained.

10. SHOP DRAWING

The Contractor shall submit to the Architect and the Engineer, for approval, four (4) copies of all shop drawings of details and connections not shown on the drawings or deviations thereof but required for the work. The Contractor shall certify that the drawings have been checked for dimensions, materials, erection details and that they conform to the intent of the drawings and specifications. **RECORD DRAWINGS**

6.1 The Contractor shall during the progress of work, keep a record of the actual installation from that shown on the contract drawings.

6.2 Upon completion of work, the Contractor shall submit four (4) copies of the as-built drawings indicating the work as actually and finally installed.

10. GUARANTEE

The Contractor shall guarantee that the fire protection system is free from all defective workmanship and materials and will remain so for a period of one (1) year from date of acceptance of the work. Any defects, appearing within the aforesaid period shall be remedied by the Contractor at his own expense.

11. PERMITS

The Contractor shall be responsible for securing all the required construction and operation permits and pay all the necessary fees thereof. Copies of all the permits, together with certificate of inspections shall be submitted to the Owner.

12. CODES AND STANDARDS

The work under this contract is to be installed with reference to the latest requirement of the following :

9.1 PHILIPPINE NATIONAL BUILDING CODE

9.2 FIRE CODE OF THE PHILIPPINES

9.3 AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

9.4 AMERICAN NATIONAL STANDARD INSTITUTE (ANSI)

9.5 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

9.6 UNDERWRITERS LABORATORIES (UL)

9.7 FACTORY MUTUAL

9.8 NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)

9.9 INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (IOS)

13. SUBMITTALS

The Contractor shall submit all the necessary documents such as material's catalogue, samples, shop drawings, manufacturer's standard drawings, manufacturer's standard installation instructions, operation and maintenance manuals, equipment warranty, and all other documents as may be required.

DIVISION 2: MATERIALS

1. QUALITY ASSURANCE

All materials to be used shall be new and shall conform with the reference codes and standards. Use of materials shall further be governed by other requirements, imposed on other sections of these specifications. Materials shall be subject to the necessary tests to ascertain their fitness if so required.

2. ALTERNATE MATERIALS

Use of any material, not specified in these specifications may be allowed provided that such alternate has been approved by the Architect and Engineer and provided further that a test, if required, shall be done by an approved agency in accordance with generally accepted standards.

3. IDENTIFICATION OF MATERIALS

Each length of pipe, fitting, equipment and device used in the fire protection system shall have cast, stamped or indelibly marked on it the manufacturer's trademark or

name, the weight, type and classes of product when so required by the standards mentioned above.

4. BLACK IRON PIPING

- 4.1. Type - ERW, ASTM A-120 or A-53
- 4.2. Minimum wall thickness - Schedule 40
- 4.3. Joints - Threaded joints for pipe sizes 50mm and
pipe Smaller; welded or flanged joints for
Sizes 65mm and bigger.
- 4.4. Fittings - Malleable iron ANSI B16.3 for threaded
fittings; steel ANSI B16.5 for welded
fittings and steel flanges

- 4.5. Valves - Bronze ASTM B62, 1200 KPA for sizes
fitted, 50mm and smaller, All iron, bronze
1200 KPA for sizes 65mm and bigger.
UL listed/ FM approved.
- 4.6. Pipe sealant - Teflon tape for threaded joints and 3mm
rubber gasket for flanged joints.
- 4.7. All pipes embedded underground shall have at least two (2) coats of tar or
asphalt and wrapped with approved pipe wrapping tape or jute sack.
- 4.8. Application - Standpipe and sprinkler pipes

5. PIPE HANGER AND SUPPORT

- a. Pipe hanger and sway braces shall be fabricated with flat bar, round bar and
angular bar of appropriate size.
- b. Anchorage of pipe hanger and sway braces on concrete slab or beam shall be
expansion shield or directly fastened to structural steel member as shown on
details or as required.
- c. All hangers and supports shall be painted with one (1) coat of primer and two (2)
coats of finishing enamel paint.

6. PIPE SLEEVES

- a. Pipe sleeves shall be black iron pipe, schedule 40.

- b. Sleeve shall have a minimum clearance of 25 mm around the pipe and caulked with oakum and mastic sealant.
- c. All pipe sleeves for exterior wall shall be with waterstop collar

DIVISION 3: EQUIPMENT

1. QUALITY ASSURANCE

All equipment to be used shall be new and shall conform with the reference codes and standards. The manufacturer shall provide representatives for start-up supervision.

2. INSTRUCTION, OPERATION AND MAINTENANCE MANUAL

The manufacturer shall provide four (4) copies of installation operation and maintenance manuals, including spare parts list recommended spare parts for one (1) or two (2) years to the Owner.

3. SPRINKLER

- 3.1 Type - Bulb type
- 3.2 Size - 12 mm Ø orifice with K = 5.6 minimum
- 3.3 Temperature rating - 68 °C for general area
- 93 °C for high temperature area
- 3.4 Model - Pendent - recessed type, chrome finish
 - a. Upright - standard, chrome finish
 - b. Sidewall - horizontal, chrome finish

4. SPARE SPRINKLER CABINET

- 4.1 Spare sprinkler cabinet shall be steel, red enamel finish having a minimum capacity of 12 sprinklers.
- 4.2 Cabinet shall have a minimum of two sprinkler wrenches for each type of sprinkler.
- 4.4 Number of sprinkler cabinets and spare sprinklers for each type of sprinklers shall be in accordance with NFPA 13.

DIVISION 4: INSTALLATION

1. WORKMANSHIP

- a. The work throughout shall be executed in the best and most thorough manner in accordance with NFPA standard and to the satisfaction of the Architect and the Owner, who will jointly interpret the meaning of the drawings and specifications

and shall have power to reject any work and materials which in their judgment, are not in full accordance therewith.

- b. The Contractor shall assume unit responsibility and shall provide the services of a qualified engineer to supervise the complete installation of equipment and systems and who shall be available for conducting the final acceptance tests.
- c. All equipment shall be installed in accordance with NFPA standard and in accordance with the manufacturer's standard. Certificate of compliance by the manufacturer's representative shall be submitted to the Owner.

13. PIPING INSTALLATION

- a. Install pipe hanger parallel to building line or as shown on the drawing.
- b. Install essentially as shown on the drawing. Modify as required to clear building structure and openings, lights, ducts and other devices.
- c. Install valve where it can be conveniently operated from the floor. Valve stem shall be installed upright or horizontal only.
- d. Provide adequate spacing between walls and other piping to permit servicing of valves and other devices.
- e. Provide pipe sleeves for all piping passing through building structure. Install piping to permit natural drainage by gravity towards control valve.
- f. All underground metal pipes shall have at least two (2) coats of tar or asphalt and wrapped with approved pipe wrapping tape or jute sack.

3. PIPE HANGER AND SUPPORT INSTALLATION

- a. All supports shall be independent of the ceiling suspension and other systems such as ductworks and other piping.
- b. Sway braces shall be installed on feedmain and crossmain to avoid piping oscillations.
- c. Risers shall be supported by attachment directly to the riser or by hangers located on the horizontal connections close to the riser.
- d. Hangers on branchlines - There shall be at least one hanger for each sprinkler installed on the branchline.
- e. Hangers on crossmain - There shall be at least one hanger between two branchlines.
- f. Hanger for risers - There shall be at least one hanger at every floor.3.7 For long pipe run, pipe hangers shall be spaced at 3.6 M maximum for pipes 32 mm and smaller, and 4.5 M maximum for pipes 40 mm and bigger.

4. PAINTING

- a. All above-ground piping shall be cleaned, free of rust, painted with two (2) coats of primer (anti-rust) paints and one (1) coat of red enamel finishing paint.

5. CLEANING AND PROTECTION

- a. Before erection, remove all foreign materials from the pipes.
- b. During construction, cap or otherwise protect all exposed finished pipe ends. Remove all temporary preservative coatings from valves and accessories.
- c. Upon completion of installation, hydraulically flush entire system to remove construction debris.

6. PIPING TESTING

- a. All sections of piping shall be hydrostatically tested for two (2) hours at the pressure 345 KPA higher than the operating pressure of the system or a minimum of 1380 KPA.
- b. Simulation testing of sprinkler system (including pumps) by burning of one or more sprinklers shall be performed in the presence of the Owner, Architect and the Engineer.

I hereby certify to comply and deliver all of the requirements as stated in Section VI-Technical Specifications above.

Name of Company

Date

Section VII. Drawings

(See plans)

Section VIII. Bill of Quantities.
(Please see attached BOQ)

PROJECT : **DOF 7TH FLOOR EDPC BUILDING RENOVATION**
 LOCATION : **ROXAS BLVD. CORNER P. OCAMPO STREET, MANILA CITY**
 SUBJECT : **BILL OF QUANTITIES**

ITEM NO.	ITEM DESCRIPTION	QUANTITY (A)	UNIT (B)	NO. OF PIECES (C)	UNIT COST (D)	TOTAL COST (E) = (C) X (D)
I.	GENERAL REQUIREMENTS					
1.10	Mobilization and demobilization of workers, tools and equipments	1	lot	-		
1.20	Temporary facilities and temporary utilities	1	lot	-		
1.30	Safety and security, daily cleaning and maintenance works	1	lot	-		
1.40	Demolition and hauling of debris	1	sq.m.	-		
	SUBTOTAL COST:					
II.	FLOOR WORKS					
2.10	500mm x 500mm Geometry style carpet tiles with vinyl adhesive and self-leveling cement base	1	sq.m.	4		
2.20	600mm x 600mm non-skid porcelain floor tiles with tile adhesive	1.00	sq.m.	3		
2.30	600mm x 600mm granite floor tiles	1	sq.m.	3		
2.40	300mm x 300mm ceramic floor tiles with tiles adhesive	1	sq.m.	12		
2.50	300mm x 300mm x 3mm thk. homogenous vinyl tiles with vinyl tile adhesive and self-levelling cement base	1	sq.m.	12		

2.60	Existing marble wall finish to be retained, refurbished and repolished using diamond gloss	1	sq.m.	-		
	SUBTOTAL COST:					
III.	WALL FINISHES					
3.10	100mm. thk drywall partition using 12mm thk. fiber cement board on metal studs spaced at every 400mm (429.86m x 2.5m height)	1	sq.m.	-		
3.20	12mm. Thk. Tempered Glass with FD100 Aluminum Powder coated frame (219.46m x 2.4m height)	1.00	sq.m.	1.00		
3.30	6mm thk. non-glare graphicote writing board (52.22m x 1.4m height)	73.10	sq. ft.	73.10		
3.40	6mm thk. facial mirror with 6mm thk. marine plywood backing	15.60	sq.m.	15.60		
3.50	100mm x 100mm drop wall using gypsum board on metal studs framing anchored to ceiling (219.46m x 0.1m height)	219.46	sq.m.	219.46		
3.60	300mm x 600mm x 3mm thk Porcelain Tiles (94.59m x 2.5m height)	236.48	sq.m.	1314		
3.70	Existing marble wall finish to be retained, refurbished and repolished using diamond gloss	70	sq.m.	70		
3.80	Supply and installation of operable partition with fabric finish both sides, and STC rating of 50, complete with accessories and structural framing.	37.33	sq.m.	37.33		
	SUBTOTAL COST:					
IV.	CEILING WORKS					

4.10	12mm thk. Gypsum Board on metal furring complete with hanger rods	2530	sq.m.	880		
4.20	600mm x 600mm x 5mm Clip-On Tile Ceiling complete with hanger rods	927	sq.m.	2575		
	SUBTOTAL COST:					
V. PAINTING WORKS						
5.10	Interior walls	2149.3	sq.m.	2149.3		
5.20	Ceilings	2530	sq.m.	2530		
5.30	Wood staining of door jambs (50mm x 100mm KD Tanguile)	8	sets	8		
5.40	Wood staining of door casing (50mm x 12mm thk KD Tanguile) - 63 sets	379.2	l.m.	379.2		
5.50	Existing Steel doors to be retained in their existing locations and repainted in automotive lacquer paint finish	6	sets	6		
	SUBTOTAL COST:					
VI. DOORS AND WINDOWS						
6.10	12mm thk. Frameless tempered Glass Double swing door (1800mm x 2400mm) complete with hardware, accessories and 1200mm x 37.5mm dia. Stainless steel pull handle	22	sets	22		
6.20	12mm thk. Frameless tempered Glass Double swing door (900mm x 2400mm) complete with hardware, accessories and 1200mm x 37.5mm dia. Stainless steel pull handle	33	sets	33		
6.30	Veneer flush door (900mm x 2400mm)	7	sets	7		
6.50	Veneer flush door (1200mm x 2400mm)	1	set	1		
6.60	Veneer flush door (600mm x 2400mm)	1	set	1		
	SUBTOTAL COST:					

VII.	MASONRY WORKS						
7.10	Granite Countertop	20.41	sq.m	20.41			
	SUBTOTAL COST:						
VIII.	LOCKSETS, HARDWARE AND OTHER ACCESSORIES						
8.10	90mm x 90mm x 4mm thk Loose Pin Butt Hinge Satin Finish (4pcs / flush door)	36	pcs.	36			
8.20	Door closer	8	sets	8			
8.40	Door stopper	8	sets	8			
8.50	Lever type lockset, Satin finish	9	sets	7			
8.60	Frosted Sticker for Glass panels (219.46m x .90m)	198	sq.m.	198			
8.70	Sticker for department name	52.5	sq.m.	52.5			
	SUBTOTAL COST:						
IX.	CABINETRY WORKS						
9.10	Supply and installation of prefabricated pantry base and overhead cabinet complete with hardware and accessories as per design for CFMO, GSD/PSD and COA pantry	1	lot	1			
	SUBTOTAL COST:						
XI.	ELECTRICAL WORKS						
11.01	12W LED downlight with glass frame	487	sets	487			
11.02	600mm x 600mm LED panel light (40 watts)	291	sets	291			
11.03	5W LED Halogen Light	2	sets	2			
11.04	28W T5 Ceiling cove	14	sets	14			
11.05	Exit Sign	2	sets	2			
11.06	300mm x 1200mm LED Panel light	30	sets	30			
11.07	Single Wall Outlet	4	sets	4			
11.08	Duplex Wall Outlet	328	sets	328			
11.09	Duplex Floor Outlet	8	sets	8			

11.10	Duplex GFCI Outlet	3	sets	3		
11.11	Single Telephone Floor Outlet	7	sets	7		
11.12	Single Telephone Wall Outlet	109	sets	109		
11.13	Single Data Floor Outlet	11	sets	11		
11.14	Single Data Wall Outlet	260	sets	260		
11.15	1/2" dia. IMC Conduits	1821	pcs	1821		
11.16	1/2" dia. IMC Coupling	2185	pcs	2185		
11.17	1/2" dia. IMC Locknut and Bushing	2990	pcs	2990		
11.18	3/4" dia. IMC Conduits	1443	pcs	1443		
11.19	3/4" dia. IMC Coupling	1731	pcs	1731		
11.20	3/4" dia. IMC Locknut and Bushing	683	pcs	683		
11.21	3.5 sq.mm. THHN/THWN (21041m)	141	boxes	141		
11.22	CAT6 UTP Cables (12194m)	40	boxes	40		
11.23	Octagonal Box (100mm x 100mm) with cover	984	pcs	984		
11.24	Device Box (50mm x 100mm) with cover	853	pcs	853		
11.25	1 Gang Switch with plate cover	12	sets	12		
11.26	2 Gang Switch with plate cover	40	sets	40		
11.27	3 Gang Switch with plate cover	23	sets	23		
11.28	Rechargeable twin head emergency lamp	41	pcs	41		
11.29	Supply and installation of 0.65hp food waste disposer complete with necessary accessories	3	sets	3		
	SUBTOTAL COST:					
X.	PLUMBING WORKS					
10.01	Water and Sewer distribution line	1	lot	1		
10.02	Water closet	18	sets	18		
10.03	Lavatory	15	sets	15		
10.04	Urinal	7	sets	7		
10.05	Faucets	15	sets	15		

10.06	Tissue holder	18	sets	18		
10.07	Liquid soap dispenser	15	sets	15		
10.08	Bidet	18	sets	18		
10.09	3/4" stainless steel grab bar	2	sets	2		
10.10	Pantry stainless steel sink 435mm x 860mm x160mm	3	sets	3		
10.11	Pantry faucet lever type with pull out	3	sets	3		
10.12	Clean outs	1	lot	1		
10.13	80mm dia. PVC sewer line	18	m	3		
10.14	100mm dia. PVC sewer line	68	m	12		
10.15	25mm dia. PVC Drainage line	25	m	5		
10.16	32mm dia. PVC Drainage line	38	m	7		
10.17	50mm dia. PVC Drainage line	52	m	9		
10.18	80mm dia. PVC Drainage line	20	m	4		
10.19	50mm dia. PVC vent pipe	49	m	9		
10.20	25mm dia. PPR pipe	35	m	6		
10.21	32mm dia. PPR pipe	40	m	7		
10.22	40mm dia. PPR pipe	8	m	2		
10.23	Valves	1	lot	1		
10.24	Hanger, support, miscellaneous materials	1	lot	1		
	SUBTOTAL COST:					
XI.	MECHANICAL WORKS					
11.01	ACCU-1 (2TR) Split type Aircon	2	sets	2		
11.02	ACCU-2 (5TR) Split type Aircon	14	sets	14		
11.03	200mm x 200mm G.I Sheet Gauge 24 Ducting	4	m	4		
11.04	250mm x 200mm G.I Sheet Gauge 24 Ducting	93	m	93		
11.05	300mm x 200mm G.I Sheet Gauge 24 Ducting	52	m	52		
11.06	350mm x 200mm G.I Sheet Gauge 24 Ducting	49	m	49		
11.07	400mm x 200mm G.I Sheet Gauge 24 Ducting	47	m	47		

11.08	405mm x 250mm G.I Sheet Gauge 24 Ducting	28	m	28		
11.09	450mm x 200mm G.I Sheet Gauge 24 Ducting	5	m	5		
11.10	400mm x 300mm G.I Sheet Gauge 24 Ducting	4	m	4		
11.11	460mm x 300mm G.I Sheet Gauge 24 Ducting	10	m	10		
11.12	500mm x 250mm G.I Sheet Gauge 24 Ducting	7	m	7		
11.13	550mm x 200mm G.I Sheet Gauge 24 Ducting	32	m	32		
11.14	600mm x 200mm G.I Sheet Gauge 24 Ducting	38	m	38		
11.15	Copper Pipe and Fittings	400	m	400		
11.16	25mm thk pre-formed thermal elastomeric closed cell tube	400	m	400		
11.17	Rigid fiber glass	100	m	100		
11.18	PVC aircon drain pipes, hanger support and other miscellaneous	1	lot	1		
11.19	Hanger and other supports	1	lot	1		
	SUBTOTAL COST:					
XII.	FIRE PROTECTION SYSTEM					
12.01	Sprinkler heads (existing pendent type for relocation)	246	sets	246		
12.02	Sprinkler heads (new pendent type)	27	sets	27		
12.03	Wet Stand Pipe, B.I. Pipe, 25mm dia.	490	m	490		
12.04	Wet Stand Pipe, B.I. Pipe, 32mm dia.	5	m	5		
12.05	Hanger support and other miscellaneous items	1	lot	1		
	SUBTOTAL COST:					
	TOTAL CONTRACT COST:					

NAME OF COMPANY: _____

NAME OF REPRESENTATIVE: _____

SIGNATURE OF REPRESENTATIVE: _____

DATE: _____

Section IX. Bidding Forms

Section IX. Bidding Forms

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BID-SECURING DECLARATION

Key Personnel’s Certificate of Employment

Contractor’s Letter-Certificate to the Department of Finance

Bid Form

Date: _____

IAEB5 N^o: _____

To: **DEPARTMENT OF FINANCE**
DOF Building, BSP Complex
Roxas Boulevard cor. Pablo Ocampo Sr. St.
Manila 1004

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Proposed Renovation of the 7th Floor Offices;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;
The total price of our Bid, excluding any discounts offered in item (d) below is: *[insert information]*;
The discounts offered and the methodology for their application are: *[insert information]*;
- (c) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- (i) We understand that you are not bound to accept the Lowest Evaluated Bid or any other Bid that you may receive.

Name: _____

In the capacity of: _____

Signed: _____

Duly authorized to sign the Bid for and on behalf of: _____

Date: _____

Form of Contract Agreement

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, 2014 between the Department of Finance an agency of the Government of the Philippines with office address at the DOF Building, BSP Complex, Roxas Boulevard cor. P. Ocampo Sr. St., Manila represented herein by Secretary Carlos G. Dominguez (hereinafter called the “DOF”) and *[name and address of Contractor]* (hereinafter called the “Contractor”).

WHEREAS, the Entity is desirous that the Contractor execute the Renovation of the 7th Floor Offices (Identification No. ITB No. 2016-____-I) (hereinafter called “the Works”) and the Entity has accepted the Bid for *[insert the amount in specified currency in numbers and words]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, to wit:
 - (a) General and Special Conditions of Contract;
 - (b) Drawings/Plans;
 - (c) Specifications;
 - (d) Invitation to Apply for Eligibility and to Bid;
 - (e) Instructions to Bidders;
 - (f) Bid Data Sheet;
 - (g) Addenda and/or Supplemental/Bid Bulletins, if any;
 - (h) Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes;
 - (i) Eligibility requirements, documents and/or statements;
 - (j) Performance Security;
 - (k) Credit line issued by a licensed bank, if any;
 - (l) Notice of Award of Contract and the Bidder’s conforme thereto;
 - (m) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.

4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

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

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Contractor).

Binding Signature of PROCURING ENTITY

Binding Signature of Contractor

[Addendum showing the corrections, if any, made during the Bid evaluation should be attached with this agreement]

Omnibus Sworn Statement

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

AFFIDAVIT

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

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

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

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

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

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

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

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

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

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

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

Bidder's Representative/Authorized Signatory

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

**[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant**

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. ____ and his/her [name of identification card] issued on ____ at ____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____, [date issued], [place issued]

IBP No. _____, [date issued] [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Bank Guarantee Form for Advance Payment

To: Department of Finance, Roxas Boulevard, Manila
Renovation of the 7th Floor Offices.

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 37 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Form 1 – LIST OF ONGOING CONTRACTS INCLUDING AWARDED BUT NOT YET STARTED

List of Ongoing Govt. and Private Construction Contracts which may be similar or not similar to the project under bidding including awarded but not yet started

This is to certify that _____ has the following Statement of Ongoing Contracts including awarded but not yet started contracts.

a. Name of contract b. Location c. Project Cost	a. Owner's name b. Address c. Tel. Nos.	Nature of Work	Contractor's Role		a. Date of Award b. Date Started	% of Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	

Name and Signature of Authorized Representative Date

Inclusions:

- a.) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of the day before the deadline of submission and opening of bids.
- b.) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none.
- c.) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC), in case an NFCC is submitted as an eligibility document.
- d) Submit the Notice of Award and Notice to Proceed; or in the absence of these two (2), the Purchase Order or Job Order or Contract Agreement.

Form 2 – LIST OF SINGLE LARGEST COMPLETED SIMILAR CONTRACT

List of Single Largest Completed Similar Contract.						
This is to certify that _____ has the following Statement of Single Largest Completed Similar Contract .						
a. Name of contract	a.Owner’s Name	Natu re of Wor k	Contractor’s Role		a. Amount of Award	a. Date Awarded
			Descrip tion	Durat ion %		
b. Location	b. Address				b. Amount at Completion	b. Date Started
c. Project Cost	c. Tel. Nos.				c. Duration	c. Date of Completion
<p>_____</p> <p>_____</p>						
Name and Signature of Authorized Representative						Date

Inclusions:

a) Submit the following proofs of completion:

1. Owner’s Certificate of Final Acceptance; or Certificate of Completion.
2. Contract Agreement or Job Order or Purchase Order.

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

BID-SECURING DECLARATION
Invitation to Bid No: [Insert reference number]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.

3. if I/we have committed any of the following actions:
 - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or

 - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.

4. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

- (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

- (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

***[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant***

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. ____ and his/her [name of identification card] issued on ____ at ____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. ____, [date issued], [place issued]

IBP No. ____, [date issued] [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Key Personnel 's Certificate of Employment

Date:

Usec. Gil S. Beltran
Department of Finance
Manila

Dear Sir:

I am _____ a _____ (State your
profession: _____) with Professional License No. _____ issued
on _____ at _____.

I hereby certify that (Name of Company: _____) has engaged
my services as (Position to the Project: _____) for (Name of the
Project: _____) if awarded to it.