PHILIPPINE BIDDING DOCUMENTS

Proposed Rehabilitation of MEZ Secondary Roads Using Instapave Surface Treatment

ABC Php 9,829,220.60

Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

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

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

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

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

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

a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.

b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.

c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

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

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

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

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;

b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;

c. The deadline for the submission and receipt of bids; and

d. Any important bid evaluation criteria.

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

PHILIPPINE ECONOMIC ZONE AUTHORITY

Invitation to Bid for the Proposed Rehabilitation of MEZ Secondary Roads Using Instapave Surface Treatment

PEZA MEZ No. 2023-002

1. The **Philippine Economic Zone Authority**, through the Corporate Operating Budget (COB) for C.Y 2023 intends to apply the sum of **Nine Million Eight Hundred Twenty Nine Thousand Two Hundred Twenty pesos and 60/100 (ABC Php 9,829,220.60)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Proposed Rehabilitation of MEZ Secondary Roads Using Instapave Surface Treatment** *and Project Identification Number* ***PEZA MEZ No. 2023-002***. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Philippine Economic Zone Authority** now invites bids for the above Procurement Project. Completion of the Works is required within sixty (60) working days. Bidders should be operating in the construction business for five (5) years and should have completed a contract similar to the Project (**Application of Asphalt Overlay using Instapave Surface Treatment)** within five (5) years from the submission of bid documents. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

4. Interested bidders may obtain further information from **Philippine Economic Zone Authority** and inspect the Bidding Documents at the address given below from **9:00-6:00pm.**

5. A complete set of Bidding Documents may be acquired by interested bidders on **26 June 2023** from the given address and website 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 **Php 10,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, or through email.

6. The **Philippine Economic Zone Authority** will hold a Pre-Bid Conference[1] and Opening of Bids on the following dates below at Conference Room, PEZA Administration Building, AAI Compound, Mactan Economic Zone, Lapu-lapu City which shall be open to prospective bidders.

[1] May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Pre-Bid Conference	Submission & Opening of Bids
04 July 2023; 2:00PM	18 July 2023; 2:00PM

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before **18 July 2023; 2:00pm**. Late bids shall not be accepted. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

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.

Forms of Bid Security	Amount
Bid Securing Declaration	Not Applicable
Cash; Manager's Check; Bank Draft/ Guarantee; or Irrevocable letter of Credit	**Php196,584.41** or *equivalent to two percent (2%) of ABC*
Surety Bond	**Php491,461.03** *or equivalent to five percent (5%) of ABC]*

9. The **Philippine Economic Zone Authority** 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.

10. For further information, please refer to:

Ms. Mirzi Caryl P. Lamosao
BAC Secretariat Chairperson
Philippine Economic ZoneAuthority
Administration Building, AAI Compound Mactan Economic Zone, Lapu-lapu City
Email: *mirzi.lamosao@peza.gov.ph****;*** *mezbac@peza.gov.ph*
Telephone number: 032-340-0593
Website address: peza.gov.ph

11. You may visit the following websites:
For downloading of Bidding Documents:
http://www.peza.gov.ph/index.php/bid-opportunities

26 June 2023

Mr Arnel M. Suyu
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, **Philippine Economic Zone Authority** invites Bids for the **Proposed Rehabilitation of MEZ Secondary Roads Using Instapave Surface Treatment** with Project Identification Number **PEZA MEZ No. 2023-002**.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for Corporate Operating Budget (COB) for C.Y 2023 in the amount of **ABC Php 9,829,220.60**.

2.2. The source of funding is:

a. GOCC and GFIs, the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

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

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

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

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

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

5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

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

7. Subcontracts

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

a. Subcontracting is not allowed.

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address {*[insert if applicable]* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB.**

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the

Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents Comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.

10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

10.3. A valid special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.

10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.

10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

11. Documents Comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.

11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Alternative Bids

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

13. Bid Prices

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

14. Bid and Payment Currencies

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

14.2. *Payment of the contract price shall be made in:*

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 ***for 120 days***. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

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

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

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

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

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

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

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

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet (BDS)

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

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

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

a. Information that specifies and complements provisions of the ITB must be incorporated.

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

Bid Data Sheet

ITB Clause	
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: • **Application of Asphalt Overlay using Instapave Surface Treatment** • **Similar contract should be within five (5) years from the date of submission of bids**
7.1	**Subcontracting is not allowed.**
10.3	Current and Valid PCAB License and Registration.
10.4	The key personnel must meet the required minimum years of experience set below:

Key Personnel	**General Experience**	**Relevant Experience**
Construction Supervisor	at least 1 year relevant experience	
Skilled Laborer	at least 1 year relevant experience	
Unskilled Laborer	----------	
First Aider	DOLE Accreditation	
Safety Officer	DOLE Accreditation	
Traffic Aide	----------	
Leadperson/ Technician	at least 1 year relevant experience	
Light SKilled Operator	at least 1 year relevant experience	

10.5	The minimum major equipment requirements are the following:

Equipment	**Capacity**	**Number of Units**
Slurry Truck		1
Cargo Truck	(2-5mt)	1
Pneumatic Tire Roller	(10mt)	1
Payloader	(1.5m^3)	1

12	*[Insert Value Engineering clause if allowed.]*
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than **Php196,584.41** *[Insert two percent (2%) of ABC]*, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than **Php491,461.03** *[Insert five percent (5%) of ABC]* if bid security is in Surety Bond.
19.2	Partial bids are not allowed.
20	Philippine Contractors Accreditation Board (PCAB) License; **or** Special PCAB License in case of Joint Ventures

21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.

5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

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

7. Warranty

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

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

a. Information that complements provisions of the GCC must be incorporated.

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

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

Special Conditions of Contract

GCC Clause	
2	*[If different dates are specified for completion of the Works by section, i.e. "sectional completion," these dates should be listed here.]*
4.1	*[Specify the schedule of delivery of the possession of the site to the Contractor, whether full or in part.]*
6	The site investigation reports are: *[list here the required site investigation reports.]*
7.2	*[Select one, delete the other.]* *[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:]* Fifteen (15) years. *[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:]* Five (5) years. *[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:]* Two (2) years.
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 *[insert number]* days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is [*insert amount*].
13	The amount of the advance payment is *[insert amount as percentage of the contract price that shall not exceed 15% of the total contract price and schedule of payment]*.
14	*[If allowed by the Procuring Entity, state:]* 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 *[date]*. The date by which "as built" drawings are required is *[date]*.
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is *[amount in local currency]*.

Section VI. Specifications

Notes on Specifications

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

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

Republic of the Philippines
Philippine Economic Zone Authority
Mactan Economic Zone
Lapu-Lapu City

TERMS-OF-REFERENCE (TOR)

`PROPOSED REHABILITATION OF MEZ SECONDARY ROADS USING INSTAPAVE SURFACE TREATMENTAT MACTAN ECONOMIC ZONE`

A. BACKGROUND:

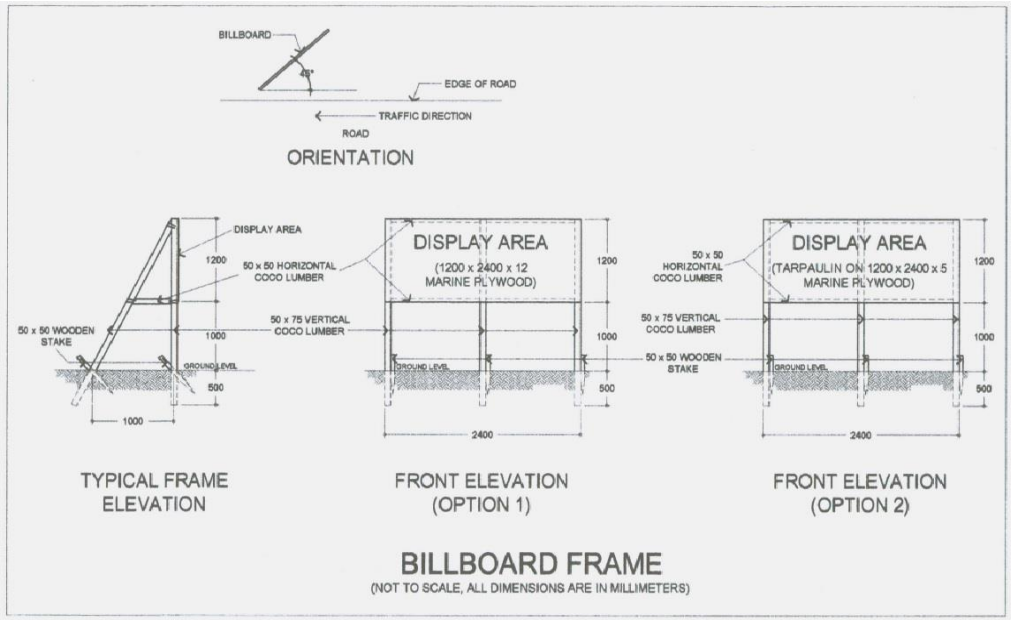
The PEZA through the approved allocation of its Corporate Operating Budget (COB) for C.Y 2023 intends to apply the sum of Nine Million Eight Hundred Twenty Nine Thousand Two Hundred Twenty pesos and 60/100 centavos (Php 9,829,220.60) for project “Proposed Rehabilitation of MEZ Secondary Roads using Instapave Surface Treatment” through the guidelines as per R.A 9184 and its Implementing Rules and Regulations.

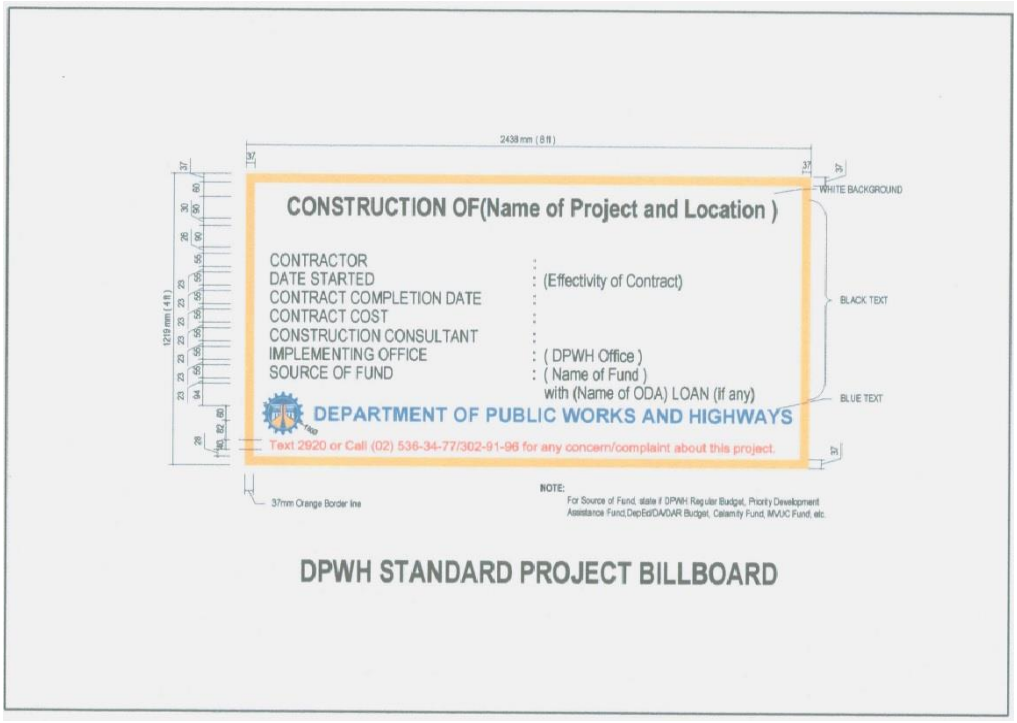
The Mactan Economic Zone (MEZ) was established by Proclamation No. 1811 and with this development activities started in January 1979 and by 1981, there were five companies. The monumental event in the evolution if EPZs in the country was the creation of ecozones as a government strategy to attract FDIs and export-oriented industries into the country. On 24 February 1995, Republic Act No. 7916 provided for the creation of the Philippine Economic Zone Authority (PEZA).

B. GENERAL WORK REQUIEMENTS:

1. Project Billboard/Signboard

The installation of the required standard billboard size (1200mm x 2400mm/4ft. 8ft.) shall be strictly enforced.





2. Occupational Safety and Health Program

Construction Safety and Health Committee

Section 11 of D.O No. 13 requires that rules of Construction of Safety and Health Program must be observed and enforced at project site. In connection with this project, the committee will be organized in accordance with the requirements of Rule 1040 of the Occupational Safety and Health (OSH) Standards of the Department of Labor and Employment (DOLE).

A DOLE accredited Safety Officer and First Aider must supervise to activities indicated in the scopes at all time.

In case of any dangerous occurrence or major accident resulting to death or permanent total disability, Contractor's CSHC will notify the DOLE Regional Office within twenty-four (24) hours form occurrence.

Section 12.6 of the D.O No. 13 requires specialized instruction and training be given to any person holding critical occupation.

Section 6 of D.O No. 13 requires that every employer shall, at his own expense, furnish his workers with protective equipment for eyes, face, hands, feet, lifeline, safety belt/harness, protective shields and barriers whenever necessary by reason of the hazardous work process or environment.

Safety Signages will be provided as warning to workers and employees and the public about the hazards around the project site. These will be posted in prominent positions at strategic location visible as far as possible.

All construction heavy equipment will be tested and inspected in accordance with the requirements of Section 10 of D.O No. 13. (Attach Certificate of Testing and

Inspection of Construction Heavy Equipment (CHE) used issued by DOLE accredited Testing Organizations for CHE and TESDA certification of CHR operator/s.)

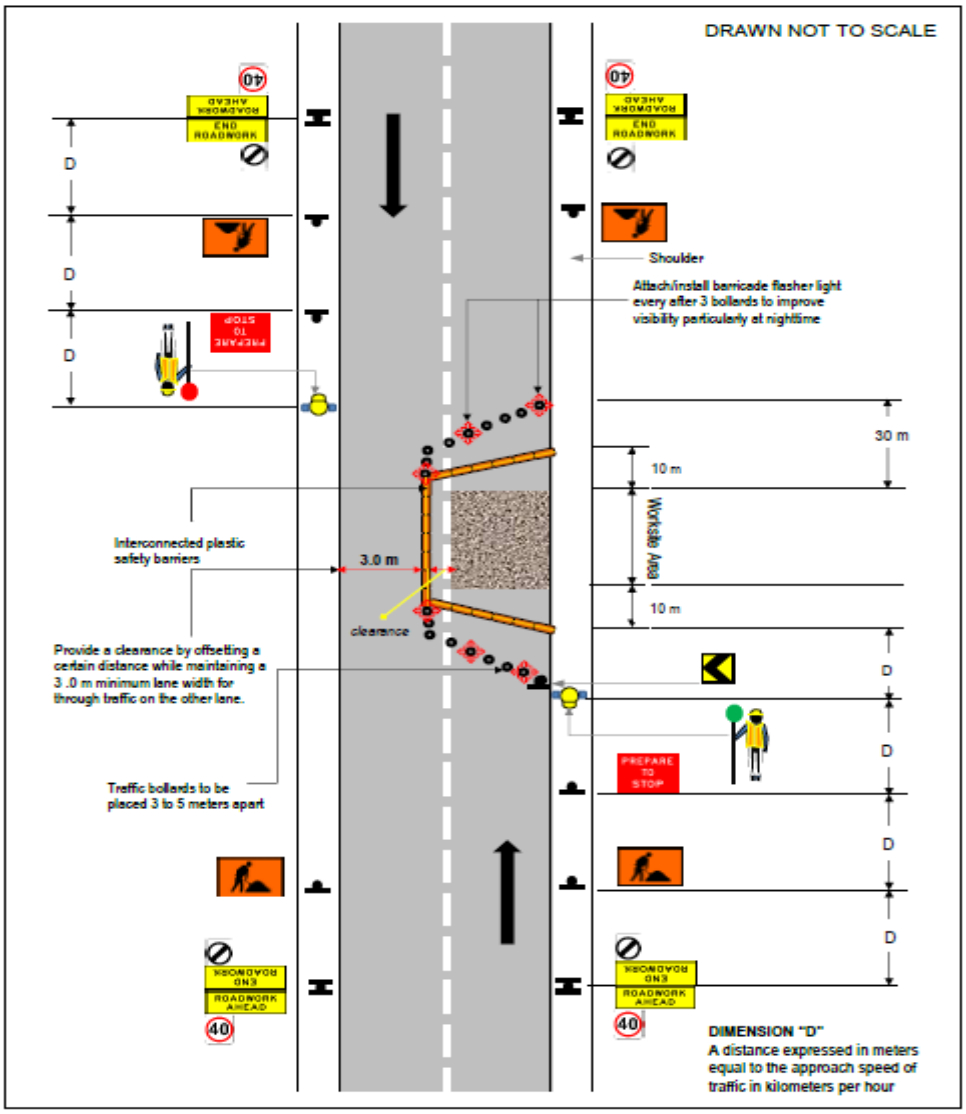
All necessary steps shall be taken to prevent danger to persons arising from the fire or explosion from leakage or accumulation of gas o vapor; and from flooding from uncapped water mains, sewers and/or culverts.

All entrance/exits to and from the construction sites shall be properly protected so as prevent any danger to persons engaged in the road asphalt overlay activities using such entrances/exits in the performance of their work.

3. Traffic Management

The contractor is responsible in the implementation of the traffic management procedures to ensure the safety of the road workers, road users, and manage potential hazards associated with the traffic environment during the project.

LAYOUT 7 (Case 1) – Part Lane Closure – 2 Lane, 2 Way Road, High Speed, Long Term



4. Mobilization/Demobilization

The contractor is responsible in the mobilization/demobilization of the following equipment's used in the project:

a. Slurry Truck
b. Cargo Truck (2-5 MT)
c. Pneumatic tire roller (10 MT)
d. Payloader (1.5m³)

The contractor must have the necessary experience and expertise in the mobilization/demobilization of heavy equipment's used in the project.

All construction heavy equipment will be tested and inspected in accordance with the requirements of Section 10 of D.O No. 13, before it will be transported.

5. Surface Courses (Bituminous Tact Cot- CSB 3 Bitumen and Instapave System for Road Surface Treatment)

Description:

This Item shall consist of a blend of Cold Seal Bitumen (CSB), aggregate, water and additives (Instapave Surface Treatment - IST) applied over a prime coated base in accordance with the Plans and Specifications.

Material Requirements (Quantities of Materials):

The approximate amounts of materials per square meter and sequence of operations for Instapave Surface Treatment (IST) shall be as provided in Table 304A.1.

The quantities given in the above-mentioned table are those of aggregates having a bulk specific gravity of 2.65 as determined by AASHTO T 84 and T 85. Proportionate correction shall be made when the aggregate furnished on the job has a bulk specific gravity above 2.75 or below 2.55. In such case, the corrected amount shall be the product of the quantity shown in the Table and the ratio of the bulk specific gravity of aggregate to 2.65.

The amounts given in the said Table are approximate and the exact amounts shall set by the Engineer. The Engineer, as necessary to fit the conditions, may vary the total amount of bituminous material per square meter, but the total amount of aggregate per square meter, after adjusting for specific gravity, shall not be changed.

Table 304A.1 – Quantities of Materials and Sequence of Operations Using Emulsified Cold Seal Bitumen

Aggregate Grading and Sequence of Operations	**IST**
Priming: Apply Cold Seal Bitumen Type 1 (CSB-1), L/m²	0.90- 2.25
Chip Course: Apply Cape Seal Bitumen Type 2 (CSB-2), L/m²	1.20- 2.00 11.00 – 16.00 (+/- 10%)
Fog Seal:	1.00

Apply Cold Seal Bitumen Type 3 (CSB-3), L/m² (Diluted with water at a ratio of 1:1)	
Slurry Course: Apply the mixture of Cold Seal Bitumen (CSB-3), aggregates, mineral filler, water and additives	See Note 1

Note 1 - Depends on the Job Mix Design created by the CSB source in accordance with the International Slurry Surfacing Association:

1. Technical Bulletin 111- Outline Guide Design Procedure for Slurry Seal
2. Technical Bulletin A105 Recommended Performance Guidelines for Emulsified Asphalt Slurry Seal Surface, 1986 (Revised)
3. Technical Bulletin A143 Recommended Performance Guidelines for Polymer Modified Micro-surfacing 1991

Or as approved by the Engineer.

304A.2.2 Bituminous Materials

Bituminous material, CSB-1, CSB-2, and CSB-3 (or derivatives) all straight or modified Bitumen emulsions shall conform to the requirements of items 702 and must also conform to the minimum specifications stated in Table 304A.2. Slurry Coarse Mix based on Note 1 shall also conform to the performance specifications set in ISSA Technical Bulletin or must meet the minimum performance properties shown on Table 304A.3.

Table 304A.2- Properties of Cold Seal Bitumen

Properties	**Test Method**	**CSB-1**	**CSB-2**	**CSB-3***
Verocity, Saybolt Furol @ 25°C, seconds	ASTM D244	15 - 50	100 - 200	15 - 50
Storage Stability, Settlement (24 hrs), %mass	ASTM D244	1.0 max	1.0 max	1.0 max
Cement Mixing Test, Percentage of Break, %mass	ASTM D244	2.0 max	-	-
Sieve Test, Sample Retained, %mass	ASTM D244	0.10 max	0.10 max	0.10 max
Particle Charge Test	-	Negative	Positive	Positive
Residue by Evaporation, %mass	ASTM D244	60 min	65 min	60 min
Examination of Residue Obtained by Evaporation: -Penetration Number @ 25°C, dmm				

- Ductility @ 25°C, cm	ASTM D6	40 – 90	100 – 250	40 – 90
- Solubility in Trichloroethylene, %mass	ASTM D1113	40 min	40 min	40 min
	ASTM D2042	97.5 min	97.5 min	97.5 min

*- CSB-3 may be set to achieve specific conditions such as quick set, quick traffic, latex modified or polymer modified emulsions or as approved by the Engineer.

Table 304A.3 - Slurry Coarse Mix Performance Properties

Properties	**Test Method**	**Slurry Coarse**
Mix Time (minutes) controllable, min	ISSA T8- 113	3
Consistency Test (cm), range	ISSA T8- 106	2.0 – 3.0
Wet Stripping (% Retained)	ISSA T8 - 114	95%
Wet Tract Abrasion Loss, 1-hour soak ISSA TB - 100 806 g/m (Wear Value)	ISSA TB - 100	806 g/m
Wet Cohesion: 30 mins Minimum set, kg-em 12 60 mins Minimum set, k -cm	ISSA TB- 139	12 20

304A.2.3 Aggregates

The aggregates shall be cleaned, crushed stone, crushed slag, or crushed gravel. Only one type of aggregate shall be used in a project unless alternative types are approved. The gradation for the Cover Coat Aggregates shall conform to Table 304A.4. The gradation for the aggregates to be used in the slurry coarse shall conform to Table 304A.5 and shall be chosen based on the type of application or as approved by the Engineer (or as indicated in Note 1).

Table 304A.4 – Cover Coat Grading Requirements

Sieve Designation		**Mass Percent Passing**
Standard mm	Alternative U.S Standard	
Storage Stability, Settlement (24 hrs), %mass	ASTM D244	
Cement Mixing Test, Percentage of Break, %mass	ASTM D244	

Sieve Test, Sample Retained, %mass	ASTM D244	
Particle Charge Test	-	
Residue by Evaporation, %mass	ASTM D244	
Examination of Residue Obtained by Evaporation: -Penetration Number @ 25°C, dmm - Ductility @ 25°C, cm - Solubility in Trichloroethylene, %mass	 ASTM D6 ASTM D1113 ASTM D2042	

6. Miscellaneous Structures

This item includes landscaping of sidewalks along gate 2 and guard house area.

C. QUALIFICATION REQUIEMENTS:

The contractor must have the necessary experience and expertise in the supply of labor and materials for the project "Proposed Rehabilitation of MEZ Secondary Roads using Instapave Surface Treatment, by submitting proofs of the following as part of the technical proposal:

1.1 Permit/licenses of the Contractor (certified copy of business registration, place of registration and principal address of business).

1.2 List of completed projects with works of similar in nature or with a value of at least Fifty (50) Percent of the Approved Budget for the Contract.

1.3 Engaged in the construction business for at least five (5) years.

1.4 Certification issued by at least three (3) different clients attesting to the satisfactory services/completion rendered by the contractor.

D. CONTRACTOR'S RESPONSIBILITIES:

The Contractor warrants that it is authorized to engage in and perform the Works; that it has inspected all relevant documents, and has informed itself fully as to the conditions which might affect the nature, extent, and the cost of the Works; that it has sufficient operating capital to perform and complete the Works; that it has sufficient and adequate equipment, parts, labor and materials that may be needed in the performance thereof; that it has the required knowledge, experience, skill and professional competence to undertake the same; and that it has experienced, skilled, and professionally equipped personnel to be assigned for this purpose.

The Contractor warrants that the method or process it will follow for the Works is the one that will best accomplish the desired results under the existing state of technology; that all materials

it will supply or use shall be the best available or obtainable in accordance with the approved Contract and the instructions of the PEZA.

The Contractor warrants that all equipment and other forming part of this Contract shall be complete, intact and in good order at all times.

The Contractor shall provide technical personnel who are skilled and experienced to carry out its obligations under this Contract;

The Contractor being a duly licensed and legitimate contractor warrants full compliance with all labor laws and social legislation, rules and regulations, especially as regards to minimum wage, hours of work, overtime, and compulsory allowances, and comply all mandatory government contributions. Furthermore, the Contractor hereby holds the PEZA free and harmless against any and all claims, judgments, and awards in favor of the Contractor's employees or workers under said laws, decrees, rules, and regulations, as well as other laws and under the provisions of the Contract.

The Contractor shall comply with all other guarantees, warranties, and other requirements that may be found or implied herein or in any law. If any of the representations and warranties are found to be false, or if the Contractor violates any important warranty, whether the falsity of said representation or the violation of said warranty be done in good faith, without regard to the lack of damage sustained by the PEZA, the PEZA in its absolute discretion may immediately terminate the Contract, without prejudice to the employment or pursuit of other remedies.

E. PEZA's RESPONSIBILITIES:

The Engineering and Maintenance Division (EMD) shall be the main responsible unit in monitoring the implementation of the Works in accordance with the conditions of the Contract.

The PEZA shall constitute an Inspectorate Team which shall be responsible in assisting the EMD in recommending appropriate measures and improvements, when necessary, as well as to make preliminary inspection, submit a punch-list to the contractor and recommend the acceptance of the project for the approval of the concerned PEZA official.

Pay the contractor for the supply of materials, labor and equipment for the project "Proposed Rehabilitation of MEZ Secondary Roads using Instapave Surface Treatment.

F. PAYMENT SCHEDULE:

The PEZA shall, upon a written request by the Contractor, allow an advance payment/mobilization fee in the amount not to exceed fifteen percent (15%) of the total contract price. The fee shall be paid only upon the submission to and acceptance by the PEZA of an irrevocable standby letter of credit of equivalent value from an accredited financial institution or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the PEZA.

The Contractor may submit a request for progress payment for every 25%, 50%, 75% and 100% work accomplishment. Progress payments maybe paid by the PEZA to the contractor upon Certification issued by the PEZA.

Progress payment shall be adjusted by deducting the amount in the recoupment of the advance payment, and additional retention money amounting to 15% and 10 % of the progress billing respectively.

The total “retention money” shall be due for release upon the request of the Contractor for the substitution of the retention money with an irrevocable letter of credit or surety bond callable on demand and upon issuance of the Certificate of Inspection and Acceptance by the PEZA.

G. LIQUIDATED DAMAGES:

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, PEZA shall rescind the contract, without prejudice to other courses of action and remedies open to it.

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

Notes on the Bill of Quantities

Objectives

The objectives of the Bill of Quantities are:

a. to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and

b. when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

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

Daywork Schedule

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

a. A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis.

b. Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor's profit, overheads, supervision, and other charges.

Provisional Sums

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

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

Signature Box

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

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

Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY
MACTAN ECONOMIC ZONE
Lapu-Lapu City

Proposed Rehabilitation of MEZ Secondary Roads Using Instapave Surface Treatment

MEZ I, Ibo, Lapu-Lapu City

DETAILED BREAKDOWN OF COMPONENT COST FOR EACH ITEM

ITEM NO.	DESCRIPTION		%	QTY.	UNIT	DIRECT COST				TOTAL MARK-UP		5% VAT	TOTAL COST
						MATERIAL	LABOR	EQUIPMENT	TOTAL	%	VALUE		
PART II	OTHER GENERAL REQUIREMENTS												
B.5	Project Billboard / Signboard	AS SUBMITTED		1.00	ea					20%			
		AS EVALUATED											
B.7 (1)	Occupational Safety and Health Program	AS SUBMITTED		1.00	l.s					20%			
		AS EVALUATED											
B.8 (1)	Traffic Management	AS SUBMITTED		1.00	l.s					20%			
		AS EVALUATED											
B.9	Mobilization /Demobilization	AS SUBMITTED		1.00	l.s					20%			
		AS EVALUATED											
	TOTAL OF PART II	**AS SUBMITTED**											
		AS EVALUATED											
PART A	SURFACE COURSES												
302 (2)	Bituminous Tack Coat -CSB 3 Bitumen	AS SUBMITTED		1.00	l.s					20%			
		AS EVALUATED											
304A	Instapave System for Road Surface Treatment	AS SUBMITTED		1.00	l.s					20%			
		AS EVALUATED											
	TOTAL OF PART A	**AS SUBMITTED**											
		AS EVALUATED											
PART H	MISCELLANEOUS STRUCTURES												
801(7)	Site Development	AS SUBMITTED		1.00	l.s					20%			
		AS EVALUATED											
	TOTAL OF PART H	**AS SUBMITTED**											
		AS EVALUATED											
	GRAND TOTAL	**AS SUBMITTED**											
		AS EVALUATED											

DETAILED UNIT PRICE ANALYSIS

PROJECT NAME	:	**Proposed Rehabilitation of MEZ Secondary Roads using Instapave Surface Treatment**
LOCATION	:	**MEZ I, Ibo, Lapu-Lapu City**
ITEM NO.	:	**B.5**
DESCRIPTION	:	**Project Billboard / Signboard**
Quantity	:	**1.00**
Output per hour - As Submitted	:	**1.00**
Unit of Measurement	:	**ea**

Designation	No.of Person/s	No. of Days	Daily Rate	Amount
A. Labor				
a. Construction Supervisor	1	1		
b. Skilled Laborer	1	1		
c. Unskilled Laborer	2	1		
Sub-Total for A				
Name and Capacity	**No.of Unit/s**	**No. of Hours**	**Hourly Rate**	**Amount**
B. Equipment				
Sub-Total for B				
C. Total (A+B)				
D. Output per hour = 1.00				
E. Direct Unit Cost (C/D)				
Name and Specification	**Unit**	**Quantity**	**Unit Cost**	**Amount**
F. Materials				
a. Tarpaulin	units	2.00		
b. Good lumber (Frames)	bd.ft	74.00		
c. Assorted Common working nails	kg	1.00		
d. Marine Plywood 1/4 x 4 x 8	pc	2.00		
Sub-Total for F				
G. Direct Unit Cost (E+F)				
H. Overhead, Contingencies & Miscellaneous (OCM) Expenses		12%	of G	
I. Contractor's Profit (CP)		8%	of G	
J. Value Added Tax (VAT)		5%	of (G + H + I)	
K.Total Unit Cost			(G + H + I + J)	

DETAILED UNIT PRICE ANALYSIS

PROJECT NAME	:	**Proposed Rehabilitation of MEZ Secondary Roads using Instapave Surface Treatment**
LOCATION	:	**MEZ I, Ibo, Lapu-Lapu City**
ITEM NO.	:	**B.7 (1)**
DESCRIPTION	:	**Occupational Safety and Health Program**
Quantity	:	**1.00**
Output per hour - As Submitted	:	**1.00**
Unit of Measurement	:	**l.s**

Designation	No.of Person/s	No. of Months	Monthly Rate	Amount
A. Labor				
a. First Aider	1	1.50		
b. Safety Officer	1	1.50		
Sub-Total for A				
Name and Capacity	**No.of Unit/s**	**No. of Hours**	**Hourly Rate**	**Amount**
B. Equipment				
Sub-Total for B				
C. Total (A+B)				
D. Output per hour = 1 mo				
E. Direct Unit Cost (C/D)				
Name and Specification	**Unit**	**Quantity**	**Unit Cost**	**Amount**
F. Materials				
a. Safety Helmet	Units	10.00		
b. Safety Shoes	pairs	10.00		
c. Safety Gloves	pairs	10.00		
d. Caution Tape, 100ft	roll	1.00		
Sub-Total for F				
G. Direct Unit Cost (E+F)				
H. Overhead, Contingencies & Miscellaneous (OCM) Expenses		12%	of G	
I. Contractor's Profit (CP)		8%	of G	
J. Value Added Tax (VAT)		5%	of (G + H + I)	
K.Total Unit Cost			(G + H + I + J)	

DETAILED UNIT PRICE ANALYSIS

PROJECT NAME	:	**Proposed Rehabilitation of MEZ Secondary Roads using Instapave Surface Treatment**
LOCATION	:	**MEZ I, Ibo, Lapu-Lapu City**
ITEM NO.	:	**B.8 (1)**
DESCRIPTION	:	**Traffic Management**
Quantity	:	**1.00**
Output per hour - As Submitted	:	**1.00**
Unit of Measurement	:	**l.s**

Designation	No.of Person/s	No. of Days	Daily Rate	Amount
A. Labor				
a. Traffic Aide	2.00	40.00		
Sub-Total for A				
Name and Capacity	**No.of Unit/s**	**No. of Days**	**Daily Rate**	**Amount**
B. Equipment				
a. 2 units Two-way Radio (w/ lifespan of 2 yrs) b. 4 units Barricade Flash Lighter (3 volts, Battery Operated, Amber color with lifespan consideration of 6 months)	6.00	51.00		
Sub-Total for B				
C. Total (A+B)				
D. Output per hour = 1 mo				
E. Direct Unit Cost (C/D)				
Name and Specification	**Unit**	**Quantity**	**Unit Cost**	**Amount**
F. Materials				
a. Prepare to Stop	each	2.00		
b. Workmen Ahead (T1-5)	each	2.00		
c. Temporary Hazard Marker (T5-5)	each	1.00		
d. Traffic cones @ 5m apart	each	20.00		
e. Road machinery (T1-3)	each	2.00		
f. End Speed restriction (R4-2)	each	2.00		
g. Speed Restriction (R4-1)	each	2.00		
h. Roadwork ahead (T1-1)	each	2.00		
Sub-Total for F				
G. Direct Unit Cost (E+F)				
H. Overhead, Contingencies & Miscellaneous (OCM) Expenses		12%	of G	
I. Contractor's Profit (CP)		8%	of G	
J. Value Added Tax (VAT)		5%	of (G + H + I)	
K.Total Unit Cost			(G + H + I + J)	

DETAILED UNIT PRICE ANALYSIS

PROJECT NAME	:	**Proposed Rehabilitation of MEZ Secondary Roads using Instapave Surface Treatment**
LOCATION	:	**MEZ I, Ibo, Lapu-Lapu City**
ITEM NO.	:	**B.9**
DESCRIPTION	:	**Mobilization / Demobilization**
Quantity	:	**1.00**
Output per hour - As Submitted	:	**1.00**
Unit of Measurement	:	**l.s**

Designation	No.of Person/s	No. of Days	Daily Rate	Amount
A. Labor				
Sub-Total for A				
Name and Capacity	**No.of Unit/s**	**No. of Days**	**Hourly Rate**	**Amount**
B. Equipment				
a. Slurry Truck	1	2.00		
b. Cargo Truck (2-5mt)	1	2.00		
d. Pneumatic Tire Roller (10 MT)	1	2.00		
e. Payloader (1.5m³)	1	2.00		
Sub-Total for B				
C. Total (A+B)				
D. Output per hour = 1	l.s			
E. Direct Unit Cost (C/D)				
Name and Specification	**Unit**	**Quantity**	**Unit Cost**	**Amount**
F. Materials				
Sub-Total for F				
G. Direct Unit Cost (E+F)				
H. Overhead, Contingencies & Miscellaneous (OCM) Expenses		12%	of G	
I. Contractor's Profit (CP)		8%	of G	
J. Value Added Tax (VAT)		5%	of (G + H + I)	
K.Total Unit Cost			(G + H + I + J)	

DETAILED UNIT PRICE ANALYSIS

PROJECT NAME	:	**Proposed Rehabilitation of MEZ Secondary Roads using Instapave Surface Treatment**
LOCATION	:	**MEZ I, Ibo, Lapu-Lapu City**
ITEM NO.	:	**302 (2)**
DESCRIPTION	:	**Bituminous Tack Coat - CSB - 3**
Quantity	:	**1.00**
Output per hour - As Submitted	:	**1.00**
Unit of Measurement	:	**l.s**
Area	:	**11,885.00** sq.m.

Designation	No.of Person/s	No. of Days	Daily Rate	Amount
A. Labor				
a. Construction Supervisor	1	10		
b. Skilled Laborer	1	10		
b. Unskilled Laborer	3	10		
Sub-Total for A				
Name and Capacity	**No.of Unit/s**	**No. of Days**	**Hourly Rate**	**Amount**
B. Equipment				
a. Asphalt Distributor, 10ft wide (5ton)	1	9.00		
b. Power broom (2m wide)	1	5.00		
Sub-Total for B				
C. Total (A+B)				
D. Output per hour = 1.00	l.s			
E. Direct Unit Cost (C/D)				
Name and Specification	**Unit**	**Quantity**	**Unit Cost**	**Amount**
F. Materials				
a. CSB- 3 Bitumen (w/ 3% wastage)	drums	35.00		
Sub-Total for F				
G. Direct Unit Cost (E+F)				
H. Overhead, Contingencies & Miscellaneous (OCM) Expens		12%	of G	
I. Contractor's Profit (CP)		8%	of G	
J. Value Added Tax (VAT)		5%	of (G + H + I)	
K.Total Unit Cost			(G + H + I + J)	

DETAILED UNIT PRICE ANALYSIS

PROJECT NAME	:	**Proposed Rehabilitation of MEZ Secondary Roads using Instapave Surface Treatment**
LOCATION	:	**MEZ I, Ibo, Lapu-Lapu City**
ITEM NO.	:	**304A**
DESCRIPTION	:	**Instapave System for Road Surface Treatment**
Quantity	:	**1.00**
Output per hour - As Submitted	:	**1.00**
Unit of Measurement	:	**l.s**
Area	:	**11,885.00 sq.m**

Designation	No.of Person/s	No. of Days	Monthly Rate	Amount
A. Labor				
a. Construction Supervisor	1	55.00		
b. Construction Leader/Technician	1	51.00		
c. Light Skilled Operator	1	55.00		
d. Skilled Worker	3	55.00		
e. Unskilled Laborer	5	55.00		
Sub-Total for A				
Name and Capacity	**No.of Unit/s**	**No. of Days**	**Hourly Rate**	**Amount**
B. Equipment				
a. Slurry Truck	1	51.00		
b. Cargo Truck (2-5mt)	1	51.00		
d. Pneumatic Tire Roller (10 MT)	1	10.00		
e. Payloader (1.5m³)	1	5.00		
Sub-Total for B				
C. Total (A+B)				
D. Output per hour = 1.00				
E. Direct Unit Cost (C/D)				
Name and Specification	**Unit**	**Quantity**	**Unit Cost**	**Amount**
F. Materials				
a. Portland Cement	bags	77.00		
b. Fine Aggregates	cu.m	197.00		
c. Fine sand	cu.m	22.00		
d. Water	liters	47,064.00		
e. CSB- 3 Bitumen (Surface preparation)	drums	19.00		
f. CSB- 3 Bitumen (Overlay w/ 5% wastage)	drums	220.00		
Sub-Total for F				
G. Direct Unit Cost (E+F)				
H. Overhead, Contingencies & Miscellaneous (OCM) Expenses		12%	of G	
I. Contractor's Profit (CP)		8%	of G	
J. Value Added Tax (VAT)		5%	of (G + H + I)	
K.Total Unit Cost			(G + H + I + J)	

DETAILED UNIT PRICE ANALYSIS

PROJECT NAME	:	**Proposed Rehabilitation of MEZ Secondary Roads using Instapave Surface Treatment**
LOCATION	:	**MEZ I, Ibo, Lapu-Lapu City**
ITEM NO.	:	**801(7)**
DESCRIPTION	:	**Site Development**
Quantity	:	**1.00**
Output per hour - As Submitted	:	**1.00**
Unit of Measurement	:	**l.s**

Designation	No.of Person/s	No. of Days	Hourly Rate	Amount
A. Labor				
a. Construction Supervisor	1	20		
b. Skilled Laborer	1	20		
c. Unskilled Laborer	2	20		
Sub-Total for A				
Name and Capacity	**No.of Unit/s**	**No. of Days**	**Hourly Rate**	**Amount**
B. Equipment				
a. Minor Tools (10% of Labor Costs)				
Sub-Total for B				
C. Total (A+B)				
D. Output per hour = 1.00	l.s			
E. Direct Unit Cost (C/D)				
Name and Specification	**Unit**	**Quantity**	**Unit Cost**	**Amount**
F. Materials				
a.Landscape	1	lot		
G. Direct Unit Cost (E+F)				
H. Overhead, Contingencies & Miscellaneous (OCM) Expenses		12%	of G	
I. Contractor's Profit (CP)		8%	of G	
J. Value Added Tax (VAT)		5%	of (G + H + I)	
K.Total Unit Cost			(G + H + I + J)	

Section IX. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or

b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**

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

☐ (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** original copy of Notarized Bid Securing Declaration; **and**

(f) Project Requirements, which shall include the following:

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

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

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

☐ (g) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class "B" Documents

☐ (i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

Other documentary requirements under RA No. 9184

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

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

☐ (m) Cash Flow by Quarter.

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