



**BID DOCUMENTS**

**FOR THE**

**NEGOTIATED PROCUREMENT**

**FOR CONSTRUCTION AND/OR**

**REHABILITATION OF MULTI-**

**PURPOSE BUILDING INCLUDING**

**PHP500,000.00 FOR SPORTS'**

**FACILITIES**



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## *Instructions to Bidders*

Item Clause																												
1	<p>The Procuring Entity is <b>KALINGA STATE UNIVERSITY</b>.</p> <p>The name of the Contract is <b>Construction and/or Rehabilitation of Multi-Purpose Building including Php500,000.00 for Sports' Facilities</b>.</p>																											
<b>Error! Reference source not found.</b>	<p>The Funding Source is:</p> <p>The Government of the Philippines (GoP) through <b>Capital Outlay (CO) CY 2017 approved by the Board of Regents through Board Resolution No. 1402, Series of 2017</b> in the amount of <b>One Million, Four Hundred Fifty-four Thousand, Six Hundred Ninety-seven Philippines Pesos and Fifty-one Centavos (Php 1,454,697.51)</b>.</p> <p>The name of the Project is <b>Construction and/or Rehabilitation of Multi-Purpose (Food Court) Building including Php500,000.00 for Sports' Facilities</b>.</p>																											
3	For this purpose, similar contracts shall refer to contracts, which have the same major categories of work like <b>1-storey building construction</b> .																											
4	Subcontracting is not allowed.																											
5	<p>PCAB License Category Requirements:</p> <p style="padding-left: 40px;">Principal Classification : <b>General Engineering/General Building</b>                      License Category : <b>C &amp; D</b>                      Size Range : <b>Small B</b></p>																											
6	<p>The minimum work experience requirements for key personnel are the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Key Personnel</th> <th style="text-align: center;">General Experience</th> <th style="text-align: center;">Relevant Experience</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td style="text-align: center;">3 years</td> <td style="text-align: center;">3 years</td> </tr> <tr> <td>Project Engineer</td> <td style="text-align: center;">3 years</td> <td style="text-align: center;">3 years</td> </tr> <tr> <td>Materials Engineer</td> <td style="text-align: center;">3 years</td> <td style="text-align: center;">3 years</td> </tr> <tr> <td>Civil Engineer/ Structural Engineer</td> <td style="text-align: center;">3 years</td> <td style="text-align: center;">3 years</td> </tr> <tr> <td>Professional/Registered Electrical Engineer</td> <td style="text-align: center;">3 years</td> <td style="text-align: center;">3 years</td> </tr> <tr> <td>Sanitary Engineer/Master Plumber</td> <td style="text-align: center;">3 years</td> <td style="text-align: center;">3 years</td> </tr> <tr> <td>Construction Safety and Health Officer</td> <td style="text-align: center;">3 years</td> <td style="text-align: center;">3 years</td> </tr> <tr> <td>Foreman</td> <td style="text-align: center;">3 years</td> <td style="text-align: center;">3 years</td> </tr> </tbody> </table> <p><b>Note:</b> All the Key Personnel should have applicable and prescribed General and Relevant Experiences in their line of specializations and have valid PRC licenses/certificates.</p>	Key Personnel	General Experience	Relevant Experience	Project Manager	3 years	3 years	Project Engineer	3 years	3 years	Materials Engineer	3 years	3 years	Civil Engineer/ Structural Engineer	3 years	3 years	Professional/Registered Electrical Engineer	3 years	3 years	Sanitary Engineer/Master Plumber	3 years	3 years	Construction Safety and Health Officer	3 years	3 years	Foreman	3 years	3 years
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Foreman	3 years	3 years																										



7	<p>The minimum major equipment requirements are the following:</p> <table border="1" data-bbox="414 336 1458 817"> <thead> <tr> <th>Equipment</th> <th>Capacity</th> <th>Number of Units</th> </tr> </thead> <tbody> <tr> <td>Dumptruck</td> <td>10 cu.m.</td> <td>1</td> </tr> <tr> <td>Back Hoe</td> <td>80 cu.m.</td> <td>1</td> </tr> <tr> <td>Plate Compactor</td> <td>5hp</td> <td>1</td> </tr> <tr> <td>Concrete Mixer</td> <td>1 bagger</td> <td>1</td> </tr> <tr> <td>Portable Concrete Vibrator</td> <td></td> <td>1</td> </tr> <tr> <td>Disk Grinder/Cutter</td> <td></td> <td>1</td> </tr> <tr> <td>Bar Bender/Bar Cutter</td> <td></td> <td>1</td> </tr> <tr> <td>Welding Machine</td> <td></td> <td>1</td> </tr> <tr> <td>Acetylene with cutting outfit</td> <td></td> <td>1</td> </tr> <tr> <td>Set of Plumbing Tools</td> <td></td> <td>1</td> </tr> <tr> <td>Set of Power Tools</td> <td></td> <td>1</td> </tr> </tbody> </table>	Equipment	Capacity	Number of Units	Dumptruck	10 cu.m.	1	Back Hoe	80 cu.m.	1	Plate Compactor	5hp	1	Concrete Mixer	1 bagger	1	Portable Concrete Vibrator		1	Disk Grinder/Cutter		1	Bar Bender/Bar Cutter		1	Welding Machine		1	Acetylene with cutting outfit		1	Set of Plumbing Tools		1	Set of Power Tools		1
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8	<p>The following Financial Documents are needed:</p> <ol style="list-style-type: none"> <li>1) Bid prices in the Bill of Quantities; and</li> <li>2) Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid.</li> </ol>																																				
9	<p>The ABC is <b>One Million, Four Hundred Fifty-four Thousand, Six Hundred Ninety-seven Philippines Pesos and Fifty-one Centavos (Php 1,454,697.51)</b>.</p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>																																				
10	<p>The bid prices shall be quoted in Philippine Pesos.</p>																																				
11	<p>The address for submission of bids is:</p> <p style="text-align: center;"><b>Dr. Amado P. Imper</b>  <b>Chairman, Bids and Awards Committee</b>  <b>Kalinga State University – Main Campus</b>  <b>National Highway, Purok 6, Bulanao, Tabuk City, Kalinga</b></p> <p>The deadline for submission of bids is <b>before 10:00 AM of September 11, 2017 (Monday)</b>.</p>																																				
12	<p>The place of bid opening is:</p> <p style="text-align: center;"><b>Conference Hall, Administration Building</b>  <b>Kalinga State University – Main Campus</b>  <b>National Road, Purok 6, Bulanao, Tabuk City, Kalinga</b></p> <p>The date and time of bid opening is <b>after 10:01 AM of September 11, 2017 (Monday)</b>.</p>																																				
13	<p><i>Contract documents relevant to the Project:</i></p> <p>The following relevant documents are to be submitted during the bid submission:</p> <ol style="list-style-type: none"> <li>1. Duly signed Construction PERT/CPM</li> <li>2. Duly signed Construction Equipment Utilization Schedule</li> </ol>																																				



## *Conditions of Contract*

Item Clause	
1	<p>The <b>Intended Completion Date</b> is <b>Sixty-six (66) calendar days</b>.</p> <p><i><b>NOTE:</b> The contract duration shall be reckoned from the start date (NTP) and not from contract effectivity date.</i></p>
2	<p>The <b>Procuring Entity</b> is:</p> <p style="text-align: center;"><b>Kalinga State University National Highway, Purok 6 Bulanao, Tabuk City, Kalinga.</b></p>
3	<p>The <b>Procuring Entity's Representative</b> is:</p> <p style="text-align: center;"><b>Dr. Eduardo T. Bagtang University President Kalinga State University National Highway, Purok 6 Bulanao, Tabuk City, Kalinga.</b></p>
4	<p>The <b>Site</b> is located at <b>Kalinga State University Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga</b> and is defined in drawings No. <i>[Insert Number]</i>.</p>
5	<p>The <b>Works</b> consist of <b>Construction and/or Rehabilitation of Multi-Purpose (Food Court) Building including Php500,000.00 for Sports' Facilities</b>.</p>
6	<p>The Performance security shall cover the period from the time of the signing of the contract until the final acceptance of the project by the government wherein the warranty period as prescribed in Sec. 62.2.2 of the IRR of RA 9184 shall have commenced. For this reason, the coverage of the performance security shall include the defects liability period of one (1) year and shall be due for release only after the Certificate of Final Acceptance is issued by the procuring entity.</p>
7	<p>The Funding Source is the <b>Government of the Philippines, through the GAA Capital Outlay CY 2017</b>.</p>
<b>Error! Reference source not found.</b>	<p>The amount of the advance payment is <b>equivalent to fifteen percent (15%) of the Total Contract Price to be paid in lump by the KSU</b>.</p>



## **TERMS OF REFERENCE**

### **BACKGROUND:**

The Kalinga State University is to engage for the Construction services of a qualified construction company to construct and/or rehabilitate the State University **Multi-Purpose (Food Court) Building including Sports Facilities.**

### **I. PROJECT DESCRIPTION**

- a. Project Name : Construction and/or Rehabilitation of Multi-Purpose Building including Php500,000.00 for Sports' Facilities**
- b. Location : Bulanao Campus, Kalinga State University, Purok 6, Bulanao, Tabuk City, Kalinga**
- c. Floor Area : 259.65 sq.m. ( Coverage of the scope of works)**
- d. End-User : Dr. Lope T. Buen (Bulanao Campus Administrator)**

### **II. OBJECTIVE OF THE TERMS OF REFERENCE (TOR)**

- 2.1** To provide a background information regarding the preparation and submission of bid proposal to the Kalinga State University;
- 2.2** To provide a background information regarding the proposed project which should be handled at the lowest possible cost, acceptable quality and performance and in the shortest possible time the bidder has to offer;
- 2.3** To outline and summarize the “Scope of Work” of the Contractor that has to be performed under the terms of its contract with the Kalinga State University; and
- 2.4** To provide penalties in case of breach of the Contractor’s obligations.

### **III. ROLE OF THE CONTRACTOR**

- 3.1** The Contractor, for which this TOR applies, shall furnish necessary equipment, labor, tools, facilities and instruments for the construction of the Architectural, Structural, Electrical and Sanitary related to the project sufficient enough to perform construction services that is covered in the contract.

In this regard, the Contractor or the key personnel to be assigned must have professional experience compatible with the undertaking as stipulated in Item Clause 12.1(b)(ii.2) of the Bid Data Sheet.

- 3.2** The Contractor at all times, should refer to the KSU Infrastructure Unit regarding corrections, plans and specifications, Variation orders and Quality control requirements of the project;



- 3.3 The Contractor shall assign to its designated project engineer to prepare daily construction logbook and pouring permits which has to be approved by the KSU Infrastructure unit prior to pouring.
- 3.4 The Contractor shall also implement the construction activities to complete the project in accordance with the approved construction drawings and specifications and the scope of work as specified in the contract;
- 3.5 Construction Phase should be completed within **Sixty-six (66) calendar days from receipt of Notice to Proceed;**

#### IV. GENERAL CONDITIONS

- 4.1 The Contractor shall supply labor, materials and equipment, necessary for the **Construction and/or Rehabilitation of Multi-Purpose Building including Php500,000.00 for Sports' Facilities.**

The activities of the Contractor for the construction would include but will not be limited to the following:

- 4.1.1 Designate one (1) Project Engineer who shall work full time during the construction period/duration of the contract. He shall be in charge of the construction work and is expected to perform the following:
  - a. Document, schedule, oversee & monitor the day-to-day construction works.
  - b. Coordinate, address and resolve all concern/s of nearby buildings and structures relative to the construction and related services as required by LGU and other regulating agencies.
  - c. Conduct a project status meeting every Friday with the KSU Infrastructure Unit during which a progress report on all activities for the week will be submitted.
- 4.1.2 Designate one (1) Materials Engineer who shall work full time during pouring periods.

#### V. PROJECT IMPLEMENTATION/CONSTRUCTION

- 5.1 The Contractor shall carry out and complete all items of work in accordance with the approved plans and specifications.

##### 5.1.1 ENGINEERING SUPPORT SERVICES

The Contractor shall prepare the revised major modifications/changes in the design after the approval of the proponent during the construction implementation, if any.

##### 5.1.2. PROGRESS REPORTS

The Contractor shall prepare weekly and monthly accomplishment reports supported with progress photographs and S-Curves to monitor actual progress to be used as basis for progress billing to be submitted to the KSU Infrastructure Unit.

##### 5.1.3 TURN-OVER OF THE COMPLETED PROJECT

The Contractor shall fully address and comply with the final punchlist to be issued by the KSU Infrastructure unit prior to the Turn-over and Acceptance of the completed project.

##### 5.1.4 WATER AND ELECTRICITY



The Contractor shall install electric meter and water meter in their construction sites and shall pay the actual amount water and electricity bills based on their usage at prevailing rate. During concrete pouring, the contractor shall bring his own water.

## **VI. PROVISIONS FOR STORAGE & MATERIAL HANDLING**

- 6.1** The Contractor shall store his materials, equipment and tools in one place of the construction site during construction. The area shall be coordinated with the KSU Infrastructure Unit. It shall be kept neat and clean at all times. Any damage thereto or to the surrounding area arising from any accident, paint spills, etc. shall be repaired and/or restored to its original condition. Likewise, extra care shall be taken in the storage of hazardous chemicals (paints, thinners, lacquers, oils, solvents, etc.) in order to avoid accidents, explosions and/or fires. Oily rags, solvent-soaked foams, paint brushes and rollers shall be kept in metal containers tightly sealed and shall be cleaned and/or removed from the job site at the end of every working day.
- 6.2** Provisions for securing and safekeeping of stored materials, tools and equipment during the construction project shall be for the account of the Contractor.

## **VII. CLEARING OF SITE**

The Contractor shall clean the whole area by removing debris, discards, paint spots, excesses and spillage and shall leave the entire premises free from rubbish caused by their work to the satisfaction of the KSU at no extra cost.

## **VIII. WARRANTIES OF THE BUILDER**

- 8.1** The Contractor warrants that it shall conform strictly to the terms and conditions of these Terms of Reference.
- 8.2** The Contractor warrants, represents and undertakes reliability of the service and that their manpower complements are hardworking, qualified/reliable and dedicated to do the service required to the satisfaction of the KSU. It shall employ well-behaved and honest employees.
- 8.3** The Contractor shall comply with the laws governing employees compensation, Philhealth, Social Security and/or labor standards and other laws, rules and regulations applicable to its personnel employed by the Contractor on account of contracted services. The Builder shall pay its personnel not less than the minimum wage and other benefits mandated by law.
- 8.4** The Contractor in performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by National or Local Laws and shall comply with the rules, regulations and directives of Regulatory Authorities and Commissions. The Contractor undertakes to pay all fees or charges payable to any instrumentality of government or to any other duly constituted authority relating to the construction project.
- 8.5** The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.
- 8.6** The Contractor shall coordinate with the KSU Infrastructure unit in the performance of their jobs.
- 8.7** The Contractor shall be liable for any loss, damage, or injury as may be due directly through the fault or negligence of its personnel. It shall assume responsibility





thereof and the Contractor shall be specifically released from any responsibility arising therefrom.

## IX. TERMS OF PAYMENT

- 9.1** The Contractor, upon request, may be granted an advance payment in an amount equivalent to fifteen percent (15%) of the total contract price, net of VAT and applicable withholding taxes, upon the submission of performance bond in the form of cash or irrevocable standby Letter of Credit issued by a reputable commercial bank or Surety Bond issued by a bonding company duly certified by the Insurance Commission to be of good standing.
- 9.2** Advance Payment shall be repaid by the Contractor thru deduction by BIR RR7 of fifteen percent (15%) from the Contractor's periodic progress billing.
- 9.3** The Contractor shall collect payment on progress billings based on the percentage of work accomplished, within a reasonable time from submission of all the required documents, subject to the required Expanded Withholding Tax (EWT) of two percent (2%) and Final Withholding VAT of five percent (5%), reduction based on Section 10.2, if any, and ten percent (10%) retention fund.
- 9.4** The retention fund shall be released only upon issuance of Certification of Final Acceptance issued by the Head of the Procuring Entity, and submission by Contractor of Post-Construction Documentation.
- 9.5** Progress Billing shall be based on the following:

PROGRESS BILLING	PERCENT OF WORK COMPLETED	PERCENTAGE TERMS OF PAYMENT
First Billing	Thirty percent (30%) of the work accomplished	Thirty percent (30%) of the Contract Price less advance payment (Sec. 13.2), applicable withholding taxes and retention fund of ten percent (10%) of the contract price (Sec. 13.3)
Second up to the next progress billing and Final billing	Above or equal to (15%) of work accomplished.	Above or equal to (15%) of the Contract Price less advance payment (Sec. 10.2), applicable withholding taxes and retention fund of ten percent (10%) of the contract price (Sec. 10.4)

The percentage of completion of work shall be subject to review and evaluation by KSU Infrastructure Unit.

- 9.6** Payments shall be made within a reasonable time from submission of the required documents based on existing applicable laws.

## X. PRE-TERMINATION OF CONTRACT

- 10.1** The contract of the **Construction and/or Rehabilitation of Multi-Purpose Building including Php500,000.00 for Sports' Facilities** may be pre-terminated by the **Kalinga State University** upon notice of any violation of the terms of the contract. In case of pre-termination, the Contractor shall be informed by the **KSU** within thirty (30) calendar days prior to such termination.
- 10.2** In case of pre-termination, the Contractor shall be liable to an additional liquidated damages equivalent to five percent (5%) of the contract price as provided by the Government Accounting and Auditing Manual (GAAM) and forfeiture of the Performance Security.

Name of the Procuring Entity : **Kalinga State University**  
Contract Reference Number : **RAF01-2017-08-06**  
Name of the Project : **Construction and/or Rehabilitation of Multi-Purpose Building including Php500,000.00 for Sports' Facilities**  
Location of the Project : **KSU Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga**



**10.3** The **KALINGA STATE UNIVERSITY (KSU)** shall have the right to blacklist the Contractor in case of pre-termination.


**XI. SCOPE AND COVERAGE OF THE PROJECT WITH SPECIFICATION**

(See Scope of Works in the next page)

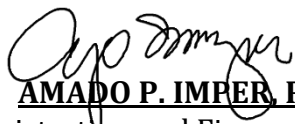
Prepared by:

Checked and verified:

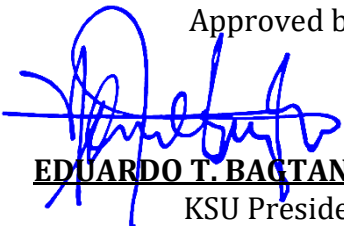
**KSU INFRASTRUCTURE UNIT**

  
**RHONJON R. GARMING, MECE**  
Director for Planning and Strategy

Recommending Approval:

  
**AMADO P. IMPER, PhD**  
VP for Administration and Finance / BAC Chairman

Approved by:

  
**EDUARDO T. BACTANG, CPA, DBM**  
KSU President



## SCOPE OF WORKS FOR THE CONSTRUCTION AND/OR REHABILITATION OF MULTI-PURPOSE BUILDING INCLUDING PHP500,000.00 FOR SPORTS' FACILITIES:



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
 Bulanao, Tabuk City, Kalinga

PROJECT: CONSTRUCTION AND/OR REHABILITATION OF MULTI-PURPOSE INCLUDING Php 500,000 FOR SPORTS FACILITIES  
 LOCATION: KSU Bulanao Campus, Tabuk City, Kalinga

ITEM No.	ITEMS OF WORK	QTY	UNIT	SCOPE OF WORKS
505.2	GRouted RIPRAP, CLASS A	18.00	cu. m.	-covers items @ grid A - B & 1 to 5 as specified in the plan
800.1	CLEARING AND GRUBBING & LAY-OUT	259.65	sq.m.	-covers item @ grid A-B and 1-5 as specified in the plan.
803	STRUCTURE EXCAVATION	45.34	cu. m.	-covers item @ grid A-B and 1-5 as specified in the plan.
804	EMBANKMENT (Selected Fill Materials above Grade)	152.15	cu. m.	-covers item @ grid A-B and 1-5 as specified in the plan includes backfilling of excavated materials
900	CONCRETE WORKS	43.25	cu. m.	-all concrete shall be class A = fc' ≥ 21 Mpa
	a. Column Footings			-covers item @ grid A-B and 1-5
	b. Columns			-covers item @ grid A-B and 1-5 (height = 6m)
	c. Stiffener column			-covers item @ grid A-B and 3&5 (height = 2m)
	d. Wall Footing			-covers item @ grid A-A', A-B and 1-5
	e. Ground Tie Beams			-covers item @ grid A&B and 1-5
	f. Slab on Fill			-covers item @ grid A-B and 1-5 - covers item @ front corridor
	g. Ramp			-covers item @ Front Ramp
	h. Roof Beam			-covers item @ grid A&B and 1-5
	i. Beam 2			-covers item @ grid A-A', and 1-3
	j. Cantilever Beam			-covers item @ grid A&B and 1-5
	k. Forms and Scaffoldings			- it is suggested that the staging and scaffoldings should be lumbers *specs are as follows: *portland cement *sand *gravel 1" *1/4" thk. plywood *form lumbers *lumber scaffolds *common wire nails (assorted)
902	REINFORCING STEEL BARS	4,832.56	kgs.	-all reinforcing bars shall be grade 40 fy≥414 Mpa
1046.2	MASONRY WORKS (CHB walls)	83.05	sq.m.	-covers item @ grid A, 1-3, grid A-A', At CR as specified in the plan -covers item @ grid 5, A-B as specified in the plan -covers item @ grid 3, A-B as specified in the plan -specs are as follows: *4" thk. CHB *sand *cement *10mm dia RSB grade 40 *no. 16 GI tie wire
1027	CEMENT PLASTER FINISH	129.00	sq.m.	-covers item @ grid A, 1-3, grid A-A', At CR, At CR Cubicle as specified in the plan -covers item @ grid 5, A-B as specified in the plan -covers item @ grid 3, A-B as specified in the plan

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Prepared by:  
**KSU INFRA DEPARTMENT**

Checked by:  
  
 Engr. RHONJHON R. GARMING  
 Director for Planning & Strategy

Recommending Approval:  
  
 AMADO P. IMPER, PH.D  
 VP for Admin & Finance

Approved:  
  
 EDUARDO T. BAGTANG, CPA, DBM  
 SUC President III

Name of the Procuring Entity : **Kalinga State University**  
 Contract Reference Number : **RAF01-2017-08-06**  
 Name of the Project : **Construction and/or Rehabilitation of Multi-Purpose Building including Php500,000.00 for Sports' Facilities**  
 Location of the Project : **KSU Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga**



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
 Bulanao, Tabuk City, Kalinga

PROJECT: CONSTRUCTION AND/OR REHABILITATION OF MULTI-PURPOSE INCLUDING Php 500,000 FOR SPORTS FACILITIES  
 LOCATION: KSU Bulanao Campus, Tabuk City, Kalinga

ITEM No.	ITEMS OF WORK	QTY	UNIT	SCOPE OF WORKS
1005	STEEL WINDOW	1.55	sq.m.	-covers item @ grid A,1-3 as specified in the plan -specs are as follows: 2-sets *Casement steel frame awning type with grills and 6mm thk. clear glass ( 0.50m x 1.55m)
1047	METAL STRUCTURES (Steel Truss)	2,934.00	kgs.	-covers item @ grid A-B and 1-5 as specified in the plan. -specs are as follows: A. G.I. PIPE TRUSS *Angle Bar 1 1/2" x 1 1/2" x 6mm Thk. X 6m *Splice Block Angle Bar 2" x 2" x 6mm thk. X 6m *C-Purlins 50 x 100mm x 6m x 1.2mm thk. *Sag Rod Plain Round Bar 12mm dia. X 6m *Welding Rod *Purlin Connector Angle Bar 50mm x 50mm x 5mm thk. X 6m *Epoxy Primer Red Paint *Paint Brush x 100mm *Paint Thinner *Anchor Bolt x 16mm dia. *MS. Plate 12mm x 300mm x 1400mm *G.I. Pipe schedule 40 1 1/2"D ( 38mm D) *G.I. Pipe schedule 40 25.4mm D
1014	PRE-PAINTED METAL SHEETS ( CURVE TYPE)	245.00	sq. m.	-covers item @ grid A-B and 1-5 as specified in the plan. -specs are as follows: *Dura curve Prepainted Roofing 1.2 x 14.4m x .4 thk. *Teckscrew x 55 *Fed Seal/Vulcaseal 1 lit *End/Side Flashing .438 x 2.4m *blind Rivets *Prepainted Gutter GA 24 .701MM X 2.44
1002	PLUMBING WORKS ( ROUGH-IN)	18.00	ln.m	-covers item @ grid A-B and 1-5 as specified in the plan -specs are as follows: * cement 1/4 lits *PVC Pipe 100mm dia. *PVC Pipe 50mm dia. Fittings: *PVC Elbow 90 deg 50mm *PVC Elbow 45 deg 50mm *PVC Elbow 45 deg 100mm *Sanitary Tee 100mm dia. *Sanitary Tee 50mm dia. *Sanitary Tee 100mm x 50mm dia. *Clean Out 100mm dia.
1001.9	DOWNSPOUT	42.00	ln.m	-covers item @ grid A-B and 1-5 as specified in the plan -specs are as follows: *PVC Pipe S-1000 x 50mm dia. *PVC Elbow S-1000 90 deg. X 50 dia. *PVC Elbow S-1000 45 deg. X 50 dia. *Solvent Cement 1/4 lit.
B.7	OCCUPATIONAL SAFETY AND HEALTH PROGRAMS	1.00	LOT	-covers safety equipments to be used during the construction
B.5	PROJECT BILLBOARD	1.00	piece	-covers project signboard of the building construction

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Prepared by:  
**KSU INFRA DEPARTMENT**

Checked by:  
  
 Engr. **RHONJHON R. GARMING**  
 Director for Planning & Strategy

Recommending Approval:  
  
**AMADO P. IMPER, PH.D**  
 VP for Admin & Finance

Approved:  
  
**EDUARDO T. BAGTANG, CPA, DBM**  
 SUC President III



## Drawings

Perspective View:





## *Bill of Quantities*

ITEM NO.	DESCRIPTION	UNIT	Qty.	Unit Price (in Pesos)	Total Cost (in Pesos)
502(2)	GROUTED RIPRAP, CLASS A	cu.m.	<b>18.00</b>		
800(1)	CLEARING, GRUBBING AND LAY-OUT	sq.m.	<b>259.65</b>		
803	STRUCTURE EXCAVATION	cu. m.	<b>45.34</b>		
804	EMBANKMENT (Selected Fill Materials above Grade)	cu. m.	<b>152.15</b>		
900	CONCRETE WORKS	cu. m.	<b>43.25</b>		
902	REINFORCING STEEL BARS	kgs.	<b>4,832.56</b>		
1046(2)	MASONRY WORKS (CHB walls)	sq.m.	<b>83.05</b>		
1027	CEMENT PLASTER FINISH	sq.m.	<b>129.00</b>		
1005	STEEL WINDOW	sq.m.	<b>1.55</b>		
1047	METAL STRUCTURES (Steel Truss)	kgs.	<b>2,934.00</b>		
1014	PRE-PAINTED METAL SHEETS (CURVE TYPE)	sq.m.	<b>245.00</b>		
1002	PLUMBING WORKS (Rough-in)	ln.m	<b>18.00</b>		
1001(9)	DOWNSPOUT	ln.m.	<b>42.00</b>		
B.7	OCCUPATIONAL SAFETY AND HEALTH PROGRAMS	Lot	<b>1.00</b>		
B.5	PROJECT BILLBOARD	piece	<b>1.00</b>		
<b>TOTAL BID AMOUNT (in figures): Php</b>					
<b>TOTAL BID AMOUNT (in words): Pesos</b>					

**Note:** The Bill of Quantities (BOQ) contains the following parts:

- a. BOQ for each Part of the Contract.
- b. Summary of Bid Prices for all Parts of the Contract.

Project Duration: **66 CD**

Submitted by:

Name and Signature of Bidder's Representative: \_\_\_\_\_

Name of the Procuring Entity : **Kalinga State University**  
Contract Reference Number : **RAF01-2017-08-06**  
Name of the Project : **Construction and/or Rehabilitation of Multi-Purpose Building  
including Php500,000.00 for Sports' Facilities**  
Location of the Project : **KSU Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga**

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Position : \_\_\_\_\_

Name of Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

## ***Bidding Forms***

*Name of the Procuring Entity* : **Kalinga State University**  
*Contract Reference Number* : **RAF01-2017-08-06**  
*Name of the Project* : **Construction and/or Rehabilitation of Multi-Purpose Building  
including Php500,000.00 for Sports' Facilities**  
*Location of the Project* : **KSU Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga**

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## Form of Contract Agreement

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the "Entity") and *[name and address of Contractor]* (hereinafter called the "Contractor").

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called "the Works") and the Entity has accepted the Bid for *[insert the amount in specified currency in numbers and words]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
  - (a) Conditions of Contract;
  - (b) Drawings/Plans;
  - (c) Specifications/Bill of Quantities;
  - (d) Request for Negotiated Procurement;
  - (e) Instructions to Bidders;
  - (f) Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted;
  - (g) Eligibility requirements, documents and/or statements;
  - (h) Performance Security;
  - (i) Warranty Security;
  - (j) Notice of Award of Contract and the Bidder's conforme thereto;
  - (k) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.
4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Contractor).

Binding Signature of Procuring Entity

Binding Signature of Contractor

*[Addendum showing the corrections, if any, made during the Bid evaluation should be attached with this agreement]*



## Omnibus Sworn Statement

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]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

*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]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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;

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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_ at \_\_\_\_.

Witness my hand and seal this \_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_

\* This form will not apply for WB funded projects.



## Checklist for Eligibility and Technical Components

COMPANY: \_\_\_\_\_

ITEM NO.	REQUIREMENTS	PASSED	FAILED
<b>ELIGIBILITY AND TECHNICAL DOCUMENTS</b>			
<b>A</b>	Updated PhilGEPS Registration Certificate (Platinum Membership)		
<b>B</b>	A valid Philippine Contractors Accreditation Board (PCAB) license and registration for <b>Size Range – Small B, License Category C &amp; D, Principal Classification as General Engineering/General Building</b> , and should be valid at the time of the deadline for the submission and opening of bids. The submission of a PCAB license with validity period after the date of the opening of the bids is a ground for the prospective bidder's disqualification ( <u>SF-INFR-09</u> ).		
<b>C</b>	Duly signed PROJECT REQUIREMENTS, which shall include the following: 1) [ ] List of Construction personnel (viz., Project Manager, Project Engineers, Materials Engineers, Safety Officers & Foremen, etc.) to be assigned to the contract to be bid, with their complete qualification & experience data ( <u>SF-INFR-48</u> );		
<b>D</b>	2) Construction Program Evaluation and Review/Critical Path Method (PERT/CPM) or other tools of project scheduling.		
<b>E</b>	3) 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 ( <u>SF-INFR-49</u> );		
<b>F</b>	4) Construction Equipment utilization schedule ( <u>SF-INFR-50</u> );		
<b>G</b>	Duly signed statement of the prospective bidder ( <b>OMNIBUS SWORN STATEMENT</b> , that		
	1. Signatory is proprietor/duly authorized representative of bidder.		
	2. Full power and authority to perform acts or represent bidder.		
	3. Not "blacklisted" or barred from bidding		
	4. Each document is authentic copy of original, complete, and correct.		
	5. Authorizing Head of Procuring Entity to verify all documents submitted.		
	6. Not related to HOPE, BAC, TWG, Secretariat, PMO/IU, within 3rd civil degree.		
	7. Complies with existing labor laws and standards.		
	8. Aware of and undertaken responsibilities as a bidder.		
9. Did not give any commission, amount, fee, or consideration.			

**Note: Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection of the bid.**

CHECKED BY:

THE BIDS AND AWARDS COMMITTEE:

**ROMUALDO U. WACAS**  
Member

**ARSENIA M. BAYONGAN**  
Member

**AMADO P. IMER**  
Chairman

**JOHN JOHN C. VENUS**  
Member

**PERFELIA R. BUEN**  
Member

Date: \_\_\_\_\_

REMARKS: [ ] Eligible  
 [ ] Non-Eligible

Name of the Procuring Entity : **Kalinga State University**  
 Contract Reference Number : **RAF01-2017-08-06**  
 Name of the Project : **Construction and/or Rehabilitation of Multi-Purpose Building including Php500,000.00 for Sports' Facilities**  
 Location of the Project : **KSU Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga**



## Checklist for Financial Proposal

Standard Form Number: **SF-INFR-54**

COMPANY: \_\_\_\_\_

ITEM NO.	REQUIREMENTS	COMPLYING	NON-COMPLYING
	<b>Financial Documents</b>		
<b>A</b>	Duly signed Bid Prices and the Bill of Quantities <u>(SF-INFR-55).</u>		
<b>B</b>	Duly signed SUMMARY OF ESTIMATES supported by signed <b>detailed estimates</b> with corresponding prices.		

**Note: Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection of the bid.**

CHECKED BY:

THE BIDS AND AWARDS COMMITTEE:

**ROMUALDO U. WACAS**  
Member

**ARSENIA M. BAYONGAN**  
Member

**AMADO P. IMER**  
Chairman

**JOHN JOHN C. VENUS**  
Member

**PERFELIA R. BUEN**  
Member

Date: \_\_\_\_\_

REMARKS:

**Complying**

**Non-Complying**