



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
**CAMARINES SUR 5TH
DISTRICT ENGINEERING OFFICE**
REGIONAL OFFICE V
Sta. Teresita, Baao, Camarines Sur



BIDDING DOCUMENTS

FOR

Procurement / Contract ID: 25FN0038

Contract Name:

**Convergence and Special Support Program (CSSP) -
Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain
Water Collector System (RWCS)**

Contract Location:

- **Cabungan Elementary School, Brgy. Cabungan, Balatan, Camarines Sur**
- **Duran Elementary School, Brgy. Duran, Balatan, Camarines Sur**
- **Laganac High School, Brgy. Laganac, Balatan, Camarines Sur**
- **Maguiron Elementary School, Brgy. Montenegro, Balatan, Camarines Sur**
- **Tapayas Elementary School, Brgy. Tapayas, Balatan, Camarines Sur**
- **Tapayas National High School, Brgy. Tapayas, Balatan, Camarines Sur**

Deadline of Receipt/Submission of Bids:

July 1, 2025 (Until 10:00 A.M.)

Date of Opening of Bids: July 1, 2025 (10:00 A.M.)

Start Date for Issuance of

Bidding Documents: June 10, 2025 – July 1, 2025

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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 (IB)

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) -
Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector
System (RWCS)**
Location of the Contract: **Balatan, Camarines Sur**

Section II. Instructions to Bidders (ITB)

1. SCOPE OF BID

The Procuring Entity, **Department of Public Works and Highways, Camarines Sur 5th District Engineering Office, Sta. Teresita, Baao, Camarines Sur** invites Bids for the **Convergence and Special Support Program (CSSP) - Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector System (RWCS)** with Contract ID Number **25FN0038**.

2. FUNDING INFORMATION

- 2.1. The GOP through the source of funding as indicated below for **GAA 2025** in the amount of **₱ 2,673,000.00**
- 2.2. The source of funding is:
 - a. NGA, the National Expenditure Program.

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: (a) the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (d) 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 (e) 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:

- a. Subcontracting is not allowed.

8. PRE-BID CONFERENCE

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **June 17, 2025 at 10:00 A.M. at DPWH Camarines Sur 5th District Engineering Office, Sta. Teresita, Baao, Camarines Sur** 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:
 - a. Philippine Pesos.

15. BID SECURITY

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

15.2. The Bid and bid security shall be valid until (120) calendar days from the date of the opening of bids. 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

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) - Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector System (RWCS)**
Location of the Contract: **Balatan, Camarines Sur**

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 (BDS)

Bid Data Sheet

ITB Clause	
1.1	<p>The PROCURING ENTITY is Department of Public Works and Highways, Camarines Sur 5th District Engineering Office, Sta. Teresita, Baao, Camarines Sur</p> <p>The Scope of Works under this Contract are:</p> <p>Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector System (RWCS)</p> <p>The Contract Name is:</p> <p>Convergence and Special Support Program (CSSP) - Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector System (RWCS)</p> <p>The Contract ID No. is:</p> <p>25FN0038</p>
2	<p>The Approved Budget for the Contract is: Php. 2,605,500.00</p> <p>The Funding Source is the GAA 2025</p> <p>The Name of the Project is:</p> <p>Convergence and Special Support Program (CSSP) - Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector System (RWCS)</p>
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.
8.1	"Subcontracting is not allowed."
8.3	"Not applicable."
9.1	The Procuring Entity will hold a pre-bid conference for this Project on June 17, 2025 @ 10:00 A.M. at BAC Office, DPWH Camarines Sur 5 th District Engineering Office, Sta. Teresita, Baao, Camarines Sur, which shall be open to prospective bidders.
9.4	Electronic Bidding in accordance with GPPB Resolution No. 23-2013 will be adopted in this procurement.
11.1	The Procuring Entity's address is:

	ANTONIO C. MENDEZ Chairman, BAC Construction Section Chief Department of Public Works and Highways Camarines Sur 5 th District Engineering Office Sta. Teresita, Baao, Camarines Sur Tel. No. 266-34-65																								
14.1	No Further instructions																								
14.2a(2)(a)i	No further instructions.																								
14.2a(4)(b)	<p>The minimum work experience requirements for the key personnel are the following:</p> <table><tr><th>Key Personnel</th><th>No. of Personnel</th><th>General Experience [(Total Experience) (years)]</th><th>Relevant Experience [Same Position in Similar Works (years)]</th></tr><tr><td>Project Manager</td><td>1</td><td>5</td><td>3</td></tr><tr><td>Project Engineer</td><td>1</td><td>5</td><td>3</td></tr><tr><td>Materials Engineer</td><td>1</td><td>3</td><td>3</td></tr><tr><td>Safety Health Officer</td><td>1</td><td>5</td><td>3</td></tr><tr><td>Const. Foreman</td><td>1</td><td>5</td><td>3</td></tr></table> <p>Accredited Safety Officer (Required Upon issuance of Notice of Award) subject to D.O 98 Series of 2014: Submission of Construction Safety and Health Program Approved by the Department of Labor and Employment (DOLE).</p> <p>First Aider w/ certificate of Training issued by RED CROSS in compliance to DOLE requirements for the approval of Construction Safety & Health Program (Required Upon issuance of Notice of Award) subject to D.O 98 Series of 2014 : Submission of Construction Safety and Health Program Approved by the Department of Labor and Employment (DOLE).</p> <p>The key personnel should meet the following number of years’ work experience.</p> <ol style="list-style-type: none">1. The experience means total years of civil works experience (of any nature in construction and engineering consultancy services)2. Include the Tax Identification Number (TIN) of the Key Personnel. Compliance to D.O. 98 series of 2016: Revised Guidelines on the Accreditation of Contractors’/Consultants’ Materials Engineer.3. Include the contact number of the Materials Engineer	Key Personnel	No. of Personnel	General Experience [(Total Experience) (years)]	Relevant Experience [Same Position in Similar Works (years)]	Project Manager	1	5	3	Project Engineer	1	5	3	Materials Engineer	1	3	3	Safety Health Officer	1	5	3	Const. Foreman	1	5	3
Key Personnel	No. of Personnel	General Experience [(Total Experience) (years)]	Relevant Experience [Same Position in Similar Works (years)]																						
Project Manager	1	5	3																						
Project Engineer	1	5	3																						
Materials Engineer	1	3	3																						
Safety Health Officer	1	5	3																						
Const. Foreman	1	5	3																						

14.2 a(4)(c)

1. The minimum major equipment requirements are the following:

Construction Equipment	Required No. of Units	Minimum Capacity/Unit
Dump Truck (12cu.yd.)	1	
Backhoe	1	0.80 cu.m./1.04 cu.yd.
One Bagger Mixer (4-6cu.ft./min)	1	
Bar Bender	1	
Bar Cutter, Single Phase	1	
Plate Compactor (5hp)	1	
Minor Tools	enough	

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2. Minimum Materials Testing Equipment requirements for the Project for Medium Contractors (per D.O. No. 11, Series of 2017 and D.O. 127 Series of 2018, Strict Application of R.A. 9184 in the Conduct of Post-Qualification of Bidders with Delayed On-Going Contracts with the DPWH)

i.	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-	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)
ii.	Pan, Brass, 200 mm dia. X 50 mm deep
iii.	Cover, Brass, Sieve
iv.	Brush, Fine Sieve
v.	Brush, Wine, Sieve
vi.	Balance, Heavy Duty Solution, 20Kg. Cap. (1g sensitivity)
vii.	Mortar, Soil, Porcelain, 152mm dia.
viii.	Pestle, Soil, Rubber Tip
ix.	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
x.	Glass Plate, Plastic Limit
xi.	Balance, Triple Beam, 311g cap. (0.01g sensitivity)
xii.	Balance Triple Beam, 2610g cap. (0.19g sensitivity)
xiii.	Hammer, Modified Compaction

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xiv.	Mold, Compaction, 101.6 mm diameter x 116.4 mm height
xv.	Moisture Content Can, 225 ml., tin
xvi.	Concrete Measure 0.014 cu.m. cap. (1/2 cu.ft)
xvii.	Straight Edge, Steel 300 mm long
xviii.	Field Density Test
	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
xix.	Auger, Post Hole, with two-m extension
xx.	Cylinder, Glass, Double Graduated, 50
xxi.	Bowl, Mixing, 250 mm dia. X 90 mm high
xxii.	Pan, Square, G.I. 600mm x 600mm x
xxiii.	Spade or Shovel
xxiv.	Pickaxe
xxv.	Crowbar
xxvi.	Concrete Mixer, Portable
xxvii.	Slump Test Set
	1 – Slump Cone, Complete with base and tamping rod
	1 – Trowel, Triangular or Rectangular blade, 90mm x 180mm
	1 – Scale
xxviii.	Mold, Steel, Cylinder, 150 mm x 300 mm
xxix.	Mold, Steel Beam, 150 mm x 150 mm
xxx.	Vertical Capping Set
	1 – Vertical Cylinder Capper with capping plate, 150 mm diameter
	1 – Capping Compound warmer pot, 4-L cap.
	1 – Capping ladle
	1 – Carton capping compound
xxxi.	Thermometer, Metal, dial type, 0-250°C

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14.3a	The ABC is ₱ 2,605,500.00 Any bid with a financial component exceeding this amount shall not be accepted.”
14.3 b	“No further instructions.”
17.1	Bids will be valid until ONE HUNDRED TWENTY (120) CALENDAR DAYS FROM THE DATE OF THE OPENING OF BIDS.
18.1	<p>The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts:</p> <p>1. (2 %) The amount of not less than ₱ 52,110.00, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</p> <p>2. (5 %) The amount of not less than ₱ 130,275.00, if bid security is in Surety Bond</p>
18.3	The bid security shall be valid until ONE HUNDRED TWENTY (120) CALENDAR DAYS FROM THE DATE OF THE OPENING OF BIDS.

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19.1	"No further instructions."
20.4	The bidder shall submit ONE (1) original and ONE (1) copy of the First (Technical) and Second (Financial) components of its bid.
21.3 d	<p>The specific identification of this bidding process is CID Number: 25FN0038 and Contract Name:</p> <p>Convergence and Special Support Program (CSSP) - Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector System (RWCS)</p>
22	<p>Bid submission maybe done manually or electronically/online. However, bidders should only select one mode of submission, either manual or electronic. The address for receipt of Bids submitted manually is:</p> <p>The Chairperson Bids and Awards Committee (BAC) Department of Public Works & Highways Camarines Sur 5th District Engineering Office Sta. Teresita, Baao, Camarines Sur</p> <p>The deadline for receipt of Bids is on July 1, 2025 until 10:00 A.M</p> <p>For bids to be submitted electronically/online, the following procedures should be observed following D.O. 87 series of 2020:</p> <p>1. Submission of electronic Official Receipt of purchase of the Bidding Documents</p> <p>Prior to the deadline of submission of bids, the prospective bidders shall send an e-mail with subject "Official Receipt for [CID No. 23FN0001]" to electronicbids_camarinessur5. Attached to the said e-mail is the copy of the Official Receipt of purchase of bidding documents in Portable Document File (PDF) format with file name in the format "<PCAB ID>_<CONTRACT ID>_OfficialReceipt.pdf". For example, the filename of the attached PDF containing the Official Receipt of the Contractor with PCAB ID No. 12345, who intends to participate in the bidding of Contract ID No. 20Z00123 shall be "12345_20Z00123_OfficialReceipt.pdf". Further, the e-mail subject would be "Official Receipt for 20Z00123".</p> <p>In case a prospective bidder originally intends to join the bidding as a Joint Venture (referred as "original bidder"), has been issued an Official Receipt of purchase of bidding documents and has submitted the electronic Official Receipt, but eventually decided to join the bidding with new members or as individual contractors (referred as "regrouped bidder"), or vice-versa, the "regrouped bidder" should purchase a new bidding document to be issued with the corresponding Official Receipt in their name and submit the electronic Official Receipt following the same procedures.</p> <p>2. Confirmation of the electronically submitted Official Receipt</p> <p>2.1 An e-mail shall be received by a prospective bidder confirming its successful submission of the Official Receipt as required under Item 1.</p> <p>Only the electronic bids of bidders who have successfully submitted an electronic Official Receipt shall be accepted.</p>

	<p>2.2 An e-mail shall also be received by a prospective bidder in instances where their sent e-mail related to Item 1:</p> <ul style="list-style-type: none">a. Has incorrect subject Contract ID, which means that a corresponding folder with the same Contract ID does not exist in the eBid Portal;b. Has no attachment;c. Has an attachment but is not in the prescribed format;d. Has more than one (1) attachment; ore. Was received after the deadline of bid submission. <p>For the foregoing cases, the prospective bidders should rectify/correct the noted deficiency/ies to comply with the requirements under Item 1 for its electronic bid to be accepted.</p> <p>3. Preparation and submission of an electronic Bid</p> <p>The prospective bidders shall prepare and submit their bids electronically following the steps prescribed under with D.O. 87 series 2020 in accordance with GPPB Resolution No. 09-2020 as follows:</p> <ul style="list-style-type: none">a. Following GPPB Resolution No. 09-2020, a bidder has the option to submit bid electronically. However, If a bidder chooses to submit an electronic bid, the same bidder can no longer submit a bid manually for the same contract, and vice versa.b. Similar to manual submission, prospective bidders shall prepare their bids in two (2) file folders, each for the Technical and Financial Components. The file name of the Technical and Financial Components folders should be in the format <PCAB ID>_<CONTRACT_ID>_TECHNICAL and <PCAB ID>_<CONTRACT_ID>_FINANCIAL (e.g. 12345 20Z00123 TECHNICAL, 12345 20Z00123 FINANCIAL). <p>Subsequently, each of the Technical and Financial Components file folders shall be COMPRESSED, PASSWORD PROTECTED and NAMED in the format <PCAB ID>_<CONTRACT_ID>_TECHNICAL.zip (or .rar/.7z) and <PCAB ID>_<CONTRACT_ID>_FINANCIAL.zip (or .rar/.7z), respectively (e.g. 12345 20Z00123 TECHNICAL.zip, 12345 20Z00123 FINANCIAL.zip).</p> <ul style="list-style-type: none">c. Each file contained in the Technical and Financial Components file folders shall be in PDF format (either scanned or exported/published), with file name in the format <PCAB ID>_<CONTRACT ID>_DescriptiveFilename.pdf (e.g. 12345 20Z00123 PCABLicense.pdf, 12345 20Z00123 OmnibusSwornStatement.pdf).d. The compressed archive file folders of the Technical and Financial components shall be compiled in a PASSWORD PROTECTED COMPRESSED ARCHIVE MAIN FILE FOLDER with filename in
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	<p>the format <PCAB>_<CONTRACT ID>_Bid (e.g. 12345 20Z00123 Bid).</p> <p>In case the total file size of the main archive file folder is more than the allowable size of an attachment per e-mail of the prospective bidder's e-mail service provider (e.g. Gmail, Yahoo Mail, Outlook), they shall need to split its electronic bid into two or more PASSWORD PROTECTED COMPRESSED ARCHIVE MAIN FILE FOLDERS.</p> <p>e. The e-mail submitting the prospective bidder's electronic bid should have a Subject in the format "Bid Submission for [Insert Contract ID]" (e.g. "Bid Submission for 20Z00123").</p> <p>In case of multiple compressed archive main file folders, it shall be submitted in multiple e-mails, each with Subject in the format "Bid Submission [Insert Number of main archive folder]/[Insert total number of main archive folders]" (e.g. "Bid Submission 1/2 for 20Z00123" and "Bid Submission 2/2 for 20Z00123").</p> <p>f. The prospective bidder shall submit its electronic bid to electronicbids_camarinessur5 using the prospective bidder's e-mail address registered in the Civil Works Application (CWA). In case prospective bidders are not yet registered, they can use any e-mail address, subject to the verification of the BAC Secretariat.</p> <p>4. Modification of an electronic bid</p> <p>If a bidder wishes to modify its electronic bid, he may do so following the procedures in the manual submission of bid or he may choose to submit his modification electronically in the same format prescribed in the preparation and submission of an electronic bid, except that the subject of the e-mail submitting the bid modification shall be labelled "Bid Modification X for <Contract ID>", where "X" represents the number of bid modification submitted. For example, the subject of an e-mail submitting a first bid modification for Contract ID No. 20Z00123 should be "Bid Modification 1 for 20Z00123".</p> <p>5. Non-participation in the Bidding</p> <p>In case a prospective bidder that have purchased a bidding document decided not to participate, he may choose to submit his letter of non-participation manually or electronically. In case of electronic submission, the contractor shall send an e-mail with the Subject "Non-participation for <Contract ID>" with the letter of non-participation as attachment with file name "<PCAB ID>_<CONTRACT ID>_Non-Participation.pdf". This e-mail should be sent to electronicbids_camarinessur5 before the deadline for bid submission.</p> <p>6. Withdrawal of Electronic Bid</p> <p>Bids may only be withdrawn prior the deadline for bid submission. In case of withdrawal of an electronic bid, the bidder shall send an e-mail with the subject "Bid Withdrawal for <Contract ID>" and the letter of bid withdrawal in pdf format with filename "<PCAB ID>_<CONTRACT ID>_Bid Withdrawal.pdf".</p>
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	<p>ID>_BidWithdrawal.pdf” shall be attached. This e-mail should be sent to electronicbids_camarinessur5 before the deadline for bid submission.</p> <p>7. Opening of the electronic bid</p> <p>Only during the actual opening of bids shall the bidder disclose the passwords for his electronic bid. This can be done by the bidder’s authorized representative verbally in person, through phone call, online platforms (e.g. videoconferencing, webcasting), or through writing. In all cases, the bidders will have only three (3) attempts or fifteen (15) minutes, whichever comes first, to provide the correct password. Otherwise, the bidder shall be disqualified except in unforeseen justifiable circumstances. The bidder may also be subjected to the three-strike policy (D.O. 17, Series of 2015) as warranted by the circumstances.</p> <p>If the bidder chooses to disclose the password through phone call, he should make sure that the contact numbers as recorded in the Civil Works Application are open when the BAC calls to ask for the password. The bidder may also choose to call the BAC number (054) 266-3465 during the bid opening time and wait for the opening of his bid for him to disclose the password. For online call/video calls, the bidder may call the BAC Messenger/Skype account “DPWH Camarines Sur 5th BAC”.</p> <p>If the bidder chooses to attend the bid opening through online conference, the bidder should join the meeting using the following link [Insert link].</p> <p>If the bidder chooses to disclose the passwords through writing, the letters for password 1 (Main File Folder/Technical Component File Folder) and password 2 (Financial Component File Folder) should be enclosed in separate envelopes with the sender details (AMO, Bidder Name, Address) addressed to the BAC Chairperson, with the details of the bidding (Contract ID, Contract Name, Bid Opening Date and Time), signed and sealed, with a remark “Password [Insert 1 or 2]. Do not open before actual bid opening date and time”.</p> <p>All electronic bids (Password protected compressed archive main file folder/s) shall be opened first for the opening of the Technical Component compressed archive file folder/s. This shall be followed by the opening of the bids submitted manually for the opening of the Technical Component Envelopes. The same procedures apply for the Financial Component compressed archive file folder/s and financial component envelopes.</p> <p>If the electronic bid or file within it was found to be damaged, could not be extracted or opened, the bid shall be considered “Failed”.</p> <p>If the electronic bid is not password-protected or is not in the required format, the bid shall still be accepted provided that the bidder acknowledges such condition. The BAC shall assume no responsibility for the misplacement of the contents of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening.</p> <p>8. File name convention in case of a Joint Venture Bidder</p>
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	For Joint Venture (JV), the format of PCAB ID to be used by the bidder in naming their files, folders and archives shall be "JV-<PCAB ID of the Lead Member>". For example, if three (3) Contractors with PCAB ID Nos. 12345 (lead member), 67890, and 24680 entered into a JV, the PCAB ID they must use is "JV-12345".
25	Electronic Bidding in accordance with GPPB Resolution No. 23-2013 will be adopted for the Receipt of Bids in this procurement.
27.1	<p>The place of opening of bids is:</p> <p>Procurement/BAC Office DPWH Camarines Sur 5th DEO Sta. Teresita, Baao, Camarines Sur</p> <p>The date and time of opening of Bids are July 1, 2025;10:00 A.M. NOTE: Electronic Eligibility Processing will be conducted by the BAC-Secretariat thru WAN interconnection with DPWH-PS, Manila.</p>
29	Electronic Bidding in accordance with GPPB Resolution No. 23-2013 will be adopted for Bids Opening and Preliminary Examination in this procurement.
34 b(2)	List 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 Department of Labor and Employment, and Precedence Diagram Method (PDM).
35	Electronic Bidding in accordance with GPPB Resolution No. 23-2013 will not be adopted for Post-Qualification in this procurement.

Notes and Further Instructions:

- To bid for this contract**, prospective bidders/contractors are advised to first register with the DPWH Civil Works Application (CWA) at the DPWH Procurement Service (PrS), 5th Floor, DPWH Building, Bonifacio Drive, Port Area, Manila, while those already registered shall keep their records current and updated, and must present the Original Receipt (OR) for payment of bidding documents before dropping of bids.
- Prospective Bidders must have completed a Single Largest Completed Contract (SLCC) that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC) to be bid and comply the required Major Categories of Works, pursuant to D.O. No. 117, Series of 2017.
- Bids received in excess of the ABC shall be automatically rejected and declared failed.
- If at the time of the post-qualification procedure, the BAC verifies that any of the deficiencies is due to the contractor's fault or negligence pursuant to Section 34.3(b)(i)(ii) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (2016 RIRR of R.A. 9184), the Procuring Entity shall disqualify the contractor from the award without any right to reimburse fees and incidental cost paid for the procurement of infrastructure contract subject of the Bid, in consonance with D.O. No. 127, Series of 2018, with subject: Strict Application of R.A. 9184 in the conduct of Post-Qualification of Bidders with Delayed On-going Contracts with the DPWH, and further, the contractor shall adhere to the provisions of Section 4.2, Appendix 17 of the 2016 Revised IRR of R.A. 9184.

Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector System (RWCS)

Location of the Contract: **Balatan, Camarines Sur**

5. All bids must be accompanied by one (1) form of Bid Security taken from two (2) acceptable forms, viz: **1.) BID SECURING DECLARATION** as provided in Section 27.5 of the 2016 Revised IRR of R.A. 9184; **"OR" 2.)** Any form of Bid Security in any of the acceptable forms and in an amount not less than the required percentage of the ABC as stated in ITB Clause 18.1.
6. All bidders/performance/surety bonds, letters of credit, bank guarantees and Contractors All Risk Policies submitted by the contractors shall be subject for verification/confirmation as to the validity and authenticity with the regional or main office of the issuing bank or insurance company, pursuant to D.O. No. 64, series of 2012 and D.O. 41, series of 2017.
7. All Pages must be numbered/paginated consecutively at top hand right margin. Each page signed by Bidder below page number and the total number of which must be indicated in the covering page and signed by the duly authorized representative. All sets of documents (financial and technical envelopes) must be properly bookbounded, pursuant to DPWH D.O. No. 90, Series of 2002.

Use checklist of the Technical and Financial Envelopes hereto attached in Section IX-Bidding Forms, and shall be included as 1st page of the book bounding of each envelopes with ear-tabbing labeled for each checklist.

8. Prospective Bidders/Contractors are likewise required to include in the Technical Component of Bid the List of Minimum Materials Testing Equipment, in compliance with D.O. No. 11, Series of 2017, superseding D.O. No. 80, Series of 1990 and all other issuances (D.O. No. 8, Series of 1996 and D.O. No. 138, Series of 2015) relative thereto.
9. For Joint Venture Agreement, prospective bidders/contractors are required to submit/include in their bid Special PCAB License and 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 their bid is successful and furnish copies of said documents to the BAC prior to submission of bids for Eligibility Processing.
10. **3-STRIKE POLICY** in the Procurement of Contracts for Infrastructure Works, Goods and Consulting Services shall be imposed pursuant to D.O. No. 35, Series of 2008, as amended by D.O. No. 17, Series of 2015. Bidders are reminded on different offenses and penalties provided for in the Revised IRR of RA 9184 and on the provisions governing the imposition of administrative sanctions for contractors who tend to defeat the purpose of competitive bidding such as habitually withdrawing from bidding, submitting late bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons, pursuant to D.O. No. 17, Series of 2015 (copy attached in the Bidding Forms).
11. The **DPWH Camarines Sur 5th District Engineering Office, Sta. Teresita, Baao, Camarines Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract, without incurring any liability or obligation to the affected bidders, in accordance with the provisions of Section 41 of 2016 Revised IRR of R.A No. 9184.

Section IV. General Conditions of Contract (GCC)

1. SCOPE OF CONTRACT

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

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

2. SECTIONAL COMPLETION OF WORKS

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

3. POSSESSION OF SITE

- 3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.
- 3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

4. THE CONTRACTOR'S OBLIGATIONS

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

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

5. PERFORMANCE SECURITY

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

6. SITE INVESTIGATION REPORTS

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

7. WARRANTY

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

8. LIABILITY OF THE CONTRACTOR

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor’s liability under this Contract shall be as provided by the laws of the Republic of the Philippines.
If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

9. TERMINATION FOR OTHER CAUSES

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

10. DAYWORKS

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

11. PROGRAM OF WORK

- 11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.
- 11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. INSTRUCTIONS, INSPECTIONS AND AUDITS

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

13. ADVANCE PAYMENT

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) - Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector System (RWCS)**
Location of the Contract: **Balatan, Camarines Sur**

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 (SCC)

Special Conditions of Contract

GCC Clause	
2	The Intended Completion Date is Seventy-Three (73) calendar days from the project start date of the contract.
4.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor upon issuance of NOTICE TO PROCEED.
6	The site investigation reports are: Site instructions and Logbooks.
7.2	<div>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: Five (5) years.</div> <div>In case of permanent structures, such as buildings of types 4 (steel, iron, concrete, or masonry construction with walls, ceilings, and permanent partitions of incombustible fire resistance) and 5 (steel, iron, concrete, or masonry construction), steel and concrete bridges, flyovers, concrete aircraft movement areas, ports, dams, diversion tunnels, causeways, wharves, piers, dikes, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar structures: Fifteen (15) years</div>
10	No dayworks are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within ten (10) calendar days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is 1% of the Progress Billing.
13	The amount of the advance payment is fifteen (15%) percent of the Contract Price.
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	<div>The date by which operating and maintenance manuals are required is not applicable.</div> <div>The date by which “as built” drawings are required is thirty (30) calendar days from completion of the project.</div>
15.2	The amount to be withheld for failing to produce “As-Built” drawings by the date required is 10% of the final contract amount.

Section VI. Specifications

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) -
Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector
System (RWCS)**
Location of the Contract: **Balatan, Camarines Sur**

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.

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) -
Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector
System (RWCS)**
Location of the Contract: **Balatan, Camarines Sur**

Section VIII. Bill of Quantities (BOQ)
(see separate PDF attachment)

Section IX. Bidding Forms (BFs)

The Bidder shall use the Bidding Forms (BFs) listed below in preparing its Bid and, in case it is awarded the contract, in preparing the documents required to perfect the contract.

- DPWH-INFR-09-2016: Bid Form
- DPWH-INFR-12-2016: Form of Bid Securing Declaration
- DPWH-INFR-13-2016: Contractor’s Organizational Chart for the Contract
- DPWH-INFR-14-2016: List of Contractor’s Key Personnel to be assigned to the Contract, with their Qualification and Experience Data
- DPWH-INFR-15-2016: List of Contractor’s Equipment Unit to be Assigned to the Contract, Supported by Certificates of Availability
 - : List of Contractor’s Laboratory Equipment Units to be Assigned to the Contract, Supported by Certifications of Availability
- DPWH-INFR-16-2016: Omnibus Sworn Statement Required by RA 9184 - IRR Section 25.3)
- DPWH-INFR-17-2016: Bid Prices in the Bill of Quantities
- DPWH-INFR-18-2016: Summary of Bid Prices
- DPWH-INFR-19-2016: Cash Flow by Quarter
- DPWH-INFR-20-2016: Bidder’s Checklist of Requirements for its Bid, Including Technical and Financial Proposals Requirement for Bidders
- DPWH-INFR-49-2016: Contractor’s Construction Safety and Health Program
- DPWH-INFR-50-2016: Checklist of Contract Documents and Supporting Documents
 - : D.O. No. 17, Series of 2015 (3-STRIKE POLICY in the Procurement of Contracts for Infrastructure Works, Goods, and Consulting Services)
 - : D.O. No. 11, Series of 2017 (Inclusion of the Minimum Materials Testing Equipment in the Technical Component of the Bid)
 - : D.O. No. 117, Series of 2017 (Revised Guidelines for the Determination of Major and Similar Categories of Work and Eligibility Requirements for Work Experience in the Procurement of Infrastructure Contracts.)

The bidder may download these forms from the DPWH website. The bidder may also obtain from the Procuring Entity hard copies of these forms as part of the **BDs** for the contract.

BID FORM

Date: _____
Project Identification No: _____

To: **Department of Public Works and Highways
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur**

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

- (a) We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: [Insert name of contract];
- (b) We offer to execute the Works for this Contract in accordance with the PBDs;
- (c) The total price of our Bid in words and figures, excluding any discounts offered below is: [Insert information];
- (d) The discounts offered and the methodology for their application are: [Insert information];
- (e) The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein and reflected in the detailed estimates,
- (f) Our Bid shall be valid within the period stated in the PBDs, and 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 allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines ¹² 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 on behalf of: _____
Date: _____

12 currently based on GPPB Resolution No. 09-2020
GPPB resolution No. 16-2020, dated 16 September 2020

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

BID-SECURING DECLARATION
Project Identification No: [insert number]

To: **ANTONIO C. MENDEZ**
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur

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 the 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 Section 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I am/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 of (ii) I/We filed a waiver to avail of said right; and
 - (c) I am/We are declared the bidder with 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]

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) - Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector System (RWCS)**
Location of the Contract: **Balatan, Camarines Sur**

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

Position

Name of Bidder

Date: _____

**LIST OF CONTRACTOR’S KEY PERSONNEL TO BE ASSIGNED TO THE CONTRACT, WITH THEIR
QUALIFICATION DATA**

Date of Issuance

ANTONIO C. MENDEZ
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur

Dear Madam:

Supplementing our Organizational Chart for the above-stated Contract, we submit, and certify as true and correct, the following information:

1. We have engaged the services of the following key personnel to perform the duties of the positions indicated in the above stated Contract if it is awarded to us:

Proposed Position (as applicable)	Name	Years of Experience	
		Total (Similar and Related)	Similar Position
Project Manager			
Project Engineer			
Materials Engineer			
Construction Foreman			
Safety Health Officer			
Others (Specify)			

2. We submit the enclosed Curriculum Vitae and Affidavits of Commitment to Work on the Contract of these key personnel.
3. We ensure that the abovementioned personnel shall employ their best care, skill, and ability in performing the duties of their perspective positions in accordance with the provisions of the Contract, including the Conditions of Contract, Specifications, and Drawings, and that they shall be personally present in the jobsite during the period of their assignment in the Contract.
4. In the event that we choose to replace any of the abovementioned key personnel, we shall submit to you in writing at least fourteen (14) days before making the replacement, for your approval, the name and biodata of the proposed replacement whose qualifications shall be equal to or better than that of the person to be replace.
5. We understand that any violation of the above-stated conditions shall be a sufficient ground for us to be disqualified from this Contract and future biddings of the DPWH.

Very truly yours,

Name and Signature of Bidder ’s Authorized Representative

LETTER OF NOMINEE FOR PROJECT MANAGER

(Date)

ANTONIO C. MENDEZ
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur

Madam:

Supplementing our Confidential Application Statement for Eligibility for the Proposed Construction of (name of project and location), I/we have the honor to submit and certify herewith to be true and correct, the following pertinent information:

1. That I/we have engaged and contracted the services of Mr. _____, hereinafter called the Project Manager, a registered Civil Engineer with Professional License Certificate No. _____ issued on _____ and who has paid his Professional Tax for the current year, dated _____ and who was performed the same duties in the construction of the projects enumerated in his/her Certificate of Employment and Bio-Data;
2. That said Engineer shall be appointed and designated by us as Project Manager to personally perform the same duties in the above-mentioned Project, if and when the same is awarded in our favor;
3. That said Engineer shall employ the best care, skills and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions and other provisions embodied in the proposed Contract;
4. That said Engineer shall be personally present at the jobsite to supervise the phase of construction work pertaining to his assignment as Project Manager all the time;
5. That, in order to guarantee that said Engineer shall manage and supervise properly and be personally present in the Project, he is hereby required to secure a certification of appearance from the DPWH Engineer at the end of every month. That I/we shall not start the work without the Project Manager at the jobsite;
6. That in the event that I/we elect or choose to replace the said Project Manager with another Engineer, the Head, Implementing Office of the DPWH will be notified by us accordingly in writing at least twenty one (21) days before making replacement;
7. That the name of the proposed new Project Manager, his qualifications, his experience, list of projects undertaken and other relevant information, shall be submitted to the DPWH for prior approval; and
8. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the DPWH.

Very truly yours,

(Contractor)

CONCURRED IN:

(Project Manager)

(Address)

LETTER OF NOMINEE FOR PROJECT ENGINEER/RESIDENT ENGINEER

(Date)

ANTONIO C. MENDEZ
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur

Madam:

Supplementing our Confidential Application Statement for Eligibility for the Proposed Construction of (name of project and location), I/we have the honor to submit and certify herewith, to be true and correct, the following pertinent information:

1. That I/we have engaged and contracted the services of Mr./Ms. _____, hereinafter called the Project Engineer/Resident Engineer, a registered Civil Engineer with Professional License Certificate No. _____ issued on _____ and who has paid his Professional Tax for the current year, dated _____ and who was performed the same duties in the construction of the projects enumerated in his/her Certificate of Employment and Bio-Data;
2. That said Engineer shall be appointed and designated by us as Project Engineer/ Resident Engineer to personally perform the same duties in the above-mentioned Project, if and when the same is awarded in our favor;
3. That said Engineer shall employ the best care, skills and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, and other provisions embodied in the proposed Contract;
4. That said Engineer shall be personally present at the jobsite to supervise the phase of construction work pertaining to his assignment as Project Engineer all the time;
5. That, in order to guarantee that said Engineer shall manage and supervise properly and be personally present in the Project, he is hereby required to secure a certification of appearance from the DPWH Engineer at the end of every month. That I/we shall not start the work without the Project Engineer at the jobsite;
6. That in the event that I/we elect or choose to replace the said Project Engineer/ Resident Engineer with another Engineer, the Head, Implementing Office of the DPWH will be notified by us accordingly in writing at least twenty one (21) days before making replacement;
7. That the name of the proposed new Project Engineer/Resident Engineer, his qualifications, his experience, list of projects undertaken and other relevant information, shall be submitted to the DPWH for prior approval; and
8. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the DPWH.

Very truly yours,

(Contractor)

CONCURRED IN:

(Project Engineer/Resident Engineer)

(Address)

LETTER OF NOMINEE FOR MATERIALS ENGINEER

(Date)

ANTONIO C. MENDEZ
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baaog, Camarines Sur

Madam:

Supplementing our Confidential Application Statement for Eligibility for the Proposed Construction of (project name and location), I/we have the honor to submit and certify herewith to be true and correct, the following pertinent information:

1. That I/we have engaged and contracted the services of Mr./Ms. _____, hereinafter called the Materials Engineer, a registered Civil Engineer with Professional License Certificate No. _____ issued on _____ and who has paid his Professional Tax for the current year, dated _____ and who was performed the same duties in the construction of the projects enumerated in his/her Certificate of Employment and Bio-Data:
2. That said Engineer shall be appointed and designated by us as Materials Engineer to personally perform the same duties in the above-mentioned Project, if and when the same is awarded in our favor;
3. That said Engineer shall employ the best care, skills and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, and other provisions embodied in the proposed Contract;
4. That said Engineer shall be personally present at the jobsite to supervise the phase of construction work pertaining to his assignment as Materials Engineer all the time;
5. That, in order to guarantee that said Engineer shall manage and supervise properly and be personally present in the Project, he is hereby required to secure a certification of appearance from the DPWH Engineer at the end of every month. That I/we shall not start the work without the Materials Engineer at the jobsite;
6. That in the event that I/we elect or choose to replace the said Materials Engineer with another Engineer, the Head, Implementing Office of the DPWH will be notified by us accordingly in writing at least twenty one (21) days before making replacement;
7. That the name of the proposed new Materials Engineer, his qualifications, his experience, list of projects undertaken and other relevant information, shall be submitted to the DPWH for prior approval; and
8. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the DPWH.

Very truly yours,

(Contractor)

CONCURRED IN:

(Materials Engineer)

(Address)

LETTER OF NOMINEE FOR FOREMAN

(Date)

ANTONIO C. MENDEZ
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur

Madam:

Supplementing our Confidential Application Statement for Eligibility for the Proposed Construction of (name of project and location), I/we have the honor to submit and certify herewith to be true and correct, the following pertinent information:

1. That I/we have engaged and contracted the services of Mr. _____, hereinafter called the Foreman, who has performed the same duties in the construction of the projects enumerated in his/her Certificate of Employment and Bio-Data;
2. That said person shall be appointed and designated by us as our Foreman to personally perform the same duties in the above-mentioned Project, if and when the same is awarded in our favor;
3. That said Foreman shall employ the best care, skills and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, and other provisions embodied in the proposed Contract;
4. That said Foreman shall be personally present at the jobsite to supervise the phase of construction work pertaining to his assignment as Foreman all the time;
5. That, in order to guarantee that said Foreman shall manage and supervise properly and be personally present in the Project, he is hereby required to secure a certification of appearance from the DPWH Engineer at the end of every month. That I/we shall not start the work without the Foreman at the jobsite;
6. That in the event that I/we elect or choose to replace the said Foreman, the Head, Implementing Office of the DPWH will be notified by us accordingly in writing at least twenty one (21) days before making replacement;
7. That the name of the proposed new Foreman, his qualifications, his experience, list of projects undertaken and other relevant information, shall be submitted to the DPWH for prior approval; and
8. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the DPWH.

Very truly yours,

(Contractor)

CONCURRED IN:

(Foreman)

(Address)

LETTER OF NOMINEE FOR CONSTRUCTION SAFETY & HEALTH OFFICER

(Date)

ANTONIO C. MENDEZ
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur

Madam:

Supplementing our Confidential Application Statement for Eligibility for the Proposed Construction of (name of project and location), I/we have the honor to submit and certify herewith to be true and correct, the following pertinent information:

1. That I/we have engaged and contracted the services of Mr. _____, hereinafter called the Construction Safety & Health Officer, who has performed the same duties in the construction of the projects enumerated in his/her Certificate of Employment and Bio-Data;
2. That said person shall be appointed and designated by us as our Construction Safety & Health Officer to personally perform the same duties in the above-mentioned Project, if and when the same is awarded in our favor;
3. That said Construction Safety & Health Officer shall employ the best care, skills and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, and other provisions embodied in the proposed Contract;
4. That said Construction Safety & Health Officer shall be personally present at the jobsite to supervise the phase of construction work pertaining to his assignment as Foreman all the time;
5. That, in order to guarantee that said Construction Safety & Health Officer shall manage and supervise properly and be personally present in the Project, he is hereby required to secure a certification of appearance from the DPWH Engineer at the end of every month. That I/we shall not start the work without the Foreman at the jobsite;
6. That in the event that I/we elect or choose to replace the said Construction Safety & Health Officer, the Head, Implementing Office of the DPWH will be notified by us accordingly in writing at least twenty one (21) days before making replacement;
7. That the name of the proposed new Construction Safety & Health Officer, his qualifications, his experience, list of projects undertaken and other relevant information, shall be submitted to the DPWH for prior approval; and
8. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the DPWH.

Very truly yours,

(Contractor)

CONCURRED IN:

(Construction Safety & Health Officer)

(Address)

PROJECT MANAGER’S CERTIFICATE OF EMPLOYMENT

(Date)

ANTONIO C. MENDEZ
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur

Madam:

I am a licensed Civil Engineer with Professional License No. _____ issued on _____ at _____.
I hereby certify that _____ contracted my services as Project Manager on the _____, if awarded to him.

The following projects had been supervised by me as Project Manager (mention only projects of same nature as aforesaid Contract);

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following on-going projects:

NAME OF PROJECT	OWNER	COST	% ACCOMPLISHED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the Department of Public Works and Highways at least twenty-one (21) days before the effective date of my separation.

I have read carefully and will abide by the conditions required of me in the Contractor’s Confidential Application Statement for Pre-qualification of the above Contractor.

As Project Manager, I know I will have to stay in the Project all the time to supervise and manage the Project to the best of my ability, and am aware that I am authorized to handle only one (1) project at a time.

I did not allow the use of my name for the purpose only of enabling the above-mentioned Contractor to qualify for the Project without any firm intention on my part to assume the post as Project Manager if the Project is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as Project Manager in any future bidding or employment for any Contractor doing business with the Department of Public Works and Highways.

(Signature of Project Manager)

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) -
Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector
System (RWCS)**
Location of the Contract: **Balatan, Camarines Sur**

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of, affiant exhibiting to me his Residence
Tax Certificate No. _____ issued on _____ at _____.

Notary Public

PTR No. _____
Until _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

PROJECT ENGINEER’S/RESIDENT ENGINEER’S CERTIFICATE OF EMPLOYMENT

(Date)

ANTONIO C. MENDEZ
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur

Madam:

I am a licensed Civil Engineer with Professional License No. _____ issued on _____ at _____.

I hereby certify that _____ contracted my services as Project Engineer/Resident Engineer on the _____, if awarded to him.

The following projects had been supervised by me as Project Engineer/Resident Engineer (mention only projects of same nature as aforesaid Contract);

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following on-going projects:

NAME OF PROJECT	OWNER	COST	% ACCOMPLISHED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the Department of Public Works and Highways at least twenty-one (21) days before the effective date of my separation.

I have read carefully and will abide by the conditions required of me in the Contractor’s Confidential Application Statement for Pre-qualification of the above Contractor.

As Project Engineer/ Resident Engineer, I know I will have to stay in the Project all the time to supervise and manage the Project to the best of my ability, and am aware that I am authorized to handle only ONE (1) project at a time.

I did not allow the use of my name for the purpose only of enabling the above-mentioned Contractor to qualify for the Project without any firm intention on my part to assume the post as Project Engineer/ Resident Engineer if the Project is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as Project Engineer/ Resident Engineer in any future bidding or employment for any Contractor doing business with the Department of Public Works and Highways.

(Signature of Project Engineer)

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) -
Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector
System (RWCS)**
Location of the Contract: **Balatan, Camarines Sur**

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of, affiant exhibiting to me his Residence

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Book No. _____
Series of _____

MATERIALS ENGINEER’S CERTIFICATE OF EMPLOYMENT

(Date)

ANTONIO C. MENDEZ
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur

Madam:
I am a licensed Civil Engineer with Professional License No. _____ issued on _____ at _____.

I hereby certify that _____ contracted my services as Materials Engineer on the _____, if awarded to him.

The following projects had been supervised by me as Project Materials Engineer (mention only projects of same nature as aforesaid Contract);

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following on-going projects:

NAME OF PROJECT	OWNER	COST	% ACCOMPLISHED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the Department of Public Works and Highways at least TWENTYONE (21) days before the effective date of my separation.

I have read carefully and will abide by the conditions required of me in the Contractor’s Confidential Application Statement for Pre-qualification of the above Contractor.

As Materials Engineer, I know I will have to stay in the Project all the time to supervise and manage the Project to the best of my ability, and am aware that I am authorized to handle only ONE (1) project at a time.

I did not allow the use of my name for the purpose only of enabling the above-mentioned Contractor to qualify for the Project without any firm intention on my part to assume the post as Materials Engineer if the Project is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as Materials Engineer in any future bidding or employment for any Contractor doing business with the Department of Public Works and Highways.

(Signature of Materials Engineer)

DRY SEAL

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of, affiant exhibiting to me his Residence
Tax Certificate No. _____ issued on _____ at _____.

Notary Public

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Until _____

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Book No. _____
Series of _____

FOREMAN’S CERTIFICATE OF EMPLOYMENT

(Date)

ANTONIO C. MENDEZ
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur

Madam:
I hereby certify that Contractor _____ has engaged my services as Foreman on the _____, if awarded to him.

The following projects had been supervised by me as Foreman (mention only projects of same nature as aforesaid Contract);

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following on-going projects:

NAME OF PROJECT	OWNER	COST	% ACCOMPLISHED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have read carefully and will abide by the conditions required of me in the Contractor’s Confidential Application Statement for Pre-qualification of the above Contractor.

As Foreman, I know I will have to stay in the Project all the time to supervise and manage the Project to the best of my ability, and am aware that I am authorized to handle only one (1) project at a time.

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the Department of Public Works and Highways at least twenty-one (21) days before the effective date of my separation.

I did not allow the use of my name for the purpose only of enabling the above-mentioned Contractor to qualify for the Project without any firm intention on my part to assume the post as Foreman if the Project is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as Foreman in any future bidding or employment for any Contractor doing business with the Department of Public Works and Highways.

(Signature of Foreman)

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) -
Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector
System (RWCS)**
Location of the Contract: **Balatan, Camarines Sur**

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of, affiant exhibiting to me his Residence
Tax Certificate No. _____ issued on _____ at _____.

Notary Public

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Until _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

CONSTRUCTION SAFETY & HEALTH OFFICER CERTIFICATE OF EMPLOYMENT

(Date)

ANTONIO C. MENDEZ
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur

Madam:
I hereby certify that Contractor _____ has engaged my services as Construction Safety & Health Officer on the _____, if awarded to him.

The following projects had been supervised by me as Construction Safety & Health Officer (mention only projects of same nature as aforesaid Contract);

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following on-going projects:

NAME OF PROJECT	OWNER	COST	% ACCOMPLISHED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have read carefully and will abide by the conditions required of me in the Contractor’s Confidential Application Statement for Pre-qualification of the above Contractor.

As Construction Safety & Health Officer, I know I will have to stay in the Project all the time to supervise and manage the Project to the best of my ability, and am aware that I am authorized to handle only one (1) project at a time.

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the Department of Public Works and Highways at least twenty-one (21) days before the effective date of my separation.

I did not allow the use of my name for the purpose only of enabling the above-mentioned Contractor to qualify for the Project without any firm intention on my part to assume the post as Construction Safety & Health Officer if the Project is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as Construction Safety & Health Officer in any future bidding or employment for any Contractor doing business with the Department of Public Works and Highways.

(Signature of Construction Safety & Health Officer)

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) -
Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector
System (RWCS)**
Location of the Contract: **Balatan, Camarines Sur**

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of, affiant exhibiting to me his Residence
Tax Certificate No. _____ issued on _____ at _____.

Notary Public

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Until _____

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Series of _____

BIO-DATA

Proposed Position: _____
Name of Firm: _____
Name of Staff: _____
Profession: _____
Date of Birth: _____
Tax Identification No. (TIN) _____
Years with Firm/Entity: _____ Nationality: _____
Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:
[Give an outline of staff member’s experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:
[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:
[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:
[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:
I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the firm] Date: _____
Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) -
Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector
System (RWCS)**

Location of the Contract: **Balatan, Camarines Sur**

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

Business Name: _____

Business Address: _____

Description	Model Year	Capacity /	Plate No.	Motor No. /	Location	Condition	Proof of Ownership
A. Owned ¹							
i							
ii							
iii							
iv							
v							
B. Leased ²							
i							
ii							
iii							
iv							
v							
C. Under Purchase Agreements ³							
i							
ii							
iii							
iv							
v							

¹Attached are copies of Sales Invoice / Registration Certificate from LTO.
²Attached are the certificates from the lessors that the equipment units under B (Leased) shall be available for this contract.
³Attached are the certifications from the vendors that the equipment under C (Purchase Agreements) shall be available for this contract.

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

Names and Signature of Bidder's Representative

Date: _____

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) -
Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector
System (RWCS)**

Location of the Contract: **Balatan, Camarines Sur**

LIST OF CONTRACTOR'S MINIMUM MATERIALS TESTING EQUIPMENT UNITS TO BE ASSIGNED TO THE CONTRACT. SUPPORTED BY CERTIFICATIONS OF AVAILABILITY

Business Name : _____

Business Address :

Description	Model Year	Capacity / Performance / Size	Location	Condition	Proof of Ownership (Owned)
Owned ¹ ONLY:					
i					
ii					
iii					
iv					
v					
vi					
vii					
viii					
ix					
x					
xi					
....					

¹Attached are copies of Sales Invoice / Official Receipt

Minimum Materials Testing Equipment requirements as prescribed in Bid Data Sheet:

Names and Signature of Bidder's Representative

Date: _____

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)S.S.

STATEMENT OF AVAILABILITY OF MAJOR CONSTRUCTION EQUIPMENT

I, _____, of legal age and residing at _____
_____, affiant, after having been duly sworn in accordance with law, do
hereby depose and state that:

- 1. I am the _____ of _____ with office
address at _____:
- 2. That I will make available the various equipment intended for the use of the above-
mentioned project;
- 3. That I further pledge and commit that all these equipment required for the project will be
mobilized to the project site if awarded the **above-mentioned project**, until the project
is completed;
- 4. That this affidavit is being executed by the undersigned to attest to the facts stated herein.

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

Bidder's Representative/Authorized Signatory

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)S.S.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__ in
_____, Philippines. Affiant exhibiting to me his Community Tax Certificate No.
_____ issued on _____ at _____.

Notary Public

Doc No : _____
Page No.: _____
Book No.: _____
Series of 20__

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)S.S.

CERTIFICATION OF AVAILABILITY OF THE MINIMUM MATERIALS TESTING EQUIPMENT
(Pursuant to DPWH Department Order No. 11, Series of 2017)

I, _____, of legal age and residing at _____,
(Authorized Managing Officer) (Residence Address)
affiant, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the _____ of _____
(Designation) (Construction Firm)
with category of _____ and with office address at _____
(Small/Medium/Large Contractor)

(Office Address)
2. That I pledge and commit that the Minimum Materials Testing Equipment and its facilities will be available and ready for use in the testing of construction materials intended for the above-named project;
3. That I will utilize first our own laboratory testing equipment/facilities before engaging the services of private testing laboratories to ensure effective and better quality control of construction materials during the implementation of the above-named project;
4. That this certification is being executed by the undersigned in compliance with DPWH Department Order No. 11, Series of 2017, superseding all other issuances relative thereto.

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

Bidder's Representative/Authorized Signatory

REPUBLIC OF THE PHILIPPINES)
CITY OF TACLOBAN) S.S.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__ in _____, Philippines. Affiant exhibiting to me his Community Tax Certificate No. _____ issued on _____ at _____.

Notary Public

Doc No: _____
Page No.: _____
Book No.: _____
Series of 20__

OMNIBUS SWORN STATEMENT

[Shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

1. [Select one, delete the other:]
- [If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
- [If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. [Select one, delete the other:]
- [If a sole proprietorship:] As the owner and sole proprietor or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
- [If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;));
3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. [Select one, delete the rest:]
- [If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
- [If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes;
- a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory’s legal capacity]
Affiant

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

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) -
Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector
System (RWCS)**
Location of the Contract: **Balatan, Camarines Sur**

		___ Calendar Days			
PARTICULAR	TOTAL	YEAR 2022			
		1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
ACCOMPLISHMENT, (in %)	100%				
CASH FLOW, (in PhP)					
CUMULATIVE ACCOMPLISHMENT, (in %)	100%				
CUMULATIVE CASH FLOW, (in PhP)					

Submitted by:

NOTE: Target NTP Effectivity Date:

Name and Signature of Bidder’s Representative
Position
Name of Bidder

Date: _____

CONTRACTOR :

CHAIRPERSON: ANTONIO C. MENDEZ
VICE CHAIRPERSON: NIDA P. PONTILLAS
Regular Member: 1. ARIS E. HERMOSO
2. ARMAN C. IBARRETA
3. MARIA CORAZON V. BRUCA
Provisional Member: IRENE P. PARCO
Implementing Unit/End-User: JEFFREY A. OLITOQUIT

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(INITIAL)

(Please indicate Name of Firm/Company)

Checklist of Bid Requirements
TECHNICAL ENVELOPE

- REQUIRED BID SECURITY:
[TWO (2) ACCEPTABLE FORMS]
- 1 **Bid Securing Declaration** as provided in Section 27.5 of the Revised IRR of R.A. 9184; "OR" (Guidelines on the Use of Bid Securing Declaration is hereto attached in Section XI – Bidding Forms)
- 2 Any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the required percentage of the ABC)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) P 52,110.00
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank;	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) P 130,275.00
Validity Period: 120 calendar days from opening of bid (maximum)	

APPROVED BUDGET FOR THE CONTRACT (ABC) : Php 2,605,500.00

Eligibility Requirements under Section 23.1 of the 2016 Revised IRR of R.A. 9184.

ELECTRONIC EVALUATION (Class "A" Documents)

	ELIGIBLE		INELIGIBLE
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- 1 **Required Bid Security:** ☐ - Bid Securing Declaration
☐ - Any form of Bid Security stated above (a, b, or c)
- 2 **If applicable**, Special PCAB License for Joint Venture Agreement (JVA) and duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid;
- 3 Project Requirements, which shall include the following:
- i. Organizational Chart for the contract (DPWH-INFR-13)
- ii. List Of Contractor's Key Personnel to be Assigned to the Contract, with their Qualification Data (DPWH-INFR-14)
- iii. List Of Contractor's Major Construction Equipment Units to be Assigned to the Contract, Supported by Certifications of Availability [owned, leased, and/or under purchase agreements, supported by proof of ownership (i.e., LTO Official Receipt [OR], Certificate of Registration [CR], Cash/Sales Invoice/Official Receipt, Contract of Lease Agreements, Purchase Agreements)] of equipment executed by the owner/lessor/vendor and made under oath. (DPWH-INFR-15)
- iv. List Of Contractor's Minimum Materials Testing Equipment Units to be Assigned to the Contract, Supported by Certifications of Availability [owned, leased, supported by proof of ownership (i.e., Cash/Sales Invoice/Official Receipt, Contract of Lease Agreements)] of equipment executed by the owner/lessor and made under oath. (DPWH-INFR-15)
- 4 Omnibus Sworn Statement as required by the 2016 Revised IRR of R.A. 9184, Section 25.3; (DPWH-INFR-16)
- 5 Contractor's Construction Safety and Health Program (DPWH-INFR-49-2016)
6. Philgeps Certificate of Platinum Registry (per GPPB Resolution No. 15-2021)

Remarks: ☐ Complying/ Passed ☐ Non-Complying / Failed

Note:

1. Technical Envelope shall be book bounded and contents of which must be all numbered/paginated consecutively in the right-hand top margin and signed below page number by the duly authorized representative, pursuant to D.O. No. 90, Series of 2002;

2. Checklist for Technical Envelope shall be included as 1st page of the book bounding of Technical Envelope with ear-tabbing labeled for each checklist; and

3. Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection and for declaring Non-Complying/Failed.

APPROVED BUDGET FOR THE CONTRACT (ABC) : **Php. 2,605,500.00**

CONTRACTOR: _____
(Please indicate Name of Firm/Company)

Checklist of Bid Requirements
FINANCIAL ENVELOPE

CHAIRPERSON: ANTONIO C. MENDEZ
VICE CHAIRPERSON: NIDA P. PONTILLAS
Regular Member: 1. ARIS E. HERMOSO
2. ARMAN C. IBARRETA
3. MARIA CORAZON V. BRUCA
Provisional Member: IRENE P. PARCO
Implementing Unit/End-User: JEFFREY A. OLITOQUIT

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- 1 Financial Bid Form (DPWH-INFR-09)
- 2 Bid Prices in the Bill of Quantities (BOQ); (DPWH-INFR-17)
- 3 Summary of Bid Prices (DPWH-INFR-18)
- 4 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; and
- 5 Cash Flow By Quarter (DPWH-INFR-19)

(INITIAL)

Remarks: ☐ Complying/ Passed ☐ Non-Complying / Failed

Note:

1. Financial Envelope shall be book bounded and contents of which must be all numbered/paginated consecutively in the right-hand top margin and signed below page number by the duly authorized representative, pursuant to D.O. No. 90, Series of 2002;

2. Checklist for Financial Envelope shall be included as 1st page of the book bounding of Financial Envelope with ear-tabbing labeled for each checklist; and

3. Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection and for declaring Non-Complying/Failed.

CONTRACTOR’S CONSTRUCTION SAFETY AND HEALTH PROGRAM

Date

TO: ANTONIO C. MENDEZ
BAC Chairman
Department of Public Works and Highways (DPWH)
Camarines Sur 5th District Engineering Office
Sta. Teresita, Baao, Camarines Sur

Pursuant to the provisions of the Section 37.2.3(f) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 and in accordance with the provisions of Department Order No. 129, series of 2014, of the Department of Public Works and Highways (DPWH) and the provisions of the Memorandum dated 17 July 2014 of the Department of Labor and Employment (DOLE), we hereby submit to you, as part of the contract documents for the abovementioned contract awarded to us, our Construction Health and Safety Program which, once approved by the DPWH and concurred in by the DOLE Regional Office concerned, shall be implemented by us for the said contract.

1. Construction Safety and Health Committee: *State the composition of the Contractor’s Construction Safety and Health Committee, if one has been formed. Otherwise, state as undertaking of the Contractor to organize such committee and appoint its members before the start of construction work at the project site.*
2. Specific Safety Policies: *State the specific safety policies which the Contractor undertakes to observe and maintain in its construction site, including the frequency of and persons responsible for conducting toolbox and gang meetings.*
3. Penalties and Sanctions: *State the penalties and sanctions for violations of the Construction Safety and Health Program.*
4. Training: *State the frequency, content and persons responsible for orienting, instructing, and training all workers at the site with regard to the Construction Safety and Health Program under which they operate.*
5. Waste Disposal: *State the manner of disposing waste arising from the construction.*

Submitted by:

Name and Signature of Authorized Officer of the Bidder
Position



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

DPWH, LA OROQUIETA
02-16-2015

EEB 12 2015.

DEPARTMENT ORDER)
No. **17**)
Series of 2015)

**SUBJECT: 3-STRIKE POLICY IN THE
PROCUREMENT OF CONTRACTS FOR
INFRASTRUCTURE WORKS, GOODS,
AND CONSULTING SERVICES**

To further strengthen the integrity of the competitive bidding process, the following instructions are hereby issued pertaining to the implementation of the "3-strike policy" of the DPWH against violations of Section 59.1.1 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184:

1. The provision of Section 59.1.1 of the said IRR, as cited in Department Order (DO) No. 35, series of 2008, pertaining to 3-strike policy of the DPWH, is hereby reiterated as follows:

In addition to the provisions of Rules XXI and XXII of this IRR, the Head of the Procuring Entity, subject to the authority delegated to the BAC, if any, shall impose on bidders or prospective bidders, the administrative penalty of suspension for one (1) year for the first offense, and suspension of two (2) years for the second offense from participating in the public bidding process, as well as disqualification from further participating in the public bidding being undertaken by the procuring entity concerned, where applicable, for the following violations: - 69.11. All other acts that tend to defeat the purpose of competitive bidding, such as habitually withdrawing from bidding, submitting late bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

2. The violations enumerated in the said DO No. 35, which are considered as acts that tend to defeat the purpose of public bidding under the 3-strike policy, are hereby amended to read as follows:
 - a. A bidder that had purchased bidding documents, but subsequently (a) withdrawn from the bidding or (b) submitted a letter of non-participation, or (c) did not submit a bid - without a valid cause, as determined by the Bids and Awards Committee (BAC) concerned.
 - b. A bidder submitting a late bid without a valid cause, as determined by the BAC concerned.
 - c. A bidder submitting insufficient/defective documents, such as insufficient bid securities and other deficiencies.
 - d. Other acts that tend to defeat the purpose of public bidding, as determined by the concerned BAC, provided that these acts had been indicated or discussed in the Instructions to Bidders, Bid Bulletins, Notices, Minutes of Pre-Bid Conference or other similar instruments.

D.O. No. 17 Series of 2015: 3-Strike Policy in the Procurement of Contracts for Infrastructure Works, Goods, and Consulting Services

3. Each "offense" by a bidder referred to in Section 69.1.1 of the IRR, as stated in the said DO 35, consists of three violations or strikes within a period of one year starting from the date of the first strike, for all procurements by all offices of the DPWH.
4. Every time a bidder is observed to have done any of the four acts enumerated in Item 1 of this DO, the Chairperson of the BAC concerned shall immediately serve a written notice to the bidder informing him of his act, and giving him five (5) days to show cause why he should not be sanctioned under this DO for committing an act which tends to defeat the purpose of public bidding under the 3-strike policy of the DPWH.
5. Based on the evaluation by the BAC of the bidder's response to the show-cause notice mentioned in Item 4 of this DO, the BAC shall, within seven (7) days from receipt of the bidder's response, determine whether the bidder's act was done with or without a valid cause.
6. For every bidding conducted - regardless of whether or not any violation of the 3-strike policy is committed - the BAC, thru its Chairman, shall submit to the Procurement Service a 3-Strike Policy Report, using the attached form, which shall contain the information in Items 3 and 4 of this DO. The Report must be "verified," i.e., properly subscribed and sworn to and notarized, and must be received by the Procurement Service within fifteen (15) days after the date of opening of the bids.
7. The BAC concerned shall monitor the participation of bidders in all of its projects and maintain a tally of violations by each bidder of the 3-strike policy in its jurisdiction as well as of the violations by the bidder of the said policy in other offices of the DPWH as posted by the Procurement Service on the DPWH website.
8. The Procurement Service shall monitor the violations of the 3-strike policy in all procurements undertaken in the entire Department - i.e., by all Central, Regional and District Offices - based on the verified 3-Strike Reports submitted by the concerned BACs. For this purpose, the Procurement Service shall maintain an up-to-date database on violations of the 3-strike policy, by contractor and by office, which shall be posted on the DPWH website.
9. Based on the verified 3-Strike Reports received from the BACs, the Procurement Service, in coordination with the Legal Service, shall recommend to the DPWH Secretary, for approval, the following administrative sanctions on the erring contractor for violation of the 3-strike policy:
 - (a) For the first violation or strike - a first warning.
 - (b) For the second strike - a second warning.
 - (c) For the third strike, which together with the first two strikes constitutes the first offense against the 3-strike policy - an administrative penalty of suspension for one (1) year from participating in any procurement process in any office of the DPWH.
 - (d) For the second offense - i.e., the second set of three strikes committed by the bidder - an administrative penalty of suspension for two (2) years from participating in any procurement process in any office of the DPWH.

D.O. No. 17 Series of 2015: 3-Strike Policy in the Procurement of Contracts for Infrastructure Works, Goods, and Consulting Services

10. The Procurement Service, in coordination with the Legal Service, shall recommend to the DPWH Secretary, for approval, the following administrative sanctions on the erring BAC members and other DPWH personnel, for failing to submit a complete and verified 3-Strike Report for each procurement as required in Item 6 of this DO within the prescribed 15-day period, pursuant to the provisions of Section 52, C(3) of Civil Service Resolution No. 991936 dated August 31, 1999, otherwise known as the Uniform Rules on Administrative Cases in the Civil Service:
- (a) For the first offense (first set of 3 strikes) – Reprimand.
 - (b) For the second offense (second set of 3 strikes) - Suspension for 1-30 days.
 - (c) For the third offense (third set of 3 strikes) – Dismissal.

This Order takes effect immediately and amends or supersedes all existing Department Orders and issuances or portions thereof which are inconsistent herewith.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary

WIN5Q32497



24 JAN 2017

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

097.13 0 PWSH
01-28-2017

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



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

097, 130 PWH
09-N-2017

14 SEP 2017

DEPARTMENT ORDER)
)
NO. **117**)
Series of 2017)
09-N-17

**SUBJECT: Revised Guidelines for the
Determination of Major and
Similar Categories of Work and
Eligibility Requirements for Work
Experience in the Procurement of
Infrastructure Contracts**

In compliance with Section 23.4.2.4 of Implementing Rules and Regulations of Republic Act 9184 stating that *"the Prospective Bidder must have completed a Single Largest Completed Contract (SLCC) that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC) to be bid,"* the concerned DPWH Procuring Entities and Implementing Units shall use the guidelines in this Department Order to determine the work experience on contracts similar to the contract to be bid that a bidder/contractor must possess to be considered eligible to bid for an infrastructure contract involving different categories of works.

A. DEFINITION OF TERMS:

The following terms shall be interpreted in this Department Order as defined:

1. **Major Category of Works** - the main classification of works, for purposes of evaluation of eligibility for civil works, according to type of infrastructure and kind of work performed - e.g. road construction, or bridge rehabilitation, etc.
2. **Similar Category of Works** - a kind of work whose classification is considered to be comparable to the major category of works for purposes of evaluation of eligibility for civil works.
3. **Construction** - the process of building a new infrastructure or facility, such as road, bridge, flood control or building.
4. **Improvement** - the betterment of existing infrastructure through upgrading, widening, or strengthening (e.g., retrofitting) in order to increase its original design capacity or performance.
5. **Rehabilitation** - a grouping of types of works which restore structural capacity and performance, and/or enhance safety. These types of works are applicable to infrastructure in poor or bad condition. In the case of pavement, this shall not extend to the subgrade. In the case of flood control, this includes dredging.
6. **Retrofitting** - a grouping of types of work associated with strengthening of existing structures to comply with the latest standards, usually with the aid of new technology or introduction of new features to the old design.

- 7. **Maintenance** – an activity undertaken to keep or restore an asset to good working condition.
- 8. **Qualifier** - an additional specific requirement on Major or Similar Categories of Work, to be required from the bidders at the bidding stage, to show that they have the necessary expertise and experience to undertake the project (e.g., an extraordinarily large embankment volume, soft ground treatment, long tunnel using tunnel boring machine (TBM), or bridge retrofitting using special jacking technology).
- 9. **Contract** - is an enforceable agreement between two or more participants or persons.

B. LIST OF MAJOR CATEGORIES OF WORKS AND SIMILAR CATEGORIES OF WORKS AND VERIFICATION OF QUALIFIERS

- 1. In the procurement of infrastructure contracts, the DPWH Procuring Entities and Implementing Units concerned shall use the Major Categories of Works and Similar Categories of Works listed in **ANNEX A**. In determining the work experience of a contractor for a particular contract which involves a given set of Major Categories of Works (columns 1 and 2), the Procuring Entity shall consider the contractor's relevant work experience, not only for the Major Category of Work itself, but also for the corresponding Similar Categories of Works (columns 3 and 4) listed in **ANNEX A**.
- 2. Similar Categories of Work with asterisk marks (*) in column 4 of **ANNEX A** refer to those used in the DPWH Civil Works Application (CWA) prior to the adoption of the Department Order (DO) No. 14, series 2017.
- 3. Examples of Qualifiers, as defined in item A-8 above, are given in **ANNEX B**.
- 4. The verification or validation of compliance with the Qualifiers shall be undertaken during the post-qualification of the bidder with the Lowest Calculated Bid, and not during the Eligibility Check.

C. CRITERIA FOR DETERMINATION OF MAJOR/SIMILAR CATEGORIES OF WORKS AND ELIGIBILITY REQUIREMENTS FOR WORK EXPERIENCE

1. For a contract involving a single category of works (i.e., type of infrastructure and kind of work) - e.g., road construction, or bridge retrofitting, or flood control rehabilitation - the following criteria shall be adopted:
 - a. The Major Category of Works is the single category itself.
 - b. To be eligible to bid for the contract, a bidder/contractor must have done a Single Largest Completed Contract (SLCC) containing a category of work which is the same as or similar to the Major Category of Works, and whose total SLCC cost is at least 50% of the Approved Budget for the Contract (ABC) to be bid.
2. For a contract to be bid involving multiple categories of works – e.g., combination of road construction, bridge retrofitting, and flood control rehabilitation - the following criteria shall be adopted:
 - a. Each category of works whose cost is at least 40% of the ABC shall be considered a Major Category of Works. In case no category of works is at least 40% of the ABC, the category with the highest percentage cost of the ABC shall be considered as the only Major Category of Work. If there are more than one category with the highest percentage cost less than 40% of ABC (say both 39% of the ABC), both categories shall be considered "Major Categories of Work".
 - b. To be eligible to bid for the contract, a bidder/contractor must have done a Single Largest Completed Contract (SLCC) complying with the following work experience requirements:
 - (1) The contractor must have undertaken a SLCC similar to the contract to be bid. To be so considered similar, the SLCC must contain categories of work which are the same as or similar to the Major Categories of Works of the contract to be bid.
 - (2) The total cost of the SLCC must be at least 50% of the total ABC to be bid.

ANNEX C shows an illustrative example in the determination of Major Categories of Works and in checking the work experience eligibility for a contract involving multiple categories of works.

D. PROCEDURE IN THE DETERMINATION OF MAJOR AND SIMILAR WORK CATEGORIES AND IN THE ELIGIBILITY CHECK USING THE CIVIL WORKS APPLICATION

1. Section 30.1 of the 2016 Implementing Rules and Regulations of the Republic Act 9184 states, among others, "The BAC shall open the first envelopes (technical envelopes) in public to determine each bidder's compliance with the documents required to be submitted for eligibility and for the technical requirements as prescribed in the said IRR". After opening the first envelope, the BAC shall simultaneously conduct the electronic eligibility check and preliminary examination of the Technical components of the bids.
2. For electronic eligibility check of a specific contract to be bid, the BAC with the assistance of the Technical Working Group, through the CWA, shall encode the Contract Profile (Form DPWH-INFRA 08) submitted by the Implementing Office - i.e., Major Category(ies) of Works, unit of measure, dimensions, and cost estimate per category of the ABC. The estimated cost of each Major Category of Work should include the cost of the minor items related to or proportionately distributed to it. The proportionate distribution shall be based on the weighted percentage of the major items. The corresponding Similar Category(ies) of Work for each Major Category of Work shall be automatically selected by the CWA based on **ANNEX A**.
3. In case a bidder is already enrolled in the CWA and submits, together with its technical bid, the updated documents - i.e., Class "A" and Class "B" documents, the BAC shall immediately forward copies of Class "A" and Class "B" documents (stamped Certified True Copy by the BAC Secretariat of the procuring entity), for updating to the Procurement Service to encode into the CWA the appropriate data and information - e.g., PCAB License, SLCC, Net Financial Contracting Capacity (NFCC), etc. - from the submitted Eligibility Documents. Without interrupting the bidding process, the BAC shall manually evaluate bidder's eligibility as to their submitted Class "A" and Class "B" Documents. If found passed in the preliminary examination and eligibility evaluation, the BAC shall proceed with the opening of the bidder's 2nd Envelope. Consequently, the BAC shall conduct the electronic eligibility processing of the previously enrolled bidders in the CWA. The BAC shall also declare that upon approval of the application of registration and unlocking of subject contract ID in the CWA, the bidder will be subjected to electronic eligibility processing. Result of latest electronic eligibility processing shall prevail over the manual eligibility evaluation.
4. In case a bidder is not previously enrolled in the CWA and submits its Eligibility Documents - i.e., Class "A" and Class "B" Documents - as part of its bid, the BAC shall do the same process indicated in the above Item 3.
5. In both cases (Items D-3 and D-4), the CWA program will then electronically process and compare (a) the bidder's work experience eligibility data in the CWA - i.e., the value of the bidder's SLCC for Major and Similar Categories of Works - against (b) the eligibility requirements for the contract derived from the Contract Profile earlier entered into the CWA - using the criteria in Item C above. The computer program will automatically determine if the bidder meets the work experience eligibility requirements.

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- 6. The CWA will show the validity date of the legal documents and its corresponding registration/certificate numbers. As to financial aspects, the CWA will automatically compute the Net Financial Contracting Capacity of a bidder.
- 7. The Lowest Calculated Bid shall undergo post-qualification in order to determine whether the bidder concerned complies with and is responsive to all the requirements and conditions as specified in the Bidding Documents. During the post-qualification, the BAC shall verify, validate, and ascertain all statements made and documents submitted by the bidder with the Lowest Calculated Bid, using non-discretionary criteria, as stated in the Bidding Documents.
- 8. The category of work used during the Eligibility Check 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 shall be reflected in the Contractor's Information (CI) which is attached to the Contractor's Registration Certificate (CRC).

E. DETERMINATION OF A QUALIFIER

As defined in item C.2.a above, each category of works whose cost is at least 40% of the ABC shall be considered a Major Category of Works. However, for Categories of Work costing less than 40% but not less than 30% of the ABC, the Procuring Entity shall specify in the Bidding document, specifically in the Eligibility Data Sheet (EDS), a Qualifier for the contract to be bid

The Procuring Entity shall also specify a Qualifier for the Contract to be bid, if the Contract to be bid contains items requiring **Special Technology** or **Large Volume of Works**.

F. MODIFICATION OF MAJOR AND SIMILAR CATEGORIES OF WORK

The Committee on the Evaluation on Major Work Categories in the Civil Works Application, under D.O. 120 series of 2015, is hereby authorized to modify any item in the Table of Major Work and Similar Categories of Work in Annex A of this Department Order, as well as other related Annexes therein, as necessary to suit changes in construction industry practices.

Contract ID No.: **25FN0038**
Contract Name: **Convergence and Special Support Program (CSSP) -
Construction/Rehabilitation of Water Supply/Septage and Sewerage Rain Water Collector
System (RWCS)**
Location of the Contract: **Balatan, Camarines Sur**

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G. EFFECTIVITY

This Order supersedes Department Orders No. 139 and 173, series of 2016, and Department Order No. 14, series 2017 and shall take effect fifteen (15) calendar days after publication thereof in a newspaper of general circulation.


MARK A.VILLAR
Secretary

Department of Public Works and Highways
Office of the Secretary

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12.1.1 EED/MNC/MVSG/DNEP