

**PHILIPPINE BIDDING DOCUMENTS**  
(AS HARMONIZED WITH DEVELOPMENT PARTNERS)

**Construction of  
Various  
Infrastructure of  
ASTMMC**

**PACKAGE I: Repair / Renovation of Second (2<sup>nd</sup>) Floor  
Main Hospital Building**

**CW-2014-002**

**Government of the Republic of the Philippines**

**Fourth Edition  
December 2010**

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## Section I. Invitation to Bid



Republic of the Philippines  
Department of Health

## ADELA SERRA TY MEMORIAL MEDICAL CENTER

### INVITATION TO BID FOR CONSTRUCTION OF VARIOUS INFRASTRUCTURES OF ASTMMC

#### CW-2014-002

1. The *Adela Serra Ty Memorial Medical Center* through the *CY 2014 GAA* intends to apply the sum for **Package I- Php 4,000,000.00; Package II- Php 2,000,000.00; Package III- Php 2,000,000.00** being the Approved Budget for the Contract (ABC). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Adela Serra Ty Memorial Medical Center* now invites bids for the following Construction:

**PACKAGE I:**     **Repair / Renovation of Second (2<sup>nd</sup>) Floor Main Hospital Building**  
*(300 calendar days)*

**PACKAGE II:**   **Complete Rewiring/Rehabilitation of Electrical System with**  
**Installation of Ancillaries of Main Building.**  
*(180 calendar days)*

**PACKAGE III:**   **Construction of Elevated Water Tank and Water Source/Supply**  
**System**  
*(150 calendar days)*

Bidders should have completed, within ten (10) 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. Instruction to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act".
  - (i) Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.
4. Interested bidders may obtain further information from *ASTMMC* and inspect the Bidding Documents at the address given below from *Monday thru Friday 8:00am to 12:00am; 1:00pm to 5:00pm*.
5. A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount **Two Thousand Pesos** per Package.

6. The *ASTMMC* will hold a Pre-Bid Conference on **December 3, 2014; 10:00 am** at *Conference Room, Annex Building, ASTMMC, Capitol Hills, Tandag City, Surigao del Sur* which shall be open only to all interested parties who have purchased the Bidding Documents.
7. Bids must be delivered to the address below on or before **December 16, 2014; 10:00am** at *Conference Room, Annex Building, ASTMMC, Capitol Hills, Tandag City, Surigao del Sur*. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18 ;  
  
Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
8. The *ASTMMC* reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

***ANTONITA L. OROZCO,MD.***

*HBAC Office*

*ASTMMC, Capitol Hills, Tandag City*

*Tel No. 086-2114306*

*astmmc\_hbac@yahoo.com.ph*

**ANTONITA L. OROZCO,MD.**

*[BAC Chairperson or the Authorized  
Representative of the BAC Chairperson]*

## Section II. Instructions to Bidders

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## **A. General**

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

The Procuring Entity as defined in the **BDS**, invites bids for the construction of Works, as described in

- 1.1. Section VI. Specifications. The name and identification number of the Contract is provided in the **BDS**.
- 1.2. The successful bidder will be expected to complete the Works by the intended completion date specified in SCC Clause 1.16.

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

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

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

- 3.1. The Procuring Entity, as well as bidders and contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Funding Source:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the

Procuring Entity, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019;

- (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition;
  - (iii) "collusive practices" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels; and
  - (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (b) will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
  - (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded Contract funded by the Funding Source if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing or, or in executing, a Contract funded by the Funding Source.

3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under the applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).

3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a contractor in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 34.

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

4.1. All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this Bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process. This will include a firm or an organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the goods and related services that are the subject of the bid; or
- (g) A Bidder who lends, or temporary seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders; and
- (d) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

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

## **5. Eligible Bidders**

- 5.1. Unless otherwise indicated in the **BDS**, the following persons shall be eligible to participate in this Bidding:
- (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least seventy five percent (75%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines, and of which at least seventy five percent (75%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least seventy five percent (75%) of the interest belongs to citizens of the Philippines; and
  - (e) Persons/entities forming themselves into a JV, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that, in accordance with Letter of Instructions No. 630, Filipino ownership or interest of the joint venture concerned shall be at least seventy five percent (75%): Provided, further, that joint ventures in which Filipino ownership or interest is less than seventy five percent (75%) may be eligible where the structures to be built require the application of techniques and/or technologies which are not adequately possessed by a person/entity meeting the seventy five percent (75%) Filipino ownership requirement: Provided, finally, that in the latter case, Filipino ownership or interest shall not be less than twenty five percent (25%). For this purpose Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 5.2. The Procuring Entity may also invite foreign bidders when provided for under any Treaty or International or Executive Agreement as specified in the **BDS**.
- 5.3. Government Corporate Entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.
- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed at least one contract similar to the Project the value of which, adjusted to current prices using the National Statistics Office consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(iii).

- 5.5. Unless otherwise provided in the **BDS**, the Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC) or a Commitment from a Universal or Commercial bank to extend a credit line in its favor if awarded the contract for this project (CLC).

The NFCC, computed using the following formula, must be at least equal to the ABC to be bid:

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

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The CLC must be at least equal to ten percent (10%) of the ABC for this Project. If issued by a foreign bank, it shall be confirmed or authenticated by a Universal or Commercial Bank. In the case of local government units (LGUs), the Bidder may also submit CLC from other banks certified by the *Bangko Sentral ng Pilipinas* (BSP) as authorized to issue such financial instrument.

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

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section IX. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:
- (a) Having taken steps to carefully examine all of the Bidding Documents;
  - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
  - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin/s as provided under **ITB** Clause 10.3.
  - (e) Ensuring that it is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including

foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;

- (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- (g) Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of the Act in relation to other provisions of Republic Act 3019; and
- (j) Complying with existing labor laws and standards, if applicable.

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

- 6.3. The Bidder, by the act of submitting its bid, shall be deemed to have inspected the site and determined the general characteristics of the contract works and the conditions for this Project. Unless otherwise indicated in the **BDS**, failure to furnish all information or documentation required in this Bidding Documents shall result in the rejection of the bid and the disqualification of the Bidder.
- 6.4. It shall be the sole responsibility of the prospective bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to this Project, including: (a) the location and the nature of the contract, project, or work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.
- 6.6. Before submitting their bids, the Bidders are deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect the contract in any way.

- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. Bidders should note that the Procuring Entity will only accept bids only from those that have paid the nonrefundable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

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

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of Goods, or Contracting of Works or Services other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

## **8. Subcontracts**

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

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

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

- 9.1. If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents discussed during the pre-bid conference.
- 9.3. Any statement made at the pre-bid conference shall not modify the terms of the bidding documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

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

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

### **C. Preparation of Bids**

## **11. Language of Bids**

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Entity, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English certified by the appropriate embassy or consulate in the Philippines, in which case the English translation shall govern, for purposes of interpretation of the Bid.

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

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

- (a) Eligibility Documents –

### Class "A" Documents:

- (i) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **BDS**;



- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Statement of all its ongoing and completed government and private contracts within ten (10) years from the submission of bids, unless otherwise stated in the **BDS**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
  - (iii.1) name of the contract;
  - (iii.2) date of the contract;
  - (iii.3) contract duration;
  - (iii.4) owner's name and address;
  - (iii.5) nature of work;
  - (iii.6) contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
  - (iii.7) total contract value at award;
  - (iii.8) date of completion or estimated completion time;
  - (iii.9) total contract value at completion, if applicable;
  - (iii.10) percentages of planned and actual accomplishments, if applicable;
  - (iii.11) value of outstanding works, if applicable;
  - (iii.12) the statement shall be supported by the notices of award and/or notices to proceed issued by the owners; and
  - (iii.13) the statement shall be supported by the Constructors Performance Evaluation System (CPES) rating sheets, and/or certificates of completion and owner's acceptance, if applicable;
- (iv) Unless otherwise provided in the **BDS**, valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract for this Project;
- (v) Audited financial statements, showing, among others, the prospective 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;

- (vi) NFCC computation or CLC in accordance with **ITB** Clause 5.5; and

Class "B" Document:

- (vii) If applicable, valid Joint Venture Agreement (JVA) or, in lieu thereof, 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 shall be included in the bid.
- (b) Technical Documents –
- (i) Bid security as prescribed in **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
    - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
    - (i.2) a surety bond accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument;
  - (ii) Project Requirements, which shall include the following:
    - (ii.1) Organizational chart for the contract to be bid;
    - (ii.2) List of contractor's personnel (*viz*, project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data; and
    - (ii.3) List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project; and
  - (iii) Sworn statement in accordance with Section 25.2(b)(iv) of the IRR of RA 9184 and using the form prescribed in Section IX. Bidding Forms.

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

- 13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:
- (a) Financial Bid Form in accordance with the form prescribed in Section IX. Bidding Forms; and

(b) Any other document required in the **BDS**.

13.2. Unless indicated in the **BDS**, all Bids that exceed the ABC shall not be accepted.

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

14.1. Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

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

14.3. Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

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

15.1. The contract shall be for the whole Works, as described in **ITB** Clause 0, based on the priced Bill of Quantities submitted by the Bidder.

15.2. The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.

15.3. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, prior to the deadline for submission of bids, shall be included in the rates, prices, and total bid price submitted by the Bidder.

15.4. Unless otherwise provided in the **BDS**, all bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as indicated in the **BDS** and specified in **GCC** Clause 48 and its corresponding **SCC** provision.

## 16. Bid Currencies

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

## 17. Bid Validity

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

## 18. Bid Security

- 18.1. The bid security, issued in favor of the Procuring Entity, in the amount stated in the **BDS** shall be equal to the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	

(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Five percent (5%)
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

For biddings conducted by local government units, the Bidder may also submit bid securities in the form of cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit from other banks certified by the BSP as authorized to issue such financial statement.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, Bid Securities shall be returned only after the bidder with the Lowest Calculated Responsive Bid has signed the contract and furnished the Performance Security, but in no case later than the expiration of the Bid Security validity period indicated in **ITB** Clause 18.2.
- 18.4. Upon signing and execution of the contract, pursuant to **ITB** Clause 31, and the posting of the performance security, pursuant to **ITB** Clause 32, the successful Bidder's Bid security will be discharged, but in no case later than the Bid security validity period as indicated in **ITB** Clause 18.2.
- 18.5. The bid security may be forfeited:
  - (a) if a Bidder:
    - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
    - (ii) does not accept the correction of errors pursuant to **ITB** Clause 27.3(b);
    - (iii) fails to submit the requirements within the prescribed period, or a finding against their veracity, as stated in **ITB** Clause 28.2; or
    - (iv) any other reason stated in the **BDS**.
  - (b) if the successful Bidder:
    - (i) fails to sign the contract in accordance with **ITB** Clause 31;

- (ii) fails to furnish performance security in accordance with **ITB** Clause 32; or
- (iii) any other reason stated in the **BDS**.

## **19. Format and Signing of Bids**

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

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

- 20.1. Unless otherwise indicated in the **BDS**, Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12, in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. \_\_\_\_ - TECHNICAL COMPONENT” and “COPY NO. \_\_\_\_ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. \_\_\_\_”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.

20.4. All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address of the Bidder in capital letters;
- (c) be addressed to the Procuring Entity's BAC identified in **ITB** Clause 10.1;
- (d) bear the specific identification of this bidding process indicated in the Invitation to Bid; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 21.

20.5. If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

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

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

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

##### **22. Late Bids**

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity.

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

23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.2. A Bidder may, through a letter of withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids.

23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A

Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil, and criminal sanctions as prescribed by RA 9184 and its IRR.

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

- 24.1. The BAC shall open the first bid envelopes of Bidders in public as specified in the **BDS** to determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.2. Immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.
- 24.3. Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened. If the withdrawing Bidder's representative is in attendance, the original bid and all copies thereof shall be returned to the representative during the bid opening. If the representative is not in attendance, the Bid shall be returned unopened by registered mail. The Bidder may withdraw its bid prior to the deadline for the submission and receipt of bids, provided that the corresponding letter of withdrawal contains a valid authorization requesting for such withdrawal, subject to appropriate administrative sanctions.
- 24.4. If a Bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in **ITB** Clause 12.1(a), items (i) to (vi).



- 24.5. In the case of an eligible foreign Bidder as described in **ITB** Clause 5, the Class “A” Documents enumerated in **ITB** Clause 12.1(a) may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned.
- 24.6. Each partner of a joint venture agreement shall likewise submit the documents required in **ITB** Clauses 12.1(a)(i) and 12.1(a)(ii). Submission of documents required under **ITB** Clauses 12.1(a)(iii) to 12.1(a)(vi) by any of the joint venture partners constitutes compliance.
- 24.7. A Bidder determined as “failed” has three (3) calendar days upon written notice or, if present at the time of bid opening, upon verbal notification within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the Bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed Bidder signifies his intent to file a request for reconsideration, the BAC shall keep the bid envelopes of the said failed Bidder unopened and/or duly sealed until such time that the request for reconsideration or protest has been resolved.

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

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

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

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

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

### **27. Detailed Evaluation and Comparison of Bids**

- 27.1. The Procuring Entity will undertake the detailed evaluation and comparison of Bids which have passed the opening and preliminary examination of Bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 27.2. In evaluating the Bids to get the Lowest Calculated Bid, the Procuring Entity shall undertake the following:

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

## **28. Post Qualification**

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

28.2. Within a non-extendible period of three (3) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:

- (a) Tax clearance per Executive Order 398, Series of 2005;
- (b) Latest income and business tax returns in the form specified in the **BDS**;
- (c) Certificate of PhilGEPS Registration; and
- (d) Other appropriate licenses and permits required by law and stated in the **BDS**.

Failure of the Bidder declared as LCB to duly submit the requirements under this Clause or a finding against the veracity of such, shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

28.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion.

28.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring Entity the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower, subject to **ITB** Clause 30.3.

28.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated and Responsive Bid is determined for contract award.

28.6. Within a period not exceeding seven (7) calendar days from the date of receipt of the recommendation of the BAC, the Head of the Procuring Entity shall approve or disapprove the said recommendation. In the case of government owned and government-owned and/or -controlled corporations (GOCCs) and government financial institutions (GFIs), the period provided herein shall be fifteen (15) calendar days.

## **29. Reservation Clause**

29.1. Notwithstanding the eligibility or post-qualification of a bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it

submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.

29.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all Bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- (a) if there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
- (b) if the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
- (c) for any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the Government as follows:
  - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the head of the procuring entity;
  - (ii) If the project is no longer necessary as determined by the head of the procuring entity; and
  - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

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

- (a) No bids are received;
- (b) All prospective bidders are declared ineligible;
- (c) All bids fail to comply with all the bid requirements or fail post-qualification; or
- (d) The bidder with the Lowest Calculated Responsive Bid refuses, without justifiable cause to accept the award of contract, and no award is made.

## **F. Award of Contract**

### **30. Contract Award**

- 30.1. Subject to **ITB** Clause 28, the Procuring Entity shall award the contract to the Bidder whose Bid has been determined to be the Lowest Calculated and Responsive Bid (LCRB).
- 30.2. Prior to the expiration of the period of Bid validity, the Procuring Entity shall notify the successful Bidder in writing that its Bid has been accepted, through a Notice of Award received personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 30.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
  - (a) Submission of the following documents within the prescribed period from receipt by the Bidder of the notice that it has the Lowest Calculated and Responsive Bid:
    - (i) Valid JVA, if applicable, within ten (10) calendar days;
    - (ii) Valid PCAB license and registration for the type and cost of the contract to be bid for foreign bidders, within thirty (30) calendar days, if allowed under a Treaty or International or Executive Agreement mentioned in **ITB** Clause 12.1(a)(iv);
  - (b) Posting of the performance security in accordance with **ITB** Clause 32;
  - (c) Signing of the contract as provided in **ITB** Clause 31; and
  - (d) Approval by higher authority, if required.

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

- 31.1. At the same time as the Procuring Entity notifies the successful Bidder that its Bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which Contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 31.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.
- 31.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 31.4. The following documents shall form part of the contract:

- (a) Contract Agreement;
- (b) Bidding Documents;
- (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted;
- (d) Performance Security;
- (e) Credit line in accordance with **ITB** Clause 5.5, if applicable;
- (f) Notice of Award of Contract; and
- (g) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## 32. Performance Security

- 32.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.
- 32.2. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount equal to the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Ten percent (10%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty percent (30%)
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

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

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

- 33.1. Within three (3) calendar days from the date of approval of the Contract by the appropriate government approving authority, the Procuring Entity shall issue its Notice to Proceed to the Bidder.
- 33.2. The date of the Bidder's receipt of the Notice to Proceed will be regarded as the effective date of the Contract, unless otherwise specified in the **BDS**.

### Section III. Bid Data Sheet



# Bid Data Sheet

ITB Clause	
0	<p>The PROCURING ENTITY is <i>Adela Serra Ty Memorial Medical Center, Capitol Hills, Tandag City, Surigao del Sur</i></p> <p>The name of the Contract is <b>PACKAGE I: Repair / Renovation of Second (2<sup>nd</sup>) Floor Main Hospital Building</b></p> <p>The identification number of the Contract is <b>CW-2014-002</b></p>
2	<p>The funding source is: The Government of the Philippines (GOP) through <i>CY 2014 GAA</i> in the amount of <b>Four Million Pesos Only (Php 4,000,000.00)</b></p> <p>The name of project is: <b>Repair / Renovation of Second (2<sup>nd</sup>) Floor Main Hospital Building</b></p>
5.1	No further instructions.
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.
5.4	<p>The Bidder must have completed, within ten (10) years from the submission of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose similar contract shall refer to: <b>Repair / Renovation of Second (2<sup>nd</sup>) Floor Main Hospital Building</b></p>
5.5	No further instructions.
6.3	No further instructions.
7	No further instructions.
8.1	“Subcontracting is not allowed”
8.2	Not applicable
9.1	The Procuring Entity will hold a pre-bid conference for this Project on <i>December 3, 2014; 10:00am</i> at <i>Conference Room, Annex Building, ASTMMC.</i>
10.1	<p>The Procuring Entity’s address is:</p> <p><i>Capitol Hills, Tandag City, Surigao del Sur</i></p> <p><i>ANTONITA L. OROZCO,MD.</i></p>

	<p><i>Tel. No.086-2114306; Fax No.086-211-3700</i></p> <p><i>astmmc_hbac@yahoo.com.ph</i></p>
12.1	The first envelope shall contain the eligibility and technical documents stated in the <b>ITB</b> Clause. However, if the Bidder maintains a current and updated file of its Class “A” Documents with the Procuring Entity, a certification to that effect issued by its BAC may be submitted in lieu of the Class “A” Documents.
12.1(a)(i)	“No other acceptable proof of registration is recognized.”
12.1(a)(iii)	No further instructions.
12.1(a)(iv)	Philippine Contractors Accreditation Board (PCAB) license
13.1	<p>List of Additional requirements:</p> <ul style="list-style-type: none"> <li>a. Lump sum bid prices, which shall include the detailed engineering cost, in the bid prescribe Bid Form.</li> <li>b. Detailed estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid.</li> <li>c. Cash Flow by quarter and payment schedule</li> </ul>
13.2	<p>The ABC is <b>Four Million Pesos Only (Php 4,000,000.00)</b></p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>
14.2	No further instruction
15.4	<p>Bid Prices shall be fixed. Adjustable price proposals shall be treated as non-responsive and shall be rejected.</p> <p>Price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity.</p>
16.1	The bid prices shall be quoted in Philippine Pesos.
16.3	No further instructions.
17.1	Bids will be valid until <i>120 calendar days</i> .
18.1	<p>The bid security shall be in the following amount:</p> <p>1. <b>[Php 80,000.00]</b>, if the bid security is in cash, cashier’s/manager’s check,</p>

	<p>bank draft/guarantee or irrevocable letter of credit;</p> <p>2. <b>[Php 200,000.00]</b>, if bid security is in Surety Bond; or</p> <p>3. Any combination of the foregoing proportionate to the share of form with respect to total amount of security.</p>
18.2	The bid security shall be valid until <i>120 calendar days</i> .
20.3	Each Bidder shall submit <i>[1 ]</i> original and <i>[3]</i> copies of the first and second components of its bid.
21	<p>The address for submission of bids is <b><i>Conference Room, Annex Building, ASTMMC, Tandag , Surigao del Sur</i></b></p> <p>The deadline for submission of bids is <b><i>December 16, 2014; 10:00am.</i></b></p>
24.1	<p>The place of bid opening is <b><i>[Conference Room, Annex Building, ASTMMC, Tandag, Surigao del Sur]</i></b>.</p> <p>The date and time of bid opening is <b><i>December 16, 2014; 10:00am</i></b></p>
25.1	No further instructions.
27.3	No further instructions.
27.3(b)	<i>Bid modification is not allowed.</i>
27.5	No further instructions.
28.2(b)	<p><i>Bidders must submit manually filed tax returns.</i></p> <p><i>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p>
28.2 (d)	Valid Licenses issued by the Professional Regulatory Commission (PRC) for design professionals and valid Philippine Contractors Accreditation Board (PCAB) license for Size Range____, License Category-(____); for Sewage Design and Build Treatment Plant Facility
31.4(g)	<i>construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the Department of Labor and Employment, and PERT/CPM.</i>
33.2	The effective date of the Contract is <i>the date of the bidder's receipt of the Notice to Proceed.</i>

#### Section IV. General Conditions of Contract

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## 1. Definitions

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

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

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



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

## **2. Interpretation**

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

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

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

## **4. Communications**

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

## **5. Possession of Site**

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

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

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

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

## **7. Performance Security**

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

supplemental agreements, as the case may be. The Contractor shall cause the extension of the validity of the performance security to cover approved contract time extensions.

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

## **8. Subcontracting**

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

## **9. Liquidated Damages**

- 9.1. The Contractor shall pay liquidated damages to the Procuring Entity at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Entity may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the Procuring Entity shall rescind this Contract, without prejudice to other courses of action and remedies open to it.
- 9.2. If the Intended Completion Date is extended after liquidated damages have been paid, the Engineer of the Procuring Entity shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment,

calculated from the date of payment to the date of repayment, at the rates specified in GCC Clause 40.1.

## **10. Site Investigation Reports**

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

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

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

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

12.1. The Contractor shall assume full responsibility for the Works from the time project construction commenced up to final acceptance by the Procuring Entity and shall be held responsible for any damage or destruction of the Works except those occasioned by *force majeure*. The Contractor shall be fully responsible for the safety, protection, security, and convenience of his personnel, third parties, and the public at large, as well as the Works, Equipment, installation, and the like to be affected by his construction work.

12.2. The defects liability period for infrastructure projects shall be one year from project completion up to final acceptance by the Procuring Entity. During this period, the Contractor shall undertake the repair works, at his own expense, of any damage to the Works on account of the use of materials of inferior quality within ninety (90) days from the time the Head of the Procuring Entity has issued an order to undertake repair. In case of failure or refusal to comply with this mandate, the Procuring Entity shall undertake such repair works and shall be entitled to full reimbursement of expenses incurred therein upon demand.

12.3. In case the Contractor fails to comply with the preceding paragraph, the Procuring Entity shall forfeit its performance security, subject its property (ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.

12.4. After final acceptance of the Works by the Procuring Entity, the Contractor shall be held responsible for "Structural Defects", *i.e.*, major faults/flaws/deficiencies in one or more key structural elements of the project which may lead to structural failure of the completed elements or structure, or "Structural Failures", *i.e.*, where one or more key structural elements in an infrastructure facility fails or collapses, thereby rendering the facility or part thereof incapable of withstanding the design loads, and/or endangering the safety of the users or the general public:

- (a) Contractor – Where Structural Defects/Failures arise due to faults attributable to improper construction, use of inferior

quality/substandard materials, and any violation of the contract plans and specifications, the contractor shall be held liable;

- (b) Consultants – Where Structural Defects/Failures arise due to faulty and/or inadequate design and specifications as well as construction supervision, then the consultant who prepared the design or undertook construction supervision for the project shall be held liable;
- (c) Procuring Entity’s Representatives/Project Manager/Construction Managers and Supervisors – The project owner’s representative(s), project manager, construction manager, and supervisor(s) shall be held liable in cases where the Structural Defects/Failures are due to his/their willful intervention in altering the designs and other specifications; negligence or omission in not approving or acting on proposed changes to noted defects or deficiencies in the design and/or specifications; and the use of substandard construction materials in the project;
- (d) Third Parties - Third Parties shall be held liable in cases where Structural Defects/Failures are caused by work undertaken by them such as leaking pipes, diggings or excavations, underground cables and electrical wires, underground tunnel, mining shaft and the like, in which case the applicable warranty to such structure should be levied to third parties for their construction or restoration works.
- (e) Users - In cases where Structural Defects/Failures are due to abuse/misuse by the end user of the constructed facility and/or non-compliance by a user with the technical design limits and/or intended purpose of the same, then the user concerned shall be held liable.

12.5. The warranty against Structural Defects/Failures, except those occasioned on force majeure, shall cover the period specified in the SCC reckoned from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity.

12.6. The Contractor shall be required to put up a warranty security in the form of cash, bank guarantee, letter of credit, GSIS or surety bond callable on demand, in accordance with the following schedule:

Form of Warranty	Minimum Amount in Percentage (%) of Total Contract Price
(a) Cash or letter of credit issued by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Five Percent (5%)
(b) Bank guarantee confirmed by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or	Ten Percent (10%)

authenticated by a Universal or Commercial bank, if issued by a foreign bank	
(c) Surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission	Thirty Percent (30%)

12.7. The warranty security shall be stated in Philippine Pesos and shall remain effective for one year from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity, and returned only after the lapse of said one year period.

12.8. In case of structural defects/failure occurring during the applicable warranty period provided in **GCC** Clause 12.5, the Procuring Entity shall undertake the necessary restoration or reconstruction works and shall be entitled to full reimbursement by the parties found to be liable for expenses incurred therein upon demand, without prejudice to the filing of appropriate administrative, civil, and/or criminal charges against the responsible persons as well as the forfeiture of the warranty security posted in favor of the Procuring Entity.

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

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

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

14.1. From the Start Date until the Certificate of Final Acceptance has been issued, the following are risks of the Procuring Entity:

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

### **15. Insurance**

- 15.1. The Contractor shall, under his name and at his own expense, obtain and maintain, for the duration of this Contract, the following insurance coverage:
- (a) Contractor's All Risk Insurance;
  - (b) Transportation to the project Site of Equipment, Machinery, and Supplies owned by the Contractor;
  - (c) Personal injury or death of Contractor's employees; and
  - (d) Comprehensive insurance for third party liability to Contractor's direct or indirect act or omission causing damage to third persons.
- 15.2. The Contractor shall provide evidence to the Procuring Entity's Representative that the insurances required under this Contract have been effected and shall, within a reasonable time, provide copies of the insurance policies to the Procuring Entity's Representative. Such evidence and such policies shall be provided to the Procuring Entity's through the Procuring Entity's Representative.
- 15.3. The Contractor shall notify the insurers of changes in the nature, extent, or program for the execution of the Works and ensure the adequacy of the insurances at all times in accordance with the terms of this Contract and shall produce to the Procuring Entity's Representative the insurance policies in force including the receipts for payment of the current premiums.
- The above insurance policies shall be obtained from any reputable insurance company approved by the Procuring Entity's Representative.
- 15.4. If the Contractor fails to obtain and keep in force the insurances referred to herein or any other insurance which he may be required to obtain under the terms of this Contract, the Procuring Entity may obtain and keep in force any such insurances and pay such premiums as may be necessary for the purpose. From time to time, the Procuring Entity may deduct the amount it shall pay for said premiums including twenty five percent (25%) therein from any monies due, or which may become due, to the Contractor, without prejudice to the Procuring Entity exercising its right to impose other sanctions against the Contractor pursuant to the provisions of this Contract.
- 15.5. In the event the Contractor fails to observe the above safeguards, the Procuring Entity may, at the Contractor's expense, take whatever measure is deemed necessary for its protection and that of the Contractor's personnel and third parties, and/or order the interruption of dangerous Works. In addition, the Procuring Entity may refuse to make the payments under GCC Clause 40 until the Contractor complies with this Clause.
- 15.6. The Contractor shall immediately replace the insurance policy obtained as required in this Contract, without need of the Procuring Entity's demand, with a new policy issued by a new insurance company acceptable to the Procuring Entity for any of the following grounds:



- (a) The issuer of the insurance policy to be replaced has:
  - (i) become bankrupt;
  - (ii) been placed under receivership or under a management committee;
  - (iii) been sued for suspension of payment; or
  - (iv) been suspended by the Insurance Commission and its license to engage in business or its authority to issue insurance policies cancelled; or
  - (v) Where reasonable grounds exist that the insurer may not be able, fully and promptly, to fulfill its obligation under the insurance policy.

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

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

- 16.5. All materials on the Site, Plant, Equipment, and Works shall be deemed to be the property of the Procuring Entity if this Contract is rescinded because of the Contractor's default.

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

- 17.1. The Contractor may terminate this Contract with the Procuring Entity if the works are completely stopped for a continuous period of at least sixty (60) calendar days through no fault of its own, due to any of the following reasons:
- (a) Failure of the Procuring Entity to deliver, within a reasonable time, supplies, materials, right-of-way, or other items it is obligated to furnish under the terms of this Contract; or
  - (b) The prosecution of the Work is disrupted by the adverse peace and order situation, as certified by the Armed Forces of the Philippines Provincial Commander and approved by the Secretary of National Defense.

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

- 18.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate this Contract for the convenience of the Procuring Entity if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and National Government policies.
- 18.2. The Procuring Entity or the Contractor may terminate this Contract if the other party causes a fundamental breach of this Contract.
- 18.3. Fundamental breaches of Contract shall include, but shall not be limited to, the following:
- (a) The Contractor stops work for twenty eight (28) days when no stoppage of work is shown on the current Program of Work and the stoppage has not been authorized by the Procuring Entity's Representative;
  - (b) The Procuring Entity's Representative instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within twenty eight (28) days;
  - (c) The Procuring Entity shall terminate this Contract if the Contractor is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Contractor. In the case of the Contractor's insolvency, any Contractor's Equipment

which the Procuring Entity instructs in the notice is to be used until the completion of the Works;

- (d) A payment certified by the Procuring Entity's Representative is not paid by the Procuring Entity to the Contractor within eighty four (84) days from the date of the Procuring Entity's Representative's certificate;
  - (e) The Procuring Entity's Representative gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Procuring Entity's Representative;
  - (f) The Contractor does not maintain a Security, which is required;
  - (g) The Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in the **GCC** Clause 9; and
  - (h) In case it is determined prima facie by the Procuring Entity that the Contractor has engaged, before or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to, the following:
    - (i) corrupt, fraudulent, collusive and coercive practices as defined in **ITB** Clause 3.1(a);
    - (ii) drawing up or using forged documents;
    - (iii) using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
    - (iv) any other act analogous to the foregoing.
- 18.4. The Funding Source or the Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with corrupt, fraudulent, or coercive practices.
- 18.5. When persons from either party to this Contract gives notice of a fundamental breach to the Procuring Entity's Representative in order to terminate the existing contract for a cause other than those listed under **GCC** Clause 18.3, the Procuring Entity's Representative shall decide whether the breach is fundamental or not.
- 18.6. If this Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

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

19.1. The following provisions shall govern the procedures for the termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Contractor conveying the termination of this Contract. The notice shall state:
  - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) the extent of termination, whether in whole or in part;
  - (iii) an instruction to the Contractor to show cause as to why this Contract should not be terminated; and
  - (iv) special instructions of the Procuring Entity, if any.

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

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

- (f) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity.
- 19.2. Pursuant to Section 69(f) of RA 9184 and without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution as provided by applicable laws, the procuring entity shall impose on contractors after the termination of the contract the penalty of suspension for one (1) year for the first offense, suspension for two (2) years for the second offense from participating in the public bidding process, for violations committed during the contract implementation stage, which include but not limited to the following:
- (a) Failure of the contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period in the Notice to Proceed (“NTP”);
  - (b) Failure by the contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the contractor to comply with any written lawful instruction of the procuring entity or its representative(s) pursuant to the implementation of the contract. For the procurement of infrastructure projects or consultancy contracts, lawful instructions include but are not limited *to* the following:
    - (i) Employment of competent technical personnel, competent engineers and/or work supervisors;
    - (ii) Provision of warning signs and barricades in accordance with approved plans and specifications and contract provisions;
    - (iii) Stockpiling in proper places of all materials and removal from the project site of waste and excess materials, including broken pavement and excavated debris in accordance with approved plans and specifications and contract provisions;
    - (iv) Deployment of committed equipment, facilities, support staff and manpower; and
    - (v) Renewal of the effectivity dates of the performance security after its expiration during the course of contract implementation.
  - (c) Assignment and subcontracting of the contract or any part thereof or substitution of key personnel named in the proposal without prior written approval by the procuring entity.
  - (d) Poor performance by the contractor or unsatisfactory quality and/or progress of work arising from his fault or negligence as reflected in the Constructor's Performance Evaluation System (“CPES”) rating sheet. In the absence of the CPES rating sheet, the existing performance

monitoring system of the procuring entity shall be applied. Any of the following acts by the constructor shall be construed as poor performance:

- (i) Negative slippage of 15% and above within the critical path of the project due entirely to the fault or negligence of the contractor; and
  - (ii) Quality of materials and workmanship not complying with the approved specifications arising from the contractor's fault or negligence.
- (e) Willful or deliberate abandonment or non-performance of the project or contract by the contractor resulting to substantial breach thereof without lawful and/or just cause.

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

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

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

- 20.5. The net balance due shall be paid or repaid within a reasonable time period from the time of the notice of termination.

## **21. Resolution of Disputes**

- 21.1. If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of the contract covered by the Act and this IRR, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 21.2. If the Contractor believes that a decision taken by the PROCURING ENTITY's Representative was either outside the authority given to the PROCURING ENTITY's Representative by this Contract or that the decision was wrongly taken, the decision shall be referred to the Arbiter indicated in the SCC within fourteen (14) days of the notification of the PROCURING ENTITY's Representative's decision.
- 21.3. Any and all disputes arising from the implementation of this Contract covered by the R.A. 9184 and its IRR shall be submitted to arbitration in the Philippines according to the provisions of Republic Act No. 876, otherwise known as the "Arbitration Law" and Republic Act 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004": *Provided, however*, That, disputes that are within the competence of the Construction Industry Arbitration Commission to resolve shall be referred thereto. The process of arbitration shall be incorporated as a provision in this Contract that will be executed pursuant to the provisions of the Act and its IRR-A: *Provided, further*, That, by mutual agreement, the parties may agree in writing to resort to other alternative modes of dispute resolution. Additional instructions on resolution of disputes, if any, shall be indicated in the SCC.

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

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

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

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

- 23.1. Except where otherwise specifically stated, the Procuring Entity's Representative will decide contractual matters between the Procuring Entity and the Contractor in the role representing the Procuring Entity's

- 23.2. The Procuring Entity's Representative may delegate any of his duties and responsibilities to other people, except to the Arbiter, after notifying the Contractor, and may cancel any delegation after notifying the Contractor.

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

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

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

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

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

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

## **27. Right to Vary**



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

## **28. Contractors Right to Claim**

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

## **29. Dayworks**

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

## **30. Early Warning**

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

circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Procuring Entity's Representative.

### **31. Program of Work**

- 31.1. Within the time stated in the SCC, the Contractor shall submit to the Procuring Entity's Representative for approval a Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works.
- 31.2. An update of the Program of Work shall show the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.
- 31.3. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program of Work within this period, the PROCURING ENTITY's Representative may withhold the amount stated in the SCC from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.
- 31.4. The Procuring Entity's Representative's approval of the Program of Work shall not alter the Contractor's obligations. The Contractor may revise the Program of Work and submit it to the Procuring Entity's Representative again at any time. A revised Program of Work shall show the effect of any approved Variations; and if allowed, any Compensation Event.
- 31.5. When the Program of Work is updated, the Contractor shall provide the Procuring Entity's Representative with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.
- 31.6. All Variations shall be included in updated Program of Work produced by the Contractor.

### **32. Management Conferences**

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

### **33. Bill of Quantities**

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

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

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

### **35. Identifying Defects**

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

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

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

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

- 37.1. The Procuring Entity's Representative shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which begins at Completion Date up to final acceptance by the Procuring Entity's unless otherwise specified in the SCC. The Defects Liability Period shall be extended for as long as defects remain to be corrected.
- 37.2. Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified in the Procuring Entity's Representative's notice.
- 37.3. The Contractor shall correct the defects which he notices himself before the end of the Defects Liability Period.
- 37.4. The Procuring Entity shall certify that all defects have been corrected. If the Procuring Entity considers that correction of a defect is not essential, he can request the Contractor to submit a quotation for the corresponding reduction in the Contract Price. If the Procuring Entity accepts the quotation, the corresponding change in the SCC is a Variation.

### **38. Uncorrected Defects**

- 38.1. The Procuring Entity shall give the Contractor at least fourteen (14) days notice of his intention to use a third party to correct a Defect. If the Contractor does not correct the Defect himself within the period, the Procuring Entity may have the Defect corrected by the third party. The cost of the correction will be deducted from the Contract Price.
- 38.2. The use of a third party to correct defects that are uncorrected by the Contractor will in no way relieve the Contractor of its liabilities and warranties under the Contract.

### **39. Advance Payment**

- 39.1. The Procuring Entity shall, upon a written request of the contractor which shall be submitted as a contract document, make an advance payment to the contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum or, at the most two, installments according to a schedule specified in the SCC.
- 39.2. The advance payment shall be made only upon the submission to and acceptance by the Procuring Entity of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the Procuring Entity.
- 39.3. The advance payment shall be repaid by the Contractor by an amount equal to the percentage of the total contract price used for the advance payment.

- 39.4. The contractor may reduce his standby letter of credit or guarantee instrument by the amounts refunded by the Monthly Certificates in the advance payment.
- 39.5. The Procuring Entity will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the maximum amount stated in SCC Clause 39.1.

#### **40. Progress Payments**

- 40.1. The Contractor may submit a request for payment for Work accomplished. Such request for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the SCC, materials and equipment delivered on the site but not completely put in place shall not be included for payment.
- 40.2. The Procuring Entity shall deduct the following from the certified gross amounts to be paid to the contractor as progress payment:
  - (a) Cumulative value of the work previously certified and paid for.
  - (b) Portion of the advance payment to be recouped for the month.
  - (c) Retention money in accordance with the condition of contract.
  - (d) Amount to cover third party liabilities.
  - (e) Amount to cover uncorrected discovered defects in the works.
- 40.3. Payments shall be adjusted by deducting therefrom the amounts for advance payments and retention. The Procuring Entity shall pay the Contractor the amounts certified by the Procuring Entity's Representative within twenty eight (28) days from the date each certificate was issued. Unless otherwise indicated in the SCC, no payment of interest for delayed payments and adjustments shall be made by the Procuring Entity.
- 40.4. The first progress payment may be paid by the Procuring Entity to the Contractor provided that at least twenty percent (20%) of the work has been accomplished as certified by the Procuring Entity's Representative.
- 40.5. Items of the Works for which a price of "0" (zero) has been entered will not be paid for by the Procuring Entity and shall be deemed covered by other rates and prices in the Contract.

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

- 41.1. The Contractor shall submit to the Procuring Entity's Representative monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 41.2. The Procuring Entity's Representative shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.

- 41.3. The value of Work executed shall:
- (a) be determined by the Procuring Entity's Representative;
  - (b) comprise the value of the quantities of the items in the Bill of Quantities completed; and
  - (c) include the valuations of approved variations.
- 41.4. The Procuring Entity's Representative may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

## **42. Retention**

- 42.1. The Procuring Entity shall retain from each payment due to the Contractor an amount equal to a percentage thereof using the rate as specified in SCC Clause 42.2.
- 42.2. Progress payments are subject to retention of ten percent (10%), unless otherwise specified in the SCC, referred to as the "retention money." Such retention shall be based on the total amount due to the Contractor prior to any deduction and shall be retained from every progress payment until fifty percent (50%) of the value of Works, as determined by the Procuring Entity, are completed. If, after fifty percent (50%) completion, the Work is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten percent (10%) retention shall again be imposed using the rate specified therefor.
- 42.3. The total "retention money" shall be due for release upon final acceptance of the Works. The Contractor may, however, request the substitution of the retention money for each progress billing with irrevocable standby letters of credit from a commercial bank, bank guarantees or surety bonds callable on demand, of amounts equivalent to the retention money substituted for and acceptable to the Procuring Entity, provided that the project is on schedule and is satisfactorily undertaken. Otherwise, the ten (10%) percent retention shall be made. Said irrevocable standby letters of credit, bank guarantees and/or surety bonds, to be posted in favor of the Government shall be valid for a duration to be determined by the concerned implementing office/agency or Procuring Entity and will answer for the purpose for which the ten (10%) percent retention is intended, *i.e.*, to cover uncorrected discovered defects and third party liabilities.
- 42.4. On completion of the whole Works, the Contractor may substitute retention money with an "on demand" Bank guarantee in a form acceptable to the Procuring Entity.

## **43. Variation Orders**

- 43.1. Variation Orders may be issued by the Procuring Entity to cover any increase/decrease in quantities, including the introduction of new work items

that are not included in the original contract or reclassification of work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding and the “as staked plans” or construction drawings prepared after a joint survey by the Contractor and the Procuring Entity after award of the contract, provided that the cumulative amount of the Variation Order does not exceed ten percent (10%) of the original project cost. The addition/deletion of Works should be within the general scope of the project as bid and awarded. The scope of works shall not be reduced so as to accommodate a positive Variation Order. A Variation Order may either be in the form of a Change Order or Extra Work Order.

- 43.2. A Change Order may be issued by the implementing official to cover any increase/decrease in quantities of original Work items in the contract.
- 43.3. An Extra Work Order may be issued by the implementing official to cover the introduction of new work necessary for the completion, improvement or protection of the project which were not included as items of Work in the original contract, such as, where there are subsurface or latent physical conditions at the site differing materially from those indicated in the contract, or where there are duly unknown physical conditions at the site of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the Work or character provided for in the contract.
- 43.4. Any cumulative Variation Order beyond ten percent (10%) shall be subject of another contract to be bid out if the works are separable from the original contract. In exceptional cases where it is urgently necessary to complete the original scope of work, the Head of the Procuring Entity may authorize a positive Variation Order go beyond ten percent (10%) but not more than twenty percent (20%) of the original contract price, subject to the guidelines to be determined by the GPPB: *Provided, however,* That appropriate sanctions shall be imposed on the designer, consultant or official responsible for the original detailed engineering design which failed to consider the Variation Order beyond ten percent (10%).
- 43.5. In claiming for any Variation Order, the Contractor shall, within seven (7) calendar days after such work has been commenced or after the circumstances leading to such condition(s) leading to the extra cost, and within twenty-eight (28) calendar days deliver a written communication giving full and detailed particulars of any extra cost in order that it may be investigated at that time. Failure to provide either of such notices in the time stipulated shall constitute a waiver by the contractor for any claim. The preparation and submission of Variation Orders are as follows:
  - (a) If the Procuring Entity’s representative/Project Engineer believes that a Change Order or Extra Work Order should be issued, he shall prepare the proposed Order accompanied with the notices submitted by the Contractor, the plans therefore, his computations as to the quantities of the additional works involved per item indicating the specific stations where such works are needed, the date of his inspections and investigations thereon, and the log book thereof, and a detailed

estimate of the unit cost of such items of work, together with his justifications for the need of such Change Order or Extra Work Order, and shall submit the same to the Head of the Procuring Entity for approval.

- (b) The Head of the Procuring Entity or his duly authorized representative, upon receipt of the proposed Change Order or Extra Work Order shall immediately instruct the technical staff of the Procuring Entity's to conduct an on-the-spot investigation to verify the need for the Work to be prosecuted. A report of such verification shall be submitted directly to the Head of the Procuring Entity or his duly authorized representative.
- (c) The, Head of the Procuring Entity or his duly authorized representative, after being satisfied that such Change Order or Extra Work Order is justified and necessary, shall review the estimated quantities and prices and forward the proposal with the supporting documentation to the Head of Procuring Entity for consideration.
- (d) If, after review of the plans, quantities and estimated unit cost of the items of work involved, the proper office of the procuring entity empowered to review and evaluate Change Orders or Extra Work Orders recommends approval thereof, Head of the Procuring Entity or his duly authorized representative, believing the Change Order or Extra Work Order to be in order, shall approve the same.
- (e) The timeframe for the processing of Variation Orders from the preparation up to the approval by the Head of the Procuring Entity concerned shall not exceed thirty (30) calendar days.

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

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

#### **45. Suspension of Work**

- 45.1. The Procuring Entity shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary, due to *force majeure* or any fortuitous events or for failure on the part of the Contractor to correct bad conditions which are unsafe for workers or for the general public, to carry out valid orders given by the Procuring Entity or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The Contractor shall immediately comply with such order to suspend the work wholly or partly.



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

## **46. Payment on Termination**

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

Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

- 46.3. The net balance due shall be paid or repaid within twenty eight (28) days from the notice of termination.
- 46.4. If the Contractor has terminated the Contract under **GCC** Clauses 17 or 18, the Procuring Entity shall promptly return the Performance Security to the Contractor.

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

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

Entity, non-acquisition of permit to enter private properties within the right-of-way resulting in complete paralyzation of construction activities, and other meritorious causes as determined by the Procuring Entity's Representative and approved by the Head of the Procuring Entity. Shortage of construction materials, general labor strikes, and peace and order problems that disrupt construction operations through no fault of the Contractor may be considered as additional grounds for extension of contract time provided they are publicly felt and certified by appropriate government agencies such as DTI, DOLE, DILG, and DND, among others. The written consent of bondsmen must be attached to any request of the Contractor for extension of contract time and submitted to the Procuring Entity for consideration and the validity of the Performance Security shall be correspondingly extended.

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

Except for extraordinary circumstances as determined by NEDA and approved by the GPPB, no price adjustment shall be allowed unless otherwise specified in the SCC.

#### **49. Completion**

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

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

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

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

51.1. If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the SCC.

51.2. If the Contractor does not supply the Drawings and/or manuals by the dates stated in the SCC, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative shall withhold the amount stated in the SCC from payments due to the Contractor.

## Section V. Special Conditions of Contract

# Special Conditions of Contract

GCC Clause	
1.16	The <b>Intended Completion Date</b> : 300 calendar days.
1.21	The <b>Procuring Entity</b> is <i>Adela Serra Ty Memorial Medical Center, Capitol Hills, Tandag City</i> .
1.22	The <b>Procuring Entity's Representative</b> is <b>PONCIANO S. LIMCANGCO,MD,MBA,FPSP, CEO VI ASTMMC Capitol Hills, Tandag City</b> .
1.23	The <b>Site</b> is located at Main Building, Adela Serra Ty Memorial Medical Center and is defined in drawings No.  A-01
1.27	The <b>Start Date</b> is <i>7 days upon receipt of Notice to Proceed</i> .
1.30	The <b>Works</b> consist of:  <b>Package I: Repair / Renovation of Second (2nd) Floor Main Hospital Building</b>  The Repair / Renovation of Second (2nd) Floor Main Hospital Building covers and consist of site works including demolition works, masonry works, architectural finishes including floors, walls/partitions, stainless railings/handrails, cabinets, ceilings and painting works, doors and windows and plumbing works.
2.2	<i>There is no sectional completion, the project will be completed within the specified calendar days per package.</i>
5.1	The <b>Procuring Entity</b> shall give possession of all parts of the Site to the Contractor <i>on the actual start date</i> .
6.5	The Contractor shall employ the following <b>Key Personnel</b> :  <i>Project Manager</i>  <i>Project Engineer</i>  <i>Safety Officer</i>  <i>Civil / Structural Engineer</i>  <i>Site Engineer / Architect</i>  <i>Master Plumber</i>  <i>Foreman</i>
7.1	No further instructions.

7.4(c)	“No further instructions”
8.1	No further instructions.
9.1	<p>The applicable liquidated damages is at least one tenth (1/10) of one percent of the cost of the unperformed portion for every day of delay.</p> <p>The maximum deduction shall be ten percent (10%) of the amount of the contract, the Procuring Entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.</p>
10	The site investigation reports are: Affidavit of Site Inspection
12.5	Fifteen (15) years.
13	“No additional provision.” <i>but if the Contractor is a joint venture, “All partners to the joint venture shall be jointly and severally liable to the Procuring Entity.”</i>
21.2	The Arbiter is: Construction Industry Arbitration Commission, Makati City, Philippines
21.3	No further instructions.
26.1	No further instructions.
29.1	Day works are applicable at the rate shown in the Contractor’s original Bid.
31.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within 5 days of delivery of the Letter of Acceptance.
31.3	<p>The period between Program of Work updates is 15 days.</p> <p>The amount to be withheld for late submission of an updated Program of Work is 10% of the progress billing;</p>
34.3	The Funding Source is the <i>Government of the Philippines</i>
37.1	No further instructions.
39.1	The amount of the advance payment is <i>15% of the contract price.</i>
40.1	No further instructions.
40.3	No further instructions.
42.2	No further instructions.
48	No further instructions.
51.1	<p>The date by which operating and maintenance manuals are required is <i>within 5 days from the completion date.</i></p> <p>The date by which “as built” drawings are required is <i>within 5 days from the completion date.</i></p>
51.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is <i>two</i>

	<i>(2) percent of the total Contract Price.</i>
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## Section VI. Specifications



## TABLE OF CLAUSES

1.0	General Requirements
2.0	Site Work
3.0	Masonry Works
4.0	Architectural Finishes
5.0	Doors and Windows
6.0	Plumbing Works

## **1.0 GENERAL REQUIREMENTS**

### **1.1 Scope of Work**

This section shall include mobilization and demobilization of Contractor's plant, equipment, material and employee to the site; construction of the Contractor's office and facilities; compliance with the contract requirements.

This section shall include the furnishing of labor, materials, transportation, tools, supplies plant, equipment and appurtenance to complete satisfactorily the construction of the proposed subproject.

### **1.2 Mobilization and Demobilization**

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

### **1.3 Contractors field Office and Facilities**

#### **1.3.1 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 and all times, while the work is in progress. The location, dimensions and layout of such field office shall be subject to approval, Construction shanties, sheds and temporary facilities provided as requires for the Contractor's convenience shall be maintain in good condition and neat appearance including finishes as required.

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

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

#### 1.3.3 Temporary Toilet

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

#### 1.3.4 Temporary Water Service

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

#### 1.3.5 Security

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

## 1.4 Compliance with Contract Requirements

### 1.4.1 Control of on Site Construction

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

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

### 1.4.2 Pre-Construction Meetings

Prior to the start of construction, Contractor's material men whose presence is required must attend pre construction meetings as directed for the purpose of discussing the execution of work. In this conference the contractor determine the necessary precautions in mitigating the effect of construction on environmental aspect and medical services.

### 1.4.3 Progress Meetings

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

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

#### 1.4.4 Progress Report

The Contractor shall prepare and submit progress reports to the project manager every 30 days 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, as stipulated in Section 4 of the General Conditions of Contract.

#### 1.4.5 Survey Data

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

#### 1.4.6 Shop Drawing

The Contractor shall submit and furnish shop drawings and samples accompanied with the provision of the Conditions of Contract. The term "Shop Drawing" as used herein shall be understood to include detailed design calculations, construction drawings, lists, graphs supplemental specifications and others.

- (1) Transmittal forms shall be filled out in typewritten or ink with no alterations or inter line actions unless initialized dates before submittal. Shop drawings shall be submitted as the same size as the contract drawing when practicable, but in no case it shall exceed dimension of the contract drawings. The Contractor shall make preliminary check of all shop drawings for compliance with the contract documents and he shall stamp each print with statement of compliance with the requirements. The contractor may authorize his supplier to deal with the Project Manager with regard to the shop drawings, however ultimate responsibility for accuracy and completeness in the submittal shall remain with the Contractor.
- (2) The said shop drawing and transmittal shall be submitted at time sufficiently early, to allow review of the same by the Project Manager and to accommodate the rate of construction progress required under the contract. The contractor shall submit print copies of show drawing with transmittal forms, and copies of brochures with transmittal forms as required by the Project Manager.
- (3) Any shop drawing and samples submitted not accompanied by transmittal forms of where all applicable items on the forms are not completed would be returned for resubmission. The Project Manager who will check and evaluate mentioned shop drawing would retain print copy for his file and return the rest to the Contractor with notation. Returned show drawing marked "No Exceptions Taken" or "Make Corrections Noted", means formal revision of said drawings will not be required. If it is remarked "Amend Resubmit" or "Rejected-Resubmit", the Contractor shall revise said drawing and shall submit revised drawing to the Project Manager.
- (4) The Project Manager shall process the submission and indicate the appropriate action on the shop drawing and transmittal forms. Construction of an item shall not commenced before the Project Manager has reviewed the pertinent shop drawing and returned it to the Contractor, marked as mentioned above. Revisions indicated on shop drawing shall be considered as changes necessary to meet the requirements of the contract drawings and specifications, and shall not

be taken as the bases of claims of extra work. The Contractor shall have no claim for damages or extension of time due to any delay, resulting from having Contractors make the required revisions, unless review by the Project Manager was delayed beyond reasonable period of time and unless the Contractor can establish that such delay in revision in delay of the project.

- (5) Resubmitted procedure shall follow the same procedure as the initial submittal.

#### 1.4.7 Construction Photographs

The Contractor shall take photographs during the process of the work once a month, all taken where directed by the Project Manager. At the completion of the project final photographs shall be sent to the LGU or Project Manager. The photographs shall be neatly labeled, dated and identified in a little box in the lower right hand corner, showing the date of exposure, project name, location and direction of view.

All negatives shall be retained by the Contractor until completion of the work at which time they shall become the property of the LGU.

#### 1.4.8 Cleaning-up

The Contractor shall at all times keep the construction area including storage are used by him free accumulations of waste material or rubbish. Upon completion of construction, the Contractor shall leave the work and premises in clean, neat workmanlike conditions satisfactory to the LGU.

#### 1.4.9 Documents to be submitted

The Contractor shall submit the following documents prior to final payment and before issuance of final certificate of payment in accordance with the provisions of the conditions contract.

- (1) The guarantee required by the Conditions of Contract and any other extended guarantees stated in the technical sections of the specifications.
- (2) A set of As-Built drawing shall be submitted showing accurate record of changes or deviations from the contract documents and the shop drawings indicating the work as actually installed. Records shall be arranged in order, in accordance with various sections of the specifications and properly indexed with certifications of endorsement thereof, that each of the revised print of drawings and specifications are complete and accurate. Prior to the application for final payment, and as a condition to its approval by the Project Manager of LGU, the Contractor shall deliver the records, drawings and specifications arranged in proper order, indexed and endorsed herein specified.

#### 1.5 Method of Measurement and Basis of Payment

Cost incurred in providing and maintaining Contractor's field office, temporary light and power, temporary toilet, water and security services, including cost mobilization and demobilization, and cost incurred in the compliance of contract requirements shall not be measured and paid separately, same shall be deemed to be included in the cost of other items work, as part of the Contractor's construction overheads.

### **2.0 SITE WORK**

#### 2.1 Scope

The section includes site clearing, demolition and removal of walls/partitions, ceilings, sanitary and waterlines, placenta pit, septic vault for sharp objects in accordance with the drawing and specification.

#### 2.2 Applicable Documents



The latest edition of the following Standards and Specifications shall form part of these specifications:

ASTM	American Society for Testing and Materials.
C131	Resistance to Abrasion of Small Size Coarse Aggregate by use of the Los Angeles Machine.
D698	Moisture-Density Relations of Soils using 5.5 lb. (2.5 kg) Rammer and 12 in (304.8 mm) Drop
D1556	Density of Soil in place by the Sand Cone Method
D1557	Moisture-Density Relations of Soils using 10 lb. (4.5 kg) Rammer and 18 in (457 mm) Drop.
D2487	Classification of Soils for Engineering Purposes
C-14	Concrete Sewer, Storm Drain and Culvert Pipe.
C-76/C-497	Class II Reinforced Concrete pipes
A-74	Cast Iron Soil Pipes and Fittings

Other pipes shall conform to the latest ASTM requirements.

### Site Demolition

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

### Clearing

All areas within which the structure or related construction has to be accomplished shall be completely cleared and other objectionable matters. All combustible materials from clearing operation shall be completely burned or removed from the site of work or otherwise disposal off as directed by the Project Manager. All materials to be burned shall be piled neatly and when in suitable condition shall be burned completely. Piling for burning shall be done in such a manner and location as cause least fire risk. All burning shall be thorough that the cleared materials can be reduced to ashes. The Contractor shall at all times take special precautions to prevent fire from spreading and shall have available at all times, suitable equipment and supplies, for use in preventing and fighting fires.

Excavations carried out below the depth indicated on the drawing without the approval of the Project Manager shall be refilled to the proper grade with thoroughly compacted suitable fill materials to the satisfaction of the Project

Manager except for footing excavation where concrete shall be replaced to the bottom of the excavations; additional work of this nature shall be at the Contractor's expense. Where an existing structure lies adjacent to excavation line, adequate shoring and bracing shall be provided to prevent damage to persons and properties. Shoring, bracing and sheeting shall be removed in a manner to prevent caving-in. The grading in the vicinity of excavated areas shall be done to prevent surface water from running into excavation and embankments. Water pumped from excavations shall be diverted to suitable disposal points. Trenches for pipelines shall be excavated along straight lines and provided with minimum of 150-mm space between the outside of the pipe and the side of the trench or bracing. Additional excavation shall be made for each joint to allow for joining.

#### Embankment Construction

Before placing fill material, the surface upon which it will be placed shall be scarified to insure good bonding between the existing surface and the fill material. Where embankment are to be constructed on sloping ground with slopes steeper than 1 vertical to 4 horizontal, the new fill shall be cut into or benched as the embankment is brought up in layers in such a manner that the embankment material will bond with the existing surface.

Any surplus material from the excavation and grading operations shall be disposed and spread in spoil areas designated by the Project Manager except for the materials classed as rubbish and debris, which shall be deposited in the spoil areas shall be graded to a reasonably uniform surface.

## 2.4 Method of Measurement and Basis of Payment

Measurement of accomplished quantities shall be of the ff. methods:

- (1) Lump sum payment shall be provided for the following:
  - a. Site demolition and clearing shall be deemed to include the cost of salvaging of materials, preservation, storage and disposal.
  - b. Construction of septic tank, placenta pit, septic vault for sharp objects, holding and water storage tank (including reservoir and piping) shall be considered to include the cost of excavation and backfilling, bedding, forms and false work, curing, fasteners and incidentals to complete each item of work.

- c. Subsurface waste water infiltration system shall be deemed to include the cost of excavation, disposal, gravel filter, silt barrier, overflow and distribution pipes and incidental works to complete this item.

The quantities measures as provided above shall be paid for at the contract unit price for each of the pay item, which price and payment shall be full compensation for furnishing and placing all materials, labor, equipment, tools and incidentals necessary to complete the work.

### **3.0 MASONRY**

#### **3.1 Scope of Work**

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

#### **3.2 Applicable Documents**

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

ASTM	America Society for Testing Materials
C144	Standard Specification for Aggregate for Masonry Mortar
PSA	Product Standards Agency Publications (Philippines)
PNS 16	Specification of Concrete Hollow Blocks

#### **3.3 Material Requirements**

##### **3.3.1 Concrete Hollow Blocks**

Concrete hollow blocks shall be a standard product of recognized manufacturer to PNS 16, as indicated on the drawings. Exterior and interior masonry units shall be non-load bearing units. However, load-bearing units may be provided in lieu of non-load bearing units. For non-load bearing units, the required compressive strength shall be 25 kg/cm<sup>2</sup> or 2.48 Mpa.

### 3.3.2 Cement, Reinforcing Steel and Water

Cement, reinforcing steel and water shall be as specified in Section 3.0.

## 3.4 Construction Requirements

### 3.4.1 Workmanship

Masonry walls shall be placed level and plumb all around. One section of the walls shall not be placed in advance of the others, unless specifically approved. Unfinished work shall be stepped back for joining with the new work; tooting shall not be permitted. Heights of masonry work shall be checked with an instrument at sills and heads of openings, to maintain the level of the walls. Door and window frames, louvered openings, anchors, pipes and conduits shall be installed carefully and neatly as the masonry work progresses. Spaces around door frames shall be filled solidly with mortar. Drilling, cutting, fitting and patching to accommodate the work of others, shall be performed by skilled workers. Bolts, anchors, inserts, plugs, ties and miscellaneous metal work specified elsewhere shall be placed in position as the work progress. Chases of approved dimensions for pipes and other purposes shall be provided, where indicated or necessary. Top of exposed walls and partitions, not being worked on, shall be covered with a waterproof membrane, well secured in place. Wall and partitions shall be structurally bonded or anchored to each and to concrete wall beams, and columns.

### 3.4.2 Mortar Mixing

Mortar materials shall be measured in approved container to insure that the specified proportions of materials are controlled and accurately maintained during the progress of the work. Unless specified otherwise, mortar shall be mixed in such a manner that the materials will be disturbed uniformly throughout the mass. A sufficient amount of water shall be added gradually

and the mass further mixed, not less than 3 minutes, until a mortar of the plasticity required for the purpose intended shall be obtained. The mortar shall be mixed in a manner such that the quality of water can be controlled accurately and uniformly. Mortar boxes, pans of mixing drums shall be kept clean and free of debris or dried mortar. The mortar shall be used before the initial setting of the cement has taken place; retempering of mortar in which cement has started set shall not be permitted.

#### 3.4.3 Proportion of Mortar Grout

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

#### 3.4.4 Use of Fine and Coarse Grout

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

#### 3.4.5 Mortar Joints

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

#### 3.4.6 Concrete Masonry Unit

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

### 3.4.7 Reinforcement

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

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

For Vertical Bars:

150 mm (6") CHB	-	12 mm (1/2") dia. At 600 mm (24") on centers
100 mm (4") CHB	-	10 mm (3/8") dia. At 600 mm
For horizontal bars:	-	12 mm (1/2") dia at 600 mm (24") on center (every third Course) for 150 mm

(6”) and 100 m (4”) CHBs.

#### 3.4.8 Bounding and Anchoring

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

#### 3.4.9 Grout Placement

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

#### 3.4.10 Tests and Test Reports

The testing requirements stated herein or incorporated in referenced contract documents may be waived provided certified copies of report of tests from approved laboratories performed on previously manufactured materials are submitted and approved. Test reports shall be accompanied by notarized copies from the manufacturer certifying that the previously tested material is of the same type, quality manufacturer, and make those

### 3.5 Method of Measurement and Basis of Payment

In measuring the quantity of masonry units for payment, the dimensions to be used shall be as shown on the plans or as directed by the Project Manager in writing.

Projections extended beyond the faces of the wall shall not be included. The area to be paid for in this section shall be the number of square meters of concrete masonry wall and partition placed and accepted in accordance with the plans and specifications. Payment of accomplished work shall be deemed to include the cost of mortar grout, reinforcing steel, tie wires, false work and other necessary works to complete this item.

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

#### **4.0 ARCHITECTURAL FINISHES**

##### **4.1 Scope of Work**

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

##### **4.2 Material Requirement**

###### **4.2.1 Plastering Works**

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

Cement shall conform to ASTM standard C150, Type 1

###### **(2) Sand**

Fine aggregates for plastering shall be natural sand and shall be retained between No. 50 and No. 100 sieves.

###### **(3) Lime**



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

(4) Water

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

4.2.2 Tile Works

(1) Floor and Wall Tiles

Tiles shall be standard grade, unglazed and glazed vitrified tiles, and 6 mm thick. Color and pattern shall be as specified in the drawing or as approved by the Project Manager.

For all other floor finishes not indicated below, refer to schedule or call-out specifications of finishes indicated in the plan.

- 600 mm x 600 mm Vitrified Granite Tiles for main lobby, corridors, rooms and offices
- 600 mm x 600 mm and 300mm x 300mm Vitrified Non-Skid Ceramic Tiles (at all Comfort Rooms or Toilets);
- 300 mm x 300 mm Glazed Ceramic Wall Tiles (for walls at Comfort Rooms or Toilets and at areas indicated in the plans).
- 600 mm x 600 mm Vitrified Granite Tiles (for walls at Comfort Rooms or Toilets and at areas indicated in the plans).
- 

Glazed Wall Tiles – standard glaze bright or matte glazed. Square edge or cushion edge with integral spacers approximately 8 millimeter (5/16 inch) thick.

Accessories – soap holders and paper holders shall be recessed type to follow color specified.

## (2) GROUT MATERIALS

As required by the Project Manager or as follows:

Portland Cement Grout:

Scratch Coat: 1 part Portland cement to 5 parts damp sand to 1/5 part hydrated lime.

Mortar Bed: 1 part Portland cement to 5 parts sand to 1/2 part hydrated lime.

Bond Coat: neat Portland cement paste.

## (3) Wall and Wainscoting Tiles

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

### 6.2.2 Fiber Cement Board for Ceiling Finishes

Ceiling and partition shall be to 6-mm thick fiber cement board as specified in the plans or in the scope of work.

For interior walls or partitions as shown in the plans or as required, fiber cement board shall be installed in accordance with the manufacturers specifications:

Wall Framing (galvanized steel section) Standard materials are C-Stud, U-Track, Rivet or wafer screw, expansion bolt 6mm, drywall screw 25, 38, 40mm, corner metal bead or corner super bead.

### 6.2.3 Light Metal Framing

Double Furring, 0.40mm thk., 17mm x 49mm x 17mm x 5m, Carrying Channel, 0.80mm, 11mm x 37mm x 11mm x 5m, Wall Angle, 0.40mm, 25mm x 25mm x 2.44m.

1. Wall Angle Installation – Fasten the wall angle to the wall maintaining the perimeter level using the prescribed fastener ( e.g. concrete nail for concrete surface, woodscrew for wood surface). Fastener are spaced at 200mm interval.
2. Double Furring Installation- Attach the furring to the wall angle using blind revits. Position the furring parallel to the longer side of the ceiling perimeter. The recommended spacing of double furring is 0.40m on center.
3. Carrying Channel Installation – Connect the carrying channel to the furring using w-clip. The channels always run perpendicular to the double furring. Recommended spacing of channel is 0.80m on center.
4. Hanger Installation- A hanger is provided to transfer the load of the carrying channel to the trusses or purlins. Spacing recommended is 1.0m to 1.5m.

### 6.2.4 Fasteners

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

### 4.3. Railings/Handrails

2” dia stainless steel pipe and 1” dia. Stainless steel pipe shall be used for hand rails and vertical railings properly installed as indicated in the plans. Joints and surfaces that are damaged prior to final acceptance shall be repaired using and approved repair compound to the satisfaction of the Project Manager.

#### 4.3.2 Miscellaneous

Miscellaneous including fastenings, anchorage's and incidentals not specifically mentioned herein or in other section of this specifications but are required to complete the work, for which there are no detailed drawings, shall be provided and installed in accordance with standard practice of the trades as approved by the Project Manager.

#### 4.2.3 Paints

This item shall consist of furnishing all paints, enamels, varnishes and other products to be used including labor, tools and equipment required as shown on the Plans and in accordance with this Specifications.

1. Material Requirements

All paint materials shall meet the requirements of the Standard Specifications of the Standardization Committee on supplies.

All paint materials shall be delivered on the job-site in their original containers with labels and seals unbroken.

Manufacture or brand of painting materials to be used shall be any of the leading brands or approved certified by the design Architect.

Tinting Color, tinting colors shall first be grade pigments ground in alkyd resin, which disperse and mix easily with paint to produce the colors desired.

2. Preparation of Surfaces

Inspect all surfaces in regard to their suitability to receive a finishing. In the event that imperfection due to materials or workmanship appear on any surfaces after the application of the paint the coat of any correction shall be borne by the contractor. Damage to any painted finished due to carelessness or negligence of other shall be corrected.

Neutralizer shall quality surface conditioner to be diluted with water neutralize lime activity in new exterior and interior concrete surfaces improving paint adhesion and durability.

Touch all knots, pitch streaks and sappy spots with shellac or other approved sealer. Putty nail holes cracks, etc., after the first coat with non-shrinking putty of a color to match that of the finish.

Prepare masonry works surfaces to be painted by removing all dirt, dust, oil and grease stain sand efflorescence. Masonry surfaces to be painted shall be free from alkali and thoroughly dry before paint is applied.

Before applying succeeding coats, primers and undercoats shall be completely integral and performing the function for which they are specified. Properly prepare and touch up all scratches, abrasions, or any other disfigurement and remove any foreign matter before proceeding with following coat.

Do not apply final coat on interior work until after other trades are finished with their work in any given area in normal sequence and all materials and debris removed and the premises left in satisfactory broom clean condition as approved.

Remove or protect hardware accessories plates, lighting, fixtures and similar items placed prior top paintings, reposition or remove protection upon completion of each space. Disconnect equipment adjacent to walls where necessary move to permit painting wall surfaces, and following completion of painting, replace and reconnect.

Except where otherwise noted or specified all paints shall be applied in three (3) coats (priming body and finish coats). Each coat shall be roller applied ( except as otherwise noted) spread evenly and in full covering body.

3. Patching Compound, patching compound shall be fine powder material that can be mixed into putty consistency with oil base primers and paints to fill minor surface dents and imperfections.
4. Natural Wood Paste Filler, wood paste filler shall be quality filler ready mixed in can for filling and sealing open grains of interior wood. It shall produce a level finish for succeeding coats of paints, lacquer and other related products.

**5. Application**

Paints when applied by brush shall be non-fluid, thick enough to lay down an adequate film of wet paint. Brush marks shall be worked out after the application of paint.

Paints prepared for application by roller must be similar to brushing paint. It must be non sticky when thinned to spraying viscosity to break up easily into droplets.

Paint is atomized by high pressure pumping rather than broken up by the large volume of air mixed with it. This procedure changes the required properties of the paint.

Experienced and skilled craftsmen to assure finished work of first class quality, appearance and durability shall perform all works.

All paints and other coatings shall be mixed and applied strictly in accordance with the manufacturers printed instructions.

**6. Paint Schedule**

The type of paint specified are intended to illustrate the quality and are taken from paint catalogue equivalent materials from manufacturers listed herein, which the contractor desires to use other than those specified should accompany proposal with such request in writing for approval of the Architect or Engineer. After the award, no substitution of materials for those mentioned in the accepted proposal will be permitted.

Exterior walls

Cement plaster over concrete use:

**1. Preparation of exterior and interior concrete walls**

Prepare masonry surface to be painted by removing all dirt, dust, oil and grease stains and efflorescence. Treat with masonry Neutralizers # 44 or approve equivalent. Mix one liter of Masonry neutralizer with 16 liters of water, then apply liberally by brush and let dry overnight before rinsing with water. Let dry.

2. Coat concrete primer and sealer
3. Coat textures paint
3. Coat semi gloss latex paint

Exterior and interior Work

Frames steel windows and grating use:

1. Wash all metal surfaces with mineral spirits or detergents to remove any dirt or grease before applying materials. Where rust or scale is present, wire brush or sand

- paper clean before painting. Treat rusty portions with Metal Etching Solution # 71 or approve equivalent. Rinse and let dry.
2. Coat PRIMER paint
  3. Coats QD Enamel

#### Interior Work

Plywood/gypsum/fiber cement boards Ceiling/walling use: (Roller Painted)

1. 1 priming coat flat washable paint
2. 2 finish coat semi gloss paint.

#### Cabinets

Ducco or semi-ducco finish or as specified in the plans.

### **ELASTOMERIC WATERPROOFING MEMBRANE (Roof Deck Slab, Shear Wall, Comfort Rooms and Other locations where necessary)**

#### 4.5.1 SCOPE OF WORK

The Contractor shall furnish and install all materials and labor required to provide waterproofing on designated locations.

#### 4.5.2 MATERIAL

Elastomeric water proofing membrane shall be liquid applied single component and made by a reputable manufacturer.

#### 4.5.3 PREPARATION

All surfaces to be waterproofed should be clean, sound and dry. Concrete surfaces should have a light steel-trowel followed by a fine hair-broom or equivalent finish that is dry and free from dust, oil and other contaminants. Remove all high spots. Moss and lichen must be removed physically followed by treatment with fungal wash down through and allowed to dry. Lattence should be removed from concrete by grit blasting, wire brushing or wet jet blasting and allowing to dry.

### 4.3 Construction Requirements

#### 4.3.1 Cement Finish on Masonry Walls

##### (1) General

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

##### (2) Mixing of Plaster

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

##### (3) Proportioning Plaster

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

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

##### (4) Application of Plaster

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

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

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

#### (5) Portland Cement Plaster

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

#### (6) Patching and Pointing

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

#### (7) Curing and Protection



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

(8) Cleaning

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

4.3.2 Cement Finish on Concrete Floor Slabs

(1) General

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

(2) Finishing Requirements

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

(3) Finishing Procedures

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

Finish	Description	Uses
Screened	Rough, free from Ridges and holes	Slab and concrete surfaces under

## Earth fill

Floated	Medium rough with Texture finished	Light storage areas, base slabs And heavy machine pads
Trowled	Fine and texture To glossy glass Finish depending Upon the number Of passes of	All surfaces: 1) under floor- 1 pass 2) normal wearing surface – 2 passes 3) Dense wearing surfaces-3 Passes

### (4) Screened Finish

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

### (5) Floated Finish

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

#### (6) Trowled Finish

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

#### (7) Broomed Finish

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

#### (8) Mixing of Red Cement

Red cement shall be thoroughly dry, mixed with fresh Portland cement using dry and clean equipment. The proportion shall be three (3) parts red cement to one (1) part Portland cement. Cement top finish shall be one (1) part Portland cement – red cement mix and one (1) part sand, mix with minimum water content.

#### (9) Application of Cement Finishes

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

shall be allowed firmly in surface of the concrete floor. The treated cement top shall be allowed to set sufficiently so that the surface maybe steel trawled to a hard-scaled surface.

#### 4.3.3 Other Cement Finish

##### (1) Patching of Surface Defects

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

##### (2) Repairing of Structural Defects

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

##### (3) Finishing of Formed Surfaces

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

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

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

#### 4.3.4 Tile Works

##### (1) General

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

##### (2) Mortar for Tiles

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

##### (3) Floor Tiling

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

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

that can be covered, the unfinished portion shall be removed and cut back to a clean leveled edge.

#### (b) Application of Floor Tile

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

#### (4) Wall Tiling

##### (a) Preparation of Surfaces

Scratch coat shall be applied on prepared surface to serve as backing for wall tiles, not less than 24 hours or more than 48 hours before starting the tile setting. Temporary screeds shall be applied to the scratch coat to provide a true and plumb surface to the proper distance back from the finished wall. The setting bed shall be applied, rotted and floated flushed with the screeds over an area n greater than will be covered with the tile while the bed remains plastic. The thickness of the setting bed shall not exceed 20 mm and the mortar shall not be tempered.

##### (b) Application of Wall Tile

Tiles shall be soaked in clean water for a minimum of one (1) hour before they are installed. A skim coat Portland cement mortar mixed with water to the consistency of thick cream. 75 mm thick shall be applied to the mortar setting bed, or to the back of each tile. The tiles shall then be pressed firmly upon the setting bed and tapped until flush and even plane of the other tiles. The tiles shall be applied before the mortar bed has taken its initial set. Intersections and

returns shall be formed accurately. All lines shall be kept straight and true; and all finished corners rounded. Horizontal joints shall be maintained level and vertical joints plumb alignment.

(5) Jointing

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

(6) Grouting

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

(7) Cleaning

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

4.3.5 Painting

(1) General

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

(2) Color and Samples

The Project Manager shall in accordance with the color schemes shown in the drawings or as direct all colors.

Sample panels of selected colors, as least (1) meter square in area shall be prepared for approval by the Project Manager prior to the application.

### (3) Workmanship

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

All coats shall be thoroughly dry before the succeeding coat is applied. Allow at least twenty-four (24) hours or more between applications of coat. For exterior painting during rainy season, allow one (1) week drying time before the succeeding coat is applied.

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

Each surface shall be inspected carefully before applying any finish; and if surface is not in proper condition, they shall be notified to that effect in writing, otherwise the Contractor shall be held responsible for any defects in the finishes arising there from. Should a coat of paint be applied to a certain area and defects shall be knocked out and re-plastered by the Contractor and repainted to the satisfaction of the Project Manager.

### (4) Inspection of Surfaces

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

### (5) Concrete Surfaces



#### (a) Surface Preparation

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

#### (b) Finishing:

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

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

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

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

Ducco or semi-ducco finish shall be applied using the appropriate paint sprayer by a well experienced painter.

#### (6) Wood Surfaces

##### (a) Surface Preparations

Plane the surface of wood with sandpaper to remove roughness, loose edges, splinters, splinters then clean to remove dust. All frames in contact with concrete or plaster shall be treated with an anti-termite solution or solution or equivalent before applying paints. Set the nail heads into the wood, fill holes,

cracks and defects. Dry for three (3) hours and clean surface with sandpaper to smoothen the surface.

(b) Finishing

For all wood work, use gloss latex house paint with the specified brand approved by the Project Manager.

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

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

4.4 Method of Measurement and Basis of Payment

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

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

5.0 DOORS AND WINDOWS

5.1 Scope of Work

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

## 5.2 Material Requirements

### 5.2.1 Aluminum Glass Doors

Aluminum frame glass doors shall be provided with 6 mm. thick laminated colored or tinted glass; with standard aluminum; with upper transoms (also provided with 6 mm thick laminated colored or tinted glass) as indicated in the plans. Also provide aluminum push bar and door pivots or thin-slab floor hinges. Also provide integral lock. Details and sizes shall be in accordance with the plans and supplementary drawings.

### 5.2.2 Wood Doors, PVC Doors and Phenolic board

#### (1) General

Doors schedule, color and design shall be in accordance with the plans.

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

#### (2) Door Types

##### (a) Hollow Core Doors

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

#### (3) Lumber

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

(a) Door frames in contact with concrete shall be yakal, good grade of design size and thickness as indicated in the drawings. Application of black coal tar between contact surfaces shall be provided.

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

(4) Plywood

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

(5) PVC Doors

PVC doors for interior shall be of best quality. PVC doors shall be 44 mm. thick. and shall also be provided with bottom louvered portions as indicated in the plans.

(7) Flush Doors (Wooden Hollow-core Flush Doors)

Wooden Hollow-Core Flush Doors shall be 44 mm. thick. And use 6 mm thick marine plywood. Provide paint finish.

(8) Compact Phenolic Board for wall/partions of Common Toilet and bath room

Compact Phenolic Board for wall/partions of Common Toilet and bath room ( laminated color blue & green) w/ doors and complete accessories (PVC black for brackets,handle.indicatorlock,adjustablefooting,U-channel and top head) as indicated in the plans. . Details and sizes shall be in accordance with the plans and supplementary drawings.

### 5.2.3 Aluminum sliding and fixed windows

All Aluminum sliding and fixed windows shall be products of reputable and nationally known manufacturers approved by the Construction Officer. Unless otherwise indicated, all window frames shall be constructed to withstand a minimum 1225N/sq.m. wind load with the sashes in closed position. Windows shall be design for glazing from outside with continuous glazing heads.

The Contractor shall submit to the Officer shop drawings for approval showing design, elevation of window, full sections of sash, frames and mullion, hardware, construction and assembly details. Details of anchorage, erection, proposed location and method of jointing and splicing of the unit to be installed shall be clearly shown. Fabrication shall, not commence until these shop drawings have been submitted and approved.

### 5.2.4 MATERIALS

Window members shall be low-carbon, new hot-rolled steel frame. Vent sections shall be Zee-bars not less than 25mm in depth or 3mm in thickness for light section 32mm depth for heavy sections. All members shall be special sections hot-rolled from new billet steel. Muntins when required shall be 22mm x 32mm rolled tee sections.

### 5.2.5 CONSTRUCTION

Corners of the frames and vents shall be mitered and electrically welded, exposed surfaces ground smooth.

Muntins shall be attached to frame or vent members by means of mortise tenon joints and riveted. Muntin intersections shall be of interlocking design with flush interior surfaces.

Hinges shall have bronze-to-steel contact surfaces throughout. Hinge pins shall be steel, rust proofed.

Double, full contact weathering shall be provided between vents and frames around the entire perimeter of each vent.

Windows shall be designed for glazing from the outside with angle glazing clips and steel sash putty. All unit shall be prepared for and supplied with necessary standard hardware.

#### 5.2.6 HARDWARE

Hardware for doors and windows shall be acceptable foreign and local products of the types, materials, sizes and mechanism as indicated on the drawings, and shall be free from any mark or other defect. Submit samples for Construction Officer's or Architect's approval.

Hinges and door closer shall be the type size and capacity as indicated on the drawings, however, the Contractor shall verify each hardware item as to weight and other load of doors and windows, and minor modifications may be made without change in construction cost.

Each vent shall be a solid bronze, polished, cam locking handle and strike.

#### 5.2.7 SHOP FINISH

All windows shall be given one shop coat of approved rust inhibitor of the standard type with the steel window manufacturer.

#### 5.2.9 PAINTING

Refer to the Section entitled PAINTING.

#### 5.2.10 PROTECTION AND CLEANING

The Contractor shall be responsible for protecting the windows during construction and for cleaning at the completion of the building.

#### 5.2.11 SAMPLES AND SUBMITTALS

Submit samples of panel glass not less other than 2" x 3" and glazing materials in lengths not less than 6" for Construction Officer's approval. Submit manufacturer's specifications and recommendations for glazing conditions specified herein. Submit certificate of compliance, certifying conformity with the requirements of this specification.

#### 5.2.12 DELIVERY

All glass shall carefully packed for transportation, exercising reasonable precaution to insure avoidance of damage during transit. Care shall be insured in unloading, unpacking and storage on arrival at jobsite to avoid damage. Deliver all glazing accessory materials in manufacturer's original unopened containers, clearly marked as to their contents.

#### 5.2.13 STORAGE

Store all materials at the jobsite, in a manner assuring its safety from all forms of damage. Protect glass from soiling, condensation, etching, etc., Follow manufacturer's recommendations properly.

#### 5.2.14 GLAZING

Prevent glass from contact with metal or any hard or sharp materials by use of resilient shims placed at a quarter points. Use resilient sealants. Use stops in sizes permitting a "good grip" onto glass. Install glass only in opening that are rigid, plumb and square. Allow sufficient clearance at edges of glass to compensate for its expansion or for some settlement of the building. Clearance should be ¼ inch from

edge to frame and 1/8 inch for face, markings, banners, posters and other decal should not be spelled directly to glass surface as these could cause thermal stresses. Removal of part of glazing compound smears from glass shall be performed by the glazing contractor during the materials normal work life. Failure to do so may result damage to the glass.

### 5.3 Construction Requirements

#### 5.3.1 Installation of Doors

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

Doors with surfaces receive paint finish may be furnish factory primed, and doors with natural finish may be furnished factory pre-finished. Final furnishing shall be done in site in accordance with painting and varnishing specifications.

#### 5.3.2 Installation of Window

Window framing and aluminum and steel frame shall be fitted closely, set accurately to the required lines and levels, and secured and place in a rigid manner with the use of appropriate fasteners. Frame corners shall be mitered and mechanically locked to attain extreme rigidity.

#### 5.3.3 Installation of Builders Hardware

- (1) Door knobs, lock and larch strikes



All lock and latch strike shall be installed in door frames at the same height from the floor. Door knobs shall be so located that the center of the knob is 0.90 m from the finished floor.

(2) Butt Hinges

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

Size of the Butt Hinges required as follows:

Thickness of Door	Width of door	Size of Butt Hinges
21 mm or 25 mm (7/8" or 1")		63 mm (2-1/2")
28 mm (1-1/8")		75 mm x 75 mm (3" x 3")
44 mm (1-3/4")		100mm x 100mm (4" x 4")
56 mm x 63 mm (2-1/4" x 2-1/2")		125 mm x 125 mm (5" x 5")

5.4 Method of Measurement and Basis of Payment

- (1) The quantities for doors to be paid for shall be the number of square meter and/or number of units of door panel completed and accepted. Payment of

this item shall be deemed to include the cost of jambs, heads, door frames, nailers, glass pane (if any) and finish hardware.

(2) The quantities accomplished for steel or aluminum casement and glass jalousie windows shall be measured in square meters of area and/or number of units completed and accepted. Payment of this item shall be construed to include the cost of window jambs, sill, transom, mullions, glass jalousie, aluminum frames and finished hardware.

(1) The quantities accomplished for each type of steel window shall be paid in square meters of area and/or number of units completed and accepted for each item of work. Payment for these items shall be considered to include the cost of steel frames, glass panels, finished hardware and glazing and incidental works.

(2) The quantities accomplished for doors/windows screen shall be paid in square meters of area and/or number of units completed and accepted for each item of work. Payment for this item shall include the cost of aluminum frames, screen, accessories and other incidental works necessary to complete the work.

The quantities measured as stipulated above, shall be paid for at the contract unit price for each item, which price and payment shall be fully compensation for furnishing and placing all materials, labor, equipment, tools and incidentals necessary to complete the work described on this section.

## 6.0 **PLUMBING WORKS**

### 6.1 **Scope of Work**

This item shall consist of furnishing all materials, tools, equipment and fixtures required as shown on the Plans for the satisfactory performance for the entire plumbing system including installation in accordance with the latest edition of the National Plumbing Code, and this Specification.

## 6.2 Material Requirements

This item shall consist of furnishing all materials, tools, equipment and fixtures required as shown on the Plans for the satisfactory performance of the entire plumbing system including installation in accordance with the latest edition of the National Plumbing Code, and this specification.

- 10.2.1 For water lines used G.I. Pipes schedule 40. Provide coal tar with burlap for embedded pipe.
- 10.2.2 PVC Pipe series 1000 conforming to ASTM D-2729 for all downspouts and sewer, waste & vent lines.
- 10.2.3 Water Closets shall be Flush Type Flush valve with lever, Free Standing Combination round front bottom outlet siphon vortex or wash-down bowl with jet round front with close coupled tank with cover with complete fittings and mounting accessories.
- 10.2.4 Toilet lavatories shall be Wall hung lavatory with rear overflow and cast-in soap dishes pocket hanger and integral China Brackets complete with twin faucets, supply pipes, P-trap and mounting accessories.
- 10.2.5 Where indicated in the plans, the counter top model make and color shall be approved by the Architect or Engineer.
- 10.2.6 Stainless steel working sink shall be used to all working counters, it shall be made of stainless steel self riming, single compartment complete with supply fittings, strainer traps, dual control lever and other accessories, fitted to actual requirement as shown in the plans.
- 10.2.7 Pipes, plumbing fixtures, water lines, clean out and vents shall be supplied and installed in accordance with the approved workmanship.
- 10.2.8 Septic Tank/Placenta Pit  
The septic tank and placenta pit shall be provided as shown on the plans including all pipe vents and fittings.

Various construction materials such as concrete masonry work shall conform to the corresponding Items of this specification.

Inlet and outlet pipes shall conform to the latest edition of the National Plumbing Code.

### 6.2.10 Water Supply Pipes and Fittings

A. Pipes shall be G.I. Pipe schedule 40 conforming to specification requirements including Trims and Fittings.

B. Valves for water supply shall be bronze body with threaded ends rated 21.0 kgf/cm. square. All valves are gate valves unless otherwise specified. Gate valves shall have solid wedge body and discs conforming to specification requirements defined in ASTM B-62. Globe valves shall have plug type discs with ferrule-threaded ends and bronze body.

C. Unions in ferrous pipe 50 mm in diameter and smaller shall be malleable iron

#### 6.2.11 Approved Alternate Pipes and Fittings

Pipes and fittings for sanitary and potable water lines as approved alternative shall be Galvanized Iron Pipes and Fittings Schedule 40 and Polyvinyl Chloride Pipes and Fittings (PVC). Pipes and fittings shall be made of virgin materials conforming to specification requirements defined in ASTM D-2241 and PNS 65: 1986. Fittings shall be molded type and designed for solvent cement joint connection for water lines and rubber O-ring seal joint for sanitary lines.

### 6.3 Construction Requirements

The Contractor before any installation work is started shall carefully examine the Plans and shall investigate actual structural and finishing work condition affecting all this work. Where actual condition necessities a rearrangement of the approve pipe layout for approval by the Project Manager.

#### 6.3.1 Installation of Waste and Vent Pipes

- 6.3.1.a Horizontal lines shall be secured strongly by hooks to the building frame and suitable brackets or chairs shall be provided at the floor which they start.

- 6.3.1.b Vent pipes in roof spaces shall be run as closest possible to under side of roof with horizontal piping pitched down to stacks without forming traps. Vertical vent pipes connected into one main vent riser above the highest vented fixtures.
- 6.3.1.c Where an end circuit vent pipe from any fixtures is connected to a vent line serving other fixtures, the connection shall be at least 1.20 m above the floor on which the fixtures are located.
- 6.3.1.d Horizontal waste line receiving the discharge from two or more fixtures shall be provided with end vents separate venting of fixtures is noted on the plans.
- 6.3.1.c All changes in pipe size on soil and waste lines shall be made with reducing fittings or recessed reducers. All changes in direction shall be made appropriate use of 45 degrees, wyes, half wyes, quarter bends or elbows may be used in waste lines where the change in direction of flow is the horizontal to the vertical and on the discharge from waste closets. Where it becomes necessary to use short radius fittings in other location the approval of the Project Manager shall be obtained prior to installation of the same.
- 6.3.1.d Vent pipe shall be provided with Vent Cap (Studor) and flashed and made watertight at the roof with ferrule lead. Flashing shall be turned down into pipes.

#### 6.3.2 Water Pipes, Fittings and Connections

All water piping inside the building and underground, 100-mm in diameter and smaller shall be schedule 40, series 1000 PVC pipes fittings.

- 10.3.2.a The water piping shall be extended to all fixtures, outlets and equipment from the gate valves installed in the branch near the rise.

6.2.3.b The cold water system shall be installed with a fall towards a main shut off valve band drain. Ends of pipes and outlet shall be capped or plugged and left ready for future connections.

6.2.3.c. Mains and Branches

6.2.3.d All pipes shall be cut accurately to measurements and shall be worked into place without springing or forcing. Care shall be taken so as to not to weaken the structural portions of the building.

6.2.3.e. All piping above the ground shall be run parallel with the lines of the building unless otherwise indicated on the plans.

6.2.3.f All service pipes, valves and fittings shall be kept at sufficient distance from other work to permit finished covering on the different services.

6.2.3.g No water piping shall be buried in floors, unless specifically indicated on the Plans and approved by the Project Manager.

6.2.3.h Changes in pipes shall be made with reducing fittings.

6.2.3.i Drain Cocks

Pipe drain indicated on the drawing shall consist of 12-mm globe valve with renewable disc and installed at low points on the cold water piping so that all piping shall slope 100 in 30.5 m.

6.2.3.j Threaded Pipe Joints

All pipes shall be reamed before threading. All screw joints shall be made with graphite and oil or with an approved granite compound applied to make threads only. Threads shall be cut not more than three threads on the pipe shall remain exposed.

6.2.3k Expansion and Contraction of Pipes

Accessible contraction-expansion joints shall be made whenever necessary. Horizontal runs of pipe over 15 m length shall be anchored to the wall to the supporting structure about midway on the run to force expansion and contraction equally toward the ends or as shown on the Plans.

- Valves shall be provided on all supplied fixtures as herein specified.
- The cold water connection to the return circulation connection shall have and a check valve.
- All connection to domestic hot water heaters shall be equipped with unions between valve and tanks.
- Valve shall not be installed with its stem below the horizontal. All valves shall be gate valves unless otherwise indicated on the Plans.
- Valves p to and including 50-mm diameter shall be threaded ends; rough bodies and finished trimmings, except those on chromium plated brass pipe.
- Valves 63 mm in diameters and larger shall have iron bodies, brass mounted and shall have either screws or flange ends.
- Hose bibs shall be made of brass with 12.5-mm inlet threads, hexagon shoulders and 19 mm male.

#### 6.3.3 Fixtures, Equipment and Fastenings

- 10.3.3.a. All fixtures and equipment shall be supported and fastened in a safe and satisfactory workmanship as practiced.
- 10.3.3.b. All fixtures where required to be wall mounted on concrete or concrete hollow block wall, fasten with brass and expansion bolts. Expansion bolt shall be 6-mm diameter with 20-mm threads to 25 m into solid concrete, fitted with loose tubing to sleeves of proper length to acquire extreme rigidity.
- 6.3.3.c. Insert shall be securely anchored and properly flushed into the walls. Inserts shall be concealed and rigid.
- 6.3.3.d. Bolts and nuts shall be horizontal and exposed. It shall be provided with washers and chromium plate finish.

#### 6.3.4 Plates and Flashing

- 6.3.4.a. Plates to cover exposed pipes passing through floor finished walls or ceiling shall be fitted with chromium plated cast brass plates or chromium plated cast iron steel on ferrous pipes.
- 6.3.4.b. Plates shall be large enough to cover and close the hole around the area where pipes pass. It shall be properly installed to insure permanence.
- 6.3.4.c. Roof areas penetrated by vent pipes shall be rendered watertight by lead sheet flashing and condor flashing. It shall extend at least 150 mm above the pipe and 300 mm along the roof.

#### 6.3.5 **Bathroom and Toilet Accessories**

- a. Shower head and fittings shall be movable, cone type with escutcheon arm complete with stainless steel; shower valve and control lever. All exposed surface to be chromium finish.
- b. Grab bars shall be made of tubular stainless steel pipe provided with safety grip and mounting flange for disabled people.
- c. Floor drains shall be made of steel beehive type, measuring 10cm x 10 cm and provided with detachable stainless strainer, expanded metal lath type.
- d. Toilet paper holder and soap holder shall be vitreous china or approved equal wall mounted. Color shall reconcile with the adjacent fixture and facing tiles.
- e. Faucets shall be made of stainless steel for interior use.
- f. Hose bibs shall be made of bronze cast finish.

#### 6.4 **Drainage System Test**

- 10.4.1 The entire drainage and venting system shall have all necessary openings, which can be plugged to permit the entire system to be filled with water to the level of the highest water or a full 30 minutes during which time there shall be no drop greater than 102 mm.
- 10.4.2. Where only a portion of the system is to be tested, the test shall be conducted in the same manner as described for the entire system except that a vertical stack 3.00 m highest horizontal line to be tested may be installed and filled with water to maintain sufficient pressure or water pump may be used to supply required pressure.



- 10.4.2. If and when the Project Manager decides that an additional test is needed, such as an air to smoke test on the drainage system, the Contractor shall perform such test without any designated representative.

## 6.5 Water Test on System

- 6.5.1. Upon completion of the roughing-in and before connecting fixtures the entire cold water piping system shall be tested at a hydrostatic pressure 1 ½ times the expected working pressure in the system during operation and remained tight and leak-proofed.
- 6.5.2. Where piping system is to be concealed the piping system and in the presence of the Engineer of his duly designated representative.

## 6.6 Defective Work

- 6.6.3. All defective materials replaced and tested will be repeated until satisfactory performance is attained.
- 6.6.4. Any material replaced for the satisfactory performance of the system made shall be at the expense of the Contractor.
- 6.6.5. Caulking of screwed joints or holes will not be permitted.

## 6.7 Disinfection

- 6.7.1. The entire water distribution system shall be thoroughly flushed and treated with chlorine before it is operated for public use.
- 6.7.2. Disinfection materials shall be liquid chlorine or hydro-chloride and shall be introduced in a manner approved as practice or potable water.
- 6.7.3. Valves for the water distribution system shall be opened and closed several times during the 16 hours chlorinating treatment is done.

## 6.8 Method of Measurement and Basis of Payment

The work done under this item shall be quantified per length and/or number of units as provided in the Bill of Quantities, tested and accepted to the satisfaction of the Project Manager. The accepted quantities measured shall be paid at the contract unit price and payment shall be full compensation including labor, materials and incidentals necessary to complete this Item.

#### **GUARANTEE**

All equipment, materials and workmanship shall be guaranteed for a period of one (1) year from date of acceptance at any time within the period of guarantee and upon notification, the contractor shall repair and rectify the deficiencies, including replacement of parts or entire units. Under such guarantee, the Contractor shall make good any defect due to faulty materials or workmanship caused by him without any additional cost to the Owner for the period specified.

**NOTE: Contractors' proposal covers all items and other incidental works necessary to complete each item of works mentioned above.**

PROJECT : **Repair / Renovation of Second (2<sup>nd</sup>) Floor Main Hospital Building**  
LOCATION : TANDAG, SURIGAO DEL SUR  
OWNER : DEPARTMENT OF HEALTH  
ARCHITECT : DOH  
SECTION : SUMMARY OF WORKS

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## **1.0 GENERAL REQUIREMENTS**

- 1.1 This section shall include mobilization and demobilization of Contractor's plant, equipment, material and employee to the site; construction of the Contractor's office and facilities; compliance with the contract requirements.  
This section shall include the furnishing of labor, materials, transportation, tools, supplies plant, equipment and appurtenance to complete satisfactorily the construction of the proposed subproject.
- 1.2 The contractor upon receipt of the notice to proceed shall immediately mobilize and transport his plant, equipment, materials and employees to the site and demobilize or remove the same at the completion of subproject.
- 1.3 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 and all times, while the work is in progress. The location, dimensions and layout of such field office shall be subject to approval, Construction shanties, sheds and temporary facilities provided as requires for the Contractor's convenience shall be maintain in good condition and neat appearance including finishes as required.

## **2.0 SITE WORK**

The section includes site clearing, demolition and removal of walls/partions, ceilings, sanitary and waterlines, placenta pit, septic vault for sharp objects in accordance with the drawing and specification.

### Site Demolition

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

### Clearing

All areas within which the structure or related construction has to be accomplished shall be completely cleared and other objectionable matters. All combustible materials form clearing operation shall be completely burned or removed form the site of work or otherwise disposal off as directed by the Project Manager.

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**3.0     MASONRY**  
**3.1     Scope of Work**

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

**Concrete Hollow Blocks**

Concrete hollow blocks shall be a standard product of recognized manufacturer to PNS 16, as indicated on the drawings. Exterior and interior masonry units shall be non-load bearing units. However, load-bearing units may be provided in lieu of non-load bearing units. For non-load bearing units, the required compressive strength shall be 25 kg/cm<sup>2</sup> or 2.48 Mpa.

Masonry walls shall be placed level and plumb all around. One section of the walls shall not be placed in advance of the others, unless specifically approved. Unfinished work shall be stepped back for joining with the new work; tooting shall not be permitted. Heights of masonry work shall be checked with an instrument at sills and heads of openings, to maintain the level of the walls. Door and window frames, louvered openings, anchors, pipes and conduits shall be installed carefully and neatly as the masonry work progresses. Spaces around door frames shall be filled solidly with mortar. Drilling, cutting, fitting and patching to accommodate the work of others, shall be performed by skilled workers. Bolts, anchors, inserts, plugs, ties and miscellaneous metal work specified elsewhere shall be placed in position as the work progress. Chases of approved dimensions for pipes and other purposes shall be provided, where indicated or necessary. Top of exposed walls and partitions, not being worked on, shall be covered with a waterproof membrane, well secured in place. Wall and partitions shall be structurally bonded or anchored to each and to concrete wall beams, and columns.

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

The testing requirements stated herein or incorporated in referenced contract documents may be waived provided certified copies of report of tests from approved laboratories preformed on previously manufactured materials are submitted and approved. Test reports shall be accompanied by notarized copies from the manufacturer certifying that the previously tested material is of the same type, quality manufacturer, and make those

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## **4.0 ARCHITECTURAL FINISHES**

### **4.1 Scope of Work**

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

#### Tile Works

##### (1) Floor and Wall Tiles

Tiles shall be standard grade, unglazed and glazed vitrified tiles, and 6 mm thick. Color and pattern shall be as specified in the drawing or as approved by the Project Manager.

For all other floor finishes not indicated below, refer to schedule or call-out specifications of finishes indicated in the plan.

- 600 mm x 600 mm Vitrified Granite Tiles for main lobby, corridors, rooms and offices
- 600 mm x 600 mm and 300mm x 300mm Vitrified Non-Skid Ceramic Tiles (at all Comfort Rooms or Toilets);
- 300 mm x 300 mm Glazed Ceramic Wall Tiles (for walls at Comfort Rooms or Toilets and at areas indicated in the plans).
- 600 mm x 600 mm Vitrified Granite Tiles (for walls at Comfort Rooms or Toilets and at areas indicated in the plans).

#### Fiber Cement Board for Ceiling Finishes

Ceiling and partition shall be to 6-mm thick fiber cement board as specified in the plans or in the scope of work.

For interior walls or partitions as shown in the plans or as required, fiber cement board shall be installed in accordance with the manufacturers specifications:

#### Light Metal Framing

Double Furring, 0.40mm thk., 17mm x 49mm x 17mm x 5m, Carrying Channel, 0.80mm, 11mm x 37mm x 11mm x 5m, Wall Angle, 0.40mm, 25mm x 25mm x 2.44m.

1. Wall Angle Installation – Fasten the wall angle to the wall maintaining the perimeter level using the prescribed fastener ( e.g. concrete nail for concrete surface, woodscrew for wood surface). Fastener are spaced at 200mm interval.
2. Double Furring Installation- Attach the furring to the wall angle using blind revits. Position the furring parallel to the longer side of the ceiling perimeter. The recommended spacing of double furring is 0.40m on center.
3. Carrying Channel Installation – Connect the carrying channel to the furring using w-clip. The channels always run perpendicular to the double furring. Recommended spacing of channel is 0.80m on center.
4. Hanger Installation- A hanger is provided to transfer the load of the carrying channel to the trusses or purlins. Spacing recommended is 1.0m to 1.5m.

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### Railings/Handrails

2" dia stainless steel pipe and 1" dia. Stainless steel pipe shall be used for hand rails and vertical railings properly installed as indicated in the plans. Joints and surfaces that are damaged prior to final acceptance shall be repaired using and approved repair compound to the satisfaction of the Project Manager.

Miscellaneous including fastenings, anchorage's and incidentals not specifically mentioned herein or in other section of this specifications but are required to complete the work, for which there are no detailed drawings, shall be provided and installed in accordance with standard practice of the trades as approved by the Project Manager.

### Paints

This item shall consist of furnishing all paints, enamels, varnishes and other products to be used including labor, tools and equipment required as shown on the Plans and in accordance with this Specifications.

Paints when applied by brush shall be non-fluid, thick enough to lay down an adequate film of wet paint. Brush marks shall be flawed out after the application of paint.

Paints prepared for application by roller must be similar to brushing paint. It must be non sticky when thinned to spraying viscosity to break up easily into droplets.

Paint is atomized by high pressure pumping rather than broken up by the large volume of air mixed with it. This procedure change the required properties of the paint.

Experienced and skilled craftsmen to assure finished work of first class quality, appearance and durability shall perform all works.

All paints and other coatings shall be mixed and applied strictly in accordance with the manufacturers printed instructions.

## **ELASTOMERIC WATERPROOFING MEMBRANE (Roof Deck Slab, Shear Wall, Comfort Rooms and Other locations where necessary)**

### 4.5.1 SCOPE OF WORK

The Contractor shall furnish and install all materials and labor required to provide waterproofing on designated locations.

All surfaces to be waterproofed should be clean, sound and dry. Concrete surfaces should have a light steel-trowel followed by a fine hair-broom or equivalent finish that is dry and free from dust, oil and other contaminants. Remove all high spots. Moss and lichen must be removed physically followed by treatment with fungal wash down through and allowed to dry. Lattence should be removed from concrete by grit blasting, wire brushing or wet jet blasting and allowing to dry.

Elastomeric water proofing membrane shall be liquid applied single component and made by a reputable manufacturer.

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## **5.0 DOORS AND WINDOWS**

### **5.1 Scope of Work**

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

#### **1 Aluminum Glass Doors**

Aluminum frame glass doors shall be provided with 6 mm. thick laminated colored or tinted glass; with standard aluminum; with upper transoms (also provided with 6 mm thick laminated colored or tinted glass) as indicated in the plans. Also provide aluminum push bar and door pivots or thin-slab floor hinges. Also provide integral lock. Details and sizes shall be in accordance with the plans and supplementary drawings.

#### **2 Wood Doors, PVC Doors and Phenolic board**

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

Doors schedule, color and design shall be in accordance with the plans.

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

##### **Hollow Core Doors**

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

##### **PVC Doors**

PVC doors for interior shall be of best quality. PVC doors shall be 44 mm. thick. and shall also be provided with bottom louvered portions as indicated in the plans.

##### **Flush Doors (Wooden Hollow-core Flush Doors)**

Wooden Hollow-Core Flush Doors shall be 44 mm. thick. And use 6 mm thick marine plywood. Provide paint finish.

##### **Compact Phenolic Board for wall/partions of Common Toilet and bath room**

Compact Phenolic Board for wall/partions of Common Toilet and bath room ( laminated color blue & green) w/ doors and complete accessories (PVC black for brackets,handle,indicatorlock,adjustablefooting,U-channel and top head) as indicated in the plans. . Details and sizes shall be in accordance with the plans and supplementary drawings.

#### **Aluminum sliding and fixed windows**

All Aluminum sliding and fixed windows shall be products of reputable and nationally known manufacturers approved by the Construction Officer. Unless otherwise indicated, all window frames shall be constructed to withstand a minimum 1225N/sq.m. wind load with the sashes in closed position. Windows shall be design for glazing from outside with continuous glazing heads.

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## 6.0 **PLUMBING WORKS**

### 6.1 **Scope of Work**

This item shall consist of furnishing all materials, tools, equipment and fixtures required as shown on the Plans for the satisfactory performance for the entire plumbing system including installation in accordance with the latest edition of the National Plumbing Code, and this Specification.

For water lines used G.I. Pipes schedule 40. Provide coal tar with burlap for embedded pipe.

PVC Pipe series 1000 conforming to ASTM D-2729 for all downspouts and sewer, waste & vent lines.

Water Closets shall be Flush Type Flush valve with lever, Free Standing Combination round front bottom outlet siphon vortex or wash-down bowl with jet round front with close coupled tank with cover with complete fittings and mounting accessories.

Toilet lavatories shall be Wall hung lavatory with rear overflow and cast-in soap dishes pocket hanger and integral China Brackets complete with twin faucets, supply pipes, P-trap and mounting accessories. Where indicated in the plans, the counter top model make and color shall be approved by the Architect or Engineer.

Pipes, plumbing fixtures, water lines, clean out and vents shall be supplied and installed in accordance with the approved workmanship.

#### **Water Supply Pipes and Fittings**

A. Pipes shall be G.I. Pipe schedule 40 conforming to specification requirements including Trims and Fittings.

B. Valves for water supply shall be bronze body with threaded ends rated 21.0 kgf/cm. square. All valves are gate valves unless otherwise specified. Gate valves shall have solid wedge body and discs conforming to specification requirements defined in ASTM B-62. Globe valves shall have plug type discs with ferrule-threaded ends and bronze body.

#### **Water Pipes, Fittings and Connections**

All water piping inside the building and underground, 100-mm in diameter and smaller shall be schedule 40, series 1000 PVC pipes fittings.

#### **Bathroom and Toilet Accessories**

- g. Shower head and fittings shall be movable, cone type with escutcheon arm complete with stainless steel; shower valve and control lever. All exposed surface to be chromium finish.
- h. Grab bars shall be made of tubular stainless steel pipe provided with safety grip and mounting flange for disabled people.
- i. Floor drains shall be made of steel beehive type, measuring 10cm x 10 cm and provided with detachable stainless strainer, expanded metal lath type.
- j. Toilet paper holder and soap holder shall be vitreous china or approved equal wall mounted. Color shall reconcile with the adjacent fixture and facing tiles.
- k. Faucets shall be made of stainless steel for interior use.
- l. Hose bibs shall be made of bronze cast finish.

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READ AND ACCEPTED AND GOOD FOR AGREEMENT

\_\_\_\_\_  
CONTRACTOR/BIDDER



## **7.0 PERMITS, LICENSES AND TAXES**

7.1 The contractor shall obtain at his expenses all permits ( Building permits, Occupancy permits, etc.)

Required by the government authorities. Work shall not be started unless said authorities have

Approved the plans and a valid permits has been issued.

7.2 The contractor shall carry all expenditures for temporary water, power, telephone supply and all

Required testing of materials, etc. for this project and shall be included in the contractor's

Proposals.

7.3 The contractor shall include in his proposal and also shoulder all the required necessary permit for

This project.

## **7.0 DOH ADMINISTRATIVE ORDERS, CIRCULARS, MEMORANDUMS PERTAINING TO THE MANAGEMENT OF THE CONSTRUCTION AND ASTMMC HOSPITAL HOUSE RULES AND REGULATIONS.**

7.1 The contractor shall comply with all DOH administrative orders, circulars and Memorandums pertaining to the management of construction.

7.2 The contractor shall comply with all ASTMMC hospital rules and regulations.

## **8.0 TIME OF COMPLETION**

The **Repair/Renovation of Second (2<sup>nd</sup>) Floor Main Hospital Buildings** shall be completed thoroughly cleaned and rendered ready for use/functional not later than THREE HUNDRED CALENDAR DAYS ( 300 C.D. ) in accordance with the plans, specification, supplemental drawings, bid bulliten/s, instructions during

construction, shop drawings, summary of works, summary of relevant characteristics of materials and

finishes or ARCHITECTURAL, STRUCTURAL, SANITARY, ELECTRICAL AND MECHANICAL and

other contract documents and as provided for in the IRR of RA 9184.

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READ AND ACCEPTED AND GOOD FOR AGREEMENT

\_\_\_\_\_  
CONTRACTOR/BIDDER

## Section VII. Drawings

## Section VIII. Bill of Quantities



Republic of the Philippines  
 Department of Health  
**ADELA SERRA TY MEMORIAL MEDICAL CENTER**  
**Capitol Hills, Tandag Surigao del Sur**

Project: Repair / Renovation of Second (2nd) Floor Main Hospital Building  
 Location: Adela Serra Ty Memorial Medical Center, Tandag, Surigao del sur  
 No. of Calendar Days to Complete: 300 days  
 Subject Cost Breakdown

Item No.	Description	Qty.	Unit	Unit Price	Amount
<b>1.0</b>	<b>General Requirements</b>				
	Mobilization / Demobilization		lot		
	Temporary Facilities		lot		
	Permits (Permit to Construct)		lot		
<b>Total General Requirements:</b>				<b>P</b>	
<b>2.0</b>	<b>Site works</b>				
	<b>Demolition Works</b>	<b>1.00</b>	<b>lot</b>		
1	Walls / Partitions/Railings		lot		
2	Ceilings		lot		
3	Doors & Windows		lot		
4	Sanitary Lines		lot		
5	Water Lines		lot		
6	Waste disposal		lot		
<b>Total Site Works Works:</b>				<b>P</b>	
<b>3.0</b>	<b>Masonry Works</b>				
3.1	<b>Concrete Hollow Blocks</b>	<b>248.00</b>	<b>sq.m.</b>		
	Materials:				
	Portland Cement		bags		
	4" thk. Concrete Hollow Blocks		pcs.		
	Sand		cu.m.		
	10 mm dia. x 6.0m, RSB		pcs.		
	#16 G.I. Tie Wire		kgs.		
<b>Materials Cost:</b>				<b>P</b>	
<b>Labor Cost:</b>				<b>P</b>	
<b>Total Masonry Works:</b>				<b>P</b>	
<b>4.0</b>	<b>Architectural Finishes</b>				
4.1	<b>FLOOR FINISHES</b>	<b>1,120.00</b>	<b>sq.m.</b>		
	Materials:				
	0.60m x 0.60m Granite Floor Tiles		pcs.		
	0.60m x 0.60m Vetrified Non-Skid Ceramic Floor Tiles		pcs.		
	0.30m x 0.30m Vetrified Non-Skid Ceramic Floor Tiles		pcs.		
	Adhesive Cement		bags		
	Water proofing mixture cement		bags		
	Tile Grout (White Cement)		bags		
	Tile Trim m( 3 meters length)		pcs.		
	Brass Nosing complete with accessories		l.m.		

4.2	<b>WALLS/PARTITIONS FINISHES:</b>	<b>212.00</b>	<b>sq.m.</b>		
	Materials:				
	0.60m x 0.60m Granite Wall Tiles		pcs.		
	0.30m x 0.30m Glazed Ceramic Wall Tiles		pcs.		
	Adhesive Cement		bags		
	Tile Trim ( 3 meters length)		pcs.		
	Tile Grout		bags		
4.3	<b>Stainless Post and Railings</b>	<b>1.00</b>	<b>lot</b>		
	Materials:				
	50mm dia. X 6.0 m length stainless pipes		pcs.		
	25mm dia. X 6.0 m length stainless pipes		pcs.		
	Hardware and Miscellaneous		lot		
	38mm dia. Stainless Grab Bar with complete accessories (@ disable of Common C.R.)		sets		
4.4	<b>Cabinets/Shelves/Tables/Counters/Cubicles/Racks</b>	<b>1.00</b>	<b>lot</b>		
	Materials:				
	Plyboard, 3/4" thk. x 4' x 8'		shts.		
	Laminates Multi form, 4' x 8'(for counters & tables finishes)		shts.		
	Cabinet Door Handle		pcs.		
	Concealed Hinges		pcs.		
	Assorted Expanded Tek screw		box		
	Assorted CW Nails		kgs.		
	Cabinet lock with key		sets		
	Concrete Nails (Assorted)		kgs.		
	Wooden glue		packs		
4.5	<b>CEILING FINISHES:</b>	<b>1,182.00</b>	<b>sq.m.</b>		
	Materials:				
	Fiber Cement Board, 1/4" thk. x 4' x 8'		shts.		
	Light Metal Double Furring, 0.40mm thk, 17mm x 49mm x 17mm x 5m		pcs.		
	Light Metal Carrying Channel, 0.80mm thk., 11mm x 37mm x 11mm x 5m		pcs.		
	Wall Angle, 0.40mm, 25mm x 25mm x 2.44m		pcs.		
	Hangers and Brackets		lot		
	3" x 10' length Wooden Colonial Cornice		lnght		
	4" x 10' length Wooden Colonial Cornice		lnght		
	Hardware and Accessories		lot		
4.6	<b>Painting Works</b>	<b>1,648.00</b>	<b>sq.m.</b>		
	<b>Concrete Wall &amp; Ceiling:</b>	<b>1,430.00</b>	<b>sq.m.</b>		
	Materials:				
	Penetrating Sealer		gals.		
	Putty Cast		gals.		
	Primer White		gals.		
	Top Coat Gloss, (Ready Mixed Color)		gals.		
	Paint Roller		sets		
	Paint Brush		pcs.		
	Sand Paper		doz.		
4.7	<b>Wooden Walls/Doors/Cabinets/ Shelves/Tables/Counters/Mouldings/cubicles/racks</b>	<b>218.00</b>	<b>sq.m.</b>		
	Materials:				
	Polituff Glazing Putty		gals.		
	Flat Enamel Paint		gals.		

	Quickdry Enamel Paint, Ready mixed color		gals.		
	Paint Thinner		gals.		
	Paint Roller		sets		
	Paint Brush		pc.		
	Sand Paper		doz.		
<b>Materials Cost:</b>				<b>P</b>	
<b>Labor Cost:</b>				<b>P</b>	
<b>Total Architectural Finishes:</b>				<b>P</b>	
<b>5.0</b>	<b>DOORS AND WINDOWS</b>				
<b>5.1</b>	<b>DOORS ( SEE DOOR SCHEDULE FOR DETAILS)</b>	<b>1.00</b>	<b>lot</b>		
	D1(1.60m x 2.40m, Aluminum Swing Door w/ fixed transom)		sets		
	D2(2.40mx2.40m, Aluminum Sliding Door w/ Fixed Transom)		set		
	D2a(2.40mx2.40m, Aluminum Sliding Door w/ Fixed Transom)		sets		
	D3(1.60mx2.40m, Aluminum Sliding Door w/ Fixed Transom)		sets		
	D4(2.40mx2.40m, Aluminum Sliding Door w/ Fixed Transom)		sets		
	D5(44mm thk PVC Door ,bottom louverw/ complete accessories)		sets		
	D6 (0.70m x 1.375m,Compact Phenolic board walls/partitions for Toilet & Bath room( laminated color blue & green) w/ doors and complete accessories (PVC black for brackets,handle.indicator lock,adjustable footing,U-channel and top head))		sets		
	D6a (0.80m x 1.375m,Compact Phenolic board walls/partitions for Toilet & Bath room( laminated color blue & green) w/ door and complete accessories (PVC black for brackets,handle.indicator lock,adjustable footing,U-channel and top head))		sets		
	D7(44mm thk PVC Door ,bottom louver w/ complete accessories)		sets		
	D8(44mm thk Hollow Core Flush Door)		sets		
	D9(44mm thk Hollow Core Flush Door)		sets		
	D10(44mm thk Hollow Core Flush Door)		sets		
	D11(44mm thk Hollow Core Flush Door)		sets		
<b>5.2</b>	<b>WINDOWS ( SEE WINDOW SCHEDULE FOR DETAILS)</b>	<b>1.00</b>	<b>lot</b>		
	W1(Alum. Frame window w/ fixed transom using 10 sliding panels)		sets		
	W2(Alum. Frame window w/ fixed transom using 8 sliding panels)		set		
	W3(Alum. Frame window w/ fixed transom using 7 sliding panels)		set		
	W4(Alum. Frame window w/ fixed transom using 6 sliding panels)		sets		
	W5(Alum. Frame window w/ fixed transom using 5 sliding panels)		set		

	W6(Alum. Frame window w/ fixed transom using 3 sliding panels)		sets		
	W7(Alum. Frame window w/ fixed transom using 2 sliding panels)		set		
	W8(Alum. Frame window w/ fixed transom using 2 sliding panels)		set		
	W9(Alum. Frame window w/ 1 panel)		sets		
	W10(Alum. Frame window w/ 6 fixed panels)		sets		
	W11(Alum. Frame window w/ 2 fixed panels)		sets		
	W12(Alum. Frame window w/ 5 fixed panels)		set		
	W13(Alum. Frame window w/ 3 fixed panels)		set		
	W13a(Alum. Frame window w/ 3 fixed panels)		set		
<b>Materials Cost:</b>				<b>P</b>	
<b>Labor Cost:</b>				<b>P</b>	
<b>Total Doors and Windows:</b>				<b>P</b>	
<b>6.0</b>	<b>Plumbing Works</b>				
6.1	<b>Water Lines</b>	<b>1.00</b>	<b>lot</b>		
	Materials:				
	38mm dia. X 6.0m GIP Sch. 40		lngh		
	25mm dia. X 6.0m GIP Sch. 40		lngh		
	12mm dia. X 6.0m GIP Sch. 40		lngh		
	38mm dia. Gate Valve		pcs.		
	38mm dia. Check Valve		pcs.		
	38mm x 12mm G.I. Tee		pcs.		
	38mm dia. 90 deg. G.I. Coupling		pcs.		
	38mm dia. G.I. Union		pcs.		
	25mm dia. Gate Valve		pcs.		
	25mm dia. Check Valve		pcs.		
	25mm x 12mm G.I. Tee		pcs.		
	25mm dia. 90 deg. G.I. Coupling		pcs.		
	25mm dia. G.I. Union		pcs.		
	12mm dia. Gate Valve		pcs.		
	12mm dia. 90 deg. G.I. Elbow		pcs.		
	12mm dia. G.I. Coupling		pcs.		
	12mm dia. G.I. Tee		pcs.		
	12mm dia. X 0.10m Nipple G.I.		pcs.		
	Teflon Tape		rolls		
6.2	<b>Sanitary/Sewer Lines</b>	<b>1.00</b>	<b>lot</b>		
	Materials:				
	100mm x 3.0m PVC Pipe (Series 1000)		length		
	50mm x 3.0m length PVC Pipe (Series 1000)		pcs.		
	100mm x 90 deg. Elbow PVC		pcs.		
	50mm x 90 deg. Elbow PVC		pcs.		
	100mm dia. Clean-out Pipe PVC		pcs.		
	50mm dia. Clean-out Pipe PVC		pcs.		
	100mm dia. Tee PVC		pcs.		
	100mm dia. Wye PVC		pcs.		
	50mm x 100mm Wye PVC		pcs.		
	50mm x 100mm Tee PVC		pcs.		
	100mm P-Trap PVC		pcs.		
	50mm dia. P-Trap PVC		pcs.		
	PVC Sealant 250 ml		cans		

	PVC Solvent Cement		cans		
	Assorted Straps, Hangers and Brackets		lot		
6.4	<b>BOOSTER PUMP &amp; CONTROL</b>	<b>1.00</b>	<b>lot</b>		
	Pressurized pump, 1-HP, 230 V, 1-phase, 60HZ w/ pressurized tank, 42 gallons capacity		set		
	Magnetic contactor w/ overload relay for 1-HP, 230V, 3-poles and STOP & START push button switch		set		
	Stainless Water tank, 1000 liters capacity		set		
	Liquid level switch control		set		
	Float valve 3/4" diameter		set		
	Gatevalve (brass type) 3/4" diameter		set		
	Swing valve 1" diameter (brass type)		set		
	Electrical Works & Complete Accessories		lot		
6.5	<b>Plumbing Fixtures</b>	<b>1.00</b>	<b>lot</b>		
	Materials:				
	Water Closet Lever Flush Valve Type comp. with fittings and accessories		sets		
	Wall Hung Type Male Urinal Bowl complete with fittings and accessories		sets		
	Lavatory Sink Ceramic bowl compartment with Tubular C – spout faucet complete with fittings and accessories		set		
	Wall hung lav. with backsplash and Tubular C – spout faucet complete with fittings and accessories		sets		
	Shower head and Valve w/ complete accessories		sets		
	Faucets		pcs.		
	Floor Drain, 4' x 4" brass		pcs.		
	Toilet Paper Holder		pcs.		
	Soap Holder		pcs.		
	Face Mirror (500mm x 600mm)		pcs.		
	Face Mirror (1500mm x 800mm)		pcs.		
<b>Materials Cost:</b>				<b>P</b>	
<b>Labor Cost:</b>				<b>P</b>	
<b>Total Plumbing Works:</b>				<b>P</b>	
<b>TOTAL DIRECT COST:</b>				<b>P</b>	
	Overhead Expenses				
	Contingences				
	Miscellaneous				
	Contractors Profit				
	Value Added Tax				
	Withholding Tax				
<b>TOTAL INDIRECT COST:</b>					
<b>GRAND TOTAL COST</b>				<b>P</b>	

**NOTE: Contractor's proposal covers all items and other incidental works necessary to complete each item of works mentioned above.**



Section IX. Bidding Forms

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## Bid Form

---

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

IAEB<sup>1</sup> N°: \_\_\_\_\_

To: *[name and address of PROCURING ENTITY]*

Address: *[insert address]*

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered in item (d) below is: *[insert information]*;

The discounts offered and the methodology for their application are: *[insert information]*;

- (c) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

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<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.

- (i) We understand that you are not bound to accept the Lowest Evaluated Bid or any other Bid that you may receive.

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

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_

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

## Form of Contract Agreement

---

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, to wit:
  - (a) General and Special Conditions of Contract;
  - (b) Drawings/Plans;
  - (c) Specifications;
  - (d) Invitation to Apply for Eligibility and to Bid;
  - (e) Instructions to Bidders;
  - (f) Bid Data Sheet;
  - (g) Addenda and/or Supplemental/Bid Bulletins, if any;
  - (h) Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes;
  - (i) Eligibility requirements, documents and/or statements;
  - (j) Performance Security;
  - (k) Credit line issued by a licensed bank, if any;
  - (l) Notice of Award of Contract and the Bidder’s conforme thereto;
  - (m) Other contract documents that may be required by existing laws and/or the Entity.

3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.
4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

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

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

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

Binding Signature of PROCURING ENTITY

\_\_\_\_\_

Binding Signature of Contractor

\_\_\_\_\_

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

## Omnibus Sworn Statement

---

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. ***Select one, delete the other:***

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. ***Select one, delete the other:***

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

[JURAT]

