



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 PROPOSED
RECONFIGURATION/
IMPROVEMENT OF EXISTING
STEEL WINDOWS AT 2ND FLOOR
AND MAIN STAIR OF ATI-CO, MAIN
BUILDING**

**ITB NO. ATI-CO-2024-01
26 September 2023**

**Reference:
GPPB Philippine Bidding Documents
Sixth Edition, July 2020**

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid



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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 PROPOSED RECONFIGURATION/IMPROVEMENT OF EXISTING STEEL WINDOWS AT 2ND FLOOR AND MAIN STAIR OF ATI-CO, MAIN BUILDING

1. The *Agricultural Training Institute* through the *FY 2024 General Appropriations Act* intends to apply the sum of **Six Million Pesos only (Php 6,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **INVITATION TO BID FOR THE PROPOSED RECONFIGURATION /IMPROVEMENT OF EXISTING STEEL WINDOWS AT 2ND FLOOR AND MAIN STAIR OF ATI-CO, MAIN BUILDING (ITB NO. ATI-CO-2024-01)**. 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 ***Ninety (90) Calendar Days***. Bidders should have completed, within ***five (5) years*** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from 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 ***September 27, 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 10,000.00**. 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 ***October 10, 2023, 3:00 pm*** through videoconferencing/webcasting via ***Google Meet*** which shall be open to prospective bidders through this link: meet.google.com/cou-eaxm-stg
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address as indicated below on or before ***October 23, 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 **October 23, 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 M. 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>

September 26, 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 **INVITATION TO BID FOR THE PROPOSED RECONFIGURATION/IMPROVEMENT OF EXISTING STEEL WINDOWS AT 2ND FLOOR AND MAIN STAIR OF ATI-CO, MAIN BUILDING** with Project Identification Number *ATI-CO-2024-01*.

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 2024 in the amount of **Six Million Pesos (P6,000,000.00)**.

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 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>Architectural & Civil Works</i>																																				
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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																		
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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>a. The amount of not less than <i>One Hundred Twenty Thousand Pesos Only (P120,000.00)</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>Three Hundred Thousand Pesos Only (P300,000.00) [(5%) of ABC]</i> 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>Ninety (90) 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.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <i>Seven (7)</i> days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is 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

SPECIFICATION

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 **PROPOSED RECONFIGURATION/IMPROVEMENT OF EXISTING STEEL WINDOWS AT 2ND FLOOR AND MAIN STAIR, 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 Demobilization

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 contractor may use the existing Office and workers quarter designated for the contractors of ATI-CO.

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 of 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 other 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 component 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 Progress Report

The Contractor shall prepare and submit progress reports to the Implementing Office every **30 days (1 month)** after the start of the project up to its completion, showing the work completed, work remaining to be done, status of construction equipment and materials at the site.

1.6d Survey Data

The Contractor shall layout his work from established based lines and benchmark 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 based 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 removed them.

1.6e **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

1.6g **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.

- **Network Analysis Schedules**

The Contractor shall prepare a Bar Chart/PERT-CPM Construction Schedule to indicate the following:

- a. All activities necessary to complete the project;
- b. Monthly value of each activity.

- **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 (A1-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
- e. Report of the result of all conducted test
- f. Daily Log book

II. CONCRETE FORMWORKS

SECTION 2.1

General

2.1a Scope

- This works includes furnishing all labor, materials, equipment and satisfactory performance of all operations necessary to complete setting of all concrete formworks and other related works in accordance with the Contract Document.

2.1b Protection

- Provide forms that will produce correctly aligned concrete.
- Choice of fitting shall be done correctly.
- Support of forms shall be done rigid and extra care must be exercised in considering weight and side pressure.

SECTION 2.2

Materials

2.2a Product

- Form Lumber
Shall be stress graded or merchantable; shall be non-staining species and dressed on concrete forming side if to be for exposed surfaces.
- Phenolic board
Shall be commercial standard, moisture resistant, at least 12mm thk.
- Form Oil
Use colorless mineral oil, required viscosity is equal to 70 second but not more than 110 seconds at 38C.
- Shoring & scaffolding
Shall be at least galvanize iron 2" dia. shed 40.

SECTION 2.3

Execution

2.3a Construction of Form

Formworks shall have adequate cleanest opening to permit inspection and cleaning. Joints shall locate at the junction of formworks panels where feasible. Formworks joints shall be solidly backed and leak proof. Form surface on concrete side shall be given one coat of form oil after fabrication or cleaning and second coat just prior to rebar placing. Excess oil shall be wiped off. Form oil shall be kept off from the reinforcement and embedded items. Forms shall be properly maintained throughout the concrete works to accommodate rate and methods of placing concrete; to support load of wet concrete, and vertical, horizontal and impact loads during construction, and to minimize abnormal deflections during and after

concrete placement. Forms shall be provided with positive means of adjustment to permit realignment or readjustment of shores.

2.3b Removal of Forms

- Forms shall not be removed without the consent of the Engineer/Architect of the Implementing Office. Blocks and bracing shall not be removed at the time the forms are removed and in no case shall any portion of wood forms be left in the concrete.
- Forms shall be removed in planned and sequenced to ensure complete safety of structure, and without damage to concrete surfaces. Forms and shoring shall not be removed until concrete is adequately set and strong enough to withstand anticipated loadings.
- Time of Removal

Part of Structure	Minimum Time
Sides of beams, walls and columns	1 day
Suspended Slab	14 days
Beams or Girder Soffit	14 days

III. CONCRETE AND REINFORCED CONCRETE

SECTION 3.1

General

3.1a Scope

This work includes the furnishing, bending, placing and finishing concrete in accordance with the plans and specifications.

Unless otherwise specified herein, concrete works shall conform to the requirements of the ACI Building Code. Full cooperation shall be given other trades to install embedded items. Provisions shall be made for setting items not placed in the forms. Before concrete is placed, embedded items shall have been inspected and tested for concrete aggregates and other materials shall have been done.

SECTION 3.2

Materials

3.2a Products

- Portland Cement
Cement for the concrete shall conform to the requirements of specifications for Portland Cement (ASTM C-150, Type I) by Union, Republic, Pacific Cement only
- Water
Water used in mixing concrete shall be clean and free from other injurious amounts of oils, acids, alkaline, organic materials or other substances that may be deleterious to concrete or steel.

- Fine Aggregates/ Sand

Fine Aggregates/Sand shall consist of hard, tough, durable, uncoated, and clean particles, or S-1. The shape of the particles shall be generally rounded or cubicle and reasonably free from flat or elongated particles. The stipulated percentages of fines in the sand shall be obtained either by the processing of natural sand or by the production of a suitably graded manufactured sand. Signs of more than 10% soil content for every delivery shall be rejected.

- Fine Aggregates/Gravel

Coarse Aggregates shall consist of WASHED AGGREGATES. Coarse aggregates shall consist of hard, tough, durable, clean particles. The size of coarse aggregates to be used in the various parts of the work shall be ¾” for all concreting work.

- Reinforcing Steel Bar

Reinforcing Bars shall conform to the requirements of the ASTM standard specifications ASTM-1562-2T, for Billet Steel Bars for concrete reinforcement (A15-625) and to specifications for minimum requirements for the deformed steel bars for concrete reinforcement (A 305-56). For passing and acceptable standard of structural steel.

Reinforcing steel bars to be used shall bear the distinctive markings identifying the manufacturer by their initials, bar size number, including the type of steel such as:

N	= for Billet
A	= for Axial
R	= for rail steel

Reinforcing bar shall have structural steel grade, as follows;

10mm in diameter & below - A36, F’s 33KSI

12 - 16mm in diameter - A441, F’s 40KSI

20mm in diameter & above - A572, F’s 60KSI

- Other Materials

Provide other materials, not specified described but required for the complete and proper installation, as selected by the contractor subject to the approval of the Implementing Office.

3.2b Proportioning and Mixing of Concrete

- Proportion

Proportions of all materials entering into the concrete shall be as follows:

MIX	CEMENT	SAND	GRAVEL
Class AA	1	1-1/2	3
Class A	1	2	4
Class B	1	2-1/2	5
Class C	1	3	6

- Design of Concrete

Unless otherwise specified / indicated in the plans, concrete mix shall be Class A, and shall have 28-days strength of 3000psi, for all concrete work (with “fly ash” additive).

Structure	Concrete Design
Cast against earth	3000 PSI
Foundation / Footing tie beam	3000 PSI
Slab on fill	3000 PSI
Suspended Slab	3000 PSI
Beams and Girder	3000 PSI
Column	3000 PSI

- Mixing

Concrete shall be machine mix. Mixing shall begin with 30 minutes after the cement has been added to the aggregates. In the absence of the concrete mixer, manual mixing is allowed, provided sampling shall be done 3 days before pouring (to attain the good result).

SECTION 3.3

Execution

3.3a Placing of Reinforcement

Steel reinforcement shall be provided as indicated, together with all necessary wire ties, chairs, spacers, supported and other devices necessary to install and secure the reinforcement properly. All reinforcement, when placed, shall be free from loose, flaky-rust and scale, oil, grease, clay, and other coating and foreign substances that would reduce or reduce its bond with concrete.

- Bar Spacing

The ACI Code on bar spacing specifically provides that:

- The minimum clear distances between the adjacent steel bars shall not be less than the normal diameter of the bars or 25 mm for column. This requirement was increased to 1-1/2 bar diameter or 4 centimeters.
- Where beam reinforcements are placed in 2 or more layers, the clear distance between layers must not be less than 25 mm or 1 inch and the bars in the upper layer should be placed directly above those in the bottom layers.
- In walls and slabs, other than the concrete joist construction, the principal reinforcement shall be spaced not farther apart than three times the wall or slab thickness nor more than 45 cm.
- Shrinkage and temperature reinforcement shall not be placed farther apart than 5 times the slab thickness nor more than 45 cm.

Minimum covering of bars

For concrete slabs permanently in contact with the earth

-75mm min; 80mm max

Exposed to earth or weather
Not exposed to weather nor in contact with the ground
Slab, walls, and joist

- 40mm min; 50mm max

- 20 mm min; 40mm max

Beams, girders, and columns

- 40mm min

Refer to the structural schedule of reinforcements and slabs.

As a rule, the ground floor concrete slab shall be reinforced with 10 mm - de-formed bars spaced at 400 mm on center both ways. It shall be connected to the walls with 10 mm dowels spaced at 600 mm on center.

633b **Conveying and Placing of Concrete**

- Conveying Concrete

Concrete shall be conveyed from mixer to form as rapidly as practicable by methods, which will prevent segregation, or loss of ingredients. There will be no vertical drop greater than 1.5 meters except where suitable equipment is provided to prevent segregation and where specifically authorized.

- Placing

Placing concrete shall be worked readily into the corners and angles of the forms and around all reinforcement and embedded items permitting the material to segregate. Concrete shall be deposited as close as possible to its final position in the forms so that flow within the mass does not exceed two (2) meters and consequent segregation is reduced to a minimum near forms or embedded items, or elsewhere as directed. The discharge shall be so controlled that the concrete may be effectively compacted into horizontal layers not exceeding 30 centimeters in depth within the maximum lateral movement specified.

- Time Interval between Mixing and Placing
Concrete shall be placed before initial set has occurred and before it has contained its water content for more than 45 minutes.
- Consolidation of Concrete
Concrete shall be consolidated with the aid of mechanical vibrating equipment and supplemented by hand spading and tamping. Vibrators shall not be inserted into lower course that have commenced initial set; and reinforcement embedded in concrete beginning to set or already set shall not be disturbed by vibrators. Consolidation around major embedded parts shall be by hand spading, and tamping, and vibrators shall not be used.
- Placing Concrete
Through reinforcement in placing concrete through reinforcement, care shall be taken that no segregation of the coarse aggregate occurs. On the bottom of beams and slabs, where the congestion of steel near the form
- Concrete Vibrator
The contractor shall provide at least two (2) concrete vibrators always available on site.

3.3c **Curing of Concrete**

- General
All concrete shall be moist cured for a period not less than 7 consecutive days by an approved method or combination applicable to local conditions.
- Moist Curing
The surface of the concrete shall be kept continuously wet by covering with burlap, plastic, or other approved materials thoroughly saturated with water and covering wet spraying or intermittent hosing.

3.3d **Finishing**

- Concrete Slab on Fill
Shall be laid on a prepared foundation consisting of sub grade and granular fill with thickness equal to the thickness of overlaying slab except as other-wise indicated.

Pour water cement grout on back filled sand before pouring concrete on slab on fill.

4.3e **Pouring Permit Required**

All concrete pouring shall be approved by the Project Engineer. The Contractor must accomplish the prescribed form indicating the details of the pouring, date, time, duration, list of manpower, engineer in charge, psi requirement, quantity and position of rebars, etc. Pouring permit must be approved by the Project Engineer before any pouring activity is made. No permit, no pouring.

IV. STEEL / METAL WORKS

SECTION 4.1

General

4.1a Scope

The works consist of all materials and labor, tools and equipment, and all necessary services. This includes of furnishing, fabricating, hauling, erecting, welding, and painting of all structural metals in accordance with this specification and in conformance of the approved plans.

4.1b Shop Drawing

Shop drawing shall be made in conformity with the best modern practice due regard speed and economy in fabrication and erection.

4.1c Storage

Shall be stored above the ground upon flatforms, skids, or other supports. It shall be kept free from dirt, grease or other foreign matter, and shall be covered to protect from rain and other materials/liquids, which may cause rust and corrosion.

SECTION 5.2

Materials & Workmanship

4.2a General

Certified mill test report or certified report test made by fabricators in accordance with ASTM A6 and governing specifications shall constitute sufficient evidence of conformity with ASTM specification. Additionally, the fabricator shall, if requested, provide affidavit stating that the structural steel furnished meets the requirements of the grade specified.

4.2b Product and Execution

- Certified mill test report or certified reports of test made by the fabricators in accordance with ASTM A6 and the governing specifications shall constitute sufficient evidence of conformity with ATSM specifications. Additionally, the fabricator shall, if requested, provided as affidavit stating that the structural steel furnished meets the requirements of the grade specified.
- All materials shall conform to the requirement in the term of size, mill test reports and quality test certificate issued by the materials testing laboratories accredited by the Bureau of Standards and the DPWH.
- Welds shall be made only by welders and tackers who have been previously qualified by the tester code for welding and building construction.
- Fabricator-erector shall provide quality control procedure to the extend deemed necessary to ensure that all works area performed per specification.
- Unless otherwise specified, the use of automatic welding mechanism is mandatory in the fabrication of built-up section.
- All materials shall conform to ASTM A-36 steel unless specified.
- All metal parts shall be properly cleaned and rough welding marks must be removed by grinding to remove rough and un-even surface. Primer painting shall follow using epoxy paint.

- Accessories, incidentals, fastenings and anchorages, such as miscellaneous items not specifically mention herein or in other section but are required to complete the work, and for which there are no detail drawings. Shall be provided and installed in accordance with the best standard practice of trades.
- The work shall be well formed to the shape and size shown and assembled as detailed. Steel members shall be fabricated and assembled in the shop to the greatest extent as possible.
- Shearing and punching shall produce clean, pure lines and surface with burrs removed. Connection shall be welded or bolted as indicated. Unless otherwise shown, screws in exposed works shall be countersunk. Joints, which are to be exposed to the weather shall be weathertight. Nuts shall be drawn up tight.
- Holes shall be cut, drilled or punched at right angle to the surface of the metal and shall not be made to enlarge by burning.
- Welding shall be in accordance with the standard code of Arc and Gas Welding in Building Construction of American Welding Society.
- Introduce bracing and supports to take care of all the loads to which the structure may be subjected. Provide steel edges or shims as support to base plates and large bearing plates until the supported members have been plumbed. Surface to received grouting mortar shall be cleaned and moistened thoroughly immediately before place grout.

V. MASONRY WORKS

SECTION 5.1

General

5.1a Scope

The work includes all labor, materials, tools and equipment necessary to install concrete masonry and all work in connection with the work as shown on the Drawing and Specification.

SECTION 3.2

Materials

5.2a Products

- Portland Cement
Cement for the concrete shall conform to the requirements of specifications for Portland Cement (ASTM C-150, Type I) by Union, Republic, Pacific Cement only.
- Concrete Hollow Blocks
 - Masonry Units (CHB): 4” thick for all interior walls and 5” thick for all exterior wall unless otherwise indicated. Use 400 psi for non-load bearing blocks and 700 psi for load bearing blocks where required.

- Where full height walls are constructed with concrete hollow blocks, these shall extend up to the bottom of beam or slab unless otherwise indicated on plans.
- Provide stiffener columns & lintel beams as specified in the structural drawings or as specified or as deemed required to assure a stabilized wall due to height & other considerations.
- Sand:
 - S-1, washed, clean and greenish in color.
- Mortar:
 - One part “Portland” cement and two parts sand and water but not more than three parts sand and Portland.
- Water

Water used in mixing concrete shall be clean and free from other injurious amounts of oils, acids, alkaline, organic materials or other substances that may be deleterious to concrete or steel.
- Reinforcing steel bar

Reinforcing Bars shall conform to the requirements of the ASTM standard specifications ASTM-1562-2T, for Billet Steel Bars for concrete reinforcement (A15-625) and to specifications for minimum requirements for the deformed steel bars for concrete reinforcement (A 305-56). For passing and acceptable standard of structural steel.
- Tie wire

Tie wire shall be gauge 16.
- Plain Cement Plaster Finish:
 - 10 mm. thick. on vertical, on masonry and for all concrete hollow block surfaces, painted finish as indicated in the Drawings and for all areas not otherwise noted with other finishes.

VI. PAINTING WORKS

SECTION 6.1

General

6.1a 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

6.1b 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.

6.1c **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.

6.1d **Protection**

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

6.1e **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.

6.1f **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 6.2

Materials

6.2a 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 reduced 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 6.3

Execution

6.3a 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

6.3b **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.

VII. WINDOWS

VII. ALUMINUM WINDOWS

SECTION 7.1

General

7.1a Scope

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

7.1b 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 7.2

Materials

7.2a Materials

- Aluminum window

Shall be extruded aluminum. All aluminum sections shall be 6063-T5 alloy and all casting shall be S43 alloy. All aluminum shall be fabricated on brand approved by Architect. This specification shall also be for the aluminum encasement for the grill works. Aluminum section shall be true to details with clean, straight, sharply defined profile and free from defects impairing strength or durability.

- Glass

Use 10 or 16mm thk. gray glass or as specified on approved plans.

- Hardware

All aluminum doors shall be fitted with appropriate hardware's including keylock, solid aluminum push and pull bar handle and top flush bolts. Ensure rigidity of joints connections of the different part of the structure. Contractor shall submit samples for approval of the ATI Architect or to the implementing Officer.

- Finish

Finish all aluminum doors, windows and frames shall be as approved by the Architect/Engineer.

SECTION 7.3
Execution

7.3 Installation and Workmanship

- The window shall be installed in a neat workmanship manner to fit as indicated in the plans. After installation works are completed, it shall be protected from paints, stains, blemishes, and other damage until the work are properly turn over and accepted.
- Provide all necessary supports and fixing such as screws, strips, lugs and dowels.
- The contractor shall be responsible for the testing of the windows. On the completion of the works, the contractor shall leave the window carries in a clean and perfect working condition to the satisfaction of the Project Architect/Engineer or ATI's Representatives.
- The contractor shall verify the actual opening size and tolerance on site.
- Installation must comply with the requirement of then reference standards.
- All joints in the frames shall be accurately milled to hair line crack, securely reinforced, weathered and joined by means of concealed fastenings whenever possible.

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

Project: PROPOSED RECONFIGURATION/IMPROVEMENT OF EXISTING STEEL WINDOWS AT 2ND FLOOR AND MAIN STAIR, ATI-CO MAIN BUILDING
Location: ATI COMPOUND, Elliptical Road, Diliman, Quezon City
Subject: BILL OF QUANTITIES
Date:

QTY	UNIT	PARTICULARS	MATERIAL COST		LABOR COST		UNIT DIRECT COST	DIRECT COST (DC)	12%	8%	5%	INDIRECT COST (IDC) (OCM+PROFIT+TAX)	TOTAL AMOUNT (DC + IDC)
			UNIT MATERIAL COST	MATERIAL COST	UNIT LABOR COST	LABOR COST			OCM	PROFIT	TAX (DC,OCM, PROFIT)		
I. GENERAL REQUIREMENTS													
1.00	lot	Temporary construction safety screen, platform, frame for perimeter fence, scaffolding and PPE's											
1.00	lot	Project Billboard & COA Billboard											
1.00	lot	Hauling of debris & Site Clearing											
sub-total I													
II. ARCHITECTURAL WORKS													
130.50	sq.m	Supply and Installation W1 - Awning & fixed window powder coated aluminum framed w/ 10mm thk gray glass, 45.00m x 2.90m with complete accessories (see plan for details)											
62.88	sq.m	Supply and Installation W2 - Awning & fixed window powder coated aluminum framed w/ 10mm thk gray glass, 24.00m x 2.62m with complete accessories (see plan for details)											
15.72	sq.m	Supply and Installation W3 - Awning & fixed window powder coated aluminum framed w/ 10mm thk gray glass, 6.00m x 2.62m with complete accessories (see plan for details)											
94.32	sq.m	Supply and Installation W4 - Awning & fixed window powder coated aluminum framed w/ 10mm thk gray glass, 36.00m x 2.62m with complete accessories (see plan for details)											
142.40	sq.m	Supply and Installation W5 (5 SETS) - Awning & fixed window powder coated aluminum framed w/ 10mm thk gray glass, 1.78.00m x 16m with complete accessories (see plan for details)											
1.00	lot	Painting Works											
sub-total II													
III. STRUCTURAL WORKS													
109.50	l.m	Concrete Sucallo											
300.50	l.m	Removal of existing steel windows											
1.00	lot	Repair the Damage Area due to the demolition											
5.00	sets	Exit Stairs											
sub-total III													

SUMMARY OF COST :
DIRECT COST
Material Cost :
Labor Cost :
INDIRECT COST
OCM(12%)
Profit(8%)
Tax (5%) :

GRAND TOTAL PROJECT COST : P -

PREPARED BY:

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.

