

PHILIPPINE BIDDING DOCUMENTS

PROCUREMENT OF CEZA OFFICE FIT-OUT IN AYALA TRIANGLE TOWER GARDENS, MAKATI CITY (DESIGN AND CONSTRUCTION OF OFFICE SPACE) *Second Attempt*

Government of the Republic of the Philippines

CAGAYAN ECONOMIC ZONE AUTHORITY

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

Contractor – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

Foreign-funded Procurement or Foreign-Assisted Project – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria.

The IB should be incorporated into the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



INVITATION TO BID FOR THE PROCUREMENT OF CEZA OFFICE FIT-OUT IN AYALA TRIANGLE TOWER GARDENS, MAKATI CITY (DESIGN AND CONSTRUCTION OF OFFICE SPACE)

Second Attempt

(CEZA_CW_09-01-2023)

1. The Cagayan Economic Zone Authority (CEZA) through the Corporate Operating Budget (COB) 2023 intends to apply the sum of **Seventy Million Two Thousand Two Hundred Fifty-Eight Pesos and Six Centavos (₱ 70,002,258.06)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of CEZA Office Fit-out in Ayala Triangle Tower Gardens, Makati City (Design and Construction of Office Space) *Second Attempt* (CEZA_CW_09-01-2023)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **CEZA Bids and Awards Committee (CEZA BAC)** now invites bids for the above Procurement Project. Completion of the Works is required **Ninety (90) calendar days after the receipt of the Notice to Proceed (NTP)**. 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.

Bidding is restricted to Filipino citizens/ sole proprietorships, partnerships, or organizations with at least sixty (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Interested bidders may obtain further information from **CEZA BAC Secretariat** and inspect the Bidding Documents at the address given below from **8:00AM-5:00PM**.
5. A complete set of Bidding Documents may be acquired by interested bidders on **September 29, 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 **Fifty Thousand Pesos Only (Ph₱ 50,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The **CEZA BAC** will hold a Pre-Bid Conference on **October 9, 2023, 2:00 PM** at **BAC Conference Room, 10F Greenfield Tower, Mayflower and Williams Streets,**

Highway Hills, Mandaluyong City, Metro Manila and through videoconferencing/webcasting via Zoom (link will be available before the Pre-Bid Conference at <https://www.ceza.gov.ph>), which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **5:00 PM of October 23, 2023**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16**.
9. Bid opening shall be on **October 24, 2023 at 10:00 AM** in the given address below and **through video conference via Zoom (link will be available before the Bid Evaluation Conference at <https://www.ceza.gov.ph>)**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **CEZA BAC** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

The BAC Secretariat

CEZA Mandaluyong Office
10th Floor, Greenfield Tower, Mayflower St. and William Sts.,
Greenfield District, Brgy. Highway Hills, Mandaluyong City
Tel Nos. (+632) 8291-6704 to 08 Loc. 341 or 491
bacsecretariat@ceza.gov.ph

12. You may visit the following websites:

*<https://www.philgeps.gov.ph>; and
<https://ceza.gov.ph/bids-and-awards>*

September 27, 2023

(Sgd.) PERLA C. TUMALIUAN
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **Cagayan Economic Zone Authority (CEZA)** invites Bids for the **Procurement of CEZA Office Fit-out in Ayala Triangle Tower Gardens, Makati City (Design and Construction of Office) *Second Attempt***, with Project Identification Number **CEZA_CW_09-01-2023**.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2023** in the amount of **Seventy Million Two Thousand Two Hundred Fifty-Eight Pesos and Six Centavos (₱ 70,002,258.06)**.

2.2. The source of funding is:

GOCC and GFIs, the Corporate Operating Budget.

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 experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA’s CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be “similar” to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

- 7.2. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor’s own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **10F Greenfield Tower, Mayflower and Williams Streets, Highway Hills, Mandaluyong City, metro Manila and through videoconferencing/webcasting via Zoom (link will be available before the Pre-Bid Conference at <https://www.ceza.gov.ph>)** 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 special PCAB License in case of Joint Ventures, 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 **February 20, 2023**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

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

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

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

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

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

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

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

19. Detailed Evaluation and Comparison of Bids

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

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

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

20. Post Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet (BDS)

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause																			
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p style="margin-left: 40px;">a. The contractor must have experience in office fit-out (design and construction of office space) having a size and amount not less than 50% of ABC or ₱ 35,001,129.03.</p> <p style="margin-left: 40px;">b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>																		
7.1	No further instructions.																		
10.3	Philippine Contractors Accreditation Board (PCAB) License Category B, Sized Range Medium A, License and Mayor's permit are required.																		
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <p style="text-align: center;">I. Professionals for the Stage I –Design of Fit-out:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Key Positions</th> <th style="text-align: center;">Minimum Years of experience in such position</th> <th style="text-align: center;">License/Certification Required</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1. Principal Architect/ Designer</td> <td style="text-align: center;">Seven (7) years</td> <td style="text-align: center;">PRC and UAP (United Architects of the Philippines)</td> </tr> <tr> <td style="text-align: center;">2. Project Manager/ Coordinator</td> <td style="text-align: center;">Seven (7) years</td> <td style="text-align: center;">PRC and UAP (United Architects of the Philippines)</td> </tr> <tr> <td style="text-align: center;">3. Licensed Interior Designer</td> <td style="text-align: center;">Seven (7) years</td> <td style="text-align: center;">PRC and PIID (Philippine Institute of Interior Design)</td> </tr> <tr> <td style="text-align: center;">4. Licensed Civil Engineer</td> <td style="text-align: center;">Seven (7) years</td> <td style="text-align: center;">PRC and PICE (Philippine Institute of Civil Engineers)</td> </tr> <tr> <td style="text-align: center;">5. Professional Electrical Engineer</td> <td style="text-align: center;">Seven (7) years</td> <td style="text-align: center;">PRC and IIEE (Institute of Integrated Electrical Engineers)</td> </tr> </tbody> </table>	Key Positions	Minimum Years of experience in such position	License/Certification Required	1. Principal Architect/ Designer	Seven (7) years	PRC and UAP (United Architects of the Philippines)	2. Project Manager/ Coordinator	Seven (7) years	PRC and UAP (United Architects of the Philippines)	3. Licensed Interior Designer	Seven (7) years	PRC and PIID (Philippine Institute of Interior Design)	4. Licensed Civil Engineer	Seven (7) years	PRC and PICE (Philippine Institute of Civil Engineers)	5. Professional Electrical Engineer	Seven (7) years	PRC and IIEE (Institute of Integrated Electrical Engineers)
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4. Licensed Civil Engineer	Seven (7) years	PRC and PICE (Philippine Institute of Civil Engineers)																	
5. Professional Electrical Engineer	Seven (7) years	PRC and IIEE (Institute of Integrated Electrical Engineers)																	

6. Professional Electronics Engineer/ Electronics Engineer	Seven (7) years	PRC and IECEP (Institute of Electronics Engineers of the Philippines)
7. Professional Mechanical Engineer	Seven (7) years	PRC and PSME (Philippine Society of Mechanical Engineers)
8. Licensed Sanitary Engineer	Seven (7) years	PRC and PSSE (Philippine Society of Sanitary Engineers)
9. Network Engineer	Three (3) years	CCNA/CCNP or JNCDA/JNCDS (Cisco Certified Network Associate/Professional or Juniper Networks Certification Design Associate/ Data Center Design, Specialist)
10. Draftsman	Proficient in CAD operation (AutoCAD release 2010 or later and Sketchup 2012) to support production of design plans/drawings and other needed documents.	Training Certificate

II. Manpower for Stage II- Construction of Fit-Out:

A. Mechanical Works

Key Positions	Minimum Years of experience in such position	License/Certification Required
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1. Registered and Licensed Mechanical Engineer	Three (3) years	PRC
2. Foreman	Three (3) years	TESDA
3. Leadman	Three (3) years	TESDA
4. Skilled Worker/s	Three (3) years	TESDA
5. Labor Worker/s	One (1) year	N/A
6. Technician/s	Three (3) years	TESDA

B. Plumbing/ Sanitary Works

Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Registered and Licensed Sanitary Engineer	Three (3) years	PRC
2. Foreman Plumber	Three (3) years	TESDA
3. Leadman Plumber	Three (3) years	TESDA
4. Skilled Plumber/	One (1) year	TESDA
5. Labor Worker/s	One (1) year	N/A

C. Electrical Works

Key Positions	Minimum Years of	License/Certification Required
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	experience in such position	
1. Registered and Licensed Electrical Engineer	Three (3) years	PRC
2. Electrician/Technician	Three (3) years	PRC
3. Foreman	Three (3) years	TESDA
4. Labor Worker/s	One (1) years	N/A
5. Safety Officer	Three (3) years	BOSH/COSH Certificate (DOLE Accredited)
6. Quality Assurance/ Quality Control Officer	Three (3) years	Certified QA/QC and/or Diploma of Electrical Engineering

D. Fire Protection Works

Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Registered and Licensed Mechanical Engineer	Three (3) years	PRC
2. Foreman	Three (3) years	TESDA
3. Leadman	Three (3) years	TESDA
4. Skilled Worker/s	Three (3) years	TESDA
5. Pipe Fitter/s	Three (3) years	TESDA
6. Welder/s	Three (3) years	TESDA

E. Architectural/ Civil Works

Key Positions	Minimum Years of experience in such position	License/ Certification Required
1. Registered and Licensed Architect or Civil Engineer	Three (3) years	PRC
2. Foreman	Three (3) years	TESDA
3. Leadman	Three (3) years	TESDA
4. Skilled Worker/s	Three (3) years	TESDA
5. Labor Worker/s	One (1) year	N/A

F. Network/ Electronics Works

1. Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Registered and Licensed Electronics Engineer	Three (3) years	PRC
2. Network Engineer	Three (3) years	Certifications
3. Foreman	Three (3) years	TESDA
4. Leadman	Three (3) years	TESDA

G. Safety Officer

Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Safety Officer 3	Three (3) years	BOSH/COSH Certificate (DOLE Accredited)

10.5	<p>The minimum major equipment requirements are the following:</p> <table border="1" data-bbox="594 254 1208 684"> <thead> <tr> <th data-bbox="594 254 987 296">Equipment</th> <th data-bbox="987 254 1208 296">Number of Unit</th> </tr> </thead> <tbody> <tr> <td data-bbox="594 296 987 338">1. Grinder</td> <td data-bbox="987 296 1208 338">1</td> </tr> <tr> <td data-bbox="594 338 987 380">2. Hammer Drill</td> <td data-bbox="987 338 1208 380">1</td> </tr> <tr> <td data-bbox="594 380 987 422">3. Pipe Bender</td> <td data-bbox="987 380 1208 422">1</td> </tr> <tr> <td data-bbox="594 422 987 464">4. Cutting Machine</td> <td data-bbox="987 422 1208 464">1</td> </tr> <tr> <td data-bbox="594 464 987 506">5. Coring Machine</td> <td data-bbox="987 464 1208 506">1</td> </tr> <tr> <td data-bbox="594 506 987 548">6. Fusion Machine</td> <td data-bbox="987 506 1208 548">1</td> </tr> <tr> <td data-bbox="594 548 987 590">7. Metal Drill</td> <td data-bbox="987 548 1208 590">1</td> </tr> <tr> <td data-bbox="594 590 987 632">8. Hydrostatic Test Pump</td> <td data-bbox="987 590 1208 632">1</td> </tr> <tr> <td data-bbox="594 632 987 674">9. Threading Machine</td> <td data-bbox="987 632 1208 674">1</td> </tr> </tbody> </table>	Equipment	Number of Unit	1. Grinder	1	2. Hammer Drill	1	3. Pipe Bender	1	4. Cutting Machine	1	5. Coring Machine	1	6. Fusion Machine	1	7. Metal Drill	1	8. Hydrostatic Test Pump	1	9. Threading Machine	1
Equipment	Number of Unit																				
1. Grinder	1																				
2. Hammer Drill	1																				
3. Pipe Bender	1																				
4. Cutting Machine	1																				
5. Coring Machine	1																				
6. Fusion Machine	1																				
7. Metal Drill	1																				
8. Hydrostatic Test Pump	1																				
9. Threading Machine	1																				
12	Value Engineering shall be submitted based on the ABC and attached conceptual plan (Refer to the Scope of Works)																				
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than ₱ 1,400,045.16 <i>[Insert two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; and b. The amount of not less than ₱ 3,500,112.90 <i>[Insert five percent (5%) of ABC]</i> if bid security is in Surety Bond. 																				
19.2	No Partial bids are allowed.																				
20	No further instruction.																				
21	<p>Additional contract documents relevant to the Project:</p> <ul style="list-style-type: none"> a. Construction schedule and S-curve b. Manpower schedule c. Construction Methods d. Equipment Utilization Schedule, and e. Construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling. 																				

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 Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

3. Possession of Site

3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

5. Performance Security

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the SCC supplemented by any information obtained by the Contractor.

7. Warranty

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the SCC.

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the SCC, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

10. Dayworks

Subject to the guidelines on Variation Order in Annex “E” of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the SCC, the Dayworks rates in the Contractor’s Bid shall be used for small additional amounts of work only when the Procuring Entity’s Representative has given written instructions in advance for additional work to be paid for in that way.

11. Program of Work

11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the SCC.

11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the SCC from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. Instructions, Inspections and Audits

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor’s accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

13. Advance Payment

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the SCC, subject to the requirements in Annex “E” of the 2016 revised IRR of RA No. 9184.

14. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity’s Representative/Project Engineer. Except as otherwise stipulated in the SCC, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

15. Operating and Maintenance Manuals

15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the SCC.

- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

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's country, the sector, and the Works procured. In preparing this Section, the 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	
2	<p>The Intended Completion Date is Ninety (90) Calendar Days</p> <p>1. Stage 1- Design of Fit-Out : 20 Calendar Days from receipt of NTP</p> <p>2. Stage 2- Construction of Fit-Out : 70 Calendar Days after the approval of the design</p>
4.1	The project should be completed within ninety (90) calendar days upon receipt of Notice to Proceed from CEZA.
6	<p>The site investigation reports are:</p> <p>1. Certificate of Site Inspection issued by the Engineering Division of the Cagayan Economic Zone Authority, and</p> <p>2. Site Inspection Report noted by Engr. Jesus Sales of the Infrastructure and Maintenance Division.</p>
7.2	Five (5) years.
10	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 fourteen (14) 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 ₱ 3,500,112.90 (<i>five percent (5%) of ABC</i>).
13	The amount of the advance payment is <i>15% of the total contract price and schedule of payment.</i>
14	Materials and equipment delivered on the site but not completely put in place shall not be included for payment.
15.1	<p>The date by which operating and maintenance manuals are required is <i>seven (7) days before the initial request for final inspection.</i></p> <p>The date by which "as built" drawings are required is <i>seven (7) days before the initial request for final inspection.</i></p>
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 ₱ 2,100,067.74 (<i>3% of ABC</i>).

Section VI. Specifications

Notes on Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Bids. In the context of international competitive bidding, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is mandatory. Most specifications are normally written specially by the Procuring Entity or its representative to suit the Works at hand. There is no standard set of Specifications for universal application in all sectors in all regions, but there are established principles and practices, which are reflected in these PBDs.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addenda should then adapt the General Specifications to the particular Works.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the SCC.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted

subject to the Procuring Entity's Representative's prior review and written consent. 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's Representative at least twenty-eight (28) days prior to the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's 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.

PLEASE REFER TO

ANNEX “A”

FOR

SCOPE OF WORK

Section VII. Drawings

PLEASE REFER TO

ANNEX “B”

FOR

DRAWINGS:

A. CONCEPTUAL PLANS

B. UTILITY LOCATIONS

Section VIII. Bill of Quantities

Notes on the Bill of Quantities

Objectives

The objectives of the Bill of Quantities are:

- a. to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
- b. when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

Daywork Schedule

A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Entity of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise the following:

- a. A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis.
- b. Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor's profit, overheads, supervision, and other charges.

Provisional Sums

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the SCC should state the manner in which they will be used, and under whose authority (usually the Procuring Entity's Representative's).

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 REFER TO
ANNEX “C”
FOR
BILL OF QUANTITIES

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) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) 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**
- (c) 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**
- (d) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**
- (e) 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**
- (f) 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 (10.5); **and**
- (g) 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.
- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class “B” Documents

- (i) 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.

- (j) *Other documentary requirements by the Procuring Entity:*
 - 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, and

 - Certificate of Site Inspection

 - Site Inspection Report

II. FINANCIAL COMPONENT ENVELOPE

- (k) Original of duly signed and accomplished Financial Bid Forms; **and**

Other documentary requirements under RA No. 9184

- (l) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (m) 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**
- (n) Cash Flow by Quarter.

Republic of the Philippines



Government Procurement Policy Board

SCOPE OF WORK

PROCUREMENT OF CEZA OFFICE FIT-OUT IN AYALA TRIANGLE GARDENS, MAKATI CITY (*DESIGN AND CONSTRUCTION OF OFFICE SPACE*) *Second Attempt*

A. INTRODUCTION

The Cagayan Economic Zone Authority (CEZA) was created through Republic Act 7922, otherwise known as the "Cagayan Special Economic Zone Act of 1995", and signed by President Fidel V. Ramos on February 24, 1995. CEZA is a government corporate body tasked to manage and supervise the Cagayan Special Economic Zone and Freeport (CSEZFP) which covers the entire municipality of Sta. Ana and the islands of Fuga, Barit and Mabbag in the municipality of Aparri, Province of Cagayan.

The area is envisioned to be a self-sustaining, eco-friendly Freeport and agro-industrial zone and mixed-use new township development. It is being developed to be a major transshipment center for agro-industrial, light and medium, and high technology and knowledge-based industries with world-class tourism facilities and establishments. It will also provide for residential and commercial districts complete with state-of-the-art utilities and infrastructure support systems.

The development of CSEZFP will be anchored on a tri-nodal development nucleus: the creation of a transshipment industry; agro-industrial development by enhancing agricultural produce and endowments with foreign technology and capital for value-added yield; and the development of tourism and leisure facilities.

B. STATEMENT OF PURPOSE

These Scope of Work (SOW) have been compiled by CEZA solely for the Procurement of Fit-Out for the CEZA Office at 10th Floor Ayala Triangle Gardens Tower 2 at Makati Ave. cor Paseo de Roxas, Makati City with a total floor area of 1,898.30 square meters. The need to provide an adequate and more conducive working environment for CEZA employees through the construction of modern offices to in-house the workers of the CEZA Mandaluyong is vital in the performance of their various duties and in the delivery of various services to its stakeholders of the Freeport.

CEZA is striving to improve and standardize all its offices to local regulatory and ISO 9001-2015 international standards in order to deliver high quality customer services, improve staff productivity and efficiency towards customer service and also provide a safe working environment for both its customers and staff.

C. CAVEAT

This information is given to assist prospective firms to make their own research and evaluation of the Project, and to aid them in the preparation of the proposal. CEZA does not guarantee the accuracy and completeness of the information contained in the SOW or its various attachments. In

all cases, interested parties should conduct their own due diligence, investigation, analysis and projections for the proposed work.

By accepting these SOW, the recipient acknowledges and accepts that: (1) none of the information contained herein will be used by the recipient or any of its employees or representatives in any manner whatsoever, in whole or in part, other than in connection with its evaluation of the work on the specific basis proposed herein; (2) without limiting the generality of the foregoing, the recipient will not reproduce these SOW to any person other than a limited number of the recipient's employees or representatives who have a clear need to know such information; and, (3) any proposed action by the recipient which are inconsistent in any way with the foregoing agreements will require prior written consent of CEZA.

While CEZA is open to all applications from qualified parties, CEZA reserves the right not to accept any proposal, to reject any or all proposals, to waive formalities therein, or to accept such proposals as may be advantageous to CEZA without thereby incurring any liabilities thereof.

D. SCOPE OF SERVICES OF THE PROPOSED WORK

Cagayan Economic Zone Authority (CEZA) intends to bid out the Procurement of Fit-Out for the CEZA Office at 10th Floor Ayala Triangle Gardens Tower 2 at Makati Ave. cor Paseo de Roxas, Makati City. The objectives of the services are as follows:

1. To ensure the contractor will implement all scope of work found in the design drawing approved by CEZA in accordance with it, materials specification specified and any work to be considered in the actual site condition.
2. To ensure the Contractor will institute the works in accordance with National Building Code of the Philippines (NBCP), National Structural Code of the Philippines (NSTP) and BP344, Fire Code of the Philippines, Philippine Electrical Code, and any applicable codes and standards.
3. To ensure the contractor will institute the works in accordance with Ayala Property Management Corporation (APMC) tenant guidelines.
4. To comply with the Department of Labor and Employment's (DOLE) requirements.
5. All works shall be subject to the approval of CEZA representatives and APMC.

E. DATA AND ASSISTANCE TO BE PROVIDED BY CEZA

It shall be the responsibility of CEZA to provide the contractor with the conceptual design drawings and layout.

CEZA shall likewise provide liaison with government agencies and to ensure that the contractor shall have access to all information as may be allowed by the law for the performance of service.

F. CONTRACTORS REQUIREMENT

1. The contractor must have a valid PCAB License Category B, Sized Range Medium A for the proposed project.
2. The contractor must have experience in the design and construction of office spaces having a size not less than what is required by the project.
3. Previous building structure and Office Fit-out projects constructed by the contractor must have the size not less than 50% the size and extent of the project required by CEZA.
4. The contractor must have the necessary equipment to be used in the construction of the project. This equipment shall be owned/leased by the contractor.

G. DESIGN PARAMETERS

All design and safety standards shall conform to all national, local, and other regulatory entities policies, laws, codes, standards and guidelines and the Ayala Triangle Gardens Construction Guidelines. Any conflict between APMC Construction Guidelines and national codes, the national codes shall prevail.

All materials for construction and decoration shall be new, non-toxic, not volatile, not flammable (treated with fire retardant if so required), not a carcinogen, non-abrasive and should be ensured to pose no danger before, during and after the completion of the project. All materials shall come from legal and sustainable sources.

G.1. ARCHITECTURAL/CIVIL WORKS

G.1.a. Office Entrance/Treatment on Glass/Signages/Color/Blinds/Accessibility

1. Use tempered glass (minimum thickness of 12mm) at not lower than 75% transparency with heavy-duty stainless-steel patch fittings. Structural bracing and anchorage for CEZA and APMC approval.
2. Glass film, stickers and decals shall preferably be in matte finish. Submit samples for approval by CEZA and APMC.
3. Install CEZA corporate office signage inside leased premises in the reception area and designated area for approval of CEZA and APMC.
4. Use gray color scheme with wood and marble accent for all painting works and decorations.
5. The type of roll-up sunscreen shall be provided specially on the curtain wall area. Submit samples and color swatches for approval by CEZA and APMC.
6. Office layout should provide clear unobstructed access to Utility Rooms with minimum clear width of 1.2M.

G.1.b. Walls/Columns inside leased area

1. Structural columns within the lease area should be aesthetically treated and any existing walls that are also located within the leased area shall be repainted or treated as well.
2. All partition wall structures (totally independent layout/ framing system) shall be covered from floor to ceiling with non-combustible materials (CHB or drywall) and must terminate at or above ceiling in a manner that may allow the ceiling plenum air return to fully function. Any deviation shall not be allowed.
3. A minimum of 2-12mm thick gypsum wall board or Fiber cement board installed at manufacturer's specification and maintain a minimum of 2-hr fire rating.
4. If wood paneling or other combustible materials are proposed as wall cladding. This should be installed on a sub-wall made of non-combustible wall structure that has a minimum fire hour rating of not less than 2-hours (certificate must be submitted).
5. Anchoring method for partitions on floor slab and ceiling shall be submitted for review and approval of APMC.
6. All partitions terminating to the exterior glass curtain wall should be aligned or terminated on the vertical mullion of the exterior glass wall (submit termination details for your strict compliance). At no instance shall the mullion, sill closure or any part of the curtain wall be subjected to any pressure/load, nor any permanent fixing be allowed. A 0.30M glass fin or rubber gaskets shall be used as sealing material to abut the vertical mullion.

G.1.c. Ceiling

1. Standard finish floor to ceiling line is 2.70M. It should be based on the standard height of elevator lobbies. All ceiling support should be anchored on slab above and double walls at the sides. No ceiling support lines shall be connected to existing elements of the building, i.e., sprinkler lines, utility lines, electrical conduits, ducts, etc.
2. All ceiling systems should be supported adequately and shall be able to withstand the seismic forces of the area.
3. Threaded Hanger Ga. 10 steel rods at 1.20M. on center both ways with adjustable clips and expansion bolt are allowed.
4. Use gypsum board on metal stud in paint finish on areas such as the ACEO Office, Staff's area, Board conference room, Meeting room, Office space 1-9, Reception area, Receiving Area, Cash Division, Chief of Staff Office, Clinic, COA Office, Staff Lounge, Executive Lounge, Driver's Lounge and Storages; Moisture resistant gypsum board on metal stud in paint finish on wet areas such as the toilets and Pantry; Open ceiling slab in paint finish for the general offices; Timber strips in wood stain finish for the executive lounge.
5. Provision for access manholes (600mm x 600mm) should be incorporated per approved design.
6. A curtain cove shall be provided along the exterior curtain wall system. A general detail shall be submitted for approval by CEZA and APMC.

7. Incorporate a baffle ceiling design on areas such as the reception area, board room, executive lounge and staff lounge.

G.1.d. Flooring

1. Office floor finish must be level with common hallway finish. Provide 25mm x 3mm thick stainless-steel strip threshold between office entrance and elevator lobby.
2. Flooring materials should be hard-surface, high-quality and durable such as Engineered wood and homogeneous tiles.
3. Approval of punch-thru works must be based on the building structure and quality of holes. Provide rebar scanning results prior to coring works. Cutting of slab steel reinforcements is not allowed. Provide pipe sleeves on all penetrated walls, beams and floors.
4. Any chipping for cabling or roughing-ins shall be subjected for approval from APMC.
5. Provide appropriate water-proofing in the kitchen, pantry, T&B, and all wet areas. Provide sample/brochure for approval by CEZA and APMC. Application shall be over the whole required area and along walls, enclosures or vertical terminations at a minimum height of 300mm above the finished floor.
6. Flood Testing duration is 24 hours to be witnessed and inspected by CEZA and APMC.
7. Engineered wood flooring will be used for the ACEO Office, Board Conference room, Staff's Area, Meeting room, Office Space 1-9, meeting room, COA Office and on the dry areas of Staff's Lounge and Executive Lounge; Homogeneous tiles for wet area of executive lounge, staff's lounge, reception area, storages and all other wet areas such as toilets, and pantries.

G.1.e. Door and Frames

1. Provide the main entrance door (full height, double or single leaf, clear tempered glass, frameless panel with stainless steel push/pull handle and patch fitting) complete with lock set based on building standards with security feature (biometric access) for approval by CEZA and APMC.
2. Provide Door Schedule (indicate dimensions, location, finishes and specifications) for approval by CEZA and APMC.

G.2. MECHANICAL

1. All mechanical works must be aligned and comply with the latest Philippine Mechanical Engineering Code (PMEC) and in accordance with the provisions of the latest American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards.
2. All offices, hallways, lobby and other air-conditioned spaces must attain the comfort cooling zone temperature (22°C - 24°C) supply at an air movement of 0.0762 to 0.127 m/s at 50% - 60% Relative Humidity (RH) achieved within 30 minutes after the start-up of air-conditioning unit.

3. Provision of all duct works must be aligned or conform to ASHRAE and Sheet Metal and Air-Conditioning Contractors National Association (SMACNA) standards and provided of fiberglass insulation (at least 25mm thick) with integral aluminum vapor barrier. Provide continuous corner beads for A/C ducts. Do not use G.I. wires.
4. Use air ducts work for the whole system of Heating, Ventilation, Air-conditioning (HVAC) such as Variable Air Volume (VAV), Fan Coil Unit (FCU), Fans, Grilles and other consumables for the operation of the system.
5. Requirement for outdoor fresh air shall be 20% of total air flow rate of AC unit.
6. Provision of condensate drain pipe shall be connected to designated condensate line. Interconnection of condensate drain pipe to soil pipe, kitchen waste pipe and storm drain pipe are not allowed.
7. Submit for approval manufacturer's data specification certifying the A/C capacity and computation of the cooling load. (Transfer)
8. New chilled water FCU air-conditioning system ducted concealed as duty and provide stand by unit for server, ACEO and executive lounge and shall have secondary drain pans with sufficient insulation and protective paint.
9. Provide proper air return (ducted or open return). Installation of splitter damper is not allowed. A manual volume damper shall be installed in every tapping of branch duct to main duct. Each AC diffuser should have opposed volume dampers for air balancing purposes.
10. Provide a water leak detector system for the server room.
11. Installation of odor and smoke abatement equipment such as ozonizer and ionizer is required on smoking and pantry.
12. Smoke extract fan connecting to the existing ductworks and to be wrapped with fire rated board tapping to existing ducting.
13. Chipping, demolition and restoration of all wall and slab penetration of duct and refrigerant piping to include providing fire rated sealant above deck.

G.3. ELECTRICAL WORKS

1. Chipping of structural surfaces, masonry demising walls are not allowed, use double wall for wiring of utilities.
2. Conduits for feeder lines and branches shall use Intermediate Metallic Conduit (IMC) only for exposed and PVC is allowed for embedded. Flexible Metallic Tubing (FMT) shall only be used on hanging lighting fixtures for more than 0.30m from the ceiling.
3. Only soft-drawn copper wire, annealed with THHN insulation coating shall be used for indoor and THWN coating for outdoor. (minimum of 3.5 mm² diameter stranded copper wire.) Exposed and open wirings are not allowed.

4. All main power and line feeders shall be provided with grounding systems and shall follow AYALA TRIANGLE GARDENS TOWER 2 wire color coding.

A - Black , B - Red, C - Yellow, Neutral - White

AC 400V/230V, 3Phase, 4W + G, 60Hz

5. Embedding of Pipes other than IMC and EMT is prohibited.
6. Junction, pull, utility boxes, and adaptors shall be galvanized iron / galvanized zinc gauge 16, 53mm deep covered with G.I. sheet covers.
7. Circuit Breakers shall be Molded Case, Trip Free, air break with correct voltage and KAIC ratings. minimum of 10 KAIC for motor loads.
8. Panel Boards shall be metal enclosed, dead front, gauge 16 all high grade copper bus bars with correct clearance and spacing in accordance to PEC part 1
9. Use 10mm round bar to hold hangers and supports anchored unto the slab soffit in every 1.5meter length. Anchoring at any load bearing structures shall not be allowed.
10. Include necessary accessories as may be necessary and proper in the execution of electrical works.
11. Royal Cords shall not be allowed.
12. All wire splicing should be done inside junction boxes.
13. Illumination Design must conform to the Maximum Allowed Lighting Power.
14. Ordinary open and box type LED light fixtures mounted on the ceiling or hanged on the slab soffit are not acceptable.
15. Provide a separate outlet for Emergency Light with a 1.5-hour rated battery pack. A separate circuit shall be provided for emergency lighting complete with a separate circuit breaker.
16. Load Schedule Computation of lighting outlets shall be 100 volt-amperes per outlet and convenience outlets shall be 90 volts-ampere per yoke.
17. Convenience outlet including pop-out type outlet shall be duplex grounding type with minimum rating of 20 amperes, 230 volts.
18. All convenience outlets to be installed shall be 3-prong and 3-wired (Line, Neutral and Ground).
19. Outlets installed on wet areas and those that will be serving cooking equipment shall be Ground Fault Circuit Interrupter (GFCI) complete with GFCI breaker at the electrical panel.
20. Light switches shall have LED indicators 10A, 230V, AC rated.
21. Load schedule balancing
22. Consider energy efficient technology that requires less energy to perform the same function.

G.4 ELECTRONICS/AUXILIARY WORKS

1. The Electronics/Auxiliary Systems shall comply with the Local Codes and Regulations and applicable international codes and standards such as, Republic Act 9292: Electronics Engineering law of 2004, Philippine Electronics Code, Republic Act 9514: Revised Fire Code of the Philippines of 2008 and its Revised Implementing Rules and Regulations (RIRR), National Building Code of the Philippines and its latest IRR.
2. All Electronics/Auxiliary systems wiring connections shall be provided Intermediate Metal Conduit (IMC) or Electrical Metallic Tubing (EMT) for exposed building conduits complete

with all necessary accessories and local materials needed for the system connections. Conduit fill shall not exceed 40 percent of interior cross sectional area where three or more cables are contained within a single conduit.

3. Provision of Structured Cabling System for Voice and Data Communications. Shall include roughing-ins, wireways, hangers & supports, CAT6a UTP Cables, accessories, wiring devices, patch panel, and patch cord.
4. Information and Communication Technology (ICT) equipment such as Data Cabinet Rack to be installed in the server room, switches, uninterruptible power supply (UPS), data storage/hard disk drives, power distribution units. The Server room shall have provision of Cooling System 24/7 operations with duty and standby.
5. Provision of IP CCTV Surveillance system strategically located to provide security monitoring in the office. The system shall include Network Video Recorder with PoE ports, Cameras including accessories, UTP CAT6 cables, wireways and conduits, hangers and supports. LED Monitors, CCTV Rack etc.

CCTV cameras shall use a high quality ¼” progressive scan sensor using HTTP, without the need for additional software. The camera shall be fitted with a high quality F1.3 Varifocal DC-iris lens and provide pictures down to 1 lux at F1.3. Camera shall use a dedicated video compression chip and has at least 64 MB memory for pre & post alarm recordings. The camera shall be able to deliver at least three individually configurable full resolution full frame rate video streams over IP networks. The camera shall allow the transmission of at least three individual video streams at up to 30 frames per second in all resolutions, using Motion JPEG or H.264. The camera shall support both fixed IP addresses and dynamically assigned IP addresses provided by a Dynamic Host Control Protocol (DHCP) server. The camera shall provide support for both IPv4 and IPv6.

Network Video Recorder shall be required to have storage with recording Retention of 30 days with minimum record rate of 6 frames per second and resolution of 320 x 240. Compression type should be H.264. Viewing: Real-time with resolution of 640 x 48, compression type should be H.264

6. Provision of complete Audio -Visual System for the Executive Board Room which shall be equipped with digital projector with motorized projector screen, discussion units, video controllers, audio mixer, amplifier, audio inputs wireless microphones and ceiling mounted speakers.
7. Provision of Door Access Control system for the important rooms to be determined by CEZA.
8. Supply and installation of SMART TV’s for Meeting room 1 & 2, Staff Lounge, Executive Lounge, Board Room, Reception Area, A/CEO Office and Deputy Administrators Office 1 & 2.

G.5 PLUMBING AND SANITARY

1. All plumbing and sanitary installation works shall comply with provisions of the National Plumbing Code of the Philippines, The Code of Sanitation of the Philippines and/or the rules and regulations of the concerned city or municipality.
2. Provision of Sanitary drain, waste and venting systems including floor drains, AC drains, waste pipe and other equipment for the restrooms and pantry.
3. All fixtures shall be vented individually and the waterline shall be valve by group.
4. All cold water shall be high density polypropylene random copolymer (PPRC).
5. All waterline tapping shall be provided with an isolating gate valve.
6. Provision of water pressure regulator and water hammer arrester to maintain a maximum of 40 psi working water pressure and minimize vibration of the entire cold and hot water distribution system in the looped stub out with valve, meter and other accessories to complete the system.
7. Provision of air conditioning drain for the existing relocated FCUs and new FCUs to include pipes, fitting, insulation and accessories in the most efficient manner but not limited in compliance with the manufacturer's requirements and conditions.
8. Provision of electric water and piping of hot water line supplying to the sink, bath fixture to include pipes, fitting. Insulation, valve, safety valve, drain line and accessories in the most efficient manner but not limited in compliance with the manufacturer's requirements and conditions.
9. Testing for leakage of all waste, sewer and vent piping system plus pressure testing and disinfections of water supply and distribution system.
10. Provision of secondary drain pan at waste and AC drain line in Production area.
11. All floors clean-out (FCO), clean-outs (CO) and all other plumbing fittings shall be accessible for maintenance. The merchant shall provide a manhole if such installations are inside the ceiling.
12. Supply of plumbing fixtures shall be subject for approval by CEZA management team prior to delivery and installation.

G.6 FIRE PROTECTION

1. All installation shall be done in accordance with NFPA 13 standards and Revised Fire Code of the Philippines 2019 and its Revised IRR.
2. Works on existing sprinklers shall be done by buildings accredited contractor/s upon approval by CEZA and Building Property Management. Any modification and relocation of fire lines and sprinkler heads should carry a warranty and should be submitted to CEZA and APMC.

3. Sprinkler branches piping, new upright and pendent sprinkler heads, accessories, drain pipes, hangers, including the relocation of cross main passing thru the server room location and including consumables to complete the systems.
4. Relocation of any existing sprinkler head from upright to pendent and as is upright but new location and to adopt the new approved Fire Protection plan. This includes pipes, hangers and including consumables to complete the systems. Note: Subject to verification of site condition if need to have upright or pendent type as per building guidelines.
5. In areas where non-combustible drop ceilings will be installed (e.g. acoustic, mineral board, fiber cement board, etc.), use concealed pendent-type sprinkler heads of the same type and brand as provided in the building. In areas without drop ceiling (open or exposed), use upright type sprinkler heads. Sprinkler heads shall be chrome-plated with 15mmØ (1/2"Ø) standard orifice, 5mm fusible glass bulb type and shall be UL rated listed the same brand as provided in the building.
6. Partitions from floor to ceiling must be positioned in such a way that the maximum space shall not exceed more than 2.25M from any existing sprinkler heads. If the partition fall on the same location of the sprinkler head/s, the head/s shall be relocated on one side of the partition and additional head/s shall be provided on the other side. Maximum distance of the fire sprinkler unit from the slab is 300mm. Maximum distance between sprinkler heads shall be 3.0M and unobstructed radius shall be 1.5M.
7. Maximum protection area coverage of one sprinkler head (pendent or upright type) shall be equivalent to a room hazard as follows: 12.10 m² for ordinary hazard (class 1); 18.60 m² for light hazard.
8. All pipes shall be supported with hanger rods or brackets and shall be independent from ceiling, lighting fixture and air-conditioning and ventilation duct supports and steel pipe sleeves on pipes penetrating concrete walls and floors shall be provided.
9. Painting of sprinkler heads is not allowed. Fire hose cabinets and portable fire extinguishers are not to be concealed.
10. Duct pipe penetrations in walls or slabs shall be sealed with fire rated materials.
11. New portable fire extinguishers (PFEs) using Hexafluoropropane (HFC 236a) and CO 2 to include mounting hooks, signages and other consumables for the proper operation of the system. Contractor to allow a provisional additional number of extinguishers in their bid.
12. New Thermostatic Portable Fire Extinguisher fire suppression system for 10F Server Room to include 10 lbs. PFE HFC 236a and other accessories, hangers and supports, and other consumables for the proper operation of the system.
13. Repainting of all if any corroded cross main piping to include piping accessories hangers and including consumables to complete the systems.

14. Chipping, Coring, Restoration and application of fire-retardant sealant to all pipe penetration to include all accessories to complete the system.
15. Preparation of combine and individual services drawings including coordination to trade works with other discipline contractors.
16. Hydrostatic testing and commissioning of the whole fire sprinkler system to include drain payment to the building admin.
17. Emergency lighting facilities for means of egress shall be provided. Exit access shall include only designated stairs, aisles, corridors, and passageways leading to an exit. Where maintenance of illumination depends on changing from one energy source to another, a delay of not more than 10 seconds shall be permitted.
18. Emergency illumination shall be provided for not less than 1 ½ hours in the event of power failure of normal lighting. Initial illumination not less than an average of 10.8 lux (1 ft-candle) and at any point not less than 1.1 lux (0.1ft candle), measured along the path of egress at floor level. Illumination levels shall be permitted to decline to not less than an average of 6.5 lux (0.6ft-candle) and, at any point, not less than 6.5 lux (0.6ft-candle) at the end of the 1 ½ hours. A maximum-to-minimum illumination uniformity ratio of 40 to 1 shall not be exceeded.
19. Provision of emergency lighting/illumination shall be automatic in the event of any interruption of normal lighting due to: a) failure of public utility or other outside electrical power supply, b) opening of a circuit breaker or fuse, c) manual act/s, including accidental short-circuiting.
20. Battery-operated emergency lights shall use only reliable types of rechargeable batteries provided with suitable facilities for maintaining them in properly charged condition. Batteries used in such lights or units shall be approved for their intended use and shall comply with the NFPA 70. It shall be either continuously in operation or shall be capable of repeated automatic operation without manual intervention.
21. Where required, means of egress shall be marked in accordance with this Section. Exits, other than main exterior exit doors that obviously and clearly are identifiable as exits, shall be marked by an approved sign that is readily visible from any direction of exit access.
22. Access to exits shall be marked by approved readily visible signs in all cases where the exit or way to reach the exit is not readily apparent to the occupants. New sign placement shall be such that no point in an exit access corridor is in excess of the rated viewing distance or 30M (100ft), whichever is less, from the nearest sign.
23. All signs showing direction of travel shall be placed at every location where the direction of travel to reach the nearest exit is not apparent. Signs required shall read as follows in plain legible letters, or appropriate wording shall be used: EXIT.
24. Provision of Evacuation Plan with proper orientation where it can be easily to understand and follow the direction of the fire exits.

H. BIDDING STAGE

A. Pre-Bid

The contractor shall include actual site surveys, estimates of quantities, detailed unit price analysis and cost estimates based on the approved conceptual design/preliminary plans of CEZA.

1. Reconnaissance Survey

Conduct reconnaissance surveys to determine the suitability of the approved conceptual design/preliminary plans in terms of general conditions, principal features and design standards.

2. Unit Price Analysis

Prepare detailed analysis of all applicable unit prices using current cost indices, rental rates, etc.

3. Technical Documents

Prepare technical documents consistent with the provision of RA 9184 and its Implementing Rules and Regulations and the policies, practices and procedure of CEZA

5. Bill of Quantities

I. IMPLEMENTATION STAGE

DESIGN STAGE

PRE-DESIGN PHASE

Pre-Design Phase where the specific parameters, size and scope of the fit-out and its location on the building shall be established. It includes, but is not limited to:

1. Conduct of reconnaissance, engineering surveys on wirings, chases, pipes and utilities locations, and on-site investigations of connections/tapping points;
2. Preparation of preliminary architectural and engineering designs, layouts, outline specifications, preliminary cost estimates, value engineering/ value analysis study and specific recommendations prior to final design in coordination with Ayala Triangle Gardens Tower 2 Construction Fit-Out Guidelines & House Rules and Regulations.

DESIGN PHASE

Includes preparation of final Detailed Architectural and Engineering Designs, working drawings, specifications, detailed cost estimates for construction of Office Fit-Out CEZA at Ayala Triangle Gardens Tower 2.

1. The contractor must prepare Detailed Architectural and Engineering Design for the Proposed Office Fit-out to cater at least 180 employees and offices required for CEZA's operation. It must be based on the Conceptual Design of CEZA.
2. All works must be in accordance with the NBCP Standard Specification for buildings or any applicable code and APMC tenant Guidelines. Likewise, existing provisions and related issuances will be complied.
3. All design must be with approval of CEZA prior to implementation or construction.

CONTRACT DOCUMENTATION PHASE

Will cover preparation of documents required for progress reports and work accomplishment relative to the Project as well as contracts, sample approvals, variation reports, and other necessary documents for audit purposes until its completion and acceptance.

CONSTRUCTION STAGE

1. The contractor must undertake the coordination with the property management of the building for knowing all building guidelines in related thereto and secure needed permits/clearances and Fees from LGU and other concerned government agencies before, during and after the construction. Vetting Plans fee shall be also shouldered by the contractor.
2. The contractor must supply and install all materials equipment (brand new), labor, testing, commissioning and perform all work necessary for the complete execution of all the approved Detailed Architectural and Engineering Design.
3. The contractor must prepare all installation shop drawings, as built plan and Operating Maintenance Manuals for the approval of CEZA representatives.
4. A weekly coordination meeting must be scheduled during the construction stage to discuss project milestones, accomplishments, issues, and concerns. This is also the time of submittals of Request for Information (RFI) for the design concerns and Request for Approval (RFA) for any material approvals.

5. EQUIPMENT AND FACILITIES TO BE PROVIDED BY THE CONTRACTOR

The contractor must provide supplies, office equipment, materials and transportation facilities. Upon termination or expiration of the Contract, such office equipment, supplies and materials shall be donated to CEZA.

6. REPORTING AND SUPERVISORY RELATIONSHIP

The contractor must report to the Chief Executive Officer thru the Chief of CEZA Engineering Office on technical and administrative matters.

7. REPORTS AND DOCUMENTS

The contractor must submit the following reports and documents to CEZA in the format and content as indicated:

1. Detailed Design Work Program – in the form of bar chart & S-curve within the month of the starting date.
2. Quantity Estimates – complete calculation for every item of works specified in the Bill of Quantities (BOQ) to be submitted together with the final construction drawings in five (5) hard copies and one (1) electronic copy.
3. Detailed Unit Price Analysis – showing all calculations made in determining the unit price for each item of work including profit factor, overhead, contractor’s tax, etc. to be submitted together with the final construction drawings in five (5) hard copies and one (1) electronic copy.
4. Construction Shop Drawings and As Built Plan
5. Weekly Accomplishment Report

J. PERSONNEL AND MANPOWER REQUIREMENT

The Contractor must provide and deploy personnel upon the commencement of activities. The key personnel must meet the required minimum years of experience set below:

I. Professionals for the Stage I –Design of Fit-out:

Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Principal Architect/ Designer	Seven (7) years	PRC and UAP (United Architects of the Philippines)
2. Project Manager/ Coordinator	Seven (7) years	PRC and UAP (United Architects of the Philippines)

3. Licensed Interior Designer	Seven (7) years	PRC and PIID (Philippine Institute of Interior Design)
4. Licensed Civil Engineer	Seven (7) years	PRC and PICE (Philippine Institute of Civil Engineers)
5. Professional Electrical Engineer	Seven (7) years	PRC and IIEE (Institute of Integrated Electrical Engineers)
6. Professional Electronics Engineer/ Electronics Engineer	Seven (7) years	PRC and IECEP (Institute of Electronics Engineers of the Philippines)
7. Professional Mechanical Engineer	Seven (7) years	PRC and PSME (Philippine Society of Mechanical Engineers)
8. Licensed Sanitary Engineer	Seven (7) years	PRC and PSSE (Philippine Society of Sanitary Engineers)
9. Network Engineer	Three (3) years	CCNA/CCNP or JNCDA/JNCDS (Cisco Certified Network Associate/Professional or Juniper Networks Certification Design Associate/ Data Center Design, Specialist)
10. CAD Draftsman	Proficient in CAD operation (Autocad release 2010 or later and Sketchup 2012) to support production of design plans/drawings and other needed documents.	Training Certificate

II. Manpower for Stage II- Construction of Fit-Out:

A. Mechanical Works

Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Registered and Licensed Mechanical Engineer	Three (3) years	PRC
2. Foreman	Three (3) years	TESDA
3. Leadman	Three (3) years	TESDA
4. Skilled Worker/s	Three (3) years	TESDA
5. Labor Worker/s	One (1) year	n/a

6. Technician/s	Three (3) years	TESDA
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B. Plumbing/ Sanitary Works

Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Registered/ Licensed Master Plumber	Three (3) years	PRC
2. Foreman Plumber	Three (3) years	TESDA
3. Skilled Plumber	One (1) year	TESDA
4. Labor Worker/s	One (1) year	n/a

C. Electrical Works

Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Registered and Licensed Electrical Engineer	Three (3) years	PRC
2. Electrician/Technician	Three (3) years	PRC
3. Foreman	Three (3) years	TESDA
4. Labor Worker/s	One (1) years	n/a
5. Safety Officer	Three (3) years	BOSH/COSH Certificate (DOLE Accredited)
6. Quality Assurance/ Quality Control Officer	Three (3) years	Certified QA/QC and/or Diploma of Electrical Engineering

D. Fire Protection Works

Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Registered and Licensed Mechanical Engineer	Three (3) years	PRC
2. Foreman	Three (3) years	TESDA
3. Leadman	Three (3) years	TESDA
4. Skilled Worker/s	Three (3) years	TESDA
5. Pipe Fitter/s	Three (3) years	TESDA
6. Welder/s	Three (3) years	TESDA

E. Architectural/ Civil Works

Key Positions	Minimum Years of experience in such position	License/ Certification Required
1. 1. Registered and Licensed Architect or Civil Engineer	Three (3) years	PRC
2. Foreman	Three (3) years	n/a
3. Leadman	Three (3) years	n/a
4. Skilled Worker/s	Three (3) years	n/a
5. Labor Worker/s	One (1) year	n/a

F. Network/ Electronics Works

1. Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Registered and Licensed Electronics Engineer/Computer Engineer	Three (3) years	PRC
2. Network Engineer	Three (3) years	Certifications
3. Foreman	Three (3) years	TESDA
4. Leadman	Three (3) years	TESDA

G. Safety Officer

Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Safety Officer 3	Three (3) years	BOSH/COSH Certificate (DOLE Accredited)

H. MINIMUM EQUIPMENT REQUIREMENTS:

The Contractor must have the following equipment to be used in the projects:

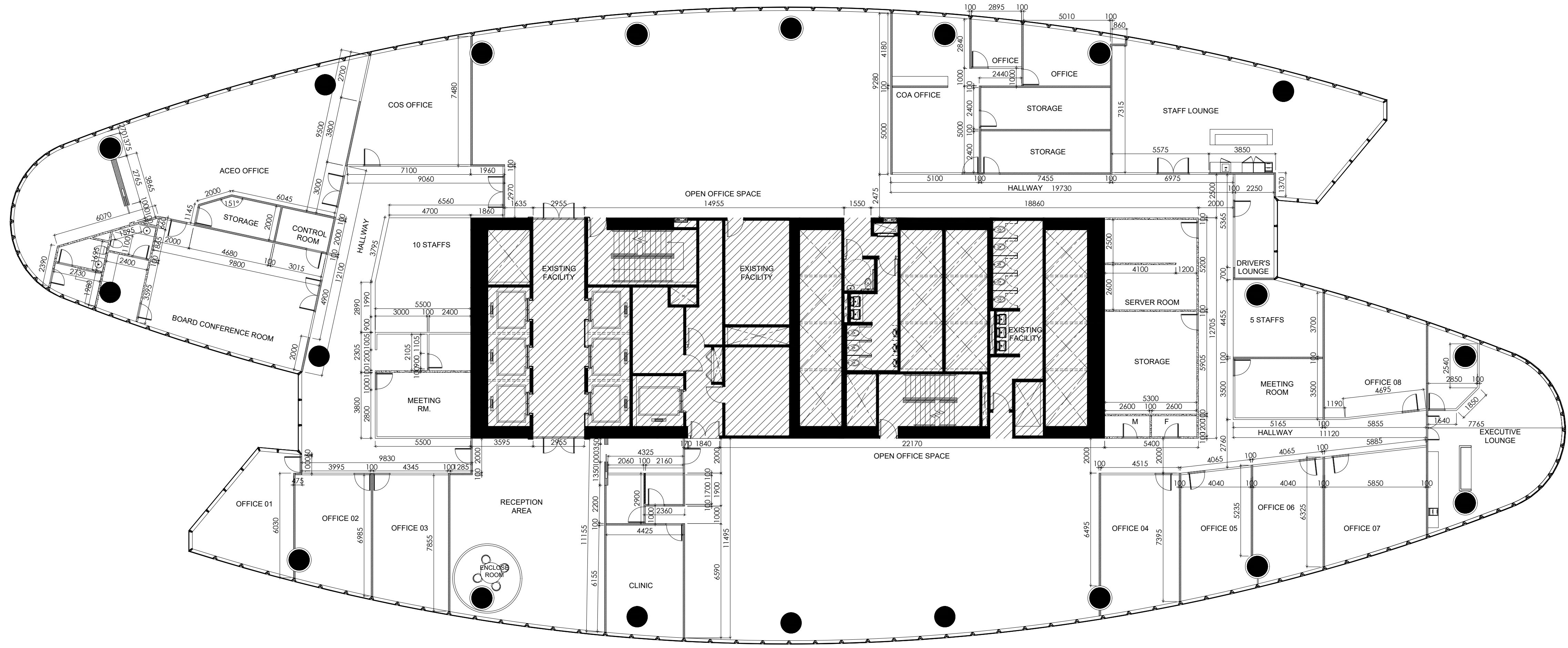
Equipment	Number of Unit
1. Grinder	1
2. Hammer Drill	1
3. Pipe Bender	1
4. Cutting Machine	1
5. Coring Machine	1
6. Fusion Machine	1
7. Metal Drill	1
8. Hydrostatic Test Pump	1
9. Threading Machine	1

I. TIME SCHEDULE / DELIVERABLES

The Cagayan Economic Zone Authority (CEZA) intends to bid out the Procurement of Fit-Out for the CEZA Office at 10th Floor Ayala Triangle Gardens at Ayala Avenue, Makati City. The project should be completed within ninety (90) calendar days upon receipt of Notice to Proceed from CEZA.

J. LEVEL OF EFFORT

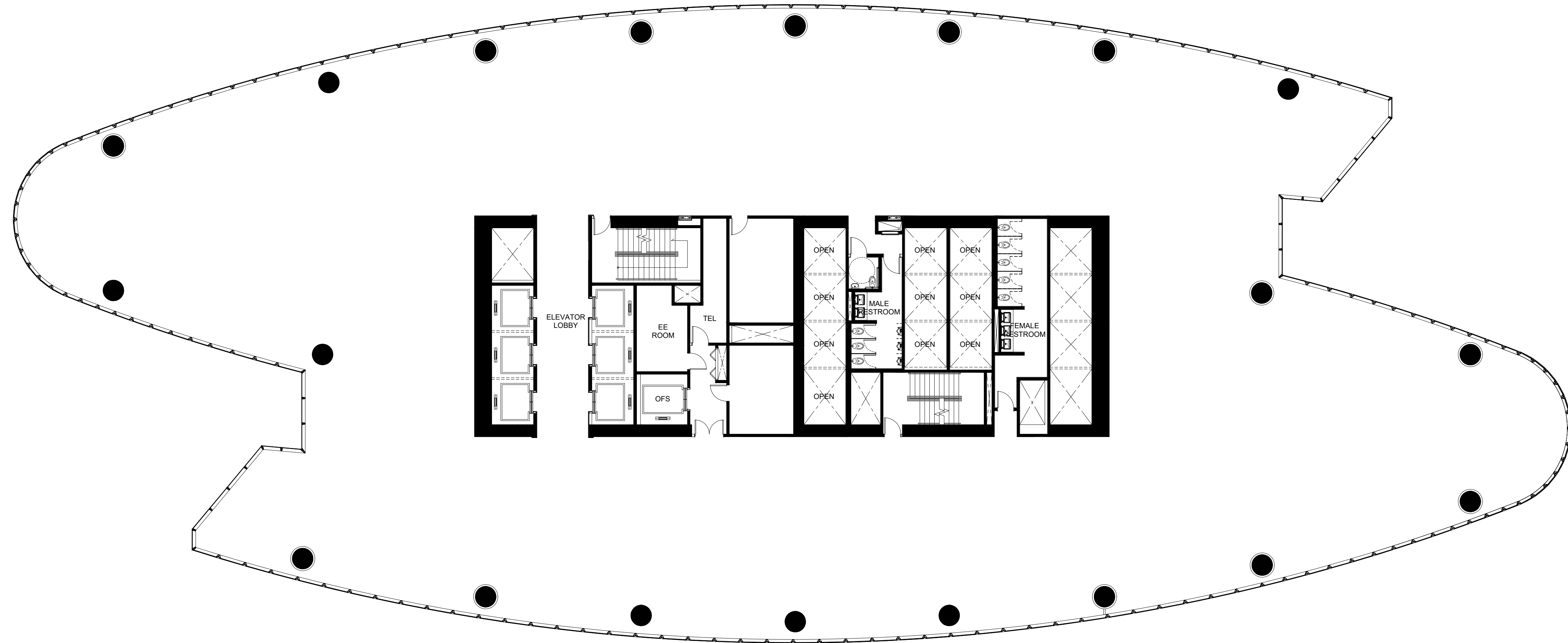
1. The Contractor shall be expected to determine the level of effort that requires expatriate technical and professional services during the life of the Contract. Short-term expatriate assistance should be kept to the minimum required by the Contractor for assuming complete responsibility for the performance of the work under this project.
2. The Contractor shall be expected to determine the level of effort for local technical and professional services required for the performance of the work under this request for proposal.
3. The Contractor shall be expected to determine the level of effort for secretarial, administrative and logistical support staff required to support the work under this request for proposal.



1
CEZA OFFICE
CONCEPTUAL FLOOR PLAN
 AR-001 SCALE 1:150 MTS



OWNER:	PROJECT TITLE:	PREPARED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	REVISION:	PROJECT DESIGN NO.:	SHEET NO.:
CAGAYAN ECONOMIC ZONE AUTHORITY	Office Fit-out in Ayala Triangle Tower Gardens, Makati City (Design and Construction of Office Space)	AR. GARY LLOYD U. BUMANGLAG	ENGR. JULIAN JOVY GONZALES	SEC. KATRINA PONCE ENRILE		2023-_____	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> 1 A 2 </div>
		ARCHITECT	ENGINEER V	ADMINISTRATOR/CHIEF EXECUTIVE OFFICER		CEZA-PDP-_____	

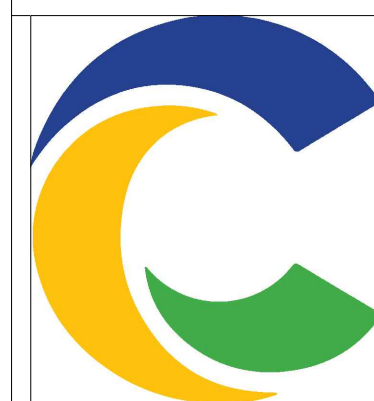


1
AR-001

CEZA OFFICE
UTILITY LOCATIONS

SCALE

1:150 MTS



OWNER: CAGAYAN ECONOMIC ZONE AUTHORITY	PROJECT TITLE: Office Fit-out in Ayala Triangle Tower Gardens, Makati City (Design and Construction of Office Space)	PREPARED BY: AR. GARY LLOYD U. BUMANGLAG	RECOMMENDING APPROVAL: ENGR. JULIAN JOVY B. GONZALES	APPROVED BY: SEC. KATRINA PONCE ENRILE	REVISION:	PROJECT DESIGN NO.: 2023-_____	SHEET NO.: 2 A 2
		ARCHITECT	ENGINEER V	ADMINISTRATOR/CHIEF EXECUTIVE OFFICER		CONTROL NO.: CEZA-PDP-____	

ANNEX "C"

BILL OF QUANTITIES					
Name of Project:	PROCUREMENT OF CEZA OFFICE FIT-OUT IN AYALA TRIANGLE TOWER GARDENS, MAKATI CITY (DESIGN AND CONSTRUCTION OF OFFICE SPACE) SECOND ATTEMPT				
Location :	10th Flr. Ayala Triangle Gardens Tower 2, Makati Ave. Cor Paseo de Roxas, Makati City				
Contract Duration:	90 cd				
Item No.	Description	Quantity	Unit	Unit Cost	Total Cost
1	2	3	4	5	6
A: GENERAL REQUIREMENTS					
A.1	Mobilization/Demobilization		Lump Sum		
A.2	Permits and Clearances		Lump Sum		
A.3	Temporary Facilities / Barracks and Accommodation		Lump Sum		
A.4	PPE and Safety Requirements		Lump Sum		
A.5	Disposal of Debris		Lump Sum		
A.6	Vetting Fee		Lump Sum		
TOTAL A					
B: DESIGN					
B.1	Design Fee		Lump Sum		
TOTAL B					
C: GENERAL FIT-OUT WORK					
C1: EXISTING CONDITIONS					
C.1.1	Supply & Installation of Self-Leveling compound		sq.m		
C.1.2	Rebar Scanning & Coring Works		lot		
TOTAL C1					
C2: CIVIL WORKS					
C.2.1	Wall Partitions- Light weight precast		sq.m		
C.2.2	Wall Partitions - P-3 - Built-up 1/2" thk. Ficem board drywall		sq.m		
C.2.3	CHB Laying		sq.m		
C.2.4	Plastering		sq.m		
C.2.5	Others, Pls. Specify				
TOTAL C2					
C3: FLOOR FINISHES					
C.3.1	Floor topping		cbmt.		
C.3.2	1200 x 2400mm Reception Flooring		sq.m		
C.3.3	600x1200mm General Office Floor tiles		sq.m		
C.3.4	750x1500mm Aceo & Boardroom Pantry & Toilets (wall & floor)		sq.m		
C.3.5	600x1200mm Female Toilet & pantry (wall & floor)		sq.m		
C.3.6	600x1200mm Male Toilet (wall & floor)		sq.m		
C.3.7	Chevron Wood Floor		sq.m		
C.3.8	5-ply Waterproofing works		sq.m		
C.3.9	Others, Pls. Specify				
TOTAL C3					
C4: WALL FINISHES					
C.4.1	Wallpaper		sq.m		
C.4.2	Chevron Wood Wall		sq.m		
C.4.3	Stone Wall Accent (Reception)		sq.m		
C.4.4	Fluted WPC wall panels		sq.m		
C.4.5	Charcoal Veneer Walls		sq.m		
C.4.6	Paint		sq.m		
C.4.7	Others, Pls. Specify				

TOTAL C4				
C5: CEILING FINISHES				
C.5.1	50x200 baffle ceiling		lm	
C.5.2	Slab soffit in paint finish		sq.m	
C.5.3	Gypsum board in paint finish		sq.m	
C.5.4	Moisture resistant gypsum board in paint finish - toilet		sq.m	
C.5.5	Magnetic track		lm	
C.5.8	Others, Pls. Specify			
TOTAL C5				
C6: DOORS (See Schedule)				
C.6.1	Single Swing Door - (900mmWx2700mmH)		set/s	
C.6.2	Single Swing Door - (800mmWx2700mmH)		set/s	
C.6.3	Double Swing Door - (1800mmWx2700mmH)		set/s	
C.6.4	Single Sliding Door - (900mmWx2700mmH)		set/s	
C.6.5	Others, Pls. Specify			
TOTAL C6				
C7: WINDOWS				
C.7.1	Glass Partitions (double glass 5+5mm thick)		sq.m	
C.7.2	Others, Pls. Specify			
TOTAL C7				
C8: MISCELLANEOUS ITEMS/CARPENTRY WORKS				
C.8.1	Reception Counter		lot	
C.8.2	Staff lounge - Front Counter		lot	
C.8.3	Staff lounge - Back Counter		lot	
C.8.4	Executive lounge - Front Counter		lot	
C.8.5	Executive lounge - Back Counter		lot	
C.8.6	COA - Pantry Counter		lot	
C.8.7	Reception Area - Holding Area		lot	
C.8.8	ACEO - Pantry		lot	
C.8.9	Boardroom - Pantry		lot	
C.8.10	Common Pantry		lot	
C.8.11	Executive T&B His Vanity Counter		lot	
C.8.12	Executive T&B Hers Vanity Counter		lot	
C.8.13	Others, Pls. Specify			
TOTAL C8				
1	2			
C9: GLAZING WORKS				
C9.1	ACEO T&B Vanity Counter Mirror		unit	
C9.2	Boardroom's T&B Vanity Counter Mirror		unit	
C9.3	Executive T&B His Vanity Counter Mirror		unit	
C9.4	Executive T&B Hers Vanity Counter Mirror		unit	
C9.5	Executive Lounge Accent Mirror Wall		unit	
C9.6	Staff Lounge Accent Mirror Wall		unit	
C9.7	Meeting Rooms Glass Wall Writing Board		unit	
C9.8	Others, Pls. Specify			
TOTAL C9				
C10: PLUMBING WORKS				
Plumbing Fixtures				
C10.1	ACEO T&B Water Closet Wall Mounted		unit	
C10.2	ACEO T&B Lavatory		unit	
C10.3	Boardroom/Executive His & Hers Floor Mounted		unit	
C10.4	Executive His Floor Mounted Urinal		unit	
C10.5	Boardroom/Executive His & Hers Lavatory		unit	
C10.6	Lavatory Faucet		unit	
C10.7	Bidet Shower		unit	
C10.8	Stainless Paper Holder		unit	
C10.9	Towel Bar		unit	
C10.10	Soap Holder		unit	
C10.11	Brass Square Floor Filter		unit	
C10.12	Drain Cover		unit	
C10.13	Clean Out Cover		unit	
C10.14	Kitchen Counter Lavatory Faucet for ACEO		unit	
C10.15	Sink		unit	
C10.16	Others, Pls. Specify			

TOTAL C10					
C11: WATER SEWORAGE SYSTEM					
C11.1	Supply & Installation of System - PVC Pipe, Fittings,			lot	
C11.2	Others, Pls. Specify				
TOTAL C11					
C12: WATER LINE DISTRIBUTION					
C12.1	Cold Water line			lot	
C12.2	Others, Pls. Specify				
TOTAL C12					
C13: ELECTRICAL WORKS					
C13.1	Supply and Installation of conduit fittings, wire ways & accessories			lot	
C13.2	Supply and Installation of Conductors & Cables			lot	
C13.3	Supply and Installation of boxes & Pull boxes			lot	
C13.4	Supply and Installation of metal wireways/conduits, boxes and fittings			lot	
C13.5	Supply and installation of panelboards and circuit breakers			lot	
C13.6	Supply and Installation of Convenience & ref outlet			lot	
C13.7	Supply and Installation of Lighting Fixture with accessories			lot	
C13.8	Power Provisions for Curtain Blinds,			lot	
C13.9	Testing and Commissioning			lot	
C13.10	Others, Pls. Specify				
TOTAL C13					
C14: ELECTRONICS SYSTEM					
FIRE DETECTION AND ALARM SYSTEM					
				lot	
C14.1	Smoke detector (Addressable) including base				
C14.2	Heat detector (Addressable) including base				
C14.3	Manual Call Point				
C14.4	Sounder with Strobelight				
C14.5	Monitor/Input Modules				
C14.6	Control/Output Modules				
C14.7	Fault Isolators				
C14.8	Wires and Cables				
C14.9	Conduits, Boxes and Fittings				
C14.10	Testing and Commissioning				
STRUCTURED CABLING SYSTEM and ICT EQUIPMENT					
				lot	
C14.11	Universal Information Outlets (Voice & Data)				
C14.12	Core Switch	1.00		set/s	
C14.13	Network Switch	5.00		set/s	
C14.14	Patch Panel 48-ports	5.00		set/s	
C14.15	Patch Chords	290.00		set/s	
C14.16	Data Cabinets/Equipment Rack	2.00		set/s	
C14.17	Wireless Access Point (Same Brand with CEZA Existing Firewall Access Point)	5.00		set/s	
C14.18	UPS 2kVA	2.00		set/s	
C14.19	AVR 3000 W	2.00		set/s	
C14.20	CAT6 UTP cable				
C14.21	Wireways/Cable Trays/Conduits/Boxes/Fittings				
C14.22	Testing and Commissioning				
ACCESS CONTROL SYSTEM					
				lot	
C14.23	Access Control Panel				
C14.24	Workstation				
C14.25	Operating Software				
C14.26	Control Module				
C14.27	Card Reader				
C14.28	Exit Button				
C14.29	Electromagnetic Lock				
C14.30	Door Contacts				
C14.31	Access Cards				
C14.32	Wires & Cables				
C14.33	Pipes/Conduits & Fittings/Boxes				
C14.34	Testing and Commissioning				
IP CCTV SYSTEM					
				lot	

C14.35	Day & Night 1080P HD Vandal Resistant Dome IR IP Camera - 5mp	12.00			
C14.36	1080P Real-time Multi-touch 16 Channel Standalone NVR	1.00			
C14.37	Hard Disk Drive - Surveillance (10TB)	2.00			
C14.38	55" LED Monitor	1.00			
C14.39	Wires & Cables				
C14.40	Conduits and Roughing-ins				
C14.41	Testing and Commissioning				
AUDIO VIDEO SYSTEM (BOARD ROOM)				lot	
C14.42	Video Projector 6000 ANSI Lumens	1.00		set/s	
C14.43	Projector Bracket	1.00		set/s	
C14.44	Motorized Projection Screen (16:10)	1.00		set/s	
C14.45	Wireless Presentation and Collaboration Solution + WAP	1.00		set/s	
C14.46	4x1 HDMI Switcher	1.00		set/s	
C14.47	Table Mount Modular Multi-Connection	1.00		set/s	
C14.48	Computer Graphics Video & HDTV to HDMI ProScale™	1.00		set/s	
C14.49	Discussion Units Table Top	20.00		set/s	
C14.50	VGA Extender	1.00		set/s	
C14.51	HDMI Extender	1.00		set/s	
C14.52	HDMI Audio De-Embedder	1.00		set/s	
C14.53	Audio DSP	1.00		set/s	
C14.54	Ceiling Speaker	6.00		set/s	
C14.55	Power Amplifier	1.00		set/s	
C14.56	Wireless Handheld Microphone	2.00		set/s	
C14.57	Wires & Cables				
C14.58	Conduits and Roughing-ins				
C14.59	Testing and Commissioning				
C14.60	Others, Pls. Specify				
TOTAL C14					
C15: MECHANICAL WORKS					
C15.1	Mechanical Works				
C15.2	Others, Pls. Specify				
TOTAL C15					
C16: FIRE PROTECTION					
C16.1	Fire Protection				
C16.2	Others, Pls. Specify				
TOTAL C16					
C17: SPECIALTY					
C17.1	Supply & Installation of Smart Glass system in ACEO office and Boardroom			lot	
C17.2	Supply & Installation of SMART TV on Meeting Room 1 & 2 - 55", Staff Lounge - 50", Executive Lounge - 50", Board Room - 83", Reception Area - 55", A/CEO Office 50" and Deputy Administrator Office 1 & 2 - 50"			lot	
TOTAL C17					
D1: WINDOW BLINDS					
D1.1	Motorized Blinds/Fabric			lot	
TOTAL D1					
D2: GRAPHIC SIGNAGE					
D2.1	Graphic Signages			lot	
TOTAL D2					
TOTAL					