

PHILIPPINE BIDDING DOCUMENTS

**Procurement of
INFRASTRUCTURE
PROJECTS**

Government of the Republic of the Philippines

**DESIGN AND BUILD OF PROPOSED
COLLEGE OF MEDICINE
BUILDING**

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

Contractor – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

Foreign-funded Procurement or Foreign-Assisted Project – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

TPF2 – Experience on Completed and On-Going Projects

TPF3 – Comments of TOR and Data, Services and Facilities to be provided by the Procuring Entity.

TPF4 – Approach, Methodology and Work Plan.

TPF6 – Curriculum vitae of Key Personnel

TPF7 – Time Schedule of Professional Personnel

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telefax.: 062-991-7875
www.wmsu.edu.ph

Invitation to Bid for
DESIGN AND BUILD OF PROPOSED COLLEGE OF
MEDICINE BUILDING

1. The *Western Mindanao State University*, through the *General Appropriation Act (GAA) 2021* intends to apply the sum of *Thirty Three Million Pesos (Php.33,000,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Design and Build of Proposed College of Medicine Building*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Western Mindanao State University* now invites bids for the above Procurement Project. Completion of the Works is required within *two hundred forty (240) calendar days (Design Stage-50 c.d. and Construction Stage-190 c.d.)*. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *WMSU BAC Office* and inspect the Bidding Documents at the address given below from *8:00 AM to 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested bidders on *September 21 – November 12, 2021* from given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Twenty Five Thousand Pesos (Php.25,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The *Western Mindanao State University* will hold a Pre-Bid Conference¹ on *September 28, 2021, 2:00 PM at BAC Office, Western Mindanao State University, Ground Floor Executive Building, Normal Road, Baliwasan, Zamboanga City* and/or through videoconferencing/webcasting *via Zoom*, which shall be open to prospective bidders. All interested bidder/s who intent to join the Pre-Bid Conference online may contact the BAC Secretariat not later than September 28, 2021.

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

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **November 12, 2021**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security of at least Two Percent (2%) of the ABC in the form of Cash, Cashier's Check or Manager's Check or may submit Bid Securing Declaration.
9. Bid opening shall be on **November 12, 2021, 10:00 AM BAC Office, Western Mindanao State University, Ground Floor Executive Building, Normal Road, Baliwasan, Zamboanga City** and/or through videoconferencing/webcasting **via Zoom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Western Mindanao State University** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Dr. Russell J. Ingkoh
Head Secretariat
Western Mindanao State University
Normal Road, Baliwasan
Zamboanga City
Tel. No.: (062)991-7875
Email: [**bacsecretariate@wmsu.edu.ph**](mailto:bacsecretariate@wmsu.edu.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: [**www.wmsu.edu.ph**](http://www.wmsu.edu.ph)

September 21, 2021

MA. LOURDES B. ALBA
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, **Western Mindanao State University** invites Bids for the **Design and Build of Proposed College of Medicine Building**.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **General Appropriation Act (GAA) 2021** in the amount of **Thirty Three Million Pesos (Php.33,000,000.00)**.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

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

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.
- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.
- 7.1. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
 - 7.2. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on *September 28, 2021, 2:00 PM at BAC Office, Western Mindanao State University, Ground Floor Executive Building, Normal Road, Baliwasan, Zamboanga City* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

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

11. Documents Comprising the Bid: Financial Component

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

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

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

15. Bid Security

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

16. Sealing and Marking of Bids

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

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

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

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

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

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet (BDS)

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

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

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

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

Bid Data Sheet

ITB Clause															
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <i>Design and Build of Proposed College of Medicine Building</i>														
7.1	<i>Design Stage may be subcontracted.</i>														
10.3	<i>Contractor license or permit is required.</i> <i>The required PCAB license for this project is as follows:</i> <ul style="list-style-type: none"> • <i>PCAB License Category B</i> • <i>Size Range Medium A for Buildings</i> 														
10.4	The key personnel must meet the required minimum years of experience set below: A. Detailed Design Key Personnel <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Required Professional</th> <th style="text-align: center;">Minimum Qualification</th> <th style="text-align: center;">Responsibility</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Design Architect</td> <td> <ul style="list-style-type: none"> • Must be a licensed Architect in good standing. • With at least 8 years of experience in the architectural design of at least 5-storey commercial, academic or institutional facilities and corporate buildings, site planning and landscaping. </td> <td> a) Responsible for the conduct of architectural designs and details of the project components and other aesthetic aspects during the detailed engineering stage. </td> </tr> <tr> <td style="text-align: center;">Structural Engineer</td> <td> <ul style="list-style-type: none"> • Must be a licensed Civil Engineer with Master's Degree in Structural Engineering. • With at least 8 years of experience in structural design of at least 5-storey building. • With substantial knowledge in structural and earthquake design of building. </td> <td> a) Responsible for the conduct of structural design and evaluation of the structural elements of the building during the detailed engineering stage. </td> </tr> <tr> <td style="text-align: center;">Cost/Quantity/Specifications Engineer</td> <td> <ul style="list-style-type: none"> • Must be a licensed Civil Engineer • With at least 5 years of experience in the preparation of technical specifications and detailed analysis of all applicable unit prices. </td> <td> a) Responsible for the conduct of all geotechnical investigation and analysis of soil investigation reports during the detailed engineering stage. b) Responsible for the preparation of detailed cost estimation for items of work, materials specifications and updating of the detailed </td> </tr> </tbody> </table>			Required Professional	Minimum Qualification	Responsibility	Design Architect	<ul style="list-style-type: none"> • Must be a licensed Architect in good standing. • With at least 8 years of experience in the architectural design of at least 5-storey commercial, academic or institutional facilities and corporate buildings, site planning and landscaping. 	a) Responsible for the conduct of architectural designs and details of the project components and other aesthetic aspects during the detailed engineering stage.	Structural Engineer	<ul style="list-style-type: none"> • Must be a licensed Civil Engineer with Master's Degree in Structural Engineering. • With at least 8 years of experience in structural design of at least 5-storey building. • With substantial knowledge in structural and earthquake design of building. 	a) Responsible for the conduct of structural design and evaluation of the structural elements of the building during the detailed engineering stage.	Cost/Quantity/Specifications Engineer	<ul style="list-style-type: none"> • Must be a licensed Civil Engineer • With at least 5 years of experience in the preparation of technical specifications and detailed analysis of all applicable unit prices. 	a) Responsible for the conduct of all geotechnical investigation and analysis of soil investigation reports during the detailed engineering stage. b) Responsible for the preparation of detailed cost estimation for items of work, materials specifications and updating of the detailed
Required Professional	Minimum Qualification	Responsibility													
Design Architect	<ul style="list-style-type: none"> • Must be a licensed Architect in good standing. • With at least 8 years of experience in the architectural design of at least 5-storey commercial, academic or institutional facilities and corporate buildings, site planning and landscaping. 	a) Responsible for the conduct of architectural designs and details of the project components and other aesthetic aspects during the detailed engineering stage.													
Structural Engineer	<ul style="list-style-type: none"> • Must be a licensed Civil Engineer with Master's Degree in Structural Engineering. • With at least 8 years of experience in structural design of at least 5-storey building. • With substantial knowledge in structural and earthquake design of building. 	a) Responsible for the conduct of structural design and evaluation of the structural elements of the building during the detailed engineering stage.													
Cost/Quantity/Specifications Engineer	<ul style="list-style-type: none"> • Must be a licensed Civil Engineer • With at least 5 years of experience in the preparation of technical specifications and detailed analysis of all applicable unit prices. 	a) Responsible for the conduct of all geotechnical investigation and analysis of soil investigation reports during the detailed engineering stage. b) Responsible for the preparation of detailed cost estimation for items of work, materials specifications and updating of the detailed													

		bill of quantities based on detailed engineering plans.
Professional Electrical Engineer	<ul style="list-style-type: none"> • Must be a licensed Professional Electrical Engineer • With at least 5 years of experience in building electrical design, lighting, power distribution, switched and panels. 	a) Responsible for the conduct of all electrical design and details during detailed engineering stage.
Professional Mechanical Engineer	<ul style="list-style-type: none"> • Must be a licensed Professional Mechanical Engineer. • With at least 5 years of experience in mechanical design and installations of HVAC and fire protection and suppression systems. 	a) Responsible for the conduct of all mechanical design and details during detailed engineering stage.
Professional Electronics Engineer	<ul style="list-style-type: none"> • Must be duly licensed Electronics Engineer • With at least 5 years of experience in building electronics design, as well as fire detection and alarm systems in buildings 	a) Responsible for the design and layout of data and communication facilities during the detailed engineering stage.
Sanitary Engineer	<ul style="list-style-type: none"> • Must be a licensed Sanitary Engineer. • With at least 5 years of experience in the design of building water supply and distribution systems, plumbing and sanitary systems. • Knowledgeable in and emergent, alternative effluent collection and treatment systems. 	a) Responsible for the conduct of all sanitary design and details for the building during the detailed engineering stage.
Cost/Quantity/Specifications Engineer	<ul style="list-style-type: none"> • Must be duly licensed Civil Engineer • With at least 5 years of experience in the preparation of technical specifications and detailed analysis of all applicable unit prices. 	a) Responsible for the preparation of detailed cost estimation for items of work, materials specifications and updating of the detailed bill of quantities based on detailed engineering plans.

B. Construction Key Personnel

Required Professional	Minimum Qualification	Responsibility
Construction In-Charge	<ul style="list-style-type: none"> • Must be a licensed Civil Engineer • With at least 8 years of professional experience with relevant experience in similar and comparable projects. • Knowledgeable in the application of rapid construction technologies. 	a) Responsible for all aspects of the implementation and construction management and supervision of phases of work.
Supervising Architect (Architect In-Charge of Construction)	<ul style="list-style-type: none"> • Must be a licensed Architect • With at least 5 years of experience in similar and comparable projects 	a) Responsible for the supervision of the architectural works during construction phase.

Professional Electrical Engineer	<ul style="list-style-type: none"> • Must be a licensed Professional Electrical Engineer. • With at least 5 years of experience in building electrical design and installations, lighting, power distribution, switches and panels. 	a) Responsible for the supervision of all electrical works during construction.
Professional Mechanical Engineer	<ul style="list-style-type: none"> • Must be a licensed Professional Mechanical Engineer. • With at least 5 years of experience in mechanical design and installations of HVAC and fire protection systems. • Knowledgeable in emergent, alternative energy-efficient HVAC technologies. 	a) Responsible for the supervision of the mechanical works during construction.
Professional Electronics Engineer	<ul style="list-style-type: none"> • Must be a licensed Electronics Engineer. • With at least 5 years of experience in building electronics design and installation as well as fire detection and alarm systems in building. 	a) Responsible for the supervision of all electronics work during construction
Sanitary Engineer	<ul style="list-style-type: none"> • Must be a licensed Sanitary Engineer or Registered Master Plumber • With at least 5 years of experience in the design of building water supply and distribution systems, plumbing and sanitary systems. 	a) Responsible for the supervision of all plumbing and sanitary works during construction.
Environmental Engineer	<ul style="list-style-type: none"> • Must be an Environmental Engineer. • Knowledgeable in and emergent, alternative effluent collection and treatment systems 	a) Responsible for the supervision of alternative effluent collection and treatment system.
Geodetic Engineer	<ul style="list-style-type: none"> • Must be a licensed Geodetic Engineer • With at least 5 years of experience in geodetic survey of building construction of similar nature 	<p>a) Responsible for all locations and surveys to ensure correct horizontal and vertical controls to be used as basis in the detailed engineering stage and actual stake-out.</p> <p>b) Responsible for the monitoring and supervision of the survey works during the construction phase.</p>
Safety Officer	<ul style="list-style-type: none"> • Must have undergone the prescribed 40 hours of Construction Safety and Health Training (COSH), duly supported by a Certificate of Completion issued by any DOLE/BWC accredited entity • With at least 3 years of experience in construction projects. 	a) Responsible to oversee full time the overall management of the Construction Safety and Health Program.

Cost/Quantity/Specifications Engineer	<ul style="list-style-type: none"> • Must be a licensed Civil Engineer • With at least 5 years of experience in the preparation of technical specifications and detailed analysis of all applicable unit prices. 	<p>a) Responsible for the qualification of the actual construction progress and related variation order.</p> <p>b) Responsible in quantity surveys and cost estimation for items of work for building and facilities of similar nature.</p>
Materials Engineer	<ul style="list-style-type: none"> • Must be a licensed Civil Engineer with Level 1 or 2 DPWH Accreditation for Materials Engineer • At least 5 years of experience in supervising materials investigations and quality control • Must have duly recognized experience in similar and comparable projects. 	<p>a) Responsible for organizing and supervising the sampling and testing of materials proposed for use in the project components, so as to ensure adequate quality control of the works being constructed.</p>

10.5	<p>The minimum major equipment requirements are the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Equipment</th> <th style="text-align: center;">Capacity</th> <th style="text-align: center;">Number of Units</th> </tr> </thead> <tbody> <tr> <td>Backhoe Loader</td> <td>Excavator: 0.30m³</td> <td style="text-align: center;">1</td> </tr> <tr> <td></td> <td>Loader: 1.0m³</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Mini Dump Truck</td> <td>2.0m³</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Service Vehicle</td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <td>One Bagger Mixer</td> <td>0.11m³</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Portable Plate Compactor</td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <th style="text-align: center;">Minor Tools</th> <th style="text-align: center;">Capacity</th> <th style="text-align: center;">Number of Units</th> </tr> <tr> <td>Bar Cutter</td> <td>Up to 28mmø</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Concrete Vibrator</td> <td></td> <td style="text-align: center;">2</td> </tr> <tr> <td>Welding Machine</td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <td>Air Compressor</td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <td>Portable Grinder</td> <td></td> <td style="text-align: center;">2</td> </tr> <tr> <td>Common Construction Hand Tools</td> <td></td> <td style="text-align: center;">as needed in site</td> </tr> <tr> <td>Hard Hat, Construction Vest , Protective Boots, Gloves, Work Shirt & Work Pants</td> <td></td> <td style="text-align: center;">At least 1/person</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Equipment	Capacity	Number of Units	Backhoe Loader	Excavator: 0.30m ³	1		Loader: 1.0m ³	1	Mini Dump Truck	2.0m ³	1	Service Vehicle		1	One Bagger Mixer	0.11m ³	2	Portable Plate Compactor		1	Minor Tools	Capacity	Number of Units	Bar Cutter	Up to 28mmø	1	Concrete Vibrator		2	Welding Machine		1	Air Compressor		1	Portable Grinder		2	Common Construction Hand Tools		as needed in site	Hard Hat, Construction Vest , Protective Boots, Gloves, Work Shirt & Work Pants		At least 1/person			
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	Fall Protection/Harness		At least 1/person
	Face and Eye Protection Gear		At least 1/person
	Respiratory Protection Gear		At least 1/person
12	<i>Not Applicable</i>		
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than <i>two percent (2%) of ABC</i> , if bid security is in cash, cashier's/manager's check,		
19.2	Partial bids are not allowed.		
20	<i>All licenses and permits relevant to the Project and the corresponding law requiring it, e.g. Environmental Compliance Certificate, Certification that the project site is not within a geohazard zone, etc.</i>		
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.		

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

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

6. Site Investigation Reports

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

7. Warranty

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
2	<i>Not Applicable</i>
4.1	<i>The Procuring Entity shall give possession of all parts of the site to the Contractor upon receipt of Notice to Proceed and Commence Works.</i>
6	The site investigation reports are: 1. Soil Bearing Capacity Test for 5-storey Building 2. Terrain Line and Grade Survey
7.2	<i>In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures: Fifteen (15) years.</i>
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within ten (10) calendar days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is 10%.
13	The amount of the advance payment is 15% upon request subject to submission to and acceptance by the PE of an letter of credit or equivalent value from a commercial bank (annex E, 4.2)
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	The date by which operating and maintenance manuals are required is within 10 days after the receipt of Notice to Proceed and Commence Work. The date by which "as built" drawings are required is at least 30 calendar days from the receipt of Completion and Turn-over.
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is 10%.

Section VI. Specifications

Notes on Specifications

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

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

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

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

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Procuring Entity's Representative's prior review and written consent.

Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity's Representative at least twenty-eight (28) days prior to the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

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

TERMS OF REFERENCE (TOR)
for the
DESIGN AND BUILD SCHEME FOR THE PROPOSED COLLEGE OF MEDICINE
BUILDING OF THE WESTERN MINDANAO STATE UNIVERSITY
WMSU CAMPUS LOT 2, ZAMBOANGA CITY

1. RATIONALE

The Western Mindanao State University (WMSU), through an approved allocation for capital outlay under Fund 101 intends to apply the sum of Thirty Three Million Pesos (Php33,000,000.00) as the approved budget for the contract (ABC) for the design that will allow future expansion to a 5-storey with 3-mezzanine building and build as indicated in the scope of works under Section 5 of this TOR.

Design and Build schemes are usually resorted to by the procuring entity primarily for the purpose of fast-tracking the implementation of its infrastructure projects, either because of time constraints and/or lack of technical capability to undertake such a project.

In order to complete the project on time and build a cost-effective building, the construction method shall be design/build scheme. This concept will give the contractor the sole responsibility, in bringing together, from the beginning, all necessary resources to wit: a) design and construct the most efficient structure; b) expedite the time of construction; and c) complete the project within the budget in accordance with the requirements of the WMSU as set forth in this TOR.

2. CONCEPTUAL DESIGN AND PLAN

This conceptual design and plan was prepared by the Physical Plant Office of the University. However this design shall serve as reference only. WMSU does not guarantee the data herein is fully correct, updated, and/or applicable to the project at hand. The winning bidder shall be responsible for the accuracy and applicability of all data. These conceptual design and plans, are hereto attached as Annexes "A" and "B", respectively.

Prospective bidders may introduce an entirely new concept subject to the design parameters, performance standards and space requirements set by this TOR.

3. PROJECT DESCRIPTION AND LOCATION

The building shall be designed for a five (5) storeys with three (3) mezzanine floors as shown in the concept plans with an aggregate floor area of 4,872 square meters more or less. This will be constructed on a parcel of land within the portion of campus lot 2 and having an approximate land area of 2,152 square meters, more or less. Situated on this parcel of lot are: a) a building for the DepEd satellite office, b) the remnants of the burnt DepEd regional Office and c) a guardhouse. These structures will be demolished to give way to the construction of the new building.

Prospective bidders shall be required to submit a construction schedule incorporating the above-mentioned arrangement.

The design shall be prepared to meet applicable requirement of the following laws and standards:

- a) National Building Code of the Philippines and its referral codes (including, but not limited to, the 2015 National Structural Code of the Philippines, The Electrical Code of the Philippines, Mechanical Code of the Philippines, the Sanitary/Plumbing Code of the Philippines, and the Green Building Code); see appendices
- b) Fire Code of the Philippines;
- c) Occupational Safety and Health Standards;
- d) Accessibility Law (BP 344); and
- e) Other laws and regulations covering environmental concerns.

The project is to be implemented in two (2) stages, namely the design stage and the construction stage. In the design stage, the contractor shall be required to prepare and submit design plans that are compliant with the design parameters and performance specifications set by this TOR. The construction shall commence after all clearances and/or permits are secured and a notice to proceed is issued by WMSU.

In case there are conflicts between the provisions of the Laws, Codes and Standards stated above, the most stringent provision shall apply.

4. DESIGN PARAMETERS AND PERFORMANCE STANDARDS

The following design parameters and performance standards are required to ensure that all aspects in the design and construction stages of the project will cause only minimal impact to the environment while providing WMSU a college building that is of high standards, resilient and in harmony with its surroundings.

1. Design Parameters

1.1 Site Analysis

A detailed site analysis shall be conducted for consideration in the design process.

This shall include:

- Building Orientation
- Wind Direction
- Topography
- Surrounding land uses and buildings
- Prominent vision lines/visual linkages
- Locally available resources
- Vegetation and Natural Features

1.2 Site Planning

This shall be incorporated in the design of the building and shall include:

- Shape, size and orientation of the area where the building is to be constructed
- Levels and contours of the area and its surroundings
- Height of existing buildings and its surroundings
- Open spaces surrounding the property
- Other natural or man-made structures
- Streets, including drainage systems and utility poles
- Movement system through and around the site

1.3 Building Envelope

This shall involve using materials and designs that are climate-appropriate, structurally sound and aesthetically pleasing.

- Support (Capacity to carry structural loads, including seismic loads)
- Control (airflow, natural insulation, natural illumination, etc.)
- Finish (desired aesthetics on both exterior and interior parts of the building)

1.4 Engineering and Architectural Parameters

The design shall consider the following:

- *Building Height and Center of Mass* (i.e., height of the building in relation to its overall configuration)
- *Space Planning*. The office and equipment space needs of the building occupants (students, faculty and staff) shall be addressed.
- *Functional/Operational Planning*. The building design must consider the following:
 - Degree of public access
 - Operating hours
 - Security issues
 - Group assembly requirements
 - Electronic Equipment and other technology requirements
 - Storage requirements
 - Special utility services

- Special health hazards
- *Flexibility.* The building must be designed so that it can easily and economically accommodate future renovations and alterations.
- *Occupants' Welfare.* The satisfaction, health and comfort of the building occupants are of primary concern. The following factors shall be considered in the building design:
 - Indoor air quality
 - Access to windows and views
 - Opportunities for interaction
 - Natural light
 - Noise control
- *Technical Connectivity.* The building shall be planned to have a well distributed, reliable and flexible IT infrastructure. All technological systems such as audio/visual systems, speaker systems, and internet access shall be a major component of the design

2. Performance Standards

The design and construction of the building shall conform to the following standards:

- *Energy Efficiency.* This requires the adoption of efficient practices, designs, methods and technologies that reduce energy consumption resulting in cost saving.
- *Water Efficiency.* Requires the adoption of efficient practices, designs, plans, materials, fixtures, equipment and methods that reduce water consumption resulting in cost saving.
- *Solid Waste Management.* Requires the use of efficient waste management.

5. SCOPE OF WORKS

This project will cover the following:

1. Architectural and Detailed Engineering Design of the 5-storey building;
2. Demolition of the existing structures within the project site; and
3. Construction of:
 - a. Foundations, Columns and Beams in accordance with the design parameters of a 5-storey building
 - b. Ground floor
 - c. Mezzanine floor located at the ground floor
 - d. Second Floor suspended slab

(This shall serve as the roof of the ground and mezzanine floors pending the continuation of works for the progressive completion of the building)

The resultant structure shall be functional, ready for occupancy, and ready to use as a complete facility and shall include the following:

- Electrical and Plumbing fixtures/utilities
- Floor and wall finishes (e.g., tiles, paints)
- Ceiling works
- Doors and Windows
- Preparation for Internet and cable TV connections

The scope of works for the project shall include the following:

5.1 Preliminary Investigations

These shall include, among others, information on soil, geotechnical, hydrologic, seismic, traffic and environmental conditions that shall be used to define the design of the building and to set the basis for the financial proposal of the prospective bidders.

5.2 Preliminary Survey and Mapping. This shall determine boundaries and provide control lines to establish and identify existing and future right-of-way limits and construction easements associated with the project.

5.3 Preparation of detailed Engineering and Design. Upon award of the design and build contract, the winning bidder shall be responsible for the preparation and submission of all necessary detailed engineering investigations, surveys and designs as stated below. However, WMSU reserves the right to require other documents it may deem necessary.

- a) Survey Plans
- b) Site Investigation Reports
- c) Soil and foundation Investigation Report
- d) Construction Materials Report
- e) Design Plans
- f) Technical Specifications
- g) Bill of Quantities and Detailed Estimates for the ABC of 33 million project
- h) Program of Works
- i) Proposed Construction Schedule
- j) Estimated Cash Flow and Payment Schedule
- k) Environmental Impact Statement (if required by the EMB-DENR)
- l) Construction Safety and Health Program

5.4 Construction and Implementation Stage

The implementation of the projects shall be governed by the applicable provisions of R.A. 9184 and its revised IRR.

In addition, the Contractor shall submit a detailed work plan (DWP) within fourteen (14) calendar days after the issuance of the notice to Proceed (NTP) for approval by the WMSU. The DWP shall include the following:

- a) The order in which it intends to carry out the work including the target duration for each stage of design/detailed engineering and construction;
- b) Periods for review of specific outputs for approval by the procuring entity;
- c) Schedule of inspections and material testing as specified in the contract documents;
- d) General description of the design and construction methods to be adopted;

- e) Number of personnel to be assigned for each stage of the work (Manpower Schedule);
- f) List of equipment required on site for each major item of work (Equipment Utilization Schedule)

Any errors, omissions, inconsistencies or inadequacies in these submissions shall be rectified, resubmitted and reviewed at the contractor's cost. If the Contractor wishes to modify any design or document which has been previously submitted, reviewed and approved, he shall notify the procuring entity within a reasonable period of time and shall shoulder the cost of such changes.

6. PROCUREMENT PROCESS

Following the procedures and requirements for a design and build scheme, particularly Annex "G" of the GPPB Manual of Procedures for the Procurement of Infrastructure Projects, the following additional requirements shall be included in the Technical Proposal:

- a. Conceptual Design Plans At least four (4) perspective views of the building;
- b. Floor plans
- c. Four (4) Elevations
- d. Two (2) Sections (Cross and Longitudinal)
- e. A 3D visual presentation of the building including a walk-through animation of the interior and exterior views.

7. OTHER SPACE REQUIREMENTS

Aside from the space requirements shown in Annex "B", the following shall be included in the space planning:

- a) Parking Area (with provision for PWD parking)
- b) Server Room
- c) CCTV Control Room
- d) Cafeteria/Canteen
- e) Generator House
- f) Rainwater Collector Tank/Cistern

8. OTHER CONDITIONS

- a) There shall be no cutting of trees found within the project area.
- b) The demolition and clearing of the existing structures within the project area shall only be conducted after securing the necessary permits or clearances from the university.

- c) All air-conditioning units shall be inverter type and shall be installed as indicated in the conceptual plans.
- d) An elevator shaft shall be constructed to house an elevator with a carrying capacity of 600 kilograms.
- e) A transformer substation that can accommodate the load requirement of the entire building shall be provided in the design.

9. PROJECT DURATION

The maximum duration of the project shall be two hundred forty (240) calendar days, and may be broken down as follows:

- Design Stage – 50 calendar days (to include the design presentation and review)
- Construction Stage – 190 calendar days

10. PROJECT TURNOVER AND ACCEPTANCE

10.1 A Construction Management Team shall be created by the university and shall be composed of the following:

- Director for Physical Plant
- University Engineer
- University Architect
- The Chair and Members of the Technical Inspection Committee
- Project Management Officer
- The Chair and members of the Design and Build Committee

The team is to ensure that the completed work is:

- a) In accordance with the contract, plans and specifications as approved by WMSU, and
- b) Able to perform as expected.

10.2 Should the Construction Management Team members notice other minor defects after completing the punch list, new items may be added to the list which the contractor shall correct prior to final acceptance.

10.3 Upon the final acceptance of the project, the retention money shall be released accordingly upon request and upon posting of the required one (1) year guarantee bond for the contract.

Prepared by:

**PHYSICAL PLANT OFFICE AND
THE DESIGN & BUILD COMMITTEE**

EVALUATION CRITERIA FOR THE TECHNICAL PROPOSAL

Rating System for Adequacy of Approach and Methodology for Design*

Sub-Criterion and Characteristics	Maximum Points
A. Plan Approach	80
1. <u>Clarity</u>– quality of narrative description of methodology and work plan in the submitted TPF3	20
<i>a. The description discussed fully all aspects of the Design Services in TPF3.</i>	(7)
<i>b. The work plan is described in proper order of work activities in TPF3.</i>	(7)
<i>c. There are no significant errors and irrelevant discussions in TPF3.</i>	(6)
2. <u>Feasibility</u>- do ability of work plan	30
<i>a. The proposed team includes all required key personnel, and the tasks of each key personnel are clearly defined in TPF4 – Team Composition and Tasks</i>	(6)
<i>n. The work activities are achievable and given in logical sequence in TPF7 - Activity Work Schedule</i>	(7)
<i>o. The assignment of personnel in TPF6 – Time Schedule of Proposed Professional Staff is consistent with the work activities in TPF7 – Activity Work Schedule</i>	(7)
<i>p. Each of the key personnel has a letter of commitment to work on the project.</i>	(10)
3. <u>Innovativeness</u>– adoption of quality standards or new technology or tools of approach	10

*Adopted from the DPWH Procurement Manual Volume II, Section 6.1.11

<i>a. There is innovation with discussion on how the methodology will enhance the quality of work outputs and ensure the timely completion of the Design Services in TPF3-Description of the Methodology and Work Plan.</i>	(5)
<i>b. The methodology completely describes the technology and tools to be used in TPF3.</i>	(5)
4. <u>Comprehensiveness</u>- completeness and adequate level of detail of the work plan as to how the Design Services shall be carried out in the Minimum Standards and Specifications (MPSS)	20
<i>a. All works required in the Design are sufficiently covered in TPF7 – Activity Work Schedule.</i>	(5)
<i>b. All of the required key personnel are covered in TPF4- Team Composition and Tasks</i>	(5)
<i>c. There is a clear presentation of interdependency of work activities, such as PERT/CPM, as shown in TPF7.</i>	(5)
<i>c. The work plan integrates interactions among the bidder, concerned DPWH offices, LGUs, and other government offices, in TPF3 - Description of the Methodology and Work Plan, and/or TPF7 – Activity Work Schedule.</i>	(5)
B. Interpretation of Project Problems, Risks and Suggested Solutions	20
1. Interpretation of problems and risks that may be encountered in performing the Design Services.	10
<i>There is a clear discussion on possible problems and risks based on actual site inspection.</i>	(10)
2. Appropriateness or doability of suggested solutions to the problems and risks.	10
<i>a. The suggested solutions are responsive to the problems and practicable, as stated in TPF2 – Comments and Suggestions of designer in the MPSS provided by the Procuring Entity.</i>	(5)

*Adopted from the DPWH Procurement Manual Volume II, Section 6.1.11

<i>b. There is clear discussion on how the proposed solutions shall be carried out in TPF2 and TPF3.</i>	(5)
Grand Total	100

Required Minimum Years of Services of Key Personnel*

Position	Required Minimum Years of Similar Experience	Reqd. Min. Years of Total (Similar + Related) Experience
A. Design Personnel		
Design Manager	8	12
Other Key Design Personnel	5	8
B. Construction Personnel		
Project Manager	8	12
Other Key Construction Personnel	5	8

*Adopted from the DPWH Procurement Manual Volume II, Section 6.1.11

Section VII. Drawings

REPUBLIC OF THE PHILIPPINES
DPWH
OFFICE OF THE BUILDING OFFICIALS
ZAMBOANGA CITY

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LAND USE AND ZONING

LINE AND GRADE

ARCHITECTURAL


STRUCTURAL

SANITARY

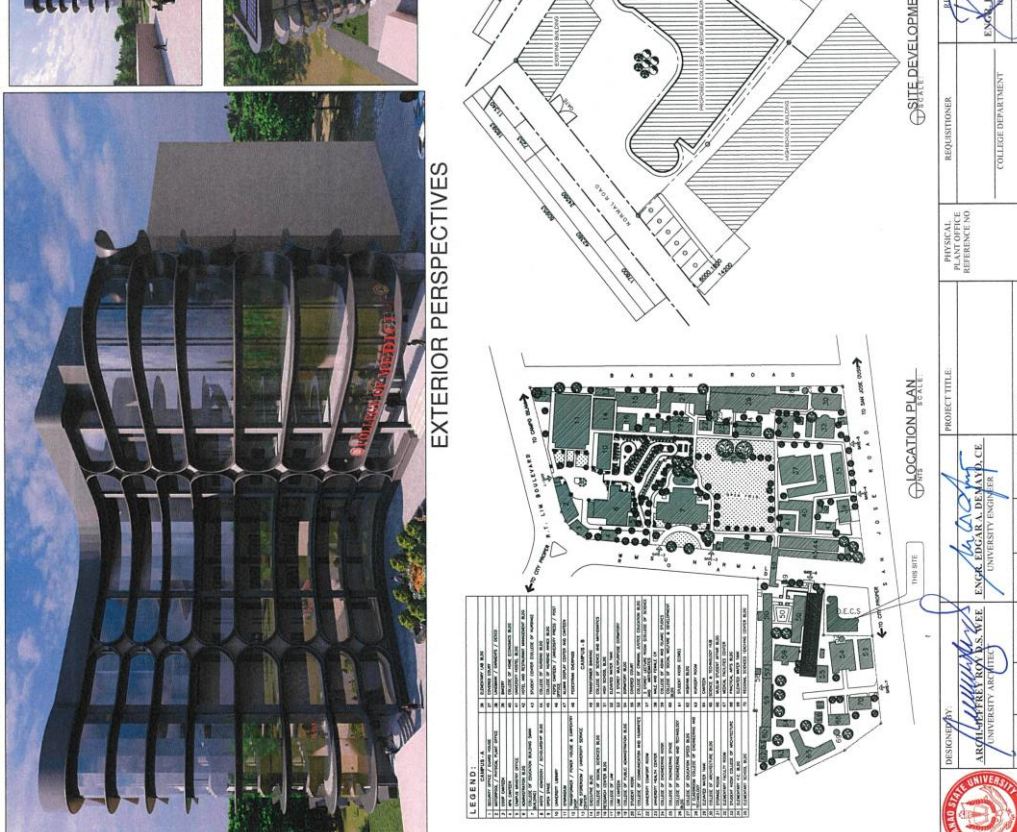
ELECTRICAL

MECHANICAL

EXTERIOR PERSPECTIVES



ARCHITECTURAL



LEGEND:

1	CONCRETE
2	BRICK
3	WOOD
4	GLASS
5	STEEL
6	ALUMINUM
7	CERAMIC
8	PAINT
9	ROOFING
10	LANDSCAPE
11	ROADWAY
12	UTILITY
13	MECHANICAL
14	ELECTRICAL
15	SANITARY
16	STRUCTURAL
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100	SANITARY

APPROVED BY: DR. M. A. OKOTODORENA, RUPP PRESIDENT

DR. JOSE P. B. MABONGAL, RUPP PRESIDENT

ENGR. EDGAR A. DE VERA, RUPP PRESIDENT

DESIGNER: ABSOLUTELY YOURS, INC. UNIVERSITY ARCHITECTS

ENGR. EDGAR A. DE VERA, UNIVERSITY ENGINEER

PROJECT TITLE: WESTERN MINDANAO STATE UNIVERSITY

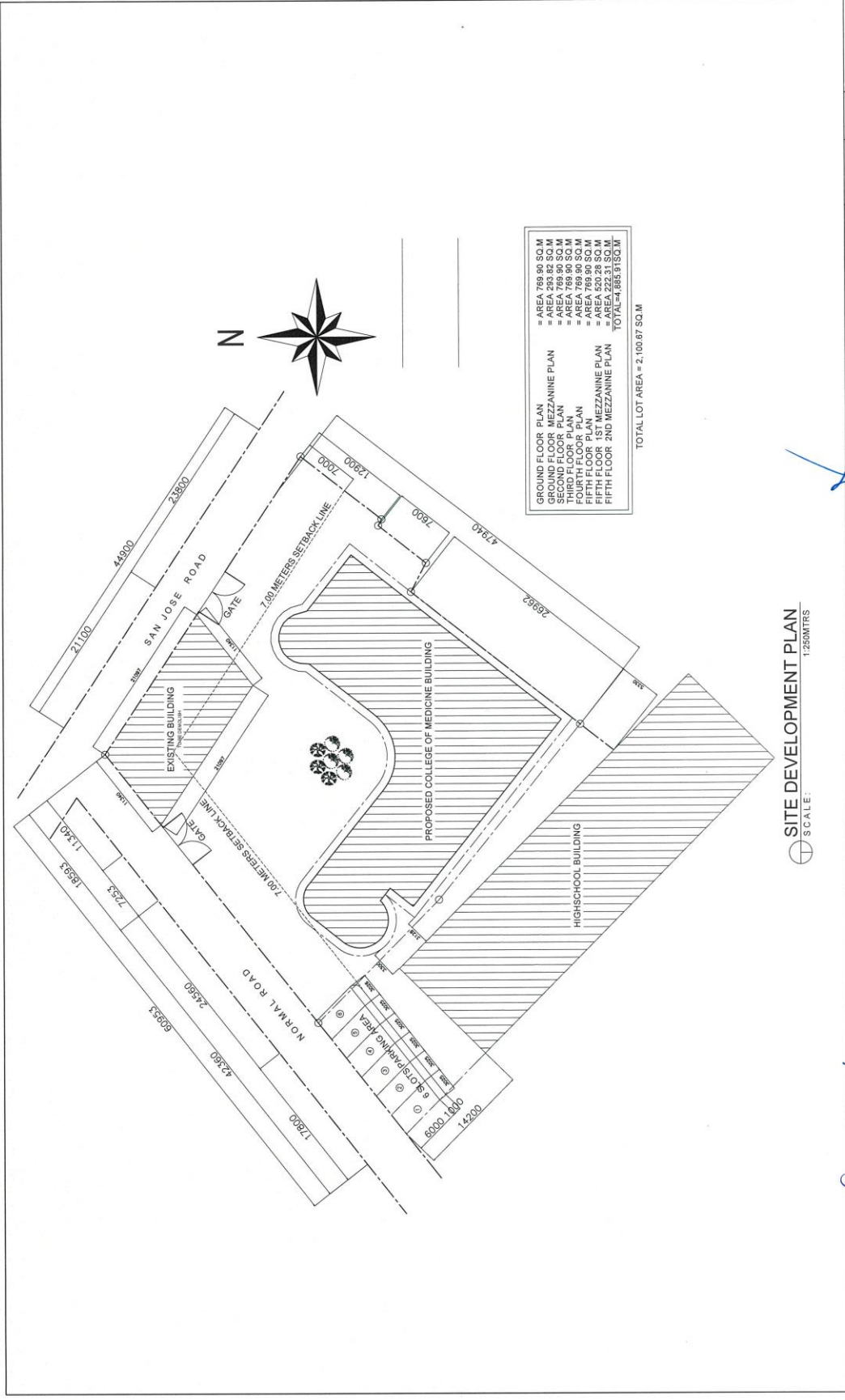
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PHYSICAL PLANT OFFICE BUILDING NO. 1

COLLEGE DEPARTMENT

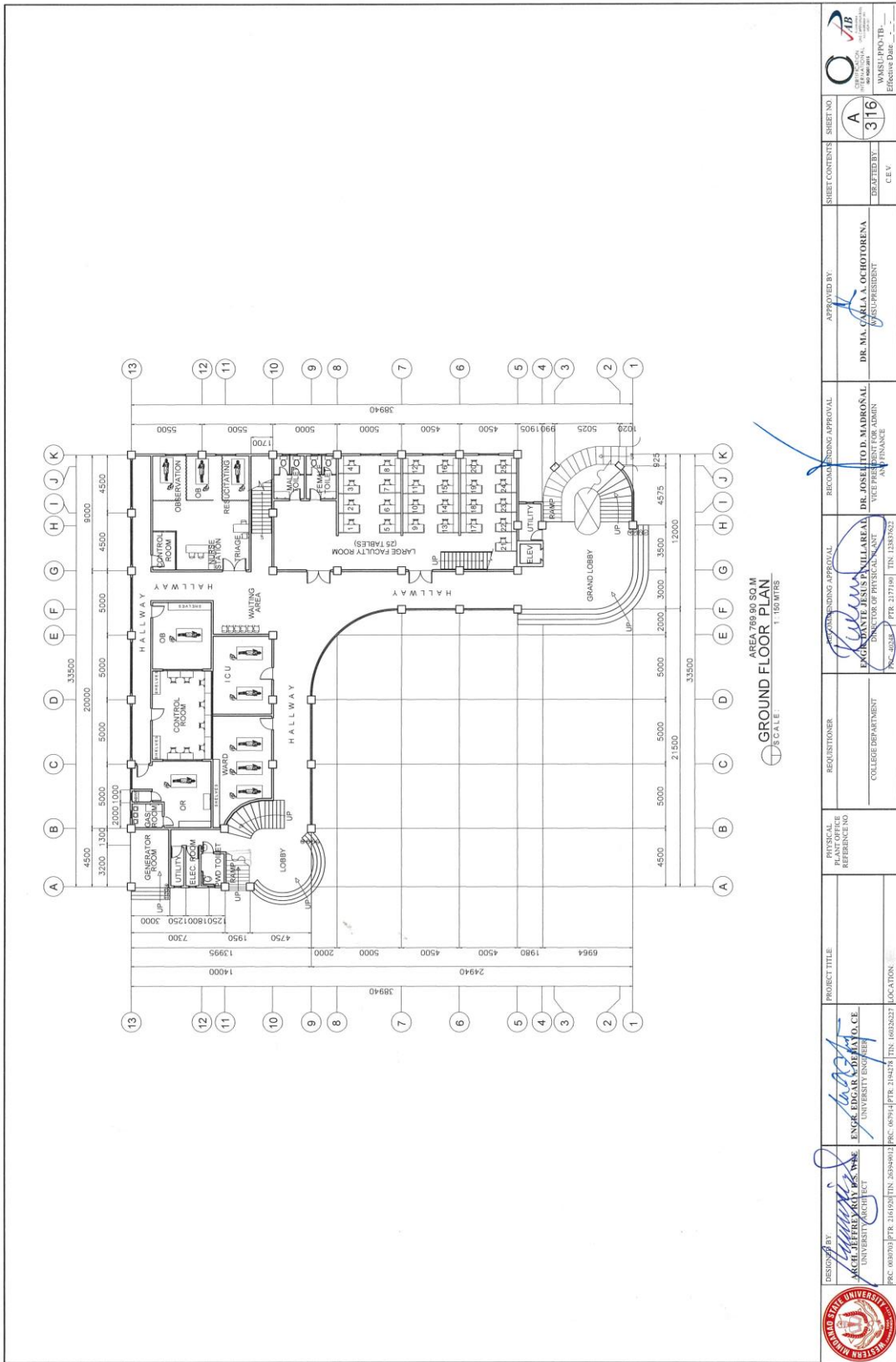
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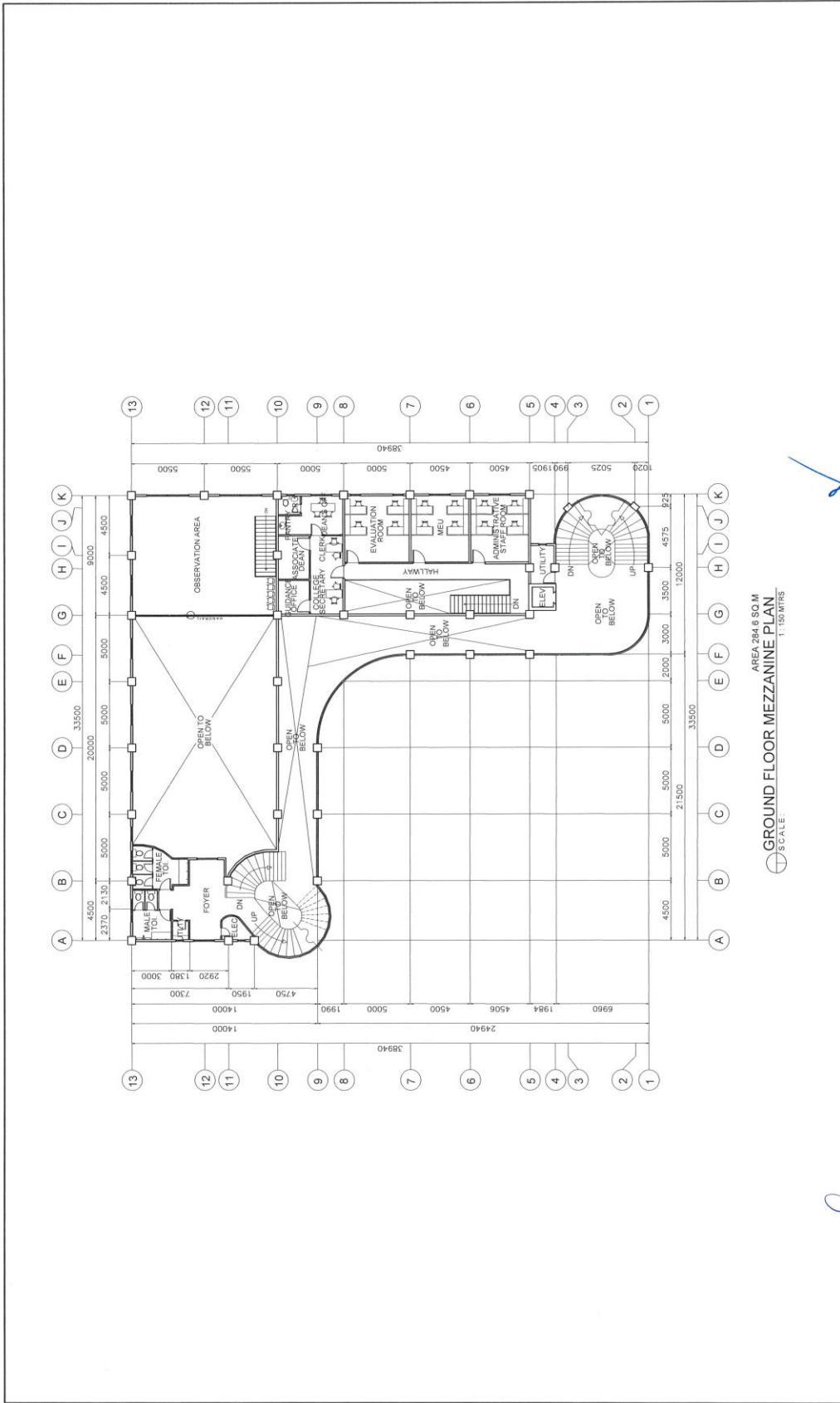
REVISIONS APPROVAL: DR. JOSE P. B. MABONGAL, RUPP PRESIDENT





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PROJECT TITLE:	REQUISITIONER:	RECOMMENDING APPROVAL:	RECOMMENDING APPROVAL:	RECOMMENDING APPROVAL:
PROPOSED COLLEGE OF MEDICINE	COLLEGE DEPARTMENT	 ENAYESTE JUSKA VILLAREAL DIRECTOR OF PHYSICAL PLANNING	 DR. JOSELITO D. MADROÑAL VICE PRESIDENT FOR ADMIN AND FINANCE	 DR. M.A. CARLA A. OCCHIORRENA WMSU PRESIDENT
PHYSICAL REFERENCE NO:	PHYSICAL REFERENCE NO:	PHYSICAL REFERENCE NO:	PHYSICAL REFERENCE NO:	PHYSICAL REFERENCE NO:
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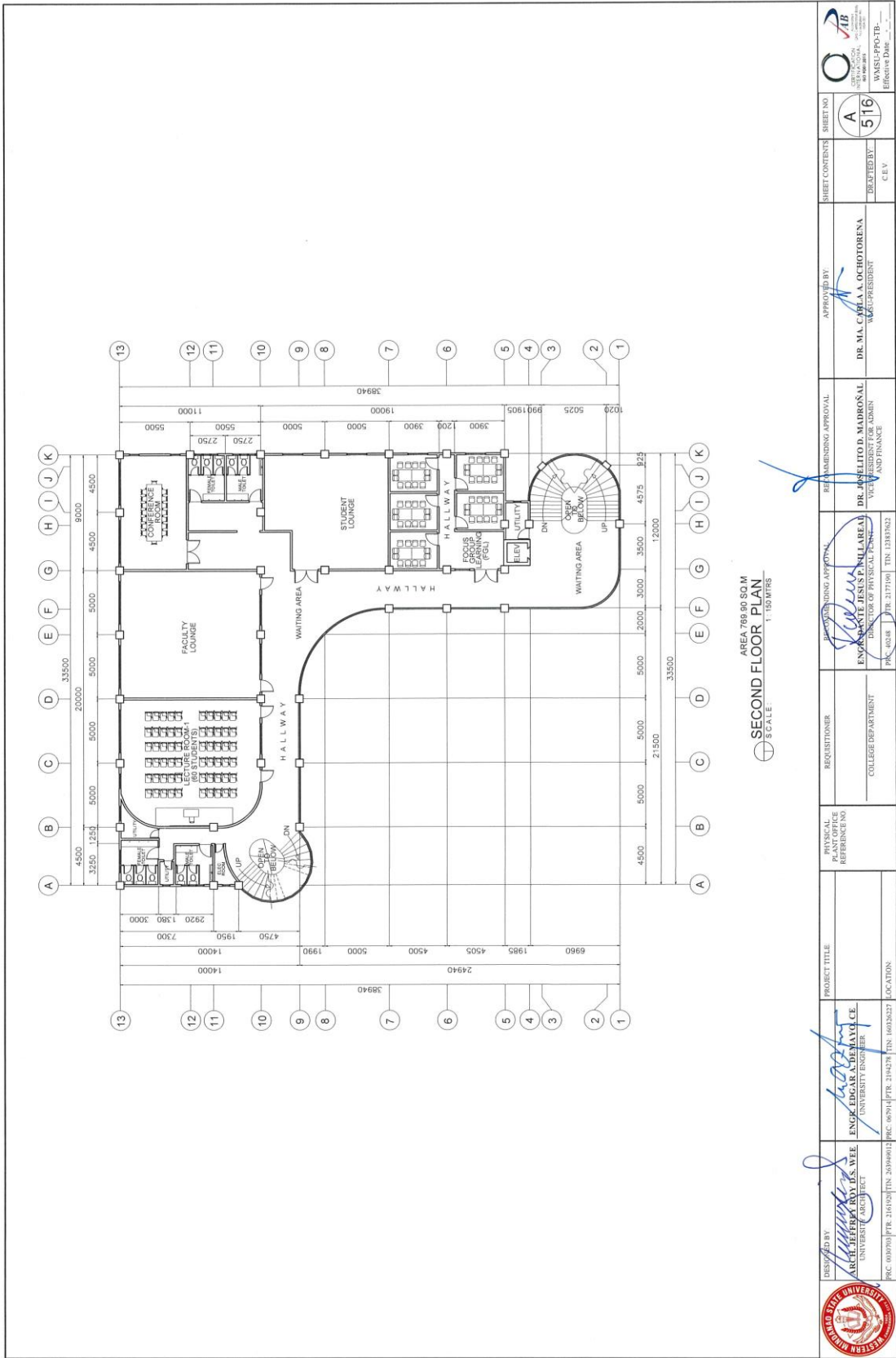
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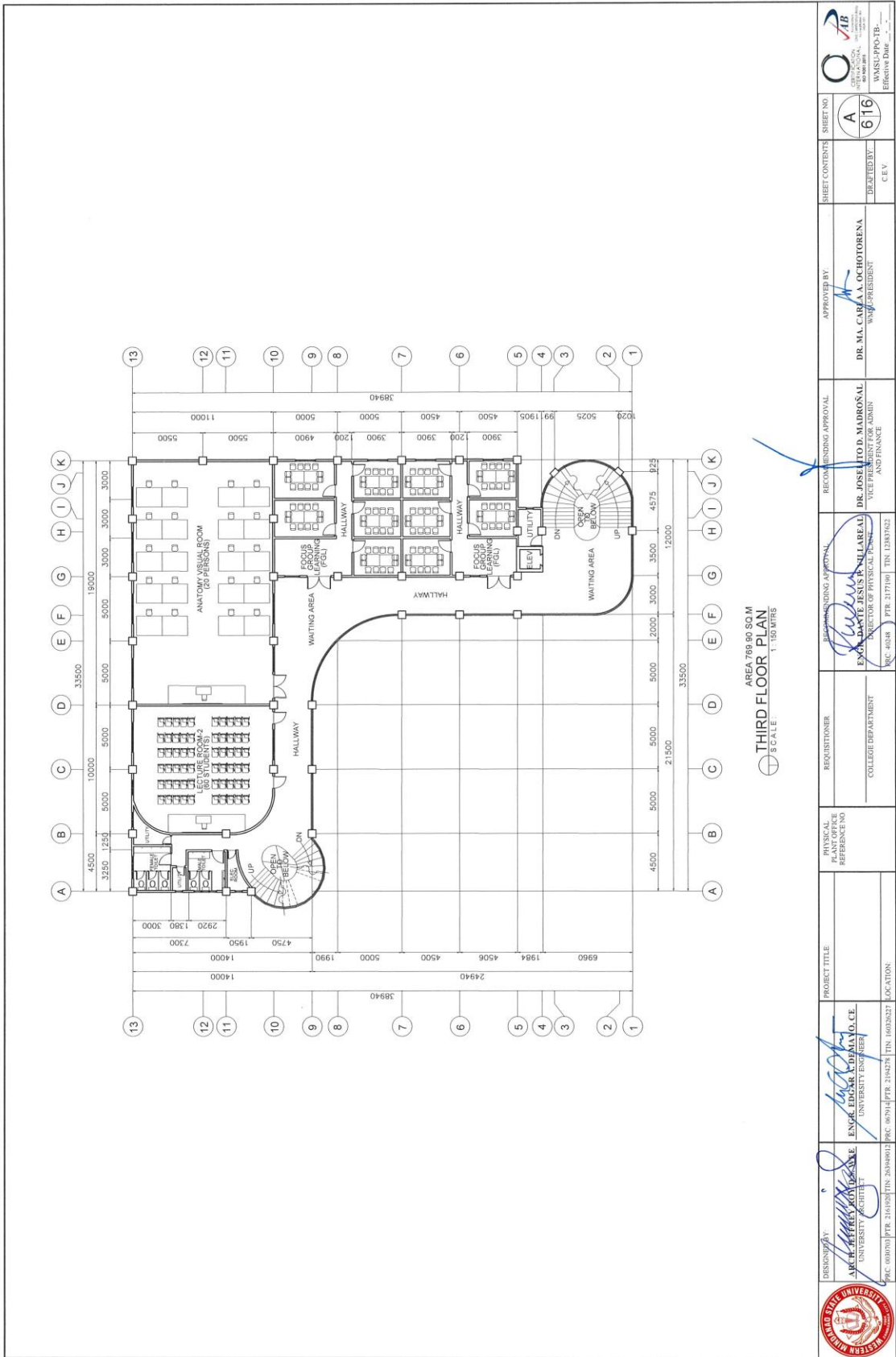
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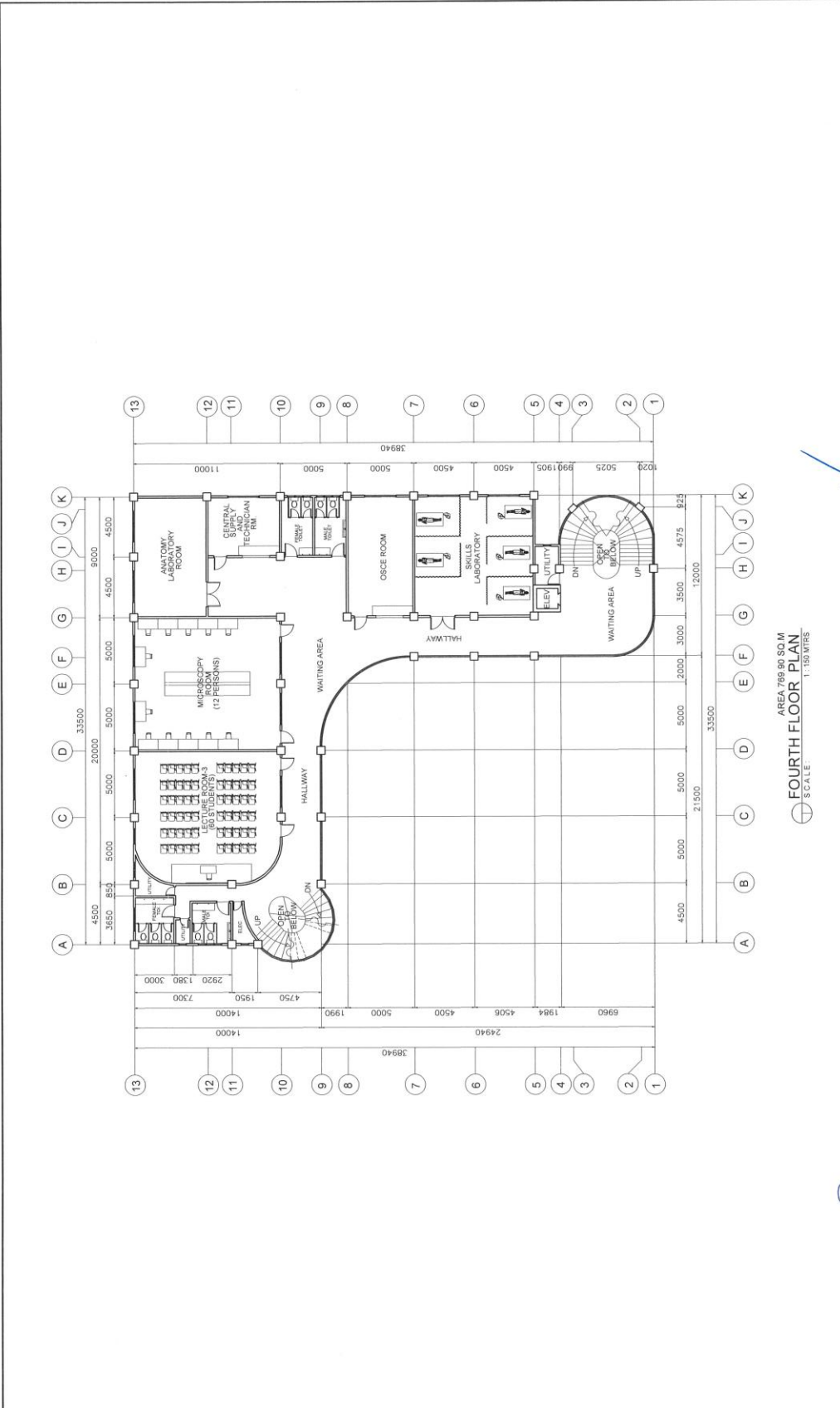
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AREA 768.90 SQ M
SECOND FLOOR PLAN
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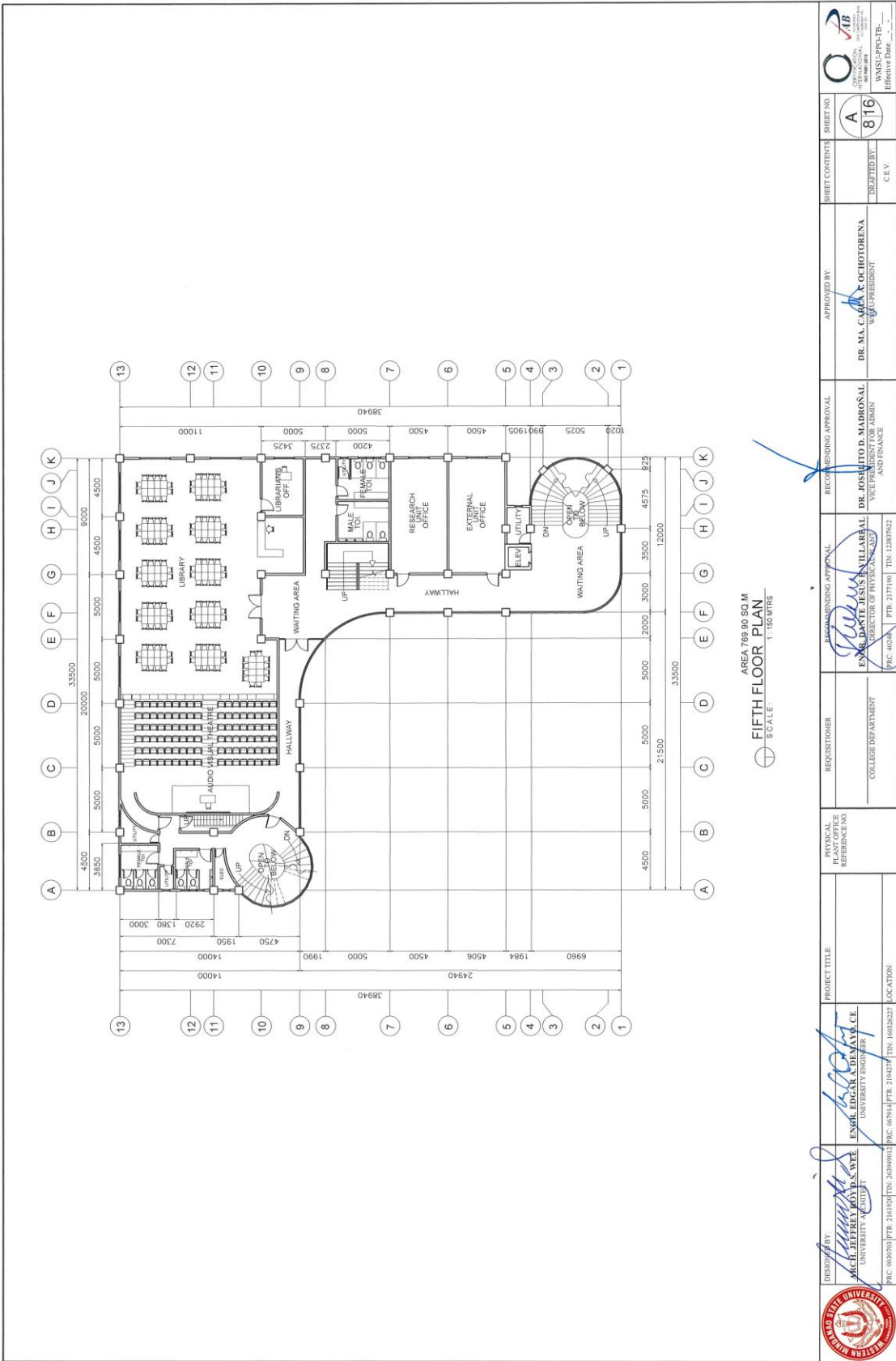
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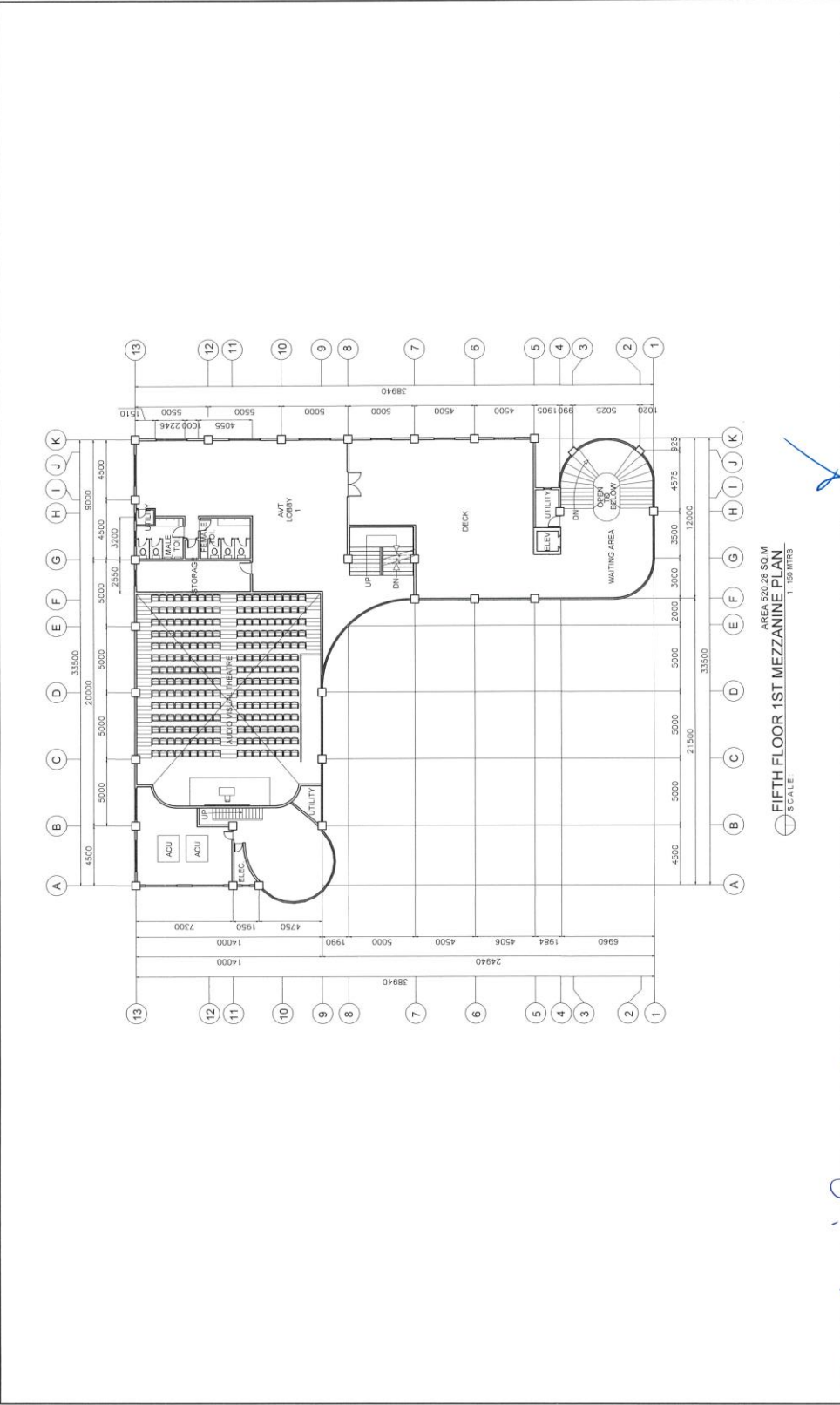
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FOURTH FLOOR PLAN
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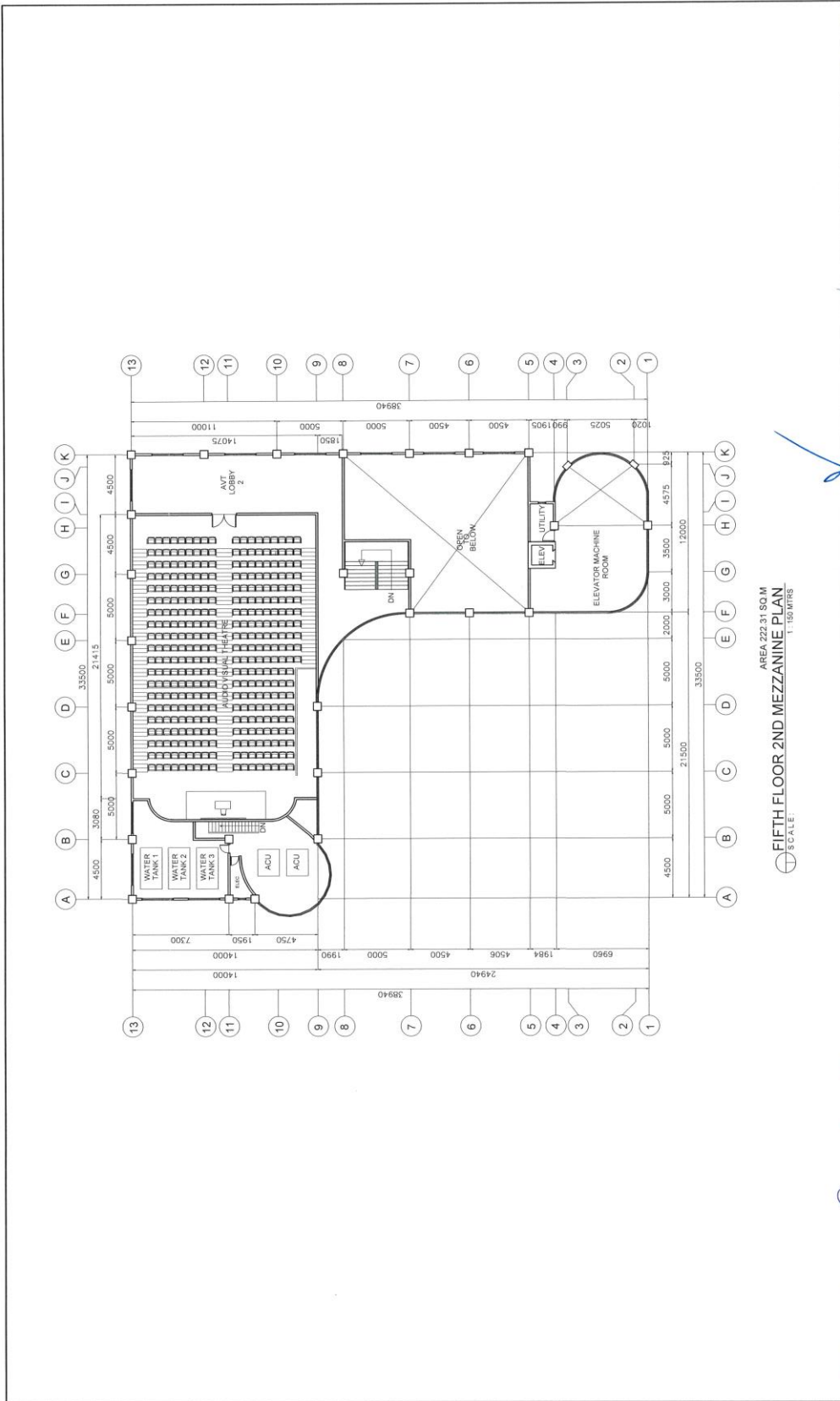


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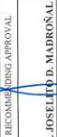
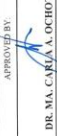

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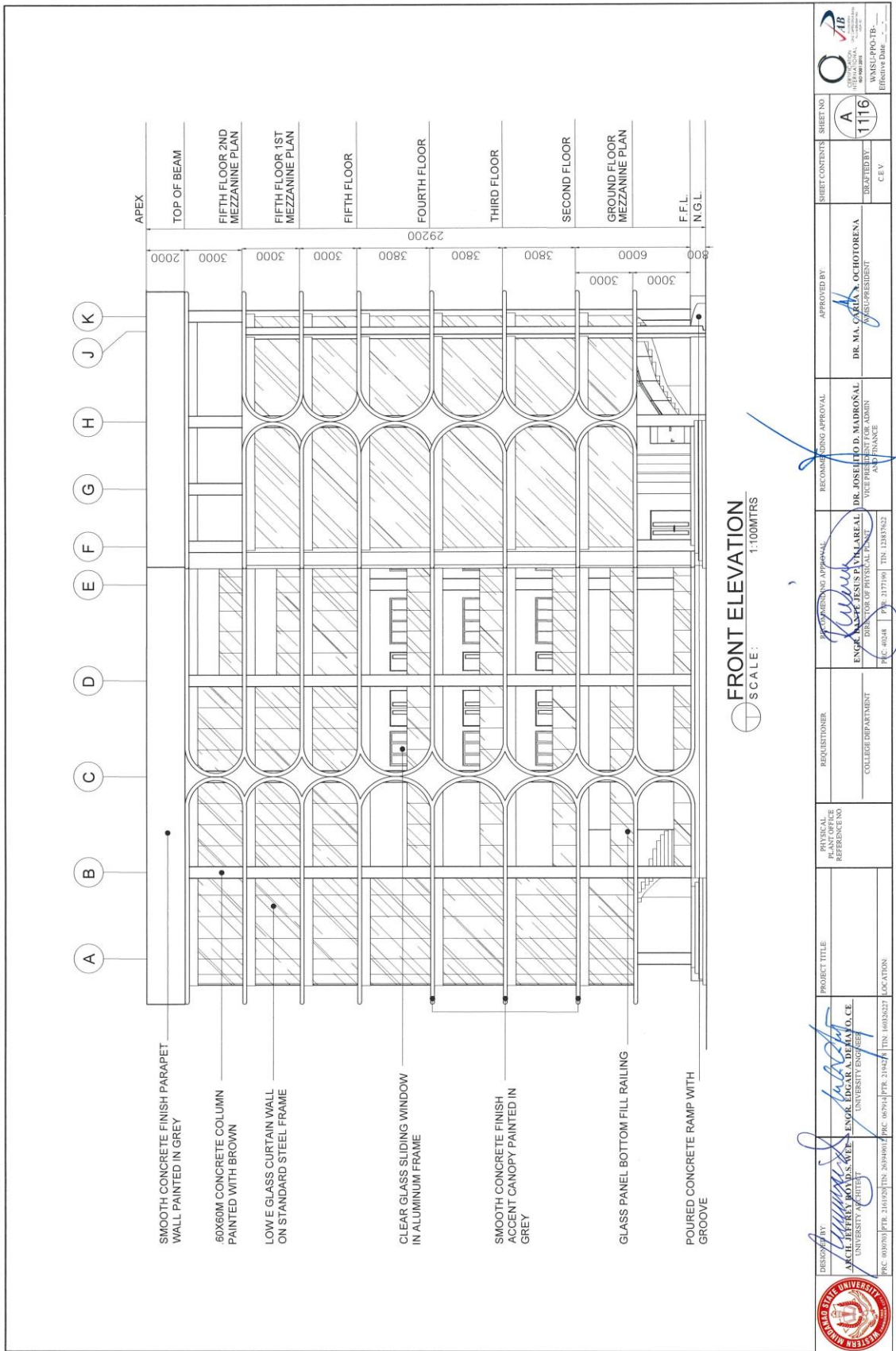


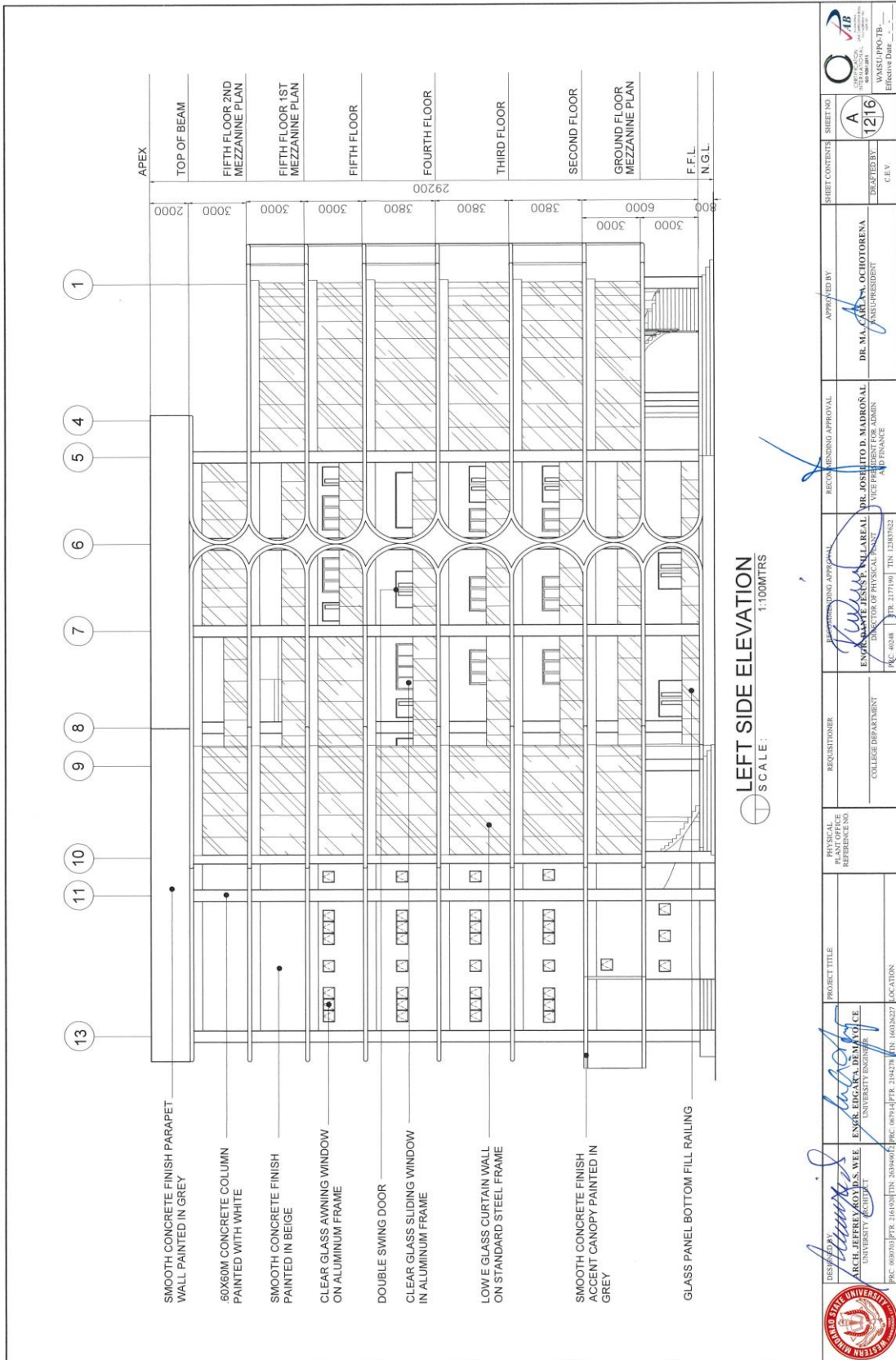
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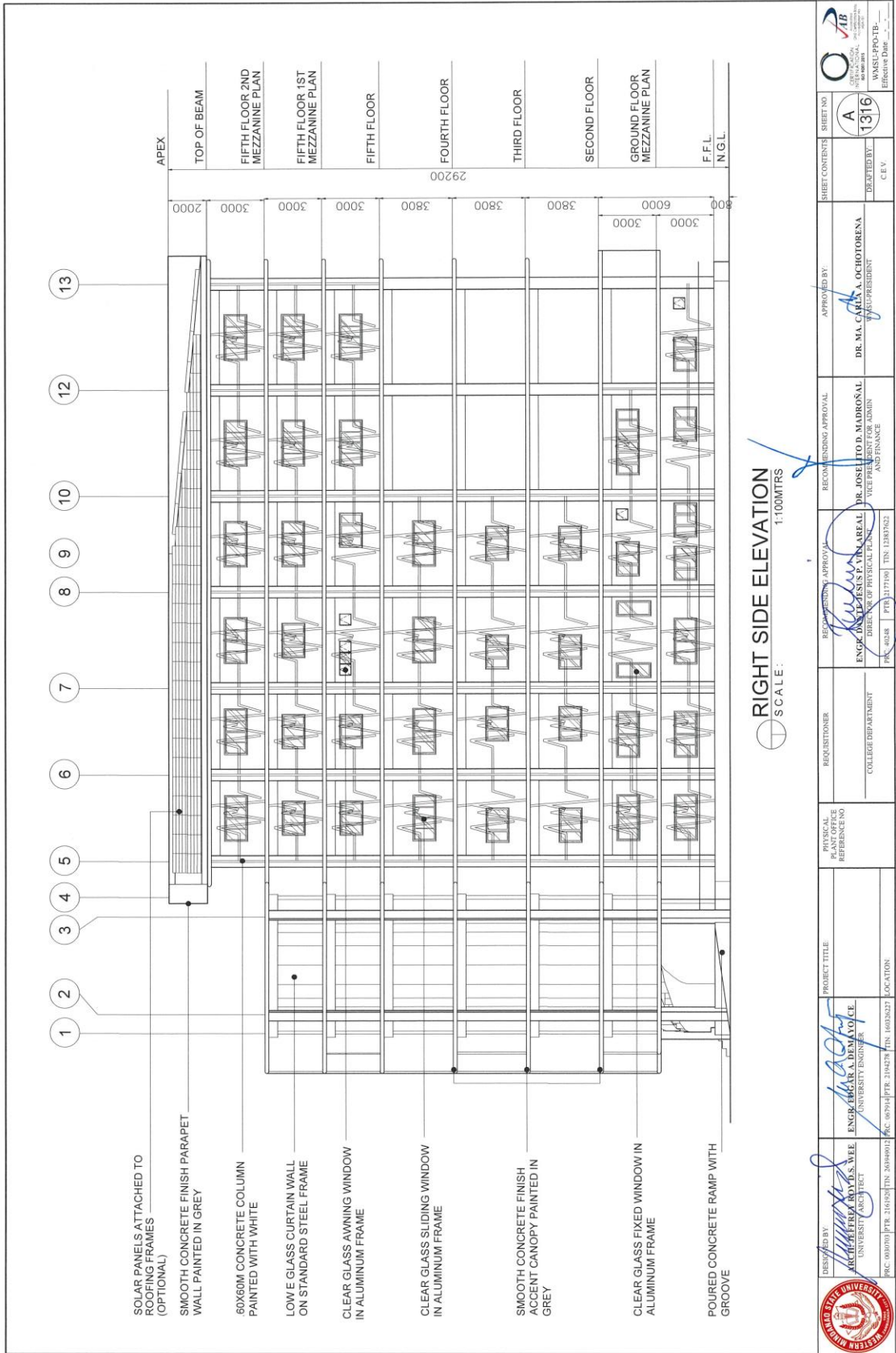


AREA 222 31 SQM
 FIFTH FLOOR 2ND MEZZANINE PLAN
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	DESIGNED BY:  ARNEL M. WEE UNIVERSITY ENGINEER	PROJECT TITLE:  ENGR. VALERIANO UNIVERSITY ENGINEER	PHYSICAL PLANT OFFICE REFERENCE NO.	REQUESTIONER: COLLEGE DEPARTMENT	RECOMMENDING APPROVAL:  ENGR. J. S. P. ALARAU DIRECTOR OF PHYSICAL PLANT	RECORDING APPROVAL:  DR. JOSE L. D. MADROÑAL VICE PRESIDENT FOR ADMIN. AND FINANCE	APPROVED BY:  DR. MA. CARLA A. OCHOTORENA VICE PRESIDENT	SHEET CONTENTS: SHEET NO. A 1016 DESIGNED BY: CEV	
	PRC: 003070 PTR: 210420 TIN: 20344012	PRC: 002914 PTR: 210427 TIN: 16032627	PRC: 002818 PTR: 217150 TIN: 12307022	EFFECTIVE DATE:					







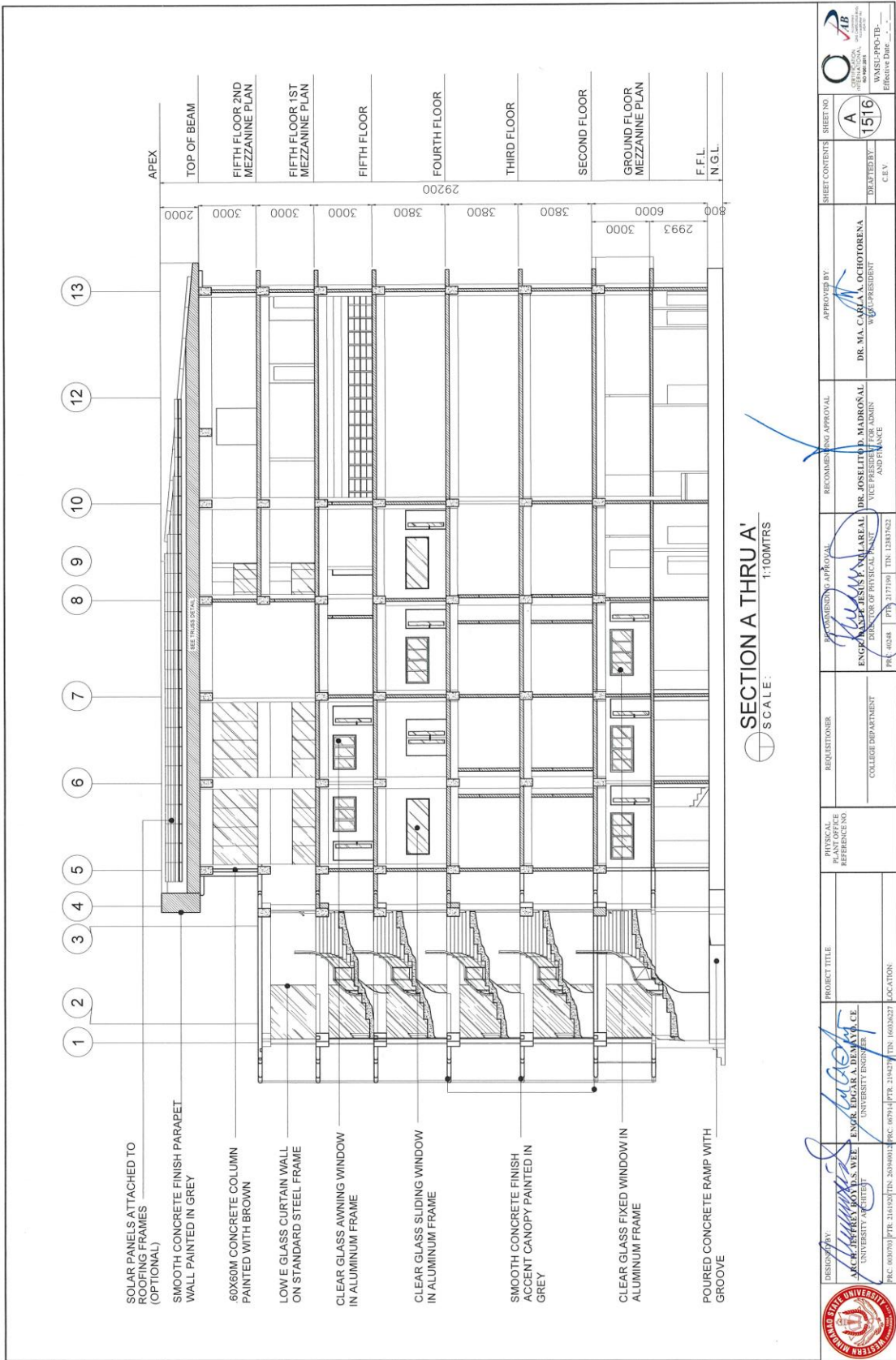


- SOLAR PANELS ATTACHED TO ROOFING FRAMES (OPTIONAL)
- SMOOTH CONCRETE FINISH PARAPET WALL PAINTED IN GREY
- 60X80M CONCRETE COLUMN PAINTED WITH WHITE
- LOW'E GLASS CURTAIN WALL ON STANDARD STEEL FRAME
- CLEAR GLASS AWNING WINDOW IN ALUMINUM FRAME
- CLEAR GLASS SLIDING WINDOW IN ALUMINUM FRAME
- SMOOTH CONCRETE FINISH ACCENT CANOPY PAINTED IN GREY
- CLEAR GLASS FIXED WINDOW IN ALUMINUM FRAME
- POURED CONCRETE RAMP WITH GROOVE

RIGHT SIDE ELEVATION
SCALE: 1:100MTRS

	DESIGNED BY: ARCHITECT UNIVERSITY ARCHITECT <small>REG. 001070 PTR. 216205 TIN. 261840012</small>	PROJECT TITLE: UNIVERSITY ARCHITECT <small>REG. 007914 PTR. 218223 TIN. 16028227</small>	PHYSICAL PLANT OFFICE REFERENCE NO.	REQUISITIONER: COLLEGE DEPARTMENT	RECOMMENDING APPROVAL: ENGR. ANTONIO S. Y. AREAL <small>REG. 00248 PTR. 171706 TIN. 1280762</small> DIRECTOR OF PHYSICAL PLANT AND FINANCE	APPROVED BY: DR. MA. CARLA A. OCHOTORENA <small>REG. 001070 PTR. 216205 TIN. 261840012</small> VICE PRESIDENT	SHEET CONTENTS: SHEET NO. A 1316 DRAWN BY: C.E.V.	
	EFFECTIVE DATE:	WANSU/SP/2018						









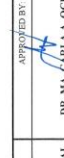


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- CLEAR GLASS SLIDING WINDOW IN ALUMINIUM FRAME
- SMOOTH CONCRETE FINISH ACCENT CANOPY PAINTED IN GREY
- CLEAR GLASS FIXED WINDOW IN ALUMINIUM FRAME
- POURED CONCRETE RAMP WITH GROOVE

SECTION A THRU A'
SCALE: 1:100MTRS

	DISCIPLINE BY AKASH JAYARAM UNIVERSITY ARCHITECT PRC: 000700 PTR: 216120 TIN: 2038800 PRC: 0091 PTR: 218427 TIN: 16020227 LOCATION:	PROJECT TITLE COLLEGE DEPARTMENT	PHYSICAL PLANT OFFICE REFERENCE NO.	REQUISITIONER COLLEGE DEPARTMENT	RECOMMENDING APPROVAL DR. JOSE LUIS MADRÓNAL VICE PRESIDENT AND FINANCE	APPROVED BY DR. MA. CARMELA OCHOAORENA DEPARTMENT	SHEET CONTENTS A 1516 C.E.V.	SHEET NO. 1516 WASHU-PP07B- Effective Date:
	RECOMMENDING APPROVAL ENGR. JESUS P. NALARAI DIRECTOR OF PHYSICAL PLANT PRC: 4058 PTR: 017710 TIN: 1283762	RECOMMENDING APPROVAL DR. MA. CARMELA OCHOAORENA DEPARTMENT	APPROVED BY DR. MA. CARMELA OCHOAORENA DEPARTMENT	SHEET NO. 1516 WASHU-PP07B- Effective Date:				



SECTION B THRU B'
SCALE: 1:100MTRS

	DESIGNED BY:  M. H. H. H. UNIVERSITY ARCHITECT PRC: 000700 PTR: 2161524 TIN: 203480012 PRC: 007914 PTR: 2104279 TIN: 16032827 LOCATION:	PROJECT TITLE:  ENG. EDGAR A. DEMAVICE UNIVERSITY ENGINEER	PHYSICAL PLANT OFFICE REFERENCE NO.	REQUESTIONER: COLLEGE DEPARTMENT	RECOMMENDING APPROVAL:  DR. JOSE L. D. MADRONAL VICE PRESIDENT FOR ADMIN. AND FINANCE	RECOMMENDING APPROVAL:  DR. M. LARLA A. OCHOTORENA VICE PRESIDENT	APPROVED BY:  DR. M. LARLA A. OCHOTORENA VICE PRESIDENT	SHEET CONTENTS: SHEET NO. A 1616 DESIGNED BY: C.E.V.	 WANSU PPO/ TB Effective Date:
	EFFECTIVE DATE:								

Section VIII. Bill of Quantities

Notes on the Bill of Quantities

Objectives

The objectives of the Bill of Quantities are:

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

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

Daywork Schedule

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

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

Provisional Sums

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the SCC should state the manner in which they will be used, and under whose authority (usually the Procuring Entity's Representative's).

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

Signature Box

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

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

Section IX. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- (f) Relevant statement of the prospective bidder of all ongoing, completed, awarded but not yet started design/design and build related contracts, curriculum vitae of key staff, partners or principal officers; **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules;
and
- (h) Valid licenses issued by the Professional Regulatory Commission (PRC) for design professionals;
and
- (i) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**
- (j) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (k) Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid;
 - b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment

- lessor/vendor for the duration of the project, as the case may be;
- d. Preliminary Conceptual Design Plans in accordance with the degree of details specified by the procuring entity;
- e. Design and construction Methods;
- f. List of design and construction personnel, to be assigned to the contract to be bid, with their complete qualification and experience data;
- g. Value engineering analysis of design and construction method. **and**
- (l) Statement of Construction Schedule and S-Curve or GANT Chart; **and**
- (m) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

Other documentary requirements under RA No. 9184

- (r) Lump sum bid prices, which shall include the detailed engineering cost in the Prescribed Bid Form; **and**
- (s) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (t) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the bid; **and**
- (u) Cash Flow by Quarter.

