

Republic of the Philippines  
Department of Budget and Management - Region 1  
Office of the Regional Director  
**BIDS AND AWARDS COMMITTEE**  
Government Center, Brgy. Sevilla, San Fernando City, La Union

# **BID DOCUMENTS**

**for**

**Renovation of Staff House,**

**Comfort Room, Ceiling**

**and Kitchen**

**at**

**DBM Regional Office No. 1**

**Government Center, Brgy. Sevilla,**

**San Fernando City, La Union**

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# **Section I**

## **Invitation to Bid**

Republic of the Philippines  
Department of Budget and Management - Region 1  
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**BIDS AND AWARDS COMMITTEE**  
Government Center, Brgy. Sevilla, San Fernando City, La Union

**Invitation to Bid  
for  
Renovation of Staff House, Comfort Room, Ceiling and Kitchen  
at Government Center, Brgy. Sevilla, San Fernando City, La Union**

1. The **Department of Budget and Management - Region 1**, through the 2018 General Appropriations Act, intends to apply the sum of Php 2,000,000.00 being the Approved Budget for the Contract (ABC) to payments under the contract for **Renovation of Staff House, Comfort Room, Ceiling and Kitchen at DBM Regional Office No. 1, Government Center, Brgy. Sevilla, San Fernando City, La Union**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Department of Budget and Management - Region 1** now invites bids for **Renovation of Staff House, Comfort Room, Ceiling and Kitchen**. Completion of the Works requires **120 calendar days**. 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 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act."

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

4. Interested bidders may obtain further information from Department of Budget and Management - Region 1 and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested bidders on **August 1, 2018 to August 24, 2018** from the address below free of charge.  
  
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.
6. The **Department of Budget and Management - Region 1** will hold a Pre-Bid Conference on **02:00 P.M., August 9, 2018 at the Mini-Conference Room (2nd floor), DBM Regional Office No. 1**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below **on or before August 24, 2018, 02:00 PM based on the wall clock situated at the Mini-Conference Room (2nd floor), DBM Regional Office I**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **August 24, 2018, 02:01 P.M.** at the **Mini-Conference Room (2nd floor), DBM Regional Office No. 1**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The **Department of Budget and Management - Region 1** 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 Section 41 of RA 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

**MIKE M. FLORES**

Head, BAC Secretariat

Address : Brgy. Sevilla, City of San Fernando, La Union

Telephone Nos. : (072) 888 3038; (072) 888 3352

E-mail address : dbm\_ro1@dbm.gov.ph

  
**ESTRELLA E. MANDAP**  
BAC Chairperson



# **Section II**

## **Instructions to Bidders**

## SECTION II - INSTRUCTION TO BIDDERS

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## **A. General**

### **1. Scope of Bid**

- 1.1. The Procuring Entity named in the **BDS**, invites bids for the construction of Works, as described in Section VI. Specification
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 27.
- 1.3. The successful Bidder will be expected to complete the Works by the intended completion date specified in **SCC** Clause 1.17.

### **2. Source of Funds**

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

### **3. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices**

- 3.1. Unless otherwise specified in the **BDS**, the Procuring Entity, as well as bidders and contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Funding Source:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Procuring Entity, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019;
    - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition;

- (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels; and
    - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
    - (v) “obstructive practice” is
      - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
      - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
  - (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
  - (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded Contract funded by the Funding Source if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing or, or in executing, a Contract funded by the Funding Source.
- 3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under the applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).
- 3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a contractor in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 34



#### **4. Conflict of Interest**

- 4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:
- (a) A Bidder has controlling shareholders in common with another Bidder;
  - (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
  - (c) A Bidder has the same legal representative as that of another Bidder for purposes of this Bid;
  - (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process;
  - (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
  - (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the goods and related services that are the subject of the bid; or
  - (g) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.
- 4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity (HoPE), members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:
- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
  - (b) If the Bidder is a partnership, to all its officers and members;
  - (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;

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

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

## 5. Eligible Bidders

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

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

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

5.3. Government owned or controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

- 5.4. (a) 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 Philippine Statistics Authority (PSA) consumer price index. However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.
- (b) For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**.

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

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

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

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

## **6. Bidder's Responsibilities**

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section IX. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:
- (a) Having taken steps to carefully examine all of the Bidding Documents;
  - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
  - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
  - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin/s as provided under **ITB** Clause 10.4.

- (e) Ensuring that it is not “blacklisted” or barred from bidding by the GoP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- (g) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
- (j) Complying with existing labor laws and standards, in the case of procurement of services. Moreover, bidder undertakes to:
  - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers’ wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and



- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and
- (k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the;

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

- 6.3. The Bidder, by the act of submitting its bid, shall be deemed to have inspected the site, determined the general characteristics of the contract works and the conditions for this Project and examine all instructions, forms, terms, and project requirements in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the prospective bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to this Project, including: (a) the location and the nature of the contract, project, or work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including supplemental/bid bulletins issued are correct and consistent.
- 6.6. Before submitting their bids, the Bidders are deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect the contract in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## **7. Origin of Goods and Services**

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

## **8. Subcontracts**

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

### **B. Contents of Bidding Documents**

## **9. Pre-Bid Conference**

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.  
  
(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission of and receipt of bids, but not earlier than seven (7) calendar days from the posting of the Invitation to Bid/Bidding Documents in the PhilGEPS website. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GoP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.

- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

## **10. Clarification and Amendment of Bidding Documents**

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

## **C. Preparation of Bids**

## **11. Language of Bids**

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

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

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

(a) Eligibility Documents –

Class “A” Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR;
- (ii) Statement 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

Statement of the Bidder’s SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
- (ii.2) date of the contract;
- (ii.3) contract duration;
- (ii.4) owner’s name and address;
- (ii.5) nature of work;
- (ii.6) contractor’s role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
- (ii.7) total contract value at award;
- (ii.8) date of completion or estimated completion time;



- (ii.9) total contract value at completion, if applicable;
- (ii.10) percentages of planned and actual accomplishments, if applicable; and
- (ii.11) value of outstanding works, if applicable.

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;

- (iii) Unless otherwise provided in the **BDS**, a valid special PCAB License in case of joint ventures, and registration for the type and cost of the contract for this Project; and
- (iv) NFCC computation in accordance with ITB Clause 5.5.

#### Class "B" Documents

- (v) If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566.

#### (b) Technical Documents –

- (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
  - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
  - (i.2) a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instruments.
- (ii) Project Requirements, which shall include the following:
  - (ii.1) Organizational chart for the contract to be bid;
  - (ii.2) List of contractor's personnel (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. These personnel must meet the required minimum years of experience set in the **BDS**; and

- (ii.3) 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, which must meet the minimum requirements for the contract set in the **BDS**; and
- (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section IX. Bidding Forms

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

- 13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:
  - (a) Financial Bid Form, which includes bid prices and the bill of quantities, in accordance with **ITB** Clauses 15.1 and 15.3; and
  - (b) Any other document related to the financial component of the bid as stated in the **BDS**.
- 13.2. (a) Unless otherwise stated in the **BDS**, all Bids that exceed the ABC shall not be accepted.
- (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
  - (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
  - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the engineer or the responsible unit of the procuring entity and that the estimates are based on adequate detailed engineering (in the case of infrastructure projects) and reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
  - (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances. In the case of infrastructure projects, the procuring entity must also have trained quantity surveyors.
  - (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.

- (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

#### **14. Alternative Bids**

- 14.1. Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 14.2. Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative bids shall not be accepted.
- 14.3. Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

#### **15. Bid Prices**

- 15.1. The contract shall be for the whole Works, as described in **ITB** Clause 1.1, based on the priced Bill of Quantities submitted by the Bidder.
- 15.2. The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for.
- 15.3. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, prior to the deadline for submission of bids, shall be included in the rates, prices, and total bid price submitted by the Bidder.

- 15.4. All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as specified in GCC Clause 48. Upon the recommendation of the Procuring Entity, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Furthermore, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GoP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## **16. Bid Currencies**

- 16.1. All bid prices shall be quoted in Philippine Pesos unless otherwise provided in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate prevailing on the day of the Bid Opening.
- 16.2. If so allowed in accordance with ITB Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the exchange rate as published in the *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.
- 16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

## **17. Bid Validity**

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in ITB Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

## 18. Bid Security

- 18.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in an amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Two percent (2%)
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by LGUs, the Bank Draft/ Guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or</p>	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 32.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or lapse of the reglementary period without having filed a request for reconsideration or protest. Without prejudice on its forfeiture, Bid Securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and furnished the Performance Security, but in no case later than the expiration of the Bid Security validity period indicated in **ITB Clause 18.2**.
- 18.4. Upon signing and execution of the contract, pursuant to **ITB Clause 31**, and the posting of the performance security, pursuant to **ITB Clause 32**, the successful Bidder's Bid Security will be discharged, but in no case later than the Bid Security validity period as indicated in **ITB Clause 18.2**.
- 18.5. The bid security may be forfeited:
- (a) if a Bidder:
    - (i) withdraws its bid during the period of bid validity specified in **ITB Clause 17**;
    - (ii) does not accept the correction of errors pursuant to **ITB Clause 27.3(b)**;
    - (iii) has a finding against the veracity of the required documents submitted in accordance with **ITB Clause 28.2**;
    - (iv) submission of eligibility requirements containing false information or falsified documents;
    - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
    - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
    - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
    - (viii) refusal or failure to post the required performance security within the prescribed time;

- (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
  - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
- (i) fails to sign the contract in accordance with **ITB** Clause 31;
  - (ii) fails to furnish performance security in accordance with **ITB** Clause 32.

## 19. Format and Signing of Bids

- 19.1 Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section IX. Bidding Forms on or before the deadline specified in the **ITB** Clause 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 19.2 Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3 The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4 Each and every page of the Bid Form, including the Bill of Quantities, under Section IX hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

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

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12, in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT,” and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT,” sealing them all in an outer envelope marked “ORIGINAL BID.”
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. \_\_\_\_ - TECHNICAL COMPONENT” and “COPY NO. \_\_\_\_ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. \_\_\_\_,” respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the Bidder in capital letters;
  - (c) be addressed to the Procuring Entity’s BAC in accordance with **ITB** Clause 20.1;
  - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
  - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

### **D. Submission and Opening of Bids**

## **21. Deadline for Submission of Bids**

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



## **22. Late Bids**

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of Bid Submission and Opening, the Bidder’s name, its representative and the time the late bid was submitted.

## **23. Modification and Withdrawal of Bids**

- 23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with Clause 20, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.
- 23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.
- 23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder’s bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil, and criminal sanctions as prescribed by RA 9184 and its IRR.

## **24. Opening and Preliminary Examination of Bids**

- 24.1. The BAC shall open the Bids in public, immediately after the deadline for the submission and receipt of bids in public, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.
- 24.2. Unless otherwise specified in the BDS, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in ITB Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible Bidder whose first bid envelope was rated "passed." The second envelope of each complying Bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed." Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.
- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class "A" Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR.:
  - a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
  - b) Mayor's/Business permit issued by the local government where the principal place of business of the Bidder is located; and

- c) Audited Financial Statements showing, among others, the prospective Bidder's total and current assets and liabilities stamped "received" by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the document required in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(ii) to 12.1(a)(iv) by any of the joint venture partners constitutes compliance.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.8. The Bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the Bid Opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.9. To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all Bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

## **E. Evaluation and Comparison of Bids**

### **25. Process to be Confidential**

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any Bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a Bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

### **26. Clarification of Bids**

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

## 27. Detailed Evaluation and Comparison of Bids

- 27.1. The Procuring Entity will undertake the detailed evaluation and comparison of Bids which have passed the opening and preliminary examination of Bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 27.2. The Lowest Calculated Bid shall be determined in two steps:
- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
  - (b) The ranking of the total bid prices as so calculated from the lowest to highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 27.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary "pass/fail" criterion. The BAC shall consider the following in the evaluation of bids:
- (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
  - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 27.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 27.5. The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Bill of Quantities.
- 27.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all Bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

- 27.7. If so indicated pursuant to **ITB** Clause 1.2. Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids 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 prices quoted shall correspond to all of the requirements specified for each lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in **BDS** Clause 27.3.

## **28. Post Qualification**

- 28.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 28.2. 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**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the Bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

- 28.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 28.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower, subject to **ITB** Clause 30.3.
- 28.5. A negative determination shall result in rejection of the Bidder's bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid, with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation of contract award.
- 28.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.

- 28.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the Bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

## **29. Reservation Clause**

- 29.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 29.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all Bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the Bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
  - (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
  - (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
    - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
    - (ii) If the project is no longer necessary as determined by the HoPE; and
    - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

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

- (a) No bids are received;
- (b) All prospective Bidders are declared ineligible;
- (c) All bids fail to comply with all the bid requirements, fail post-qualification; or
- (d) The Bidder with the LCRB refuses, without justifiable cause, to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

## **F. Award of Contract**

### **30. Contract Award**

30.1. Subject to **ITB** Clause 28, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.

30.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.

30.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:

- (a) Submission of the following documents within ten (10) calendar days from receipt of the Notice of Award:
  - (i) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign Bidder; or
  - (ii) Valid PCAB license and registration for the type and cost of the contract to be bid for foreign bidders when the Treaty or International or Executive Agreement expressly allows submission of the PCAB license and registration for the type and cost of the contract to be bid as a pre-condition to the Award;
- (b) Posting of the performance security in accordance with **ITB** Clause 32;
- (c) Signing of the contract as provided in **ITB** Clause 31; and
- (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

### **31. Signing of the Contract**

- 31.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which Contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 31.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date P
- 31.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 31.4. The following documents shall form part of the contract:
  - (a) Contract Agreement;
  - (b) Bidding Documents;
  - (c) Winning Bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - (d) Performance Security;
  - (e) Notice of Award of Contract; and
  - (f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

### **32. Performance Security**

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



32.2. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Ten percent (10%)
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by the LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Thirty percent (30%)

32.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until LCRB is identified and selected for recommendation of contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

### **33. Notice to Proceed**

Within seven (7) calendar days from the date of approval of the Contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

### **34. Protest Mechanism**

Decision of the procuring entity at any stage of the procurement process may be questioned in accordance with Sections 55 of the IRR of RA 9184

# **Section III**

## **Bid Data Sheet**

# Bid Data Sheet

ITB Clause	
1.1	<p><b>The PROCURING ENTITY is</b>  <u>Department of Budget and Management - Region 1</u></p> <p><b>The name of the Contract is</b>  <u>Renovation of Staff House, Comfort Room, Ceiling and Kitchen</u></p>
2.0	<p>The Funding Source is:  <u>2018 General Appropriations Act in the amount of Php 2,000,000.00</u></p> <p>The name of the Project is <u>Renovation of Staff House, Comfort Room, Ceiling and Kitchen</u>  <u>Government Center, Brgy. Sevilla, San Fernando City, La Union</u></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.
5.4	<p>No further instructions.</p> <p>For this purpose, similar contracts shall refer to <b><u>Building Construction/Renovation</u></b></p>
8.1	Subcontracting is not allowed.
8.2	Not applicable
9.1	The Procuring Entity will hold a pre-bid conference for this Project on <b><u>August 9, 2018 at the Mini-Conference Room (2nd floor), DBM Regional Office No. 1.</u></b>
10.1	<p>The PROCURING ENTITY's address is:  <u>DBM Regional Office No. 1</u>  <u>Government Center, Brgy. Sevilla, San Fernando City, La Union</u></p> <p>CONTACT PERSON :  <b>MIKE M. FLORES</b>  Head, BAC Secretariat  DBM Regional Office No. 1  Government Center, Brgy. Sevilla, San Fernando City, La Union  Telephone : (072) 888 3038; (072) 888 3352  E-mail add : dbm_ro1@dbm.gov.ph</p>
10.4	No further instructions.

12.1	No further instructions.																					
12.1(a)(iii)	No further instructions.																					
12.1(b)(ii.2)	<p>The minimum work experience requirements for key personnel are the following:</p> <table><tr><td><u>Key Personnel</u></td><td><u>General Experience</u></td><td><u>Relevant Experience</u></td></tr><tr><td>1. Licensed Civil Engineer</td><td>Project Engineer</td><td>2 years Building Construction</td></tr><tr><td>2. Licensed Civil Engineer</td><td>Quality Control and Materials Engineer (Accredited by DPWH)</td><td>2 years Building Construction</td></tr><tr><td>3. Sanitary Engineer/ Master Plumber</td><td>Project Sanitary Engineer Master Plumber</td><td>2 years Building Construction</td></tr><tr><td>4. Electrical Engineer/ Master Electrician</td><td>Project Electrical Engineer/ Master Electrician</td><td>2 years Building Construction</td></tr><tr><td>5. Civil Engineer/Professional</td><td>Safety and Health Personnel (Accredited by DOLE)</td><td>2 years Building Construction</td></tr><tr><td>6. College Level</td><td>General Foreman</td><td>2 years</td></tr></table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	1. Licensed Civil Engineer	Project Engineer	2 years Building Construction	2. Licensed Civil Engineer	Quality Control and Materials Engineer (Accredited by DPWH)	2 years Building Construction	3. Sanitary Engineer/ Master Plumber	Project Sanitary Engineer Master Plumber	2 years Building Construction	4. Electrical Engineer/ Master Electrician	Project Electrical Engineer/ Master Electrician	2 years Building Construction	5. Civil Engineer/Professional	Safety and Health Personnel (Accredited by DOLE)	2 years Building Construction	6. College Level	General Foreman	2 years
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>																				
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5. Civil Engineer/Professional	Safety and Health Personnel (Accredited by DOLE)	2 years Building Construction																				
6. College Level	General Foreman	2 years																				
12.1(b)(iii.3)	<p>The minimum major equipment requirements are the following:</p> <table><tr><td><u>Equipment</u></td><td><u>Number of Units</u></td></tr><tr><td>1. Dump Truck</td><td>1</td></tr><tr><td>2. Service Vehicle</td><td>1</td></tr><tr><td>3. Concrete Mixer</td><td>1</td></tr><tr><td>4. Concrete Vibrator</td><td>1</td></tr><tr><td>5. Water Truck</td><td>1</td></tr><tr><td>6. Welding Machine</td><td>2</td></tr></table>	<u>Equipment</u>	<u>Number of Units</u>	1. Dump Truck	1	2. Service Vehicle	1	3. Concrete Mixer	1	4. Concrete Vibrator	1	5. Water Truck	1	6. Welding Machine	2							
<u>Equipment</u>	<u>Number of Units</u>																					
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2. Service Vehicle	1																					
3. Concrete Mixer	1																					
4. Concrete Vibrator	1																					
5. Water Truck	1																					
6. Welding Machine	2																					
13.1	No additional Requirements																					
13.1(b)	<p>This shall include all of the following documents:</p> <ol style="list-style-type: none"><li>1) Bid Form</li><li>2) Bid prices in the Bill of Quantities;</li><li>3) Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and</li><li>4) Cash flow by quarter or payment schedule.</li></ol>																					



13.2	The ABC is <b><u>Php 2,000,000.00</u></b> . Any bid with a financial component exceeding this amount shall not be accepted.
14.2	No further instructions.
15.4	No further instructions.
16.1	The bid prices shall be quoted in Philippine Pesos.
16.3	No further instructions.
17.1	Bids will be valid until 120 calendar days from the opening of the bids.
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than 2% of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2. The amount of not less than 5% of ABC, if bid security is in Surety Bond.</li> </ol>
18.2	The bid security shall be valid until 120 calendar days from the opening of the bids.
20.3	Each bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.
21	<p>The address for submission of bids is :</p> <p style="text-align: center;"><b>THE CHAIRPERSON</b> DBM Regional Office No. 1 Government Center, Brgy. Sevilla, San Fernando City, La Union</p> <p>The deadline for submission of bids is <b><u>on August 24, 2018, 02:00 P.M. based on the wall clock situated at the Mini-Conference Room (2nd floor).</u></b></p>
24.1	The place of bid opening is <b><u>at the Mini-Conference Room (2nd floor), DBM Regional Office No. 1.</u></b> The date and time of bid opening is on <b><u>August 24, 2018, 02:01 P.M.</u></b>
24.2	No further instructions.
24.3	No further instructions.
27.3	Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.

27.4	No further instructions.
28.2	None
31.4(f)	List 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 Department of Labor and Employment, and PERT/CPM or other acceptable tools of project scheduling.

# **Section IV**

## **General Conditions of Contract**



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## 1. Definitions

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

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

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

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

## **2. Interpretation**

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

## **3. Governing Language and Law**

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

## **4. Communications**

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

## **5. Possession of Site**

- 5.1. On the date specified in the SCC, the Procuring Entity shall grant the Contractor possession of so much of the Site as may be required to enable it to proceed with the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.
- 5.2. If possession of a portion is not given by the date stated in the SCC Clause 5.1, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay shall be in accordance with **GCC** Clause 47.
- 5.3. The Contractor shall bear all costs and charges for special or temporary right-of-way required by it in connection with access to the Site. The Contractor shall also provide at his own cost any additional facilities outside the Site required by it for purposes of the Works.
- 5.4. The Contractor shall allow the Procuring Entity's Representative and any person authorized by the Procuring Entity's Representative access to the Site and to any place where work in connection with this Contract is being carried out or is intended to be carried out.

## **6. The Contractor's Obligations**

- 6.1. The Contractor shall carry out the Works properly and in accordance with this Contract. The Contractor shall provide all supervision, labor, Materials, Plant and Contractor's Equipment, which may be required. All Materials and Plant on Site shall be deemed to be the property of the Procuring Entity.
- 6.2. The Contractor shall commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program of Work submitted by the Contractor, as updated with the approval of the Procuring Entity's Representative, and complete them by the Intended Completion Date.
- 6.3. The Contractor shall be responsible for the safety of all activities on the Site.
- 6.4. The Contractor shall carry out all instructions of the Procuring Entity's Representative that comply with the applicable laws where the Site is located.
- 6.5. The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the SCC, to carry out the supervision of the Works. The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.
- 6.6. If the Procuring Entity's Representative asks the Contractor to remove a member of the Contractor's staff or work force, for justifiable cause, the Contractor shall ensure that the person leaves the Site within seven (7) days and has no further connection with the Work in this Contract.

- 6.7. During Contract implementation, the Contractor and his subcontractors shall abide at all times by all labor laws, including child labor related enactments, and other relevant rules.
- 6.8. The Contractor shall submit to the Procuring Entity for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.
- 6.9. The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity between the dates given in the schedule of other contractors particularly when they shall require access to the Site. The Contractor shall also provide facilities and services for them during this period. The Procuring Entity may modify the schedule of other contractors, and shall notify the Contractor of any such modification thereto.
- 6.10. Should anything of historical or other interest or of significant value be unexpectedly discovered on the Site, it shall be the property of the Procuring Entity. The Contractor shall notify the Procuring Entity's Representative of such discoveries and carry out the Procuring Entity's Representative's instructions in dealing with them.

## **7. Performance Security**

- 7.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the Contractor shall furnish the performance security in any the forms prescribed in **ITB** Clause 32.2.
- 7.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the Contractor is in default in any of its obligations under the Contract.
- 7.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 7.4. The performance security may be released by the Procuring Entity and returned to the Contractor after the issuance of the Certificate of Final Acceptance subject to the following conditions:
  - (a) There are no pending claims against the Contractor or the surety company filed by the Procuring Entity;
  - (b) The Contractor has no pending claims for labor and materials filed against it; and
  - (c) Other terms specified in the **SCC**.
- 7.5. The Contractor shall post an additional performance security following the amount and form specified in **ITB** Clause 32.2 to cover any cumulative increase of more than ten percent (10%) over the original value of the contract as a result of amendments to order or change orders, extra work orders and supplemental agreements, as the case may be. The Contractor shall cause the extension of the validity of the performance security to cover approved contract time extensions.

- 7.6. In case of a reduction in the contract value or for partially completed Works under the contract which are usable and accepted by the Procuring Entity the use of which, in the judgment of the implementing agency or the Procuring Entity, will not affect the structural integrity of the entire project, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.
- 7.7. Unless otherwise indicated in the SCC, the Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to Act 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **8. Subcontracting**

- 8.1. Unless otherwise indicated in the SCC, the Contractor cannot subcontract Works more than the percentage specified in ITB Clause 8.1.
- 8.2. Subcontracting of any portion of the Works does not relieve the Contractor of any liability or obligation under this Contract. The Contractor will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 8.3. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

## **9. Liquidated Damages**

- 9.1. The Contractor shall pay liquidated damages to the Procuring Entity for each day that the Completion Date is later than the Intended Completion Date. The applicable liquidated damages is at least one-tenth (1/10) of a percent of the cost of the unperformed portion for every day of delay. The total amount of liquidated damages shall not exceed ten percent (10%) of the amount of the contract. The Procuring Entity may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the Procuring Entity shall rescind this Contract, without prejudice to other courses of action and remedies open to it.
- 9.2. If the Intended Completion Date is extended after liquidated damages have been paid, the Engineer of the Procuring Entity shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Clause 40.3.

## **10. Site Investigation Reports**

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

## **11. The Procuring Entity, Licenses and Permits**

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

## **12. Contractor's Risk and Warranty Security**

- 12.1. The Contractor shall assume full responsibility for the Works from the time project construction commenced up to final acceptance by the Procuring Entity and shall be held responsible for any damage or destruction of the Works except those occasioned by *force majeure*. The Contractor shall be fully responsible for the safety, protection, security, and convenience of his personnel, third parties, and the public at large, as well as the Works, Equipment, installation, and the like to be affected by his construction work.
- 12.2. The defects liability period for infrastructure projects shall be one year from contract completion up to final acceptance by the Procuring Entity. During this period, the Contractor shall undertake the repair works, at his own expense, of any damage to the Works on account of the use of materials of inferior quality within ninety (90) days from the time the Head of the Procuring Entity has issued an order to undertake repair. In case of failure or refusal to comply with this mandate, the Procuring Entity shall undertake such repair works and shall be entitled to full reimbursement of expenses incurred therein upon demand.
- 12.3. Unless otherwise indicated in the SCC, in case the Contractor fails to comply with the preceding paragraph, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 12.4. After final acceptance of the Works by the Procuring Entity, the Contractor shall be held responsible for "Structural Defects", *i.e.*, major faults/flaws/deficiencies in one or more key structural elements of the project which may lead to structural failure of the completed elements or structure, or "Structural Failures", *i.e.*, where one or more key structural elements in an infrastructure facility fails or collapses, thereby rendering the facility or part thereof incapable of withstanding the design loads, and/or endangering the safety of the users or the general public:
  - (a) Contractor – Where Structural Defects/Failures arise due to faults attributable to improper construction, use of inferior quality/substandard materials, and any violation of the contract plans and specifications, the contractor shall be held liable;
  - (b) Consultants – Where Structural Defects/Failures arise due to faulty and/or inadequate design and specifications as well as construction supervision, then the consultant who prepared the design or undertook construction supervision for the project shall be held liable;



- (c) Procuring Entity's Representatives/Project Manager/Construction Managers and Supervisors – The project owner's representative(s), project manager, construction manager, and supervisor(s) shall be held liable in cases where the Structural Defects/Failures are due to his/their willful intervention in altering the designs and other specifications; negligence or omission in not approving or acting on proposed changes to noted defects or deficiencies in the design and/or specifications; and the use of substandard construction materials in the project;
- (d) Third Parties - Third Parties shall be held liable in cases where Structural Defects/Failures are caused by work undertaken by them such as leaking pipes, diggings or excavations, underground cables and electrical wires, underground tunnel, mining shaft and the like, in which case the applicable warranty to such structure should be levied to third parties for their construction or restoration works.
- (e) Users - In cases where Structural Defects/Failures are due to abuse/misuse by the end user of the constructed facility and/or non-compliance by a user with the technical design limits and/or intended purpose of the same, then the user concerned shall be held liable.
- 12.5. The warranty against Structural Defects/Failures, except those occasioned on force majeure, shall cover the period specified in the SCC reckoned from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity.
- 12.6. The Contractor shall be required to put up a warranty security in the form of cash, bank guarantee, letter of credit, GSIS or surety bond callable on demand, in accordance with the following schedule:

Form of Warranty	Minimum Amount in Percentage (%) of Total Contract Price
(a) Cash or letter of credit issued by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Five Percent (5%)
(b) Bank guarantee confirmed by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Ten Percent (10%)
(c) Surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission	Thirty Percent (30%)

- 12.7. The warranty security shall be stated in Philippine Pesos and shall remain effective for one year from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity, and returned only after the lapse of said one year period.
- 12.8. In case of structural defects/failure occurring during the applicable warranty period provided in GCC Clause 12.5, the Procuring Entity shall undertake the necessary restoration or reconstruction works and shall be entitled to full reimbursement by the parties found to be liable for expenses incurred therein upon demand, without prejudice to the filing of appropriate administrative, civil, and/or criminal charges against the responsible persons as well as the forfeiture of the warranty security posted in favor of the Procuring Entity.

### **13. Liability of the Contractor**

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

### **14. Procuring Entity's Risk**

- 14.1. From the Start Date until the Certificate of Final Acceptance has been issued, the following are risks of the Procuring Entity:
- (a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to:
    - (i) any type of use or occupation of the Site authorized by the Procuring Entity after the official acceptance of the works; or
    - (ii) negligence, breach of statutory duty, or interference with any legal right by the Procuring Entity or by any person employed by or contracted to him except the Contractor.
  - (b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Procuring Entity or in the Procuring Entity's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.

### **15. Insurance**

- 15.1. The Contractor shall, under his name and at his own expense, obtain and maintain, for the duration of this Contract, the following insurance coverage:
- (a) Contractor's All Risk Insurance;
  - (b) Transportation to the project Site of Equipment, Machinery, and Supplies owned by the Contractor;
  - (c) Personal injury or death of Contractor's employees; and
  - (d) Comprehensive insurance for third party liability to Contractor's direct or indirect act or omission causing damage to third persons.

- 15.2. The Contractor shall provide evidence to the Procuring Entity's Representative that the insurances required under this Contract have been effected and shall, within a reasonable time, provide copies of the insurance policies to the Procuring Entity's Representative. Such evidence and such policies shall be provided to the Procuring Entity's through the Procuring Entity's Representative.
- 15.3. The Contractor shall notify the insurers of changes in the nature, extent, or program for the execution of the Works and ensure the adequacy of the insurances at all times in accordance with the terms of this Contract and shall produce to the Procuring Entity's Representative the insurance policies in force including the receipts for payment of the current premiums.

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

- 15.4. If the Contractor fails to obtain and keep in force the insurances referred to herein or any other insurance which he may be required to obtain under the terms of this Contract, the Procuring Entity may obtain and keep in force any such insurances and pay such premiums as may be necessary for the purpose. From time to time, the Procuring Entity may deduct the amount it shall pay for said premiums including twenty five percent (25%) therein from any monies due, or which may become due, to the Contractor, without prejudice to the Procuring Entity exercising its right to impose other sanctions against the Contractor pursuant to the provisions of this Contract.
- 15.5. In the event the Contractor fails to observe the above safeguards, the Procuring Entity may, at the Contractor's expense, take whatever measure is deemed necessary for its protection and that of the Contractor's personnel and third parties, and/or order the interruption of dangerous Works. In addition, the Procuring Entity may refuse to make the payments under GCC Clause 40 until the Contractor complies with this Clause.
- 15.6. The Contractor shall immediately replace the insurance policy obtained as required in this Contract, without need of the Procuring Entity's demand, with a new policy issued by a new insurance company acceptable to the Procuring Entity for any of the following grounds:
- (a) The issuer of the insurance policy to be replaced has:
    - (i) become bankrupt;
    - (ii) been placed under receivership or under a management committee;
    - (iii) been sued for suspension of payment; or
    - (iv) been suspended by the Insurance Commission and its license to engage in business or its authority to issue insurance policies cancelled; or
    - (v) Where reasonable grounds exist that the insurer may not be able, fully and promptly, to fulfill its obligation under the insurance policy.

## **16. Termination for Default of Contractor**

- 16.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attend its implementation:
- 16.2. Due to the Contractor's fault and while the project is on-going, it has incurred negative slippage of fifteen percent (15%) or more in accordance with Presidential Decree 1870, regardless of whether or not previous warnings and notices have been issued for the Contractor to improve his performance;
- 16.3. Due to its own fault and after this Contract time has expired, the Contractor incurs delay in the completion of the Work after this Contract has expired; or
- 16.4. The Contractor:
  - (a) abandons the contract Works, refuses or fails to comply with a valid instruction of the Procuring Entity or fails to proceed expeditiously and without delay despite a written notice by the Procuring Entity;
  - (b) does not actually have on the project Site the minimum essential equipment listed on the Bid necessary to prosecute the Works in accordance with the approved Program of Work and equipment deployment schedule as required for the project;
  - (c) does not execute the Works in accordance with this Contract or persistently or flagrantly neglects to carry out its obligations under this Contract;
  - (d) neglects or refuses to remove materials or to perform a new Work that has been rejected as defective or unsuitable; or
  - (e) sub-lets any part of this Contract without approval by the Procuring Entity.
- 16.5. All materials on the Site, Plant, Equipment, and Works shall be deemed to be the property of the Procuring Entity if this Contract is rescinded because of the Contractor's default.

## **17. Termination for Default of Procuring Entity**

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

- (a) Failure of the Procuring Entity to deliver, within a reasonable time, supplies, materials, right-of-way, or other items it is obligated to furnish under the terms of this Contract; or
- (b) The prosecution of the Work is disrupted by the adverse peace and order situation, as certified by the Armed Forces of the Philippines Provincial Commander and approved by the Secretary of National Defense.

## **18. Termination for Other Causes**

- 18.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate this Contract for the convenience of the Procuring Entity if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and National Government policies.
- 18.2. The Procuring Entity or the Contractor may terminate this Contract if the other party causes a fundamental breach of this Contract.
- 18.3. Fundamental breaches of Contract shall include, but shall not be limited to, the following:
  - (a) The Contractor stops work for twenty eight (28) days when no stoppage of work is shown on the current Program of Work and the stoppage has not been authorized by the Procuring Entity's Representative;
  - (b) The Procuring Entity's Representative instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within twenty eight (28) days;
  - (c) The Procuring Entity shall terminate this Contract if the Contractor is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Contractor. In the case of the Contractor's insolvency, any Contractor's Equipment which the Procuring Entity instructs in the notice is to be used until the completion of the Works;
  - (d) A payment certified by the Procuring Entity's Representative is not paid by the Procuring Entity to the Contractor within eighty four (84) days from the date of the Procuring Entity's Representative's certificate;
  - (e) The Procuring Entity's Representative gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Procuring Entity's Representative;
  - (f) The Contractor does not maintain a Security, which is required;
  - (g) The Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in the GCC Clause 9; and

- (h) In case it is determined prima facie by the Procuring Entity that the Contractor has engaged, before or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to, the following:
  - (i) corrupt, fraudulent, collusive, coercive, and obstructive practices as defined in ITB Clause 3.1(a), unless otherwise specified in the SCC;
  - (ii) drawing up or using forged documents;
  - (iii) using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
  - (iv) any other act analogous to the foregoing.
- 18.4. The Funding Source or the Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with corrupt, fraudulent, or coercive practices.
- 18.5. When persons from either party to this Contract gives notice of a fundamental breach to the Procuring Entity's Representative in order to terminate the existing contract for a cause other than those listed under GCC Clause 18.3, the Procuring Entity's Representative shall decide whether the breach is fundamental or not.
- 18.6. If this Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

## **19. Procedures for Termination of Contracts**

- 19.1. The following provisions shall govern the procedures for the termination of this Contract:
  - (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Procuring Entity shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
  - (b) Upon recommendation by the Procuring Entity, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Contractor conveying the termination of this Contract. The notice shall state:
    - (i) that this Contract is being terminated for any of the ground(s) aforementioned, and a statement of the acts that constitute the ground(s) constituting the same;
    - (ii) the extent of termination, whether in whole or in part;

- (iii) an instruction to the Contractor to show cause as to why this Contract should not be terminated; and
- (iv) special instructions of the Procuring Entity, if any.

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

- (c) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Contractor shall submit to the Head of the Procuring Entity a verified position paper stating why the contract should not be terminated. If the Contractor fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating the contract;
- (d) The Procuring Entity may, at anytime before receipt of the Bidder's verified position paper described in item (c) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Contractor's receipt of the notice;
- (e) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Contractor of its decision and, unless otherwise provided in the said notice, this Contract is deemed terminated from receipt of the Contractor of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate; and
- (f) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity.

19.2. Pursuant to Section 69(f) of RA 9184 and without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution as provided by applicable laws, the procuring entity shall impose on contractors after the termination of the contract the penalty of suspension for one (1) year for the first offense, suspension for two (2) years for the second offense from participating in the public bidding process, for violations committed during the contract implementation stage, which include but not limited to the following:

- (a) Failure of the contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period in the Notice to Proceed ("NTP");

- (b) Failure by the contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the contractor to comply with any written lawful instruction of the procuring entity or its representative(s) pursuant to the implementation of the contract. For the procurement of infrastructure projects or consultancy contracts, lawful instructions include but are not limited to the following:
  - (i) Employment of competent technical personnel, competent engineers and/or work supervisors;
  - (ii) Provision of warning signs and barricades in accordance with approved plans and specifications and contract provisions;
  - (iii) Stockpiling in proper places of all materials and removal from the project site of waste and excess materials, including broken pavement and excavated debris in accordance with approved plans and specifications and contract provisions;
  - (iv) Deployment of committed equipment, facilities, support staff and manpower; and
  - (v) Renewal of the effectivity dates of the performance security after its expiration during the course of contract implementation.
- (c) Assignment and subcontracting of the contract or any part thereof or substitution of key personnel named in the proposal without prior written approval by the procuring entity.
- (d) Poor performance by the contractor or unsatisfactory quality and/or progress of work arising from his fault or negligence as reflected in the Constructor's Performance Evaluation System ("CPES") rating sheet. In the absence of the CPES rating sheet, the existing performance monitoring system of the procuring entity shall be applied. Any of the following acts by the Contractor shall be construed as poor performance:
  - (i) Negative slippage of 15% and above within the critical path of the project due entirely to the fault or negligence of the contractor; and
  - (ii) Quality of materials and workmanship not complying with the approved specifications arising from the contractor's fault or negligence.
- (e) Willful or deliberate abandonment or non-performance of the project or contract by the contractor resulting to substantial breach thereof without lawful and/or just cause.

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



## **20. Force Majeure, Release From Performance**

- 20.1. For purposes of this Contract the terms “*force majeure*” and “fortuitous event” may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor.
- 20.2. If this Contract is discontinued by an outbreak of war or by any other event entirely outside the control of either the Procuring Entity or the Contractor, the Procuring Entity’s Representative shall certify that this Contract has been discontinued. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all works carried out before receiving it and for any Work carried out afterwards to which a commitment was made.
- 20.3. If the event continues for a period of eighty four (84) days, either party may then give notice of termination, which shall take effect twenty eight (28) days after the giving of the notice.
- 20.4. After termination, the Contractor shall be entitled to payment of the unpaid balance of the value of the Works executed and of the materials and Plant reasonably delivered to the Site, adjusted by the following:
  - (a) any sum to which the Contractor is entitled under GCC Clause 28;
  - (b) the cost of his suspension and demobilization;
  - (c) any sum to which the Procuring Entity is entitled.
- 20.5. The net balance due shall be paid or repaid within a reasonable time period from the time of the notice of termination.

## **21. Resolution of Disputes**

- 21.1. If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of the contract covered by the Act and this IRR, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 21.2. If the Contractor believes that a decision taken by the PROCURING ENTITY’s Representative was either outside the authority given to the PROCURING ENTITY’s Representative by this Contract or that the decision was wrongly taken, the decision shall be referred to the Arbiter indicated in the SCC within fourteen (14) days of the notification of the PROCURING ENTITY’s Representative’s decision.

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

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

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

- (a) The Procuring Entity is obligated to notify the Contractor of such suspension within seven (7) days of having received the suspension notice.
- (b) If the Contractor has not received sums due it for work already done within forty five (45) days from the time the Contractor’s claim for payment has been certified by the Procuring Entity’s Representative, the Contractor may immediately issue a suspension of work notice in accordance with GCC Clause 45.2.

## **23. Procuring Entity’s Representative’s Decisions**

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

## **24. Approval of Drawings and Temporary Works by the Procuring Entity’s Representative**

- 24.1. All Drawings prepared by the Contractor for the execution of the Temporary Works, are subject to prior approval by the Procuring Entity’s Representative before its use.
- 24.2. The Contractor shall be responsible for design of Temporary Works.
- 24.3. The Procuring Entity’s Representative’s approval shall not alter the Contractor’s responsibility for design of the Temporary Works.
- 24.4. The Contractor shall obtain approval of third parties to the design of the Temporary Works, when required by the Procuring Entity.

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

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

## **26. Extension of the Intended Completion Date**

- 26.1. The Procuring Entity's Representative shall extend the Intended Completion Date if a Variation is issued which makes it impossible for the Intended Completion Date to be achieved by the Contractor without taking steps to accelerate the remaining work, which would cause the Contractor to incur additional costs. No payment shall be made for any event which may warrant the extension of the Intended Completion Date.
- 26.2. The Procuring Entity's Representative shall decide whether and by how much to extend the Intended Completion Date within twenty one (21) days of the Contractor asking the Procuring Entity's Representative for a decision thereto after fully submitting all supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

## **27. Right to Vary**

- 27.1. The Procuring Entity's Representative with the prior approval of the Procuring Entity may instruct Variations, up to a maximum cumulative amount of ten percent (10%) of the original contract cost.
- 27.2. Variations shall be valued as follows:
  - (a) At a lump sum price agreed between the parties;
  - (b) where appropriate, at rates in this Contract;
  - (c) in the absence of appropriate rates, the rates in this Contract shall be used as the basis for valuation; or failing which
  - (d) at appropriate new rates, equal to or lower than current industry rates and to be agreed upon by both parties and approved by the Head of the Procuring Entity.

## **28. Contractor's Right to Claim**

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

## **29. Dayworks**

- 29.1. Subject to **GCC** Clause 43 on Variation Order, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor's Bid shall be used for small additional amounts of work only when the Procuring Entity's Representative has given written instructions in advance for additional work to be paid for in that way.
- 29.2. All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Procuring Entity's Representative. Each completed form shall be verified and signed by the Procuring Entity's Representative within two days of the work being done.
- 29.3. The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

## **30. Early Warning**

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

## **31. Program of Work**

- 31.1. Within the time stated in the **SCC**, the Contractor shall submit to the Procuring Entity's Representative for approval a Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works.
- 31.2. An update of the Program of Work shall show the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.
- 31.3. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the **PROCURING ENTITY'S** Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

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

## **32. Management Conferences**

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

## **33. Bill of Quantities**

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

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

- 34.1. The Procuring Entity's personnel shall at all reasonable times during construction of the Work be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of the construction.

- 34.2. If the Procuring Entity's Representative instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no defect, the test shall be a Compensation Event.
- 34.3. The Contractor shall permit the Funding Source named in the SCC to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

### **35. Identifying Defects**

The Procuring Entity's Representative shall check the Contractor's work and notify the Contractor of any defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Entity's Representative may instruct the Contractor to search uncover defects and test any work that the Procuring Entity's Representative considers below standards and defective.

### **36. Cost of Repairs**

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

### **37. Correction of Defects**

- 37.1. The Procuring Entity's Representative shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which is One (1) year from project completion up to final acceptance by the Procuring Entity's.
- 37.2. Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified in the Procuring Entity's Representative's notice.
- 37.3. The Contractor shall correct the defects which he notices himself before the end of the Defects Liability Period.
- 37.4. The Procuring Entity shall certify that all defects have been corrected. If the Procuring Entity considers that correction of a defect is not essential, he can request the Contractor to submit a quotation for the corresponding reduction in the Contract Price. If the Procuring Entity accepts the quotation, the corresponding change in the SCC is a Variation.

### **38. Uncorrected Defects**

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

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

### **39. Advance Payment**

- 39.1. The Procuring Entity shall, upon a written request of the contractor which shall be submitted as a contract document, make an advance payment to the contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum or, at the most two, installments according to a schedule specified in the SCC.
- 39.2. The advance payment shall be made only upon the submission to and acceptance by the Procuring Entity of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the Procuring Entity.
- 39.3. The advance payment shall be repaid by the Contractor by an amount equal to the percentage of the total contract price used for the advance payment.
- 39.4. The contractor may reduce his standby letter of credit or guarantee instrument by the amounts refunded by the Monthly Certificates in the advance payment.
- 39.5. The Procuring Entity will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the maximum amount stated in SCC Clause 39.1.

### **40. Progress Payments**

- 40.1. The Contractor may submit a request for payment for Work accomplished. Such request for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the SCC, materials and equipment delivered on the site but not completely put in place shall not be included for payment.
- 40.2. The Procuring Entity shall deduct the following from the certified gross amounts to be paid to the contractor as progress payment:
- (a) Cumulative value of the work previously certified and paid for.
  - (b) Portion of the advance payment to be recouped for the month.
  - (c) Retention money in accordance with the condition of contract.
  - (d) Amount to cover third party liabilities.
  - (e) Amount to cover uncorrected discovered defects in the works.

- 40.3. Payments shall be adjusted by deducting therefrom the amounts for advance payments and retention. The Procuring Entity shall pay the Contractor the amounts certified by the Procuring Entity's Representative within twenty eight (28) days from the date each certificate was issued. No payment of interest for delayed payments and adjustments shall be made by the Procuring Entity.
- 40.4. The first progress payment may be paid by the Procuring Entity to the Contractor provided that at least twenty percent (20%) of the work has been accomplished as certified by the Procuring Entity's Representative.
- 40.5. Items of the Works for which a price of "0" (zero) has been entered will not be paid for by the Procuring Entity and shall be deemed covered by other rates and prices in the Contract.

#### **41. Payment Certificates**

- 41.1. The Contractor shall submit to the Procuring Entity's Representative monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 41.2. The Procuring Entity's Representative shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 41.3. The value of Work executed shall:
  - (a) be determined by the Procuring Entity's Representative;
  - (b) comprise the value of the quantities of the items in the Bill of Quantities completed; and
  - (c) include the valuations of approved variations.
- 41.4. The Procuring Entity's Representative may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

#### **42. Retention**

- 42.1. The Procuring Entity shall retain from each payment due to the Contractor an amount equal to a percentage thereof using the rate as specified in **ITB Sub-Clause 42.2.**
- 42.2. Progress payments are subject to retention of ten percent (10%), referred to as the "retention money." Such retention shall be based on the total amount due to the Contractor prior to any deduction and shall be retained from every progress payment until fifty percent (50%) of the value of Works, as determined by the Procuring Entity, are completed. If, after fifty percent (50%) completion, the Work is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten percent (10%) retention shall again be imposed using the rate specified therefor.



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

### **43. Variation Orders**

- 43.1. Variation Orders may be issued by the Procuring Entity to cover any increase/decrease in quantities, including the introduction of new work items that are not included in the original contract or reclassification of work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding and the “as staked plans” or construction drawings prepared after a joint survey by the Contractor and the Procuring Entity after award of the contract, provided that the cumulative amount of the Variation Order does not exceed ten percent (10%) of the original project cost. The addition/deletion of Works should be within the general scope of the project as bid and awarded. The scope of works shall not be reduced so as to accommodate a positive Variation Order. A Variation Order may either be in the form of a Change Order or Extra Work Order.
- 43.2. A Change Order may be issued by the Procuring Entity to cover any increase/decrease in quantities of original Work items in the contract.
- 43.3. An Extra Work Order may be issued by the Procuring Entity to cover the introduction of new work necessary for the completion, improvement or protection of the project which were not included as items of Work in the original contract, such as, where there are subsurface or latent physical conditions at the site differing materially from those indicated in the contract, or where there are duly unknown physical conditions at the site of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the Work or character provided for in the contract.
- 43.4. Any cumulative Variation Order beyond ten percent (10%) shall be subject of another contract to be bid out if the works are separable from the original contract. In exceptional cases where it is urgently necessary to complete the original scope of work, the Head of the Procuring Entity may authorize a positive Variation Order go beyond ten percent (10%) but not more than twenty percent (20%) of the original contract price, subject to the guidelines to be determined by the GPPB: *Provided, however,* That appropriate sanctions shall be imposed on the designer, consultant or official responsible for the original detailed engineering design which failed to consider the Variation Order beyond ten percent (10%).

43.5. In claiming for any Variation Order, the Contractor shall, within seven (7) calendar days after such work has been commenced or after the circumstances leading to such condition(s) leading to the extra cost, and within twenty-eight (28) calendar days deliver a written communication giving full and detailed particulars of any extra cost in order that it may be investigated at that time. Failure to provide either of such notices in the time stipulated shall constitute a waiver by the contractor for any claim. The preparation and submission of Variation Orders are as follows:

- (a) If the Procuring Entity's representative/Project Engineer believes that a Change Order or Extra Work Order should be issued, he shall prepare the proposed Order accompanied with the notices submitted by the Contractor, the plans therefore, his computations as to the quantities of the additional works involved per item indicating the specific stations where such works are needed, the date of his inspections and investigations thereon, and the log book thereof, and a detailed estimate of the unit cost of such items of work, together with his justifications for the need of such Change Order or Extra Work Order, and shall submit the same to the Head of the Procuring Entity for approval.
- (b) The Head of the Procuring Entity or his duly authorized representative, upon receipt of the proposed Change Order or Extra Work Order shall immediately instruct the technical staff of the Procuring Entity's to conduct an on-the-spot investigation to verify the need for the Work to be prosecuted. A report of such verification shall be submitted directly to the Head of the Procuring Entity or his duly authorized representative.
- (c) The, Head of the Procuring Entity or his duly authorized representative, after being satisfied that such Change Order or Extra Work Order is justified and necessary, shall review the estimated quantities and prices and forward the proposal with the supporting documentation to the Head of Procuring Entity for consideration.
- (d) If, after review of the plans, quantities and estimated unit cost of the items of work involved, the proper office of the procuring entity empowered to review and evaluate Change Orders or Extra Work Orders recommends approval thereof, Head of the Procuring Entity or his duly authorized representative, believing the Change Order or Extra Work Order to be in order, shall approve the same.
- (e) The timeframe for the processing of Variation Orders from the preparation up to the approval by the Head of the Procuring Entity concerned shall not exceed thirty (30) calendar days.

#### **44. Contract Completion**

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

## **45. Suspension of Work**

- 45.1. The Procuring Entity shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary, due to *force majeure* or any fortuitous events or for failure on the part of the Contractor to correct bad conditions which are unsafe for workers or for the general public, to carry out valid orders given by the Procuring Entity or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The Contractor shall immediately comply with such order to suspend the work wholly or partly.
- 45.2. The Contractor or its duly authorized representative shall have the right to suspend work operation on any or all projects/activities along the critical path of activities after fifteen (15) calendar days from date of receipt of written notice from the Contractor to the district engineer/regional director/consultant or equivalent official, as the case may be, due to the following:
- (a) There exist right-of-way problems which prohibit the Contractor from performing work in accordance with the approved construction schedule.
  - (b) Requisite construction plans which must be owner-furnished are not issued to the contractor precluding any work called for by such plans.
  - (c) Peace and order conditions make it extremely dangerous, if not possible, to work. However, this condition must be certified in writing by the Philippine National Police (PNP) station which has responsibility over the affected area and confirmed by the Department of Interior and Local Government (DILG) Regional Director.
  - (d) There is failure on the part of the Procuring Entity to deliver government-furnished materials and equipment as stipulated in the contract.
  - (e) Delay in the payment of Contractor's claim for progress billing beyond forty-five (45) calendar days from the time the Contractor's claim has been certified to by the procuring entity's authorized representative that the documents are complete unless there are justifiable reasons thereof which shall be communicated in writing to the Contractor.
- 45.3. In case of total suspension, or suspension of activities along the critical path, which is not due to any fault of the Contractor, the elapsed time between the effective order of suspending operation and the order to resume work shall be allowed the Contractor by adjusting the contract time accordingly.

## **46. Payment on Termination**

- 46.1. If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Procuring Entity's Representative shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as indicated in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to the Procuring Entity exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Entity.

- 46.2. If the Contract is terminated for the Procuring Entity's convenience or because of a fundamental breach of Contract by the Procuring Entity, the Procuring Entity's Representative shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.
- 46.3. The net balance due shall be paid or repaid within twenty eight (28) days from the notice of termination.
- 46.4. If the Contractor has terminated the Contract under GCC Clauses 17 or 18, the Procuring Entity shall promptly return the Performance Security to the Contractor.

#### **47. Extension of Contract Time**

- 47.1. Should the amount of additional work of any kind or other special circumstances of any kind whatsoever occur such as to fairly entitle the contractor to an extension of contract time, the Procuring Entity shall determine the amount of such extension; provided that the Procuring Entity is not bound to take into account any claim for an extension of time unless the Contractor has, prior to the expiration of the contract time and within thirty (30) calendar days after such work has been commenced or after the circumstances leading to such claim have arisen, delivered to the Procuring Entity notices in order that it could have investigated them at that time. Failure to provide such notice shall constitute a waiver by the Contractor of any claim. Upon receipt of full and detailed particulars, the Procuring Entity shall examine the facts and extent of the delay and shall extend the contract time completing the contract work when, in the Procuring Entity's opinion, the findings of facts justify an extension.
- 47.2. No extension of contract time shall be granted the Contractor due to (a) ordinary unfavorable weather conditions and (b) inexcusable failure or negligence of Contractor to provide the required equipment, supplies or materials.
- 47.3. Extension of contract time may be granted only when the affected activities fall within the critical path of the PERT/CPM network.
- 47.4. No extension of contract time shall be granted when the reason given to support the request for extension was already considered in the determination of the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection.
- 47.5. Extension of contract time shall be granted for rainy/unworkable days considered unfavorable for the prosecution of the works at the site, based on the actual conditions obtained at the site, in excess of the number of rainy/unworkable days

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

#### **48. Price Adjustment**

Except for extraordinary circumstances as determined by NEDA and approved by the GPPB, no price adjustment shall be allowed. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

#### **49. Completion**

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

#### **50. Taking Over**

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

#### **51. Operating and Maintenance Manuals**

- 51.1. If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the SCC.
- 51.2. If the Contractor does not supply the Drawings and/or manuals by the dates stated in the SCC, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative shall withhold the amount stated in the SCC from payments due to the Contractor.

# **Section V**

## **Special Conditions of Contract**

## Special Conditions of Contract

GCC Clause													
1.17	The <b>Intended Completion Date</b> is <u>January 12, 2019.</u>												
1.22	The <b>PROCURING ENTITY</b> is <u>Department of Budget and Management - Region 1</u>												
1.23	<p>The <b>PROCURING ENTITY's Representative</b> is :</p> <p><b><u>ESTRELLA E. MANDAP</u></b>  <u>BAC Chairperson</u>  <u>DBM Regional Office I, City of San Fernando, La Union</u></p>												
1.24	<p>The <b>Site</b> is located at <u>DBM Regional Office No. 1</u>  <u>Government Center, Brgy. Sevilla, San Fernando City, La Union</u></p>												
1.28	<p>The <b>Start Date</b> is on <u>September 14, 2018.</u></p> <p>NOTE: The start date shall be the date of receipt of the Notice to Proceed.</p>												
1.31	<p>The <b>Works</b> consist of <u>Demolition Works, Reinforced Concrete Flooring, Trusses, Roofing, Ceiling, Masonry Works, Tiles Works, Painting Works, Doors, Windows, and Grilles, Sanitary Works, Electrical Works and Carpentry Works.</u></p>												
2.2	Not Applicable												
5.1	<p>The <b>Procuring Entity</b> shall give possession of all parts of the Site to the Contractor on <u>September 14, 2018.</u></p>												
6.5	<p>The Contractor shall employ the following <b>Key Personnel</b>:</p> <table border="0"> <tr><td>_____</td><td>Project Engineer</td></tr> <tr><td>_____</td><td>Quality Control and Materials Engineer</td></tr> <tr><td>_____</td><td>Project Sanitary Engineer/Master Plumber</td></tr> <tr><td>_____</td><td>Project Electrical Engineer/Master Electrician</td></tr> <tr><td>_____</td><td>Safety and Health Personnel</td></tr> <tr><td>_____</td><td>General Foreman</td></tr> </table> <p>NOTE: The names of the Key Personnel and their designation shall be filled out by winning contractor prior to contract signing.</p>	_____	Project Engineer	_____	Quality Control and Materials Engineer	_____	Project Sanitary Engineer/Master Plumber	_____	Project Electrical Engineer/Master Electrician	_____	Safety and Health Personnel	_____	General Foreman
_____	Project Engineer												
_____	Quality Control and Materials Engineer												
_____	Project Sanitary Engineer/Master Plumber												
_____	Project Electrical Engineer/Master Electrician												
_____	Safety and Health Personnel												
_____	General Foreman												
7.4(c)	No further instructions.												
7.7	No further instructions.												
8.1	No further instructions.												



10.0	None
12.3	No further instructions.
12.5	In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures: Fifteen (15) years.
13.0	No additional provisions.
18.3(h)(i)	No further instructions.
21.2	The Arbitern is _____
29.1	No dayworks are applicable to the contract.
31.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within 10 days of delivery of the Notice of Award.
31.3	The period between Program of Work updates is thirty (30) days.  The amount to be withheld for late submission of an updated Program of Work is Php 20,000.00.
34.3	2018 General Appropriations Act
39.1	The amount of the advance payment is fifteen percent (15%) of the Contract Price.
40.1	Materials and equipment delivered on the site but not completely put in place shall be included for payment.



51.1	<p>The date by which operating and maintenance manuals are required is ten (10) days after completion of the project.</p> <p>The date by which "as built" drawings are required is ten (10) days after completion of the project.</p>
51.2	<p>The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is Php 20,000.00.</p>

# **Section VI**

# **Specifications**

# **STRUCTURAL TECHNICAL SPECIFICATIONS**

**for**

**Renovation of Staff House, Comfort Room,  
Ceiling and Kitchen**

**at**

**Government Center, Brgy. Sevilla,  
San Fernando City, La Union**

## **Section 1: General Requirements**

### **1.0 GENERAL REQUIREMENTS**

#### **1.1 Scope of Works**

This section shall include the mobilization and demobilization of Contractor's equipment, materials and employee to the site; designation of Contractor's temporary office and facilities;

#### **1.2 Mobilization and Demobilization**

The Contractor upon receipt of the notice to proceed shall immediately mobilize and transport his equipment, materials and employees to the site and demobilize or remove the same at the completion of project.

#### **1.3 Contractors Field office and Facilities**

##### **1.3.1 Field Office**

During the performance of the contract, the Contractor shall designate and maintain a field office and facilities at the site of the work at which he or his authorized representative shall be holding office at all times, while the work is in progress. The location, dimensions and designation of such field office shall be subject to the approval of the Project Engineer. Construction shanties, sheds and temporary facilities provided as required for the Contractor's convenience shall be maintained in good condition and neat appearance including finishes are required by the Project Engineer.

##### **1.3.2 Temporary Light and Power**

The Contractor shall provide and maintain temporary electrical service including installation of temporary power and lighting within the construction site. The electrical services shall be adequate in capacity to supply power to construction tools and equipment without over-loading the temporary facilities and shall be made available to supply power, lighting and construction operations of all trades. All temporary equipment and wiring for power and lighting shall be in accordance with the applicable provisions of the local governing codes. At the completion of the construction work all temporary wiring, lighting, equipment and devices shall be removed.

##### **1.3.3 Temporary Toilet**

The Contractor shall provide and maintain in sanitary condition enclosed toilet for the use of all construction personnel located within the contract limits, complete with fixtures, water sewer connections and all appurtenances. Installation shall be in accordance with all applicable codes and regulations of the local authorities having jurisdiction thereof. Upon completion of the work, temporary toilet and their appurtenances shall be removed. The cost for providing this item is subsidiary to all pay items of the contract.

##### **1.3.4 Temporary Water Service**

The Contractor shall provide and maintain temporary water supply service, complete with necessary connections and appurtenances. Installed water supply lines shall be used as a source of water for construction purposes subject to the approval of the Project Engineer. The Contractor shall pay the cost of operation, maintenance and restoration of the water system. All temporary water service including equipment and piping shall be removed upon completion of the work and all worn out and damaged parts of the permanent system shall be replaced and restored in first class condition equal to new.

### **1.3.5 Security**

The Contractor shall provide sufficient security in the construction site to prevent illegal or work damaged during nights; holidays and other period when work is not executed; and during working hours. The Contractor shall take ample precautions against fire by keeping away flammable materials, and ensure that such materials are properly handled and stored. Fires shall not be built within the area of construction, except when permitted by the Project Engineer..

## **1.4 Compliance with Contract Requirements**

### **1.4.1 Compliance of on Site Construction**

Prior to the start of any definable feature of the work, the Contractor must perform the necessary inspection to include as follows:

- (1) Review of Contract Documents to make sure that material, equipment and products have been tested, submitted and approved.
- (2) Physical examination of materials and equipment to assure its conformity to the specification, plans, shop drawing and other data.
- (3) As soon as the work has been started the Contractor shall conduct initial inspection to check and review the workmanship in compliance with the contract requirements for a particular item of work.
- (4) The Contractor shall perform these inspections on a regular basis to assure continuing compliance with the contract requirements until completion of a particular type of work.

### **1.4.2 Preconstruction Meeting**

Prior to the start construction, Contractor's material men or vendors whose presence are required, must attend preconstruction meeting as directed for the purpose of discussing the execution of work.

### **1.4.3 Progress Meeting**

Progress meeting shall be called upon by the following for the purpose of discussing the implementation of the work:

- (1) When called upon by the Project Engineer or his representative for the purpose of discussing the execution of work. Contractor's staff, a representative whose presence is necessary or requested must attend progress meeting. Each of such meeting shall be held at the time and place designated by the Project Engineer or his representative. Decisions and instruction agreed on these meetings shall be binding and conclusive on the contract. Minutes of this meeting shall be recorded and reasonable number of copies shall be furnished to the Contractor for distribution to various materials men involved.
- (2) The Contractor may also call for a progress meeting for the purpose of cording, expediting and scheduling the work. In such meeting Contractor's materials men, whose is necessary or requested are required to attend.

### **1.4.4 Progress Reports**

The contractor shall prepare and submit progress to the Project Engineer every 30 days after the start of the project up to its completion, showing the work completed, work remaining to be done, the status of construction equipment and material at the site, also included the problems encounter in course in the implementation of the project.

#### **1.4.5 Survey Data**

The Contractor shall layout his work from established based lines and bench mark indicated in the drawing and shall be responsible for all measurement in connection therewith. The Contractor shall furnish, at his own expense, all stakes, templates, platforms, equipment, tools, materials and labor as may be required in laying out any part of the work, out of established base lines and bench mark. It shall be the responsibility of the contractor to maintain and preserve all stakes and other marks until he is authorized to remove them. If such marks are destroyed by the Contractor through his negligence prior to the authorized removal they shall be replaced at the expense of the Contractor.

#### **1.4.6 Shop Drawings**

The Contractor shall submit and furnish shop drawings and samples subject for the approval of the Project Engineer and the End-users. The term "Shop Drawings" as used herein shall be understood to include detailed design calculations, construction drawings, lists, graphs, and other.

- (1) Transmittal letter shall be filled out in typewritten or ink with no alterations or interlineations unless initialed and dated before submittal. Shop Drawings shall be submitted as the same size as the contract drawings when practicable, but in no case it shall exceed dimension of the contract drawing. The Contractor shall make preliminary check of all shop drawings for compliance with the contract documents and he shall stamp each print with statement of compliance with the requirements. The contractor may authorize his supplier to deal directly with the Project Engineer with regard to shop drawing; however ultimate responsibility for accuracy and completeness in the submittal shall remain with the Contractor.
- (2) The said shop drawing and transmittal shall be submitted at a time sufficient early, to allow review of the same by the Project Engineer and to accommodate the rate of construction progress required under the contract. The contractor shall submit print copies of shop drawings with transmittal letter, and copies of brochures with transmittal letter, as required by the Project Engineer.
- (3) Any shop drawings and samples, submitted not accompanied by transmittal letter or where all applicable items on the transmittal letter are not completed will be returned for resubmitted. The consultant who will check and evaluate mentioned shop drawings will retain print copy for his file and return the rest to the Contractor with notation. Returned shop drawings marked "No Exceptions Taken" or "make Corrections Noted", means formal revision of said drawings will not be required. If it is marked "Amend-Resubmit" or "Rejected- Resubmit", the Contractor shall revise said drawing and shall submit revised drawing to the Project Engineer.
- (4) The Project Engineer shall process the submission and indicates the appropriate action on the shop drawings and transmittal letter. Construction of an item shall not be commenced before the Project Engineer has reviewed as mentioned above. Revisions indicated on shop drawing shall be drawing and specifications, and shall not be taken as the bases of claims for extra work. The Contractor shall have no claim for damages or extension of time due to any review by the Project Engineer was delayed beyond reasonable period of time and unless the Contractor can establish that such delay in revision resulted in delay of the project.
- (5) Resubmitted procedure shall follow the same procedure as the initial submittal.

#### **1.4.7 Construction Photographs**

The contractor shall take photographs during the progress of the work once a month, all taken where directed by the Project Engineer. At the completion of the project final photographs shall be taken by the Contractor as directed by the Project Engineer. Two prints of each photographs shall send to the DBM Regional Office No. 1 through the Project Engineer. The photographs shall be neatly labeled, dated, and identified in a little box in the lower right hand corner, showing the date of exposure, project name, location and direction of view. They shall also be signed by the Project Engineer and the Contractor or by their authorized representatives.

All negatives shall be retained by the Contractor until completion of the work at which time they shall turn over to the Project Engineer. All these photographs shall be incorporated into monthly progress reports.

#### **1.4.8 Cleaning-up**

The Contractor shall at all times keep the construction area including storage area used by him free from accumulations of waste material or rubbish. Upon completion of construction, the Contractor shall leave the work and premises in clean, neat and workmanlike conditions satisfactory to the Project Engineer and the DBM Regional Office No. 1

#### **1.4.9 Documents to be Submitted**

The following documents shall be submitted by the Contractor to the Project Engineer and DBM Regional Office No. 1 prior to final payment and before issuance of final certificate of payment.

- (1) The guarantee and any other extended guarantees as required laws, rules and regulations.
- (2) A set of As-Built drawings shall be submitted showing accurate record of changes or deviations from the contract documents and the shop drawings indicating the work as actually installed. Records shall be arranged in order, in accordance with the various sections of the specifications and properly indexed thereof, that each of revised print of the drawings and specifications are complete and acute. Prior to the application for final payment, and as a condition to its approval by the Project Engineer and the DBM Regional Office No. 1, the Contractor shall deliver the records, drawings, and specifications arranged in proper order, indexed and endorsed as herein specified.

**Section 2: Site Work**

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**2.0     SITE WORK**

**2.1     Scope**

This section includes site clearing, earthwork, site drainage and utilities in accordance with the drawings and specification.

**2.2     Construction Requirements**

**2.2.1   Earthwork**

**(1)     Site Demolition**

All superficial obstructions shall be demolished and removed from the site to disposal areas approved by the Project Engineer.

**(2)     Structural Excavation**

All excavation shall be performed by Contractor to the excavation lines, grades, and slopes and profiles shown in the drawings, or as directed by the Project Engineer. All excavation shall be performed in the dry condition, unless as otherwise approved by the Project Engineer.

**Section 3: Concrete**

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**3.0     CONCRETE**

**3.1     Scope of Work**

The work includes construction of concrete structures complete in accordance with the standard specifications and in conformity with the lines, grades, thickness and typical cross- section shown on the plan.

**3.2     Reference Standards**

The latest edition of following standards shall form part of this specification:

ACI	American concrete
211-01	Standard Practice for Selecting proportions for Normal and heavyweight Concrete
301	Concrete, Structural for Building
309R	Standard practice for Consolidation of Concrete
318	Building Code Requirements for reinforced Concrete
AASHTO	American Association of State Highway & Transport Officials
M173	Concrete Joint Sealer, Hot- Poured Elastic Type Performed Expansion Joint Filler for Concrete



ASTM	American Society for Testing and Materials
C33	Concrete Aggregates
C31	Standard Practice for Making, Curing Concrete Test Specimen in the field
C39	Compressive Strength of Cylindrical Concrete Specimen
C42	Obtaining and Testing Drilled Cores and sawed beams of Concrete
C94	Standard specification for Ready- Mixed Concrete
C143	Standard Test Method for Slump of Portland cement concrete
C309	Liquid Membrane-Forming Compounds for Curing Concrete
C494	Chemical Admixtures

### **3.3 Material Requirement**

#### **3.3.1 General**

Concrete shall be composed of Portland cement, fine and coarse aggregates, water and admixture as specified, all thoroughly mixed and brought to the proper consistency, uniformity and temperature for final placement.

#### **3.3.2 Cement**

Concrete shall be Portland cement of a brand approved by the Project Engineer and conforming to ASTM Specification C150, Type I or Type II.

#### **3.3.3. Water**

Water shall be clean and free from injurious amounts of oils, acids, alkalies, salts, organic materials, or other substances that may be deleterious to concrete or steel.

#### **3.3.4 Admixtures**

Admixtures shall be subject to prior approval by the Project Engineer. The admixtures shall be capable of maintaining essentially the same composition and performance throughout the work.

- (1) Plasticizing admixtures shall be free from chlorides and shall conform to ASTM C494. The admixtures shall be used in accordance with the manufacturer's instructions.
- (2) Calcium chloride shall not be used under any circumstances.

#### **3.3.5 Fine Aggregates**

Fine aggregates shall consist of natural sand, manufactured sand, or a combination thereof. If the fine aggregates shall be a combination of separately processed sizes, or if batching shall result in a combination of natural and manufactured sand, the different components shall be batched separately. Fine aggregates shall consist of hard, tough, durable, uncoated particles. The specified percentages of fines in the sand may be obtained either by the processing of natural sand or by the production of a suitably graded manufactured sand. The

shape of particles shall be generally rounded or cubical and reasonably free from flat or elongated pieces. The use of beach sand shall be prohibited. The aggregate shall conform to the following specific requirements.

<i>Std</i>	<i>Sieve Designation U.S. Std., Square Mesh</i>	<i>Cumulative percentage by Weight Passing</i>
9.5 mm	3/8	100
4.75 mm	No. 4	95-100
2.36 mm	No. 8	80-100
1.18 mm	No.16	45-80
300 micron	No. 50	10-30
150 micron	No. 100	2-10

In addition to the grading limits shown above, the fine aggregates, as delivered to the mixer, shall have a fineness modulus of not less than 2.3 nor more than 3.0 and during normal operations, the grading of the fine aggregate shall be controlled so that the fineness modulus of at least nine (9) out of ten (10) test samples of fine aggregate as delivered to the mixer shall not vary by more than 0.20 from the average fineness modulus of all samples tested during the preceding 30-day period. The fineness modulus can be determined by dividing by 100 the sum of the cumulative percentages retained on U.S. Standard Sieves nos. 4,8, 16,150 and 100.

**3.3.6 COARSE AGGREGATE**

Coarse aggregate shall consist of washed gravel, crushed stone or rock, or a combination thereof conforming to ASTM C33. The coarse aggregate, as delivered to the batching plant, shall have uniform and stable moisture content. The approval of deposits shall not be construed as constituting the approval of all materials taken from the deposits, and the Contractor shall be held responsible for the specified quality of all such materials used in the work. Coarse aggregate shall consist of hard, tough, durable, clean and uncoated particles. All foreign materials and dust shall be removed by adequate processing. The particle shape of the smallest size of crushed coarse3 aggregate shall be generally rounded or cubical, and the coarse aggregate shall be reasonably free from flat and elongated particles. A thin, flat and elongated particle can be defined as a particle having a maximum dimension greater than five times the minimum dimension. The coarse aggregate shall be well graded from fine to coarse. It shall be separated into size groups.

The grading of the aggregate within the separated size groups as delivered to the mixer shall be as follows:

<u>Std (MM)</u>	<u>Sieve Sizes U.S Std. Sg. Mesh</u>	<u>Percent by Weight ¾" Size</u>	<u>Passing Individual 1- 1/2" Size</u>
50	2"		100
37.5	1-1/2"		90-100
25	1"	100	20-50
19	¾"	90-100	0-15
9.5	3/8"	20-55	0-5
4-75	No. 4	0-10	

Use 19 mm (3/4") coarse aggregate for slab on grade, columns, beams, suspended slabs, tie beams

Use 38 mm (1 1/2") coarse aggregate for footings

### **3.3.7 Reinforcing Steel**

Reinforcing steel shall be locally manufactured, deformed billet steel bars conforming to Philippine Standard, Grade 275, Intermediate Grade (40,000 psi).

### **3.3.8 Forms**

Concrete form shall be wood, plywood, steel or other suitable materials. Form surfaces requiring standard or special finish shall be plywood or a non absorptive handpressed fiber board or other suitable material. Plywood shall not be less than 12 mm thick and shall be free from irregularities, dents and sags. Forms shall be coated with non-staining form coating compound such as form oil of the approved make.

### **3.3.9 Storage of Materials**

#### **(1) Cement**

Cement in bags shall be stored in a suitable weatherproof structure as airtight as practicable. Floors shall be elevated above the ground, sufficient to prevent the absorptions of moisture. Bags shall be stocked close together to reduce circulation of air but shall not be stocked against outside walls. The manner of storage shall permit easy access for inspection and identification of each shipment. Cement that has been stored for so long that there may be doubt of its quality shall be tested by standard mortar test to determine its suitability for use, and shall not be used without approval of the Project Engineer.

#### **(2) Aggregates**

Aggregate shall be stored in such a manner as to avoid the inclusion of foreign materials. Aggregate of different sizes shall be stored in separate piles. Stockpiles of coarse aggregate shall be built in horizontal layers not exceeding 1200 mm in depth to avoid segregation. Should the coarse aggregate become aggregated, it shall be remixed to conform to the grading requirements given hereinbefore. Sufficient stockpiles shall be maintained at all times to permit continuous placement of concrete at the rate specified.

#### **(3) Reinforcing Steel**

Reinforcing steel shall be stored in a manner to avoid excessive rusting or being coated with grease, oil, dirt and other objectionable materials.

### **3.4 Construction Requirement**

#### **3.4.1 Concrete Proportions**

The proportion of all materials in concrete shall be subject to the approval of the Project Engineer. The Contractor shall employ at his own expense an approved testing laboratory which shall design the mix proportions in accordance with ACI

211.01 Strength requirements shall be 20.7 Mpa (3000 psi) for footings, columns, beams, slabs and stairs, lavatory counter, wash basin; 17.2 Mpa (2500 psi) for ramp, slab on grade, water box, grease trap; and 13.8 Mpa (2000 psi) for lean concrete or as required by the Project Engineer. The adequacy of this test shall be verified by a test on a minimum of 6 cylinders; 3 tested at 7 days, 3 at 28 days, in accordance with ASTM C39.

If, at any time during construction, the concrete resulting from the approved mix design proves to be unsatisfactory for any reason such as too much water, lack of sufficient plasticity to prevent segregation, honeycomb, etc., or insufficient strength.

### **3.4.2 Concrete Samples and Testing**

Sampling and testing of concrete shall be done by and at the expense of the Contractor. Throughout the period that the concrete is being poured into the forms and while spading operation are being done, sets of test samples in cylinder shall be taken from fresh concrete from the forms.

The following test shall be made for each 10 cu. M. of concrete or fraction thereof:

#### **(1) Compression Tests:**

At least two (2) sets of samples consisting of three (3) concrete cylinder specimens per set shall be made. Fresh concrete shall be placed inside standard 150 x 300 mm cylindrical mould in three (3) separate equal layers and rodded separately with 25 strokes with a 16 mm diameter rod, with the tamping end rounded to a hemispherical tip of the same diameter. Surface shall be leveled with trowel and samples are to be labeled to identify the class, strength of concrete, date taken and part of structure samples are taken. The samples shall be cured in accordance with ASTM C31.

One set of cylinders shall be tested at the age of seven (7) days, and one set at the age of twenty eight (28) days, in accordance with ASTM C39. Additional cylinder samples may be moulded in reserve for further tests, if the results of twenty eight (28)-day-test do not meet the requirements.

#### **(2) Slump Tests:**

Slump tests shall be performed to determine the consistency or workable fluidity of freshly-mixed concrete in the field. At least two slump tests shall be made and the sample of concrete from which test specimens are made shall be representative of the entire batch and shall conform with the procedures as specified in ASTM C143.

Freshly-mixed concrete shall be placed in the slump cone 100 x 200 mm x 300 mm in three (3) equal layers. Each layer shall be rodded with 25 strokes of the 16 mm diameter tamping rod with the tamping end rounded to a hemispherical tip of the same diameter. The mould shall be leveled and lifted at once and then measure the slump action immediately by getting the difference in height of the mould and the top of the slumped concrete.

The slump for vibrated concrete shall be 50 mm minimum and 100 mm maximum, provided that the required strength of concrete is obtained.

**(3) Tests Reports:**

the testing laboratory shall submit four (4) copies of its test cylinder reports which are to include as far as applicable, the following items: Location of pour in the structure, concrete design mix number, concrete design strength, type and manufacturer of cement, amount of any admixture used, slump tests, date of sampling, cylinder application number, days cured in the field, days cured in the laboratory, age at time of testing, crushing stress, type of failure, who made the samples, who shipped the sample to the laboratory and whether concrete strength meets the specifications.

**3.4.3 Mixing Concrete**

Concrete shall be thoroughly mixed in a mixer of an approved size and type to insure a uniform distribution of the materials throughout the mass:

**(1) Site Mixed Concrete**

All concrete shall be machine-mixed for at least 1 ½ minutes after all materials including water are in the mixing drum. The time elapse between the introduction of the mixing water to the cement and aggregate and placing of the concrete in final position shall not exceed 45 minutes. Placing of material in the mixer shall be done in such way that the first batch of concrete materials in the mixer shall contain sufficient excess of cement, sand and water to coat the inside of the drum without reducing the cement content of the mix to be discharged. The re-tempering of concrete, placing additional cement, aggregate or water during mixing period shall not be permitted.

No hand mixing shall be allowed, except in case of emergency or breakdown during pouring operations, subject to the approval of the Project Engineer.

**(2) Ready- Mixed Concrete**

Ready-mixed concrete, when used shall be batched, mixed, and delivered from a plant approved by the Project Engineer and shall be in strict compliance with the requirements set forth in ASTM C-94.

The rate of delivery of the mixed concrete shall be such that the interval between placing of successive batches shall not exceed thirty (30) minutes. The elapsed time between the introduction of mixing water to the cement and aggregate, and completion of discharge shall not exceed one (1) hour, or not more than 1 ½ hours if a retarded is used. It should be kept constantly agitated during the transit period. Delivery tickets shall contain data on the weight of sand, gravel and amount of cement and water added. The Contractor shall keep legible copies available for examination of the Project Engineer.

Re-tempering of concrete shall not be permitted. The Contractor shall ix only quantities required for immediate use and mixture which has developed setting shall not be used. Concrete which has partially hardened shall not be retempered.

### **3.4.5 Protection and Curing**

#### **(1) General**

Concrete surfaces exposed to conditions causing premature drying shall be protected as soon as possible with canvas, straw, burlap, sand or other satisfactory material and kept moist; or if the surfaces are not covered they shall be kept moist by flushing or sprinkling, as directed by the Consultant. All concrete shall be moist cured for a period of not less than seven (7) consecutive days after placing by an approved method or combination of methods applicable to local conditions.

#### **(2) Moist Curing**

The surface of the concrete shall be kept continuously wet with water for a period of seven (7) days, by spraying or by covering with burlap or other approved material thoroughly saturated with water and keeping the covering wet by spraying or intermittent hosing. Water for curing shall be generally clean and free from any element which might cause objectionable staining or discoloration of the concrete.

### **3.4.6 Repairs to concrete**

All imperfections on concrete surfaces shall be corrected to produce concrete surfaces that conform to the requirements of this section. Unless otherwise approved by the Project Engineer, repair of imperfections on formed surfaces shall be repaired by patching with cement mortar. Cement mortar for patching shall be of the same composition as used in the concrete, except for exposed surfaces, part of the cement shall be white cement to provide a finish color matching the surrounding concrete. Honeycombed or otherwise defective areas shall be cut out from solid concrete to a depth of not less than 25 mm. The edges of the cut shall be perpendicular to the surface of the concrete. The area to be patched, at least 15 mm adjacent thereto shall be saturated with water before placing the mortar. The mortar shall be mixed approximately one (1) hour before placing and shall be remixed occasionally during this period with a trowel without adding water. A grout of cement and water, mixed to the consistency of paint, shall then be brushed onto the surface to which the mortar is to be bonded. The mortar shall be compacted into the place and screened slightly higher than the surrounding surface. Patches on exposed surfaces shall be finished to match the adjoining surfaces, after they have set for an hour or more. Patches shall be cured as specified for the concrete. Exposed surfaces shall utilize plywood forms, and after the removal of forms, shall not be plastered, unless otherwise directed by the Project Engineer. All joint marks on the formwork shall be reworked to a smooth surface to match adjacent areas and to present a new appearance.

### **3.4.7 Forms**

#### **(1) General**

Forms shall be used whenever necessary to confine the concrete and shape it to the required lines and dimensions, or to protect the concrete from contamination. Forms shall have sufficient strength to withstand the pressure resulting from placement and vibration of the concrete, and shall be maintained rigidly in correct position. Forms shall be sufficiently tight to prevent loss of mortar from the concrete. Forms for exposed surfaces shall be lined with form grade plywood. Bolts and rods used for internal ties shall be so arranged that when the forms are removed, they shall not be less than two (2) centimeters from the formed surface.

#### **(2) Cleaning and Oiling of Forms**

Before placing concrete, the contract surfaces of the forms shall be cleaned of encrustations of mortar, grout or other foreign material. Forms shall be coated with standard form oil that can effectively prevent sticking and will not stain the concrete surfaces.

#### **(3) Removal of Forms**

Forms shall be removed in a manner which shall prevent damage to concrete structures. Forms shall not be removed without prior approval of the Project Engineer. Any repairs of surface imperfections shall be performed at once and curing shall be started as soon as the surface is sufficiently hard to permit it without further damage. The minimum time period for removal of forms shall govern where it exceeds the minimum specified curing period.

### **3.4.8 Reinforcing Steel**

#### **(1) General**

Steel reinforcement shall be provided together with all necessary wire ties, chairs, spacers, support and other necessary devices.

#### **(2) Cutting and Bending**

Reinforcing steel shall be accurately cut and bent in accordance with the Approved detailed reinforcement drawings. Reinforcing steel shall not be straightened or rebent in a manner that will injure the material. Bars with kinks or with bends not shown on the approved detailed reinforcement drawings or with cracks or splits on the bends shall not be used. All bars shall be bent cold. If Contractor elects to have reinforcing steel cut and bent off the site, he shall provide, maintain a representative stock of steel. This provision is to take care of minor revisions and additions in an expedition's manner.

**(3)     Placing of Reinforcement**

Reinforcing steel shall be accurately placed in accordance with approved detailed reinforcement drawings and shall be adequately secured against displacement by using specified tie wires or approved clips at all intersections. After it has been installed reinforcing steel shall be inspected by the Project Engineer for compliance with requirements as to size, shape, length, splicing, position and number. Reinforcing steel shall be supported by concrete or metal supports, spacers or metal hangers, except for surfaces exposed to the ground or to the weather, where supports shall be concrete.

**3.4.9   Joints in Concrete**

**(1)     Construction Joints**

Construction joints shall be provided indicated in the drawings or as directed by the Project Engineer. Joints not indicated on drawings shall be constructed and located so as not to impair the strength of the structures.

When a construction joint is to be made, the surface of the hardened concrete shall be thoroughly cleaned and all laitance removed. In addition, the joint shall be thoroughly wetted and slushed with a coat of neat cement grout immediately prior to placing of new concrete.

**Section 4: Masonry**

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**4.0     MASONRY**

**4.1     Scope of Work**

The work includes furnishing and placing of concrete masonry units in conformity with the lines, grades and cross-sections shown on the drawings and in accordance with the specifications.

**4.2     Applicable Documents**

The latest edition of the following specifications and standards shall form part of this specification to the extent required by the references thereto.

ASTM	America Society for Testing Materials
CI44	Standard Specification for Aggregate for Masonry Mortar
PSA	Product Standards Agency Publications (Philippines)
PNS 16	Specification for Concrete Hollow Blocks

**4.3     Material Requirements**

**4.3.1   Concrete Hollow Blocks**

Concrete hollow blocks shall be a standard product of recognized manufacturer conforming to PNS 16, as indicated on the drawings. Exterior and interior masonry units shall be load bearing and non- load-bearing units respectively. However, load bearing units maybe provided in lieu of non- load bearing units. For load bearing units, the required compressive strength shall be 50 kg/ cm2 or



#### **4.3.2 Cement, Reinforcing Steel and Water**

Cement, reinforcing steel and water shall be as specified in Section 3.0, Concrete, of this technical specification.

#### **4.3.3 Delivery, Storage and Protection of Materials**

Concrete masonry units shall immediately upon delivery to the job site be stacked under covered area or otherwise protected from exposure to the weather and contact with soil. Care shall be exercised in handling the blocks to avoid breakage.

### **4.4 Construction Requirements**

#### **4.4.1 Workmanship**

Masonry walls shall be placed level and plumb all around. One section of the walls shall not be placed in advance of the others, unless specifically approved. Unfinished works shall be stepped back for joining with new work; toothing shall not be permitted. Heights of masonry shall be checked with an instrument at sills and heads of openings to maintain the level of the walls. Door and window frames, louvered openings, anchors, pipes and conduits shall be installed in carefully and neatly as the masonry work progresses. Spaces around door frames shall be filled solidly with mortar. Drilling, cutting, fitting and patching, to accommodate the work of others, shall be performed by skilled workers.

#### **4.4.2 Mortar Mixing**

Mortar materials shall be measured in approved containers to insure that the specified proportions of materials are controlled and accurately maintained during the progress of the work. Unless specified otherwise, mortar shall be mixed in proportions by volume. The aggregates shall be distributed uniformly throughout the mass. A sufficient amount of water shall be added gradually and the mass further mixed, not less than 3 minutes, until a mortar of the plasticity required for the purpose intended shall be obtained. The mortar shall be mixed in a manner such that the quantity of water can be controlled accurately and uniformly. Mortar boxes, pans, or mixing drums shall be kept clean and free of debris or dried mortar. The mortar shall be used before the initial setting of the cement has taken place; re-tempering of mortar in which cement has started to set shall not be permitted.

#### **4.4.3 Proportion of Mortar Grout**

Fine mortar grout shall be mixed in the volumetric proportion of one part Portland cement,  $\frac{1}{4}$  part hydrated lime and 3 parts sand. Coarse grout shall be mixed in proportion of one part Portland cement,  $\frac{1}{4}$  part hydrated lime, 3 parts sand 3 part pea gravel passing a  $\frac{3}{8}$  inch sieve.

#### **4.4.4 Use of Fine and Coarse Grout**

Fine grout be used in grout spaces less than 50 mm in any horizontal dimension or when clearance between reinforcement and masonry unit is less than 17 mm. Coarse grout shall be used in grout spaces more than 50 mm in all horizontal dimensions or where clearance between the reinforcement and masonry is more than 17 mm.

**4.4.5 Mortar Joints**

Mortar joint shall be uniform in thickness, and the average thickness of any three consecutive joints shall be 9.50 mm. “Gage rods” shall be made and approved prior to starting the work and shall be used throughout the work. Changes in coursing or bonding after the work has started shall not be permitted. The jointer shall be slightly larger than the width of the joint, so that complete contact is made along the edges of the units, compressing and sealing the surfaces of the joint. Joints in masonry which will not be exposed shall be struck flush. Joints shall be brushed to remove all loose and excess mortar. All horizontal joints shall be on bottom of the wall with a tolerance of plus or minus 12 mm.

**4.4.6 Concrete Masonry Unit**

The first course of concrete masonry unit shall be laid in full bed of mortar, for the full width of the unit; the succeeding courses shall be laid with broken joints. Concrete masonry units with the cells vertical shall have bed-joints formed by applying the mortar to the entire top surfaces of the inner and outer face shell, and the head joints formed by applying the mortar of a width of about 25 mm to the ends of the adjoining units laid previously. The mortar for joints shall be smooth, not furrowed, and shall be of such thickness that it will be forced out of joints as the are being placed in position. Where anchors, bolts, ties and reinforcing bars occur within the cell of the units, such cells shall be solidly filled with mortar or grout as the work progresses.

**4.4.7 Reinforcement**

Horizontal tie reinforcement shall be provided where indicated. Reinforcement shall be continuous shall be provided in the longest available lengths. Reinforcement above and below openings shall extend and be embedded into the columns, unless otherwise shown on the drawings. STANDARD TECHNICAL Splices shall overlap not less than 150 mm. Reinforcement shall be embedded in the mortar joints in such a manner that all parts be protected by mortar. The two top courses of filler block walls shall have their cores filled with grout when placed in position.

Unless otherwise shown on the drawings, the size and spacing of bars shall be as follows:

For Vertical Bars:	
150 mm (6") CHB	- 12 mm (1/2") dia. At 600 mm
100 mm (4") CHB	- 10 mm (3/8") dia. At 600 mm
150 mm (6") Louver	- 12 mm (1/2") dia. At 500 mm
For horizontal bars:	- 12 mm (1/2") dia. At 600 mm
	(24") on centers (every third course)
	for 150 mm
	(6") and 100 mm (4") CHBs.

#### **4.4.8 Bonding and Anchoring**

Masonry walls and partitions shall be accurately anchored or bonded at points where they intersect, and where they abut or adjoin the concrete frame of the building. All anchors shall be completely embedded in mortar.

#### **4.4.9 Grout Placement**

Grout shall be performed on the interior side of wall, except as approved otherwise. Sills ledges, offsets and other surfaces to be left exposed shall be protected from grout falling on such surfaces and shall be removed immediately. Grout shall be stirred before placing to avoid segregation of the aggregate and shall be sufficiently fluid to flow into joints and around the reinforcement without leaving any voids. Grout shall be placed by pumping or pouring from buckets equipped with spouts, in lifts not exceeding 1.2 meters high. Grout shall be puddle thoroughly to eliminate voids displacing the masonry units from displaced by the grouting operation shall be removed and relaid to its proper alignment using fresh mortar grout.

### **4.5 Method of Measurement and Basis of Payment**

#### **4.5.1 Method of Measurement**

In measuring the quantity of masonry units for payment, the dimensions to be used shall be as shown on the plans or as directed by the Project Engineer in writing. Projections extended beyond the faces of the wall shall not be included. The area to be paid for under this section shall be the number of square meters of concrete masonry wall and partition placed and accepted in accordance with the plans specifications.

Payment of accomplished work shall be deemed to include the cost of mortar grout, reinforcing steel, tie wires, falsework and other necessary works to complete this item.

#### **4.5.2 Basis of Payment**

Method of Measurement, shall be paid for at the contract unit price shown in the bid schedule, which payment shall be full compensation for furnishing and placing all materials, labor equipment, tools and incidentals necessary to complete the work.

## **Section 5: Carpentry and Joinery**

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### **5.0 CARPENTRY AND JOINERY**

#### **5.1 Scope of work**

This section includes all rough and finish carpentry and joinery works, as shown in the drawings and in accordance with this specification.

5.2 **Materials Requirements**

5.2.1 **Lumber**

All lumber shall be in accordance with accepted commercial standard and shall be of the approved quality of each kind and shall be of the following spaces and grades as shown in the drawings.

Use	Specie	Grade
Lumber in contact with Concrete, masonry and Cement plasters	Apitong or Tanguile	Good
Lambs, transoms, mullions, Headers, sill, frames And wood base of detachable Partition	Apitong or Tanguile	Clear
Ceiling joist, studs, roof Framing and nailers	Apitong or Tanguile	Good

(1)     **Quality of Lumber.**

All lumber shall be of the approved quality of each kind required for the various parts of the work, well seasoned, thoroughly dry, and free from large, loose, or unsound knots, saps, shakes, and other imperfections impairing its strength, durability and appearance. Jambs, transoms, mullions, headers, sills, frames and wood base shall be air dried and well seasoned for at least two (2) months before use.

(2)     **Substitution.**

Any lumber equally good for the purpose may be substituted for the kinds specified, provided that the substitution shall be acceptable to the Municipality of Suyo, Ilocos Sur.

(3)     **Moisture Content**

Except where otherwise specified, lumber shall be sun-dried, or kiln-dried. At time of installation, the maximum moisture content, expressed as a percentage of the weight of the oven-dry wood, shall be as follows;

(a.)     **Rough Carpentry and Framing**

Framing lumber 2 inches and less in thickness: 19 percent.

Framing lumber over 2 inches thick: 25 percent.

Boards: 19 percent.

(b.)     **Interior millwork, finish and trim: 17 percent.**

### **5.2.2 Plywood**

#### **(1) Interior Areas.**

Plywood ceiling for interior ceiling, doors and partitions shall be of 6 mm thick tanguile plywood, grade "A", 3-ply with high resistant.

#### **(2) Exterior Areas.**

Plywood ceiling for interior ceiling, partition and doors (toilet and bath) shall be of 6 mm marine plywood.

### **5.2.3 Framing**

Wooden frames for detachable partitions shall be kiln-dried, tanguile.

### **5.2.4 Fasteners**

Fasteners shall be of the type and size best suited for the purpose as shown in the drawings. Fasteners shall be zinc coated regular commercial size as indicated and shall conform to ASTM specification A307.

### **5.2.5 Formica Countertop**

Shall be of the design and color as approved by the Project Engineer and shall be provided by the Contractor as shown on the drawings.

### **5.2.6 Wire Mesh Screen**

Wire mesh screen for insect proofing shall be aluminum wire cloth, with 1/8", mesh and shall conform to the best commercial standard.

### **5.2.7 Protection and Storage**

Lumber shall be protected and kept under cover both in transit and at the job site. Lumber shall not be delivered long before it is required for the work. Lumber delivered to site shall be carefully piled off the ground and stacked in such a manner as to ensure proper drainage, ventilation and protection from the weather. The lumber shall not be stored within the building during the process of plastering or until the plastering is reasonably dry.

## **5.3 Construction Requirements**

### **5.3.1 Workmanship**

Lumber for framing and other carpentry shall be fitted closely, set accurately to the required lines and levels, and shall be secured in place in a rigid and substantial manner. Spiking, nailing and bolting shall be done in an approved manner. Spikes, nails and bolts shall be of the proper size, and care shall be taken so as not to split the members. All frames coming in contact with concrete or masonry shall be anchored by means of nails spaced sufficiently apart all around the contact surfaces. Bolt holes shall be drilled accurately and shall have a diameter of 3 mm more than the bolt size. All exposed wood surface shall be smoothly dressed and if so required, shall be well sand-papered to an even smooth surface ready for finishing.

### **5.3.2 Finish Framing**

Grades and species of wood shall be specified. Interior finish shall be set plumb, level, square, and in true alignment and joints shall be tight and formed to conceal shrinkage. All finish framing shall be done as much as possible with carefully fitted mortise and tenon joints. Surface finish of woodwork shall be smoothly dressed and well sanded by machine or by hand. Conceal fastening and joints as much as possible, if not possible, locate them in inconspicuous places where nailing is permitted on wood surfaces. Face nailing trim and millwork and elsewhere as indicated, shall be set for putty stopping. Woodwork specified to receive a natural finish shall be for uniformity in color and graining. Nailing and blocking shall be provided as necessary.

### **5.3.3 Rough Framing**

Framing and other rough carpentry shall be fitted closely and set accurately to the required lines and levels and shall be secured in place in a rigid and substantial manner. Framing members shall not be spliced between bearing points and shall be free from pronounced defects. All framing member, not indicated or specified shall be provided as necessary for the proper completion of the work. Nailing shall be done in an approved manner, so as not to split the framing members.

### **5.3.4 Protection of Work**

The Contractor shall protect all finished wood work and millwork from injury after it has been set in place until completion and final acceptance.

### **5.3.5 Hardware**

Items of hardware to be installed shall be as directed or as shown in the drawings and shall be fitted carefully and attached securely. Care shall be exercised not to mar or injure the work.

## **5.4 Method of Measurement and Basis of Payment**

### **5.4.1 Method of Measurement**

The quantities to be paid for under this section shall be measured as follows:

- (1) Plywood ceiling shall be measured by the square meters of ceiling area installed and accepted. The payment of measured quantities shall be deemed to include the cost of ceiling joist, hangers, moulding, falsework and fastener and other works necessary to complete this item.
- (2) The measurement for wood ceiling vent shall be in square meter of work completed and accepted; the payment for this item shall be construed to include the cost of wire mesh insect screen, fastener and other works necessary to complete this item.
- (3) Counter cabinets shall be measured by the linear meters of cabinets installed and completed as to plans and specifications. Payment shall be deemed to include all framing, plywood panels, finish hardware, fasteners and incidentals necessary to complete the work.

(4) Roof framing shall be measured by the board feet of lumber for purlins, cleats, fascia board, rafter, girt trusses and bracing installed and accepted. The payment of measured quantities shall be deemed to include the cost of falsework, nails and fasteners. All roofing materials that were dismantled from the existing old market and still good and durable will be reused in the new construction.

#### **5.4.2 Basis of Payment**

Method of Measurement shall be paid for at the contract unit price and shown in the Bid Schedule, which price and payment shall be full compensation for furnishing and placing of all materials, labor, equipment, tools, incidentals and salvaged roof materials necessary to complete the work.

### **Section 6: Moisture & Thermal Protection**

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#### **6.0 MOISTURE AND THERMAL PROTECTION**

##### **6.1 Scope of Work**

This section includes the furnishings of all plant, tools, equipment, materials and labor in the installation of waterproofing and roofing, including miscellaneous sheet metal works.

##### **6.2 Materials Requirements**

**6.2.1** Water Proofing for Concrete Gutter must be mortaflex

##### **6.2.2 Repainted Metal Roofing and Siding**

Metal roofing and siding shall be gage 26, cold-rolled, pre-coated with zinc epoxy polyester or acrylic paint, and oven-baked for tougher resistance to chemical and atmospheric corrosion, preventing flaking, fading or rusting.

##### **6.2.3 Metal Fascia**

Metal fascia shall be gage 26, preformed, color grip spandrel pre-coated with zinc-epoxy polyester or acrylic paint, and oven-baked for tougher resistance to chemical and atmospheric corrosion.

##### **6.2.4 Galvanized Steel for Sheet Metalwork**

Galvanized steel sheets for sheet metalwork shall be plain galvanized steel sheets and shall be of gage 26, cold rolled, pre-coated with zinc-epoxy polyester or acrylic paint and oven baked.

##### **6.2.5 Fasteners and Accessories**

Strap fasteners shall be of gauge 24, galvanized iron sheet, 25 mm wide and be sufficiently long for the required connection. Rivets and washer shall be galvanized mild iron. Rivets shall not be less than 5 mm in diameter and 10 mm in length. Washers shall not be less than 1.5 mm thick and 20 mm in outside diameters.

#### **6.2.6 Storage Material**

Corrugated galvanized steel sheets and other mounded materials shall be stacked in level sites using lumber placed at right angles to corrugation. Stack shall be kept covered and protected from the weather and from contact with soil.

Diameter:

#### **6.2.7 Roofing Installation**

The method of installation of the insulation shall be in accordance with the drawings or the installation details of the manufacturers, subject to the approval of the Project Engineer.

#### **6.2.8 Roofing and Sliding Installation**

##### **(1) General**

Except as specified otherwise herein, all materials shall be installed in accordance with the manufacturer's printed erection instructions. Care shall be exercised in storing, handling and installing to prevent any damage to roofing sheets. The sheets shall be of the length indicated or the greatest length to suit the purlins spacing. End laps of roofing shall be located over purlins. Extreme care shall be exercised in drilling pilot holes for fastening to keep drills perpendicularly centered in valleys or crowns as applicable. After drilling, all metal fillings and burrs shall be removed from holes prior to installing fasteners and washers. Sheets deformed or otherwise damaged by overtorqued fastenings, shall be removed and new sheets shall be installed. Size and spacing of fasteners used in erection shall be as recommended by manufacturer subject to the approval of the Project Engineer. All metal shavings shall be swept from roofs upon completion to prevent rusting and discoloration.

Prior to the installation of roofing, purlins should have been placed and spaced properly to fit the length of roofing sheets to be used.

##### **(2) Installation of Roofing Sheets**

Installation of roofing sheets shall start at the lower part of the roof and to proceed towards the direction of the prevailing monsoon wind. Side laps shall be two and a half (2 1/2) corrugations or as required in the specification by the manufacturer and end laps shall be 250 mm minimum. Each sheet shall be fastened temporarily by a galvanized flat head nails 1.83 mm diameter by 38 mm long, at corrugation valleys and at places to be covered by side or end laps. Succeeding upper rows of roofing sheet shall be installed in the same manner until the roof area is covered.

##### **(3) Joint Sealing**

To provide watertight construction joint sealing materials shall be provided to seal all joints in and around sealing strips at ridges, eaves valleys and bolt holes before inserting fasteners for all flashing and elsewhere as necessary.



**(4) Fastening**

Pre-painted roofing sheet shall be fastened to the purlins by means of metal strap GA. 24, 25 mm wide, strapped to steel purlins and riveted to metal roofing.

Install the ridge roll and gutters when required before fastening the roofing sheets with plain galvanized iron straps and washer. Each strap end shall be fastened at every other corrugation along gutter lines ridge lines and end laps. The other strap end shall be bent around and nailed taut to the purlins. Riveting at intermediate purlins and laps shall be done at every third corrugation. Rivet shall be provided with galvanized iron washer below and above the roofing sheet. Rivets shall be sufficiently long to allow for a hemisphere head formation. Riveting shall be done such that the lead washer will be compressed to provide a watertight fit around the rivets.

**(5) Flashing**

Flashing shall not be bent at sharp angles, but shall be worked to as large radius as possible. Exposed edges of counter-flashing shall be folded 12 mm. End laps in counter-flashing shall not be less than 75 mm and shall be made watertight with plastic cement.

Use cadmium plated or zinc-coated sheet metal screws to secure sheet metal flashing to roofing in accordance with the manufacturer's recommendations and subject to the approval of the Consultant.

**(6) Ridge Rolls**

Ridge roll shall be lapped at least 600 mm over the end of roofing sheets and shall be riveted at every second corrugation.

**(7) Fabrication of Gutters**

Gutters shall be fabricated to the shape and dimension indicated in the plans. Gutter joints shall be flat seam folded and sealed evenly in the direction of flow. Otherwise, gutter joints shall be lapped at least 25 mm, fastened together with a 3.175 mm diameter or No. 8 copper rivets and burrs and sealed.

Gutter shall be attached to the fascia frame with galvanized nails or screws spaced at not less than 900 mm on centers and at a point slightly higher than the leading edge of the gutter: As additional support, gutters shall be fastened to the end purlins by a wrought iron straps 3 mm thick and 19 mm wide spaced at not more than 1000 mm on centers.

**6.2.9 Roof Accessories**

**(1) Drain or Overflow Pipe**

Concrete roof gutters or any other concrete work that catches drains or collects rain water shall be provided with drain or overflow pipe. Pipe shall be 25 mm G.I pipe spaced at two (2) meters or as shown in the drawings. Roof drain shall be a product of a reputable manufacturer acceptable to the Consultant.

**(2) Weep Holes**

To allow free flow of water to drain from one level or to outer drain as shown in the drawings or as directed by the Consultant, the contractor shall provide weep holes.

**(3) Downspout**

This item shall be of polyvinyl chloride (P.V.C) pipe embedded in concrete columns as shown in the drawings or as directed by the Consultant. PVC downspout shall not be less than 75 mm in diameters and a product of a reputable manufacturer acceptable to the Consultant.

**6.3 Water Testing**

All water proofed surfaces, roof, sidings, gutter and downspout system shall be tested for water tightness be flushing or flooding with water as directed by the Consultant. Flood water shall be kept on gutters, downspout for a minimum time of twenty four (24) hours. If any leak occurs, the work shall be repaired or reconstructed. Test shall be repeated until satisfactory result has been attained.

**6.4 Method of Measurement and Basis of Payment**

**6.4.1 Method of Measurement**

The quantities to be paid as shown as follows:

- (1) Membrane waterproofing shall be measured by the square meter of waterproofed areas installed and accepted.
- (2) The measurement for roofing, facia and siding shall be in square meter of area completed and accepted by the Project Engineer. The payment of this item shall be considered to include the cost of preparation, installation of metal sheets, fastening, joint sealing, false work and necessary works to complete this item.
- (3) The quantities for roof drain and weepholes shall be measured by the number of pieces of each unit installed, as shown in the drawing.
- (4) Downspout will be measured by the linear meter in place. The payment of quantities shall be deemed to include the cost of fittings, joint sealer and fasteners necessary to complete the work.
- (5) The measurement for ridge roll, gutter and flashing shall be in linear meter of sheet metal work fabricated installed and accepted. The payment for this item shall be considered to include the cost of fastening and sealing.

**6.4.2 Basis of Payment**

The accepted quantities measured as prescribed in Sub-section 7.4.1 shall be paid for at the appropriate contract unit price for the pay item as shown in the bid schedule, which price and payment shall be full compensation for placing all materials, labor, equipment, tools and incidentals to complete the work.

## Section 7: Doors and Windows

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### 7.0 DOORS AND WINDOWS

#### 7.1 Scope

This section calls for the furnishing, fabrication and installation of doors and windows in accordance with the plans and specifications.

#### 7.2 Material Requirements

##### 7.2.1 Wood Doors

###### (1) *General*

Door panels shall have 44 mm thickness, unless otherwise specified or shown on plans, except for counter doors which shall be 31 mm thick.

###### (2) *Door Types*

This type of door shall have cores of the stile and nail type raised on both faces, set loose and either nailed or glued in place. It can either be of glass or wood panels or combination thereof.

###### (b) *Hollow Core Doors*

Except as otherwise specified, flush door shall be done in accordance with the details as shown on the plans. The plywood edge protection shall be around and into the outside frame of the door in order to prevent "pulling off" of the plywood veneers at the edges.

###### (c) *Fixed Clear Glass Transom*

This type of transom shall consist of a single plate of 5.6 mm thick clear glass framed in kiln-dried lumber, fabricated, shaped and moulded true to details and joined properly to acquire rigidity.

###### 3) *Lumber*

Lumber for doors shall be of commercial grade, of the approved quality of each kind, well seasoned, thoroughly dry, and free from loose or unsound knots, shakes, pitch pockets, or other imperfections affecting its strength, durability or appearance.

(a) Door frames in contact with concrete shall be Apitong or Tanguile, good grade of the design size and thickness as indicated in the drawings.

(b) Door studs, nailers and frames shall be tanguile, S4S and kiln dried with not more than fourteen percent (14%) moisture content.

###### 4) *Plywood*

Plywood for interior flush doors shall be tanguile first, class and of commercial standard. For toilets and bath doors use marine plywood.

5) *Adhesives and Bonds*

Adhesives and bonds shall be in accordance with the manufacturer's recommendation for all types of doors, subject to the approval of the Project Engineer.

**7.2.2 Detachable Wooden Planks**

Lumber for detachable planks including frames shall be tanguile, well seasoned, thoroughly dry, and free from loose or sound knots, shakes, pitch pockets or other imperfection.

**7.2.3 Steel Windows**

Steel window frames shall be hot-rolled new billet steel not less than 33.3 mm (1-5/18 inch) deep from front to back. The Contractor shall, before proceeding with the manufacture of steel windows, prepare and submit complete manufacturing and installation drawings in full size and in triplicate, together with samples of member-sections and hardware to be used, for the approval of the Project Engineer. Windows to be manufactured shall conform to the approved drawings and samples.

Frame members of steel windows shall be of equal leg design section at points where called for in the detailed drawings furnished with continuous angle fins as indicated on drawings. Z-type section of special design with offset permitting down turned leg of the vent member to seat flush when vent is in fully closed position, shall be used for frame angle shapes. Frames and vent members shall have integral weathering baffles providing double first parallel weathering contacts of not of less than 6 mm width on all four sides of the vent. Muntins shall be 22 mm by 31 mm rolled-tee sections.

**7.2.4 Glass and Glazing**

(1) *Glass*

Quality of glass shall be as mentioned in USGM Specification No. 123. Use of other recognized commercial brand shall be referred to and subject to the approval of Consultant.

(2) *Glazing*

Putty on wood or steel sash shall be of the approved type as recommended by the manufacturer and acceptable to the Consultant.

**7.2.5 Quality of Glass and Glazing Materials**

All glass sheets for doors and windows, unless otherwise specified herein or otherwise indicated in the drawings, shall be locally manufactured. Glass sheets used on wood doors and windows shall be 5.6 mm (7/32") thick as required by the consultant. Tempered glass specified herein or indicated on drawings shall be locally manufactured tempered safety glass, 5.6 mm (7/32") thick or as required by the Consultant. Plate glass for mirrors shall be 6 mm (1/4") thick, polished glass mirror, copper-backed, with exposed edges, leveled and polished. Mirrors should project a clear image without refractory effect.

Samples of all glass and glazing shall be submitted to the Project Engineer for approval prior to any installation work.

#### **7.2.6 Mirror**

In all toilet rooms, the Contractor shall provide and fit securely in place at the most convenient height above each lavatory, unless otherwise indicated on the drawings, one (1) mirror, made from local glazing quality polished plate glass, 6 mm (1/4") thick, with beveled edges and brass chromium plated frame, 6 mm (1/4") thick waterproof tanguile plywood backing, all in accordance with full size details. Sizes are as follows:

- (1) Single lavatory, 600 mm x 760 mm (24" x 30")
- (2) For two lavatories, 1200 mm x 760 mm (48" x 30")
- (3) For three lavatories, 1800 mm x 760 mm (72" x 30")

These mirrors shall be manufactured with not less than two (2) coats of silver hermetically sealed with an impervious protective coat of a copper deposited over the silver by electrolysis and then given a coat of hard mirror backing paint over a coat of pure shellac.

Submit sample for approval prior to any installation work.

#### **7.2.7 Finish Hardware and Specialties**

The model numbers herein given designate the quality and style (type, design, operation, materials and finish) of hardware designed. Any other hardware equally good, may be substituted only in cases of urgent necessity and subject to the written approval of the Project Engineer.

Unless otherwise specified, exposed surfaces shall have the following U.S. standard finishes:

US9 (polished, bright brass or bronze), bronze surfaces exposed on exterior of building not specified to have US26 finish.

US26 (polished, chromium plated over nickel or brass), brass or bronze surfaces exposed in toilets, lavatory and shower rooms and all other in the interior of the building.

USP (prime coated for painting), ferrous metal surfaces, unless zinc coated.

##### **(1) *Butt Hinges***

All hinges that are needed shall be steel brass plated and of the size for the purpose. Use "Hager", "Stanley" or "Corbin" or an approved equivalent, highly polished and plated with non-raising pin for door opening outside.

(2) *Extension Flush Bolts*

Hinged double wood doors, except bar doors and double acting doors, shall be fitted on top and at the bottom with a "Corbin" extension flush bolts No. 2879, 600mm x 31 mm (6-3/4" x 1-1/4") with dust proof strike, only on the astragali side (inactive door). Equivalent "Sargent" flush bolts may be used or any approved equal.

For high doors, the top bolt shall be provided with sufficient length to allow the flush plate within reach from the floor.

(3) *Coat Hook and Bumper*

Provide on the inside of each door for toilet compartments and water closet compartment with a No. 1938 pressed chromium plated coat and hat hook with bumper, 90 mm x 75 mm (3-5/8" x 3") as described and illustrated on page 39 of the Milwaukee Lawson Spring Hinges Catalog. Any approved equivalent may be acceptable.

(4) *Door Latches Indicator*

Provide and fit each door of all shower and water closet compartments with No. 1990 rim bolt No. 1985 indicator, cast brass, chromium plated and polished as illustrated and described on page 35, Milwaukee Lawson Spring Hinges catalog, or any approved equivalent of similar type.

(5) *Bar Doors*

Provide and fit a set gravity pivot type hinges nickel polished finish for each bar door in all toilet rooms. Locally made may be acceptable subject to the approval by the Project Engineer.

Each cabinet door sash shall be provided with elbow catches, "Corbin" No. 01623, cast bronze or approved equal. Cabinet doors not provided with locks shall be provided and fitted with friction catches. Sliding cabinet doors shall provide with drawer pulls of the flush type, cast brass or bronze.

(7) *Drawer Pulls*

Each drawer shall be provided with pulls of the type specified for cabinet doors.

8) *Locks*

The Contractor shall provide, complete, ready for operation, one pin tumbler cylinder lock of the medium or standard type for each door in accordance with the schedule below. U.S standard finishes as specified in Section 8.2.7, shall apply to all locks. Use "Russwin", "Yale", "Corbin", "Weiser", Schlage" of the standard type, U.S. brand or approved equivalent.

The trademark and plate numbers given herein are to designate only the quality, type, operation, materials and style (design) required.

(9) *Schedule of Lockset and Door Closers*

Use "Yale" lockset, U.S. brand or any approved equivalent; U.S. 26 (bright chrome) for all toilet doors.

**7.2.8 Delivery, Storage and Protection**

Doors, windows and finish hardware shall be protected against damage and dampness. Doors and windows shall be stored undercover in a well ventilated building where it will not be exposed to extreme changes of humidity. The material shall not be brought into the building until the plastering work has been completed and is thoroughly dry.

**7.3 Construction Requirements**

**7.3.1 Installation of Doors**

Doors shall be installed only after completion of other work which may affect the moisture content of the door. Doors shall be fitted and trimmed as required by the opening they will cover. Doors shall have a clearance of 3 mm at the side and top and shall have a bottom clearance of 6 mm over thresholds or as shown on details. The lock edge of doors shall be beveled at the rate of 3 mm in 50 mm. Cuts made on the jambs shall be sealed immediately after cutting, using a clear water resistant varnish or sanding sealer.

Doors with surfaces receive paint finish may be furnished factory primed, and doors with natural finish may be furnished factory prefinished. Final finishing shall be done in site in accordance with painting and varnishing specifications.

**7.3.2 Steel Windows**

**(1) Installation**

Corners of frame and all other window joints shall be coped and electrically welded. Frame section shall have weep-holes to provide for drainage. Windows shall be designed for glazing from the outside with wire glazing clips and steel casement putty. All units shall be prepared and supplied with necessary standard hardware and screens when included or called for on plans or drawings.

Windows shall be set plumb and true in openings. The joints between the window frame and masonry shall be carefully caulked. Contacts between windows and adjacent steel, including mullions, shall be sealed with mastic. Windows shall be glazed on the inside glass, shall be embedded with steel window putty, held in place by wire glazing clips and face puttied to a neat trim line.

**(2) Shop Finish**

Windows should be treated and primed finish, consisting of the following operation:

- (a) After fabrication, grease and dirt shall be removed by a hot alkali solution and rinsed in hot water.

- (b) After cleaning, all parts shall be immersed in a hot phosphate solution and rinsed in a diluted solution of chromic acid.
- (c) After air drying under controlled immersed temperature, one coat of shop primer shall be applied by dipping or spraying all surfaces. The primer shall be of a type specially developed for materials treated with phosphates.
- (d) The cleaning, phosphating, dipping or spraying of shop primer, and the oven-drying shall be done on a continuous operation at the factory.

Thickness of Door	Width of Door	Size of But Hinges
21 mm or 25 mm (7/8" or 1")	0.90 m (3')	63 mm ( 2 ½")
28 mm (1-1/8")		75 mm x 75 mm (3" x 3")
35 mm (1-3/8")		(3-1/2" x 3 ½")
44 mm (1-3/4")		100mm x 100 mm (4" x 4")
56 mm x 63 mm (2-1/4" x 2-1/2")		125 mm x 125 mm (5" x 5")

**7.3.3    Installation of Glass and Glazing**

Glass shall be set framing have been primed and dried. All glass shall be bedded, back and face puttied, and secured in place. Secure glass in window frames with non-corrosive clips, except where glazing beads are required. Apply putty uniformly in straight lines, with accurately formed levels and clean-cut corner; remove excess putty from glass. Improperly set glass shall be replaced to the satisfaction of the Project Engineer.

All glass shall be accurately cut to fit openings and set with equal bearing on the entire width of the pane. Convex side of glass shall be on the outside. The Contractor shall be responsible for all glass broken due to faulty setting and shall be replaced to the satisfaction of the Project Engineer.

Mirrors as specified, shall have the proper backing of 6 mm (1/4") thick tanguile waterproof plywood with brass chromium plated frame.

**7.3.4    Installation of Builders Hardware**

(1)     *Door Knobs, Lock and batch Strikes*

All lock and latch strikes shall be installed in door frames at the same height from the floor. Door knobs shall be so located that the center of the knob is 0.5 m from the finished floor.



(2) *Butt Hinges*

Each panel of hinged doors shall be provided with two (2) butts for doors 1.50 m or less in height; three (3) butts, over 1.50 m high and not over 2.10 m; four (4) butts, above 2.10 m in height. Doors of a greater height than 2.10 m, unless otherwise specified, shall be provided with an additional one (1) butt for each 0.65 m or fraction thereof.

Size of the Butt Hinges required are as follows:

(3) *Fastenings*

Fastening of suitable size, quality and type shall be provided to secure hardware in position. Machine screws and expansion shield shall be provided for securing items of hardware to concrete, brick tile or masonry instead of wood screws.

(4) *Exposed Items of Hardware*

After the finish hardware has been properly fitted, all exposed items such as knobs, plates, pulls, locks etc., shall be removed until the final coat of paint finish has been applied. Other items of finish hardware that are not to be removed before painting shall be properly marked or completely covered until final coat of paint finish has been applied, after which such protective cover shall be removed.

**7.4 Method of Measurement and Basis of Payment**

**7.4.1 Method of Measurement**

- (1) The quantities for doors to be paid for shall be the number of square meters of door panel completed and accepted. Payment of this item shall be deemed to include the cost of jambs, heads, door frames, nailers, glass pane (if any) and finish hardware.
- (2) The work accomplished for detachable wooden planks shall be measure and paid for in square meters. Payment shall be considered to include the cost of frames, nailer, finish hardware, mounting accessories and incidental works.
- (3) The quantities accomplished for glass jalousie window shall be measured in square meters of area completed and accepted. Payment of this item shall be construed to include the cost of window jambs, sill, transom, mullions, glass jalousie, aluminum frames, steel grilles and finish hardware's.
- (4) The quantities accomplished for each type of steel window shall be paid in square meters of area completed and accepted for each item of work. Payment for these items shall be considered to include the cost of steel frames, glass panels, finish hardware and glazing and incidental works.
- (5) The work accomplished for steel gate shall be measured in square meter and payment shall be deemed to include the cost of fabrication, erection, tracks and casters, mounting accessories and incidentals to this work item.

- (6) The quantities accomplished for aluminum insect screen shall be measured per square meter and payment shall include the cost of frames fastener and incidentals to this item.

#### **7.4.2 Basis of Payment**

The accepted quantities, measured as stipulated in Sub-section 8.4.1, Method of Measurement, shall be paid for at the contract unit price for each item, which price and payment shall be full compensation for furnishing and placing all materials, labor, equipment, tools and incidentals necessary to complete the work.

### **Section 8: Finishes**

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#### **8.0 FINISHES**

##### **8.1 Scope of Work**

This scope covers all works required in connection with surface finishes on wood, metal, masonry and concrete surfaces in accordance with this specification and as shown in the drawings.

##### **8.2 Materials Requirement**

###### **8.2.1 Plastering Works**

- (1) Portland Cement

Cement shall conform to ASTM standard CI50, Type 1

- (2) Sand

- (3) Lime

It shall be dehydrated lime where the free (unhydrated) calcium oxide and magnesium oxide in the hydrated products shall not exceed 8 percent by weight.

- (4) Water

Water used in mixing, shall be reasonably clean and free of oil, salt, acids, alkali, grass or other substances injurious to the finished product.

- (5) Red Cement

It shall be of the approved brand and applied in accordance with the manufacturers instructions.

### **8.2.2 Tile Works**

#### **(1) Floor Tiles**

Tiles shall be standard grade, unglazed vitrified tiles, 6 mm thick. Color and pattern shall be as specified in the drawings or as approved by the Project Engineer and the End-users.

#### **(2) Wall and Wainscoting Tiles**

It shall be 6 mm thick, standard grade, glazed vitrified tiles. Color and pattern shall be as shown in the drawings or as approved by the Project Engineer. Tiles shall be free from lamination, serrated edges, chipped off corners and other imperfections affecting their quality, appearance and strength.

#### **(3) White cement**

It shall be of the standard quality approved by the Project Engineer.

The Contractor shall submit tiles samples with three(3) different colors for the selection by the End-users and approved by the Project Engineer.

### **8.2.3 Paints**

All paint materials shall be as manufactured by recognized company acceptable to the Consultant. Tinting colors shall be of the same type as to the paint specified in the schedule of paint materials. All paints except paint for metals shall have fungicides added (phenol Mercuric chloride) in the amount of 1.5 percent to the total weight of paint.

### **8.2.4 Storage and Delivery of Material**

Cement and lime shall be stored off the ground under watertight cover, and away from damp walls and surfaces until ready for use. Damage or deteriorated materials shall be removed from the premises immediately. Manufactured materials shall be delivered in the original unbroken packages or containers that are labeled plainly with the manufacturer's names and brand. Container for tiles shall be grade-sealed. Materials shall be handle in manner that will prevent the intrusion of deleterious materials that will affect its quality and appearance.

All paint materials shall be delivered to the original containers. With labels intact and seals unbroken. Quality and type of paints shall be as specified in the schedule of paint materials and tools. The storage shall be adequately ventilated and must always be kept clean. Paints shall be protected from damage or contamination at all times and safeguards shall be taken to prevent fire.

### **8.3 Construction Requirements**

#### **8.3.1 Cement Finish on Masonry Walls**

##### **(1) General**

The work consist of furnishing all materials, labor, and performing all operations in connection with plastering masonry wall surfaces, complete in every respect as shown in the drawings and as specified herein. Plastering work shall coordinated properly with the work of other trades. The work of other trade shall be protected properly from being damaged during plastering operations. Scaffolding shall be amply strong, well braced, tied securely and inspected regularly. Overloading of scaffolding shall not be permitted.

##### **(2) Mixing of Plaster**

Except where hand mixing of small patches is approved mechanical mixers of an approved type shall be used for the mixing of plaster. Materials shall be accurately measured by a device that will maintain the specified proportions within a plus or minus tolerance not in excess of 5% by volume. Plaster materials shall be accurately measured in approved containers to insure the specified proportions. Caked and lumped materials shall not be use. Mixing boxes and tools shall be cleaned after mixing each batch and kept free of plaster from previous mixes. Plaster materials shall be thoroughly mixed with the proper amount of water until a uniform color and consistency is attained. Tempering shall not be permitted and all plaster that has begun to stiffen shall be discarded.

##### **(3) Proportioning Plaster**

Portland cement plaster shall be two-coat application, the base and the finish coat. Each coat shall be proportioned as follows: One part by volume of Portland, to three parts sand. Hydrated lime may be used as directed by the Consultant.

##### **(4) Application of Plaster**

Surface to receive plaster must be free from structural defects and shall thoroughly dampen prior to application of plaster.

Plaster base coats shall be applied with sufficient pressure and the plaster shall be sufficiently plastic to provide good bond on masonry bases. The base coat shall be compacted and straightened to a true surface without the application of water and the entire surface shall be floated to receive the finish coat. The finish coat shall be applied to a thickness approximately 3 mm before the scratch coat has set. Maximum pressure shall be applied in order to compact the finish coat and to provide a smooth finish free from blemishes or irregularities. Trowelling shall be continued until the finish surface sets. Immediately after setting, the surfaces shall be scoured vigorously with clean burlap or cement bag paper or brush to remove the sheen finish produced trowelling.

Plaster work shall be finished level, plump, square and true, within a tolerance of 3 mm in 3 meters without waves, blisters, pits crazing, discoloration, projections or other imperfections. Plaster work shall be formed carefully around angles and contours, and well up to screens. Special care shall be taken to prevent consequent dropping of applications. There must be no visible junction marks where one day's work adjoins another. Finished work shall be protected in an approved manner to prevent damage.

(5) **Portland Cement Plaster**

Cement plaster shall have a total thickness of not less than 12 mm thick. The base coat shall be applied not less than 9 mm thick allowed drying slowly for 24 hours. Then the finish coat shall be applied to a thickness of not less than 3 mm and brushed with 4 applications of fog spray of clean water. The first spray shall be applied 12 hours after the finishing coat has been completed and three subsequent spraying shall be applied at sufficient intervals thereafter as approved by the consultant.

(6) **Patching and Pointing**

Upon completion of the work all loose, cracked, damaged or defective plastering shall be cut and replastered in a satisfactory and approved manner. All pointing and patching of plastered surfaces and where plastering abuts or adjoins any other finished works shall be done in a neat and workmanship manner ready to receive paint or other finish.

(7) **Curing and Protection**

Damp curing shall begin as soon as the mortar has sufficiently to prevent injury and water applied in a fog spray to keep the plaster damp throughout without soaking. The period for damp curing shall be as specified for each coat. Protect the plaster from uneven and excessive drying during hot or drying weather conditions.

(8) **Cleaning**

After the completion of plastering work, all scaffolding surplus materials, debris and plaster daubs and stains on floors, windows, and other surface shall be removed to the satisfaction and approval of the Consultant.

**8.3.2 Cement Finish on Concrete Floor Slabs**

This work includes plain cement finish with or without red cement, and plain cement finish as bed for tiles, including all labor, materials, equipment and other facilities to complete the work in accordance with the plans and specifications.

(1) **Finishing Requirements**

Floors and slabs be sloped uniformly to the drains. In area where tiles are to be laid, the concrete base slab shall be depressed to not less than 50 mm, when not indicated. Floor and slab finishes, where not indicated, shall receive a single steel trowelling. Dry cement shall not be placed directly on the new concrete surface to absorb excess moisture.

(2) **Finishing Procedures**

Finishing procedures for floors and slabs, where not indicated on the drawings, shall be as follows:

Finish	Description	Uses
Screeded	Rough, free from Ridges and holes	Slab and concrete surfaces under earth fill
Floated	medium rough with Texture finished	Light storage area, base slabs And heavy machine pads
Trowelled	Fine sand texture To glossy glass Finish depending Upon the number Of passes of Trowelling	All surfaces: 1) Under floor 1 pass 2) Normal wearing surface- 2 passes  3) Dense wearing surface-3 passes

(3) **Screeded Finish**

Concrete shall be placed, consolidated and immediately struck off to bring the top surface of the slab to proper grade. Floors shall be leveled with a tolerance of 3 mm in 3.0 meters, except where drain occurs, in which case the floors shall be pitched to the drains. Striking off and bull- floating shall be completed before water appears on the surface of the freshly- placed concrete. If water is still visible by the time floating is to start, the excess water shall first be scrubbed off the surface by appropriate means

(5) **Floated Finished**

Floating shall begin when the water sheen has disappeared and when the surface has stiffened sufficiently to support a man without indenting the surface. Floating shall be performed by hand with a wood float. During the floating, the surface shall be checked with a 3.0 m straight edge applied at different angles. The surface shall be floated to a true plane within 3 mm in 3.0 meters.,

(6) **Trowelled Finish**

Upon attaining proper set, the floor shall first be given a floated finish as specified herein above and then hand trowelled. The first Trowelling should produce a smooth surface, free of defects. The finished surface shall be free of trowelled marks, uniform in texture and true to a plane within a 3mm in 3.0 meters.

(7) **Broomed Finish**

The floor shall first be given a floated finish and a steel trowelled finish as specified herein above and then the surface shall be broomed with a flexible bristle broom. The topping mixture shall be spread evenly over the roughened base before the final set has taken place. At the time of brooming, the trowelled surface shall have hardened sufficiently to retain the scoring on ridges. The brooming shall be in a direction transverse to that of traffic or at right angles to the slope of the floor.

(8) **Application of Cement Finishes**

The concrete slab to receive cement top finish shall be roughened before the concrete has set. Before applying the cement top finish, the concrete surface shall be further roughened with a pick or similar tool to remove laitance, loose particles, plaster and anything that would prevent bond and then cleaned by an approved method or device. After cleaning, the slab shall be thoroughly wet before top finish is applied. The cement top finish shall have minimum thickness of 19 mm and shall be poured continuously until the entire section is complete. Cement top finish shall be floated either manually or by machine, struck off with straight edge, steel trowelled to a hard smooth surface, and graded to drain where required. Where the floor is to be hardened,  $\frac{1}{2}$  of the pre-mixed floor hardener shall be spread spread over the freshly poured cement top finish after screening and removing any excess water from the mixture and the floor shall then be floated. The balance of the pre-mixed floor hardener shall be evenly spread over the surface at right angles to the first application. The floor shall then be floated and care shall be taken to embed the floor topping with hardener firmly in surface of the concrete floor. The treated cement top finish shall be allowed to set sufficiently so that the surface maybe steel trowelled to a hard sealed surface.

**8.3.3 Other Cement Finish**

(1) **Patching of Surface Defects**

All surface defects shall be repaired with cement mortar of the same composition as used in the concrete, Part of the cement in the mortar may be white cement, for patching exposed areas to match the color of the surrounding concrete. Patching shall begin as soon as the forms are removed and areas to be patched are cleaned thoroughly. Minor defective areas shall cut out of the solid concrete to a depth of not less than 25 mm. and edges of cut shall be perpendicular to the surface of the concrete. Area to be patched and about 150 mm of the adjacent surrounding areas shall be saturated with water before placing the mortar. Mix the mortar approximately one (1) hour before placing, and remix occasionally during this period without adding water. An initial grout of cement and water mixed to the consistency of paint of the required color shall be applied into the surface to which the mortar is to bonded.

(2) **Repairing of Structural Defects**

Concrete with excessive honey-comb, exposed reinforcing bars and other defects which affect the structural strength of the members shall be removed and repaired by the Contractor to the satisfaction of the Project Engineer.

(3) **Finishing of Formed Surfaces**

Finishing of formed surfaces, where not indicated in the drawings, shall be as follows:

- (a) Surfaces exposed to public view shall be smooth form finished. No plastering work shall be done on exposed surfaces to correct imperfections. Form facing materials shall be used to produce a smooth, hard and uniform texture on the concrete. The holes and defects shall be patched and all fins shall be completely removed.

- (b) Surfaces not exposed to public view shall be rough form finished. Tie holes and defects shall be patched and fins exceeding 6 mm height shall be chipped off or rubbed off.
- (c) Finishing of formed surfaces shall be accomplished after removal and repair of surface defects.

#### 8.3.4 **Tileworks**

##### (1) *General*

The work consist of furnishing all material, labor and performing all operations in connection with tile finishing of floors and walls, complete including mortar beds for the tile. Tile work shall not be started until roughing-ins for plumbing and electrical work has been completed and tested. The work of all other trades in the area where the work is to be done shall be protected from damage in a workmanship manner as directed by the Project Engineer.

The Contractor shall submit three(3) different colors for the selection and approval by the Project Engineer and End-users

##### (2) *Mortar for Tiles*

A scratch coat for wall tile shall consist of one part Portland cement, ¼ part lime putty and 3 parts sand by volume. Scratch coat shall have a minimum thickness of 9 mm. The buttering mortar for setting wall tiles and mortar setting bed for floor tiles shall have the same proportion as that of scratch coat.

##### (3) *Floor Tilling*

###### (a) Preparation of Surfaces

Before tile is applied with a dry-set mortar bed, the structural floor shall be tested for levelness or uniformity of slope by flooding it with water. Areas with water ponds shall be filled, leveled and retested before the setting bed is applied. The slab shall be soaked thoroughly with clean water on the day before the setting bed is applied. Immediately preceding the application of the setting bed, the slab shall again be wetted thoroughly but no free water shall be permitted to remain on the surface. A skim coat of Portland cement mortar shall then be applied not more than 1.5 mm thick. The mortar shall be spread until its surface is true and even, and thoroughly compacted, either level or sloped uniformly for drainage, where required. A setting bed, as far as can be covered with the tile before the mortar shall have reached its initial set, must be placed in one (1) operation, but in the event that more setting mortar has been placed that can be covered, the unfinished portion shall be removed and cut back to a clean leveled edge.



(b) Application of Floor Tile

All tiles shall be soaked in clean water to a minimum of one (1) hour before they are installed. Absorptive mounted tile shall be damped by placing tile on a wetted cloth in a shallow pan before installing. Before the initial set has taken place in the setting bed, a skim or Portland cement mortar, 75 mm to 1.5 mm thick, shall be trowelled or brushed over the setting bed or plain Portland cement, 75 mm to 1.5 mm thick maybe hand-dusted uniformly over the setting bed and worked lightly with a trowel or brush until thoroughly damp. The tiles shall then be pressed firmly upon the setting bed, and carefully tapped into the mortar until true and even with the plane of the finished floor base. Tapping and leveling shall be completed within one (1) hour after placing tiles. Borders and defined lines shall be laid before the field or body of the floor. Where floor drain is provided, the floor shall be sloped properly to the drains. Cutting of tiles, where necessary, shall be done along the outer edges of tile against trim, base, thresholds, pipes, built-in fixtures, and similar surfaces and shall be geared and joined carefully. Tiles shall be secured firmly in place, and loose tiles or tiles sounding hollow shall be removed and replaced to the satisfaction of the Project Engineer. All lines shall be kept straight, parallel and true and all finished surface brought to true and even planes.

(4) *Wall Tilling*

(a) Preparation of Surfaces

Scratch coat shall be applied on prepared surface to serve as backing for wall tiles, not less than 24 hours or more than 48 hours before starting the tile setting. Temporary screeds shall be applied to the scratch coat to provide a true and plumb surface to the proper distance back from the finished wall. The setting bed shall be applied, rodded, and floated flushed with the screeds over an area no greater than will be covered with the tile while the bed remain plastic. The thickness of the setting bed shall not exceed 20 mm and the mortar shall not be tempered.

(b) Application of Wall Tile

Tiles shall be soaked in clean water for a minimum of one (1) hour before they are installed. A skim coat of Portland cement mortar mixed with water to the consistency of thick cream. 75 mm thick shall be applied to the mortar setting bed or to the back of each tile. The tiles shall then be pressed firmly upon the setting bed and tapped until flush and even with plane of the other tiles. The tiles shall be applied before the mortar bed has taken its initial set. Intersections and returns shall be accurately. All lines shall be kept straight and true; and all finished surfaces brought to true and even planes; internal corners squared; and external corners rounded. Horizontal joints shall be maintained level and vertical joints plumb in alignment.

(5) *Jointing*

Joints shall be parallel and uniform in width, plumb, level and in alignment. End joints in broken-joint shall be made, as far as practicable, on the center line of the adjoining tiles. Joints widths shall be uniform and measured to accommodate the tiles in the given spaces with a minimum cutting.

(6) *Grouting*

Grouting shall be done as soon as the mortar beds have sufficiently set. All cement shall be Portland cement, colored or white, as required. Where light colored mortar is required in joints, a mixture of white cement and non-fading mineral oxide shall be used to produce the desired colors. The quantity of mineral oxides shall not exceed 10 % of the volume of cement in any case.

(7) *Cleaning*

Upon completion of grouting, the tile shall be thoroughly cleaned and maintained in this condition until completion of the contract.

**8.3.5 Painting**

(1) *General*

The work covered by this section consists of furnishing all labor, equipment, tools and materials in performing all operations in connection with painting and finishing, including protective coating of metal surfaces, complete, in accordance with the specifications and the applicable drawings.

(2) *Color and Samples*

All colors shall be in accordance with the color schemes shown in the drawings or as directed by the Project Engineer.

The Contractor shall submit Auto-CAD three(3) color schemes subject to selection and approval by the Project Engineer and End-users.

Sample panels of selected colors, at least one (10 meter square in area shall be prepared for approval by the Project Engineer prior to application.

(3) *Workmanship*

All work shall be done by skilled workers in a workmanlike manner. Paints shall be evenly applied and free from sags, runs, crawls and other defects. All coats shall be of proper consistency and well brushed out or rolled on so as to show a minimum brush or roller marks. Brushes or rollers shall be clean and in good condition.

Paint shall be thoroughly stirred to keep the pigment evenly in suspension when paint is being applied. No painting shall be done under conditions that are unsuitable for the production of good results.

All coats shall be thoroughly dry before the succeeding coat is applied. Allow at least twenty four (24) hours or more between applications of coats. For exterior painting during rainy season, allow one week drying time before the succeeding coat is applied.

Painting coats as specified are intended to cover surfaces perfectly, if surfaces are not fully covered, further coats shall be applied to attain the desired evenness of the paint application. All finishes shall be uniform as to sheen, color and texture. Paint may be applied by spray method, except when, in the opinion of the Project Engineer, spraying in any particular application would produce unsatisfactorily results. The Contractor shall provide all drop cloths and other covering requisite to the protection of floors and other work.

Each surface shall be inspected carefully before applying any finish; and if in surface is not in proper condition, the Project Engineer shall be notified to that effect in writing, otherwise the Contractor shall be held responsible for any defects in the finishes arising there from. Should a coat of paint be applied to a certain area and defects such as large cracks, hollow spots or unevenness in plastering are discovered, such defects shall be knocked out and replastered by the Contractor and repainted to the satisfaction of the Project Engineer.

The Project Engineer shall be furnished with every reasonable facilities to ascertain that workmanship is in accordance with the requirements and intent of these specifications.

(4) *Inspection of Surfaces*

The Contractor shall inspect all surfaces to be painted and all defects shall be remedied before starting the work. No work shall be started unless the Contractor shall have made certain the dryness of the surfaces. Test shall be made, in the presence of the Project Engineer, to verify the dryness of surfaces to be painted.

(5) *Concrete Surfaces*

(a) *Surface preparation*

Before applying paint, concrete and cement surfaces shall be allowed to dry thoroughly. Clean surfaces of all dirt, alkali and grease before commencing work. Treat all surfaces with a solution of two (2) kilos of zinc sulfate to four (4) liters of water and sufficient phenolphthalein to act as color warning. Presence of alkali is indicated when phenolphthalein turns red and further treatment is required to neutralize it. Allow the surface to dry at least three (3) days and remove all loose crystal from the surface before finishing.

(b) *Finishing*

For exterior and interior concrete surfaces and all other surfaces with cement plaster finish, use flat concrete paint with the specified brand approved by the Project Engineer.

First Coat- Apply flat concrete paint thinned with  $\frac{1}{2}$  liter water per 4 liters of paint; tint with latex tinting color to closely match color to topcoat or use premixed paint. Dry for 3 to 6 hours.

Intermediate Coat- Repair all minor surface imperfection with a paint putty made by mixing paint with patching compound powder. Let it dry for 24 hours, then smoothen the surface with sand paper, before applying the intermediate coat.

Final Coat- Apply paint tinted with latex tinting color to the shade specified.

(6) *Wood Surfaces*

(a) *Surface Preparation*

Plane the surface of wood with sand paper to remove roughness, loose edges, slivers, splinters, and then clean to remove dust. All frames in contact with concrete or plaster shall be treated with an anti- termite solution or equivalent before applying paint. Set nail heads into the wood, fill holes, cracks and defects. Dry for three (30 hours and clean surface with sandpaper to smoothen the surface.

(b) *Finishing*

For all woodwork, use gloss latex house paint with the specified brand approved by the Project Engineer.

First Coat- Apply latex paint thinned with ½ liter water per 4 liters of paint.

Second Coat- Apply latex paint thinned with latex tinting colors to the shade specified. Dry for 4 to 6 hours.

(7) *Metal surfaces*

(8) *Galvanized Metal*

All soldered joints must be completely scrubbed hard with a stiff steel brush, washed down with water to remove acidic solder flux, and then the new surfaces must be wiped off to remove grease and oils. All other surface contaminants must be removed before applying paint. Apply 2 to 3 full coats of metal paint directly on galvanized metal surfaces. Allow 24 hours drying time between coats.

Other metal surfaces must be completely scrubbed hard with a stiff brush and cleaned before applying a coat of red oxide primer or equivalent. Succeeding coats shall be applied following manufacturer's specifications for various coats on metal surfaces as approved by the Project Engineer.

(9) *Varnishing*

(a) *Preparations*

All wood works to be varnished shall be thoroughly sandpaper and all cracks, holes and other defects shall be filled with quality wood filler stained to match the desired finish. For varnishing wood species like lauan, tanguile, apitong, ect., reduce the prominence of the coarse grain in the wood by applying quality paste wood filler, sash and trim primer. Allow this filler and trim primer. Allow this filler and primer to set well and the excess shall be carefully and neatly cleaned from the surfaces by wiping across grain and let it dry of the time required by the manufacturer.

(b) Staining

If the desired color and shade can be obtained with the filler and primer, staining shall be omitted. Surfaces that requires staining shall be stained with "Colormatic Wood Stain" or "Oil Wood Stain" products of recognized brands to the desired color finish, tone and shade. When stain dries up it shall be wiped thoroughly and care shall be exercised in the use of the stain not to mark, but bring out and develop to the fullest extent the natural texture or grain of woods. When the natural color, grain texture of wood has to be maintained, the use of stain shall be omitted.

(c) Finishing

Finishes shall be as specified in the drawings or as approved by the Consultant. Stains and varnish shall be allowed to dry at least forty eight (48) hours between coats and shall be sanded lightly between coats with No. 00 or finer sand paper and cleaned before succeeding coat is applied by hand- rubbing and polishing, brushing or spraying.

(10) *Protection*

During painting works, furniture and other movable objects, equipment, fittings, fixtures and accessories shall be removed or protected and returned in place upon completion of painting works. Remove or protect all electric palates, surface hardware, ect. Before painting and re-install upon completion of painting works.

Any undue damage to any part of the present structure or adjacent building caused by the Contractor during the execution of the work shall be made good by the Contractor to the satisfaction of the Project Engineer.

(10) *Cleaning Up*

The Contractor shall upon completion of work remove all paint where it has been spilled, splashed or splattered on surface; remove all surplus materials scaffolds, ect., and leave the place in perfect condition acceptable to the Project Engineer.

(11) *Final Inspection*

Finished surfaces shall be solid, even in color and finished textures, free from cops, runs, lumps, brush marks, discoloration or other defects. Before final inspection, any work damaged or discolored shall be touched up or refinished in a satisfactory manner.

(12) *Miscellaneous*

All other items of work to be painted and not specified herein, but necessary to complete the work shall be painted with the appropriate quality of paint suited to the type and nature of the surface of material in accordance with the specifications or as directed by the Project Engineer.

#### **8.4 Method of Measurement and basis of Payment.**

##### **8.4.1 Method of Measurement**

The finished area to be paid for under each item shall be measured by the number of square meter of painted surfaces accepted in accordance with the plans and specifications. The cost of tinting color, thinner, sand paper putty including mixing, application, curing false work and protection work shall be deemed to be included in the contract unit price for each pay item as shown in the bid schedule.

##### **8.4.2 Basis of Payment**

The accepted quantities measured as stipulated in Sub- Section 9.4.1, Method of Measurement, shall be paid for at the contract unit price for each of the particular pay item listed below, which price and payment shall be full compensation for furnishing and placing all materials, labor, equipment, tools and incidentals necessary to complete each work item.

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**SANITARY  
TECHNICAL SPECIFICATIONS**

**for**

**Renovation of Staff House, Comfort Room,  
Ceiling and Kitchen**

**at**

**Government Center, Brgy. Sevilla,  
San Fernando City, La Union**

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## **1.0    SANITARY**

### **1.1    Scope**

This section consists of performing essential works in furnishing and in stalling piping materials, mechanical devices and fixtures necessary to construct and complete the water supply system, sewer system, fire protection system and other plumbing works in accordance with this specification and as shown in the drawings.

### **1.2    Applicable Specifications and Standards**

The latest edition of the following specifications and standards shall form part of this specification. In case of difference between the referenced specifications or standards and this specification or its accompanying drawings, this specification and accompanying drawings shall govern to the extent of such difference, otherwise, the referenced specifications and standards shall apply.

ASTM	American Society for testing and Materials
A74	Cast Iron Soil Pipe and Fittings
A53	Steel Pipe ( Galv.) Zinc Coated welded and Seamless Black & hot dip
B370	Copper Sheet and Strip for Building construction
D1785	Polyvinyl chloride (PVC) Plastic Pipe, schedule 40,80 And 120
D2466	Polyvinyl chloride (PVC) Plastic Pipe Fittings, schedule 40
D2564	Solvent Cement for Polyvinyl chloride (PVC) Plastic Pipe and Fittings
D2729	Polyvinyl Chloride Pipe and Fittings
D2774	Underground Installation of Thermoplastic pressure Piping
ANSI	American National Standards Institute
1985	national Plumbing Code of the Philippines as a referral Code of the national Building Code of the Philippines.
AWWA	American Water Works Association
C203	Coal- tar enamel protective coatings for steel water pipe
C601	Disinfecting Water Mains



### **1.3 General Requirement**

The work includes furnishing and installing water piping and appurtenances, sanitary and drainage piping, vents, plumbing fixtures and miscellaneous devices as shown in the drawings and as specified herein. No plumbing fixtures, devices, or piping shall be installed that will lead to a cross connecting or inter- connection between potable water piping and polluted drain, soil or waste piping.

#### **1.3.1 Standard Products**

Materials and equipment furnished under this specification shall be of standard products of the manufacturer regularly engaged in the production of such materials or equipment and shall be manufacturer's latest standard design that complies with the specification requirements.

#### **1.3.2 Defective Equipment**

Defective equipment or fixtures and equipment or fixtures damaged in the course of installation or testing shall be replaced or repaired by the Contractor in a manner approved by the Project Engineer.

#### **1.3.3 Proposed Changes**

If departures from the contract drawings are deemed necessary by the Contractor, details of such departures, including changes in related portions of the work, and the reason thereof, shall be submitted, as soon as practicable after contract award, to the Project Engineer for written approval. Approved departures shall be made at no additional cost.

#### **1.3.4 Utilities**

Water and drainage piping shall be extended to points outside the building as indicated. Pipes shall be capped or plugged for final connections with the service pipes.

#### **1.3.5 Code Compliance**

All materials and installation shall comply with the National Plumbing Code unless modified by this specification.

#### **1.3.6 Material and Equipment List and Data Sheets**

Before starting installation of any materials or equipment, the Contractor shall submit for approval a complete list of materials and equipment to be incorporated in the work. This list shall include catalogue number; cuts, data sheets, and such other descriptive information as may be required. Approval of materials will be based on manufacturer's published data, installation and roughing-in data sheets and drawings indicating compliance with the specifications.

### 1.3.7 **Data Sheets**

It shall be submitted, but not be limited, to the following items, and shall be certified to comply with appropriate referenced specifications:

Pipes and Fittings  
Plumbing Fixtures  
Valves

## 1.4 **Material requirement**

### 1.4.1 **Soil, Waste, Drain and Vent Pipe and Fittings**

#### (1) *Pipes*

All soil, waste, vent and drain pipes and fittings shall be polyvinyl chloride (PVC) pipe conforming to ASTM D2729 (Schedule 40) as shown in the drawings.

#### (2) *Flashing*

Vent pipes shall be flashed and made watertight at the roof with 4 pound sheet lead or 16 ounce sheet copper. Flashing shall extend not less than 200 mm from the vent pipes in all directions. Flashing shall be turned down into the pipes or hubs.

#### (3) *Traps*

Each fixture and piece of equipment requiring connections to the drainage system shall be equipped with a metal trap. Traps installed on threaded pipe shall be recess drainage pattern.

#### (4) *Roof Drain*

Shall be of cast-iron, dome type.

### 1.4.2 **Water Pipe and Fittings**

#### (1) *Above Ground Pipes*

Galvanized steel pipe for above- ground cold water lines and shall conform to ASTM A53. Fittings shall be malleable- iron, zinc-coated, screwed.

#### (2) *Below Ground Pipes*

Polyvinyl Chloride (PVC) Plastic piping for below- ground cold water lines shall conform to ASTM D1785. Fittings shall conform to ASTM D2466. Solvent cement for jointing shall conform to ASTM D2774.

#### (3) *Valves*

Valves shall be all brass or bronze with rough bodies and finished trimmings. Valves on chromium-plated brass pipe shall be chromium-plated finished.

(4)     Hose Bibs

Hose bibs shall be of rough brass body, with composition disc, hand wheel, 19 mm hose end and 12 mm female inlet.

1.4.3   **Plumbing Fixtures**

Plumbing fixtures shall be provided complete with fittings. Exposed traps and supply pipes for all fixtures and equipment shall be connected to the rough piping systems at the wall, unless otherwise indicated. Floor plates, wall plates, and escutcheons shall be as required by the fixtures specified. Stops shall be provided at each fixture. Plumbing fixture compound shall be used for fixture connection between earthenware fixtures and flanges on soil pipe. Closet bolts shall not be less than 6 mm in diameter and shall be equipped with chromium-plated nuts and washers. The exposed piping, fittings, and trimmings shall be chromium-plated or nickel-plated brass with polished bright surfaces.

(1)     Water closets

Water closets shall be vitreous china, free standing toilet combination; elongated bottom outlet siphon jet with extended shelf; closed coupled tank with cover.

(2)     Built-in Urinal gutter

Built in urinal gutter and step shall be glazed tile finish except for the step which shall be unglazed and shall be in accordance with the plans and specifications. Where shown on the drawings, the Contractor shall provide complete set of strainer with beehive grid, brass chrome-plated: C.I. soil pipe installation or any approved equivalent; and perforated stainless steel pipe.

(3)     Lavatories

It shall be vitreous china, white, 500 mm x 450 mm ledge back, wall-hung type, with front overflow, anti-splash rim and cast -in soap dishes.

(4)     Built-in Slop Sink

Built- in slop sink shall be in accordance with the detailed drawings and as specified herein.

- |     |                          |  |
|-----|--------------------------|--|
| (a) | Floor and Wall           | Glazed tiles   |
| (b) | Fittings and Accessories | Sink faucet<br>100 mm x 100 mm x 50 mm<br>brass strainer and 50 mm diameter P-trap |

1.4.4   **Miscellaneous Plumbing Accessories**

(1)     Toilet Paper Holder

It shall be vitreous china, recess type or any approved equivalent. The contractor shall provide and install toilet paper roll holder where water closets are located at 750 mm above the floor at most convenient side or as shown on the drawing or as directed by the Consultant.

(2) Floor Drain

Floor drain shall be 100 mm x 100 mm, brass nickel plated or stainless steel with hinged strainer, complete with P-traps and vents.;

(3) Grab Bar (For Disabled Persons)

Grab bar shall be stainless steel, 35 mm in diameter, complete with fittings and shall be embedded to concrete wall and floor as shown on the detailed section of the drawings.

- 1.4.5 Other fixtures, fittings and accessories shown or not shown on the drawings but are necessary to complete the work shall be provided by the Contractor and approved by the Project Engineer.

1.5 **Construction Requirements**

1.5.1 **Water Pipe and Fittings**

(1) Installation of Water pipes and Fittings

Pipes shall be installed as indicated in the drawings. The pipes shall be cut accurately to measurement, and shall be worked into place without springing or forcing. Care shall be taken not to weaken the structural portion of the building. All piping above ground shall be run parallel with the lines of the building unless otherwise shown or noted on the drawings.

2) Jointing

After cutting and before threading, all pipes shall be reamed and burrs removed. All screw joints shall be made with graphite and oil or with an approved graphite compound applied to make threads only. Threads shall be full cut, and not more than 3 threads on pipe shall remain exposed. Caulking of threaded joints to prevent leaks shall not be permitted. Unions shall be provided where required for disconnections.

(3) Fittings

Branches in piping and changes in pipes sizes shall be provided with necessary fittings as shown in the drawings.

(4) Valves

Valves shall be provided on all supplied fixtures as specified. Where valves are indicated on the drawings in connection with run outs, risers, branches and mains, they shall be in accordance with this specification.

(5) Testing

Water piping shall be subjected to a hydrostatic pressure test of 7 kilograms per square centimeters (100 pounds per square inch.)

### **1.5.2 Waste, Drain and vent Pipe and Fittings**

#### **(1) Sewer and Drain pipes Installation**

Horizontal soil and waste pipe shall be given a grade of 2 % where possible, but in any case not less than 1%. Vent pipes in roof spaces be run as close as possible to the underside of roof, with horizontal piping pitches down to stacks without forming traps in pipes using fittings as required. Where circuits vent pipe from any fixture or line of fixture shall be connected to a vent line carrying other fixtures, the connections shall be at least 1200 mm above floor on which the fixtures are located to prevent the use of any vent line as waste.

#### **(2) Fittings**

All changes in pipes sizes on soil and waste lines shall be made reducing fittings or recessed reducers. All changes in direction shall be made by the appropriate use of forty five (45) degree wyes, long sweep quarter bend, sixth, eighth or sixteenth bends, except that sanitary tees may be used on vertical stacks. Where it becomes necessary to use short radius fittings in any other locations, the approval of the Project Engineer shall be obtained before they are installed.

#### **(3) Union Connections**

Slip joints shall be permitted only in traps or in the inlet side of the trap. Tucker or hub drainage fittings shall be used for making union connection wherever practicable in connection with dry vents.

#### **(4) Joints**

All joints shall be air and water tight. For jointing pipes the following materials shall be used:

- (a) All PVC pipes shall be joints by the manufacturer's recommended adhesive as approved by the Project Engineer

#### **(5) Testing**

Before the installation of any fixture, the end of the system shall be capped and all lines filled with water to the roof and allowed to stand for at least 30 minutes without leakage. After the fixtures are set a smoke or equivalent test shall be made using an approved apparatus. Test within the building shall be made with piping exposed. Underground piping shall be made before backfilling.

### **1.5.3 Plumbing Fixtures**

Fixtures secured to concrete or masonry wall shall be cleaned and insulated with a minimum of 10 mm brass bolts with 20 threads to the inch and of sufficient length to extend at least 75 mm into solid concrete or hollow block work; fitted with a loose tubing or sleeve inserts; shall be securely achored and installed flushed with finished wall; and shall be completely concealed when the fixtures are installed.

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**ELECTRICAL  
TECHNICAL SPECIFICATIONS**

**for**

**Renovation of Staff House, Comfort Room,  
Ceiling and Kitchen**

**at**

**Government Center, Brgy. Sevilla,  
San Fernando City, La Union**

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## **Electrical**

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### **1.1 GENERAL PROVISIONS**

#### **1.1.1 General Conditions**

All sections under this Division shall be subject to the requirements of the plans and general conditions of the contract agreement.

#### **1.1.2 General Description**

The work to be done under this specification shall consist of the fabrication, complete in all details of the electrical works. The technical specifications only provide a broad outline of the required installation and do not include all details of design and construction.

#### **1.1.3 Work Included**

The Contractor shall provide all materials and labor and perform the work necessary to complete the works as shown in the drawings, as herein specified, or both and shall include but not be limited to the following principal items of work:

- a. Install and make operational power service entrance facilities and distribution equipment.
- b. Install and make operational a system of wiring for lighting and power in conduits, supports, including boxes, branch and connections to all lighting and power outlets.
- c. Install and make operational all general lighting fixtures and lamps, convenience outlets, light switches and receptacle plates.
- d. Install and make operational the telephone service entrance facilities, conduits, outlets and cable for the telephone system.
- e. Install and make operational the manual fire alarm system for the building.
- f. Complete testing of all electrical system.
- g. Painting of electrical works and equipment. Grouting of openings in floors and walls after all conduits are in place and sealing of all such openings, if not used.
- h. Anything that has been omitted in any item of work usually furnished for the completion of the electrical work as outlined herein must be and are hereby included in this division of work.

#### **1.1.4 Codes, Inspection, Permits and Fees**

- a. The work under this contract is to be installed according to the latest requirements, codes and standards of the following:
  1. Philippine national Building Code
  2. Philippine Electrical code
  3. Regulations of
  4. Illuminating Engineering Society (IES)
- b. All construction permits and fees for this work shall be obtained by the Contractor including approval from authorities of all required plans and shall furnish the COA Regional Office No. 1 final certificates of inspection and approval from the proper government authorities.

#### **1.1.5 Record and As- Built Drawings**

- a. The Contractor shall during the progress of work, keep a record of all deviations of the actual installation from that shown on the contract drawings.
- b. Upon completion of work, the Contractor shall submit the original drawing and two (2) copies of the as- built drawings to the COA Regional Office No. 1 for approval. The Contractor shall submit the original as-built drawings. And one (1) set of print copy to the owner.
- c. Approval by the COA Regional Office No. 1's Representative of the "As - Built" drawings shall be a pre-requisite for the acceptance of the work.

### **1.2 Basic Materials and Methods**

#### **1.2.1 Conduits**

- a. Intermediate metallic conduit shall be standard sizes, local manufacture "SUPER BRAND OR EQUIVALENT". To be used in main service entrance, and all exposed installation.
- b. Polyvinyl chloride (PVC) pipe shall be standard trade sizes, thick wall type 40 equivalents to EMERALD or ESLON brand. To be used in concealed and concrete embedded wiring run.
- c. Flexible conduit shall be used for wiring junction boxes to light fittings and other areas where required. Maximum length shall not exceed 1.0 meter. Use of appropriate fittings shall be expected.



### 1.2.2 **Conduit installation**

- a. Actual routing of conduit shall be subject to existing conditions.
- b. Bends: Not more than equivalent of three 90° bends between pulling points.
- c. Wall and floor sleeves shall be provided for passage of conduits. Set GI sleeves in masonry through concrete before pouring begins.
- d. Embedded conduits; set before pouring of concrete begins. Set conduits at minimum of 50 mm from conduit center to bottom of slab. Underground conduit shall be encased with concrete, 75 mm from outer face of conduit.

### 1.2.3 **Conductor and Conductor Installation**

- a. Place all wires in conduits or types indicated. Provide all require accessories for proper installation of all wiring.
- b. Splicing: Permissible only in designed junction splice or terminal box in accessible locations. Number4 of splices held to absolute minimum.
- c. Insulation of Splices or traps shall be covered with three layers, 20mm (3/4') wide 3M Company" Scotch No 33" or "Scotch No 83", or approved equal, electrical tape, half lapped.
- d. Standard stranding for 14 mm square dia (AWG # 6) and above. Minimum size shall be 3.5 mm sq. for power and 2.0 mm sq. for lighting and control wiring.
- e. Insulation shall be type TW/THW (60/90 degrees) 600 VOLT CLASS CONDUCTORS Duraflex, Columbia or Marton brand.

## 1.4 **Lighting**

### 1.4.1 **Lighting Fixtures**

Lighting Fixtures shall be in accordance with specifications as indicated in the approved plans.

## 1.5 **Wiring devices**

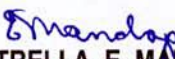

- 1.5.1 Light switches shall be rated 5 amperes and mounted at 1.50 meters above finish floor line. It shall be equivalent to national brand. Switch plate shall be subject to the approval of the COA Regional Office No. 1 .
- 1.5.2 Convenience outlets shall be duplex parallel type, 15 amperes equivalent to national brand.
- 1.5.3 Device plates shall be subject to the approval of the Project Engineer. Submit samples prior to installation.

# **Section VII**

## **Drawings**



P E R S P E C T I V E

PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	 <b>ESTRELLA E. MANDAP</b>	 <b>NENITA A. FAILON</b>	<b>AS SHOWN</b>	
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		





LIVING AREA



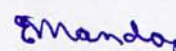
DINING AREA



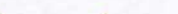


BED ROOM

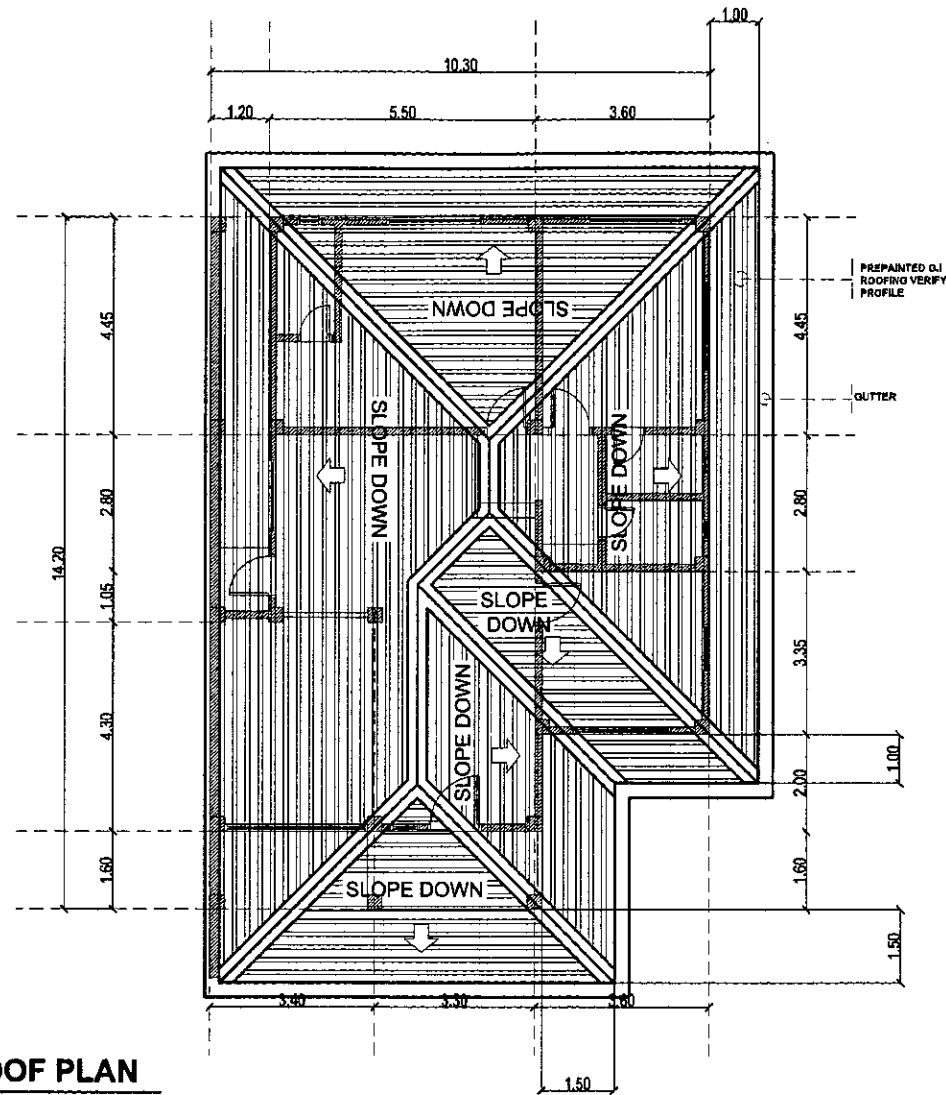


# INTERIOR PERSPECTIVE

PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	 <b>ESTRELLA E. MANDAP</b>	 <b>NENITA A. FAILON</b>	<b>AS SHOWN</b>	
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		

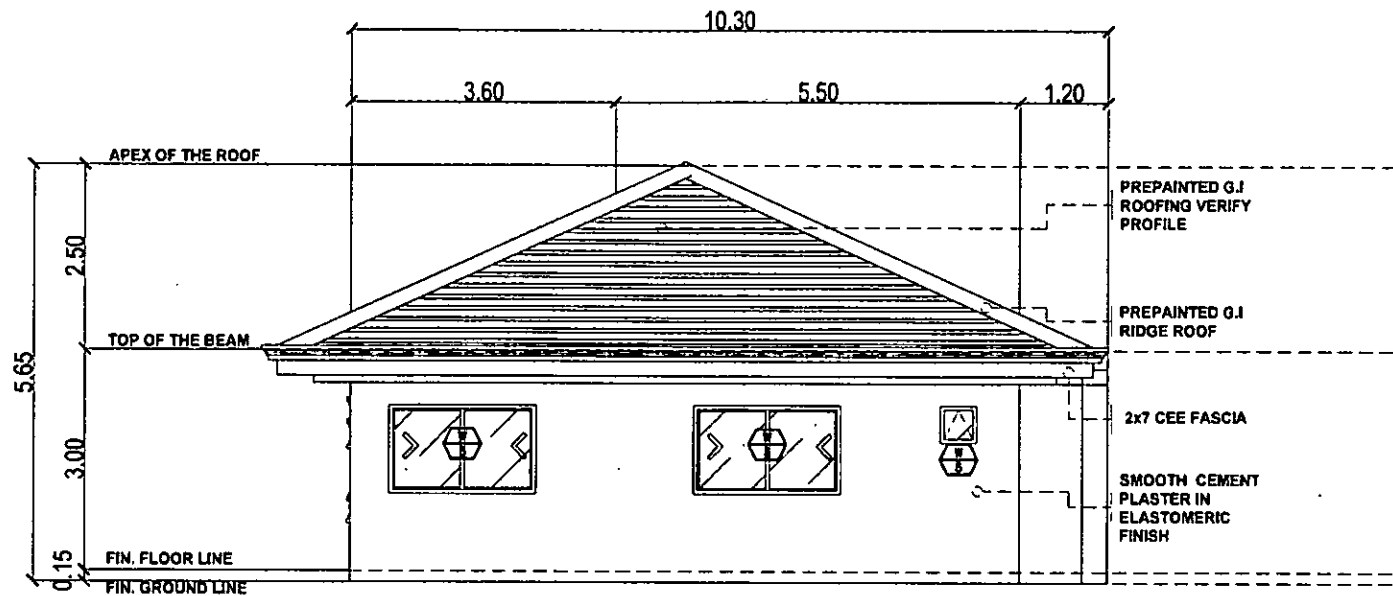


PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	 <b>ESTRELLA E. MANDAP</b>	 <b>NENITA A. FAILON</b>	<b>AS SHOWN</b>	
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		



**ROOF PLAN**  
SCALE 1:150 MTS

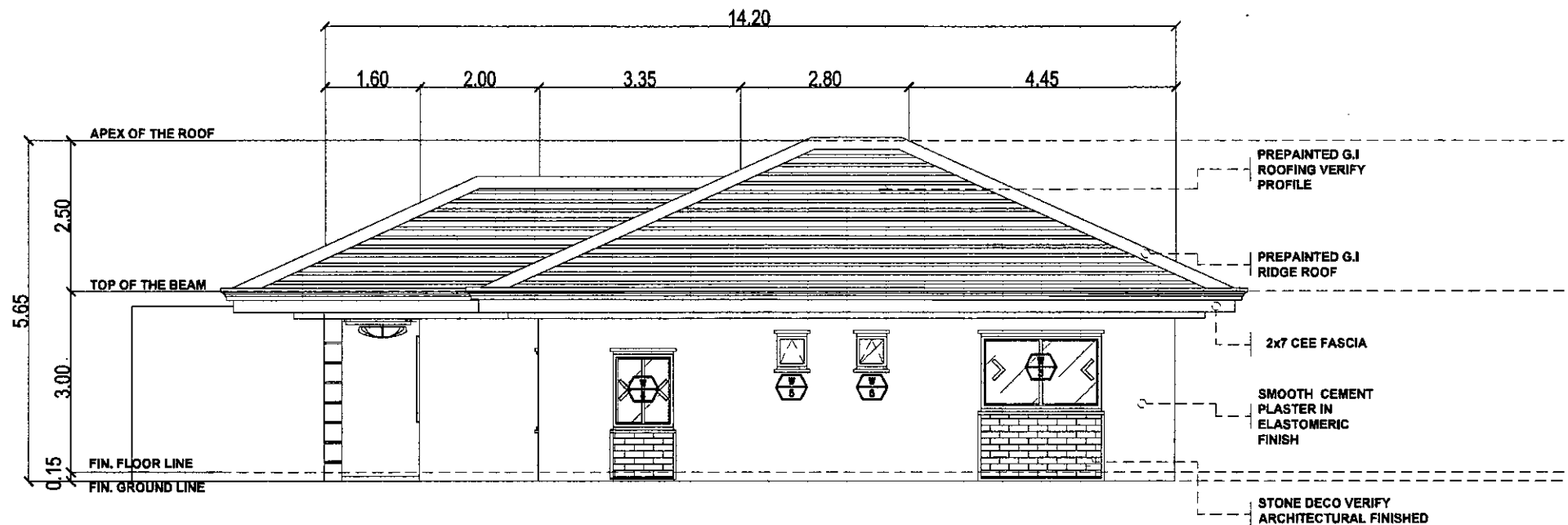
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RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>E. Mandap</i> ESTRELLA E. MANDAP	<i>Nenita A. Failon</i> NENITA A. FAILON	AS SHOWN	A 2/9
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		



REAR ELEVATION  
SCALE 1:100 MTS

PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	ESTRELLA E. MANDAP ASST. REGIONAL DIRECTOR	NENITA A. FAILON REGIONAL DIRECTOR	AS SHOWN	A 3/9
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION				

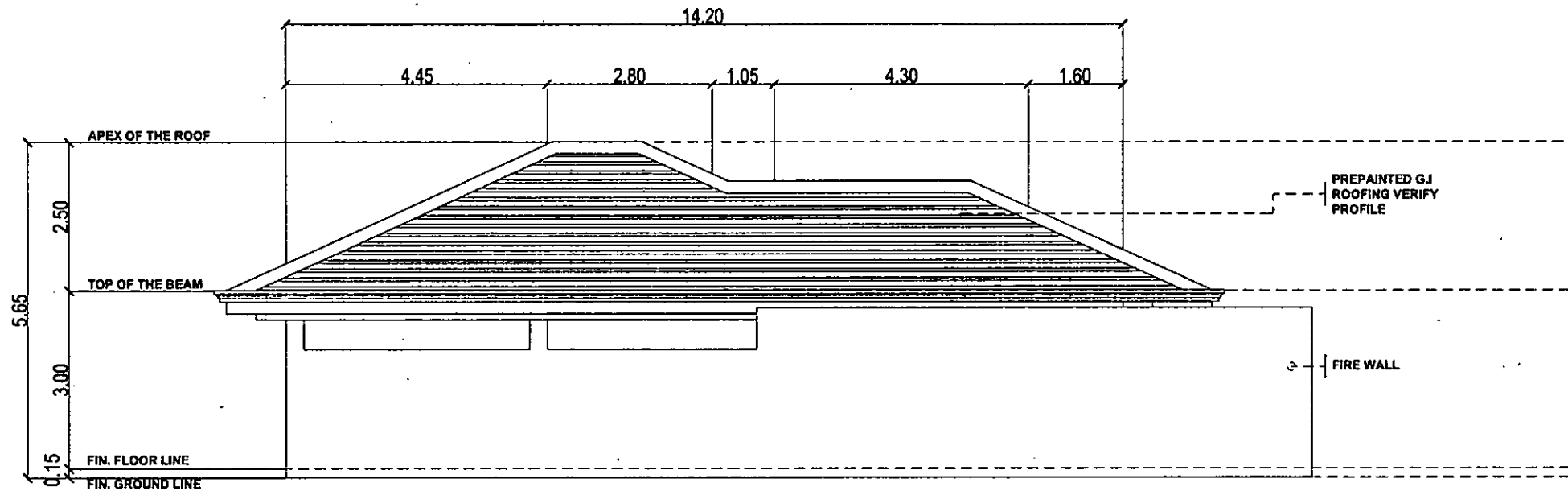




**RIGHT SIDE ELEVATION**  
SCALE 1:100 MTS

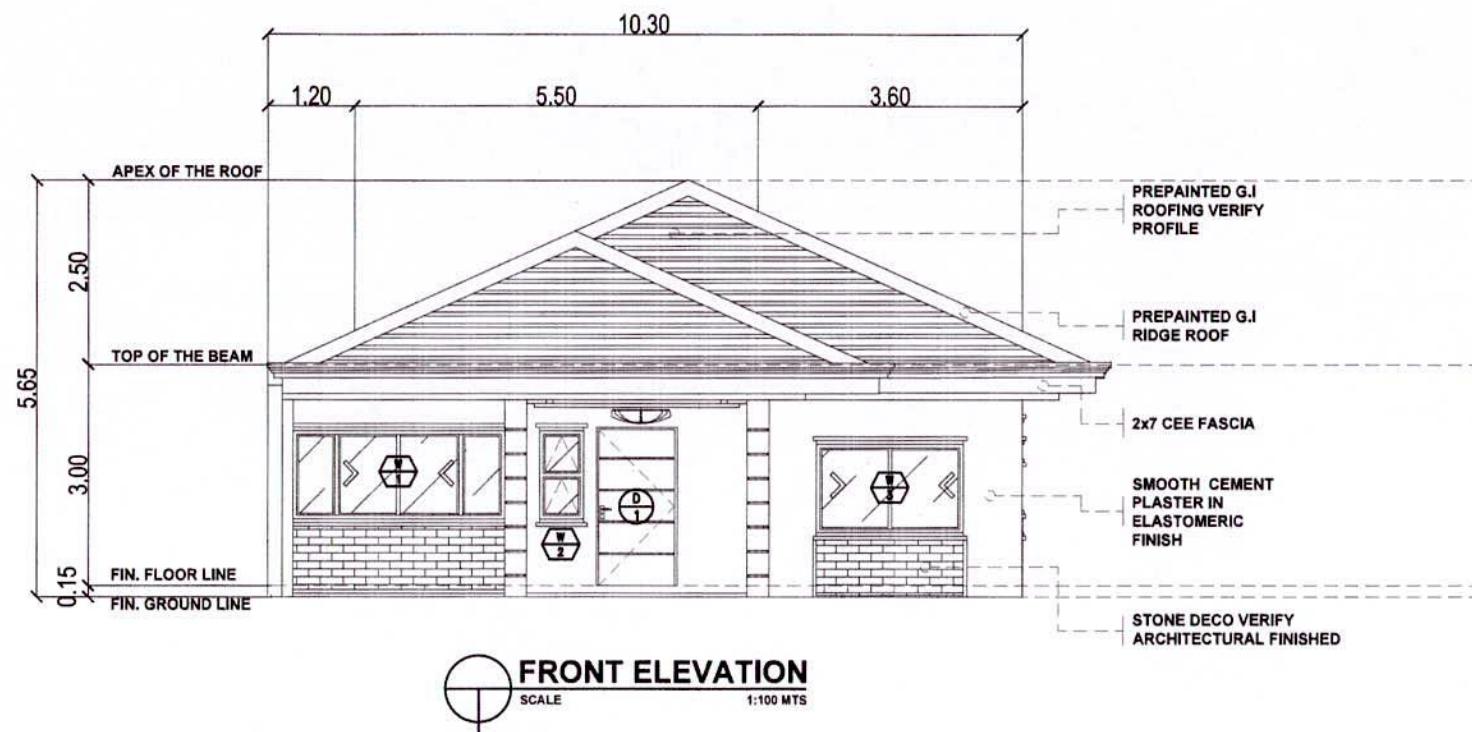
PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>Estrella E. Mandap</i> ESTRELLA E. MANDAP	<i>Nenita A. Failon</i> NENITA A. FAILON	AS SHOWN	A 4/9
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		



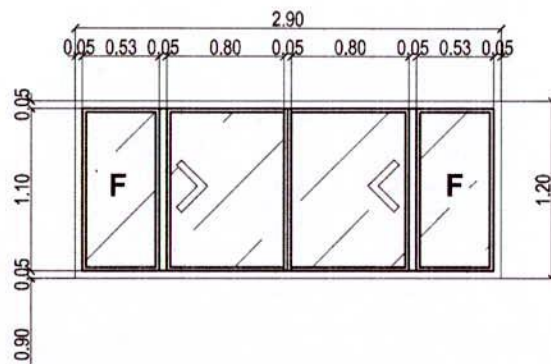


LEFT SIDE ELEVATION  
SCALE 1:100 MTG

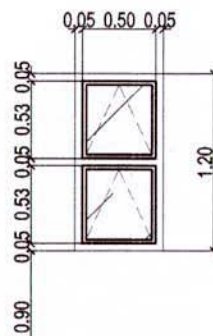
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RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>Estrella E. Mandap</i> ESTRELLA E. MANDAP	<i>Nenita A. Failon</i> NENITA A. FAILON	AS SHOWN	A 5/9
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		



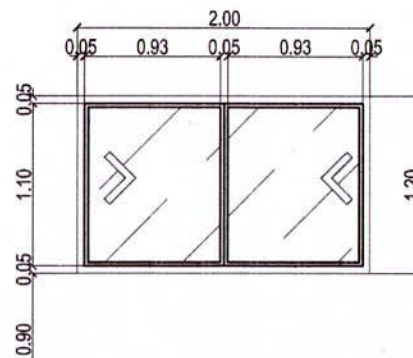
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RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>E. Mandap</i> <b>ESTRELLA E. MANDAP</b>	<i>Nenita A. Failon</i> <b>NENITA A. FAILON</b>	<b>AS SHOWN</b>	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <b>A</b>  <hr/> <b>6/9</b> </div> </div>
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		



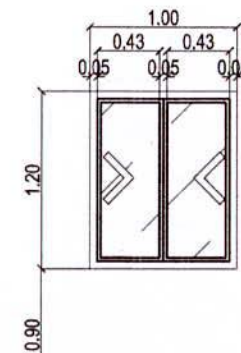
**W 1**  
**ANALOK FRAME**  
**SLIDING WINDOW**  
**REQUIREMENTS: ONE (1) SET**  
**LOCATION: LIVING AREA**



**W 2**  
**ANALOK FRAME**  
**AWNING TYPE**  
**REQUIREMENTS: ONE (1) SET**  
**LOCATION: LIVING AREA**



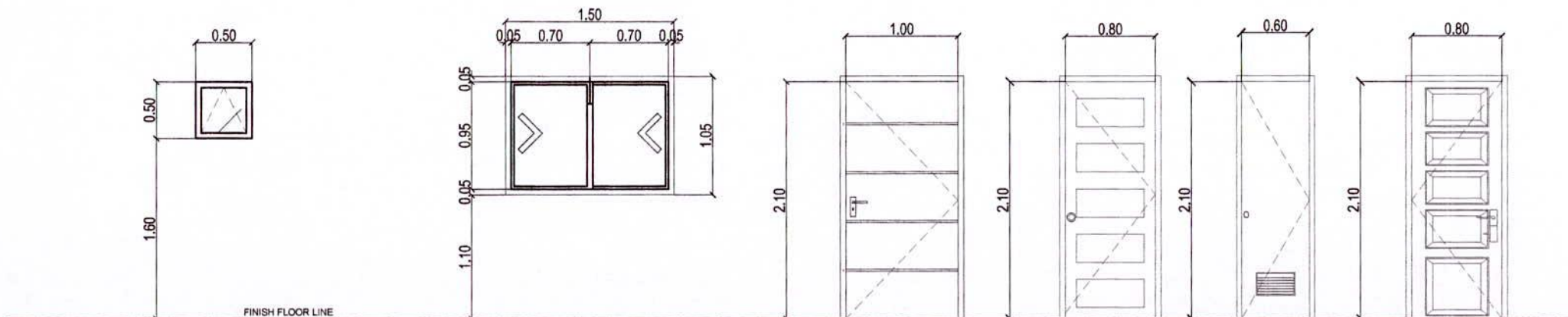
**W 3**  
**ANALOK FRAME**  
**SLIDING WINDOW**  
**REQUIREMENTS: FOUR (4) SET**  
**LOCATION: BED ROOM 01**  
**BED ROOM 02**  
**BED ROOM 03**



**W 4**  
**ANALOK FRAME**  
**SLIDING WINDOW**  
**REQUIREMENTS: ONE (1) SET**  
**LOCATION: BED ROOM 01**  
**BED ROOM 02**  
**BED ROOM 03**

**WINDOWS SCHEDULE**  
 SCALE 1:120 MTS

PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>E. Mandap</i> ESTRELLA E. MANDAP	<i>Nenita A. Failon</i> NENITA A. FAILON	AS SHOWN	A 7/9
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		



**W 5** ANALOK FRAME  
AWNING TYPE  
REQUIREMENTS: THREE (3) SET  
LOCATION: T&B

**W 6** ANALOK FRAME  
AWNING TYPE  
REQUIREMENTS: ONE (1) SET  
LOCATION: T&B

**D 1** SOLID PANEL DOOR  
REQUIREMENTS: ONE (1) SET  
LOCATION: LIVING AREA

**D 2** SOLID PANEL DOOR  
REQUIREMENTS: THREE (3) SET  
LOCATION: BED ROOM 01  
BED ROOM 02  
BED ROOM 03

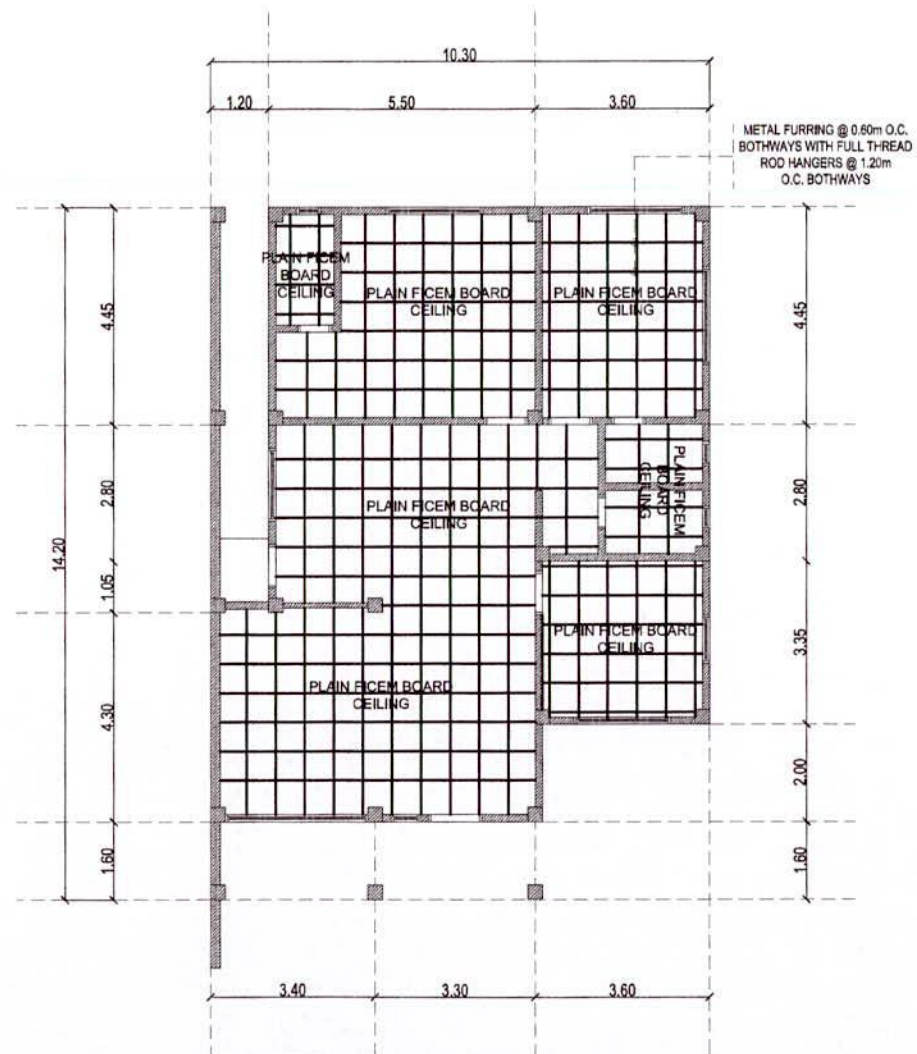
**D 3** PVC DOOR  
REQUIREMENTS: THREE (3) SET  
LOCATION: T&B

**D 4** SOLID PANEL DOOR  
REQUIREMENTS: ONE (1) SET  
LOCATION: KITCHEN & DINING

**WINDOWS & DOORS SCHEDULE**  
SCALE 1:120 MTS

PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>Estrella E. Mandap</i> ESTRELLA E. MANDAP	<i>Nenita A. Failon</i> NENITA A. FAILON	AS SHOWN	A 8/9
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		



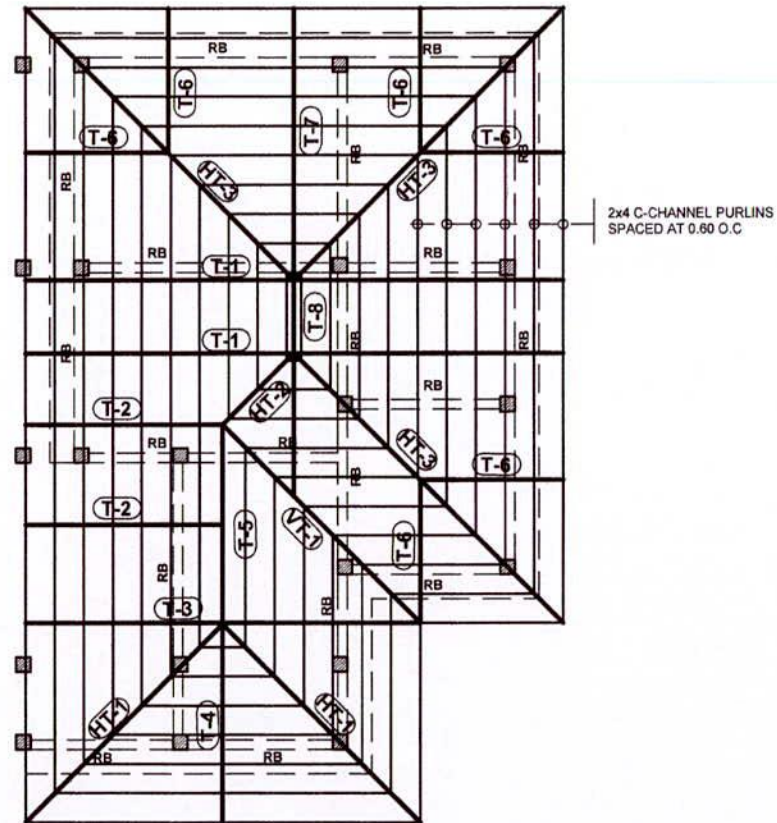


# REFLECTED CEILING PLAN

SCALE

1:150 MTS

PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>Estrella E. Mandap</i> ESTRELLA E. MANDAP	<i>Nenita A. Failon</i> NENITA A. FAILON	AS SHOWN	A 9/9
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		

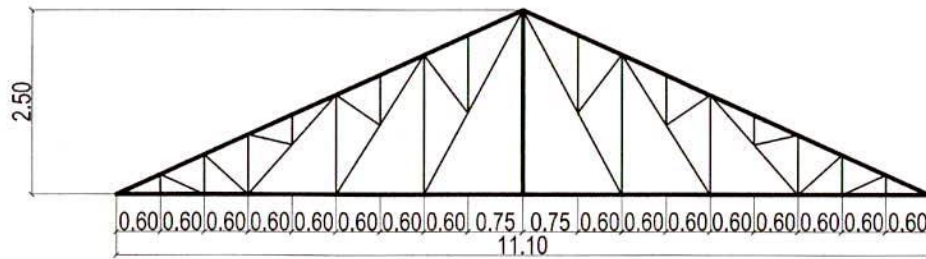


# ROOF FRAMING PLAN

SCALE

1:150 MTS

PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>Estrella E. Mandap</i> ESTRELLA E. MANDAP	<i>Nenita A. Failon</i> NENITA A. FAILON	AS SHOWN	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">S 1/4</div>
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		

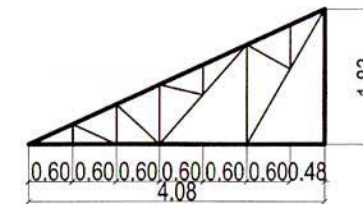


**T-1**

TOP/BOTTOM/CENTER = 2 X 2 X 6 mm

WED = 1/2 x 1/1 2 x 6 mm

DOUBLE TRUSS

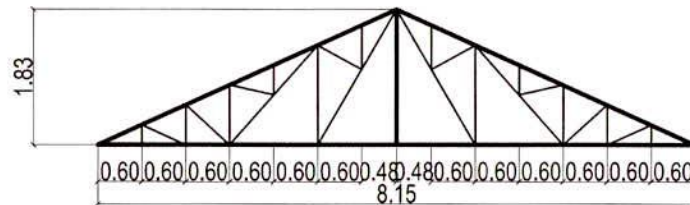


**T-2**

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WED = 1/2 x 1/1 2 x 6 mm

DOUBLE TRUSS

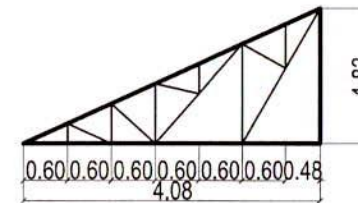


**T-3**

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WED = 1/2 x 1/1 2 x 6 mm

DOUBLE TRUSS



**T-4**

TOP/BOTTOM/CENTER = 2 X 2 X 6 mm

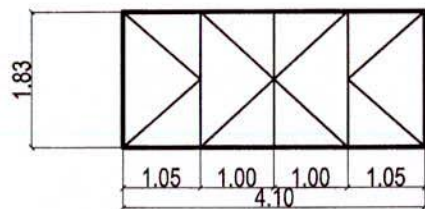
WED = 1/2 x 1/1 2 x 6 mm

DOUBLE TRUSS



PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>E. Mandap</i> ESTRELLA E. MANDAP	<i>Nenita A. Failon</i> NENITA A. FAILON	AS SHOWN	<b>S</b> 2/4
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		



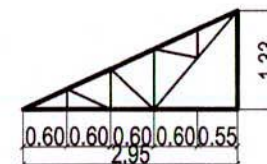


**T-5**

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WED = 1/2 x 1/1 2 x 6 mm

DOUBLE TRUSS

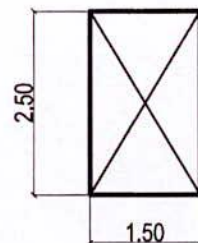


**T-6**

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WED = 1/2 x 1/1 2 x 6 mm

DOUBLE TRUSS

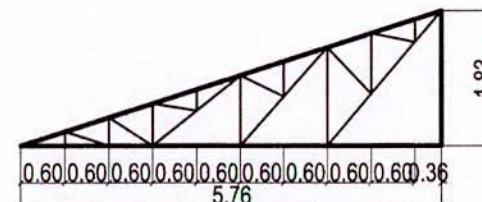


**T-8**

TOP/BOTTOM/CENTER = 2 X 2 X 6 mm

WED = 1/2 x 1/1 2 x 6 mm

DOUBLE TRUSS



**HT-1**

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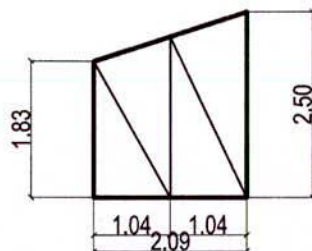
WED = 1/2 x 1/1 2 x 6 mm

DOUBLE TRUSS



PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>E. Mandap</i> ESTRELLA E. MANDAP	<i>N. Failon</i> NENITA A. FAILON	AS SHOWN	<b>S</b> 3/4
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		



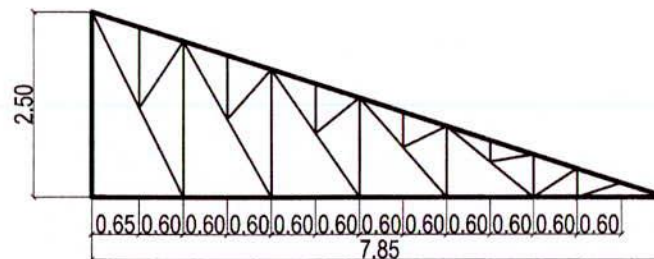


**HT-2**

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WED = 1/2 x 1/1 2 x 6 mm

DOUBLE TRUSS

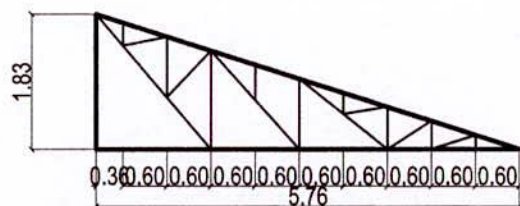


**HT-3**

TOP/BOTTOM/CENTER = 2 X 2 X 6 mm

WED = 1/2 x 1/1 2 x 6 mm

DOUBLE TRUSS



**VT-1**

TOP/BOTTOM/CENTER = 2 X 2 X 6 mm

WED = 1/2 x 1/1 2 x 6 mm

DOUBLE TRUSS

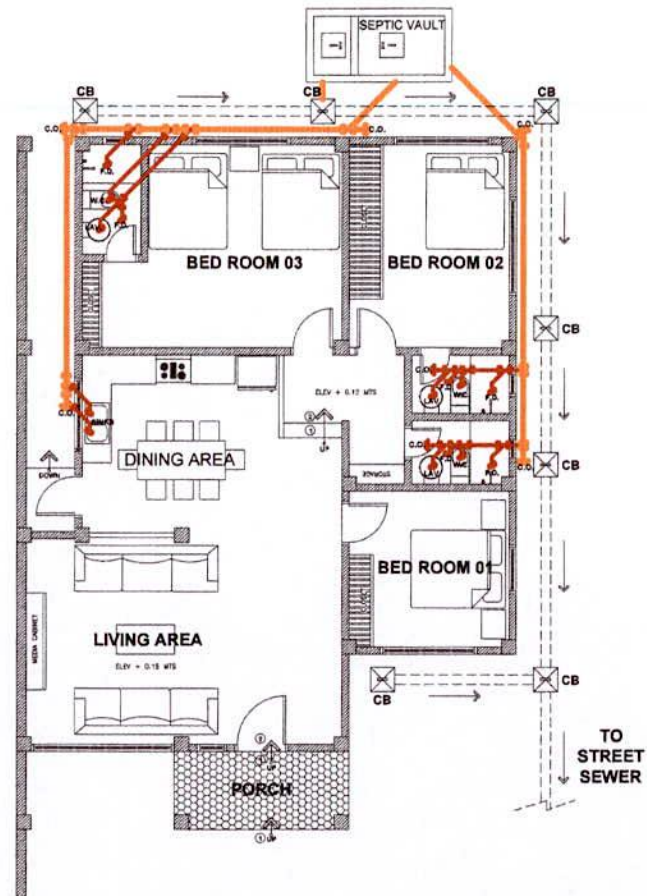


## TRUSS DETAILS

SCALE:

1:100 MTS

PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>E. Mandap</i> ESTRELLA E. MANDAP	<i>Nenita A. Failon</i> NENITA A. FAILON	AS SHOWN	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">S 4/4</div>
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		



**PLUMBING PLAN (SANITRY WORKS)**  
SCALE 1:150 MTS



**WATER DISTRIBUTION PLAN**  
SCALE 1:150 MTS

CONNECT TO  
WATER SOURCE

**LEGEND:**

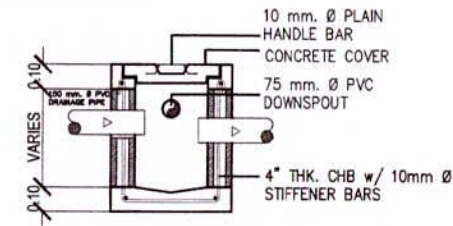
- 50mmØ PVC PIPE
- 100mmØ PVC PIPE
- SOIL PIPE
- WATER LINE

PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>E. Mandap</i> <b>ESTRELLA E. MANDAP</b>	<i>N. A. Failon</i> <b>NENITA A. FAILON</b>	<b>AS SHOWN</b>	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="text-align: center;">P 1/2</div> </div>
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		

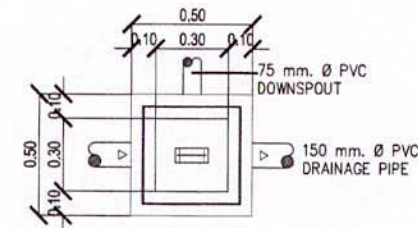


# GENERAL NOTES

01. GRADE OF HORIZONTAL PIPE  
ALL HORIZONTAL PIPES SHALL RUN IN PERFECT ALIGNMENT AT A UNIFORM GRADE OF NOT LESS THAN 2%.
02. CHANGE OF DIRECTION  
ALL CHANGES IN DIRECTION SHALL BE MADE BY THE APPROPRIATE 45 DEGREE WYE, LONG SWEEP, QUARTER BEND, 6/8 OR 16 BEND WHEN THE CHANGE OF FLOW IS FROM HORIZONTAL TO VERTICAL. A SINGLE 1/8 BEND COMBINATION MAY BE USED ON WASTE LINE, TEES AND CROSSES MAY BE USED ON VENT PIPES.
03. PROHIBITED FITTINGS  
NO DOUBLE TEE BRANCH SHALL BE USED ON HORIZONTAL SOIL AND WASTE PIPE. THE DRILLING AND TAPPING OF HOUSE DRAIN WASTE OR VENT PIPE AND USE SAPPLE HUB AND BEND ARE PROHIBITED.
04. SLEEVES  
PROVIDE PIPE SLEEVES AT WALL, COLUMNS OR SLABS ONE SIZE BIGGER THAN THE ACTUAL SIZE PASSING THRU WALLS OR UNDER SLABS TO PROTECT THE PIPES FROM BREAKAGE.
05. PIPE CLEANOUT  
CLEANOUTS ARE REQUIRED UNDER THE FOLLOWING CONDITIONS:  
A. EVERY CHANGE IN HORIZONTAL DIRECTION EXCEEDING 22 1/2 deg.  
B. ONE AND A HALF ( 1.50 meters ) INSIDE THE PROPERTY LINE BEFORE THE HOUSE DRAINAGE CONNECTION.  
C. EVERY FIFTEEN METERS ( 15.00 meters) IN HORIZONTAL RUN OF PIPE.  
D. AT EVERY END OF HORIZONTAL PIPE LINE.
06. DEAD ENDS AVOIDED  
IN THE INSTALLATION OF ANY PLUMBING SYSTEM, TEMPORARY DEAD ENDS SHALL AVOIDED.
07. ALL PLUMBING WORKS SHALL BE DONE IN ACCORDANCE WITH THE PROVISIONS OF THE NATIONAL BUILDING CODE. THE REQUIREMENTS OF HE PLUMBING INSPECTION OFFICE AND THE PERTINENT PROVISIONS OF THE NATIONAL PLUMBING CODE SHALL BE DONE BY A LICENSED MASTER PLUMBER AND OR SANITARY ENGINEER.

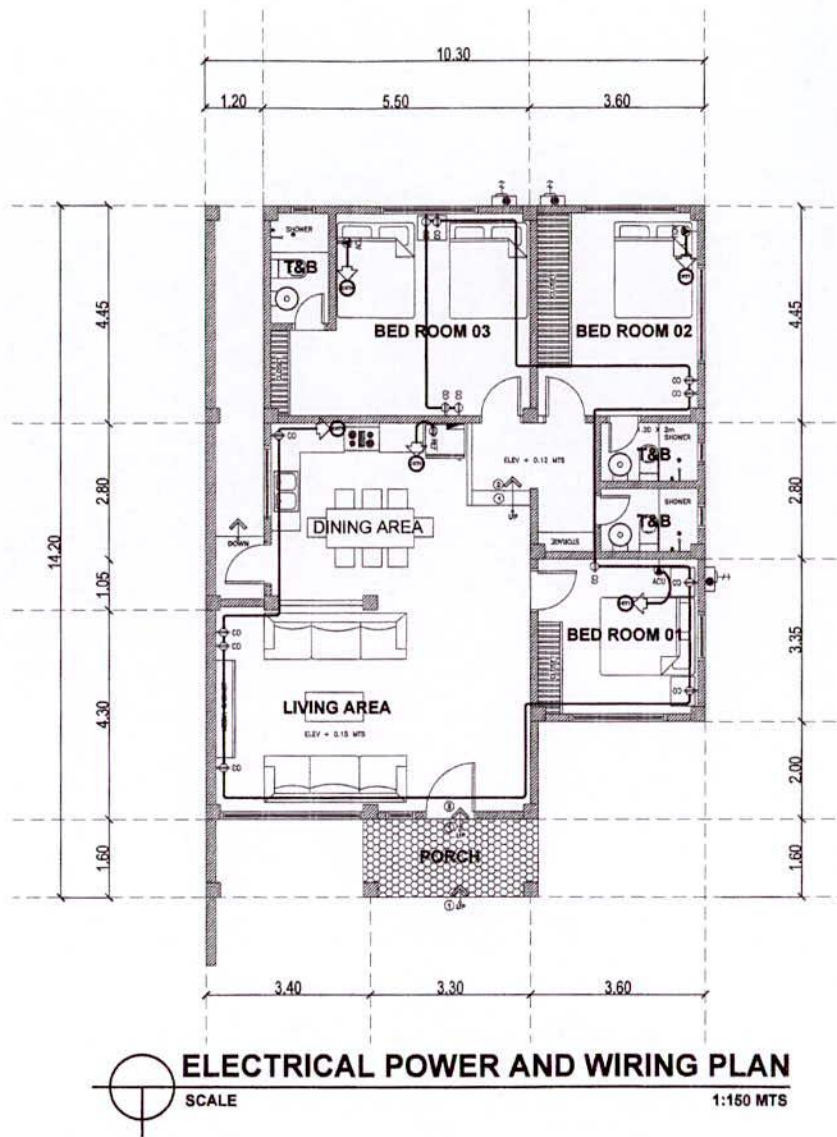
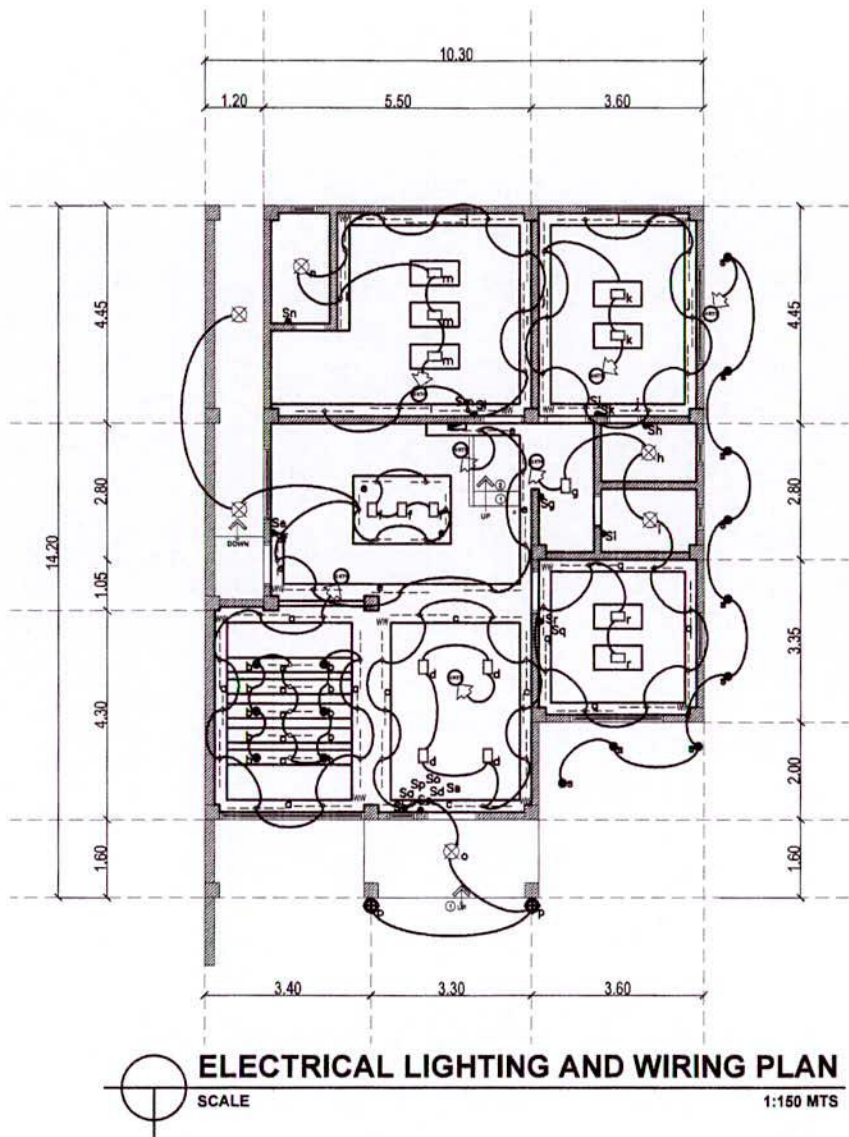


**CATCH BASIN DETAIL**  
SCALE N.T.S



**CATCH BASIN PLAN**  
SCALE N.T.S

PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	<i>E. Mandap</i> ESTRELLA E. MANDAP	<i>N. A. Failon</i> NENITA A. FAILON	AS SHOWN	P 2/2
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		



### LEGEND:

- TUBULAR OR COMPACT FLUORESCENT LAMP
- 25W RECESSED DOWNLIGHT LED, AS PER APPROVED SAMPLE
- AIR COOLED CONDENSING UNIT / SPLIT TYPE AIRCONDITIONING SYSTEM
- 220V DUPLEX CONVENIENCE OUTLET, GROUNDING TYPE (300MM FRM. F.F.L.)
- PANELBOARD
- REFRIGERATOR CONVENIENCE OUTLET, GROUNDING TYPE
- LED LIGHT 21W (WARM WHITE)
- 21W T5 FLUORESCENT LAMP COVELIGHT (WARM WHITE)
- WALL LAMP

PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	SHEET CONT:	SHEET NO:
RENOVATION OF STAFF HOUSE, COMFORT ROOM, CEILING AND KITCHEN	 ESTRELLA E. MANDAP	 NENITA A. FAILON	AS SHOWN	
LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION	ASST. REGIONAL DIRECTOR	REGIONAL DIRECTOR		



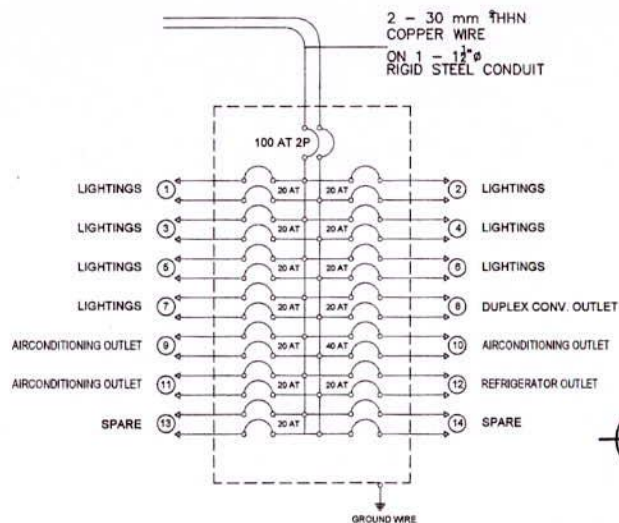
PB A GROUND FLOOR

CIRCUIT No.	DESCRIPTION	No. OF OUTLET	VA	V	AMP.	CB Bolt-on	POLES	HOMERUN	
								CONDUCTOR	CONDUIT
1	LIGHTINGS	21	1260	220	5.72	20 AT	2	2 - 3.5 mm <sup>2</sup>	20mmØ PVC
2	LIGHTINGS	17	1020	220	4.63	20 AT	2	2 - 3.5 mm <sup>2</sup>	20mmØ PVC
3	LIGHTINGS	16	1060	220	4.90	20 AT	2	2 - 3.5 mm <sup>2</sup>	20mmØ PVC
4	LIGHTINGS	13	780	220	3.54	20 AT	2	2 - 3.5 mm <sup>2</sup>	20mmØ PVC
5	LIGHTINGS	12	720	220	3.27	20 AT	2	2 - 3.5 mm <sup>2</sup>	20mmØ PVC
6	LIGHTINGS	15	900	220	4.09	20 AT	2	2 - 3.5 mm <sup>2</sup>	20mmØ PVC
7	LIGHTINGS	9	540	220	2.45	20 AT	2	2 - 3.5 mm <sup>2</sup>	20mmØ PVC
8	DUPLEX CONVENIENCE OUTLETS	12	2160	220	9.63	20 AT	2	2 - 3.5 mm <sup>2</sup>	20mmØ PVC
9	AIRCONDITIONING OUTLET	1	1760	220	8.00	20 AT	2	2 - 3.5 mm <sup>2</sup>	20mmØ PVC
10	AIRCONDITIONING OUTLET	1	1760	220	8.00	20 AT	2	2 - 3.5 mm <sup>2</sup>	20mmØ PVC
11	AIRCONDITIONING OUTLET	1	1760	220	8.00	20 AT	2	2 - 3.5 mm <sup>2</sup>	20mmØ PVC
12	REFRIGERATOR OUTLET	1	1760	220	1.14	20 AT	2	2 - 3.5 mm <sup>2</sup>	20mmØ PVC
14	S P A R E								
14	S P A R E								
TOTAL LOAD IN THE BUILDING					63.37	AMPERES			

COMPUTATIONS:

LIGHTINGS AND SMALL APPLIANCE  
LOAD AT 80% D.F.  
 $IT = (63.37 \times 0.8) + (8.00 \times 0.25)$   
 $= 52.69 \text{ AMP}$

USE: 100 AF 2P 70AT 220V  
CB (CIRCUIT BREAKER)



**SINGLE LINE DIAGRAM**

## GENERAL NOTES & SPECIFICATIONS:

- THE ELECTRICAL WORK, HEREIN SHALL BE DONE WITH THESE PLANS AND SPECIFICATIONS APPLICABLE PROVISIONS OF THE LATEST EDITION OF THE PHILIPPINE ELECTRICAL CODE, RULES AND REGULATIONS OF THE LOCAL ENFORCING AUTHORITY AND THE REQUIREMENTS OF THE LOCAL POWER COMPANY.
- POWER SERVICE SHALL BE SINGLE PHASE, TWO-WIRE 220 V 60 Hz. A.C..
- THE ELECTRICAL INSTALLATION SHALL BE DONE IN POLYVINYL CONDUIT, SCHEDULE 40 THE MINIMUM SIZE OF WHICH IS 15 mm. dia. FROM THE KILOWATTHOUR METER TO SERVICE ENTRANCE SHALL BE IN RIGID STEEL CONDUITS.
- ALL WRES SHALL BE COPPER AND THERMOPLASTIC INSULATED TYPE TW UNLESS OTHERWISE INDICATED IN PLANS WHERE MINIMUM SIZE SHALL BE 3.5 mm. PHELPS DODGE BRAND OR APPROVED EQUAL OBTAINING THE PS OR ULMARK.
- ALL DISCREPANCY IN LOCATION AND RATING OF ELECTRICAL EQUIPMENT SHALL BE VERIFIED WITH THE OWNER AND CHANGES SHALL BE MADE ACCORDINGLY.
- ALL MATERIALS TO BE USED SHALL BE BRAND NEW AND MUST BE THE APPROVED TYPE FOR THE LOCATION AND PURPOSED INTENDED.
- MOUNTING HEIGHTS SHALL BE AS FOLLOWS:
  - LIGHT SWITCH.....1400mm. ABOVE FINISH FLOOR LINE
  - CONVENIENCE OUTLET..... 300mm. ABOVE FINISH FLOOR LINE
  - SPECIAL PURPOSE OUTLET AT CONVENIENT NEAR EQUIPMENT
  - PANEL BOARD.....1400mm. ABOVE FINISH FLOOR LINE
- ALL ELECTRICAL WORKS SHALL BE UNDER THE IMMEDIATE SUPERVISION OF A DULY LICENSED PROFESIONAL ELECTRICAL ENGINEER.

PROJECT TITLE:

RENOVATION OF STAFF HOUSE, COMFORT  
ROOM, CEILING AND KITCHEN

LOCATION: BRGY. SEVILLA, SAN FERNANDO CITY, LA UNION

RECOMMENDING APPROVAL:

*E. Mandap*  
**ESTRELLA E. MANDAP**

ASST. REGIONAL DIRECTOR

APPROVED:

*N. A. Failon*  
**NENITA A. FAILON**

REGIONAL DIRECTOR

SHEET CONT:

AS SHOWN

SHEET NO:

**E**  
**2/2**

# **Section VIII**

## **Bill of Quantities**



Republic of the Philippines  
Department of Budget and Management - Region 1  
Office of the Regional Director  
**BIDS AND AWARDS COMMITTEE**  
Government Center, Brgy. Sevilla, San Fernando City, La Union

Renovation of Staff House, Comfort Room, Ceiling and Kitchen				Bill of Quantities	
Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
1.	Demolition Works (Removal of Roof Trusses, CHB & Tiles)	LS	1	In words: Pesos       In figures: Php  	In words: Pesos       In figures: Php  
2.	Reinforced Concrete Flooring	LS	1	In words: Pesos       In figures: Php  	In words: Pesos       In figures: Php  
3.	Trusses	LS	1	In words: Pesos       In figures: Php  	In words: Pesos       In figures: Php  
4.	Roofing	LS	1	In words: Pesos       In figures: Php  	In words: Pesos       In figures: Php  
SUB - TOTAL BID PRICE: SUB - TOTAL AMOUNT IN WORDS:   					IN FIGURES: Php  

Submitted by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date : \_\_\_\_\_

Republic of the Philippines  
 Department of Budget and Management - Region 1  
 Office of the Regional Director  
**BIDS AND AWARDS COMMITTEE**  
 Government Center, Brgy. Sevilla, San Fernando City, La Union

Renovation of Staff House, Comfort Room, Ceiling and Kitchen				Bill of Quantities	
Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
4.	Roofing	LS	1	In words: Pesos _____ _____ _____ _____ In figures: Php _____ _____	In words: Pesos _____ _____ _____ _____ In figures: Php _____ _____
5.	Ceiling	LS	1	In words: Pesos _____ _____ _____ _____ In figures: Php _____ _____	In words: Pesos _____ _____ _____ _____ In figures: Php _____ _____
6.	Masonry Works (6" CHB with 12mmØ Vert. and Horizontal Bars) and Plastering	LS	1	In words: Pesos _____ _____ _____ _____ In figures: Php _____ _____	In words: Pesos _____ _____ _____ _____ In figures: Php _____ _____
7.	Tiles Works	LS	1	In words: Pesos _____ _____ _____ _____ In figures: Php _____ _____	In words: Pesos _____ _____ _____ _____ In figures: Php _____ _____
SUB - TOTAL BID PRICE: SUB - TOTAL AMOUNT IN WORDS: _____ _____					IN FIGURES: Php _____ _____

Submitted by:

\_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_



Republic of the Philippines  
Department of Budget and Management - Region 1  
Office of the Regional Director  
**BIDS AND AWARDS COMMITTEE**  
Government Center, Brgy. Sevilla, San Fernando City, La Union

Renovation of Staff House, Comfort Room, Ceiling and Kitchen				Bill of Quantities	
Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
8.	Painting Works	LS	1	In words: Pesos _____ _____ _____ _____ In figures: Php _____	In words: Pesos _____ _____ _____ _____ In figures: Php _____
9.	Doors, Windows and Grilles	LS	1	In words: Pesos _____ _____ _____ _____ In figures: Php _____	In words: Pesos _____ _____ _____ _____ In figures: Php _____
10	Sanitary Works	LS	1	In words: Pesos _____ _____ _____ _____ In figures: Php _____	In words: Pesos _____ _____ _____ _____ In figures: Php _____
11	Electrical Works	LS	1	In words: Pesos _____ _____ _____ _____ In figures: Php _____	In words: Pesos _____ _____ _____ _____ In figures: Php _____
12	Carpentry Works	LS	1	In words: Pesos _____ _____ _____ _____ In figures: Php _____	In words: Pesos _____ _____ _____ _____ In figures: Php _____
GRAND TOTAL BID PRICE: GRAND TOTAL AMOUNT IN WORDS:           _____ _____					IN FIGURES: Php _____

---

Date : \_\_\_\_\_

# Form of Contract Agreement

**THIS AGREEMENT**, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the "Entity") and *[name and address of Contractor]* (hereinafter called the "Contractor").

**WHEREAS**, the Entity is desirous that the Contractor execute *[name and identification number of contract]* accepted the Bid for *[insert the amount in specified currency in numbers and words]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
  - (a) General and Special Conditions of Contract;
  - (b) Drawings/Plans;
  - (c) Specifications;
  - (d) Invitation to Bid;
  - (e) Instructions to Bidders;
  - (f) Bid Data Sheet;
  - (g) Addenda and/or Supplemental/Bid Bulletins, if any;
  - (h) Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - (i) Eligibility requirements, documents and/or statements;
  - (j) Performance Security;
  - (k) Notice of Award of Contract and the Bidder's conforme thereto;
  - (l) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.
4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Contractor).

Binding Signature of Procuring Entity \_\_\_\_\_

Binding Signature of Contractor \_\_\_\_\_

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

# **Section IX**

## **Bidding Forms**

**Technical and Financial Forms  
(Separate Folders)**

Republic of the Philippines  
Department of Budget and Management - Region 1  
Office of the Regional Director  
**BIDS AND AWARDS COMMITTEE**  
Government Center, Brgy. Sevilla, San Fernando City, La Union

# **TECHNICAL PROPOSAL (FIRST ENVELOPE)**

**for  
Renovation of Staff House,  
Comfort Room, Ceiling  
and Kitchen  
at  
DBM Regional Office No. 1  
Government Center, Brgy. Sevilla,  
San Fernando City, La Union**

Republic of the Philippines  
Department of Budget and Management - Region 1  
Office of the Regional Director  
**BIDS AND AWARDS COMMITTEE**  
Government Center, Brgy. Sevilla, San Fernando City, La Union

**CHECKLIST FOR TECHNICAL PROPOSAL  
AND FINANCIAL PROPOSAL FOR THE BIDDERS**

Name of Contract : Renovation of Staff House, Comfort Room, Ceiling and Kitchen  
Location of Contract : Government Center, Sevilla, San Fernando City, La Union

**FIRST ENVELOPE : TECHNICAL PROPOSAL**

- ☐ PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of 2016 Revised IRR
- ☐ A valid Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract to be bid.
- ☐ 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.
- ☐ Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid
- ☐ NFCC Computation;
- ☐ JVA, if applicable;
- ☐ Bid security in the prescribed form, amount and validity period;

**Project Requirements:**

- ☐ Organizational chart for the contract to be bid;
- ☐ List of contractor's personnel (viz, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data
- ☐ List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project
- ☐ Omnibus Sworn Statement

**SECOND ENVELOPE : FINANCIAL PROPOSAL**

- ☐ Bid Form
- ☐ Duly Signed Bid Prices in the Bill of Quantities
- ☐ Duly Signed Detailed Estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid;
- ☐ Duly Signed Cash Flow by Quarter and Payments Schedule

# **TECHNICAL DOCUMENTS**

# **TECHNICAL DOCUMENT**

## **NO. 1**

**PhilGEPS Certificate of Registration  
and membership in accordance with  
Section 8.5.2 of 2016 Revised IRR**

**(Attach the required document)**

# **TECHNICAL DOCUMENT**

## **NO. 2**

**A valid Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract to be bid.**

**(Attach the required document)**



# **TECHNICAL DOCUMENT**

## **NO. 3**

**Statement of the prospective bidder of all its  
on-going government and private contracts,  
similar or not similar in nature and complexity  
to the contract to be bid.**

**Statement of the prospective bidder of all its on-going government and private contracts, similar or not similar in nature**

**Business Name:**

**Business Address:**

Name of Contract	Contract Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Undelivered Services
				Description	%		Planned	Actual	
<u>Government</u>									
<u>Private</u>									
							<b>Total Cost</b>		

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation :

Date : \_\_\_\_\_

# **TECHNICAL DOCUMENT**

## **NO. 4**

**Statement of the bidder's  
Single Largest Completed Contract (SLCC)  
similar to the contract to be bid**

**Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

**Designation :** \_\_\_\_\_

Date : \_\_\_\_\_

# **TECHNICAL DOCUMENT**

**NO. 5**

**NFCC Computation**

**COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (FNCC)**

	Year 20
1. Total Assets	
2. Current Assets	
3. Total Liabilities	
4. Current Liabilities	
5. Net Worth (1-3 )	
6. Net Working Capital (2-4)	

B. The Net Financial Contracting Capacity ( NFCC ) based on the above data is computed as follows:

NFCC = K (current asset-current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P \_\_\_\_\_

K = 15

Submitted by:

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

Date : \_\_\_\_\_

NOTE:

- 1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

# **TECHNICAL DOCUMENT**

## **NO. 6**

**Joint Venture Agreement (JVA)**

**(if applicable)**

**(Attach the required document)**

**JOINT VENTURE AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

That this **JOINT VENTURE AGREEMENT** is entered into By and Between  
\_\_\_\_\_, of legal age, \_\_\_\_\_, owner/proprietor of  
\_\_\_\_\_ and a resident of \_\_\_\_\_  
- and -

\_\_\_\_\_, of legal age \_\_\_\_\_, owner/proprietor of  
\_\_\_\_\_ and a resident of \_\_\_\_\_

THAT both parties agree to join together their manpower, equipment, and what is need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the \_\_\_\_\_

NAME OF PROJECT

CONTRACT AMOUNT

THAT both parties agree to be jointly and severally liable for the entire assignment.

THAT both parties agree that a \_\_\_\_\_ and/or \_\_\_\_\_ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Projects until terminated by both parties.

Done this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_\_\_\_



# **TECHNICAL DOCUMENT**

## **NO. 7**

**Bid security  
in the prescribed form,  
amount and validity period;**

**BID SECURITY: SURETY BOND**

BOND NO.: \_\_\_\_\_ DATE BOND EXECUTED: \_\_\_\_\_

By this bond, We \_\_\_\_\_ (hereinafter called the "Principal" ) as Principal and \_\_\_\_\_ of the country of \_\_\_\_\_, authorized to transact business in the country of \_\_\_\_\_ (hereinafter called "the Surety") are held and firmly bound unto \_\_\_\_\_ (hereinafter called "the Entity" ) as Obligee, in the sum of \_\_\_\_\_ Philippine currency, callable on demand by the Entity for the payment of which sum, well and truly to be made, we, the said Principal and Surety bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

SEALED with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009

WHEREAS, the Principal will submit a written Bid to the Entity on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the \_\_\_\_\_ (hereinafter called "the Bid" ).

NOW, THEREFORE, the conditions of this obligation are that:

- 1. if the Principal withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2. if the Principal does not accept the correction of arithmetical errors of his bid price in accordance with the Instruction's to Bidders; or
- 3. if the Principal having been notified of the acceptance of his Bid and award of contract to him by the Entity during the period of bid validity:
  - a) fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders, if required; or
  - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then the Entity shall call on the bond upon a written demand to the Surety, and the Surety shall pay the Entity up to the entered amount of the Bond, upon receipt by the Surety of a written demand from the Entity, without the Entity having to substantiate its demand, provided that, in the demand, the Entity will note that the sum claimed by it is due to the occurrence of any or combination of the three conditions stated above. In this case, this obligation shall remain in full force and effect, otherwise it shall be null and void.

PROVIDED HOWEVER, that the Surety shall not be:

- a) liable for a greater sum than the specified penalty of this bond, nor
- b) liable for a greater sum than the difference between the amount of the said Principal's Bid and the amount of the Bid that is accepted by the Entity.

This Surety executing this instrument hereby agrees that its obligation shall be valid for 120 calendar days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Surety is hereby waived.

PRINCIPAL \_\_\_\_\_ SURETY \_\_\_\_\_

SIGNATURE(S) \_\_\_\_\_ SIGNATURES(S) \_\_\_\_\_

NAME(S) AND TITLE(S) \_\_\_\_\_ NAME(S) \_\_\_\_\_

SEAL \_\_\_\_\_ SEAL \_\_\_\_\_

**REPUBLIC OF THE PHILIPPINES )**  
**CITY OF \_\_\_\_\_ ) S.S.**  
**x-----x**

**BID-SECURING DECLARATION**  
**Invitation to Bid for: [Insert reference number]**

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen(15) days from receipt of the written demand by the procuring entity for the acts resulting to the enforcement of the bid securing declaration under Section 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f) of the IRR of R.A. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

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

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

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

NAME OF NOTARY PUBLIC  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_, [date issued], [place issued]  
IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.

# **PROJECT REQUIREMENTS**

# **TECHNICAL DOCUMENT**

**NO. 8**

**Organizational chart  
for the contract to be bid;**

**Contractor's Organizational Chart for the Contract**

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him. Indicate in the chart the names of the Project Manager, Project Engineer, Electrical Engineer, Sanitary Engineer, Structural Engineer, Materials and Quality Control Engineer, Foreman and other Key Engineering Personnel.

Attach the required Proposed Organizational Chart for the Contract as stated above

# **TECHNICAL DOCUMENT**

## **NO. 9**

**List of contractor's personnel  
(viz, Project Manager, Project Engineers,  
Materials Engineers, and Foremen),  
to be assigned to the contract  
to be bid, with their complete  
qualification and experience data**

Qualification of Key Personnel to be Assigned to the Contract

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_

	Project Engineer	Quality Control and Materials Engineer	Project Sanitary Engineer/Master Plumber	Project Electrical Engineer/Master Electrician	Safety and Health Personnel	General Foreman
1. Name						
2. Address						
3. Date of Birth						
4. Employed Since						
5. Experience						
6. Previous Employment						
7. Education						
8. PRC License						

Minimum Requirement    Project Engineer                      Project Sanitary Engineer/Master Plumber                      Safety and Health Personnel  
   Quality Control and Materials                      Project Electrical Engineer/Master Electrician                      General Foreman  
   Engineer

Note                      : Attached individual resume and PRC License of the (professional) personnel

Submitted by : \_\_\_\_\_  
   (Printed Name & Signature)  
Designation : \_\_\_\_\_  
Date : \_\_\_\_\_



**(Project Engineer)**

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1. Name : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Nationality : \_\_\_\_\_
4. Education and Degrees : \_\_\_\_\_
5. Specialty : \_\_\_\_\_
6. Registration : \_\_\_\_\_
7. Length of Service with the Firm : \_\_\_\_\_ Year from \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
To \_\_\_\_\_ (month) \_\_\_\_\_ (year)
8. Years of Experience : \_\_\_\_\_

### Length of Service

\_\_\_\_\_ year(s) from \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ year(s) from \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ year(s) from \_\_\_\_\_ to \_\_\_\_\_

- This should cover the past ten (10) years experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).**

- |    |  |   |       |       |         |       |        |
|----|--|---|-------|-------|---------|-------|--------|
| 1. | Name   | : | <hr/> |       |         |       |        |
| 2. | Name and Address of Owner  | : | <hr/> |       |         |       |        |
| 3. | Name and Address of the<br>Owner's Engineer (Consultant)   | : | <hr/> |       |         |       |        |
| 4. | Indicate the Features of Project<br>(particulars of the project<br>components and any other<br>particulars interest connected<br>with the project) | : | <hr/> |       |         |       |        |
| 5. | Contract Amount Expressed in<br>Philippine Currency  | : | <hr/> |       |         |       |        |
| 6. | Position   | : | <hr/> |       |         |       |        |
| 7. | Structures for which the employee<br>was responsible   | : | <hr/> |       |         |       |        |
| 8. | Assignment Period  | : | from  | <hr/> | (month) | <hr/> | (year) |
|    |  |   | to    | <hr/> | (month) | <hr/> | (year) |

**Name and Signature of Employee**

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(The Authorized Representative)

# KEY PERSONNEL

## (FORMAT OF BIO-DATA)

### (Quality Control and Materials Engineer)

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

- Name : \_\_\_\_\_
- Date of Birth : \_\_\_\_\_
- Nationality : \_\_\_\_\_
- Education and Degrees : \_\_\_\_\_
- Specialty : \_\_\_\_\_
- Registration : \_\_\_\_\_
- Length of Service with the Firm : \_\_\_\_\_ Year from \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
To \_\_\_\_\_ (month) \_\_\_\_\_ (year)
- Years of Experience : \_\_\_\_\_
- If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer

Length of Service

_____	_____ year(s) from _____	to _____
_____	_____ year(s) from _____	to _____
_____	_____ year(s) from _____	to _____

#### 10. Experience:

This should cover the past ten (10) years experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

- Name : \_\_\_\_\_
- Name and Address of Owner : \_\_\_\_\_
- Name and Address of the Owner's Engineer (Consultant) : \_\_\_\_\_
- Indicate the Features of Project (particulars of the project components and any other particulars interest connected with the project) : \_\_\_\_\_
- Contract Amount Expressed in Philippine Currency : \_\_\_\_\_
- Position : \_\_\_\_\_
- Structures for which the employee was responsible : \_\_\_\_\_
- Assignment Period : \_\_\_\_\_ from \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
to \_\_\_\_\_ (month) \_\_\_\_\_ (year)

\_\_\_\_\_  
Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

\_\_\_\_\_  
(Place and Date)

\_\_\_\_\_  
(The Authorized Representative)

**KEY PERSONNEL**  
**(FORMAT OF BIO-DATA)**  
**(Project Sanitary Engineer/Master Plumber)**

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1.

Name

:

2.

Date of Birth

:

3.

Nationality

:

4.

Education and Degrees

:

5.

Specialty

:

6.

Registration

:

7.

Length of Service with the Firm

:

Year from

(month)

(year)

To

(month)

(year)

8.

Years of Experience

:

9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer		Length of Service	
		year(s) from	to
		year(s) from	to
		year(s) from	to

10. Experience:

This should cover the past ten (10) years experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

1.

Name

:

2.

Name and Address of Owner

:

3.

Name and Address of the  
Owner's Engineer (Consultant)

:

4.

Indicate the Features of Project  
(particulars of the project  
components and any other  
particulars interest connected  
with the project)

:

5.

Contract Amount Expressed in  
Philippine Currency

:

6.

Position

:

7.

Structures for which the employee  
was responsible

:

8.

Assignment Period

:

from

(month)

(year)

to

(month)

(year)

\_\_\_\_\_  
Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

\_\_\_\_\_  
(Place and Date)

\_\_\_\_\_  
(The Authorized Representative)

KEY PERSONNEL

(FORMAT OF BIO-DATA)

(Project Electrical Engineer/ Master Electrician)

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1.

Name

:

2.

Date of Birth

:

3.

Nationality

:

4.

Education and Degrees

:

5.

Specialty

:

6.

Registration

:

7.

Length of Service with the Firm

:

Year from

(month)

(year)

To

(month)

(year)

8.

Years of Experience

:

9.

If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer

Length of Service

year(s) from

to

year(s) from

to

year(s) from

to

10.

Experience:

This should cover the past ten (10) years experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

1.

Name

:

2.

Name and Address of Owner

:

3.

Name and Address of the Owner's Engineer (Consultant)

:

4.

Indicate the Features of Project (particulars of the project components and any other particulars interest connected with the project)

:

5.

Contract Amount Expressed in Philippine Currency

:

6.

Position

:

7.

Structures for which the employee was responsible

:

8.

Assignment Period

:

from

(month)

(year)

to

(month)

(year)

Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(Place and Date)

(The Authorized Representative)

# KEY PERSONNEL

(FORMAT OF BIO-DATA)  
(Safety and Health Personnel)

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1. Name : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Nationality : \_\_\_\_\_
4. Education and Degrees : \_\_\_\_\_
5. Specialty : \_\_\_\_\_
6. Registration : \_\_\_\_\_
7. Length of Service with the Firm : \_\_\_\_\_ Year from \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
To \_\_\_\_\_ (month) \_\_\_\_\_ (year)
8. Years of Experience : \_\_\_\_\_

9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer

Length of Service

_____	_____ year(s) from _____	to _____
_____	_____ year(s) from _____	to _____
_____	_____ year(s) from _____	to _____

10. Experience:

This should cover the past ten (10) years experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

1. Name : \_\_\_\_\_
2. Name and Address of Owner : \_\_\_\_\_
3. Name and Address of the Owner's Engineer (Consultant) : \_\_\_\_\_
4. Indicate the Features of Project (particulars of the project components and any other particulars interest connected with the project) : \_\_\_\_\_
5. Contract Amount Expressed in Philippine Currency : \_\_\_\_\_
6. Position : \_\_\_\_\_
7. Structures for which the employee was responsible : \_\_\_\_\_
8. Assignment Period : \_\_\_\_\_ from \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
to \_\_\_\_\_ (month) \_\_\_\_\_ (year)

\_\_\_\_\_  
Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

\_\_\_\_\_  
(Place and Date)

\_\_\_\_\_  
(The Authorized Representative)

# KEY PERSONNEL

(FORMAT OF BIO-DATA)

(General Foreman)

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1. Name

:
2. Date of Birth

:
3. Nationality

:
4. Education and Degrees

:
5. Specialty

:
6. Registration

:
7. Length of Service with the Firm

:

Year from

(month)

(year)

To

(month)

(year)
8. Years of Experience

:
9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer		Length of Service			
		year(s) from		to	
		year(s) from		to	
		year(s) from		to	

10. Experience:

This should cover the past ten (10) years experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

1. Name

:
2. Name and Address of Owner

:
3. Name and Address of the Owner's Engineer (Consultant)

:
4. Indicate the Features of Project (particulars of the project components and any other particulars interest connected with the project)

:
5. Contract Amount Expressed in Philippine Currency

:
6. Position

:
7. Structures for which the employee was responsible

:
8. Assignment Period

:

from

(month)

(year)

to

(month)

(year)

Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(Place and Date)

(The Authorized Representative)

# **TECHNICAL DOCUMENT**

## **NO. 10**

**List of contractor's equipment units,  
which are owned, leased, and/or under  
purchase agreements, supported by  
certification of availability of  
equipment from the equipment  
lessor/vendor for the duration  
of the project**

## List of Equipment, Owned or Leased and / or under Purchase Agreements, Pledged to the Proposed Contract

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Description	Model/Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership / Lessor or Vendor
<b>A. Owned</b>							
i.							
ii.							
iii.							
iv.							
v.							
<b>B. Leased</b>							
i.							
ii.							
iii.							
iv.							
v.							
<b>C. Under Purchase Agreements</b>							
i.							
ii.							
iii.							
iv.							
v.							

List of minimum equipment required for the project:

1 unit - Dump Trucks

1 unit - Concrete Vibrator

1 unit - Service Vehicle

1 unit - Water Truck

1 unit - Concrete Mixer

2 units - Welding Machine

Submitted by : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_



# **TECHNICAL DOCUMENT**

**NO. 11**

**Omnibus  
Sworn Statement**

# Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES  
CITY/MUNICIPALITY OF \_ ) S.S.

## AFFIDAVIT

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

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

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

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

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

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

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

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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

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

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

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

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

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

[JURAT]

Republic of the Philippines  
Department of Budget and Management - Region 1  
Office of the Regional Director  
**BIDS AND AWARDS COMMITTEE**  
Government Center, Brgy. Sevilla, San Fernando City, La Union

# **FINANCIAL PROPOSAL (SECOND ENVELOPE)**

**for**

**Renovation of Staff House,  
Comfort Room, Ceiling  
and Kitchen**

**at**

**DBM Regional Office No. 1  
Government Center, Brgy. Sevilla,  
San Fernando City, La Union**

**FINANCIAL PROPOSAL  
DOCUMENT  
NO. 1**

**Bid Form**

Bid Form

Date: \_\_\_\_\_

To: **DIR. NENITA A. FAILON**  
Regional Director  
DBM Regional Office No. 1  
San Fernando City, La Union

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract: Renovation of Staff House, Comfort Room, Ceiling and Kitchen
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered below is: [insert information];

The discounts offered and the methodology for their application are: [insert information];

- (c) Our Bid shall be valid for a period of [insert number] days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of [insert percentage amount] percent of the Contract Price for the due performance of the Contract;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: [insert information];
- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- (j) **We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the Renovation of Staff House, Comfort Room, Ceiling and Kitchen at DBM Regional Office No. 1, San Fernando City, La Union**
- (k) **We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.**

Name: \_\_\_\_\_  
In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_  
Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_  
Date: \_\_\_\_\_



**FINANCIAL PROPOSAL  
DOCUMENT  
NO. 2**

**Duly Signed Bid Prices  
in the Bill of Quantities**

Republic of the Philippines  
Department of Budget and Management - Region 1  
Office of the Regional Director  
**BIDS AND AWARDS COMMITTEE**  
Government Center, Brgy. Sevilla, San Fernando City, La Union

Renovation of Staff House, Comfort Room, Ceiling and Kitchen				Bill of Quantities	
Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
1.	Demolition Works (Removal of Roof Trusses, CHB & Tiles)	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
2.	Reinforced Concrete Flooring	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
3.	Trusses	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
4.	Roofing	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
SUB - TOTAL BID PRICE: SUB - TOTAL AMOUNT IN WORDS:   					IN FIGURES: Php  

Submitted by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date : \_\_\_\_\_



Republic of the Philippines  
Department of Budget and Management - Region 1  
Office of the Regional Director  
**BIDS AND AWARDS COMMITTEE**  
Government Center, Brgy. Sevilla, San Fernando City, La Union

Renovation of Staff House, Comfort Room, Ceiling and Kitchen				Bill of Quantities	
Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
4.	Roofing	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
5.	Ceiling	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
6.	Masonry Works (6" CHB with 12mmØ Vert. and Horizontal Bars) and Plastering	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
7.	Tiles Works	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
SUB - TOTAL BID PRICE: SUB - TOTAL AMOUNT IN WORDS:   					IN FIGURES: Php  

Submitted by:

\_\_\_\_\_

Date : \_\_\_\_\_

Republic of the Philippines  
Department of Budget and Management - Region 1  
Office of the Regional Director  
**BIDS AND AWARDS COMMITTEE**  
Government Center, Brgy. Sevilla, San Fernando City, La Union

Renovation of Staff House, Comfort Room, Ceiling and Kitchen				Bill of Quantities	
Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
8.	Painting Works	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
9.	Doors, Windows and Grilles	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
10	Sanitary Works	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
11	Electrical Works	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
12	Carpentry Works	LS	1	In words: Pesos     In figures: Php  	In words: Pesos     In figures: Php  
GRAND TOTAL BID PRICE: GRAND TOTAL AMOUNT IN WORDS:   					IN FIGURES: Php  

Submitted by:

Date :

# **FINANCIAL PROPOSAL DOCUMENT NO. 3**

**DETAILED ESTIMATES  
including a summary sheet indicating  
the unit prices of construction materials,  
labor rates and equipment rentals  
used in coming up with the bid**

**(ATTACH THE REQUIRED DOCUMENT)**

**FINANCIAL PROPOSAL  
DOCUMENT  
NO. 4**

**CASH FLOW  
BY  
QUARTER  
AND  
PAYMENTS SCHEDULE**



Contract Name : \_\_\_\_\_  
Location : \_\_\_\_\_

**CASH FLOW BY QUARTER AND PAYMENT SCHEDULE**

PARTICULAR	% WT.	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
ACCOMPLISHMENT					
CASH FLOW					
CUMULATIVE ACCOMPLISHMENT					
CUMULATIVE CASH FLOW					

Submitted by:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_