Republic of the Philippines
City of Cagayan de Oro
BIDS & AWARDS COMMITTEE

cagayan de Oro
city of golden friendship

BIDDING DOCUMENTS

Installation and Renovation of Container Van Storage Room, Kauswagan; SN 178a - 2025

Contract/Project Name

Kauswagan, Cagayan de Oro City
Project Location

City Government of Cagayan de Oro
Procuring Entity

City Engineer's Office
Implementing Office

Date of Issue: 14 January 2026

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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

INVITATION TO BID
FOR
Installation and Renovation of Container Van Storage Room, Kauswagan; SN 178a - 2025

1. The City Government of Cagayan de Oro, through the 15% Share of the Office of the Building Official (OBO) - Collections Fees intends to apply the sum of One Million Three Hundred Seven Thousand Five Hundred Eighty Two and 0/100 (PhP1,307,582.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Installation and Renovation of Container Van Storage Room, Kauswagan; SN 178a - 2025. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The City Government of Cagayan de Oro now invites bids for the above Procurement Project. Completion of the Works is required Eighteen (18) 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 City Government of Cagayan de Oro and inspect the Bidding Documents at the address given below from office hours of 14 January 2026 to 12:00 noon of 05 February 2026.

5. A complete set of Bidding Documents may be acquired by interested bidders on office hours of 14 January 2026 to 12:00 noon of 05 February 2026 from given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (PhP5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees by furnishing the BAC with the original copy of the Official Receipt issued by the City Treasurer's Office.

6. The City Government of Cagayan de Oro will hold a Pre-Bid Conference on 22 January 2026; 2:00 P.M at Bids and Awards Committee Conference Room, 3rd Floor Administrative Building, City Hall, Cagayan de Oro City which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the address below between 1:00 P.M. - 2:00 P.M. of 05 February 2026. 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 05 February 2026; 2:00 P.M at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The City Government of Cagayan de Oro reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

    Mr. Antonio Ramon S. Resma, Jr.
    Head of the BAC Secretariat
    3rd Floor Administrative Building, City Hall,
    Cagayan de Oro City
    Tel No. (088) – 857-3147

12. You may visit the following websites:

    For downloading of Bidding Documents: www.cagayandero.gov.ph/www.philgeps.gov.ph

ATTY. JOEFFREY D. NAMALATA
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, City Government of Cagayan de Oro invites Bids for the Installation and Renovation of Container Van Storage Room, Kauswagan; SN 178a - 2025.

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 15% Share of the Office of the Building Official (OBO) - Collections Fees in the amount of One Million Three Hundred Seven Thousand Five Hundred Eighty Two and 0/100 (PhP1,307,582.00)

2.2. The source of funding is: LGUs, the Annual Budget 2025, as approved by the Sanggunian

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 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 **04 June 2026**. 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

Bid Data Sheet

ITB Clause	
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: Installation and Renovation of Container Van Storage Room, and may include any or all of the following: Installation of Container Van and Electrical Works.
7.1	Subcontracting is not allowed
10.3	No further instructions.
10.4	The key personnel must meet the required minimum years of experience set below: <u>Key Personnel</u> <u>General Experience</u> <u>Relevant Experience</u> Project Engineer (1) Materials Engineer (1) Foreman (1) Skilled Personnel (2) Unskilled Personnel (4) First Aider (1) Safety Officer (1)
10.5	The minimum major equipment requirements are the following: <u>Equipment</u> <u>Capacity</u> <u>Number of Units</u>
12	No further instructions.
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. **The amount of not less than 2% of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit**; b. **The amount of not less than 5% of ABC if bid security is in Surety Bond.**
19.2	Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20	**Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.** **NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.**
21	**Additional contract documents relevant to the Project:** **1. Construction Schedule and S-Curve;** **2. Manpower Schedule;** **3. Construction Methods;** **4. Equipment Utilization Schedule;** **5. Construction Safety and Health Program Approved By The Department Of Labor And Employment; and**

	6. PERT/CPM.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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.**

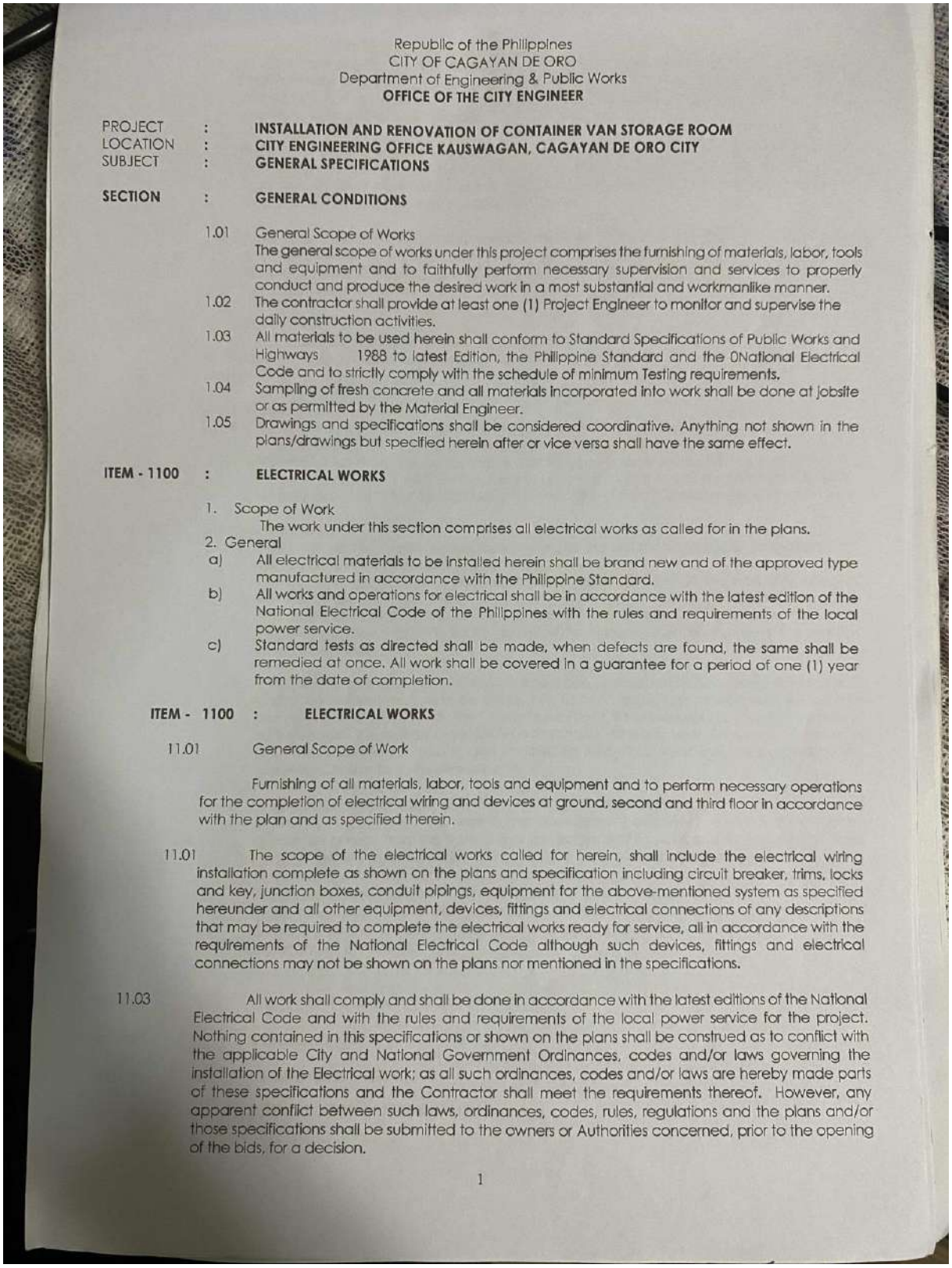
15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2	The **Intended Completion Date** is *[Insert date].*
4.1	The **Procuring Entity** shall give possession of all parts of the Site to the Contractor on *[insert date].*
6	The site investigation reports are: **None**
7.2	**Two (2) years.**
10	**No day works are applicable to the contract.**
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within **Twenty (20) days** of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is **PhP25,000.00**.
13	**The amount of the advance payment is Fifteen (15%) of the total contract price.**
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	The date by which operating and maintenance manuals are required is upon the request of the Procuring Entity. The date by which "as built" drawings are required is upon the request of the Procuring Entity for the Progress and Final Billing.
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is **Twenty Five Thousand Pesos (PhP25,000.00).**

Section VI. Specifications



Republic of the Philippines
CITY OF CAGAYAN DE ORO
Department of Engineering & Public Works
OFFICE OF THE CITY ENGINEER

PROJECT : **INSTALLATION AND RENOVATION OF CONTAINER VAN STORAGE ROOM**
LOCATION : **CITY ENGINEERING OFFICE KAUSWAGAN, CAGAYAN DE ORO CITY**
SUBJECT : **GENERAL SPECIFICATIONS**

SECTION : GENERAL CONDITIONS

1.01 General Scope of Works
The general scope of works under this project comprises the furnishing of materials, labor, tools and equipment and to faithfully perform necessary supervision and services to properly conduct and produce the desired work in a most substantial and workmanlike manner.

1.02 The contractor shall provide at least one (1) Project Engineer to monitor and supervise the daily construction activities.

1.03 All materials to be used herein shall conform to Standard Specifications of Public Works and Highways 1988 to latest Edition, the Philippine Standard and the ONational Electrical Code and to strictly comply with the schedule of minimum Testing requirements.

1.04 Sampling of fresh concrete and all materials incorporated into work shall be done at jobsite or as permitted by the Material Engineer.

1.05 Drawings and specifications shall be considered coordinative. Anything not shown in the plans/drawings but specified herein after or vice versa shall have the same effect.

ITEM - 1100 : ELECTRICAL WORKS

1. Scope of Work
The work under this section comprises all electrical works as called for in the plans.
2. General
a) All electrical materials to be installed herein shall be brand new and of the approved type manufactured in accordance with the Philippine Standard.
b) All works and operations for electrical shall be in accordance with the latest edition of the National Electrical Code of the Philippines with the rules and requirements of the local power service.
c) Standard tests as directed shall be made, when defects are found, the same shall be remedied at once. All work shall be covered in a guarantee for a period of one (1) year from the date of completion.

ITEM - 1100 : ELECTRICAL WORKS

11.01 General Scope of Work

Furnishing of all materials, labor, tools and equipment and to perform necessary operations for the completion of electrical wiring and devices at ground, second and third floor in accordance with the plan and as specified therein.

11.01 The scope of the electrical works called for herein, shall include the electrical wiring installation complete as shown on the plans and specification including circuit breaker, trims, locks and key, junction boxes, conduit pipings, equipment for the above-mentioned system as specified hereunder and all other equipment, devices, fittings and electrical connections of any descriptions that may be required to complete the electrical works ready for service, all in accordance with the requirements of the National Electrical Code although such devices, fittings and electrical connections may not be shown on the plans nor mentioned in the specifications.

11.03 All work shall comply and shall be done in accordance with the latest editions of the National Electrical Code and with the rules and requirements of the local power service for the project. Nothing contained in this specifications or shown on the plans shall be construed as to conflict with the applicable City and National Government Ordinances, codes and/or laws governing the installation of the Electrical work; as all such ordinances, codes and/or laws are hereby made parts of these specifications and the Contractor shall meet the requirements thereof. However, any apparent conflict between such laws, ordinances, codes, rules, regulations and the plans and/or those specifications shall be submitted to the owners or Authorities concerned, prior to the opening of the bids, for a decision.

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11.04 Electrical Materials and Equipment

a. All electrical materials, supplies, devices and fittings to be used and installed for this project shall be brand new and of the type and manufacture approved in accordance with the Philippine Standard and shall be standard factory products of reputable electrical manufacturers as approved by the electrical designer.

b. Electrical materials, supplies, equipment, devices, and fittings maybe accepted provided that they are or the equivalent in design, size and quality of materials and workmanship as those approved by the Philippine Standards and provided further that they are approved by the electrical designer or that they are specified herein.

c. All lights must be Led Type (Led Fluorescent, Led Bulb) will be used in all lighting fixtures. Switches and outlets shall be in flush type. Fluorescent louvers shall be recessed type in 24"x24" dimension, for 2x18W louver, 24"x48" dimension for 2x36W. Down lights shall be in 8" dimension with dotted silver reflector.

11.05 Conduit Work

All metal conduits to be installed hereunder shall be of the approved standard galvanized rigid conduits having smooth inner surfaces. Quality type flexible conduit shall be used in all lighting outlets.

11.06 Guarantee

1. The contractor shall guarantee all equipment and wiring free from inherent mechanical and electrical defects for a period of one (1) year from the date of installation.
2. The manufacturer of the equipment or their local authorized representative shall furnish the Owner a free one (1) year contract effective from the date of installation for maintenance and inspection of all equipment with a minimum of two inspections during the contract year.

11.07 Test and Guarantee

a. When the electrical work is reported in writing by the electrical contractor to be complete and ready for acceptance, standard tests as directed shall be made, in the presence of the Owner or his duly authorized representatives, to ascertain whether the work truly complies with the advertised plans and specifications of the project. If said electrical does not comply with plans and specifications, the contractor shall at once remedy all defects and shortcoming therein and any additional test that may be required red shall be at the expense of the contractor.

b. The electrical contractor or his duly authorized representatives shall be present during all tests and a competent man must be left by him to be in charge of all work until written final acceptance will be given by the Owner or Architect, if the installation is found to comply in all installations the revised plans and specifications. All equipment, apparatuses, materials and labor required for making and conducting tests of all work, shall be supplied by the electrical Contractor to his own expense.

c. The electrical contractor shall furnish a written guarantee covering all his work for the period of one (1) year, (except fluorescent and incandescent bulb which shall have two months guarantee period), from the date of final acceptance of his work, and shall repair and make good at his own expense during the guarantee period, if in the judgement of the owners or authorities concerned, such defects arise from defective workmanship and/or materials. Should repairs be required within the period of guarantee, the electrical contractor shall make the repairs at the convenience of the occupant or owners, and shall repair all damages to the adjacent parts of the project caused by him during the repair or replacement of his work.

SPL – 1 : UTILITY CONNECTION APPLICATION

SPL – 2 : CONTAINER VAN

SPL – 3 : ENGINEERING FACILITIES

SPL – 4 : CONSTRUCTION SAFETY & HEALTH

Safety precautions shall be used at all times during the progress of the work. As appropriate, workmen shall be furnished with hard hats, safety shoes, respirators, and any other safety apparel that will reduce the possibility of injury from accidents. All Occupational Safety and Health Act requirements shall be observed.

SPL – 5 : PROJECT BILLBOARD

CLEANING-UP :

The contractor shall protect the work at all times and upon completion, the contractor shall remove from premises, all rubbish, accumulated materials of whatever nature caused by the work. The contractor shall leave the work-area in a clean, orderly and acceptable condition.

PREPARED:

RYAN G. BERINGUEL
Architect IV
Chief VIPD

CHECKED:

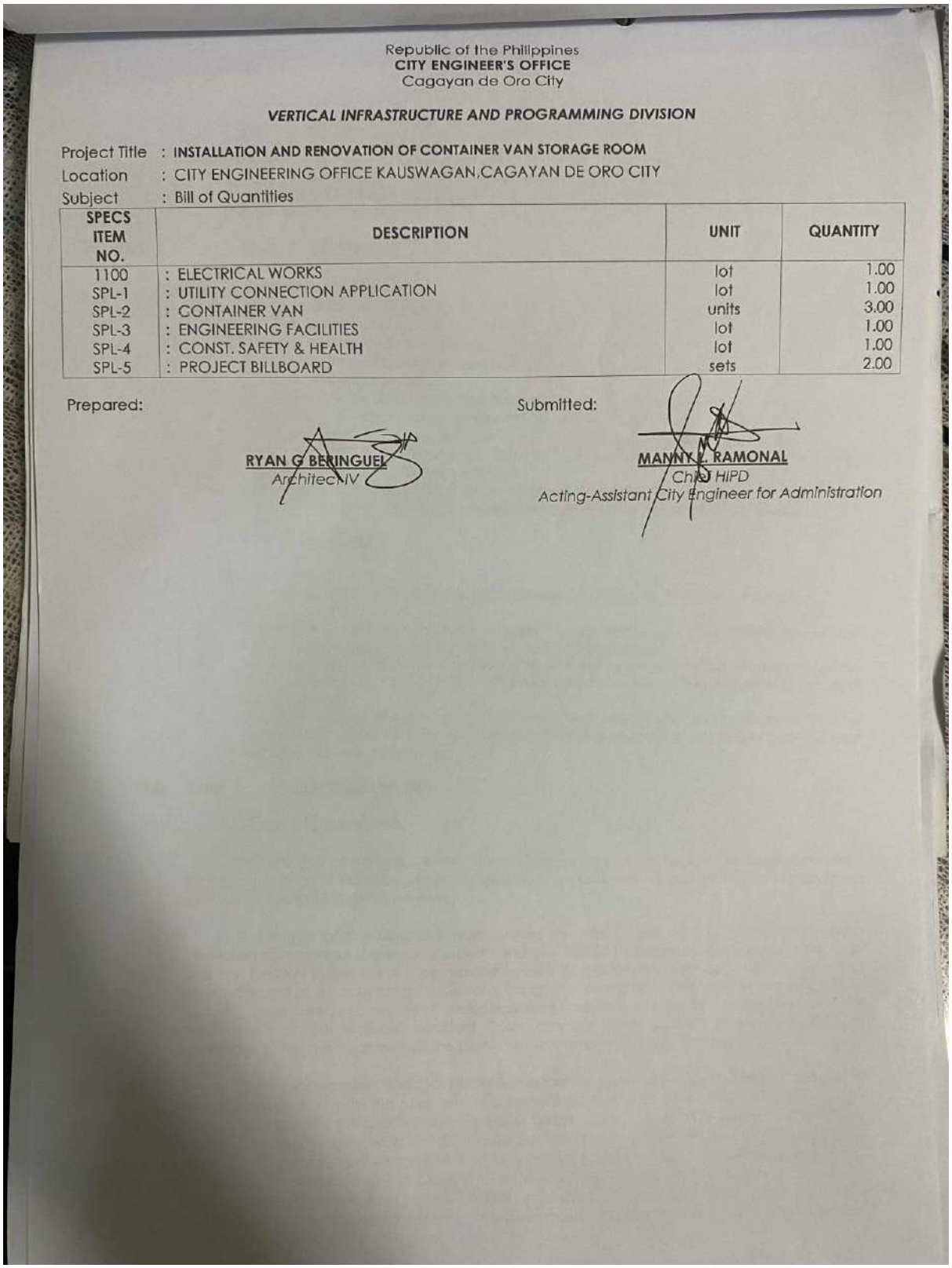
MANNY L. RAMONAL
Chief VIPD
Assistant City Engineer for Admin

APPROVED:

JOEL V. MOMONGAN
City Engineer

Section VII. Drawings

Section VIII. Bill of Quantities



Republic of the Philippines
CITY ENGINEER'S OFFICE
Cagayan de Oro City

VERTICAL INFRASTRUCTURE AND PROGRAMMING DIVISION

Project Title : **INSTALLATION AND RENOVATION OF CONTAINER VAN STORAGE ROOM**
Location : CITY ENGINEERING OFFICE KAUSWAGAN,CAGAYAN DE ORO CITY
Subject : Bill of Quantities

SPECS ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1100	: ELECTRICAL WORKS	lot	1.00
SPL-1	: UTILITY CONNECTION APPLICATION	lot	1.00
SPL-2	: CONTAINER VAN	units	3.00
SPL-3	: ENGINEERING FACILITIES	lot	1.00
SPL-4	: CONST. SAFETY & HEALTH	lot	1.00
SPL-5	: PROJECT BILLBOARD	sets	2.00

Prepared:

RYAN G BERINGUEL
Architect IV

Submitted:

MANNY L. RAMONAL
Chief HIPD
Acting-Assistant City Engineer for Administration

Section IX. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

☐ (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**

☐ (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**

☐ (d) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**

☐ (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:

☐ a. Organizational chart for the contract to be bid;

☐ b. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;

☐ c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**

☐ (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.

Financial Documents

☐ (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

☐ (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

☐ (j) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

☐ (k) Original of duly signed Bid Prices in the Bill of Quantities; **and**

☐ (l) Duly accomplished Detailed Estimates Form, including a summary shee indicating the unit prices of construction materials, labor rates, and equipmen rentals used in coming up with the Bid; **and**

☐ (m) Cash Flow by Quarter.

Republic of the Philippines
gppb
Government Procurement Policy Board