



Government of the Republic of the Philippines

**DAVAO DEL SUR STATE COLLEGE**

**PHILIPPINE BIDDING DOCUMENTS**

**PROCUREMENT OF INFRASTRUCTURE  
PROJECTS**

For the

**Upgrading of Coffee Cupping  
Laboratory (Coffee  
Innovation Center with  
Interactive Learning and  
Training Hub) 2<sup>nd</sup> Posting**

**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.

**UN** – United Nations.



## ***Section I. Invitation to Bid***

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

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

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

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

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



## Invitation to Bid for the Upgrading of Coffee Cupping Laboratory (Coffee Innovation Center with Interactive Learning and Training Hub) 2<sup>nd</sup> Posting

1. The **Davao del Sur State College** through the FY 2022 General Appropriations Act intends to apply the sum of **P5,000,000.00** for the **Upgrading of coffee cupping laboratory (Coffee Innovation Center with Interactive Learning and Training Hub) 2<sup>nd</sup> Posting**. The amount of **Four Million Five Hundred Thousand Pesos (Php 4,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Coffee Innovation Center with Interactive Learning and Training Hub/DSSCPSU 2022-01-003**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot no.	Project Identification No.	Title	Quantity	ABC	Bidding Documents Fee
1	DSSCPSU 2022-01-003	Upgrading of coffee cupping laboratory (Coffee Innovation Center with Interactive Learning and Training Hub) 2 <sup>nd</sup> Posting	1	Php 4,500,000.00	Php 5,000.00

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Davao del Sur State College** now invites bids for the above Procurement Project. Completion of the Works is required **273 calendar days upon receipt of the NTP**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from **Davao del Sur State College** and inspect the Bidding Documents at the address given below from **08:00 A.M to 05:00 P.M (Monday to Friday)** except holidays.
5. A complete set of Bidding Documents may be acquired by interested bidders on **March 07 to March 29, 2022** 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*.

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

Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids in any of the following payments options:

- Over-the-counter payment at DSSC-Cashier's office, Brgy. Matti, Digos City, Davao del Sur;
- Over-the-counter deposit at Land Bank of the Philippines (LBP) Account No. – 0332-1103-65.

Prior to payment, bidders are advised to coordinate first with the BAC Chairperson, Engr. EDUARDO F. AQUINO, through mobile phone at (+63)948 270 7001 for the issuance of the "Payment Order" and instructions.

6. The **Davao del Sur State College** will hold a Pre-Bid Conference on **March 15, 2022 (01:00 P.M.)** at **Davao del Sur State College, Brgy. Matti, Digos City, Davao del Sur**, which shall be open only to all interested parties who have purchased the Bidding Documents but limited to one (1) physically present representative per bidder only. The Pre-bid Conference is likewise accessible online via **Zoom**.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **March 29, 2022 (01:00 P.M.)**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on **March 29, 2022 (01:00 P.M.)** at **Davao del Sur State College, Brgy. Matti, Digos City, Davao del Sur**, which shall be accessible also online via **Zoom**.

Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. **Only one (1) representative of the Bidder shall be allowed to physically attend in the opening of bids.** Late bids shall not be accepted.

10. The **Davao del Sur State College** 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:

**EDUARDO F. AQUINO, MS**  
Chairperson, Bids and Awards Committee  
Brgy. Matti, Digos City, Davao del Sur  
Mobile No. (+63)948 270 7001  
E-mail Address: [psu@dssc.edu.ph](mailto:psu@dssc.edu.ph)

  
**EDUARDO F. AQUINO, MS**  
Chairperson, Bids and Awards Committee

## ***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, **Davao del Sur State College** invites bids for the following:

<b>Lot no.</b>	<b>Project Identification No.</b>	<b>Title</b>	<b>Quantity</b>
<b>1</b>	<b>DSSCPSU 2022-01-003</b>	<b>Upgrading of Coffee Cupping Laboratory (Coffee Innovation Center with Interactive Learning and Training Hub) 2<sup>nd</sup> Posting</b>	<b>1</b>

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 **2022** in the amount amount shown below:

<b>Lot no.</b>	<b>Project Identification No.</b>	<b>Title</b>	<b>Quantity</b>	<b>ABC</b>
<b>1</b>	<b>DSSCPSU 2022-01-003</b>	<b>Upgrading of Coffee Cupping Laboratory (Coffee Innovation Center with Interactive Learning and Training Hub) 2<sup>nd</sup> Posting</b>	<b>1</b>	<b>Php 4,500,000.00</b>

- 2.2. The source of funding is:

- a. NGA, 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 of Bidders found to be legally, technically, and financially capable will be evaluated.

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

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

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

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

#### **6. Origin of Associated Goods**

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

#### **7. Subcontracts**

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

**The Procuring Entity has prescribed that:**

**a. Subcontracting is not allowed.**

- 7.1. *[If Procuring Entity has determined that subcontracting is allowed during the bidding , state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterial 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. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.3. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address 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:*

- a. Philippine Pesos.

#### **15. Bid Security**

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

15.2. The Bid and bid security shall be valid until *120 days* from the opening of bids. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

#### **16. Sealing and Marking of Bids**

Each Bidder shall submit one 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	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p style="text-align: center;"><b>Coffee Innovation Center with Interactive Learning and Training Hub</b></p>
7.1	Sub-contracting is not allowed.
10.1	<p>The following documents shall be part of the Technical Documents under Technical Component Envelope:</p> <ol style="list-style-type: none"> <li>1. Attachment for Ongoing Government and Private Contracts such as Notice of Award and/or Contract, Purchase Order and Delivery receipt or Sales Invoice.</li> <li>2. The statement of the Bidder's SLCC shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted</li> <li>3. Duly Signed Manpower Utilization Schedule</li> <li>4. Duly Signed Key Personnel Certificate / Contract of Employment</li> <li>5. Duly Signed Key Personnel Bio-Data with PRC License/ Accreditation &amp; Latest Professional Tax Receipt (PTR)</li> <li>6. Certificate of Site Inspection</li> </ol>
10.3	Prospective Bidder should possess a valid PCAB license minimum category requirement category for this Project is license category C & D or size range Small B
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <p><b>FOR DESIGN PERSONNEL</b></p> <p><b>A. Design Architect</b></p> <ul style="list-style-type: none"> <li>- The Design Architect must be duly-licensed with at least ten (5) years of experience in the design of residential, academic or institutional facilities, and shall preferably be knowledgeable in the application of Green Design Technology in school construction.</li> </ul> <p><b>B. Structural Engineer</b></p> <ul style="list-style-type: none"> <li>- The Structural Engineer must be a duly-licensed Civil Engineer with at least ten (5) years of experience in structural design and shall</li> </ul>

preferably be knowledgeable in the application of Green Design Technology in school construction.

**C. Electrical Engineer**

- The Electrical Engineer must be a registered Professional Electrical Engineer with at least ten (5) years of experience in the design of lighting, power distribution and preferably knowledgeable in developments in emergent efficient lighting technologies and energy management.

**D. Sanitary Engineer**

- The Sanitary Engineer must be duly-licensed with at least ten (5) years of experience in the design of building water supply and distribution, plumbing, and preferably knowledgeable in waste water management/treatment, and emergent, alternative effluent collection and treatment systems, and DENR AO 08 s. 2016 (DAO 92-29 “Hazardous Waste Management).

**CONSTRUCTION PERSONNEL**

**1. Project Engineer/ Architect**

- The Project Engineer/Architect shall be a licensed architect or engineer with at least ten (5) years of experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.

**2. Electrical Engineer**

- The Electrical Engineer must be a registered Professional Electrical Engineer with at least ten (5) years of experience in the design of lighting, power distribution and preferably knowledgeable in developments in emergent efficient lighting technologies and energy management.

**3. Sanitary Engineer**

- The Sanitary Engineer must be duly-licensed with at least ten (5) years of experience in similar and comparable projects in the installation of building water supply and distribution, plumbing.

**4. Safety Officer**

- The safety officer must be an accredited safety practitioner by the Department of Labor and Employment (DOLE) and has undergone the prescribed 40-hour Construction Safety and Health Training (COSH).

10.5	The minimum major equipment requirements are the following:	
	<u>Equipment</u>	<u>Number of Units</u> (of at least)
	Excavator equipment	<u>1</u>
	1 bagger Cement Mixer	<u>1</u>

	Cut-off Machine	<u>1</u>
	Drill Machine	<u>1</u>
	Grinder Machine	<u>1</u>
	Vibrator Machine	<u>1</u>
	Welding Machine	<u>1</u>
	Compactor Machine (Roller)	<u>1</u>
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>Ninety Thousand Pesos</b> [<i>two percent (2%) of ABC</i>], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than <b>Two Hundred Twenty-five Thousand Pesos</b> [<i>five percent (5%) of ABC</i>] if bid security is in Surety Bond.</p>	
20	<p>a. Latest and updated Tax Clearance</p> <p>b. Latest and updated PhilGEPS Platinum Membership Certificate</p> <p>c. Bidders must submit latest and updated tax returns filed through the Electronic Filing and Payments System (EFPS).</p>	
21	<p>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.</p>	

## ***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	The Procuring Entity shall give possession of all parts of the Site to the Contractor Upon receipt of Notice to Proceed.
6	The site investigation reports are: <i>NONE</i>
7.2	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: Five (5) years.
10	a. Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within 5 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 P 5,000.00.
13	The amount of the advance payment is fifteen (15%) percent of the Contract Price upon approval of the Notice to Proceed.
14	Materials and equipment delivered on the site but completely put in place shall be included for payment.

## ***Section VI. Performance Specifications and Parameters***

### **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.

**PARAMETERS ON THE  
UPGRADING OF COFFEE  
CUPPING LABORATORY  
(COFFEE INNOVATION  
CENTER WITH  
INTERACTIVE LEARNING  
AND TRAINING HUB)**



## **Section VI. Performance Specifications and Parameters**

### **I. Background and Objective**

In 2017, two separate house bills were passed the reason why this two-year old college was given birth. The creation of this college coupled with the experience of calamity brought about by series of tremors as well as the COVID 19 pandemic has sat the need for the institution to adapt to the new normal. While the Davao del Sur State College (DSSC) is in its infancy stage, it poses a huge challenge of realizing its vision amidst the tests of times.

The College per Republic Act 11220 is mandated to primarily provide advance instruction and professional training in education, agriculture, engineering and technology, agribusiness, information technology and other related fields of study. It shall also undertake research, extension services, and production activities in support to the socioeconomic development of Davao del Sur and provide progressive leadership in its areas of specialization.

In 1989, SPAMAST as the mother college of Davao del Sur State College, through the initiative of the second president - Dr. Francisco C. Ladaga, Sr has acquired a total of 17.5 hectares for laboratory and instruction in different locations through acquisition and donations from private and the Provincial Local Government Unit (PLGU) of Davao del Sur. This started the addition of the new campus which is the Digos Campus.

Six (6) years later, in 1995, an additional 28-hectare land in Matanao, Davao del Sur was possessed intended for production, research and extension services to create a significant niche in the agricultural development of the province.

As the academic offerings grew, SPAMAST in 2000, repositioned itself by reorganizing the campuses into colleges which renamed Digos Campus became the College of Agricultural Sciences (CAS) with laboratory and production site in Matanao.

In 2006, three (3) programs such as the Bachelor in Agri-Business, Bachelor in Agricultural Technology and secondary teacher education received first level accreditation status in Digos Campus. Emerged during this time the offering of new programs like the Bachelor of Science in Information Technology and short-term courses with TESDA.

In 2017, a bill was filed by Congresswoman Lorna B. Bandigan for the removal of SPAMAST-Digos Campus from the SPAMAST-Malita, and to have a better set-up for Digos Campus in the possible removal, a separate bill was filed by Congresswoman Mercedes C. Cagas of Davao del Sur, converting SPAMAST- Digos Campus to Davao del Sur State College. Finally, on February 21, 2019, by virtue of the President of the Philippines, Rodrigo Roa Duterte, the law entitled “An Act Separating the Southern Philippines Agri-Business and Marine and Aquatic School of Technology (SPAMAST) – Digos Campus in the City of Digos, Davao del Sur from the SPAMAST in the Municipality of Malita, Davao Occidental, and Converting it into a State College to be Known as the Davao del Sur State College and Appropriating Funds Therefor” was signed as Republic Act 11220.

Having complied with all the requirements, the conversion of the college was approved by the Commission on Higher Education (CHED) en banc through Resolution No. 494-2019, on August 13, 2019.

Dr. Maricar Casquejo, the Regional Director of the CHED Region XI was designated as the officer In-charge of DSSC from December 12, 2019 to September 27, 2020.

On September 28, 2020, after an extensive search process, the DSSC Board of Trustees approved the appointment of Dr. Augie E. Fuentes as the first president of the institution.

### Offering of Programs

Davao del Sur State College (DSSC) which envisions to become an “internationally-recognized quality driven state institution of higher learning”, will pursue excellence in all its actions providing a safe place for its learners to hone their potentials to innovate and create meaningful learning experiences. Part of this is putting up of facilities which could enhance the avenue for a conducive learning environment.

The College has initially started to widen its competitive advantage over its rival neighbouring colleges in terms of program compliance, accreditation and ISO certification. Besides, having the geographical advantage of extension campuses in Sulop and Matanao which captures the markets from South General Santos City and from the West-North Cotabato.

There are 16 programs offered (Table 1) by the college and several consortium programs in graduate level in highly recognized state colleges and university in Mindanao. The table includes new programs.

At present, there are six (6) or 46% of academic programs are program complaint by the Commission on Higher Education Region XI.

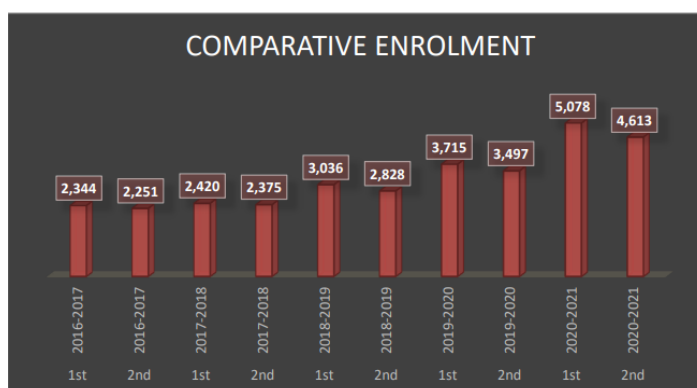
Table 1. Programs Offered

<i>Undergraduate Programs Offered in DSSC</i>	
• Bachelor of Science in Agroforestry	• Bachelor of Secondary Education Major in English
• Bachelor of Science in Agriculture Engineering	• Bachelor of Secondary Education Major in Biological Science
• Bachelor of Science in Information Technology	• Bachelor of Secondary Education Major in Technology and Livelihood Education
• Bachelor of Science in Agriculture	• Bachelor of Technology and Livelihood Education Major in Home Economics
• Bachelor of Science in Agri-Business (BSAB): major in Enterprise Management	• Bachelor in Public Administration
• Bachelor of Science in Agricultural and Biosystem Engineering	• *Bachelor of Science in Development Communication
• Bachelor of Elementary Education	• *Bachelor of Science in Accounting Technology
• Bachelor of Secondary Education Major in Mathematics Major in General Science	• *Bachelor of Science in Accounting Information Systems

Major in Agri-Fishery Education	
<i>Graduate Programs</i>	
<ul style="list-style-type: none"> <li>Master of Arts in Education (MAEd) <ul style="list-style-type: none"> <li>Major in Educational Management</li> <li>Major in Language Teaching</li> <li>Major in Mathematics Teaching</li> <li>Major in Science Teaching</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Master in Business Administration (MBA) <ul style="list-style-type: none"> <li>Major in Agri-business Management</li> </ul> </li> <li>Teacher Certificate Program</li> </ul>

### Enrolment Trends

It was 2<sup>nd</sup> semester of SY 2019-2020 that Davao del Sur State College began operating separately from the mother institution (SPAMAST). The enrollees then counts to 3,497. The next school year (SY 2020-2021), there was an increase of 1,580 (45%), though there was a decrease of 465 (9%) during the 2<sup>nd</sup> semester as anticipated. However, the next semester, SY 2021-2022 given the new programs offered, the college foresee more or less than 5,000 as projected. The figure on comparative enrollment includes 1<sup>st</sup> semester SY 2016-2017 to 1<sup>st</sup> semester 2019-2020 which is the enrollment trends in SPAMAST Digos Campus.



The main campus library has the following current amenities and features with the limited floor area in spite of fast growing population:

General Circulation	20 seaters
Carrels	5 seaters
Learning Commons	20 seaters
Reading Area	80 seaters

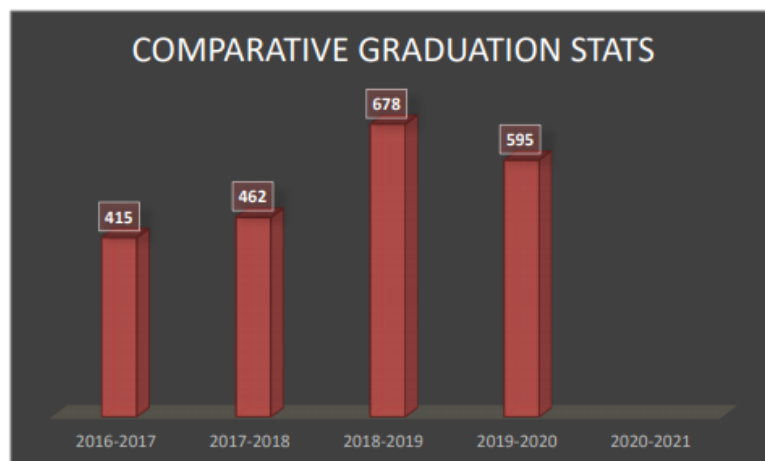
The minimum space requirement of AACCUP accreditation is 10% of the entire population that is supposedly 460 seating capacity the library should provide. Given the current condition, the actual capacity of the DSSC main library could only cater 125 seaters. In addition, the Regional Quality Assurance Team (RQuAT) from CHED has required the minimum of 15% seating capacity for reading areas of the college library.

### Graduation Trend

For the past four years, DSSC (formerly SPAMAST- Digos Campus) has an increasing number of graduates. However, due to pandemic, graduates decreased in SY 2019-2020. However, looking at the statistic, library facility could still not suffice the required space to offer conducive learning for the students.

**Comparative Report on Graduation**  
SY 2016-2017 TO SY 2020-2021

School Year	No. of Graduates
2016-2017	415
2017-2018	462
2018-2019	678
2019-2020	595
2020-2021	



The Davao del Sur State College (DSSC) functions dynamically in a fast-changing environment. Given the Universal Access to Quality Tertiary Education Act of 2017 (R.A. 10931) that intends to promote and protect the rights of all Filipinos to accessible quality education, the college has to accommodate as many enrollee and give priority to academically able students from poor families.

On the other hand, implementing the four core functions of the academic institution with its growing opportunities for partnerships and collaboration, the college intends to provide ample library resources such as articles, other library services,

journal papers, serials and the like which are very essential requirements to have high quality research proposals and outputs.

In congruence with this, the college intends to adapt the paradigm shift in delivering services, from traditional reading area to adapting learning commons and e-library.

The project will be implemented using the guidelines for the **design-and-build scheme** for the procurement and contract implementation of infrastructure projects as per R.A.9184 and its Implementing Rules and Regulations.

## II. Project Description

### 1.General

The coffee cupping laboratory, Innovation center with interactive learning and training hub is a museum inspired innovation center touch with modern architectural design and equip with state-of-the-art interactive internet of things. It has elegant interior design showcasing seed to cup concept of the coffee value chain. The center would associate the coffee value chain to generate cutting-edge coffee knowledge. It has sensory/cupping laboratory, training room, conference area, coffee shop and an interactive center. It shall contain Straight concrete staircase, stainless hand rails from ground to 2<sup>nd</sup> floor and a dining area with a floor area of 56 square meter. The center shall be intelligently planned that captures the interest of coffee enthusiast, stakeholders and coffee professionals to conduct research, development and innovation initiatives.

Coffee plays an important role in the economy of many tropical countries by providing livelihoods for an estimated 25 million rural households. The performance of the sector could be enhanced by strengthening the women who represent a crucial resource along the entire coffee value chain through its role as farmers, laborers or entrepreneurs but face severe constraints in accessing production factors. Compared to men, female farm operators often have less access to land, inputs, finance and knowledge. Within rural households, women often have limited say in decision making, are constrained in its access to public services, such as training and extension programs, and lack control over income derived from agricultural production as well as investment decisions. This differential in access to resources and empowerment translates into a gender gap in agronomic and economic outcomes, such as yields, revenues from crop sales and household welfare (FAO, 2011).

Fostering the empowerment of women in the coffee sector contributes to closing the gender gap and achieving gender equality, a global priority and one of the seventeen goals under the 2030 Agenda for Sustainable Development adopted by the United Nations (UN). Furthermore, strengthening the role of women supports broad-based development through improved livelihoods and rural incomes, with wider benefits in terms of household welfare, ranging from improved nutritional status to educational attainment of dependents. Increasing female farmers' productivity and resilience to the

impact of climate change can also make a crucial contribution in meeting the future demand for coffee worldwide.

Women contribute to the coffee sector at all levels of the global coffee value chain from farm to cup. Gender equality in the trading, roasting and retailing stages of the coffee value chain is acknowledged in this learning and training hub as well as access to capacity and technology. This hub ensures non-discrimination of users on the basis of gender or marital status and must not test for pregnancy and differently-abled persons. Furthermore, the facility encouraged all users must not engage in, support, or tolerate behavior that is sexually intimidating, abusive or exploitative.

For monitoring and evaluation of the project, collection of sex-disaggregated data of the women and men users will also be practiced.

To foster shared understanding of constraints to longevity and to enhance the design of the project at the start, an exit strategy in the early phases allows users to clearly define its goals and outline what is to be achieved at the end.

## **2.Scope of Work**

In accordance with the Design and Build Scheme for the Procurement of Infrastructure Projects of RA 9184, the Contractor shall perform both the planning and implementation phases of the project. As such, he shall be solely responsible for the general integrity of the detailed engineering design of the building structure. Likewise, he shall also be responsible for the general design and liable for any structural defects and/or failures that may be found in the completed Project.

By submitting this proposal, the Contractor expresses that he has thoroughly examined, carefully reviewed and fully understood all the information including governing laws, standards, conditions and requirements pertinent to the implementation of the project and that this proposal is in agreement therewith.

### **2.1 Preliminary Design.**

Prospective bidders shall submit in 20”x 30” blueprint (One set only).

(For the drawings/designs) the **development proposal** containing the design drawings based on the design concept provided in section VI: All measurements shall be expressed in metric units.

- i. 3D walkthrough
  - (For Exterior showing all the sides and top view of the roof)
  - (For Interior showing the coffee counter / receiving area)
- ii. Site Development Plan of scale not smaller than 1:200 (signed and sealed)
- iii. Perspective View of the Building, Photorealistic Presentation (signed and sealed)
- iv. Floor Plans, clearly labeled (signed and sealed)
- v. Building Elevations, four (4) views, clearly labeled (signed and sealed)
- vi. Building Sections, two (2) sections, clearly labeled (signed and sealed)
- vii. Interior Designs, in perspective view (signed and sealed)
- viii. Engineering Plans and Details (*Structural-Foundation plan*) (signed and sealed)
- ix. Signed and sealed structural design, analysis of the structure.

## 2.2 Detailed Design and Bill of Quantities

- Detailed Architectural Plans and Design (Refer to section VI)
- Detailed Structural Plans and Design (Refer to section VI)
- Detailed Electrical Plans and Design (Refer to section VI)
- Detailed Sanitary and Plumbing Plans and Design (Refer to section VI)
- Structural Design Computations including Test Results, Seismic Analysis and Electrical Design Computations
- General Notes on the manner under which the working plan is to be executed
- Technical Specifications of works and type and quality of construction materials to be used
- Bill of Quantities following the prescribed format given in section VIII, Detailed Cost Estimates indicating the unit prices of construction materials, labor rates and equipment rentals and Detailed Unit Price Analysis

The hard copies of the Detailed Designs/Drawings shall be printed on 20" x 30" blueprint. All measurements shall be expressed in metric units. For clarity and ease of appreciation, use different line-weights (and line-type and colors if necessary), proper labeling of rooms and furniture/fixtures, appropriate drawing scales as per applicable building codes and standards, and appropriate font style and height for both the printed and electronic copies of the drawings. The following documents shall be deemed complete and comprehensive.

- 2.3** The **winning bidder** shall submit as-built drawings, shop drawings and any other drawings related to the project as required by the HoPE.

- 2.4 Construction.** As a rule, contract implementation guidelines for the procurement of Infrastructure projects shall comply with Annex “E” of this IRR. The following provisions shall supplement these procedures:
- 2.4.1 No works shall commence unless the Contractor has submitted the required documentary requirements and the Procuring Entity has given written approval. Work execution shall be in accordance with reviewed and approved documents.
  - 2.3.2 The Contractor shall be responsible for obtaining all necessary information as to risks, contingencies and other circumstances which may affect the works and shall prepare and submit all necessary documents specified by the Procuring Entity to meet all regulatory approvals as specified in the contract documents.
  - 2.3.3 The Contractor shall submit a detailed program of work within fourteen (14) calendar days after the issuance of the Notice to Proceed for approval by the Procuring Entity that shall include, among others:
    - 2.3.3.1 The order in which it intends to carry out the work including anticipated timing for each stage of design/detailed engineering and construction;
    - 2.3.3.2 Periods for review of specific outputs and any other submissions and approvals;
    - 2.3.3.3 Sequence of timing for inspections and tests as specified in the contract documents;
    - 2.3.3.4 General description of the design and construction methods to be adopted;
    - 2.3.3.5 Number and names of personnel to be assigned for each stage of the work;
    - 2.3.3.6 List of equipment required on site for each major stage of the work; and
    - 2.3.3.7 Description of the quality control system to be utilized for the project.
  - 2.3.4 Any errors, omissions, inconsistencies, inadequacies or failure submitted by the Contractor that do not comply with the requirements 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, the Contractor shall notify the Procuring Entity within a reasonable period of time and shall shoulder the cost of such changes.
  - 2.3.5 As a rule, changes in design and construction requirements shall be limited only to those that have not been anticipated in the contract documents prior to contract signing and approval. The following guidelines shall govern approval for change or variation orders:



2.3.5.1 Change Orders resulting from design errors, omissions or non-conformance with the performance specifications and parameters and the contract documents by the Contractor shall be implemented by the Contractor at no additional cost to the Procuring Entity.

2.3.5.2 Provided that the Contractor suffers delay and/or incurs costs due to changes or errors in the Procuring Entity's performance specifications and parameters, he shall be entitled to either one of the following:

2.3.5.2.1 An extension of time for any such delays under Section 10 of Annex "E" of RA 9184; or

2.3.5.2.2 Payment for such costs as specified in the contract Documents, provided, that the cumulative amount of the variation order does not exceed ten percent (10%) of the original contract price.

2.3.6 The contract documents shall include the manner and schedule of payment specifying the estimated contract amount and installments in which the contract price will be paid.

2.3.7 The Contractor shall be entitled to advance payment subject to the provisions of Section 4 of Annex "E".

2.3.8 The Procuring Entity shall define the quality control procedures for the design and construction in accordance with agency guidelines and shall issue the proper certificates of acceptance for sections of the works or the whole of the works as provided for in the contract documents.

2.3.9 The Contractor shall provide all necessary equipment, personnel, instruments, documents and others to carry out specified tests.

2.3.10 This design and build projects shall have a minimum Defects Liability Period of one (1) year after contract completion or as provided for in the contract documents. This is without prejudice, however, to the liabilities imposed upon the engineer/architect who drew up the plans and specification for a building sanctioned under Section 1723 of the New Civil Code of the Philippines.

2.3.11 The Contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty periods specified in Section 62.2.3.2 of the IRR.

**2.5 Completion.** Upon completion, the Contractor shall submit a complete set of As-Built (AB) Documents to the Procuring Entity as described in their contracts. These shall be submitted in both electronic (1 copy-CAD file) and hard (3 copies: 1 orig. copy, 2 reproduced copies). The hard copies of the Detailed Designs/Drawings shall be reproduced on 20" x 30" blueprint.

### III. Time Frame

The Contractor shall submit all approved detailed plan within 30 days upon receipt and signing of Notice to Proceed (NTP). The Contractor is required to complete the Project within the schedule prescribed below:

Activity	Months											
	Jan 2022	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov 2022	Dec 2022
Planning, Detailed Design and approval												
Construction and acquisition of all applicable permits												

### IV. Approved Budget for the Contract (ABC)

The total Approved Budget for the Contract (ABC) of this Design and Build Project is Four Million and Five Hundred Pesos only (Php **4, 500, 000.00**).

## DESIGN PARAMETERS

### ARCHITECTURAL DESIGN PARAMETERS

#### I. Codes and Standards

The Architectural Works shall be in accordance with the following Laws, Codes and Standards.

Laws and Codes:

1. National Building Code of the Philippines and its Latest and Amended IRR
2. RA 9266 or Architectural Law and its Latest and Amended IRR

3. BP 344 or Accessibility Law and its Latest and Amended IRR
4. RA 9514 Fire Code of the Philippines
5. Existing Local Codes and Ordinances
6. And other Laws that applies to the projects

## II. General Drawing Guidelines

### 1. General:

- All drawings shall be computer-drafted.
- Keep the same orientation for all plans. The north orientation shall be indicated in all architectural floor plans. The orientation of the architectural plans shall be consistent with all the engineering plans.
- Existing buildings and new works shall be clearly indicated and labeled in the site plans.
- Detailed plans shall have a scale not smaller than 1:50 meters.
- All materials shall be fire and moisture resistant, non-toxic and non-attractive to termite attack.
- Door knobs shall be of lever type and made of stainless steel for all wooden doors. Provide grab bar stainless steel (304) 1” diameter for all frameless glass doors. Installation height shall conform to BP 344.
- Use flat latex paints for ceilings. Interior wall finish shall be of semi-gloss acrylic latex paints, while exterior finish shall be of watertight solvent-based paints.
- Spot details like plans, elevations, and sections shall have a scale not smaller than 1:10 meters.
- Avoid notes such as ‘see architectural detail’ or ‘see structural’.  
Always refer with a call out to the specific detail drawing and sheet
- Glass windows/Wall shall be of dark gray type with a minimum thickness of six (6) millimeters on Anolok frames.
- Main entrance shall be made of frameless glass doors (tempered) shall have a minimum thickness of twelve (12) millimeters.
- All handrails shall be made of stainless steel (304) 1 ½” diameter, and railings must be 16mm square bar primed and painted finish.
- Floor finish for wet areas shall be of non-skid tile finish 600X600mm and wall tile for wet areas shall be 600X600mm 4-layers glazed tile. Synthetic granite tiles 600X600mm shall be used for all floors.
- Spot details like plans, elevations, and sections shall have a scale not smaller than 1:10 meters.
- Avoid notes such as ‘see architectural detail’ or ‘see structural’.  
Always refer with a call out to the specific detail drawing and sheet

## 2. Site Development Plan:

- The site development plan shall have a scale not smaller than 1:200 meters and shall show the structures in relation to each other and its natural or built surroundings.
- The main entrance and facade of the building shall be oriented perpendicular to the access road.
- Wide entrance approach shall be incorporated in the plan.
- Site Development Plan shall include the following.
  - a. Reference location of existing trees
  - b. Reference location and footprint of existing buildings, with the corresponding building names and dimensions, including distances between adjacent buildings, and distances between buildings and the nearest property line.

## 3. Floor Plans:

- All plans shall be 1: 100 meters. The same scale shall be used for the rest of the architectural, structural, sanitary, plumbing, electrical and mechanical plans, except for each trade's site plan, detailed plans and spot details.
- It is required in the plan that the building shall have **an information counter** in the ground floor and concrete staircase, stainless handrails from ground to 2<sup>nd</sup> floor. The 2<sup>nd</sup> floor shall have a dining area, coffee shop counter and office space **and conference room.**

### *Drawing Requirement:*

- Reflect floor space designations and occupancy, floor elevations and finishes, doors and windows with labels/callout.
- Unless areas indicated for blow-up details, indicate dimensions for all plan elements.
- Elevation callouts shall be indicated on the floor plans and shall be consistent with the elevation drawing.
- Section line callouts on the floor plans shall be consistent with the section drawings.
- Detail callouts shall be consistent with the blow-up/spot detail drawings.
- Other callouts may be used for toilets, stairs, etc.
- Door callouts shall be circles with the proper numbering, e.g. D/1.
- Window callouts shall be hexagons with the proper numbering, e.g. W/1.

### **Minimum Floor Space Allocation**

<b>Space Allocation</b>	<b>Preferred Location</b>	<b>Floor Area</b>
Entrance/Reception Area	<b>Ground floor</b>	Ground Floor total area around <b>90.85 sq. m.</b>
Visitors Lounge with gallery	-do-	
Historical Background with gallery	-do-	
Location Map with fiberglass map	-do-	
Seed to Cup (production area)	-do-	
Seed to Cup (processing area)	-do-	
Seed to Cup (Drying area)	-do-	
Roasting Area	-do-	
Cupping/sensory lab	-do-	
Coffee Library	-do-	
Training Room	-do-	
Comfort Room - Shared Toilet - Male, Female & PWD(1 Water closet, 1 Lavatory, 1 Urinal for Male and Foldable Diaper Changing Table )	-do-	
Stairs	-do-	
Ramp at the Entrance Door	-do-	
Dining/Coffee Area	-do-	Second Floor total area around <b>86.24 sq. m.</b> <b>(4.8X2.5 Office Room,</b>
Office space (3 to 5 seating capacity )	-do-	
Conference area	-do-	

Coffee Counter (with water and power supply)	-do-	4.9X3.37, 6.05X9.18 Dining/Coffee Area)
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#### 4. Elevations:

- Provide at least four elevations.
- Indicate measurements for finish floor levels and notable building heights (e.g. roof/s, parapet/s, canopies, and other projections) where applicable
- Indicate measurements for other surface features/elements.
- Finish floor lines and top of rafter lines shall be consistent to all the elevations, sections and structural plans and details.
- The height from finish ground line to finish ground floor line shall be 0.45m high from the access road or level to the existing building finished floor line (to be determined on the actual site).
- Indicate all wall finishes, detail callouts for spot details.

#### 5. Sections:

- Provide at least two sections (Longitudinal and Cross Sections).
- Indicate measurements for finish floor levels, ceiling heights, wall heights and other notable dimensions.
- Indicate interior wall finishes, detail callouts.

#### 6. Roof Plan:

- Indicate roof finish/es, slope and slope direction.
- Indicate gutter finish.
- Indicate exterior building wall line (hidden line).
- Indicate down spouts.
- Provide details for gutters & down spouts.

#### 7. Reflected Ceiling Plans:

- Indicate on plan ceiling finishes, lighting and other ceiling fixtures and accessories.
- Ceiling height relative and in reference to the finish floor line shall be indicated in the reflected ceiling plan in each room with boxed dimensions. This is to ensure that the ceiling heights of all rooms are established whether or not reflected in the sections.

- The description and location of the fixtures, e.g. lighting, smoke detectors, exhaust fans, in the reflected ceiling plans shall be consistent with the electrical and mechanical plan.
- Provide details for ceiling features like dropped ceiling or cove ceiling, etc.

**8. Stairs, Fire Escape Exit, Ramps:**

- Present blow-up plan including detail/section/ elevation and spot details for all stairs, fire exits, and ramps on a scale of not smaller than 1:50 m. Indicate dimensions and finishes.

**9. Toilets:**

- Present blow-up plan including detail section/elevations (to show all sides of the room) and spot details on a scale of not smaller than 1:50m. Indicate dimensions, elevations, clearances, center lines, slopes, fixture type, finishes and accessories.
- Provide fixture detail and accessories including mounting heights from finish floor levels.

**10. Bay Section:**

- Provide bay section/s of scale not smaller than 1: 50m for exterior wall showing in detail, systems, connections for the entire vertical length from ground to topmost elements (roof & parapet)

**11. Schedule of Materials:**

- In matrix form, identify floor, wall, ceiling finishes for all rooms/areas on plan.

**12. Details:**

- Provide spot detail plans, elevations and section of a scale not smaller than 1: 10 meters for special designs with aesthetic treatment and ornamentation.
- Center line location of plumbing fixtures shall be indicated in detail plans with lines of reference and its corresponding dimensions. This is to indicate the exact locations of the plumbing/sanitary roughing-in.

**III. BUILDING ARCHITECTURAL WORKS**

**a. Floor Plans:**

- The structural, sanitary, electrical, plumbing and mechanical designs are required to refer to architectural plans and specifications in case of discrepancies. If an

engineering design will have any possible conflict or interference on the architectural design, the latter may be adjusted provided the aesthetic value will not be compromised.

- The architectural and engineering design plans shall be consistent all throughout in terms of dimensions and locations of columns, beams, walls, roof line, conduits, pipes and fixtures among others. Column and beam grid lines shall also be consistent in all the architectural and engineering plans.
- Verify and coordinate floor plans with the mechanical, electrical and sanitary design with regard to the requirements for the mechanical rooms. Electrical rooms, pipe chase and other engineering requirements.
- Public toilets shall have provisions and fixtures for persons with disability as required by BP 344. If enough space allows, toilets specially made and designated for persons with disability is preferable.

**b. Walls:**

- Ground Floor Exterior and interior walls shall be 4” thick cement plaster & painted finish.
- Wall in between the conference room & coffee area at second floor must be 6mm thk Dark Gray Glass on Anolok Frames
- Toilet wall tiles shall be 600mm. x 600mm.
- Layout and work on wall tiles must be aligned, plumb, level and square.
- All edges, corners, and intersections of toilet tiles shall be provided with aluminum tile trims.
- Tile color and design shall be approved first before installation.
- Present blow-up plan including detail section/elevations (to show all sides of the room) and spot details on a scale of not smaller than 1:50m. Indicate dimensions, elevations, clearances, center lines, slopes, fixture type, finishes and accessories.
- Provide fixture detail and accessories including mounting heights from finish floor levels.

**c. Floors:**

- If floor tiles in two adjacent rooms with different material, color or design meet at the door opening, the cut shall be located middle of the door thickness when in a closed position. Provide details in the floor pattern design.
- Floors at the openings of toilets for persons with disability shall be sloping. Indicate in the plans and sections.
- Toilet floor tiles shall be non-skid 600mm x 600mm.
- The size of the floor tile of the lobby and corridor shall not be less than 600mm. x 600mm. Indicate the tile pattern.
- Lay out and work on floor tiles must be aligned, plumb, level, and square.
- Tile color and design shall be approved first before installation.



- Use Steel Decking for second-floor slab with a minimum 0.8mm thick.

**d. Ceiling Works:**

- The following rooms shall have ceiling height of:
  - a. All rooms & offices – 3000mm from finish floor line to ceiling line
  - b. Toilets 2400mm from finish floor line to ceiling line.
- Ceiling finishes shall be of type appropriate to the location where it is applied. Ceiling material shall be of premium grade and quality performance; easily replaced and maintained. Ceiling height for areas with special aesthetic treatment, e.g. lobby shall be proportional to the area or room or as required by the designer. However, this shall not be lower than 3000mm. Provide details.
- If acoustics boards on aluminum T-runners would be used for the ceiling, layout should be on the center and avoid cut pieces. If the remaining perimeter of the ceiling is less than 600mm. wide, it shall be designed complimentary with fiber cement boards on light gauge metal furrings. Likewise with acoustic boards in big areas, e.g. offices shall be designed in a way to break the redundancy. Provide details
- For board ceiling (gypsum, fiber cement, particle etc. of size 1200mm x 2400mm) construct in maximum cut size of 600mm x 600mm (maximum) to avoid injury or damage in case of falls.
- For strip ceilings (g.i., aluminum, vinyl, composite), layout shall eliminate as possible connections. Should connections are inevitable; provide intervals such as false beams, bands, strips to conceal ends.
- Ceiling at eaves or at other open/exposed areas shall be designed with wind load considerations.
- Provide manholes for maintenance work, where applicable.
- The soffit of exterior beams and slabs shall have drip moulds to prevent damage due to water sipping into the eaves or ceiling. Section details shall be required to show the drip mould.
- Ceiling height relative and in reference to the finish floor line shall be indicated in the reflected ceiling plan in each room with boxed dimensions. This is to ensure that the ceiling heights of all rooms are established whether or not reflected in the sections.
- The description and location of the fixtures, e.g. lighting, smoke detectors, exhaust fans, in the reflected ceiling plans shall be consistent with the electrical plan.
- Provide details for ceiling features like dropped ceiling or cove ceiling, etc.

**e. Architectural Metals:**

- Railings must be 304 stainless steel
- Other metals for decorative purposes.

**f. Door and Windows:**

- Major rooms that require security shall have sturdy doors e.g. wood panel
- Glass door at the entrance shall be frameless tempered glass 12mm thick.
- Glass door at the office and conference area shall be 6mm thk dark gray glass on Anolok frame.
- Toilet shall have marine plywood flush door painted with epoxy paint.
- Door finish and color shall be approved first before application.
- Window sills shall be slightly sloped outwards to prevent damage to windows and paint due to water seepage. Section details shall be required to show this slope.
- All doors of a high-occupancy room shall swing outwards and as required by the Fire Code of the Philippines.
- Door jambs with no moulding/casing installed on concrete walls shall have construction grooves all around. Provide details.
- All doors and windows shall have reinforced concrete lintel beams. Provide details.
- Provide Door and Window schedules indicating the type of door or window, the number of sets, the locations/s of the door or window, the materials and accessories and other special specifications, e.g. color or finish, operation system and the detailed elevation and plan (where necessary).

**g. Stairs and Corridors:**

- Regular stairs shall have risers at 175mm. high and treads at 300mm. wide. Handrails shall be 900mm. high. Clearances shall conform to the requirements of the Fire Code of the Philippines.
- Present blow-up plan including detail/section/ elevation and spot details for all stairs, fire exits, and ramps on a scale of not smaller than 1:50 m. Indicate dimensions and finishes.

**h. Fixtures and Accessories:**

- LED ceiling lights (4500K Color Temp., Pendant type) of not less than 3 bulbs in conference area and coffee counter
- LED wall mounted lamp (4500K Color Temp.) in entrance, visitors lounge, seed to cup area, roasting arena, and interactive area.
- Modern chandelier of not less than 3 ring LED tricolor lighting fixture black or white ceiling lamp in dining and stairs area
- LED four (4) lamp track light ceiling mounted in entrance, historical area, location map seed to cup, roasting arena and interactive area.
- Three-way electrical light switches shall be provided at the foot and the top of the stairs per floor. Likewise at both ends of a long corridor.
- Electrical light switches shall be located by the knob side of the door.
- Electrical switches and outlets shall be installed plumb and level.
- Toilets for Gender Neutral/PWD shall always be provided with stainless steel handrails in conformity to the requirements of BP 344.

Note: Contractors shall provide pictures for the items stated above for approval.

**i. Roofing Works:**

- The section of the roof gutters shall be designed, in case of a clogged downspout, so that the overflow of water will be directed outside of the building and not towards the eaves or interior ceiling to prevent any damage. Provide details.
- Avoid valley or inside gutters in roof design. But in cases required in aesthetic design, valley or inside gutters shall be designed with a capacity for big volume to prevent any damage due to overflow. Provide details.
- Parapets, designed as a roof protection from the winds, must be designed to satisfy the preceding parameters. Provide details.
- The slope of the roof shall not be less than 5 degrees.
- Indicate roof finish/es , slope and slope direction.
- Indicate gutter finish.
- Indicate exterior building wall line (hidden line).
- Indicate down spouts.
- Provide details for gutters & down spouts.

**j. Painting:**

- Painted ceiling shall be in at least latex finish, while cornices and mouldings shall be in gloss enamel finish.
- Painted interior wall shall at least in semi-gloss latex finish.
- Painted exterior wall shall be at least in moisture-resistant/water-repellant solvent-based paint finish, textured or smooth, unless otherwise specified.
- All painting works shall be full-putty.
- Paint color and shade shall be approved first before application.

**1.2. Specific Requirements**

Provide spot detail plans and sections of the following:

1. Gutter and eaves.
2. Ceiling – cove light, special connections and design, mouldings, valances.
3. Stairs – handrail, and bluster design
4. Ramps – handrail design and floor pattern
5. Doors & windows
6. Special Architectural Treatment and Design, e.g. façade design

**V. Summary of Materials**

- Materials to be used shall be fire-resistant, non-toxic, moisture-resistant and termite-resistant, e.g. gypsum board and light- gauge steel frame.
- Wet areas, e.g. toilets shall use non-skid/non-slip vitrified ceramic floor tiles.

- Heavy traffic areas, e.g. lobby shall use heavy-duty seamless synthetic granite floor tiles.
- Metal rod hangers with adjustable clips, and not galvanized iron wires, shall be used to support and suspend the aluminum T-runners and light gauge metal furrings
- Roofing sheets shall be (0.40 mm) pre-painted, long-span and pre-formed.

## **DESIGN PARAMETERS (STRUCTURAL/CIVIL WORKS)**

### **I. Code and Standards**

The Civil/Structural Design shall be in accordance with the following Codes and Standards Codes

1. National Structural Code of the Philippines (NSCP) 2001
2. National Building Code of the Philippines and its revised IRR
3. Accessibility Law
4. Local Codes and

Ordinances Standards

1. Bureau of Product Standards (BPS)
2. Philippine National Standards (PNS)
3. DPWH Blue Book
4. American Concrete Institute (ACI)
5. American Society for Testing Materials (ASTM)
6. American Welding Society (AWS)

### **II. Building**

1. This building should be designed using seismic importance factor of 1.25 for immediate occupancy category. Buildings should be designed in accordance with NSCP Requirements up to Magnitude 8 for those near seismic source Type A.
2. This building should be designed also using wind importance factor of 1.15 (especially for design of trusses/roofing system). Concrete gutters and parapet walls should be provided as additional protection to nearest active fault lines and with the DENR for geo-hazard mapping.
3. The structural designer should verify with Philippine Volcanology and nearest active fault lines and with the DENR for geo-hazard mapping.
4. The structural designer is encouraged to use fire-resistive and non-toxic materials.

### **III. Details – the following shall be provided:**

1. Connection details of beams and columns following the requirements of NSCP on confined areas.
2. Connection of rafter to beams and columns.

### **IV. Summary of Materials:**

1. Concrete shall be Portland cement and conforming to ASTM Specification C 150. Type I to Type II
2. Coarse Aggregates shall consist of washed crushed (3/4")
3. Concrete hollow block 4" thk. (600 psi) on all interior & external walls cement plastered finished.
4. Reinforcing Bars shall conform to PNS Grade 60 for 16mm dia. and above; PNS Grade 40 for 12mm dia. and below.
5. Structural steel W or S section for columns, beams, and rafters shall conform with ASTM A36/A6M
6. Use Steel Decking for second-floor slab with a minimum 0.8mm thick.
7. Bolts and Studs shall conform with ASTM A 325
8. Welding electrodes shall be E60 or E 70 and conform with AWS

## **SANITARY/PLUMBING DESIGN PARAMETERS**

### **I. Codes and Standards**

The Sanitary/Plumbing Design shall be in accordance with the following Codes and Standards.

#### **Codes:**

1. National Building Code of the Philippines and Its New IRR
2. Fire Code of the Philippines
3. National Plumbing code
4. Sanitation Code of the Philippines
5. Existing Local Codes and Ordinances.

#### **Standards:**

1. Bureau of Product Standards (BPS)
2. Philippine National Standards for Drinking-Water
3. Underwriters Laboratory (UL)
4. National Water Resources Board (NWRB)
5. National Plumbers Association of the Philippines (NAMPA)
6. Philippines Society of Sanitary Engineers. Inc. (PSSE)

## **II. Site Works**

Provide complete lay out of the following:

1. Storm Drainage Network, indicating Drainage Manholes and Pipe Culvert
2. Sewerage Pipe Network, indicating Sewage Manholes, Sewage pipes
3. Water Supply Network, indicating the location of Water Service entrance, Cisterns, and Main Water lines.

The Storm Drainage Network shall accommodate the magnitude of peak rates of surface run-off including drainage coming from the buildings. The system shall be capable of handling the design flows routing to the designated outfall;

For sizing of drainage pipes, refer to Character II, National Plumbing Code of the Philippines and current rainfall record from PAGASA.

The Sewerage Pipe Network design shall accommodate all sewage coming from all the facilities, conveyed by gravitational flow leading to the proposed Sewage Treatment Plant; Per capita wastewater demand: 150-250 gal/capita/day per bed

## **III. Building Facilities Sanitary/Plumbing System**

1. Sewer line and Vent System

Provide complete Sewer line and Vent System from all (Domestic) plumbing fixtures and floor drains, laid by gravity connect its effluent to the Septic vault;

For Drainage Fixture Units: refer to Chapter 7, Table 7-2 NPCP

2. Wastewater line and Vent System

For all Wash Areas, provide separate Wastewater line and Vent System, connect its effluent to the **existing** Septic vault.

For Drainage Fixture Units; refer to Chapter 7, Table 7-2, NPCP

3. Waterline System

Provide complete cold water supply pipes to all plumbing fixtures.

#### 4. Storm Drainage System

Complete Storm Drainage System shall be provided for all roofs, canopies, concrete ledges, and balconies including condensate drain laid for gravity flow connected to a leader/pipeline leading to the natural ground level storm drainage network.

### IV. Specific Requirements

Provide details of the following:

1. Connections to main water source

### V. Summary of Materials

- Sewer and Vent pipes: Unplasticized Polyvinyl Chloride (uPVC) extra series 1000 ( Conforming to ISO 4435 ASTM D2729 including Trims and Fittings)
- Storm Drainage pipes; Downspouts, Unplasticized Polyvinyl Chloride (uPVC) extra series 1000( Conforming to ISO 4435 ASTM D2729 including Trims and Fittings, BPS Certified)
- Catch Basin; CHB with reinforced concrete cover manhole
- Wastewater pipeline; Unplasticized Polyvinyl Chloride (uPVC) extra series 1000 ( Conforming to ISO 4435 ASTM D2729 including Trims and Fittings)
- Floor Drains; Stainless (BPS Certified)
- Cold Waterline pipes; for buildings. Polypropylene Pn20 Fusion Weld Pipes including Trims and Fittings (BPS Certified)
- Plumbing Fixtures including Trims, Fittings and accessories; (BPS Certified)
  - a) Water Closet-Direct Flush Valve
  - b) Lavatory-(Pedestal Type) with C-spout faucet
  - c) Urinal-Wall hung flush valve/lever/push button
  - d) PVC FOLDABLE DIAPER CHANGING TABLE
  - e) Stainless Steel 304 Hand bar for PWD

## **SANITARY/PLUMBING DESIGN PARAMETERS**

### **I. Codes and Standards**

The Mechanical Design shall be in accordance with the following Codes and Standards

Codes:

1. National Building Code of the Philippines and its New IRR
2. New Fire Code of the Philippines
3. Mechanical Engineering Code of the Philippines (ME Code)
4. Existing Local Government Codes and Ordinances.

Standards:

1. Bureau of Product Standards (BPS)
2. Philippine National Standards (PNS)
3. Underwriters Laboratory (UL) and Factory Mutual (FM)
4. International Electrotechnical Commission (IEC) 1988
5. National Fire Protection Association (NFPA)

### **II. Fire Extinguisher and Fire Alarm System.**

The fire extinguisher location shall be shown on plans.

### **III. Air-conditioning System**

The ventilation and air conditioning system shall be composed of complete plans and drawings of the following:

1. Floor Layout of the Air Conditioning System indicating the capacity and location of the air conditioners.
2. Equipment Schedule and Details drawings of Air Conditioners.
  - Use split-type air conditioners (2Hp) one at ground floor and one at second floor.

### **IV. Summary of Materials**

#### **1. Fire Extinguisher**



- a. Provide ABC type 10 pounds fire extinguisher (3 units).
- V. **Drawing Requirements:** See attached Institutional Building Standard Checklist based on Revised IRR of the National Building Code of the Philippines (PD 1096).

## **ELECTRICAL AND COMMUNICATION SYSTEM DESIGN PARAMETERS**

### **I. Codes and Standards**

The Electrical System Design Parameters shall be in accordance with the following Codes and Standards.

#### **Codes:**

1. Philippine Electrical Code
2. National Electric Code
3. Fire Code of the Philippines
4. National Building Code of the Philippines and its New IRR
5. Existing Local Codes and Ordinances

#### **Standards:**

1. Bureau of Product Standards (BPS)
2. Underwriters Laboratory (UL)
3. National Fire Protection Association
4. International Electrotechnical Commission (IEC)
5. Illumination Engineering Society (IES)
6. National Electrical Manufacturer's Association (NEMA)

### **II. Site Works**

Based on the Master Site Development of the Building, the Site Works shall provide complete Electrical layout of the following:

1. Utility connection to the new proposed structures.
2. Panel board Layout
3. Service Conductors and Conduit Layout
4. Grounding System

### III. Building Facilities Electrical System

#### 1. Service Entrance

- Install Service Entrance connection that shall have roughing-in provisions for the cabling distribution from the nearest situated Electrical Utility Distribution. Use 230-Volts line to line, 1-phase service entrance connection for the building. Entrance wires shall be in rigid steel conduit embedded. Likewise, there shall be a grounding system that is compliant to the provisions of the Philippine Electrical Code.

#### 2. Lighting System

- Provide and install adequate normal branch circuits for Lighting System to all areas using the standard Lighting Design Analysis. Utilize the standard Illumination requirements per area of concern using the preferred particular type of luminaries.
- Provide Emergency lights in every habitable rooms, stairways and hallways.
- Emergency Exits shall be labelled with illuminated doubled faced exit lights and signage.
- Provide switches for future lighting load (2 chandelier)
- Connect the old coffee cupping laboratory lightings circuits to the new Panelboard

#### 3. Power System

- Provide and install adequate normal branch circuits for the Power System.
- Panel boards and all Branch circuits shall be properly labelled and tagged.
- Power outlets shall be adequate for office and classroom functions. Supply and install floor outlets if space and room utilization so require (discourage the use of extension wires for power connection).
- Connect the old coffee cupping laboratory Power circuits to the new Panelboard
- Provide convenience outlets for Future Load (16pcs - LED TV)
- Install a new Centralized Panelboard for the old coffee cupping laboratory and new structure

#### 4. FDAS

Install Smoke and/or heat detectors on all habitable rooms

#### IV. Provide Details of the Following:

- I. Lighting Fixtures/Luminaries
- II. Panel board and Circuit Breakers
- III. Installation and Termination of Auxiliary and other Special Devices and Equipment
- VI. Power and Telephone Hand Holes (as may be required)
- V. Service Entrance to Bldg.
- VI. Grounding System Layout
- VII. Others as may be required.

#### 1.3. Summary of Materials

- 1. General Lighting Luminaries: Fixtures type shall be as indicated on the Lighting Layout Plan
  - Lights shall be led.
  - Lighting fixtures shall be flush mounted on ceilings or designed otherwise
  - Ornamental lighting designs may be considered if deemed necessary.
  - Emergency lights shall be provided in every habitable rooms, stairways and hallways.
  - Emergency Exits shall be labelled with illuminated doubled faced exit lights and signage.
  - Adopt an energy-saving design. The lighting design shall be adequate for the size, type, and in conformance to illumination standards for institutional buildings (250 – 500 lux).
  - Other special lighting requirements shall be as approved by the implementing agency.
  
- 2. Wiring Devices: Wiring devices shall be non-automatic control devices, the contact is guaranteed by the pressure of the special spiral springs.

- Switches shall be of 15A, 250V or 300V except as otherwise noted and approved. Terminals shall be screw-type or connected type.
  - General use receptacle shall be 15A. 240V grounding type unless otherwise indicated on the drawings.
  - Switches shall be LED illuminated, wide series and product of reputable manufacturer
  - Special purpose receptacles shall be as called for on the drawings. Matching plugs shall be supplied.
  - Convenience outlets shall be 3 prong universal type.
3. Panelboards and Circuit Breakers: The Panelboards and Circuit Breakers shall be equipped with moulded-case circuit breakers and shall be the type as indicated in the panelboard schedule and details.
- Electrical Panel boards shall be power-coated, ground-bonded and with lockable covers.
  - Panel boards shall be flush mounted with 2 pole Moulded-case main circuit breaker and 2 pole din-rail type miniature circuit breakers for branch circuits.
  - Panel boards shall have earth and neutral terminals/bus.
  - Provide moulded-case circuit breakers of frame, trip rating and interrupting capacity as shown on the drawings. The circuit breakers shall be quick make, quick break, thermal-magnetic, trip-indicating and shall have common trip on all multiple breakers with internal trip mechanism.
  - All current-carrying parts of the panelboards shall be plated. Provide solid neutral (S/N) assembly when required. The assembly shall be isolated from the enclosure.
4. Electrical Conduits, Boxes and Fittings: All conduits boxes and fittings shall be standard rigid steel, zinc coated or galvanized/
- Rigid Steel Conduits (RSC)
  - Rigid Metal Conduits (RMC)
  - Intermediate Metal Conduits (IMC)
  - Electrical Metallic Tubing (EMT)
  - Unplasticized Polyvinyl Chloride (uPVC) if required shall be schedule 40.
5. Conductors: Wires and cables shall be of the approved type and unless specified or indicated otherwise, all power and lighting conductors shall be insulated for 600 volts.
- The conductors used in the wiring system shall be of soft-annealed copper having a conductivity of not less than 98% of that of pure copper and insulated for 60°C Temperature.

- All conduits of convenience outlets and wireways for lighting branch circuit homeruns shall be wired with minimum of 3.5 mm square in size.

## **LOCAL AREA NETWORK (LAN) DESIGN PARAMETERS**

### **I. Codes and Standards**

The Local Area Network (LAN) Design shall be in accordance with the following Standards.

- Standards:
  1. IEEE 802
    - IEEE 802. 1 Bridging (networking) and Network Management
    - IEEE 802. 2 Logical link control (upper part of data link layer)
    - IEEE 802. 3 Ethernet (CSMA/CD)
    - IEEE 802. 4 Token bus (disbanded)
    - IEEE 802. 5 Defines the MAC layer for a Token Ring (inactive)
    - IEEE 802. 6 Metropolitan Area Networks (disbanded)
    - IEEE 802. 7 Broadband LAN using Coaxial Cable (disbanded)
    - IEEE 802. 8 Fiber Optic TAG (disbanded)
    - IEEE 802. 9 Integrated Services LAN (disbanded)
    - IEEE 802. 10 Interoperable LAN Security (disbanded)
    - IEEE 802 11 Wireless LAN & Mesh (Wi-Fi certification)
    - IEEE 802 12 demand priority (disbanded)
    - IEEE 802 13 Not Used
    - IEEE 802 14 Cable modems (disbanded)
    - IEEE 802 15 Wireless PAN
    - IEEE 802 15.1 (Bluetooth certification)
    - IEEE 802 15.4 (ZigBee certification)
    - IEEE 802 16 Broadband Wireless Access (WiMAX certification)
    - IEEE 802 16e (Mobile) Broadband Wireless Access
    - IEEE 802 17 Resilient packet ring
    - IEEE 802 18 Radio Regulatory TAG
    - IEEE 802 19 Coexistence TAG
    - IEEE 802 20 Mobile Broadband Wireless Access
    - IEEE 803 21 Media Independent Handoff
    - IEEE 802 22 Wireless Regional Area Network
  2. ANSI/TIA/EIA-568

3. TR-49 (a new TIA Engineering Committee for Healthcare Communications Technology)

**Site Works**

Provide where applicable complete design and details of local area network for voice and data connectivity.

II. Information and Communication Technology (ICT) Component

a. Installation of structured cabling system for Data and Voice Connectivity and wireless network (LAN)

~~Cabling for CCTV security system (8 channel)~~

Three (3) access point POE with complete network peripherals

2 feet data cabinet

Packaged technical implementation and training services

LAN main distribution should be fiber optic technology

Network cable tray (3" x 12") for 1<sup>st</sup> and 2<sup>nd</sup> floor

Voice Connectivity

Voice backbone and horizontal cabling shall be Category 6, 4-pair UTP which are 24 AWG, 100-Ohm, and shall meet or exceed the performance requirements of ANSI/TIA/EIA-568-B.2

Category 6 Information Outlet/Modular Jack

Telecommunication Terminal Cabinet shall be wall-mounted and has sufficient space or dimension to accommodate required wiring components

Supply of Communication cabinets (Intermediate Distribution Frame) for each floor of the building

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

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

SCHEDULE OF FINISHES:	
FLOOR:	
F-1	600x600mm SYNTHETIC GRANITE TILE
F-2	600x600mm CERAMIC UNGLAZED TILE
F-3	300x600mm SYNTHETIC GRANITE WITH STEP NOSING
F-4	CONCRETE FLOOR ROUGH FINISH WITH 10mm DIA. GROOVELINES SP. @ 100mm
WALL:	
W-1	100x200mm BRICK WALL TILE (EARTH COLOR)
W-2	6mm THK DARK GRAY GLASS ON ANOLOK FRAME
W-3	600mmx600mm CERAMIC GLAZED TILE
W-4	4" THICK CHB, CEM. PLASTER /PAINTED FINISHED

DOORS:

MARK	DIMENSION (METERS)	QTY.	DESCRIPTION
D-1	W-1.80, H-2.1	1	GLASS TEMPERED DOOR 'CLEAR'
D-2	W-0.90, H-2.1	1	KILN-DRIED WOODEN PANEL DOOR
D-3	W-0.90, H-2.1	1	MARINE PLYWOOD FLUSH DOOR PAINTED WITH EPOXY PAINT.
D-4	W-0.90, H-2.1	2	GLASS DOOR 'CLEAR' ON ANOLOK FRAMES

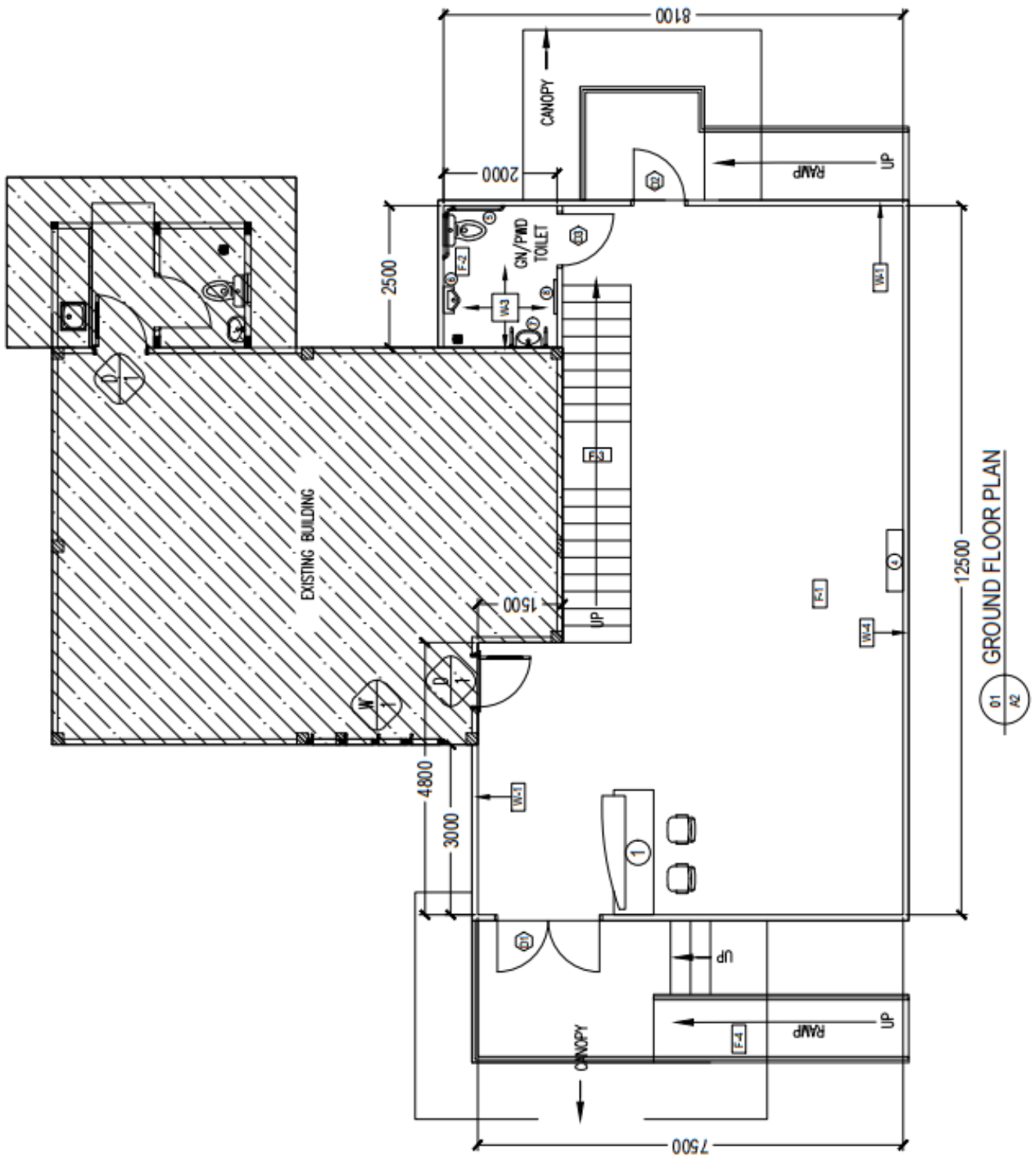
WINDOWS:

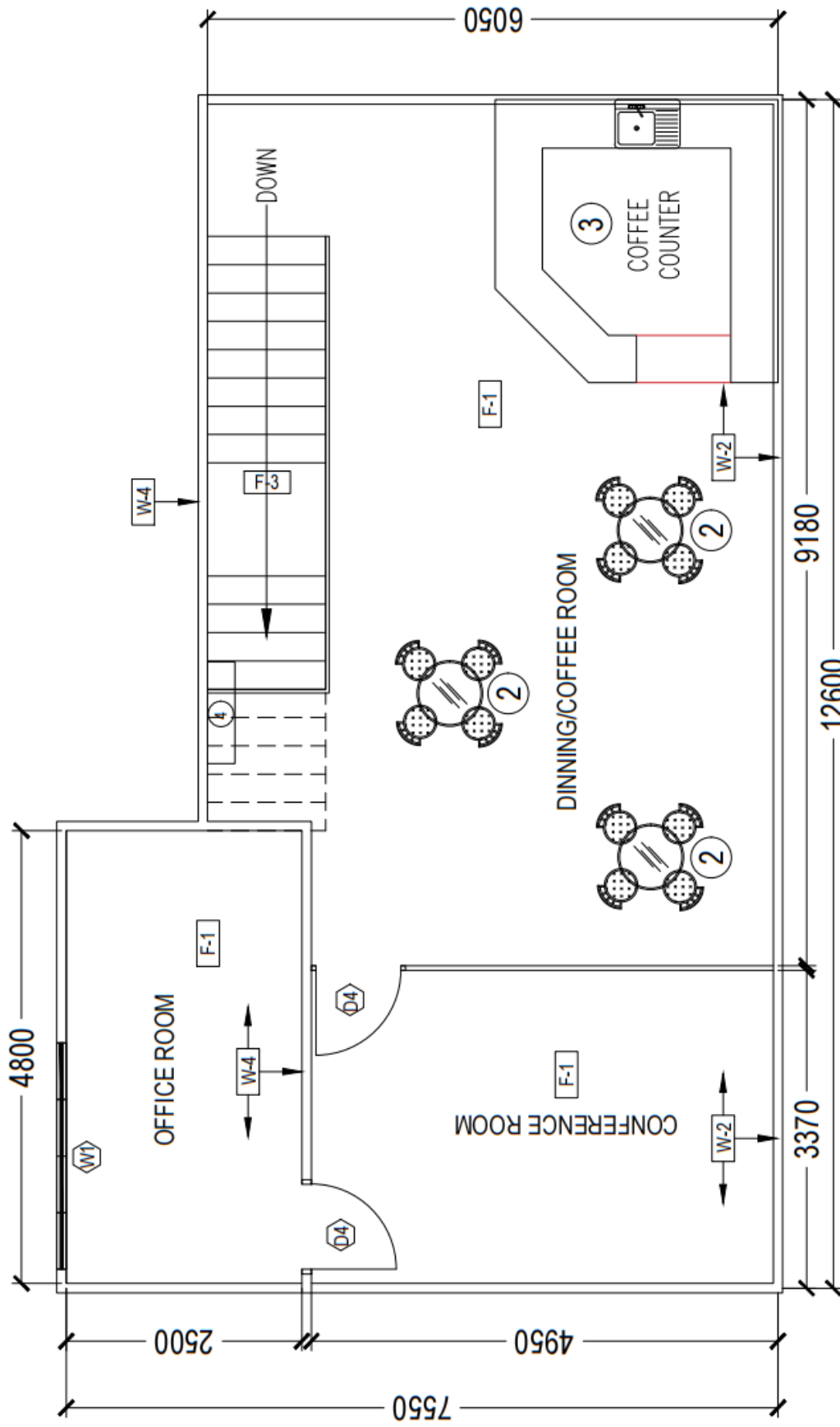
MARK	DIMENSION (METERS)	QTY.	DESCRIPTION
W-1	W-2.40, H-1.20	1	AWNING WINDOW w/ 5mm THK CLEAR GLASS ON ALUMINUM POWDER COATED FINISH w/ 30cm HIGH FIXED TRANSOM

LEGEND:

- ① 1 UNIT - INFORMATION COUNTER + 2 PCS WOODEN STOOLS
- ② 3 SETS - COFFEE TABLE + 4 CHAIRS
- ③ 1 SET - COFFEE COUNTER
- ④ 2 PCS - 2.0 HP AIRCONDITION UNITS (SPLIT TYPE)
- ⑤ 1 PC - WATER CLOSET
- ⑥ 1 PC - URINAL
- ⑦ 1 PC - LAVATORY
- ⑧ 1 PC - PVC FOLDABLE DIAPER CHANGING TABLE







02  
A2

2ND FLOOR PLAN



## ***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.

CONTRACT ID NO. : DSSCPSU 2022-01-003  
 NAME OF PROJECT : Upgrading of Coffee Cupping Laboratory (Coffee Innovation Center with Interactive Learning and Training Hub) 2<sup>nd</sup> Posting  
 LOCATION : DSSC Digos Campus, Digos City, Davao del Sur  
 APPROVED BUDGET FOR THE PROJECT : Php 4,500,000.00  
 TOTAL PROJECT DURATION : 273 Calendar Days

### **BILL OF QUANTITIES (BOQ)**

ITEM DESCRIPTION	QTY	UNIT	UNIT COST (in Php)	TOTAL AMOUNT (in Php)
<b>ITEM I: EXCAVATION</b>				
● Structure Excavation, Catch Basins & Demolition		Lot		
<b>ITEM II - EARTHWORKS (Embankment)</b>				
● Mountain Mix & Gravel 'Class Y'		Cu.m.		
<b>ITEM III- MASONRY AND PLASTERING WORKS</b>		Sq.m.		
<b>ITEM IV - REINFORCED CONCRETE</b>		Cu.m.		
<b>ITEM V - REINFORCING STEEL</b>		Kgs.		
<b>ITEM VI - DOORS and WINDOWS</b>				
● Glass Tempered Doors (Frameless), Wooden Panel Door (Kiln Dry), Wooden Flush Door & Awning Windows w/ 6mm Thk Dark Gray Glass on Anolok Frames		Lot		
<b>ITEM VII – GLASS AND GLAZING</b> Dark Gray Glass 6mm on Anolok Frames		Sq.m.		
<b>ITEM VIII - STEELWORK</b>		Kgs.		
<b>ITEM IX- CARPENTRY WORKS</b>		Sq.m		
<b>ITEM X - ROOFING WORKS</b>		Ln.m.		
<b>ITEM XI - PAINTING WORKS</b>				
● Walling & Ceiling (Interior & Exterior Walls) & Wooden Doors		Sq.m.		
<b>ITEM XII- ELECTRICAL WORKS</b>				
● Electrical Works		Outlets		
● Communication		Lot		
<b>ITEM XIII- PLUMBING WORKS</b>		Lot		
<b>ITEM XIV- TILE WORKS</b>				
● All areas including G.N./PWD Comfort Room Walls, Lobby Wall and Reception Area		Sq.m.		
<b>ITEM XV- FURNITURES &amp; FIXTURES</b>				
● Reception Desk, 3sets - Dining table and chairs, 1unit - Coffee counter & 2units - 2Hp Air condition		Lot		
<b>ITEM XVI - MOBILIZATION/DEMOBILIZATION</b>		Lot		
<b>ITEM XVII - CONSTRUCTION SAFETY AND HEALTH</b>		Lot		
<b>ITEM XVIII - PROCESSING OF BUILDING PERMIT, OCCUPANCY PERMIT &amp; OTHER CLEARANCE/S</b>		Lot		
<b>ITEM XIX - PROJECT BILLBOARD &amp; SIGNAGES</b>		Lot		
<b>TOTAL AMOUNT:</b>				

Prepared by :

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Name and Signature of Bidder

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

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

Financial Documents

- (l) 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**
- (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

**Class "B" Documents**

- (n) 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**

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

Other documentary requirements under RA No. 9184

- (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (q) 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**
- (r) Cash Flow by Quarter.

