



Republic of the Philippines

Bulacan Water District

Tubig ay mahalaga, huwag mag-aksaya.

PHILIPPINE BIDDING DOCUMENTS

DESIGN AND BUILD FOR THE CONSTRUCTION OF A 3- STOREY BULACAN WATER DISTRICT OFFICE BUILDING PHASE 1

**PROJECT LOCATION: PANGULANG ST., BAGUMBAYAN, BULAKAN,
BULACAN**

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



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INVITATION TO BID FOR THE

DESIGN AND BUILD FOR THE CONSTRUCTION OF A 3- STOREY BULACAN WATER DISTRICT OFFICE BUILDING PHASE 1.


1. The **BULACAN WATER DISTRICT**, through the **Sinking Fund-BWD & LWUA JOINT SAVINGS ACCOUNT; Sinking Fund -BWD SPECIAL FOR PROJECT 2024; and Easy Access Sure Yield Savings -BWD JOINT VENTURE FUND** intends to apply the sum of **P24,000,000.00** being the Approved Budget for the Contract (ABC) to payments under the contract for **Design and Build for the Construction of a 3-Storey Bulacan Water District Building Phase I** with Project Identification No. **BWD-ITB-001-OFFICEBUILDING-2024**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Bulacan Water District Office now invites bids for the above Procurement Project. Completion of the Works is required within **Four Hundred Fifty (450) calendar days**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from **BWD BAC Secretariat** and inspect the Bidding Documents at the address given below during office hours, 8:00 o'clock in the morning to 5:00 o'clock in the afternoon Mondays thru Fridays.
5. A complete set of Bidding Documents may be acquired by interested bidders on **06 November – 13 November 2024** from given address and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php. 25,000.00**.

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

6. The Bulacan Water District Office will hold a Pre-Bid Conference¹ on **12 November 2024, Wednesday at 2:00 pm** through face to face, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **12:00 pm, 26 November 2024**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on **2 :00 p m, 26 November 2024** at BWD Conference Room, Calle Estacion Corner Molina St. San Jose, Bulakan, Bulacan through face to face. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The Bid Opening may also be attended physically at the above-stated venue, limited to one (1) representative per bidder only.


10. The Bulacan Water District Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:


MA. DJHOANA I. ROQUE
BWD BAC Secretariat
BWD Office Calle Estacion Cor. Molina St. San Jose, Bulakan, Bulacan
Email Address: bulacanwaterdistrict@yahoo.com
Mobile No. 0917-1756385

12. You may visit the following websites

For downloading of Bidding Documents:

1. Philippine Government Electronic Procurement System (PhilGEPS) Website


MS. MA. LIZA DJ. DELA CRUZ
Chairman, BWD Bids and Award Committee

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, Bulacan Water District Office invites Bids for the **Design and Build for the Construction of a 3- Storey Bulacan Water District Office Building Phase 1** with Project Identification No. **BWD-ITB-001-OFFICEBUILDING-2024**.

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

2. Funding Information

2.1 The GOP through the source of funding as indicated below for Sinking Fund-BWD & LWUA Joint Savings Account; Sinking Fund-BWD Special Fund for Project FY 2024; and Easy Access Sure Yield Savings -BWD JOINT VENTURE FUND in the amount of Twenty Four Million Pesos (Php24,000,000.00).

2.2 The source of funding is:

- a. GOCC and GFIs, the proposed Corporate Operating Budget.

3. Bidding Requirements

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

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

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

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

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

5. Eligible Bidders

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

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

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that **Subcontracting is not allowed**.

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents Comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

11. Documents Comprising the Bid: Financial Component

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

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

14.2. Payment of the contract price shall be made in Philippine Pesos.

15. Bid Security

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

15.2. The Bid and bid security shall be valid until **March 26, 2025**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

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

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

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be

opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet (BDS)

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be Design and Build for the Buildings.</p>
10.1	<p>The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section IX (Checklist of Technical and Financial Documents) as per GPPB RESOLUTION NO. 15 – 2021 dated 14 October 2021.</p> <p>In lieu of the Class “A” eligibility documents mentioned under Section 8.5.2 of IRR of R.A. No. 9184., the Bidder shall only submit a valid and updated PhilGEPS Certificate of Registration and Membership (all pages) in accordance with Section 8.5.2 of this IRR for purposes of determining eligibility.</p> <p>A modified set of requirements integrating eligibility documents and criteria for infrastructure projects and consulting services shall be adopted, as follows:</p> <p>i. Class “A” Documents (Legal, Technical and Financial Documents) and Class “B” Documents</p> <p>The prospective bidder shall submit all the required Class “A” and Class “B” documents for infrastructure projects and the following:</p> <ul style="list-style-type: none"> a) relevant statements of all on-going, completed, awarded but not yet started design/design and build related contracts, curriculum vitae of key staff, partners or principal officers; and b) valid licenses issued by the Professional Regulatory Commission (PRC) for design professionals. <p>In the submission of bids, the first envelope (Technical Proposal) shall contain all the required documents for infrastructure projects under Section 25.2(b) of the IRR of R.A 9184 and the following additional documents:</p> <p>i. Preliminary Conceptual Design Plans in accordance with the degree of details specified by the procuring entity; (Provide Conceptual Plans in Auto Cad or printed in A3 size bond paper showing the following elements under the scope works provided in the Terms of Reference)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conceptual Architectural Perspective of the Bulacan Water District office Building- Phase I. <input type="checkbox"/> Conceptual Architectural Perspective of the Bulacan Water District office Building- Phase I. <ul style="list-style-type: none"> <input type="checkbox"/> One copy of 4 Elevations. <input type="checkbox"/> One copy of Site Development Plan <input type="checkbox"/> One copy of Floor and Wall Finishes Schedule <input type="checkbox"/> One copy of 3D Perspective

	<ul style="list-style-type: none"> <input type="checkbox"/> Conceptual Structural Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> One copy for Foundation and Floor Framing Plans of Second, Third Floor and Roof Beam with Design Analysis <input type="checkbox"/> Conceptual Electrical Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> Lighting Lay-out <input type="checkbox"/> Power Lay-out <input type="checkbox"/> Conceptual Plumbing Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> Waterline and Sanitary Lay- out <input type="checkbox"/> Conceptual Structural Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> One copy for Foundation and Floor Framing Plans of Second, Third Floor and Roof Beam with Design Analysis <input type="checkbox"/> Conceptual Electrical Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> Lighting Lay-out <input type="checkbox"/> Power Lay-out <input type="checkbox"/> Conceptual Plumbing Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> Waterline and Sanitary Lay- out <p>ii. Design and construction methods; (In narrative form printed in A4 size bond paper)</p> <p>iii. List of design and construction personnel, to be assigned to the contract to be bid, with their complete qualification and experience data consistent with the minimum key personnel and qualifications stipulated in section 10.4 of the bid data sheet; and</p> <p>iv. Value engineering analysis of design and construction method. (In narrative form printed in A4 size bond paper)</p>				
10.3	Valid PCAB License – Size Range: Medium B; License Category: C & D or higher Valid Special PCAB License in the case of Joint Venture - Size Range: MediumB; License Category: A or higher				
10.4	The key personnel must meet the required minimum years of experience set below:				
	<p>Pre-Detailed and Detailed Design Phase key personnel</p> <table border="1" data-bbox="317 1675 1481 1767"> <thead> <tr> <th data-bbox="317 1675 539 1767">Key Personnel</th> <th data-bbox="539 1675 1481 1767">Qualification and Experience</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Key Personnel	Qualification and Experience		
Key Personnel	Qualification and Experience				

	Project Manager	<ul style="list-style-type: none"> ◆ Licensed Architect/Civil Engineer with Master's Degree in Structural Engineering with at least 10 years of experience in structural analysis and design of a similar projects. ◆ With proven record of managerial capability and experience through directing/managing major civil-engineering works, including projects of a similar magnitude. ◆ Must be a member of the Association of Structural Engineer of the Philippines 	
	Lead Architect	<ul style="list-style-type: none"> ◆ Licensed Architect ◆ With at least five (5) years of working experience in the design and build scheme of private and government offices or institutional facilities. 	
	Civil Engineer	<ul style="list-style-type: none"> ◆ Licensed Civil Engineer ◆ Has at least five (5) years of experience in the structural design of the similar projects 	
	Professional Electrical Engineer	<ul style="list-style-type: none"> ◆ Licensed Professional Electrical Engineer ◆ Has at least five (5) years of experience in construction industry 	
	Professional Mechanical Engineer	<ul style="list-style-type: none"> ◆ Licensed Professional Mechanical Engineer ◆ Has at least five (5) years of experience in the design fire protection and elevator system 	
	Sanitary Engineer	<ul style="list-style-type: none"> ◆ Licensed Sanitary Engineer ◆ Has at least five (5) years of experience in the design of building water supply distribution and plumbing 	
	CADD operators (at least 1 personnel)	<ul style="list-style-type: none"> ◆ Proficient in AutoCAD software Specializes in engineering work ◆ With at least 2 years of experience in construction drawing 	

For the Construction Phase		
	Key Personnel	Qualification and Experience
	Project Manager	<ul style="list-style-type: none"> ◆ Licensed Architect/Civil Engineer ◆ Extensive experience in construction of similar and comparable projects ◆ At least ten (10) years of Project Management experience ◆ With proven record of managerial capability and experience through directing/managing major civil engineering works, including projects of a similar magnitude ◆ Will work full time during the construction period
	Project Engineer	<ul style="list-style-type: none"> ◆ Licensed Civil Engineer ◆ Minimum of five (5) years of experience in building construction Will work full time during the construction period
	Project Architect	<ul style="list-style-type: none"> ◆ Licensed Architect ◆ Minimum of five (5) years of experience in building construction ◆ Will work full time during the construction period
	Mechanical Engineer	<ul style="list-style-type: none"> ◆ Licensed Mechanical Engineer ◆ With minimum three (3) years of experience ◆ Will work full time during the construction period
	Electrical Engineer	<ul style="list-style-type: none"> ◆ Licensed Electrical Engineer ◆ With minimum three (3) years of experience ◆ Will work full time during the construction period
	Safety Officer (SO2)	<ul style="list-style-type: none"> ◆ Completed the mandatory forty (40)-hour ◆ OSH training course applicable to the industry as prescribed in the OSH standards

		◆ With at least two (2) years of experience in construction industry
	<p>The above-listed key personnel are mandatory. Prospective bidders shall attach/submit the curriculum vitae of the above key personnel showing their design and/or construction experiences together with copies of their respective valid licenses for the practice of engineering issued by the Professional Regulatory Commission.</p> <p>The design and build contractor may, as needed and at his own expense additional professional and/or support personnel for the optimal performance of all architectural and engineering design services, for this project.</p> <p>All the construction phase engineers and professionals is deemed mandatory, payment of the professionals fee is already embedded in the construction phase cost estimate as an overhead expenses or labor component as the case may be.</p>	
10.5	The minimum major equipment requirements are the following:	
	Equipment	Number of
	Tamping Rammer or Plate Compactor	1 Unit
	Service Vehicle (Pick-up, SUV, or the like)	1 Unit
	Service Truck (Mini Dump Truck or Elf Truck or Boom Truck)	1 Unit
	Backhoe	1 Unit
	1 Bagger Mixer	1 Unit
	<p>List of equipment must be supported by the following documents:</p> <p>a) Owned – Proof of Ownership (Official Receipt, Sales Invoice or Affidavit of Ownership)</p> <p>b) Leased/Under Purchase Agreements -Certification of Availability of Equipment from the equipment lessor/vendor for the duration of the project.</p>	
11.1	<p>The second bid envelope shall contain the financial documents for the Bid as specified in Section IX. Checklist of Technical and Financial Documents as per GPPB RESOLUTION NO. 15 – 2021 dated 14 October 2021.</p> <p>Each bidder is also requested to submit a soft copy of Bill of Quantities and Detailed Estimates with Summary Sheet in USB/Flash Drive (in Microsoft Excel and PDF Format).</p>	

15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Php480,000.00 (2% of ABC) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than Php1,200,000.00 (5% of ABC) if bid security is in Surety Bond.
16	<p>Each Bidder shall submit one (1) original or certified true copy of the first and second components of its bid.</p> <p>Each Bidder is also requested to submit two (2) photocopies of the first and second components of its bid.</p> <p>Any documents to be submitted by the bidders during the bid opening must be original or a machine copy duly certified as a faithful reproduction of the original by the bidder or its duly authorized representative. The BWD BAC will not accept any documents other than the original or a machine copy certified by the bidder or its duly authorized representative during the Bid Opening.</p>
19.1	<p>The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184 and Annex G of 2016 Revised IRR of RA 9184.</p> <p>First-Step Procedure:</p> <ul style="list-style-type: none"> i. The first step of the evaluation shall involve the review of the preliminary conceptual designs and track record submitted by the contractor as indicated in the Bidding Documents using a nondiscretionary "pass/fail" criteria that involve compliance with the following requirements: <ul style="list-style-type: none"> a) Adherence of preliminary design plans to the required performance specifications and parameters and degree of details; b) Concept of approach and methodology for detailed engineering, design and construction with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions; c) Quality of personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff; ii. For complex or unique undertakings, such as those involving highly specialized or advanced engineering technology, eligible bidders may be required, at the option of the agency concerned, to make an oral presentation within fifteen (15) calendar days after the deadline for submission of technical proposals. <p>Second-Step Procedure:</p> <p>Only those bids that passed the above criteria shall be subjected to the second step of evaluation.</p>

	<p>The BAC shall open the financial proposal of each “passed” bidder and shall evaluate it using non-discretionary criteria - including arithmetical corrections for computational errors - as stated in the Bidding Documents, and thus determine the correct total calculated bid prices. The BAC shall automatically disqualify any total calculated bid price which exceeds the ABC. The total calculated bid prices (not exceeding the ABC) shall be ranked, in ascending order, from lowest to highest. The bid with the lowest total calculated bid price shall be identified as the Lowest Calculated Bid (LCB).</p>
19.2	<p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p>
20	<p>Post qualification requirements</p> <p>1. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)</p> <p>Additional Conditions:</p> <p>* Failure to submit the required post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award: Provided, that in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the Bid Security in accordance with Section 69 of the 2016 Revised IRR of RA No. 9184.</p> <p>** In case the notice for the submission of post-qualification documents is sent via the bidder’s email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder’s responsibility to check its/his/her email for the purpose.</p> <p>*** In case of a tie and two (2) or more bidders have been post-qualified as Lowest Calculated Responsive Bidders (LCRBs), the tie-breaking measure determined by the procuring entity shall be non-discretionary and nondiscriminatory such that the same is based on sheer luck or chance.</p> <p>As a matter of information to the prospective bidders, the BWD-BAC has determined to use the method of a “raffle”, wherein the names of the bidders involved in the tie and declared as LCRBs will be written in separate similar unmarked papers, and will be folded and placed in a container.</p> <p>Thereafter, a BWD-BAC representative will draw the raffle in an order wherein the first drawn bidder shall be considered as the winning LCRB and awarded the contract. The second drawn bidder shall be the second ranked LCRB, and so on until all LCRBs are drawn and ranked. In case of the failure, refusal or inability of the winning LCRB to submit the documents required under Section 37.1 of the 2016 Revised IRR of RA No. 9184 or to enter into contract and post the required Performance Security, as provided in Section 40 of the same IRR, the BAC shall disqualify the said LCRB, and shall proceed to award the contract to the second ranked LCRB. This procedure shall be repeated until a Notice to Proceed has been issued.</p>

21	<p>Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as:</p> <ul style="list-style-type: none">Design and Construction Schedule and S-curve,☐ Manpower Schedule,☐ Construction Methods,☐ Equipment Utilization Schedule,☐ Construction Safety and Health Program approved by the DOLE, <p>And other acceptable tools of project scheduling (PERT/CPM)</p>
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

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

5. Performance Security

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

6. Site Investigation Reports

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

7. Warranty

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.

- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
2.0	<p>The Design phase has a duration of Ninety (90) Calendar Days including the thirty (30) day review and approval of all submitted documents for review and approval by BWD from the receipt of Notice to Proceed and (30) day for securing and application of Building Permit.</p> <p>The duration of the Construction Phase is Three Hundred Sixty (360) Calendar Days with a total project duration of Four Hundred Fifty (450) Calendar days from the receipt of the Notice to Proceed.</p>
4.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor upon receipt of Notice to Proceed
7.2	The warranty against Structural Defects/Failures is Fifteen (15) years from the date of issuance of Certificate of Final Acceptance.
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within Fourteen (14) calendar days upon receipt of the Notice to Proceed as Stipulated under Section 13.3 of RA9184 Annex G
11.2	The amount to be withheld for late submission of an updated Program of Work is five percent (5%) of contract amount
13	<p>Advance Payment</p> <p>The amount of the advance payment is 15% of the total contract price.</p>

14	<p>Progress Payment</p> <p>a. First Progress Billing covering payment for the Design Services: Upon complete submission of Detailed Architectural and Engineering Design (DAED)</p> <p>b. Second Progress Billing:</p> <p>Covers first payment for Construction Services, with an actual progress accomplishment of the contract of at least Thirty Percent (30%) with proper documentation of the progress of the works and submission of the Statement of Works Accomplished and progress photos including corresponding request for progress payment for the works accomplished,</p> <p>c. Third Progress Billing:</p> <p>Covers second payment for Construction Services, with an actual progress accomplishment of the contract of at least Fifty Percent (50%) with proper documentation of the progress of the works and submission of the Statement of Works Accomplished and progress photos including corresponding request for progress payment for the works accomplished,</p> <p>d. Fourth Progress Billing:</p> <p>Covers third payment for Construction Services, with an actual progress accomplishment of the contract of at least Seventy-Five Percent (75%) with proper documentation of the progress of the works and submission of the Statement of Works Accomplished and progress photos including corresponding request for progress payment for the works accomplished,</p> <p>e. Final Billing:</p> <p>Covers third payment for Construction Services, with an actual progress accomplishment of the contract of at least One Hundred Percent (100%) with proper documentation of the progress of the works and submission of the Statement of Works Accomplished and progress photos including corresponding request for progress payment for the works accomplished</p>
15.1	<p>The date by which operating and maintenance manuals are required is Thirty (30) calendar days after completion.</p> <p>The date by which “as built” drawings are required is Thirty (30) calendar days after completion.</p>
15.2	<p>a. The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is five percent (5%) of contract amount.</p>

Section VI. Specifications

Notes on Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Bids. In the context of international competitive bidding, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is mandatory. Most specifications are normally written specially by the Procuring Entity or its representative to suit the Works at hand. There is no standard set of Specifications for universal application in all sectors in all regions, but there are established principles and practices, which are reflected in these PBDs.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addenda should then adapt the General Specifications to the particular Works.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the SCC.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Procuring Entity's Representative's prior review and written consent. Differences between the standards specified and the proposed alternative

standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity's Representative at least twenty-eight (28) days prior to the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

These notes are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.



Bulacan Water District

Calle Estacion cor. Molina St., San Jose, Bulakan, Bulacan

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TERMS OF REFERENCE

DESIGN AND BUILD OF THE PROPOSED 3-STOREY BULACAN WATER DISTRICT OFFICE BUILDING (PHASE 1) *Pangulang St., Bagumbayan, Bulakan, Bulacan*

I. BACKGROUND

Overview: The management had recommended to renovate the existing office building of Bulacan Water District (BWD) located in Calle Estacion cor. Molina San Jose, Bulakan, Bulacan along Bigaa-Plaridel via Bulakan and Malolos Road. However, according to the Road Right-of-Way (RROW) clearance issued by the Department of Public Works and Highways (DPWH) dated 01 December 2023, the structure is within the 20.0 meters RROW and a large portion of it is advised to be demolished. Hence, the management decided that it is favourable to construct a new office building on a new location instead of renovating the existing structure.

Purpose: The structure will be used as an office building (1st and 2nd floor) of Bulacan Water District (BWD) and as a multi-purpose hall (3rd floor).

II. PROJECT DESCRIPTION

A. The Project calls for the design and construction of a *Three-Storey Office Building*. This will be located at Brgy. Pangulang, Bagumbayan, Bulakan, Bulacan. Some existing structures need to be demolished or clear to give way to the new building. The main spaces/departments per floor are shown below:

a. Ground/First Floor:

Particular(s)	Area, sq.m.	Particular(s)	Area, sq.m.
Security/ Entrance-	20.32 sq.m	Waiting Area/ Lobby	22.92 sq.m
Commercial Services Area	20.75 sq.m	Pantry	3.96 sq.m
Electrical Room	4.62 sq.m	Production & Engineering Area	17.40 sq.m
Female Toilet	3.61 sq.m	Parking	4 Cars, 7 Motorcycles
Male Toilet	3.16 sq.m	Elevator	3.15 sq.m

PWD Toilet	3.61 sq.m	Transitional Spaces (Ramp, Stairs, Hallways & Fire Exits)
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b. Second Floor :

Particular(s)	Area, sq.m.	Particular(s)	Area, sq.m.
Conference Room	35.84 sq.m	Office of the General Manager	13.94 sq.m
Admin & Finance	23.57 sq.m	Storage/ Pantry Room	7.91 sq.m
Male Toilet	3.42 sq.m	Elevator	3.15 sq.m
PWD Toilet	3.61 sq.m	Transitional Spaces (Stairs, Fire Exit, Hallways);	
Female Toilet	3.57 sq.m		

c. Third Floor:

Particular(s)	Area, sq.m.	Particular(s)	Area, sq.m.
Multi-Purpose Function Room	50.40 sq.m	Pantry	7.78 sq.m
Female Restroom	8.15 sq.m	Elevator	3.15 sq.m
Male Restroom	8.02 sq.m	Transitional Spaces (Stairs, Fire Exit, Hallways);	
PWD Restroom	4.00 sq.m		

- B. Site and space planning are governed by the standards. Building design shall conform with the provisions of the National Building Code of the Philippines (PD 1096), Accessibility Law (BP 344), National Structural Code of the Philippines, Electrical Engineering Law (RA 7920), Mechanical Engineering Law (RA 5336), Plumbing Code (RA 1378, 1993-1994 Revisions), Fire Code (RA 9514) and other laws and regulations covering environmental concerns and local ordinances and regulations.

III. CONCEPTUAL DESIGN

- A. Included in the TOR are Schematic Architectural Plans and Site Development Plan for use as reference:
1. Location Map – showing the location of the proposed building project
 2. Ground Floor; Second Floor; Third Floor;
 3. 4 Elevations;
 4. Site Development Plan;
 5. Floor and Wall Finishes Schedule;
 6. 3D Perspective
- B. Design Concepts to be integrated in the Design (*included but not limited to the following*):
1. Structural Design shall be Reinforced Concrete Structure
 2. Design must allow for Natural/Cross Ventilation in Public Areas
 3. Desirable Natural Lighting
 4. Foundation and Floor Framing Plans of Second, Third Floor and Roof Beam with Design Analysis;
 5. Lighting Lay-out
 6. Power Lay-out

7. Water and Sanitary Line Lay-out

IV. PERFORMANCE SPECIFICATIONS AND PARAMETERS

A. Pre-Detailed Design

1. Engineering Surveys
 - a. Geodetic survey of entire project lot including all structures, utility systems, trees and other prominent site features.
 - b. Topographic Survey
2. Soil Boring Tests and Results

B. Detailed Design

1. Detailed Architecture and Engineering Design (Refer to Checklist of Drawings)
 - a. Detailed Architectural and Engineering Design Documents
Technical Specifications
 - b. Bill of Quantities
 - c. Detailed Cost Estimates Engineering Computations
 - d. Detailed Summary of Works

● Construction Methodology

C. Construction Work

As a rule, contract implementation guidelines for procurement of infrastructure projects shall comply with Annex “E” and guidelines for the implementation of contracts for DESIGN AND BUILD infrastructure projects shall comply with Annex “G” of IRR, RA 9184. The following provisions shall supplement these procedures:

1. The contractor shall commence work upon issuance of Building Permit for the project by the Building Official, and once BWD has given written approval. The work execution shall be in accordance with reviewed and approved documents.
2. The contractor shall be responsible for obtaining all necessary information as to risks, contingencies and other circumstances which may affect the works and shall prepare and submit all necessary documents specified by the Building Official to meet all regulatory approvals as specified in the contract documents.
3. The contractor shall submit a detailed program of works within fourteen (14) calendar days after the issuance of the Notice to Proceed for approval by the procuring entity that shall include, but will not be limited to:
 - a. The order in which it intends to carry out the work including anticipated timing for each stage of detailed planning and construction;

- b. Periods for review of specific outputs and any other submissions and approvals;
 - c. Sequence of timing for inspection and tests;
 - d. General description of the design and construction methods to be adopted;
 - e. Number and names of personnel to be assigned for each stage of the work;
 - f. List of equipment required on site for each stage of the work; and
 - g. Description of the quality control system to be utilized for the project.
4. Any errors, omissions, inconsistencies, inadequacies or failure submitted by the contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the contractor's cost. If the contractor wishes to modify and design or document which has been previously submitted, reviewed and approved, the contractor shall notify the BWD within a reasonable period of time and shall shoulder the cost of such changes.
5. As a rule, changes in design and construction requirements shall be limited only to those that have not been anticipated in the contract documents prior to contract signing and approval. The following guidelines shall govern approval for change or variation orders:
- a. Change Orders resulting from design errors, omissions or non-conformance with the performance specifications and parameters and the contract documents by the contractor shall be implemented by the contractor at no additional cost to the BWD.
 - b. Provided that the contractor suffers delay and/or incurs costs due to changes or errors in the BWD performance specifications and parameters, the contractor shall be entitled to either one of the following:
 - 1. An extension of time for any such delays under Section 10 of Annex "E" of IRR (RA 9184); or
 - 2. Payment for such costs as specified in the contract documents, provided, that the cumulative amount of the variation order does not exceed ten percent (10%) of the original project cost.
 - c. The contract documents shall include the manner and schedule of payment specifying the estimated contract amount and installments in which the contract will be paid.
 - d. The contractor shall be entitled to advance payment subject to the provisions of Section 4 of Annex "E", IRR (RA 9184).
 - e. The BWD shall define the quality control procedures for the design and construction in accordance with the guidelines and

shall issue the proper certificates of acceptance for sections of the works or whole of the works as provided for in the contract documents.

- f. The contractor shall provide all necessary equipment, personnel, instruments, documents and others to carry out specified tests.
- g. This Design and Build project shall have a minimum Defects Liability Period of one (1) year after contract completion or as provided for in the contract documents. This is without prejudice to the liabilities imposed upon the engineer/architect who drew up the plans and specification for the building as sanctioned under Section 1723 of the New Civil Code of the Philippines.
- h. The contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty period of 15 years for permanent structures/buildings as specified in Section 62.2.3.2 of the IRR (RA 9184)

V. IMPLEMENTATION ARRANGEMENT

A. Reporting Protocol

- a. Pre-Detailed Design Reports, and Detailed Plans (whether preliminary or final), will be submitted to the BWD (attention OIC-Production & Engineering) for review and approval. Submittals will be in two (2) sets.
- b. Technical queries will be submitted to the BWD (attention OIC-Production & Engineering) for action.
- c. Billing Statements with supporting documents during design and construction will be submitted to the BWD for action, copy furnished the BWD - OIC-Production & Engineering.

B. Contact Persons

a. Engr. Ermelo Hernandez

General Manager
Bulacan Water District
Calle Estacion Cor. Molina St. San Jose, Bulakan, Bulacan

b. Engr. Annabelle B. Almario

WMGF/ OIC- Production & Engineering
Bulacan Water District
Calle Estacion Cor. Molina St. San Jose, Bulakan, Bulacan

VI. ELIGIBILITY REQUIREMENTS:

A. Basic

- 1. The eligibility requirements for Design and Build Scheme shall comply to the letter the applicable provisions of Sections 23 – 24 of IRR of RA 9184.

2. A modified set of requirements integrating eligibility documents and criteria for infrastructure projects and consulting services shall be adopted in accordance with Annex G - Guidelines for the Procurement and Implementation of Contracts for Design and Build Infrastructure Projects Annex "G" of IRR of RA 9184.
3. The **Design and Build Contractor** must have completed a similar project in the amount of at least fifty percent (50%) of the ABC. For Purpose of this project, a similar project will be defined as at least 3-storey building, which includes special requirements such as automatic fire sprinkler system, elevator system.

B. Specialized

1. For the Pre-Detailed Design and Detailed Design portion of the contract, the Bidder must assign professionals for the project as shown below:

1.1 Project Manager (1)

- i. Licensed Architect/Civil Engineer with Master's Degree in Structural Engineering with at least 10 years of experience in structural analysis and design.
- ii. with proven record of managerial capability and experience through directing/managing major civil engineering works.
- iii. Must be member of the Association of Structural Engineer of the Philippines.

1.2 Lead Architect (1)

- i. Licensed Architect
- ii. With at least (5) years of working experience in the design and build scheme of private and government offices or institutional facilities.

1.3 Civil Engineer (1)

- i. Licensed Civil Engineer
- ii. Has at least (5) years of experience in the structural design

1.4 Professional Electrical Engineer (1)

- i. Licensed Professional Electrical Engineer
- ii. Has at least (5) years of experience in construction industry

1.5 Professional Mechanical Engineer (1)

- i. Licensed Professional Mechanical Engineer
- ii. Has at least (5) years of experience in the design of elevator system

1.6 Sanitary Engineer (1)

- i. Licensed Sanitary Engineer
- ii. Has at least (5) years of experience in the design of building water supply distribution and plumbing.

1.7 CADD Operators (1)

- i. Proficient in AutoCAD software
 - ii. Specializes in engineering work
 - iii. With at least (2) years of experience in construction drawing.
2. For the construction portion of the contract, the Bidder must assign to the project professionals as shown below:

2.1 Project Manager (1)

- i. Licensed Architect/ Civil Engineer
- ii. Extensive experience in construction of similar and comparable projects
- iii. At least (10) years of Project management experience
- iv. With proven record of managerial capability and experience through directing/ managing major civil engineering including projects of a similar magnitude
- v. Will work full time during the construction period.

2.2 Project Engineer (1)

- i. Licensed Civil Engineer
- ii. Minimum of (5) years of experience in building construction
- iii. Will work full time during the construction period

2.3 Project Architect (1)

- i. Licensed Architect
- ii. Minimum of (5) years of experience in building construction
- iii. Will work full time during the construction period

2.4 Mechanical Engineer (1)

- i. Licensed Mechanical Engineer
- ii. With Minimum (3) years of experience
- iii. Will work full time during the construction period

2.5 Electrical Engineer

- i. Licensed Electrical Engineer
- ii. With minimum (3) years of experience
- iii. Will work full time during the construction period

2.6 Safety Officer (S02) (1)

- i. Completed the mandatory forty hour OSH training course applicable to the industry as prescribed in the OSH standards
- ii. With at least (2) years of experience in construction industry

VII. APPROVED BUDGET COST

The total approved budget cost for the Project is Twenty-Four Million Pesos (Php 24,000,000.00)

Proposal for completion of the 3-Storey Bulacan Water District Office Building (Phase 2) shall be programmed to be in a separate contract after completion of Phase 1.

VIII. TIME FRAME

The Contractor is required to complete the Project (Design and Build) within the time period as shown below, to start upon the Contractor’s receipt and signing of Notice to Proceed.

CONTRACT DURATION: Four Hundred Fifty (450) Calendar Days

Months

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ACTIVITY															
Pre-Detailed Design and Detailed Design including approval.															
Application and Issuance of Building Permit, and other Permit Documents															
Clearing and Construction															

VII. SCOPE OF WORKS

A. Work Item and Description:

1. Pre-Detailed Design Works

- a. Geodetic Survey of lot, relevant structures, and features
- b. Soil Boring Test Results, Analysis and Report (3 bore holes with depth of 30 meters per borehole)

2. Detailed Design Works (Inclusive of Building Permits, Licenses, Permits, etc.)

Complete Detailed Design shall be for **3-Storey Bulacan Water District Office Building** (Full Development) based on the approved Plans and Design Parameters including any revisions and refinements as required by BWD.

- a. Complete Detailed Architectural Plans and Drawings.
- b. Complete Detailed Structural Plans (Design for Reinforced Concrete Structure).

- c. Complete Detailed Electrical Plans.
- d. Complete Detailed Sanitary/Plumbing Plans.
- e. Complete Detailed Mechanical Plans, including Fire Safety Plans.
- f. Complete Structural Computations, including Seismic Analysis.
- g. Complete Electrical Design Computations.
- h. Technical Specifications describing type and quality of materials and equipment to be used, Methodology of construction and the general conditions under which the project is to be constructed.
- i. Detailed Bill of Qualities (works must be tabulated and item break down per floor).
- j. Detailed Cost Estimates (works must be tabulated and item break down per floor).
- k. Detailed Summary of Works (works must be tabulated and item break down per floor).
- l. Proposed Work Schedule and Detailed Construction Methodology

3. Permits and fees:

The Contractor shall facilitate the logistics, payments, and acquisition of ALL necessary Permits that will be required for the implementation of the Project.

4. Construction Works

Construction of the Office Building wherein the Foundations and works below grade, Utility Structures must be completed, Ground Floor must be operational, and Second Floor slab must be constructed upon completion of contract.

- a. General Scope: Implementation of Architectural and Engineering works. Breakdown of which is, but not limited to, the following:
 - a.1. Demolition of existing fence.
- b. Structural and Civil Works for the Ground and Second Floor (with provision for completing structural works up to roof beam), and works below grade; including ramp, concrete with curb and gutter, including drainage, walkways, parking areas:
 - b.1. Complete Structural Foundations designed for a 3-storey building,
 - b.2. Concrete Structural Beams, Columns for the Ground, Second floor and Third floor
 - b.3. Reinforced Concrete Elevator Shafts for the Ground and Second Floor (with provision to complete the Shafts up to the 3rd floor).
 - b.4. Floor framing and Floor Slabs for the Ground, second floor and 3rd floor.
 - b.5. Concrete parking area;
 - b.6. Protection of existing structures, and existing utility systems during construction;

- c. Architectural Works for the Ground floor, and the Second floor (with provision for completing up to 3rd floor), works below grade:
 - c.1. Complete Architectural works for the Ground, and Second floor;
 - c.2. Thermal Protection, insulation, waterproofing, damp proofing and roofing applicable for the Ground and Second floor;
 - c.3. Waterproofing over the second floor slab;
 - c.4. Interior and Exterior Walls, ceilings, floors, stairs for the Ground floor and Second floor;
 - c.5. Finishes for walls, ceilings, floors, stairs, counters and accessories for the Ground floor, and Second floor;
 - c.6. Doors, and Windows for the Ground floor and Second floor;
 - c.7. Complete Painting Works for the Ground floor and Second floor;
 - c.8. Special features, and furnishings for the Ground floor and Second Floor;

- d. Sanitary/Plumbing Works for the Ground and Second Floor (with provision for completing up to the 3rd floor), and works below grade:
 - d.1. Sewer/Wastewater line and Vent system for the Ground floor and Second Floor;
 - d.1.1. Septic Tank for the building.
 - d.1.2. Potable Waterline system for the Ground floor and Second floor;
 - d.1.3. Non-potable Waterline system for the Ground floor and Second floor;
 - d.1.4. Storm Drainage system for the Ground floor and Second floor (to be tapped to main storm drainage system);

- e. Electrical and Communications Works for the Ground and Second Floor (with provision for completing up to the 3rd floor), and works below grade:
 - e.1. Power system including fixtures, fittings, devices, wires and cables for the Ground and Second Floor;
 - e.2. Complete Lighting system including fixtures, fittings, devices, wires and cables for the Ground and Second Floor;
 - e.3. Auxiliary system for the Ground and Portion of the Second Floor:
 - e.3.1 Communications system including telephone system, LAN system, Cable Antenna Television;
 - e.3.2 Fire Alarm System;
 - e.3.3 Security System including CCTV;
 - e.4. Standby/Emergency Light for the Ground and Second Floor;
 - e.5. Panel board and Circuit breakers for the Ground and Second Floor (Electrical Room);
 - e.6. Electrical Equipment for the Ground and Second Floor;

e.7. All electrical systems System that needs to be tapped to new connections.

f. Mechanical Works for the Ground and Second Floor (with provision for completing up to the 3rd floor), and works below grade:

f.1. Air-Conditioned System for the Ground and Second Floor

f.2. All mechanical systems that need to be tapped to new connections;

5. Project Close-Out:

a. Punchlist & Correction of Deficiencies:

a.1 Upon 95% Completion of Scope of Works, Punchlist Inspection will be conducted;

b. As-Built Drawings:

b.1 Transmittal of Complete As-Built Architectural and Engineering Drawings (same scale and paper size as DAEDS);

c. Turnover of Documents:

c.1 Transmittal of *Warranty Certificates* of ALL installed building equipment. Certificates must indicate Bulacan Water District (BWD) as owner.

c.2 Transmittal of *List of Suppliers for installed Building Components (flooring, ceiling, fixtures, etc.)* – as BWD maintenance reference.

VIII. MINIMUM REQUIREMENTS FOR KEY PERSONNEL

The listed key personnel are mandatory. Prospective bidders shall attach/submit the curriculum vitae of the above key personnel showing their design and/or construction experiences together with copies of their respective valid licenses for the practice of engineering issued by the Professional Regulatory Commission.

The design and build contractor may, as needed and at his own expense additional professional and/or support personnel for the optimal performance of all architectural and engineering design services, for this project.

All the construction phase engineers and professionals is deemed mandatory, payment of the professionals fee is already embedded in the construction phase cost estimate as an overhead expenses or labor component as the case maybe.

A. Pre-Detailed and Detailed Design Phase key personnel

Key Personnel	Qualification and Experience
Project Manager	<ul style="list-style-type: none">Licensed Architect/Civil Engineer with Master's Degree in Structural Engineering with at least 10 years of experience in structural analysis and design of a similar projects.

	<ul style="list-style-type: none"> • With proven record of managerial capability and experience through directing/managing major civil engineering works, including projects of a similar magnitude. • Must be a member of the Association of Structural Engineer of the Philippines
Lead Architect	<ul style="list-style-type: none"> • Licensed Architect • With at least five (5) years of working experience in the design and build scheme of private and government offices or institutional facilities.
Civil Engineer	<ul style="list-style-type: none"> • Licensed Civil Engineer • Has at least five (5) years of experience in the structural design of the similar projects.
Professional Electrical Engineer	<ul style="list-style-type: none"> • Licensed Professional Electrical Engineer • Has at least five (5) years of experience in construction industry
Professional Mechanical Engineer	<ul style="list-style-type: none"> • Licensed Professional Mechanical Engineer • Has at least five (5) years of experience in the design fire protection and elevator system
Sanitary Engineer	<ul style="list-style-type: none"> • Licensed Sanitary Engineer • Has at least five (5) years of experience in the design of building water supply distribution and plumbing
CADD operators (at least 1 personnel)	<ul style="list-style-type: none"> • Proficient in AutoCAD software • Specializes in engineering work with at least 2 years of experience in construction drawing

B. Construction Phase key personnel

Key Personnel	Qualification and Experience
Project Manager	<ul style="list-style-type: none"> • Licensed Architect/Civil Engineer • Extensive experience in construction of similar and comparable projects • At least ten (10) years of Project Management experience • With proven record of managerial capability and experience through directing/managing major civil engineering works, including projects of a similar magnitude • Will work full time during the construction period
Project Engineer	<ul style="list-style-type: none"> • Licensed Civil Engineer • Minimum of five (5) years of experience in building construction • Will work full time during the construction period
Project Architect	<ul style="list-style-type: none"> • Licensed Architect • Minimum of five (5) years of experience in building construction • Will work full time during the construction period
Mechanical Engineer	<ul style="list-style-type: none"> • Licensed Mechanical Engineer • With minimum three (3) years of experience

	<ul style="list-style-type: none"> • Will work full time during the construction period
Electrical Engineer	<ul style="list-style-type: none"> • Licensed Electrical Engineer • With minimum three (3) years of experience • Will work full time during the construction period
Safety Officer (SO2)	<ul style="list-style-type: none"> • Completed the mandatory forty (40)-hour OSH training course applicable to the industry as prescribed in the OSH standards • With at least two (2) years of experience in construction industry

IX. MINIMUM MAJOR EQUIPMENT REQUIREMENTS:

List of equipment must be supported by the following documents:

- a. Owned:
- i. Proof of Ownership (Official Receipt, Sales Invoice or Affidavit of Ownership)
- b) Leased/Under Purchase Agreements:
- i. Certification of Availability of Equipment from the equipment lessor/vendor for the duration of the project.

Equipment	Qty.
Tamping Rammer or Plate Compactor	1 Unit
Service Vehicle (Pick-up, SUV, or the like)	1 Unit
Service Truck (Mini Dump Truck or Elf Truck or Boom Truck)	1 Unit
Backhoe	1 Unit
1 Bagger Mixer	1 Unit

X. OWNERSHIP AND CONFIDENTIALITY OF PLANS AND DOCUMENTS

All reports, drawings, documents, and materials compiled or prepared in the course of the performance of “The Project” by the Designer/Builder shall be absolute properties of the Bulacan Water District Office (BWD) and shall not use for other purposes without the prior written consent of the BWD.

The Designer/Builder shall, at all times, keep in strict confidence and shall not disclose to any party any information, materials or document provided by the BWD, or any part of any report, drawings, documents and materials including all confidential information the Designer/Builder may acquire by reason of its engagement, except those which are generally known or available to the public.

XI. TERMS OF PAYMENT

In consideration of the services required under this Terms of Reference, payment to the Designer/Builder shall be made in the following breakdown. No claims for payment shall be processed and paid unless duly-supported with complete documents.

All scopes in the design and construction phase shall be paid in units indicated in the approved detailed cost estimates and bill of quantities submitted by the

Designer/Builder such as but not limited to the following, linear meter(lm),lot, square meter (sq.m.), cubic meter (cu.m.) sets, and kilograms (kgs.) . Scope of works shall include designing, furnishing, placing, installing of all materials, labor, equipment and tools necessary to complete the construction of the proposed project.

BILLING PARTICULARS	CONDITION / REQUIREMENT
Advance Payment	<p>i. Equivalent to 15% of the accepted contract amount.</p> <p>ii. Payment shall be upon written request and submission to and acceptance by the BWD of a Bank Guarantee or a Surety Bond callable on demand issued by Surety or Insurance Company duly licensed by the Insurance Commission and confirmed by the BWD, pursuant to Annex E Section 4.1 of RA 9184.</p> <p>iii. The advance payment shall be re-paid/recouped accordingly by the Contractor by deducting from its progress payments a percentage equal to the percentage of the total contract price used for the advance payment, pursuant to Section 4.3 of RA 9184.</p>
First Progress Billing	Covers payment for the Design Services: Upon complete submission of Detailed Architectural and Engineering Design (DAED)
Second Progress Billing	Covers first payment for Construction Services, with an actual progress accomplishment of the contract of at least Thirty Percent (30%) with proper documentation of the progress of the works and submission of the Statement of Works Accomplished and progress photos including corresponding request for progress payment for the works accomplished,
Third Progress Billing	Covers second payment for Construction Services, with an actual progress accomplishment of the contract of at least Fifty Percent (50%) with proper documentation of the progress of the works and submission of the Statement of Works Accomplished and progress photos including corresponding request for progress payment for the works accomplished,
Fourth Progress Billing:	Covers third payment for Construction Services, with an actual progress accomplishment of the contract of at least Seventy-Five Percent (75%) with proper documentation of the progress of the works and submission of the Statement of Works Accomplished and progress photos including corresponding request for progress payment for the works accomplished,
Final Billing	Covers third payment for Construction Services, with an actual progress accomplishment of the contract of at least One Hundred Percent (100%) with proper documentation of the progress of the works and submission of the Statement of Works Accomplished and progress photos including corresponding request for progress payment for the works accomplished,
Ten Percent (10%) Retention Money	Retention Money shall be released upon Final Acceptance of the Project. The Contractor may, however, request for its release prior to Final Acceptance subject to the guidelines set forth in RA 9184 and its Revised Implementing Rules and Regulations. .

XII. PRE-TERMINATION CONTRACT

The contract of the design and build services of the project may be terminated by BWD upon notice of any violation of the Terms of Reference and the Contract. In case of pre termination, the Designer/Builder shall be informed by the BWD seven (7) calendar days prior to such termination.

In case of pre termination, the Designer-Builder shall be liable to an additional liquidated damages based on the guidelines provided for by R.A. 9184 as amended.

XIII. OTHER TERMS AND CONDITIONS

- A. The Designer/Builder shall deploy personnel having professional experience compatible with the undertaking, provide and maintain temporary office and living quarters for their project personnel with equipment, supplies, and first aid cabinet and other utilities.
- B. The Designer/Builder shall warrant, represent and undertake reliability of the service and that their manpower complements are hardworking, qualified/reliable and dedicated to do the service required to the satisfaction of BWD. It shall employ well behaved and honest employees with IDs displayed conspicuously while working within the compound. It shall ensure that its workers/employees will not loiter in other areas.
- C. The Designer/Builder shall comply with the laws governing employees' compensation, Phil Health, Social Security and labor standards.
- D. The Designer/Builder shall report to BWD any conditions which may prevent it from performing the work according to requirements.
- E. The Designer/Builder shall be liable for any loss, damage, or injury as may be due directly through the fault or negligence of its personnel. It shall assume sole and exclusive responsibility therefore, and shall be specifically released from any responsibility arising therefrom.
- F. The Designer/Builder shall not assign, transfer, pledge any part nor interest in this project. Subcontracting, however, may be allowed only for the installation of elevator system provided that the former shall retain responsibility for the full compliance of all applicable provisions of this TOR. The elevator subcontractors should be eligible to perform the works to be undertaken and should have a written approval from BWD before they are allowed to perform their assigned works.
- G. Representatives of BWD, at any time, inspect the progress of the project and may issue a stoppage when the progress compromises or tends to compromise the integrity and security/ safety of the site and structures around the site.
- H. All relevant permits and corresponding fees as may be assessed by the local government units/ Stakeholders shall be for the account of the Designer-Builder.
- I. The Designer/Builder shall store his materials, equipment and tools in one place of the construction. The area shall be coordinated with BWD. It shall be kept neat and clean at all times. Any damages thereto or to the surrounding area/s arising from accident, paint spills, etc. shall be taken in storage of hazardous chemicals in order to avoid accidents, explosions and/ or fires.
- J. The Designer/Builder shall conform strictly to the terms and conditions of this Terms of Reference, including abiding by best practices and respecting standards and guidelines of international agencies, bodies and organizations.

XIV. WARRANTIES

- A. The Designer/Builder warranted from the Notice to Proceed (NTP) up to its 100% completion, shall assume full responsibility for the following:
 - i. Any defects or imperfections as a result of inferior materials and poor workmanship, within the specified warranty period, shall be repaired and/or replaced by the Contractor. Any amount incurred in the repair as a result of the above defects shall be the full responsibility and expense of the Contractor.
 - ii. Any damage or destruction of the works except those occasioned by force majeure; and
 - iii. 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

- B. The designer-builder warranted from the first day after 100% completion up to final acceptance (one (1) year after the project reach 100% completion) or the defects liability period shall be responsible for the following:
 - i. The contractor shall undertake the repair works, at his own expense, of any damage to the infrastructure on account of the use of materials of inferior quality, within ninety (90) days from the time the Head of 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.
 - ii. The defects liability period shall be covered by the Performance Security of the contractor, which shall guarantee that the contractor performs his responsibilities. If the contractor fails to comply with its obligations, 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 competitive bidding. All payables of the Government of the Philippines in his favor shall be offset to recover the costs.


XV. REPEALING CLAUSE

The work under this TOR and its attachments shall be solely used by the prospective bidders in preparation of their respective bids/ proposals for the **Design and Build for the Construction of a 3- Storey Bulacan Water District Office Building Phase I at Pangulang, Bagumbayan, Bulacan, Bulacan**. Hence, bidding procedure shall follow the relevant provisions of the Government Procurement Reform Act (RA 9184) and its Revised Implementing Rules and Regulations (RIRR) on the procurement of infrastructure projects.

Further, the procuring entity does not guarantee that the data area sufficient and up-to-date to the project at hand. The winning Designer-Builder shall be responsible for the accuracy, completeness, and applicability of all data and information to be used in their work once chosen. The Bidder shall be responsible for all the necessary studies, documents, information, and equipment pertinent to the production of the plans and reports. They shall likewise submit any other necessary and relevant research, study, data or report that may be reasonably requested by the BWD. Other works not mentioned in this document but necessary to complete the works are considered included in the bid submission. It is the bidders' responsibility to anticipate and include other items missed-out in this term of reference.

--End of Scope--

Prepared by:



Engr. Annabelle B. Almario
WMGF/OIC-Production & Engineering

Approved by:



Engr. Ermelo C. Hernandez
General Manager

SUBJECT: ARCHITECTURAL DESIGN PARAMETERS (Subject to consultants' improvement and modification based on the Approach and Methodology narrated under his Technical Proposal)

I. Codes and Standards

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

• **Laws and Codes:**

1. National Building Code of the Philippines and its Latest and Amended IRR with annexed Green Building code of the Philippines
2. RA 9266 or Architecture Law and its Latest and Amended IRR
3. BP 344 or Accessibility Law and its Latest and Amended IRR
4. RA 9514 New Fire Code of the Philippines
5. Existing Local Codes and Ordinances.
6. And other Laws that applies to the projects

• **Standards:**

1. Bureau of Product Standards (BPS)
2. Underwriters Laboratory (UL)

II. General Drawing Guidelines

1. *General*

- All drawings shall be computer-drafted. Drawings shall be submitted both in printed and electronic copies.
- Keep the same orientation for all plans. The north orientation shall be indicated in all architectural floor plans. The orientation of the architectural plans shall be consistent with all the engineering plans.
- Detailed plans shall have a scale not smaller than 1: 50 meters.
- Spot detailed plans, elevations, and sections shall have a scale not smaller than 1: 10 meters.
- Avoid notes such as 'see architectural detail' or 'see structural'. Always refer with a callout to the specific detail drawing and sheet number.

2. *Perspective*

- In the most appreciable scale, show the entire structure's façade or prominent feature/s; include appropriate elements to scale the structure's volume (eg. human figures, vehicles, trees and vegetation, adjacent structure/s).

3. *Site Development Plan*

- The site development plan shall have a scale not smaller than 1:400 meters and shall show the structures in relation to each other and its natural or built surroundings.
- Site Development Plan shall include the following:
 - a. Contour and survey of the lot, including bearing and distance of the property line
 - b. Road network and curbs and sidewalks
 - c. Parking spaces

4. *Vicinity Map/Location Plan*
 - Locate the project site in an vicinity map (at least 2 kilometer radius) showing districts/political subdivision, major landmarks, institutions, major thoroughfares
 - Locate the project site in a location map (at most 2 kilometer radius) showing major and minor road networks, establishments, markers, etc.

5. *Floor Plan*
 - All floor plans shall use a minimum scale of 1:100m. The same scale shall be used for the rest of the architectural, structural, sanitary, plumbing, electrical and mechanical plans, except for each trade's site plan, detailed plans and spot details.
 - Unless areas are indicated for blow-up details, indicate dimensions for all floor plan elements.
 - Include furniture/fixture/equipment layout in the plan
 - Indicate with boxed room callout numbers, including the callout for floor finishes and wall finishes.
 - Elevation callouts shall be indicated on the floor plans and shall be consistent with the elevation drawing.
 - Section line callouts shall be consistent with the section drawing.
 - Detail callouts shall be consistent with the blow-up/spot detail drawings.
 - Other callouts may be used for toilets, stairs, cabinets, etc.
 - Floor elevations shall be indicated in the floor plans. This shall be in reference to the natural grade line or the established finished floor lines of the adjoining existing buildings.
 - Door callouts shall be circles with the proper numbering, e.g. D-01.
 - Window callouts shall be hexagons with the proper numbering, e.g. W-01.

6. *Elevations*
 - Provide at least four elevations. However, if structure is clustered (polygonal or with interior openings), provide elevations for all exterior walls.
 - Indicate measurements for finish floor levels and notable building heights (eg roof/s, parapet/s, canopies, spires, towers and other projections) where applicable
 - Floor to floor height shall be 3.20 meters.
 - Indicate measurements for other surface features/elements.
 - Finish floor lines and top of truss/roof deck lines shall be consistent to all the elevations, sections and structural plans and details.
 - The height from finish ground line to finish ground floor line shall be higher than the recorded flood level of the area for the past five (5) years
 - Indicate all wall finishes, detail callouts for spot details.

7. *Sections*
 - Provide at least two sections. However, if structure is clustered (polygonal or with interior openings), provide additional sections to show notable features.

- Indicate measurements for finish floor levels, ceiling heights, wall heights and other notable dimensions
 - Indicate interior wall finishes, detail callouts.
8. *Roof Plan*
- Indicate roof finish(es), slope and slope direction.
 - Indicate gutter finish, if applicable.
 - Indicate exterior building wall line (hidden line).
 - Indicate downspouts, if applicable
 - Provide details for gutters, downspouts
9. *Reflected Ceiling Plan*
- Indicate on plan ceiling finishes, lighting and other ceiling fixtures and accessories.
 - Ceiling height relative and in reference to the finish floor line shall be indicated in the reflected ceiling plan in each room with boxed dimensions. This is to ensure that the ceiling heights of all rooms are established whether or not reflected in the sections.
 - The description and location of the fixtures, e.g. lighting, smoke detectors, air-conditioning vents, exhaust fans, in the reflected ceiling plan shall be consistent with the electrical and mechanical plans.
 - Provide details for ceiling features, where necessary.
10. *Stairs, Fire escape exit, Ramps*
- Present blow-up plan including detail section/elevation and spot details for all stairs, fire exits, ramps on a scale of not smaller than 1:50m. Indicate dimensions and finishes.
11. *Toilets, Baths, Washing area/room*
- Present blow-up plan including detail section/elevations (to show all sides of the room) and spot details on a scale of not smaller than 1:50m. Indicate dimensions, elevations, clearances, center lines, slopes, fixture type, finishes and accessories.
 - Provide fixture detail and accessories including mounting heights from finish floor levels.
12. *Specialized Design*
- Provide detailed/shop drawings for built-up or pre-assembled partitions, cabinets, closets, counters, lockers, etc.
13. *Bay Section*
- Provide bay section/s of scale not smaller than 1:50m for exterior walls showing in detail, systems, connections for the entire vertical length from basement/ground to topmost elements (roof, parapet, deck)
14. *Doors and Windows*
- Provide Door and Window schedules indicating the type of door or window, the number of sets, the location/s of the door or window, the materials and accessories and other special specifications, e.g. color or finish, operation system and the detailed elevation and plan (where necessary).

15. *Schedule of Materials*

- In matrix form, identify floor, wall, ceiling, counter and other accessories/ornaments finishes for all rooms/areas on plan.

III. Building Architectural Works

1. *Architectural Metals*

- Hand Rails must be of 304 stainless steel
- Other metals for decorative purposes of premium quality

2. *Thermal Protection*

- Damp proofing for ground floor toilets, reservoir floor and wall surfaces in contact with earth.
- Capillary type waterproofing for all toilet floors flushed up to wall 300mm high
- Capillary type waterproofing with cover for decks
- Roof insulation shall have and R value of not less than 15.
- Roofing shall be pre-painted galvanized aluminum with interlocking system.

3. *Walls*

- Exterior walls shall be at least 150mm. thick, while interior walls shall at least be 100mm. thick. All main walls shall have a 1.5hr fire rating. False and decorative walls may be of lesser fire rating.
- Exterior walls shall be resistive to dirt accumulation and color fading due to the elements. It should likewise be cleanable and can easily be maintained.
- Wall finishes shall be of premium make and performance distinctly.

4. *Floors*

- Floor finishes shall be of type appropriate to the location where it is applied. Floor material shall be of premium grade and quality performance.
- For natural and ceramic stone finishes, provide control joints to for sub-surface movement.
- For other flooring material to be used, Owner's approval is required but must be of premium grade, institutional or industrial occupancy.

5. *Ceiling Works*

- The rooms shall have a minimum ceiling height of 2700mm.
- Ceiling finishes shall be of type appropriate to the location where it is applied. Ceiling material shall be of premium grade and quality performance; easily replaced and maintained. Ceiling materials must at least have flame-spread rating.
- Ceiling height for areas with special aesthetic treatment, e.g. lobby, major conference room, auditorium, executive office, shall be proportional to the area or room or as required by the designer.
- For lay-in or Snap-on suspended grid ceiling layout should be on center and avoiding cut pieces. If the remaining perimeter of the ceiling is less than 600mm. wide, it may be designed complimentary with ceiling boards

on light gauge metal furring. Likewise with suspended grid ceiling in large areas, e.g. offices, and wards, shall be designed in a way to break the redundancy.

- For board ceiling (gypsum, fiber cement, particle, etc. of size 1200mm x 2400mm) construct in maximum cut size of 600mm x 600mm (maximum) to avoid injury or damage in case of falls.
- For strip ceilings (g.i., aluminum, vinyl, composite), layout shall eliminate connections, as possible. Should connections be inevitable; provide intervals such as false beams, bands, strips to conceal ends.
- Ceiling at eaves or at other open/exposed areas shall be designed with wind load considerations.
- Provide manholes for maintenance work, where applicable.
- Soffit of exterior beams and slabs shall have drips to prevent damage due to water seepage into the eaves or ceiling.

6. *Doors and Windows*

- Doors, windows, locksets, hardware and all accessories shall be of type appropriate to the location where it is applied and shall be of premium grade and quality performance.
- It should be rust-proof, termite-resistant, fire-resistant and sturdy against heavy usage, preferably metal or composites/alloy.
- All door hardware and accessories shall be of 304 stainless steel the least; lockset be Grade 2 certified.
- Minor rooms that do not require security shall at least have metal flush doors.
- Toilets and other wet areas shall use metal flush panel doors with mechanical self-closing device and louvers
- Heavy-use doors at should be provided with stainless steel kick or push plates and door closers.
- Where applicable use hermetically sealed metal door system for operating and procedure rooms.
- Control Room view window shall be at least 600x1200mm lead-lined glass
- Fire escape doors, should be provided with panic hardware and door closers, and shall conform with the requirements of the Fire Code of the Philippines.
- Extruded Aluminum frames of glass doors and windows shall be powder-coated.
- All glass panels for doors and windows on exterior walls shall at least be 6mm thick tempered glass.
- For glass curtain wall and door, use at least 12mm thick reflective colored tempered glass on 304 stainless steel patch fittings and accessories. Provide structural design for glass panel system.
- Door finish and color shall be approved first before application.
- Window sills shall be slightly sloped outwards (1.0% slope) to prevent damage to windows and paint due to water seepage. Section details shall be required to show this slope.
- All doors of a high-occupancy room shall swing outwards and as required by the Fire Code of the Philippines.

- Door jambs with no moulding/casing installed on concrete walls shall have construction grooves all around. Provide details.
- All doors and windows shall have reinforced concrete lintel beams. Provide details.

7. *Stairs, Ramps and Corridors*

- Ramps for persons with disability shall have a slope not higher than 1:12. Handrails and clearances shall conform to the requirements of BP 344.
- Regular stairs shall have risers at a maximum of 150mm. high and treads at 300mm. wide. Fire stairs could have a maximum riser at 180mm. and tread at 250mm. Handrails shall be 1100mm. high. Clearances shall conform to the requirements of the Fire Code of the Philippines.
- Corridors and exit doors shall conform to the requirements of the Fire Code of the Philippines.

8. *Roofing Works*

- The section of the roof gutters shall be designed, in case of a clogged downspout, so that the overflow of water will be directed outside of the building and not towards the eaves or interior ceiling to prevent any damage.
- Avoid valley or inside gutters in roof design. But in cases required in aesthetic design, valley or inside gutters shall be in stainless steel or concrete gutters with membrane-type waterproofing, and the section shall be designed with a capacity for big volume to prevent any damage due to overflow. Provide details.
- Parapets, designed as a roof protection from the winds, must be designed to satisfy the preceding parameters. Provide details.
- The slope of the roof shall not be less than 30 degrees.

9. *Painting*

- Painted ceiling shall be at least latex finish, while cornices and mouldings shall be in gloss enamel finish.
- Painted interior wall shall be at least in semi-gloss latex finish for ordinary rooms, e.g. offices, unless specified to a higher quality type of paint.
- Painted exterior wall shall be at least in moisture-resistant/water-repellant acrylic-based paint finish, textured or smooth, unless otherwise specified.
- All painting works shall be full-putty
- Paint color and shade shall be approved first before application.
- Painting application upon manufacturer's specifications

10. *Special Features and Furnishing*

- Modular counters and cabinets for receiving/reception
- Built-up 304 stainless steel slop sinks
- Cabinets and Wall Slats for Pantry
- Logo of BWD
- Office Furniture (Tellers Counter)

IV. Specific Requirements

- **Provide Blow-up, spot detail plans and sections of the following (where applicable):**
 1. Ceiling - cove light, special connections and design, mouldings,
 2. Stairs - handrail, and baluster design
 3. Ramps - handrail design and floor pattern
 4. Doors, windows and gates - grille works,
 5. Special Architectural Treatment and Design, e.g. façade design, special window and door, counter.
 6. Special Carpentry Works, e.g. partitions, cabinetry
 7. Other details as may be required

Drawing Requirements: See attached checklist of drawings.

---End of Scheme---

SUBJECT: DESIGN PARAMETERS STRUCTURAL/CIVIL WORKS (Subject to consultants' improvement and modification based on the Approach and Methodology narrated under his Technical Proposal)

I. Codes and Standards

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

- Codes
 1. National Structural Code of the Philippines (NSCP) 2015
 2. National Building Code of the Philippines and its revised IRR
 3. Accessibility Law
 4. Local Codes and Ordinances

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

II. Site Works

Based on design walkways, parking areas and fencing.

1. Walkway should be at least 100mm thick with concrete strength of 2500psi

2. Parking area slabs should be at least 150mm thick with concrete strength of 3000psi.
3. Fences should be see through in front of the building while the Tree (3) other sides should be concrete hollow blocks with minimum height of 2 meters and to be provided with perimeter lighting. See-through fence design will be made of 32mm square bars spaced at 100mm on center and provided with three (3) concrete hollow blocks (45mm high) zocalo wall.

III. Buildings

1. The building should be designed using seismic importance factor of 1.0 for immediate occupancy category. Buildings should be designed in accordance with NSCP Requirements up to Magnitude 7 for those near seismic source Type A. Seismic gaps between buildings (old and new) should be properly observed.
2. The building should be designed also using wind load/ wind pressure based on wind maps (especially for design of trusses/roofing system). Concrete gutters and parapet walls should be provided as additional protection to the roofing system during strong typhoons.
3. The structural designer should verify with Philippine Volcanology and Seismology (PHIVOLCS) the distance of the proposed office building to nearest active fault lines and with the DENR for geo-hazard mapping.
4. Soil investigation (at least three bore holes) should be conducted to determine soil bearing capacity and recommended foundation design (applicable even for one storey structure).
5. The structural designer is encouraged to use fire-resistive and non-toxic materials.

IV. Details – the following shall be provided: (Ensure resilience of roofing system against a wind velocity of 300 km/hr.)

1. Connection details of beams and columns following the requirements of NSCP on confined areas.
2. Connection of trusses to beams and columns
3. Splicing details of reinforcing bars on columns and beams and the required bar cut-off points.

V. Summary of Materials

1. Concrete shall be Portland cement and conforming to ASTM Specification C150, Type I to Type II
2. Coarse Aggregates shall consist of washed gravel, crushed stone or rock or a combination thereof conforming to ASTM C33
3. Concrete Hollow Blocks shall be a standard product of recognized manufacturer conforming to PNS 16 with at least 350psi strength.
4. Reinforcing Bars shall conform with PNS Grade 60 for 16mm dia. and above and PNS Grade 40 for 12mm dia and below.
5. Structural steel shall conform with ASTM A36/A6M
6. Bolts and Studs shall conform with ASTM A 325
7. Welding electrodes shall be E60 or E 70 and conform with AWS

VI. Drawing Requirements: See attached checklist of drawings.

---End of Scheme---

SUBJECT: SANITARY/PLUMBING SYSTEM DESIGN PARAMETERS (Subject to consultants' improvement and modification based on the Approach and Methodology narrated under his Technical Proposal)

I. Codes and Standards

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

- **Codes:**
 1. National Building Code of the Philippines and Its New IRR
 2. Fire Code of the Philippines
 3. National Plumbing Code of the Philippines (NPCP)
 4. Sanitation Code of the Philippines
 5. Existing Local Codes and Ordinances.

- **Standards:**
 1. Bureau of Product Standards (BPS)
 2. Philippine National Standards for Drinking-Water
 3. Underwriters Laboratory (UL)
 4. DOH National \ Laboratory (NRL)
 5. DOH Health Care Waste Management Manual
 6. National Water Resources Board (NWRB)
 7. National Plumbers Association of the Philippines (NAMPA)
 8. Philippine Society of Sanitary Engineers, Inc. (PSSE)

II. Site Works

- Based on the Master Site Development of the building, the Site Works shall provide complete layout of the following (where applicable):
 1. Storm Drainage Network, indicating Drainage Manholes and Pipe Culvert;
 2. Sewerage Pipe Network, indicating Sewage Manholes, Sewage pipes and the location of the proposed Sewage Treatment Plant; and
 3. Water Supply Network, indicating the location of Water Service entrance, Cisterns, Elevated Water Tank and proposed Pump House and main water lines.

- The Storm Drainage Network shall accommodate the magnitude of peak rates of surface run-off including drainage coming from the buildings. The system shall be capable of handling the design flows routing to the designated outfall; For rainfall calculation and sizing of drainage pipes, refer to Chapter II, National Plumbing Code of the Philippines and current rainfall record from PAGASA.

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

- The Water Supply Network shall include the provision of Fire Hydrants, accessible Faucet that will serve as testing point for safe and potable water supply; Per capita water demand: 190-315 gal/capita/day per bed

III. Building Facilities Sanitary/Plumbing System

1. Sewer line and Vent System
 - Provide complete Sewerline and Vent System from all (Domestic) plumbing fixtures and floor drains, laid by gravity flow or pumping from lift or transfer station leading to the Sewage Treatment Plant (STP);
 - For Drainage Fixture Units; refer to Chapter 7, Table 7-2, NPCP
2. Wastewater line and Vent System
 - For all Areas dealing with Laboratory activities and generating infectious wastes, provide separate Wasteline and Vent System routing into a proposed Neutralization Tank prior to discharge to the Sewage Treatment Plant;
 - For all Wash Areas dealing and generating with oil/grease at the Dietary, provide separate Wasteline and Vent System and solely tap to the proposed Grease Trap and then connect its effluent to the Sewage Treatment Plant.
 - For Estimated Demand Weight of Fixtures in Fixture Units; refer to Chapter 7, Table 7-2, NPCP
3. Potable Waterline System
 - Provide complete cold water supply pipes to all plumbing fixtures requiring potable water. From the main water source to cistern, the water shall be pumped to the Elevated Potable Water Tank (EPWT) and conveyed to the fixtures by gravity system and or distributed to fixtures by transfer pumped with constant pressure through a Pneumatic Storage Tank to plumbing fixture, whichever is feasible.
 - Provide complete Hot water system with portable water heaters for selected Areas as required and or specified by the Owner.
4. Storm Drainage System
 - Complete Storm Drainage System shall be provided for all roofs, canopies, concrete ledges and balconies including condensate drains laid for gravity flow connected to a leader/pipe line leading to the natural ground level storm drainage network.
5. Sewage Treatment Plant (if applicable)
 - Provide complete detailed design of Sewage Treatment Plant commensurate to the Bed capacity of the building; Adapt a Biological process of sewage treatment in compliance to the parameters set under the provision of Environmental Statutory Laws specifically DENR Administrative Order No. 35

IV. Specific Requirements

- Provide details of the following:
 1. Grease Trap.
 2. Cistern Tanks and Elevated Water Tanks

V. Summary of Materials

- Sewer and Vent pipes; Unplasticized Polyvinyl Chloride (uPVC) extra series 1000 (Conforming to ISO 4435 ASTM D2729 including Trims and Fittings)
- Storm Drainage pipes; Downspouts, Unplasticized Polyvinyl Chloride (uPVC) extra series 1000(Conforming to ISO 3633, ISO 4435 ASTM D2729 including Trims and Fittings , BPS Certified)
- Drainage Pipes; 250mm dia. and below, Non-Reinforced Concrete Pipe (NRCDP)
300mm dia. and above, Reinforced Concrete Pipe (RCDP)
- Drainage Manholes; Street Inlet, Curb Inlet, Traffic Type Reinforced Concrete Area drain/Catch Basin, Reinforced Load Bearing CHB
- Sewage Manholes; Traffic Type Reinforced Concrete with Standard Cast Iron Cover
- Wastewater pipeline; was area/dietary (same as sewer and neat pipes)
- Cleanouts; High Quality Stainless steel, Laboratory HPDE & Filling PN16/Brass with counter sunk plug screw locks (BPS Certified)
- Floor Drains/Deck Drains; High Quality Stainless Steel Brass (BPS Certified)
- Gutter Drains; Cast Iron Dome Type Brass/High Quality Stainless Steel (BPS Certified)
- Cold Waterline pipes; for buildings, Polypropylene Pn16/Pn20 Fusion Weld Pipes including Trims and Fittings (BPS Certified)
- Hot Waterline System; for buildings, Polypropylene Pn20 Fusion Weld Pipes including Trims and Fittings (BPS Certified)
- Trench Grating; Galvanized/Stainless Steel Iron grates
- Plumbing Fixtures including Trims, Fittings and accessories; (BPS Certified)
 - a) Water Closet-Tank Type lever flush
 - b) Lavatory-(Pedestal/Counter Type) /semi-pedestal with C-spout spray faucet
 - c) Kitchen Sink-Ga#16 Stainless Steel seamless bowl with gooseneck faucet
 - d) Urinal-Wall hung Flush valve/lever/push button or waterless type
- Plumbing Fixtures at Sterile Areas;
 - a) Scrub-Up Sink-Ga#16 stainless Steel (single/double bowl) compartment with Foot operated and or sensor controlled spay faucet
 - b) Surgical Soap Dispenser-Ga#16 Stainless Steel foot operated
 - c) Laboratory Sink-Ga# 16 Stainless Steel deep seated seamless bowl compartment with C-Spout spray faucet

VI. Drawing Requirements: See attached checklist of drawings

---End of Scheme---

SUBJECT: MECHANICAL WORKS DESIGN PARAMETERS (Subject to consultants' improvement and modification based on the Approach and Methodology narrated under his Technical Proposal)

I. Codes and Standards

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

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

- **Standards:**
 1. Bureau of Product Standards (BPS)
 2. Philippine National Standards (PNS)
 3. Underwriters Laboratory (UL) and Factory Mutual (FM)
 4. International Electrotechnical Commission (IEC) 1988
 5. National Fire Protection Association (NFPA)
 6. National Fire Protection Association (NFPA) 99 Standard for Health Care Facilities.
 7. American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE).
 8. Center for Disease Control and Prevention (CDC) Manual.

II. Automatic Fire Sprinkler System (if applicable)

The automatic fire sprinkler system shall be composed of complete plans and drawings of the following:

1. Site Development Plan and Vicinity Map, indicating the location of the buildings, firewater reserve tank, firewater line, yard loop and private fire hydrant.
2. General Notes, Legends and Symbols including Schematic Diagram of the Fire Sprinkler System and Schematic Diagram of Alarm Monitoring System.
3. Floor Layout and Isometric Layout of the Automatic Fire Sprinkler System indicating pipe sizes and the location of the pipes, valves, sprinkler heads, riser nipples, fire hose cabinets, sprinkler main riser, drain pipes, cross mains, branchlines, inspector's test connections, hangers and sway braces.
4. Equipment Schedule, Detail drawings, fire pump and jockey pump layout.
5. Architectural, Structural, Electrical and Plumbing drawings of the Firewater tank and Pump house.
 - An automatic fire sprinkler shall be provided for the building.
 - Hazard Classification shall be Light Hazard Occupancy.
 - Area of coverage shall be 11,000 square meters and water density shall be 4.07 lps/sq. m.
 - Protection area per sprinkler head shall be 20 square meters at 2.2 meters minimum distance between sprinklers and 4.2 meters maximum spacing.
 - All floor control valves shall be equipped with supervisory switch, water flow detector and drain system.

- Water supply shall be horizontal split case centrifugal fire pump with diesel engine or AC motor and a vertical in-line jockey pump with controller.
- Firewater reserve tank shall be below grade monolithic reinforced concrete tank sized for a minimum of 30 minutes.
- Hydraulic calculations report shall be based on NPFA-13 format.

III. Ventilation and Air Conditioning System

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

1. General Notes, Legends and Symbols including Schematic Diagram of the Ventilation and Air Conditioning System.
2. Floor Layout of the Ventilation and Air Conditioning System indicating the capacity and location of the air conditioners and fans.
3. Duct layout indicating duct sizes, route and location of the dampers, diffusers, return air register, hangers and sway braces.
4. Refrigerant piping layout indicating pipe sizes, location of valves, hangers and sway braces.
5. Equipment Schedule and Details drawings of Air Conditioners and Ventilating System.
 - Air conditioning system shall be provided in all rooms, offices and other areas where conditioned air is necessary.
 - Cooling Load calculations report shall be manual or computer generated, hourly analysis program which includes heat transmission coefficients, solar heat gain factors and corrected cooling load temperature difference calculations.
 - Split type air conditioners will be used at areas with larger capacities.
 - Window type air conditioners can be used in areas with exterior wall exposure.
 - Centralized air conditioning will be used only if feasible.
 - Design of all critical areas shall be laminar or positive pressure, wherein the supply air is 10% more than exhaust air.
 - Maintain an air change rate greater than or equal to 12 air changes per hour or 145 liters per second per patient.
 - Ceiling cassette type exhaust fans with integral air diffuser shall be provided in all toilets.

IV. Elevator System

The elevator system shall be composed of complete plans and drawings of the following:

1. General Notes, Legends and Symbols including Schematic Diagram.
2. Floor Layout, Elevator Shaft Plan and Machine Room Plan.
3. Equipment Schedule, Detail drawings and Equipment layout.
4. Architectural, Structural, Electrical and Plumbing drawings of the Elevator System.

V. Specific Requirements

Provide details of the following:

1. Kitchen hood and Smokestack (for Dietary)

2. Pressurized Ground level Water Tanks must supply the office building.

1. AIR CONDITIONING AND REFRIGERATION SYSTEM

- a. Refrigerant pipes shall be copper tubing, type L or K for size of 100mm diameter and smaller. Pipe over 100mm shall be black steel pipe Schedule 40.
- b. Black steel pipes shall be standard seamless, lap-welded, or electric resistant welded for size of 50mm diameter and larger, screw type for size 38mm diameter and smaller, fittings for copper tubing shall be cast bronze fitting designed expressly for brazing.
- c. Pipe insulation shall be pre-formed fiberglass or its equivalent. The insulating materials shall be covered with 100mm x. 13mm thick polythelene film, which shall be overlapped not less than 50mm.
- d. Ducts shall be galvanized sheet steel of standard gauges.
- e. Ductwork insulation materials shall be rigid board made of styropor or equivalent 25mm thick for ground and top floor, 13mm thick for intermediate floor.

2. ELEVATOR SYSTEM

- a. The elevator shall be machine room-less, or traction type only.
- b. The elevator system shall be UL Listed/FM Approved.

VIII. Drawing Requirements: See attached Standard Checklists of Drawings

---End of Scheme---

SUBJECT: ELECTRICAL SYSTEM DESIGN PARAMETERS (Subject to consultants' improvement and modification based on the Approach and Methodology narrated under his Technical Proposal)

I. Codes and Standards

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

- **Codes:**
 1. Philippine Electrical Code
 2. National Electrical Code
 3. New Fire Code of the Philippines
 4. National Building Code of the Philippines and Its New IRR
 5. Existing Local Codes and Ordinances

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

II. Site Works

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

1. Substation/Power House to the new proposed structures.
2. KVA rating and other specifications of Transformer.
3. Switchgear requirements
4. Panel board Layout
5. Electrical Metering Devices
6. Service Conductors and Conduit Layout
7. Grounding System
8. Emergency Standby Generators
9. Street and Perimeter Lighting System

III. Building Facilities Electrical System

1. Lighting System
 - Provide and install adequate normal branch circuits for Lighting System to all areas using the standard Lighting Design Analysis. Utilize the standard Illumination requirements per area of concern using the preferred particular type of luminaires.
2. Power System
 - Provide and install adequate normal branch circuits for the Power System.
 - Power source for the entire building shall be tapped to the new connection.
3. Standby/Emergency System (if applicable)

- Provide and install adequate equipment, life safety and critical emergency branch circuits for lighting and utilization equipment connected to the alternate power source.
4. Auxiliary System
 - Provide and install the following Auxiliary System:
 - a) Communication System
 - Telephone System
 - Local Area Network System
 - b) Fire Alarm System
 - c) Security System.

V. Provide Details of the following:

1. Lighting Fixtures/Luminaires
2. Panel board and Circuit Breakers
3. Electrical Equipment
4. Installation and Termination of Auxiliary and other Special Devices and Equipment
5. Power and Telephone Handholes (as may be required)
6. Pedestal and Service Entrance to Bldg.
7. Grounding System Layout
8. Electrical Room
9. Others as may be required.

VI. Summary of Materials

1. General Lighting Luminaires: Fixtures type shall be as indicated on the Lighting Layout Plan.
 - Down lights and Penlights shall be of heavy gauge spun aluminum equipped with lamp as indicated on the drawings.
 - Use of LED Lighting systems
 - Other Special Lighting requirements shall be as approved by the implementing agency.
2. Wiring Devices: Wiring devices shall be non-automatic control devices, the contact is guaranteed by the pressure of the special spiral springs.
 - Switches shall be of 15A, 250V or 300V except as otherwise noted and approved. Terminals shall be screw-type or quick-connected type.
 - General use receptacle shall be 15A, 240V grounding type unless otherwise indicated on the drawings.
 - Special purpose receptacles shall be as called for on the drawings. Matching plugs shall be supplied.
3. Panel boards and Circuit Breakers: The Panel board and Circuit Breakers shall be equipped with molded-case circuit breakers and shall be the type as indicated in the panel board schedule and details.
 - Provide molded-case circuit breakers of frame, trip rating and interrupting capacity as shown on the drawings. The circuit breakers shall be quick-make, quick break, thermal-magnetic, trip-indicating and shall have common trip on all multiple breakers with internal trip mechanism.

- All current-carrying parts of the panel boards shall be plated. Provide solid neutral (S/N) assembly when required. The assembly shall be isolated from the enclosure.
4. Electrical Conduits, Boxes and Fittings: All conduits, boxes and fittings shall be standard rigid steel, zinc coated or galvanized.
 - Rigid Steel Conduits (RSC)
 - Rigid Metal Conduits (RMC)
 - Intermediate Metal Conduits (IMC)
 - Electrical Metallic Tubing (EMT)
 - Unplasticized Polyvinyl Chloride (uPVC) if required shall be schedule 40.
 5. Conductors: Wires and cables shall be of the approved type and unless specified or indicated otherwise, all power and lighting conductors shall be insulated for 600 volts.
 - The conductors used in the wiring system shall be of soft-annealed copper having a conductivity of not less than 98% of that of pure copper and insulated for 60 °C Temperatures.
 - All conduits of convenience outlets and wire ways for lighting branch circuit homeruns shall be wired with a minimum of 3.5 mm square in size.
 6. Structured Cabling & Telephone System:
 - A minimum provision for estimated 500 mixed PABX extension and direct telephone lines shall be required.
 - Final details of the system shall follow specific requirements, quantity and type of service.
 7. Fire Detection and Alarm System:
 - The Fire Detection and Alarm System shall be of multiplex, microprocessor-controlled addressable or zonal conventional fire detection, alarm and communication system.
 - The system shall consist of full integration automatic fire detection, voice alarm communication and fire fighters telephone system.
 - The system shall consist of control station, mimic panel initiating and indicating devices, control modules and system of wirings.
 - Actuation of the protective signaling system shall occur by manual pull station, automatic smoke or heat detector, sprinkler flow switch and tamper switch.
 - The system shall be able to monitors the status of flow switches and supervisory switches installed at the Sprinkler System risers. These monitoring points are also addressable or the conventional zonal in the same way as the detectors are making them easily recognizable at the control panel.
 - Occupant notification shall be accomplished automatically. Notification will be general, audible alarm type complying with appropriate section of NFPA.
 - The system shall be installed with provisions for future connection to the nearest fire services station in the locality.
 8. Security System:
 - The Security system shall include intrusion detection and alarm, CCTV, access control or as may be required.

VII. Drawing Requirements: See attached Checklists of Drawings

---End of Scheme---

**SUBJECT: ELECTRONICS AND COMMUNICATION SYSTEM DESIGN
PARAMETERS** (Subject to consultants' improvement and modification based on the
Approach and Methodology narrated under his Technical Proposal)

I. Codes and Standards

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

● **Standards:**

1. IEEE 802
 - IEEE 802.1 Bridging (networking) and Network Management
 - IEEE 802.2 Logical link control (upper part of data link layer)
 - IEEE 802.3 Ethernet (CSMA/CD)
 - IEEE 802.4 Token bus (disbanded)
 - IEEE 802.5 Defines the MAC layer for a Token Ring (inactive)
 - IEEE 802.6 Metropolitan Area Networks (disbanded)
 - IEEE 802.7 Broadband LAN using Coaxial Cable (disbanded)
 - IEEE 802.8 Fiber Optic TAG (disbanded)
 - IEEE 802.9 Integrated Services LAN (disbanded)
 - IEEE 802.10 Interoperable LAN Security (disbanded)
 - IEEE 802.11 Wireless LAN & Mesh (Wi-Fi certification)
 - IEEE 802.12 demand priority (disbanded)
 - IEEE 802.13 Not Used
 - IEEE 802.14 Cable modems (disbanded)
 - IEEE 802.15 Wireless PAN
 - IEEE 802.15.1 (Bluetooth certification)
 - IEEE 802.15.4 (ZigBee certification)
 - IEEE 802.16 Broadband Wireless Access (WiMAX certification)
 - IEEE 802.16e (Mobile) Broadband Wireless Access
 - IEEE 802.17 Resilient packet ring
 - IEEE 802.18 Radio Regulatory TAG
 - IEEE 802.19 Coexistence TAG
 - IEEE 802.20 Mobile Broadband Wireless Access
 - IEEE 802.21 Media Independent Handoff
 - IEEE 802.22 Wireless Regional Area Network
2. ANSI/TIA/EIA-568
3. TR-49 (a new TIA Engineering Committee for Healthcare Communications Technology)

II. Site Works

Based on Master Site Development Plan of the building, provide where applicable complete design and details of building local area network for voice and data connectivity.

III. Information and Communication Technology (ICT) Component

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

- 1000 data nodes distributed to building's office area
- 1000 voice nodes distributed to building's office area

- Cabling for CCTV security system
- Packaged technical implementation and training services
- LAN main distribution should be fiber optic technology

b. Structured Cabling System for Data Connectivity

- 1000 data nodes distributed to the Offices
- Category 6, 4-pair UTP cable shall be 23 AWG, 100-Ohm, 4-pair UTP
- Category 6 Patch Panel
 - Shall be 1RU and provide 24 modular jack ports, with universal wiring that maybe terminated to T568A or T568B
 - Shall terminate the building cabling on 100-style insulation displacement connectors
- Category 6 Information Outlet/Modular Jack shall be terminated using a 100-style pc board connector, color-coded for both T568A and T568B wiring.
- Category 6 Patch Cord:
 - Equipment patch cable assemblies, 4 ft in length, must be factory-manufactured with stranded CMR UTP cable and color-matched snag less rubber boots.
 - Work area patch cord shall be 5 ft in length
 - One patch cord per user outlet and equipment connectivity must be provided. One patch cord per user outlet and equipment connectivity must be provided
- For Category 6 Cabling installation – It shall all pass the following end-to-end Testing Parameters using Level III Cable Tester:
 - Attenuation
 - Attenuation to Crosstalk Ratio (ACR)
 - PowerSum Attenuation to Crosstalk Ratio (PSACR)
 - Near End Crosstalk (NEXT)
 - PowerSum Near-End Crosstalk (PSNEXT)
 - Equal Level Far-End Crosstalk (ELFEXT)
 - PowerSum Equal Level Far-End Crosstalk (PSELFEXT)
 - Return Loss
 - Propagation Delay
 - Delay Skew
 - Transfer Impedance

c. Cabling for CCTV Security System

d. Other Requirement/s

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

IV. Drawing Requirements: See attached Checklists of Drawings.

---End of Scheme---



Bulacan Water District

Calle Estacion cor. Molina St., San Jose, Bulakan, Bulacan

Tel Nos.: (044) 792-0191

E-mail Address: bulacanwaterdistrict@yahoo.com

Checklist of Drawing requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for Infrastructural Project Implementation to be submitted by the winning bidder

Reference: Revised Implementing Rules and Regulations of the National Building Code of the Philippines (PD

Project : Design and Build of 3-storey Bulacan Water District Office Building (Phase 1)
 Location : Pangulang St., Brgy. Bagumbayan, Bulakan, Bulacan
 Checklist for : ARCHITECTURAL DRAWINGS (as applicable)
 Name of Bidder : _____
 1096)

Sheet Number	Sheet Contents	Remarks*
<i>Instructions:</i>		
* To be marked as either Complying or Non Complying/Complete or Incomplete by the evaluator or to be filled with supporting comments (use additional sheets if necessary)		
✓ required and must be submitted		
A	Drawing size (A1 or 20"x30")	
B	Drawing Scale (As stated in this checklist)	
C	Title Block (As per attached title block)	
A – 1 (a...n)	Perspective, Site Development Plan, Vicinity Map/Location Plan (2.00 kms. radius), Table of Contents	
A – 2 (a...n)	Floor Plans (scale 1:100m minimum) including furniture layout when necessary	
A – 3 (a...n)	Four (4) Elevations (scale 1:100m minimum)	
A – 4 (a...n)	Two (2) Sections (scale 1:100m minimum) including spot details when necessary	
A – 5 (a...n)	Roof Plan/s showing downspouts (scale 1:100m minimum), including detail of gutter, downspout, etc.	
A – 6 (a...n)	Reflected ceiling plan/s (scale 1:100m minimum), including details	
A – 7 (a...n)	Details of Stairs, fire escapes/exits, accessible ramps, etc. (scale 1:50m), including details of railings, treads, risers, etc., in the form of plans, elevation/section	
A – 8 (a...n)	Details of Toilets (1:50 m) including accessible toilets in the form of plans, elevation/section	
A – 9 (a...n)	Details of specialized design features (scale 1:50 m) such as partitions, cabinets, etc. and accessible design features	
A – 10 (a...n)	Detail of typical bay section from ground to roof (scale 1:50 m)	
A – 11 (a...n)	Details of special rooms (1:50 m) in the form of plans, elevations/section	
A – 12 (a...n)	Schedule of doors, gates, emergency exits, etc. (scale 1:50 m), including specifications for materials and hardware	
A – 13 (a...n)	Schedule of windows (scale 1:50 m), including specifications for materials and hardware	
A – 14 (a...n)	Schedule of finishes for interior and exterior floors, walls, ceilings	
Architectural Technical Specifications		
Architectural Scope of Works		
Architectural Bill of Quantities		

COMMENTS AND RECOMMENDATIONS:

Evaluated by:

Signature over Printed Name of Evaluator(s)
Designation



Bulacan Water District

Calle Estacion cor. Molina St., San Jose, Bulacan, Bulacan

Tel Nos.: (044) 792-0191

E-mail Address: bulacanwaterdistrict@yahoo.com

Checklist of Drawing requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for Infrastructural Project Implementation to be submitted by the winning bidder

REFERENCE : Revised Implementing Rules and Regulation of the National Building Code of the Philippines PD1096

PROJECT : Design and Build of 3-storey Bulacan Water District Office Building Phase 1

LOCATION : Pangulang St. Bagumbayan, Bulacan, Bulacan

Checklist for : ARCHITECTURAL INTERIOR DESIGN DRAWINGS (as applicable)

Name of Bidder :

Sheet Number	Sheet Contents	Remarks*
<i>Instructions:</i> * To be marked as either Complying or Non Complying/Complete or Incomplete by the evaluator or to be filled with supporting comments (use additional sheets if necessary) ✓ required and must be submitted		
AID – 1 (a...n)	Floor Plans showing layout of floor finishes (scale 1:100m minimum)	
AID – 2 (a...n)	Floor Plans showing layout of furniture/finishing partitions, cabinets, etc. (scale 1:100m minimum)	
AID – 3 (a...n)	Interior Elevations and Sections showing wall patterns, ceiling sections, etc. (scale 1:100m minimum)	
AID – 4 (a...n)	Details of Partitions, Cabinets, Furniture, Ceiling and other Interior Design Features (scale 1:100m minimum)	
AID – 5 (a...n)	Architectural Interior Perspective/s	
Architectural Interior Design Technical Specifications		
Architectural Interior Design Scope of Works		
Architectural Interior Design Bill of Quantities		

COMMENTS AND RECOMMENDATION

Evaluated by:

Signature over Printed Name of Evaluator(s)

Designation



Bulacan Water District

Calle Estacion cor. Molina St., San Jose, Bulakan, Bulacan

Tel Nos.: (044) 792-0191

E-mail Address: bulacanwaterdistrict@yahoo.com

Checklist of Drawing requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for Infrastructural Project Implementation to be submitted by the winning bidder

REFERENCE : Revised Implementing Rules and Regulation of the National Building Code of the Philippines PD1096 **Building**

PROJECT : Design and Build of 3-storey Bulacan Water District Office **Building**
Phase 1

LOCATION : Pangulang St. Bagumbayan, Bulakan, Bulacan

Checklist for : STRUCTURAL DRAWINGS (as applicable)

Name of Bidder :

Sheet Number	Sheet Contents	Remarks*
<i>Instructions:</i>		
* To be marked as either Complying or Non Complying/Complete or Incomplete by the evaluator or to be filled with supporting comments (use additional sheets if necessary)		
✓ required and must be submitted		
S – 1 (a...n)	General Notes and Construction Standards	
S – 2 (a...n)	Site Development Plan	
S – 3 (a...n)	Foundation Plan/s (scale 1:100m minimum)	
S – 4 (a...n)	Floor Framing Plan/s (scale 1:100m minimum)	
S – 5 (a...n)	Roof Framing Plan (scale 1:100m minimum)	
S – 6 (a...n)	Schedule and Detail of Footings and Columns	
S – 7 (a...n)	Schedule and Detail of Beams and Floor Slabs	
S – 8 (a...n)	Detail of Trusses	
S – 9 (a...n)	Details of Stairs, Ramps, Fire Exits	
S – 10 (a...n)	Other Spot details	
Structural Analysis and Design (for 2 storey building and higher)		
Boring and Land Test Results (for 3 storey building and higher)		
Seismic Analysis		
Structural Technical Specifications		
Structural Scope of Works		
Structural Bill of Quantities		

COMMENTS AND RECOMMENDATION

Evaluated by:

Signature over Printed Name of Evaluator(s)
Designation



Bulacan Water District

Calle Estacion cor. Molina St., San Jose, Bulakan, Bulacan

Tel Nos.: (044) 792-0191

E-ail Address: bulacanwaterdistrict@yahoo.com

Checklist of Drawing requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for Infrastructural Project Implementation to be submitted by the winning bidder

REFERENCE : Revised Implementing Rules and Regulation of the National Building Code of the Philippines PD1096 **Building**

PROJECT : Design and Build of 3-storey Bulacan Water District Office **Building**
Phase 1

LOCATION : Pangulang St. Bagumbayan, Bulakan, Bulacan

Checklist for : ELECTRICAL DRAWINGS (as applicable)

Name of Bidder : _____

Sheet Number	Sheet Contents	Remarks*
<i>Instructions:</i>		
* To be marked as either Complying or Non Complying/Complete or Incomplete by the evaluator or to be filled with supporting comments (use additional sheets if necessary)		
✓ required and must be submitted		
S – 1 (a...n)	General Notes and Construction Standards	
S – 2 (a...n)	Site Development Plan	
S – 3 (a...n)	Foundation Plan/s (scale 1:100m minimum)	
S – 4 (a...n)	Floor Framing Plan/s (scale 1:100m minimum)	
S – 5 (a...n)	Roof Framing Plan (scale 1:100m minimum)	
S – 6 (a...n)	Schedule and Detail of Footings and Columns	
S – 7 (a...n)	Schedule and Detail of Beams and Floor Slabs	
S – 8 (a...n)	Detail of Trusses	
S – 9 (a...n)	Details of Stairs, Ramps, Fire Exits	
S – 10 (a...n)	Other Spot details	
Structural Analysis and Design (for 2 storey building and higher)		
Boring and Land Test Results (for 3 storey building and higher)		
Seismic Analysis		
Structural Technical Specifications		
Structural Scope of Works		
Structural Bill of Quantities		

COMMENTS AND RECOMMENDATION

Evaluated by:

Signature over Printed Name of Evaluator(s)
Designation



Bulacan Water District

Calle Estacion cor. Molina St., San Jose, Bulacan, Bulacan

Tel Nos.: (044) 792-0191

E-ail Address: bulacanwaterdistrict@yahoo.com

Checklist of Drawing requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for Infrastructural Project Implementation to be submitted by the winning bidder

REFERENCE : Revised Implementing Rules and Regulation of the National Building Code of the Philippines PD1096 **Building**

PROJECT : Design and Build of 3-storey Bulacan Water District Office **Building**
Phase 1

LOCATION : Pangulang St. Bagumbayan, Bulacan, Bulacan

Checklist for : ELECTRONICS DRAWINGS (as applicable)

Name of Bidder :

Sheet Number	Sheet Contents	Remarks*
<i>Instructions:</i>		
* To be marked as either Complying or Non Complying/Complete or Incomplete by the evaluator or to be filled with supporting comments (use additional sheets if necessary)		
✓ required and must be submitted		
Ece – 1 (a...n)	General Notes and Legends	
Ece – 2 (a...n)	Location and Site Plan	
Ece – 3 (a...n)	Auxiliary Layout (scale 1:100m minimum) including details	
	1. Fire Alarm System	
	2. Telephone System	
	3. LAN System	
	4. CATV/MATV system	
	5. CCTV System	
	6. Access Control System	
	7. Master Clock System	
	8. Building Management System	
Ece – 4 (a...n)	Riser Diagram	
Ece – 5 (a...n)	Other Detail	
Electronics Technical Specification		
Electronics Scope of Works		
Electronics Bill of Quantities		

COMMENTS AND RECOMMENDATIONS:

Evaluated by:

Signature over Printed Name of Evaluator(s)
Designation



Bulacan Water District

Calle Estacion cor. Molina St., San Jose, Bulakan, Bulacan

Tel Nos.: (044) 792-0191

E-mail Address: bulacanwaterdistrict@yahoo.com

Checklist of Drawing requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for Infrastructural Project Implementation to be submitted by the winning bidder

REFERENCE : Revised Implementing Rules and Regulation of the National Building Code of the Philippines PD1096
PROJECT : Design and Build of 3-storey Bulacan Water District Office Building Phase 1
LOCATION : Pangulang St. Bagumbayan, Bulakan, Bulacan

Checklist for : PLUMBING/SANITARY DRAWINGS (as applicable)

Name of Bidder : _____

Sheet Number	Sheet Contents	Remarks*
<i>Instructions:</i>		
* To be marked as either Complying or Non Complying/Complete or Incomplete by the evaluator or to be filled with supporting comments (use additional sheets if necessary)		
✓ required and must be submitted		
P – 1 (a...n)	General Notes and Legends	
P – 2 (a...n)	Location and Site Plan	
P – 3 (a...n)	Storm Drainage Layout (scale 1:100m minimum) including actual length of tapping line to Main Drainage Line	
P – 4 (a...n)	Waterline Layout (scale 1:100m minimum) including actual length of tapping line from main water source when applicable	
P – 5 (a...n)	Sewerline Layout (scale 1:100m minimum) including actual length of tapping line to septic tank or existing sewerline	
P – 6 (a...n)	Isometric Layout, showing waterline, sewerline and drainage line	
P – 7 (a...n)	Detail of connections, catch basins, downspouts, etc.	
P – 8 (a...n)	Detail of Septic Tank/Sewer Treatment Plant	
Design Analysis		
Sanitary Technical Specifications		
Sanitary Scope of Works		
Sanitary Bill of Quantities		

COMMENTS AND RECOMMENDATIONS:

Evaluated by:

Signature over Printed Name of Evaluator(s)
 Designation



Bulacan Water District

Calle Estacion cor. Molina St., San Jose, Bulakan, Bulacan

Tel Nos.: (044) 792-0191

E-ail Address: bulacanwaterdistrict@yahoo.com

Checklist of Drawing requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for Infrastructural Project Implementation to be submitted by the winning bidder

REFERENCE : Revised Implementing Rules and Regulation of the National Building Code of the Philippines PD1096
PROJECT : Design and Build of 3-storey Bulacan Water District Office Building Phase 1
LOCATION : Pangulang St. Bagumbayan, Bulakan, Bulacan

Checklist for : MECHANICAL DRAWINGS (as applicable)

Name of Bidder : _____

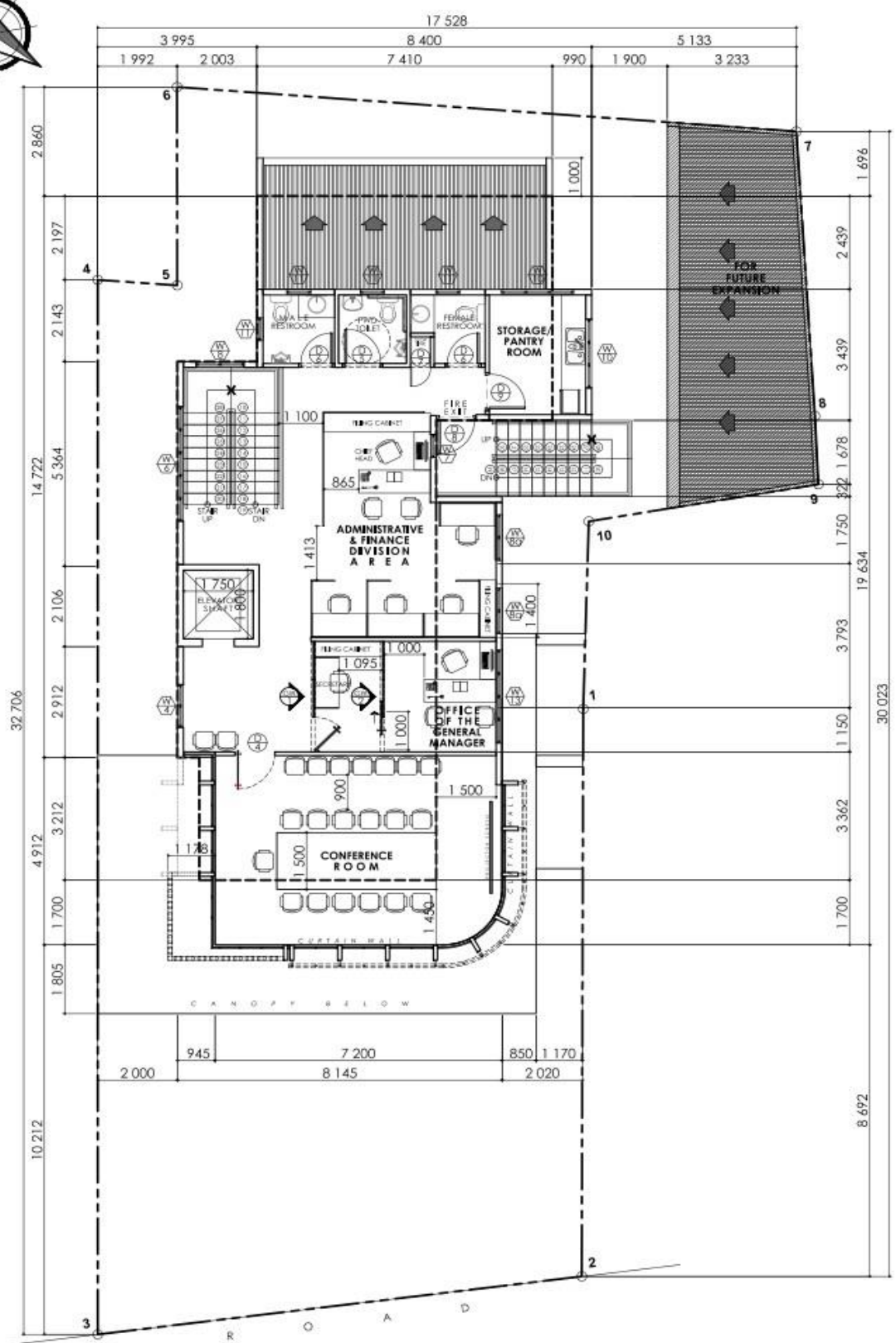
Sheet Number	Sheet Contents	Remarks*
<i>Instructions:</i> * To be marked as either Complying or Non Complying/Complete or Incomplete by the evaluator or to be filled with supporting comments (use additional sheets if necessary) ✓ required and must be submitted		
M – 1 (a...n)	General Notes and Legends	
M – 2 (a...n)	Floor Plans/Isometric Drawings (scale 1:100m minimum) showing Fire Suppression Systems including sprinkler system, wet stand pipe, dry standpipe and other installations	
M – 3 (a...n)	Floor Plans/Isometric Drawings (scale 1:100m minimum) of Air-conditioning Systems and Details	
M – 4 (a...n)	Details Water Tank (scale 1:50m)	
M – 5 (a...n)	Details of Fire Supply Tank (scale 1:50m)	
M – 6 (a...n)	Detail of Elevators (scale 1:50m)	
M – 7 (a...n)	Detail of Other Machinery/Equipment (scale 1:50)	
M – 8 (a...n)	Longitudinal and Transverse Section of Building (scale 1:100m) showing manner of support of machines/equipment	
Mechanical Technical Specifications		
Mechanical Scope of Works		
Mechanical Bill of Quantities		

COMMENTS AND RECOMMENDATIONS:

Evaluated by:

Signature over Printed Name of Evaluator(s)
 Designation

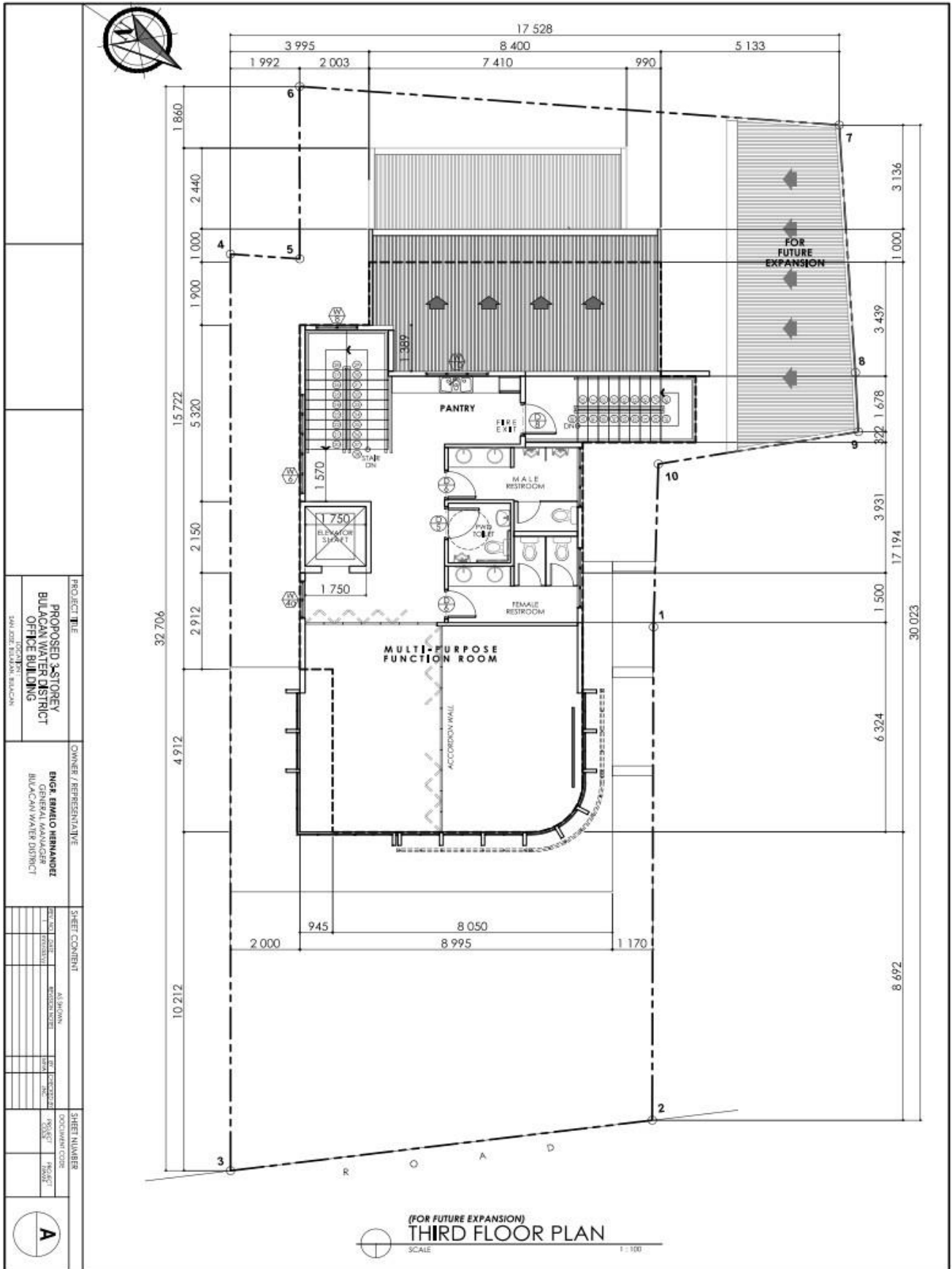
Section VII. Drawings

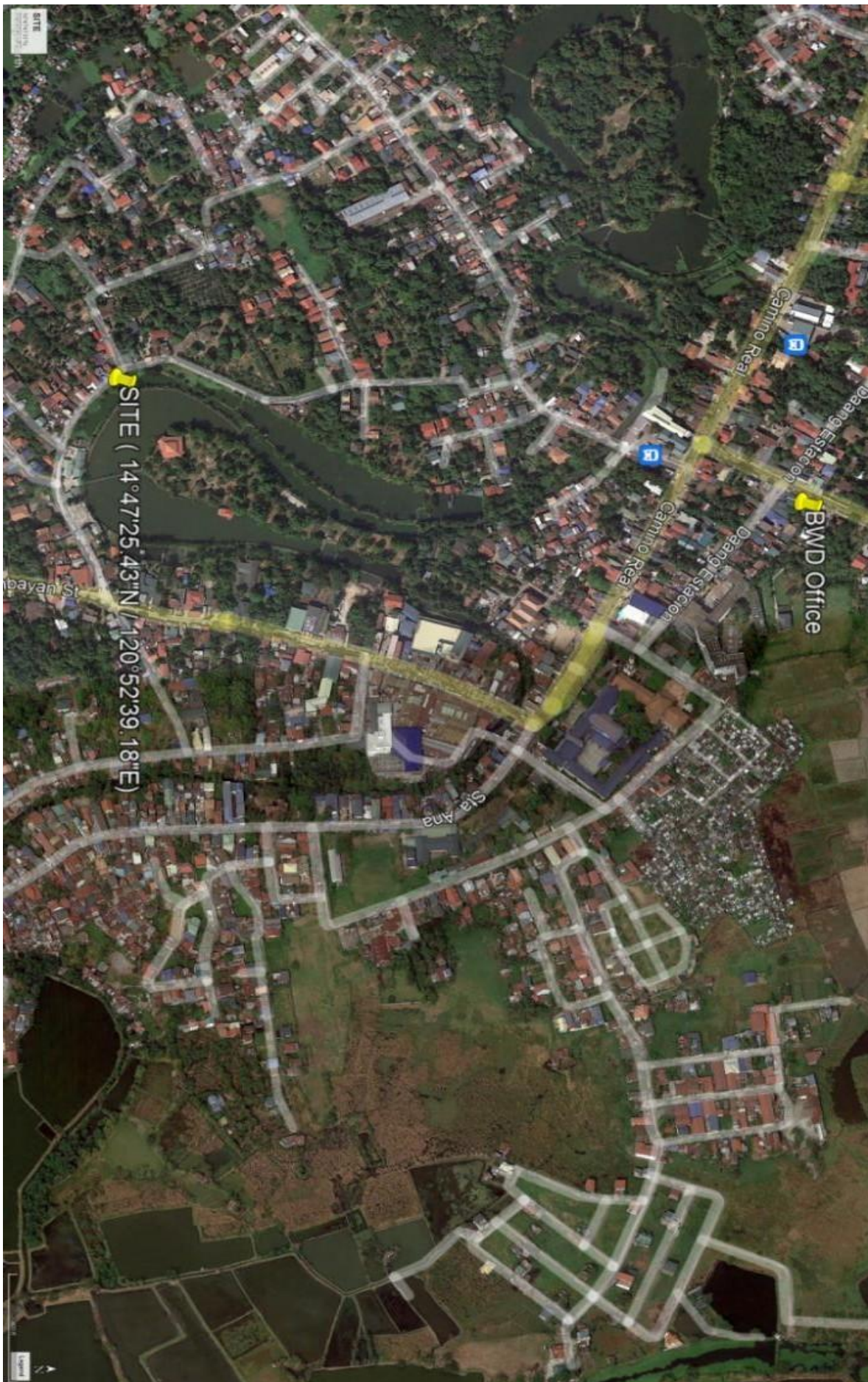


SECOND FLOOR PLAN
 SCALE 1:100

<p>PROJECT TITLE PROPOSED 3-STORY BULACAN WATER DISTRICT OFFICE BUILDING <small>LOCATION: BULACAN WATER DISTRICT</small></p>	<p>OWNER / REPRESENTATIVE ENGR. EMILIO HERNANDEZ GENERAL MANAGER BULACAN WATER DISTRICT</p>															
<p>SHEET CONTENT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">NO.</td> <td style="width: 10%;">DATE</td> <td style="width: 80%;">REVISIONS</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>		NO.	DATE	REVISIONS												
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<p>SHEET NUMBER</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">DOCUMENT CODE</td> <td style="width: 10%;">PROJECT</td> <td style="width: 80%;">SHEET</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>		DOCUMENT CODE	PROJECT	SHEET												
DOCUMENT CODE	PROJECT	SHEET														







Section VIII. Bill of Quantities

Notes on the Bill of Quantities

Objectives

The objectives of the Bill of Quantities are:

- a. to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
- b. when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

Daywork Schedule

A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Entity of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise the following:

- a. A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis.
- b. Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor's profit, overheads, supervision, and other charges.

Provisional Sums

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the SCC should state the manner in which they will be used, and under whose authority (usually the Procuring Entity's Representative's).

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

Signature Box

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents.



Bulacan Water District

Estacion cor. Molina St., San Jose, Bulacan, Bulacan

Tel Nos.: (044) 792-0191

E-mail Address: bulacanwaterdistrict@yahoo.com

BILL OF QUANTITIES

(Price must be TAX inclusive)

Project: **Design And Build for the Construction of a 3- Storey Bulacan Water District Office Building (Phase I)**


Location: **Pangulang St., Bagumbayan, Bulacan, Bulacan**

* Use two (2) decimal places in computing line items

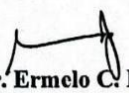
Description	Unit	Quantity	Unit Cost	Amount
I. Pre- Design Works				
SITE INVESTIGATION	lot	1		
SOIL ANALYSIS AND SOIL BORING TEST RESULTS	lot	1		
B. Design Phase (Conduct of Detailed Investigation and Assessment, Detailed Architectural and Engineering for the Construction of Bulacan Water District Office Building Phase I.				
ARCHITECTURAL DESIGN	lot	1		
STRUCTURAL DESIGN	lot	1		
PLUMBING AND SANITARY DESIGN	lot	1		
ELECTRICAL DESIGN	lot	1		
MECHANICAL DESIGN	lot	1		
FIRE PROTECTION DESIGN	lot	1		
AUXILIARY SYSTEM	lot	1		
DETAILED ESTIMATES- FULL DEVELOPMENT (BREAKDOWN PER FLOOR)	lot	1		
BILL OF QUANTITIES	lot	1		
C. Construction Phase				
GENERAL REQUIREMENTS	lot	1		
CIVIL WORKS	lot	1		
STRUCTURAL WORKS	lot	1		
ARCHITECTURAL WORKS	lot	1		
PLUMBING AND DRAINAGE WORKS	lot	1		
ELECTRICAL WORKS	lot	1		
MECHANICAL WORKS	lot	1		
PERIMETER FENCE	lot	1		
AUXILIARY	lot	1		
SPECIALTY WORKS	lot	1		
	lot	1		

Note: The Bill of Quantities is a representation of scopes needed to complete the project as provided under Section IV Conceptual Design and Build Scheme Scope of Works of this Terms of Reference (TOR). Deviation, omission and addition of units, quantities and scopes if necessary is permitted under this TOR subject for the review and approval of BWD.

Prepared by:


Engr. Annabelle B. Almario
WMGF/OIC-Production & Engineering

Approved by:


Engr. Ermelo C. Hernandez
General Manager

PROJECT: DESIGN AND BUILD FOR THE CONSTRUCTION OF A STOREY BULACAN WATER DISTRICT BUILDING PHASE I				
Item of Work:				
Item Number:				
Quantity:				
Unit of Measurement:				
* Use two (2) decimal places in computing line items				
A. DIRECT COST				
I. Materials				
Description	Unit	Quantity	Unit Cost	Amount
Total Materials Cost				
II. Labor				
Position	No.	Days	Rate/day	Amount
Output/day				
Total Labor Cost				
Labor Unit Cost				
III. Equipment				
Type	No.	Days	Rate/day	Amount
Output/day				
Total Equipment Cost				
Equipment Unit Cost				
IV. Other Cost Necessary to Complete the Project				
Description	Unit	Quantity	Unit Cost	Amount
Total of other cost				
TOTAL DIRECT COST (TDC)				
DIRECT UNIT COST (TDC/QUANTITY)				

Note: This is a sample format only. Bidder may revise the form as long as the bidder provides detailed estimates for each line item indicated in the Bill of Quantities including a Summary Sheet indicating the unit prices of construction materials, labor rates (not lower than Region III minimum wage), and equipment rentals.

Prepared by:

Name and signature of Bidders Authorized Representatives

Section IX. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE	
<i>Class "A" Documents</i>	
<u>Legal Documents</u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
<u>Technical Documents</u>	
<input type="checkbox"/>	(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
<input type="checkbox"/>	(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; and
<input type="checkbox"/>	(d) Special PCAB License in case of Joint Ventures and registration for the type and cost of the contract to be bid; and
<input type="checkbox"/>	(e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or original copy of Notarized Bid Securing Declaration; and
(f) Project Requirements, which shall include the following:	
<input type="checkbox"/>	a. Organizational chart for the contract to be bid;
<input type="checkbox"/>	b. List of contractor's key personnel (<i>e.g.</i> , Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
<input type="checkbox"/>	c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; and
<input type="checkbox"/>	(g) Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
i. Preliminary Conceptual Design Plans in accordance with the degree of details specified by the procuring entity; (Provide Conceptual Plans in Auto Cad or printed in A3 size bond paper showing the following elements under the scope works provided in the Terms of Reference)	
<input type="checkbox"/> Conceptual Architectural Perspective of the Bulacan Water District office Building- Phase I.	

	<ul style="list-style-type: none"> <input type="checkbox"/> Conceptual Architectural Perspective of the Bulacan Water District office Building- Phase I. <ul style="list-style-type: none"> <input type="checkbox"/> One copy of 4 Elevations. <input type="checkbox"/> One copy of Site Development Plan <input type="checkbox"/> One copy of Floor and Wall Finishes Schedule <input type="checkbox"/> One copy of 3D Perspective <input type="checkbox"/> Conceptual Structural Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> One copy for Foundation and Floor Framing Plans of Second, Third Floor and Roof Beam with Design Analysis <input type="checkbox"/> Conceptual Electrical Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> Lighting Lay-out <input type="checkbox"/> Power Lay-out <input type="checkbox"/> Conceptual Plumbing Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> Waterline and Sanitary Lay- out <input type="checkbox"/> Conceptual Structural Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> One copy for Foundation and Floor Framing Plans of Second, Third Floor and Roof Beam with Design Analysis <input type="checkbox"/> Conceptual Electrical Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> Lighting Lay-out <input type="checkbox"/> Power Lay-out <input type="checkbox"/> Conceptual Plumbing Design Drawings <ul style="list-style-type: none"> <input type="checkbox"/> Waterline and Sanitary Lay- out <p>ii. Design and construction methods; (In narrative form printed in A4 size bond paper)</p> <p>iii. List of design and construction personnel, to be assigned to the contract to be bid, with their complete qualification and experience data consistent with the minimum key personnel and qualifications stipulated in section 10.4 of the bid data sheet; and</p> <p>iv. Value engineering analysis of design and construction method. (In narrative form printed in A4 size bond paper)</p>
<i>Financial Documents</i>	
<input type="checkbox"/>	(h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).
<i>Class "B" Documents</i>	
<input type="checkbox"/>	(i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
II. FINANCIAL COMPONENT ENVELOPE	
<input type="checkbox"/>	(j) Original of duly signed and accomplished Financial Bid Form; and

Other documentary requirements under RA No. 9184

<input type="checkbox"/>	(k) Original of duly signed Bid Prices in the Bill of Quantities; and
<input type="checkbox"/>	(l) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and
<input type="checkbox"/>	(m) Cash Flow by Quarter.
	(n) USB/Flash Drive (Soft copy of Bill of Quantities & Detailed Estimates)

Forms

Bid Form for the Procurement of Infrastructure Projects

[shall be submitted with the Bid]

BID FORM

Date _____ :

Project Identification No.: [insert project identification number]

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. 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, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines² for this purpose;
- h. 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;
- i. 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

²_____ currently based on GPPB Resolution No. 09-2020

- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date _____

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____)

S.S.

BID SECURING DECLARATION

Project Identification No.: [insert project identification number]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

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:] The owner or sole proprietor is 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this day of __, 20__ at

_____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY

[shall be submitted with the Bid if a committed Line of Credit from a Universal or Commercial Bank is not available]

The Net Financial Contracting Capacity (NFCC) is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid. wherein the value of K is 15 regardless of the period or duration of the project.

DESCRIPTION	AMOUNT
Current Assets	
Minus: Current Liabilities	
Sub-Total	
Multiplied by Value of K	
Sub-Total	
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 to be bid	
NFCC=	

**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS,
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

[shall be submitted with the Bid]

Business Name: _____

Business Address: _____

Name of Client /Contact Person /Contact Number /Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Total Amount of Contract	Date of Delivery	Value of Outstanding Contract
<u>Government</u>						
<u>Private</u>						
Total value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started						

Name & Signature of Authorized Representative

Date

Instructions:

- a. State **ALL** ongoing contracts including those awarded but not yet started (government and private contracts which may be **similar or not similar** to the project being bided) prior to date of bid submission.
- b. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT WHICH ARE
SIMILAR IN NATURE**

[shall be submitted with the Bid]

Name of Client /Contact Person /Contact Number /Contact Email Address	Date of the Contract	Title of the Contract Name of the Project	Kinds of Goods/Service Delivered	Amount of Contract	Date of Acceptance
<u>Government / Private</u>					

This statement shall be supported with:

- End-user’s Certificate of Acceptance / Inspection Acceptance Report / Certificate Completion or; Official Receipt / Sales Invoice/s of Payment/s made covering the total amount of completed contract or CPES with a final rating of at least Satisfactory.

Name & Signature of Authorized Representative

Date

Instructions:

- The SLCC should have been completed (i.e., accepted) within the period from *[insert issuance date of bid docs]*
- Similar contract shall refer to Design Build for the Design and Build for the Building.
- Pursuant to Section 23.4.2.4 of the 2016 Revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project, and whose value, adjusted to current prices using the PSA’s CPI, must be at least fifty percent (50%) of the ABC to be bid. d. For contracts with the private sector, an equivalent document shall be submitted.

**Contract Agreement Form for the
Procurement of Infrastructure Projects (Revised)**

*[not required to be submitted with the Bid, but it shall be submitted within ten (10) days after
receiving the Notice of Award]*

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 *[contract price in words and figures in specified currency]* 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 as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, *viz.:*
 - a. Philippine Bidding Documents (PBDs);
 - i. Drawings/Plans;
 - ii. Specifications;
 - iii. Bill of Quantities;
 - iv. General and Special Conditions of Contract;
 - v. Supplemental or Bid Bulletins, if any;
 - b. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - c. Performance Security;
 - d. Notice of Award of Contract and the Bidder’s conforme thereto; and
 - e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

for:

[Insert Procuring Entity]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

for:

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

DETAILED ESTIMATE

Name of Project: DESIGN AND BUILD OF THE PROPOSED 3- STOREY

WATER DISTRICT OFFICE BUILDING (PHASE I)

Item of Work: ELECTRICAL WORKS

Item Number: I.1. INSTALLATION OF WIRINGS, CABLES AND FITTINGS

Quantit | **610.00**

Unit of **li.m**

SAMPLE ONLY

A. DIRECT COST

I. Materials

Description	Unit	Quantit	Unit	Amount
50mm ² THWN stranded copper wire (Red)	5.00	m	55	2,750.00
50mm ² THWN stranded copper wire	5.00	m	55	2,750.00
50mm ² THWN stranded copper wire (Blue)	5.00	m	55	2,750.00
14mm ² THWN stranded copper wire (Green)	5.00	m	9	450.00
3.5mm ² THWN stranded copper wire (Black)	400.00	m	3	14,000.00
3.5mm ² THWN stranded copper wire	400.00	m	3	14,000.00
3.5mm ² THWN stranded copper wire (Green)	275.00	m	3	9,625.00
1&1/2" Dia. x 3000mm PVC Conduit	1.00	pc	34	340.00
1&1/2" Dia. PVC long Elbow, 90°	2.00	pc	9	190.00
1&1/2" Dia.. PVC Adapter with locknut	2.00	pc	7	140.00
1/2" Dia. x 3000mm PVC Conduit	100.00	pc	11	11,000.00
1/2" Dia. PVC Elbow 90°	50.00	pc	3	1,750.00
1/2" Dia. PVC Adapter with locknut	150.00	m	2	3,750.00
1/2" Dia. Flexible PVC conduit	150.00	m	1	1,650.00
1/2" Dia. Mica Tube	15.00	m	4	630.00
1/2" x 2400mm, Plastic Moulding	7.00	pc	9	630.00
Junction Box, Octagonal, 4" x 4", orange	100.00	pc	3	3,500.00
Utility Box, 2"x4", orange	70.00	pc	3	2,450.00
Utility Box, surface type, 2"x4", white	3.00	pc	3	105.00
PVC Cement, 100mL	3.00	can	10	300.00
Electrical Tape, Big	15.00	pc	5	750.00
Total Materials				73,510.00

II. Labor

Position	No.	Days	Rate/	
Foreman	1.00	5.00	90	4,500.00
Skilled	1.00	5.00	70	3,500.00
Labor	2.00	5.00	57	5,700.00
Output/day	122.00	li.m/day		
Total Labor				13,700.00
Labor Unit				22.46

III. Equipment

Type	No.	Days	Rate/	Amount
				0.00
				-
Output/day				
Total Equipment				-
Equipment Unit				-

IV. Other Cost Necessary to Complete the Project

	Unit	Quantity	Unit	Amount

TOTAL DIRECT COST (TDC) 87,210.00

DIRECT UNIT COST (TDC/QUANTITY) 142.97

Republic of the Philippines



Government Procurement Policy Board