



BIDDING DOCUMENTS

for

Construction of Four Semi-Permanent Classrooms at Trece Campus

CvSU-BAC-INFRA-23-033

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Glossary of

INVITATION TO BID FOR
Construction of Four Semi-Permanent Classrooms
at Trece Campus

CvSU-BAC-INFRA-23-033

1. The *Cavite State University*, through the *Corporate Budget - Fund 164* to apply the sum of *One Million Six Hundred Seventy-Nine Thousand Four Hundred Fourteen Pesos & 03/100 (1,679,414.03)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Construction of Four Semi-Permanent Classrooms at Trece Campus (CvSU-BAC-INFRA-23-033)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Cavite State University* now invites bids for the above Procurement Project. Completion of the Works is required *75 Calendar Days*. Bidders should have

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Cavite State University* invites Bids for the *Construction of Four Semi-Permanent Classrooms at Trece Campus* with Project Identification Number *CvSU-BAC-INFRA-23-033*.

Works, as described in Section VI (Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *Fund 164* in the amount of *One Million Six Hundred Seventy-Nine Thousand Four Hundred Fourteen Pesos & 03/100 679,414.03*.

2.2. The source of funding is: *Fund 164*

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, Collusiw0.000008872 0 595 Tf16l 22c(l) Tf(reOb0.00341.7 r

- 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 CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

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

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. *passed* -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.

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: <i>Size range of Small B</i>										
7.1	<i>[Specify the portions of Works and the maximum percentage allowed to be subcontracted, which shall not be significant or material components of the Project as determined by the Procuring Entity.]</i> N/A										
10.3	<i>[Specify if another Contractor license or permit is required.]</i> N/A										
10.4	The key personnel must meet the required minimum years of experience set below: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">KEY PERSONNEL</th> <th style="text-align: center;">EXPERIENCE</th> </tr> </thead> <tbody> <tr> <td>1. Project Engineer and/or Resident Civil Engineer (Licensed)</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">Minimum 3 years experience of general construction</td> </tr> <tr> <td>2. Electrical Engineer (Licensed)</td> </tr> <tr> <td>3. Master Electrician (Licensed)</td> </tr> <tr> <td>4. Foreman, Skilled Workers and Laborer</td> </tr> </tbody> </table>	KEY PERSONNEL	EXPERIENCE	1. Project Engineer and/or Resident Civil Engineer (Licensed)	Minimum 3 years experience of general construction	2. Electrical Engineer (Licensed)	3. Master Electrician (Licensed)	4. Foreman, Skilled Workers and Laborer			
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10.5	The minimum major equipment requirements are the following: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">EQUIPMENT</th> <th style="text-align: center;">NO. OF UNITS</th> </tr> </thead> <tbody> <tr> <td>1. Utility Vehicle</td> <td style="text-align: center;">Minimum of 2 units</td> </tr> <tr> <td>2. Welding Machine and its accessories</td> <td style="text-align: center;">Minimum of 2 units</td> </tr> <tr> <td>3. Drill, Grinder & Bar Cutter</td> <td style="text-align: center;">At least 2 units each as needed</td> </tr> <tr> <td>4. Bagger Mixer</td> <td style="text-align: center;">At least 1 unit</td> </tr> </tbody> </table>	EQUIPMENT	NO. OF UNITS	1. Utility Vehicle	Minimum of 2 units	2. Welding Machine and its accessories	Minimum of 2 units	3. Drill, Grinder & Bar Cutter	At least 2 units each as needed	4. Bagger Mixer	At least 1 unit
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12	<i>[Insert Value Engineering clause if allowed.]</i> N/A										
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: <ol style="list-style-type: none"> a. The amount of not less than <i>Thirty-Three Thousand Five Hundred Eight-Eight Pesos & 28/100 (33,588.28) (2%) of ABC</i>, if bid security irrevocable letter of credit; b. The amount of not less than <i>Eighty-Three Thousand Nine Hundred Seventy Pesos & 70/100 (83,970.70) (5%) of ABC</i> if bid security is in Surety Bond. 										
19.2	<i>Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</i>										
20	<i>[List licenses and perm</i>										

21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause

Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity Representative at least twenty-eight (28) days prior to the date when the Contractor desires

Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

These notes are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.

Section VII. Drawings

[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

Signature Box

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents.

*Please see separate attachment
for the Bill of Quantities*

CHECKLIST OF BIDDING REQUIREMENTS
INFRASTRUCTURE PROJECTS / CIVIL WORKS

ENVELOPE 1 – TECHNICAL COMPONENT ENVELOPE
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Class “A” Documents

LEGAL DOCUMENTS

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

TECHNICAL DOCUMENTS

- b.

Bidding Forms

Bid Form for the Procurement of Infrastructure Projects

[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have examined the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;

- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and 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 the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Securing Declaration Form

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

Group, and the BAC Secretariat, the head of the Project Management Office or the end-user

SEALING OF ENVELOPES - FORMAT



