

Jen 1/16/14

REPUBLIC OF THE PHILIPPINES  
SUGAR REGULATORY ADMINISTRATION  
NORTH AVENUE, DILIMAN, QUEZON CITY

**PHILIPPINE BIDDING DOCUMENTS**  
(As Harmonized with Development Partners)

**SUPPLY OF LABOR, MATERIALS AND EQUIPMENT FOR THE REPLACEMENT  
OF LOW VOLTAGE SWITCHGEAR ASSEMBLY AT THE SUGAR REGULATORY  
ADMINISTRATION (SRA) MAIN BUILDING**

**October 03, 2023, 9:30 AM  
SRA Social Hall,  
Sugar Regulatory Administration  
North Avenue, Diliman, Quezon City**

**Sixth Edition  
July 2020**

Jan 1/16/14

# TABLE OF CONTENTS

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

7. Warranty ..... 17

8. Liability of the Contractor ..... 17

9. Termination for Other Causes..... 17

10. Dayworks ..... 18

11. Program of Work ..... 18

12. Instructions, Inspections and Audits ..... 18

13. Advance Payment ..... 18

14. Progress Payments ..... 18

15. Operating and Maintenance Manuals ..... 18

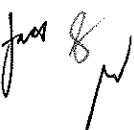
**Section V. Special Conditions of Contract..... 20**

**Section VI. Specifications..... 22**

**Section VII. Drawings ..... 26**

**Section VIII. Bill of Quantities ..... 28**

**Section IX. Checklist of Technical and Financial Documents ..... 30**



# *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.

Handwritten signature and initials in the bottom right corner of the page.

SLCC – Single Largest Completed Contract.

UN – United Nations.

*Jan 18*  
*N*

# ***Section I. Invitation to Bid***

SUGAR REGULATORY ADMINISTRATION  
North Avenue, Diliman, Quezon City

## **INVITATION TO BID**

### **SUPPLY OF LABOR, MATERIALS AND EQUIPMENT FOR THE REPLACEMENT OF LOW VOLTAGE SWITCHGEAR ASSEMBLY AT THE SUGAR REGULATORY ADMINISTRATION (SRA) MAIN BUILDING**

1. The **Sugar Regulatory Administration (SRA)**, through the **2023 Corporate Operating Budget (COB)** intends to apply the sum of **Five Million Seven Hundred Thousand Pesos (Php5,700,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply of Labor, Materials and Equipment for the Replacement of Low Voltage Switchgear Assembly at the Sugar Regulatory Administration (SRA) Main Building**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Sugar Regulatory Administration (SRA)** now invites bids for the above Procurement Project. Completion of the Works is required **within 45 calendar days from receipt of the Contract and Notice to Proceed**. 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 **BAC Secretariat, Sugar Regulatory Administration (SRA)** and inspect the Bidding Documents at the address given below from **8:00 AM – 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested bidders on **September 12, 2023 to October 03, 2023** 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 **Php10,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees, the manner will be presented in person.
6. The Sugar Regulatory Administration (SRA) will hold a Pre-Bid Conference on **September 19, 2023, 9:30 AM** at **SRA Social Hall, Sugar Regulatory Administration, North Avenue, Diliman, Quezon City** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat manual submission at the office address as indicated below, on or before **October 03, 2023, 9:30 AM**. Late bids shall not be accepted.

*Just*  
*N* 8

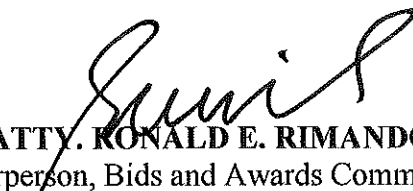
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16**.
9. Bid opening shall be on **October 03, 2023, 9:30 AM** at **SRA Social Hall, Sugar Regulatory Administration, North Avenue, Diliman, Quezon City** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. No bidder shall "Deal Secretly" or give commission to any SRA Officers/Employees pursuant to SRA Memorandum dated September 8, 2016. Violation of the restriction shall be a ground for disqualification.
11. The **Sugar Regulatory Administration (SRA)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**Ms. Jenny Lou R. Flores**  
*Head, BAC Secretariat*  
*Sugar Regulatory Administration (SRA)*  
*North Avenue, Diliman, Quezon City*  
*Telephone No. (02) 8926-64-71*  
*Email Address: [sra.bac@sra.gov.ph](mailto:sra.bac@sra.gov.ph)*

13. You may visit the following websites:

For downloading of Bidding Documents: [www.sra.gov.ph](http://www.sra.gov.ph)

[September 12, 2023]

  
**ATTY. RONALD E. RIMANDO**  
Chairperson, Bids and Awards Committee

*Jas*  
*N 8*



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

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

The Procuring Entity, **Sugar Regulatory Administration (SRA)** invites Bids for the Supply of Labor, Materials Equipment and Installation for the Project **“Supply of Labor, Materials and Equipment for the Replacement of Low Voltage Switchgear Assembly at the Sugar Regulatory administration (SRA) Main Building”**, with Project Identification Number [*srainfra23-001*].

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

### **2. Funding Information**

The source of funding is through the **2023 Corporate Operating Budget** in the amount of **Five Million Seven Hundred Thousand Pesos (Php5,700,000.00)**

### **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:  
[Select one, delete other/s]

- 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 *{insert if applicable}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

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

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

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

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

Philippine Pesos.

## 15. Bid Security

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

## 16. Sealing and Marking of Bids

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

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

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

## 17. Deadline for Submission of Bids

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

## 18. Opening and Preliminary Examination of Bids

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

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

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

## 19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## 20. Post Qualification

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

## 21. Signing of the Contract

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

Handwritten signature and initials in the bottom right corner of the page.

## *Section III. Bid Data Sheet*

### **Bid Data Sheet**

ITB Clause										
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <b>Installation of electrical sub-station.</b>									
10.3	<b>Philippine Contractors Accreditation Board (PCAB)</b> <b>License Category - C</b> <b>Size Range – Small B</b>									
10.4	The key personnel must meet the required minimum years of experience set below:  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Key Personnel</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>General Experience</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>Project Manager, Project/Site Engineer, Materials Engineer, Safety Officer, Construction Foreman, Skilled Workers, Laborers</b></td> </tr> <tr> <td colspan="3"><b>With at least 6 years work experience in building electrical substation facilities generally switching, protection, control equipment, transformer, etc.</b></td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	<b>Project Manager, Project/Site Engineer, Materials Engineer, Safety Officer, Construction Foreman, Skilled Workers, Laborers</b>			<b>With at least 6 years work experience in building electrical substation facilities generally switching, protection, control equipment, transformer, etc.</b>		
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>								
<b>Project Manager, Project/Site Engineer, Materials Engineer, Safety Officer, Construction Foreman, Skilled Workers, Laborers</b>										
<b>With at least 6 years work experience in building electrical substation facilities generally switching, protection, control equipment, transformer, etc.</b>										
10.5	The minimum major equipment requirements are the following: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Equipment</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Capacity</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>Crane or boom truck, Power Tools, Welding Machine, Oxy Acetylene with cutting outfit, Jack Hammer, Steel Scaffolding and all/any other equipment needed to complete/finish the project.</b></td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	<b>Crane or boom truck, Power Tools, Welding Machine, Oxy Acetylene with cutting outfit, Jack Hammer, Steel Scaffolding and all/any other equipment needed to complete/finish the project.</b>					
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>								
<b>Crane or boom truck, Power Tools, Welding Machine, Oxy Acetylene with cutting outfit, Jack Hammer, Steel Scaffolding and all/any other equipment needed to complete/finish the project.</b>										
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: <p style="margin-left: 40px;">a. The amount of not less than <b>Php114,000.00</b>, [equivalent to two percent (2%) of ABC] if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p style="margin-left: 40px;">b. The amount of not less than <b>Php285,000.00</b>, [amount equivalent to five percent (5%) of ABC] if bid security is in Surety Bond.</p>									
20	<i>Building Permit, Environmental Compliance Certificate and other Local Government Unit requirement, Certification that the project site is not within a geohazard zone, etc.]</i>									
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as <b>construction schedule, bar chart and S-curve, manpower schedule, construction methods/program of works, equipment utilization schedule, construction safety and health program approved by the DOLE, and PERT/CPM or other acceptable tools of project scheduling.</b>									

## ***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**

4.1. 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.

4.2. 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.

Handwritten signature and initials in the bottom right corner of the page.



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.

*fred*  
*N 6*

## **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. 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.

Handwritten signature and initials in the bottom right corner of the page. The signature appears to be 'JMS' and the initials below it are 'N' followed by a small symbol.

## *Section V. Special Conditions of Contract*

### **Special Conditions of Contract**

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

*Just*  
8

14	<i>[If allowed by the Procuring Entity, state:]</i> <b>Materials and equipment delivered on the site but not completely put in place shall not be included for payment.</b>
15.1	The date by which operating and maintenance manuals are required is <i>[date]</i> . The date by which “as built” drawings are required is <i>[date]</i> .
15.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is <i>[amount in local currency]</i> .

*Jus*  
*N*

## *Section VI. Specifications*

**PROJECT : Supply of Labor, Materials and Equipment for the Replacement of Low Voltage Switchgear Assembly at the Sugar Regulatory Administration (SRA) Main Building.**

**LOCATION : Sugar Center North Avenue, Diliman, Quezon City**

**DELIVERY PERIOD : 45 Calendar days**

**ESTIMATED BUDGET : Php. 5,700,000.00**

**Quality Requirement : Workmanship, Equipment and materials passed either of the following standards - European, American and Japanese Standards**

**Note: Verify the existing facilities for details and specifications**

### SCOPE OF WORKS:

<u>ITEMS</u>	<u>WORK DESCRIPTION</u>	<u>PERCENT WEIGHT</u>
<b>I. ELECTRICAL</b>		<b>70</b>
	<ol style="list-style-type: none"><li>1. Replacement of the circuit breakers and provision for the distribution busbar spare slot of the existing generator panel.</li><li>2. Provision/ rewiring of cable for temporary power supply of the building.</li><li>3. Dismantling of existing Low Voltage Switch Gear (LVSG) and power cable with markings</li><li>4. Installation/mounting of new electrical equipment/ Low Voltage SwitchGear (LVSG, <b>based on the existing general specification and layout of the LVSG assembly</b>) . necessary conduit (RSC) and conductors (wires/cables,conduit pipe, fittings, bracket, holder, connector terminal lugs, clamp, etc),</li><li>5. Layouting and mounting</li><li>6. Fixing indicator panel, trouble shooting of control / adaptation of control to existing ATS</li></ol>	
<b>II. TESTING</b>		<b>15</b>
	<ol style="list-style-type: none"><li>1. Manual operation, Testing and Commissioning</li></ol>	
<b>III. Others</b>		<b>15</b>
	<ol style="list-style-type: none"><li>1. Preparation of plans, specifications and other necessary requirements, Liasoning/securing of permits (Sign and sealed) including certification, Electrical testing, analysis, etc.as needed for issuances of clearances/permits, Coordination with the Quezon City Hall, Department of Building Officials and Meralco</li></ol>	

2. <u>Other related works / activities for the completion of the project</u>	
<b>TOTAL</b>	<b>100</b>

**TERMS OF REFERENCE:**

**I. Electrical**

1. Circuit breakers (see existing specifications and total number of Circuit breaker including spare slot), worn- out busbar terminal lugs, bolts, etc. of the existing generator panel shall be replaced and mounted, and new circuit breaker shall also be provided for the distribution busbar spare slot, to be utilized for temporary power of the main building.
2. Temporary power supply shall be rewired for the building , additional cable, terminal lugs fittings conduit/ rack shall be provided (verify all the specification of the existing distribution cable).  
Restoration of wiring distribution to the original layout upon completion of the LVSG assembly installation.
3. Existing Low Voltage Switch Gear (LVSG) shall dismantled, and placed the waste material in a location as per directed by SRA.
4. Installation of the brand new Low Voltage SwitchGear (LVSG), all necessary supplies and materials such as, conduit (RSC) and conductors (wires/cables,conduit pipe, fittings, bracket, holder, connector, terminal lugs, clamp, etc), including masonry works needed shall be provided/executed.
5. Layout and mounted of the new low voltage switchgear, modification of the existing concrete foundation including anchor bolt, if necessary.
6. Fixing indicator panel, trouble shooting of control / adaptation to ATS, any component and materials needed for the normal operation of the existing system shall be provided

**II. Testing**

Testing of all equipment, electrical cable, and terminals must be conducted (megger, thermal etc.).

Automatic and manual testing (with load and without load) Coordinate with Meralco for temporary power interruption.

- a. Perform the following test:
  - a.1) Insulation resistance test on circuit breaker.
  - a.2) Contact resistance test in circuit breaker
  - a.3) Manual test trip operation.
  - a.4) Thermal scanning

**III. Others**

All documentation for issuance of permits and clearance needed for the implementation of the project shall be facilitated/performed by the contractor, such as preparation plans, specification,

certification, testing report etc. , including sign and sealed, coordination with the Quezon City Hall, Department of Building Officials, and Meralco

**Other Terms and Conditions:**

1. The contractor must be a legitimate and recognized installer of large Low Voltage switchGear set similar to the SRA existing Unit, with a minimum of 10 years experience. And a preventive maintenance provider for the system, authorized by the manufacturer and with at least 10 active customers (Preventive Maintenance client).
2. Bidder must submit the testing certificate from the manufacturer of the unit prior to shipment and the brand catalog from the original manufacturer with the precise model and detailed specification.
3. First progress billing will be processed upon delivery of all parts, equipment, supplies and materials needed for the project.
4. Two years Warranty period for the unit includes the following: labor, supplies, defective parts and other component.
5. Offered Low voltage switchgear should be in the international market for at least twenty (20) years.

**GENERAL NOTES:**

- a) Debris shall be properly removed and disposed off as directed by the SRA.
- b) Workers must have complete personnel uniform/Identification card/protective equipment for the entire duration of the project.
- c) The contractor must provide the necessary protection net/barriers/warning sign for the job site.
- d) Proper housekeeping must always be strictly observed on the jobsite,
- e) Storage for the brand new equipment, supplies and materials including waste materials should be confined to specified area only designated by SRA.
- f) The contractor will be given temporary power for the supply of power tools, welding machine and lightings.
- g) Concrete pavement, waterproofing, column, floor, wall and other structures/facilities affected by the project must be restored to its original condition at the expense of the contractor.
- h) All electrical works and materials/equipment specification must conform all standard, rules and guidelines of electrical standard/Electrical Code of the Philippines.





i) All materials and equipment to be used/installed must be brand new.

*Any damaged of utilities/properties caused by the project implementation shall be repaired / replaced at the expense of the contractor.*

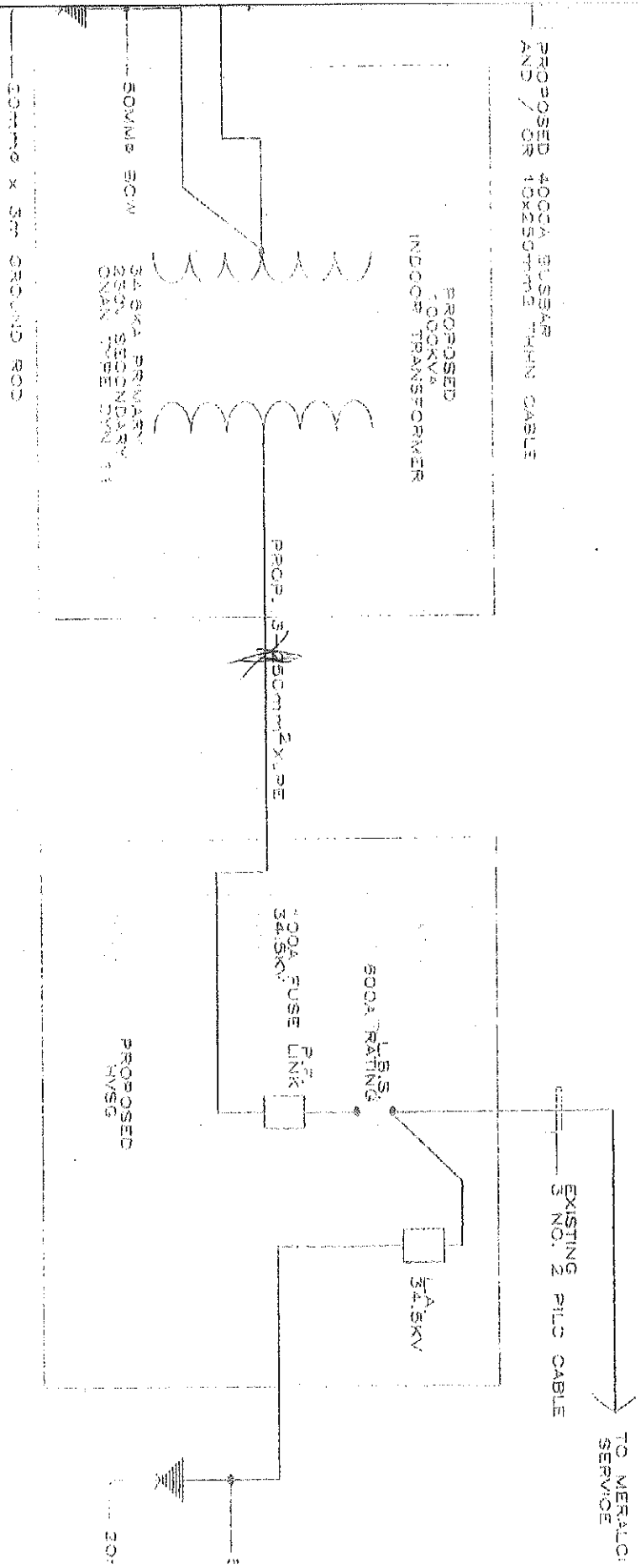
**NOTE:**

- All equipment, supplies and materials must be brand new and to be delivered at Sugar Regulatory Administration, North Avenue, Diliman, Quezon City, at the expense of the contractor.
- Prospective bidders may conduct on-site inspection before the scheduled pre-bid conference should there be further clarifications needed on the presented drawings.

Handwritten signature and date, appearing to be "Jms" followed by a checkmark and "8".

## *Section VII. Drawings*

PROPOSED 4000A BUSBAR  
AND / OR 10X250FT<sup>2</sup> THHN CABLE



POWER LOAD SUBSTATION

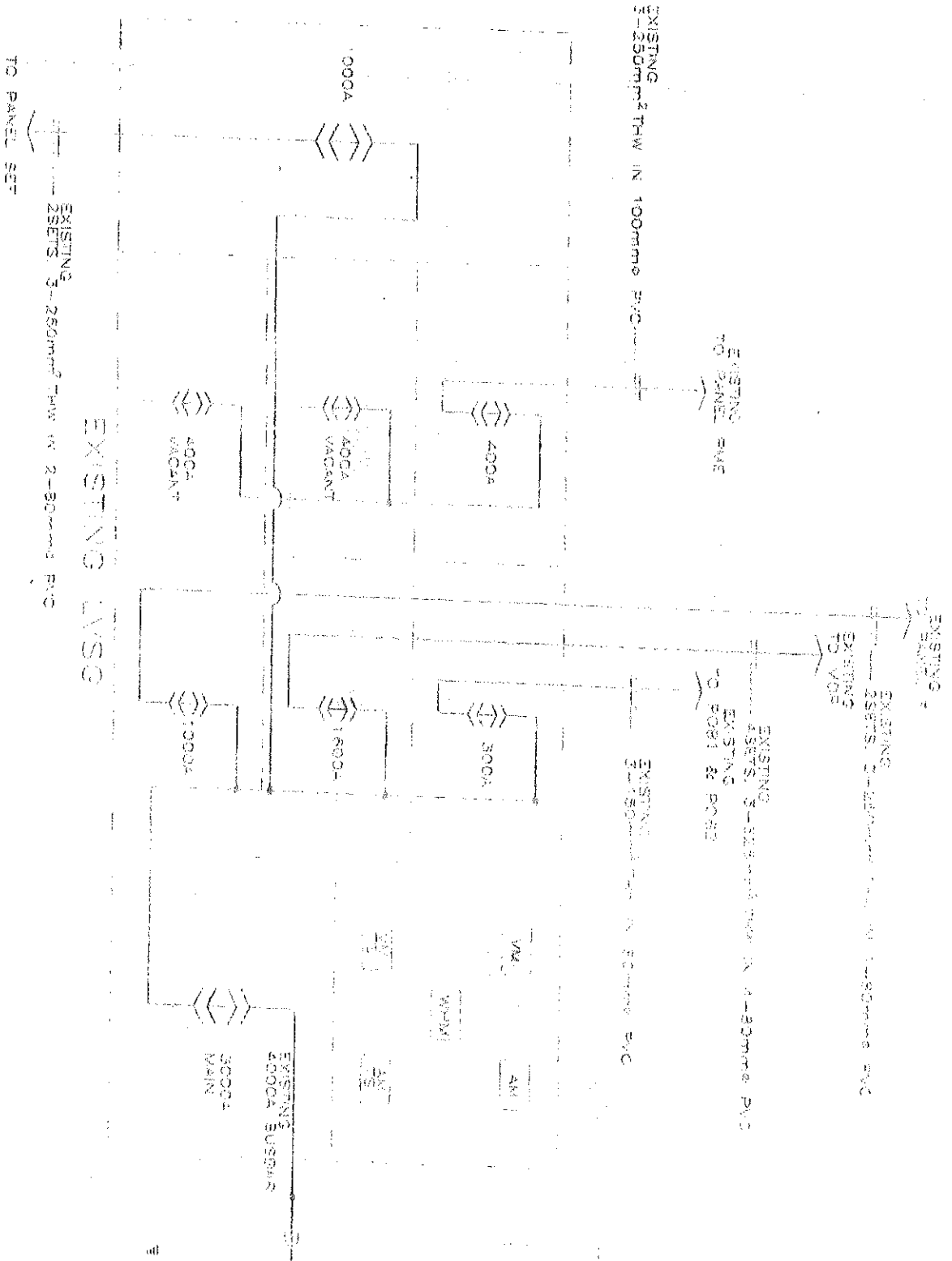
MECH TITLE	OWNER APPROVAL	NO.	DATE	REVISIONS	SHEET CONTENTS
SUGAR REGULATORY ADMINISTRATION POWER RESTORATION	<i>[Signature]</i> ATDA / ADMATIC Regulatory Administration				SINGLE LINE RISER DIAGRAM FOR POWER LOAD SUB

09

*[Handwritten signature]*

*[Handwritten mark]*

*[Handwritten mark]*



EXISTING LVSG  
6 X 1/2" LINE RISER DIAGRAM FOR

*Handwritten marks:*  
A stylized signature or initials at the bottom left.  
A large handwritten number '2' below the signature.

*Handwritten mark:*  
A small handwritten mark or symbol at the bottom right.

## *Section VIII. Bill of Quantities*

Not Applicable

✓ JCS 8

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

### **Notes on the Checklist of Technical and Financial Documents**

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

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules;  
**and**
- (h) Philippine Contractors Accreditation Board (PCAB) License;  
**or**  
Special PCAB License in case of Joint Ventures;  
**and** registration for the type and cost of the contract to be bid; **and**
- (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (j) Project Requirements, which shall include the following:
  - a. Organizational chart for the contract to be bid;
  - b. List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
  - c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- (k) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of

Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

**Class "B" Documents**

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

**II. FINANCIAL COMPONENT ENVELOPE**

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

Other documentary requirements under RA No. 9184

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