



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 Fax No. (63-2) 8920-9792
Email: ati_director@ati.da.gov.ph & ati_director@yahoo.com
URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

BIDDING DOCUMENTS
for the
RECONFIGURATION OF THE
PROPOSED OFFICE FOR
NATIONAL ORGANIC
AGRICULTURE PROGRAM AT 3RD
FLOOR LEFT WING OF ATI-CO,
MAIN BUILDING

ITB NO. ATI-CO-2023-10
9 AUGUST 2023

Reference:
GPPB Philippine Bidding Documents
Sixth Edition, July 2020

TABLE OF CONTENTS

Glossary of Terms, Abbreviations, and Acronyms.....	4
Section I. Invitation to Bid	7
Section II. Instructions to Bidders.....	10
1. Scope of Bid	11
2. Funding Information.....	11
3. Bidding Requirements	11
4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices.....	11
5. Eligible Bidders	12
6. Origin of Associated Goods	12
7. Pre-Bid Conference	12
8. Clarification and Amendment of Bidding Documents	12
9. Documents Comprising the Bid: Eligibility and Technical Components	12
10. Documents Comprising the Bid: Financial Component.....	13
11. Alternative Bids.....	13
12. Bid Prices	13
13. Bid and Payment Currencies	14
14. Bid Security	14
15. Sealing and Marking of Bids.....	14
16. Deadline for Submission of Bids.....	14
17. Opening and Preliminary Examination of Bids	14
18. Detailed Evaluation and Comparison of Bids	15
19. Post Qualification	15
20. Signing of the Contract.....	15
Section III. Bid Data Sheet	16
Section IV. General Conditions of Contract.....	20
1. Scope of Contract	21
2. Sectional Completion of Works	21
3. Possession of Site	21
4. The Contractor's Obligations	21
5. Performance Security	22
6. Site Investigation Reports	22

7.	Warranty	22
8.	Liability of the Contractor	22
9.	Termination for Other Causes	22
10.	Dayworks.....	23
11.	Program of Work.....	23
12.	Instructions, Inspections and Audits	23
13.	Advance Payment.....	23
14.	Progress Payments.....	23
15.	Operating and Maintenance Manuals	24
Section V. Special Conditions of Contract.....		25
Section VI. Specifications		27
Section VII. Drawings.....		44
Section VIII. Bill of Quantities.....		45
Section IX. Checklist of Technical and Financial Documents		46

Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 Fax No. (63-2) 8920-9792
Email: ati_director@ati.da.gov.ph & ati_director@yahoo.com
URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

INVITATION TO BID FOR THE RECONFIGURATION OF THE PROPOSED OFFICE FOR NATIONAL ORGANIC AGRICULTURE PROGRAM AT 3RD FLOOR LEFT WING OF ATI-CO, MAIN BUILDING

1. The *Agricultural Training Institute* through the *FY 2023 General Appropriations Act* intends to apply the sum of **Three Million Three Hundred Thousand Pesos only (Php 3,300,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **RECONFIGURATION OF THE PROPOSED OFFICE FOR NATIONAL ORGANIC AGRICULTURE PROGRAM AT 3RD FLOOR LEFT WING OF ATI-CO, MAIN BUILDING (ITB NO. ATI-CO-2023-10)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Agricultural Training Institute* now invites bids for the above Procurement Project. Completion of the Works is required ***Fifty (50) Calendar Days***. Bidders should have completed a contract similar to the Project within ***five (5) years*** from the date of submission and receipt of bids. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from the *Agricultural Training Institute* and inspect the Bidding Documents at the address given below from ***8:00am to 5:00pm***
5. A complete set of Bidding Documents may be acquired by interested bidders on ***August 10, 2023*** from the given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 5,000.00. The Procuring Entity allows the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The *Agricultural Training Institute* will hold a Pre-Bid Conference on ***August 17, 2023, 2:30pm*** through videoconferencing/webcasting *via Google Meet* which shall be open to prospective bidders through this link: meet.google.com/tdo-erda-sew
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address as indicated below on or before ***September 1, 2023 at 1:00 pm*** at *ATI BAC Secretariat located at the Basement*. Late bids shall not be accepted.

8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on **September 1, 2023 2:30pm at Board Room of ATI-CO Main Building, Elliptical Road, Diliman, Quezon City** and/or through google meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. In compliance to the Memorandum of the Department of Agriculture (DA) dated December 18, 2020, the public, especially the prospective suppliers/service providers are hereby informed that DA does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the Office of the Secretary or the National Bureau of Investigation (NBI) for entrapment and proper investigation.
11. The **Agricultural Training Institute** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Kemuel Borromeo
Head, BAC Secretariat
Agricultural Training Institute
ATI Bldg. Elliptical Road, Diliman, Quezon City
bacsec@ati.da.gov.ph
632-8929-8541 / 09190662853
www.ati.da.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: <https://ati.da.gov.ph/ati-main/announcements>

August 9, 2023


EDITHA S. VINUYA
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Agricultural Training Institute* invites Bids for the **RECONFIGURATION OF THE PROPOSED OFFICE FOR NATIONAL ORGANIC AGRICULTURE PROGRAM AT 3RD FLOOR LEFT WING OF ATI-CO, MAIN BUILDING** with Project Identification Number *ITB-ATI-CO-2023-10*.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2023 in the amount of **Three Million Three Hundred Thousand Pesos (P3,300,000.00)**.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act (GAA).

3. Bidding Requirements

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

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

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

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

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

5. Eligible Bidders

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

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

6. Origin of Associated Goods

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

7. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address as indicated in paragraph 6 of the **IB**.

8. Clarification and Amendment of Bidding Documents

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

9. Documents Comprising the Bid: Eligibility and Technical Components

- 9.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 9.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by

the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

- 9.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 9.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 9.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

10. Documents Comprising the Bid: Financial Component

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

11. Alternative Bids

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

12. Bid Prices

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

13. Bid and Payment Currencies

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

14. Bid Security

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

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Detailed Evaluation and Comparison of Bids

- 18.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 18.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.
- 18.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

19. Post Qualification

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

20. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																													
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <i>Renovation works</i>																												
7.1																													
9.3	<i>PCAB License: at least License Category C&D (General Building), Size Range – Small B</i>																												
9.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Key Personnel</u></th> <th style="text-align: center;"><u>General Experience</u></th> <th style="text-align: center;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td style="text-align: center;">15 years</td> <td style="text-align: center;">15 years</td> </tr> <tr> <td>Project Engineer</td> <td style="text-align: center;">10 years</td> <td style="text-align: center;">10 years</td> </tr> <tr> <td>Material Engineer</td> <td style="text-align: center;">5 years</td> <td style="text-align: center;">5 years</td> </tr> <tr> <td>Foreman</td> <td style="text-align: center;">10 years</td> <td style="text-align: center;">5 years</td> </tr> <tr> <td>Construction safety Health</td> <td style="text-align: center;">5 years</td> <td style="text-align: center;">5 years</td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project Manager	15 years	15 years	Project Engineer	10 years	10 years	Material Engineer	5 years	5 years	Foreman	10 years	5 years	Construction safety Health	5 years	5 years										
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>																											
Project Manager	15 years	15 years																											
Project Engineer	10 years	10 years																											
Material Engineer	5 years	5 years																											
Foreman	10 years	5 years																											
Construction safety Health	5 years	5 years																											
9.5	<p>The minimum major equipment requirements are the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Equipment</u></th> <th style="text-align: center;"><u>Capacity</u></th> <th style="text-align: center;"><u>Number of Units</u></th> <th style="text-align: left;"><u>Remarks</u></th> </tr> </thead> <tbody> <tr> <td>Welding machine</td> <td style="text-align: center;">300-500 amp</td> <td style="text-align: center;">1</td> <td>Owned</td> </tr> <tr> <td>Cordless drill and bit</td> <td></td> <td style="text-align: center;">2</td> <td>Owned</td> </tr> <tr> <td>Circular saw</td> <td></td> <td style="text-align: center;">2</td> <td>Owned</td> </tr> <tr> <td>Hand Drill</td> <td></td> <td style="text-align: center;">2</td> <td>Owned</td> </tr> <tr> <td>Grinder</td> <td></td> <td style="text-align: center;">2</td> <td>Owned</td> </tr> <tr> <td>Scaffolding</td> <td></td> <td style="text-align: center;">5 sets</td> <td>Owned</td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	<u>Remarks</u>	Welding machine	300-500 amp	1	Owned	Cordless drill and bit		2	Owned	Circular saw		2	Owned	Hand Drill		2	Owned	Grinder		2	Owned	Scaffolding		5 sets	Owned
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	<u>Remarks</u>																										
Welding machine	300-500 amp	1	Owned																										
Cordless drill and bit		2	Owned																										
Circular saw		2	Owned																										
Hand Drill		2	Owned																										
Grinder		2	Owned																										
Scaffolding		5 sets	Owned																										
12	<i>Not allowed</i>																												
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p style="margin-left: 40px;">a. The amount of not less than <i>Sixty-Six Thousand Pesos Only (P66,000.00)</i> [(2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p>																												

	b. The amount of not less than <i>One Hundred Sixty-Five Thousand Pesos Only (P165,000.00)</i> [(5%) of ABC] if bid security is in Surety Bond.
18.2	Partial bids are not allowed
20	Additional contract documents relevant to the Project that are required by existing laws and/or the Procuring Entity, such as Construction All Risk Insurance (CARI), construction schedule/S-curve/PERT-CPM, manpower schedule, construction methods, equipment utilization schedule, and other acceptable tools of project scheduling.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 9.4 and specified in the **BDS**, to carry out the supervision of the Works.

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

5. Performance Security

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

6. Site Investigation Reports

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

7. Warranty

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

- 15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity’s Representative’s approval, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2	The Intended Completion Date is: <u>Fifty (50) calendar days.</u>
4.1	<i>Within seven (7) days after issuance of Notice to Proceed.</i>
6	The site investigation reports are: <i>Certificate Site Inspection issued by authorized representative of the Procuring Entity</i>
7.2	<i>Duration of warranty is for Five (5) years.</i>
10	a. Dayworks are applicable at the rate shown in the Contractor's original Bid. b.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <i>seven (7) days</i> of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is 1% of the contract price.
13	The amount of the advance payment is <i>amount as percentage of the contract price that shall not exceed 15% of the total contract price and schedule of payment.</i>
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	The date by which operating and maintenance manuals are required before issuance of final payment. The date by which "as built" drawings are required before issuance of final payment.

Section VI. Specifications

SPECIFICATIONS

I. GENERAL REQUIREMENTS

SECTION 1.1

Summary of Works

This includes the furnishing of all materials, labors, tools and equipment and the performance of all operations necessary for the **RECONFIGURATION OF PROPOSED OFFICE FOR NATIONAL ORGANIC AGRICULTURE PROGRAM AT 3RD FLOOR LEFT WING, ATI-CO MAIN BUILDING** all in accordance with the plans and specifications, and subject to the terms and conditions of the contract documents.

SECTION 1.2

Mobilization and Mobilization

The contractor upon receipt of the Notice to Proceed shall immediately mobilize and transport his equipment, materials and employees to the site within (7) calendar days and demobilized or remove the same at the completion of the project.

SECTION 1.3

Contractor's Facilities & Utilities

1.3a Field Office

During the performance of the contract, the Contractor shall construct and maintain a field office and facilities at the site of the work at which he or his authorized agent shall be holding office at all times, while the work is in progress. The dimension of the Field Office including its storage should be at least thirty **(30) square meters** and will coordinate the location to ATI staff. This Field Office and Storage will be turn over to ATI after completion of the project

The contractor shall be responsible for the maintenance and protection of all facilities to be provided during the entire duration of the Contract including provision of adequate stock of all expendable items, such as light bulbs, light tubes, equipment and supplies, etc. at all times to ensure proper and continuous functioning of all the facilities.

Construction shanties, sheds and temporary facilities provided as required for the Contractor's convenience shall be maintain in good condition and neat appearance including finishes as required the ATI Representative.

1.3b Temporary light and power

The Contractor shall provide and maintain temporary electrical services including installation of temporary power & lighting within the construction site. The electrical services shall be adequate in capacity to supply power to construction tools and equipment without overloading the temporary facilities and shall be made available to supply power, lighting and construction operation 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 works all temporary wiring, lighting, equipment and devices shall be removed.

1.3c Temporary toilet

The contractor shall provide (if not available) and maintain in sanitary condition enclosed toilet for the use of all construction personnel located within the contract limits, complete fixtures, water and sewer connections and appurtenance.

1.3d Temporary water supply

The contractor shall provide and maintain water supply service, complete with necessary connections and appurtenances. Installed water supply shall be used as a source of water for construction purposes subject to the approval of the ATI Representative/Engineer/Architect.

1.3e Project Identification and Signage

The contractor shall provide and maintain a tarpaulin signboard which must be suitably framed for outdoor display at the project location and shall be posted as soon the award has been made.

1.3f First Aid

The contractor shall provide and maintain a first aid kits available on-site office. Location of the kit must be accessible. The contractor shall have a trained and knowledgeable employee on giving a first aid on workers.

1.3g Disposal area

The proposed location of disposal area shall be at the site designated by the ATI Representative. It is responsibility of the contractor to disposed off-site all construction debris and considered in the preparation of his proposal.

SECTION 1.4

Temporary works & Services

1.4a Security

Efficient watchman shall be provided for watching over the site and on the works from the theft, day and night. Temporary lighting shall be provided to light up hoarding and scaffoldings. Erect complete fence around the perimeter of construction sites to shield from view and prevent unauthorized access.

1.4b Screens

Where works is carried out in or adjacent to existing buildings, protection shall be provided against the spread of dust and other nuisance by means of dust sheets, tarpaulins, boards and the like.

Safety screen net & scaffolding should protect/prevent person from falling down, or to avoid hurting people of property from falling debris from on-going construction.

1.4c Scaffolding

All scaffolding, screens, covering, screen framings and the like shall be properly constructed, wedged, braced, secured and maintained in accordance with the best local practice. All materials shall be of good quality and of adequate strength and stability to carry the loads to be sustained.

Metal scaffold system shall be a scaffold system constructed, as required, with working platform adequately supported and other ancillary members including guardrails, toe boards, access ladders, **slope catch-fans**, safety screen, anchors, support brackets, foundation and the like; and all the structural members of the scaffolding system shall be metal.

The scaffold system shall provide a suitable and sufficient safe means of access and workplace for carrying out work which cannot be conveniently executed from the ground or from a floor in a building, or from a ladder, etc....

The scaffold system shall be used for all construction, alteration, repair and maintenance works. Unless otherwise specified, other alternative scaffolding may be used for screening purposes.

The contractor shall be responsible for the design, planning and coordination, transportation, fabrication, erection, maintenance alteration and dismantling of the scaffold system.

Scaffolding shall be inspected on regular basis, with submission of inspection form and certification by the competent and qualified person as per the statutory requirements.

SECTION 1.5

Coordination

1.5a **Supervision**

The contractor must employ only **competent and efficient key personnel** experienced in their specialization.

All personnel/laborers shall wear **proper uniform and ID's** when entering and within ATI premises.

1.5b **Construction Safety and Health / Safety Management**

The contractor shall put up and continuously maintain **adequate safety measures** that shall prevent undue loss, damages and injury of workers, or loss of properties.

Sufficient safety helmets, rubber boots, safety shoes, safety belt/harness, lifeline, umbrella, protective and waterproof clothing, personal protective devices such as ear muffers and glasses and other safety equipment necessary by reason of hazardous work process or environment, chemical or radiological or other mechanical irritants of hazard capable causing injury or impairment in the function of any part of the body through absorption, inhalation or physical agent shall be provided by the contractor for the use of workers, the ATI representatives and other authorized persons visiting the site.

1.5c **Parking and loading/unloading**

Availability, locations and time of use of parking and loading/unloading shall be agreed with and approved by the ATI representatives.

SECTION 1.6

Regulatory and Other Requirements

1.6a Other Requirements

All requirements described in detail in the General Requirements shall be provided and shall be the sole responsibility of the Contractor in the execution of the work. These are, among others:

- a. Permits and Fees
- b. Materials Testing
- c. Project / Technical Meetings and Conferences

The Contractor and others working under his jurisdiction shall perform work in compliance with the rules and regulations and ordinances of any kind required by the governmental authority or other agency having jurisdiction over his work.

1.6b Project / Technical Meetings

- **Pre-Construction Conferences**

A pre-construction meeting between the Implementing Office, or ATI representatives, and the Contractor shall be held at the site prior to the commencement of works.

The meeting shall be for the purpose of:

1. Resolving current problems;
2. Further orienting the contractor to the requirements of the Drawings and Specifications;
3. Working out with the contractor a general schedule of supervision.

- **Progress Meeting**

The contractor shall meet with the Implementing Office weekly or as required to verify the progress of the work.

1.6c Cleaning-up

The Contractor shall all times keep the construction area including storage area used by him free from accumulations of waste materials material or rubbish. Upon completion of the construction, the Contractor shall leave the work and premises in clean, neat womanlike conditions satisfactory to the Implementing Office or its representative.

Demobilization

1.6d Document to be submitted

- **Construction Schedule**

The Contractor shall contact the Implementing Office before covering up any work so that proper inspection may be made.

- **Close-Out Report**

Upon completion of the works the Contractor shall furnish ATI (Agricultural Training Institute) the required Close-Out Report shall be as prerequisite for the processing of the final payment.

The Close-Out Report shall include, but not limited to, the following:

- a. "As-Built" Plans – three (3) copies in print (A3-size) and USB for AutoCAD file;

The "As-Built" Plans shall reflect all pertinent information, complete in all aspects of the actual installation, and all new information not originally shown in the contract drawings.

- b. Material Book containing Materials Sample Approval Form, and list of all materials used, with corresponding pictures and description;

Provide Table of Contents neatly typed, in complete and orderly sequence. Include complete information for each of the following:

- Product or work item;
- Firm, with name of principal, address, and telephone number;
- Scope;
- Date of beginning of warranty or service and maintenance contract;
- Duration of warranty or service maintenance contract;
- Proper procedure in case of failure;
- Instances which might affect validity of warranty or bond; and
- Contractor, name or responsible principal, address, and telephone number.

- c. Copy of equipment and material brochures;

- d. Pictures of Work Progress

II. CARPENTRY AND JOINERY

SECTION 2.1

General

2.1a Scope

This section includes all labor, materials and equipment and satisfactory Performance of all operations necessary to complete rough carpentry, bracing and framing works as indicated in drawing and these specifications. *Include in the work, plates, straps, joints, hangers, rods, dowels, rough hardware, fastener and other miscellaneous iron and steel items pertinent to rough carpentry work.*

2.1b Storage and protection

Stack framing and plywood ensure against deformation and maintain proper ventilation. Protect lumber and plywood from dampness and other elements. Lumber in contact with concrete or masonry shall be coated with approved preservative (Creosote or equivalent).

SECTION 2.2

Materials

2.2a Products

- **Fiber Cement Board**
Use min. thickness of 6.0mm or as specified on plans/ drawing, it shall durable enough to withstand varying weather conditions, resistant to damage caused by fire, moisture, and termites. Use nails and fastener as recommended by manufacturer.
- **KD wood**
Shall be kiln dried "Tanguile" and as specified on plans / drawing.
- **Metal Tracks**
50mm x 50mm; 0.40mm min thk. x 3m length or as specified on plans/ drawing.
- **Metal Stud**
50mm x 50mm; 0.40mm min thk. x 3m length or as specified on plans/ drawing.
- **Screw**
Screw and power actuated fastener shall be used to connect framing components and fasten other materials to the framing.
- **Self-Drilling Screw**
Are externally threaded fastener with the ability to drill their own hole and form or „tap" their own internal threads without deforming their own thread and without breaking during assembly. These screws are used with 33mm (20 gage) steel or thicker.
- **Nails**
Use locally manufactured common wire or finishing nails as required, smooth shank and zinc coated.

SECTION 2.2

Execution

2.2a Installation & workmanship

- **Drywall partition**
 - Fix and align accurately all steel angles at the maximum interval of 0.60 meter.
- Attached the metal stud to the metal tracks at right angle to each other using the furring clips. Metal studs can be spaced at 0.40 meters up to 0.60 meters apart or as specified on plans / drawing.
- Execute finish carpentry in best, substantial, workmanlike manner. Erect true line, levels and dimensions squared, aligned, plumbed, well-spliced and nailed, and adequately braced properly fitted using mortise and tenon joints.
- **Millworks.** Accurately milled details, clean cut molding profiles, lines, scrape, sand smooth, mortise, tenon, splice, joints, block, nail screw, bolt together, as approved, in manner to allow free play of panels. Avoid swelling, shrinkage, ensure work remaining in place without warping, splitting, and opening of joints.

Do not install mill work in case concrete and masonry work have been cured and will not release moisture harmful to woodwork.

- Secure works to grounds; otherwise fasten position to hold correct surfaces, lines and levels. Make finished work flat, plumb, true-to-line.

III. PAINTING WORKS

SECTION 3.1

General

3.1a Scope

This includes all materials, labor, tools and equipment, and performance of all operations to complete painting and varnishing work as indicated on drawing and specification herein.

It covers complete painting and finishing of wood, plasters, concrete, metal, or other surfaces, external or internal part of the building

3.1b Samples

Submit samples panels of selected color or shade on a 30cm x 30cm plywood panels for the approval of implementing office. It shall be approval before ordering.

A sample panel of any finishing shall be prepared for approval, if directed. The applied finished shall not vary in quality or color from the approved sample.

3.1c Delivery and Storage

Deliver on job site in original containers with label containing manufacturer's name, color of paints, and manufacturer's instruction, if any intact and seals unbroken. Storage of paints and paint materials at the site shall be restricted to locations designated by the Project Architect/Engineer or ATI's

Representative and such place shall be kept neat and clean at all time. Necessary precaution to avoid fire must be observed by removing oily rags, waste, etc. at the end of daily work.

3.1d Protection

Provide all drop cloth and other covering requisite to protection of floors, walls, aluminum, glass finishes and other works.

3.1e General Painting

General Painting shall be interpreted to mean and include sealers, primers, fillers, intermediate and finish coats, emulsions, varnish, shellac, stain, or enamels.

All paint and necessary materials incorporated in or forming a part thereof shall be subject to prior approval and selection for color, tint, finish, or shade by the Project Architect/Engineer or ATI's Representative.

In connection with the Project Architect/Engineer or ATI's Representative determination of color or tint of any particular surface, the depth of any color or tint selected or required shall in no instance be a subject for an additional cost to the owner.

3.1f **Schedule**

- Interior concrete & masonry wall surfaces
Surface preparation: apply 2 coats of wall putty/skim coat
1st coat: Acrylic flat latex paint
2nd & 3rd coats: Acrylic semi-gloss latex paint
- Concrete Floor
1st coat: Epoxy Primer (white)
2nd & 3rd coats: Epoxy Enamel
- Ceiling
Apply Joint filler on the connection and location of screw
1st coat: Acrylic flat latex paint (white)
2nd & 3rd coats: Acrylic flat latex paint

- Steel
1st coat: Red Oxide
2nd & 3rd coat: Water-based acrylic epoxy

SECTION 8.2

Materials

3.2a **Products**

- Painting Materials

All paint materials meet the requirements of paint materials under classification class “A” as prepared by the Bureau of Product Standards. Substitutes shall only be entertained once the quoted preferred brands are not available in the market.

Except for ready mixed materials in original containers, all mixing shall be done in the jobsite. No materials are to be reduced, changed, or mixed except as specified by the manufacturer of said materials.

- Tinting Colors

Shall be first grade quality, pigment ground in alkyd resin that disperses and mixes easily with paint to produce the color desired. Use the same brand of paint and tinting color to effect good paint body.

- Concrete Neutralizer

Shall be first grade quality concentrate dilute with clean water and applied as surface conditioner of new interior and exterior walls thus improving paint adhesion and durability.

- Lacquer

Shall be any type of coating that dries rapidly and solely by evaporation of the solvent. Typical solvents are acetates, alcohols and ketone. Although lacquer was generally based on nitrocellulose, manufacturers currently use vinyl resin, plasticizer and reacted drying oils to improved adhesion and elasticity.

- Shellac

Shall be a solution of refined lac resin in denatured alcohol. It dries by evaporation of the alcohol. The resin is generally furnished in orange and bleached grades.

- Sanding Sealer

Shall be quick drying lacquer, formulated to provide quick dry, good holdout of succeeding coats and containing sanding agents such as zinc stearate to allow dry sanding of sealer.

SECTION 3.3 Execution

3.3a Surface Preparation

- **General Requirement**

All surfaces to be painted shall be examined carefully before beginning any work and see that all work of other trades or subcontractors are installed in workmanlike manner; to receive paint, stain or particular finish.

Before proceeding with any painting or finishing, thoroughly clean, sand and seal, if necessary, by removing from all surfaces all dust, dirt, grease, or other foreign substances which would affect either the satisfactory execution or permanency of the work.

No work shall be done under the conditions that are unsuitable for the painting, nor at any time when the plastering is in progress, or is being cured, or dried.

Finished hardware, lighting fixtures, plates, and other similar items shall be removed from all positions before painting is started. Each piece shall be installed in position once painting is finished and dried.

Neither paint nor any other finish treatment shall be applied over wet or damp surfaces. Allow at least two (2) days of drying time before application of succeeding coat.

Voids, cracks, nick, etc. will be repaired with proper patching metal and finished flushed with surrounding surfaces.

Painting and varnishing works shall not commence when it is too hot or cold.

Begin work only when the Project Architect/Engineer has inspected and approved the prepared surface otherwise no credit of coat shall be given. The Contractor shall assume full responsibility to recoat work in question. Notify the Project Architect/Engineer when the particular coat applied is complete, ready for inspection and approval.

- **Concrete and Masonry Surfaces**

All loose grid or mortar, contaminants, dirt, grease, oil, dust and other deposits must be removed on the surface. Surfaces shall be coated with concrete neutralizer, apply either with brush or spray solution one kilogram of zinc sulfate to four and 1 half liters of water. Allow to dry before any painting primer coat is applied. When surface is dried apply one coating. Hairline cracks and unevenness shall be patched and sealed with approved putty or patching compound. After defects are corrected apply the finish coats as specified on the plans (Color scheme approved.)

- **Metal**

Surfaces shall be clean, dry and free from mill scale and rust. Remove all grease and oil from surfaces. Rusty metal exposed to weathering for some time must be sanded, wire brushed or scraped. Wash unprimed galvanized

with etching solution and allow it to dry before application of applicable primer

3.3b Workmanship

All paints shall be evenly applied. Coats shall be of proper consistency and well brushed out as to show a minimum of brush marks. All coats shall be thoroughly dry before the succeeding coat is applied. When surfaces are not fully covered or cannot be satisfactorily finished in the number of coats as may be required shall be applied to attain the desired evenness of surface. Where surface is not in proper condition to receive the coat, the project supervisor/Owner's Representative shall be notified immediately. Hardware, lighting fixture and other similar item shall be removed or protected during the painting, varnishing and other related work operations and re-installed after.

IV. ELECTRICAL WORK

SECTION 4.1

General

4.1a Scope

The work consists of furnishing of all materials and labor, tools and equipment, and all necessary services to complete and make ready for operation electrical works as indicated on electrical plans and in accordance with the Drawing & Specification.

The work shall include the furnishing and installing of the following each complete and in proper operating condition unless otherwise stated in the Specification.

- Wiring system including respective conduits, fittings wire gutter, junction box, utility boxes and any other type of box and support and accessories required and/ or as indicated on the Drawing;
- All the necessary feeder and branch circuit with all necessary conductors, conduits, fitting and other items as indicated on the Drawings;
- All the necessary wiring devices, such as utilization outlets, wall switches, receptacles all complete with their appropriate cover plates;
- All lighting fixtures and accessories including necessary supports;
- All conduits, boxes, wires and equipment.

4.1b Codes and Regulation

The Electrical Works shall be done in accordance with all the requirements of the latest issue of the Building Code of the Philippines, Philippine Electrical Code, with rules and regulations and ordinances of the local enforcing authorities of local electrical cooperative.

4.1c Guarantee

The Contractor shall guarantee that the electrical system is free from all grounds and defective material and workmanship for a period of one (1) year from the date

of acceptance of work. All defects arising within the guarantee period shall be remedied by the Contractor at their own expense.

4.1d **Drawing and Specification**

- Any apparent conflict between the Drawings and Specifications and any controversial or unclear points either shall be referred to the Project Architect/Engineer for final decision.
- All dimensions and location shown on the Plans are approximate and shall be verified in the field, as actual locations, distances and levels are governed by actual conditions.
- No deviation from the plans shall be made unless with written consent or approval from Project Architect/Engineer

4.1e **Samples**

The contractor shall submit a sample of any item he intended to install or use in this project to the Project Architect/Engineer for approval.

SECTION 4.2

Material

4.2a **Products**

All materials shall be unused, brand new and shall be of the approved type meeting all the requirements of the Philippines Electrical Code.

- Conduits
 - Shall be UPVC pipes, electrical grade, must be flexible type. Conduits inside ceiling shall be properly supported by steel braces other than the ceiling joist with spacing as specified by the Philippine Electrical Code.
- Conduits box
 - Shall be UPVC boxes, electrical grade. Utility/Octagon boxes shall be provided with adaptors to connect PVC conduits to the box. Utility/Octagon boxes shall be provided with proper cover plates.
- Wires and Cables
 - Wires should conform to the JIS, and ASTM standards. No wire shall be drawn into a raceway until it is complete with all necessary fittings, boxes, and supports. Connections shall be securely fastened such as not to loosen under vibration or normal strain. All connections and splices shall be made with approved methods.
- Receptacles, Switches, Outlet

- Shall be standard product of reputable Electrical Manufacturers and cover with proper cover plate.
- Lighting Fixtures
 - Unless otherwise specified shall be furnished and installed by the contractor. All fixtures shall be as required on Plans, of good quality materials. Contractor shall submit samples for approval of the Architect before installation.
- Insulation
 - All splices shall be properly insulated using 3M electrical type or approved equal. Application of insulation tape shall be equivalent to the insulation of the wire concerned.
- Panel board & Circuit Breaker

NEMA type/enclosure unless noted, PEC rules and regulations, circuit breaker type shall be 230V, number of poles as required.
Panel boards shall contain a single brand of circuit breakers
All circuit breakers used as main shall be “Bolt on” type molded case, thermal magnetic protective, quick make, quick break, trip free from handle, trip indicating, number and size as shown in the schedule. Internal common trip for 2 and 3 pole breakers. Breaker minimum interrupting capacities shall be based on NEMA and UL test procedures.

 - a. 230-volt breakers - 10,000 rms. Symmetrical amperes at 240V A/C (minimum) 4.5.5 All circuit breakers used as branches rated at below 100 AT and specifically installed in lighting panel boards shall be bolt-on". 4.5.6 Word “space” indicated in the schedule shall mean that complete bus, insulators, etc. shall be included ready to accept future circuit breaker of the same frame size as the largest branch circuit breaker.
- Electric Meter
 - Shall be standard product of reputable Electrical Manufacturers and approved EEC.

SECTION 4.3

Execution

4.3a Workmanship

All works throughout shall be executed in the best practice in a womanlike manner by qualified and experience electricians under the immediate supervision of a duly licensed Electrical Engineer.

Wiring method shall be color coded.

- Line 1 – red
- Line 2- yellow
- Line 3- blue
- Ground – green.

SECTION 4.4

Testing

4.4a General

Upon completion of the electrical construction work, the Contractor shall provide all test equipment and submit written copies of all test results.

V. DOORS

SECTION 5.1

General

5.1a Scope

This section includes all labor, materials, tools and equipment, and satisfactory Performance of all operations necessary to complete fabrication and installation of all wooden doors as indicated in drawing and these specifications.

5.1b General Requirements

- **Storage and Protection**
Protects doors, windows and frames against damage and dampness. Store them under cover in a well –ventilated place where they will not be exposed to extreme changes in temperature and humidity. Do not store doors, windows and frames in any place under construction until concrete, masonry work and plaster are dry. Adequately protect doors from scratches and other stains with heavy building paper.
- **Design, Sizes, and Thickness**
Use door and window designs, sizes and thickness as indicated or scheduled. Wood doors shall have an overall thickness 50mm unless otherwise specified by the Implementing Office.

SECTION 5.2

Materials

5.2a Products

Doors and door frames shall be manufactures of thoroughly seasoned kiln- dried wood, of grade and specie. Wood specie should be selected on Taguile, Apitong, Narra or as directed by the Architect. Wood doors shall be products of reputable manufacturers approved by the ATI-REPRESENTATIVE.

- **Panel Wood doors**
Lumber of doors, windows and jambs, and panels shall be kiln dried shall be tanguile or as per indicated on plans/drawing or as per approved of ATI REPRESENTATIVE.
- **Door Jambs**
Door jamb shall be 2”x 4” kiln dried tanguile wood or approved equivalent.
- **Flush doors**
Framing shall be good lumber and plywood shall be good grain with minimum thickness of 5mm, or as specified on plans/drawing or as per approved by the ATI REPRESENTATIVE.
- **Hardware**
 - Lockset

Heavy duty type stainless steel industrial type lockset w/ security lock by "Nippon" or approved equivalent.

Tubular stainless lever handle with cylinder lock case & euro profile cylinder (Entrance function), "TH104" model by Nippon or approved equivalent

- Hinges
4x4 Stainless-steel heavy-duty hinges, use "Nippon" brand or approved equal.
- Door stopper
Use stainless steel floor mounted hemispheres door stopper.

5.2b Fabrication of Doors and frames

- Wood Doors
Shall be of type of the type, sizes, and thickness indicated on drawing plans. Top and bottom edges of all interior and exterior shall be given of lead and oil priming paint or coat or water-resistant varnish after cutting and fitting and prior to installation of works. Doors shall be panel and/or glazed as indicated.
- Flush Doors
Shall be hollow core of thickness on drawing and fabricated as such that the core and frame assembly shall be bonded to face veneers/as indicated. Flush doors shall be three (3) ply, 6mm thick marine kind of plywood as indicated in the schedule. Stiles and rails shall have mortised joints at corners. Door shall be painted or with designs as indicated on drawings.
- Wood Door Frames
Shall be of design, sizes ad thickness indicated in the Schedule of Doors. Frames shall be set plumb and true and braced to prevent distortion. Frames in wooden wall or partition shall be secured with finishing nails or as indicated. In concrete or masonry walls, frames shall be secured anchor bolts or as shown on drawings.

SECTION 5.3

Execution

53.3a Installation

For door frames, set frames plumb and square, double wedges and fastened with finishing nails. For doors, fit, hang and trim as indicated and specified. Provide clearance at side, top and threshold. Apply hardware with fastenings of the size, quality, quantity and finish as specified.

VI. OFFICE FURNITURES & PARTITIONS

SECTION 6.1

General

6.1 Scope

This section includes all labor, materials, tools and equipment, and satisfactory Performance of all operations necessary to complete fabrication and installation of all office furniture as indicated in drawing and these specifications.

SECTION 6.2

Materials

6.2 Products

ITEM	SPECIFICATIONS
<p>MODULAR PARTITIONS & OFFICE TABLES</p>	<p>1. 50mm thk aluminum "powder coated" framing with complete connector and accessories</p> <p>2. 2.50cm melamine laminated finish (pvc) top & bottom table top w/ complete connector, gromet cover & accessories.</p> <p>3. - Square cap</p> <ul style="list-style-type: none"> - Top cover - Top bar - Mid bar - Side cover - A pole - One side openable cable channel - Fixed cable channel - Adjustor - Double glazing groove - 6mm thk one way mirror glass
<p>EXECUTIVE CHAIRS</p>	<p>High back chair with armrest, adjustable gas lift, PU Black back and seat, and chrome star base with castors wheels. 6 months warranty on parts.</p> <p>Dimension:</p> <ul style="list-style-type: none"> • Arm to Arm: 450 mm • Total Depth from Wall: 745 mm • Lowest Height: 1165 mm • Highest Height: 1270 mm • Seat Width: 550 mm • Seat Depth: 548 mm • Backrest Width: 530 mm • Backrest Height from Seat: 690 mm • Floor to Seat (Minimum Height): 490 mm • Base Width (Diameter): 720 mm • Base (Center to End): 425 mm • Base (Center to Castor): 345 mm • Base (Center to End of Base): 360 mm
<p>RECTANGULAR BENCH SOFA WITH STORAGE UNDER</p>	<ul style="list-style-type: none"> • Material: Gamusa or Leatherette • Color: Black, Brown, Beige, Maroon • Dimension: L40.5" x W18" x H17"
<p>Wooden Folding Table with Metal Frame</p>	<ul style="list-style-type: none"> • Wooden Folding Table with Metal Frame • Color: Gray or Beech <p>Dimension for FT7308 Training Table: 1.6M: L160 x W60 x 75 cm</p>
<p>OFFICE CHAIRS</p>	<ul style="list-style-type: none"> • Material: Fabric, Chrome Star base • Color: Black • Dimension: L25" x W20" x H44" – 48" • 6 months warranty on parts.

METAL MOBILE CABINETS	<ul style="list-style-type: none"> • Material: Metal • Color: Beige • Dimension: L15.75" x W20.75" x H23.5" • Features: <ul style="list-style-type: none"> *Metal Top *Centralized Lock *Pen Tray *Divider
FOLDABLE GLASS MECHANISM FOR 12MM TEMPERED GLASS WITH COMPLETE ACCESSORIES	<ul style="list-style-type: none"> • Complete set of foldable glass wall partition with 12mm Tempered Glass and complete accessories for foldable mechanism
WINDOW BLINDS	Dual color window blinds

VII. GENERAL GUIDELINES

Equipment and materials to be used in the work shall be standard products. **Substitutes will only be resorted or considered if the preferred original is not available and must be referred to the Project Architect/Engineer or ATI's Representative for approval. If, however, decision shall be made between two equivalent products, the one with the higher price shall be chosen.** Other brands intended for substitute, which is not approved by Project Architect/Engineer or ATI's Representative shall not be used. Submission of brochures and sample of materials shall be required of the Contractor (and approved by the ATI's Representative) prior to implementation.

Section VII. Drawings

**Complete set of drawings could be obtained from
the ATI-BAC Secretariat**

Section VIII. Bill of Quantities

Section IX. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

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

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

- (l) Certificate of Site Inspection.

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

Other documentary requirements under RA No. 9184

- (q) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (r) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and rentals used in coming up with the Bid; **and**
- (s) Cash Flow by Quarter.

