



Government of the Republic of the Philippines

**DAVAO DEL SUR STATE COLLEGE**

**PHILIPPINE BIDDING DOCUMENTS**

**PROCUREMENT OF INFRASTRUCTURE  
PROJECTS**

**For the**

**INFRASTRUCTURE AND SMART CAMPUS  
DEVELOPMENT OPERATIONALIZATION OF  
FACE-TO-FACE CLASSES AND  
UPGRADING/PROCUREMENT OF EQUIPMENT  
(EXISTING GENERAL EDUCATION BUILDING)**

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

# TABLE OF CONTENTS

<b>Glossary of Terms, Abbreviations, and Acronyms.....</b>	<b>5</b>
<b>Section I. Invitation to Bid.....</b>	<b>8</b>
<b>Section II. Instructions to Bidders.....</b>	<b>12</b>
1. Scope of Bid.....	13
2. Funding Information .....	13
3. Bidding Requirements.....	13
4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices .....	13
5. Eligible Bidders.....	14
6. Origin of Associated Goods .....	14
7. Subcontracts .....	14
8. Pre-Bid Conference .....	15
9. Clarification and Amendment of Bidding Documents.....	15
10. Documents Comprising the Bid: Eligibility and Technical Components .....	15
11. Documents Comprising the Bid: Financial Component .....	16
12. Alternative Bids .....	16
13. Bid Prices .....	16
14. Bid and Payment Currencies .....	16
15. Bid Security.....	16
16. Sealing and Marking of Bids.....	17
17. Deadline for Submission of Bids .....	17
18. Opening and Preliminary Examination of Bids .....	17
19. Detailed Evaluation and Comparison of Bids .....	17
20. Post Qualification.....	18
21. Signing of the Contract .....	18
<b>Section III. Bid Data Sheet.....</b>	<b>19</b>
<b>Section IV. General Conditions of Contract.....</b>	<b>23</b>
1. Scope of Contract.....	24
2. Sectional Completion of Works .....	24
3. Possession of Site.....	24
4. The Contractor's Obligations.....	24
5. Performance Security .....	25
6. Site Investigation Reports .....	25

7.	Warranty.....	25
8.	Liability of the Contractor .....	25
9.	Termination for Other Causes .....	25
10.	Dayworks .....	26
11.	Program of Work.....	26
12.	Instructions, Inspections and Audits .....	26
13.	Advance Payment.....	26
14.	Progress Payments .....	26
15.	Operating and Maintenance Manuals.....	27
	<b>Section V. Special Conditions of Contract.....</b>	<b>28</b>
	<b>Section VI. Performance Specifications and Parameters.....</b>	<b>30</b>
	<b>Section VII. Drawings.....</b>	<b>47</b>
	<b>Section VIII. Bill of Quantities .....</b>	<b>48</b>
	<b>Section IX. Checklist of Technical and Financial Documents .....</b>	<b>61</b>

# *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***



## Invitation to Bid for the Infrastructure and Smart Campus Development Operationalization of Face-to-Face Classes and Upgrading/Procurement of Equipment (Existing General Education Building)

1. The **Davao del Sur State College** through the **FY 2022 General Appropriations Act** intends to apply the sum being the Approved Budget for the Contract (ABC) to payments under the contract for each lot shown below:

Lot no.	Project Identification No.	Title	Qty	Completion of Works	ABC	Bidding Documents Fee
<b>1</b>	<b>DSSCPSU 2022-11-018</b>	<b>Infrastructure and SMART Campus Development Operationalization of Face-to-Face Classes and Upgrading/Procurement of Equipment (Existing General Education Building)</b>	<b>1</b>	<b>60 CD upon receipt of the Notice to Proceed</b>	<b>Php 9,800,000.00</b>	<b>Php 10,000.00</b>
		<b>Item No. 1</b>				
		Refurbishment of General Education Building to Infrastructure and SMART Campus Development Operationalization to Face-to-Face Classes				
		<b>Item No. 2</b>				
		Repair and Maintenance of General Education Building for the Infrastructure and SMART Campus Development Operationalization of Face-to-Face Classes				

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Davao del Sur State College** now invites bids for the above Procurement Project. 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 **Davao del Sur State College** and inspect the Bidding Documents at the address given below from **08:00 A.M to 05:00 P.M (Monday to Friday)** except holidays.
5. A complete set of Bidding Documents may be acquired by interested bidders on **November 08 to December 06, 2022, 2022** 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 P10,000.00*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids in any of the following payments options:

- Over-the-counter payment at DSSC-Cashier’s office, Brgy. Matti, Digos City, Davao del Sur;
- Over-the-counter deposit at Land Bank of the Philippines (LBP) Account No. – 0332-1103-57.

Prior to payment, bidders are advised to coordinate first with the BAC Chairperson, Engr. EDUARDO F. AQUINO, through mobile phone at (+63)951 822 5510 for the issuance of the “Payment Order” and instructions.


6. The **Davao del Sur State College** will hold a Pre-Bid Conference on **November 17, 2022 (01:00 P.M.)** at **Davao del Sur State College, Brgy. Matti, Digos City, Davao del Sur**, which shall be open only to all interested parties who have purchased the Bidding Documents but limited to one (1) physically present representative per bidder only. The Pre-bid Conference is likewise accessible online via **Zoom**.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **December 06, 2022 (01:00 P.M.)**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.

9. Bid opening shall be on **December 06, 2022 (01:00 P.M.)** at **Davao del Sur State College, Brgy. Matti, Digos City, Davao del Sur**, which shall be accessible also online via **Zoom**.

Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. **Only one (1) representative of the Bidder shall be allowed to physically attend in the opening of bids.** Late bids shall not be accepted.

10. The **Davao del Sur State College** 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:

**EDUARDO F. AQUINO, MS**  
Chairperson, Bids and Awards Committee  
Brgy. Matti, Digos City, Davao del Sur  
Mobile No. (+63)948 270 7001  
E-mail Address: **psu@dssc.edu.ph**

  
**EDUARDO F. AQUINO, MS**  
Chairperson, Bids and Awards Committee

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

## **1. Scope of Bid**

The Procuring Entity, **Davao del Sur State College** Invites Bidders for the **“Infrastructure and Smart Campus Development Operationalization of Face-to-Face Classes and Upgrading/Procurement of Equipment (Existing General Education Building)”** with Project Identification Number **DSSCPSU 2022-11-018**.

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 *FY 2022*.

2.2. The source of funding is:

- a. 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:**

**a. Subcontracting is not allowed.**

- 7.1. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.2. *[If subcontracting is allowed during the contract implementation stage, state:]* 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.

- 7.3. 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} as indicated in paragraph 6 of the **IB**.

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

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

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

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



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

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

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

## **12. Alternative Bids**

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

## **13. Bid Prices**

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

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

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

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

- a. Philippine Pesos.

## **15. Bid Security**

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid until *120 days* from the opening of bids. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

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

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

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

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

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

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

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

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

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

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

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

- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 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	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p><b>Infrastructure and Smart Campus Development Operationalization of Face-to-Face Classes and Upgrading/Procurement of Equipment (Existing General Education Building)</b></p>
7.1	Sub-contracting is not allowed.
10.1	<p>The following documents shall be part of the Technical Documents under Technical Component Envelope:</p> <ol style="list-style-type: none"> <li>1. Attachment for Ongoing Government and Private Contracts such as Notice of Award and/or Contract, Purchase Order and Delivery receipt or Sales Invoice.</li> <li>2. The statement of the Bidder's SLCC shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted</li> <li>3. Duly Signed Manpower Utilization Schedule</li> <li>4. Duly Signed Key Personnel Certificate / Contract of Employment</li> <li>5. Duly Signed Key Personnel Bio-Data with PRC License/ Accreditation &amp; Latest Professional Tax Receipt (PTR)</li> <li>6. Certificate of Site Inspection</li> <li>7. Preliminary Design. Prospective bidders shall submit in 20"x 30" blueprint. (for the drawings/designs) the development proposal containing the design drawings based on the design concept provided in section VI: All measurements shall be expressed in metric units. <ol style="list-style-type: none"> <li>i. Perspective View of the exterior Building, Photorealistic Presentation</li> <li>ii. Perspective View of the interior (faculty lounge, smart hub room, ground &amp; 2<sup>nd</sup> Floor lobby &amp; hallway), Photorealistic Presentation</li> <li>iii. Presentation of 3D walkthrough showing all the exterior (front, left &amp; right elevations).</li> <li>iv. Presentation of 3d walkthrough showing all the interior design of (faculty lounge, smart hub room, ground &amp; 2<sup>nd</sup> Floor lobby &amp;</li> </ol> </li> </ol>

	<p>hallway).</p> <ul style="list-style-type: none"> <li>v. Tile layout (ground &amp; 2<sup>nd</sup> Floors), clearly labelled (sign &amp; sealed).</li> <li>vi. Building Elevations, four (4) views, clearly labelled (sign &amp; sealed).</li> <li>vii. Building Sections, two (2) sections, clearly labelled (sign &amp; sealed).</li> <li>viii. Provide plans &amp; details of smart hub cubicles clearly labeled (sign &amp; sealed).</li> <li>ix. Provide plans &amp; details of doors &amp; windows clearly labeled (sign &amp; sealed).</li> <li>x. Provide reflected ceiling plans and details (sign &amp; sealed).</li> <li>xi. Provide electrical plans and details (sign &amp; sealed).</li> </ul>						
10.3	Prospective Bidder should possess a valid PCAB license minimum category requirement category for this Project is license category C & D or size range Small B						
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <p><b>CONSTRUCTION PERSONNEL</b></p> <ul style="list-style-type: none"> <li>- <b>Project Engineer</b></li> <li>- Shall be a licensed civil/agricultural engineer with at least one (1) year of experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.</li> <li>- <b>Licensed Electrical Engineer</b></li> <li>- Must be duly-licensed with at least one (1) year of experience in the installation of lighting, power distribution and preferably knowledgeable in developments in emergent efficient lighting technologies and energy management.</li> <li>- <b>Safety Officer</b></li> <li>- The safety officer must be an accredited safety practitioner by the Department of Labor and Employment (DOLE) and has undergone the prescribed 40-hour Construction Safety and Health Training (COSH).</li> </ul>						
10.5	<p>The minimum major equipment requirements are the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Equipment</u></th> <th style="text-align: center;"><u>Number of Units</u> (of at least)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Drill Machine</td> <td style="text-align: center;"><u>1</u></td> </tr> <tr> <td style="text-align: center;">Grinder Machine</td> <td style="text-align: center;"><u>1</u></td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Number of Units</u> (of at least)	Drill Machine	<u>1</u>	Grinder Machine	<u>1</u>
<u>Equipment</u>	<u>Number of Units</u> (of at least)						
Drill Machine	<u>1</u>						
Grinder Machine	<u>1</u>						

	Tile Cutter	<u>1</u>	
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:		
	<b>Lot No.</b>	<b>Title</b>	<b>if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit</b>
	1	Infrastructure and Smart Campus Development Operationalization of Face-to-Face Classes and Upgrading/Procurement of Equipment (Existing General Education Building)	Php 196,000.00
20	a. Bidders must submit latest and updated tax returns filed through the Electronic Filing and Payments System (EFPS).		
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.		

***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	<i>Not Applicable</i>
3.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor Upon receipt of Notice to Proceed.
6	The site investigation reports are: <i>NONE</i>
7.2	<i>Not Applicable</i>
10	<i>Not Applicable</i>
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <i>14</i> calendar days upon receipt of Notice of Award.
11.2	<i>Not Applicable</i>
13	The amount of the advance payment is fifteen (15%) percent of the Contract Price upon approval of the Notice to Proceed.
14	Materials and equipment delivered on the site but completely put in place shall be included for payment.

## *Section VI. Performance Specifications and Parameters*

PARAMETERS ON THE  
INFRASTRUCTURE AND SMART  
CAMPUS DEVELOPMENT  
OPERATIONALIZATION OF FACE-  
TO-FACE CLASSES AND  
UPGARDING/PROCUREMENT OF  
EQUIPMENT (EXISTING GENERAL  
EDUCATION BUILDING)



## I. Background and Objective

In 2017, two separate house bills were passed the reason why this two-year old college was given birth. The creation of this college coupled with the experience of calamity brought about by series of tremors as well as the COVID 19 pandemic has sat the need for the institution to adapt to the new normal. While the Davao del Sur State College (DSSC) is in its infancy stage, it poses a huge challenge of realizing its vision amidst the tests of times.

The College per Republic Act 11220 is mandated to primarily provide advance instruction and professional training in education, agriculture, engineering and technology, agribusiness, information technology and other related fields of study. It shall also undertake research, extension services, and production activities in support to the socioeconomic development of Davao del Sur and provide progressive leadership in its areas of specialization.

In 1989, SPAMAST as the mother college of Davao del Sur State College, through the initiative of the second president - Dr. Francisco C. Ladaga, Sr has acquired a total of 17.5 hectares for laboratory and instruction in different locations through acquisition and donations from private and the Provincial Local Government Unit (PLGU) of Davao del Sur. This started the addition of the new campus which is the Digos Campus.

Six (6) years later, in 1995, an additional 28-hectare land in Matanao, Davao del Sur was possessed intended for production, research and extension services to create a significant niche in the agricultural development of the province.

As the academic offerings grew, SPAMAST in 2000, repositioned itself by reorganizing the campuses into colleges which renamed Digos Campus became the College of Agricultural Sciences (CAS) with laboratory and production site in Matanao.

In 2006, three (3) programs such as the Bachelor in Agri-Business, Bachelor in Agricultural Technology and secondary teacher education received first level accreditation status in Digos Campus. Emerged during this time the offering of new programs like the Bachelor of Science in Information Technology and short-term courses with TESDA.

In 2017, a bill was filed by Congresswoman Lorna B. Bandigan for the removal of SPAMAST-Digos Campus from the SPAMAST-Malita, and to have a better set-up for Digos Campus in the possible removal, a separate bill was filed by Congresswoman Mercedes C. Cagas of Davao del Sur, converting SPAMAST- Digos Campus to Davao del Sur State College. Finally, on February 21, 2019, by virtue of the President of the Philippines, Rodrigo Roa Duterte, the law entitled “An Act Separating the Southern Philippines Agri-Business and Marine and Aquatic School of Technology (SPAMAST) – Digos Campus in the City of Digos, Davao del Sur from the SPAMAST in the Municipality of Malita, Davao Occidental, and Converting it into a State College to be Known as the Davao del Sur State College and Appropriating Funds Therefor” was signed as Republic Act 11220.

Having complied with all the requirements, the conversion of the college was approved by the Commission on Higher Education (CHED) en banc through Resolution No. 494-2019, on August 13, 2019.

Dr. MaricarCasquejo, the Regional Director of the CHED Region XI was designated as the officer In-charge of DSSC from December 12, 2019 to September 27, 2020.

On September 28, 2020, after an extensive search process, the DSSC Board of Trustees approved the appointment of Dr. Augie E. Fuentes as the first president of the institution.

### Offering of Programs

Davao del Sur State College (DSSC) which envisions to become an “internationally-recognized quality driven state institution of higher learning”, will pursue excellence in all its actions providing a safe place for its learners to hone their potentials to innovate and create meaningful learning experiences. Part of this is putting up of facilities which could enhance the avenue for a conducive learning environment.

The College has initially started to widen its competitive advantage over its rival neighboring colleges in terms of program compliance, accreditation and ISO certification. Besides, having the geographical advantage of extension campuses in Sulop and Matanao which captures the markets from South General Santos City and from the West-North Cotabato.

There are 16 programs offered (Table 1) by the college and several consortium programs in graduate level in highly recognized state colleges and university in Mindanao. The table includes new programs.

At present, there are six (6) or 46% of academic programs are program complaint by the Commission on Higher Education Region XI.

*Table 1. Programs offered of Davao del Sur State College.*

<i>Undergraduate Programs Offered in DSSC</i>	
• Bachelor of Science in Agroforestry	• Bachelor of Secondary Education Major in English
• Bachelor of Science in Agriculture Engineering	• Bachelor of Secondary Education Major in Biological Science
• Bachelor of Science in Information Technology	• Bachelor of Secondary Education Major in Technology and Livelihood Education
• Bachelor of Science in Agriculture	• Bachelor of Technology and Livelihood Education Major in Home Economics
• Bachelor of Science in Agri-Business (BSAB): major in Enterprise Management	• Bachelor in Public Administration
• Bachelor of Science in Agricultural and Biosystem Engineering	• *Bachelor of Science in Development Communication
• Bachelor of Elementary Education	• *Bachelor of Science in Accounting Technology
• Bachelor of Secondary Education Major in Mathematics Major in General Science Major in Agri-Fishery Education	• *Bachelor of Science in Accounting Information Systems

Graduate Programs	
<ul style="list-style-type: none"> <li>Master of Arts in Education (MAEd) <ul style="list-style-type: none"> <li>Major in Educational Management</li> <li>Major in Language Teaching</li> <li>Major in Mathematics Teaching</li> <li>Major in Science Teaching</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Master in Business Administration (MBA) <ul style="list-style-type: none"> <li>Major in Agri-business Management</li> </ul> </li> <li>Teacher Certificate Program</li> </ul>

### Enrolment Trends

It was 2nd semester of SY 2019-2020 that Davao del Sur State College begun operating separately from the mother institution (SPAMAST). The enrollees then counts to 3,497. The next school year (SY 2020-2021), there was an increase of 1,580 (45%), though there was a decrease of 465 (9%) during the 2nd semester as anticipated. However, the next semester, SY 2021-2022 given the new programs offered, the college foresee more or less than 5,000 as projected. The figure on comparative enrollment includes 1st semester SY 2016-2017 to 1st semester 2019-2020 which is the enrollment trends in SPAMAST Digos Campus.



The main campus library has the following current amenities and features with the limited floor area in spite of fast growing population:

- General Circulation    20 seaters
- Carrels                    5 seaters
- Learning Commons    20 seaters
- Reading Area            80 seaters

The minimum space requirement of AACUP accreditation is 10% of the entire population that is supposedly 460 seating capacity the library should provide. Given the current condition, the actual capacity of the DSSC main library could only cater 125 seaters.

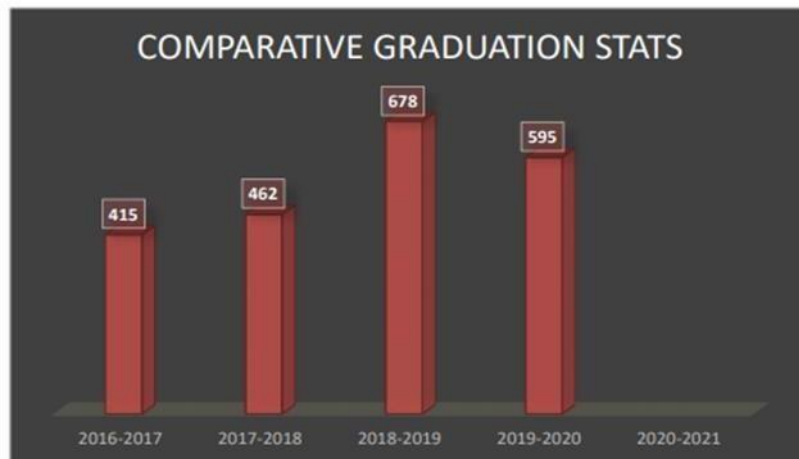
In addition, the Regional Quality Assurance Team (RQuAT) from CHED has required the minimum of 15% seating capacity for reading areas of the college library.

### Graduation Trend

For the past four years, DSSC (formerly SPAMAST- Digos Campus) has an increasing number of graduates. However, due to pandemic, graduates decreased in SY 2019-2020. However, looking at the statistic, library facility could still not suffice the required space to offer conducive learning for the students.

**Comparative Report on Graduation**  
*SY 2016-2017 TO SY 2020-2021*

School Year	No. of Graduates
2016-2017	415
2017-2018	462
2018-2019	678
2019-2020	595
2020-2021	



The Davao del Sur State College (DSSC) functions dynamically in a fast-changing environment. Given the Universal Access to Quality Tertiary Education Act of 2017 (R.A. 10931) that intends to promote and protect the rights of all Filipinos to accessible quality education, the college has to accommodate as many enrollees and give priority to academically able students from poor families.

In congruence with this, the college intends to adapt the paradigm shift in delivering services, from traditional reading area to adapting learning commons and e-library.

The project will be implemented using the guidelines for the design-and-build scheme for the procurement and contract implementation of infrastructure projects as per R.A.9184 and its Implementing Rules and Regulations.

## II. Project Description

### 1. General

The project for operational computer laboratory for programs offered in the college. Davao del Sur State College FIRE-Ready computer laboratories, maintenance and employee's tools for flexible learning provide comprehensive attributes in producing human capital in the region and beyond. The computer laboratories will be compliant to the COPC certificate of program compliance of offered programs in the college and accreditation requirements that would respond to the women and men client's needs. Limited face-to-face is one of the major targets of the government in addressing post-pandemic period, in response to this, the college is shaping its response to network communication and computer laboratories facilities that would provide avenue for experimentations, simulation, drawings, mappings and basic usage of the ON-Fire software and hardware. The project also targets to provide computing tools to the teaching force of the college. Devices that are currently available in the market and would efficiently connect the women and men faculty to the systems of the college including the LMS-Learning Management System. The design for the project was in response to the challenges of FIRE-4.0 Fourth Industrial Revolution.

#### Outcome:

Technologically equipped women and men employees, teaching force, and students responsive to the need of human capital in the region and beyond.

#### Goal:

Establishment of state of the art and On-FIRE Network Communication and computer facilities in different campus of Davao del Sur State College.

### 2. Scope of Work.

In accordance with the Design and Build Scheme for the Procurement of Infrastructure Projects of RA 9184, the Contractor shall perform both the planning and implementation phases of the project. As such, he shall be solely responsible for the general integrity of the detailed engineering design of the building structure. Likewise, he shall also

be responsible for the general design and liable for any structural defects and/or failures that may be found in the completed Project.

The Contractor shall be aware that the Procuring Entity does not guarantee that the preliminary data provided herein are fully correct, up to date and are applicable to the project. He shall be solely responsible for the accuracy and applicability of all data that he will use in his design and build proposal and services.

By submitting his proposal, the Contractor expresses that he has thoroughly examined, carefully reviewed and fully understands all the information including governing laws, standards, conditions and requirements pertinent to the implementation of the project and that his proposal is in agreement therewith.

2.1 Preliminary Design. Prospective bidders shall submit in 20”x 30” blueprint. (for the drawings/designs) the development proposal containing the design drawings based on the design concept provided in section VI: All measurements shall be expressed in metric units.

- i. Perspective View of the exterior Building, Photorealistic Presentation
- ii. Perspective View of the interior (faculty lounge, smart hub room, ground & 2<sup>nd</sup> Floor lobby & hallway), Photorealistic Presentation
- iii. Presentation of 3d walkthrough showing all the exterior (front, left & right elevations).
- iv. Presentation of 3d walkthrough showing all the interior design of (faculty lounge, smart hub room, ground & 2<sup>nd</sup> Floor lobby & hallway).
- v. Tile layout (ground & 2<sup>nd</sup> Floors), clearly labelled (sign & sealed).
- vi. Building Elevations, four (4) views, clearly labelled (sign & sealed).
- vii. Building Sections, two (2) sections, clearly labelled (sign & sealed).
- viii. Provide plans & details of smart hub cubicles clearly labeled (sign & sealed).
- ix. Provide plans & details of doors & windows clearly labeled (sign & sealed).
- x. Provide reflected ceiling plans and details (sign & sealed).
- xi. Provide electrical plans and details (sign & sealed).

The winning bidder shall submit in both electronic (1 copy) and hard (3 copies: 1 orig., 2 reproduced copies).

2.2 Detailed Design. The winning bidder shall submit the detailed plans and designs for the project at the specified timeframe following the design concept provided in section VI including any revisions and refinements as approved and required by the Head of Procuring Entity/DSSC. These shall be submitted in both electronic (1 copy) and hard (3 copies: 1 orig., 2 reproduced copies) copies. The hard copies of the Detailed Designs/Drawings shall be printed on A3 paper size. All measurements shall be expressed in metric units. For clarity and ease of appreciation, use different line weights (and line type and colors if necessary), appropriate drawing scales as per applicable building codes and standards, and appropriate font style and height for both

the printed and electronic copies of the drawings. The following documents shall be deemed complete and comprehensive:

- i. Detailed Architectural Plans and Design (Refer to section VI)
- ii. Detailed Electrical Plans and Design (Refer to section VI)
- iii. General Notes on the manner under which the working plan is to be executed
- iv. Technical Specifications of works and type and quality of construction materials to be used
- v. Bill of Quantities following the prescribed format given in section VIII, Detailed Cost Estimates indicating the unit prices of construction materials, labor rates and equipment rentals and Detailed Unit Price Analysis

2.3 Construction. As a rule, contract implementation guidelines for the procurement of Infrastructure projects shall comply with Annex “E” of this IRR. The following provisions shall supplement these procedures:

2.3.1 No works shall commence unless the Contractor has submitted the required documentary requirements and the Procuring Entity has given written approval. Work execution shall be in accordance with reviewed and approved documents.

2.3.2 2.3.2 The Contractor shall be responsible for obtaining all necessary information as to risks, contingencies and other circumstances which may affect the works and shall prepare and submit all necessary documents specified by the Procuring Entity to meet all regulatory approvals as specified in the contract documents.

2.3.3 The Contractor shall submit a detailed program of work within fourteen (14) calendar days after the issuance of the Notice to Proceed for approval by the Procuring Entity that shall include, among others:

2.3.3.1 The order in which it intends to carry out the work including anticipated timing for each stage of design/detailed engineering and construction;

2.3.3.2 Periods for review of specific outputs and any other submissions and approvals;

2.3.3.3 Sequence of timing for inspections and tests as specified in the contract documents;

2.3.3.4 General description of the design and construction methods to be adopted;

2.3.3.5 Number and names of personnel to be assigned for each stage of the work;

2.3.3.6 List of equipment required on site for each major stage of the work; and

2.3.3.7 Description of the quality control system to be utilized for the project.

2.3.4 Any errors, omissions, inconsistencies, inadequacies or failure submitted by the Contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the Contractor’s cost. If the Contractor wishes to

modify any design or document which has been previously submitted, reviewed and approved, the Contractor shall notify the Procuring Entity within a reasonable period of time and shall shoulder the cost of such changes.

2.3.5 As a rule, changes in design and construction requirements shall be limited only to those that have not been anticipated in the contract documents prior to contract signing and approval. The following guidelines shall govern approval for change or variation orders:

2.3.5.1 Change Orders resulting from design errors, omissions or non-conformance with the performance specifications and parameters and the contract documents by the Contractor shall be implemented by the Contractor at no additional cost to the Procuring Entity.

2.3.5.2 Provided that the Contractor suffers delay and/or incurs costs due to changes or errors in the Procuring Entity's performance specifications and parameters, he shall be entitled to either one of the following:

2.3.5.3 An extension of time for any such delays under Section 10 of Annex "E";  
or

2.3.5.4 Payment for such costs as specified in the contract Documents, provided, that the cumulative amount of the variation order does not exceed ten per cent (10%) of the original contract price.

2.3.6 The contract documents shall include the manner and schedule of payment specifying the estimated contract amount and instalments in which the contract price will be paid.

2.3.7 The Contractor shall be entitled to advance payment subject to the provisions of Section 4 of Annex "E".

2.3.8 The Procuring Entity shall define the quality control procedures for the design and construction in accordance with agency guidelines and shall issue the proper certificates of acceptance for sections of the works or the whole of the works as provided for in the contract documents.

2.3.9 The Contractor shall provide all necessary equipment, personnel, instruments, documents and others to carry out specified tests.

2.3.10 This design and build projects shall have a minimum Defects Liability Period of one (1) year after contract completion or as provided for in the contract documents. This is without prejudice, however, to the liabilities imposed upon the engineer/architect who drew up the plans and specification for a building sanctioned under Section 1723 of the New Civil Code of the Philippines.

2.3.11 The Contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty periods specified in Section 62.2.3.2 of the IRR.

2.4 Completion. Upon completion, the Contractor shall submit a complete set of As-Built (AB) Documents to the Procuring Entity as described in their contracts. These shall be submitted in both electronic (AutoCAD File) (1 copy) and hard (3 copies: 1 orig., 2



reproduced copies) copies. The hard copies of the Detailed Designs/Drawings shall be printed on A3 paper size

### III. Time Frame

Upon receipt and signing of Notice to Proceed (NTP), the Contractor shall commence implementing the Contract. The Contractor is required to complete the Project within the schedule prescribed below:

Activity	Months											
	9	10	11	12	1	2	3	4	5	6	7	
Planning, Detailed Design and approval, bidding, posting and awarding of NTP.												
Repair and improvements.												

### IV. Approved Budget for the Contract (ABC)

The total Approved Budget for the Contract (ABC) of this Design and Build Project is Nine Million Eight Hundred Thousand pesos only (PhP9,800, 000.00).

### V. Project Site

#### 1. General

The proposed improvement of DSSC GENED building is located within the property of the Digos campus of Davao del Sur State College.

#### 2. Architectural Requirements

All architectural and structural designs and specifications shall conform to the following Laws, Codes and Standards:

- i. National Building Code of the Philippines (Latest Edition)

- ii. RA 9266 or Architecture Law (Latest Edition)
- iii. BP 344 or Accessibility Law (Latest Edition)
- iv. RA 9514 or New Fire Code of the Philippines
- v. Bureau of Product Standards (BPS)
- vi. Applicable Local Codes and Ordinances
- vii. Other Applicable Laws

(FOR ITEM NO. 1)

### 3. DEMOLITION WORKS

Opening of existing walls for additional doors  
Removal of window grills and casement framing  
Removal of ceiling boards and joist  
Removal of electrical wirings and lightings  
Removal of old data cables  
(Please see attached Floor Plan)

### 4. TILE WORKS

Use polished glazed tile 600 x 600 mm for flooring areas “Marble white” using tile adhesive with tile adhesive additive.

Apply tile grout.

Install 50mm wide aluminum step nosing on all steps & stairs.

(Please see attached Floor Plan)

### 5. PAINTING WORKS

Sand all surfaces for painting & apply concrete primer.

Apply at least 2 coats of masonry putty on all masonry walls.

Re-apply concrete primer & apply at least 2 coats of gloss top coat paint.

(Please see attached Conceptual Perspective)

## 6. CEILING WORKS

### **Ceiling on 2nd floor lobby & hallway:**

Use Gypsum board (9.0mm thick)

Use double metal furring (0.40mm thick), carrying channels (0.60mm thick) and wall angles (0.40mm thick) using threaded rod for hangers (8mm diameter).

### **Ceiling on Smart Hub Rooms:**

Use acoustic board fine fissured (16mm thick x 610 mm x 1200mm)

Use main tee & cross sections as framings using threaded rod for hangers (8mm diameter).

### **Roof Eaves Ceiling:**

Use pre-painted mini rib/ventilated with pre-painted, pre-moulded end mouldings

Use double metal furring (0.40mm thick), carrying channels (0.60mm thick) and wall angles (0.40mm thick) using threaded rod for hangers (8mm diameter)

## 7. CUBICLE

For smart hub cubicle, use 18mm thick marine laminated board (18mm thick) and 3/16 inch thick glass with complete accessories.

(Please see attached Detailed Plan)

## 7. MASONRY & CONCRETE WORKS

Construct 2 additional units of concrete steps tile finished at ground floor. (Please see attached Plan)

Install 2 inch diameter Stainless Steel Handrail-Grade 304 and 1 ½ inch diameter Railings-Grade 304 on both sides of the steps. (Please see attached Plan)

Remove existing concrete steps on both sides of the building. (Please see attached Plan)

Remove existing Steel Handrail at Center Stair and Replace with 2 inch diameter Stainless Steel Handrail- Grade 304.

## 9. PLASTERING WORKS

Apply plastering on all newly opened entrance & exit. (Please see attached Plan)

## 10.FURNITURE & FIXTURES

Supply and delivery of the following:

- 43 pcs mid-back ergonomic office chairs, mesh airflow backrest, padded arm rest
- 8 pcs high back ergonomic office chair, mesh airflow backrest, padded arm rest
- 8-seater conference table using MFC board; Color: soft walnut and AB walnut combination
- 1 set 2-seaters sofa (Leatherette); Double-stitched; Color: Black
- 1 set L-shape 5-seaters sofa (Leatherette); Double-stitched; Color: Black

(FOR ITEM NO. 2)

## 11. WINDOWS

Fabricate & install combination awning & fixed windows with 5mm thick dark grey glass on powder coated aluminum frames.

Use 1 ¾” x 1 ¾” aluminum tube for framings & mullions.

Apply Norton Tape.

## 12. DOORS

### **For Smart Faculty Hub to Conference Room and Electrical Room**

Use kiln-dried panel door with viewing glass.

Use G.I. pre-fab door jambs.

### **For Main Doors (8 Classrooms)**

Use tempered frameless glass door with ½” thick glass with complete accessories like door locks, door hinges, door handles & closers. (Please see attached Drawings)

## 13. ELECTRICAL WORKS

I. Codes and Standards. Electrical installations of the equipment shall conform to a well-recognized engineering practice and the Laws, Codes and Standards listed below:

- Philippine Electrical Code (PEC)
- National Electrical Code (NEC)
- New Fire Code of the Philippines
- National Building Code of the Philippines and Its New IRR
- Existing Local Codes and Ordinances
- American Society for Testing Materials (ASTM)
- Bureau of Product Standards (BPS)
- Underwriters Laboratory (UL)
- National Fire Protection Association
- International Electrotechnical Commission (IEC)
- Illumination Engineering Society (IES)
- National Electrical Manufacturer’s Association (NEMA)
- IEEE Standards

## II. Materials.

All materials to be installed shall be brand new conforming to the applicable standards.

- Use of LED (Light-Emitting Diode) lighting fixtures is highly recommended.
- Use THHN copper wire (UL Listed) of size not smaller than 3.5 sq. mm.
- No conduit of dia. less than 20mm shall be installed. PVC conduit shall be rigid. Rigid steel pipes (RSC, RMC, EMT, IMC, EMT) shall be zinc coated or galvanized.
- Panel boards shall be flush mounted with certain main and din-rail type miniature circuit breakers for branch circuits. Panel boards shall have earth and neutral terminals/bus.
- Electrical tapes shall be of electrical friction or rubber with insulation and protection rating of 600V.
- All boxes shall be uPVC type and approved products of reputable manufacturers. The size shall be 50mm x 100mm for utility boxes and 100mm octagonal for junction boxes.
- Switches shall be LED illuminated, wide series and product of reputable manufacturer with ratings 10A, 250V or as noted and approved.
- General use receptacles shall be wide series and product of reputable manufacturer with ratings 15A, 250V grounding type or as noted and approved.
- Special purpose receptacles shall be product of reputable manufacturer with ratings as indicated on the drawings and specifications with provision for earth terminal.

## III. Power System

- Building's Electrical Service Entrance connection shall have underground roughing-in provisions (electrical manholes) for the underground cabling distribution from the Electrical Three-phase Power house situated nearest to the building structure.
- Use 400-Volts line to line, 230 volts line to neutral service 3-phase, 4-wire entrance connection for the building.
- Entrance wires shall be in rigid steel conduit embedded and protected sufficiently underground.
- A grounding system shall be installed that is compliant to the provisions of the Philippine Electrical Code.
- Building's Electrical distribution system shall have Normal power and Emergency power distribution.
- Electrical room shall be provided with complete signage.
- Old panelboards shall be removed and old electrical connections of the building shall be integrated to the new electrical system.
- Future loads shall be included in the electrical computation of the building.
- Building's Main Distribution Panel shall have LED Digital Panel Multi-Function Meter for at least Current and Voltage functions.
- Distribution Panels shall be installed for each floor of the building.
- All Smart Hub and Faculty Hub Rooms shall have its own Electrical Panel
- All Panel boards shall be power-coated, ground-bonded and with lockable doors.
- All Panel boards and all Branch circuits shall be properly labelled and tagged.
- The system shall be ready for emergency power (alternate source) connection in case of brownout.
- Power outlets shall be adequate for office functions.
- Electrical connections with Nema 3R and appropriate circuit breakers for Airconditioning Unit shall be provided.
- Smart Hub and Faculty Hub Computers shall have its own electrical circuit and outlets.
- Install floor outlets if space and room utilization so require (discourage the use of extension wires for power connection).

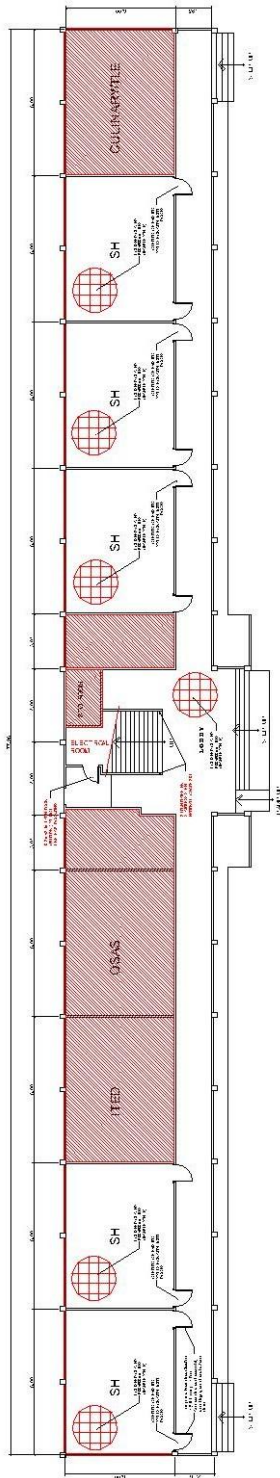
#### IV. Lighting System

- Adopt an energy-saving design.
- The lighting design shall be adequate for the size, type, and in conformance to illumination standards for institutional buildings (300 - 500 lux).
- Lighting Fixtures for all rooms shall be at least 40W 60cm x 60cm Led Panel Lights
- Lighting Fixtures for hallways shall be at least 15W Led Lights
- Lighting fixtures shall be flush mounted on ceilings except for areas without ceilings
- Install Emergency lights in every habitable rooms, stairways and hallways.
- Install Emergency Exits with illuminated doubled faced exit lights and signage.

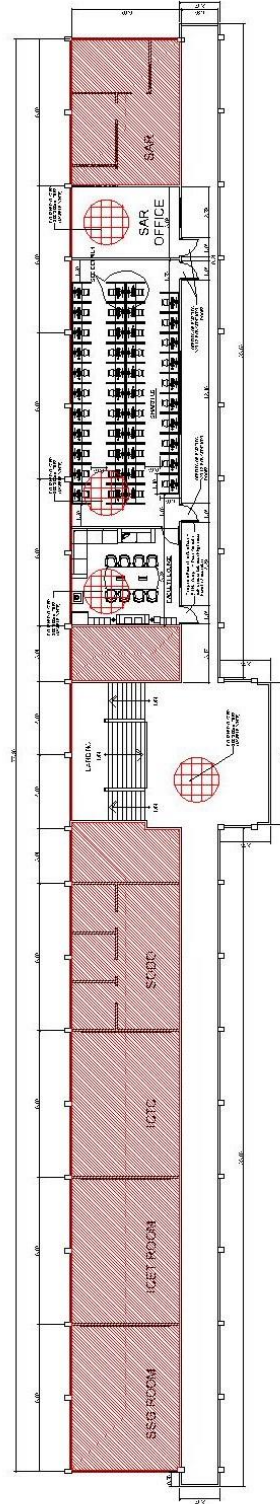
#### I. CONCEPTUAL DESIGN AND DRAWING

(See attached file)

## *Section VII. Drawings*



01  
A1  
GROUND FLOOR PLAN  
SCALE

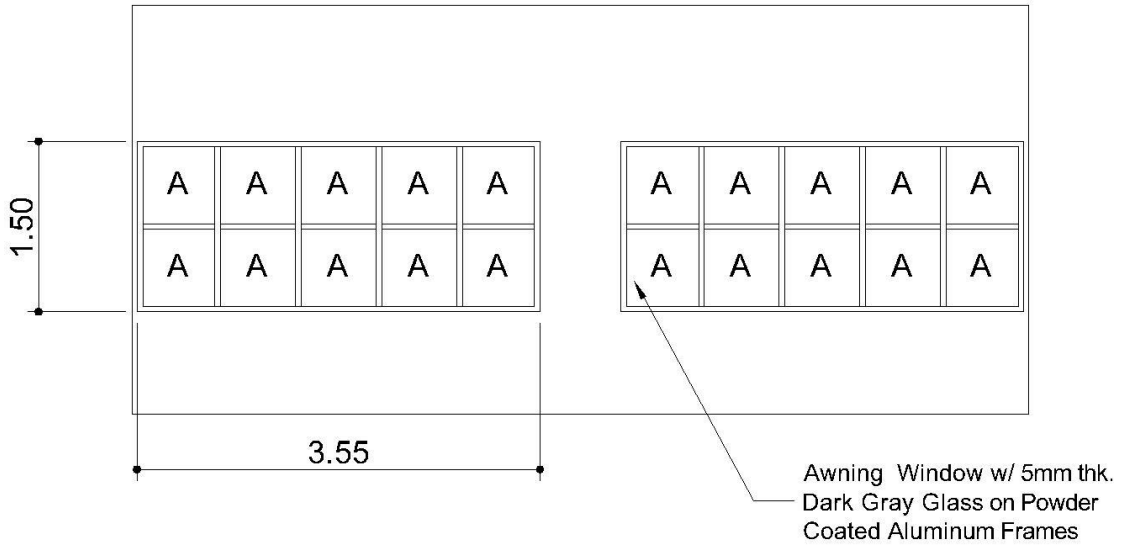


02  
A1  
SECOND FLOOR PLAN  
SCALE

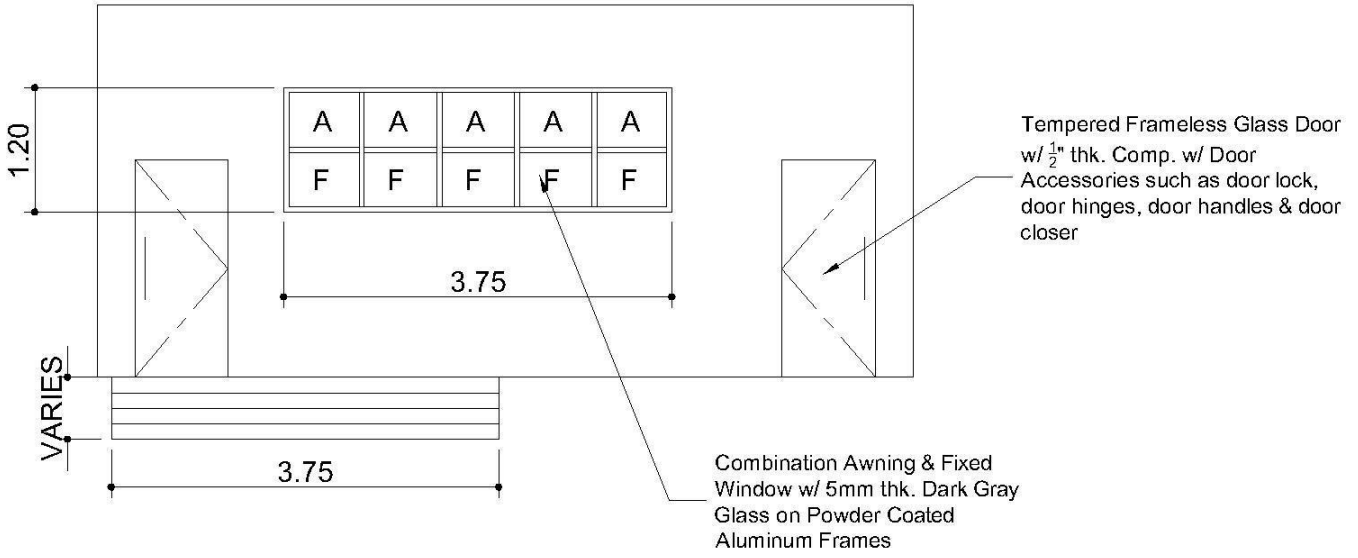
**LEGEND:**

 EXCLUDED WORK

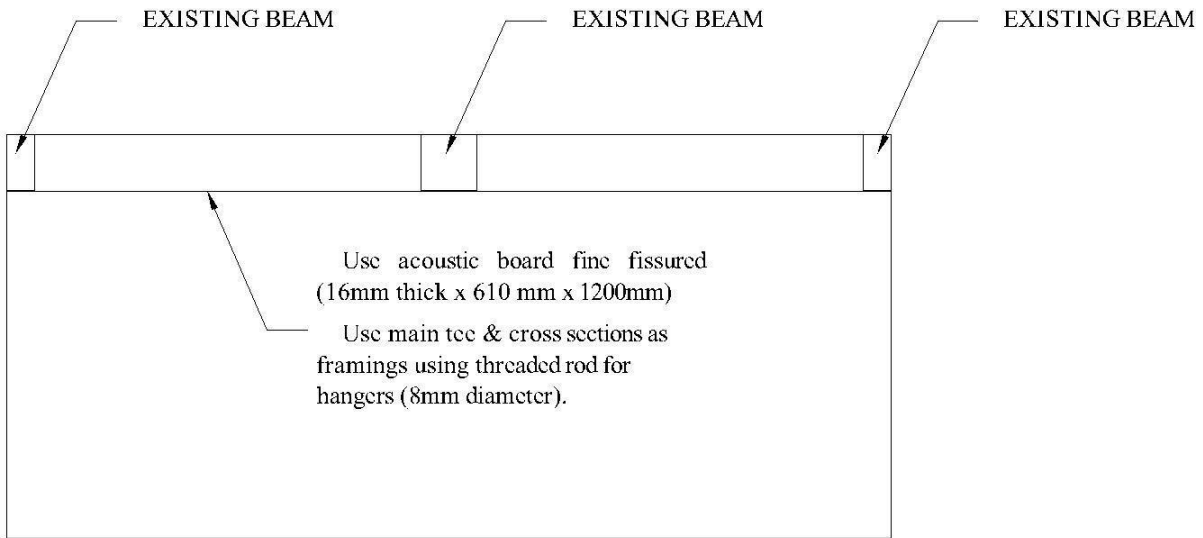




**REAR VIEW**



**FRONT VIEW**



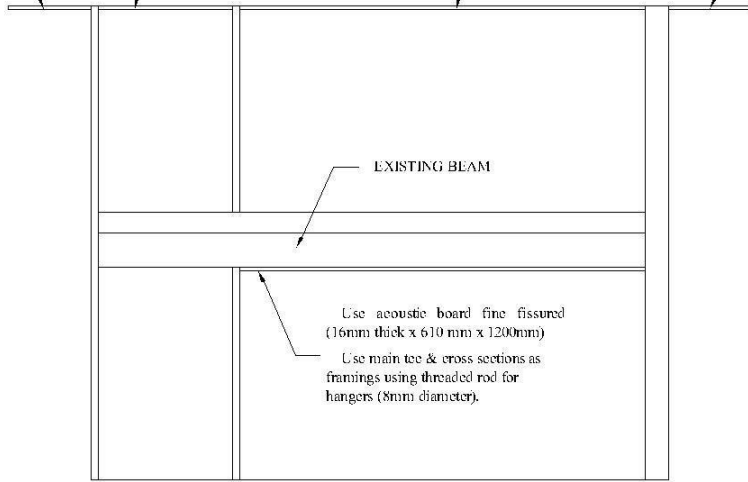
**TYPICAL ROOM SECTION (LONGITUDINAL)**

Use pre-painted mini rib/ventilated with pre-painted, pre-moulded end mouldings  
 Use double metal furring (0.40mm thick), carrying channels (0.60mm thick) and wall angles (0.40mm thick) using threaded rod for hangers (8mm diameter)

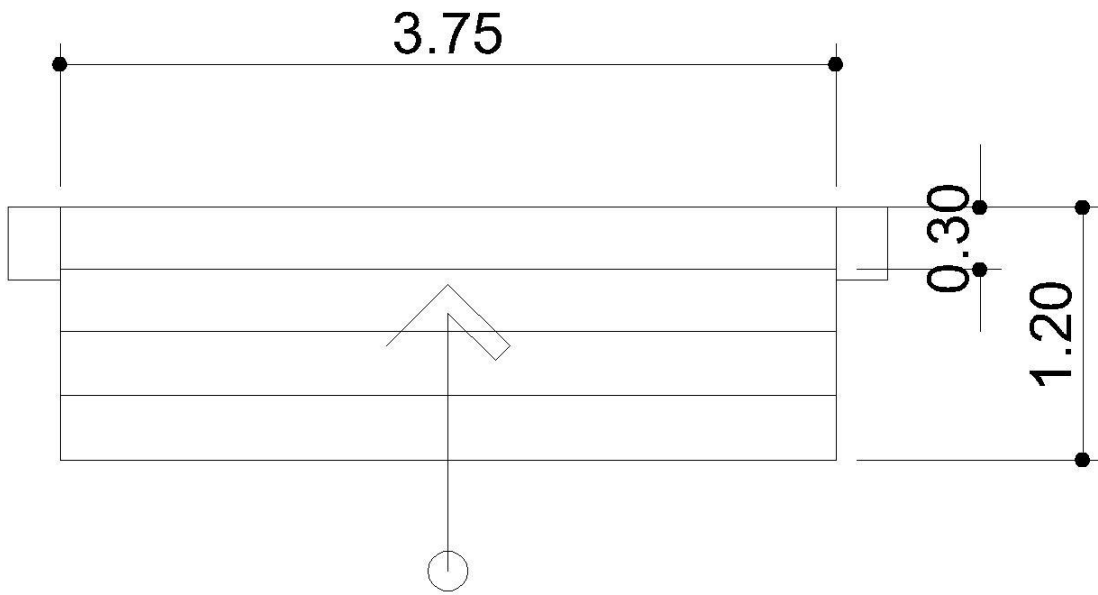
Use Gypsum board (9.0mm thick)  
 Use double metal furring (0.40mm thick), carrying channels (0.60mm thick) and wall angles (0.40mm thick) using threaded rod for hangers (8mm diameter).

Use acoustic board fine fissured (16mm thick x 610 mm x 1200mm)  
 Use main tee & cross sections as framings using threaded rod for hangers (8mm diameter).

Use pre-painted mini rib/ventilated with pre-painted, pre-moulded end mouldings  
 Use double metal furring (0.40mm thick), carrying channels (0.60mm thick) and wall angles (0.40mm thick) using threaded rod for hangers (8mm diameter)

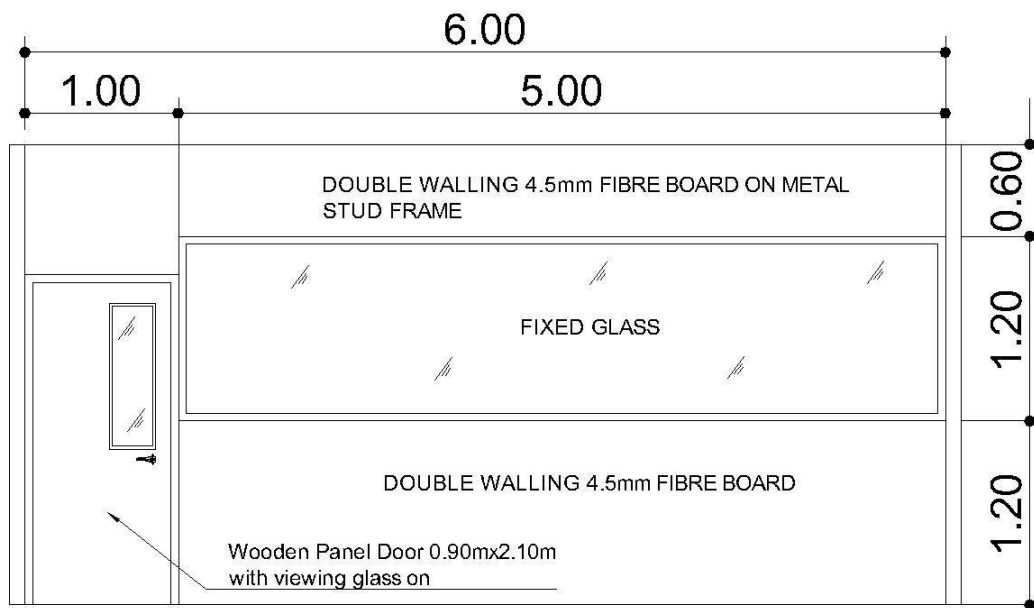


**TYPICAL ROOM SECTION (TRANSVERSE)**

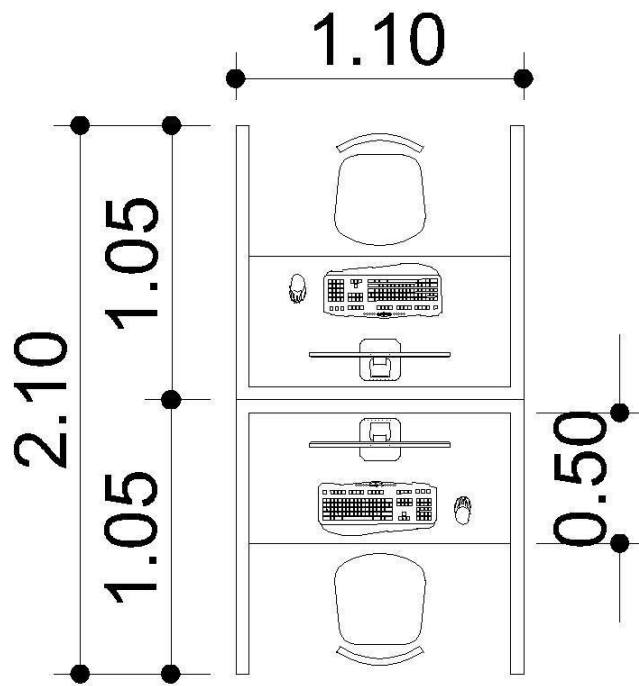


STEP UP

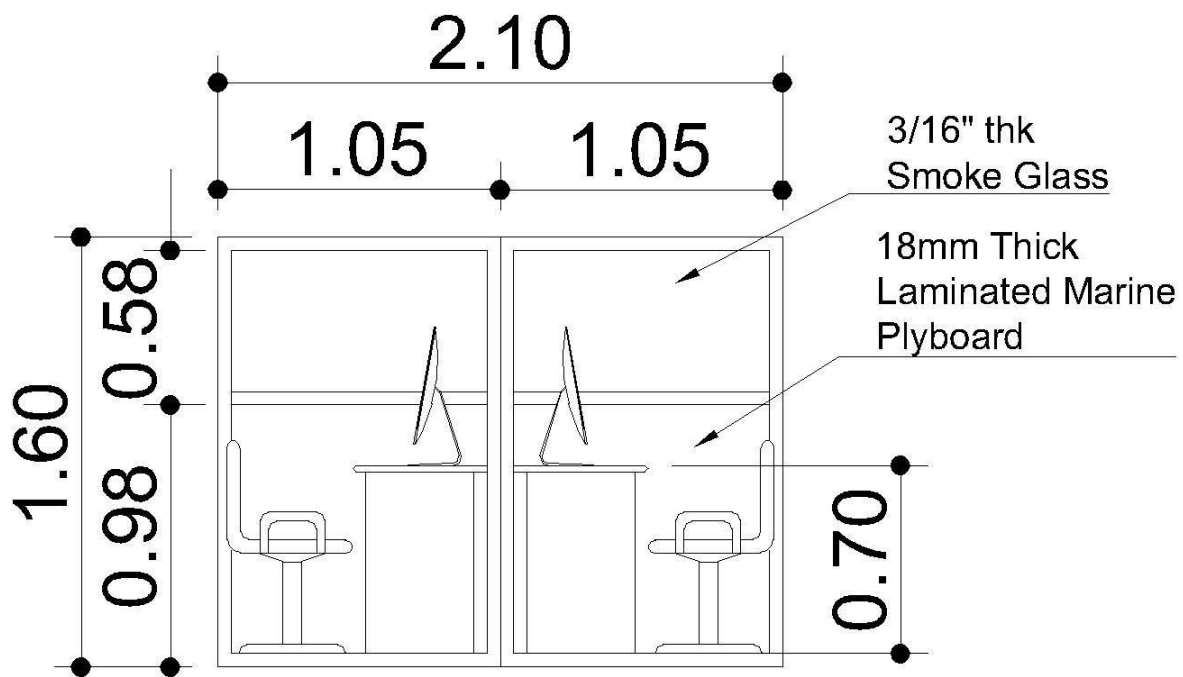
STAIR PLAN



**SECTION AT CONFERENCE AND FACULTY SMART HUB**



## CUBICLE PLAN



## CUBICLE SECTION



# ELECTRICAL SCHEDULE OF LOAD

## SMART HUB

	Circuit	Quantity	Power (KW)	Total Power (KW)	Voltage (L-N)	Phase	Poles
1	LIGHTING OUTLET	9	0.1	0.9	240	1	1
2	CONVENIENCE OUTLET	6	0.18	1.08	240	1	1
3	AIRCON OUTLET 1	1	1.8	1.8	240	1	1
4	COMPUTER OUTLET 1	20	0.2	4	240	1	1
5	AIRCON OUTLET 2	1	1.8	1.8	240	1	1
6	COMPUTER OUTLET 2	20	0.2	4	240	1	1
7	SPARE	1	4	4	240	1	1

## FACULTY HUB

	Circuit	Quantity	Power (KW)	Total Power (KW)	Voltage (L-N)	Phase	Poles
1	LIGHTING OUTLET	12	0.1	1.2	240	1	1
2	LIGHTING OUTLET	12	0.1	1.2	240	1	1
3	CONVENIENCE OUTLET	6	0.36	2.16	240	1	1
4	CONVENIENCE OUTLET	6	0.36	2.16	240	1	1
5	CONVENIENCE OUTLET	6	0.36	2.16	240	1	1
6	AIRCON OUTLET 1	1	2	2	240	1	1
7	AIRCON OUTLET 2	1	2	2	240	1	1
8	AIRCON OUTLET 3	1	2	2	240	1	1
9	PC1	20	0.3	6	240	1	1
10	AIRCON OUTLET 4	1	2	2	240	1	1
11	PC2	20	0.3	6	240	1	1
12	AIRCON OUTLET 5	1	2	2	240	1	1
13	AIRCON OUTLET 6	1	2	2	240	1	1
14	SPARE	1	8	8	400	3	3



CONCEPTUAL VIEW



## *Section VIII. Bill of Quantities*

NAME OF PROJECT : INFRASTRUCTURE AND SMART CAMPUS DEVELOPMENT  
OPERATIONALIZATION OF FACE-TO-FACE CLASSES AND  
UPGRADING/PROCUREMENT OF EQUIPMENT (EXISTING GENERAL  
EDUCATION BUILDING)

LOCATION : DSSC DIGOS CAMPUS, DIGOS CITY, DAVAO DEL SUR

APPROVED BUDGET : Php 9,800,000.00  
FOR THE CONTRACT

TOTAL PROJECT DURATION: 60 CALENDAR DAYS

### BILL OF QUANTITIES (BOQ)

ITEM DESCRIPTION	QTY	UNIT	UNIT COST (in Php)	TOTAL AMOUNT (in Php)
Item I: Demolition and Clearing		lot		
Item II: Tileworks		sq.m		
Item III: Painting Works		sq.m		
Item IV: Ceiling Works		sq.m		
Item V: Cubicle		units		
Item VI: Masonry Works and Concrete Works		sq.m		
Item VII: Plastering		sq.m		
Item VIII: Windows		sq.ft		
Item IX: Doors		sets		
Item X: Furnitures and Fixtures		lot		
Item XI: Electrical Works		lot		

Prepared by:

\_\_\_\_\_  
Contractor

## *Section IX. Checklist of Technical and Financial Documents*

# 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 shall be supported by the Notice of Award and/or Contract, Purchase Order and Delivery receipt or Sales Invoice; **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 shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner’s Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted; **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) Certificate of Site Inspection issued by the Procuring Entity; **and**
- (k) 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. Duly Signed Manpower Utilization Schedule
- e. Duly Signed Key Personnel Certificate / Contract of Employment
- f. Duly Signed Key Personnel Bio-Data with PRC License/Accreditation & Latest Professional Tax Receipt (PTR);
- g. Preliminary Design. Prospective bidders shall submit in 20"x 30" blueprint. (for the drawings/designs) the development proposal containing the design drawings based on the design concept provided in section VI: All measurements shall be expressed in metric units.
  - i. Perspective View of the exterior Building, Photorealistic Presentation
  - ii. Perspective View of the interior (faculty lounge, smart hub room, ground & 2<sup>nd</sup> Floor lobby & hallway), Photorealistic Presentation
  - iii. Presentation of 3d walkthrough showing all the exterior (front, left & right elevations).
  - iv. Presentation of 3d walkthrough showing all the interior design of (faculty lounge, smart hub room, ground & 2<sup>nd</sup> Floor lobby & hallway).
  - v. Tile layout (ground & 2<sup>nd</sup> Floors), clearly labelled (sign & sealed).
  - vi. Building Elevations, four (4) views, clearly labelled (sign & sealed).
  - vii. Building Sections, two (2) sections, clearly labelled (sign & sealed).
  - viii. Provide plans & details of smart hub cubicles clearly labeled (sign & sealed).
  - ix. Provide plans & details of doors & windows clearly labeled (sign & sealed).
  - x. Provide reflected ceiling plans and details (sign & sealed).
  - xi. Provide electrical plans and details (sign & sealed).

**and**

- (1) 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

- (m) 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**
- (n) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

***Class "B" Documents***

- (o) 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**

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

Other documentary requirements under RA No. 9184

- (q) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (r) 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**
- (s) Cash Flow by Quarter.



