Philippine Economic Zone Authority

Design and Build of the New PEZ Administration Office Building (PEZA-HO-2024-07)

Government of the Republic of the Philippines

(2024)

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

Design and Build of the New PEZ Administration Office Building (PEZA-HO-2024-07)

1. The **Philippine Economic Zone Authority**, through the **Corporate Budget for the year 2024** intends to apply the sum of Forty Million Pesos in Philippine Currency (**₱40,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Design and Build of the New PEZ Administration Office Building (PEZA-HO-2024-07).** Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Philippine Economic Zone Authority (PEZA) now invites bids for the above Procurement Project. Completion of the Works is expected to be completed in 270 calendar days. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

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

4. Interested bidders may obtain further information from *Philippine Economic Zone Authority* and inspect the Bidding Documents at the address given below during office hours from Mondays to Fridays, 9:00AM to 4:00PM.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **02 December 2024** from the given address and website(s) below www.peza,gov.ph 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 (₱ 25,000.00)** The Procuring Entity shall allow the bidder to present its proof of payment for the fees.

   Interested bidders shall send an email at **bacsec@peza.gov.ph** for the issuance of order of payment. All PEZA transactions and fees can only be paid through **https://epay.peza.gov.ph**.

6. Philippine Economic Zone Authority will hold a Pre-Bid Conference on 11 December 2024 10:00 AM at 8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City and/or through video conferencing or webcasting via ZOOM, which shall be open to prospective bidders.

7. **Hard copies and soft copies of bids (1 original, 1 copy and a soft copy in USB)** must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **18 December 2024**, **12:00 PM**. Late bids shall not be accepted.

To ensure the proper submission of bids, all bidders are required to submit a single, securely sealed and appropriately marked "Mother Envelope" containing all the necessary documents outlined in this ITB and Section VIII of the bidding documents. Each envelope must be clearly labeled and include the following details:

1. Name/Project Title of the contract to be bid;
2. Name and address of the bidder;
3. Recipient Bids and Awards Committee (BAC)/Procuring Entity (PE); and
4. "Do not open before [date/time of opening of bids]" Contents of the Mother Envelope:

Envelope 1 (Original Copy)	**Envelope 2 (Copy of Original Copy)**
COPY 1: Technical Component Envelope Must be in accordance to Section 8 of this Bidding Document	COPY 2: Copy of Technical Component Envelope
COPY 1: Financial Component Envelope Must be in accordance to Section 8 of this Bidding Document	COPY 2: Copy of Financial Component Envelope
USB Copy	

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 **23 December 2024**, **11:00 AM** at the **8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City** and through video conferencing or webcasting via Zoom to observe social distancing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Activity	**Schedule**
Posting of Invitation to Bid	02 December 2024
Issuance and Availability of Bid Documents	02 December 2024 – 23 December 2024
Pre-Bid Conference	11 December 2024, 10:00 AM
Deadline for Submission of bids	23 December 2024, 10:00 AM
Opening of Bids	23 December 2024, 11:00 AM

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

11. PEZA 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:

    Philippine Economic Zone Authority

    Bids and Awards Committee (BAC) Secretariat

    8th Floor, Double Dragon Center West Bldg., DD Meridian Park, Macapagal Avenue Pasay City

    Email: bacsec@peza.gov.ph

    Tel. No. 8551-3451 local 642

    www.peza.gov.ph

13. You may visit the following websites:

    For downloading of Bidding Documents: *https://www.peza.gov.ph/bid-opportunities*

28 November 2024

(sgd)

ANIDELLE JOY M. ALGUSO
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Philippine Economic Zone Authority invites Bids for the Design and Build of the New PEZ Administration Office Building PEZA-HO-2024-07.

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 *2024* in the amount of Php 38,000,000.00.

2.2. The source of funding is:
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.

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

7.2 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 11 December 2024 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 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 15 shall be submitted for each contract (lot) separately.

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

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: 1. Demolition 2. Design and Build
7.1	Subcontracting is not allowed
10.3	A valid Philippine Contractors Accreditation Board (PCAB) License with the following minimum requirements: 1. Size Range: Medium A 2. License Category: A or B 3. Allowable Range of Contract Cost: Up to 150 Million (Refer to:PCAB Categorization – Classification Table, Board Resolution No. 201, series of 2017)
10.4	The key personnel must meet the required minimum years of experience set below:

Design Stage

Key Personnel	General Experience	Relevant Experience
Architect	5 years	3 years
Civil Engineer	5 years	3 years
Master Plumber / Sanitary Engineer	5 years	3 years
Electrical Engineer	5 years	3 years
Mechanical Engineer	5 years	3 years
Electronics Engineer	5 years	3 years
Draftsman	1 year	1 year

Demolition / Construction Stage

Key Personnel	General Experience	Relevant Experience
Project Manager	5 years	3 years
Safety Officer	5 years	3 years
Quality Controller	3 years	1 year
Quantity Surveyor / Cost Analyst	3 years	2 years
Foreman	10 years	5 years
Draftsman	1 year	1 year
Skilled Worker	3 years	2 years
Helper	1 year	1 year

<table>
<tr><td>10.5</td><td>The minimum major equipment requirements are the following:

<table><tr><th>Equipment</th><th>Unit</th></tr><tr><td>Backhoe</td><td>1</td></tr><tr><td>Mini Dump Truck</td><td>1</td></tr><tr><td>Concrete Vibrator</td><td>1</td></tr><tr><td>Transit Mixer</td><td>1</td></tr><tr><td>Generator Set</td><td>1</td></tr><tr><td>Plate Compactor</td><td>1</td></tr><tr><td>Tamping Rammer</td><td>1</td></tr><tr><td>One-Bagger Concrete Mixer</td><td>1</td></tr><tr><td>Concrete Vibrator</td><td>1</td></tr><tr><td>Bar Bender</td><td>1</td></tr><tr><td>Electric Cut-Off Machine</td><td>1</td></tr><tr><td>Welding Machine</td><td>1</td></tr><tr><td>Jack Hammer</td><td>1</td></tr><tr><td>Power Trowel</td><td>1</td></tr></table></td></tr>
<tr><td>12</td><td>No further instructions</td></tr>
<tr><td>15.1</td><td>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 Php 760,000.00 (2% of the 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 Php 1,900,000.00 (5% of the ABC) if bid security is in Surety Bond.</td></tr>
<tr><td>19.2</td><td>Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</td></tr>
<tr><td>21</td><td>Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity:
1. 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 (to be submitted by winning bidder only)
2. Certificate of Site Inspection issued by the PEZ Zone Manager or his representative (shall be submitted with the Bid)</td></tr>
</table>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

2. Sectional Completion of Works

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

3. Possession of Site

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

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

4. The Contractor's Obligations

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

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

5. Performance Security

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

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

6. Site Investigation Reports

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

7. Warranty

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

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

8. Liability of the Contractor

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

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

9. Termination for Other Causes

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

10. Dayworks

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

11. Program of Work

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

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

12. Instructions, Inspections and Audits

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

13. Advance Payment

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

14. Progress Payments

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

15. Operating and Maintenance Manuals

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2	The project is intended to be completed in two hundred seventy (270) calendar days from receipt of Notice to Proceed.
6	The site investigation reports are: A Certificate of Site Inspection issued by the PEZ Zone Manager or his representative shall be submitted with the Bid
7.2	The warranty against Structural Defects/Failures: 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.
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within fourteen (14) calendar days of delivery of the Notice to Proceed (NTP).
11.2	The amount to be withheld for late submission of an updated Program of Work is five percent (5%) of the contract amount
13	The amount of the advance payment shall not exceed 15% of the total contract price and schedule of payment.
14	Materials and equipment delivered on the site but not completely put in place shall not be included for payment.
15.1	The date by which operating and maintenance manuals are required is five (5) days upon completion. The date by which "as built" drawings are required is five (5) days upon completion.
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 one percent (1%) of the contract price.

Section VI. Specifications

TERMS OF REFERENCE

FOR THE PROPOSED DESIGN AND BUILD OF THE NEW PEZ ADMINISTRATION OFFICE BUILDING

I. PROJECT DESCRIPTION

Project Name:	**Proposed Design and Build of the New PEZ Administration Office Building**
Location:	Pampanga Economic Zone, Brgy. Pulung Cacutud, Angeles City, Pampanga
Approved Budget for the Contract (ABC):	**Php 38,000,000.00**
Project Duration:	**270 Calendar Days**

II. OBJECTIVE

This Terms of Reference (TOR) has been compiled by the Philippine Economic Zone Authority (PEZA) solely for use by a prospective Designer / Contractor in the Design and Build the Pampanga Economic Zone (PEZ) Administration Office Building, including the demolition of the existing building and supply and installation of office furniture and furnishings to comply with PEZA's requirements for the aforementioned project, at the most feasible, possible time and within the indicated budget.

The Contractor must, whether or not it is specifically referred to in the Conditions of Contract and/or TOR, shall provide all equipment, temporary works, labor, materials, tools, works, skills, expertise, services and transport necessary:

1. To perform all of the detailed engineering design, cost estimates, procurement, construction, testing and commissioning of Works; and
2. For the safe, convenient, reliable, efficient and satisfactory completion and operation of the Works in accordance with the Terms of Reference.
3. The Contractor is responsible for the overall functionality of the Works and the coordination of all other interfaces arising from the Works. The Contractor must perform the work in a profession, timely, safe and environmentally responsible manner.

III. SCOPE OF SERVICES

The guidelines for the procurement and implementation of contracts for design and build infrastructure projects shall be govern by the Annex "G" of the 2016 Revised Implementing Rules and Regulations of RA 9184 otherwise known as the "Government Procurement Reform Act". The following shall be included in the scope of services:

1. The project covers the demolition of the existing building, Design and Build of the new PEZ Administration Building.
2. With respect to the construction of the buildings and other structures, the design and specifications shall conform to the standards set by:
   a. National Building Code of the Philippines (NBCP)
   b. National Structural Code of the Philippines (NSCP)

c. Philippine Green Building Code (PGBC)
d. Accessibility Law
e. Fire Code of the Philippines (FCP)
f. Philippine Mechanical, Electrical and Electronics Codes

3. Technical analysis on structural, mechanical, and electrical engineering including actual test or site investigations shall be required.
4. A complete set of Civil / Structural, Architectural, Electrical, Mechanical, Plumbing / Sanitary and Electronics plans in appropriate scales indicating all necessary details in order that the structures can be set out and constructed in accordance with guidelines and standards of NBCP, NSCP, PGBC, FCP, and other Referral Codes, shall be furnished by the Contractor.
5. The Contractor shall be responsible to deliver the expected outputs within the bounds of the approved project design and construction schedule upon receipt of Notice to Proceed.
6. The Contractor shall include in his proposal the related research, surveys, and technical studies and test or site investigation required, to come up with the design.
7. The Lowest Calculated Responsive Bidder shall enter into a contract with the procuring entity that shall be in the nature of a Design and Build Scheme of the project.
8. The Contractor shall then proceed with the construction of the project under the terms and conditions set forth herein.
9. Upon Project Completion and Acceptance in accordance with the terms and conditions set forth herein, the Contractor shall turnover the completed project to the procuring entity for proper disposition.

The Contractor, by submitting their bid, represents that:

1. They have thoroughly read and examined carefully understands fully all the bid documents and their bid will be in accordance therewith.
2. The bid is based upon the conditions and requirements of the bid documents without exception.
3. They had visited and inspected the Site of Works and its surroundings and satisfied themselves as to all matters pertaining to the project, including the location and the nature of the work; climatic conditions; the nature and condition of the site; transportation and communication facilities; the requirement and the availability of materials, labor, water, electric power and roads; the locations and extent of aggregate sources, and other factors that may affect the cost, duration and execution of the work; that he has determined the general characteristics of the project and the conditions indicated above.
4. They are aware that the project shall be **270 calendar days** reckoned seven (7) days from the date of the Notice to Proceed.

General Requirements

1. The work covered under this contract consists of the furnishing all materials, labor, equipment, transportation, incidentals, facilities, and superintendence necessary to complete the project.
2. The Contractor is expected and required to attend the important phases of the bidding process of the said project. All concerns and questions shall be discussed on the Pre-Bid Phase.
3. The Contractor shall be responsible for carefully examining, comparing and verifying the data furnished by the plans and specifications, the Contractor shall submit the matter to PEZA or authorized representative for the proper explanation or necessary correction, before any adjustment shall be made. Any adjustment by the Contractor without such determination shall be at his risk and expense.
4. Omitted or wrongly described details of work, which are manifestly necessary to carry out the true intent of the drawings and specifications, shall be performed as if fully and correctly set forth and described in the drawings and specifications.

5. PEZA may, from time to time, make changes in the specifications and construction drawings. However, if the cost to the Contractor shall be materially increased by such change, the PEZA shall pay the Contractor for the reasonable cost in accordance with the changes.
6. The Contractor shall comply with the laws, City or Municipal Ordinances and all government specifications and regulations in so far as they are binding upon or affecting the portion the work hereto. The Contractor shall obtain all necessary licenses and permits and pay all taxes or fees, which may be encountered in connection with the prosecution of the work. They shall also be responsible for all damages to persons or property that may occur.
7. Unless otherwise specified, all materials shall be new and free from defects and imperfection. The quality of materials shall be of the best grade of their respective kinds for the purpose. The work shall be performed in the best and acceptable manner in strict accordance with the requirements of the plans and specifications. Preference will be given to articles or materials that are locally manufactured, conditions of quality and price being equal.
8. When called for, the Contractor shall furnish, for approval, full information and satisfactory evidence as to the kind and quality of materials or articles to be incorporate in the work. The Contractor shall furnish, for PEZA's approval, all samples when so directed.
9. The work shall be in accordance with approved samples. Materials and articles installed or used without such approval shall be at the risk of subsequent rejection. Any failure on the part of the Contractor to conform use materials that are not specified herein shall be under subsequent rejection, unless subject for approval.
10. Any alteration or revision of material usage without approval from PEZA shall make the Contractor responsible and liable in terms of guarantee, workmanship and defects.
11. Workmanship shall be in accordance with the best standard practices and all operations required under any and all parts of the Specification shall be undertaken in a neat, workman-like manner. Only skilled personnel with sufficient experience in similar operations shall be allowed to undertake the same.
12. Any alteration or revision on the execution of drawings without approval from PEZA shall be under subsequent rejection and shall make the Contractor responsible and liable for any workmanship and execution defects.
13. Defective workmanship shall be remedied by the Contractor, at their expense. They shall not be entitled to any payment hereunder until defective workmanship has been remedied.
14. The Contractor shall provide and maintain adequate weather-tight facilities with water, light, and toilet facilities and shall keep such places clean. They shall remove all connections and appliances connected there with prior to the completion of the Contract and leave the premises perfectly clean.
15. The Contractor shall furnish all temporary water, lights and power and shall pay all expenses in connection therewith. Furthermore, the Contractor shall provide and pay for all water expenses for building purposes that are required by all trades.
16. The Contractor shall put up safety measures and continuously maintain adequate protection of all his work from damage and shall protect the property. They shall make good any such damage, injury or loss

Site Preparation

1. The Contractor shall furnish equipment and perform labor required to complete demolition of the existing structures, removal of salvaged materials, and disposal of resulting trash, waste, and the like. See drawings for area coverage of work involved.
2. The Contractor shall visit the site of the work and examine the premises to fully understand all existing conditions relative to the work. No increase in cost or extension of performance time will be considered from failure to verify and know actual site conditions.
3. The Contractor shall secure and pay for all necessary permits needed for the work.
4. The Contractor shall protect adjacent properties, persons, shrubs, trees, lawns, structures, and utilities against harm or damage.
5. All salvageable material shall remain in the property unless disposal is instructed by PEZA.
6. All debris and other materials resulting from demolition work (if applicable) shall be immediately removed from the premises and dumped at sites provided by the Contractor.

Demolition

1. The Contractor shall complete this scope of work according to the attached schedule, specifically within the indicated commencement and completion dates.
2. The Contractor shall supply all labor, material and equipment, including scaffolding, motorized lifts equipment (if necessary) to complete the demolition scope of work as specified by the tender documentation and this detailed scope of work.
3. The Contractor shall enforce any precautionary measures required to ensure that demolition work is safe and protected. They shall provide for all required protections and if applicable covering of any previous work competed by others.
4. Prior to permitting employees to start demolition operations, an engineering survey shall be made, by a competent person, of the structure to determine the condition of the framing, floors, and walls, and possibility of unplanned collapse of any portion of the structure. Any adjacent structure where employees may be exposed shall also be similarly checked.
5. A demolition plan containing specifics on which demolition methods to use in each part of the building along with the sequence of how it should be carried out shall be submitted for PEZA's reference.
6. All electric, gas, water, steam, sewer, and other service lines shall be shut off, capped, or otherwise controlled, outside the building line before demolition work is started. In each case, any utility company which is involved shall be notified in advance.
7. If it is necessary to maintain any power, water or other utilities during demolition, such lines shall be temporarily relocated, as necessary, and protected.
8. It shall also be determined if any type of hazardous chemicals, gases, explosives, flammable materials, or similarly dangerous substances have been used in any pipes, tanks, or other equipment on the property. When the presence of any such substances is apparent or suspected, testing and purging shall be performed and the hazard eliminated before demolition is started.
9. The Contractor shall also keep the site clean and shall be responsible for the constant removal of debris.

Permits and Clearances

1. All necessary permits, licenses and other pertinent documents, required for the construction of the Works shall be secured by the Contractor if necessary.
2. The Contractor shall be responsible for application of both temporary and permanent connection for utilities if necessary. The cost of the application, connection and installation shall be paid by the Contractor. The application for permanent connection shall be named after the owner.
3. The Contractor shall cover and all expenses necessary and incidental for the project and shall be able to secure the necessary permits for the project. The Contractor shall obtain and pay the corresponding fees for all necessary approvals, permits, certificates and clearances, such as the following, whenever necessary:
    a. Building Permit and other Ancillary Permits
    b. Fire Safety Evaluation Clearance
    c. Fire Safety Inspection Certificate
    d. All other permits as may be required for the construction

Temporary Structures and Facilities

The Contractor shall provide and maintain the following:

1. Temporary office and/or quarters for the Contractor's project team personnel with water, light, telephone and toilet facilities.
2. Temporary bunkhouse/quarters for the Contractor's workforce complete with toilet and bath facilities.
3. Cost of power and water shall be shouldered by the Contractor

4. Safety and security for the project implementation shall be enforced by the Contractor and must be in conformity to the respective zones' safety, security, and house rules and regulation.

Mobilization and Construction Proper

1. The Contractor shall mobilize all the required project team personnel, equipment, tools and manpower with the required skills and in sufficient number as may be necessary for his efficient undertaking of the project.
2. All materials and plant equipment should be delivered to site and stored in as secure place, in a manner acceptable to owner.
3. Outside storage of materials and equipment subject to degradation by the elements shall be in weather tight enclosures provided by the Contractor.
4. The Contractor shall maintain complete and accurate records available for owner's inspection of all materials and plant equipment received, stored and issued for use in the performance of the Contract.
5. The Contractor shall execute all the works under the contract in strict accord with standard engineering methodology and procedures and shall be responsible for maintaining cleanliness and orderliness in the project area throughout the duration of the contract.

Minimum Requirements for Construction Safety and Health Program

1. The Contractor should fully comply with the specifications of OSHS, Procedural Guidelines D.O. 13 of DOLE during construction and operation of STP. Adequate provision shall be made to effectively protect workers, operators and visitors from hazards. The following shall be provided as a minimum:
    a. Handrails and guards around tanks, trenches, pits, stairwells, and other hazardous structures.
    b. First aid equipment.
    c. Protective clothing and safety equipment, such as air pack, goggles, gloves, hard hats, safety harnesses, safety belt, lanyard, tripod with winch, SCBA, chemical suit and full-face shield with canister and gas monitor; compliant with PPE-I requirement of Bureau of Working Conditions of the Procedural Guideline D.O.13;
    d. Portable blower and sufficient hoses if required;
    e. Appropriately placed warning signs for slippery areas, non-potable water fixtures, low head clearance areas, open service manholes, hazardous chemical storage areas, flammable fuel storage areas, no smoking signs in hazardous areas; etc. Where required, the associated operational and health and safety issues resulting from the enclosed treatment process and operational site shall be incorporated into the design, including temperature, noise, lighting, ventilation and confined space requirements. This should comply with specifications of OSHS.
2. Every effort shall be made at the design stage to minimize health and safety issues during the construction, operation and ultimate demolition of the treatment plant, and 'designing-out' hazards wherever reasonably practicable. When handling mechanical equipment, Contractor must comply with EHS Instruction and Guidelines Manual on Handling Tools and Equipment and OSHS Rule 1200 on Machine Guarding.
3. Walkways, Stairs and Access Platforms
    a. Walkways and stairs of adequate width shall be provided for safe access to the STP for monitoring, inspection and maintenance.
    b. Access platforms shall be provided for major plant components, which cannot be operated or maintained from floor level. Access routes shall be provided for the removal of large plant components on trolleys or similar handling appliances. Stairways shall be provided for access.
    c. For areas where stairways are not practical, cat ladders or other means shall be provided for access.
    d. The design of stairways and ladders shall include safety provisions i.e. safety cage for cat ladders. Enclosures shall be for approval of owner.

e. Special arrangements for handicapped persons in accordance with OSHS Rule 1060 on Premises on Establishment.

4. The Contractor shall ensure that all construction activities are undertaken in accordance with the Procedural Guideline D.O. 13 of DOLE. This should apply, but not be limited to provision of the suitable access means SUCH as walkways, stairs, platforms, roads, pathways, signage, lighting, and fire protection and lifting.
5. Use of Cranes should comply with the Crane Inspection checklist (Annex CHE-I) stated in D.O. 13. The heavy equipment operator must undergo training provided by DOLE accredited training organization. Heavy equipment must undergo a 3rd party certification by DOLE Accredited testing organization. The general constructor must provide additional construction safety and health officer for every ten units of heavy equipment assigned to project site.
6. Dry chemical ABC, 10 pounds type portable fire extinguishers shall be provided for immediate use.
7. Emergency light and photo luminescent exit signs shall be provided in areas where operators will be working. Hose reels shall be provided at accessible locations.

Signage

All signage required for the safe and efficient operation of the Works shall be provided including but not limited to internal signage and labeling of rooms, chemical storage area, and equipment as well as external labeling of buildings, road signage and road marking. This shall also include provision of the signage noting the presence of the on-going construction, associated traffic routes and pedestrian routes on the public highway. The signage shall follow owner corporate branding requirements, signage content and location shall be agreed with owner before implementation.

IV. DETAILED SCOPE OF WORKS

The Contractor shall provide all the necessary industry standard practice of quality materials, necessary equipment and high quality of workmanship, equipment, consumables and other items required for the total completion of the project and shall be responsible for all necessary permits and clearances.

Phase 1A: Pre-Planning Phase - Design of the PEZ Administration Office Building

Using the conceptual design as preliminary basis, the Contractor shall prepare and submit the plans, bill of quantities, technical specifications of materials, fixtures, furniture and furnishings, as well as PERT-CPM, project supervision and monitoring and all other documents necessary to complete the project. The Designer / Contractor shall design the PEZ Administration Office Building. The detailed design will include among others, the Demolition Work Program, Civil / Structural, Architectural, Electrical, Mechanical, Electronics designs necessary to construct the new building. The detailed design should be signed and sealed by respective professionals and should conform to the provisions of the latest applicable national and local codes (Philippine National Building Code, Philippine Mechanical, Electrical and Electronics Codes, BP 344 (PWD Law) Fire Code of the Philippines) and DOLE Occupational Safety and Health Standards.

Once the review and design of the PEZ Administration Office Building is accepted and approved by PEZA through the submitted plans, specifications and bill of quantities, the Contractor shall continue to provide the necessary project supervision and project monitoring during the mobilization and other preparatory procedure during the pre-construction phase.

1. The Contractor shall be the one to process the plans and other documents to be submitted in preparing the Building Permits, Certificate of Occupancy, and all other necessary permits and clearances required for the completion of the project, whenever necessary.

2. These shall include, among others, information on existing site conditions that shall be used to define project design criteria, to set the basis for any change in conditions and establish preliminary project cost estimates.
3. The Contractor shall arrange to obtain a copy of the documents from PEZA.
4. The Contractor, immediately upon receipt thereof, shall check all such owner furnished information and shall promptly notify owner of any omissions or discrepancies in such project, drawings or specifications.
5. The Zone Manager shall provide the projected number of employees as basis for the office furniture layout. The Contractor is responsible for the design under this Contract, including the proposed layout of office furniture. Designer / Contractor shall be held accountable for any design failure that will be incurred in the future.

Phase 1B: Demolition of the Existing Office Building

The demolition works include the dismantling, razing and hauling of debris for the current 512 sq.m. admin building. The following shall be included, but not limited to:

1. General Requirements
    a. Site Assessment / Surveying
    b. Demolition Plan
    c. Hauling of debris
2. Demolition of Interior / Exterior Systems
    a. Utilities
        i. Electrical
        ii. Mechanical
    b. Architectural
        i. Windows
        ii. Doors
        iii. Architectural Finishes
        iv. Drywall Partitions
3. Demolition of Roof
    a. Roof Covers
    b. Roof Truss
4. Masonry Demolition
    a. Exterior and Interior Walls
    b. Foundation

Phase 2: Construction of the PEZ Administration Office Building

The Contractor shall proceed to the construction using the detailed plans and specifications as basis which was submitted by the Contractor duly approved by the PEZA. The following shall be included, but not limited to:

1. General Requirements
    a. Mobilization / Demobilization
    b. Occupational Safety and Health Program, PPEs, billboards / signages
    c. Provision for temporary facilities
    d. Permits and clearances
2. Earthworks / Site Preparation
    a. Excavation
    b. Hauling of excavated materials and debris
3. Civil Works
    a. Foundation
    b. Concreting works
    c. Masonry works
    d. Roofing works
4. Architectural Works

a. Drywall partitions
b. Ceiling works
c. Floor finishing works
d. Painting
e. Supply and installation of doors and door hardware
f. Supply and installation of windows and window hardware

5. Plumbing / Sanitary Works
   a. Piping works
   b. Supply and installation of Septic Tank
   c. Supply and installation of fixtures
6. Electrical Works
   a. Roughing-ins
   b. Electrical System (including provision for Data Center Panel Boards)
   c. Lighting System
   d. Emergency System
7. Mechanical Works
   a. Supply and installation ACUs
   b. Installation of Fire Protection System
   c. Mechanical roughing-ins / piping works
8. Electronic Works
   a. Supply and installation of CCTVs
   b. Supply and installation of Fire Detection and Alarm System
9. All other works necessary to complete the project.

In no circumstances shall the Contractor install / construct any features of the project which is not in conformity with the approved plans, specifications including quantities thereof. All other construction works not mentioned in the proposed plans and / or the above works shall be deemed included and it is the responsibility of the contractor not to exceed their submitted project cost.

V. PROGRAM OF WORKS

ITEM DESCRIPTION	QTY	UNIT
A GENERAL REQUIREMENTS		
Mobilization / Demobilization	1.00	lot
Occupational Safety and Health Program, PPEs, Signages	1.00	lot
Provision for Temporary Facilities	1.00	lot
Permits and Clearances	1.00	lot
B DESIGN		
Site Assessment and Investigation	1.00	lot
Design		
Conceptual Plans	1.00	lot
Detailed Engineering Design	1.00	lot
As-Built Plans	1.00	lot
C DEMOLITION		
Demolition Plan / Methodology	1.00	lot

	ITEM DESCRIPTION	QTY	UNIT
	Demolition Works		
	Demolition of Interior / Exterior Systems	1.00	lot
	Demolition of Roof	1.00	lot
	Masonry Demolition	1.00	lot
D	**CONSTRUCTION**		
	Civil Works		
	Foundation	1.00	lot
	Concreting Works	1.00	lot
	Masonry Works	1.00	lot
	Roofing Works	1.00	lot
	Architectural Works		
	Drywall partitions	1.00	lot
	Ceiling works	1.00	lot
	Floor finishing works	1.00	lot
	Painting	1.00	lot
	Supply and installation of doors and door hardware	1.00	lot
	Supply and installation of windows and window hardware	1.00	lot
	Electrical Works		
	Roughing-ins	1.00	lot
	Electrical System (including provision for Data Center Panel Boards)	1.00	lot
	Lighting System	1.00	lot
	Emergency System	1.00	lot
	Plumbing / Sanitary Works		
	Water Line System	1.00	lot
	Sanitary Line System	1.00	lot
	Storm Drainage System	1.00	lot
	Plumbing fixtures and other accessories	1.00	lot
	Mechanical Works		
	Roughing-ins	1.00	lot
	Air Conditioning System	1.00	lot
	Fire Protection System	1.00	lot
	Ventilation System	1.00	lot
	Electronic Works		
	CCTV System	1.00	lot
	Fire Detection and Alarm System	1.00	lot

VI. PROJECT COST ESTIMATES

The bidders shall submit the quantities and cost of the different types of works to be carried out in accordance with DPWH Department Order No. 197 series of 2016 dated 07 October 2016. In particular, the quantities and cost of each work item shall be calculated and a bill of quantities shall be prepared. The bidders shall draw up a Detailed Unit Price Analysis (DUPA) for each of the main pay work items.

A. Construction Cost of the Project

Direct Cost

1. Materials
   a. Cost of Materials to be used in doing the work item called for
   b. Cost of source, including processing, crushing, stockpiling, loading, local taxes, construction and/or maintenance of haul roads, etc.
   c. Expenses for hauling to project site
   d. Handling expenses
   e. Storage expenses
   f. Allowance for waste and/or losses, not to exceed 5% of materials requirement.

2. Labor
   a. Salaries and wages as authorized by the Department of Labor and Employment
   b. Fringe benefits, such as vacation and sick leaves, benefits under the Workmen's Compensation Act, GSIS and/or SSS contributions, allowances, 13th month pay, bonuses, etc.
3. Equipment
   a. Rental of equipment which shall be based on the prevailing "Associated Construction Equipment Lessors, Inc." For simplicity in computation, the operated rental rates are preferred over the bare rental rates as the former includes operator's wages, fringe benefits, fuel, oil, lubricants and equipment maintenance. The make, model and capacity of the equipment should be indicated in the detailed unit cost analysis.
   b. Mobilization and demobilization shall be treated as a separate pay item. It shall be computed based on the equipment requirements of the project stipulated in the proposal and contract booklet. Mobilization and demobilization shall not exceed 1% of the Estimated Direct Cost (EDC) of the civil works items.
4. Permits and Clearances
   Cost for Permits, Clearances and other Government Taxes (i.e. LGU Permits, Bureau of Fire Protection Clearance, etc.) shall be included in the cost under Program of Works (POW) and estimate / ABC.

Indirect Cost

1. Overhead Expenses -7 -11% of the EDC, which includes the following:
   a. Engineering and Administrative Supervision.
   b. Transportation allowances.
   c. Office Expenses, e.g., for office equipment and supplies, power and water consumption, communication and maintenance.
   d. Premium on Contractor's All Risk Insurance (CARI).
   e. Financing Cost.
      i. Premium on Bid Security
      ii. Premium on Performance Security
      iii. Premium on Surety for Advance Payment
      iv. Premium on Warranty Bond (one year)
2. Contingencies (Ranges from 0.5 -3% of the EDC)
   These include expenses for meetings, coordination with other stakeholders, billboards (excluding Project Billboard which is a pay item under the General Requirements), stages during ground breaking, inauguration ceremonies, and other unforeseen events.
3. Miscellaneous Expenses (Ranges from 0.5 -1% of the EDC)

These include laboratory tests for quality control and plan preparation.

4. Contractor's Profit Margin (Shall be 8% of the EDC for projects above Php 5 Million)
5. VAT Component (Shall be 5% of the sum of the EDC, OCM and Profit)
6. The following items shall not be subjected to OCM and Profit mark-up:
   a. Mobilization and demobilization
   b. Provision of Service Vehicle
   c. Permits and Clearances
7. The following non-civil works items shall not be subjected to OCM mark-up:
   a. Field Office and Living Quarters (Rental Basis)
   b. Furnishing of Furniture, Survey Equipment and Consumables
   c. Assistance to the Engineers
   d. Photographs
   e. Health and Safety
   f. Traffic Management
   g. Environmental Compliance
   h. Communication Equipment, etc.

B. Approved Budget for the Contract

The Contractor shall ensure that the required works do not exceed the Approved Budget for the Contract (ABC). The estimated ABC cost for this project is **Php 38,000,000.00** (inclusive of VAT). All other incidental works that might arise during the Phase 1A (Design), Phase 1B (Demolition) and Phase 2 (Construction), are deemed included and to the account of the Contractor. The project should be completed within **270** calendar days.

VII. PROJECT REQUIREMENTS

A. Eligibility Requirements

The eligibility requirements for the Design and Build Scheme shall comply with the applicable provisions of Sections 23 and 24 of IRR of RA 9184. A modified set of requirements integrating eligibility documents and criteria for infrastructure projects and consulting services shall be adopted in accordance with Annex “G” – Guidelines for the Procurement and Implementation of Contracts for Design and Build Infrastructure Projects Annex “G” of IRR of RA 9184. Furthermore, the Contractor must have a valid PCAB License appropriate for the project.

B. Staff Requirements

The Contractor shall provide adequate number of qualified professionals, support and administrative staffs to perform the services described herein. The key personnel to be assigned should possess the adequate experience in his/her field of specialization in the completion of this project. The general qualifications of the minimum key personnel are as follows:

a. Project Manager / Team Leader
   i. Must have wide experience in the direction, coordination and administration of related projects particularly from design to construction of the project.
   ii. Should be knowledgeable and familiar with all required code provisions. Preferably an Architect who have a clear grasp of the various disciplines involved in the design, construction, installation and material cost savings for related projects, familiar with national and local code provisions and a decisive project implementer.
   iii. Preferably someone with at least five (5) years’ work-related experience.

b. Architect / Civil Engineer, Electrical Engineer, Mechanical Engineer, Electronics Engineer and other professionals
   i. Should be involved in the design and / or execution of this project
   ii. Must have been involved in the design and construction of other similar projects

iii. Should have at least 3 years work related experience
iv. Should be professional engineers and / or architects and should be able to sign and seal all necessary reports, design analysis / computations, plans and specifications, etc.

c. Materials Engineer / Quality Controller
   i. Should have the expertise to conduct material evaluation and must source out suppliers necessary to ensure good quality workmanship
   ii. Should have at least three (3) years' work-related experience

d. Quantity Surveyor / Cost Analyst
   i. Should have the experience as quantity surveyor / cost analyst to ensure that the project is within the approved budget
   ii. Will be in-charged of preparing the bill of quantity
   iii. Must ensure that the project schedule is being attained
   iv. Should have at least three (3) years' work-related experience

e. Draftsman
   i. Should have the experience in the preparation of drawings / plans using the latest design software
   ii. Should know how to prepare 3D perspectives with rendering for presentation purposes

f. Construction Foreman
   i. Should have extensive experience as construction foreman and could provide commanding presence during construction
   ii. Should have at least five (5) years' work-related experience

Design Stage

Key Personnel	General Experience	Relevant Experience
Architect	5 years	3 years
Civil Engineer	5 years	3 years
Master Plumber / Sanitary Engineer	5 years	3 years
Electrical Engineer	5 years	3 years
Mechanical Engineer	5 years	3 years
Electronics Engineer	5 years	3 years
Draftsman	1 year	1 year

Demolition / Construction Stage

Key Personnel	General Experience	Relevant Experience
Project Manager	5 years	3 years
Safety Officer	5 years	3 years
Quality Controller	3 years	1 year
Quantity Surveyor / Cost Analyst	3 years	2 years
Foreman	10 years	5 years
Draftsman	1 year	1 year
Skilled Worker	3 years	2 years
Helper	1 year	1 year

C. Time Frame

The Contractor is required to complete the Project within 240 calendar days as shown below, to start upon the contractor's receipt and signing of Notice to Proceed. The time frame for the project is as follows:

ITEM DESCRIPTION	MONTHS								
	1	2	3	4	5	6	7	8	9
A GENERAL REQUIREMENTS									
Mobilization / Demobilization	■								
Occupational Safety and Health Program, PPEs, Billboards, Signages	■								
Provision for Temporary Facilities	■								
Permits and Clearances	■	■							
B DESIGN									
Site Assessment and Investigation	■								
Design	■								
Conceptual Plans	■								
Detailed Engineering Design	■	■							
As-Built Plans									■
C DEMOLITION									
Demolition Plan	■	■							
Demolition Works									
Demolition of Interior / Exterior Systems		■							
Demolition of Roof		■							
Masonry Demolition		■							
D CONSTRUCTION									
Civil Works									
Foundation		■	■						
Concreting Works			■						
Masonry Works				■	■				
Roofing Works				■	■				
Architectural Works									
Drywall partitions					■	■	■		
Ceiling works					■	■	■		
Floor finishing works					■	■	■		
Painting							■	■	
Supply and installation of doors and door hardware								■	■
Supply and installation of windows and window hardware								■	■
Electrical Works									
Roughing-ins				■	■	■	■	■	■
Electrical System (including provision for Data Center Panel Boards)					■	■	■	■	■
Emergency System					■	■	■	■	■
Lighting System					■	■	■	■	■
Plumbing / Sanitary Works									
Water Line System				■	■	■	■	■	
Sanitary Line System				■	■	■	■	■	
Storm Drainage System				■	■	■	■	■	
Plumbing fixtures and other accessories								■	■
Mechanical Works									
Roughing-ins				■					
Air Conditioning System					■	■	■	■	■
Fire Protection System					■	■	■	■	■
Ventilation System					■	■	■	■	■
Electronic Works									
CCTV System								■	■
Fire Detection and Alarm System					■	■	■	■	■

VIII. REQUIRED SUBMITTALS

A. Upon the Submission of Bids

Upon the submission of bids, the Contractor shall provide the following documents as part of the technical requirements to be included in the evaluation:

1. Demolition Plan
2. Design narrative
3. Conceptual drawings
    a. Site Development Plan
    b. Architectural Plans
        i. Floor Plans
        ii. Elevations
        iii. Sections
    c. Perspectives
        i. Interior Perspectives
        ii. Exterior Perspectives
    d. Civil / Structural Plans
        i. Foundation / Footing Plan
        ii. Structural Plan
        iii. Roof Deck / Roofing Plan
    e. Electrical Plans
        i. Electrical System
        ii. Emergency System (including provision for Data Center Panel Boards)
        iii. Lighting System
    f. Plumbing / Sanitary Plans
        i. Water Line System
        ii. Sanitary System
        iii. Storm Drainage System
    g. Mechanical Plans
        i. Air Conditioning System
        ii. Ventilation System
        iii. Fire Protection System
    h. Electronics Plans
        i. CCTV System
        ii. Fire Detection and Alarm System
    i. Program of Works (in the same format of “Attachment A” of DPWH Department Order No. 197, series of 2016)
    j. PERT-CPM

B. Upon the Award of Contract

Upon the award of contract / Notice of Award (NOA), the Contractor shall provide the design concept and other plans for PEZA’s approval. The following minimum submittals and corresponding quantities shall be provided:

a. Conceptual design
b. 3D interior and exterior perspectives
c. Complete and detailed design of the proposed PEZ Administration Office Building
d. Bill of Quantities
e. Technical specifications / Material specifications

Upon PEZA’s approval, the Contractor shall finalize plans, technical specifications and bill of materials. Whenever necessary, the Contractor shall be responsible for the production and facilitation of the requirements for the above-mentioned permits.

Submittals for approval of the end user include the following, but not limited to:

a. Civil / Architectural Plans (not smaller than 1:200)
    i. Foundation Plans
    ii. Setting-out Plans
    iii. Structural Plans
    iv. Structural Analysis
    v. Floor Plans
    vi. Proposed Furniture Layout Plans
    vii. Roofing Plans
    viii. Floor Finish Plans
    ix. Reflected Ceiling Plans
    x. Elevations
    xi. Sections
    xii. Schedule of Doors and Windows
    xiii. Spot Details
    xiv. Material specifications
    xv. 3D Interior Perspectives
    xvi. 3D Exterior Perspectives

b. Electrical Plans (not smaller than 1:200)
    i. Power Layout
    ii. Lighting Layouts
    iii. Schedule of Load
    iv. Load Analysis
    v. Single Line Diagrams

c. Mechanical Plans (not smaller than 1:200)
    i. Air-Conditioning Plans
    ii. Ventilation Plans
    iii. Equipment Schedule
    iv. Fire Protection Plan

d. Electronics Plans (not smaller than 1:200)
    i. Structured Cabling System
    ii. CCTV System
    iii. Fire Detection and Alarm System

e. Plumbing and Sanitary Plans (not smaller than 1:200)
    i. Water Line System
    ii. Sanitary System
    iii. Storm Drainage System

C. Upon Project Completion

Prior to PEZA's acceptance and prior to the request of final billing, the Contractor shall finalize as-built plans, Certificate of Completion, Fire Safety Evacuation plans and other required documents. The Contractor shall be responsible for the production and facilitation of the requirements for the above-mentioned certificates.

The Contractor shall prepare the six (6) copies of the following documents (hard copies, soft copies and CAD files):

a. Civil / Architectural As-built Plans (not smaller than 1:200)
    i. Foundation Plans
    ii. Setting-out Plans
    iii. Structural Plans

iv. Structural Analysis
v. Floor Plans
vi. Roofing Plans
vii. Floor Finish Plans
viii. Reflected Ceiling Plans
ix. Elevations
x. Sections
xi. Schedule of Doors and Windows
xii. Furniture specifications
xiii. 3D Interior Perspectives
xiv. 3D Exterior Perspectives

b. Electrical As-built Plans (not smaller than 1:200)
   i. Power Layout
   ii. Lighting Layout
   iii. Emergency System Layout
   iv. Schedule of Load
   v. Single Line Diagrams
   vi. Testing and Commissioning Certificates
   vii. Manufacturer's product data sheets for all equipment installed

c. Mechanical As-built Plans (not smaller than 1:200)
   i. Air-Conditioning Plans
   ii. Ventilation Plans
   iii. Equipment Schedule
   iv. Fire Protection Plan
   v. Testing and Commissioning Certificates
   vi. Manufacturer's product data sheets for all equipment installed

d. Electronics As-built Plans (not smaller than 1:200)
   i. Structured Cabling System
   ii. CCTV System
   iii. Fire Detection and Alarm System
   iv. Testing and Commissioning Certificates
   v. Manufacturer's product data sheets for all equipment installed

e. Plumbing and Sanitary As-built Plans (not smaller than 1:200)
   i. Water Line System
   ii. Sanitary System
   iii. Storm Drainage System
   iv. Manufacturer's product data sheets for all equipment installed

IX. DATA AND ASSISTANCE PROVIDED BY PEZA

PEZA will provide the space allocation, conceptual design and minimum specifications which will guide the Contractor for the design and construction of the PEZ Administration Office Building.

I, (Name of Representative), (Designation) of (Company / Bidder Name), hereby certify to comply and deliver all the abovementioned requirements.

Signature over Printed Name of Company Representative:	
Company / Bidder	
Address	
Telephone Number	
Email Address	
Date	

PERFORMANCE SPECIFICATIONS AND PARAMETERS

DEMOLITION

I. SITE AND SAFETY ESTABLISHMENT

1. Secure all necessary permits and other requirements prior to demolition works.
2. Daily staff toolbox meeting will be carried out every morning before the work execution. All resources to be deployed on site will be safeguarded by the Contractor.
3. Prepare and install safety measures and barricades around the building premises.
    a. Fencing
    b. Net covering
    c. Warning Signages
    d. PPE's
4. Site visitors should secure initial schedule for identification purposes before entering the site.

II. WORK METHODOLOGY SEQUENCE

1. Disconnection of power and water supply using proper mechanical and electrical tools and handy equipment before executing the demolition works.
2. Installation of safety nets and fence surrounding the building using scaffoldings, canopy, GI pipes, steel matting, pipe clamps and nylon nets. Initial installation of GI pipes that will serve as braces for the canopy, safety nets and fencing.
3. Simultaneous removal of salvageable materials (windows, grills, railings) and interior wall partitions to be carried out safe in staging covered area.
4. Once all materials are removed, demolition engineer will walk through the whole building with safety engineers, Supervisor and labor workers for safety inspection and will itemized work scope for demolition
5. Mobilization of all heavy equipment to be used for demolition.
6. Removal of roof sheets, steel trusses and frames to be carried out and put down in staging area using tools same in method.
7. Breaking of concrete walls and beams.
8. Removal of wood truss.
9. Excavation of footings and tie beam foundations using mechanical backhoe with hydraulic breaker.

I, (Name of Representative), (Designation) of (Company / Bidder Name), hereby certify to comply and deliver all the abovementioned requirements.

Signature over Printed Name of Company Representative:	
Company / Bidder	
Address	
Telephone Number	
Email Address	
Date	

PERFORMANCE SPECIFICATIONS AND PARAMETERS

ARCHITECTURAL DESIGN PARAMETERS

I. Codes and Standards

The Architectural Works shall be in accordance with the following Laws, Codes and Standards.

1. National Building Code of the Philippines and its Latest and Amended IRR
2. RA 9266 or Architecture Law and its Latest and Amended IRR
3. BP 344 or Accessibility Law and its Latest and Amended IRR
4. AO 35, s. 1994 or AO Pertaining to the Control of Radiation Hazards
5. RA 9514 Fire Code of the Philippines
6. Existing Local Codes and Ordinances.
7. Philippine Green Building Code
8. And other Laws that applies to the projects

II. General Drawing Guidelines

1. All drawings shall be computer-drafted. Drawings shall be submitted both in printed and electronic copies.
2. Keep the same orientation for all plans. The north orientation shall be indicated in all architectural floor plans. The orientation of the architectural plans shall be consistent with all the engineering plans.
3. Existing buildings and new works shall be clearly indicated and labeled in the site plans.
4. Detailed plans shall have a scale not smaller than 1:50 meters. Spot detailed plans, elevations, and sections shall have a scale not smaller than 1:10 meters.
5. Provide Room Data Sheet for the common areas and amenities of the core and shell, including detail floor plan, ceiling plan and sections of the following rooms, in coordination with the requirements of the electrical, sanitary and mechanical designs

III. Site Works

The Master Site Development Plan shall include the following:

1. Contour and survey of the lot, including bearing and distance of the property line
2. Road network and curbs and sidewalks
3. Parking spaces, reference location of existing trees
4. Reference location of utilities, e.g., water reservoirs, septic tank, wastewater treatment plant, powerhouse, transformers, waste storage area, security outposts

IV. Building Architectural Works

Floor Plans

1. The structural, sanitary, plumbing, electrical and mechanical designs are required to refer to the architectural plans and specifications in case of discrepancies. If an engineering design will have any possible conflict or interference on the architectural design, the latter may be adjusted provided that the aesthetic value will not be compromised.
2. The architectural and engineering plans shall be consistent all throughout in terms of dimensions and locations of columns, beams, walls, roof line, conduits, ducts, pipes, and fixtures, among others. Column and beam grid lines shall also be consistent in all the architectural and engineering plans.
3. Verify and coordinate floor plans with the mechanical, electrical and sanitary design with regard to the requirements for mechanical rooms, AHU rooms, electrical rooms, pipe chase, and other engineering requirements.

4. Public toilets shall have provisions and fixtures for persons with disability as required by BP 344. If enough space allows, toilets specially made and designated for persons with disability is preferable.
5. Provide Architectural Layout Plans

Walls

1. Exterior walls shall be 200mm. thick, while interior walls shall be 150mm. thick. This is indicative of the finishes wall thickness including the plastering and tile works.
2. Layout and work on wall and floor tiles must be aligned, plumb, level, and square.
3. All edges, corners and intersections of toilet tiles, including the top-most tile not reaching the ceiling shall be provided with polyvinyl chloride tile trims.
4. The color and design shall be approved first before installation.
5. Dry walls shall not be embedded with wet utilities.

Floors

1. If floor tiles in two adjacent rooms with different material, color or design meet at the door opening the cut shall be located middle of the door thickness when in a closed position. Provide details in the floor patter design.
2. Floors at the openings of toilets for persons with disability shall be sloping. Indicate in the plans and sections.
3. The size of the floor tiles of the lobby and corridor shall not be less than 400mm x
4. 400mm. The tile size of 600mm x 600mm is recommended for bigger areas. Indicate the tile pattern.
5. Layout and work on wall and floor tiles must be aligned, plumb, level, and square.
6. All edges, corners and intersections of toilet tiles, shall be provided with polyvinyl chloride tile trims.
7. Flooring of toilet to have a membrane waterproofing protection beneath the finish flooring and wall skirting. Sleeve, firestop, waterproof & caulk all penetrations of the floor.

Ceiling Works

1. Ceiling height shall not be lower than 3000mm. Provide details.
2. If acoustic boards on aluminum T-runners would be used for the ceiling, layout should be on center and avoiding cut pieces. If the remaining perimeter of the ceiling is less than 600mm wide, it shall be designed complimentary with fiber cement boards on light gauge metal furrings.
3. Soffit of exterior beams and slabs shall have drip moulds to prevent damage due to water sipping into the eaves or ceiling. Section details shall be required to show the drip mould.

Doors and Windows

1. Toilets and other wet areas shall have wood flush doors with laminate.
2. Fire escape doors, should be provided with panic hardware and door closers, and shall conform with the requirements of the Fire Code of the Philippines.
3. Aluminum frames of glass doors shall powder-coated. Tempered glass shall be used.
4. Door finish and color shall be approved first before application.
5. Window sills shall be slightly sloped outwards to prevent damage to windows and paint due to water seepage. Section details shall be required to show this slope.
6. All doors of a high-occupancy room shall swing outwards and as required by the Fire Code of the Philippines.
7. Door jambs with no moulding / casing installed on concrete walls shall have construction grooves all around. Provide details
8. All doors and windows shall have reinforced concrete lintel beams. Provide details.
9. All mechanical, electrical, and server room doors shall be metal and conform with the requirements of the Fire Code of the Philippines.

Stairs, Ramps, and Corridors

1. Ramps for persons with disability shall have a slope not higher than 1:12. Handrails and clearances shall conform with the requirements of BP 344.
2. Regular stairs have riser at 150mm. high and treads at 300mm. wide. Fire stairs could have a minimum riser at 200mm. and tread at 250mm. Handrails shall be 1100mm high.
3. Clearance shall conform with the requirements of the Fire Code of the Philippines.
4. Corridors shall have a minimum unobstructed width of 2450mm. This shall be measured clear from the surface of the finished wall and not on-center of the rough CHB wall.
5. Corridors and exit doors shall conform with the requirements of the Fire Code of the Philippines.

Roof Deck Works

1. The section of the roof gutters shall be designed, in case of a clogged downspout, so that the overflow of water will be directed outside of the building and not towards the eaves or interior ceiling to prevent any damage. Provide details.
2. Avoid valley or inside gutters in roof design. But in cases required in aesthetic design, valley or inside gutters shall be in stainless steel or concrete gutters with waterproofing system using Cementitious Elastomeric Membrane with Bonded Polymer-Modified Screed, and the section shall be designed with a capacity for big volume to prevent any damage due to overflow. Provide details. Final paint coat of roof deck to conform to Philippine Green Building.
3. Parapets, designed as a roof protection from the winds, must be designed to satisfy the preceding parameters. Provide details.
4. The slope of the roof shall not be less than 30 degrees.
5. Flooring of roof deck to have a membrane waterproofing protection beneath the finish flooring and wall skirting. Sleeve, firestop, waterproof & caulk all penetrations of the floor.

Painting

1. Painted ceiling shall be in flat latex finish, while cornices and mouldings shall be in gloss enamel finish.
2. Painted interior wall shall be at least in semi-gloss finish for ordinary rooms, e.g., offices, unless specified to a higher type of paint.
3. Painted exterior wall shall be at least in moisture-resistant/water-repellant solvent-based paint finish, textured or smooth, unless otherwise specified.
4. Paint color and shade shall be approved first before application.

CIVIL / STRUCTURAL DESIGN PARAMETERS

I. Codes and Standards

The Civil / Structural Design shall be in accordance with the following Codes and Standards:

1. National Structural Code of the Philippines (NSCP) 2015
2. National Building Code of the Philippines and its revised IRR
3. Accessibility Law Local Codes and Ordinances
4. Bureau of Product Standards (BPS)
5. Philippine National Standards (PNS)
6. DPWH Blue Book
7. American Concrete Institute (ACI)
8. American Society for Testing Materials (ASTM)
9. American Welding Society (AWS)

The site shall be soil investigated to determine the actual soil bearing capacity. In summary, site suitability, conformity with structural code, shape and form subject to structural evaluation and monitoring shall be in effect.

II. Building

1. The building should be designed using seismic importance factor of 1.25 for immediate occupancy category. Building should be designated in accordance with NSCP Requirements up to Magnitude 7 (latest NSCP) for those near seismic source Type A. Seismic gaps between buildings (old and new) should be properly observed.
2. The Building should be designed using wind importance factor of 1.15 (especially for design of trusses/roofing system). Concrete gutters and parapet walls should be provided as additional protection to the roofing system during strong typhoons.
3. The structural designer should verify the Philippine Volcanology and Seismology (PHIVOLCS) the distance of the proposed office building to nearest active fault lines and with the DENR for geo-hazard mapping.
4. Soil investigation should be conducted to determine soil bearing capacity and recommended foundation design.
5. The structural designer is encouraged to use fire-resistive and non-toxic materials.

III. Details

1. Provide where applicable complete design and details of road (concrete with curb and gutter, including drainage) network, walkways parking areas and fencing.
2. Connection details of beams and columns following the requirements of NSCP on confined areas.
3. Connection of trusses to beams and columns.
4. Splicing details of reinforcing bars on columns and beams and the required bar cut-off points.

IV. Summary of Materials

1. Concrete shall be Portland cement and conforming to ASTM Specification C150, Type I to Type II
2. Concrete Hollow Blocks shall be a standard product of recognized manufacturer conforming to PNS 16 with at least 350psi strength.
3. Reinforcing Bars shall conform with PNS Grade 40 for 16mm dia. and above and PNS Grade 40 for 12mm dia and below.
4. Structural steel shall conform with ASTM A36/A6M. Bolts and Studs shall conform with ASTM A 325

SANITARY / PLUMBING DESIGN PARAMETERS

I. Codes and Standards

The Sanitary / Plumbing Design shall be in accordance with the following Codes and Standards:

1. National Building Code of the Philippines and Its New IRR
2. Fire Code of the Philippines
3. National Plumbing Code of the Philippines (NPCP)
4. Sanitation Code of the Philippines
5. Existing Local Codes and Ordinances.
6. Bureau of Product Standards (BPS)
7. Philippine National Standards for Drinking-Water
8. Underwriters Laboratory (UL)
9. National Water Resources Board (NWRB)
10. National Plumbers Association of the Philippines (NAMPAP)
11. Philippine Society of Sanitary Engineers, Inc. (PSSE)

II. Site Works

1. The contractor to propose master site development for PEZA approval and the Site Works shall provide complete layout of the following:
    a. Storm Drainage Network, indicating Drainage Manholes and Pipe Culvert;
    b. Sewerage Pipe Network, indicating Sewage Manholes, Sewage pipes and the location of the proposed Sewage Treatment Plant; and

c. Water Supply Network, indicating the location of Water Service entrance, Cisterns, Elevated Water Tank and proposed Pump House and main water lines.
d. Site utilities connections/tapping points.

2. The Storm Drainage Network shall accommodate the magnitude of peak rates of surface run-off including drainage coming from the buildings. The system shall be capable of handling the design flows routing to the designated outfall
3. Sewerage Pipe Network design shall accommodate all sewage coming from all the facilities, conveyed by gravitational flow leading to the proposed sewage Treatment Plant.
4. The Water Supply Network shall include the provision of Fire Hydrants, accessible faucet that will serve as testing point for safe and potable water supply.

III. Building Sanitary / Plumbing System

Sewerline and Vent System

Provide complete Sewerline and Vent System from all (Domestic) plumbing fixtures and floor drains; laid by gravity flow or pumping from lift or transfer station leading to the Septic Tank (DENR Administrative Order Series 2018-08 compliant).

Water Line System

1. Provide complete cold water supply pipes to all plumbing fixtures. From the main water source to cistern, the water shall be pumped to the Elevated Water Tank (EWT) and conveyed to the fixtures by gravity system and or distributed to fixtures by transfer pumped with constant pressure through a Pneumatic Storage Tank to plumbing fixture, whichever is feasible.
2. Provide complete hot water system with portable water heaters for selected areas as required and or specified by the Owner.
3. Provide water filtration system as required or as specified by the Owner.

Storm Drainage System

Complete Storm Drainage System shall be provided for all roofs, canopies, concrete ledges and balconies including condensate drains laid for gravity flow connected to a leader/pipe line leading to the natural ground level storm drainage network.

Condensate Drain System

Provide a complete condensate drain system as may be required for the AC system.

IV. Summary of Materials

1. Sewer and Vent pipes; Unplasticized Polyvinyl Chloride (uPVC) extra series 1000 (Conforming to ISO 3633 ASTM D2729 including Trims and Fittings)
2. Storm Drainage pipes; Downspouts, Unplasticized Polyvinyl Chloride (uPVC) extra series 1000(Conforming to ISO 3633 ASTM D2729 including Trims and Fittings, BPS Certified)
3. Drainage Pipes; 250mm dia. and below, Non-Reinforced Concrete Pipe (NRCDP) 300mm dia. and above, Reinforced Concrete Pipe (RCDP)
4. Drainage Manholes; Street Inlet, Curb Inlet, Traffic Type Reinforced Concrete Area drain/Catch Basin, Reinforced Load Bearing CHB
5. Sewage Manholes; Traffic Type Reinforced Concrete with Standard Steel Brass Cover
6. Wastewater pipeline; Extra Heavy (XH) Single Hub, Hubless Cast Iron Pipes and Fittings (CIP) conforming to ASTM Standard 888
7. Cleanouts; Cast Iron Brass with counter sunk plug (BPS Certified)
8. Gutter Drains; Cast Iron Dome Type Brass (BPS Certified)
9. Cold Waterline pipes; for buildings, Polypropylene Pn16/Pn20 Fusion Weld Pipes including Trims and Fittings (BPS Certified)
10. Trench Grating; Galvanized/Stainless Steel Iron grates
11. Plumbing Fixtures including Trims, fittings and accessories; (BPS certified)
12. All materials shall be suitable for purpose and that will satisfy Philippine Green Building Code requirement.

ELECTRICAL DESIGN PARAMETERS

I. Codes and Standards

The Electrical System Design Parameters shall be in accordance with the latest edition of the following Codes and Standards:

1. Philippine Electrical Code
2. National Electrical Code
3. Fire Code of the Philippines
4. National Building Code of the Philippines and Its New IRR
5. Existing Local Codes and Ordinances
6. Philippine Green Building Code
7. Bureau of Product Standards (BPS)
8. Underwriters Laboratory (UL)
9. National Fire Protection Association (NFPA)
10. International Electrotechnical Commission (IEC)
11. Illumination Engineering Society (IES)
12. National Electrical Manufacturer's Association (NEMA)
13. American National Standards Institute (ANSI)
14. Institute of Electrical and Electronics Engineers (IEEE)

II. Site Works

The Site Works shall provide complete Electrical layout of the following:

1. Substation (where required) Power Room to the new proposed structures.
2. Transformer complete w/ KVA rating and other specification.
3. MV/LV Switchgear requirements
4. Panelboard Layout
5. Electrical Metering Devices
6. Service Entrance Facility and Main Feeder Layout
7. Grounding System
8. Emergency/Standby Generators & associated Automatic Transfer Switch (ATS)

III. Building Facilities Electrical System

Lighting System

Provide and install adequate normal and emergency branch circuits for Lighting System to all areas using the standard Lighting Design Analysis. Utilize the standard Illumination requirements per area of concern using the preferred particular type of luminaires and controls that satisfy the Philippine Green Building Code requirement.

Power System

Provide and install adequate distribution system complete with transformers, power factor correction equipment, switching and distribution equipment, feeders, panelboards, branch circuits and power point up to utilization equipment. System to be designed should also satisfy the Philippine Green Building Code requirement.

Standby / Emergency Power System

Provide and install adequate life safety and critical emergency power system complete with diesel generator, fuel system, automatic transfer switch and distribution equipment, feeders, panelboards, branch circuits and power point up to utilization equipment. Minimum back-up time to be eight (8) hours with fuel refilling system.

Auxiliary System

Provide and install the following Auxiliary Systems complete with hardware, software, programming and ancillaries for its proper operation and inter-system interfacing:

1. Communication System
2. Fire Detection and Alarm System

IV. Summary of Materials

1. The equipment shall be designed, manufactured and equipped with accessories in accordance with applicable codes and standards. Materials and components not specifically stated but which are necessary for satisfactory and trouble-free operation and maintenance of the equipment shall be provided
2. The design and workmanship shall be in accordance with the best engineering practices to ensure satisfactory performance and service life
3. Equipment and materials shall be sourced from reputable brands and manufacturers with compliance to relevant codes and standards noted above
4. Transformer(s) shall comply with ANSI C37 or other acceptable standards. It shall be liquid filled with environment friendly fluid and equipment standard cooling.
5. Provide an engine driven Standby/ Emergency Power System complete with generator(s), synchronizing panel, day tank and associated pumps, piping to generator set, vibration isolation, acoustic requirement, etc.
6. Luminaires shall be low power, high output and high efficiency meeting the requirement of the Philippines Green Building Code. Emergency and Exit Signs shall be provided.
7. Distribution Equipment: All distribution equipment (MVSG, LVSB, ATS, Distribution board, Panelboard and Circuit Breakers, etc.,) shall be the responsibility of one manufacturer. All component parts shall be from the same manufacturer. Sizes and rating shall be as required by the equipment it serves.
8. All conduits, boxes and fittings shall be standard rigid steel, zinc coated or galvanized.
9. Conductors used in the wiring system shall be of soft-annealed copper having a conductivity of not less than 98% of that of pure copper and insulated for 60 □C Temperatures.

ELECTRONICS DESIGN PARAMETERS

I. Codes and Standards

The Electronics System Design Parameters shall be in accordance with the latest edition of the following Codes and Standards:

1. Institute of Electrical and Electronics Engineers (IEEE) Standards
2. Fire Code of the Philippines
3. National Building Code of the Philippines and Its New IRR
4. Existing Local Codes and Ordinances
5. Philippine Green Building Code
6. Bureau of Product Standards (BPS)
7. National Fire Protection Association (NFPA)

II. Building Facilities Electronics System

Fire Detection and Alarm System

1. Provide a complete Fire Detection and Alarm System (FDAS) as required by Code and Local regulations. The FDAS shall be of a fully addressable, multiplex, microprocessor-controlled system.
2. The system shall consist of full integration automatic fire detection, voice alarm communication and fire fighters telephone system.
3. The system shall be installed with provisions for future connection to the nearest fire services station in the locality.
4. Interfaces to other systems shall be provided for their operation in fire mode.

Security System

1. The Security system shall include intrusion detection and alarm, CCTV and access control or as may be required.
2. The CCTV System shall be IP based complete with IP cameras, routers, switches, digital video recorders, Monitors, controllers and other hardware and software necessary for programming, monitoring and control.
3. Cabling and hardware to be CAT 6 compliant
4. Recording capacity shall be for one month at HD (1080p) quality. The system shall be expandable to accommodate future cameras and equipment during fit-out.

MECHANICAL DESIGN PARAMETERS

I. Codes and Standards

The Mechanical System Design Parameters shall be in accordance with the latest edition of the following Codes and Standards:

1. National Building Code of the Philippines and Its New IRR
2. RA 9514 Fire Code of the Philippines and Revised Implementing Rules and Regulations
3. Mechanical Engineering Code of the Philippines (ME Code)
4. Existing Local Government Codes and Ordinances.
5. Bureau of Product Standards (BPS)
6. Philippine National Standards (PNS)
7. Underwriters Laboratory (UL)
8. International Electrotechnical Commission (IEC) 1988
9. National Fire Protection Association (NFPA)
10. American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE).

II. Building Facilities Mechanical System

Automatic Fire Sprinkler System

The automatic fire sprinkler system shall be composed of complete plans and drawings of the following:

1. Site Development Plan and Vicinity Map, indicating the location of the buildings, firewater reserve tank, firewater line, yard loop and private fire hydrant.
2. General Notes, Legends and Symbols including Schematic Diagram of the Fire Sprinkler System and Schematic Diagram of Alarm Monitoring System.
3. Floor Layout and Isometric Layout of the Automatic Fire Sprinkler System indicating pipe sizes and the location of the pipes, valves, sprinkler heads, riser nipples, fire hose cabinets, sprinkler main riser, drain pipes, cross mains, branch lines, inspector's test connections, hangers and sway braces.
4. Equipment Schedule, Detail drawings, fire pump and jockey pump layout.
5. Architectural, Structural, Electrical and Plumbing drawings of the Firewater tank and Pumphouse.
6. The Fire Protection Works shall include the following but not limited to:
    a. An automatic fire sprinkler shall be provided.
    b. Fire Department connection, fire hose valves and roof manifold
    c. Fire hose cabinets and fire extinguishers
    d. Fire, Jockey pumps and controller shall be listed for purpose.

Ventilation and Air Conditioning System

The ventilation and air conditioning system shall be composed of complete plans and drawings and shall be supplied and installed with the following:

1. General Notes, Legends and Symbols including Schematic Diagram of the Ventilation and Air Conditioning System.
2. Floor Layout of the Ventilation and Air Conditioning System indicating the capacity and location of the air conditioners and fans.

3. Duct layout indicating duct sizes, route and location of the dampers, diffusers, return air register, hangers and sway braces.
4. Refrigerant piping layout indicating pipe sizes, location of valves, hangers and sway braces.
5. Equipment Schedule and Detailed drawings and calculations for Air Conditioning and Ventilating System.

III. Summary of Mechanical Equipment

1. Equipment shall be compliant to Philippine Green Building Code requirement.
2. Air conditioning system shall be provided in all rooms, and other areas where conditioned air is necessary.
3. Cooling Load calculations report shall be manual or computer generated, hourly analysis program which includes heat transmission coefficients, solar heat gain factors and corrected cooling load temperature difference calculations.
4. Split type air conditioners of the inverter type (VRF/VRV) with multiple indoor units will be used in all areas except as indicated in item e.
5. Window type air conditioners shall be used in smaller areas such as guard house and the like.
6. Appropriate design of air conditioning/ventilating systems shall be in accordance with existing codes and standards such as ASHRAE, Philippine Mechanical Engineering Code, among others.
7. Energy Recovery Ventilator (ERV) shall be considered.
8. Fans to include Supply Fans, Smoke Extract Fans, Pressurization fans, exhaust fans, etc., smoke/fire dampers, motorized dampers and other consumables for the proper operation of the system.

I, (Name of Representative), (Designation) of (Company / Bidder Name), hereby certify to comply and deliver all the abovementioned requirements.

Signature over Printed Name of Company Representative:	
Company / Bidder	
Address	
Telephone Number	
Email Address	
Date	

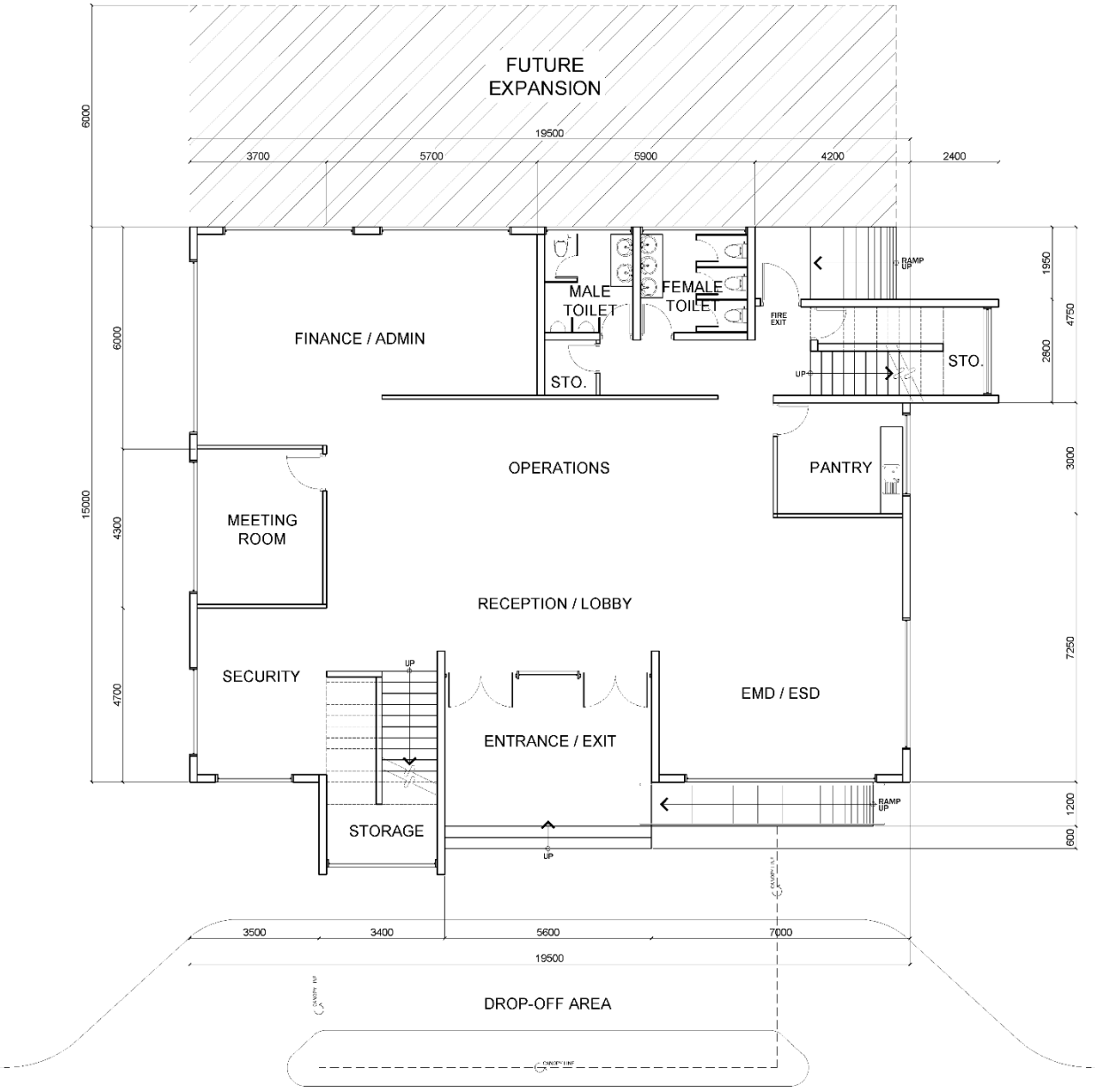
Section VII. Drawings

CONCEPTUAL DESIGN

SITE LOCATION

CONCEPTUAL DESIGN

PERSPECTIVE



CONCEPTUAL DESIGN

PROPOSED GROUND FLOOR PLAN

SCALE NTS

PHILIPPINE ECONOMIC ZONE AUTHORITY

SUPPORT SERVICES DEPARTMENT

PROJECT TITLE

PROPOSED 2 STOREY OFFICE BUILDING

LOCATION:

PAMPANGA ECONOMIC ZONE, ANGELES, PAMPANGA

PREPARED BY

AR. VIENNA JESSICA C. MANALO
AR III, SUPPORT SERVICES DEPARTMENT

RECOMMENDING APPROVAL

ENGR. RAMON S. LACAP
ACTING ZONE MANAGER, PAMPANGA ECONOMIC ZONE

APPROVED BY

TERESO O. PANGA
DIRECTOR GENERAL

SHEET CONTENTS

FLOOR PLAN

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REVISION / NOTES

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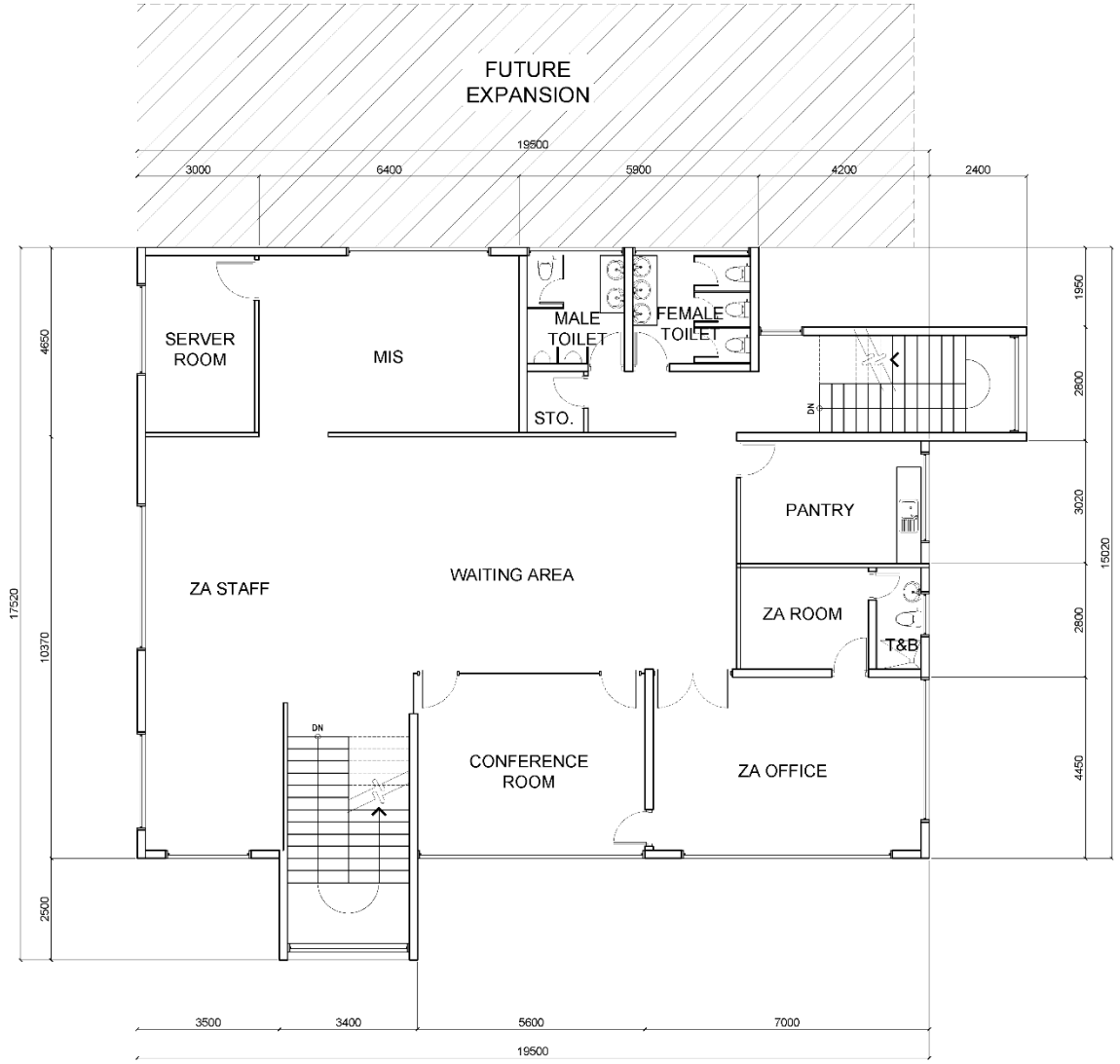

PROPOSED SECOND FLOOR PLAN

SCALE NTS

CONCEPTUAL DESIGN

PHILIPPINE ECONOMIC ZONE AUTHORITY

SUPPORT SERVICES DEPARTMENT

PROJECT TITLE

PROPOSED 2 STOREY OFFICE BUILDING

LOCATION:

PAMPANGA ECONOMIC ZONE, ANGELES, PAMPANGA

PREPARED BY

AR. VIENNA JESSICA C. MANALO
AR III, SUPPORT SERVICES DEPARTMENT

RECOMMENDING APPROVAL

ENGR. RAMON S. LACAP
ACTING ZONE MANAGER, PAMPANGA ECONOMIC ZONE

TERESO O. PANGA
DIRECTOR GENERAL

SHEET CONTENTS

FLOOR PLAN

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REVISION / NOTES

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Section VIII. Bill of Quantities

ITEM		QTY	UNIT	UNIT PRICE (PHP)	AMOUNT (PHP)	STATEMENT OF COMPLIANCE
A	**GENERAL REQUIREMENTS**					
	Mobilization / Demobilization			In Words In Figures 	In Words In Figures 	
	Occupational Safety and Health Program, PPEs, Signages			In Words In Figures 	In Words In Figures 	
	Provision for Temporary Facilities			In Words In Figures 	In Words In Figures 	
	Permits and Clearances			In Words In Figures 	In Words In Figures 	
B	**DESIGN**					
	Site Assessment and Investigation			In Words In Figures 	In Words In Figures 	
	Design			In Words In Figures 	In Words In Figures 	
C	**DEMOLITION**					
	Demolition Plan / Methodology			In Words In Figures 	In Words In Figures 	
	Demolition Works			In Words In Figures	In Words In Figures	

D	**CONSTRUCTION**					
	Civil Works			In Words In Figures 	In Words In Figures 	
ITEM		**QTY**	**UNIT**	**UNIT PRICE (PHP)**	**AMOUNT (PHP)**	**STATEMENT OF COMPLIANCE**
	Architectural Works			In Words In Figures 	In Words In Figures 	
	Electrical Works			In Words In Figures 	In Words In Figures 	
	Plumbing / Sanitary Works			In Words In Figures 	In Words In Figures 	
	Mechanical Works			In Words In Figures 	In Words In Figures 	
	Electronic Works			In Words In Figures 	In Words In Figures 	

Section IX. 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;

d. Technical documents as part of the technical requirements to be included in the evaluation:

- Demolition Plan
- Design narrative
- Conceptual drawings
- Site Development Plan
- Architectural Plans
  - Floor Plans
  - Elevations
  - Sections

- Perspectives
- Interior Perspectives
- Exterior Perspectives

- Civil / Structural Plans
  - Foundation / Footing Plan
  - Structural Plan
  - Roof Deck / Roofing Plan
- Electrical Plans
  - Electrical System
  - Emergency System
  - Lighting System
- Plumbing / Sanitary Plans
  - Water Line System
  - Sanitary System
  - Storm Drainage System
- Mechanical Plans
  - Air Conditioning System
  - Ventilation System
  - Fire Protection System
- Electronics Plans
  - CCTV System
  - Fire Detection and Alarm System
- Program of Works (in the same format of "Attachment A" of DPWH Department Order No. 197, series of 2016)
- PERT-CPM; **and**

☐ (c) 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

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

Class "B" Documents

☐ (e) 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

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

Other documentary requirements under RA No. 9184

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

☐ (h) 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**

☐ (i) Cash Flow by Quarter.

Standard Bidding Forms not included in the Bidding document may be downloaded from the gppb website Link: https://www.gppb.gov.ph/downloadable-forms/#tab-61412

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