

# **PHILIPPINE BIDDING DOCUMENTS**

Government of the Republic of the Philippines



UNIVERSITY OF THE PHILIPPINES CEBU

## ***Rehabilitation of UP Cebu Guesthouse ( Balay Sugbu) in UP Diliman***

APPROVED BUDGET FOR THE CONTRACT

**One Million Three Hundred Twelve Thousand Five  
Hundred Fifteen Pesos and Ninety Two Centavos Only  
(₱1,312,515.92)**

**Sixth Edition  
July 2020**

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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*** ***University of the Philippines Cebu***

### **Rehabilitation of UP Cebu Guesthouse ( Balay Sugbu) in UP Diliman**

1. The *University of the Philippines Cebu*, through the *GAA 2024* intends to apply the sum of ***One Million Three Hundred Twelve Thousand Five Hundred Fifteen Pesos and Ninety Two Centavos (₱1,312,515.92)*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***Rehabilitation of UP Cebu Guesthouse (Balay Sugbu) in UP Diliman*** with contract ID *I-2024-003*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *University of the Philippines Cebu* now invites bids for the above Procurement Project. Completion of the Works is required ***55 (fifty five) 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 *University of the Philippines Cebu* and inspect the Bidding Documents at the address given below from *8:00 AM – 12:00 NN, 1:00 PM – 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested bidders on *May 13, 2024* from given address and website/s below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Two Thousand Pesos Only (₱2,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through email*.
6. The *University of the Philippines Cebu* will hold a Pre-Bid Conference on *May 20, 2024, 11:00AM* at *UP Cebu BAC Office, Ground Floor New Science Building, Gorordo Ave., Lahug, Cebu City* and via **ZOOM**  
Meeting ID: 963 3834 4835 Passcode: UPCBACPreB  
which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address as indicated below on or before *June 3, 2024, 11:00AM*. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on *June 3, 2024, 11:00AM* at the given address below *UP Cebu BAC Office, Ground Floor New Science Building, Gorordo Ave., Lahug, Cebu City*.

Bids will be opened in the presence of the bidders' representatives who choose to attend the activity face to face or via ZOOM

Meeting ID: 983 9167 8737 Passcode: UPCBACOpen

10. The *University of the Philippines Cebu* 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. For further information, please refer to:

*GiNESSA Rupinta*  
*BAC Secretariat Chair*  
*Bids and Awards Committee*  
*UP Cebu, Lahug, Cebu City*  
*bac\_sec.upcebu@up.edu.ph*  
*(032) 232-8187 loc 316*

12. You may visit the following websites:



For downloading of Bidding Documents:

***Dr. Lorel S. Dee***  
*BAC Chairperson*



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

### **1. Scope of Bid**

The Procuring Entity, *University of the Philippines Cebu* invites Bids for the *Rehabilitation of UP Cebu Guesthouse (Balay Sugbu) in UP Diliman* with Project Identification Number *I-2024-003*.

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 *One Million Three Hundred Twelve Thousand Five Hundred Fifteen Pesos and Ninety Two Centavos (₱1,312,515.92)*.

2.2. The source of funding is:

NGA, the General Appropriations Act or Special Appropriations.

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

- 7.1. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.2. 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 and/or through videoconferencing/webcasting via Zoom as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents Comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.

- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Alternative Bids**

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

## **13. Bid Prices**

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

## **14. Bid and Payment Currencies**

- 14.1. Bid prices may be quoted in the local currency or tradable 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 **October 1, 2024** Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **16. Sealing and Marking of Bids**

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

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

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

## **17. Deadline for Submission of Bids**

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

## **18. Opening and Preliminary Examination of Bids**

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

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

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

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and

evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

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

## **20. Post Qualification**

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

## **21. Signing of the Contract**

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

### ***Section III. Bid Data Sheet***

ITB Clause										
5.2	<p>The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) for the last Three (3) <i>years</i> that is similar to this Project.</p> <p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: General construction</p>									
7.1	<i>Subcontracting may be allowed for painting works,</i>									
10.3	<i>PCAB license must be at least General construction (C&amp;D)</i>									
10.4	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Key Personnel</u></th> <th style="text-align: left;"><u>General Experience</u></th> <th style="text-align: left;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td>Site engineer or Foreman</td> <td></td> <td style="text-align: center;">2</td> </tr> <tr> <td>Foreman</td> <td></td> <td style="text-align: center;">2</td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Site engineer or Foreman		2	Foreman		2
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Site engineer or Foreman		2								
Foreman		2								
10.5	<p>The minimum major equipment requirements are the following:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Equipment</u></th> <th style="text-align: left;"><u>Capacity</u></th> <th style="text-align: left;"><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td>Hand tools</td> <td></td> <td></td> </tr> <tr> <td>Plumbing tools</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	Hand tools			Plumbing tools		
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>								
Hand tools										
Plumbing tools										
12.0	<i>No further instructions.</i>									
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>Twenty Six Thousand Two Hundred Fifty Pesos Only (₱26,250.00)</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than <i>Sixty Five Thousand Six Hundred Twenty Five Pesos and Eighty Centavos Only (₱ 65,625.80)</i>, if bid security is in Surety Bond.</p>									
19.2	Partial bid is not allowed.									
20	<i>No further instructions.</i>									
21	<p>Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, The following shall be submitted <b>together with the bid</b>.</p> <p>A. The bidder's proposed</p> <ul style="list-style-type: none"> <li>• <i>Program of Works</i></li> <li>• <i>Work Schedule</i></li> <li>• <i>Bill of Quantities with actual unit costs</i></li> <li>• <i>Manpower Schedule</i></li> <li>• <i>Construction safety and health program</i></li> <li>• <i>Proposed plans/drawings ( if any)</i></li> </ul> <p>B. Certificate of site inspection signed by OCA</p>									

## ***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 R.A. 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***

<b>GCC Clause</b>	
2.0	<i>Completion of works under the contract will be <b>Fifty Five (55) calendar days</b> regardless of sectional works completed, reckoning from the date of receipt of the NTP</i>
4.0	<i>The procuring entity shall give possession of the part of the site to the contractor on the date of receipt of NTP by the successful bidder. <b>Work start notice</b> shall be given by the contractor to the PE specifying the area of works to be approved by the PE through the Office of the Campus Architect (OCA) prior to commencement of works</i>
6	No further instructions
7.2	No further instructions.
10	No dayworks are applicable to the contract.
11.1	The Contractor shall submit the <b>Program of Works</b> to the <i>Office of the Campus Architect</i> within <i>five (5)</i> calendar days from the receipt of the Notice of Award.
11.2	<b>Progress Reports</b> must be submitted monthly . The amount to be withheld for late submission of an updated Program of Work is 1% of the contract amount.
13	The amount of the advance payment is <i>15% of the total contract price and payments shall be made through accomplishment progress billing by the contractor as confirmed by the OCA</i>
14	Progress payment #1 may be made only upon completion of at least 30% of the contract Materials and equipment delivered on the site but not completely put in place shall be included for payment. <b>Materials submittal</b> shall be submitted by the contractor to the OCA prior to delivery.
15.1	No further instructions
15.2	No further instructions

***Section VI. Specifications***  
***Section VII. Drawings***  
***Section VIII. Bill of Quantities***

**REPUBLIC OF THE PHILIPPINES**

PROJECT TITLE : REHABILITATION OF GUESTHOUSE  
 LOCATION : UP DILIMAN, QUEZON CITY  
 SUBJECT : COST ESTIMATE AND SCOPE OF WORKS  
 DURATION : 55 CALENDAR DAYS

**BILL OF QUANTITIES**

ITEM. NO.	WORK DESCRIPTION	UNIT	QTY.	UNIT COST	AMOUNT
<b>I</b>	<b>GENERAL REQUIREMENTS</b>	Lot	1.00	217,494.64	217,494.64
	Mobilization/Demobilization				
	Demolition and Removal of Existing Tiles/structure				
	Power and water Consumptions				
	Bonds and Insurance				
	Health, Safety and Environment				
	Project Billboard and signage				
	Temporary Facility				
	Cutting of tree Branches				
	Construction Waste Disposal				
	<b>Sub-total for Item No. I</b>				<b>217,494.64</b>
<b>II.</b>	<b>PROVISION FOR SCAFFOLDINGS</b>	Lot	1.00	30,105.60	30,105.60
	<b>Sub-total for Item No. II</b>				<b>30,105.60</b>
<b>III.</b>	<b>TILE WORKS</b>	sq.m.	110.82	3,543.23	392,660.32
	<b>Sub-total for Item No. III</b>				<b>392,660.32</b>
<b>IV.</b>	<b>REPAINTING WORKS</b>	sq.m.	800.00	672.67	538,137.60
	<b>Sub-total for Item No. IV</b>				<b>538,137.60</b>
<b>V.</b>	<b>PLUMBING WORKS</b>	Lot	1.00	12,660.48	12,660.48
	<b>Sub-total for Item No. V</b>				<b>12,660.48</b>
<b>VI.</b>	<b>VARIOUS REPAIRS</b>	Lot	1.00	121,457.28	121,457.28
	<b>Sub-total for Item No. VI</b>				<b>121,457.28</b>
	<b>TOTAL PROJECT COST</b>				<b>Php1,312,515.92</b>

**PREPARED BY:**

Ar. Ryan Anthony G. Genobiagon  
 Jr. Managing Architect, OCA

Engr. Ruel T. Lomod  
 Supervising Engineering Associate, OCA

**CHECKED & REVIEWED:**

Engr. Albert B. Bascon  
 CMO-Head

**RECOMMENDING APPROVAL:**

Hazel A. Trapero, DIT  
 Vice Chancellor for Administration, UP Cebu  
 OIC-OCA

**APPROVED:**

Atty. Leo B. Malagar  
 Chacellor, UP Cebu

PROJECT TITLE : REHABILITATION OF GUESTHOUSE  
 LOCATION : UP DILIMAN, QUEZON CITY  
 SUBJECT : COST ESTIMATE AND SCOPE OF WORKS  
 DURATION : 55 CALENDAR DAYS  
 ABC

**UNIT COST ANALYSIS**

**ITEM I. GENERAL REQUIREMENTS**

Quantity: 1  
 Unit: Lot

<b>A. Materials:</b>					
Description	Qty.	Unit	Unit Cost	Amount	
Mobilization/Demobilization	1	Lot	60,000.00	60,000.00	
Demolition and Removal obstruction	1	Lot	22,000.00	22,000.00	
Power and water Consumptions	1	Lot	15,000.00	15,000.00	
Bonds and Insurance	1	Lot	5,000.00	5,000.00	
Health & Safety (PPE's)	1	Lot	5,000.00	5,000.00	
Project Billboard and signage	1	Lot	3,500.00	3,500.00	
Temporary Facility	1	Lot	27,985.79	27,985.79	
Construction Waste Disposal	1	Lot	19,008.85	19,008.85	
Site Supervision	1	lot	60,000.00	60,000.00	
<b>Material Cost:</b>				<b>P</b>	<b>217,494.64</b>
<b>B. Equipment:</b>					
Description	Qty.	Days	Rental / Day	Amount	
<b>Equipment Cost:</b>				<b>P</b>	<b>0.00</b>
<b>C. Labor:</b>					
Description	Qty.	Days	Rate/Day	Amount	
<b>Labor Cost:</b>				<b>P</b>	<b>0.00</b>
<b>Total Direct Cost (A+B+C)=</b>				<b>P</b>	<b>217,494.64</b>

**ITEM II. PROVISION FOR SCAFFOLDINGS**

Quantity: 1  
 Unit: Lot

<b>A. Materials:</b>					
Description	Qty.	Unit	Unit Cost	Amount	
Scaffolding rental/month complete sets	12	sets	1,600.00	19,200.00	
<b>Material Cost:</b>				<b>P</b>	<b>19,200.00</b>
<b>B. Equipment:</b>					
Description	Qty.	Days	Rental / Day	Amount	
<b>Equipment Cost:</b>				<b>P</b>	<b>0.00</b>
<b>C. Labor:</b>					
Description	Qty.	Days	Rate/Day	Amount	
Foreman	1	1	1,000.00	1,000.00	
Carpenter	2	1	800.00	1,600.00	
labourer/helpers	1	1	600.00	600.00	
<b>Labor Cost:</b>				<b>P</b>	<b>3,200.00</b>
<b>Total Direct Cost (A+B+C)=</b>				<b>P</b>	<b>22,400.00</b>
<b>Indirect Cost:</b>				<b>P</b>	<b>2,240.00</b>
<b>Profit</b>				<b>P</b>	<b>2,240.00</b>
<b>OCM</b>				<b>P</b>	<b>2,240.00</b>
<b>[Sum of (EDC+ OCM + PROFIT) x 12% ] TAX</b>				<b>P</b>	<b>3,225.60</b>
<b>Total Cost =</b>				<b>P</b>	<b>30,105.60</b>
<b>Unit Cost =</b>					30,105.60

**ITEM III. TILE WORKS**

Quantity: 110.82  
 Unit: sq.m.

<b>A. Materials:</b>					
Description	Qty.	Unit	Unit Cost	Amount	
<b>1. General Area</b>					
Removal of all existing 60cm x 60cm floor tiles includes chipping works (Consumables)	90.41	sq.m.	173.54	15,689.75	
Supply of new non-skid tiles 60cm x 60cm actual tile design must be approved by OCA	255.00	pcs	250.00	63,750.00	
Tile Adhesive 25kg per bag	9.00	bags	300.00	2,700.00	
Masonry Cement	45.00	Bags	250.00	11,250.00	
Sand	4.50	cu.m.	3,500.00	15,750.00	
Tile Grout	46.00	kg	200.00	9,200.00	
Consumables(5% of material Cost)	1.00	lot	5,129.80	5,129.80	
<b>2. Tile Repair at Comfort Rooms</b>					
Removal of all existing Floor Tiles at Comfort rooms to give ample depression at 50mm from the General Floor Tiles (Consumables)	16.24	sq.m.	848.43	13,778.50	
Re-tiling of CR tiles using 60cm x 60cm non-skid tiles approved by OCA; Corrected level using pure heavy duty tile adhesives	16.24	sq.m.	1,133.00	18,399.92	
25kg Heavy Duty Adhesives	6.00	bags	300.00	1,800.00	
Tile Grout	9.00	kg	200.00	1,800.00	
Repair and refurbish of wall tiles at CR selected Areas using pure heavy duty tile adhesives	10.80	sq.m.	1,200.00	12,960.00	
<b>Material Cost:</b>				<b>P</b>	<b>172,207.97</b>
<b>B. Equipment:</b>					
Description	Qty.	Days	Rental / Day	Amount	
Minor Tools	1	Lot	9,550.00	9,550.00	
<b>Equipment Cost:</b>				<b>P</b>	<b>9,550.00</b>
<b>C. Labor:</b>					
Description	Qty.	Days	Rate/Day	Amount	
Foreman	1	24	1,000.00	24,000.00	
labourer/Helper	2	24	600.00	28,800.00	
Skilled worker for roofing	3	24	800.00	57,600.00	
<b>Labor Cost:</b>				<b>P</b>	<b>110,400.00</b>
<b>Total Direct Cost (A+B+C)=</b>				<b>P</b>	<b>292,157.97</b>
<b>Indirect Cost:</b>				<b>P</b>	<b>29,215.80</b>
<b>Profit</b>				<b>P</b>	<b>29,215.80</b>
<b>OCM</b>				<b>P</b>	<b>29,215.80</b>
<b>[Sum of (EDC+ OCM + PROFIT) x 12% ] TAX</b>				<b>P</b>	<b>42,070.75</b>
<b>Total Cost =</b>				<b>P</b>	<b>392,660.32</b>
<b>Unit Cost =</b>					3,543.23

**ITEM IV. REPAINTING WORKS**

Quantity: 800.00  
Unit: sq.m.

<b>A. Materials:</b>					
Description	Qty.	Unit	Unit Cost	Amount	
Ceiling FCB, exterior and interior walls = 800 sq.m. (Including of window grills and railings) (*with labor installation*)	800.00	sq.m.	350.00	280,000.00	
				<b>Material Cost:</b>	<b>P 280,000.00</b>
<b>B. Equipment:</b>					
Description	Qty.	Days	Rental / Day	Amount	
Minor Tools(15% of Labor cost)	1	Lot	10,000.00	10,000.00	
				<b>Equipment Cost:</b>	<b>P 10,000.00</b>
<b>C. Labor:</b>					
Description	Qty.	Days	Rate/Day	Amount	
Foreman	1	24	1,000.00	24,000.00	
labourer/Helper	2	24	600.00	28,800.00	
Skilled worker for roofing	3	24	800.00	57,600.00	
				<b>Labor Cost:</b>	<b>P 110,400.00</b>
				<b>Total Direct Cost (A+B+C)=</b>	<b>P 400,400.00</b>
				<b>Indirect Cost:</b>	
				<b>Profit:</b>	<b>P 40,040.00</b>
				<b>OCM:</b>	<b>P 40,040.00</b>
				<b>[Sum of (EDC+ OCM + PROFIT) x 12% ] TAX</b>	<b>P 57,657.60</b>
				<b>Total Cost =</b>	<b>P 538,137.60</b>
				<b>Unit Cost =</b>	672.67

**ITEM V. PLUMBING WORKS**

Quantity: 1  
Unit: Lot

<b>A. Materials:</b>					
Description	Qty.	Unit	Unit Cost	Amount	
Replacement of kitchen sink P-trap	1	unit	1,200.00	1,200.00	
Lavatory sink P-trap (CR area)	1	Lot	1,200.00	1,200.00	
Electrical wire moulding repair	1	Lot	1,500.00	1,500.00	
				<b>Material Cost:</b>	<b>P 3,900.00</b>
<b>B. Equipment:</b>					
Description	Qty.	Days	Rental / Day	Amount	
Minor Tools(15% of Labor cost)	1	Lot	720.00	720.00	
				<b>Equipment Cost:</b>	<b>P 720.00</b>
<b>C. Labor:</b>					
Description	Qty.	Days	Rate/Day	Amount	
Foreman	1	2	1,000.00	2,000.00	
labourer/Helper	1	2	600.00	1,200.00	
Skilled worker for plumbing	1	2	800.00	1,600.00	
				<b>Labor Cost:</b>	<b>P 4,800.00</b>
				<b>Total Direct Cost (A+B+C)=</b>	<b>P 9,420.00</b>
				<b>Indirect Cost:</b>	
				<b>Profit:</b>	<b>P 942.00</b>
				<b>OCM:</b>	<b>P 942.00</b>
				<b>[Sum of (EDC+ OCM + PROFIT) x 12% ] TAX</b>	<b>P 1,356.48</b>
				<b>Total Cost =</b>	<b>P 12,660.48</b>
				<b>Unit Cost =</b>	12,660.48

**ITEM VI. VARIOUS REPAIRS**

Quantity: 1  
Unit: Lot

<b>A. Materials:</b>					
Description	Qty.	Unit	Unit Cost	Amount	
Glass door key repair/replacement	1	Lot	850.00	850.00	
Roof Leaking Repair (inspection and Sealant only)	1	Lot	8,000.00	8,000.00	
rehabilitaiton of main entrance stairs; to provide landing	1	Lot	20,000.00	20,000.00	
Supply , Replacement and installation of Eaves Lighting Fixtures; including fixture housing flushed type (Shall be Approved by OCA UP Cebu)	12	unit	800.00	9,600.00	
Door Knob Supply and installation for the Entrance Solid Door with door repainting to look new (Door Knobs shall be approved by OCA UP Cebu)	1	Lot	19,000.00	19,000.00	
				<b>Material Cost:</b>	<b>P 57,450.00</b>
<b>B. Equipment:</b>					
Description	Qty.	Days	Rental / Day	Amount	
Minor Tools(15% of Labor cost)	1	Lot	720.00	720.00	
				<b>Equipment Cost:</b>	<b>P 720.00</b>
<b>C. Labor:</b>					
Description	Qty.	Days	Rate/Day	Amount	
Foreman	1	7	1,000.00	7,000.00	
labourer/Helper	2	7	600.00	8,400.00	
Skilled worker	3	7	800.00	16,800.00	
				<b>Labor Cost:</b>	<b>P 32,200.00</b>
				<b>Total Direct Cost (A+B+C)=</b>	<b>P 90,370.00</b>
				<b>Indirect Cost:</b>	
				<b>Profit:</b>	<b>P 9,037.00</b>
				<b>OCM:</b>	<b>P 9,037.00</b>
				<b>[Sum of (EDC+ OCM + PROFIT) x 12% ] TAX</b>	<b>P 13,013.28</b>
				<b>Total Cost =</b>	<b>P 121,457.28</b>
				<b>Unit Cost =</b>	121,457.28

**PREPARED BY:**

**CHECKED & REVIEWED:**

Ar. Ryan Anthony G. Genobiagon  
Jr. Managing Architect, OCA

Engr. Albert B. Bascon  
CMO-Head

Engr. Ruel T. Lomod  
Supervising Engineering Associate, OCA

**RECOMMENDING APPROVAL:**

**APPROVED:**

Hazel A. Trapero, DIT  
Vice Chancellor for Administration, UP Cebu  
OIC-OCA

Atty. Leo B. Malagar  
Chancellor, UP Cebu



**PROJECT TITLE** : REHABILITATION OF GUESTHOUSE  
**LOCATION** : UP CEBU, GORORDO AVE. LAHUG, CEBU CITY  
**SUBJECT** : COST ESTIMATE AND SCOPE OF WORKS  
**DURATION** : 55 CALENDAR DAYS  
**ABC**

**SCOPE OF WORK :**

- 1 Removal of all existing damaged Tiles and Housekeeping of debris to proper place outside UP Campus.
- 2 Supply and install new floor tiles for all interior space and install termination at door (threshold).
- 3 Supply and Paint all surface area of Ceiling (interior and exterior), Interior and exterior walls
- 4 Supply and install New kitchen sink P-Trap
- 5 Supply and Install New Lavatory P-Trap
- 6 Replacement of New glass door Key (one Location)
- 7 Check all roof area for roof leaking, then apply sealant if any
- 8 Provide Project sign Board as per requirement by COA.
- 9 Clearing, Housekeeping and handover.
- 10 Rehabilitation of Main Entrance Stair Landing
- 11 Replacement of Eaves Lighting Fixtures including the fixture housing; Flushed type with 10watts LED bulb Approved by OCA

**SPECIFICATIONS :**

- 1 Tiles to use should be suitable for bedroom as per clients approval.
- 2 Removed debris and construction trashes will be transported outside UP Diliman campus (as per contractor choice of dumpsite)
- 3 Proper surface preparation (ON AFFECTED AREA ONLY) prior to painting of FCB and masonry wall and will use paint that produced color the same as the existing.
- 4 Remove all defective or peeling paint in all area and repaint all surface area.
- 5 Use painting material the same as per existing
- 6 Use metal first class roof SILICON Sealant for leaks (IF ANY) and apply to all tekscrew connection.
- 7 Used Plumbing material with the same description as the existing
- 8 All Plumbing fittings installed must be free from leaking.

**CLIENTS DIRECTION :**

- 1 Removal of Existing damaged tiles must be in accordance with the safe methodology and safety standards
- 2 Working at heights above 1.70m shall provide safety harness with double lanyard and properly hooked to lifeline.
- 3 Prepare material approval request prior to material procurements.
- 4 Request for inspection must be requested on all activities.
- 5 Submit Method statement on all important activities.
- 6 Provide safe access for inspection.
- 7 Comply and follow all the rules and regulation of the UP Diliman Campus.
- 8 Strictly implement maximum construction safety standards at all times

**EXCLUSIONS:**

- 1 Supply of new doors, but need to re-install after the tile works are done.
- 2 Chipping of topping of tiles

Note:

- \* Power and water consumption must be paid by the contractor.
- \* Handtools and minor equipment will be provided by the contractor.
- \* Provide Scaffolding or any for safe access to roof and working at heights

**PREPARED BY:**

Ar. Ryan Anthony G. Genobiagon  
Jr. Managing Architect, OCA

Engr. Ruel T. Lomod  
Supervising Engineering Associate, OCA

**CHECKED & REVIEWED:**

Engr. Albert B. Bascon  
CMO - Head

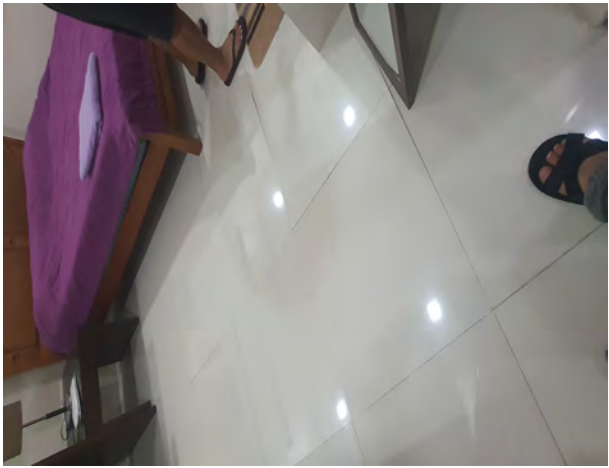
**RECOMMENDING APPROVAL:**

Hazel A. Trapero, DIT  
Vice Chancellor for Administration, UP Cebu  
OIC-OCA

**APPROVED:**

Atty. Leo B. Malagar  
Chancellor, UP Cebu





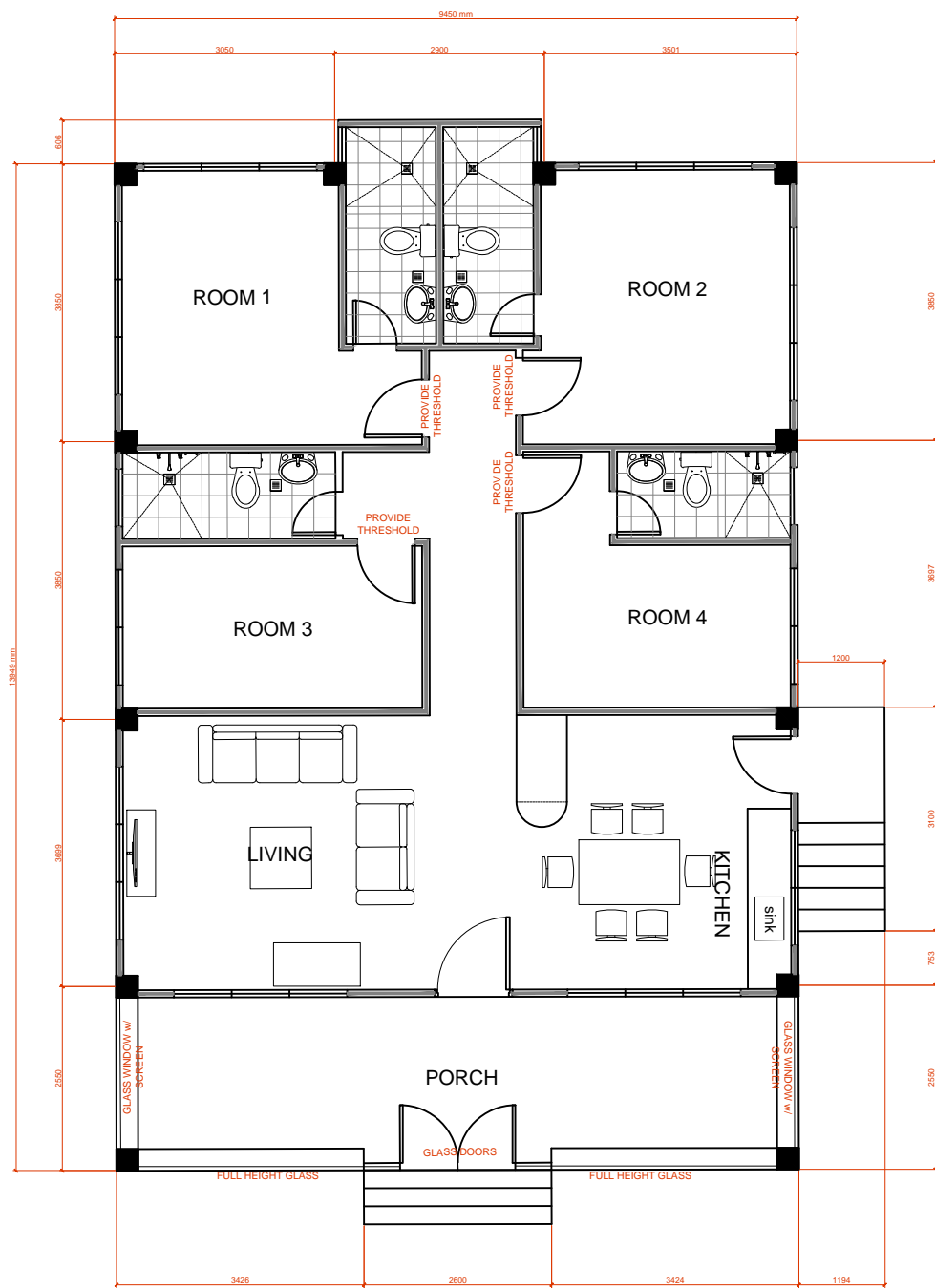
RECOMMENDING APPROVAL:

HEAD, ARCHITECTURAL SECTION      DATE

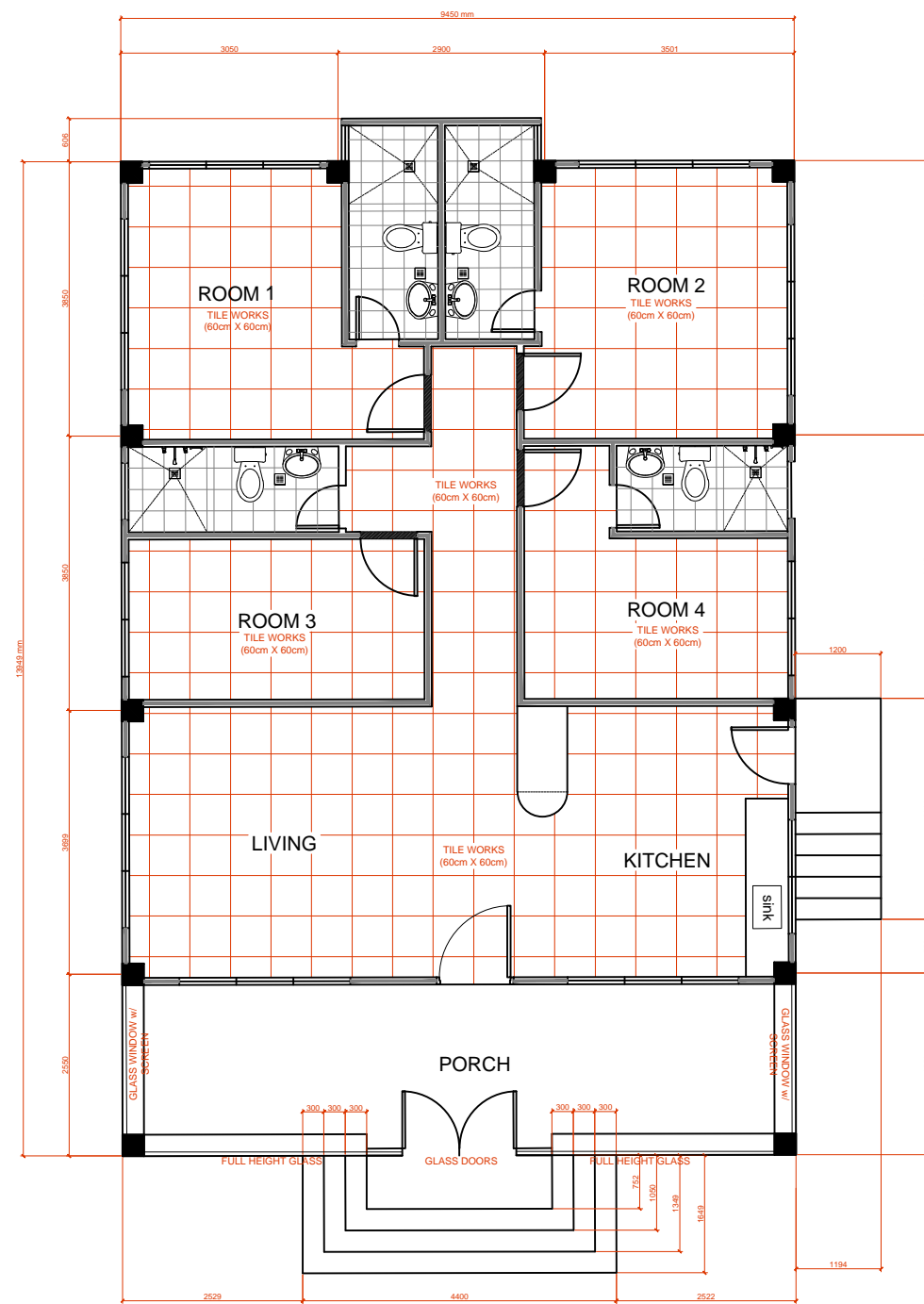
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**ARCHITECTURAL GENERAL NOTES:**

1. ALL DIMENSION SHALL HAVE PREFERENCE OVER SCALE
2. ALL DIMENSIONS SHALL BE VERIFIED IN THE FIELD BEFORE PROCEEDING WITH THE WORK.
3. THE OWNER AND THE ARCHITECT SHALL BE NOTIFIED OF ANY CORRECTIONS.
4. WHERE DISCREPANCIES EXIST BETWEEN DRAWING OF VARIOUS TRADES, ARCHITECTURAL SHALL GENERALLY BE ASSUMED TO GOVERN. CONSULT THE ARCHITECT BEFORE PROCEEDING WITH THE WORK.
5. DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO THOSE DETAILS WITH SPECIFIC DIMENSIONS. WHEREIN DESIGN INTENT CAN BE DETERMINED. CONSULT THE ARCHITECT BEFORE PROCEEDING WITH THE WORK.
6. ALL WORK SHALL CONFORM TO ALL APPLICABLE AND GOVERNING AUTHORITIES AND SHALL BE OF BEST PRACTICE OF EACH TRADE.



**1**  
A/01  
AS-BUILT & KEY PLAN  
**GROUND FLOOR PLAN**  
SCALE      1 : 100 METERS



**1**  
A/01  
PROPOSED FIT-OUT RENOVATION  
**GROUND FLOOR PLAN**  
SCALE      1 : 100 METERS



UNIVERSITY OF THE PHILIPPINES CEBU  
  
**O C A**  
 OFFICE OF THE CAMPUS ARCHITECT

RA 9266  
 Drawings and specifications duly signed, stamped or sealed, as instruments of service, are the intellectual properties and documents of the architect, whether the object for which they are made is executed or not, it shall be unlawful for any person, without the consent of the architect or author of said documents, to duplicate or to make copies of said documents for use in the repetition of and for other projects or buildings, whether executed partly or in whole. (Art. III, Sec. 20, Item 4).

ARCHITECT OF RECORD:	
RYAN ANTHONY G. GENOBIAGON ARCHITECT	
PRC No. 27419	VALIDITY: 02.08.2026
PTR No. 186-88-49	DATE: 01.03.2020
PLACE: CEBU CITY	TIN: 401-198-119-000

PROJECT TITLE:  
**UNIVERSITY OF THE PHILIPPINES CEBU**  
 PROPOSED INTERIOR RENOVATION OF UP CEBU GUEST HOUSE AT  
 UP DILIMAN  
 UP DILIMAN COMPOUND

OWNER'S APPROVAL:  
**ATTY. LEO B. MALAGAR**  
 CHANCELLOR, UP CEBU

SHEET CONTENTS:  
 AS SHOWN

DESIGN BY:  
 CAD BY:  
 CHECKED BY:

SHEET NO.  
**A**      01  
 OF  
 02  
 SHEETS



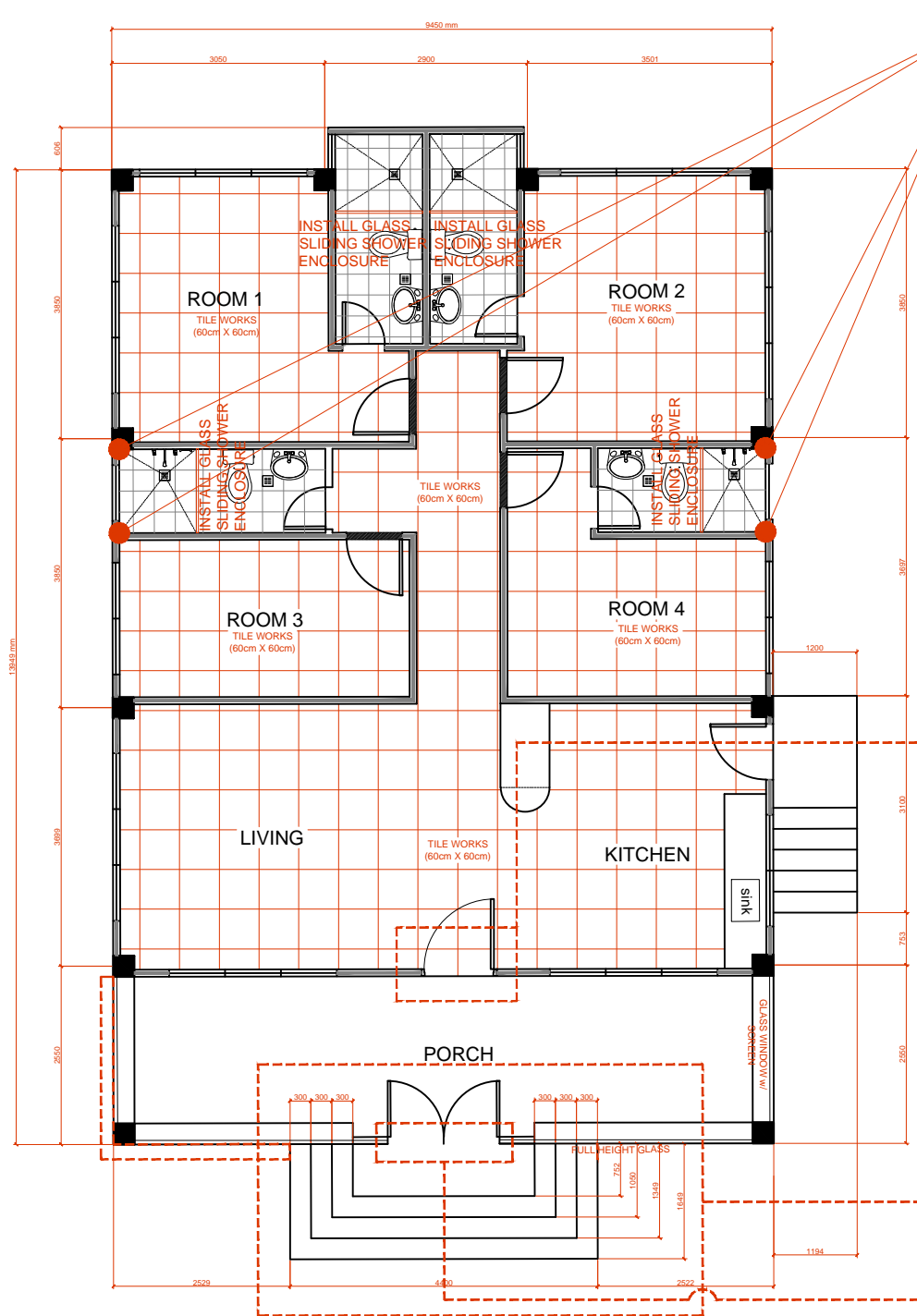
RECOMMENDING APPROVAL:

HEAD, ARCHITECTURAL SECTION DATE

BUILDING OFFICIAL DATE

**ARCHITECTURAL GENERAL NOTES:**

1. ALL DIMENSION SHALL HAVE PREFERENCE OVER SCALE
2. ALL DIMENSIONS SHALL BE VERIFIED IN THE FIELD BEFORE PROCEEDING WITH THE WORK.
3. THE OWNER AND THE ARCHITECT SHALL BE NOTIFIED OF ANY CORRECTIONS.
4. WHERE DISCREPANCIES EXIST BETWEEN DRAWING OF VARIOUS TRADES, ARCHITECTURAL SHALL GENERALLY BE ASSUMED TO GOVERN. CONSULT THE ARCHITECT BEFORE PROCEEDING WITH THE WORK.
5. DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO THOSE DETAILS WITH SPECIFIC DIMENSIONS, WHEREIN DESIGN INTENT CAN BE DETERMINED. CONSULT THE ARCHITECT BEFORE PROCEEDING WITH THE WORK.
6. ALL WORK SHALL CONFORM TO ALL APPLICABLE AND GOVERNING AUTHORITIES AND SHALL BE OF BEST PRACTICE OF EACH TRADE.



REPLACEMENT OF BROKEN TILES SAME WITH THE EXISTING

- NOTE:
- LOWER ALL COMFORT ROOMS FLOOR ELEVATION TO -50mm
  - REPLACEMENT OF ALL CR FLOOR TILES NON-SKID HOMOGENEOUS 30cm X 30cm



- Various Works
- Supply, Replacement and installation of Eaves Lighting Fixtures; including fixture housing flushed type (Shall be Approved by OCA UP Cebu)
  - Glass door key repair/replacement
  - Rehabilitation of main entrance stairs; to provide landing
  - Door Knob Supply and installation for the Entrance Solid Door with door repainting to look new (Door Knobs shall be approved by OCA UP Cebu)
  - Roof Leaking Repair (inspection and Sealant only)



1  
A 01  
SCALE 1 : 100 METERS  
PROPOSED FIT-OUT RENOVATION  
GROUND FLOOR PLAN



UNIVERSITY OF THE PHILIPPINES CEBU  
**OCA**  
 OFFICE OF THE CAMPUS ARCHITECT

RA 9266  
 Drawings and specifications duly signed, stamped or sealed, as instruments of service, are the intellectual properties and documents of the architect, whether the object for which they are made is executed or not, it shall be unlawful for any person, without the consent of the architect or author of said documents, to duplicate or to make copies of said documents for use in the repetition of and for other projects or buildings, whether executed partly or in whole. (Art. III, Sec. 20, Item 4).

ARCHITECT OF RECORD:  
 RYAN ANTHONY G. GENOBIAGON  
 ARCHITECT  
 PRC No. 27419 VALIDITY: 02.08.2026  
 PTR No. 186-88-49 DATE: 01.03.2020  
 PLACE: CEBU CITY TIN: 401-198-119-000

PROJECT TITLE:  
 UNIVERSITY OF THE PHILIPPINES CEBU  
 PROPOSED INTERIOR RENOVATION OF UP CEBU GUEST HOUSE AT UP DILIMAN UP DILIMAN COMPOUND

OWNER'S APPROVAL:  
 ATTY. LEO B. MALAGAR  
 CHANCELLOR, UP CEBU

SHEET CONTENTS:  
 AS SHOWN  
 DESIGN BY:  
 CAD BY:  
 CHECKED BY:  
 SHEET NO. A 02 OF 02 SHEETS

# ***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);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;  
**and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (f) 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**
- (g) 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**
- (h) Philippine Contractors Accreditation Board (PCAB) License;  
**or**  
Special PCAB License in case of Joint Ventures;  
**and** registration for the type and cost of the contract to be bid; **and**
- (i) 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**
- (j) Project Requirements, which shall include the following:
  - a. Organizational chart for the contract to be bid;
  - b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
  - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- (k) 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

- (l) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

**Class "B" Documents**

- (n) 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**

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

Other documentary requirements under RA No. 9184

- (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- (r) Cash Flow by Quarter.

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### **AFFIDAVIT**

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

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another**



**blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the*

*Project].*

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
  
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

## **Bid Securing Declaration Form**

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

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REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION**

**Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and

- c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

