

# **SCOPE OF WORK**

## **IMPROVEMENT OF CEZA VISITORS CENTER**

### **1. GENERAL**

The works shall be carried out according to the Scope of Works and shall govern the methods of construction and the kind of materials to be used for the proposed building as shown in the plans and detail drawings.

The plans, detail drawings and Scope of Works shall be considered as completing each other, so that what is mentioned or shown in one, although not mentioned or shown in the other, shall be considered as appearing on both. In case of conflict between the two, the same shall be referred to the Office of the Engineering and Maintenance Division for resolution.

All works shall be carried simultaneously with electrical, plumbing, sanitary and other services. Materials not conforming to Specifications shall be rejected.

#### **1.1 GENERAL CONDITIONS**

The Contractor shall verify the existing condition of the structural and lot boundaries. Total demolition of existing structure (if any) within the proposed project site is required.

#### **1.2 CONTRACTOR'S OFFICE & ACCOMMODATION**

Provision of Contractor's Office and Temporary Facility is required. The structure of the buildings shall be adequate, rainproof, spacious, airy and hygienic with proper lighting and toilet facilities. The area shall be kept neat and clean. Any garbage or sewage shall be disposed at a location and in a manner approved by the Engineer.

Space allocated for storage of various materials such as cement, reinforcement steel and petroleum products, etc, shall be clearly separated to avoid contamination. Petroleum products shall be stored and handled in a way that avoids contamination of ground water. Workshops shall be installed with oil and grease traps for the same purpose.

The Contractor shall provide, at his own expense, adequate temporary accommodation and toilet facilities for his Workmen and keep the same in good conditions. The Contractor shall construct suitable soak pits along with room of pit-type latrines. Sufficient water must be provided and maintained in the toilets. Proper methods of sanitation and hygiene should be employed during the whole project

duration. The above-mentioned temporary structures shall be removed on the completion of the Works at Contractor's own cost. All materials shall belong to the Contractor.

The Contractor shall make his own arrangement for the supply of electric power and lighting as required for construction purpose.

### **1.3 SAFETY MEASURES**

The Contractor shall be responsible for safety of all workmen and other persons entering the Works and shall at his own expense take all measures, subject to the Engineer's approval, necessary to ensure their safety. Such measures shall include but not limited to:

- Appropriate personal protective equipment (helmet, dusk mask, safety shoes and hand gloves) must be provided and worn by Workmen;
- First Aid Cabinet must be fully equipped and readily available for treatment of sickness and injuries;
- Provide safety and emergency regulations for fire and electric shock prevention;
- Safe control of flowing water; and
- Conduct regular safety meeting.

### **1.4 PROJECT BILLBOARD AND SIGNBOARD**

The Contractor shall provide and erect project signboard at the exact location approved by the Engineer. The design, layout and wording are all to be approved by the Engineer. All signboards shall display the title of the project, the name of the Project Proponent and the consulting engineering company, if applicable. The signboard shall be maintained in good condition throughout the duration of the Contract, and shall be removed upon completion of the project to the satisfaction of the Engineer.

### **1.5 ENVIRONMENTAL PROTECTION WORKS**

The environment means surrounding area including human and natural resources to be affected by execution and after completion of works. The Contractor shall take all precautions for safeguarding the environment during the course of construction of the works. He shall abide by all prevalent laws, rules and regulations governing pollution and environmental protection. The Contractor shall prohibit employees from cutting of trees and the former shall be responsible for the action of the latter.

Waste materials must be collected, stored and transported to approved dump/disposal area.

The Engineer shall have the power to disallow the method of construction and/or the use of any borrow/quarry area, if the stability and safety of the works or any adjacent structure is endangered, or there is undue interference with the natural or artificial drainage, or the method or use of the area will promote undue erosion.

## **2. SITE DIARY OR MANUAL FIELD BOOK**

The Contractor shall keep Site Diary or Manual Field Book wherein full details of the work carried out during each day shall be fully recorded. The Site Diary or Manual Field Book shall be available for inspection by the Engineer any time during normal office hours. It shall include:

- Project Name;
- Contractor's Name;

- Contractor's Representative;
- Weather Conditions, rainfall and river water level (indicate "NO WORK", if unworkable days);
- Description, quantity and location of work performed;
- Shift and working hours;
- Number and category of workers working at site;
- Test carried out and results;
- Inspection carried out by the Engineer;
- Problems or abnormal occurrence;
- Defective/Non-Compliant Work & Corrective Action;
- Site Instructions;
- Visitors; and
- Accident (if any)

### **3. SITE PREPARATION WORKS**

Clearing and grubbing and cutting of trees shall include handling, salvaging, piling and disposing off the cleared materials with all leads and lifts. Trees shall be cut in sections from the top downwards. All timber shall not be used by the Contractor for any purpose and shall remain the property of the CEZA.

Clearing shall consist of the cutting, removing and disposal of all trees, bushes, shrubs, grass, weeds, other vegetation, anthills, rubbish, fences, top organic soil and rocks and boulders exposed or lying on the surface.

The construction site shall be leveled according to the plans and cleared of rubbish, roots and other perishable and objectionable matters to a suitable subgrade. All such unsuitable materials shall be removed from the construction site and spread uniformly over the areas adjacent to the proposed building, or otherwise disposed of as maybe directed by the Architect/Engineer in-charge of the construction.

Materials obtained from clearing and grubbing shall be disposed off in borrow pits or other suitable places and be covered up with soil or gravel as directed by the Engineer. The burning of combustible materials shall not be permitted.

### **4. STAKING OUT THE BUILDING LINES**

The building lines shall be staked out on the lines and grades shown in the drawings established before any excavation is started. Batter boards and reference marks shall be erected at such place where they will not be disturbed during the excavation of the building.

During the period of commencement of works, the Contractor shall survey the construction area and confirm the levels. He shall immediately notify the Engineer of any discrepancies and shall agree with the Engineer any amended values on the plan. All stations and reference points shall be clearly marked and protected to the satisfaction of the Engineer. All working benchmarks shall be near major/medium structure sites. Accurate establishment of the centerlines based on the Drawing is required. The existing profile and cross-section shall be jointly taken with the Engineer.

## **5. EXCAVATION**

Foundation trench shall be dug to the exact width and depth and levels as indicated in the drawings. Sides of the trenches shall be vertical. In case soil does not permit vertical sides, the Contractor shall protect the sides with timber shoring. Excavated earth shall not be placed within 1.5 meter of the edge of the trench. The Project Engineer may direct the Contractor to place excavated earth at a particular site up to 30 meter away from the proposed building. After completion of the foundation masonry, the remaining portion of the trench not filled by masonry shall be filled up with earth in layers of 115 cm, watered and well-rammed.

No excavation or foundation work shall be filled in or covered up before the inspection and approval of the Project Engineer.

## **6. BACKFILLS**

The work shall consist of filling for construction of embankment for plinth of building and include furnishing, placing, compacting and shaping suitable materials obtained from approved sources in accordance to lines, levels, grades, dimensions shown on the drawings. The preparation of surface is by layer. Each layer shall not exceed 300 mm in thickness before compaction. Each layer of material shall then be watered and compacted to 95% dry density at optimum moisture content.

## **7. TERMITE CONTROL**

The work includes furnishing of skilled labor (certified pesticide applicator duly licensed by fertilizer and pesticide authority), chemical, tools, equipments, supervision and other related works necessary to complete the program herein recommended and described.

Before any termite control work is started, thorough examination of the site shall be undertaken so that the appropriate method of soil poisoning can be applied.

Treatment of the soil on the exterior sides of the foundation walls, grade beams and similar structures shall be done prior to final grading and planting or landscaping work to avoid disturbance of the toxicant barriers by such operations.

Areas to be covered by concrete slab shall be treated before placement of granular fill used as capillary water barrier at a rate of 12 liters per square meter with Type 1 working solution after it has been compacted and set to required elevation.

Use 30 ml. of concentrated chemical per 1 (one) liter of water (dilution) or 1 liter of concentrated chemical per 33.33 liter of water. Chemical to be used shall be 100%

efficacy in 5 (five) years upon completion of work.

## **8. MASONRY WORKS**

Masonry works is a form of construction work equipped with stone, bricks, concrete, hollow clay tile, concrete block or tile, or other similar building units or material or a combination of these materials laid up unit and set in mortar. Concrete hollow blocks are classified as load bearing and non-load bearing blocks. Installation of Concrete Hollow Blocks is done either block laying after the concreting of tied columns or concreting of columns after block laying of walls.

Lintel beams to be provided at every 3000 mm on center lintels acting as stiffener columns to be provided at every 5000 mm on center.

### **CONCRETE HOLLOW BLOCK**

All exterior concrete hollow blocks to be used for exterior walls shall be at least 150 mm thick, while concrete hollow blocks for interior walls unless otherwise indicated, shall be 100 mm thick. For interior CHB walls where plumbing pipes and fittings shall be located, the thickness shall be at least 150 mm.

### **CEMENT MORTAR**

The concrete hollow block walls shall be filled with cement mortar consisting of 1 part Portland cement and 3 parts sand by the volume. They shall be reinforced with round deformed bars, 10 mm diameter spaced not more than 600mm on both vertical and horizontal bars.

Cement and sand are mixed in specified proportion. The mixing shall be done in a mechanical mixer or unless hand mixing is permitted by the Engineer. If hand mixing is allowed, the operation shall be carried out on a clear watertight platform. In the required proportion, cement and sand shall be first mixed dry to obtain a uniform color. Then required quantity of water shall be added and the mortar shall be mixed to produce workable consistency. The mortar shall be mixed for at least three minutes after addition of water in the case of mechanical mixing. In the case of hand mixing, the mortar shall be hoed back and forth for about 10 minutes after addition of water in order to obtain uniform consistency.

Any mortar that has become unworkable due to loss of water before elapsing the initial setting time of cement shall be rewet to make it workable and shall be used in the works. On no account, mortar shall be used after elapsing the initial setting of cement.

## **9. CONCRETE WORKS**

### **PROPORTIONING OF CONCRETE**

All concrete works shall be done in accordance with the standard specifications for plain and reinforced concrete. Cement to be used shall be Portland cement, or other equivalent brands more readily available on the locality. Alternative cement so selected must meet

the requirement of Portland and Pozzolan cements, and approved by the Architect/Engineer in-charge of the construction.

The following proportion of concrete mixtures shall be used for the various parts of the building:

Columns, footing and			
Hanging slab	-	Class A	(1:2:4)
Concrete, Hollow block footings	-	Class B	(1:2-1:2:5)
Reinf. Conc. Beams and slabs	-	Class A	(1:2:4)
Concrete slabs floor on fill	-	Class C	(1:3:6)
Septic vault cover	-	Class A	(1:2:4)

Cement and aggregates shall be stored in such a manner as to prevent their deterioration or the intrusion of foreign matter. Cement shall be stored immediately upon arrival on the site of the work, in substantial, waterproof bodegas. The floor must be sufficiently elevated to deter dampness. Aggregates shall be stored separately from other foreign materials.

Water to be use for mixing the concrete shall be clean and free from injuries, amount of oil acids, alkaline, salt and other organic materials. Mixers, which have been out of use for more than 30 minutes, shall be thoroughly cleaned before fresh concrete is mixed. Mixers shall be cleaned out before changing to another type of cement.

### **MIXING CONCRETE**

All concrete shall be mixed thoroughly and should be deposited as nearly as practicable. Make sure that the concrete is of the required workability at the point and time of placing. The mixing time of concrete is not less than 60 seconds for 1.5 cu.m. mixer capacity and not less than 90 seconds for more than 1.5 cu.m. mixer capacity. Interval of placing the concrete shall not be so long allowing the concrete in place to harden partially. The time elapsing between mixing, transporting, placing and compaction altogether of a batch of concrete shall not be longer than the initial setting time of the concrete. Retempering of concrete will not be permitted.

### **PLACING PROCEDURES**

The concrete shall be deposited as nearly as possible in its final position. It shall be placed so as to avoid segregation of the concrete and displacement of the reinforcement, other embedded items or formworks. When placing on a nearly horizontal surface, placing shall start at the lower end of the surface to avoid de- compaction of concrete.

For pouring of concrete for columns, the Contractor shall use drop chute with a maximum drop height of 1.50 meters or less. For pouring of concrete for slab, the Contractor shall execute the placing direction with backward movement. Concrete slab on fill with 100 mm thick shall be poured on gravel bed and shall be placed with the 10mm diameter Reinforcement Steel Bar (RSB) spaced at 400mm both ways.

Layers shall not be placed so that they form featheredges nor shall they be placed on a previous layer, which has taken its initial set. In order to comply with this requirement, another layer may be started before initial set of the preceding layer.

Concrete shall not be placed during rain, which is sufficiently heavy or prolonged to wash mortar from coarse aggregate on the exposed faces of fresh concrete. Means shall be provided to remove any water accumulating on the surface of the placed concrete. Concrete shall not be deposited into such accumulations of water.

In dry weather, covers shall be provided for all fresh concrete surfaces, which are not being worked on. Water shall not be added to concrete for any reason.

### **INTERRUPTIONS TO PLACING**

If the concrete placing is interrupted for any reason and the duration of the interruption cannot be forecast or is likely to be prolonged, the Contractor shall immediately take the necessary action to form a construction joint so as to eliminate as far as possible feathered edges and sloping top surfaces and shall thoroughly compact the concrete. All work on the concrete shall be completed before elapse of initial setting time and it shall not thereafter be disturbed until it is hard enough to resist damage.

Before concreting is resumed after such an interruption, the Contractor shall cut out and remedy all damaged or un-compacted concrete feathered edges or any undesirable features and shall leave a clean sound surface against which the fresh concrete may be placed.

### **DIMENSIONS OF POUR**

Pours shall not be more than two meters high and shall as far as possible have a uniform thickness over the plan area of the pour. The Contractor shall plan the dimensions and sequence of pours in such a way that cracking of the concrete does not take place due to thermal or shrinkage stresses.

### **COMPACTION OF CONCRETE**

Concrete shall be fully compacted throughout the full extent of the placed layer. It shall be thoroughly worked against the formwork and around any reinforcement and other embedded item, without displacing them. Care shall be taken at arises or other confined spaces. Successive layers of the same pour shall be thoroughly worked together.

Concrete shall be compacted with the assistance of mechanical immersion vibrators. Immersion and surface vibrators shall operate at a frequency of between 70 to 200 hertz. The Contractor shall ensure that vibrators are operated at pressures and voltages not less than those recommended by the manufacturer in order that the compaction effort is not reduced.

Vibrators shall be continued at each point until the concrete ceases to contract, air bubbles have ceased to appear, and a thin layer of mortar has appeared on the surface. Vibrators shall not be used to move concrete laterally and shall be withdrawn slowly to prevent the formation of voids.

The vibrator shall be inserted vertically into the concrete to penetrate the layer underneath at regular spacing, which shall not exceed the distance from the vibrator over which

vibration is visibly effective and some extent of vibration is overlapped.

Vibration shall not be applied by way of reinforcement nor shall the vibrators be allowed to touch reinforcement, sheathing ducts or other embedded items.

The intensity of vibration shall be such as to visibly affect a mass of concrete with a 3 cm slump over a radius of at least 50 cm. Regular slump test should be carried out to control the addition of water and to maintain required consistency.

### **CURING OF CONCRETE**

Concrete shall be protected during the first stage of hardening from loss of moisture and from the development of temperature differentials within the concrete sufficient to cause cracking. The methods used for curing shall not cause damage of any kind to the concrete.

Curing shall be continued for as long as may be necessary to achieve the above objectives but not less than 7 days until the concrete is covered by successive construction whichever is the shortest period. The curing process shall commence as soon as the concrete is hard enough to resist damage from the process.

Exposed concrete surfaces shall be closely covered with impermeable sheeting, properly secured to prevent its removal by wind and the development of air spaces beneath it. If it is not possible to use impermeable sheeting, the Contractor shall keep the exposed surfaces continuously wet by means of water spray or by covering with a water absorbent material, which shall be kept wet.

The contractor shall provide a suitable form of shading to prevent the direct rays of the sun reaching the concrete surfaces for at least the first four days of the curing period.

### **CONSTRUCTION JOINTS**

Whenever concrete is to be bonded to other concrete which has hardened, the surface of contact between the sections shall be deemed a construction joint. It shall be thoroughly cleaned of foreign matter and laitance.

Construction joints shall be arranged as to reduce to a minimum the effects of shrinkage in the concrete after placing, and shall be placed in the most advantageous positions with regard to stresses in the structures and the desirability of staggering joints.

Feathered edges of concrete at joints shall be avoided. Any feathered edges of concrete, which may have formed where reinforcing bars project through a joint shall be cut back until sound concrete has been reached.

The surface of the concrete shall be thoroughly brushed with a thin layer of mortar composed of one part of cement and two parts of sand by weight immediately prior to the deposition of fresh concrete. The mortar shall be kept just ahead of the fresh concrete being placed and the fresh layer of concrete shall be thoroughly and systematically vibrated to full depth to ensure complete bond with the adjacent layer. No mortar or concrete shall be placed until the joint has been inspected and approved by the Engineer.



## **STEEL REINFORCING BARS**

Steel is considered as an excellent partner of concrete in resisting tension and compression. The design of reinforced concrete assumes that concrete and steel acts together in carrying load in the state of simultaneous deformation.

The Contractor shall furnish all information as manufacturer's certificate, invoice and other related details of all reinforcing steel bars to be used and shall be of round deformed bars with lugs or projection on their sides. The reinforcements shall have no crack, scale or rust or foreign particles that will destroy or reduce the bond.

All reinforcing steel bars shall be accurately bent and formed to the dimension indicated in the Drawings. Binding wire used to bind reinforcements shall be annealed galvanized binding wire of Gauge #16.

Reinforcement shall not be welded except where required by the contract or agreed by the Engineer.

## **STORAGE OF REINFORCEMENT**

All reinforcement shall be delivered to site either in straight lengths or cut and bent. No reinforcement shall be accepted in long lengths, which have been transported bent over double.

Any reinforcement, which is likely to remain in storage for a long period, shall be protected from the weather so as to avoid corrosion and pitting. All reinforcement which has become corroded or pitted to an extent which, in the opinion of the Engineer, will affect its properties, shall either be removed from site or may be tested for compliance at the Contractor's expense.

Reinforcement shall be stored at least 150 mm above the ground on a clean area free of mud and dirt and sorted according to category, quality and diameter.

## **BENDING REINFORCEMENT**

Unless otherwise shown on the Drawing, bending and cutting shall comply with ASTM Standards.

The Contractor shall satisfy himself as to the accuracy of any bar bending schedules supplied and shall be responsible for cutting, bending and fixing reinforcement in accordance with the Drawing. Bars shall be bent mechanically using appropriate bar benders. Bars shall be bent cold by the application of slow steady pressure. At temperatures below 5 degrees Celsius the rate of bending shall be reduced if necessary to prevent fracture in the steel.

The minimum bending of bars for 10mm to 25 mm is bend plus 5 times the bar diameter, for 180 degrees bend and bend plus 6 times the bar diameter, and for 90 degrees bend extended up to 12 times bar diameter. For stirrups and tie hooks, the minimum bending of bars is bend plus 10 times the bar diameter.

Bending reinforcement inside the forms shall not be permitted except for mild steel bars of diameter less or equal to 12 mm, when it is absolutely necessary. After bending, bars shall be securely tied together in bundles or groups.

The Contractor shall ensure that reinforcement left exposed in the works shall not suffer distortion, displacement or other damage. When it is necessary to bend protruding reinforcement aside temporarily, the radius of the bend shall not be less than four times the bar diameter for mild steel bars or six times the bar diameter for high yield bars. Such bends shall be carefully straightened without leaving residual kinks or damaging the concrete round them before concrete placing.

### **BAR SPLICING**

No splices shall be made in the reinforcement except where shown on the Drawing or agreed by the Engineer. For suspended slab and continuous beams, bottom bar splices shall be located at supports while top bar splices shall be located at mid span. For cantilever beams, bottom bar splices shall be located at support while top bar splices away from support. Splices for columns, shall be located within middle thirds but preferably not to terminate all reinforcing bars for splicing at the same location.

Lap splice shall be 40 times the bar diameter but not less than 600 mm in length.

### **BAR SPACING**

Bar spacing shall not be less than the normal diameter of bars or 40mm for column, or as specified in the structural design notes.

### **FIXING REINFORCEMENT**

The minimum concrete cover to protect all reinforcements for each different structure is as follows:

- |   |         |
|---|---------|
| 1. Footing, footing tie beams             | – 75 mm |
| 2. Beams and columns (to stirrups & ties) | – 40 mm |
| 3. Suspended slab                         | – 20 mm |

Spacer blocks shall be used for ensuring that the correct cover is maintained on the reinforcement. Blocks shall be as small as practicable and of a shape agreed by the Engineer. They shall be made of mortar mixed in the proportions of one part of cement to two parts of sand by weight. Wires cast into the block for tying in to the reinforcement shall have not less than 50mm or any length enough to attached and fix spacer block on the reinforcing bars and shall be soft annealed iron.

All reinforcement shall be checked of shape, size, diameter and number where necessary. Reinforcement shall be rigidly fixed so that it remains intact during placing of concrete. Any fixers made to the formwork shall not remain within the space to be occupied by the concrete being placed.

## **FORMS FOR CONCRETE WORKS**

Formworks shall include all temporary or permanent forms required for forming the concrete together with all temporary construction for their support. It shall be as specified in the plan.

### **CONSTRUCTION OF FORMWORKS**

All forms for concrete works shall be properly braced or tied together so as to have the sufficient strength, rigidity, shape and surface smoothness. Concrete forms shall be mortar-tight or sufficiently tight to prevent seepage of water.

All joints in formwork shall be water-tight. Where reinforcement projects through formworks, the form shall fit closely round the bars. Formwork shall be so designed that it may be easily removed from the work without damage to the faces of the concrete.

Form fasteners consisting of form bolts, clamps or other devices shall be used as necessary to prevent wrecking the forms during concrete placement. The use of ties consisting of twisted wire loops to hold forms in position will not be permitted.

Formworks shall not be reused after it has suffered damage, which is sufficient to impair the finished surfaces of the concrete.

### **PREPARATION OF FORMWORKS**

Before each concrete operation commences, formworks shall be cleaned of all rubbish and other foreign particles. The Contractor shall not use an emulsion of oil suspended in water nor any release agent, which causes staining or discoloration of the concrete or affect the strength of the concrete.

In cases, where it is necessary to fix reinforcement before placing formwork, all surface preparation of formworks shall be carried out before it is placed into position.

Special care shall be taken to maintain the stability of the form works and the tightness of the joints particularly during concrete vibrating operations. The Contractor shall maintain a watch on the formworks during placing to ensure that no movement occurs. If any movement noticed, the formwork shall be set right immediately.

### **REMOVAL OF FORMWORKS**

Formworks shall be carefully removed without shock or disturbance to the concrete. No formworks shall be removed until the concrete has attained sufficient strength to support its own weight and any loads that maybe placed on it. Side forms of beams and girder maybe removed earlier than the bottom forms but the additional posts or shoring must be placed under the beam or girder until its attains the sufficient strength.

The minimum periods, which shall elapse between completion of placing concrete and removal of forms, are given below:

	<b>Minimum Time</b>	<b>Minimum % Design Strength</b>
Beams	14 days	80%
Slab	14 days	70%
Walls	1 day	70%
Columns	2 days	70%
Sides of beams	1 day	70%

## **11. ROOFING WORKS**

### **ROOF FRAMING WORKS**

Steel frames are attached together by means of a rivet, a bolt or by welding. Before assembling, a sample of all the steel members shall be tested if they conform to the desired strength specified in the plans and specifications.

When punching and drilling steel, make sure that the hole drilled or punched is 1.5 to 3 mm greater than the diameter of the bolt to make it easy in inserting the bolts through it.

Verify if the welding work needs a partial or complete penetration. The metal surface is set in accordance with the shape needed in welding. Be sure that the metals are in their proper position before welding.

When the work is completed, inspect if it is welded in accordance with the penetration length and thickness needed in the construction.

Purlins are then placed equidistantly as specified in the plans. Purlins should have an angle strap and a sag rod to prevent lateral buckling. It should be placed properly to fit the length of the roofing sheets. The top of the purlins should be at the same plane.

If all works are done in accordance with plans and specifications, paint all metals with metallic paint for rust protection.

In actual fabrication of steel trusses, members meeting at points shall have their gravity and intersect as nearly as practicable at a common point. The Contractor shall provide temporary erection bracings and shoring, and make actual measurements in the field prior to fabrication/installation of all trusses.

The Contractor shall submit detailed shop drawings prior to fabrication of trusses for the approval of the Engineer.

### **ROOFING WORKS**

This item shall consist of furnishing all pre-painted metal sheet materials, tools and equipment, plant including labor required in undertaking the proper installation complete as shown on the Plans and in accordance with this Specification.

All pre-painted metal sheet and roofing accessories shall be oven baked painted and overall thickness with protective coats of 0.600mm, true to profiles indicated on the Plans.

Pre-painted rolling sheets shall be fabricated from cold rolled galvanized iron sheets specially tempered steel for extra strength and durability. It shall conform to the material requirements defined in PNS 67:1985

Design/color shall be subject to the approval of the Architect/Engineer.

The work done under this item shall be measured by actual area covered or installed with pre-painted steel roofing and accepted to the satisfaction of the Engineer/Architect.

Screw holes shall be drilled using a 5mm (13/64") diameter bit. Sheets should be handled carefully to prevent damage. Ridge and hips shall be bolted with at least 250mm lap placed over the roofing sheets on either side so as to prevent the rain driving under it and together shall be riveted at every second corrugation.

Holes in sheets shall be made on the ground, the sheets shall be placed on trestles and holes punched in the ridge of corrugations from below upward. Unnecessary holes made on the roof shall be rejected.

Valley shall be bolted with at least 450 mm each way under the roofing sheets and shall be secured to the framework with galvanized nails. The nails are placed below the roofing sheet. Rivets along side of the valley shall be fastened at every second corrugation.

Flashing of Gauge #24 Plain GI Sheets shall be installed along intersections of roofs and concrete or masonry walls. Flashing running parallel to sheet corrugations must have its edge turned down. Flashing across sheet corrugations or at an angle thereto, shall lap at least 250 mm and the edge of flashing turned down at each corrugation.

Gutters of Gauge #24 Plain GI Sheets, shall be fabricated to the shape and dimensions as indicated in the plans. Gutter joints shall be flat seam folded in the direction of flow and soldered evenly. Gutter shall be attached to fascia board with appropriate nails or screws spaced of not more than 900 mm on centers. As additional support, gutter shall have Plain GI Strap Hangers 25mm wide fastened to the roof nails and shall be spaced at not more than 900 mm on center. The gutter shall be installed with a pitch of 1 in 100 sloped toward the downspout.

The ends of the sheets at junctions of pieces shall be hooked into each other and beaten flush to avoid leakage.

## **12. FLOORING WORKS**

This item shall consist of furnishing all ceramic tiles, materials, tools and equipment including labor required in undertaking the proper installation of walls and floor tiles as shown on the Plans and in accordance with this Specification.

Glazed tiles and trims shall have an impervious face of ceramic materials fused onto the body of the tiles and trims. The glazed surface may be clear white or colored depending

on the color scheme approved by the Engineer. Glazed tiles are used principally for walls. Unglazed tiles shall be hard dense tile of homogeneous composition. Its color and characteristics are determined by the materials used in the body, the method of manufacture and the thermal treatment. It is used primarily for floor and walls. Trims are manufactured to match wall tile color, texture and to coordinate with it in dimension.

Mortar mix for scratch coat and setting bed shall consist of one part Portland cement ¼ part lime and 3 parts sand by volume. Surface to receive tile must be level, true to elevation, dry, free from dirt, oil and other ointments. Allow at least seven days curing of scratch coat and setting bed.

Installation work shall not be allowed to proceed until unsatisfactory conditions are corrected.

Tiles shall have laid in place for at least 24 hours before grouting of the joints is started. Grouting mortar shall be white Portland cement or blended with pigments to acquire the color appropriate for the ceramic tile.

All works performed under this item shall be measured in square meters for areas actually laid with ceramic tiles and accepted to the satisfaction of the Engineer.

## **INSTALLATION PROCEDURE**

All hallway areas shall be finished with 0.60cm x 0.60cm non skid Granite tiles. All toilet and bathroom floors shall be finished with 0.30cm x 0.30cm unglazed ceramic tiles, the wall of the toilets and bathrooms shall be 0.30cm x 0.60cm ceramic glazed tiles with 1.5m height or as approved by the Architect/Engineer in charge of construction. (Submit sample of the tiles to the architect/engineer in-charge.)

Before the tile is applied, the floor surface shall be brushed cleaned and wetted. The surface shall be tested for levelness or conformity of slope by flooding it with water. Ceramic or glazed tiles shall be soaked, completely immersed in clean water prior to installation for a maximum duration of 1 hour.

Tiles shall be installed by applying mortar or adhesive to backs of tile and firmly pressing tile into the floating coat to true plane and position. Mortar to be used in setting the tiles and moldings shall be mixed of 1 part cement or adhesive and 2 parts sand.

Determine and mark the layout of ceramic tiles, joint location and position of trims and fixtures so as to minimize the incidence of a tile being cut less than one half of its size. Spread adhesive evenly, then using notched edge make a raking motion. Do not twist tile, simply press the tile down firmly yet softly. Set tile spacer and then continue with additional tiles. Use your level to determine degree of level of the tiles as you go along.

Joints shall be maintained uniformly wide by aligning spacer lugs on tile edges. All lines shall be kept straight and true to profiles, plumbed and internal corners rounded using the appropriate trims. Pitch the floor to drain as shown in the plans.

All tile work finishing shall be adequately protected from damage during the progress of construction. Chipped, cracked or broken tile shall not be used and all defective work shall be replaced and repaired to the satisfaction of the Engineer at the Contractor's expense.

## **GROUTING AND POINTING**

Tiles shall be dampened and joints grouted full with plastic mix of neat cement by trowel, brush or finger application. The tiles shall have been laid in place for at least 24 hours before grouting of the joints is started. During grouting, all excess grout shall be cleaned off the tile surface with damp cloth sponges.

### **13. CARPENTRY & JOINERY WORKS**

#### **STORAGE AND PROTECTION OF MATERIALS**

All materials shall be protected from dampness or bad weather conditions during and after delivery at the site. Materials shall be delivered in advance of actual use in adequate quantity to preclude delay in the work. It shall be piled in orderly stack at least 150 mm above the ground and at a sheltered place where it will be of least obstruction to the work.

#### **CEILING AND CABINETRY WORKS**

If lumber is to be used, it shall be well seasoned, thoroughly dry and free from loose or unsound knots, shakes or other imperfections impairing its strength or appearance.

Prior to enclosure of ceiling, all dimension, alignment of nailers/metal frames, material specifications, complete installation of sanitary/plumbing and electro-mechanical rough-ins and properly anchored to the carrying metal channel/wood runner are complied,

The ceiling boards shall be 4.5mm thk fiber cement board, free of damages and to be fixed to the framing in perfect line and level. The joints are sealed with plaster of Paris and non-woven paper tapes without forming any bubble the joints shall be finished flush to make the ceiling in one piece. The finished surface shall be smooth and true to plane and curved as required. Once laying of ceiling is completed, the dust and floors are cleaned for the painting works.

### **14. DOORS AND WINDOWS**

#### **DOORS AND DOOR FRAMES**

Doors and door frames shall conform to the size, designs and kind of materials in the details of doors, solid panel door, solid core flush door, hollow core, PVC flush door, flush louver door, schedule of doors or as specified the bill of materials.

Lumber doors, jambs and panels shall be kiln dried with moisture content of not less than 14% and shall be of the specie indicated in the plans. The fabricated products shall be finished square, smoothly sanded and free from damage.

The frames shall be plumb-set and squared in the frame working of walls or building partitions. Locks of doors shall be fitted at the lock block, 1,000 mm above the finished floor level. Locks shall be installed in conformity with the templates and instructions supplied with the locksets.

All doors shall be installed with heavy duty hinges in a 2"x5" door jamb and door closer.

## **WINDOWS**

Aluminum casement and Aluminum awning windows to be used in this project shall conform to the size and designs shown in the detail drawings and schedule of windows, or as per bill of materials.

Aluminum windows shall be plumb-set and true in the openings. The joints between the window frames and masonry shall be carefully caulked.

## **STEEL WORKS**

Provide Steel Hand Railings shall be 2” diameter x 1.2mm thk Stainless Tubes #304 on ramps as specified in the plans.

## **15. PLUMBING WORKS**

All plumbing works for this project shall be done in accordance with the approved plans and under the direct supervision and control of a Licensed Sanitary Engineer or Master Plumber. The plumbing installation shall conform to the provisions of National Plumbing Code and the rules and regulations enforced on the locality. Install soil, waste, drain and vent pipes, install water pipes, fittings and connection.

The plumbing fixtures and accessories to be provided and installed shall be as follows:

Water closet	-	HCG or its equivalent
Lavatory	-	HCG or its equivalent
Urinal	-	HCG or its equivalent

Piping for drain, waste and vent shall be done using Moldex Sanimold or its equivalent PVC push-on system. For the in-house water supply installation, Moldex Blue or its equivalent PVC pipes and fittings shall be used.

Soap Holder	-	HCG or its equivalent
Toilet Paper Holder	-	HCG or its equivalent
Floor Drain	-	Size 100mm (4” x 4”)

In the absence of sanitary sewer system of sewage disposal in the locality, a standard septic vault shall be constructed as shown in the drawings.

## **16. STORM DRAINAGE & SEWERAGE SYSTEM**

This item is the complete installation of the storm drainage system inclusive of all pipings, gutters, canals, catch basin, junction boxes, handholes, manholes and other appurtenant structures, as well as the sewerage system inclusive of all sanitary sewer pipings and septic vault from the building to the point of discharge. Install all pipes, sewer connections and clean out.

All downspout from the roof gutters shall end in concrete catch basin to be concreted together with concrete or PVC drainage pipes leading to the street gutter fronting the building.



## 17. PAINTING

This item shall consist of furnishing all paint materials, varnish and other related products, labor, tools, equipment and plant required in undertaking the proper application of painting, varnishing and related works indicated on the Plans and in accordance with this Specification.

### **Material requirements**

Tinting colors shall be first grade quality, pigment ground in alkyd resin that disperses and mixes easily with paint to reduce the color desired. Use the same brand of paint and tinting color to effect good paint body.

Concrete neutralizer shall be first grade quality concentrate diluted with clean water and applied as surface conditioner of new interior and exterior walls thus improving paint adhesion and durability.

Silicon water repellent shall be transparent water shield especially formulated to repel rain and moisture on exterior masonry surfaces.

Patching compound shall be fine powder type material like calciumine that can be mixed into putty consistency, with oil base primers and paints to fill minor surface dents and imperfections.

Varnish shall be a homogeneous solution of resin, drying oil, drier and solvent.

It shall be extremely durable clear coating, high resistant to wear and tear without cracking, peeling, whitening, spotting.

Sanding sealer shall be quick drying lacquer, formulated to provide quick dry, good holdout of succeeding coats, and containing sanding agents such as zinc stearate to allow dry sanding of sealer.

Glazing putty shall be alkyd-type product for filling minor surface unevenness. Painting

Schedule:

For New Concrete/ Masonry Surfaces: One coat of Acrylic Flat base paint

Two coats of Acrylic Semi-Gloss base paint

Workmanship in General:

- a. All paints shall be evenly applied. Coats shall be of proper consistency and well brushed out so as to show a minimum of brush marks.
- b. All coats shall be thoroughly dry before the succeeding coat is applied.
- c. Where surfaces are not fully covered or cannot be satisfactorily finished in the number of coats specified such preparatory coats and subsequent coats as may be required shall be applied to attain the desire evenness of surface without extra cost to the owner.

d. Where surface is not in proper condition to receive the coat the Engineer shall be notified immediately. Work on the questioned portion(s) shall not start until clearance be proceed is ordered by the Engineer

e. Hardware, lighting fixture and other similar items shall be removed or protected and re-installed after completion of the work.

The areas of concrete, wood and metal surfaces applied with varnish, paint and related coating materials shall be measured in square meters as desired and accepted to the satisfaction of the Engineer.

## 18. ELECTRICAL WORKS

- All electrical works herein shall be done in accordance with these plans and specifications, the applicable provisions of the latest edition of the Philippine Electrical Code, the rules and regulations of the local enforcing authority and the requirements of the local power and telephone companies. The electrical works shall be under immediate supervision of a duly licensed Electrical Engineer.
- Power service to the building shall be 230 volts, 1-phase 60HZ, AC power source, 2-wire + 1-ground.
- All electrical wiring installation such as lighting, power, fire alarm & CCTV system to be used shall be polyvinyl chloride (PVC) pipe. "Schedule 40"
- Unless otherwise specified, the minimum size of wire shall be 3.5mm TW/THHN<sup>2</sup> and conduit shall be 20mmφ electrical trade size.
- All wire shall be copper and thermoplastic insulated type "THHN/THWN" unless otherwise indicated in the plans and shall be manufactured by Phelps dodge or approval equal.
- All outlet boxes shall be galvanized gauge no. 16, deep type with factory knockouts. Cover all junction boxes (no exposed wire)
- Panel boards shall be of dead-front type construction with adequate wire space, surface mounted, finished in industrial grey enamel over a coat or rust inhibitor. Minimum thickness shall be 1.4mm (GA 16). Circuit breakers shall be quick-make, quick break, trip-free on overload and short-circuit edition, bolt-on type. All circuit breakers and panel board shall be "G.E or its approved equivalent".
- All wiring devices shall be "National" or approved equal.
- All materials to be used shall be brand new and must be approved type for the particular location and purpose intended.
- Provide grounding system to all lighting and power circuit as per Philippine Electrical Code requirement.
- Mounting heights are: (Subject to Architect's approval)

A. Light Switches	--- 1.20M above floor finish
B. Convenience Outlets	--- 0.30M above floor finish
C. Panel board	--- 1.40M above floor finish
D. Emergency Light	--- 0.30M below ceiling line
- Pull boxes shall be used when applicable for easy pulling of wires and shall be according to code requirement. All fluorescent ballast shall be high power factor, rapid start, spring loaded lamp holder and enclosed in metallic box.

- Provide flexible metal conduit and sufficient mica tube from junction boxes to lighting fixtures.
- Upon completion of Electrical construction work, the following test shall be performed by the contractor inclusive of the installation to be reported in details and in forms approved by the owner's representative:
  - a. Insulation Resistance Test
  - b. Ground Resistance Test
  - c. Operational Test

## **19. CONTRACTOR'S REQUIREMENT**

1. The contractor must have at least a valid PCAB License Category of Small A, Category C & D for General Building for the proposed project.
2. The contractor should have the necessary equipment to be used in the construction of the project, which shall be owned or leased. The equipment to be used should include but not limited to:
  - i. 1 unit 6-wheeler Dumptruck
  - ii. 1 unit Bagger Mixer
3. The prospective bidder must have a certificate of site inspection issued by the Engineering Section of Cagayan Economic Zone Authority.

## **20. TIME SCHEDULE / DELIVERABLES**

Improvement of CEZA Visitors Center should be completed within 90 calendar days upon receipt of Notice to Proceed from CEZA.

***NOTE: All additional activities which is not indicated or specified on the plan but related to the Scope of Works to complete the projects shall be done by the Contractor without any additional cost to the CEZA.***

## **Section VII. Drawings**

## **Section VIII. Bill of Quantities**

# BIDDING DOCUMENTS

## IMPROVEMENT OF CEZA VISITOR CENTER

Government of the Republic of the Philippines



**Cagayan Economic Zone Authority**





REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT

Cagayan Economic Zone Authority

## INVITATION TO BID IMPROVEMENT OF CEZA VISITOR CENTER

The **Cagayan Economic Zone Authority**, through the **GAA FY 2013** and the **Approved Corporate Operating Budget 2019** intends to apply the sum of **One Million One Hundred Fifty Thousand Pesos (₱ 1,150,000.00)** being the Approved Budget for the Contract (ABC) for the **Improvement of CEZA Visitor Center at Sta. Ana, Cagayan**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Cagayan Economic Zone Authority now invites bids for the **Improvement of CEZA Visitor Center at Sta. Ana, Cagayan**. Project must be completed in **90 calendar days from receipt of Notice to Proceed**.

Bidders must have a track record of having completed a similar project **within the last five (5) years from the date of submission and receipt of bids**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in **Section II. Instructions to Bidders**.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass and fail" criteria as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

Interested bidders may obtain further information from the **BAC Secretariat** of the **Cagayan Economic Zone Authority** and inspect the Bidding Documents at the address stated hereunder during **8:00 AM to 5:00 PM Monday to Friday**.

A complete set of Bidding Documents may be purchased by interested Bidders **July 18 – August 07, 2019** from the address stated hereunder and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **₱ 5,000.00**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the CEZA website at [www.ceza.gov.ph](http://www.ceza.gov.ph), provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

The **Cagayan Economic Zone Authority** will hold a **Pre-Bid Conference** on **July 26, 2019, 10:00 AM** at the CEZA Mandaluyong Office, 10<sup>th</sup> Floor, Greenfield Tower, Mayflower St. cor. Williams St., Greenfield District, Mandaluyong City, which shall be open to all prospective bidders.

Bids must be duly received by the BAC Secretariat at the CEZA Mandaluyong Office, 10<sup>th</sup> Floor, Greenfield Tower, Mayflower St. cor. Williams St., Greenfield District, Mandaluyong City on or before **August 7, 2019, 5:00 PM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the **ITB Clause 18**.

**Bid opening** shall be on **August 8, 2019, 10:00 AM** at Boardroom, CEZA Mandaluyong Office, 10<sup>th</sup> Floor, Greenfield Tower, Mayflower St. cor. Williams St., Greenfield District, Mandaluyong City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address above stated. Late bids shall not be accepted.

The Cagayan Economic Zone Authority 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**The BAC SECRETARIAT**

CEZA Mandaluyong Office

10<sup>th</sup> Floor, Greenfield Tower, Mayflower St. cor. Williams St., Greenfield District, Mandaluyong City

CP Number 0918-8071232

[bacsecretariat@ceza.gov.ph](mailto:bacsecretariat@ceza.gov.ph)

(Sgd.) **DHART E. CARPIO**  
BAC Chairman



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

### **Notes on the Instructions to Bidders**

This Section of the Bidding Documents provides the information necessary for Bidders to prepare responsive bids, in accordance with the requirements of **CEZA**. It also provides information on the bid submission, eligibility check, opening and evaluation of bids, and on the award of contract.

This Section also contains provisions that are to be used unchanged. Section III. Bid Data Sheet consists of provisions that supplement, amend, or specify in detail information or requirements included in this Section and which are specific to each procurement.

Matters governing the performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are not normally included in this Section, but rather under Section IV. General Conditions of Contract (GCC), and/or Section V. Special Conditions of Contract (SCC). If duplication of a subject is inevitable in the other sections of the document prepared by **CEZA**, care must be exercised to avoid contradictions between clauses dealing with the same matter.

## **A. General**

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

- 1.1. **CEZA** named in the **BDS**, invites bids for the construction of Works, as described in Section VI. Specifications.
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 27.
- 1.3. The successful Bidder will be expected to complete the Works by the intended completion date specified in **SCC** Clause 1.17.

### **2. Source of Funds**

**CEZA** has a budget or received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the Contract for the Works.

### **3. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices**

- 3.1. Unless otherwise specified in the **BDS**, **CEZA**, as well as bidders and contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Funding Source:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of **CEZA**, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019;
    - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of **CEZA**, and includes collusive practices among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive **CEZA** of the benefits of free and open competition;
    - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of **CEZA**,

designed to establish bid prices at artificial, non-competitive levels; and

(iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;

(v) “obstructive practice” is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of **CEZA** or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of **CEZA** or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded Contract funded by the Funding Source if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing or, or in executing, a Contract funded by the Funding Source.

3.2. Further, **CEZA** will seek to impose the maximum civil, administrative, and/or criminal penalties available under the applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).

3.3. Furthermore, the Funding Source and **CEZA** reserve the right to inspect and audit records and accounts of a contractor in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 34.

#### 4. Conflict of Interest

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this Bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of CEZA regarding this bidding process;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the goods and related services that are the subject of the bid; or
- (g) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity (HoPE), members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;

- (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and
- (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c) or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

## 5. Eligible Bidders

- 5.1. Unless otherwise indicated in the **BDS**, the following persons shall be eligible to participate in this Bidding:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least seventy five percent (75%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines, and of which at least seventy five percent (75%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines.
  - (e) Persons/entities forming themselves into a JV, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that, in accordance with Letter of Instructions No. 630, Filipino ownership or interest of the joint venture concerned shall be at least seventy five percent (75%): Provided, further, that joint ventures in which Filipino ownership or interest is less than seventy five percent (75%) may be eligible where the structures to be built require the application of techniques and/or technologies which are not adequately possessed by a person/entity meeting the seventy five percent (75%) Filipino ownership requirement: Provided, finally, that in the latter case, Filipino ownership or interest shall not be less than twenty five percent (25%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 5.2. **CEZA** may also invite foreign bidders when provided for under any Treaty or International or Executive Agreement as specified in the **BDS**.
- 5.3. Government-owned-or controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of **CEZA**.

- 5.4. (a) The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index. However, contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.
- (b) For Foreign-funded Procurement, **CEZA** and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**.

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

## **6. Bidder's Responsibilities**

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section IX. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:
- (a) Having taken steps to carefully examine all of the Bidding Documents;
  - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
  - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
  - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin/s as provided under **ITB** Clause 10.4.

- (e) Ensuring that it is not “blacklisted” or barred from bidding by the GoP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- (g) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
- (j) Complying with existing labor laws and standards, in the case of procurement of services. Moreover, bidder undertakes to:
  - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by **CEZA** or the **DOLE** of underpayment or non-payment of workers’ wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the **DOLE** Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other

benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and

- (k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the;

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder, by the act of submitting its bid, shall be deemed to have inspected the site, determined the general characteristics of the contract works and the conditions for this Project and examine all instructions, forms, terms, and project requirements in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the prospective bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to this Project, including: (a) the location and the nature of the contract, project, or 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.
- 6.5. **CEZA** shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by **CEZA**. However, **CEZA** shall ensure that all information in the Bidding Documents, including supplemental/bid bulletins issued are correct and consistent.
- 6.6. Before submitting their bids, the Bidders are deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect the contract in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and **CEZA** will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. The Bidder should note that **CEZA** will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## **7. Origin of Goods and Services**

There is no restriction on the origin of Goods, or Contracting of Works or Services other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.



## 8. Subcontracts

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Works to an extent as may be approved by **CEZA** and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by **CEZA** to be ineligible, the subcontracting of such portion of the Works shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Works will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

### B. Contents of Bidding Documents

## 9. Pre-Bid Conference

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.  
  
(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission of and receipt of bids, but not earlier than seven (7) calendar days from the posting of the Invitation to Bid/Bidding Documents in the PhilGEPS website. If **CEZA** determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GoP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand **CEZA**'s requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.
- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

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

- 10.1. Prospective bidders may request for clarification(s) on and/or interpretation of any part of the Bidding Documents. Such a request must be in writing and submitted to **CEZA** at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3. Supplemental/Bid Bulletins may also be issued upon **CEZA**'s initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of **CEZA** concerned, if available, and at any conspicuous place in the premises of **CEZA** concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

### **C. Preparation of Bids**

## **11. Language of Bids**

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.

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

- 12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

Class “A” Documents

- (i) Platinum PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR;

In case of non-Platinum PhilGEPS Certificate of Registration and Membership, please submit the following instead:

- Non-Platinum PhilGEPS Certificate of Registration and Membership
  - Mayor’s/Business Permit or its equivalent
  - Tax Clearance
  - Philippine Contractors Accreditation Board (PCAB) License and Registration
  - Audited financial Statements
- (ii) Statement 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

Statement of the Bidder’s SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
- (ii.2) date of the contract;
- (ii.3) contract duration;
- (ii.4) owner’s name and address;
- (ii.5) nature of work;
- (ii.6) contractor’s role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
- (ii.7) total contract value at award;

- (ii.8) date of completion or estimated completion time;
- (ii.9) total contract value at completion, if applicable;
- (ii.10) percentages of planned and actual accomplishments, if applicable; and
- (ii.11) value of outstanding works, if applicable.

The statement of the Bidder's SLCC shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted;

- (iii) Unless otherwise provided in the **BDS**, a valid special PCAB License in case of joint ventures, and registration for the type and cost of the contract for this Project; and
- (iv) NFCC computation in accordance with ITB Clause 5.5.

Class "B" Documents

- (v) If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566.

(b) Technical Documents –

- (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
  - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
  - (i.2) a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instruments.
- (ii) Project Requirements, which shall include the following:
  - (ii.1) Organizational chart for the contract to be bid;
  - (ii.2) List of contractor's 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. These personnel must meet the required minimum years of experience set in the **BDS**; and

- (ii.3) 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, which must meet the minimum requirements for the contract set in the **BDS**; and
- (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section IX. Bidding Forms.

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

- 13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:
  - (a) Financial Bid Form, which includes bid prices and the bill of quantities, in accordance with **ITB** Clauses 15.1 and 15.3;and
  - (b) Any other document related to the financial component of the bid as stated in the **BDS**.
- 13.2. (a) Unless otherwise stated in the **BDS**, all Bids that exceed the ABC shall not be accepted.
- (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
  - (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by **CEZA**, payment could be made upon the submission of bids.
  - (ii) **CEZA** has procedures in place to ensure that the ABC is based on recent estimates made by the engineer or the responsible unit of **CEZA** and that the estimates are based on adequate detailed engineering (in the case of infrastructure projects) and reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
  - (iii) **CEZA** has trained cost estimators on estimating prices and analyzing bid variances. In the case of infrastructure projects, **CEZA** must also have trained quantity surveyors.
  - (iv) **CEZA** has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.

- (v) **CEZA** has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

## **14. Alternative Bids**

- 14.1. Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 14.2. 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.
- 14.3. Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

## **15. Bid Prices**

- 15.1. The contract shall be for the whole Works, as described in **ITB** Clause 1.1, based on the priced Bill of Quantities submitted by the Bidder.
- 15.2. The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for.
- 15.3. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, prior to the deadline for submission of bids, shall be included in the rates, prices, and total bid price submitted by the Bidder.
- 15.4. All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as specified in GCC Clause 48. Upon the recommendation of **CEZA**, price escalation may be allowed in extraordinary circumstances as may be determined by the

National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Furthermore, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GoP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## 16. Bid Currencies

- 16.1. All bid prices shall be quoted in Philippine Pesos unless otherwise provided in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate prevailing on the day of the Bid Opening.
- 16.2. If so allowed in accordance with **ITB** Clause 16.1, **CEZA** for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the exchange rate as published in the *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.
- 16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

## 17. Bid Validity

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the bid validity period, **CEZA** may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

## 18. Bid Security

- 18.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in an amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)

<p><i>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by LGUs, the Bank Draft/Guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or</p>	<p>Five percent (5%)</p>

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with **CEZA** and furnish the performance security required under ITB Clause 32.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by **CEZA** as non-responsive.
- 18.3. No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or lapse of the reglementary period without having filed a request for reconsideration or protest. Without prejudice on its forfeiture, Bid Securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and furnished the



Performance Security, but in no case later than the expiration of the Bid Security validity period indicated in **ITB** Clause 18.2.

18.4. Upon signing and execution of the contract, pursuant to **ITB** Clause 31, and the posting of the performance security, pursuant to **ITB** Clause 32, the successful Bidder's Bid Security will be discharged, but in no case later than the Bid Security validity period as indicated in **ITB** Clause 18.2.

18.5. The bid security may be forfeited:

- (a) if a Bidder:
  - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
  - (ii) does not accept the correction of errors pursuant to **ITB** Clause 27.3(b);
  - (iii) has a finding against the veracity of the required documents submitted in accordance with **ITB** Clause 28.2;
  - (iv) submission of eligibility requirements containing false information or falsified documents;
  - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
  - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
  - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
  - (viii) refusal or failure to post the required performance security within the prescribed time;
  - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
  - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding,

submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

- (b) if the successful Bidder:
  - (i) fails to sign the contract in accordance with **ITB** Clause31;
  - (ii) fails to furnish performance security in accordance with **ITB** Clause32.

## **19. Format and Signing of Bids**

- 19.1 Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section IX. Bidding Forms on or before the deadline specified in the **ITB** Clause 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 19.2 Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3 The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4 Each and every page of the Bid Form, including the Bill of Quantities, under Section IX hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

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

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12, in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT,” and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT,” sealing them all in an outer envelope marked “ORIGINAL BID.”
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. \_\_\_ - TECHNICAL COMPONENT” and “COPY NO. \_\_\_ – FINANCIAL COMPONENT” and the

outer envelope as “COPY NO. \_\_\_\_,” respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

- 20.3. The original and the number of copies of the bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the Bidder in capital letters;
  - (c) be addressed to **CEZA**’s BAC in accordance with **ITB** Clause 20.1;
  - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
  - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or **CEZA** shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

#### **D. Submission and Opening of Bids**

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

Bids must be received by **CEZA**’s BAC at the address and on or before the date and time indicated in the **BDS**.

##### **22. Late Bids**

Any bid submitted after the deadline for submission and receipt of bids prescribed by **CEZA**, pursuant to **ITB** Clause 21, shall be declared “Late” and shall not be accepted by **CEZA**. The BAC shall record in the minutes of Bid Submission and Opening, the Bidder’s name, its representative and the time the late bid was submitted.

##### **23. Modification and Withdrawal of Bids**

- 23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by **CEZA** prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with Clause 20, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC. Bid modifications

received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

- 23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by **CEZA** prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.
- 23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil, and criminal sanctions as prescribed by RA 9184 and its IRR.

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

- 24.1. The BAC shall open the Bids in public, immediately after the deadline for the submission and receipt of bids in public, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of **CEZA** concerned.
- 24.2. Unless otherwise specified in the **BDS**, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible Bidder whose first bid envelope was rated "passed." The second envelope of each complying Bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless

otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as “failed.” Only bids that are determined to contain all the bid requirements for both components shall be rated “passed” and shall immediately be considered for evaluation and comparison.

- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class “A” Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR.:
  - a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
  - b) Mayor’s/Business permit issued by the local government where the principal place of business of the Bidder is located; and
  - c) Audited Financial Statements showing, among others, the prospective Bidder’s total and current assets and liabilities stamped “received” by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the document required in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(ii) to 12.1(a)(iv) by any of the joint venture partners constitutes compliance.
- 24.8. **CEZA** shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.8. The Bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the Bid Opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.9. To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all Bidders whose bids it has received

through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

## **E. Evaluation and Comparison of Bids**

### **25. Process to be Confidential**

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any Bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a Bidder to influence **CEZA** in **CEZA**'s decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

### **26. Clarification of Bids**

To assist in the evaluation, comparison and post-qualification of the bids, **CEZA** may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by **CEZA** shall not be considered

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

- 27.1. **CEZA** will undertake the detailed evaluation and comparison of Bids which have passed the opening and preliminary examination of Bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 27.2. The Lowest Calculated Bid shall be determined in two steps:
  - (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
  - (b) The ranking of the total bid prices as so calculated from the lowest to highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 27.3. **CEZA**'s BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary "pass/fail" criterion. The BAC shall consider the following in the evaluation of bids:
  - (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to

**CEZA**, except those required by law or regulations to be provided for; and

- (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 27.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 27.5. **CEZA**'s evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Bill of Quantities.
- 27.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all Bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 27.7. If so indicated pursuant to **ITB** Clause 1.2. Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids 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 **CEZA**. Bid prices quoted shall correspond to all of the requirements specified for each lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in **BDS** Clause 27.3.

## **28. Post Qualification**

- 28.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 28.2. 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**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the Bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted

is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

- 28.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as **CEZA** deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 28.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower, subject to **ITB** Clause 30.3.
- 28.5. A negative determination shall result in rejection of the Bidder's bid, in which event **CEZA** shall proceed to the next Lowest Calculated Bid, with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation of contract award.
- 28.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 28.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the Bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

## **29. Reservation Clause**

- 29.1. Notwithstanding the eligibility or post-qualification of a Bidder, **CEZA** concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, **CEZA** shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.



- 29.2. Based on the following grounds, **CEZA** reserves the right to reject any and all Bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of **CEZA**, or between the BAC and any of the Bidders, or if the collusion is between or among the Bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
  - (b) If **CEZA**'s BAC is found to have failed in following the prescribed bidding procedures; or
  - (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
    - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
    - (ii) If the project is no longer necessary as determined by the HoPE; and
    - (iii) If the source of funds for the project has been withheld or reduced through no fault of **CEZA**.
- 29.3. In addition, **CEZA** may likewise declare a failure of bidding when:
- (a) No bids are received;
  - (b) All prospective Bidders are declared ineligible;
  - (c) All bids fail to comply with all the bid requirements, fail post-qualification; or
  - (d) The Bidder with the LCRB refuses, without justifiable cause, to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

## **F. Award of Contract**

### **30. Contract Award**

- 30.1. Subject to **ITB** Clause 28, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 30.2. Prior to the expiration of the period of bid validity, **CEZA** shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or by registered mail or electronically, receipt of which must be confirmed in writing

within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to **CEZA**.

- 30.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
- (a) Submission of the following documents within ten (10) calendar days from receipt of the Notice of Award:
    - (i) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign Bidder; or
    - (ii) Valid PCAB license and registration for the type and cost of the contract to be bid for foreign bidders when the Treaty or International or Executive Agreement expressly allows submission of the PCAB license and registration for the type and cost of the contract to be bid as a pre-condition to the Award;
  - (b) Posting of the performance security in accordance with **ITB** Clause 32;
  - (c) Signing of the contract as provided in **ITB** Clause 31; and
  - (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

### **31. Signing of the Contract**

- 31.1. At the same time as **CEZA** notifies the successful Bidder that its bid has been accepted, **CEZA** shall send the Contract Form to the Bidder, which Contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 31.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to **CEZA**.
- 31.3. **CEZA** shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 31.4. The following documents shall form part of the contract:
- (a) Contract Agreement;
  - (b) Bidding Documents;
  - (c) Winning Bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from **CEZA**'s bid evaluation;

- (d) Performance Security;
- (e) Notice of Award of Contract; and
- (f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

### 32. Performance Security

- 32.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from **CEZA** and in no case later than the signing of the contract.
- 32.2. The Performance Security shall be denominated in Philippine Pesos and posted in favor of **CEZA** in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.  <i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.  <i>For biddings conducted by the LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Ten percent (10%)
(c) Surety bond callable upon demand issued by a surety or	Thirty percent (30%)

insurance company duly certified by the Insurance Commission as authorized to issue such security.	
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32.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event **CEZA** shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until LCRB is identified and selected for recommendation of contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

### **33. Notice to Proceed**

Within seven (7) calendar days from the date of approval of the Contract by the appropriate government approving authority, **CEZA** shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

### **34. Protest Mechanism**

Decision of **CEZA** at any stage of the procurement process may be questioned in accordance with Sections 55 of the IRR of RA 9184.

### **Section III. Bid Data Sheet**

#### **Notes on the Bid Data Sheet**

This Section is intended to assist **CEZA** in providing the specific information in relation to corresponding clauses in the ITB included in Section II, and has to be prepared for each specific procurement.

**CEZA** should specify in the BDS information and requirements specific to the circumstances of **CEZA**, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the Bids. In preparing this Section, the following aspects should be checked:

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

For foreign-assisted projects, the Bid Data Sheet to be used is provided in Section X-Foreign-Assisted Projects.

# Bid Data Sheet

ITB Clause	
1.1	<p>The procuring entity is <b>Cagayan Economic Zone Authority (CEZA)</b>.</p> <p>The name of the Contract is <b>Improvement of CEZA Visitor Center</b></p> <p>The identification number of the Contract is <b>CEZA-CW-005-2019</b>.</p>
2	The Funding Source is <b>GAA FY 2013</b> and the <b>Approved Corporate Operating Budget 2019</b>
3.1	No further instructions.
5.1	No further instructions.
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.
5.4(a)	No further instructions.
5.4(b)	Not Applicable
8.1	Subcontracting is not allowed
8.2	Not applicable
9.1	Not Applicable
10.1	<p>CEZA's address is:</p> <p><b>BAC Secretariat</b></p> <p>CEZA Mandaluyong Office, 10<sup>th</sup> Floor, Greenfield Tower, Mayflower St. cor. Williams St., Greenfield District, Mandaluyong City</p> <p>Email address: bacsecretariat@ceza.gov.ph</p> <p>CP Number: 0918-8071232</p>
10.4	No further instructions.
12.1	No further instructions.
12.1(a)(iii)	No further instructions.
12.1(b)(ii.2)	<p>The minimum work experience requirements for key personnel are the following:</p> <p>Project Engineer – Licensed Civil Engineer/Architect, at least 5 years</p>

	<p>experience in related construction</p> <p>Foreman – at least 5 years experience in related construction</p>
12.1(b)(iii.3)	<p>The minimum major equipment requirements are the following:</p> <ul style="list-style-type: none"> <li>i. 1 unit bagger mixer</li> <li>ii. 1 unit 6-wheeler dump truck</li> </ul>
13.1	No additional Requirements
13.1(b)	<p>This shall include all of the following documents:</p> <ul style="list-style-type: none"> <li>1) Bid prices in the Bill of Quantities;</li> <li>2) Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and</li> <li>3) Cash flow by quarter or payment schedule.</li> </ul>
13.2	<p>The ABC is <b>One Million One Hundred Fifty Thousand Pesos (₱ 1,150,000.00)</b>. Any bid with a financial component exceeding this amount shall not be accepted.</p>
14.2	No further instructions
15.4	No further instruction.
16.1	The bid prices shall be quoted in Philippine Pesos.
16.3	No further instructions.
17.1	Bids will be valid until <b>December 05, 2019</b> .
18.1	<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"> <li>1. The amount of not less than <b>₱ 23,000.00</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2. The amount of not less than <b>₱ 57,500.00</b>, if bid security is in Surety Bond.</li> </ul>
18.2	The bid security shall be valid until <b>December 05, 2019</b> .
20.3	Each Bidder shall submit <i>one (1)</i> original and <i>five (5)</i> copies of the first and second components of its bid.

21	<p>The address for submission of bids is <b>CEZA Mandaluyong Office, 10<sup>th</sup> Floor, Greenfield Tower, Mayflower St. cor. Williams St., Greenfield District, Mandaluyong City</b></p> <p>The deadline for submission of bids is <b>August 07, 2019, 5:00 PM</b></p>
24.1	<p>The place of bid opening is <b>CEZA Mandaluyong Office, 10<sup>th</sup> Floor, Greenfield Tower, Mayflower St. cor. Williams St., Greenfield District, Mandaluyong City</b></p> <p>The date and time of bid opening is <b>August 08, 2019, 10:00 AM</b></p>
24.2	No further instructions.
24.3	No further instructions.
27.3	<p>Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>The NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>
27.4	No further instructions.
28.2	None
31.4(f)	<p>List of additional contract documents relevant to the Project:</p> <ol style="list-style-type: none"> <li>1. Construction Schedule and S-curve</li> <li>2. Manpower Schedule</li> <li>3. Construction Methods</li> <li>4. Equipment Utilization Schedule</li> <li>5. Construction safety and health program approved by the Department of Labor and Employment</li> <li>6. PERT/CPM</li> </ol>



## **Section IV. General Conditions of Contract**

### **Notes on the General Conditions of Contract**

The GCC in Section IV, read in conjunction with the SCC in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

The GCC herein shall not be altered. Any changes and complementary information, which may be needed, shall be introduced only through the SCC in Section V.

## 1. Definitions

For purposes of this Clause, boldface type is used to identify defined terms.

- 1.1. The **Arbiter** is the person appointed jointly by CEZA and the Contractor to resolve disputes in the first instance, as provided for in GCC Clause 21.
- 1.2. **Bill of Quantities** refers to a list of the specific items of the Work and their corresponding unit prices, lump sums, and/or provisional sums.
- 1.3. The **Completion Date** is the date of completion of the Works as certified by CEZA's Representative, in accordance with GCC Clause 49.
- 1.4. The **Contract** is the contract between CEZA and the Contractor to execute, complete, and maintain the Works.
- 1.5. The **Contract Effectivity Date** is the date of signing of the Contract. However, the contractor shall commence execution of the Works on the Start Date as defined in GCC Clause 1.28.
- 1.6. The **Contract Price** is the price stated in the Notice of Award and thereafter to be paid by CEZA to the Contractor for the execution of the Works in accordance with this Contract
- 1.7. **Contract Time Extension** is the allowable period for the Contractor to complete the Works in addition to the original Completion Date stated in this Contract.
- 1.8. The **Contractor** is the juridical entity whose proposal has been accepted by CEZA and to whom the Contract to execute the Work was awarded.
- 1.9. The **Contractor's Bid** is the signed offer or proposal submitted by the Contractor to CEZA in response to the Bidding Documents.
- 1.10. **Days** are calendar days; months are calendar months.
- 1.11. **Dayworks** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- 1.12. A **Defect** is any part of the Works not completed in accordance with the Contract.
- 1.13. The **Defects Liability Certificate** is the certificate issued by CEZA's Representative upon correction of defects by the Contractor.
- 1.14. The **Defects Liability Period** is the one year period between contract completion and final acceptance within which the Contractor assumes the responsibility to undertake the repair of any damage to the Works at his own expense.

- 1.15 **Drawings** are graphical presentations of the Works. They include all supplementary details, shop drawings, calculations, and other information provided or approved for the execution of this Contract.
- 1.16 **Equipment** refers to all facilities, supplies, appliances, materials or things required for the execution and completion of the Work provided by the Contractor and which shall not form or are not intended to form part of the Permanent Works.
- 1.17 The **Intended Completion Date** refers to the date specified in the SCC when the Contractor is expected to have completed the Works. The Intended Completion Date may be revised only by Procuring Entity's Representative by issuing an extension of time or an acceleration order.
- 1.18 **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- 1.19 The **Notice to Proceed** is a written notice issued by CEZA or CEZA's Representative to the Contractor requiring the latter to begin the commencement of the work not later than a specified or determinable date.
- 1.20 **Permanent Works** are all permanent structures and all other project features and facilities required to be constructed and completed in accordance with this Contract which shall be delivered to the Procuring Entity and which shall remain at the Site after the removal of all Temporary Works.
- 1.21 **Plant** refers to the machinery, apparatus, and the like intended to form an integral part of the Permanent Works.
- 1.22 **CEZA** is the party who employs the Contractor to carry out the Works stated in the SCC.
- 1.23 **CEZA's Representative** refers to the Head of the Procuring Entity or his duly authorized representative, identified in the SCC, who shall be responsible for supervising the execution of the Works and administering this Contract.
- 1.24 The **Site** is the place provided by CEZA where the Works shall be executed and any other place or places which may be designated in the SCC, or notified to the Contractor by CEZA's Representative as forming part of the Site.
- 1.25 **Site Investigation Reports** are those that were included in the Bidding Documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.
- 1.26 **Slippage** is a delay in work execution occurring when actual accomplishment falls below the target as measured by the difference between the scheduled and actual accomplishment of the Work by the Contractor as established from the work schedule. This is actually described as a percentage of the whole Works.
- 1.27 **Specifications** means the description of Works to be done and the qualities of materials to be used, the equipment to be installed and the mode of construction.

- 1.28 The **Start Date**, as specified in the **SCC**, is the date when the Contractor is obliged to commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- 1.29 A **Subcontractor** is any person or organization to whom a part of the Works has been subcontracted by the Contractor, as allowed by the Procuring Entity, but not any assignee of such person.
- 1.30 **Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Permanent Works.
- 1.31 **Work(s)** refer to the Permanent Works and Temporary Works to be executed by the Contractor in accordance with this Contract, including (i) the furnishing of all labor, materials, equipment and others incidental, necessary or convenient to the complete execution of the Works; (ii) the passing of any tests before acceptance by **CEZA**'s Representative; (iii) and the carrying out of all duties and obligations of the Contractor imposed by this Contract as described in the **SCC**.

## 2. Interpretation

- 2.1. In interpreting the Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of this Contract unless specifically defined. The Procuring Entity's Representative will provide instructions clarifying queries about the Conditions of Contract.
- 2.2. If sectional completion is specified in the **SCC**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 2.3. The documents forming this Contract shall be interpreted in the following order of priority:
- a) Contract Agreement;
  - b) Bid Data Sheet;
  - c) Instructions to Bidders;
  - d) Addenda to the Bidding Documents;
  - e) Special Conditions of Contract;
  - f) General Conditions of Contract;
  - g) Specifications;
  - h) Bill of Quantities; and

- i) Drawings.

### **3. Governing Language and Law**

- 3.1. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract which are exchanged by the parties shall be written in English.
- 3.2. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

### **4. Communications**

Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is received by the concerned party.

### **5. Possession of Site**

- 5.1. On the date specified in the SCC, CEZA shall grant the Contractor possession of so much of the Site as may be required to enable it to proceed with the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of CEZA to give possession in accordance with the terms of this clause, CEZA'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.
- 5.2. If possession of a portion is not given by the date stated in the SCC Clause 5.1, CEZA will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay shall be in accordance with GCC Clause 47.
- 5.3. The Contractor shall bear all costs and charges for special or temporary right-of-way required by it in connection with access to the Site. The Contractor shall also provide at his own cost any additional facilities outside the Site required by it for purposes of the Works.
- 5.4. The Contractor shall allow CEZA's Representative and any person authorized by CEZA's Representative access to the Site and to any place where work in connection with this Contract is being carried out or is intended to be carried out.

### **6. The Contractor's Obligations**

- 6.1. The Contractor shall carry out the Works properly and in accordance with this Contract. The Contractor shall provide all supervision, labor, Materials, Plant and Contractor's Equipment, which may be required. All Materials and Plant on Site shall be deemed to be the property of CEZA.

- 6.2. The Contractor shall commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program of Work submitted by the Contractor, as updated with the approval of the **CEZA**'s Representative, and complete them by the Intended Completion Date.
- 6.3. The Contractor shall be responsible for the safety of all activities on the Site.
- 6.4. The Contractor shall carry out all instructions of **CEZA**'s Representative that comply with the applicable laws where the Site is located.
- 6.5. The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the **SCC**, to carry out the supervision of the Works. **CEZA** 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.
- 6.6. If the **CEZA**'s Representative asks the Contractor to remove a member of the Contractor's staff or work force, for justifiable cause, the Contractor shall ensure that the person leaves the Site within seven (7) days and has no further connection with the Work in this Contract.
- 6.7. During Contract implementation, the Contractor and his subcontractors shall abide at all times by all labor laws, including child labor related enactments, and other relevant rules.
- 6.8. The Contractor shall submit to **CEZA** for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.
- 6.9. The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and **CEZA** between the dates given in the schedule of other contractors particularly when they shall require access to the Site. The Contractor shall also provide facilities and services for them during this period. **CEZA** may modify the schedule of other contractors, and shall notify the Contractor of any such modification thereto.
- 6.10. Should anything of historical or other interest or of significant value be unexpectedly discovered on the Site, it shall be the property of **CEZA**. The Contractor shall notify **CEZA**'s Representative of such discoveries and carry out **CEZA**'s Representative's instructions in dealing with them.

## **7. Performance Security**

- 7.1. Within ten (10) calendar days from receipt of the Notice of Award from **CEZA** but in no case later than the signing of the contract by both parties, the Contractor shall furnish the performance security in any of the forms prescribed in **ITB** Clause 32.2.
- 7.2. The performance security posted in favor of **CEZA** shall be forfeited in the event it is established that the Contractor is in default in any of its obligations under the Contract.

- 7.3. The performance security shall remain valid until issuance by **CEZA** of the Certificate of Final Acceptance.
- 7.4. The performance security may be released by **CEZA** and returned to the Contractor after the issuance of the Certificate of Final Acceptance subject to the following conditions:
- (a) There are no pending claims against the Contractor or the surety company filed by **CEZA**;
  - (b) The Contractor has no pending claims for labor and materials filed against it; and
  - (c) Other terms specified in the **SCC**.
- 7.5. The Contractor shall post an additional performance security following the amount and form specified in **ITB** Clause 32.2 to cover any cumulative increase of more than ten percent (10%) over the original value of the contract as a result of amendments to order or change orders, extra work orders and supplemental agreements, as the case may be. The Contractor shall cause the extension of the validity of the performance security to cover approved contract time extensions.
- 7.6. In case of a reduction in the contract value or for partially completed Works under the contract which are usable and accepted by **CEZA** the use of which, in the judgment of the implementing agency or **CEZA**, will not affect the structural integrity of the entire project, **CEZA** shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.
- 7.7. Unless otherwise indicated in the **SCC**, the Contractor, by entering into the Contract with **CEZA**, acknowledges the right of **CEZA** to institute action pursuant to Act 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.

## **8. Subcontracting**

- 8.1. Unless otherwise indicated in the **SCC**, the Contractor cannot subcontract Works more than the percentage specified in **BDS** Clause 8.1.
- 8.2. Subcontracting of any portion of the Works does not relieve the Contractor of any liability or obligation under this Contract. The Contractor 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.
- 8.3. If subcontracting is allowed. The contractor may identify its subcontractor during contract implementation stage. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under

ITB Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by any Procuring Entity to be eligible, the subcontracting of such portion of the Works shall be disallowed.

## **9. Liquidated Damages**

- 9.1. The Contractor shall pay liquidated damages to **CEZA** for each day that the Completion Date is later than the Intended Completion Date. The applicable liquidated damages is at least one-tenth (1/10) of a percent of the cost of the unperformed portion for every day of delay. The total amount of liquidated damages shall not exceed ten percent (10%) of the amount of the contract. **CEZA** may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, **CEZA** may rescind or terminate this Contract, without prejudice to other courses of action and remedies available under the circumstances.
- 9.2. If the Intended Completion Date is extended after liquidated damages have been paid, the Engineer of **CEZA** shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate.

## **10. 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.

## **11. CEZA, Licenses and Permits**

**CEZA** shall, if requested by the Contractor, assist him in applying for permits, licenses or approvals, which are required for the Works.

## **12. Contractor's Risk and Warranty Security**

- 12.1. The Contractor shall assume full responsibility for the Works from the time project construction commenced up to final acceptance by **CEZA** and shall be held responsible for any damage or destruction of the Works except those occasioned by *force majeure*. The Contractor shall be fully responsible for the safety, protection, security, and convenience of his personnel, third parties, and the public at large, as well as the Works, Equipment, installation, and the like to be affected by his construction work.
- 12.2. The defects liability period for infrastructure projects shall be one year from contract completion up to final acceptance by **CEZA**. During this period, the Contractor shall undertake the repair works, at his own expense, of any damage to the Works on account of the use of materials of inferior quality within ninety (90) days from the time the HoPE has issued an order to undertake repair. In case of failure or refusal to comply with this mandate, **CEZA** shall undertake such repair works and shall be entitled to full reimbursement of expenses incurred therein upon demand.



- 12.3. Unless otherwise indicated in the **SCC**, in case the Contractor fails to comply with the preceding paragraph, **CEZA** 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.
- 12.4. After final acceptance of the Works by **CEZA**, the Contractor shall be held responsible for “Structural Defects,” *i.e.*, major faults/flaws/deficiencies in one or more key structural elements of the project which may lead to structural failure of the completed elements or structure, or “Structural Failures,” *i.e.*, where one or more key structural elements in an infrastructure facility fails or collapses, thereby rendering the facility or part thereof incapable of withstanding the design loads, and/or endangering the safety of the users or the general public:
- (a) Contractor – Where Structural Defects/Failures arise due to faults attributable to improper construction, use of inferior quality/substandard materials, and any violation of the contract plans and specifications, the contractor shall be held liable;
  - (b) Consultants – Where Structural Defects/Failures arise due to faulty and/or inadequate design and specifications as well as construction supervision, then the consultant who prepared the design or undertook construction supervision for the project shall be held liable;
  - (c) **CEZA**’s Representatives/Project Manager/Construction Managers and Supervisors – The project owner’s representative(s), project manager, construction manager, and supervisor(s) shall be held liable in cases where the Structural Defects/Failures are due to his/their willful intervention in altering the designs and other specifications; negligence or omission in not approving or acting on proposed changes to noted defects or deficiencies in the design and/or specifications; and the use of substandard construction materials in the project;
  - (d) Third Parties - Third Parties shall be held liable in cases where Structural Defects/Failures are caused by work undertaken by them such as leaking pipes, diggings or excavations, underground cables and electrical wires, underground tunnel, mining shaft and the like, in which case the applicable warranty to such structure should be levied to third parties for their construction or restoration works.
  - (e) Users - In cases where Structural Defects/Failures are due to abuse/misuse by the end user of the constructed facility and/or non-compliance by a user with the technical design limits and/or intended purpose of the same, then the user concerned shall be held liable.
- 12.5. The warranty against Structural Defects/Failures, except those occasioned on force majeure, shall cover the period specified in the **SCC** reckoned from the date of issuance of the Certificate of Final Acceptance by **CEZA**.

- 12.6. The Contractor shall be required to put up a warranty security in the form of cash, bank guarantee, letter of credit, GSIS or surety bond callable on demand, in accordance with the following schedule:

Form of Warranty	Amount of Warranty Security Not less than the Percentage (%) of Total Contract Price
(a) Cash or letter of credit issued by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Five Percent (5%)
(b) Bank guarantee confirmed by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Ten Percent (10%)
(c) Surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission	Thirty Percent (30%)

- 12.7. The warranty security shall be stated in Philippine Pesos and shall remain effective for one year from the date of issuance of the Certificate of Final Acceptance by **CEZA**, and returned only after the lapse of said one year period.
- 12.8. In case of structural defects/failure occurring during the applicable warranty period provided in **GCC** Clause 12.5, **CEZA** shall undertake the necessary restoration or reconstruction works and shall be entitled to full reimbursement by the parties found to be liable for expenses incurred therein upon demand, without prejudice to the filing of appropriate administrative, civil, and/or criminal charges against the responsible persons as well as the forfeiture of the warranty security posted in favor of **CEZA**.

### **13. 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.

### **14. Procuring Entity's Risk**

- 14.1. From the Start Date until the Certificate of Final Acceptance has been issued, the following are risks of **CEZA**:

- (a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to:
  - (i) any type of use or occupation of the Site authorized by **CEZA** after the official acceptance of the works; or
  - (ii) negligence, breach of statutory duty, or interference with any legal right by **CEZA** or by any person employed by or contracted to him except the Contractor.
- (b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of **CEZA** or in **CEZA**'s design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.

## 15. Insurance

15.1. The Contractor shall, under his name and at his own expense, obtain and maintain, for the duration of this Contract, the following insurance coverage:

- (a) Contractor's All Risk Insurance;
- (b) Transportation to the project Site of Equipment, Machinery, and Supplies owned by the Contractor;
- (c) Personal injury or death of Contractor's employees; and
- (d) Comprehensive insurance for third party liability to Contractor's direct or indirect act or omission causing damage to third persons.

15.2. The Contractor shall provide evidence to **CEZA**'s Representative that the insurances required under this Contract have been effected and shall, within a reasonable time, provide copies of the insurance policies to **CEZA**'s Representative. Such evidence and such policies shall be provided to **CEZA**'s through **CEZA**'s Representative.

15.3. The Contractor shall notify the insurers of changes in the nature, extent, or program for the execution of the Works and ensure the adequacy of the insurances at all times in accordance with the terms of this Contract and shall produce to **CEZA**'s Representative the insurance policies in force including the receipts for payment of the current premiums.

The above insurance policies shall be obtained from any reputable insurance company approved by **CEZA**'s Representative.

15.4. If the Contractor fails to obtain and keep in force the insurances referred to herein or any other insurance which he may be required to obtain under the terms of this Contract, **CEZA** may obtain and keep in force any such insurances and pay such premiums as may be necessary for the purpose. From time to time, **CEZA** may deduct the amount it shall pay for said premiums including twenty five percent (25%) therein from any monies due, or which may become due, to

the Contractor, without prejudice to **CEZA** exercising its right to impose other sanctions against the Contractor pursuant to the provisions of this Contract.

- 15.5. In the event the Contractor fails to observe the above safeguards, **CEZA** may, at the Contractor's expense, take whatever measure is deemed necessary for its protection and that of the Contractor's personnel and third parties, and/or order the interruption of dangerous Works. In addition, **CEZA** may refuse to make the payments under **GCC** Clause 40 until the Contractor complies with this Clause.
- 15.6. The Contractor shall immediately replace the insurance policy obtained as required in this Contract, without need of **CEZA**'s demand, with a new policy issued by a new insurance company acceptable to **CEZA** for any of the following grounds:
- (a) The issuer of the insurance policy to be replaced has:
    - (i) become bankrupt;
    - (ii) been placed under receivership or under a management committee;
    - (iii) been sued for suspension of payment; or
    - (iv) been suspended by the Insurance Commission and its license to engage in business or its authority to issue insurance policies cancelled; or
    - (v) Where reasonable grounds exist that the insurer may not be able, fully and promptly, to fulfill its obligation under the insurance policy.

## **16. Termination for Default of Contractor**

- 16.1. **CEZA** shall terminate this Contract for default when any of the following conditions attend its implementation:
- (i) Due to the Contractor's fault and while the project is on-going, it has incurred negative slippage of fifteen percent (15%) or more in accordance with Presidential Decree 1870, regardless of whether or not previous warnings and notices have been issued for the Contractor to improve his performance;
  - (ii) Due to its own fault and after this Contract time has expired, the Contractor incurs delay in the completion of the Work after this Contract has expired; or
  - (iii) The Contractor:
    - (i) abandons the contract Works, refuses or fails to comply with a valid instruction of **CEZA** or fails to proceed expeditiously and without delay despite a written notice by **CEZA**;

- (ii) does not actually have on the project Site the minimum essential equipment listed on the bid necessary to prosecute the Works in accordance with the approved Program of Work and equipment deployment schedule as required for the project;
- (iii) does not execute the Works in accordance with this Contract or persistently or flagrantly neglects to carry out its obligations under this Contract;
- (iv) neglects or refuses to remove materials or to perform a new Work that has been rejected as defective or unsuitable; or
- (v) sub-lets any part of this Contract without approval by **CEZA**.

16.2. All materials on the Site, Plant, Works, including Equipment purchased and funded under the Contract shall be deemed to be the property of **CEZA** if this Contract is rescinded because of the Contractor's default.

## **17. Termination for Default of Procuring Entity**

The Contractor may terminate this Contract with **CEZA** if the works are completely stopped for a continuous period of at least sixty (60) calendar days through no fault of its own, due to any of the following reasons:

- (a) Failure of **CEZA** to deliver, within a reasonable time, supplies, materials, right-of-way, or other items it is obligated to furnish under the terms of this Contract; or
- (b) The prosecution of the Work is disrupted by the adverse peace and order situation, as certified by the Armed Forces of the Philippines Provincial Commander and approved by the Secretary of National Defense.

## **18. Termination for Other Causes**

18.1. **CEZA** may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate this Contract for the convenience of **CEZA** if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and National Government policies.

18.2. **CEZA** or the Contractor may terminate this Contract if the other party causes a fundamental breach of this Contract.

18.3. Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- (a) The Contractor stops work for twenty eight (28) days when no stoppage of work is shown on the current Program of Work and the stoppage has not been authorized by **CEZA**'s Representative;

- (b) **CEZA**'s Representative instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within twenty eight (28) days;
- (c) **CEZA** shall terminate this Contract if the Contractor is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to **CEZA** and/or the Contractor. In the case of the Contractor's insolvency, any Contractor's Equipment which **CEZA** instructs in the notice is to be used until the completion of the Works;
- (d) A payment certified by **CEZA**'s Representative is not paid by **CEZA** to the Contractor within eighty four (84) days from the date of **CEZA**'s Representative's certificate;
- (e) **CEZA**'s Representative gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by **CEZA**'s Representative;
- (f) The Contractor does not maintain a Security, which is required;
- (g) The Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in the **GCC** Clause 9; and
- (h) In case it is determined prima facie by **CEZA** 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, the following:
  - (i) corrupt, fraudulent, collusive, coercive, and obstructive practices as defined in **ITB** Clause 3.1(a), unless otherwise specified in the **SCC**;
  - (ii) drawing up or using forged documents;
  - (iii) using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
  - (iv) any other act analogous to the foregoing.

18.4. The Funding Source or **CEZA**, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with corrupt, fraudulent, or coercive practices.

18.5. When persons from either party to this Contract gives notice of a fundamental breach to **CEZA**'s Representative in order to terminate the existing contract for

a cause other than those listed under **GCC** Clause 18.3, **CEZA**'s Representative shall decide whether the breach is fundamental or not.

18.6. If this Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

## **19. Procedures for Termination of Contracts**

19.1. The following provisions shall govern the procedures for the termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, **CEZA** shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by **CEZA**, the HoPE shall terminate this Contract only by a written notice to the Contractor conveying the termination of this Contract. The notice shall state:
  - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) the extent of termination, whether in whole or in part;
  - (iii) an instruction to the Contractor to show cause as to why this Contract should not be terminated; and
  - (iv) special instructions of **CEZA**, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report;

- (c) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Contractor shall submit to the HoPE a verified position paper stating why the contract should not be terminated. If the Contractor fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating the contract;
- (d) **CEZA** may, at anytime before receipt of the Contractor's verified position paper described in item (c) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Contractor's receipt of the notice;
- (e) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Contractor of its decision and, unless otherwise provided in the said notice, this

Contract is deemed terminated from receipt of the Contractor of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate; and

- (f) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE.

19.2. Pursuant to Section 69(f) of RA 9184 and without prejudice to the imposition of additional administrative sanctions as the internal rules of the agency may provide and/or further criminal prosecution as provided by applicable laws, **CEZA** shall impose on contractors after the termination of the contract the penalty of suspension for one (1) year for the first offense, suspension for two (2) years for the second offense from participating in the public bidding process, for violations committed during the contract implementation stage, which include but not limited to the following:

- (a) Failure of the contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period in the Notice to Proceed (“NTP”);
- (b) Failure by the contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the contractor to comply with any written lawful instruction of **CEZA** or its representative(s) pursuant to the implementation of the contract. For the procurement of infrastructure projects or consultancy contracts, lawful instructions include but are not limited to the following:
  - (i) Employment of competent technical personnel, competent engineers and/or work supervisors;
  - (ii) Provision of warning signs and barricades in accordance with approved plans and specifications and contract provisions;
  - (iii) Stockpiling in proper places of all materials and removal from the project site of waste and excess materials, including broken pavement and excavated debris in accordance with approved plans and specifications and contract provisions;
  - (iv) Deployment of committed equipment, facilities, support staff and manpower; and
  - (v) Renewal of the effectivity dates of the performance security after its expiration during the course of contract implementation.
- (c) Assignment and subcontracting of the contract or any part thereof or substitution of key personnel named in the proposal without prior written approval by **CEZA**.
- (d) Poor performance by the contractor or unsatisfactory quality and/or progress of work arising from his fault or negligence as reflected in the



Constructor's Performance Evaluation System ("CPES") rating sheet. In the absence of the CPES rating sheet, the existing performance monitoring system of **CEZA** shall be applied. Any of the following acts by the Contractor shall be construed as poor performance:

- (i) Negative slippage of 15% and above within the critical path of the project due entirely to the fault or negligence of the contractor; and
  - (ii) Quality of materials and workmanship not complying with the approved specifications arising from the contractor's fault or negligence.
- (e) Willful or deliberate abandonment or non-performance of the project or contract by the contractor resulting to substantial breach thereof without lawful and/or just cause.

In addition to the penalty of suspension, the performance security posted by the contractor shall also be forfeited.

## **20. Force Majeure, Release From Performance**

- 20.1. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor.
- 20.2. If this Contract is discontinued by an outbreak of war or by any other event entirely outside the control of either **CEZA** or the Contractor, **CEZA**'s Representative shall certify that this Contract has been discontinued. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all works carried out before receiving it and for any Work carried out afterwards to which a commitment was made.
- 20.3. If the event continues for a period of eighty four (84) days, either party may then give notice of termination, which shall take effect twenty eight (28) days after the giving of the notice.
- 20.4. After termination, the Contractor shall be entitled to payment of the unpaid balance of the value of the Works executed and of the materials and Plant reasonably delivered to the Site, adjusted by the following:
- (a) any sum to which the Contractor is entitled under **GCC** Clause 28;
  - (b) the cost of his suspension and demobilization;
  - (c) any sum to which **CEZA** is entitled.

- 20.5. The net balance due shall be paid or repaid within a reasonable time period from the time of the notice of termination.

## **21. Resolution of Disputes**

- 21.1. If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of the contract covered by the Act and this IRR, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 21.2. If the Contractor believes that a decision taken by **CEZA**'s Representative was either outside the authority given to **CEZA**'s Representative by this Contract or that the decision was wrongly taken, the decision shall be referred to the Arbitrator indicated in the **SCC** within fourteen (14) days of the notification of **CEZA**'s Representative's decision.
- 21.3. Any and all disputes arising from the implementation of this Contract covered by the R.A. 9184 and its IRR shall be submitted to arbitration in the Philippines according to the provisions of Republic Act No. 876, otherwise known as the "Arbitration Law" and Republic Act 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004": *Provided, however*, That, disputes that are within the competence of the Construction Industry Arbitration Commission to resolve shall be referred thereto. The process of arbitration shall be incorporated as a provision in this Contract that will be executed pursuant to the provisions of the Act and its IRR: *Provided, further*, That, by mutual agreement, the parties may agree in writing to resort to other alternative modes of dispute resolution.

## **22. Suspension of Loan, Credit, Grant, or Appropriation**

In the event that the Funding Source suspends the Loan, Credit, Grant, or Appropriation to **CEZA**, from which part of the payments to the Contractor are being made:

- (a) **CEZA** is obligated to notify the Contractor of such suspension within seven (7) days of having received the suspension notice.
- (b) If the Contractor has not received sums due it for work already done within forty five (45) days from the time the Contractor's claim for payment has been certified by **CEZA**'s Representative, the Contractor may immediately issue a suspension of work notice in accordance with **GCC** Clause 45.2.

## **23. Procuring Entity's Representative's Decisions**

- 23.1. Except where otherwise specifically stated, **CEZA**'s Representative will decide contractual matters between **CEZA** and the Contractor in the role representing **CEZA**.
- 23.2. **CEZA**'s Representative may delegate any of his duties and responsibilities to other people, except to the Arbitrator, after notifying the Contractor, and may cancel any delegation after notifying the Contractor.

## **24. Approval of Drawings and Temporary Works by CEZA's Representative**

- 24.1. All Drawings prepared by the Contractor for the execution of the Temporary Works, are subject to prior approval by **CEZA's** Representative before its use.
- 24.2. The Contractor shall be responsible for design of Temporary Works.
- 24.3. **CEZA's** Representative's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 24.4. The Contractor shall obtain approval of third parties to the design of the Temporary Works, when required by **CEZA**.

## **25. Acceleration and Delays Ordered by CEZA's Representative**

- 25.1. When **CEZA** wants the Contractor to finish before the Intended Completion Date, **CEZA's** Representative will obtain priced proposals for achieving the necessary acceleration from the Contractor. If **CEZA** accepts these proposals, the Intended Completion Date will be adjusted accordingly and confirmed by both **CEZA** and the Contractor.
- 25.2. If the Contractor's Financial Proposals for an acceleration are accepted by **CEZA**, they are incorporated in the Contract Price and treated as a Variation.

## **26. Extension of the Intended Completion Date**

- 26.1. **CEZA's** Representative shall extend the Intended Completion Date if a Variation is issued which makes it impossible for the Intended Completion Date to be achieved by the Contractor without taking steps to accelerate the remaining work, which would cause the Contractor to incur additional costs. No payment shall be made for any event which may warrant the extension of the Intended Completion Date.
- 26.2. **CEZA's** Representative shall decide whether and by how much to extend the Intended Completion Date within twenty one (21) days of the Contractor asking **CEZA's** Representative for a decision thereto after fully submitting all supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

## **27. Right to Vary**

- 27.1. **CEZA's** Representative with the prior approval of **CEZA** may instruct Variations, up to a maximum cumulative amount of ten percent (10%) of the original contract cost.
- 27.2. Variations shall be valued as follows:
  - (a) At a lump sum price agreed between the parties;

- (b) where appropriate, at rates in this Contract;
- (c) in the absence of appropriate rates, the rates in this Contract shall be used as the basis for valuation; or failing which
- (d) at appropriate new rates, equal to or lower than current industry rates and to be agreed upon by both parties and approved by the HoPE.

## **28. Contractor's Right to Claim**

If the Contractor incurs cost as a result of any of the events under **GCC** Clause 13, the Contractor shall be entitled to the amount of such cost. If as a result of any of the said events, it is necessary to change the Works, this shall be dealt with as a Variation.

## **29. Dayworks**

- 29.1. Subject to **GCC** Clause 43 on Variation Order, 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 **CEZA**'s Representative has given written instructions in advance for additional work to be paid for in that way.
- 29.2. All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by **CEZA**'s Representative. Each completed form shall be verified and signed by **CEZA**'s Representative within two days of the work being done.
- 29.3. The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

## **30. Early Warning**

- 30.1. The Contractor shall warn **CEZA**'s Representative at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. **CEZA**'s Representative may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
- 30.2. The Contractor shall cooperate with **CEZA**'s Representative in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of **CEZA**'s Representative.

## **31. Program of Work**

- 31.1. Within the time stated in the **SCC**, the Contractor shall submit to **CEZA**'s Representative for approval a Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works.

- 31.2. An update of the Program of Work shall show the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.
- 31.3. The Contractor shall submit to **CEZA**'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, **CEZA**'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.
- 31.4. **CEZA**'s Representative's approval of the Program of Work shall not alter the Contractor's obligations. The Contractor may revise the Program of Work and submit it to **CEZA**'s Representative again at any time. A revised Program of Work shall show the effect of any approved Variations.
- 31.5. When the Program of Work is updated, the Contractor shall provide **CEZA**'s Representative with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.
- 31.6. All Variations shall be included in updated Program of Work produced by the Contractor.

### **32. Management Conferences**

- 32.1. Either **CEZA**'s Representative or the Contractor may require the other to attend a Management Conference. The Management Conference shall review the plans for remaining work and deal with matters raised in accordance with the early warning procedure.
- 32.2. **CEZA**'s Representative shall record the business of Management Conferences and provide copies of the record to those attending the Conference and to **CEZA**. The responsibility of the parties for actions to be taken shall be decided by **CEZA**'s Representative either at the Management Conference or after the Management Conference and stated in writing to all who attended the Conference.

### **33. Bill of Quantities**

- 33.1. The Bill of Quantities shall contain items of work for the construction, installation, testing, and commissioning of work to be done by the Contractor.
- 33.2. The Bill of Quantities is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the Bill of Quantities for each item.
- 33.3. If the final quantity of any work done differs from the quantity in the Bill of Quantities for the particular item and is not more than twenty five percent (25%) of the original quantity, provided the aggregate changes for all items do not

exceed ten percent (10%) of the Contract price, **CEZA**'s Representative shall make the necessary adjustments to allow for the changes subject to applicable laws, rules, and regulations.

- 33.4. If requested by **CEZA**'s Representative, the Contractor shall provide **CEZA**'s Representative with a detailed cost breakdown of any rate in the Bill of Quantities.

### **34. Instructions, Inspections and Audits**

- 34.1. **CEZA**'s personnel shall at all reasonable times during construction of the Work be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of the construction.
- 34.2. If **CEZA**'s Representative instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no defect, the test shall be a Compensation Event.
- 34.3. The Contractor shall permit the Funding Source named in the **SCC** to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

### **35. Identifying Defects**

**CEZA**'s Representative shall check the Contractor's work and notify the Contractor of any defects that are found. Such checking shall not affect the Contractor's responsibilities. **CEZA**'s Representative may instruct the Contractor to search uncover defects and test any work that **CEZA**'s Representative considers below standards and defective.

### **36. Cost of Repairs**

Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Liability Periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

### **37. Correction of Defects**

- 37.1. **CEZA**'s Representative shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which is One (1) year from project completion up to final acceptance by **CEZA**'s Representative.
- 37.2. Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified in **CEZA**'s Representative's notice.
- 37.3. The Contractor shall correct the defects which he notices himself before the end of the Defects Liability Period.

- 37.4. **CEZA** shall certify that all defects have been corrected. If **CEZA** considers that correction of a defect is not essential, he can request the Contractor to submit a quotation for the corresponding reduction in the Contract Price. If **CEZA** accepts the quotation, the corresponding change in the SCC is a Variation.

### **38. Uncorrected Defects**

- 38.1. **CEZA** shall give the Contractor at least fourteen (14) days notice of his intention to use a third party to correct a Defect. If the Contractor does not correct the Defect himself within the period, **CEZA** may have the Defect corrected by the third party. The cost of the correction will be deducted from the Contract Price.
- 38.2. The use of a third party to correct defects that are uncorrected by the Contractor will in no way relieve the Contractor of its liabilities and warranties under the Contract.

### **39. Advance Payment**

- 39.1. **CEZA** 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**.
- 39.2. The advance payment shall be made only upon the submission to and acceptance by **CEZA** of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by **CEZA**.
- 39.3. The advance payment shall be repaid by the Contractor by an amount equal to the percentage of the total contract price used for the advance payment.
- 39.4. The contractor may reduce his standby letter of credit or guarantee instrument by the amounts refunded by the Monthly Certificates in the advance payment.
- 39.5. **CEZA** will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the maximum amount stated in **SCC** Clause 39.1.

### **40. Progress Payments**

- 40.1. The Contractor may submit a request for payment for Work accomplished. Such request for payment shall be verified and certified by **CEZA**'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.
- 40.2. **CEZA** shall deduct the following from the certified gross amounts to be paid to the contractor as progress payment:

- (a) Cumulative value of the work previously certified and paid for.
  - (b) Portion of the advance payment to be recouped for the month.
  - (c) Retention money in accordance with the condition of contract.
  - (d) Amount to cover third party liabilities.
  - (e) Amount to cover uncorrected discovered defects in the works.
- 40.3. Payments shall be adjusted by deducting therefrom the amounts for advance payments and retention. **CEZA** shall pay the Contractor the amounts certified by **CEZA**'s Representative within twenty eight (28) days from the date each certificate was issued. No payment of interest for delayed payments and adjustments shall be made by **CEZA**.
- 40.4. The first progress payment may be paid by **CEZA** to the Contractor provided that at least twenty percent (20%) of the work has been accomplished as certified by **CEZA**'s Representative.
- 40.5. Items of the Works for which a price of "0" (zero) has been entered will not be paid for by **CEZA** and shall be deemed covered by other rates and prices in the Contract.

#### **41. Payment Certificates**

- 41.1. The Contractor shall submit to **CEZA**'s Representative monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 41.2. **CEZA**'s Representative shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 41.3. The value of Work executed shall:
- (a) be determined by **CEZA**'s Representative;
  - (b) comprise the value of the quantities of the items in the Bill of Quantities completed; and
  - (c) include the valuations of approved variations.
- 41.4. **CEZA**'s Representative may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

#### **42. Retention**

- 42.1. **CEZA** shall retain from each payment due to the Contractor an amount equal to a percentage thereof using the rate as specified in GCC Sub-Clause 42.2.



- 42.2. Progress payments are subject to retention of ten percent (10%), referred to as the “retention money.” Such retention shall be based on the total amount due to the Contractor prior to any deduction and shall be retained from every progress payment until fifty percent (50%) of the value of Works, as determined by **CEZA**, are completed. If, after fifty percent (50%) completion, the Work is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the ten percent (10%) retention shall again be imposed using the rate specified therefor.
- 42.3. The total “retention money” shall be due for release upon final acceptance of the Works. The Contractor may, however, request the substitution of the retention money for each progress billing with irrevocable standby letters of credit from a commercial bank, bank guarantees or surety bonds callable on demand, of amounts equivalent to the retention money substituted for and acceptable to **CEZA**, provided that the project is on schedule and is satisfactorily undertaken. Otherwise, the ten (10%) percent retention shall be made. Said irrevocable standby letters of credit, bank guarantees and/or surety bonds, to be posted in favor of the Government shall be valid for a duration to be determined by the concerned implementing office/agency or Procuring Entity and will answer for the purpose for which the ten (10%) percent retention is intended, *i.e.*, to cover uncorrected discovered defects and third party liabilities.
- 42.4. On completion of the whole Works, the Contractor may substitute retention money with an “on demand” Bank guarantee in a form acceptable to **CEZA**.

### **43. Variation Orders**

- 43.1. Variation Orders may be issued by **CEZA** to cover any increase/decrease in quantities, including the introduction of new work items that are not included in the original contract or reclassification of work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding and the “as staked plans” or construction drawings prepared after a joint survey by the Contractor and **CEZA** after award of the contract, provided that the cumulative amount of the Variation Order does not exceed ten percent (10%) of the original project cost. The addition/deletion of Works should be within the general scope of the project as bid and awarded. The scope of works shall not be reduced so as to accommodate a positive Variation Order. A Variation Order may either be in the form of a Change Order or Extra Work Order.
- 43.2. A Change Order may be issued by **CEZA** to cover any increase/decrease in quantities of original Work items in the contract.
- 43.3. An Extra Work Order may be issued by **CEZA** to cover the introduction of new work necessary for the completion, improvement or protection of the project which were not included as items of Work in the original contract, such as, where there are subsurface or latent physical conditions at the site differing materially from those indicated in the contract, or where there are duly unknown physical conditions at the site of an unusual nature differing materially from

those ordinarily encountered and generally recognized as inherent in the Work or character provided for in the contract.

- 43.4. Any cumulative Variation Order beyond ten percent (10%) shall be subject of another contract to be bid out if the works are separable from the original contract. In exceptional cases where it is urgently necessary to complete the original scope of work, the HoPE may authorize a positive Variation Order go beyond ten percent (10%) but not more than twenty percent (20%) of the original contract price, subject to the guidelines to be determined by the GPPB: *Provided, however,* That appropriate sanctions shall be imposed on the designer, consultant or official responsible for the original detailed engineering design which failed to consider the Variation Order beyond ten percent (10%).
- 43.5. In claiming for any Variation Order, the Contractor shall, within seven (7) calendar days after such work has been commenced or after the circumstances leading to such condition(s) leading to the extra cost, and within twenty-eight (28) calendar days deliver a written communication giving full and detailed particulars of any extra cost in order that it may be investigated at that time. Failure to provide either of such notices in the time stipulated shall constitute a waiver by the contractor for any claim. The preparation and submission of Variation Orders are as follows:
- (a) If **CEZA**'s representative/Project Engineer believes that a Change Order or Extra Work Order should be issued, he shall prepare the proposed Order accompanied with the notices submitted by the Contractor, the plans therefore, his computations as to the quantities of the additional works involved per item indicating the specific stations where such works are needed, the date of his inspections and investigations thereon, and the log book thereof, and a detailed estimate of the unit cost of such items of work, together with his justifications for the need of such Change Order or Extra Work Order, and shall submit the same to the HoPE for approval.
  - (b) The HoPE or his duly authorized representative, upon receipt of the proposed Change Order or Extra Work Order shall immediately instruct the appropriate technical staff or office of **CEZA** to conduct an on-the-spot investigation to verify the need for the Work to be prosecuted and to review the proposed plan, and prices of the work involved.
  - (c) The technical staff or appropriate office of **CEZA** shall submit a report of their findings and recommendations, together with the supporting documents, to the Head of Procuring Entity or his duly authorized representative for consideration.
  - (d) The HoPE or his duly authorized representative, acting upon the recommendation of the technical staff or appropriate office, shall approve the Change Order or Extra Work Order after being satisfied that the same is justified, necessary, and in order.

- (e) The timeframe for the processing of Variation Orders from the preparation up to the approval by **CEZA** concerned shall not exceed thirty (30) calendar days.

#### **44. Contract Completion**

Once the project reaches an accomplishment of ninety five (95%) of the total contract amount, **CEZA** may create an inspectorate team to make preliminary inspection and submit a punch-list to the Contractor in preparation for the final turnover of the project. Said punch-list will contain, among others, the remaining Works, Work deficiencies for necessary corrections, and the specific duration/time to fully complete the project considering the approved remaining contract time. This, however, shall not preclude the claim of **CEZA** for liquidated damages.

#### **45. Suspension of Work**

45.1. **CEZA** shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary, due to *force majeure* or any fortuitous events or for failure on the part of the Contractor to correct bad conditions which are unsafe for workers or for the general public, to carry out valid orders given by **CEZA** or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The Contractor shall immediately comply with such order to suspend the work wholly or partly.

45.2. The Contractor or its duly authorized representative shall have the right to suspend work operation on any or all projects/activities along the critical path of activities after fifteen (15) calendar days from date of receipt of written notice from the Contractor to the district engineer/regional director/consultant or equivalent official, as the case may be, due to the following:

- (a) There exist right-of-way problems which prohibit the Contractor from performing work in accordance with the approved construction schedule.
- (b) Requisite construction plans which must be owner-furnished are not issued to the contractor precluding any work called for by such plans.
- (c) Peace and order conditions make it extremely dangerous, if not possible, to work. However, this condition must be certified in writing by the Philippine National Police (PNP) station which has responsibility over the affected area and confirmed by the Department of Interior and Local Government (DILG) Regional Director.
- (d) There is failure on the part of **CEZA** to deliver government-furnished materials and equipment as stipulated in the contract.
- (e) Delay in the payment of Contractor's claim for progress billing beyond forty-five (45) calendar days from the time the Contractor's claim has been certified to by **CEZA**'s authorized representative that the

documents are complete unless there are justifiable reasons thereof which shall be communicated in writing to the Contractor.

- 45.3. In case of total suspension, or suspension of activities along the critical path, which is not due to any fault of the Contractor, the elapsed time between the effectivity of the order suspending operation and the order to resume work shall be allowed the Contractor by adjusting the contract time accordingly.

## **46. Payment on Termination**

- 46.1. If the Contract is terminated because of a fundamental breach of Contract by the Contractor, **CEZA**'s Representative shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as indicated in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to **CEZA** exceeds any payment due to the Contractor, the difference shall be a debt payable to **CEZA**.
- 46.2. If the Contract is terminated for **CEZA**'s convenience or because of a fundamental breach of Contract by **CEZA**, **CEZA**'s Representative shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.
- 46.3. The net balance due shall be paid or repaid within twenty eight (28) days from the notice of termination.
- 46.4. If the Contractor has terminated the Contract under **GCC** Clauses 17 or 18, **CEZA** shall promptly return the Performance Security to the Contractor.

## **47. Extension of Contract Time**

- 47.1. Should the amount of additional work of any kind or other special circumstances of any kind whatsoever occur such as to fairly entitle the contractor to an extension of contract time, **CEZA** shall determine the amount of such extension; provided that **CEZA** is not bound to take into account any claim for an extension of time unless the Contractor has, prior to the expiration of the contract time and within thirty (30) calendar days after such work has been commenced or after the circumstances leading to such claim have arisen, delivered to **CEZA** notices in order that it could have investigated them at that time. Failure to provide such notice shall constitute a waiver by the Contractor of any claim. Upon receipt of full and detailed particulars, **CEZA** shall examine the facts and extent of the delay and shall extend the contract time completing the contract work when, in **CEZA**'s opinion, the findings of facts justify an extension.
- 47.2. No extension of contract time shall be granted the Contractor due to (a) ordinary unfavorable weather conditions and (b) inexcusable failure or negligence of Contractor to provide the required equipment, supplies or materials.

- 47.3. Extension of contract time may be granted only when the affected activities fall within the critical path of the PERT/CPM network.
- 47.4. No extension of contract time shall be granted when the reason given to support the request for extension was already considered in the determination of the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection.
- 47.5. Extension of contract time shall be granted for rainy/unworkable days considered unfavorable for the prosecution of the works at the site, based on the actual conditions obtained at the site, in excess of the number of rainy/unworkable days pre-determined by **CEZA** in relation to the original contract time during the conduct of detailed engineering and in the preparation of the contract documents as agreed upon by the parties before contract perfection, and/or for equivalent period of delay due to major calamities such as exceptionally destructive typhoons, floods and earthquakes, and epidemics, and for causes such as non-delivery on time of materials, working drawings, or written information to be furnished by **CEZA**, non-acquisition of permit to enter private properties or non-execution of deed of sale or donation within the right-of-way resulting in complete paralyzation of construction activities, and other meritorious causes as determined by **CEZA**'s Representative and approved by the HoPE. Shortage of construction materials, general labor strikes, and peace and order problems that disrupt construction operations through no fault of the Contractor may be considered as additional grounds for extension of contract time provided they are publicly felt and certified by appropriate government agencies such as DTI, DOLE, DILG, and DND, among others. The written consent of bondsmen must be attached to any request of the Contractor for extension of contract time and submitted to **CEZA** for consideration and the validity of the Performance Security shall be correspondingly extended.

#### **48. Price Adjustment**

Except for extraordinary circumstances as determined by NEDA and approved by the GPPB, no price escalation shall be allowed. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GoP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

#### **49. Completion**

The Contractor shall request **CEZA**'s Representative to issue a certificate of Completion of the Works, and **CEZA**'s Representative will do so upon deciding that the work is completed.

#### **50. Taking Over**

**CEZA** shall take over the Site and the Works within seven (7) days from the date **CEZA**'s Representative issues a certificate of Completion.

## **51. Operating and Maintenance Manuals**

- 51.1. If “as built” Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the **SCC**.
- 51.2. If the Contractor does not supply the Drawings and/or manuals by the dates stated in the **SCC**, or they do not receive **CEZA**’s Representative’s approval, **CEZA**’s Representative shall 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 Section III. Bid Data Sheet, the clauses in this Section are intended to assist **CEZA** in providing contract-specific information in relation to corresponding clauses in the GCC.

The provisions of this Section complement the GCC, specifying contractual requirements linked to the special circumstances of **CEZA**, **CEZA**'s country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

- (a) Information that complements provisions of Section IV. General Conditions of Contract must be incorporated.
- (b) Amendments and/or supplements to provisions of Section IV. General Conditions of Contract, as necessitated by the circumstances of the specific project, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of Section IV. General Conditions of Contract should be incorporated herein.

For foreign-assisted projects, the Special Conditions of Contract to be used is provided in Section X-Foreign-Assisted Projects.

# Special Conditions of Contract

GCC Clause	
1.17	The <b>Intended Completion Date</b> is <i>[Insert date]</i> .  <b>NOTE: The contract duration shall be reckoned from the start date and not from contract effectivity date.</b>
1.22	The <b>Procuring Entity</b> is <i>[Insert full name and address of the Procuring Entity]</i> .
1.23	<b>CEZA’s Representative</b> is <i>[Name, address, and name of authorized representative]</i> .
1.24	The <b>Site</b> is located at <i>[insert location]</i> and is defined in drawings No. <i>[Insert Number]</i> .  <i>List here locations of other Sites, if any.</i>
1.28	The <b>Start Date</b> is <i>[Insert date]</i> .  <b>NOTE: The start date shall be the date of receipt of the Notice to Proceed.</b>
1.31	The <b>Works</b> consist of <i>[insert a brief summary, including relationship to other contracts under this Project]</i> .
2.2	<i>If different dates are specified for completion of the Works by section (“sectional completion”), these dates should be listed here</i>
5.1	<b>CEZA</b> shall give possession of all parts of the Site to the Contractor <i>[insert date]</i> .
6.5	The Contractor shall employ the following <b>Key Personnel</b> :  <i>[List key personnel by name and designation]</i>  <b>NOTE: The names of the Key Personnel and their designation shall be filled out by winning contractor prior to contract signing.</b>
7.4(c)	<i>Specify additional conditions, if any, that must be met prior to the release of the performance security, otherwise, state “No further instructions.”</i>
7.7	No further instructions.
8.1	No further instructions.
10	The site investigation reports are: <i>[list here or state none]</i>
12.3	No further instructions.
12.5	<i>Select one, delete the other.</i>



	<p><i>In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures: Fifteen (15) years.</i></p> <p><i>In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures: Five (5) years.</i></p> <p><i>In case of other structures, such as Bailey and wooden bridges, shallow wells, spring developments, and other similar structures: Two (2) years.</i></p>
13	State here “No additional provision.” or, if the Contractor is a joint venture, “All partners to the joint venture shall be jointly and severally liable to CEZA.”
18.3(h)(i)	No further instructions.
21.2	The Arbiter is: <i>[Insert name]</i>  <i>[Insert address]</i>
29.1	<p><i>Select one, delete the other:</i></p> <p>Dayworks are applicable at the rate shown in the Contractor’s original Bid.</p> <p><i>Or</i></p> <p>No dayworks are applicable to the contract.</p>
31.1	The Contractor shall submit the Program of Work to CEZA’s Representative within <i>[insert number]</i> days of delivery of the Notice of Award.
31.3	<p>The period between Program of Work updates is <i>[insert number]</i> days.</p> <p>The amount to be withheld for late submission of an updated Program of Work is <i>[insert amount]</i>.</p>
34.3	The Funding Source is the <i>Government of the Philippines</i> .
39.1	The amount of the advance payment is <i>[insert amount as percentage of the Contract Price and schedule of payment]</i>
40.1	<i>Select one and delete the other.</i>

	<p>No further instructions. Or</p> <p>Materials and equipment delivered on the site but not completely put in place shall be included for payment.</p>
51.1	<p>The date by which operating and maintenance manuals are required is <i>[date]</i>.</p> <p>The date by which “as built” drawings are required is <i>[date]</i>.</p>
51.2	<p>The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is <i>[amount in local currency]</i>.</p>

## 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 **CEZA** 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 **CEZA** 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 **CEZA**'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 **CEZA**'s Representative at least twenty eight (28) days prior to the date when the Contractor desires **CEZA**'s Representative's consent. In the event **CEZA**'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 PRO Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.

## **Section VII. Drawings**

*Please refer to the Scope of Works (SOW) attached.*

## 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 CEZA's Representative's).

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors (refer to GCC Clause 8) 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 **CEZA** 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 **CEZA** or the person drafting the Bidding Documents. They should not be included in the final documents.

## Bid Form

---

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

IB<sup>1</sup> N°: \_\_\_\_\_

To: *[name and address of PROCURING ENTITY]*

Address: *[insert address]*

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered below is: *[insert information]*;

The discounts offered and the methodology for their application are: *[insert information]*;

- (c) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

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<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.



- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- (j) **We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the CEZA.**
- (k) **We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.**

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_

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

## Form of Contract Agreement

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

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

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
  - (a) General and Special Conditions of Contract;
  - (b) Drawings/Plans;
  - (c) Specifications;
  - (d) Invitation to Bid;
  - (e) Instructions to Bidders;
  - (f) Bid Data Sheet;
  - (g) Addenda and/or Supplemental/Bid Bulletins, if any;
  - (h) Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from **CEZA**’s bid evaluation;
  - (i) Eligibility requirements, documents and/or statements;
  - (j) Performance Security;
  - (k) Notice of Award of Contract and the Bidder’s conforme thereto;
  - (l) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.

4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

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

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

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

Binding Signature of Procuring Entity

\_\_\_\_\_

Binding Signature of Contractor

\_\_\_\_\_

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

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the **CEZA** *[insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract or *[Name of the Project]* of **CEZA**, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of **CEZA** or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of **CEZA**, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of **CEZA**, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of **CEZA**, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

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

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

identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued], [place issued]*

IBP No. \_\_\_\_\_ *[date issued], [place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

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

## Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_ ) S.S.

X-----X

### Invitation to Bid CEZA BAC 003\_2017

To: *[Insert name and address of CEZA]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by **CEZA** for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - c. I am/we are declared as the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

***[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]***  
***[Insert signatory's legal capacity]***

Affiant

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

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

**NAME OF NOTARY PUBLIC**

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



# SCOPE OF WORK

## IMPROVEMENT OF CEZA VISITORS CENTER

### **1. GENERAL**

The works shall be carried out according to the Scope of Works and shall govern the methods of construction and the kind of materials to be used for the proposed building as shown in the plans and detail drawings.

The plans, detail drawings and Scope of Works shall be considered as completing each other, so that what is mentioned or shown in one, although not mentioned or shown in the other, shall be considered as appearing on both. In case of conflict between the two, the same shall be referred to the Office of the Engineering and Maintenance Division for resolution.

All works shall be carried simultaneously with electrical, plumbing, sanitary and other services. Materials not conforming to Specifications shall be rejected.

#### **1.1 GENERAL CONDITIONS**

The Contractor shall verify the existing condition of the structural and lot boundaries. Total demolition of existing structure (if any) within the proposed project site is required.

#### **1.2 CONTRACTOR'S OFFICE & ACCOMMODATION**

Provision of Contractor's Office and Temporary Facility is required. The structure of the buildings shall be adequate, rainproof, spacious, airy and hygienic with proper lighting and toilet facilities. The area shall be kept neat and clean. Any garbage or sewage shall be disposed at a location and in a manner approved by the Engineer.

Space allocated for storage of various materials such as cement, reinforcement steel and petroleum products, etc, shall be clearly separated to avoid contamination. Petroleum products shall be stored and handled in a way that avoids contamination of ground water. Workshops shall be installed with oil and grease traps for the same purpose.

The Contractor shall provide, at his own expense, adequate temporary accommodation and toilet facilities for his Workmen and keep the same in good conditions. The Contractor shall construct suitable soak pits along with room of pit-type latrines. Sufficient water must be provided and maintained in the toilets. Proper methods of sanitation and hygiene should be employed during the whole project

duration. The above-mentioned temporary structures shall be removed on the completion of the Works at Contractor's own cost. All materials shall belong to the Contractor.

The Contractor shall make his own arrangement for the supply of electric power and lighting as required for construction purpose.

### **1.3 SAFETY MEASURES**

The Contractor shall be responsible for safety of all workmen and other persons entering the Works and shall at his own expense take all measures, subject to the Engineer's approval, necessary to ensure their safety. Such measures shall include but not limited to:

- Appropriate personal protective equipment (helmet, dusk mask, safety shoes and hand gloves) must be provided and worn by Workmen;
- First Aid Cabinet must be fully equipped and readily available for treatment of sickness and injuries;
- Provide safety and emergency regulations for fire and electric shock prevention;
- Safe control of flowing water; and
- Conduct regular safety meeting.

### **1.4 PROJECT BILLBOARD AND SIGNBOARD**

The Contractor shall provide and erect project signboard at the exact location approved by the Engineer. The design, layout and wording are all to be approved by the Engineer. All signboards shall display the title of the project, the name of the Project Proponent and the consulting engineering company, if applicable. The signboard shall be maintained in good condition throughout the duration of the Contract, and shall be removed upon completion of the project to the satisfaction of the Engineer.

### **1.5 ENVIRONMENTAL PROTECTION WORKS**

The environment means surrounding area including human and natural resources to be affected by execution and after completion of works. The Contractor shall take all precautions for safeguarding the environment during the course of construction of the works. He shall abide by all prevalent laws, rules and regulations governing pollution and environmental protection. The Contractor shall prohibit employees from cutting of trees and the former shall be responsible for the action of the latter.

Waste materials must be collected, stored and transported to approved dump/disposal area.

The Engineer shall have the power to disallow the method of construction and/or the use of any borrow/quarry area, if the stability and safety of the works or any adjacent structure

is endangered, or there is undue interference with the natural or artificial drainage, or the method or use of the area will promote undue erosion.

## **2. SITE DIARY OR MANUAL FIELD BOOK**

The Contractor shall keep Site Diary or Manual Field Book wherein full details of the work carried out during each day shall be fully recorded. The Site Diary or Manual Field Book shall be available for inspection by the Engineer any time during normal office hours. It shall include:

- Project Name;
- Contractor's Name;
- Contractor's Representative;
- Weather Conditions, rainfall and river water level (indicate "NO WORK", if unworkable days);
- Description, quantity and location of work performed;
- Shift and working hours;
- Number and category of workers working at site;
- Test carried out and results;
- Inspection carried out by the Engineer;
- Problems or abnormal occurrence;
- Defective/Non-Compliant Work & Corrective Action;
- Site Instructions;
- Visitors; and
- Accident (if any)

## **3. SITE PREPARATION WORKS**

Clearing and grubbing and cutting of trees shall include handling, salvaging, piling and disposing off the cleared materials with all leads and lifts. Trees shall be cut in sections from the top downwards. All timber shall not be used by the Contractor for any purpose and shall remain the property of the CEZA.

Clearing shall consist of the cutting, removing and disposal of all trees, bushes, shrubs, grass, weeds, other vegetation, anthills, rubbish, fences, top organic soil and rocks and boulders exposed or lying on the surface.

The construction site shall be leveled according to the plans and cleared of rubbish, roots and other perishable and objectionable matters to a suitable subgrade. All such unsuitable materials shall be removed from the construction site and spread uniformly over the areas adjacent to the proposed building, or otherwise disposed of as maybe directed by the Architect/Engineer in-charge of the construction.

Materials obtained from clearing and grubbing shall be disposed off in borrow pits or other suitable places and be covered up with soil or gravel as directed by the Engineer. The burning of combustible materials shall not be permitted.

#### **4. STAKING OUT THE BUILDING LINES**

The building lines shall be staked out on the lines and grades shown in the drawings established before any excavation is started. Batter boards and reference marks shall be erected at such place where they will not be disturbed during the excavation of the building.

During the period of commencement of works, the Contractor shall survey the construction area and confirm the levels. He shall immediately notify the Engineer of any discrepancies and shall agree with the Engineer any amended values on the plan. All stations and reference points shall be clearly marked and protected to the satisfaction of the Engineer. All working benchmarks shall be near major/medium structure sites. Accurate establishment of the centerlines based on the Drawing is required. The existing profile and cross-section shall be jointly taken with the Engineer.

#### **5. EXCAVATION**

Foundation trench shall be dug to the exact width and depth and levels as indicated in the drawings. Sides of the trenches shall be vertical. In case soil does not permit vertical sides, the Contractor shall protect the sides with timber shoring. Excavated earth shall not be placed within 1.5 meter of the edge of the trench. The Project Engineer may direct the Contractor to place excavated earth at a particular site up to 30 meter away from the proposed building. After completion of the foundation masonry, the remaining portion of the trench not filled by masonry shall be filled up with earth in layers of 115 cm, watered and well-rammed.

No excavation or foundation work shall be filled in or covered up before the inspection and approval of the Project Engineer.

#### **6. BACKFILLS**

The work shall consist of filling for construction of embankment for plinth of building and include furnishing, placing, compacting and shaping suitable materials obtained from approved sources in accordance to lines, levels, grades, dimensions shown on the drawings. The preparation of surface is by layer. Each layer shall not exceed 300 mm in thickness before compaction. Each layer of material shall then be watered and compacted to 95% dry density at optimum moisture content.

#### **7. TERMITE CONTROL**

The work includes furnishing of skilled labor (certified pesticide applicator duly licensed by fertilizer and pesticide authority), chemical, tools, equipments, supervision and other related works necessary to complete the program herein recommended and described.

Before any termite control work is started, thorough examination of the site shall be undertaken so that the appropriate method of soil poisoning can be applied.

Treatment of the soil on the exterior sides of the foundation walls, grade beams and similar structures shall be done prior to final grading and planting or landscaping work to avoid disturbance of the toxicant barriers by such operations.

Areas to be covered by concrete slab shall be treated before placement of granular fill used as capillary water barrier at a rate of 12 liters per square meter with Type 1 working solution after it has been compacted and set to required elevation.

Use 30 ml. of concentrated chemical per 1 (one) liter of water (dilution) or 1 liter of concentrated chemical per 33.33 liter of water. Chemical to be used shall be 100% efficacy in 5 (five) years upon completion of work.

## **8. MASONRY WORKS**

Masonry works is a form of construction work equipped with stone, bricks, concrete, hollow clay tile, concrete block or tile, or other similar building units or material or a combination of these materials laid up unit and set in mortar. Concrete hollow blocks are classified as load bearing and non-load bearing blocks. Installation of Concrete Hollow Blocks is done either block laying after the concreting of tied columns or concreting of columns after block laying of walls.

Lintel beams to be provided at every 3000 mm on center lintels acting as stiffener columns to be provided at every 5000 mm on center.

### **CONCRETE HOLLOW BLOCK**

All exterior concrete hollow blocks to be used for exterior walls shall be at least 150 mm thick, while concrete hollow blocks for interior walls unless otherwise indicated, shall be 100 mm thick. For interior CHB walls where plumbing pipes and fittings shall be located, the thickness shall be at least 150 mm.

### **CEMENT MORTAR**

The concrete hollow block walls shall be filled with cement mortar consisting of 1 part Portland cement and 3 parts sand by the volume. They shall be reinforced with round deformed bars, 10 mm diameter spaced not more than 600mm on both vertical and horizontal bars.

Cement and sand are mixed in specified proportion. The mixing shall be done in a mechanical mixer or unless hand mixing is permitted by the Engineer. If hand mixing is allowed, the operation shall be carried out on a clear watertight platform. In the required proportion, cement and sand shall be first mixed dry to obtain a uniform color. Then required quantity of water shall be added and the mortar shall be mixed to produce workable consistency. The mortar shall be mixed for at least three minutes after addition of water in the case of mechanical mixing. In the case of hand mixing, the mortar shall be hoed back and forth for about 10 minutes after addition of water in order to obtain uniform consistency.

Any mortar that has become unworkable due to loss of water before elapsing the initial setting time of cement shall be rewet to make it workable and shall be used in the works. On no account, mortar shall be used after elapsing the initial setting of cement.

## **9. CONCRETE WORKS**

### **PROPORTIONING OF CONCRETE**

All concrete works shall be done in accordance with the standard specifications for plain and reinforced concrete. Cement to be used shall be Portland cement, or other equivalent brands more readily available on the locality. Alternative cement so selected must meet the requirement of Portland and Pozzolan cements, and approved by the Architect/Engineer in-charge of the construction.

The following proportion of concrete mixtures shall be used for the various parts of the building:

Columns, footing and			
Hanging slab	-	Class A	(1:2:4)
Concrete, Hollow block footings	-	Class B	(1:2-1:2:5)
Reinf. Conc. Beams and slabs	-	Class A	(1:2:4)
Concrete slabs floor on fill	-	Class C	(1:3:6)
Septic vault cover	-	Class A	(1:2:4)

Cement and aggregates shall be stored in such a manner as to prevent their deterioration or the intrusion of foreign matter. Cement shall be stored immediately upon arrival on the site of the work, in substantial, waterproof bodegas. The floor must be sufficiently elevated to deter dampness. Aggregates shall be stored separately from other foreign materials.

Water to be use for mixing the concrete shall be clean and free from injuries, amount of oil acids, alkaline, salt and other organic materials. Mixers, which have been out of use for more than 30 minutes, shall be thoroughly cleaned before fresh concrete is mixed. Mixers shall be cleaned out before changing to another type of cement.

## **MIXING CONCRETE**

All concrete shall be mixed thoroughly and should be deposited as nearly as practicable. Make sure that the concrete is of the required workability at the point and time of placing. The mixing time of concrete is not less than 60 seconds for 1.5 cu.m. mixer capacity and not less than 90 seconds for more than 1.5 cu.m. mixer capacity. Interval of placing the concrete shall not be so long allowing the concrete in place to harden partially. The time elapsing between mixing, transporting, placing and compaction altogether of a batch of concrete shall not be longer than the initial setting time of the concrete. Retempering of concrete will not be permitted.

## **PLACING PROCEDURES**

The concrete shall be deposited as nearly as possible in its final position. It shall be placed so as to avoid segregation of the concrete and displacement of the reinforcement, other embedded items or formworks. When placing on a nearly horizontal surface, placing shall start at the lower end of the surface to avoid de- compaction of concrete.

For pouring of concrete for columns, the Contractor shall use drop chute with a maximum drop height of 1.50 meters or less. For pouring of concrete for slab, the Contractor shall execute the placing direction with backward movement. Concrete slab on fill with 100 mm thick shall be poured on gravel bed and shall be placed with the 10mm diameter Reinforcement Steel Bar (RSB) spaced at 400mm both ways.

Layers shall not be placed so that they form featheredges nor shall they be placed on a previous layer, which has taken its initial set. In order to comply with this requirement, another layer may be started before initial set of the preceding layer.

Concrete shall not be placed during rain, which is sufficiently heavy or prolonged to wash mortar from coarse aggregate on the exposed faces of fresh concrete. Means shall be provided to remove any water accumulating on the surface of the placed concrete. Concrete shall not be deposited into such accumulations of water.

In dry weather, covers shall be provided for all fresh concrete surfaces, which are not being worked on. Water shall not be added to concrete for any reason.

## **INTERRUPTIONS TO PLACING**

If the concrete placing is interrupted for any reason and the duration of the interruption cannot be forecast or is likely to be prolonged, the Contractor shall immediately take the necessary action to form a construction joint so as to eliminate as far as possible featheredges and sloping top surfaces and shall thoroughly compact the concrete. All work on the concrete shall be completed before elapse of initial setting time and it shall not thereafter be disturbed until it is hard enough to resist damage.

Before concreting is resumed after such an interruption, the Contractor shall cut out and remedy all damaged or un-compacted concrete feathered edges or any undesirable features and shall leave a clean sound surface against which the fresh concrete may be placed.

## **DIMENSIONS OF POUR**

Pours shall not be more than two meters high and shall as far as possible have a uniform thickness over the plan area of the pour. The Contractor shall plan the dimensions and sequence of pours in such a way that cracking of the concrete does not take place due to thermal or shrinkage stresses.

## **COMPACTION OF CONCRETE**

Concrete shall be fully compacted throughout the full extent of the placed layer. It shall be thoroughly worked against the formwork and around any reinforcement and other embedded item, without displacing them. Care shall be taken at arises or other confined spaces. Successive layers of the same pour shall be thoroughly worked together.

Concrete shall be compacted with the assistance of mechanical immersion vibrators. Immersion and surface vibrators shall operate at a frequency of between 70 to 200 hertz. The Contractor shall ensure that vibrators are operated at pressures and voltages not less than those recommended by the manufacturer in order that the compaction effort is not reduced.

Vibrators shall be continued at each point until the concrete ceases to contract, air bubbles have ceased to appear, and a thin layer of mortar has appeared on the surface. Vibrators shall not be used to move concrete laterally and shall be withdrawn slowly to prevent the formation of voids.

The vibrator shall be inserted vertically into the concrete to penetrate the layer underneath at regular spacing, which shall not exceed the distance from the vibrator over which vibration is visibly effective and some extent of vibration is overlapped.

Vibration shall not be applied by way of reinforcement nor shall the vibrators be allowed to touch reinforcement, sheathing ducts or other embedded items.

The intensity of vibration shall be such as to visibly affect a mass of concrete with a 3 cm slump over a radius of at least 50 cm. Regular slump test should be carried out to control the addition of water and to maintain required consistency.



## **CURING OF CONCRETE**

Concrete shall be protected during the first stage of hardening from loss of moisture and from the development of temperature differentials within the concrete sufficient to cause cracking. The methods used for curing shall not cause damage of any kind to the concrete.

Curing shall be continued for as long as may be necessary to achieve the above objectives but not less than 7 days until the concrete is covered by successive construction whichever is the shortest period. The curing process shall commence as soon as the concrete is hard enough to resist damage from the process.

Exposed concrete surfaces shall be closely covered with impermeable sheeting, properly secured to prevent its removal by wind and the development of air spaces beneath it. If it is not possible to use impermeable sheeting, the Contractor shall keep the exposed surfaces continuously wet by means of water spray or by covering with a water absorbent material, which shall be kept wet.

The contractor shall provide a suitable form of shading to prevent the direct rays of the sun reaching the concrete surfaces for at least the first four days of the curing period.

## **CONSTRUCTION JOINTS**

Whenever concrete is to be bonded to other concrete which has hardened, the surface of contact between the sections shall be deemed a construction joint. It shall be thoroughly cleaned of foreign matter and laitance.

Construction joints shall be arranged as to reduce to a minimum the effects of shrinkage in the concrete after placing, and shall be placed in the most advantageous positions with regard to stresses in the structures and the desirability of staggering joints.

Featheredges of concrete at joints shall be avoided. Any featheredges of concrete, which may have formed where reinforcing bars project through a joint shall be cut back until sound concrete has been reached.

The surface of the concrete shall be thoroughly brushed with a thin layer of mortar composed of one part of cement and two parts of sand by weight immediately prior to the deposition of fresh concrete. The mortar shall be kept just ahead of the fresh concrete being placed and the fresh layer of concrete shall be thoroughly and systematically vibrated to full depth to ensure complete bond with the adjacent layer. No mortar or concrete shall be placed until the joint has been inspected and approved by the Engineer.

## **STEEL REINFORCING BARS**

Steel is considered as an excellent partner of concrete in resisting tension and compression. The design of reinforced concrete assumes that concrete and steel acts together in carrying load in the state of simultaneous deformation.

The Contractor shall furnish all information as manufacturer's certificate, invoice and other related details of all reinforcing steel bars to be used and shall be of round deformed bars with lugs or projection on their sides. The reinforcements shall have no crack, scale or rust or foreign particles that will destroy or reduce the bond.

All reinforcing steel bars shall be accurately bent and formed to the dimension indicated in the Drawings. Binding wire used to bind reinforcements shall be annealed galvanized binding wire of Gauge #16.

Reinforcement shall not be welded except where required by the contract or agreed by the Engineer.

## **STORAGE OF REINFORCEMENT**

All reinforcement shall be delivered to site either in straight lengths or cut and bent. No reinforcement shall be accepted in long lengths, which have been transported bent over double.

Any reinforcement, which is likely to remain in storage for a long period, shall be protected from the weather so as to avoid corrosion and pitting. All reinforcement which has become corroded or pitted to an extent which, in the opinion of the Engineer, will affect its properties, shall either be removed from site or may be tested for compliance at the Contractor's expense.

Reinforcement shall be stored at least 150 mm above the ground on a clean area free of mud and dirt and sorted according to category, quality and diameter.

## **BENDING REINFORCEMENT**

Unless otherwise shown on the Drawing, bending and cutting shall comply with ASTM Standards.

The Contractor shall satisfy himself as to the accuracy of any bar bending schedules supplied and shall be responsible for cutting, bending and fixing reinforcement in accordance with the Drawing. Bars shall be bent mechanically using appropriate bar benders. Bars shall be bent cold by the application of slow steady pressure. At

temperatures below 5 degrees Celsius the rate of bending shall be reduced if necessary to prevent fracture in the steel.

The minimum bending of bars for 10mm to 25 mm is bend plus 5 times the bar diameter, for 180 degrees bend and bend plus 6 times the bar diameter, and for 90 degrees bend extended up to 12 times bar diameter. For stirrups and tie hooks, the minimum bending of bars is bend plus 10 times the bar diameter.

Bending reinforcement inside the forms shall not be permitted except for mild steel bars of diameter less or equal to 12 mm, when it is absolutely necessary. After bending, bars shall be securely tied together in bundles or groups.

The Contractor shall ensure that reinforcement left exposed in the works shall not suffer distortion, displacement or other damage. When it is necessary to bend protruding reinforcement aside temporarily, the radius of the bend shall not be less than four times the bar diameter for mild steel bars or six times the bar diameter for high yield bars. Such bends shall be carefully straightened without leaving residual kinks or damaging the concrete round them before concrete placing.

## **BAR SPLICING**

No splices shall be made in the reinforcement except where shown on the Drawing or agreed by the Engineer. For suspended slab and continuous beams, bottom bar splices shall be located at supports while top bar splices shall be located at mid span. For cantilever beams, bottom bar splices shall be located at support while top bar splices away from support. Splices for columns, shall be located within middle thirds but preferably not to terminate all reinforcing bars for splicing at the same location.

Lap splice shall be 40 times the bar diameter but not less than 600 mm in length.

## **BAR SPACING**

Bar spacing shall not be less than the normal diameter of bars or 40mm for column, or as specified in the structural design notes.

## **FIXING REINFORCEMENT**

The minimum concrete cover to protect all reinforcements for each different structure is as follows:

- |   |         |
|---|---------|
| 1. Footing, footing tie beams             | – 75 mm |
| 2. Beams and columns (to stirrups & ties) | – 40 mm |
| 3. Suspended slab                         | – 20 mm |

Spacer blocks shall be used for ensuring that the correct cover is maintained on the reinforcement. Blocks shall be as small as practicable and of a shape agreed by the Engineer. They shall be made of mortar mixed in the proportions of one part of cement to two parts of sand by weight. Wires cast into the block for tying in to the reinforcement shall have not less than 50mm or any length enough to attached and fix spacer block on the reinforcing bars and shall be soft annealed iron.

All reinforcement shall be checked of shape, size, diameter and number where necessary. Reinforcement shall be rigidly fixed so that it remains intact during placing of concrete. Any fixers made to the formwork shall not remain within the space to be occupied by the concrete being placed.

## **FORMS FOR CONCRETE WORKS**

Formworks shall include all temporary or permanent forms required for forming the concrete together with all temporary construction for their support. It shall be as specified in the plan.

## **CONSTRUCTION OF FORMWORKS**

All forms for concrete works shall be properly braced or tied together so as to have the sufficient strength, rigidity, shape and surface smoothness. Concrete forms shall be mortar-tight or sufficiently tight to prevent seepage of water.

All joints in formwork shall be water-tight. Where reinforcement projects through formworks, the form shall fit closely round the bars. Formwork shall be so designed that it may be easily removed from the work without damage to the faces of the concrete.

Form fasteners consisting of form bolts, clamps or other devices shall be used as necessary to prevent wrecking the forms during concrete placement. The use of ties consisting of twisted wire loops to hold forms in position will not be permitted.

Formworks shall not be reused after it has suffered damage, which is sufficient to impair the finished surfaces of the concrete.

## **PREPARATION OF FORMWORKS**

Before each concrete operation commences, formworks shall be cleaned of all rubbish and other foreign particles. The Contractor shall not use an emulsion of oil suspended in water

nor any release agent, which causes staining or discoloration of the concrete or affect the strength of the concrete.

In cases, where it is necessary to fix reinforcement before placing formwork, all surface preparation of formworks shall be carried out before it is placed into position.

Special care shall be taken to maintain the stability of the form works and the tightness of the joints particularly during concrete vibrating operations. The Contractor shall maintain a watch on the formworks during placing to ensure that no movement occurs. If any movement noticed, the formwork shall be set right immediately.

## **REMOVAL OF FORMWORKS**

Formworks shall be carefully removed without shock or disturbance to the concrete. No formworks shall be removed until the concrete has attained sufficient strength to support its own weight and any loads that maybe placed on it. Side forms of beams and girder maybe removed earlier than the bottom forms but the additional posts or shoring must be placed under the beam or girder until its attains the sufficient strength.

The minimum periods, which shall elapse between completion of placing concrete and removal of forms, are given below:

	<b>Minimum Time</b>	<b>Minimum % Design Strength</b>
Beams	14 days	80%
Slab	14 days	70%
Walls	1 day	70%
Columns	2 days	70%
Sides of beams	1 day	70%

## **11. ROOFING WORKS**

### **ROOF FRAMING WORKS**

Steel frames are attached together by means of a rivet, a bolt or by welding. Before assembling, a sample of all the steel members shall be tested if they conform to the desired strength specified in the plans and specifications.

When punching and drilling steel, make sure that the hole drilled or punched is 1.5 to 3 mm greater than the diameter of the bolt to make it easy in inserting the bolts through it.

Verify if the welding work needs a partial or complete penetration. The metal surface is set in accordance with the shape needed in welding. Be sure that the metals are in their proper position before welding.

When the work is completed, inspect if it is welded in accordance with the penetration length and thickness needed in the construction.

Purlins are then placed equidistantly as specified in the plans. Purlins should have an angle strap and a sag rod to prevent lateral buckling. It should be placed properly to fit the length of the roofing sheets. The top of the purlins should be at the same plane.

If all works are done in accordance with plans and specifications, paint all metals with metallic paint for rust protection.

In actual fabrication of steel trusses, members meeting at points shall have their gravity and intersect as nearly as practicable at a common point. The Contractor shall provide temporary erection bracings and shoring, and make actual measurements in the field prior to fabrication/installation of all trusses.

The Contractor shall submit detailed shop drawings prior to fabrication of trusses for the approval of the Engineer.

## **ROOFING WORKS**

This item shall consist of furnishing all pre-painted metal sheet materials, tools and equipment, plant including labor required in undertaking the proper installation complete as shown on the Plans and in accordance with this Specification.

All pre-painted metal sheet and roofing accessories shall be oven baked painted and overall thickness with protective coats of 0.600mm, true to profiles indicated on the Plans.

Pre-painted rolling sheets shall be fabricated from cold rolled galvanized iron sheets specially tempered steel for extra strength and durability. It shall conform to the material requirements defined in PNS 67:1985

Design/color shall be subject to the approval of the Architect/Engineer.

The work done under this item shall be measured by actual area covered or installed with pre-painted steel roofing and accepted to the satisfaction of the Engineer/Architect.

Screw holes shall be drilled using a 5mm (13/64") diameter bit. Sheets should be handled carefully to prevent damage. Ridge and hips shall be bolted with at least 250mm lap placed over the roofing sheets on either side so as to prevent the rain driving under it and together shall be riveted at every second corrugation.

Holes in sheets shall be made on the ground, the sheets shall be placed on trestles and holes punched in the ridge of corrugations from below upward. Unnecessary holes made on the roof shall be rejected.

Valley shall be bolted with at least 450 mm each way under the roofing sheets and shall be secured to the framework with galvanized nails. The nails are placed below the roofing sheet. Rivets along side of the valley shall be fastened at every second corrugation.

Flashing of Gauge #24 Plain GI Sheets shall be installed along intersections of roofs and concrete or masonry walls. Flashing running parallel to sheet corrugations must have its edge turned down. Flashing across sheet corrugations or at an angle thereto, shall lap at least 250 mm and the edge of flashing turned down at each corrugation.

Gutters of Gauge #24 Plain GI Sheets, shall be fabricated to the shape and dimensions as indicated in the plans. Gutter joints shall be flat seam folded in the direction of flow and soldered evenly. Gutter shall be attached to fascia board with appropriate nails or screws spaced of not more than 900 mm on centers. As additional support, gutter shall have Plain GI Strap Hangers 25mm wide fastened to the roof nails and shall be spaced at not more than 900 mm on center. The gutter shall be installed with a pitch of 1 in 100 sloped toward the downspout.

The ends of the sheets at junctions of pieces shall be hooked into each other and beaten flush to avoid leakage.

## **12. FLOORING WORKS**

This item shall consist of furnishing all ceramic tiles, materials, tools and equipment including labor required in undertaking the proper installation of walls and floor tiles as shown on the Plans and in accordance with this Specification.

Glazed tiles and trims shall have an impervious face of ceramic materials fused onto the body of the tiles and trims. The glazed surface may be clear white or colored depending on the color scheme approved by the Engineer. Glazed tiles are used principally for walls. Unglazed tiles shall be hard dense tile of homogeneous composition. Its color and characteristics are determined by the materials used in the body, the method of manufacture and the thermal treatment. It is used primarily for floor and walks. Trims are manufactured to match wall tile color, texture and to coordinate with it in dimension.

Mortar mix for scratch coat and setting bed shall consist of one part Portland cement ¼ part lime and 3 parts sand by volume. Surface to receive tile must be level, true to elevation, dry, free from dirt, oil and other ointments. Allow at least seven days curing of scratch coat and setting bed.

Installation work shall not be allowed to proceed until unsatisfactory conditions are corrected.

Tiles shall have laid in place for at least 24 hours before grouting of the joints is started. Grouting mortar shall be white Portland cement or blended with pigments to acquire the color appropriate for the ceramic tile.

All works performed under this item shall be measured in square meters for areas actually laid with ceramic tiles and accepted to the satisfaction of the Engineer.

## **INSTALLATION PROCEDURE**

All hallway areas shall be finished with 0.60cm x 0.60cm non skid Granite tiles. All toilet and bathroom floors shall be finished with 0.30cm x 0.30cm unglazed ceramic tiles, the wall of the toilets and bathrooms shall be 0.30cm x 0.60cm ceramic glazed tiles with 1.5m height or as approved by the Architect/Engineer in charge of construction. (Submit sample of the tiles to the architect/engineer in-charge.)

Before the tile is applied, the floor surface shall be brushed cleaned and wetted. The surface shall be tested for levelness or conformity of slope by flooding it with water. Ceramic or glazed tiles shall be soaked, completely immersed in clean water prior to installation for a maximum duration of 1 hour.

Tiles shall be installed by applying mortar or adhesive to backs of tile and firmly pressing tile into the floating coat to true plane and position. Mortar to be used in setting the tiles and moldings shall be mixed of 1 part cement or adhesive and 2 parts sand.

Determine and mark the layout of ceramic tiles, joint location and position of trims and fixtures so as to minimize the incidence of a tile being cut less than one half of its size. Spread adhesive evenly, then using notched edge make a raking motion. Do not twist tile, simply press the tile down firmly yet softly. Set tile spacer and then continue with additional tiles. Use your level to determine degree of level of the tiles as you go along.

Joints shall be maintained uniformly wide by aligning spacer lugs on tile edges. All lines shall be kept straight and true to profiles, plumbed and internal corners rounded using the appropriate trims. Pitch the floor to drain as shown in the plans.

All tile work finishing shall be adequately protected from damage during the progress of construction. Chipped, cracked or broken tile shall not be used and all defective work shall be replaced and repaired to the satisfaction of the Engineer at the Contractor's expense.

## **GROUTING AND POINTING**

Tiles shall be dampened and joints grouted full with plastic mix of neat cement by trowel, brush or finger application. The tiles shall have been laid in place for at least 24 hours before grouting of the joints is started. During grouting, all excess grout shall be cleaned off the tile surface with damp cloth sponges.



### **13. CARPENTRY & JOINERY WORKS**

#### **STORAGE AND PROTECTION OF MATERIALS**

All materials shall be protected from dampness or bad weather conditions during and after delivery at the site. Materials shall be delivered in advance of actual use in adequate quantity to preclude delay in the work. It shall be piled in orderly stack at least 150 mm above the ground and at a sheltered place where it will be of least obstruction to the work.

#### **CEILING AND CABINETRY WORKS**

If lumber is to be used, it shall be well seasoned, thoroughly dry and free from loose or unsound knots, shakes or other imperfections impairing its strength or appearance.

Prior to enclosure of ceiling, all dimension, alignment of nailers/metal frames, material specifications, complete installation of sanitary/plumbing and electro-mechanical rough-ins and properly anchored to the carrying metal channel/wood runner are complied,

The ceiling boards shall be 4.5mm thk fiber cement board, free of damages and to be fixed to the framing in perfect line and level. The joints are sealed with plaster of Paris and non-woven paper tapes without forming any bubble the joints shall be finished flush to make the ceiling in one piece. The finished surface shall be smooth and true to plane and curved as required. Once laying of ceiling is completed, the dust and floors are cleaned for the painting works.

### **14. DOORS AND WINDOWS**

#### **DOORS AND DOOR FRAMES**

Doors and door frames shall conform to the size, designs and kind of materials in the details of doors, solid panel door, solid core flush door, hollow core, PVC flush door, flush louver door, schedule of doors or as specified in the bill of materials.

Lumber doors, jambs and panels shall be kiln dried with moisture content of not less than 14% and shall be of the specie indicated in the plans. The fabricated products shall be finished square, smoothly sanded and free from damage.

The frames shall be plumb-set and squared in the frame working of walls or building partitions. Locks of doors shall be fitted at the lock block, 1,000 mm above the finished floor level. Locks shall be installed in conformity with the templates and instructions supplied with the locksets.

All doors shall be installed with heavy duty hinges in a 2"x5" door jamb and door closer.

## **WINDOWS**

Aluminum casement and Aluminum awning windows to be used in this project shall conform to the size and designs shown in the detail drawings and schedule of windows, or as per bill of materials.

Aluminum windows shall be plumb-set and true in the openings. The joints between the window frames and masonry shall be carefully caulked.

## **STEEL WORKS**

Provide Steel Hand Railings shall be 2" diameter x 1.2mm thk Stainless Tubes #304 on ramps as specified in the plans.

## **15. PLUMBING WORKS**

All plumbing works for this project shall be done in accordance with the approved plans and under the direct supervision and control of a Licensed Sanitary Engineer or Master Plumber. The plumbing installation shall conform to the provisions of National Plumbing Code and the rules and regulations enforced on the locality. Install soil, waste, drain and vent pipes, install water pipes, fittings and connection.

The plumbing fixtures and accessories to be provided and installed shall be as follows:

Water closet	-	HCG or its equivalent
Lavatory	-	HCG or its equivalent
Urinal	-	HCG or its equivalent

Piping for drain, waste and vent shall be done using Moldex Sanimold or its equivalent PVC push-on system. For the in-house water supply installation, Moldex Blue or its equivalent PVC pipes and fittings shall be used.

Soap Holder	-	HCG or its equivalent
Toilet Paper Holder	-	HCG or its equivalent
Floor Drain	-	Size 100mm (4" x 4")

In the absence of sanitary sewer system of sewage disposal in the locality, a standard septic vault shall be constructed as shown in the drawings.

## **16. STORM DRAINAGE & SEWERAGE SYSTEM**

This item is the complete installation of the storm drainage system inclusive of all pipings, gutters, canals, catch basin, junction boxes, handholes, manholes and other appurtenant structures, as well as the sewerage system inclusive of all sanitary sewer pipings and septic vault from the building to the point of discharge. Install all pipes, sewer connections and clean out.

All downspout from the roof gutters shall end in concrete catch basin to be concreted together with concrete or PVC drainage pipes leading to the street gutter fronting the building.

## **17. PAINTING**

This item shall consist of furnishing all paint materials, varnish and other related products, labor, tools, equipment and plant required in undertaking the proper application of painting, varnishing and related works indicated on the Plans and in accordance with this Specification.

### **Material requirements**

Tinting colors shall be first grade quality, pigment ground in alkyd resin that disperses and mixes easily with paint to reduce the color desired. Use the same brand of paint and tinting color to effect good paint body.

Concrete neutralizer shall be first grade quality concentrate diluted with clean water and applied as surface conditioner of new interior and exterior walls thus improving paint adhesion and durability.

Silicon water repellent shall be transparent water shield especially formulated to repel rain and moisture on exterior masonry surfaces.

Patching compound shall be fine powder type material like calciumine that can be mixed into putty consistency, with oil base primers and paints to fill minor surface dents and imperfections.

Varnish shall be a homogeneous solution of resin, drying oil, drier and solvent.

It shall be extremely durable clear coating, high resistant to wear and tear without cracking, peeling, whitening, spotting.

Sanding sealer shall be quick drying lacquer, formulated to provide quick dry, good holdout of succeeding coats, and containing sanding agents such as zinc stearate to allow dry sanding of sealer.

Glazing putty shall be alkyd-type product for filling minor surface unevenness. Painting Schedule:

For New Concrete/ Masonry Surfaces: One coat of Acrylic Flat base paint

Two coats of Acrylic Semi-Gloss base paint

Workmanship in General:

a. All paints shall be evenly applied. Coats shall be of proper consistency and well brushed out so as to show a minimum of brush marks.

b. All coats shall be thoroughly dry before the succeeding coat is applied.

c. Where surfaces are not fully covered or cannot be satisfactorily finished in the number of coats specified such preparatory coats and subsequent coats as may be required shall be applied to attain the desired evenness of surface without extra cost to the owner.

d. Where surface is not in proper condition to receive the coat the Engineer shall be notified immediately. Work on the questioned portion(s) shall not start until clearance to proceed is ordered by the Engineer

e. Hardware, lighting fixture and other similar items shall be removed or protected and re-installed after completion of the work.

The areas of concrete, wood and metal surfaces applied with varnish, paint and related coating materials shall be measured in square meters as desired and accepted to the satisfaction of the Engineer.

## **18. ELECTRICAL WORKS**

- All electrical works herein shall be done in accordance with these plans and specifications, the applicable provisions of the latest edition of the Philippine Electrical Code, the rules and regulations of the local enforcing authority and the requirements of the local power and telephone companies. The electrical works shall be under immediate supervision of a duly licensed Electrical Engineer.
- Power service to the building shall be 230 volts, 1-phase 60HZ, AC power source, 2-wire + 1-ground.
- All electrical wiring installation such as lighting, power, fire alarm & CCTV system to be used shall be polyvinyl chloride (PVC) pipe. "Schedule 40"
- Unless otherwise specified, the minimum size of wire shall be 3.5mm TW/THHN<sup>2</sup> and conduit shall be 20mmφ electrical trade size.

- All wire shall be copper and thermoplastic insulated type “THHN/THWN” unless otherwise indicated in the plans and shall be manufactured by Phelps dodge or approval equal.
- All outlet boxes shall be galvanized gauge no. 16, deep type with factory knockouts. Cover all junction boxes (no exposed wire)
- Panel boards shall be of dead-front type construction with adequate wire space, surface mounted, finished in industrial grey enamel over a coat or rust inhibitor. Minimum thickness shall be 1.4mm (GA 16). Circuit breakers shall be quick-make, quick break, trip-free on overload and short-circuit edition, bolt-on type. All circuit breakers and panel board shall be “G.E or its approved equivalent”.
- All wiring devices shall be “National” or approved equal.
- All materials to be used shall be brand new and must be approved type for the particular location and purpose intended.
- Provide grounding system to all lighting and power circuit as per Philippine Electrical Code requirement.
- Mounting heights are: (Subject to Architect’s approval)

A. Light Switches	--- 1.20M above floor finish
B. Convenience Outlets	--- 0.30M above floor finish
C. Panel board	--- 1.40M above floor finish
D. Emergency Light	--- 0.30M below ceiling line

- Pull boxes shall be used when applicable for easy pulling of wires and shall be according to code requirement. All fluorescent ballast shall be high power factor, rapid start, spring loaded lamp holder and enclosed in metallic box.
- Provide flexible metal conduit and sufficient mica tube from junction boxes to lighting fixtures.
- Upon completion of Electrical construction work, the following test shall be performed by the contractor inclusive of the installation to be reported in details and in forms approved by the owner’s representative:
  - a. Insulation Resistance Test
  - b. Ground Resistance Test
  - c. Operational Test

**19. CONTRACTOR’S REQUIREMENT**

1. The contractor must have at least a valid PCAB License Category of Small A, Category C & D for General Building for the proposed project.
2. The contractor should have the necessary equipment to be used in the construction of the project, which shall be owned or leased. The equipment to be used should include but not limited to:
  - i. 1 unit 6-wheeler Dumptruck

- ii. 1 unit Bagger Mixer
- 3. The prospective bidder must have a certificate of site inspection issued by the Engineering Section of Cagayan Economic Zone Authority.


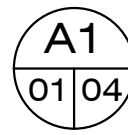
**20. TIME SCHEDULE / DELIVERABLES**

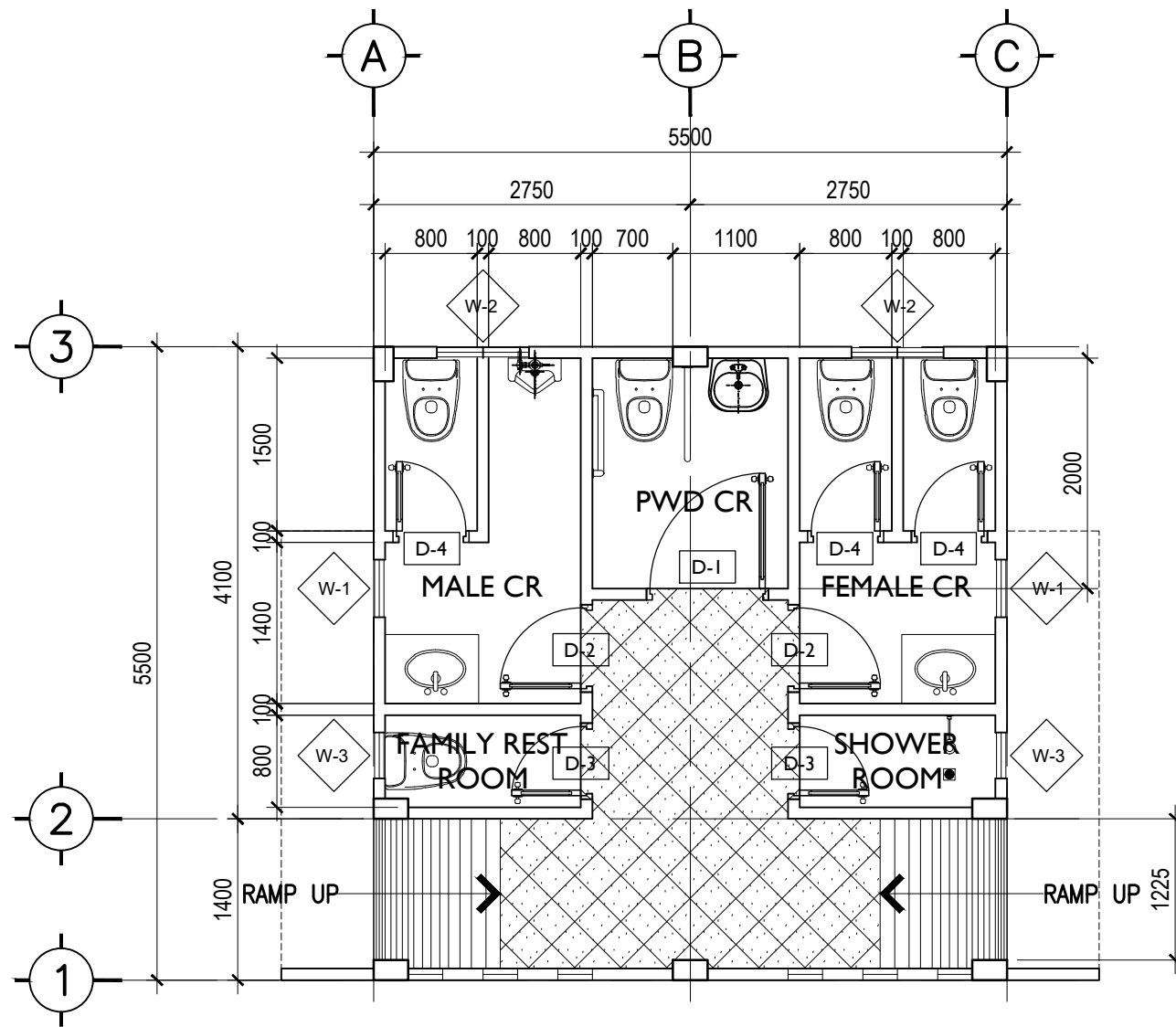
Improvement of CEZA Visitors Center should be completed within 90 calendar days upon receipt of Notice to Proceed from CEZA.

*NOTE: All additional activities which is not indicated or specified on the plan but related to the Scope of Works to complete the projects shall be done by the Contractor without any additional cost to the CEZA.*

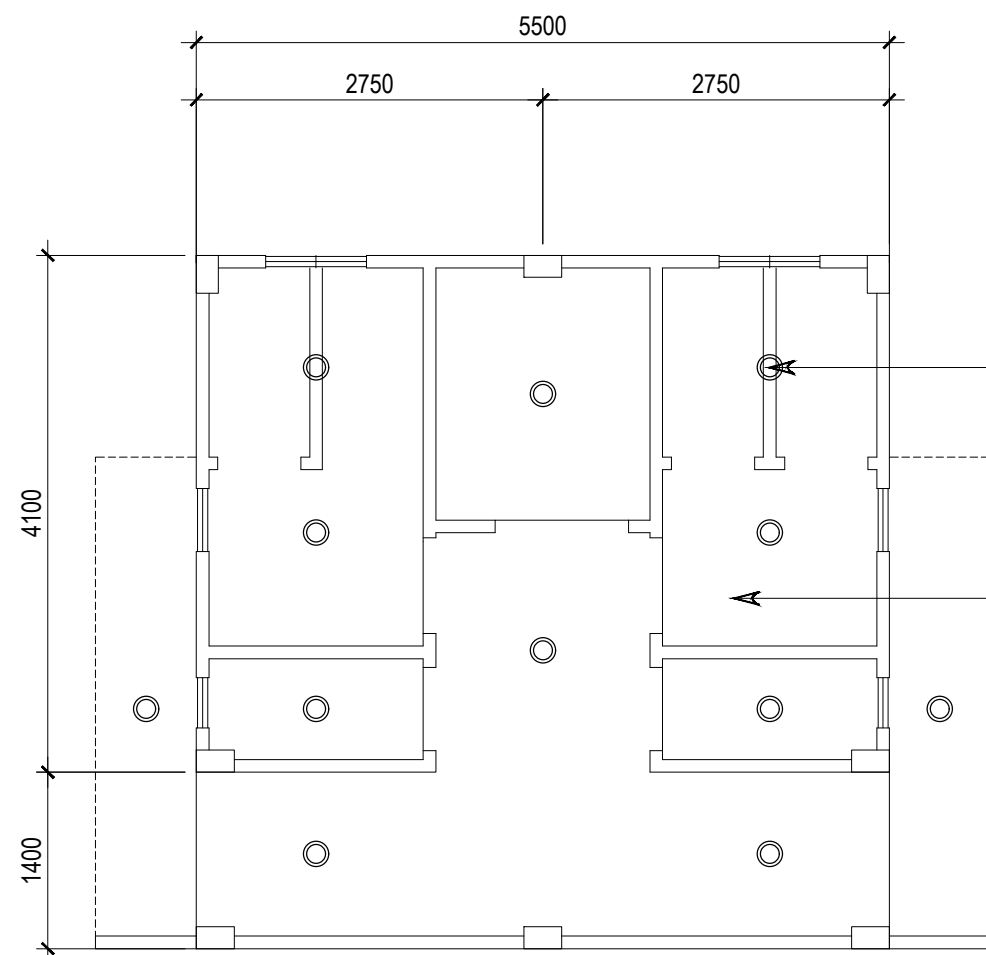


# PERSPECTIVE

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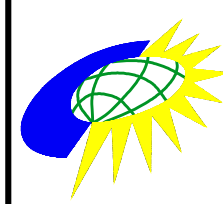
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01 **FLOOR PLAN**  
SCALE 1:60m



**A1**  
02 **REFLECTED CEILING PLAN**  
SCALE 1:60m

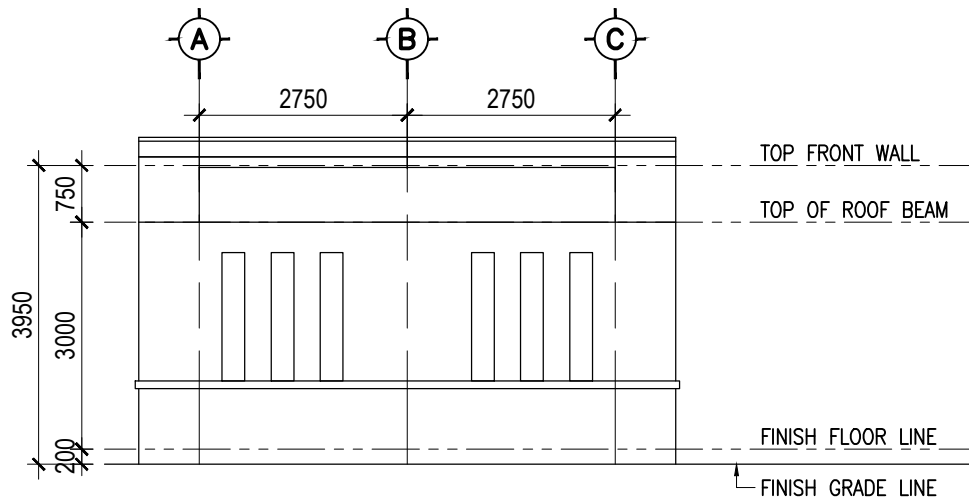
LOW PROFILE LED DOWNLIGHTS

4.5mm THK. FIBER CEMENT CEILING BOARD

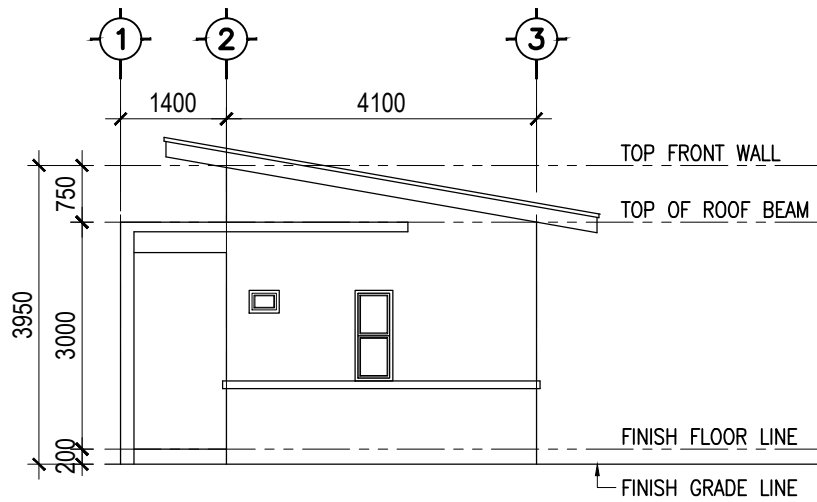


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					CONTROL NO.:	<b>A2</b> 02   04
					CEZA-PDP-_____	

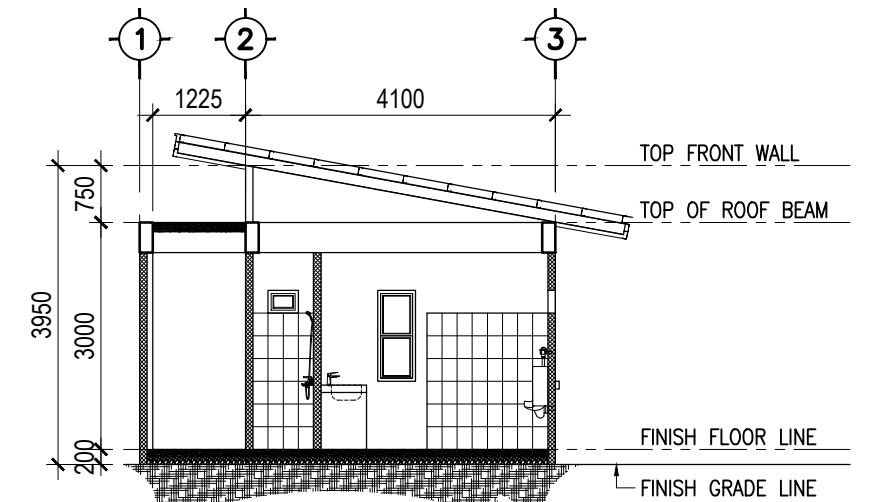




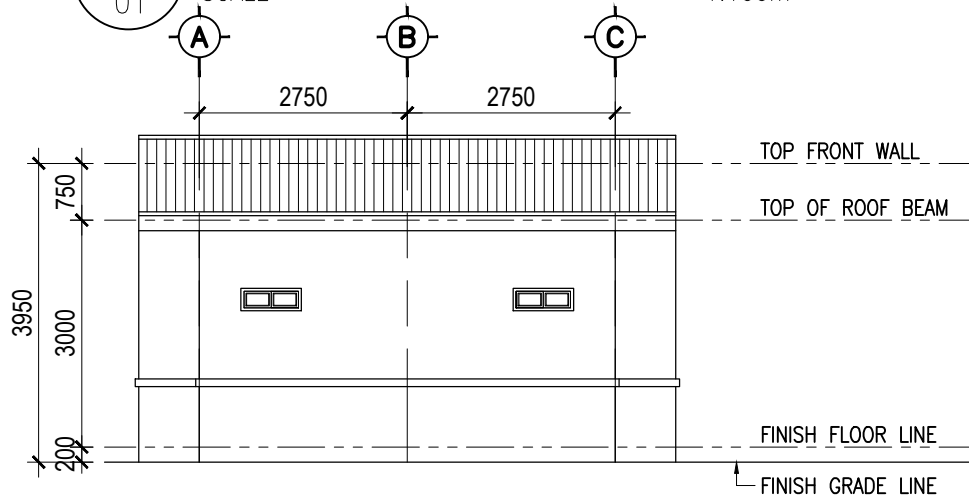
**FRONT ELEVATION**  
 A3 01 SCALE 1:100m



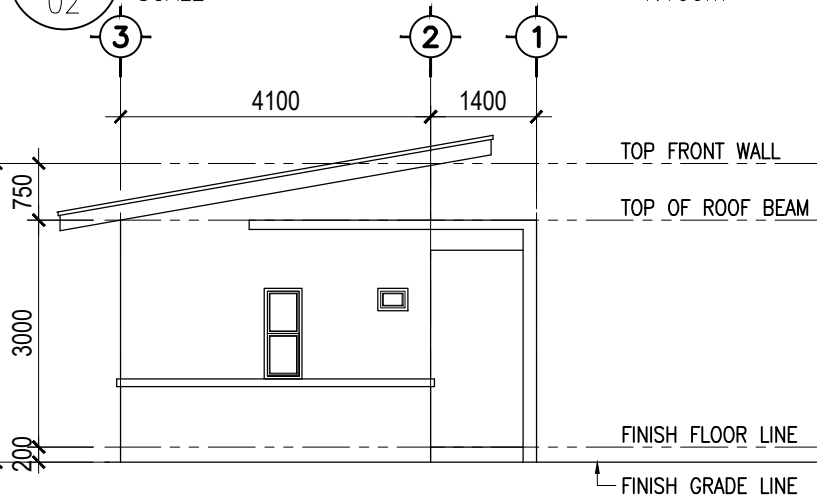
**RIGHTSIDE ELEVATION**  
 A3 02 SCALE 1:100m



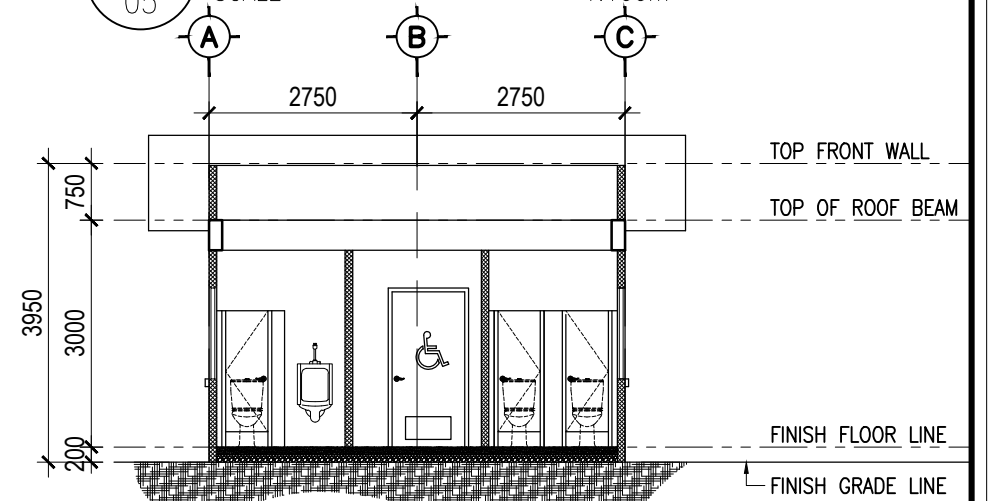
**SECTION A-A'**  
 A3 05 SCALE 1:100m




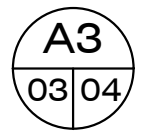
**REAR ELEVATION**  
 A3 03 SCALE 1:100m



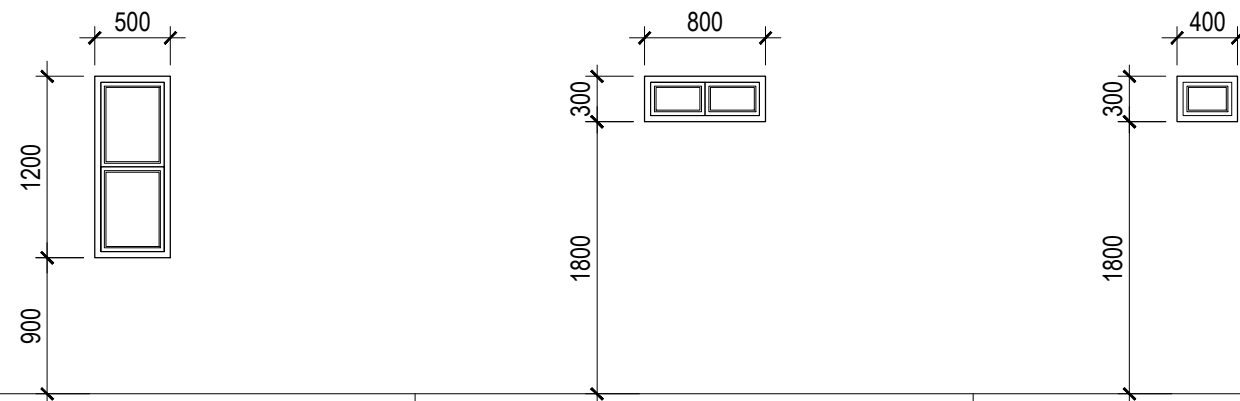
**LEFTSIDE ELEVATION**  
 A3 04 SCALE 1:100m



**SECTION B-B'**  
 A3 06 SCALE 1:100m

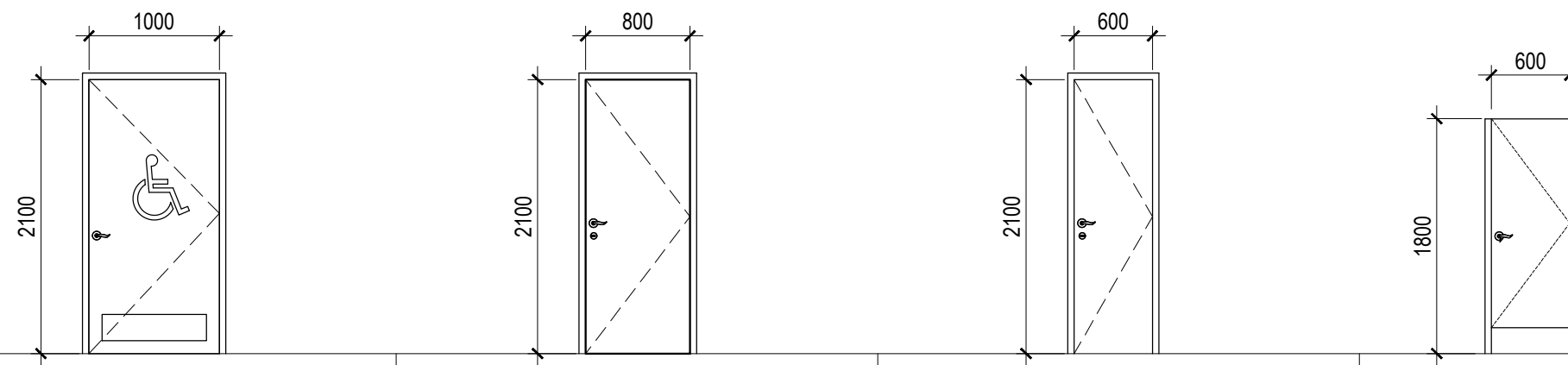
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FIN. FLR. LN.



DESIGNATION	W-1	W-2	W-3	
DESCRIPTION	ALUMINUM FRAME AWNING WINDOW WITH 6mm THK. TEMPERED GLASS	ALUMINUM FRAME AWNING WINDOW WITH 6mm THK. TEMPERED GLASS	ALUMINUM FRAME AWNING WINDOW WITH 6mm THK. TEMPERED GLASS	
LOCATION	MALE & FEMALE CR	MALE & FEMALE CR	SHOWER ROOM/FAMILY RESTROOM	
QUANTITY	2 - SETS	2 - SETS	1 - SET	

FIN. FLR. LN.



DESIGNATION	D-1	D-2	D-3	D-4
DESCRIPTION	FLUSH SOLID CORE WING DOOR on 2" x 6" GUIJO DOOR JAMBS	FLUSH SOLID CORE WING DOOR on 2" x 6" GUIJO DOOR JAMBS	uPVC SWING DOOR	FLUSH SOLID CORE SWING DOOR on 2" x 4" GUIJO DOOR JAMBS
LOCATION	PWD CR	MALE/FEMALE CR MAIN DOOR	FAMILY REST ROOM/SHOWER ROOM	TOILETS
QUANTITY	1 - SET	2 - SETS	2 - SETS	3 - SETS

A4  
01 SCALE 1:50m

## SCHEDULE OF DOORS AND WINDOWS

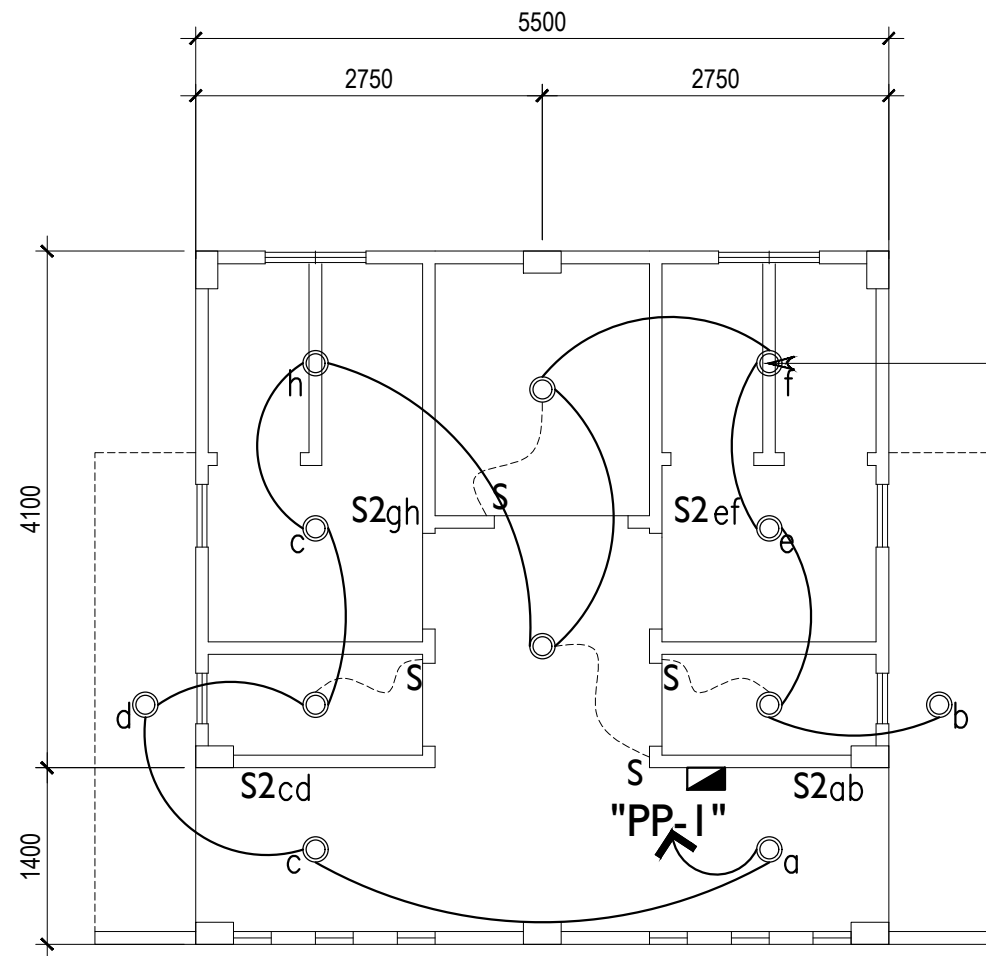
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	<b>CAGAYAN ECONOMIC ZONE AUTHORITY</b>	<b>IMPROVEMENT OF CEZA VISITOR'S CENTER</b> BRGY. CASAMBALANGAN, STA. ANA, CAGAYAN	LEONARDO C. CRUZ	SEC. RAUL L. LAMBINO		2019-_____	
			H.T.A. / OIC CAGAYAN OFFICES	ADMINISTRATOR & CEO		CONTROL NO.:	
						CEZA-PDP-____	

**IMPROVEMENT OF CEZA VISITORS CENTER**  
**Brgy. Casambalangan**  
**Sta. Ana, Cagayan**

ESTIMATED COST OF PROPOSED WORK

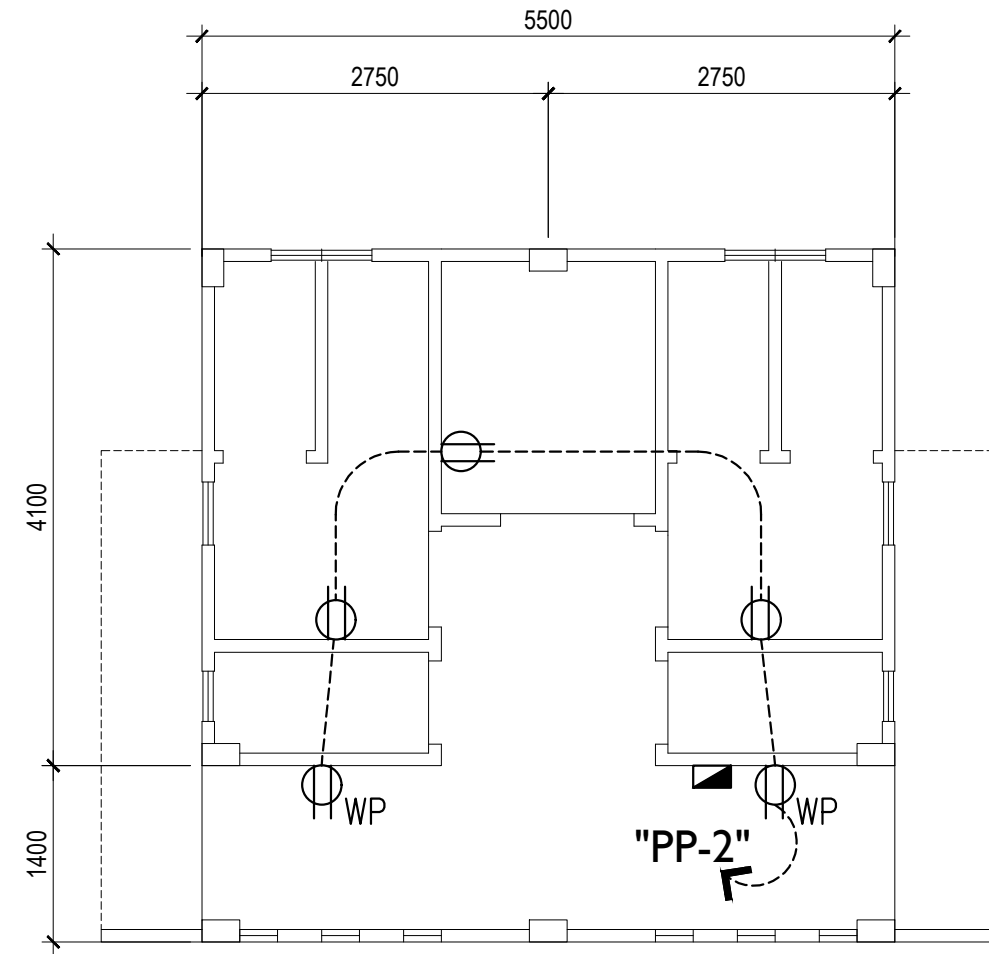
ITEM NO.	DESCRIPTION	%	QTY.	UNIT	ESTIMATED DIRECT COST		ADJUSTED UNIT COST
					TOTAL (P)	UNIT COST	
<b>PART II: OTHER GENERAL REQUIREMENTS</b>							
B.9	Mobilization/Demobilization		All	Lump Sum			
<b>PART III-A: EARTHWORKS</b>							
801(1)	Removal of Structures and Obstructions		All	Lump Sum			
803(1)a	Structure Excavation Common Soil		15.00	Cu.m.			
804(1)a	Embankment from structure excavation		6.80	Cu.m.			
804(1)b	Embankment from borrow		3.03	Cu.m.			
804(4)	Gravel Bedding		3.03	Cu.m.			
<b>PART III-B: PLAIN AND REINFORCED CONCRETE WORK</b>							
900(1)c2	Structural Concrete (Footings and Slab-on-fill) "Class A" 28 days		8.64	Cu.m.			
900(1)c4	Structural Concrete (Columns) "Class A" 28 days		2.03	Cu.m.			
900(1)c5	Structural Concrete (Suspended Slab) "Class A" 28 days		1.47	Cu.m.			
900(1)c6	Structural Concrete (Beams & Girders) "Class A" 28 days		1.40	Cu.m.			
902(1)a1	Reinforcing Steel (Deformed) Grade 40		1,547.15	Kg.			
<b>PART III-C: FINISHINGS AND OTHER CIVIL WORKS</b>							
1001(8)	Sewer Line Works		All	Lump Sum			
1001(9)	Storm Drainage and Downspout		All	Lump Sum			
1002(8)	Plumbing Fixtures		All	Lump Sum			
1002(28)	Cold water lines		All	Lump Sum			
1003(1)	4.5mm Fiber Cement Board on Metal Frame		22.55	Sq.m.			
1008	Aluminum Window		1.92	Sq.m.			
1010(1)	Frames (Jambs, Sill, Head, Transoms and Mullions)		5.00	set			
1010(2)a	Hollow Core Flush Door		4.62	Sq.m.			
1010(2)b	Wooden Panel Door		3.36	Sq.m.			
1010(2)c	Upvc Door Panel		2.52	Sq.m.			
1014(1)	Pre-Painted Metal Sheets, 0.6mm thk. (Ga.#24), Rib type, Long Span		41.89	Sq.m.			
1018(1)	Glazed Tiles and Trims		44.79	Sq.m.			
1018(2)	Unglazed Tiles		16.70	Sq.m.			
1018(4)	Synthetic Granite Tiles		8.70	Sq.m.			
1018(5)c	Countertop Finish Glazed Tiles		2.86	Sq.m.			
1021(1)b	Floor Topping Plain		30.25	Sq.m.			
1027(1)	Cement Plaster Finish		227.14	Sq.m.			
1032(1)a	Painting Works Masonry/Concrete		227.14	Sq.m.			
1032(1)b	Painting Works Metal		35.76	Sq.m.			

ITEM NO.	DESCRIPTION	%	QTY.	UNIT	ESTIMATED DIRECT COST		ADJUSTED UNIT COST
					TOTAL (P)	UNIT COST	
1046(1)	CHB Non Load Bearing (including Reinforcing Steel) 100mm		101.41	Sq.m.			
1047(2)a	Metal Structures: Structural Steel, Roof Framing		584.15	Kg.			
<b>PART III-D: ELECTRICAL</b>							
1100(30)	Conduits, Boxes and Fittings		All	Lump Sum			
1101(8)	Single Pole Wall Switch on One Plate		2.00	Set			
1101(9)	Duplex (2 Single Pole Wall Switch on One Plate)		4.00	Set			
1101(21)	Duplex Convenience Outlet/Receptacle (GT)		5.00	Set			
1101(42)	Wires and wiring devices		All	Lump Sum			
1102(27)	Power Load Center, Switch Gear and Panel Boards		All	Lump Sum			
1103(1)	Lighting Fixtures		All	Lump Sum			
<b>TOTAL</b>							



LOW PROFILE LED DOWNLIGHTS

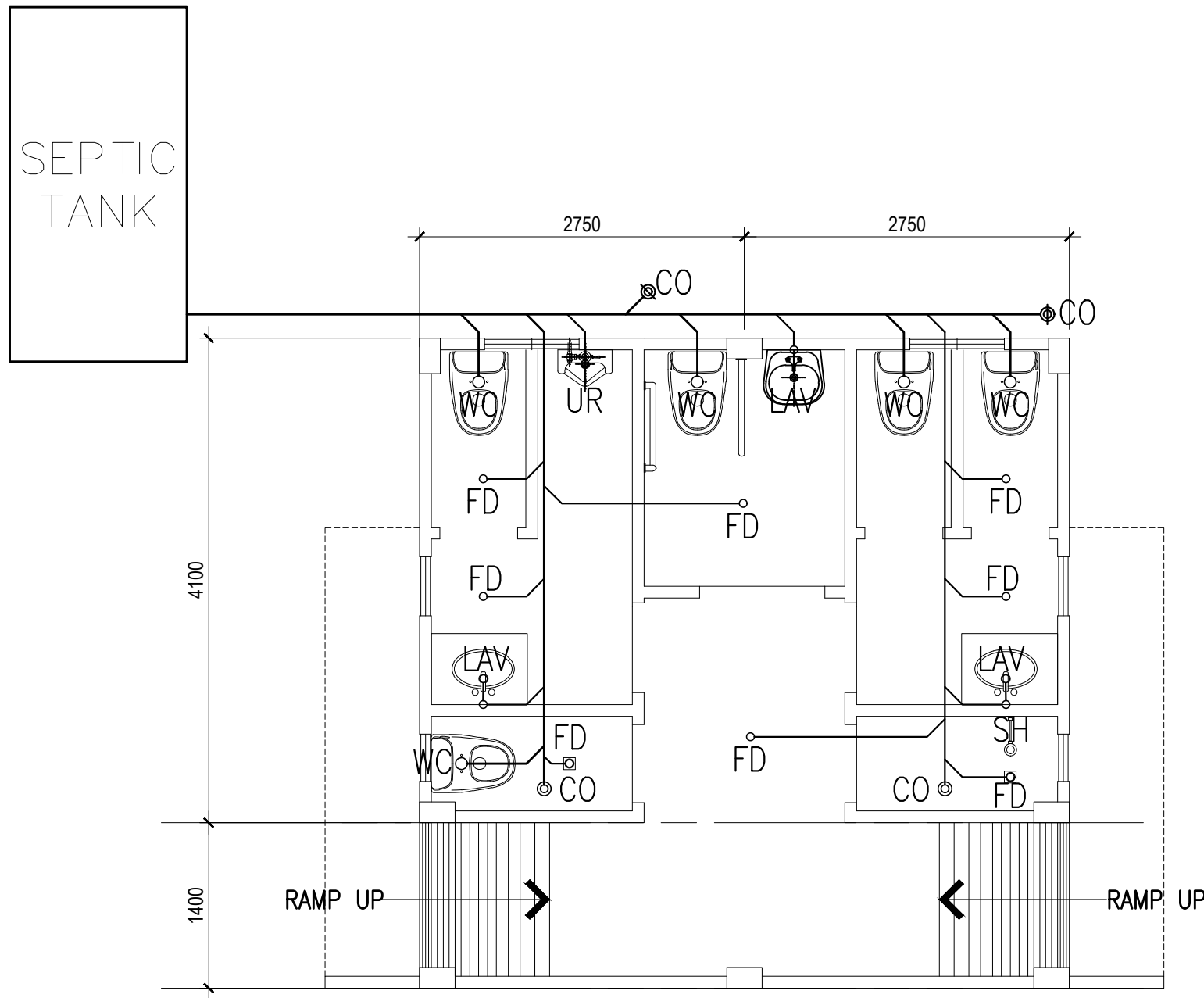
E1 LIGHTING LAYOUT  
01 SCALE 1:60m



E2 POWER LAYOUT  
01 SCALE 1:60m



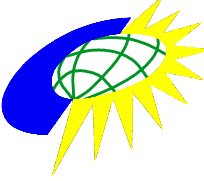
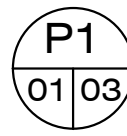
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CAGAYAN ECONOMIC ZONE AUTHORITY	IMPROVEMENT OF CEZA VISITOR'S CENTER BRGY. CASAMBALANGAN, STA. ANA, CAGAYAN	LEONARDO C. CRUZ	SEC. RAUL L. LAMBINO		2019-_____	E1 01   01
		H.T.A. / OIC CAGAYAN OFFICES	ADMINISTRATOR & CEO		CONTROL NO.:	
					CEZA-PDP-____	

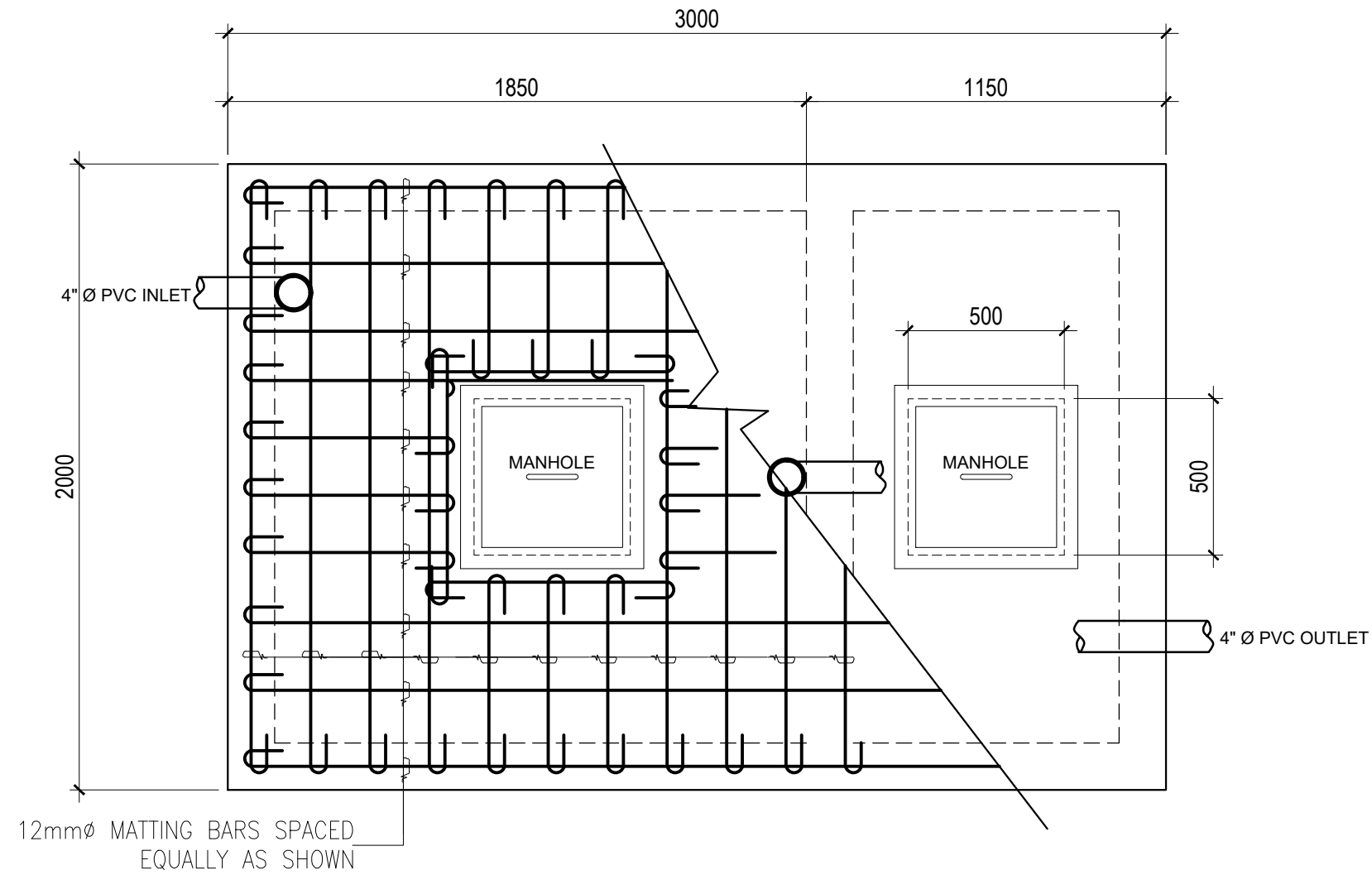


**LEGEND/SYMBOL:**

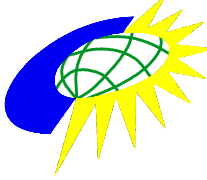
- CO CLEAN OUT
- FD FLOOR DRAIN
- WC WATER CLOSET
- LAV LAVATORY
- UR URINAL
- SH SHOWER HEAD

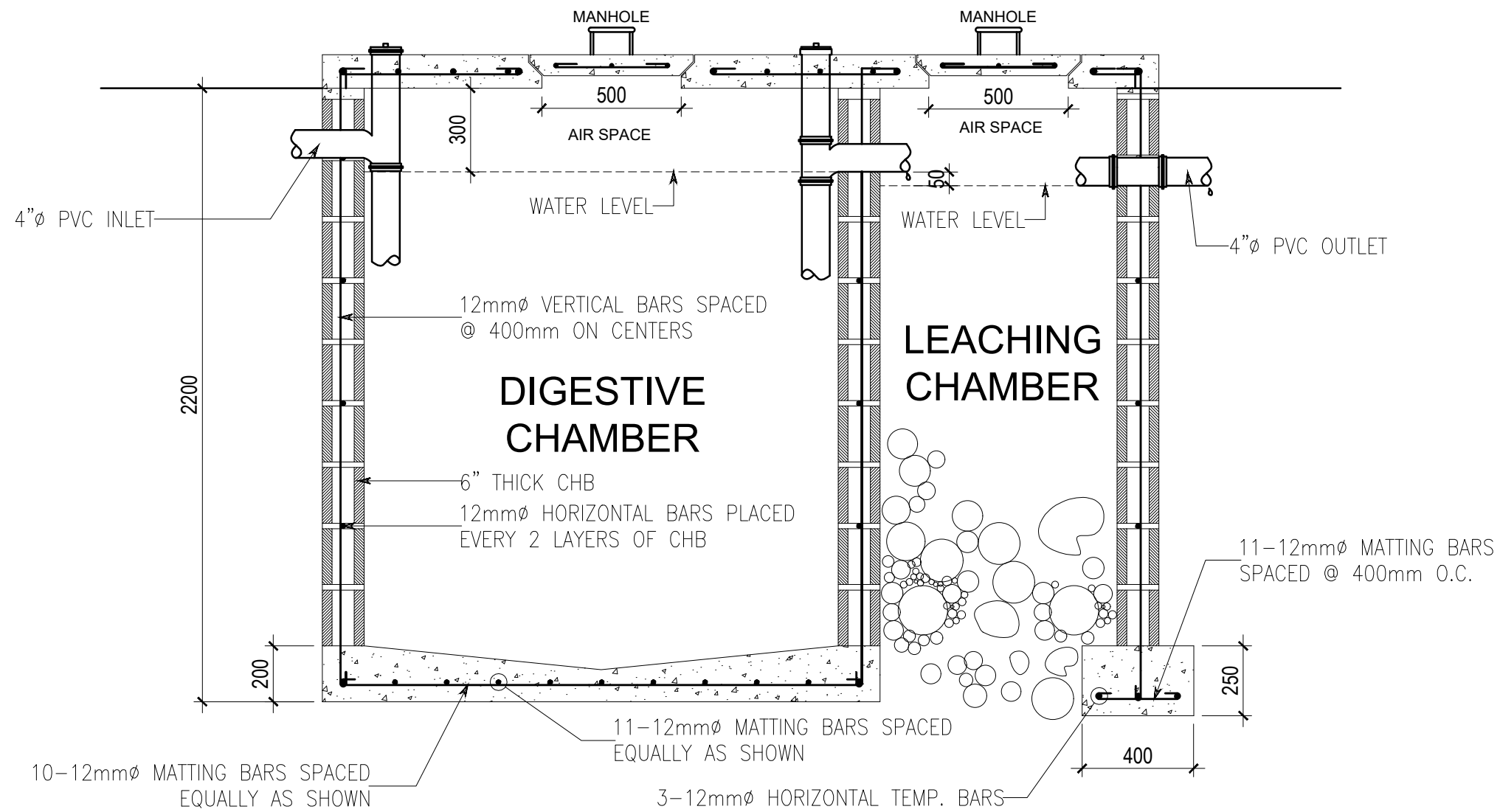
P1 PLUMBING LAYOUT  
01 SCALE 1:60m

	OWNER:	PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	REVISION:	PROJECT DESIGN NO.:	SHEET NO.:
	<b>CAGAYAN ECONOMIC ZONE AUTHORITY</b>	<b>IMPROVEMENT OF CEZA VISITOR'S CENTER</b> BRGY. CASAMBALANGAN, STA. ANA, CAGAYAN	LEONARDO C. CRUZ H.T.A. / OIC CAGAYAN OFFICES	SEC. RAUL L. LAMBINO ADMINISTRATOR & CEO		2019-_____ CONTROL NO.: CEZA-PDP-____	


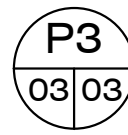


P2
01
**DETAILED PLAN OF SEPTIC TANK**  
 SCALE 1:20m

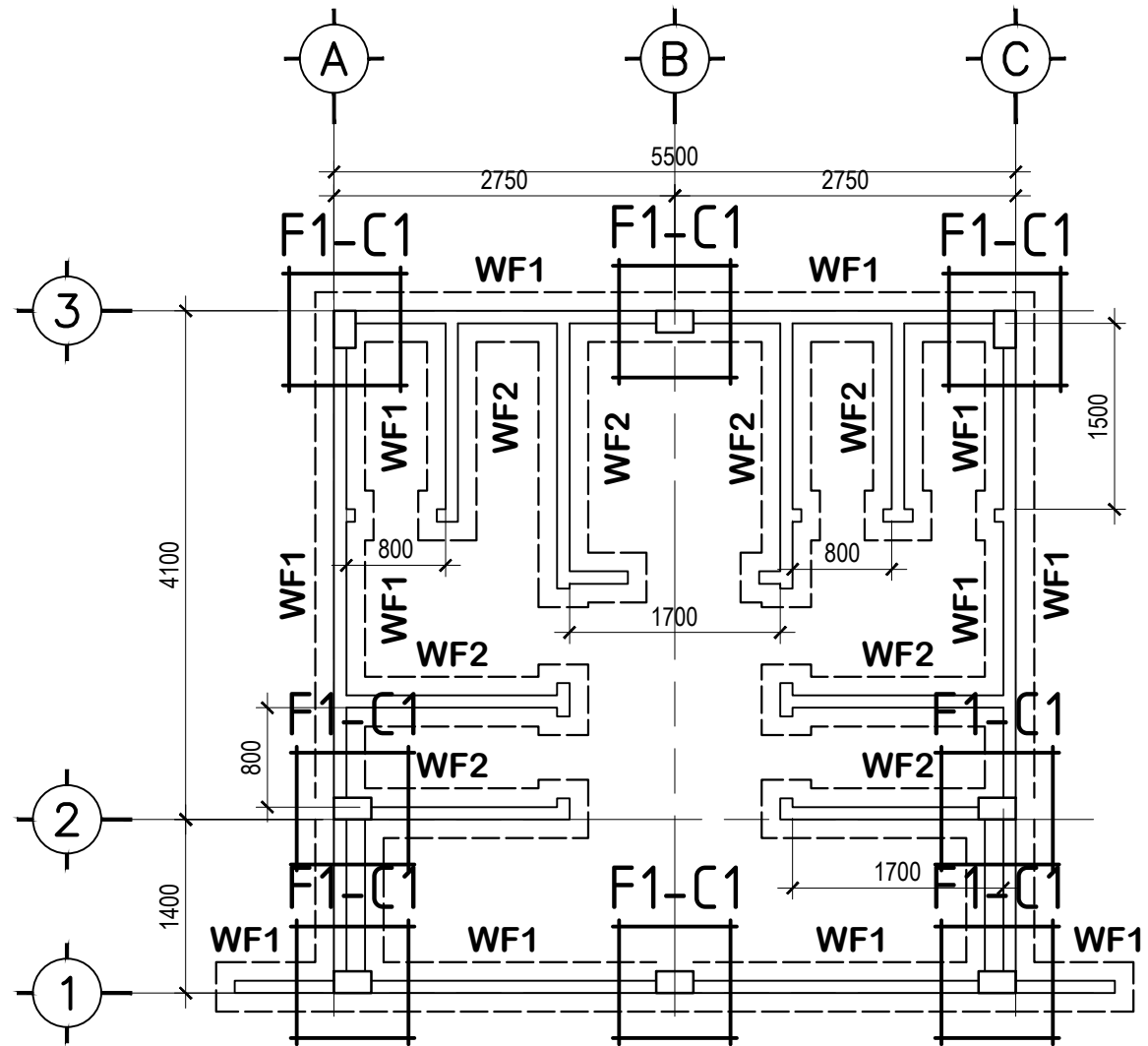
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	<b>CAGAYAN ECONOMIC ZONE AUTHORITY</b>	<b>IMPROVEMENT OF CEZA VISITOR'S CENTER</b> <small>BRGY. CASAMBALANGAN, STA. ANA, CAGAYAN</small>	<b>LEONARDO C. CRUZ</b> <small>H.T.A. / OIC CAGAYAN OFFICES</small>	<b>SEC. RAUL L. LAMBINO</b> <small>ADMINISTRATOR &amp; CEO</small>		2019-_____ CONTROL NO.: CEZA-PDP-____	<span style="border: 1px solid black; border-radius: 50%; padding: 5px;"> <b>P2</b>            02   03         </span>



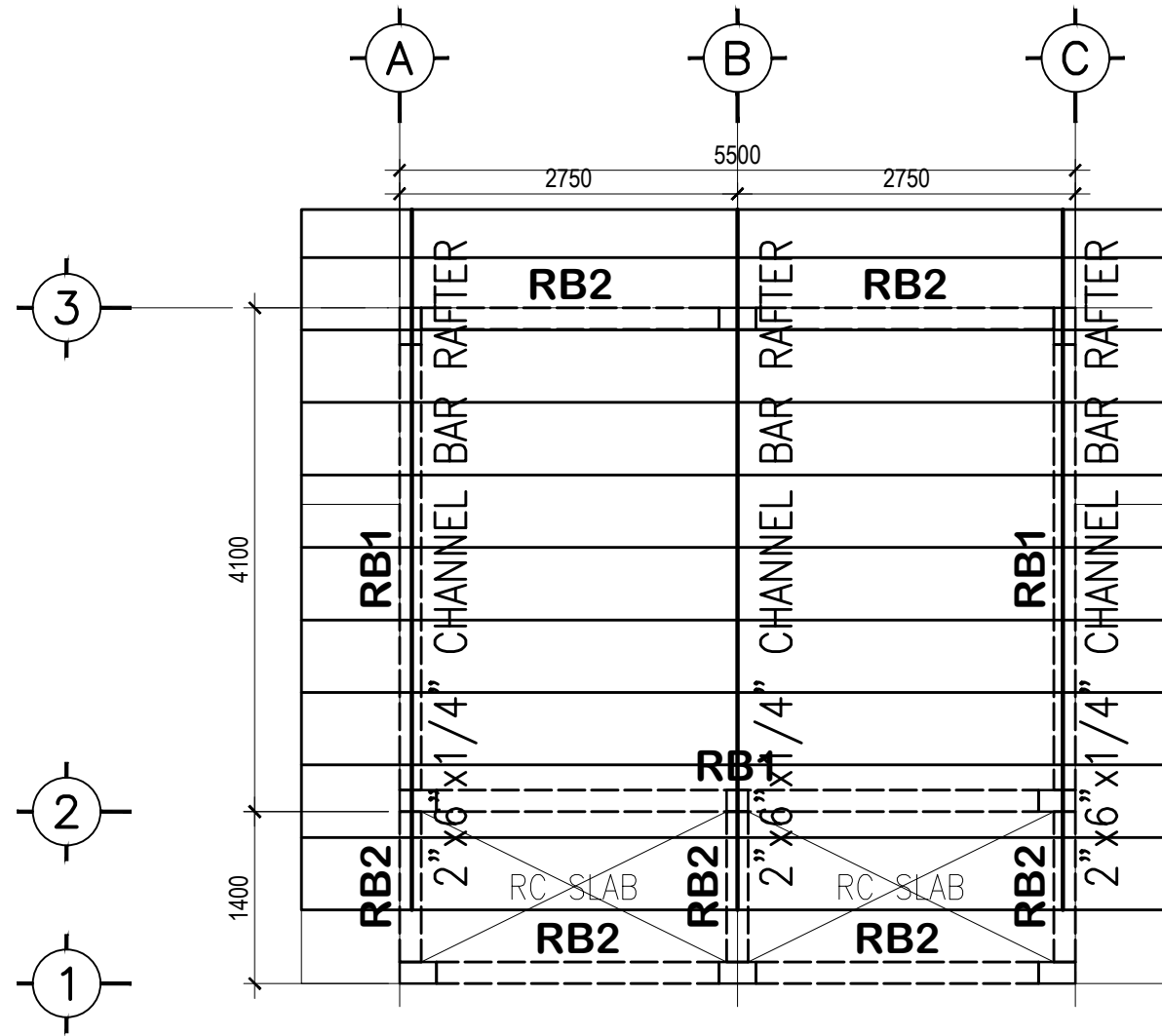
**DETAILLED SECTION OF SEPTIC TANK**  
 P3 01 SCALE 1:20m

	OWNER:	PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	REVISION:	PROJECT DESIGN NO.:	SHEET NO.:
	<b>CAGAYAN ECONOMIC ZONE AUTHORITY</b>	<b>IMPROVEMENT OF CEZA VISITOR'S CENTER</b> BRGY. CASAMBALANGAN, STA. ANA, CAGAYAN	LEONARDO C. CRUZ H.T.A. / OIC CAGAYAN OFFICES	SEC. RAUL L. LAMBINO ADMINISTRATOR & CEO		2019-_____ CONTROL NO.: CEZA-PDP-____	

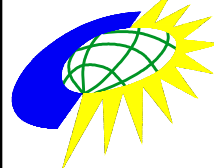




S1 FOUNDATION PLAN  
01 SCALE 1:60m



S4 ROOF FRAMING PLAN  
01 SCALE 1:60m



OWNER:  
**CAGAYAN ECONOMIC ZONE AUTHORITY**

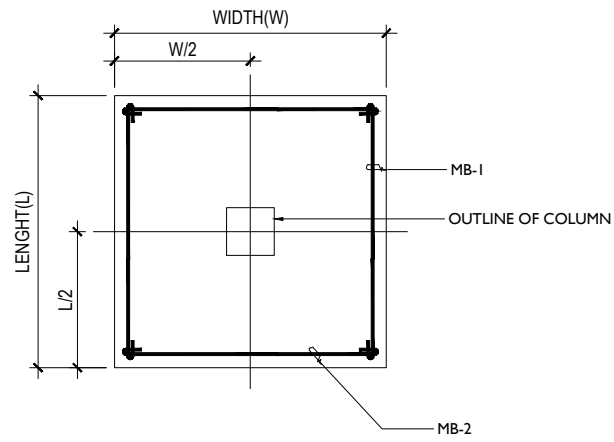
PROJECT TITLE:  
**IMPROVEMENT OF CEZA VISITOR'S CENTER**  
BRGY. CASAMBALANGAN, STA. ANA, CAGAYAN

RECOMMENDING APPROVAL:  
**LEONARDO C. CRUZ**  
H.T.A. / OIC CAGAYAN OFFICES

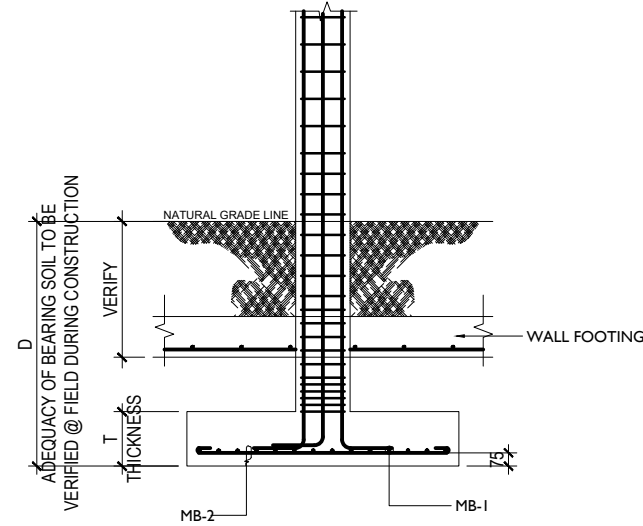
APPROVED:  
**SEC. RAUL L. LAMBINO**  
ADMINISTRATOR & CEO

REVISION:  
PROJECT DESIGN NO.:  
2019-\_\_\_\_\_  
CONTROL NO.:  
CEZA-PDP-\_\_\_\_

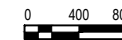
SHEET NO:  
**S1**  
01 | 05



**S1** TYPICAL FOOTING PLAN  
1:40

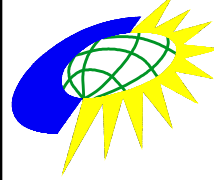


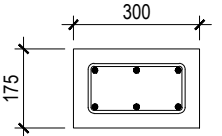
**S1** TYPICAL FOOTING SECTION  
1:40

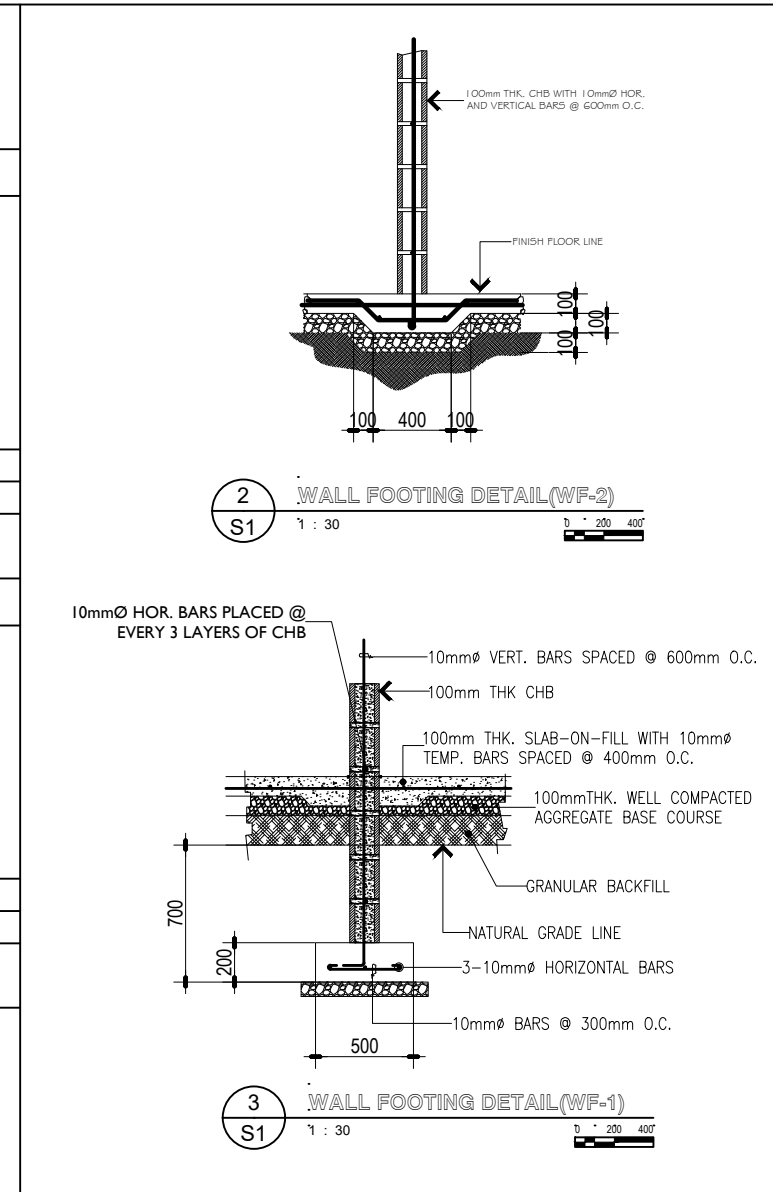


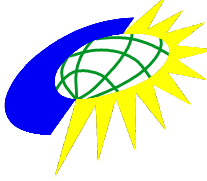
FOOTING MARK	FOOTING SIZE (mm)			STEEL REINFORCEMENT		DEPTH OF EXCAVATION
	W	L	T	MB-1	MB-2	D
F1	800	800	250	5-16 mm Ø	5-16 mm Ø	1000mm

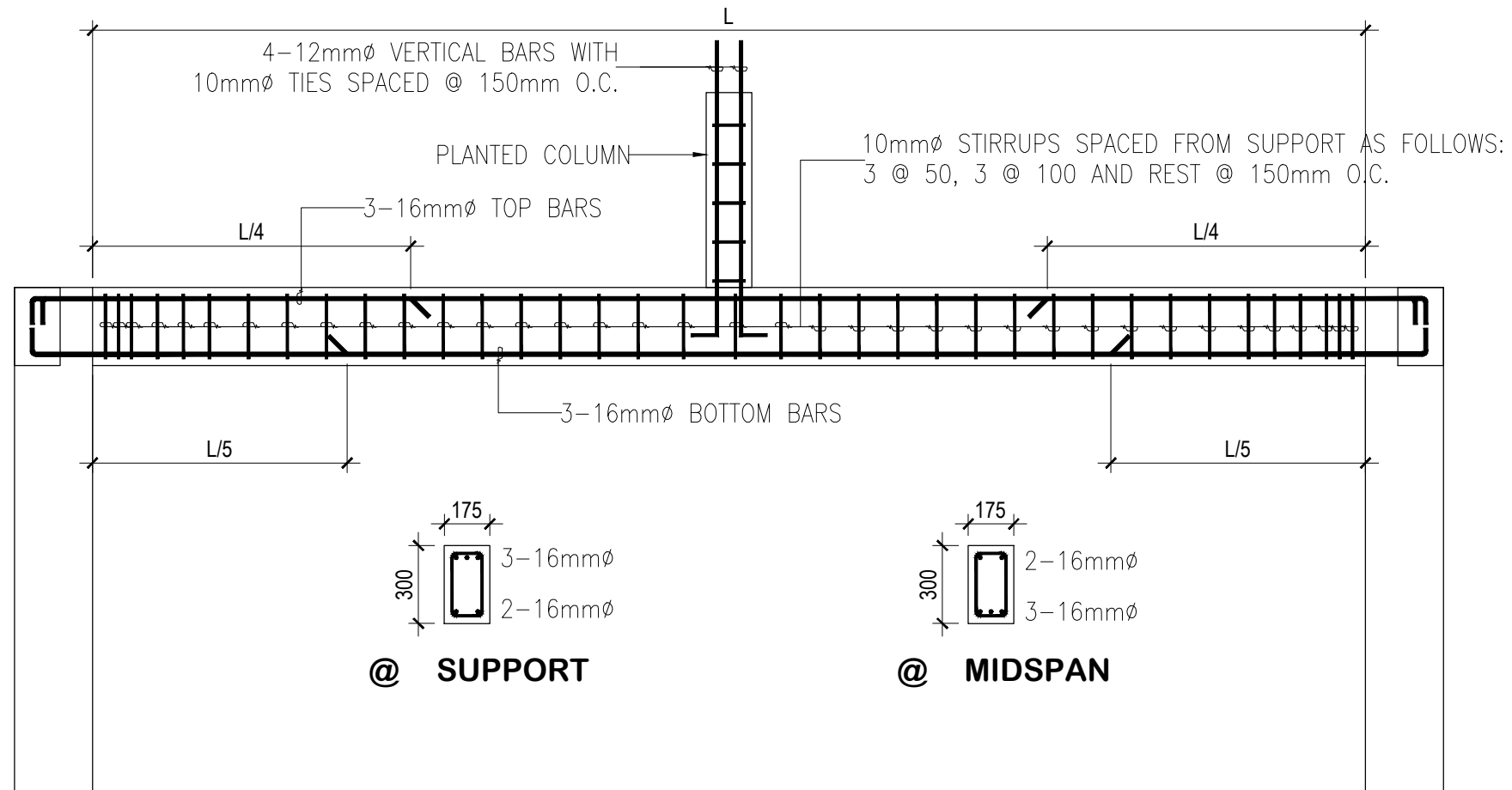
**S** SCHEDULE OF FOOTINGS

	OWNER:	PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	REVISION:	PROJECT DESIGN NO.:	SHEET NO.:
	<b>CAGAYAN ECONOMIC ZONE AUTHORITY</b>	<b>IMPROVEMENT OF CEZA VISITOR'S CENTER</b> BRGY. CASAMBALANGAN, STA. ANA, CAGAYAN	LEONARDO C. CRUZ H.T.A. / OIC CAGAYAN OFFICES	SEC. RAUL L. LAMBINO ADMINISTRATOR & CEO	2019-_____ CONTROL NO.: CEZA-PDP-____	<b>S2</b> 02   05	

C1	C2
	
VERT. BARS : 6-16mmØ BARS	
TIES : 10mm Ø SPACED= 3 @ 50mm, 5 @ 100mm, REST @ 150mm OC	
<span style="border: 1px solid black; border-radius: 50%; padding: 5px;">S1</span> SCHEDULE OF COLUMNS	



	OWNER:	PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	REVISION:	PROJECT DESIGN NO.:	SHEET NO.:
	<b>CAGAYAN ECONOMIC ZONE AUTHORITY</b>	<b>IMPROVEMENT OF CEZA VISITOR'S CENTER</b> BRGY. CASAMBALANGAN, STA. ANA, CAGAYAN	LEONARDO C. CRUZ	SEC. RAUL L. LAMBINO		2019-_____	<span style="border: 1px solid black; border-radius: 50%; padding: 10px;">S3</span> <span style="border: 1px solid black; border-radius: 50%; padding: 5px;">03   05</span>
			H.T.A. / OIC CAGAYAN OFFICES	ADMINISTRATOR & CEO		CONTROL NO.:	
						CEZA-PDP-_____	

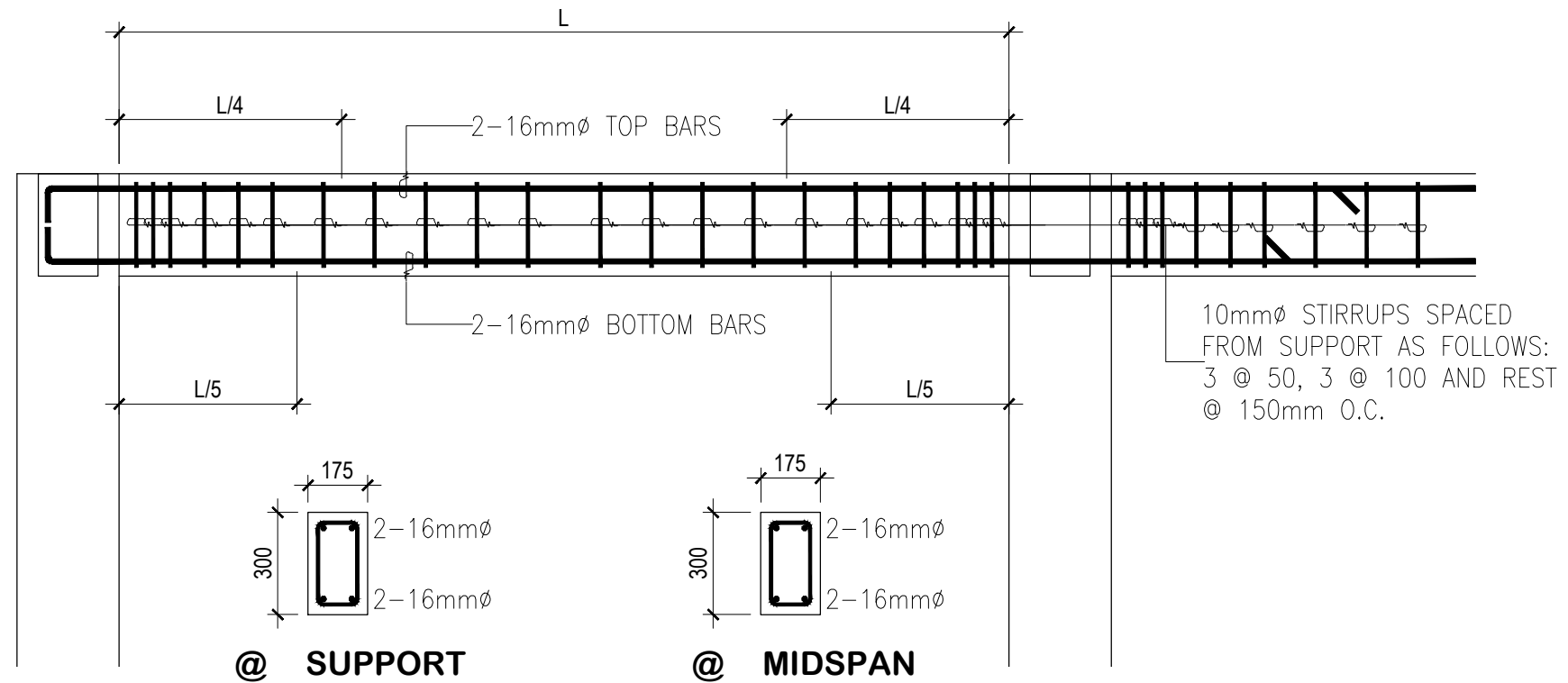


S5  
01  
SCALE 1:25m


**DETAIL OF ROOF BEAM (RB-1)**



OWNER:	PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	REVISION:	PROJECT DESIGN NO.:	SHEET NO.:
CAGAYAN ECONOMIC ZONE AUTHORITY	IMPROVEMENT OF CEZA VISITOR'S CENTER BRGY. CASAMBALANGAN, STA. ANA, CAGAYAN	LEONARDO C. CRUZ	SEC. RAUL L. LAMBINO		2019-_____	S4 04   05
		H.T.A. / OIC CAGAYAN OFFICES	ADMINISTRATOR & CEO		CONTROL NO.:	
					CEZA-PDP-_____	



S5
01
**DETAIL OF ROOF BEAM (RB-2)**  
 SCALE 1:20m

	OWNER:	PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED:	REVISION:	PROJECT DESIGN NO.:	SHEET NO.:
	<b>CAGAYAN ECONOMIC ZONE AUTHORITY</b>	<b>IMPROVEMENT OF CEZA VISITOR'S CENTER</b>	LEONARDO C. CRUZ	SEC. RAUL L. LAMBINO		2019-_____	<span style="border: 1px solid black; border-radius: 50%; padding: 5px;">S5</span>
	BRGY. CASAMBALANGAN, STA. ANA, CAGAYAN	H.T.A. / OIC CAGAYAN OFFICES	ADMINISTRATOR & CEO	CEZA-PDP-____	<span style="border: 1px solid black; border-radius: 50%; padding: 5px;">05   05</span>		