

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **Procurement of INFRASTRUCTURE PROJECTS**

Government of the Republic of the Philippines

**25M00237 - PREVENTIVE MAINTENANCE - SARANGANI - DAVAO  
DEL SUR COASTAL RD - K1691 + 570 - K1693 + 137  
(WITH-IN STATION LIMITS), GLAN, SARANGANI  
PROVINCE**

**BID OPENING: JULY 01, 2025  
DEADLINE OF DROPPING: 10:00 A.M.**

**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***





**Republic of the Philippines**  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS XII**  
**REGIONAL OFFICE XII**  
**Koronadal City**

**Invitation to Bid for**

**25M00237 - PREVENTIVE MAINTENANCE - SARANGANI - DAVAO DEL SUR COASTAL RD - K1691 + 570 - K1693 + 137 (WITH-IN STATION LIMITS), GLAN, SARANGANI PROVINCE**

1. The **Department of Public Works and Highways XII**, through the **Bids and Awards Committee (BAC)** intends to apply the sum of **Eighty Six Million Eight Hundred Fifty Thousand Pesos Only (₱86,850,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **25M00237 - PREVENTIVE MAINTENANCE - SARANGANI - DAVAO DEL SUR COASTAL RD - K1691 + 570 - K1693 + 137 (WITH-IN STATION LIMITS), GLAN, SARANGANI PROVINCE**. The Contract duration of **74 Calendar Days**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Department of Public Works and Highways XII, through the *Funding Source is the Government of the Philippines (GOP)* intends to apply the sum of the above-mentioned Projects with corresponding Approved Budget for the Contract (ABC). Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. 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. Prospective Bidders should be (1) registered with and classified by the Philippine Contractors Accreditation Board (PCAB) with PCAB LICENSE Category as indicated above. The Contractors/applicants who wish to participate in this bidding are encouraged to enroll in the DPWH Civil Works Application (CWA) at the DPWH Procurement Service (PrS), 5th 9 Floor, DPWH Bldg., Bonifacio Drive, Port Area, Manila, while those already enrolled shall keep their records current and updated. The Contractor's eligibility to bid on the project will be determined using the DPWH Contractor Profile Eligibility Process (CPEP) and subject to further post-qualification. Information on registration can be obtained from the PrS during working weekdays from 7:00 am to 4:00 pm or at the DPWH website [www.dpwh.gov.ph](http://www.dpwh.gov.ph).
4. 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.
5. Interested bidders may obtain further information from *Department of Public Works and Highways XII* and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M.
6. A complete set of Bidding Documents may be acquired by interested bidders on **June 05, 2025 to JULY 01, 2025** 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. The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person.
7. The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), and the website of the

Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

8. The *Department of Public Works and Highways XII* will hold a **Pre-Bid Conference<sup>1</sup> on June 18, 2025 at 9:00 A.M.** at *DPWH Regional Office XII Conference Room, Koronadal City, South Cotabato* and/or through videoconferencing/webcasting *via Zoom*, which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address at *DPWH Regional Office XII Conference Room, Mabini St. Cor. Alunan Avenue, Koronadal City*, (ii) online or electronic submission as indicated below, or (iii) both on or before **JULY 01, 2025 at 10:00 A.M.** Late bids shall not be accepted.

In adherence with Section 25.1 of Revised IRR of RA 9184 which states that, “Bidders shall submit their bids through their duly authorized representative xxx xxx”, prospective bidders who wish to submit bids through their authorized personnel via Special Power of Attorney (SPA) and/or a Secretary’s Certificate during bid submission must ensure that the authorization is confirmed thru the prospective bidders’ registered email listed under its Civil Works Application profile. This confirmation must be received on or before the deadline of bid submission. Only those authorizations that are confirmed thru **romano.jessica@dpwh.gov.ph** will be considered.

10. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
11. Bid opening shall be on **JULY 01, 2025, at 10:30 A.M.**, at the given address and/or through *videoconferencing via Zoom*. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
12. The ***Department of Public Works and Highways XII*** 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.
13. For further information, please refer to:

**JESSICA C. ROMANO**

*OIC-Head, Procurement Unit*

*Cor. Alunan Ave., Mabini St. Koronadal City, 9506*

**romano.jessica@dpwh.gov.ph**

*Tel. No.: (083)228-3908 / 0950-153-7276*

*facsimile number: (083)228-9577*

*www.dpwh.gov.ph*

14. You may visit the following websites:

For downloading of Bidding Documents: **www.dpwh.gov.ph** and ***PhilGEPS website***

For online bid submission: *refer to DPWH D.O. 087 S. 2020*  
*([http://dpwhweb/pdf/issuances/DO/20/DO\\_087\\_s2020.pdf](http://dpwhweb/pdf/issuances/DO/20/DO_087_s2020.pdf))*  
*Electronic bid submission email: [electronicbids\\_r12@dpwh.gov.ph](mailto:electronicbids_r12@dpwh.gov.ph)*

*Date of Pre-Procurement: June 03, 2025*

(sgd.) **NAJIB D. DILANGALEN**  
BAC Chairperson

## ***Section II. Instructions to Bidders***

## **1. Scope of Bid**

The Procuring Entity, *Department of Public Works and Highways XII* invites Bids for the **PREVENTIVE MAINTENANCE - SARANGANI - DAVAO DEL SUR COASTAL RD - K1691 + 570 - K1693 + 137 (WITH-IN STATION LIMITS), GLAN, SARANGANI PROVINCE** with Project Identification Number **25M00237**.

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 *GAA FY 2025* in the amount of **P90,000,000.00**

## **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:

*[Select one, delete other/s]*

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.
- b. Subcontracting is not allowed.

- 7.1. *[If Procuring Entity has determined that subcontracting is allowed during the bidding , state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterial stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.2. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised

IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

- 7.3. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. 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 {[insert if applicable]} and/or through videoconferencing/webcasting} 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 PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 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:*

*[Select one, delete other/s]*

- a. Philippine Pesos.



- b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP.]*

## **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 *[indicate date]*. 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 16 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: <b><u>RCA per D.O. 117, series of 2017.</u></b>																					
7.1	<i>Not Applicable.</i>																					
10.3	<i>Contractor license or permit <b>Medium A</b> is required.</i>																					
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table><tr><th>Key Personnel</th><th>General Experience (Same Position)</th><th>Relevant Experience</th></tr><tr><td><b>Project Manager</b></td><td>5</td><td>3</td></tr><tr><td><b>Project Engineer</b> (with copy of valid PRC &amp; TIN ID)</td><td>5</td><td>5</td></tr><tr><td><b>Materials Engineer I</b> (must be a DPWH Accredited Materials Engineer)</td><td>5</td><td>5</td></tr><tr><td><b>Const. Safety &amp; Health Officer</b> (S. O. 3 – with qualifications as provided under the IRR of RA 11058)</td><td>3</td><td>2</td></tr><tr><td>Foreman</td><td>5</td><td>3</td></tr><tr><td>Others [Specify]</td><td></td><td></td></tr></table> <p>Note: Pledged personnel <b>should not hold more than one position/designation per project</b>; Pledge Project Engineer &amp; Materials Engineer shall comply with limit of assignment in D.O. 148 series of 2021 &amp; D.O. 98 series of 2016, respectively.</p> <ol style="list-style-type: none"><li>As per DO No. 09 series 2012 <b>“Technical Requirements for Civil Works Project for Public Bidding”(attached).</b></li><li><b>Contractors’ Certification/Affidavit on Key Personnel</b> as to DO 9, series of 2012, <b>duly signed &amp; notarized.</b></li><li>For Project Engineer, only <b>Accredited Project Engineer</b> may be assigned to DPWH projects subject to the limits given in D.O. 148, series of 2024. (For the construction of <b>BUILDINGS &amp; BRIDGES</b>, <b>DPWH Accredited Project Engineers</b> shall be assigned by the Contractors as per D.O. 227, series of 2024. The Department Order supersedes any previous D.O. Memoranda, and/ or instructions inconsistent with the foregoing and shall take effect immediately and attach a copy of Certificate of Accreditation/Report of Rating for verification during the evaluation process)</li><li><b>Attachment of Proof of Accreditation of Contractors’ and Consultants’ Project Engineer in accordance with D.O 148, series of 2024.</b></li><li><b>Attachment of Key Personnel’s Professional Tax Receipt for the current year.</b></li></ol>	Key Personnel	General Experience (Same Position)	Relevant Experience	<b>Project Manager</b>	5	3	<b>Project Engineer</b> (with copy of valid PRC & TIN ID)	5	5	<b>Materials Engineer I</b> (must be a DPWH Accredited Materials Engineer)	5	5	<b>Const. Safety &amp; Health Officer</b> (S. O. 3 – with qualifications as provided under the IRR of RA 11058)	3	2	Foreman	5	3	Others [Specify]		
Key Personnel	General Experience (Same Position)	Relevant Experience																				
<b>Project Manager</b>	5	3																				
<b>Project Engineer</b> (with copy of valid PRC & TIN ID)	5	5																				
<b>Materials Engineer I</b> (must be a DPWH Accredited Materials Engineer)	5	5																				
<b>Const. Safety &amp; Health Officer</b> (S. O. 3 – with qualifications as provided under the IRR of RA 11058)	3	2																				
Foreman	5	3																				
Others [Specify]																						

10.5	<p>List of contractor's major equipment units which are owned, leased, and/or under purchase agreement, should be <b>supported by proof of ownership</b> or <b>certification of availability of equipment</b> from the equipment lessor/vendor for the duration of the project Pursuant to Section 25.2.b of the Revised IRR of RA 9184. <b>Duly signed and notarized.</b></p> <p>▪ Attach or submit <b>PROOF OF OWNERSHIP, LEASE AGREEMENT, and CERTIFICATION/STATEMENT OF AVAILABILITY</b> of the minimum major equipment pledged for the contract (owned/leased). <b>Duly signed and notarized.</b></p> <p>The minimum major equipment requirements are the following:</p> <table><tr><th>No</th><th>MINIMUM EQUIPMENT REQUIREMENT</th><th>Capacity</th><th>Number of Equipment</th></tr><tr><td>1</td><td>Motorized Road Grader, G710A</td><td>1.5 m3/1.95 yd6</td><td>1</td></tr><tr><td>2</td><td>Pneumatic Tire Roller, 9-WHL, 9.00X20, 4PR</td><td>10mt</td><td>1</td></tr><tr><td>3</td><td>Vibratory Roller, SD100DC</td><td>10mt</td><td>1</td></tr><tr><td>4</td><td>Tandem Steel Roller, HD110</td><td>11mt</td><td>1</td></tr><tr><td>5</td><td>Asphalt Distributor, ROSCO/5 ton</td><td>3000 USG</td><td>1</td></tr><tr><td>6</td><td>Asphalt Paver, NF220BIIVDM</td><td>-</td><td>1</td></tr><tr><td>7</td><td>Cargo/Sevice Truck, All Models</td><td>2-5 mt</td><td>1</td></tr><tr><td>8</td><td>Water Trcuk/Pump, All Models</td><td>16000 L</td><td>1</td></tr><tr><td>9</td><td>Mechanized Joint Sealer,</td><td>-</td><td>1</td></tr><tr><td>10</td><td>Power Broom,</td><td>-</td><td>1</td></tr><tr><td>11</td><td>Applicator Machine,</td><td>-</td><td>1</td></tr><tr><td>12</td><td>Kneading Machine,</td><td>-</td><td>1</td></tr><tr><td></td><td></td><td>TOTAL</td><td>12</td></tr></table> <table><tr><th>Minimum Major Laboratory Equipment</th></tr><tr><td>Refer to attached D.O 11 series of 2017 for the details of the minimum major laboratory equipment and prescribed form. <b>Attach a copy of the Inspection Report and Certification from DPWH.</b></td></tr></table> <p>▪ For asphalt projects to be bid, the contractor must attach a copy of <b>CERTIFICATION OF ACCREDITATION</b> issued by DPWH-BRS Manila; and the location it operates must be located within the scope of this region.</p> <p>▪ <b>Additional Information Requirement in Pledge Vehicle</b></p> <p><i>Pledged vehicles purchased by the bidder (contractor or covered by purchase agreement must be registered under the name of the proprietor or the company within one year from the execution of the agreement. Vehicles that remain unregistered under the specified name within one year of the execution of the Deed of Sale will be deemed non-responsive.</i></p> <p><i>Pledged vehicles should be validly insured under a policy other than the compulsory third-party liability and should have a valid registration with the Land Transportation Office</i></p>	No	MINIMUM EQUIPMENT REQUIREMENT	Capacity	Number of Equipment	1	Motorized Road Grader, G710A	1.5 m3/1.95 yd6	1	2	Pneumatic Tire Roller, 9-WHL, 9.00X20, 4PR	10mt	1	3	Vibratory Roller, SD100DC	10mt	1	4	Tandem Steel Roller, HD110	11mt	1	5	Asphalt Distributor, ROSCO/5 ton	3000 USG	1	6	Asphalt Paver, NF220BIIVDM	-	1	7	Cargo/Sevice Truck, All Models	2-5 mt	1	8	Water Trcuk/Pump, All Models	16000 L	1	9	Mechanized Joint Sealer,	-	1	10	Power Broom,	-	1	11	Applicator Machine,	-	1	12	Kneading Machine,	-	1			TOTAL	12	Minimum Major Laboratory Equipment	Refer to attached D.O 11 series of 2017 for the details of the minimum major laboratory equipment and prescribed form. <b>Attach a copy of the Inspection Report and Certification from DPWH.</b>
No	MINIMUM EQUIPMENT REQUIREMENT	Capacity	Number of Equipment																																																								
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	<p><i>(LTO) on the day of opening of bids.</i></p> <p><i>Bidders must attach the following in their submitted bids:</i></p> <ol style="list-style-type: none"> <li>1. <i>Copy of the LTO Official Receipt (OR) or Certificate of Registration (CR) of their pledged vehicle registered under the name of proprietor or the company; and</i></li> <li>2. <i>Copy of the proof of insurance of the pledged vehicle other than the compulsory third party liability.</i></li> </ol> <p><i>In all cases, the bidder should present the original of the documents during post-qualification.</i></p> <ul style="list-style-type: none"> <li>▪ Sworn Statement (<b>Conflict of Interest</b>) duly signed and notarized</li> </ul>
12	<i>[Insert Value Engineering clause if allowed.]</i>
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> <ol style="list-style-type: none"> <li>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;</li> <li>b. The amount of not less (5%) of ABC] if bid security is in Surety Bond.</li> </ol>
19.2	<p>Partial bids are allowed, as follows:</p> <p><i>[Insert grouping of lots by specifying the items and the quantity for every identified lot.]</i></p>
20	<i>[List licenses and permits relevant to the Project and the corresponding law requiring it, e.g. Environmental Compliance Certificate, Certification that the project site is not within a geohazard zone, etc.]</i>
3.0	In addition to clause 3 of Bidding Requirements the bidders shall comply with all the existing rules and regulation related to Infrastructure projects; such as, but not limited to, DPWH Department Orders issuances, DOLE issuances, & GPPB issuances.
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

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

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

## 2. Sectional Completion of Works

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

## 3. Possession of Site

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

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

## 4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 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	<i>The <b>Intended Completion Date</b> is October 23, 2025.</i>
4.1	<i>[Specify the schedule of delivery of the possession of the site to the Contractor, whether full or in part.]</i>
6	The site investigation reports are:
7.2	<p><i>[Select one, delete the other.]</i></p> <p><i>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:]</i> Fifteen (15) years.</p> <p><i>[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:]</i> Five (5) years.</p> <p><i>[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:]</i> Two (2) years.</p>
10	<p><i>[Select one, delete the other:]</i></p> <p>a. Dayworks are applicable at the rate shown in the Contractor's original Bid.</p> <p>b. No dayworks are applicable to the contract.</p>
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within 10 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 <i>[insert amount]</i> .
13	The amount of the advance payment is 15% of the total contract price and schedule of payment.
14	<i>[If allowed by the Procuring Entity, state:]</i> Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	<p>The date by which operating and maintenance manuals are required is <i>[date]</i>.</p> <p>The date by which "as built" drawings are required is <i>[date]</i>.</p>
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 <i>[amount in local currency]</i> .
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## ***Section VI. Specifications***

## ***Section VII. Drawings***

*[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]*



## ***Section VIII. Bill of Quantities***

**Department of Public Works and Highways XII (DPWH)**

**Contract ID : 25M00237**

**Contract Name/Location : PREVENTIVE MAINTENANCE - SARANGANI - DAVAO  
DEL SUR COASTAL RD - K1691 + 570 - K1693 + 137 (WITH-  
IN STATION LIMITS), GLAN, SARANGANI PROVINCE**

<u>PAY ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>UNIT PRICE(PESOS)</u> <u>(IN WORDS &amp; IN FIGURES)</u>	<u>TOTAL COST (PESOS)</u> <u>(IN WORDS &amp; IN FIGURES)</u>
(1)	(2)	(3)	(4)	(5)	(6)
<b>PART A: FACILITIES FOR THE ENGINEER</b>					
A.1.1 (8)	Provision of Field Office for the Engineer (Rental Basis)	Month	2.47	7,938.00 Seven Thousand Nine Hundred Thirty Eight Pesos Only	19,606.86 Nineteen Thousand Six Hundred Six Pesos and 86/100 Only
A.1.2 (2)	Provision of 4x4 Pick Up Type Service Vehicle for the Engineer on Bare Rental Basis	Vehicle-Month	2.47	56,562.45 Fifty Six Thousand Five Hundred Sixty Two Pesos and 45/100 Only	139,709.25 One Hundred Thirty Nine Thousand Seven Hundred Nine Pesos and 25/100 Only
<b>PART B: OTHER GENERAL REQUIREMENTS</b>					
B.5	Project Billboard / Signboard	Each	3.00	6,150.15 Six Thousand One Hundred Fifty Pesos and 15/100 Only	18,450.50 Eighteen Thousand Four Hundred Fifty Pesos and 50/100 Only

<u>PAY ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>UNIT PRICE(PESOS)</u> <u>(IN WORDS &amp; IN FIGURES)</u>	<u>TOTAL COST (PESOS)</u> <u>(IN WORDS &amp; IN FIGURES)</u>
(1)	(2)	(3)	(4)	(5)	(6)
B.7 (2)	Occupational Safety and Health Program	Lump sum	1.00	132,346.76 One Hundred Thirty Two Thousand Three Hundred Forty Six Pesos and 76/100 Only	132,346.76 One Hundred Thirty Two Thousand Three Hundred Forty Six Pesos and 76/100 Only
B.8 (1)	Traffic Management	Month	2.47	8,121.26 Eight Thousand One Hundred Twenty One Pesos and 26/100 Only	20,059.49 Twenty Thousand Fifty Nine Pesos and 49/100 Only
B.9	Mobilization / Demobilization	Lump sum	1.00	230,764.80 Two Hundred Thirty Thousand Seven Hundred Sixty Four Pesos and 80/100 Only	230,764.80 Two Hundred Thirty Thousand Seven Hundred Sixty Four Pesos and 80/100 Only

<u>PAY ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>UNIT PRICE(PESOS)</u> <u>(IN WORDS &amp; IN FIGURES)</u>	<u>TOTAL COST (PESOS)</u> <u>(IN WORDS &amp; IN FIGURES)</u>
(1)	(2)	(3)	(4)	(5)	(6)
<b>PART E: SURFACE COURSE</b>					
300 (1)	Gravel Surface Course	Cubic Meter	419.72		
302 (2)	Emulsified Asphalt	Square Meter	42,130.00		
310 (1)a	Bituminous Concrete Surface Wearing Course, Hot- Laid, 30 mm	Square Meter	21,065.00		
310 (2)a	Bituminous Concrete Surface Binder Course, Hot-Laid, 30 mm	Square Meter	21,065.00		

<u>PAY ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>UNIT PRICE(PESOS)</u> <u>(IN WORDS &amp; IN FIGURES)</u>	<u>TOTAL COST (PESOS)</u> <u>(IN WORDS &amp; IN FIGURES)</u>
(1)	(2)	(3)	(4)	(5)	(6)
<b>PART F: BRIDGE CONSTRUCTION</b>					
404 (1)a	Reinforcing Steel, Grade 40	Kilogram	7,056.00		
405 (2)a	Structural Concrete, 20.68MPa, B	Cubic Meter	64.51		
<b>PART H: MISCELLANEOUS STRUCTURES</b>					
612 (1)	Reflectorized Thermoplastic Pavement Markings White	Square Meter	473.00		

<u>PAY ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>UNIT PRICE(PESOS)</u> <u>(IN WORDS &amp; IN FIGURES)</u>	<u>TOTAL COST (PESOS)</u> <u>(IN WORDS &amp; IN FIGURES)</u>
(1)	(2)	(3)	(4)	(5)	(6)
612 (2)	Reflectorized Thermoplastic Pavement Markings Yellow	Square Meter	472.00		
613 (1)	Concrete Joint Sealant ( Hot-Poured Elastic Type)	Kilogram	880.00		
624 (9)e1	Single Arm Solar LED Roadway Lighting, 80W- 125W, 12m-Pole	Each	56.00		

**TOTAL BID AMOUNT IN WORDS AND IN FIGURES:**

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**SUBMITTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Name of Bidder:** \_\_\_\_\_

**Position:** \_\_\_\_\_

## **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

- ☐ (e) 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**
- ☐ (f) 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**
- ☐ (g) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**
- ☐ (h) 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**
- ☐ (i) 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**
- ☐ (j) 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

- ☐ (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC).

***Class “B” Documents***

- ☐ (l) 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**

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

***Other documentary requirements under RA No. 9184***

- ☐ (n) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (o) 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**
- ☐ (p) Cash Flow by Quarter.

PRELIMINARY EXAMINATION OF TECHNICAL PROPOSAL									
Date of Submission/Opening of Bids:									
Contract ID No. :									
Name of Project :									
Approved Budget for the Contract (ABC):									
Name of Contractor :									
(1) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR									
(2) a. If the Bidder is not previously enrolled in the CWR: the bidder's Class "A" and Class "B" Documents not covered by the PhilGEPS Certificate, in accordance with Section 4.8.2 of this DPM Volume II. These Documents should include, among others, the following information required in IRR Section 25.2: Valid PCAB License or special PCAB License in case of joint ventures, and registration for the type and cost of the contract to be bid.									
ii. Statement of all On-going Government and Private, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.									
ii. Statement identifying the Bidder's SLCC similar to the contract to be bid									
iii. NFCC Computation and Statement of Total Assets and Total Liabilities									
iv. JVA, if applicable									
b. If the bidder is previously enrolled in the CWR but would like to update any of its Class "A" and Class "B" Documents in the CWR: the pertinent Documents to be updated.									
(3) Bid Security in the prescribe form, amount and validity period (Form DPWH INFR-13).									
a. Acceptable Forms	Cash, Cashier's Check, Manager's Check, Issued by a Universal or Commercial Bank (2% of ABC)	Bank Draft/Guarantee, or Irrevocable Letter of Credit Issued by a Universal or Commercial Bank (If issued by a Foreign Bank it shall be confirmed or authenticated by a Universal or Commercial Bank (2% of ABC)	Surety Bond callable upon demand issued by a surety or Insurance Commission as authorized to issue such security (5% of ABC)	Bid Securing Declaration					
Form Submitted by Contractor									
b. Amount (Required):	-	₱0.00	₱0.00						
Submitted by Contractor		( ) Sufficient	( ) Insufficient						
c. Validity Period	:								
d. Issuing Company/Bank	:								
e. Official Receipt No.	:								
f. Callable on Demand	:								
g. Certificate from Insurance Commission	:								
(4) Eligibility Requirements under Section 23.1 of the IRR.									
Eligible Evaluation using CWR:									
ELIGIBLE		INELIGIBLE							
(5) Project Requirements, which shall include the following:									
a. Contractor's organizational chart for the contract to be bid (Form DPWH-INFR-13)									
List of contractor's key personnel-e.g., Project Manager, Project Engineers, Materials Engineers, Construction Safety and Foremen-to be assigned to the contract, with their complete qualification and experience data (Form DPWH-INFR-14)									
These personnel must meet the required minimum years of experience set in BDS.									
List of contractor's major construction and laboratory equipment units to be used for the contract-which are owned, leased and /or under purchase agreements, supported by certification of availability of the equipment from the equipment lessor/vendor for the duration of the project (Form DPWH-INFR-15) These equipment units must meet the minimum major equipment requirements for the contract set in the BDS and it should be included with a Minimum Testing Materials Equipment as required in D.O 11, series of 2017 (copy attached in BDS)									
(6) Omnibus Sworn Statement by the prospective bidder or its authorized representative in the form prescribed by the GPPB									
Note: Any missing, incomplete or patently insufficient document in the above mentioned checklist is a ground for outright rejection of the bid.									
Overall Rating: ( ) Passed ( ) Failed		BAC INITIAL							

Bidder Form No. 1									
<b>PRELIMINARY EXAMINATION OF FINANCIAL PROPOSAL</b>									
Date of Submission/Opening of Bids									
Project ID No.									
Name of Project and Location									
Name of Contractor									
Approved Budget for the Contract (ABC)		-							
<b>TOTAL AMOUNT OF BID AS READ</b>									
<b>Financial Component</b>		(to be filled up by the Contractor)		(to be filled up by the DPWH Personnel)					
		TAB No.							
1.	Bid Form indicating the Total Bid Price, using Form DPWH INFR-09.								
2.	Bid Prices in the <b>Bill of Quantities (BOQ) (Forms DPWH-INFR-16 and DPWH -INFR-18)</b>								
3.	Detailed Estimates including a Summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid;								
4.	Quarterly/Monthly Cash Flow and Payment Schedule								
Note:	Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection of the bid.								
<b>Overall Rating:</b>		( ) Passed ( ) Failed							
<b>BAC INITIAL</b>									
Financial Proposal									

# ***Bid Form for the Procurement of Infrastructure Projects***

*[shall be submitted with the Bid]*

---

## **BID FORM**

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

Project Identification No. : \_\_\_\_\_

**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 a 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 guidelines<sup>2</sup> 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
- 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: \_\_\_\_\_

---

<sup>2</sup> currently based on GPPB Resolution No. 09-2020

## **Bid Securing Declaration Form**

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

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

### **BID SECURING DECLARATION Project Identification No.: *[Insert 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]*

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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, **PROCUREMENT AGENT IF ENGAGED** 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]*

## Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.

2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;

3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:

a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:

- i. Procuring Entity has no claims filed against the contract awardee;
- ii. It has no claims for labor and materials filed against the contractor; and
- iii. Other terms of the contract; or

replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**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]*

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
REGIONAL OFFICE XII  
Koronadal City

Contract ID No. :  
Contract Title :  
Contract Location :

---

CERTIFICATE AS TO TECHNICAL KEY PERSONNEL  
(Department Order No.9 and 58, Series of 2012)

Date

**BAC CHAIRMAN**

Chairperson – Bids and Awards Committee

DPWH – Regional Office 12

Cor. Alunan Avenue, Mabini Street, Koronadal City

I, (Name of the Proprietor/Authorized Managing Officer), of legal age, the (Designation) of (Construction Firm) with office address at (Office Address).

1. That the equipment we have pledged in the project to be bid will be available for inspection during the post-qualification period in compliance with the D.O. 9, & 58 series of 2012.
2. That the Technical Personnel I have submitted in the bidding documents is an employee of my firm and working on another project at the time of bidding and I certify that (1) personnel will be pulled out from on-going project once the contract is awarded to us, and (2) he/she will be replaced with another person with equal or better qualifications, as certified by the Head of the Implementing Office Agency upon award of this project, if won.
3. That I am making this certification in compliance with D.O. No. 9, series of 2012 of the Implementing Rules and Regulations of the Republic Act. No. 9184 and in accordance with the requirements of the Department of Public Works and Highways, Regional Office XII, Koronadal City.

**NAME OF THE PROPRIETOR/AUTHORIZED MANAGING OFFICER**  
**BIDDERS REPRESENTATIVE AUTHORIZED SIGNATORY**  
**CONSTRUCTION FIRM**

## 1. ORGANIZATIONAL CHART

Department of Public Works and Highways

Contract ID:

Contract Name:

Location of the Contract:

---

### 1. CONTRACTOR'S ORGANIZATIONAL CHART FOR THE CONTRACT

Submit a copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to it. Indicate in the chart the names of the Project Manager, Project Engineer, Structural Engineer, Materials and Quality Control Engineer, Foremen, and other Key Personnel, as required in the Instructions to Bidders (Bid Data Sheet). Include Sub-Contractors, if any.

Attach the required Proposed Organizational Chart for the Contract as stated above.

Name and Signature of Bidder's Representative

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

Position

Name of Bidder

## 2. LIST OF EQUIPMENT PLEDGED

Department of Public Works and Highways

Contract ID:

Contract Name:

Location of the Contract:

*LIST OF CONTRACTOR'S MAJOR CONSTRUCTION AND LABORATORY EQUIPMENT UNITS TO BE ASSIGNED TO THE CONTRACT SUPPORTED BY CERTIFICATIONS OF AVAILABILITY*

Business Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_

Business Name : \_\_\_\_\_  
a. Business : \_\_\_\_\_  
Address : \_\_\_\_\_

Description	Model/Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership / Lease/Purchase
<b>A. Owned<sup>1</sup></b>							
i.							
ii.							
iii.							
iv.							
v.							
<b>B. Leased<sup>2</sup></b>							
i.							
ii.							
iii.							
iv.							
v.							
<b>C. Under Purchase Agreements<sup>3</sup></b>							
i.							
ii.							
iii.							
iv.							
v.							

<sup>1</sup>Attached are copies of sales invoices / Registration Certificates from LTO.

<sup>2</sup>Attached are the certifications from the lessors that the equipment units under B (Leased) shall be available for this contract.

<sup>3</sup>Attached are the certifications from the vendors that the equipment units under C (Purchase Agreements) shall be available for this contract.

Minimum major construction equipment requirement as prescribed in the Bid Data Sheet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Minimum major laboratory equipment requirements as prescribed in Bid Data Sheet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Signature of Bidder's Representative

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

Position

Name of Bidder

DPWH Procurement Manual Volume II-Infrastructure

Contract ID No. :  
Contract Title :

### **SWORN STATEMENT** (Conflict of Interest)

I, **NAME OF THE PROPRIETOR/AUTHORIZED MANAGING OFFICER**, of legal age, married, Filipino and residing at **ADDRESS**, after having been duly sworn to in accordance with law, hereby depose and say:

That I am the Authorized Managing Officer of **CONSTRUCTION FIRM/NAME** with the address **OFFICE ADDRESS**

1. That the firm has no controlling shareholders in common with another ~~bidder~~;
2. That the firm never receives or has received any direct or indirect subsidy from any bidder;
3. That the firm has no the same legal representative as that of another bidder for a purpose of this bid;
4. That the firm does not submit more than one ~~bid~~ this bidding, however does not limit the participation of subcontractors on more than on bid;
5. That the firm does not lends or temporary seconds, its personal to firms or organization which is engaged in consulting services for the preparation related to procurement for implementation of the project. If the personnel would be involved in any capacity in the same project.
6. That we are making this statement in compliance with Section 11-A PBD's (Conflict of Interest) of the Implementing Rules and Regulations of Republic Act No. 9184 and accordance with the requirements of the Procuring Entity.

In witness whereof, we hereunto set my hand this \_\_\_\_\_,  
\_\_\_\_\_.

**NAME**

Proprietor/Manager

**CONSTRUCTION FIRM**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ at  
\_\_\_\_\_, \_\_\_\_\_ Philippines. Affiants  
exhibiting his/her \_\_\_\_\_ at \_\_\_\_\_.

Doc No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of 2024



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
OFFICE OF THE SECRETARY  
MANILA

097.13 DPWH  
02.28.2012

FEB 27 2012

DEPARTMENT ORDER ) SUBJECT: TECHNICAL REQUIREMENTS FOR CIVIL WORKS  
NO. 09 ) PROJECTS FOR PUBLIC BIDDING  
Series of 2012 )

In order to avoid unnecessary delay during eligibility processing and post-qualification, the following guidelines shall be observed.

**Categories of Work**

1. The Major Category of Work to be indicated in the Contract Profile or Form NR-002 (sample attached) shall be based on the Bill of Quantities. In accordance with best engineering practice, the major category shall include only items that constitute at least 20% of the total contract cost. Minor items are considered subsumed under the major category.
2. In filling up the Contract Profile form, the appropriate Similar Categories of Work listed in the form shall also be specified. The existing list shall prevail until a new List of Categories of Works is issued through another Department Order. The data in the form are inputs in the electronic eligibility processing.
3. The category of work used during the eligibility processing shall be the same category when the project is completed, accepted and included in the database under the contractor's list of completed projects. This category will be reflected in the Contractor's Information (CI) which is attached to the Contractor's Registration Certificate (CRC).
4. Unless there has been an approved variation order to prove that the profile of the completed project is different from the contract that was bid out, the category of work shall not be revised. This is to avoid any suspicion that the category of the contract for bidding was tailor-fitted to the profile of the contractor during the bidding and would be revised later to suit another contract for another bidding.

**Key Technical Personnel**

5. Pursuant to Section 34, Rule 10 of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, the Lowest Calculated Bid shall undergo post qualification, which includes verification of pledged key technical personnel.



6. If a proposed Key Technical Personnel is an employee of the bidder and working on another project at the time of the bidding, the bidder shall submit a certification that (1) the personnel will be pulled out from the ongoing project once the bidder is awarded the contract, and (2) he/she will be replaced with another person with equal or better qualifications, as certified by the head of the implementing office.
7. The bidder may propose a Key Technical Personnel who is not its employee provided that the said personnel is required to submit a certification that he/she will work for the bidder if it is awarded the contract under bidding.
8. The certification under Item 6 or Item 7 shall be included in the first envelope of the sealed bid.

**Equipment**

9. Also to be verified during post-qualification is the set of equipment pledged by the bidder. The bidder should specify in the submitted bid the location of the equipment where they can be inspected. If any piece of equipment is not in the specified location, then the bidder shall be post-disqualified.

This Order is for strict compliance. It supersedes any previous order inconsistent herewith and shall take effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

FORM NR-002  
Revised July 2001

Contract ID NO. : \_\_\_\_\_  
Contract Name : \_\_\_\_\_  
Advertisement Date : \_\_\_\_\_ Newspaper : \_\_\_\_\_  
Bidding Office : \_\_\_\_\_  
Tel. No./Fax No. : \_\_\_\_\_  
Expression of Interest : \_\_\_\_\_ Bid Submission  
Submission Deadline : \_\_\_\_\_ Deadline : \_\_\_\_\_  
Document Amount : \_\_\_\_\_ Est. Work Duration (c.d.) \_\_\_\_\_  
Est. Project Cost : \_\_\_\_\_

Major Categories of Work	Unit of Measure	Dimension	Cost Estimate for Each Major Category of Work	Similar Major Categories of Work

Major Categories of Work Table

Code	Category of Work Description	Dimension	Code	Category of Work Description	Dimension
BCB	Bridges-Construction-Bailey	l.m.	MBG	Maintenance Buildings	Stories
BCC	Bridges-Construction-Concrete	l.m.	MFC	Maintenance Flood Control	Cm
BCS	Bridges-Construction-Steel	l.m.	MRB	Maintenance Roads and Bridges	Km
BCP	Bridges-Construction-with Bored Piles	l.m.	FHC	Ports/Harbors-Causeway	l.m.
BIH	Buildings/Industrial Plant-High Rise	stories	PHW	Ports/Harbors-Wharf	l.m.
BIM	Buildings/Industrial Plant-Medium Rise	stories	RCA	Roads-New Construction-Asphalt	km
BIL	Buildings/Industrial Plant-Low Rise	stories	RCG	Roads-New Construction-Gravel	km
BRB	Bridges-Rehabilitation-Bailey	l.m.	RCP	Roads-New Construction-PCCP	km
BRC	Bridges-Rehabilitation-Concrete	l.m.	RRR	Roads-Rehabilitation-Asphalt	km
BRR	Bridges-Rehabilitation-Retrofitting	l.m.	RRG	Roads-Rehabilitation-Gravel	km
BRS	Bridges-Rehabilitation-Steel	l.m.	RRP	Roads-Rehabilitation-Asphalt	km
BRP	Bridges-Rehabilitation-with Bored Piles	l.m.	TEA	Traffic Engineering Signage	piece
FHG	Flood Control/Hydraulic/Dredging	cm	TEP	Traffic Engineering-Pavement Markings	l.m.
FHD	Flood Control/Hydraulic/Dams	cm	TES	Traffic Engineering-Signalization	set
FHP	Flood Control/Hydraulic/Pumping Station	unit	FEN	Perimeter Fence	
FHN	Flood Control/Hydraulic/Drainage	l.m.			
FHR	Flood Control/Hydraulic/River Control	l.m.			
FHW	Flood Control/Hydraulic/Water Supply	l.m.			

Submitted by:

Head of Implementing Office: \_\_\_\_\_ Date: \_\_\_\_\_



097.13 DFWH  
11.29.2021

DEPARTMENT ORDER )  
)  
)  
No. 115 )  
Series of 2021 dt 11/29/2021 )

**SUBJECT: FURTHER ENHANCING THE  
SPECIFIC POLICY GUIDELINES  
UNDER THE PROVISIONS OF D.O.  
88, s. 2012**

WIN1103003



24 JAN 2017

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
Manila

097.13 SF 125  
01-24-2017

DEPARTMENT ORDER )  
NO. 11 )  
Series of 2017 )

SUBJECT: Inclusion of the Minimum  
Materials Testing Equipment  
In the Technical Component  
of the Bid

Section 25.2.b) of the Revised IRR of RA 9184 requires, among other technical requirements, the inclusion of the list of contractor's major equipment units which are owned, leased, and/or under purchase agreement, 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.

DPWH Procurement Manual Volume II-Infrastructure Main Guidelines specifically requires the submission of the materials testing equipment as stated in Clause 5.6.2.a) Technical Proposal and Clause 5.6.2.a.4.c) Project Requirements using Form DPWH-INFR-15: List of Contractor's Major Construction and Laboratory Equipment Units to be Assigned to the Contract Supported by Certifications of Availability.

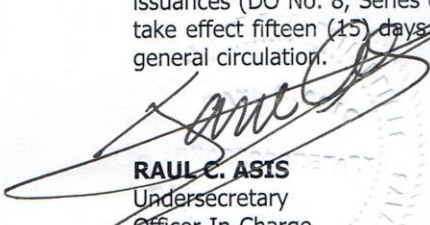
Considering that materials testing equipment are essential during construction stage of a project, it shall therefore be included in the technical requirement of the Bid together with the other major equipment as contained in the Technical Envelope which shall be subjected to preliminary examination and further verified during the post-qualification stage.

This minimum materials testing equipment requirement shall be on a "per contractor" basis, and not on a "per project basis", i. e. the equipment maybe used to service several on-going projects of the contractors.

As such, the Implementing Offices are hereby directed to compel the contractors to comply with the prescribed Minimum Materials Testing Equipment and to utilize first their own laboratory testing equipment/facilities before engaging the services of private testing laboratories for required test out of their capacity to perform to ensure effective and better quality control of construction materials during the implementation of DPWH infrastructure projects.

Attached are the List of Minimum Materials Testing Equipment to be proposed for Small, Medium and Large Contractors. (Annex "A").

This Department Order supersedes Department Order No. 80, Series of 1990 and all other issuances (DO No. 8, Series of 1996 and DO 138, Series of 2015) relative thereto. This shall take effect fifteen (15) days after its last publication in the official gazette or newspaper of general circulation.

  
RAUL C. ASIS  
Undersecretary  
Officer-In-Charge

Department of Public Works and Highways  
Office of the Secretary

  
WIN7XR01214



**Minimum Materials Testing Equipment for Small Contractors**

Equipment	Tests	Materials/Products
Sieve, Std., 200 mm diameter, opening 75 mm (3") -ditto- 63 mm (2 1/2") -ditto- 50 mm (2") -ditto- 37.5 mm (1 1/2") -ditto- 25.0 mm (1") -ditto- 19.0 mm (3/4") -ditto- 12.5 mm (1/2") -ditto- 9.5 mm (3/8") -ditto- 4.75 mm (No. 4) -ditto- 2.36 mm (No. 8) -ditto- 2.00 mm (No. 10) -ditto- 1.18 mm (No. 16) -ditto- 0.600 mm (No. 30) -ditto- 0.425 mm (No. 40) -ditto- 0.300 mm (No. 50) -ditto- 0.150 mm (No. 100) -ditto- 0.075 mm (No. 200)	Grading Test, PL-LL Tests Soundness Test, Abrasion Test, Field Density Test, Specific Gravity	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregate, Soil Aggregates, Aggregate Surface Course
Pan, Brass, 200mm dia. x 50 mm deep		
Cover, Brass, Sieve		
Brush, Fine Sieve		
Brush, Wire, Sieve		
Mortar & Pestle		
Atterberg Limit Test Set 1 - Liquid Limit Device 1 - Mixing Dish 1 - Spatula, flexible 1 - Graduated Cylinder, glass, 100 ml 24 - Moisture Content can, 60 ml, tin	PL-LL Tests	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Soil Aggregates, Aggregate Surface Course
Glass Plate, Plastic Limit		
Hammer, Modified Compaction		
Mold, Compaction, 152.4 mm diameter x 116.4 mm height	Laboratory Compaction	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Stabilized Road Mix Base Course, Treated Plant Mix Base Course
Moisture Content Can, 225mL, tin	Laboratory Compaction	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Stabilized Road Mix
	FDT	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Compacted Subbase Course, Compacted

**Minimum Materials Testing Equipment for Small Contractors**

Equipment	Tests	Materials/Products
		Base Course, Aggregate Surface Course
Field Density Test Set 1 - Sand Density Cone 1 - Jug, Glass or Plastic, 4-L capacity 1 - Density Plate 1 - Straight Edge 1 - Spoon 1 - 25 mm Chisel, Steel 1 - 4-L Field Can 1 - Mallet, rubber 1 - Scoop, sand	Field Density Test	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Compacted Base Course, Compacted Subbase Course, Aggregate Surface Course
Auger, Post Hole, with two-m extension	Soil Sampling	Disturbed Soil Sampling
Cylinder, Glass, Double Graduated, 500mL cap.	PL-LL Test, Compaction	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Compacted Base Course, Compacted Subbase Course, Aggregate Surface Course
Bowl, Mixing, 250mm dia.x90mm high	Aggregate and soil test sampling, Field Density Test (FDT)	
Pan, Square, G.I. 600mmx600mmx75mm		
Spade or Shovel		
Pickaxe		
Crowbar		
Balance, Triple Beam, 311g cap. (0.01g sensitivity)	PL-LL Test	Excavated Materials, Embankment, Portland Cement, Soil Aggregates
	Specific Gravity Test	Excavated Materials, Embankment, Fine Aggregates
Balance, Triple Beam, 2610g cap. (0.1g sensitivity)	Soundness Test, FDT, Moisture Content	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Soil Aggregates, Aggregate Surface Course
	Specific Gravity Test	Excavated Materials, Embankment, Coarse Aggregates
Balance, Heavy Duty Solution, 20kg cap. (1g sensitivity)	Compaction, Specific Gravity, Field Density Test	Soil Analysis
Mold, Steel, Cylinder, 150mmx300mm	Compression Test	Fresh Concrete Mix
Mold, Steel Beam, 150mmx150mmx500mm	Flexural Test	Fresh Concrete Mix
Slump Test Set Slump Cone, Complete with base and tamping rod Trowel, Triangular or Rectangular blade, 90mmx180mm Scale	Concrete Slump Test	Fresh Concrete Mix
Thermometer, Metal, dial type, 0-250°C	Temperature Monitor of Concrete & Asphalt	Concrete & Asphalt Mixes
Concrete Measure 0.014 cu.m. cap. (1/2 cu.ft.)	Unit Weight	Concrete Aggregate

**Minimum Materials Testing Equipment for Small Contractors**

Equipment	Tests	Materials/Products
Straight Edge, Steel 300mm long	Laboratory Compaction	Soil Aggregate
Concrete Mixer, Portable	Mixing of Fresh Concrete	Mix Products

**Minimum Materials Testing Equipment for Medium Contractors**

Equipment	Tests	Materials/Products
Sieve, Std., 200 mm diameter, opening 75 mm (3") -ditto- 63 mm (2 1/2") -ditto- 50 mm (2") -ditto- 37.5 mm (1 1/2") -ditto- 25.0 mm (1") -ditto- 19.0 mm (3/4") -ditto- 12.5 mm (1/2") -ditto- 9.5 mm (3/8") -ditto- 4.75 mm (No.4) -ditto- 2.36 mm (No. 8) -ditto- 2.00 mm (No. 10) -ditto- 1.18 mm (No. 16) -ditto- 0.600 mm (No. 30) -ditto- 0.425 mm (No. 40) -ditto- 0.300 mm (No. 50) -ditto- 0.150 mm (No. 100) -ditto- 0.075 mm (No. 200)	Grading Test, PL-LL Test Soundness Test, Abrasion Test, Field Density Test (FDT), Specific Gravity	Excavated materials, Embankment, Fine/Coarse/Crushed Aggregate, Soil Aggregates, Aggregate Surface Course
Pan, Brass, 200mm dia. X 50 mm deep		
Cover, Brass, Sieve		
Brush, Fine Sieve		
Brush, Wire, Sieve		
Balance, Heavy Duty Solution, 20kg cap. (1g sensitivity)	Compaction, Specific Gravity, Field Density Test (FDT)	Soil Analysis
Mortar, Soil, Porcelain, 125mm dia.	PL-LL Tests	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Soil Aggregates, Aggregate Surface Course
Pestle, Soil, Rubber Tip		
Atterberg Limit Test Set 1 - Liquid Limit Device 1 - Mixing Dish 1 - Spatula, flexible 1 - Graduated Cylinder, glass, 100 ml 12 - Moisture Content can, 60 ml, tin		
Glass Plate, Plastic Limit		

**Minimum Materials Testing Equipment for Medium Contractors**

Equipment	Tests	Materials/Products
Balance, Triple Beam, 311g cap. (0.01g sensitivity)	PL-LL Tests	Excavated Materials, Embankment, Portland Cement, Soil Aggregates
	Specific Gravity Test	Excavated Materials, Embankment, Fine Aggregates
Balance, Triple Beam, 2610g cap. (0.19g sensitivity)	Soundness Test, Field Density Test (FDT), Moisture Content	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Soil Aggregates, Aggregate Surface Course
	Specific Gravity Test	Excavated Materials, Embankment, Coarse Aggregates,
Hammer, Modified Compaction	Laboratory Compaction	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Stabilized Road Mix Base Course, Treated Plant Mix Base Course
Mold, Compaction, 101.6 mm diameter x 116.4 mm height		
Moisture Content Can, 225mL, tin	Laboratory Compaction	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Stabilized Road Mix
	Field Density Test (FDT)	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Compacted Base Course, Compacted Subbase Course, Aggregate Surface Course
Concrete Measure 0.014 cu.m. cap. (1/2 cu.ft.)	Unit Weight	Concrete Aggregate
Straight Edge, Steel 300mm long	Laboratory Compaction	Soil Aggregate
Field Density Test Set 1 - Sand Density Cone 1 - Jug, Glass or Plastic, 4-L capacity 1 - Density Plate 1 - Straight Edge 1 - Spoon 1 - 25 mm Chisel, Steel 1 - 4-L Field Can 1 - Mallet, rubber 1 - Scoop, sand	Field Density Test (FDT)	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Compacted Base Course, Compacted Subbase Course, Aggregate Surface Course
Auger, Post Hole, with two-m extension	Soil Sampling	Disturbed Soil Sampling
Cylinder, Glass, Double Graduated, 500mL cap.	PL-LL Tests, Laboratory Compaction	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Compacted Base
Bowl, Mixing, 250mm dia.x90mm high		



**Minimum Materials Testing Equipment for Medium Contractors**

Equipment	Tests	Materials/Products
Pan, Square, G.I. 600mmx600mmx75mm	Aggregate and soil test sampling, Field Density Test (FDT)	Course, Aggregate Surface Course
Spade or Shovel		
Pickaxe		
Crowbar		
Concrete Mixer, Portable	Mixing of Fresh Concrete	Mix Products
Slump Test Set 1 - Slump Cone, Complete with base and tamping rod 1 - Trowel, Triangular or Rectangular blade, 90mmx180mm 1 - Scale	Concrete Slump Test	Fresh Concrete Mix
Mold, Steel, Cylinder, 150mmx300mm	Compression Test	Fresh Concrete Mix
Mold, Steel Beam, 150mmx150mmx500mm	Flexural Test	Fresh Concrete Mix
Vertical Capping Set 1 - Vertical Cylinder Capper with capping plate, 150mm diameter 1 - Capping compound warmer pot, 4-L cap. 1 - Capping laddle 1 - Carton capping compound	Capping of concrete cylinder sample	Hardened Concrete
Thermometer, Metal, dial type, 0-250°C	Temperature Monitor of Concrete & Asphalt	Concrete & Asphalt mixes

**Minimum Materials Testing Equipment for Large Contractors**

Equipment	Tests	Materials/Products
Sieve, Std., 200 mm diameter, opening 75 mm (3") -ditto- 63 mm (2 1/2") -ditto- 50 mm (2") -ditto- 37.5 mm (1 1/2") -ditto- 25.0 mm (1") -ditto- 19.0 mm (3/4") -ditto- 12.5 mm (1/2") -ditto- 9.5 mm (3/8") -ditto- 4.75 mm (No.4) -ditto- 2.36 mm (No. 8) -ditto- 2.00 mm (No. 10) -ditto- 1.18 mm (No. 16) -ditto- 0.600 mm (No. 30)	Grading Test, PL-LL Test Soundness Test, Abrasion Test, Field Density Test, Specific Gravity	Excavated materials, Embankment, Fine/Coarse/Crushed Aggregate, Soil Aggregates, Aggregate Surface Course

**Minimum Materials Testing Equipment for Large Contractors**

Equipment	Tests	Materials/Products
-ditto- 0.425 mm (No. 40) -ditto- 0.300 mm (No. 50) -ditto- 0.150 mm (No. 100) -ditto- 0.075 mm (No. 200)		
Pan, Brass, 200mm dia. X 50 mm deep		
Cover, Brass, Sieve		
Brush, Fine Sieve		
Brush, Wire, Sieve		
Balance, Heavy Duty Solution, 20kg cap. (1g sensitivity)	Compaction Specific Gravity Test, Field Density Test (FDT)	Soil Analysis
Mortar, Soil, Porcelain, 125mm dia.	PL-LL Tests	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Soil Aggregates, Aggregate Surface Course
Pestle, Soil, Rubber Tip		
Atterberg Limit Test Set 1 - Liquid Limit Device 1 - Mixing Dish 1 - Spatula, flexible 1 - Graduated Cylinder, glass, 100 ml 12 - Moisture Content can, 60 ml, tin		
Glass Plate, Plastic Limit		
Balance, Triple Beam, 311g cap. (0.01g sensitivity)	PL-LL Tests	Excavated Materials, Embankment, Soil Aggregates
	Specific Gravity Test	Excavated Materials, Embankment, Fine Aggregates,
Balance, Triple Beam, 2610g cap. (0.01g sensitivity)	Soundness Test, Field Density Test (FDT), Moisture Content	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Soil Aggregates, Aggregate Surface Course
	Specific Gravity Test	Excavated Materials, Embankment, Coarse Aggregates,
Hammer, Modified Compaction	Laboratory Compaction	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Stabilized Road Mix
Mold, Compaction, 101.6 mm diameter x 116.4 mm height		Base Course, Treated Plant Mix Base Course

**Minimum Materials Testing Equipment for Large Contractors**

Equipment	Tests	Materials/Products
Moisture Content Can, 225mL, tin	Laboratory Compaction	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Stabilized Road Mix
	Field Density Test (FDT)	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Compacted Base Course, Compacted Subbase Course, Aggregate Surface Course
Concrete Measure 0.014 cu.m. cap. (1/2 cu.ft.)	Unit Weight	Concrete Aggregate
Straight Edge, Steel 300mm long	Laboratory Compaction	Soil Aggregate
CBR Apparatus complete with accessories (Mechanical)	Determination of California Bearing Ratio	Fine/Coarse/Crushed Aggregates, Stabilized Road Mix Base Course, Treated Plant Mix Base Course, Aggregate Surface Course
Field Density Test Set 1 - Sand Density Cone 1 - Jug, Glass or Plastic, 4-L capacity 1 - Density Plate 1 - Straight Edge 1 - Spoon 1 - 25 mm Chisel, Steel 1 - 4-L Field Can 1 - Mallet, rubber 1 - Scoop, sand	Field Density Test (FDT)	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Compacted Base Course, Aggregate Surface Course
Auger, Post Hole, with two-m extension	Soil Sampling	Disturbed Soil Sampling
Cylinder, Glass, Double Graduated, 500mL cap.	PL-LL Test	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Compacted Base Course, Compacted Subbase Course, Aggregate Surface Course
Bowl, Mixing, 250mm dia.x90mm high		
Pan, Square, G.I. 600mmx600mmx75mm	Aggregate and soil test sampling, Field Density Test	Fresh Concrete Mix
Spade or Shovel		
Pickaxe		
Crowbar	Mixing of Fresh Concrete	Fresh Concrete Mix
Concrete Mixer, Portable		
Slump Test Set 1 - Slump Cone, Complete with base and tamping rod 1 - Trowel, Triangular or Rectangular blade, 90mmx180mm 1 - Scale	Concrete Slump Test	Fresh Concrete Mix
Mold, Steel, Cylinder, 150mmx300mm	Compression Test	Fresh Concrete Mix
Mold, Steel Beam, 150mmx150mmx500mm	Flexural Test	Fresh Concrete Mix

**Minimum Materials Testing Equipment for Large Contractors**

<b>Equipment</b>	<b>Tests</b>	<b>Materials/Products</b>
Vertical Capping Set 1 - Vertical Cylinder Capper with capping plate, 150mm diameter 1 - Capping compound warmer pot, 4-L cap. 1 - Capping ladle 1 - Carton capping compound	Capping of concrete cylinder sample	Hardened Concrete
Thermometer, Metal, dial type, 0-250°C	Temperature Monitor of Concrete & Asphalt	Concrete & Asphalt Mixes
Volumetric flask 500 ml cap. With stopper	Specific Gravity of Sand	Sand
Sand Absorption Cone and Tamper		
Specific Gravity Test Set or Coarse Aggregate 1 - Semi-automatic precision balance 5kg cap., 0.1g sensitivity 1 - Wire basket	Bulk Specific Gravity	Aggregates of Bituminous Mix, Asphalt Core, Fine/Coarse Aggregates,
Los Angeles Abrasion Machine complete with abrasive steel and #12 sieve	Abrasion Test of Aggregates	Coarse/Crushed Aggregates, Soil Aggregates, Aggregate Surface Course,
Oven, Field, with temperature control	Field Density Test (FDT)	Excavated Materials, Embankment, Fine/Coarse/Crushed Aggregates, Compacted Base Course, Compacted Subbase Course, Aggregate Surface Course
Compression Machine, portable	Compression Test	Fresh Concrete Mix
Concrete Beam Tester, Flexural	Flexural Test	Fresh Concrete Mix
Concrete Core Drilling Machine complete with accessories	In-situ Test for Concrete/Asphalt Pavement	Concrete/Asphalt Pavement
Extractor, Centrifuge or Reflux, 1500g cap.	Extraction	Bituminous Mix
Carbon Tetrachloride	Asphalt Content/Grading of Aggregates	Asphalt/Aggregate Materials in Bituminous Mix
Marshall Stability Apparatus complete with accessories	Marshall Stability Test/ Job mix of Asphalt	Asphalt Mix

Activity	Responsible Performer	Time Frame	Rules
		bids receipt	clarify items in the agenda and respond to queries/ comments from bidders. The BAC-Sec shall record the proceedings by audio facilities and manually.
4. Prepare the Minutes of the PBC	BAC-Sec	< 3 cd after PBC	Use <b>Form DPWH-INFR-26</b> .
5. Receive written requests for clarification before/after the PBC from prospective bidders	BAC-Sec	≤10 cd before deadline for bids receipt	
6. Prepare Bid Bulletins, if any, (a) based on the PBC, or (b) in response to written request for clarification from a bidder, or (c) at the initiative of the BAC	BAC-TWG with IU and BAC-Secretariat	≤2 cd after PBC & ≤7 cd before deadline for bids receipt	Issued (a) in accordance with PBC discussions, (b) in response to written requests for clarification, and (c) at the initiative of the BAC – to clarify or modify any provision of the BDs. Use <b>Form DPWH-INFR-27</b>
7. Approve Bid Bulletins	BAC	<7 cd before deadline for bids receipt	
8. Sign the Minutes of PBC	BAC Chairman	≤3 cd after PBC and <7 cd before deadline for bids receipt	
9. Issue signed Minutes of PBC and Bid Bulletins	BAC-Secretariat	≤3 cd after signing	Send to all eligible bidders and PBC participants
10. Post Bid Bulletins on websites of DPWH and PhilGEPS	BAC-Sec upon request	1 cd after signing	
<b>Total</b>		<b>13 cd</b>	

## 5.6 RECEIPT OF BIDS, OPENING AND PRELIMINARY EXAMINATION OF BIDS, AND ELIGIBILITY CHECK

### 5.6.1 Legal Reference

IRR Section 23 sets the rules pertaining to eligibility check, Section 25 defines the rules for submission and receipt of bids, and Sections 29 to 31 prescribe the rules for opening and preliminary examination of bids.

### 5.6.2 Receipt of Bids



The Bidders should prepare their bids strictly in accordance with the requirements of the ITB and BDS as discussed in Sections 4.10 and 4.11 and ANNEXES II-1.1D and IA-1.1E of this **DPM Volume II**. These include the prescribed contents and forms of the Technical and Financial Components comprising each bid (**Form DPWH-INFR-09**), which are recapitulated below:

- a. Technical Component – This shall include the following:
  - (1) PhilGEPS Certificate of Registration and Membership in accordance with **Section 8.5.2 of the IRR**.
  - (2) a. If the bidder is not previously enrolled in the CWR: the bidder's Class "A" and Class "B" Documents not covered by the PhilGEPS Certificate, in accordance with Section 4.8.2 of this **DPM Volume II**. These Documents should include, among others, the following information required in **IRR Section 25.2b**:
    - i. Valid PCAB License or special PCAB License in case of joint ventures, and registration for the type and cost of the contract to be bid.
    - ii. Statement of all On-going Government and Private , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
    - ii. Statement identifying the Bidder's SLCC similar to the contract to be bid.
    - iii. NFCC Computation and Statement of Total Assets and Total Liabilities
    - iv. JVA, if applicable
  - b. If the bidder is previously enrolled in the CWR but would like to update any of its Class "A" and Class "B" Documents in the CWR: the pertinent Documents to be updated.
  - (3) Bid Security in the prescribed form, amount and validity period (**Form DPWH-INFR-10, DPWH-INFR 11, or DPWH-INFR-12**).
  - (4) Project Requirements, which shall include the following:
    - a. Contractor's organizational chart for the contract to be bid (**Form DPWH-INFR-13**).
    - b. List of contractor's key personnel – e.g., Project Manager, Project Engineers, Materials Engineers, Construction Safety Officer, and Foremen - to be assigned to the contract, with their complete qualification and experience data (**Form DPWH-INFR-14**). These personnel must meet the required minimum years of experience set in the **BDS**.
    - c. List of contractor's major construction and laboratory equipment units to be used for the contract – which are owned, leased, and/or under purchase agreements, supported by certification of availability of the equipment from

the equipment lessor/vendor for the duration of the project (**Form DPWH-INFR-15**). These equipment units must meet the minimum major equipment requirements for the contract set in the **BDS**.

- d. Omnibus sworn statement by the prospective bidder or its duly authorized representative as to the following, using **Form DPWH-INFR-16 (IRR Section 25.3)**:
  - i. It is not "blacklisted" or barred from bidding by the government or any of its agencies, offices, corporations, or local government units (LGUs), including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB.
  - ii. 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.
  - iii. It is authorizing the HoPE or his duly authorized representative(s) to verify all the documents submitted.
  - iv. The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, or duly notarized Special Power of Attorney in case of sole proprietorship, partnership or joint venture.
  - v. It complies with the disclosure provision under Section 47 of RA 9184 in relation to the provisions of RA 3019.
  - vi. It complies with the responsibilities of a bidder provided in the **BDS**.
  - vii. It complies with existing labor laws and standards.
  - viii. It did not give or pay any, 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 or activity.

i. Financial Component

- (1) Bid Form indicating the Total Bid Price, using **Form DPWH INFR-09**.
- (2) Bid prices in the **Bill of Quantities (BOQ)** (**Forms DPWH-INFR-16 and DPWH-INFR-18**).
- (3) Detailed estimates.
- (4) Cash flow by quarter (**Form DPWH-INFR-19**).

The concerned BAC shall receive from the Bidders their bids in two (2) separate sealed bid envelopes which shall be submitted simultaneously. The first envelope shall contain the Technical Proposal, and the second envelope shall contain the Financial Proposal.

### **5.6.3 Time Frame for Receipt of Bids**

Bids should be received by the BAC on or before the specified time and date of the deadline stated in the **BDs**, and within the following maximum periods from the date of advertisement of the **IB** up to the deadline for the receipt of bids (**IRR Section 25.5**):

**Table 13. Allowable Time for the Receipt of Bids**

<b>Approved Budget for the Contract, in Pesos</b>	<b>Period from Date of IB Advt up to Deadline for Bids Receipt</b>
Fifty (50) million and below	50 calendar days
Above fifty (50) million	65 calendar days

Bids submitted after the specified deadline shall not be received by the BAC. The BAC shall record in the minutes the bidder's name, its representative, and the time the late bid was submitted (**IRR Section 25.5**).

To ensure transparency and accurate presentation of the bids submission, the BAC, through its Secretariat, shall notify, in writing, all bidders whose bids it has received. The notice shall be issued within seven (7) calendar days from the date of bid opening (**IRR Section 25.6**).

The original copy of the Bid Form shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative (**IRR Section 25.7**).

Bid envelopes that are not properly sealed and marked, as required in the **BDs**, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the unsealed or improperly marked bid, or for its premature opening (**IRR Section 25.8**).

In case of unforeseeable or unavoidable circumstances, the BAC may re-schedule the deadline for the receipt and opening of bids through the issuance of a Bid Bulletin, which shall be posted in the DPWH and PhilGEPS websites and at any conspicuous place for the purpose at least one (1) day before the new schedule.

### **5.6.4 Modification and Withdrawal of Bids**

A bidder shall be allowed to modify its bid, provided that this is done before the deadline for the submission and receipt of bids. Where a bidder modifies its bid, it shall not be allowed to retrieve its original bid, but shall only be allowed to send another bid equally sealed, properly identified, linked to its original bid and marked as a "modification," thereof, and stamped "received" by the BAC. Bid modifications submitted after the applicable deadline shall not be considered and shall be returned to the bidder unopened.

A bidder may, through a letter, be allowed to withdraw its bid before the deadline for the receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions



**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

**LIST OF CONTRACTOR'S MAJOR CONSTRUCTION AND LABORATORY EQUIPMENT UNITS TO BE ASSIGNED TO THE CONTRACT,  
SUPPORTED BY CERTIFICATIONS OF AVAILABILITY**

Business Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_

Description	Model/Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership / Lease/Purchase
<b>A. Owned<sup>1</sup></b>							
i.							
ii.							
iii.							
iv.							
v.							
<b>B. Leased<sup>2</sup></b>							
i.							
ii.							
iii.							
iv.							
v.							
<b>C. Under Purchase Agreements<sup>3</sup></b>							
i.							
ii.							
iii.							
iv.							
v.							

<sup>1</sup>Attached are copies of sales invoices / Registration Certificates from LTO.

<sup>2</sup>Attached are the certifications from the lessors that the equipment units under B (Leased) shall be available for this contract.

<sup>3</sup>Attached are the certifications from the vendors that the equipment units under C (Purchase Agreements) shall be available for this contract.

Minimum major construction equipment requirement as prescribed in the Bid Data Sheet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Minimum major laboratory equipment requirements as prescribed in Bid Data Sheet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Name and Signature of Bidder's Representative*

*Position*

*Name of Bidder*

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

