

Republic of the Philippines

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE VIII
Baras, Palo, Leyte

BIDDING DOCUMENTS

FOR

Procurement / Contract ID: **24I00415**

Contract Name: **Construction of Innovation Incubation
Center Building – Palompon Institute of
Technology**

Contract Location: **Brgy. Guiwan II, Palompon, Leyte**

Pre-Bid Conference : **June 13, 2025 @ 10:00 A.M.**

Deadline of Receipt/Submission of Bids: **June 25, 2025 (Until 10:00 A.M.)**

Date of Opening of Bids : **June 25, 2025 (Immediately after the Deadline for
the Submission & Receipt of Bids)**

Start Date for Issuance of
Bidding Documents : **June 5, 2025 – June 25, 2025**

Prepared by:

Checked/Reviewed:

MAINTENANCE DIVISION
End User/Implementing Office

MA. ROWENA P. PURIFICACION
Head, BAC-TWG

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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

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Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology

Contract Location: Brgy. Guiwan II, Palompon, Leyte

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)

	<p>Republic of the Philippines Department of Public Works and Highways REGIONAL OFFICE VIII Baras, Palo, Leyte</p>	
<p>Invitation to Bid for: June 4, 2025</p>		
<p>1. CONSTRUCTION OF FLOOD CONTROL ALONG SAN ISIDRO BRIDGE (DOWNSTREAM), BRGY. SAN ISIDRO, STA. FE, LEYTE, Leyte 1st LD</p> <p>2. Construction of Innovation Incubation Center Building – Palompon Institute of Technology, Brgy. Guiwan II, Palompon, Leyte</p>		
<p>1. The DPWH Regional Office VIII, Baras, Palo, Leyte, through GAA FY-2024 intends to apply the sum indicated hereunder being the Approved Budget for the Contract (ABC) to payments under the contract for the following procurement project/s. Bids received in excess of the ABC shall be automatically rejected at bid opening, viz:</p>		
1.1 Contract Name	: CONSTRUCTION OF FLOOD CONTROL ALONG SAN ISIDRO BRIDGE (DOWNSTREAM), BRGY. SAN ISIDRO, STA. FE, LEYTE	
Contract ID	: 24I00414	
Contract Location	: Leyte 1st LD	
Project Description/Scope of Work	: CW1 – Construction of Flood Mitigation Structure: 295 Lineal meters	
Major Category of Works	: FCSPS – Flood Control: Construction – Slope Protection using Structural Measures (e.g. Revetment, Retaining structures, Wirenet)	
Approved Budget for the Contract (ABC)	: P48,249,963.39	
Contract Duration	: 236 Calendar Days	
Cost of Bidding Documents	: Php 25,000.00	
1.2 Contract Name	: Construction of Innovation Incubation Center Building – Palompon Institute of Technology	
Contract ID	: 24I00415	
Contract Location	: Brgy. Guiwan II, Palompon, Leyte	
Project Description/Scope of Work	: Construction of Two-Storey Building	
Major Category of Works	: BICWOPLC – Buildings: Construction – without Piles – Low Rise – Concrete (Frame) (1 to 5 Storeys)	
Approved Budget for the Contract (ABC)	: P34,650,005.85	
Contract Duration	: 270 Calendar Days	
Cost of Bidding Documents	: Php 25,000.00	
<p>2. The DPWH Regional Office VIII, Baras, Palo, Leyte now invites bids for the above Procurement Project/s. Completion of the Works is required based on the above-stated contract duration. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).</p> <p>3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.</p> <p>4. Interested bidders may obtain further information from DPWH Regional Office VIII, Baras, Palo, Leyte and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M.</p> <p>5. A complete set of Bidding Documents may be acquired by interested bidders on June 5 – June 25, 2025 from given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Twenty-Five Thousand Pesos Only (Php25,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees through its Authorized Representative or through electronic bid submission.</p>		
<p>Page 1 of 3</p>		

INVITATION TO BID for ID Nos. 24100414, 24100415

In purchasing Bidding Documents and Submission/Dropping of Bids, contractor’s representative not registered in the Contractor’s CRC shall submit a duly notarized Special Power of Attorney stating therein the specific project to be bid and a valid ID, per Memorandum of Usec. Ardeliza R. Medenilla for Support and Services dated December 27, 2021.

6. The **DPWH Regional Office VIII, Baras, Palo, Leyte** will hold a **Pre-Bid Conference on June 13, 2025 @ 10:00 A.M.** at **Bidding Room, Procurement Office, DPWH Regional Office VIII, Baras, Palo, Leyte and/or through livestreaming via Facebook page of the DPWH Regional Office VIII**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address as indicated below and (ii) online or electronic submission at **electronicbids_r8@dpwh.gov.ph using 7zip compressed document files** as indicated below on or before **June 25, 2025 @ 10:00 A.M.** Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16**.
9. **Bid opening** shall be on **June 25, 2025 (immediately after the deadline for the submission & receipt of bids)** at the given address below and/or through **livestreaming via Facebook page of the DPWH Regional Office VIII**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

SUMMARY SCHEDULE OF PROCUREMENT ACTIVITIES	
PROCUREMENT ACTIVITY	SCHEDULE
1. Publication Period at PhilGEPS and DPWH Website	June 5 – 11, 2025
2. Issuance / Downloading of Bidding Documents	June 5 – June 25, 2025
3. Pre-Bid Conference	June 13, 2025 (10:00 A.M.) at Bidding Room, Procurement Office, DPWH Regional Office VIII, Baras, Palo, Leyte
4. Deadline for the Submission & Receipt of Bids	June 25, 2025 until 10:00 A.M. at Bidding Room, Procurement Office, DPWH Regional Office VIII, Baras, Palo, Leyte
5. Opening of Bids	June 25, 2025 (Immediately after the Deadline for the Submission & Receipt of Bids), Bidding Room, Procurement Office, DPWH Regional Office VIII, Baras, Palo, Leyte

10. Use **7zip compressed document files** for Electronic Bid Submission. Late Bids shall not be accepted.
11. The **DPWH Regional Office VIII, Baras, Palo, Leyte** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

The Head, BAC Secretariat
Procurement Staff-ORD
Procurement Office, DPWH Regional Office VIII
Baras, Palo, Leyte
Telephone No.: **(053) 323-1017/1083**
Email Add: ongbit.rita@dpwh.gov.ph


13. You may visit the following websites:
For downloading of Bidding Documents: www.dpwh.gov.ph and www.philgeps.gov.ph
For online bid submission: **electronicbids_r8@dpwh.gov.ph**
Date of issue: June 4, 2025

JAY-B L. TALDE
Chief Administrative Officer
Administrative Division
BAC Chairperson

For and in the absence of the BAC
Chairperson:
AGNES N. BARONDA
Chief, Planning and Design Division
BAC Vice Chairperson

INVITATION TO BID for ID Nos. 24I00414, 24I00415

NOTED:


EDGAR B. TABACON, CESO IV
Regional Director
DPWH Regional Office VIII

Dates of Publication in DPWH & PhilGEPS Websites and Bulletin Board: June 5 - 11, 2025

Cc: **The Public Affairs & Information Office (PAIO)**
DPWH, Regional Office No. 8
Baras, Palo, Leyte

RO8 BACSec.

Contract ID No.: 24I00415

Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology

Contract Location: Brgy. Guiwan II, Palompon, Leyte

Section II. Instructions to Bidders (ITB)

Contract ID No.: 24I00415

Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology

Contract Location: Brgy. Guiwan II, Palompon, Leyte

1. SCOPE OF BID

The Procuring Entity, **Department of Public Works and Highways, Regional Office VIII, Baras, Palo, Leyte** invites Bids for the: **Construction of Innovation Incubation Center Building – Palompon Institute of Technology, Brgy. Guiwan II, Palompon, Leyte**, with Contract ID Number **24I00415**.

2. FUNDING INFORMATION

2.1. The GOP through the source of funding as indicated below for **GAA-FY 2024** in the amount of **₱ 34,650,005.85**

2.2. The source of funding is:

GAA-FY 2024

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, (a) shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (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.

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 13, 2025 @ 10:00 A.M. @ @ Bidding Room, Procurement Staff Office, DPWH Regional Office VIII, Baras, Palo, Leyte** 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 *[indicate date]*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. SEALING AND MARKING OF BIDS

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

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

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

17. DEADLINE FOR SUBMISSION OF BIDS

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

18. OPENING AND PRELIMINARY EXAMINATION OF BIDS

- 18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or

other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

19. DETAILED EVALUATION AND COMPARISON OF BIDS

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. POST QUALIFICATION

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

21. SIGNING OF THE CONTRACT

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

Section III. Bid Data Sheet (BDS)

Bid Data Sheet

ITB Clause	
1.1	<p>The PROCURING ENTITY is Department of Public Works and Highways, Regional Office VIII, Baras, Palo, Leyte.</p> <p>The Scope of Works under this Contract is:</p> <p>CW1 – Construction of Two-Storey Buidling</p> <p>The Contract Name is:</p> <p>Construction of Innovation Incubation Center Building – Palompon Institute of Technology</p> <p>The Contract ID No. is: 24I00415</p>
2	<p>1. The Approved Budget for the Contract is P34,650,005.85</p> <p>The Funding Source is the Government of the Philippines through: GAA-FY 2024</p> <p>The Name of the Project is: Construction of Innovation Incubation Center Building – Palompon Institute of Technology</p>
5.2	<p>“Bidding” is restricted to eligible bidders as defined in ITB Clause 5.1.</p>
	<p>Major Category of Works is:</p> <p>1. BICWOPLC – Buildings: Construction – without Piles -Low Rise -Concrete (Frame) -Driven Piles Cost Estimate = P34,650,005.85</p> <p>2. Dimension = Construction of Two-Storey Building</p> <p>Similar Major Categories of Works are:</p> <p>1. BICWPHCCP – Buildings: Construction – with Piles – High Rise – Concrete (Frame) – Cast in – Place Piles BICWPLCCP – Buildings: Construction – with Piles – Low Rise – Concrete (Frame) – Cast in – Place Piles BICWPHCDP – Buildings: Construction – with Piles – High Rise – Concrete (Frame) – Driven Piles BICWPLCDP – Buildings: Construction – with Piles – Low Rise – Concrete (Frame) – Driven Piles BICWOPHC – Buildings: Construction – without Piles – High Rise – Concrete (Frame) BIL – Buildings: Industrial Plant – Low Rise BIH – Buildings: Industrial Plant – High Rise BIM – Buildings: Industrial Plant – Medium Rise</p>
8.1	<p>“Subcontracting is not allowed ”</p>
8.3	<p>“Not applicable.”</p>
9.1	<p>The Procuring Entity will hold a pre-bid conference for this Project on June 13, 2025 @ 10:00 A.M. at Bidding Room, Procurement Staff Office, DPWH Regional Office VIII Baras, Palo, Leyte, which shall be open to prospective bidders.</p>
9.4	<p>“Electronic Bidding” in accordance with GPPB Resolution No. 23-2013 will not be adopted in this procurement.</p>
11.1	<p>The Procuring Entity’s address is:</p> <p>ATTY. JAY-B L. TALDE Chief Administrative Officer Administrative Division</p>

	<i>BAC Chairperson</i> <i>DPWH, Regional Office VIII, Baras, Palo, Leyte</i> <i>Telephone No. (053) 323-1017/ 323-1018</i>																																							
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><i>Key Personnel</i></th><th><i>No. of Personnel</i></th><th><i>General Experience [Total Experience (years)]</i></th><th><i>Relevant Experience [Same Position in Similar Works (years)]</i></th></tr><tr><td>Project Manager</td><td>1</td><td>5</td><td>3</td></tr><tr><td>Provisional Project Engineer</td><td>1</td><td>5</td><td>3</td></tr><tr><td>Materials Engineer I</td><td>1</td><td>3</td><td>3</td></tr><tr><td>Construction Foreman</td><td>1</td><td>5</td><td>3</td></tr><tr><td>Safety Officer (Full Time)</td><td>1</td><td>5</td><td>3</td></tr><tr><td>Health Officer (First Aider) (Full Time)</td><td>1</td><td>0</td><td>0</td></tr></table> <p>ASSIGNMENT OF CONSTRUCTOR'S /CONSULTANT'S PROJECT ENGINEERS TO DPWH PROJECTS PER D.O. NO. 148, SERIES OF 2024, dated August 12, 2024. (copy attached).</p> <p>Only accredited project engineers may be assigned to DPWH projects, subject to the following limits of assignment:</p> <p><u>For Regional/District Offices</u></p> <table><tr><th>Classification</th><th>Limits of Assignment</th></tr><tr><td>PE II</td><td>Ten (10) Contracts located within the same region for Simultaneous Assignments, but with an aggregate cost of Php 1.5B.</td></tr><tr><td>PE I</td><td>Ten (10) Contracts located within the same region for Simultaneous Assignments, each costing not more than Php 150M, but with an aggregate cost of Php 1.0B.</td></tr><tr><td>PROVISIONAL PE *</td><td>Ten (10) Contracts located within the same region for Simultaneous Assignments, each costing not more than Php 100M, but with an aggregate cost of Php 500M.</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				<i>Key Personnel</i>	<i>No. of Personnel</i>	<i>General Experience [Total Experience (years)]</i>	<i>Relevant Experience [Same Position in Similar Works (years)]</i>	Project Manager	1	5	3	Provisional Project Engineer	1	5	3	Materials Engineer I	1	3	3	Construction Foreman	1	5	3	Safety Officer (Full Time)	1	5	3	Health Officer (First Aider) (Full Time)	1	0	0	Classification	Limits of Assignment	PE II	Ten (10) Contracts located within the same region for Simultaneous Assignments, but with an aggregate cost of Php 1.5B.	PE I	Ten (10) Contracts located within the same region for Simultaneous Assignments, each costing not more than Php 150M , but with an aggregate cost of Php 1.0B.	PROVISIONAL PE *	Ten (10) Contracts located within the same region for Simultaneous Assignments, each costing not more than Php 100M , but with an aggregate cost of Php 500M.
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Project Manager	1	5	3																																					
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Contract ID No.: 24I00415

Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology

Contract Location: Brgy. Guiwan II, Palompon, Leyte

14.2 a(4)(c)

1. The major equipment requirements are the following:

No.	Equipment	Capacity	No. of Units
1	Backhoe	0.80 m ³ / 1.04 yd ³	1
2	Dump Truck	12 yd ³	2
3	Concrete Vibrator		2
4	Concrete Pump	100 ft ³ / min	1
5	One Bagger Mixer	4-6 ft ³ /min	1
6	Truck Mounted Crane	21-25 mt	1
7	Low-bed Trailer		1
8	Vibratory Roller	10 mt	1
9	Water Truck/Pump	16000 L	1

2. Minimum Materials Testing Equipment requirements for Medium Contractors (per D.O. 11, Series of 2017 for the minimum materials testing equipment 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 ½")
-ditto-	50 mm (2")
-ditto-	37.5 mm (1 ½")
-ditto-	25.0 mm (1")
-ditto-	19.0 mm (¾")
-ditto-	12.5 mm (½")
-ditto-	9.5 mm (⅜")
-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)

Pan, Brass, 200 mm dia. X 50 mm deep

Cover, Brass, Sieve

Brush, Fine Sieve

Brush, Wine, Sieve

Balance, Heavy Duty Solution, 20Kg. Cap. (1g sensitivity)

i. Mortar, Soil, Porcelain, 152mm dia.

ii. Pestle, Soil, Rubber Tip

iii. Atterberg Limit Test Set

iv. 1 – Liquid Limit Device

v. 1 – Mixing Dish

vi. 1 – Spatula, Flexible

vii. 1 – Graduated Cylinder, glass, 100 ml

viii. 12 – Moisture Content can, 60 ml, tin

ix. Glass Plate, Plastic Limit

Balance, Triple Beam, 311g cap. (0.01g sensitivity)

Balance Triple Beam, 2610g cap. (0.19g sensitivity)

Hammer, Modified Compaction

Mold, Compaction, 101.6 mm diameter x 116.4 mm height

Moisture Content Can, 225 ml., tin

x. Concrete Measure 0.014 cu.m. cap. (1/2 cu.ft)

xi. Straight Edge, Steel 300 mm long

xii. Field Density Test

xiii. 1 – Sand Density Cone

xiv. 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
	Auger, Post Hole, with two-m extension
	Cylinder, Glass, Double Graduated, 500ml cap.
xv.	Bowl, Mixing, 250 mm dia. X 90 mm high
xvi.	Pan, Square, G.I. 600mm x 600mm x 75mm
xvii.	Spade or Shovel
xviii.	Pickaxe
xix.	Crowbar
xx.	Concrete Mixer, Portable
xxi.	Slump Test Set
xxii.	1 – Slump Cone, Complete with base and tamping rod
xxiii.	1 – Trowel, Triangular or Rectangular blade, 90mm x 180mm
xxiv.	1 – Scale
xxv.	Mold, Steel, Cylinder, 150 mm x 300 mm
xxvi.	Mold, Steel Beam, 150 mm x 150 mm x 500 mm
	Vertical Capping Set
	1 – Vertical Cylinder Capper with capping plate, 150 mm diameter
	1 – Capping Compound warmer pot, 4-L cap.
xxvii.	1 – Capping ladle
xxviii.	1 – Carton capping compound
xxix.	Thermometer, Metal, dial type, 0-250°C
	Prospective Bidders/Contractors are likewise required for the inclusion of the Minimum Materials Testing Equipment in the technical component of the Bid, 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).
	The bidder shall state in their bids a complete technical description of their equipment, whether owned or leased, such as but not limited to the engine number, year model, chassis number, plate number and capacity (as applicable) including the particular place or site where the equipment are located.
	Attached is the sample form “Annex B” (<i>List of Contractor’s Major Construction and Minimum Laboratory Equipment units to be assigned to the Contract, supported by Certifications of Availability</i>), in Section IX-Bidding Forms, to be filled up by the bidders during the preparation of bids per D.O. Nos. 58 & 09, Series of 2012 and D.O. No. 11, Series of 2017.
	List of contractor’s major equipment units pledged to be used for the project must be supported by proof of ownership if it is owned, lease agreement if it is being leased and purchase agreement if to be purchased. A certification of availability of equipment for the duration of the project must also be provided by the equipment owner and/or lessor/vendor.
	The proof of ownership of equipment requirements are copies of current LTO Official Receipt (OR) and Certificate of Registration (CR) of the equipment which should attached together with the affidavit of ownership. In case of Leased Equipment , a Lease Contract and Affidavit of Commitment should be submitted with the lessor/owner as the pledger of the equipment, stating

	therein that the equipment will be available for the whole duration of the project. For Purchase Agreement , the description of the equipment to be purchased such as Brand/Model, Type of Equipment, Motor No., Body No. and the Capacity must be indicated in the document, otherwise, the BAC will not honor the Purchase Agreement and the bidder will be declared as non-complying.
14.3a	The ABC is P34,650,005.85 . 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 <i>ONE HUNDRED TWENTY (120) CALENDAR DAYS FROM THE DATE OF THE OPENING OF BIDS.</i>
18.1	<p>The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> 1. The amount of not less than ₱ 693,000.12, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; 2. The amount of not less than ₱ 1,732,500.29, if bid security is in Surety Bond
18.3	The bid security shall be valid until ONE HUNDRED TWENTY (120) CALENDAR DAYS FROM THE DATE OF THE OPENING OF BIDS.
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	The specific identification of this bidding process is CID Number: 24I00415 and Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology
22	<p>Bid submission maybe done manually or electronically/online. However, bidders should only select one mode of submission, either manual or electronic.</p> <p>The address for receipt of Bids submitted manually is:</p> <p>The Chairperson <i>Bids and Awards Committee (BAC)</i> <i>Department of Public Works & Highways</i> <i>Regional Office VIII, Baras, Palo, Leyte</i></p> <p>The deadline for receipt of Bids is on June 25, 2025 @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> <ol style="list-style-type: none"> 1. Submission of electronic Official Receipt of purchase of the Bidding Documents <p>Prior to the deadline of submission of bids, the prospective bidders shall send an e-mail with subject “Official Receipt for CID No. 24I00415 to electronicbids_r8@dpwh.gov.ph. 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”.</p> <p>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</p>

	<p>"12345_20Z00123_OfficialReceipt.pdf". Further, the e-mail subject would be "Official Receipt for 20Z00p123".</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 of 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
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	<p>ID>_<CONTRACT_ID>_FINANCIAL (e.g. 12345 20Z00123 TECHNICAL, 12345 20Z00123 FINANCIAL).</p> <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> <p>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).</p> <p>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 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_r8@dpwh.gov.ph 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</p>
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	<p>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_r8@dpwh.gov.ph 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>_BidWithdrawal.pdf" shall be attached. This e-mail should be sent to electronicbids_r8@dpwh.gov.ph 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 (053) 888-4537 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 Bac Secretariat Region VIII.</p> <p>If the bidder chooses to attend the bid opening through online conference, the bidder should join the meeting using the following link [https://www.facebook.com/dpwhbacsec.regionviii].</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</p>
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	<p>(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> <p>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".</p>
25	Electronic Bidding in accordance with GPPB Resolution No. 23-2013 will not be adopted for the Receipt of Bids in this procurement.
27.1	<p>The place of opening of Bids is:</p> <p>Bidding Room, Procurement Staff Office DPWH Regional Office VIII Baras, Palo, Leyte</p> <p>The date and time of opening of Bids are June 25, 2025 @10:00 A.M Immediately after the Deadline for the Submission & Receipt of Bids. NOTE: Electronic Eligibility Processing will be conducted by the BAC Secretariat thru WAN interconnection with DPWH-PS, Manila.</p>
29	3. Electronic Bidding in accordance with GPPB Resolution No. 23-2013 will not 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

Contract ID No.: 24I00415

Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology

Contract Location: Brgy. Guiwan II, Palompon, Leyte

of bids. **Bidders are also advised to submit their bids through their duly Authorized Liaison Officers (with valid ID) as listed in the Contractor's Information (CI) of their CRC.**

2. 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.
3. Bids received in excess of the ABC shall be automatically rejected and declared failed.
Bidding of this project is under **Early Procurement Activity (EPA)** and Shall be conducted **"Short of Award" pending approval of 2025 General Appropriation Act (GAA)** and availability/ receipt of FY 2025 Funds.
4. Bid Submission maybe done manually or electronically/online. However, bidders should only select one mode of submission, either manual or electronic. Similar to manual submission, the guidelines for the preparation and submission of an electronic bid are contained in the **BDS**.
5. Bids must be duly received by the BAC Secretariat at the Procurement/BAC Office for manual submission or at **electronicbids_r8@dpwh.gov.ph** for electronic submission using 7zip compressed document files on or before **June 25, 2025 at 10:00 A.M.** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB clause 18.
6. **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.
7. 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.
8. 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.
9. 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.
10. 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.
11. **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.
12. **Three-Strike Policy in the Procurement of Infrastructure, Goods and Consulting Services contracts (D.O. No. 28, Series of 2024 which supersedes D.O. No. 17, Series of 2015 and D.O. No. 35, Series of 2008):**
Bidders were reminded on the different offenses and penalties provided for in 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. 28, Series of 2024** (copy attached in the Bidding Forms).

13. Only accredited Project Engineers may be assigned to DPWH Projects, per D.O. No. 148, Series of 2024 – Guidelines on the Accreditation and Assignment of Contractors’ and Consultants’ Project Engineers. (Copy Attached in the Bidding Forms).

14. Prospective Bidders / Contractors are reminded in advance of D.O. No. 110, Series of 2024 – Implementation of ISO 9001: 2015 Certification Requirement for Large “A”, Medium “B”, and Medium “A” Contractors in the Procurement of Infrastructure Projects of the Department (copy attached in the Bidding Forms).

15. Accordingly, all procuring entities within the Department are required to include ISO 9001:2015 certification, or its latest version as applicable, as part of the project requirements in the bidding documents for infrastructure projects. This requirement applies to bidders classified under the following Philippine Contractors Accreditation Board (PCAB) size range and are participating in the Department’s procurement of infrastructure projects with Approved Budget for the Contract (ABC) range, to wit:

PCAB Size Range	Allowable Range of Contract Cost (ARCC)	Effectivity
Large “A”	More than P300 Million but less than P450 Million	January 01, 2025
Medium “B”	More than P150 Million but less than P300 Million	July 01, 2025
Medium “A”	More than P30 Million but less than P150 Million	January 01, 2026

16. The *DPWH Regional Office No.VIII, Baras, Palo, Leyte* reserves the right to reject any and all bids, declare a failure 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.

17. For Implementation of D.O. No. 241, Series of 2024 with Subject: Guidelines on the Processing, Approval and Reporting System of Construction Safety and Health Program (CSHP) for DPWH Infrastructure Projects.

In the issuance of the Notice of Award (NOA) or Letter of Acceptance as for the case of foreign assisted projects, the Head of the DPWH IO shall require the winning bidder to submit the approved CSHP using the template recommended by DOLE as a guide.

This Order supersedes D.O. No. 129, Series of 2014, D.O. no. 35, Series of 2021 and D.O. No. 12, Series of 2024, and shall take effect for contracts to be awarded from Calendar Year 2025 onwards.

18. Prospective Bidders/Authorized Representatives who will attend the procurement activities and submit bids are strictly advised to observed health protocols prescribed by Local Government Units.

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

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

4. THE CONTRACTOR'S OBLIGATIONS

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

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

5. PERFORMANCE SECURITY

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

supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. SITE INVESTIGATION REPORTS

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

7. WARRANTY

7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.

7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

8. LIABILITY OF THE CONTRACTOR

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

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

9. TERMINATION FOR OTHER CAUSES

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

10. DAYWORKS

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

11. PROGRAM OF WORK

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

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

12. INSTRUCTIONS, INSPECTIONS AND AUDITS

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

13. ADVANCE PAYMENT

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

14. PROGRESS PAYMENTS

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

15. OPERATING AND MAINTENANCE MANUALS

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

Section V. Special Conditions of Contract (SCC)

Special Conditions of Contract

GCC Clause	
2	The Intended Completion Date is <i>TWO HUNDRED SEVENTY (270) calendar days</i> 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 <i>NOTICE TO PROCEED</i> .
6	The site investigation reports are: <i>Site instructions and Logbooks</i> .
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 <i>ten (10) calendar days</i> of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <i>1% of the Progress Billing</i> .
12.3	Permanent Structures: Fifteen (15) years Buildings of types 4 (<u>steel</u> , 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 <u>concrete bridges</u> , flyovers, concrete aircraft movement areas, <u>ports, dams</u> , diversion tunnels, causeways, wharves, piers, dikes, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar structures.
13	The amount of the advance payment is <i>fifteen (15%) percent of the Contract Price</i> .
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	The date by which operating and maintenance manuals are required is not applicable. The date by which “as built” drawings are required is <i>thirty (30) calendar days from completion of the project</i> .
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

Section VII. Drawings

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

Section VIII. Bill of Quantities (BOQ)

BILL OF QUANTITIES

Part No. B

Part Description: OTHER GENERAL REQUIREMENTS

(Vol. III, Standard Spec. for Buildings, Ports and Harbors, Flood Control and Drainage Structures / Standardized Pay Items of Work for Const. of Infra. Projects)

PAY ITEM No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
B.3(1)	Permits and Clearances	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
B.5(1)	Project Billboard/Signboard	Each	4.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
B.7(1)	Occupational Safety and Health	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
B.9(1)	Mobilization / Demobilization	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
TOTAL COST (PART B) (Carried to Summary) (Pesos: _____ and _____ Centavos)					₱ _____

Part No. C

Part Description: EARTHWORK

(Vol. III, Standard Spec. for Buildings, Ports and Harbors, Flood Control and Drainage Structures / Standardized Pay Items of Work for Const. of Infra. Projects)

PAY ITEM No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
801(1)	Removal of Structures and Obstructions	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
803(1)a	Structure Excavation, Common Soil	Cu.M.	850.17	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
804(1)a	Embankment from Roadway/Structure Excavation, Common Soil	Cu.M.	662.32	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
804(2)a	Embankment for Borrow, Common Soil	Cu.M.	1,257.61	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
804(7)	Gravel Fill	Cu.m.	16.22	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
TOTAL COST (PART C) (Carried to Summary) (Pesos: _____ and _____ Centavos)					₱ _____

(Name and Signature of the Bidder or Duly Authorized Bidder’s Representative)

(Position of the Bidder or Duly Authorized Bidder’s Representative)

(Name of the Bidder)

BILL OF QUANTITIES

Part No. D

Part Description: REINFORCED CONCRETE

(Vol. III, Standard Spec. for Buildings, Ports and Harbors, Flood Control and Drainage Structures / Standardized Pay Items of Work for Const. of Infra. Projects)

PAY ITEM No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
900(1)c	Structural Concrete, 3000 psi, Class A, 28 days	Cu.M.	82.13	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
900(1)d	Structural Concrete, 4000 psi, Class A, 28 days	Cu.M.	487.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
901(1)	Lean Concrete	Cu.M.	46.02	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
902(1)a1	Reinforcing Steel (Deformed), Grade 40	Kg.	50,866.77	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
902(1)a2	Reinforcing Steel (Deformed), Grade 60	Kg.	29,237.50	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
903(2)	Formworks and Falseworks	Sq.M.	2,934.10	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
TOTAL COST (PART D) (Carried to Summary) (Pesos: _____ and _____ Centavos)					P _____

Part No. E

Part Description: FINISHING & OTHER CIVIL WORKS

(Vol. III, Standard Spec. for Buildings, Ports and Harbors, Flood Control and Drainage Structures / Standardized Pay Items of Work for Const. of Infra. Projects)

PAY ITEM No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
1001(6)	Catch Basin	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1001(8)	Sewer Line Works	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1001(9)	Storm Drainage and Downspout	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1001(11)	Septic Vault/Tank, Concrete/CHB	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1002(4)	Plumbing Fixtures	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1002(24)	Cold Water Lines	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1003(1)a1	Ceiling, 4.5mm, Metal Frame, Fiber Cement Board	Sq.M.	737.80	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____

(Name and Signature of the Bidder or Duly Authorized Bidder's Representative)

(Position of the Bidder or Duly Authorized Bidder's Representative)

(Name of the Bidder)

BILL OF QUANTITIES

Part No. E

Part Description: FINISHING & OTHER CIVIL WORKS

(Vol. III, Standard Spec. for Buildings, Ports and Harbors, Flood Control and Drainage Structures / Standardized Pay Items of Work for Const. of Infra. Projects)

PAY ITEM No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
1003(2)a4	Wall, 10mm, Metal Frame, Fiber Cement Board	Sq.M.	54.55	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1003(11)a1	Fascia Board, 19mm, Fiber Cement Board	M.	56.80	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1003(17)	Carpentry and Joinery Works	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1004(2)	Finishing Hardware	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1007(1)a	Aluminum Framed Glass Door, Sliding Type	Sq.M.	37.80	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1007(1)b	Aluminum Framed Glass Door, Swing Type	Sq.M.	15.12	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1008(1)a	Aluminum Glass Windows, Sliding Type	Sq.M.	6.30	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1008(1)c	Aluminum Glass Windows, Awning Type	Sq.M.	45.48	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1008(1)d	Aluminum Glass Windows, Fixed Type	Sq.M.	164.37	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1010(1)	Frames, Jambs, Sills, Head, Transoms and Mullions	Set	59.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1010(2)a	Doors, Flush	Sq.M.	2.52	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1010(2)b	Doors, Wood Panel	Sq.M.	40.74	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1014(1)b2	Pre-painted Metal Sheets, above 0.427 mm., Rib Type, Long Span	Sq.M.	109.82	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1016(1)a	Waterproofing, Cement Base	Sq.M.	807.90	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1018(1)	Glazed Tiles and Trims	Sq.M.	1,493.64	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____

(Name and Signature of the Bidder or Duly Authorized Bidder's Representative)

(Position of the Bidder or Duly Authorized Bidder's Representative)

(Name of the Bidder)

Contract ID No.: 24I00415
Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology
Contract Location: Brgy. Guiwan II, Palompon, Leyte

BILL OF QUANTITIES

Part No. E Part Description: FINISHING & OTHER CIVIL WORKS

(Vol. III, Standard Spec. for Buildings, Ports and Harbors, Flood Control and Drainage Structures / Standardized Pay Items of Work for Const. of Infra. Projects)

PAY ITEM No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
1018(2)	Unglazed Tiles	Sq.M.	767.78	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1018(3)	Granite Tiles	Sq.M.	204.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1027(1)	Cement Plaster Finish	Sq.M.	2,463.27	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1030(1)	Acoustical Ceiling Panel	Sq.M.	354.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1032(1)a	Painting Works, Masonry/Concrete	Sq.M.	3,377.98	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1032(1)c	Painting Works, Steel	Sq.M.	244.79	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1046(1)a2	CHB Load Bearing (Including Reinforcing Steel), 150 mm	Sq.M.	929.92	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1046(2)a1	CHB Non-Load Bearing (Including Reinforcing Steel), 100 mm	Sq.M.	474.48	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1047(4)a	Metal Structure Accessories, Bolts and Rods	Each	198.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1047(5)d	Metal Structure Accessories, Steel Plates	Kg.	388.58	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1047(8)a	Structural Steel, Trusses	Kg.	1,677.63	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1051(1)a	Railing	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
TOTAL COST (PART E) (Carried to Summary) (Pesos: _____ and _____ Centavos)					₱ _____

(Name and Signature of the Bidder or Duly Authorized Bidder's Representative)

(Position of the Bidder or Duly Authorized Bidder's Representative)

(Name of the Bidder)

BILL OF QUANTITIES

No.	F	Part Description: ELECTRICAL			
(Vol. III, Standard Spec. for Buildings, Ports and Harbors, Flood Control and Drainage Structures / Standardized Pay Items of Work for Const. of Infra. Projects)					
PAY ITEM No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
1100(10)	Conduits, Boxes & Fittings (Conduit Works/ Conduit Rough-in)	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1101(33)	Wires and Wiring Devices	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1102(1)	Panelboard with Main & Branch Breakers	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1102(18)	Solar Panel with Inverter, Battery and Other Devices	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
1103(1)	Lighting Fixtures	L.S.	1.00	In words: Pesos _____ In Figures: Php _____	In words: Pesos _____ In Figures: Php _____
TOTAL COST (PART F) (Carried to Summary) Pesos: _____ and _____ Centavos)					₱ _____
TOTAL COST OF ALL ITEMS (Carried to Summary) Pesos: _____ and _____ Centavos)					₱ _____

READ AND ACCEPTED AND GOOD FOR AGREEMENT:

(Name and Signature of the Bidder or Duly Authorized Bidder's Representative)

(Date)

(Position of the Bidder or Duly Authorized Bidder's Representative)

(Name of the Bidder)

SUMMARY OF BID PRICES

(All Parts of Bill of Quantities)

Instructions for completing the Summary of Bid Prices:

1. Part No. – Enter the “Part No.” for each section of the BOQ where unit prices are entered.
2. Part Description – Enter the “Part Description” corresponding to the “Part No.”
3. Total Amount – Enter the “Total Amount” in Pesos for all pages having the same “Part Description”

Contract ID: 24I00415		
Part No.	Part Description	Total Amount
B	OTHER GENERAL REQUIREMENTS <i>(Vol. III, Standard Spec. for Buildings, Ports and Harbors, Flood Control and Drainage Structures / Standardized Pay Items of Work for Const. of Infra. Projects)</i>	
C	EARTHWORK <i>(Vol. III, Standard Spec. for Buildings, Ports and Harbors, Flood Control and Drainage Structures / Standardized Pay Items of Work for Const. of Infra. Projects)</i>	
D	REINFORCED CONCRETE <i>(Vol. III, Standard Spec. for Buildings, Ports and Harbors, Flood Control and Drainage Structures / Standardized Pay Items of Work for Const. of Infra. Projects)</i>	
E	FINISHING & OTHER CIVIL WORKS <i>(Vol. III, Standard Spec. for Buildings, Ports and Harbors, Flood Control and Drainage Structures / Standardized Pay Items of Work for Const. of Infra. Projects)</i>	
F	ELECTRICAL <i>(Vol. III, Standard Spec. for Buildings, Ports and Harbors, Flood Control and Drainage Structures / Standardized Pay Items of Work for Const. of Infra. Projects)</i>	
	Total of All Amount	
Total of All Amount in words:		
Pesos:		
and centavos		

READ AND ACCEPTED AND GOOD FOR AGREEMENT:

(Name and Signature of the Bidder or Duly Authorized Bidder’s Representative)

(Date)

(Position of the Bidder or Duly Authorized Bidder’s Representative)

(Name of the Bidder)

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**
Regional Office VIII
Baras, Palo, Leyte

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: EDGAR B. TABACON, CESO IV
Regional Director
Department of Public Works and Highways (DPWH)
Regional Office VIII
Baras, Palo, Leyte

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.: 24I00415
Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology
Contract Location: Brgy. Guiwan II, Palompon, Leyte

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

EDGAR B. TABACON, CESO IV
Regional Director
Department of Public Works and Highways (DPWH)
Regional Office VIII
Baras, Palo, Leyte

Dear Madam:

Supplementing our Organizational Chart for the abovestated 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 abovestated Contract if it is awarded to us:

Proposed Position (as applicable)	Name	Years of Experience	
		Total (Similar and Related)	Similar Position
Project Manager			
Provisional Project Engineer			
Materials Engineer I			
Construction Foreman			
Safety Officer (Full Time)			
Health Officer (First Aider) (Full Time)			
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 abovestated 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

Contract ID No.: 24I00415
Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology
Contract Location: Brgy. Guiwan II, Palompon, Leyte

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.: 24I00415

Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology

Contract Location: Brgy. Guiwan II, Palompon Leyte

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.: 24I00415

Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology

Contract Location: Brgy. Guiwan II, Palompon, Leyte

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					
....					

¹ Attached are copies of Sales Invoice / Official Receipt
Minimum Materials Testing Equipment requirements as prescribed in Bid Data Sheet:

REPUBLIC OF THE PHILIPPINES)
CITY OF TACLOBAN)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 _____, 2025 at
_____.

Bidder’s Representative/Authorized Signatory

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

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2025 in
_____, Philippines. Affiant exhibiting to me his Community Tax Certificate No.
_____ issued on _____ at _____.

Notary Public

Doc No : _____
Page No.: _____
Book No.: _____
Series of 2025

Contract ID No.: 24I00415
Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology
Contract Location: Brgy. Guiwan II, Palompon, Leyte

REPUBLIC OF THE PHILIPPINES)
CITY OF TACLOBAN)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 _____, 2019 at _____.

Bidder’s Representative/Authorized Signatory

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

SUBSCRIBED AND SWORN to before me this ____ day of _____, 201__ in _____, Philippines. Affiant exhibiting to me his Community Tax Certificate No. _____ issued on _____ at _____.

Notary Public

Doc No: _____
Page No.: _____
Book No.: _____
Series of 2025

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.: 24I00415

Contract Name: Construction of Innovation Incubation Center Building – Palompon Institute of Technology

Contract Location: Brgy. Guiwan II, Palompon, Leyte

CASH FLOW BY QUARTER

270 Calendar Days									
PARTICULAR	TOTAL	YEAR 2025				YEAR 2026			
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
ACCOMPLISHMENT, (in %)	100%	-				90 C.D.	20 C.D.		
CASH FLOW, (in PhP)									
CUMULATIVE ACCOMPLISHMENT, (in %)	100%								
CUMULATIVE CASH FLOW, (in PhP)									

PARTICULAR	TOTAL	YEAR 2027				YEAR _____			
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
ACCOMPLISHMENT, (in %)	100%								
CASH FLOW, (in PhP)									
CUMULATIVE ACCOMPLISHMENT, (in %)	100%								
CUMULATIVE CASH FLOW, (in PhP)									

Submitted by:

NOTE: Target NTP Effectivity Date:
Date: July 25, 2025

Name and Signature of Bidder's Representative

Position

Name of Bidder

Date: _____

CONTRACTOR : _____

(Please indicate Name of Firm/Company)

Checklist of Bid Requirements

TECHNICAL ENVELOPE

CHAIRPERSON: ATTY. JAY-B. L. TALDE

VICE CHAIRPERSON: AGNES M. BARONDA

Regular Member: ATTY. SHARILEE ANGELA A. GASPAY-MAURO

Provisional Member: ALEX S. DAGALEA

Representative: Impl. Office/End User: LUCAS N. BACSAL

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%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank:	P 693,000.12
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 1,732,500.29

Validity Period: 120 calendar days from opening of bid (maximum)

APPROVED BUDGET FOR THE CONTRACT (ABC) : **Php 34,650,005.85**

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.

APROVED BUDGET FOR THE CONTRACT (ABC) : 34,650,005.85

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

Checklist of Bid Requirements
FINANCIAL ENVELOPE

CHAIRPERSON: ATTY. JAY-B L. TALDE
VICE CHAIRPERSON: AGNES M. BARONDA
Regular Member: ATTY. SHARILEE ANGELA A. GASPAY-MAURO
Provisional Member: ALEX S. DAGALEA
Representative: Impl. Office/End User: LUCAS N. BACSAI

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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)

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: EDGAR B. TABACON, CESO IV
Regional Director
Department of Public Works and Highways (DPWH)
Regional Office VIII
Baras, Palo, Leyte

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.

- 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.
- 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.
- Penalties and Sanctions: State the penalties and sanctions for violations of the Construction Safety and Health Program.
- 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.
- Waste Disposal: State the manner of disposing waste arising from the construction.

Submitted by:

Name and Signature of Authorized Officer of the Bidder
Position