



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **DESIGN AND BUILD FOR THE CONSTRUCTION OF COAST GUARD FIRST RESPONDER AND NURSING SERVICE FACILITY**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

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## ***Glossary of Terms, Abbreviations, and Acronyms***

**ABC** – Approved Budget for the Contract.

**ARCC** – Allowable Range of Contract Cost.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

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

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

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

**CPI** – Consumer Price Index.

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**DOLE** – Department of Labor and Employment.

**DTI** – Department of Trade and Industry.

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

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**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.



## *Section I. Invitation to Bid*



1. The **Philippine Coast Guard**, through the **Capital Outlay 2025** intends to apply the sum of **Ninety Million Nine Thousand Pesos (₱90,009,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Philippine Coast Guard** now invites bids for the above Procurement Project. Completion of the Work is required within **Five Hundred Fifty (550) calendar days** from receipt of the Notice to Proceed of the winning contractor. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No.9184.
4. Interested bidders may obtain further information from *Coast Guard Procurement Service* and inspect the Bidding Documents at the address given below from 8:00 AM – 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested bidders on **02 January 2025 to 22 January 2025** from given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Fifty Thousand Pesos (₱50,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic mail.
6. The **Philippine Coast Guard** will hold a Pre-Bid Conference on **10 January 2025, 09:00 A.M. onwards** at National Headquarters Philippine Coast Guard, 139 25<sup>th</sup> Street, Port Area, Manila which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through *manual submission* at the address as indicated below on or before **22 January 2025, 09:00 A.M.** Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on **22 January 2025, 10:00 A.M. onwards** at the Conference Room, National Headquarters Philippine Coast Guard, 139 25<sup>th</sup> Street Port Area, Manila. Bids will be opened in the presence of the bidders’ representatives who choose

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to attend the activity.

10. The Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is “DRAW LOTS,” in the event that two or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final LCRB, based on the following procedures:
  - a. In alphabetical order, the bidders shall pick one rolled paper.
  - b. The lucky bidder who would pick the paper with a “CONGRATULATIONS” remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.
11. The Philippine Coast Guard reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

CAPT BENEDICTO C BARTOLOME PCG  
Commander, Coast Guard Procurement Service  
Coast Guard Procurement Service  
Second (2<sup>nd</sup>) Floor, Bachrach Building 1  
23rd St. Cor A.C Delgado St. Port Area, 1018 Manila  
Email Address: [procurement@coastguard.gov.ph](mailto:procurement@coastguard.gov.ph)  
Contact Number: 09565787067

13. You may visit the following websites:

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

**RADM HOSTILLO ARTURO E CORNELIO PCG**  
Chairperson, NHQ-PCG BAC





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



## **1. Scope of Bid**

The Procuring Entity, **Philippine Coast Guard** Invites Bids for the **Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**, with Project Identification Number **IB No. 2024-044**

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

## **2. Funding Information**

- 2.1. The GOP through the source of funding as indicated below for FY 2025 in the amount of **Ninety Million Nine Thousand Pesos (₱90,009,000.00)**
- 2.2. The project is chargeable against FY 2025 National Expenditure Program under Locally Funded Projects.

## **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or

through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA’s CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

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

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

## **6. Origin of Associated Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time as indicated in paragraph 6 of the **IB**.

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

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

**IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

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

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Alternative Bids**

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

### **13. Bid Prices**

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All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

### **14. Bid and Payment Currencies**

14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

14.2. Payment of the contract price shall be made in Philippine Pesos.

### **15. Bid Security**

15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

15.2. The Bid and bid security shall be valid until One Hundred Twenty (120) Calendar Days (CDs) from the Date of Bid Opening. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

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

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

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy

of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

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

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

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

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

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

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

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

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

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

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

## **20. Post Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR

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Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

**21. Signing of the Contract**

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



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



## Bid Data Sheet

ITB Clause											
5.2	<p>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 (50%) of the ABC.</p> <p>For this purpose, contracts similar to the Project refer to “Design and Build of General Building Projects”, it may be low or high-rise buildings, hospital, school buildings, gymnasium, or other vertical projects, provided, said project is equivalent to at least fifty (50%) of the ABC.</p>										
7.1	No portion of the contract shall be subcontracted.										
10.3	<p>A valid Philippine Contractors Accreditation Board (PCAB) license with the following particulars:</p> <table><tr><td>Principal Classification</td><td>License Category</td><td>Size Range</td></tr><tr><td>General Building</td><td>B</td><td>GB-1 (Building or Industrial Plant) – Medium A</td></tr></table>	Principal Classification	License Category	Size Range	General Building	B	GB-1 (Building or Industrial Plant) – Medium A				
Principal Classification	License Category	Size Range									
General Building	B	GB-1 (Building or Industrial Plant) – Medium A									
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <p>Key Personnel for Design Stage:</p> <table><tr><th colspan="2">Key Personnel</th><th>Minimum Years of Experience</th><th>General Experience</th><th>Relevant Experience</th></tr><tr><td>1</td><td>Design Architect</td><td>10</td><td>-Licensed architect. -Proficiency in architectural design software (e.g., AutoCAD, Revit). -Experience in coordinating with various engineering disciplines.</td><td>-Experience in designing institutional or government facilities. -Previous projects involving first responder and nursing service facilities, or</td></tr></table>	Key Personnel		Minimum Years of Experience	General Experience	Relevant Experience	1	Design Architect	10	-Licensed architect. -Proficiency in architectural design software (e.g., AutoCAD, Revit). -Experience in coordinating with various engineering disciplines.	-Experience in designing institutional or government facilities. -Previous projects involving first responder and nursing service facilities, or
Key Personnel		Minimum Years of Experience	General Experience	Relevant Experience							
1	Design Architect	10	-Licensed architect. -Proficiency in architectural design software (e.g., AutoCAD, Revit). -Experience in coordinating with various engineering disciplines.	-Experience in designing institutional or government facilities. -Previous projects involving first responder and nursing service facilities, or							

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				<p>military structures.</p> <ul style="list-style-type: none"> <li>-Knowledge of local building codes and regulations.</li> </ul>
2	Structural Engineer	10	<ul style="list-style-type: none"> <li>-Licensed civil or structural engineer.</li> <li>-Proficiency in structural analysis and design software (e.g., STAAD Pro, ETABS).</li> <li>-Experience in seismic design and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>-Experience in designing multi-story buildings and large-scale structures.</li> <li>-Projects involving the design of first responder and nursing service facilities or military structures.</li> <li>-Familiarity with local and international building standards.</li> </ul>
3	Professional Electrical Engineer	7	<ul style="list-style-type: none"> <li>-Licensed professional electrical engineer.</li> <li>-Proficiency in electrical design software (e.g., ETAP, AutoCAD Electrical).</li> <li>-Experience in design of building lighting and power distribution of buildings preferably knowledgeable in developments in emergent efficient lighting technologies and energy management; similar and comparable lighting, power distribution, communication systems (specifically structured and local area network cabling, PABX), building</li> </ul>	<ul style="list-style-type: none"> <li>-Experience in designing electrical systems for institutional or government facilities.</li> <li>-Projects involving complex electrical installations for first responder and nursing service facilities or military structures.</li> <li>-Knowledge of local electrical codes and standards.</li> </ul>

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			management systems; installation of electrical fixtures and air conditioning units; audio-visual and tri-media systems; standby generators; elevator systems, among others.	
4	Mechanical Engineer	5	<ul style="list-style-type: none"> <li>-Licensed mechanical engineer.</li> <li>-Proficiency in mechanical design software (e.g., HVAC design tools, AutoCAD MEP).</li> <li>-Experience in designing HVAC, plumbing, and fire protection systems.</li> <li>-Knowledgeable in emergent, alternative energy-efficient HVAC technologies.</li> </ul>	<ul style="list-style-type: none"> <li>-Experience in designing mechanical systems for large buildings, particularly first responder and nursing service facilities or military structures.</li> <li>-Projects involving HVAC, plumbing, and fire protection systems for first responder and nursing service facilities or military structures.</li> <li>-Familiarity with local and international mechanical standards.</li> </ul>
5	Sanitary Engineer / Master Plumber	5	<ul style="list-style-type: none"> <li>-Licensed sanitary engineer / master plumber</li> <li>-Proficiency in sanitary design software (e.g., AutoCAD Civil 3D).</li> <li>-Experience in designing water supply, drainage, and waste management systems.</li> <li>-Knowledgeable in wastewater management/system,</li> </ul>	<ul style="list-style-type: none"> <li>-Experience in designing sanitary systems for institutional or government facilities.</li> <li>-Projects involving complex sanitary installations for first responder and nursing</li> </ul>

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			and emergent, alternative effluent collection and systems.	service facilities or military structures. -Knowledge of local sanitary codes and standards.
6	Electronics and Communication Engineer	5	-Licensed electronics and communication engineer. -Proficiency in communication systems design software (e.g., MATLAB, AutoCAD). -Experience in designing communication and security systems for buildings.	-Experience in designing communication systems for institutional or government facilities. -Projects involving the installation of complex electronics and communication systems for first responder and nursing service facilities or military structures. -Familiarity with local and international communication standards.

**Key Personnel for Construction Stage:**

	Key Personnel	Minimum Years of Experience	General Experience	Relevant Experience
1	Project Manager	10	-Licensed architect or engineer. -Proven track record of managing large-scale construction projects from inception to completion.	-Experience managing institutional or government facility projects. -Projects involving first

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			-Proficiency in project management software (e.g., MS Project, Primavera).	responder and nursing service facilities, or military structures. -Knowledge of local construction regulations and standards.
2	Project Engineer/ Architect	5	-Licensed architect or engineer. -Experience in civil engineering / architectural design and construction project management. -Proficiency in construction management software and tools (e.g., AutoCAD, Revit, MS Project).	-Experience overseeing the construction of institutional or government facilities. -Projects involving the design and construction of first responder and nursing service facilities or military structures. -Familiarity with local construction practices and standards.
3	Materials Engineer I	5	- Materials Engineer I accredited by DPWH. - Experience in materials testing, selection, and quality control.	-Experience in quality assurance and control of construction materials for large projects. -Projects involving materials selection and testing for institutional facilities. -Knowledge of local and international materials standards and specifications.

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	4	Electrical Engineer	10	<ul style="list-style-type: none"> <li>-Licensed electrical engineer.</li> <li>-Experience in electrical engineering and construction.</li> <li>-Proficiency in electrical design and construction software (e.g., ETAP, AutoCAD Electrical).</li> <li>-Knowledgeable in developments in emergent efficient lighting technologies and energy management; similar and comparable lighting, power distribution, communication systems (specifically structured and local area network cabling, PABX), building management systems; installation of electrical fixtures and air conditioning units; audio-visual and tri-media systems; standby generators; elevator systems, among others.</li> </ul>	<ul style="list-style-type: none"> <li>-Experience in the installation and commissioning of electrical systems for large buildings.</li> <li>-Projects involving complex electrical installations for first responder and nursing service facilities or military structures.</li> <li>-Knowledge of local electrical codes and construction practices.</li> </ul>
	5	Mechanical Engineer	5	<ul style="list-style-type: none"> <li>-Licensed mechanical engineer.</li> <li>-Proficiency in mechanical design and construction software (e.g., HVAC design tools, AutoCAD MEP).</li> </ul>	<ul style="list-style-type: none"> <li>-Experience in the installation and commissioning of HVAC, plumbing, and fire protection systems.</li> <li>-Projects involving mechanical systems for institutional or government facilities.</li> <li>-Familiarity with local and international</li> </ul>

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				mechanical standards and construction practices.
6	Sanitary Engineer / Master Plumber	5	<ul style="list-style-type: none"> <li>-Licensed sanitary engineer / master plumber.</li> <li>-Proficiency in sanitary design and construction software (e.g., AutoCAD Civil 3D).</li> </ul>	<ul style="list-style-type: none"> <li>-Experience in the installation and maintenance of water supply, drainage, and waste management systems.</li> <li>-Projects involving sanitary systems for institutional or government facilities.</li> <li>-Knowledge of local sanitary codes and plumbing practices.</li> </ul>
7	Electronics and Communication Engineer	5	<ul style="list-style-type: none"> <li>-Licensed electronics and communication engineer</li> <li>-Proficiency in communication systems design and construction software (e.g., MATLAB, AutoCAD).</li> </ul>	<ul style="list-style-type: none"> <li>-Experience in the installation and commissioning of communication and security systems for buildings.</li> <li>-Projects involving electronics and communication systems for institutional facilities.</li> <li>-Familiarity with local and international communication standards and construction practices.</li> </ul>
8	Foreman	10	-Experience in construction	-Experience in supervising the

**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

			supervision and management. -Proven track record of supervising construction crews and managing on-site activities.	construction of institutional or government facilities. -Projects involving the construction of first responder and nursing service facilities or military structures. -Knowledge of local construction practices and safety standards.
	9	Safety and Health Officer	5	-Experience in developing and implementing safety and health programs for construction projects. -Projects involving safety and health management for institutional or government facilities. -Familiarity with local safety regulations and construction practices.

10.5	The minimum major equipment requirements are the following:		
	Plant/Equipment	Capacity	Number of Units
	Backhoe	At least 0.80 cubic meters	1
	Dump Truck	At least 10 cubic meters	1
	Vibratory Roller	At least 10 MT	1
	Water Truck	At least 1000 gallons	1



**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

	<table><tr><td>Plate Compactor</td><td>At least 5 HP</td><td>1</td></tr><tr><td>Concrete Vibrator</td><td>At least 5 HP</td><td>1</td></tr><tr><td>One Bagger Mixer</td><td>At least 7 cu.ft.</td><td>1</td></tr><tr><td>Service Vehicle</td><td>At least five-seater</td><td>1</td></tr></table>	Plate Compactor	At least 5 HP	1	Concrete Vibrator	At least 5 HP	1	One Bagger Mixer	At least 7 cu.ft.	1	Service Vehicle	At least five-seater	1
Plate Compactor	At least 5 HP	1											
Concrete Vibrator	At least 5 HP	1											
One Bagger Mixer	At least 7 cu.ft.	1											
Service Vehicle	At least five-seater	1											
12	Value engineering analysis for the design and construction method is required.												
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>two percent (2%) of ABC or One Million Eight Hundred Thousand One Hundred Eighty Pesos (Php1,800,180.00)</i>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than <i>five percent (5%) of ABC or Four Million Five Hundred Thousand Four Hundred Fifty Pesos (Php4,500,450.00)</i> if bid security is in Surety Bond.</p>												
19.2	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.												
20	<p>No additional licenses and/or permits required.</p> <p>The bidder having the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) shall submit within a non-extendible period of five (5) calendar days from the BAC Notice as the LCB/SCB, the latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);</p> <p>In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:</p> <p>1. Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal, and</p> <p>2. Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening &amp; Preliminary Examination of Bids.</p>												
21	<p>The following shall form part of the Contract Agreement which shall be submitted by the winning contractor within Ten (10) Calendar days from receipt of the Notice of Award (NOA) prior to contract signing:</p> <p>1. Manpower Schedule</p> <p>2. Equipment Utilization Schedule</p>												

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

	<ol style="list-style-type: none"><li>3. Construction Schedule and S-Curve</li><li>4. PERT/CPM</li><li>5. Design and Construction Methods, and</li><li>6. Construction Safety and Health Program duly approved by the Department of Labor and Employment</li></ol>
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## ***Section IV. General Conditions of Contract***

## **1. Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

## **2. Sectional Completion of Works**

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

## **3. Possession of Site**

- 4.1. The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.
- 4.2. If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

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

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

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

## **5. Performance Security**

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

## **6. Site Investigation Reports**

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

## **7. Warranty**

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

## **8. Liability of the Contractor**

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

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

## **9. Termination for Other Causes**

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

## **10. Dayworks**

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

## **11. Program of Work**

- 11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.
- 11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

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

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

## **13. Advance Payment**

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

## **14. Progress Payments**

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

## **15. Operating and Maintenance Manuals**

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

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



## *Section V. Special Conditions of Contract*



## **Special Conditions of Contract**

<b>GCC Clause</b>	
2	The Intended Completion Date for the Design Development Phase is One Hundred Forty (140) calendar days from receipt of Notice to Proceed (NTP); and Four Hundred Ten (410) calendar days for the Construction Phase upon receipt by the Contractor of the Approved Detailed Design.
4.1	The Procuring Entity shall give possession of all parts of the site to the contractor upon receipt of Notice to Proceed (NTP) until the date of its termination and/or project completion.
6	<p>The site investigation reports are:</p> <ol style="list-style-type: none"> <li>1. Site Inspection Report – after conducting the site inspection, the Proponent/Bidder shall prepare a Site Inspection Report. Such document shall form part of the Technical Document and shall be present during bid opening. The site inspection report shall include the following details: <ol style="list-style-type: none"> <li>1.1 Location of the project</li> <li>1.2 Date of inspection</li> <li>1.3 Existing structure present on the site</li> <li>1.4 Existing condition of the site</li> <li>1.5 Physical soil condition of the site</li> <li>1.6 Name of inspectors</li> <li>1.7 Site inspection photos</li> </ol> </li> <li>2. Soil and Foundation Investigation Report – shall be required during design phase.</li> </ol>
7.2	Fifteen (15) years from issuance of the Certificate of Final Acceptance.
10	Day works are applicable at the rate shown in the Contractor's original Bid.
11.1	<p>The Contractor shall submit the Program of Work to the Procuring Entity's Representative for their approval within fourteen (14) calendar days after issuance of the Notice to Proceed, which shall include among others the following:</p> <ol style="list-style-type: none"> <li>a) The order in which it intends to carry out the work including anticipated timing for each stage of design/detailed engineering and construction;</li> <li>b) Periods for review of specific outputs and any other submissions and approvals;</li> <li>c) Sequence of timing for inspections and tests as specified in the contract documents;</li> <li>d) General description of the design and construction methods to be adopted;</li> <li>e) Number and names of personnel to be assigned for each stage of the work;</li> <li>f) List of equipment required on site for each major stage of the work; and</li> <li>g) Description of the quality control system to be utilized for the project.</li> </ol>

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11.2	The amount to be withheld for late submission of an updated Program of Work is equivalent to one tenth of one percent (1/10 of 1%) of the total contract price for every day of delay.
13	No advance payment or mobilization fees shall be made to the winning bidder/contractor as per the Memorandum from the Department of Transportation dated 10 July 2018.
14	Materials and equipment delivered on the site but not completely put in place shall not be included for payment.
15.1	<p>The date by which operating and maintenance manuals are required is on final billing.</p> <p>The date by which “as built” drawings are required is on final billing. The Contractor is required to submit five (5) sets of “as built” drawings in blue/white print (20” x 30” size) duly signed and sealed by the supervising professionals, and electronic copy in CAD and pdf file format (electronically signed).</p>
15.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is equivalent to the amount of the final payment to be released.



## *Section VI. Specifications*

# TERMS OF REFERENCE

## PART I GENERAL PROJECT INFORMATION

### 1.0 PROJECT DESCRIPTION

1.1 Project Title: **Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

1.2 General Description:

The Philippine Coast Guard Nursing Service (CGNS) is mandated to assist in the enforcement and maintenance of maritime security, the prevention of maritime threats, the suppression of terrorism at sea, and the performance of law enforcement functions by providing excellent nursing care to each PCG personnel. The commitment of the service to excellence, readiness, and its vital role in saving lives during PCG operations, disasters, and emergencies..

The Philippine Coast Guard intends to develop a **One Thousand Seven Hundred Fifteen and 49/100 (1,715.49) square meter lot** of the 9.34-hectare Coast Guard Base Taguig, located at **56 M.L. Quezon Blvd., New Lower Bicutan, Taguig City**. This infrastructure project aims to provide a dedicated facility for the CGNS, which will support the continued excellent development of the services of the First Responders and Nursing Service of PCG.

This planned infrastructure project consists of a four-storey building, each floor level having a minimum floor area of 420 square meters and equipped with elevator, parking area, land development, and outside utilities.

The contractual arrangement for the project is the Design and Build Scheme on the creation of Coast Guard First Responder and Nursing Service Facility with consideration to environmental preservation and sustainability. Under this scheme, the procuring entity awards a single contract for the architectural & engineering design and construction to a single firm, partnership, corporation, joint venture or consortium.

The designs and plans shall be in accordance with all applicable codes, regulating authorities, and established guidelines relative to the construction of a Coast Guard First Responder and Nursing Service Facility, and others as prescribed in this Terms of Reference. The eligibility requirement shall comply with the provisions of Sections 9, 10, 11 and Annex "G" of the Updated 2016 Revised IRR of RA 9184.

1.3 Project Components:

Site and space planning were governed by the standards, rules and regulations on the design of first responder and nursing service facility as prescribed by the other concerned agencies. Building Design shall conform to the provisions of the National Building Code of the Philippines (PD 1096), Accessibility Law (BP344), National Structural Code of the Philippines, Electrical Engineering Law (RA 7920), Mechanical

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Engineering Law (RA 5336), Plumbing Code (RA 1378, 1993-1994 Revisions), Fire Code (RA 9574) and other laws and regulations covering environmental concerns and local ordinances and regulations.

A. The Preliminary Project Implementation shall have the following basic components.

1. Detailed Engineering Study

(a) Comprehensive study to establish the minimum acceptable standards for Design and Construction, providing a general guidance to designers seeking information on the special needs of a Coast Guard First Responder and Nursing Service Facility and to promote the comprehensive design of safety, security and privacy for staff, and visitors.

(b) Comprehensive surveys and investigations of the site includes boundaries of the property, elevations and contours (at 0.5m interval), location, dimension, floor elevations and other pertinent data on existing buildings and improvements (roads, parking areas, mature trees) and existing utility lines (e.g., water, power, telephone) for the establishment of a Coast Guard First Responder and Nursing Service Facility.

(c) Engineering Study Report, and results of engineering surveys/investigation and mapping shall be submitted for review/comments, and reference of the procuring entity's representative Coast Guard Infrastructure Development Service (CGIDS). This includes soil boring test, seismic analysis, and undertake surveys and investigations of the site including boundaries of the property, elevations and contours, location and other pertinent data on existing buildings and improvements and existing utilities

2. Planning and Design

(a) Preparation of the Detailed Design Drawings (see Checklist of Drawing Requirements) based on design parameters/criteria approved by the end-user including any revisions and refinements as approved and required by CGIDS.

- i. Site Development Plan and Details
- ii. Detailed Architectural Plans
- iii. Detailed Structural Plans
- iv. Detailed Electrical Plans
- v. Detailed Storm Drain, Sanitary and Plumbing Plans
- vi. Detailed Mechanical Plans (FPS and HVAC)
- vii. Detailed Building Management/Automation Plans (BMS/BAS)
- viii. Detailed IT Infrastructure Plans
- ix. Office and Security Equipment and Furnishes Layout Plans

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- x. Structural Computations, including Soil Boring Test Results and Seismic Analysis and Electrical Design Computations.
- xi. General Notes and Technical Specifications describing type and quality of materials and equipment to be used, manner of construction and the general conditions under which the project is to be constructed, inclusive of technical specifications of office and security equipment and furnishes.
- xii. Bill of Qualities, Detailed Estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals.
- xiii. Summary of Works
- xiv. Program of Works, Construction, Material Delivery, Equipment/Manpower Schedules, PERT-CPM, and DUPA.
- xv. One Unit Service Elevator Provision.

(b) Completed design and plans for the construction of a Coast Guard First Responder and Nursing Service Facility based on the requirements provided in the study which includes but not limited to land development and other amenities to provide a comprehensive office space.

(c) Completed Architectural and Engineering (A&E) Plans, specifications, and detailed designs, design references, and calculations.

All plans, designs and specifications shall be subject for review and approval of Philippine Coast Guard through the Coast Guard Infrastructure Development Service (CGIDS) based on the established design concept, construction time, cost requirements, quality and other relevant parameters. The design development and contract documentation phases of the design shall continue after the bid is awarded, which shall be subject for review and approval of PCG/CGIDS.

**3. Permits /Clearances, other Fees and Miscellaneous Expenses**

(a) Process and secure all the necessary permits/licensing and documentary requirements as required by authorities for the preparation, execution and upon completion of contract. All permits, other fees and incidentals shall be at the expense of the winning bidder.

(b) Other than the A & E professional design fees, incidental expenses that are also to the account of the winning bidder, shall include: geodetic survey of the allocated lot, soil bearing tests, and other required tests, including also other design and construction requirements.

**4. Mobilization and Demobilization**

(a) Mobilize and bring out into work, all personnel, plant and equipment, in accordance with his approved construction program, equipment moving and utilization schedule and work force schedule, from its regular place of business to the site to undertake the contract.

(b) Mobilization shall include the obtaining and transporting to jobsite of equipment, materials, tools, personnel, construction plant and all necessary items for the execution and completion of the work and shall also include the setting up and verification of all equipment and instruments until it is rendered operable.

(c) Demobilization shall include dismantlement and removal from the site of the Contractor's materials and equipment and all temporary facilities. It shall also include a clean-up of the site after the completion of the contract as well as transportation from the site of the Contractor's Personnel.

#### **5. Temporary Facilities/Utilities**

(a) Provide and construct temporary facilities as a resource to operate, store project materials & equipment, including fully furnished office for CGIDS personnel and fully furnished billeting for close monitoring of the project.

(b) For all operations required in the execution of the project, the Contractor shall be responsible for providing ample water supply under a pressure sufficient for all construction purposes.

(c) The Contractor shall make all necessary applications and arrangements and pay all fees and utilization charges for electrical power necessary during the progress of the project and until the permanent connection is installed. The contractor shall supply, install and pay all temporary electrical equipment, devices, wirings, and other implements.

There shall be sufficient electric lighting so that all work may be done in a workmanlike manner when there is no sufficient daylight or during night work.

(d) The Contractor shall furnish and maintain sign boards in the project site in accordance with the Standard Drawings.

#### **6. Site Clearing, Preparation and Earthworks**

(a) Site Clearing operations include the removal of demolished materials and objectionable matter, protection of existing

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structures/facilities at adjacent lots and clearing of site to allow for new construction.

(b) Provide barricades, coverings, or other types of protection necessary to prevent damage to existing structures and facilities at the adjacent lot. Likewise, he is to dispose of materials, trash and debris in a safe and acceptable manner in accordance with applicable laws and ordinances. Burying and burning of trash and debris at the site is not permitted. Any damages incurred on the existing property during construction should be restored by the contractor to its original condition, free of charge.

(c) Site Preparation and Earthworks which include grading and sloping of subgrade and subbase course construction of the road network in accordance with the approved road network designs and plans.

B. The Progressive Construction shall have the following basic components.

The Contractor shall be capable of carrying-out a progressive construction for the project since the construction periods are by phases. Scope of works, such as excavation, balancing the site, building structural, mechanical, electrical, plumbing components and underground utilities, including storm sewer work and building pad preparation, shall be considered for the Coast Guard First Responder and Nursing Service Facility.

The Contractor is required to submit the methodology, work plans and activity schedule for the accomplishment of progressive construction in the project.

1. Construction Phase

(a) Implements all works indicated in the approved construction drawings and documents. All revisions and deviations from the approved plans, especially if it shall affect the overall cost of the project, shall be subject for approval.

(b) Provides soil filling, grading and other soil protection measures of the building and other elements of the site, in response to the results of soil and materials testing.

(c) Constructs the buildings and other necessary structures, complete with utilities and finishes, resulting in operable and usable structures.

(d) Provides protection or relocation of existing trees indigenous to the area, and proper removal of all introduced trees and vegetation



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affected by the construction. If applicable, the contractor should process and secure all permits needed.

(e) Layout's piping, conduits, manholes, boxes and other lines for utilities including tapping to existing utility lines. Facilitate the connection of all utilities (power, water, sewer, structured cabling and telephone) with their corresponding utility companies. All application fees shall be included in the project cost.

(f) Prepares shop-drawings for every proposal, revisions, and Request for Information (RFI) for CGIDS approval.

(g) Coordinates with CGIDS regarding scheduling of delivery and installation of all owner-furnished materials and equipment during construction.

(h) Conducts all necessary tests, such as but not limited to: concrete testing, materials and equipment testing. Issues and reports should be submitted to CGIDS.

(i) Rectifies punch-listing works to be inspected and issued by the CGIDS.

(j) Complies with the DOLE-OSH requirements and submit periodic reports concerning occupational safety and health.

(k) Provides all other necessary documents that shall be required by the Procuring Entity for reference and approval.

**1.4 Scope of the Contract**

- a) Provide and guarantee the highest quality and best practice in the Construction and Detailed Architectural and Engineering Plan of the Project.
- b) 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 the Procuring Entity.
- c) 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 Procuring Entity's Representative, and complete them by the Intended Completion Date.

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- d) The Contractor shall be responsible for the safety of all activities on the Site. The Contractor shall carry out all instructions of the Procuring Entity's Representative that comply with the applicable laws where the Site is located.
- e) The Contractor shall employ the key personnel named in the Schedule of Key Personnel, to carry out the supervision of the Works. The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

If the Procuring Entity'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.

- f) During Contract implementation, the Contractor and his suppliers shall abide at all times by all labor laws, including child labor related enactments, and other relevant rules.
- g) The Contractor shall submit to the Procuring Entity for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.

The Contractor shall cooperate and share the site with other, public authorities, utilities, and the Procuring Entity between the dates given in the schedule particularly when they shall require access to the Site. The Contractor shall also provide facilities and services for them during this period.

- h) Should there be anything of historical or other interest or of significant value be unexpectedly discovered on the Site, it shall be the property of the Procuring Entity. The Contractor shall notify the Procuring Entity's Representative of such discoveries and carry out the Procuring Entity's Representative's instructions in dealing with them.
- i) The Standard Bidding Documents in the approved Government Procurement Policy Board (GPPB), 6th Edition, CY-2020, including Form of Contract, shall be used, with appropriate modifications to incorporate pertinent provisions of Annex "G" of the Revised IR of RA 9184.
- j) The design and build projects shall have a minimum Defects Liability

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Period of one (1) year after contract completion or as provided for in the contract documents. This is without prejudice to the liabilities imposed upon the engineer/architect who drew up the plans and specification for building sanctioned under Section 1723 of the New Civil Code of the Philippines.

- k) The Scope of works shall include but not limited to removal of existing structure, removal and filling of soil materials, concreting works, electrical works, and other related works.
- l) All works found necessary during the contract implementation (detailed planning/design and construction) of this project shall be done at the expense of the winning bidder.
- m) The contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty period of fifteen (15) years for permanent structure/buildings as specified in Section 62.2.3.2 of the IRR (RA 9184).
- n) Provide a design that strictly adheres to the site and space planning which are governed by the standards, rules and regulations on the design and level of maritime safety as prescribed by the Philippine Coast Guard and other concerned agencies. Building design shall conform to the provisions of the National Building Code of the Philippines (PD1096) and its Revised IRR, Accessibility Law (BP344), National Structural Code of the Philippines, Philippine Electrical Code (RA7920), Philippine Mechanical Engineering Code (RA5336), Uniform Plumbing Code Of the Philippines (RA1378,1993-1994 Revisions), Fire Code of the Philippines (RA9514), Philippine Green Building Code, Principles of Gender and Development, Solid Waste Management Act (RA9003), Philippine Clean Water Act (RA9275), and other laws and regulations covering environmental concerns and local ordinances and regulations., and the highest standard of Philippine Coast Guard safety requirements.

**1.5 Scope of Design and Build**

To attain the above objectives, the Construction Firm shall render the following:

- a) Conduct surveys and investigations of the site in the establishment of Coast Guard First Responder and Nursing Service Facility, and in the project implementation of this project, subject for the approval of Philippine Coast Guard.

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- b) Provide and guarantee the highest quality and best practice in the Construction and Detailed Architectural and Engineering Plan of the Project.
- c) Provide a design that strictly adheres to the rules and regulations on the design of first responder and nursing service facility prescribed by the National Building Code, Fire Code of the Philippines, and the highest standard of Philippine Coast Guard safety requirements.
- d) Undertake the design of the architectural, structural, electrical, mechanical, drainage systems, and the strict adherence to it during the implementation or construction phase.
- e) Conduct of field surveys and investigations that include mapping and topographic survey of the Project before the design.
- f) Provide the necessary design calculations, technical specifications and bill of materials for the Project. Technical specifications shall include descriptions of work items, material requirements, construction requirements and methods, methods of measurements, and basis of payments, sampling, testing and inspection requirements, material requirements and delivery schedules, which shall be all included in the specifications on applicable work items.
- g) Provide quantity calculations, cost estimates and unit price analysis (UPA) of the Project. The final draft of the cost estimates and the UPA shall not be linked to any other excel sheets aside from the sheet wherein it is encoded.
- h) Provide the construction plans and drawings for, but not limited to, the following:
  - h.1) Vicinity Map, Site Development (including landscaping) and Locations Plans;
  - h.2) Topographic Plans;
  - h.3) Soil Investigation;
  - h.4) Plans and details for the following:
    - i) Architectural (Inclusive of Greeneries and Landscaping).
    - ii) Structural/Civil Works
    - iii) Electrical Overhead Distribution System with powerhouse, emergency and back-up power generation, and integration of renewable energy system for each building/facility.
    - iv) Drainage system, Sewage and wastewater system, including water recycling system.

- v) Detailed Mechanical Plans and Communication System plans
  - vi) Water Supply Distribution System, including the construction / installation of overhead tanks sufficient to supply the building and allied facilities and the integration of rain water collection systems.
  - vii) IT infrastructure and security system including building management system.
  - vii) Internal and external (area) Fire Detection, Alarm and Protection System.
  - viii) Incorporation of Heat-, Ventilation- and Air-Conditioning System.
  - ix) Incorporation of Solid Waste Management System
  - x) Others may be required to attain a complete and sustainable infrastructure project using a sustainable green building concept.
- i) Provide the manpower and equipment utilization program, PERT-CPM, construction schedule and S- Curve of the Project.
  - j) Provide on-call services during the design and construction stages of the Project at no cost to the Philippine Coast Guard.
  - k) Provide technical assistance in the modification of the design that may arise during the implementation of the Project at no cost to Philippine Coast Guard.
  - l) Provide all other drawings and reports that may be required by Philippine Coast Guard in relation to the design and construction of the Project.

All measurements for payment shall be referred to in the bill of quantities, thus all other works not specified herein shall be deemed incidental for payment and have been considered by the contractor in his unit cost estimate.

## **2.0 BACKGROUND**

The Philippine Coast Guard aspirations of developing its capabilities, by establishing a fully functional and modern facility responsive to the needs of coast guard personnel,

and proportionate to the implementation of its mandate as a uniformed armed service, hence the need for a design and build contractor to prepare detailed architectural and engineering plans and implement the project.

### **3.0 PROCUREMENT OVERVIEW**

- 3.1 The procurement of this project will be conducted through open and competitive bidding in adherence to the policies stated in the 2016 Updated Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
- 3.2 Eligibility requirements shall be subject to Section 23 and Section 24, Rule VIII, RA 9184 and in compliance with the requirements enumerated under the Instruction to Bidders (ITB) and in the forms prescribed by the Government Procurement Policy Board (GPPB) for this type of procurement.
- 3.3 The procuring entity reserves the right to conduct background investigation and security clearance to all prospective bidders. Proponents / bidders who are found to have connection, relation, or affiliation to any proscribed, designated terrorist organizations and personalities, those countries whose policies that are contrary, adverse and inconsistent with existing law of the Government of the Philippines, either during eligibility check, post-qualification, or during the implementation stage, whether locally, by the United Nation or other supranational or foreign jurisdiction shall automatically be disqualified/terminated. Further, any bidder or proponent and its personnel who is found to endanger or breach security shall constitute a ground for cancellation of contract.
- 3.4 The determination of award to the winning bidder shall be subject to compliance with minimum qualification requirements for the contract and through a series of pre-determined evaluation processes and procedures as enumerated under this Terms of Reference (TOR) and in accordance with the provisions of RA 9184 and its IRR, and other pertinent laws, circulars and orders.
- 3.5 Philippine Coast Guard (PCG) shall accept the bid proposal determined to be the most advantageous to the Government and consider award of the contract on a best value for money basis.
- 3.6 PCG reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected party(ies).

### **4.0 PROCUREMENT MODE**

- 4.1 The design and build method of procurement was adopted, endorsed and recommended pursuant to the guidelines stipulated in Annex “G” of the Updated 2016 Revised IRR of RA 9184 regarding the Guidelines for the Procurement and Implementation of Contracts for Design and Build of Infrastructure Projects.

## **5.0 PROCUREMENT OBJECTIVE**

The objective of the project is to design and construct a one thousand six hundred eighty (1,680) square meter gross floor area building complete with sustainable, and fully functional land development such as, but not limited to, concreting paving outdoor amenities and landscaping providing a green environment and a resilient design in response to climate change, and landscapes as part of the Command's facility development program.

- 5.1 To prepare complete Architectural and Engineering Plans and related studies/research that consider the following:
  - 5.1.1 Most favorable benefits to the procuring entity and the Coast Guard community, and for all stakeholders;
  - 5.1.2 Financial and economic viability balanced with social responsibility;
  - 5.1.3 Adaption of relevant laws, design standards and legal procedures;
  - 5.1.4 Construct a facility that can be readily occupied and operated after move-in.
- 5.2 To construct a facility that is consistent with the following principles:
  - 5.2.1 Sustainable buildings and development by using the rating system of a green environmental excellence and resilient design in response to climate change. Also, minimizing adverse impacts on the natural environment and occupied range settings.
  - 5.2.2 Site development and building designs that will be flexible and can accommodate changes in PCG Organization and composition, and technological change.
- 5.3 To implement a turnover procedure in accordance with Project Acceptance and Turnover.

## **PART II GENERAL SCOPE OF WORK**

- 1. To attain the above objectives, the Proponent shall render the following:
  - a. Provide and guarantee the highest quality and best practice in the Construction and Detailed Architectural and Engineering Plan of the Project.
  - b. Provide a design that strictly adheres to the site and space planning which are governed by the standards, rules and regulations on the design and level of maritime safety as prescribed by the Philippine Coast Guard and other concerned agencies. Building design shall conform to the provisions of the

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National Building Code of the Philippines (PD1096) and its Revised IRR, Accessibility Law (BP344), National Structural Code of the Philippines, Philippine Electrical Code (RA7920), Philippine Mechanical Engineering Code (RA5336), Uniform Plumbing Code Of the Philippines (RA1378, 1993-1994 Revisions), Fire Code of the Philippines (RA9514), Philippine Green Building Code, Principles of Gender and Development, Solid Waste Management Act (RA9003), Philippine Clean Water Act (RA9275), and other laws and regulations covering environmental concerns and local ordinances and regulations., and the highest standard of Philippine Coast Guard safety requirements.

- i. Undertake the design of the architectural, structural/civil, electrical, mechanical, sanitary/plumbing, IT infrastructure, solid waste management, waste water system, rain water harvesting, parking spaces, drainage systems, and the strict adherence to it during the implementation or construction phase.
- ii. Conduct topographic survey and geotechnical investigation, and other geological survey as required, of the Project before the design. All areas that need backfilling shall be implemented in accordance with the approved engineering plans. Provisions shall be made for protection of existing waterways should there be any.
- iii. Provide the necessary design calculations, technical specifications and bill of materials for the Project. Technical specifications shall include descriptions of work items, material requirements, construction requirements and methods, methods of measurements, and basis of payments, sampling, testing and inspection requirements, material requirements and delivery schedules, which shall be all included in the specifications on applicable work items.
- iv. Provide quantity calculations, cost estimates and unit price analysis (UPA) of the Project. The final draft of the cost estimates and the UPA shall not be linked to any other excel sheets aside from the sheet wherein it is encoded.
- v. Provide the construction plans and drawings for, but not limited to, the following:
  1. Vicinity Map, Site Development and Locations Plans;
  2. Topographic Plans;
  3. Soil Investigation;
  4. Geotechnical and Geological Investigation;
  5. Plans and details for the following:
    - a. Architectural
    - b. Civil/Structural
    - c. Electrical System
    - d. Mechanical System
    - e. Sanitary/Plumbing System



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- f. IT Infrastructure and Communication System
  - g. Drainage system
  - h. Parking spaces
  - i. Solid Waste Management
  - j. Sewage and Waste Water System
  - k. Rain Water Harvesting/Collection
- vi. Provide the manpower and equipment utilization program, construction schedule, PERT-CPM, and S-Curve of the Project.
- vii. Provide on-call services during the design and construction stages of the Project at no cost to the Philippine Coast Guard.
- viii. Provide technical assistance in the modification of the design that may arise during the implementation of the Project at no cost to Philippine Coast Guard.
- ix. Provide all other drawings and reports that may be required by Philippine Coast Guard in relation to the design and construction of the Project.
- x. Provide all necessary detailed engineering investigations, surveys, and designs in accordance with the provisions of Annex “A” of the RIRR 9184 (with the exception of the Bidding Documents and the ABC).

All measurements for payment shall be referred to in the bill of quantities and shall be verified based on the projected accomplishments provided in the construction schedules, thus all other works not specified herein shall be deemed incidental for payment and have been considered by the contractor in his unit cost estimate.

**c. Design Phase**

- i. Geodetic and geological Survey, Soil Foundation Investigation/Geotechnical Investigation - Surveys and investigations of the site include boundaries of the property, elevations and contours, soil tests as necessary, location, dimension, and other pertinent data on existing roads and existing utility lines (e.g. water, power, telephone, drainage).
- ii. Architecture & Engineering (A&E) Design Development Plans, Elevations and Sections
- iii. Design Development Drawings - Preparation of drawings for design development:
  - 1. Vicinity Map and Location Plan
  - 2. Perspective
  - 3. Site Development Plan

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4. Architectural and Engineering Design Development Plans, Elevations and Sections
  5. Furnishing Development Plans – indicate casework and base building equipment, including contractor furnished / contractor installed (CFCI) equipment, if there's any.
- iv. Detailed design calculations and technical specifications (architectural, civil/structural, sanitary/plumbing, electrical, electronics, and mechanical)

Technical specifications shall include descriptions of work items, material requirements, construction requirements and methods, methods of measurements, and basis of payments, sampling, testing and inspection requirements, material requirements and delivery schedules, which shall be all included in the specifications on applicable work items.

- v. Preparation of the following Detailed Design Drawings based on the Design Development Drawings including any revisions and refinements as approved and required by Philippine Coast Guard:
1. Detailed Architectural and Engineering Design and Plans for the buildings and facilities/amenities.
    - a. Including energy saving glass doors and windows, thermal and moisture protection.
    - b. Including Exterior and Interior architecture design and plans.
    - c. Detailed Site and Building Engineering Design and Plans
      - i. Structural/Civil
      - ii. Sanitary and Plumbing
      - iii. Electrical and Electrical Auxiliaries
      - iv. Solar Power System
      - v. Mechanical Ventilation and Air-Conditioning Systems
      - vi. Public Address System
      - vii. Fire Protection, Detection and Alarm System
      - viii. CCTV, and LAN/WAN Systems
      - ix. Incorporation of Water/Sewage System, Water Recycling and Rain Water Collection, and Solid Waste Management.
    - d. Engineering Computations such as Civil/Structural, Electrical, Mechanical, Plumbing and Sanitary, and Electronics Engineering Design Analysis and Computations.

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- e. General Notes and Technical Specifications describing the type and quality of materials and equipment to be used, manner of construction and the general conditions under which the project is to be constructed.
  - f. Detailed Estimates, Bill of Quantities - quantity calculations, cost estimates and unit price analysis (UPA) of the Project. Including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals. The final draft of the cost estimates and the UPA shall not be linked to any other excel sheets aside from the sheet wherein it is encoded.
  - g. Scope/Summary of Works - Identify fully-fitted offices, amenity spaces, and support space included in the scope of works and acceptance of PCG project Technical Specifications.
  - h. Detailed Furnishing Plans - As allowed by the budget which indicate casework and base building equipment that shall be Contractor Furnished / Contractor Installed (CFCI).
  - i. Identify fully - fitted offices, amenity spaces, and support space included in the Scope of Works and acceptance of PCG project Technical Specifications.
  - j. Proposed design and construction schedule.
    - i. The progress chart to be prepared shall consist of a network analysis system as described herein. Utilize the conventional CPM (I-J) technique to satisfy both time and cost applications.
    - ii. Mathematical Analysis: the network diagrams mathematical analysis shall include a tabulation of each activity shown on the detailed network diagrams. The following information shall be furnished as a minimum for each activity.
  - k. Occupational Health and Safety Program for the Construction Phase.
- d. Construction Phase

Construction Phase scope of works includes but not limited to the following:

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- i. Implements all works indicated in the approved construction drawings and documents. All revisions and deviations from the approved plans, especially if it shall affect the overall cost of the project, shall be subject for approval.
- ii. Provides soil filling/embankments, grading and other soil protection measures of the building and other elements of the site, in response to the results of soil and materials testing.
- iii. Constructs the buildings and other necessary structures, complete with utilities and finishes, resulting in operable and usable structures.
- iv. Provides protection or relocation of existing trees indigenous to the area, and proper removal of all introduced trees and vegetation affected by the construction. If applicable, the contractor should process and secure all permits needed.
- v. Layout's piping, conduits, manholes, boxes and other lines for utilities including tapping to existing utility lines. Facilitate the connection of all utilities (power, water, sewer, structured cabling and telephone) with their corresponding utility companies. Application fees are included in the project cost.
- vi. Prepares shop-drawings for every proposal, revisions, and Request for Information (RFI) for CGIDS approval.
- vii. Coordinates with CGIDS regarding scheduling of delivery and installation of all owner-furnished materials and equipment during construction.
- viii. Conducts all necessary tests, such as but not limited to: concrete testing, materials, and equipment testing. Issues and reports should be submitted to CGIDS.
- ix. Rectifies punch-listing works to be inspected and issued by the CGIDS.
- x. Complies with the DOLE-OSH requirements and submit periodic reports concerning occupational safety and health.
- xi. Provides all other necessary documents that shall be required by the Procuring Entity for reference and approval.

**PART III SCOPE OF THE CONTRACT**

**1. General Scope of Work**

- a. Provide and guarantee the highest quality and best practice in the Construction and Detailed Architectural and Engineering Plan of the Project.

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- b. 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 the Procuring Entity.
- c. 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 Procuring Entity's Representative, and complete them by the Intended Completion Date.
- d. The Contractor shall be responsible for the safety of all activities on the Site. The Contractor shall carry out all instructions of the Procuring Entity's Representative that comply with the applicable laws where the Site is located.
- e. The Contractor shall employ the key personnel named in the Schedule of Key Personnel, to carry out the supervision of the Works. The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

If the Procuring Entity'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.

- f. 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.
- g. The Contractor shall submit to the Procuring Entity for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.

The Contractor shall cooperate and share the Site with other, public authorities, utilities, and the Procuring Entity between the dates given in the schedule particularly when they shall require access to the Site. The Contractor shall also provide facilities and services for them during this period.

- h. Should there be anything of historical or other interest or of significant value be unexpectedly discovered on the Site, it shall be the property of the Procuring Entity. The Contractor shall notify the Procuring Entity's Representative of such discoveries and carry out the Procuring Entity's Representative's instructions in dealing with them.
- i. The Standard Bidding Documents in the approved Government Procurement Policy Board (GPPB), 6<sup>th</sup> Edition, CY-2020, including Form of Contract, shall be used, with appropriate modifications to incorporate pertinent provisions of Annex "G" of the Revised IR of RA 9184.

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- j. This design and build project shall have a minimum Defects Liability Period of one (1) year after contract completion or as provided for in the contract documents. This is without prejudice to the liabilities imposed upon the engineer/architect who drew up the plans and specification for building sanctioned under Section 1723 of the New Civil Code of the Philippines.
- k. The Scope of works shall include but not limited to removal of existing structure, removal and filling of soil materials, concreting works, electrical works, and other related works.
- l. All works found necessary during the contract implementation (detailed planning/design and construction) of this project shall be done at the expense of the winning bidder.
- m. The contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty period of 15 years for permanent structure/buildings as specified in Section 62.2.3.2 of the IRR (RA 9184).
- n. Provide a design that strictly adheres to the site and space planning which are governed by the standards, rules and regulations on the design and level of maritime safety as prescribed by the Philippine Coast Guard and other concerned agencies. Building design shall conform to the provisions of the National Building Code of the Philippines (PD1096) and its Revised IRR, Accessibility Law (BP344), National Structural Code of the Philippines, Philippine Electrical Code (RA7920), Philippine Mechanical Engineering Code (RA5336), Uniform Plumbing Code of the Philippines (RA1378, 1993-1994 Revisions), Fire Code of the Philippines (RA9514), Philippine Green Building Code, Principles of Gender and Development, Solid Waste Management Act (RA9003), Philippine Clean Water Act (RA9275), and other laws and regulations covering environmental concerns and local ordinances and regulations., and the highest standard of Philippine Coast Guard safety requirements.

**2. Engineering Study Phase**

- a. Establish the minimum acceptable standards for first responder and nursing service facility.
- b. Establish all office equipment with technical specifications and all necessary furnishes / elements offering fully-fitted offices/rooms/laboratories/lobbies & walkways and other spaces ready to be occupied and for operation.
- c. Acquisition of references or basis to provide working designs.
- d. Develop operational plan covering the following aspects:
  - i. Organizational Structure
  - ii. Human Resource Management

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- iii. Facility Management and Maintenance
  - iv. Information Technology and Data Management
  - v. Safety, Privacy and Security of Staff, Visitors and other Tenant Units in the Area.
  - vi. Solid and Waste Management
- e. Assessment of effects and risks on the following aspects:
- i. Economic
  - ii. Social
  - iii. Cultural
  - iv. Environmental

**3. Design Phase**

- a. Undertake the design of the architectural, structural, electrical, mechanical, drainage systems, and the strict adherence to it during the implementation or construction phase.
- b. Provide a design that strictly adheres to the rules and regulations on the design of first responder and nursing service facility National Building Code, Fire Code of the Philippines, and the highest standard of Philippine Coast Guard safety requirements.
- c. Provide the necessary design calculations, technical specifications and bill of materials for the Project. Technical specifications shall include descriptions of work items, material requirements, construction requirements and methods, methods of measurements, and basis of payments, sampling, testing and inspection requirements, material requirements and delivery schedules, which shall be all included in the specifications on applicable work items.
- d. Provide quantity calculations (BOQ), cost estimates and detailed unit price analysis (DUPA) of the Project. Including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals. The final draft of the cost estimates and the DUPA shall not be linked to any other excel sheets aside from the sheet wherein it is encoded.
- e. Provide the construction plans and drawings for, but not limited to, the following:
  - i. Topographic Plans;
  - ii. Soil and foundation Investigation;
  - iii. Vicinity Map, Site Development (including greeneries and landscaping) and Locations Plans;
  - iv. Architecture & Engineering (A&E) Design Development Plans, Elevations and Sections;
  - v. Detailed Architectural Designs and Plans including exterior glass curtain wall details for energy savings, thermal and moisture protection;
  - vi. Detailed Architectural Interior Designs and Plans;
  - vii. Detailed Structural Plans (Pile Works, Foundation, Frame, and Slab);

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- viii. Detailed Electrical Plans;
  - ix. Detailed Storm Drain, Sanitary and Plumbing Plans;
  - x. Detailed Mechanical Plans (FPS/Sprinkler System and HVAC);
  - xi. Detailed Building Management/Automation Plans (BMS/BAS);
  - xii. Detailed IT Infrastructure Plans;
  - xiii. General Notes and Technical Specifications describing type and quality of materials and equipment to be used, manner of construction and the general conditions under which the project is to be constructed, inclusive of technical specifications of office equipment and furnishes;
  - xiv. Detailed Plans for One (01) Unit Service Elevator;
  - xv. Detailed Plans and scheme for Wastewater System;
  - xvi. Detailed Plans and scheme for Rainwater Harvesting System;
  - xvii. Detailed Plans and scheme for Water Recycling System;
- f. Provide the Program of Works, Manpower and Equipment Utilization Program, Material Delivery Schedule, Construction Schedule and S- Curve, PERT-CPM, and Cash Flow of the Project.
  - g. Provide on-call services during the design and construction stages of the Project at no cost to the Philippine Coast Guard.
  - h. Provide technical assistance in the modification of the design that may arise during the implementation of the Project at no cost to Philippine Coast Guard.
  - i. Provide all other drawings and reports that may be required by Philippine Coast Guard in relation to the design and construction of the Project.
  - j. All measurements for payment shall be referred to in the bill of quantities, thus all other works not specified herein shall be deemed incidental for payment and have been considered by the contractor in his unit cost estimate.

**4. Construction Phase**

- a. General Requirements:
  - i. Mobilization / Demobilization;
  - ii. Temporary Field Office and facility for CGIDS;
  - iii. Temporary Warehouse;
  - iv. Temporary Electrical / Water Service Line and Communication Utilities;
  - v. Temporary Perimeter Fence;
  - vi. Project Billboard;
  - vii. Health and Safety Requirements;
  - viii. Permits/Clearances, Bonds and Insurances;
- b. Land Development
  - i. Embankment
  - ii. Concrete Pavement for road, sidewalk and parking area
  - iii. Greeneries and Landscape



c. Coast Guard First Responder and Nursing Service Facility

- i. Earthworks
- ii. Concrete Works
- iii. Steel Works
- iv. Formworks/ Falseworks/ Scaffoldings
- v. Masonry Works
- vi. Carpentry Works
- vii. Doors and Windows
- viii. Ceiling Works
- ix. Tile Works
- x. Electrical and Auxiliary Works
- xi. I.T. Communication System
- xii. Electronic Security System
- xiii. CCTV System
- xiv. PA System
- xv. Mechanical Works
- xvi. ACU System
- xvii. Elevator System
- xviii. Fire Protection and Detection System
- xix. Sanitary and Plumbing Works
- xx. Painting Works
- xxi. Waterproofing Works
- xxii. Sewage and Waste Water System
- xxiii. Rain Water Harvesting
- xxiv. Solid Waste Management
- xxv. Installation of 150kVA Generator with shed and complete accessories

d. Other Provisions

As a rule, contract implementation guidelines for procurement of infrastructure projects shall comply with Annex “E” of Updated 2016 IRR, RA 9184, and guidelines for the implementation of contracts for DESIGN AND BUILD, infrastructure projects shall comply with Annex “G” of Updated 2016 IRR, RA 9184. The following provisions shall supplement these procedures:

- i. The contractor shall commence works upon approval of the prescribed detailed design drawings as required by Philippine Coast Guard. Work execution shall be in accordance with the reviewed and approved documents;
- ii. The contractor shall be responsible for obtaining all necessary information as to risks, contingencies and other circumstances, which may affect the works and shall prepare and submit all necessary documents specified by the Philippine Coast Guard to meet all regulatory approvals as specified in the contract documents;

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- iii. The contractor shall submit a detailed program of works within fourteen (14) calendar days after the issuance of the Notice to Proceed, for approval by the procuring entity that shall include, among others;
  - iv. The order in which it intends to carry out the work including anticipated timing for each stage of design/detailed engineering and construction;
  - v. Periods for review of specific outputs and any other submissions and approvals;
  - vi. Sequence of timing for inspection and tests;
  - vii. General description of the design and construction methods to be adopted;
  - viii. Number of personnel to be assigned for each stage of the work;
  - ix. List of equipment required on site for each stage of the work; and
  - x. Description of the quality control system to be utilized for the project.
- e. Any errors, omissions, inconsistencies, inadequacies or failure submitted by the contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the contractor's cost. If the contractor wishes to modify any design or document which has been previously submitted, reviewed and approved, the Designer- Contractor shall notify the Philippine Coast Guard within a reasonable period of time and shall shoulder the cost of such changes.
- f. As a rule, changes in Design and Build requirements shall be limited only to those that have not been anticipated in the contract documents prior to contract signing and approval. The following guidelines shall govern approval for change or variation orders:
- g. Change Orders resulting from design errors, omissions or non- conformance with the performance specifications and parameters and the contract documents by the contractor shall be implemented by the contractor at no additional cost to Philippine Coast Guard.
- h. Provided that the contractor suffers delay and/or incurs costs due to changes or errors in Philippine Coast Guard's performance specifications and parameters, the contractor shall have been entitled to either one of the following:
- i. An extension of time for any such delays under Section 10 of Annex "E" of the Updated 2016 IRR (RA 9184); or
  - ii. Payment for such costs as specified in the contract documents, provided, that the cumulative amount of the variation order does not exceed Ten Percent (10%) of the original project cost.

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- i. The contract documents shall include the manner and schedule of payment specifying the estimated contract amount and installments in which the contract will be paid.
- j. The contractor shall have been titled to advance payment subject to the provisions of Section 4 of Annex “E”, Update 2016 IRR (RA 9184).
- k. The Philippine Coast Guard shall define the quality control procedures for the Design and Build Project in accordance with the guidelines and shall issue the proper certificates of acceptance for sections of the works or whole of the works as provided for in the contract documents.
- l. The contractor shall provide all necessary equipment, personnel, instruments, documents and others to carry out specified tests.
- m. This Design and Build project shall have a minimum Defects Liability Period of one (1) year after contract completion or as provided for in the contract documents. This is without prejudice to the liabilities imposed upon the Engineer/Architect who drew up the plans and specifications for building sanctioned under Section 1723 of the New Civil Code of the Philippines.
- n. The contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty period of 1 year as specified in Section 62.2.2 of the 2016 Revised IRR (RA 9184).

The contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty period of 15 years for permanent structures/buildings as specified in Section 62.2.2 of the 2016 Revised IRR (RA 9184).

**PART III: ARCHITECTURAL AND ENGINEERING DESIGN PARAMETERS**

**1. CONCEPTUAL DESIGNS**

The proposed projects shall have two main phases: the design phase and the construction phase, and the proponent/bidder shall abide by these criteria and parameters for the design of buildings and allied facilities for the Philippine Coast Guard at Coast Guard Base Taguig, at 56 M.L. Quezon Street, New Lower Bicutan, Taguig City.

**a. Classification**

- i. Ownership : Philippine Coast Guard
- ii. Type : Coast Guard First Responder and Nursing Service Facility

**b. Background for Program**

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The proponent/bidder shall consider in their proposal the space requirements for the offices, related support spaces and shared amenities/facilities to be designed in the intended new infrastructure projects:

c. Exterior Elements

The proponent/bidder shall consider in their proposal the following supplemental physical requirements:

i. Security

1. Entrance Locking Systems on each barracks room.
2. CCTV Security Systems

ii. Vehicular and Pedestrian Access System

1. Main Building Electronic Access System with Intercommunications System
2. Entrance and Exit Access (Stairs, ramps, and the like)
3. Parking Spaces

iii. Universal Design Access Systems

1. Ramps
2. Clear accessible widths
3. Universal design for toilet rooms and locker rooms
4. Selection of signage and alarm systems that are accessible to persons who are visually and hearing impaired

d. Site Development Plan

- i. Site components shall consist of buildings, roads and driveways, ample parking, green areas and other landscape elements.
- ii. The proponent/bidder shall fit in the above-mentioned services (Items 2.1 to 2.3) in the Site Development Plan taking into consideration the functional design requirements and relationships with the proposed development and other services, should there be any.
- iii. Lot Occupancy, Building Shape and Orientation:
  1. Must allow efficient traffic circulation between future buildings and to provide adequate ventilation.
  2. Minimum building setbacks shall be as specified in the National Building Code.

e. Circulation

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- i. Minimum number of entry points and total width shall follow the NBC and Fire Code provisions.
- ii. Detailed designs shall provide for pedestrian and vehicular traffic for the projected user population. Circulation shall be in relation to the existing Master Plan, should there be any;
- iii. The circulation system shall identify emergency routes.

**2. General Architectural & Engineering Design Parameters**

**a. Use of Appropriate Design and Technology**

- i. Providing appropriate fire mitigating systems by incorporating water depository units, cistern tanks and fire hydrants complete with all the necessary requirements for fire protection system.
- ii. Information Technology and Local/Wide Area Network (IT/LAN/WAN) Infrastructure for existing structure and future infrastructure development.
- iii. Design considerations involving future solid waste management and environmental protection of the facility. Solid wastes shall be sorted and recycled
- iv. Rainwater collection facility shall also be considered in the design concept;
- v. Wastewater system shall be considered in the design concept;
- vi. Quality of electrical power shall be consistent with power surges eliminated to protect equipment.
- vii. All liquid waste and sewage shall be treated and free from harmful elements prior to their disposal to the waste disposal system.

**b. Use of Appropriate Building Design and Technology**

- i. The minimum design of the foundation shall be concrete piling or concrete pile driving which were considered in the budgetary cost estimates of the project.
- ii. The architectural character of the building should appropriately project the image of a Coast Guard First Responder and Nursing Service Facility aligned with the National Building Code, Accessibility Law and Fire Code of the Philippines;
- iii. Building form shall be adapted to tropical climate conditions and the functional requirements of a first responder and nursing service facility.

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

- iv. Detailed design of interior spaces should accommodate the building program and equipment requirements of a first responder and nursing service facility.
  - v. Building systems shall adopt energy-efficient and user-friendly technologies. Day lighting shall be interfaced with energy-efficient electric lighting. Passive cooling and thermal comfort systems and monitoring of power consumption shall be incorporated.
  - vi. Building envelope, materials and finishes shall be specified in accordance with green building principles. Use of renewable and recyclable materials should be maximized.
  - vii. Buildings shall be equipped with sewage and wastewater systems, and rainwater collection systems.
  - viii. Providing appropriate fire mitigating systems complete with all the necessary requirements for fire protection systems.
  - ix. Integration of cistern tank and overhead water depository system.
  - x. Earth grounding and lightning protection for the buildings shall be provided having a wired connection to grounding plates.
  - xi. Addressing occupational hazards and environmental health concepts;
  - xii. Addressing increased risks in range and storage area when staff are working.
- c. Appropriate Land Development Design and Technology
- i. Providing suitable access and entrances, and parking spaces inside the facility, including landscapes and greeneries;
  - ii. Drainage shall likewise be a consideration in this design concept, the expected amount of water shall be directed towards the existing waterways;
  - iii. Providing an appropriate elevation of grade line consideration in this design concept to mitigate flooding in the whole facility/area;
  - iv. Addressing the fresh/potable water requirement of the whole facility based on the existing and projected development of the area. Water depository (cistern and overhead water tanks) units shall be integrated;
  - v. Providing an efficient medium voltage electrical system, and generator set for emergency and stand-by power, and appropriate street lighting system;

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

- vi. Addressing occupational hazards and environmental health concepts;
- d. Compliance with Relevant Laws and Design Standards
  - i. PD 1096 or National Building Code of the Philippines and its Latest and Amended IRR
  - ii. BP 344 or Accessibility Law and its Latest and Amended IRR
  - iii. RA 9514 or Fire Code of the Philippines and its Latest and Amended IRR
  - iv. National Structural Code of the Philippines (NSCP) 2010
  - v. National Plumbing Code of the Philippines (NPCP)
  - vi. Sanitation Code of the Philippines
  - vii. Mechanical Engineering Code of the Philippines
  - viii. Philippine Electrical Code
  - ix. National Electrical Code
  - x. DENR Regulations
  - xi. Principles of Gender and Development
  - xii. Underwriter's Laboratory (UL) Standards
  - xiii. Bureau of Product Standards (BPS)
  - xiv. Philippine National Standards (PNS)
  - xv. American Concrete Institute (ACI)
  - xvi. American Society for Testing Materials (ASTM)
  - xvii. American Welding Society (AWS)
  - xviii. American National Standards Institute (ANSI)
  - xix. Republic Act 9003 or The Solid Waste Management Act
  - xx. Republic Act 9275 Philippine Clean Water Act

**PART IV: DETAILED ARCHITECTURAL AND ENGINEERING DESIGNS**

1. The Contractor shall prepare and submit a complete set of detailed architectural drawings/ plans and specifications of the whole facility and its components.

The Contractor shall prepare and submit a complete set of detailed engineering drawings/plans and specifications for the below cited engineering discipline:

- a. Architectural Designs
- b. Structural/Civil Designs
- c. Sanitary/Plumbing Designs
- d. Electrical and Electrical Auxiliaries Designs
- e. Integration of Renewable Energy System
- f. Mechanical Designs
- g. IT Infrastructure Designs
- h. Water Supply System Engineering Designs
- i. Slope and Waterways protection System Designs
- j. Design for Solid Waste Management System
- k. Design for Wastewater System
- l. Design for Sewage System
- m. Design for Rainwater Harvesting System
- n. Design for Water Recycling System

## 2. Building Summary

FLOOR	BASIC COMPONENT
Ground (minimum of 483 square meter)	Space Allocation
	<i>Main Entrance Foyer</i>
	<i>Hallway/Main Lobby</i>
	<i>Elevator</i>
	<i>Main Staircase Ground Floor to Second Floor</i>
	<i>Fire Exit Staircase Ground Floor to Second Floor</i>
	<i>Lift Lobby</i>
	<i>Public Comfort Rooms for Male and Female</i>
	<i>Public PWD Toilet</i>
	<i>Staff Comfort Rooms for Male and Female</i>
	<i>Three (03) First Aid Station Rooms</i>
	<i>Daycare Room</i>
	<i>Lactation Room</i>
	<i>Cold Chain Area with Washing Area</i>
	<i>Triage</i>
	<i>First Aid Supply Room</i>
	<i>Storage</i>
	<i>Mess Hall</i>
	<i>Galley</i>



**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

	<table><tr><td><i>Material Recovery Facility</i></td></tr><tr><td><i>Genset Shed</i></td></tr><tr><td><i>Electrical Room</i></td></tr><tr><td><i>Pump Room</i></td></tr></table> <ul style="list-style-type: none"><li>● Public Comfort Rooms: at least 2-Urinals, 1-lavatory and 1-Water Closet for male; 2-lavatory and 2-Water Closets for female; Staff Comfort Rooms: at least 2-Urinals, 1-lavatory and 1-Water Closet for male; 2-lavatory and 2-Water Closets for female; 1-Lavatory and 1 Water closet designed for PWD;</li><li>● Built with Main Staircase, Fire Exit Staircase and Elevator as access per floor level in accordance with Fire Code and Accessibility Law.</li><li>● Walls: masonry wall for external wall of the building including comfort rooms, staircase wall and electrical room partition, and other interior wall partitions for Offices/rooms.</li><li>● Flooring: Concrete slab finished with tiles.</li><li>● Installed with doors and windows.</li><li>● Equipped/installed with utilities such as electric, water and communication with CCTV systems.</li><li>● Building Automation System (Electric, Electronic, Fire/Safety, HVAC System, Security System).</li><li>● Provide standard ramps at the front entrance of the building.</li><li>● Finished floor to floor shall be 3.5 meters and finished floor to ceiling shall be 2.9 meters.</li></ul>	<i>Material Recovery Facility</i>	<i>Genset Shed</i>	<i>Electrical Room</i>	<i>Pump Room</i>			
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<i>Public PWD Toilet</i>								

**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

	Staff Comfort Rooms for Male and Female
	Classroom 1
	Officers' Lounge
	TCN Office with Toilet and Bath
	TDCN Office with Toilet and Bath
	CS Office with Toilet and Bath
	Admin Office
	Operations Office
	Logistics Office
	Procurement Office
	Education and Training Office
	CMAA / Master Chief Office
	NSTI Office
	CRS / Service Support Group Office
	Nursing Skills Laboratory
	Nursing Library
	Armory
	<ul style="list-style-type: none"> <li>● Public Comfort Rooms: at least 2-Urinals, 1-lavatory and 1-Water Closet for male; 2-lavatory and 2-Water Closets for female; Staff Comfort Rooms: at least 2-Urinals, 1-lavatory and 1-Water Closet for male; 2-lavatory and 2-Water Closets for female; 1-Lavatory and 1 Water closet designed for PWD;</li> <li>● Built with Main Staircase, Fire Exit Staircase and Elevator as access per floor level in accordance with Fire Code and Accessibility Law.</li> <li>● Walls: masonry wall for external wall of the building including comfort rooms, staircase wall and electrical room partition, and other interior wall partitions for Offices/rooms.</li> <li>● Flooring: Concrete slab finished with tiles.</li> <li>● Installed with high-quality doors and windows.</li> </ul>

**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

	<ul style="list-style-type: none"><li>● Equipped/installed with utilities such as electric, water and communication with CCTV system.</li><li>● Equipped with Building Automation System (Electric, Electronic, Fire/Safety, HVAC System, Security System).</li><li>● Finished floor to floor shall be 3.5 meters and finished floor to ceiling shall be 2.9 meters</li></ul>															
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**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

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	<ul style="list-style-type: none"><li>● Flooring: Concrete slab finished with tiles.</li><li>● Installed with doors and windows.</li><li>● Equipped/installed with utilities such as electric, water and communication with CCTV system.</li><li>● Equipped with Building Automation System (Electric, Electronic, Fire/Safety, HVAC System, Security System).</li><li>● Finished floor to ceiling shall be 2.9 meters</li></ul>
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**3. APPROVED BUDGET AND PROJECT DURATION**

- a. The Approved Budget for the Contract (ABC) of the Design and Build with Feasibility Study is **Ninety Million Nine Thousand Pesos (₱90,009,000.00)**, inclusive of tax and other incidental expenses and printing of reports / deliverables.
- b. The ABC shall cover the following:
  - i. Renumeration/Professional Fees;
  - ii. Incidental Expenses - which would include costs for, engineering surveys, investigations and mapping, owner's engineering and administrative overhead, support personnel/staff and other out-of-pocket expenses (e.g., supplies and materials, equipment, transportation/fuel, communication and coordination meetings, groundbreaking and inauguration ceremonies);
  - iii. This contract is a fixed price contract. Any approved extension of contract time shall not involve any additional cost to the procuring entity;
  - iv. All equipment, software, materials and supplies acquired for the services shall be turned over to the procuring entity at the conclusion of the project.
- c. The Approved Maximum Period for the design and construction is **Five Hundred Fifty (550) calendar days** from the receipt of the Notice to Proceed by the Contractor.

**4. MINIMUM QUALIFICATIONS REQUIRED:**

- a. The contractor shall provide adequate and qualified staff to perform the services required herein. The key professionals and the respective qualifications of the DESIGN PERSONNEL shall be as follows:
  - i. ARCHITECT - The Designer(s) shall be a registered and licensed architect, an architectural firm or a partnership with expertise in vertical

architectural design such as multi-story building construction under the National Building Code of the Philippines and latest amendments. Minimum experience shall be ten (10) years, which include projects with mixed occupancies in ports and maritime facilities or military bases and facilities, including the application of sustainable, fully functional green environment and landscapes.

- ii. **STRUCTURAL/CIVIL ENGINEER** – The Structural/Civil Engineer must be a licensed Structural/Civil Engineer with at least Ten (10) years of experience in horizontal and vertical structural design and shall preferably be knowledgeable in the application of rapid construction technologies.
  - iii. **PROFESSIONAL ELECTRICAL ENGINEER** – The Electrical Engineer must be a Registered and Licensed Professional Electrical Engineer with at least seven (7) years experience in the design of medium voltage electrical system with emergency and stand-by power and knowledgeable in developments in emergent efficient lighting technologies and energy management.
  - iv. **MECHANICAL ENGINEER** – The Mechanical Engineer must be Registered and Licensed Mechanical Engineer with at least Five (5) years minimum experience in the design of mechanical and vertical transportation system such as elevators and in the design of wastewater and sewage system plant, and fire protection system.
  - v. **SANITARY ENGINEER / MASTER PLUMBER** – The Sanitary Engineer or Master Plumber must be a Registered and Licensed Sanitary Engineer or Master Plumber with minimum experience of five (5) years in the design of environmental waste management and drainage system.
  - vi. **ELECTRONICS AND COMMUNICATION ENGINEER** – The Electronic and Communication Engineer must be a Registered and Licensed Electronic and Communication Engineer having a minimum experience of at least five (5) years in the design of Information Technology and Local/Wide Area Network (IT/LAN/WAN) Infrastructure for existing structure and future infrastructure development.
- b. The key professionals and the respective qualifications of the CONSTRUCTION PERSONNEL shall be as follows:
- i. **PROJECT MANAGER** – The Project Manager shall be a Registered and Licensed Civil Engineer and Architect with at least ten (10) years of relevant experience in multi-story building projects and other similar or comparable projects in different locations. The Project Manager should have a proven record of managerial capability through the directing/managing of major civil engineering works, including projects of a similar magnitude.

- ii. **PROJECT ENGINEER / ARCHITECT** – The Project Engineer/Architect shall be a Registered and Licensed Civil Engineer/Architect with at least five (5) years experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.
- iii. **MATERIALS ENGINEER** – The Materials Engineer must be a Registered and Licensed Civil Engineer and duly accredited Materials Engineer I in accordance with the DPWH Materials Testing standards and must have at least five (5) years experience in similar and comparable projects and shall preferably be knowledgeable in the application of rapid construction technologies.
- iv. **ELECTRICAL ENGINEER** – The Electrical Engineer must be at least Registered and Licensed Electrical Engineer with at least ten (10) years minimum experience in similar and comparable projects and shall be knowledgeable in the application of rapid construction technologies.
- v. **MECHANICAL ENGINEER** – The Mechanical Engineer must be a Registered and Licensed Mechanical Engineer with at least five (5) years minimum experience in similar and comparable projects and shall be knowledgeable in the application of rapid construction technologies.
- vi. **SANITARY ENGINEER / MASTER PLUMBER** – The Sanitary Engineer / Master Plumber must be a Registered and Licensed Sanitary Engineer with at least five (5) years minimum experience in similar and comparable projects and shall be knowledgeable in the application of rapid construction technologies.
- vii. **ELECTRONICS AND COMMUNICATION ENGINEER** – The Electronic and Communication Engineer must be a Registered and Licensed Electronic and Communication Engineer having a minimum experience of at least five (5) years in the design of Information Technology and Local/Wide Area Network (IT/LAN/WAN) Infrastructure for existing structure and future infrastructure development.
- viii. **GENERAL FOREMAN** – The Foreman must have at least Ten (10) years experience in similar and comparable projects and shall be preferably knowledgeable in the application of rapid construction technologies.
- ix. **SAFETY OFFICER** – The Safety Officer must have at least five (05) years experience and accredited safety practitioner by the Department of Labor and Employment (DOLE) and must have undergone the prescribed forty (40) hour Construction Safety and Health Training (COSH).

The above key personnel listed are required. The Contractor may, as needed and at its own expense, add additional professionals and/or support personnel for the optimal performance of all Construction Services, as stipulated in these Terms of Reference, for the Project. Prospective bidders shall attach each individual's resume, PRC license of the professional staff, certificates of training and all other pertinent documents proving the said professional's expertise.

## **PART V DETAILED ESTIMATES**

### **1. PROJECT COST ESTIMATES**

- a. The Bidder shall prepare and submit for the purpose of the Bill of Quantities (BOQ) in this contract, a detailed cost estimate in accordance with the limit of the available Approved Budget for the Contract and following the sequence of priorities below:
  - i. Preliminary Project Phase - The detailed costing for the preliminary project phase is for the preparation, submittal and approval of the following:
    1. Preliminary Surveys/Studies, including:
    2. Geodetic Survey of the Lot
    3. Soil and Foundation Investigation
    4. Location and Invert Elevations of Existing Utilities.
    5. Architecture & Engineering (A&E) Site Design Development Plans and Sections
    6. Detailed Land Development with Architectural Landscape Design and Plans,
    7. Detailed Architectural Plans, Elevations and Sections
    8. Detailed Architectural Interior Designs, Finish Plans and Sample Boards.
    9. Detailed Equipment Planning and Plans
    10. Detailed Furnishing Plans and base building equipment that shall be Contractor Furnished / Contractor Installed (CFCI).
    11. Detailed Site and Building Engineering Designs and Plans
      - a. Structural/Civil
      - b. Sanitary/Plumbing/ Fire Protection
      - c. Electrical / IT
      - d. Electrical Auxiliaries
      - e. Mechanical Ventilation
      - f. Public Address Systems
      - g. Water System Engineering
      - h. Detailed Solid Waste Management Design and Plans
      - i. Detailed Estimates, Bill of Quantities
      - j. Scope of Works and Technical Specifications
      - k. Proposed Design and Construction Schedule



***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

- l. Health and Safety Program for the Construction Phase
- m. Detailed A&E Fee for construction administration and weekly meetings with the Construction Management Team and PCG Representatives for the duration of the project construction.
- n. Permits/Clearances, Other Fees and Miscellaneous Expenses
  - i. Permit to Construct (PTC)
  - ii. Permits (including Building Permit, Electrical Permit, Sanitary Permit, Mechanical Permit, Zoning Permit, Fire Safety Permit, Occupancy Permit)
- o. Laguna Lake Development Authority clearance/permit
- p. Application to the Local Utility Companies
- q. Project Billboard
- r. Temporary Facilities and Facilities for the Engineer Staff and Meeting Room including Facilities for Coast Guard Infrastructure Development Service (CGIDS) Personnel.
- s. Site Preparation and Earthworks
- t. Construction health and safety program

ii. Construction Phase

1. Architectural/Structural/Civil Works and Finishes of Coast Guard First Responder and Nursing Service Facility
2. Electrical / Auxiliary Works and Finishes of Coast Guard First Responder and Nursing Service Facility
3. Mechanical Works and Finishes of Coast Guard First Responder and Nursing Service Facility
4. Sanitary/Plumbing Works and Finishes of Coast Guard First Responder and Nursing Service Facility
5. Electronic and Communications Works and Finishes of Coast Guard First Responder and Nursing Service Facility
6. Coast Guard First Responder and Nursing Service Facility – Four Storey
7. Parking Area
8. Road network, curbs and gutter
9. Landscaping and greeneries
10. Quality Assurance
11. Solid Waste Management
12. Sewage and Wastewater System
13. Rain water Harvesting System
14. Water Recycling System
15. Power supply and Main feeder
16. IT Infrastructure and Automation
17. Mechanical System

2. COST ESTIMATE GUIDELINES

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

- a. In the preparation of all detailed cost estimates, the proponent/bidder shall be guided by the Cost Estimate Form provided.
- b. The Labor Component of the cost estimates shall follow the ranges provided in the ordinance and the latest wage order of the Department of Labor and Employment (DOLE) of the project location.
- c.

**3. UNIT PRICE ANALYSIS**

- a. The Proponent/Bidder shall draw up a unit price analysis for each of the pay items.

**PART VI CONSTRUCTION PHASE**

**1. Permits and Clearances**

The contractor shall pay for any and all expenses necessary and incidental for PCG to be able to secure the following:

- a. Permit to Construct (PTC);
- b. Environmental Clearance Certificate (ECC), including the corresponding Tree Cutting Permit from the concerned government agencies, if necessary;
- c. Building Permit, Zoning Permit, Electrical Permit, Fire Safety Permit, Occupancy Permit;
- d. Application to the Utility Company (Temporary and Permanent Connections).

**2. Temporary Structures and Facilities**

The contractor shall provide and maintain the following:

- a. Temporary office and/or quarters with water, light, telephone and toilet facilities for the contractor's project team personnel.
- b. The contractor shall also prepare and implement a plan for egress upon completion of the project.
- c. Temporary bunkhouses/quarters for the contractor's work force complete with toilet and bath facilities.
- d. Facilities and Office Furniture for Coast Guard Infrastructure Development Service (CGIDS) Personnel/Representatives as follows:
  - i. Air-conditioned Billeting space with 2-double Bunks, lockers, and a dedicated comfort room;

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

- ii. Air-conditioned Office Space with 2-Laptops, 2-Desktops, 4-Chairs and Tables; 1-A3 Laser Printer with scanner; Water Dispenser, Refrigerator and other Office Supplies.
- iii. 1 unit Service Vehicle

**3. Mobilization and Demobilization**

**a. Mobilization**

The contractor shall mobilize all the required project team personnel, equipment, tools and manpower with the required skills and in sufficient numbers as may be necessary for his efficient undertaking of the project.

**b. Demobilization shall include the following:**

- i. The dismantling, preparation and loading for removal and shipment of all Contractor's plant and equipment at the Site.
- ii. Transportation of all the above plant, equipment and materials of the site to the home station or somewhere else outside the Site.
- iii. Dismantling and removing of all temporary building and structures
- iv. Removal of all supplementary markers furnished and installed by the Contractor, provided that the Engineer has not taken the option to retain the markers,
- v. The clean-up of the Site and Work area, and the removal of material, debris, waste, and making good damage or temporary alterations.

**4. Construction Supervision**

The contractor shall execute all the works under the contract in strict accordance with standard engineering methodology and procedures and shall be responsible for maintaining cleanliness and orderliness, health and safety of workers and general public in the project area throughout the duration of the contract.

**5. Electrification and Other Utilities**

The contractor shall pay for expenses for the acquisition of the power connection to the local electric utility/cooperative for the temporary lighting of the work area and temporary facilities. Including the necessary fees for permanent electrical/water/Communications/IT connection application.

- a. Water: The Contractor shall provide and maintain the necessary pumps, valves, motors, storage tanks or reservoir and distribution lines to adequately supply water for the Project.
  - i. Drinking Water: Provide and maintain canisters, coolers or connected drinking fountains, of sufficient number to reasonably serve the Project.

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- ii. Construction Water: Provide and maintain temporary water service and distribution of adequate capacity for construction purposes. Include portable units, line extensions, hoses, and valves, as necessary.
- b. Electricity: The Contractor shall provide and maintain supply of electricity, including a stand-by generator of adequate capacity, to reasonably serve the Project.
  - i. Provide and maintain temporary electric service and distribution of adequate capacity of power, lighting and other construction needs including wiring, transformers, safety devices, and connections, as necessary.
  - ii. Provide temporary lighting as necessary to properly and safely perform work at enclosed spaces or under hazardous conditions. Likewise, provide lights for night protection as necessary.
  - iii. Temporary electrical system shall comply with the Philippine Electrical Code. The Employer will assist the contractor to secure the necessary power source and permit prior to the temporary installation of electric service to site. However, the cost of installation, permits and other related works for this purpose shall be borne by the Contractor.
- c. Communication Facilities

The Contractor shall provide telephone and other means of communication (including LAN/WAN) between jobsite and CGIDS's/Contractor's Office.

**6. Access and Traffic Management Plan**

**a. Access**

The Contractor shall provide, maintain, and remove on completion of the works, for which are required adequate access to the Project Site, including sleepers, tracks, and staging over roads, access and service roads, temporary crossings or bridges over streams or unstable ground. He shall make them suitable in every respect for carrying all Constructional Plant required for the Work, for providing access and traffic for himself or others or for any other purpose. Such temporary road works shall be constructed to the satisfaction of PCG but the Contractor shall nevertheless be responsible for any damage done to or used by such temporary road works.

**b. Traffic Management Plan**

The Contractor within fifteen (15) days shall submit a detailed Traffic Management Plan that states clearly the Contractor's environmental objectives in detail to be adopted by Contractor to ensure the safe and efficient movement of traffic and also to ensure the safety of workmen at construction sites.

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- i. Temporary Traffic Ramp - In cases where it is necessary or required by PCG, the Contractor shall construct and maintain temporary traffic ramps, and furnish all the labor and materials required thereof.
- ii. Temporary Traffic Control
- iii. In order to facilitate traffic through or around the Works, or whenever ordered by PCG, the Contractor shall erect and maintain at prescribed points on the work and at the approaches to the work, traffic signs, lights, flares, barricades and other facilities as required by PCG for the direction and control of traffic.
- iv. Where required, or where directed by PCG, the Contractor shall furnish and station competent flagmen whose sole duties shall consist in directing the movement of traffic through or around the work.
- v. In addition to the requirements of (1) and (2) above, the Contractor shall furnish and erect, within or in the vicinity of the project area, such warning and guide signs as may be ordered by PCG.
- vi. Extraordinary Traffic

The Contractor is responsible for carrying out any necessary investigations and the obtaining of approvals, licenses, escorts and any other necessary facilities in order to enable extraordinary traffic to be moved on the roads in the project area. Any expenses arising out of this requirement shall be deemed to have been included in other items of works.

- vii. Maintenance and Protection of Traffic  
The Contractor shall keep the existing road open to traffic during the performance of the works, provided that when approved by PCG the Contractor may bypass traffic over a detour.

- viii. Parking

The parking space for use of vehicles for the project shall be maintained by the Contractor.

## **7. Quality Control**

- i. General

- 1. This Section sets forth supplementary and additional provisions relating to quality control and workmanship required under this Contract.

2. The contractor shall adhere to the submitted and approved Minimum Material Testing Plan.

ii. Special Inspection and Testing Requirements

1. Contractor shall provide quality assurance for the construction of the seismic force resistance system designed by the Structural Engineer of Record by recording periodic inspections and testing of structural components in a timely manner during construction. The system may include structural elements such as a steel intermediate moment resistance frame and concrete shear walls, and additional systems such as anchorage of equipment and exhaust ducts containing hazardous materials, anchorage of piping systems and mechanical units containing flammable, corrosive or toxic materials, anchorage or electrical equipment used for emergency and standby equipment.

iii. Contractor's Submission

1. All shop drawings, certificates of compliance manufacturer's literature, material samples; design mix, guaranteed, equipment data, and other information as called for under the various headings of these specifications shall be submitted by the Contractor as required. The adequacy and accuracy of submittals for compliance and so certify them in accordance with the quality control requirements. Except in cases where approval by the PCG is required under the various headings of these specifications or on the Contract Drawings, certification by the Contractor that a submittal, complies with the contract requirements shall signify completion of the review process. However, PCG reserves the right to review and require correction of any submittal, but failure to do so shall not constitute a waiver of any requirement of the specifications.
2. Within twenty-eight (28) calendar days after receipt of Notice to Proceed, the Contractor shall submit to the PCG four (4) copies of submittals control document listing all submittal items. In preparing the document adequate time will be allowed for review by the Contractor's quality control organization and a minimum of fourteen (14) calendar days for review approval, and possible re-submittal of items for which approval by PCG is required and items for which specifications are proposed by the Contractor. Scheduling of submittals on the control document shall be coordinated with the approved progress schedule. All required submittals must be made in time to allow for review, certification, approval if required, procurement, delivery and preparatory inspection of the item before it is needed in construction. It is the Contractor's obligation to comply with the specification requirements of the item on the schedule. The

Contractor's quality control representative shall review the listing at least every fifteen (15) calendar days and take appropriate action to maintain a complete and current listing. Copies of updated or corrected listing shall be submitted to PCG at least every twenty (20) calendar days in four (4) copies. Payment will not be made for any material or equipment, which does not comply with contract requirements. The Contractor shall submit a preliminary submittal control document covering submittals required within the first sixty (60) calendar days after receipt of Notice to Proceed prior to making any submittals.

3. The Contractor shall maintain a complete file of all submittals which he has certified and all submittals which have also been approved by the PCG. Upon the completion of the work under this Contract, the Contractor shall furnish one complete set of prints and e-copy of all shop drawings as finally certified in addition to those furnished in accordance with the Specification requirements for shop drawings. These drawings shall show changes and revisions made up to the time the Project is completed and accepted.
4. The Contractor shall perform on the site, and with his own organization, work equivalent to at least fifty (50) percent of the total amount of work to be performed under the contract. If during the progress of the work hereunder, the Contractor shall request a reduction in such percentage to the Employer through the Engineer, and the Engineer determines that it would be to the Employer's advantage, the percentage of the work required to be performed by the Contractor may be reduced, provided, written approval of such reduction is obtained by the Contractor from PCG. If the above percentage is less than 100%, the successful bidder must furnish to the PCG within fifteen (15) days after awarding a description of the items of work which he will perform with his own forces, the estimated cost of those items, and the percentage of total work those items represent.

#### 8. Contractor's Quality Control

- a. The Contractor shall provide and maintain an effective quality control program.
  - i. The Contractor shall establish a quality control system to review all submittals made to the PCG in accordance with the above submission requirements, and to perform sufficient inspection and/or tests of all items of work, including that of his subcontractors, to ensure conformance to applicable specifications and drawings with respect to the materials, workmanship, construction, with emphasis on the surveillance tests and submittals required in the technical provisions of the contract specification including in plant inspection. The Contractor's quality control system will be established to include all construction,

except where the technical provisions of the contract provide for specific Government control by inspection, tests, or other means. The Contractor's quality control system will be keyed to the proposed construction deficiencies. PCG reserves the right to direct the location of the required test. Any of the tests that, when performed, do not indicate compliance with contract requirements will be reported but will not be considered as a test to satisfy the required number of tests.

- ii. PCG reserves the right to inspect at the source supplies or services not manufactured or performed within the Contractor's facility. PCG's inspection shall not constitute acceptance, nor shall it in any way replace Contractor inspection or otherwise relieve the contractors, or suppliers' plants if performed by PCG, such inspection shall not be used by Contractor as evidence of effective inspection by such subcontractors or suppliers.
  - iii. The quality control program may be implemented by the contractor utilizing his job supervisory staff to ensure compliance with the contract Plans and Specifications. It will be supplemented as necessary with special technicians, part-time specialty quality control men, and testing facilities to provide capability for the reviews, inspection, controls and tests required. The Contractor's quality control personnel shall be experienced and qualified in the specialty of work they are performing. They will report to PCG when required.
  - iv. The prime Contractor's designated quality control representative, will be required to certify, with each submittal, that it has been reviewed in detail and that it is correct and in strict conformance with the contract drawings and specifications, except as may be otherwise explicitly stated.
  - v. The contractor's inspection system shall for producers which will assure that the latest applicable contract drawings, specifications, certified submittals, approved submittals, and instructions required by the contract, as well as for any inspection or test desired.
- b. The Contractor's quality control system at the job site shall follow a three-step procedure.
- i. First, to ensure that the plant, materials, equipment, and safety auxiliaries meet the submittals and contract requirements. The Contractor will perform preparatory inspections as soon as possible after delivery of plant, equipment and material to the site and, in any event prior to incorporation of material and equipment in the work. The Contractor will appropriately annotate his quality control reports for all preparatory inspections with a detailed list of items if plant, equipment and material inspected or tested, findings relative to compliance with approvals, Contractors-certified submittals and contract requirements, and actions taken where non-compliance is discovered. In addition,



during preparatory inspections, the Contractor will make an examination of the work area to ensure that all preliminary works has been completed, check to assure that provisions have been completed to provide required control testing and take necessary action to ensure that all plant, equipment and material is properly stored to prevent damage from the elements and constructions operations and will so note on the quality control. Names of all personnel who participate in each preparatory inspection will be listed on the quality control report.

- ii. Second, at the start of each new phase of construction to establish that methods, techniques, and standards of workmanship are in strict compliance with the contract requirements. The Contractor will appropriately annotate his quality control reports for all initial inspections to include a detailed description and location of the segment or phrase of work inspected including checks, tests and measurements made to determine that quality of construction, tolerances and workmanship standards are in strict compliance with the contract requirements. The names of personnel who participate in the initial inspection will be listed on the quality control reports.
- iii. Third, follow-up inspections will be performed on a daily or recurring basis as necessary to ensure that construction is proceeding in accordance with contract requirements. The Contractor's quality control reports will detail the results of follow-up testing, inspection and corrective actions.
  1. The Contractor shall furnish a daily construction quality control report. The report shall be in accordance with a form as may be proposed by the Contractor and approved by PCG. Additional checklists and forms for specific operations may be required to supplement the daily inspection form. The report shall include all inspections and tests made. It shall provide factual evidence that the required inspections or tests have been performed, including type and number of inspections or tests have been performed, including type and number of inspections or rejection and the corrective action taken. The daily report shall cover both conforming and defective items. It shall include a statement that all materials and equipment incorporated in the work are full compliance with the terms of the contract except as noted. The report will cover all items and specifically include the items listed in the quality control paragraphs of the technical provisions. The report will be verified and signed by the prime Contractor's designated quality control representative. The daily reports will be furnished in two copies (Original and one duplicate) to PCG at the job site. The report will be legibly handwritten in ink or typewritten. Reports shall be submitted not later than the close of business on the first working day following the date of the report. Reports shall have all supporting documents (such as concrete placement checklist, laboratory

reports of compaction test, and sieve analysis) attached. Incomplete reports will not be accepted. The Contractor is responsible for ensuring that test reports are prepared and attached to the daily report for the day that the test was performed. Negative reports are required for days during which there is no activity on the project site to include a brief statement as to why there was no activity during a normal workday or schedule.

2. After the contract is awarded and before field construction operations are started, the Contractor shall meet representatives from PCG, and discuss quality control requirements. The meeting shall discuss and develop mutual understanding relative to details of the system, including the forms to be used for recording the quality control operations, inspections, administration of the system, and the interrelationship of Contractor and Engineer inspection.
3. The Contractor will need to consider his quality control plan prior to bidding. This will assist in the early submission of an acceptable plan. The Contractor will furnish to the PCG not later than thirty (30) calendar days after receipt of Notice to Proceed, a quality control plan which will include the procedures, instructions, and reports to be used. This document will be included as a minimum.
4. The quality control organization. This will be in the form of an organization chart that shows names and specific responsibilities of each of the quality control personnel.
5. The qualifications of each person performing submittal review and certification, and inspection will be summarized not to exceed one (1) page, giving education, present job position, and previous work experiences but in no cases not later than fifteen (15) calendar days before coming on the job.
6. A copy of a letter of direction to each of the Contractor's quality control representatives, outlining his duties, authority, and responsibilities, and signed by a responsible officer of the firm.
7. Proposed methods of performing quality control inspections, including those for his subcontractors' work.
8. Test methods to include the names and qualifications of technicians employed by the Contractor as well as specific tests to be performed by each, the names of all qualified test organizations to be used, and the location and availability of test facilities and equipment.

9. Procedures for reviewing all shop drawings, samples, and certificates for contract compliance and certifying them.
10. Method of documenting quality control operation, inspection, and testing. Including samples of proposed forms.
11. Each copy of the complete plan will be assembled in a folder in the order listed above. Four (4) copies will be submitted for approval. Revisions to the plan will be submitted in four (4) copies.
12. Unless specifically authorized by the PCG, no construction shall be started until the Contractor's quality control plan is approved. The approval will be contingent on satisfactory implementation and results. Payments will be withheld for all work until the quality control has been submitted and approved.
13. The Contractor shall notify the Engineer in writing of any proposed change in his quality control system or personnel. No such change will be implemented prior to acceptance by the PCG.

#### **9. Building Commissioning**

Contractor shall comply with commissioning requirements and coordinate requirements with the Philippine Coast Guard representative.

#### **10. As-Built Plans**

The contractor shall prepare and submit as-built plans duly signed and sealed by a civil engineer in the same sheet size and scale as the original drawings in five (5) reproducible copies. Electronic copies of the as-built contract drawings shall also be submitted in native files for use with the Autodesk software Autocad and Revit. The \*.PDF format files shall be delivered with the CAD or BIM files.

### **PART VII SUBMITTALS**

#### **1. General**

- a. This section sets forth general provisions regarding submittals required of the Contractor.
  - i. The Contractor shall submit to the CGIDS all construction schedules, monthly progress reports, final construction report, statement of completion, final statement survey data, shop drawings, as-built drawings, product data, samples and construction photographs as specified.

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- ii. Until submittal is reviewed by the CGIDS, approved and released for distribution, work, involving relevant product data may not proceed.
- iii. CGIDS's review will be signified by comments as required identifying items for resubmission and by stamp of CGIDS when work is released for distribution.

**b. Construction Schedules**

- i. Schedules, data, field drawings and shop drawings shall be originally prepared by Contractor, Sub-Contractor, Supplier or Distributor which shall illustrate appropriate portions of work. The work items shall be described in relation to responsibility, fabrication, layout, setting or erection details as specified in appropriate Sections.
- ii. Submittal drawings to be reproducible transparency with one opaque print.
- iii. Maximum sheet size is 610mm x 1070mm (23.5 in. x 33 in.)

**c. Contractor's Responsibilities**

- i. Review shop drawings product data and samples prior to submission.
- ii. Verify:
  - 1. Field Measurement
  - 2. Field Construction Criteria
  - 3. Catalogue Numbers and Similar Data
- iii. Coordinate each submittal with the Project requirements and Contract Documents
- iv. Contractor's responsibility for errors and omissions on submittal is not relieved by CGIDS's review of submittals.
- v. Contractor's responsibility for deviations on submittals from requirements of Contract Documents is not relieved by CGIDS's review of submittals, unless Engineers gives written acceptance of specified deviations.
- vi. Notify CGIDS, in writing at time of submission, of deviation on submittal from requirements of Contract Documents. After CGIDS's review, distribute copies.
- vii. The Contractor shall schedule submissions at least 5 working days before dates reviewed submittals will be needed.

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- viii. The Contractor shall submit one (1) reproducible transparency and one opaque print of schedules, survey data and shop drawings, and number of copies of project data, which Contractor requires for distribution plus four (4) copies which will be retained by CGIDS.
- ix. The Contractor's submittals shall be accompanied with transmittal letter, in duplicate copies, containing:
  - 1. Date
  - 2. Project title and number
  - 3. Contractor's name and address
  - 4. Number of each shop drawing, product data and sample
  - 5. Other pertinent data
- x. Submittals shall include:
  - 1. Data and revision dates
  - 2. Project title and number
  - 3. Name of Contractor
    - a. Sub-Contractor
    - b. Supplier
    - c. Manufacturer
    - d. Separate retailer when pertinent
  - 4. Identification of product or material
  - 5. Relation to adjacent structure or material
  - 6. Field dimension, clearly identified as such
  - 7. Specifications Section Number
  - 8. Applicable standards, such as ASTM, JIS numbers
  - 9. Contractor's stamp, initialed or signed, certifying review of submittal, verification of field measurement and compliance with Contract Documents
- xi. Distribution of Submittals after Review
  - 1. Job-site file
  - 2. Record document file
  - 3. Sub-Contractor
  - 4. Supplier
  - 5. Fabricators
- xii. Construction Photographs
  - 1. Provide record progress photographs taken at a fixed point and angle as when and were directed by the CGIDS as intervals of not more than twenty-eight (28) calendar days. The photographs shall be sufficient in number and location to record the exact progress of works, provide one (1) proof print of each photograph taken and five (5) colored copies, 245 x 203 mm of any of the photographs selected by the engineer. Two (2) copies

are to be signed by the Contractor and CGIDS. Albums to accommodate the selected photographs shall be supplied by Contractor either in soft (by email) or hard copy (by print out).

xiii. Progress Report

1. The Contractor shall maintain a daily log describing the important events pertaining to the works, the working hours, the number of laborers employed, effective operation time of equipment, overtime hours, delays due to meteorological conditions, the lack of labor, materials or equipment, progress made and instructions, notifications and recommendations made by the CGIDS.
2. The Contractor shall furnish to the Coast Guard Infrastructure Development Service (CGIDS) ten (10) copies of the monthly progress reports within seven (7) days after the end of every month, indicating progress made, construction activities, inventories of material used and stored on jobsite numbers of labors, equipment available and hours utilized, number of working days, the summary of the daily log of the month and all-important events in relation to the Works, and/or Monthly Statement of Work Accomplished by email or print out.

**PART VIII PROPONENT/BIDDER RESPONSIBILITIES**

**1. BIDDING**

- a. The prospective Bidder shall be responsible for taking the necessary steps to carefully examine all documents. It also rests upon the Bidder to acknowledge all conditions, local or otherwise, affecting the carrying out of the contract works, and arrive at an estimate of the facilities available and needed for the project. Failure to do so shall be at the proponent's/bidder's risk.
- b. It shall be the sole responsibility of the Bidder to determine and suit himself by such means as he considers necessary or desirable as to all matters pertaining to the project, including the location and nature of work, climatic conditions, nature and condition of the terrain, geological conditions at the site; transportation and communication facilities, requirement and availability of materials, labor, water, electrical power and roads; location and extent of aggregate source; and other factors that may affect the cost, duration and execution of the work. The Proponent/Bidder, by the act of submitting his proposal, acknowledges that he has inspected the site and determined the general characteristics of the project and the conditions indicated above.
- c. The Proponent/Bidder shall secure a **Certificate of Site Inspection** from Commander, CGIDS. Such document shall form part of the Technical

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Document and shall be present during bid opening. For the details and coordination of the site inspection, the bidder shall contact the CGIDS Representative:

Name: **ENS REX B FORNEA PCG**

Contact Number: 09662635565

- d. After conducting the site inspection, the Proponent/Bidder shall prepare a **Site Inspection Report**. Such document shall also form part of the Technical Document and shall be present during bid opening. The site inspection report shall include the following details:
  - d.1 Location of the project
  - d.2 Date of inspection
  - d.3 Existing structure present on the site
  - d.4 Existing condition of the site
  - d.5 Physical soil condition of the site
  - d.6 Name of inspectors
  - d.7 Site inspection photos
- e. Prior to submittal of proposals, it is assumed that the Proponent/Bidder is already familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines, which may affect or apply to the operations and activities of the contractor. However, in the case where the cost of the awarded contract is affected by applicable new laws, decrees, ordinances, regulations and other acts of government promulgated after the date of submission of proposals, a contract price adjustment may be made or appropriate relief be applied on a no loss – no gain basis provided such is not covered by the provisions on price escalation hereof and subject further to the availability of funds.

**2. PRELIMINARY SURVEYS AND STUDIES**

The bidder shall include a line item that will cover the cost of completing geodetic site survey and soil investigation in the event that historical infrastructure plans are not available. The projected cost of preliminary surveys shall be included in the bid proposal.

**3. PLANNING AND DESIGN PHASE**

- a. The proponent/bidder is expected to have visited the project site, familiarized themselves of the terrain, climatic conditions, availability of local manpower

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and construction materials, and local statutes that have direct bearing on the project.

- b. The bidder is required to submit the proposed relocation map/plan of affected utilities.
- c. The proponent/bidder is required to submit a Preliminary Conceptual Design in accordance with the degree of detail specified in this Terms of Reference (TOR). Prior to the award of the contract, the preliminary designs shall be rectified for errors in the interpretation of the specified conceptual design specifications and parameters.

**4. CONSTRUCTION PHASE**

- a. 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 the Procuring Entity.
- b. 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 Procuring Entity's Representative, and complete them by the Intended Completion Date.
- c. The Contractor shall be responsible for the safety of all activities on the Site.
  - i. The Contractor shall carry out all instructions of the Procuring Entity's Representative that comply with the applicable laws where the Site is located.
  - ii. The Contractor shall employ the key personnel named in the Schedule of Key Personnel, to carry out the supervision of the Works. The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.
  - iii. If the Procuring Entity'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.
  - iv. During Contract implementation, the Contractor shall abide at all times by all labor laws, including child labor related enactments, and other relevant rules.
  - v. The Contractor shall submit to the Procuring Entity for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.



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- vi. The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity 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. The Procuring Entity may modify the schedule of other contractors, and shall notify the Contractor of any such modification thereto.
- vii. Should anything of historical or other interest or of significant value be unexpectedly discovered on the Site, it shall be the property of the Procuring Entity. The Contractor shall notify the Procuring Entity's Representative of such discoveries and carry out the Procuring Entity's Representative's instructions in dealing with them.
- viii. The Scope of works shall include but not limited to removal of existing structure, removal and filling of soil materials, concreting works, electrical works, underground drainage system and other works and others as may be necessary or required.

**5. TEMPORARY FACILITIES FOR THE PCG ENGINEERS**

The Contractor shall provide and maintain the temporary facilities for the PCG Engineer and PCG Engineer's representative but not limited to the items specified below:

- a. Site Office, Office (Satellite) and Staff House for the PCG Engineer and PCG Engineer's Representative

The Contractor shall provide the necessary provisions specified under **Schedule A**, to furnish all equipment, furniture, fixtures, office equipment and appliances specified under **Schedule B**, and maintain all of the facilities in good operating condition and adequately safeguard and secure the building, equipment and property day and night, regularly and properly cleaned, and to take care household helps, all as directed and approved by the PCG Engineer.

All test and quality control works shall be done by the Contractor's Materials Testing and Laboratory Staff under the direct supervision of the PCG Engineer/PCG Engineer's representative. The Contractor shall make all necessary arrangements for the supply and delivery of samples to, and collection of samples from such laboratory. He shall arrange for one copy of the independent testing laboratory's test certificate to be delivered to the PCG Engineer not less than three days before the materials covered by the relevant test certificate are incorporated into the works, and the test certificate shall be related to the materials from which the samples were taken. It shall be reiterated that all test and quality control works shall be the responsibility of the Contractor. The PCG Engineer shall define from the beginning of the works, and in accordance with the Specifications, all tests to be performed for each kind of materials and/or works, together with the corresponding frequencies to be used and amend such statement from time to time during the progress of work

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if deemed necessary. The Contractor shall be responsible for all the laboratory material testing necessary in the project implementation. Expenses shall be incorporated in the contractor's overhead cost and shall not be considered as pay-item.

If the Contractor cannot provide the articles on time, the PCG Engineer shall secure the items and the Contractor shall immediately reimburse the PCG Engineer for the cost thereof.

During the period of maintenance of all the buildings, the Contractor shall provide a 24- hour supply of potable water, electricity and other services. The Contractor shall pay all bills for water, electricity, and other services.

The Contractor shall be responsible for replacing and/or restoring, as directed, any facility or parts thereof which become damaged from any cause, or become worn out, lost, misplaced or stolen. The Contractor shall also provide stocks of expendable items such as light bulbs and tubes, insecticides, fuel, lubricants and the like.

The site office, office and staff house, furniture and fixtures, office equipment like air-con units and temporary power, equipment and computer system shall become the property of the Procuring Entity upon their payment.

b. Maintenance of Communication Facilities for the PCG Engineer and PCG Engineer's Representative

The Contractor shall maintain the existing communication facilities for the exclusive use of the PCG Engineer and PCG Engineer's Representative as listed in **Schedule C** within the required number of months during the project implementation. Should the specified number of months be insufficient to cover the period until Project completion, said period of maintenance of said communication facilities shall be extended upon approval of the PCG Engineer.

In order to have continuous operation and efficient maintenance of the equipment, the Contractor shall provide monthly operating expenses including cost for servicing and minor repairs.

c. Vehicle for the PCG Engineer and PCG Engineer's Representative

The Contractor shall provide within thirty (30) calendar days after notice to commence the construction work, the service vehicle listed in the Bid Data Sheet for the exclusive use of the PCG Engineer and PCG Engineer's Representative.

The vehicle shall comply in all respects with all relevant Philippine national or local laws, statutes and regulations. All vehicles shall carry or be fitted with the accessories as may be prescribed by laws and have comprehensive insurance. The vehicle shall be driven by a competent qualified and experienced driver who shall be under the direct order of the PCG Engineer.

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The Contractor shall maintain the vehicle in good condition and shall be supplied with appropriate fuel, lubricants and servicing driver at all times as well as minor repair at all times at his own expense. Provide a minimum of 30 liters of fuel per day and spare tires.

He shall provide an equivalent substitute vehicle when taken out of service for maintenance, repair or any other reason.

In addition to the maintenance of the service vehicle, the Contractor shall also maintain the vehicle within the required number of months during the project implementation. Should the specified number of months be insufficient to cover the period until project completion, said period of maintenance of said vehicle shall be extended upon approval of the PCG Engineer.

**SCHEDULE A - MAINTENANCE OF STAFF HOUSE FOR THE PCG ENGINEER**

Ref. No.	Description	Qty	Unit
I.	Miscellaneous (Monthly)		
a	Water Bill	19	mos
b	Electric Bill (including replacement of defective lighting fixtures)	19	mos

**SCHEDULE B - EQUIPMENT, FURNITURES, FIXTURES, OFFICE EQUIPMENT AND APPLIANCES FOR THE LABORATORY BUILDING FOR THE PCG ENGINEER AND PCG ENGINEER'S REPRESENTATIVE (ALL ITEMS SHALL BE APPROVED BY THE PCG ENGINEER)**

I.	Description	Qty	Unit
	<b>FURNITURE (Office, Receiving/Lobby/Conference, Laboratory and Front Desk)</b>		
	Office Desk, standard, 70 cm x 120 cm, with 3 drawers on each side and center drawer provided with locks and keys	4	each
	Standard revolving chairs, screw type with pneumatic height adjustment	4	each
	Mobile steel cabinet, 3 layer	4	each

**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

I. Description	Qty	Unit
<b>OFFICE EQUIPMENT AND SUPPLIES</b>		
Electric fans, 16" blade, free standing human height/Ceiling Fan	2	each
Air conditioners, window mounted type, 1.0 HP (for office and barracks)	2	set
Photocopier A3 & A4 sizes, 50% - 200% reducer/enlarger capability, with complete standard provided accessories	1	set
Desktop computer, Windows 11 Home; Intel® Core™ i7-14650HX processor Hexadeca-core; NVIDIA® GeForce RTX™ 4060 with 8 GB dedicated memory; 16" WUXGA (1920 x 1200) 16:10 IPS 165 Hz; 16 GB, DDR5 SDRAM; 1 TB SSD	2	set
Laptop computer, Windows 11 Home; Intel® Core™ i7-14650HX processor Hexadeca-core; NVIDIA® GeForce RTX™ 4060 with 8 GB dedicated memory; 16" WUXGA (1920 x 1200) 16:10 IPS 165 Hz; 16 GB, DDR5 SDRAM; 1 TB SSD	2	set
Portable Printer Deskjet or equivalent compatible with the personal computer/laptop, for both manual A4 and A3 paper	1	set
<b>PANTRY/TOILET</b>		
Refrigerator, 10 cu. Ft.	1	each
Microwave oven (800 watts)	1	each
Hot and Cold Water Dispenser (5 gallons)	1	each
Kitchen utilities for cooking to include electric stove	1	set
Set of kitchenware for at least 5 persons consisting of the following: spoons, forks, knives, drinking glass, cup and saucers, serving plates, placemats, table cloths, rice plates, pitchers. Canisters, serving bowls, bolos, dust pans, waste baskets and others	1	set
Doormat, rugs, brooms, dust pan, garbage cans, gloves	1	Lump Sum

**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

DESCRIPTION	QTY	UNIT
<b>OFFICE SUPPLIES (to be supplied during the first month only)</b>		
Desk Paper Organizer Trays	2	each
First Aid Kit	1	each
Heavy Duty Flashlights	2	each
Heavy Duty Cutter	1	each
Mechanical Pencil	5	each
Pencil Sharpener (Table Mounted)	1	each
Puncher	4	each
Record Book, 100 pages	3	each
Scissor	1	each
Stainless Erasing Shield	2	each
Stamp Pad with Ink	2	each
Staple Wire Remover, Special	2	each
Stapler, Max HD 12N/70, Cap. 30 to 170 sheets	2	each
Stapler, Max HD 50, standard #35 staple wire	2	each
Steel Ruler, 12inch	1	each
Tape Dispenser	2	each
Waste Paper Bins	1	each
Whiteboard, 1200 mm x 1200 mm	1	each
<b>OFFICE SUPPLIES (Monthly)</b>		
Ballpen (Black, Red, Blue)	2	each
Bond Paper Long	1	ream

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

Bond Paper, A3 size	1	ream
Bond Paper, A4 size	2	ream
Brown Envelope, Long	2	each
Brown Envelope, Short	2	each
Expanded Envelope, Long	2	each
Fastener	2	box
Folder, Long	2	each
Folder, Short	2	each
Glue Stick, 20 grams	1	each
Ink Eraser	1	each
Inkjet Cartridge, Black	1	each
Inkjet Cartridge, Tri-colour	1	each
Letter Envelope, brown	0.50	box
Letter Envelope, white	0.50	box
Magic Tape (18mm x 50mm)	1	roll
Marker, Stabilo (assorted colors)	1	box
Masking Tape	1	roll
Mini Correction Roller, 6m	1	each
Paper Clip	1	box
Scotch Tape (3/4")	1	roll
Sign pen (Black, Red, Blue)	2	each

DESCRIPTION	QTY.	UNIT
Staple wire Special	0.1	box

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

Staple Wire, normal size #35	1	box
Technical Pen Ink	1	bottle
Toner Replacement for the photocopier capable:		
Toner		
Developer		
Drum kit	1.0	each
Whiteboard Eraser		
Whiteboard Marker, assorted colors	1.0	each
Yellow Paper, Rule		
	0.300	each
	1	each
	1	each
	1	pad
<b>CONSUMABLE STORES (Monthly)</b>		
Battery	1	each
Broom	1	each
Dust Pan	1	each
Floor Mop (Set Handle with Mophead)	1	set
Fluorescent Tube 20-40 watts	1	each
Insect spray	1	each
Toilet Deodorant	1	each
Toilet Paper	3	each
Toilet Soap	1	Each

**SCHEDULE C – MAINTENANCE OF COMMUNICATION EQUIPMENT FOR THE  
PCG ENGINEER AND PCG ENGINEER’S REPRESENTATIVE  
(ALL ITEMS SHALL BE APPROVED BY THE PCG ENGINEER)**

DESCRIPTION	QTY.	UNIT
Equipment		

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

A. Telephone Landline with internet (Subscription and Installation Fee inclusive)	19	Mont h
B. Cellular Phone		
Prepaid card for 2 cellular phones worth Php2000 each	19	mont h

**PART XI PROCURING ENTITY'S RESPONSIBILITIES**

**1. RIGHT OF WAY**

Being the Owner, Philippine Coast Guard shall secure the necessary Right-of-Way and access to the site from the date of contract award until building construction and site work is completed.

**2. ELECTRICAL AND OTHER UTILITIES**

PCG may assist in securing the electrical/water/communication facilities in the project by filing the application with the local utility companies. It shall be the responsibility of the contractor to pay for any and all expenses necessary in the acquisition of the electrical/water/communication facilities. However, the granting or denial of the electrical and other utilities permit / connection shall ultimately be the responsibility of the PCG as the applicant entity.

**PART X. PROJECT ACCEPTANCE AND TURNOVER**

1. Coast Guard Infrastructure Development Service shall be the Philippine Coast Guard over-all construction monitoring team to ensure that completed work is:
  - a. In accordance with the Construction contract documents (plans and specifications) approved by the Philippine Coast Guard.
  - b. Able to perform as expected and was constructed in a way to allow successful testing, commissioning, and certification.
2. Should the Construction Monitoring Team members notice minor defects after completing the punch list, new items may be added to the list which the contractor shall correct prior to final acceptance.



***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

3. Upon final acceptance of the project, the retention money for the project shall be released accordingly, upon the request and posting of the required one (1) year guarantee bond for the contract.

**PART XI TWO-STEP DETAILED EVALUATION PROCEDURE**

<b>A. PRELIMINARY DESIGN PLAN</b>	
<b>Minimum Requirements</b>	<b>Complied / Not Complied</b>
<b>1. Conceptual Plan of the Coast Guard First Responder and Nursing Service Facility should have the following facilities:</b>	
a. Site Development Plan	
b. Exterior Perspective View	
c. Interior Perspective View	
a. Ground Floor Plan	
b. Second Floor Plan	
c. Third Floor Plan	
d. Fourth Floor Plan	
e. Front Elevation	
f. Rear Elevation	
g. Left Elevation	
h. Right Elevation	
i. Cross-Section	
j. Longitudinal Section	
The required Conceptual Plans shall be based on the guidelines set under "Section VII. Drawings" of this bid document. The basic components for the office/space allocation shall comply with the requirements under the "Building Summary" of this bid document. Non-compliance with this guidelines and requirements shall render the bid Non-Responsive and, therefore, ineligible for further evaluation.	

<b>B. CONCEPT OF APPROACH AND METHODOLOGY FOR DETAILED ENGINEERING, DESIGN, AND CONSTRUCTION</b>	
<b>Detailed Evaluation Criteria</b>	<b>Complied / Not Complied</b>

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

<b>1. Clarity:</b> The contractor presents their approach and methodology clearly. With well-defined processes, logical sequences of tasks, and clear communication of ideas.	
<b>2. Feasibility:</b> The proposed approach and methodology are practical and achievable. Resource availability, timeframes, and alignment with project objectives are considered.	
<b>3. Innovativeness:</b> The contractor proposed creative or innovative solutions, to include the use of new technologies, unique problem-solving techniques, or novel construction methods.	
<b>4. Comprehensiveness:</b> Execution of plan is thorough and complete. All aspects of the project are covered, including design, engineering, construction, risk management, and quality assurance.	
<b>5. Quality of Interpretation:</b> The contractor has identified potential challenges, understood the risks, and proposed possible solutions to mitigate them.	

<b>C. QUALITY OF KEY PERSONNEL TO BE ASSIGNED IN THE PROJECT</b>	
<b>C.1 Key Personnel for Design Stage</b>	
<b>Minimum Requirements</b>	<b>Complied / Not Complied</b>
Design Architect	
a. 10 years of experience	
b. PRC License	
Structural Engineer	
a. 10 years of experience	
b. PRC License	
Professional Electrical Engineer	
a. 7 years of experience	
b. PRC License	
Mechanical Engineer	
a. 5 years of experience	
b. PRC License	
Sanitary Engineer / Master Plumber	
a. 5 years of experience	
b. PRC License	
Electronics and Communication Engineer	
a. 5 years of experience	
b. PRC License	

<b>C. QUALITY OF KEY PERSONNEL TO BE ASSIGNED IN THE PROJECT</b>
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***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

<b>C.2 Key Personnel for Construction Stage</b>	
<b>Minimum Requirements</b>	<b>Complied / Not Complied</b>
<b>Project Manager</b>	
a. 10 years of experience	
b. PRC License	
<b>Project Engineer/Architect</b>	
a. 5 years of experience	
b. PRC License	
<b>Materials Engineer I</b>	
a. 5 years of experience	
b. PRC License	
c. Accredited by Department of Public Works and Highway (DPWH)	
<b>Electrical Engineer</b>	
a. 10 years of experience	
b. PRC License	
<b>Mechanical Engineer</b>	
a. 5 years of experience	
b. PRC License	
<b>Sanitary Engineer / Master Plumber</b>	
a. 5 years of experience	
b. PRC License	
<b>Electronics and Communication Engineer</b>	
a. 5 years of experience	
b. PRC License	
<b>Foreman</b>	
a. 10 years of experience	
<b>Safety and Health Officer</b>	
a. 5 years of experience	
b. Construction Occupational Safety and Health (COSH) Training Certificate Certified by Department of Labor and Employment (DOLE)	

## **PART XII MINIMUM SAFETY AND HEALTH PROGRAM**

The contractor shall abide with the following minimum safety and health program:

### **1. Safety Program**

- a. Contractor provides skull guards, raincoats, working shades, and boots to employees and CGIDS Personnel;

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

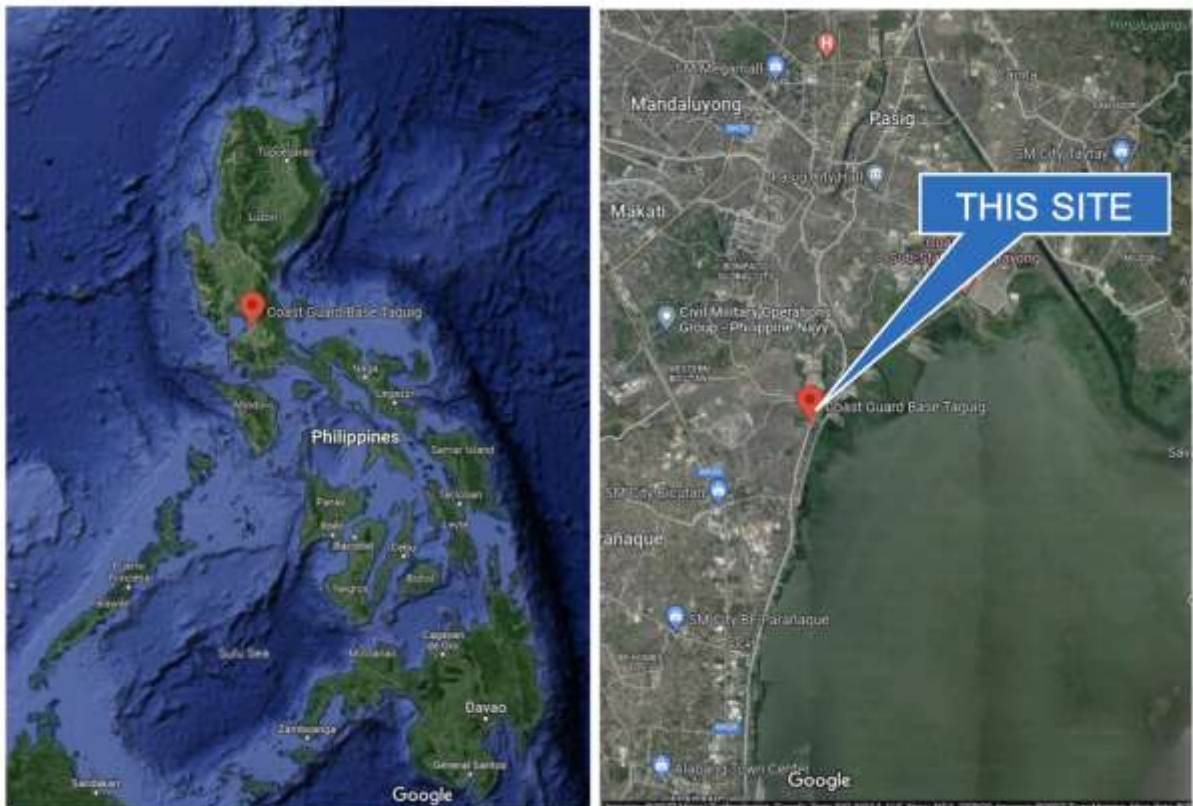
- b. Operators, drivers, and other employees who handle equipment must thoroughly check their equipment, lubricate and handle them properly and should be cautious, extra careful at all times to avoid accidents while on duty;
- c. Wires, nails, bolts and other pointed objects shall be eradicated in the working areas to avoid possible injuries/accidents;
- d. Seat belts shall be provided in every truck/vehicle that is being used in the project site;
- e. Fire extinguishers are to be placed in equipment such as fuel truck; and
- f. Employees shall be advised on the use of cigarettes, candles and other flammable materials to avoid occurrence of fire.
- g. Health Program
  - i. Upon entrance as construction site employees, the Contractor will provide that every construction employee automatically becomes a member of SSS and Phil Health Corporation;
  - ii. A cabinet which contains over the counter drugs and other first aid supplies are ready for use in case of sickness or accidents that occur. In case of serious incidence, they are immediately brought to the emergency room of the nearest hospital;
  - iii. Employees shall be lectured once in a while of personal hygiene, number of children one family would have to be able to provide the family's needs of food, clothing and shelter; and

**PART XIII ANNEXES**

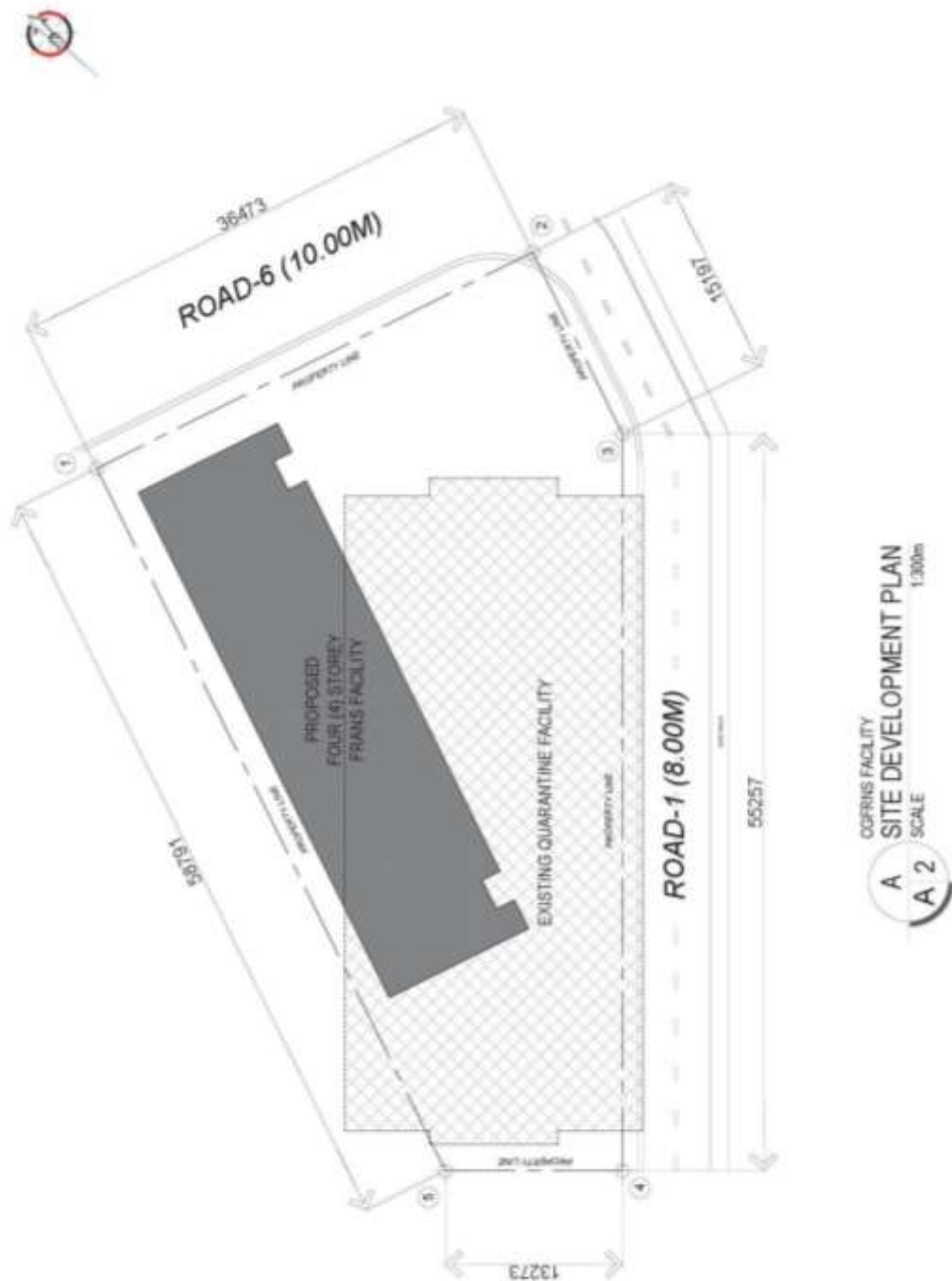
**ANNEX 1: LOCATION MAP (PHOTO)**

**56 M.L. Quezon Blvd., New Lower Bicutan, Taguig City**

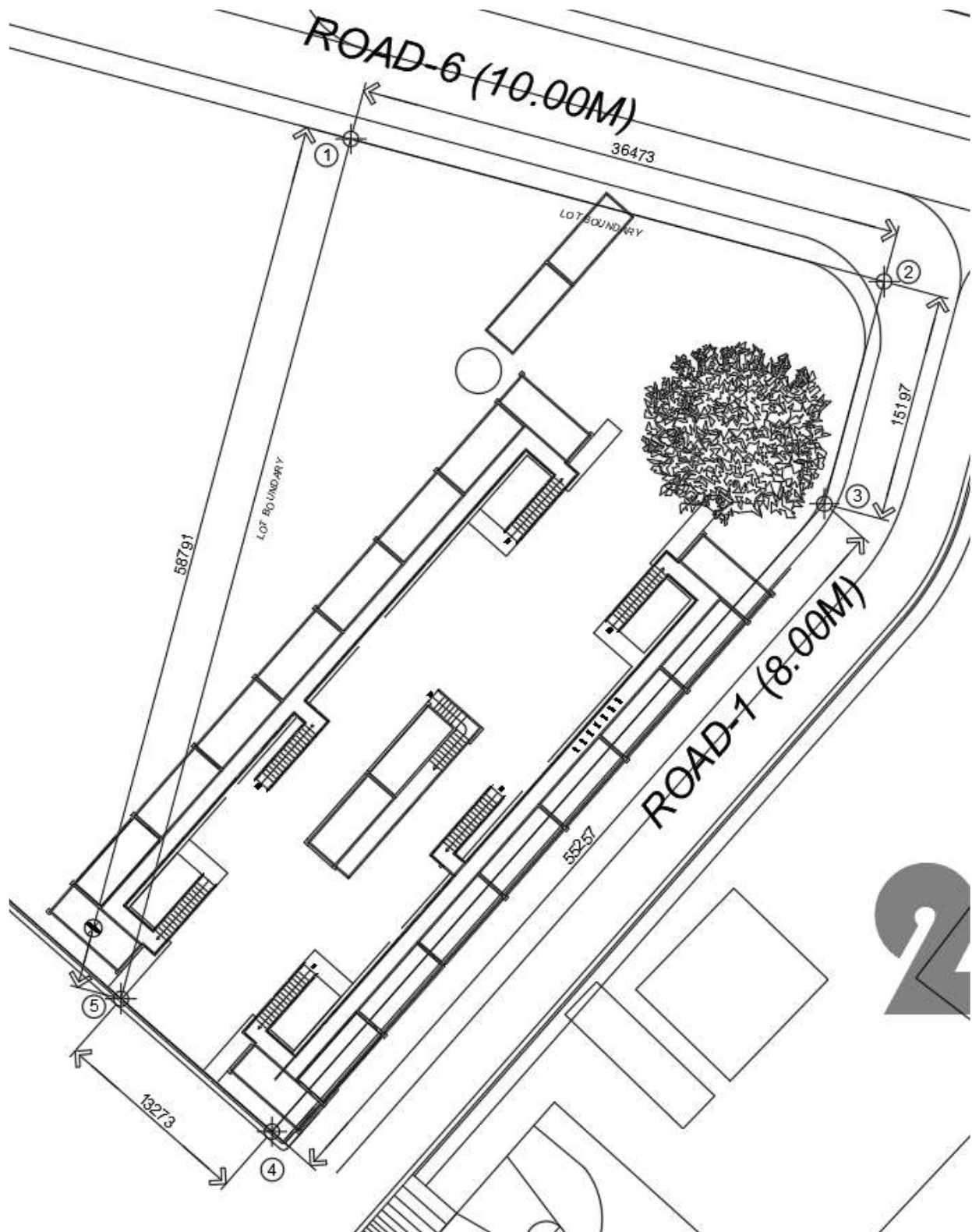
**(14°30'28"N 121°3'41"E)**



**ANNEX 2: PROPOSED SITE DEVELOPMENT PLAN**



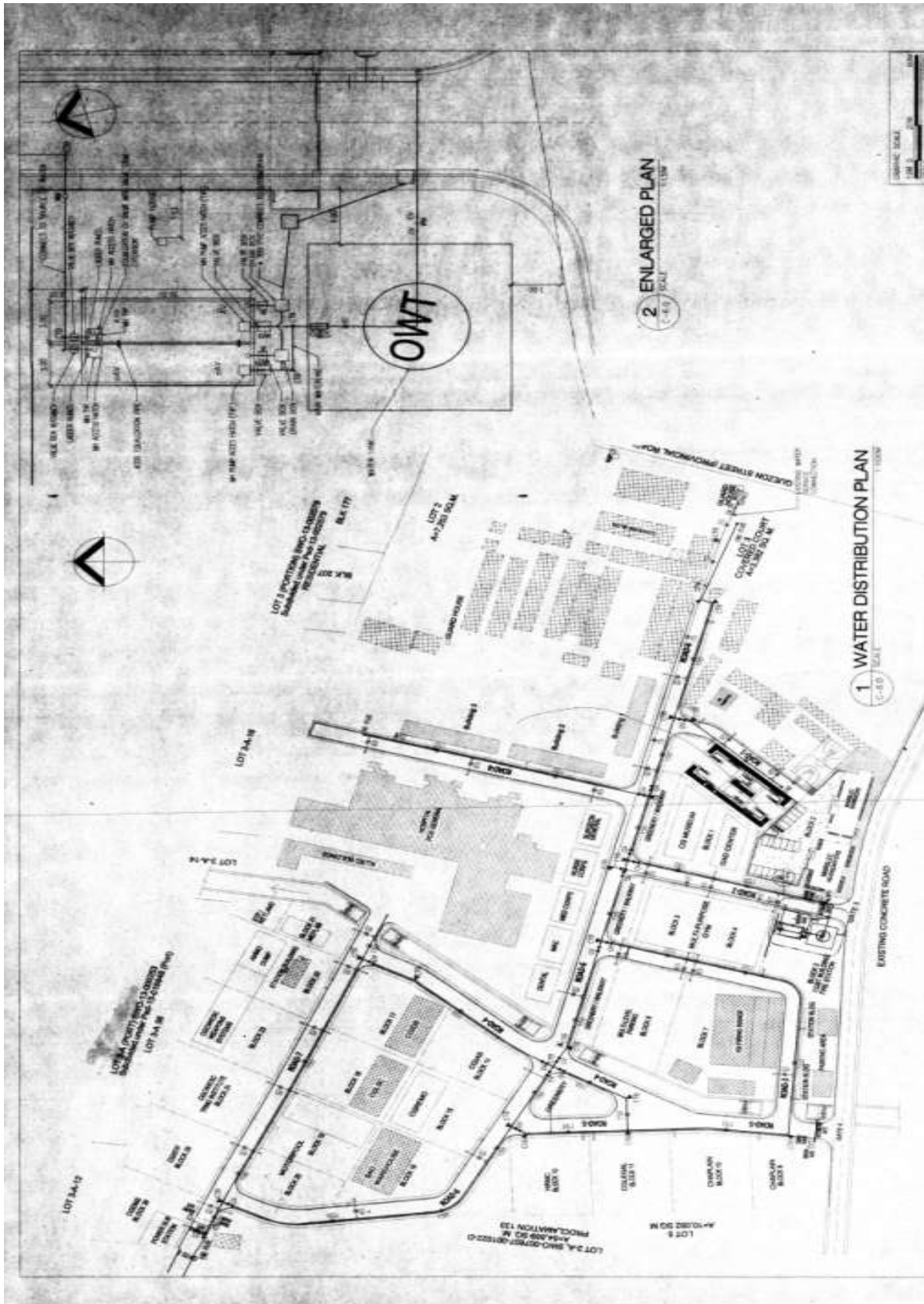
**ANNEX 3: EXISTING FACILITIES FOR DISMANTLING AND RELOCATION**



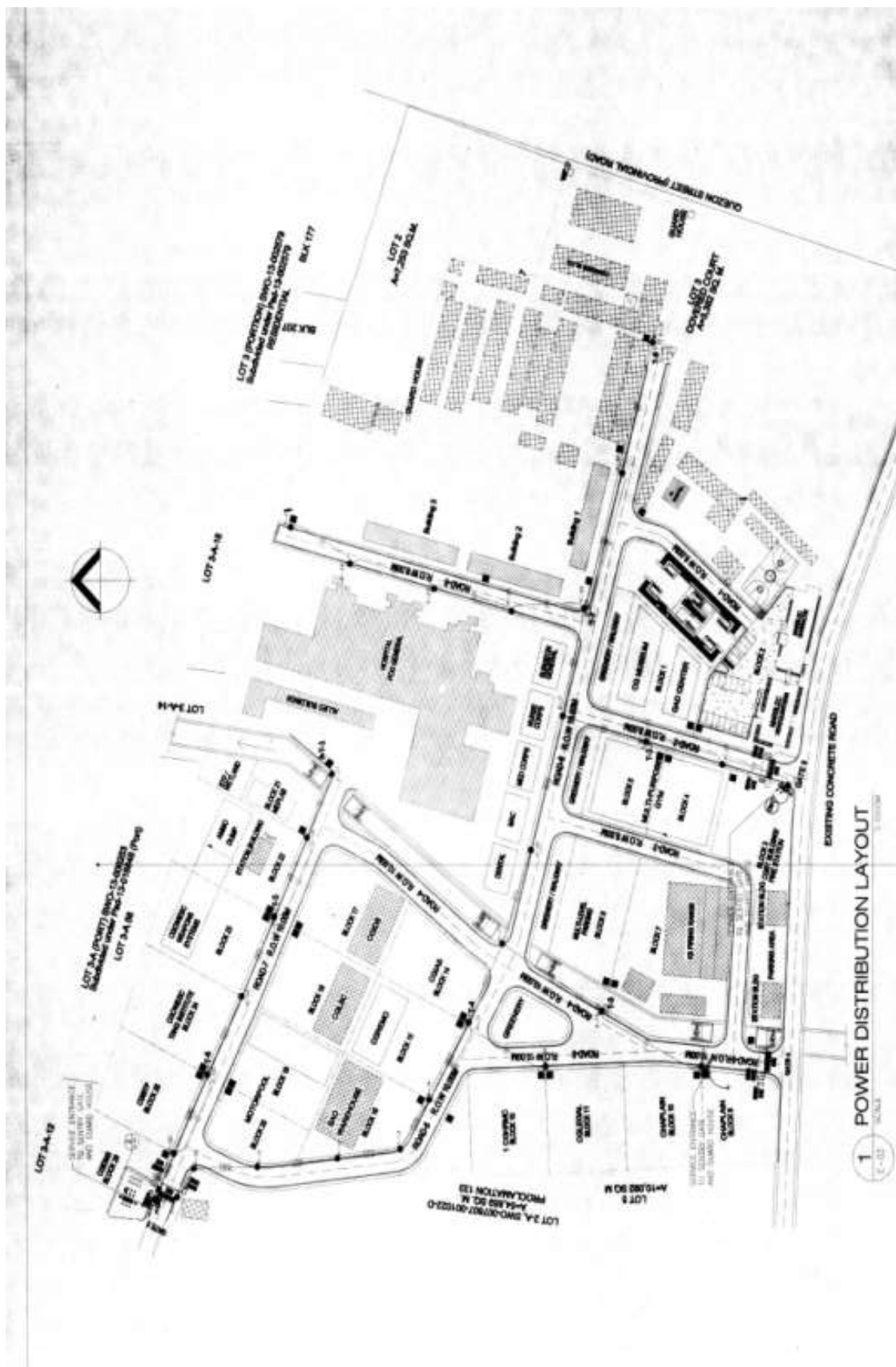




**ANNEX 5: EXISTING WATER DISTRIBUTION PLAN**



**ANNEX 6: EXISTING POWER DISTRIBUTION LAYOUT**





## *Section VII. Drawings*

The following preliminary conceptual design plans printed in 20 inches by 30 inches snow-white paper shall be included in the technical documents:

- A. Site Development Plan of the Coast Guard First Responder and Nursing Service Facility
- B. Coast Guard First Responder and Nursing Service Facility
  - 1. Exterior Perspective View
  - 2. Interior Perspective View
  - 3. Floor Plans (Ground floor, 2nd floor, 3rd Floor, 4th Floor)
  - 4. Elevations (Front, Right, Left, Rear)
  - 5. Sections (Longitudinal Section, Cross Section)

Note:

The required scale for floor plans, elevations and sections shall be 1:100. The required scale for the site development plan shall be 1:200. Non-compliance with these requirements shall be automatically disqualified.



## *Section VIII. Bill of Quantities*

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

**Project: Construction of Coast Guard First Responder and Nursing Service Facility**

**Location:** Coast Guard Base Taguig, at 56 M.L. Quezon Street, New Lower Bicutan, Taguig City.

**Subject:** Bill of Quantities

**Date:**

BILL OF QUANTITIES							
Item	Description	Qty	Unit	Material Cost	Labor Cost	Equipment Cost	Amount
A.	<b>BUILDINGS AND FACILITIES</b>	1.00	L.S.				
a.	Earthworks	1.00	L.S.				
b.	Concrete Works	1.00	L.S.				
c.	Steel Works	1.00	L.S.				
d.	Formworks/ Falseworks/ Scaffoldings	1.00	L.S.				
e.	Masonry Works	1.00	L.S.				
f.	Carpentry Works	1.00	L.S.				
g.	Doors and Windows	1.00	L.S.				
h.	Ceiling Works	1.00	L.S.				
i.	Tile Works	1.00	L.S.				
j.	Electrical and Auxiliary Works	1.00	L.S.				
k.	I.T. Communication System						

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

	i. Electronic Security System	1.00	L.s.				
	ii. CCTV System	1.00	L.s.				
	iii. PA System	1.00	L.s.				
I.	Mechanical Works						
	i. ACU System	1.00	L.s.				
	ii. Elevator System	1.00	L.s.				
m.	Fire Protection and Detection System	1.00	L.s.				
n.	Sanitary and Plumbing Works	1.00	L.s.				
o.	Painting Works	1.00	L.s.				
p.	Waterproofing Works	1.00	L.s.				
q.	Rain Water Harvesting	1.00	L.s.				
r.	Solid Waste Management	1.00	L.s.				
s.	Installation of 150kVA Generator with shed and complete accessories	1.00	L.s.				
	<b>Sub – Total A</b>						
<b>B.</b>	<b>LAND DEVELOPMENT</b>						
a.	Dismantling and Relocation of Existing Facilities	1.00	L.s.				
b.	Concrete Paving	1.00	L.s.				
c.	Drainage and Sanitary System	1.00	L.s.				

**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

d.	Landscape and Greeneries	1.00	L.s.				
	<b>Sub – Total B</b>						
<b>C.</b>	<b>GENERAL REQUIREMENT</b>						
a.	Detailed Engineering Study, Planning, and Design	1.00	L.s.				
b.	Mobilization/Demobilization and Temporary Facilities/Utilities	1.00	L.s.				
c.	Permits/Clearances/Compliances/Testing and Other Fees	1.00	L.s.				
	<b>Sub – Total C</b>						
	<i>Direct Cost:</i>						
	<b>Mark-up (Overheads, Contingencies, Miscellaneous):</b>						
	<b>Profit:</b>						
	<b>VAT:</b>						
<b>TOTAL PROJECT COST:</b>							
Amount in Words: <hr/>							

Submitted By:

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

\_\_\_\_\_  
Date



***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

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Position

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Name of the Bidder



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

## Checklist of Technical and Financial Documents

Each Bidder shall submit one (1) original and six (6) copies of the first and second components of its bid through their duly authorized representatives.

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 the BAC with the following details:

BIDS AND AWARDS COMMITTEE (BAC)  
PHILIPPINE COAST GUARD – NATIONAL HEADQUARTERS

- d. bear the specific identification of this bidding process; and
- e. bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids.

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class “A” Documents*

#### Legal Documents

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p>(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;</p> <p>The PhilGEPS Certificate of Platinum Registration and Membership in accordance with Section 8.5.2 of the 2016 revised IRR of RA 9184 contains the following caveat to reflect that through the submission of said Certificate, the Bidder certifies:</p> <ul style="list-style-type: none"> <li>a) the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;</li> <li>b) the veracity of the statements and information contained therein;</li> <li>c) that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding nor is it evidence that the same has passed the post-qualification stage; and</li> <li>d) that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification of the Bidder from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.</li> </ul> <p>It shall likewise state that for the purpose of updating the said Certificate, all Class “A” Eligibility Documents covered by Section 8.5.2 of the 2016 revised</p> |
|--------------------------|--|

	<p>IRR of RA 9184 supporting the veracity, authenticity and validity of the Certificate shall remain current and updated, and that failure by the prospective bidder to update its Certificate with the current and updated Class "A" Eligibility Documents covered by the afore-cited Section of the same IRR shall result in the automatic suspension of the validity of its Certificate until such time that all of the expired Class "A" Eligibility Documents has been updated.</p> <p><b>During the conduct of post-qualification</b>, bidders are likewise requested to submit copies of the following:</p> <ol style="list-style-type: none"> <li>1. Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives;</li> <li>2. Valid Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.</li> <li>3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); <b>AND</b></li> <li>4. Latest AFS stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.</li> </ol>
<b><u>Technical Documents</u></b>	
<input type="checkbox"/>	(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; <b><u>and</u></b>
<input type="checkbox"/>	(c) Relevant statements of all on-going, completed, awarded but not yet started design/design and build related contracts, curriculum vitae of key staff, partners or principal officers; <b><u>and</u></b>
	<p>Both the Statement of all On-going Government and Private Contracts, and Relevant statements of all on-going, completed, awarded but not yet started design/design and build related contracts shall indicate for each contract, the following:</p> <ul style="list-style-type: none"> <li>● name of contract, location, project/contract cost;</li> <li>● owner name, address, telephone numbers;</li> <li>● nature of work;</li> <li>● contractor's role;</li> <li>● contract duration, date started, date of completion;</li> <li>● percent accomplishment; and</li> <li>● value of outstanding works;</li> </ul>

**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

	<p>For purposes of post-qualification, the bidders are required to submit copies of the Notices of Award (NOA), Contract/Purchase Order and Notice to Proceed (NTP) for all on-going government contracts. On the other hand, for on-going private contracts, bidders shall submit a copy of its contract and/or other equivalent documents of the NOA and NTP, if any.</p> <p>Non-submission of copies of the NOA, Contract/Purchase Order and NTP on the deadline for the Submission and Receipt of Bids shall not be a ground for the bidder's disqualification. However, the bidder having the Lowest/Single Calculated Bid shall be requested by the Technical Working Group (TWG) to provide copies of the aforesaid documents as part of the verification and validation process during post-qualification.</p>
<input type="checkbox"/>	<p>(d) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; <b><u>and</u></b></p> <p>The statement identifying the Single Largest Completed Contract (SLCC) shall indicate the following:</p> <ul style="list-style-type: none"> <li>(a) name of the contract;</li> <li>(b) date of the contract;</li> <li>(c) contract duration;</li> <li>(d) owner's name and address;</li> <li>(e) contact person and contact details;</li> <li>(f) nature of work;</li> <li>(g) amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;</li> <li>(h) date of completion; and</li> <li>(i) Owner's Certificate of Final Acceptance or Contractor's Performance Evaluation System Rating (CPES) with a "Satisfactory" rating, which should be attached as an integral part of the SLCC. In case of contracts with the private sector, an equivalent document shall be submitted.</li> </ul>
<input type="checkbox"/>	<p>(e) Philippine Contractors Accreditation Board (PCAB) License; <b><u>or</u></b> Special PCAB License in case of Joint Ventures <b><u>and</u></b> registration for the type and cost of the contract to be bid; <b><u>and</u></b></p>
<input type="checkbox"/>	<p>(f) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <b><u>or</u></b> original copy of Notarized Bid Securing Declaration with the following details: <b><u>and</u></b></p>
	<p>(g) Project Requirements, which shall include the following:</p>
<input type="checkbox"/>	<p>f.1. Organizational charts indicating the composition of the design team and construction team;</p>
<input type="checkbox"/>	<p>f.2. List of design and construction 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;</p>

**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

<input type="checkbox"/>	<p>f.3. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be;</p> <p>f.4. Design and construction method;</p> <p>f.5. Value engineering analysis of design and construction method;</p> <p>f.6. Preliminary Conceptual Design Plans;</p> <p>f.7. Certificate of Site Inspection and Site Inspection Report; <b>and</b></p>
<input type="checkbox"/>	<p>(h) Original duly signed Omnibus Sworn Statement (OSS) <b>and</b> if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.</p> <p>Reminder: If the prospective bidder's representative who will attend the Submission, Receipt, Opening and Preliminary Examination of Bids is different from the authorized representative to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, then the prospective bidder can include the name/s of said representative in the above-mentioned proofs of authorization (e.g., original copy of the duly notarized Secretary's Certificate for corporations, Board/Partnership Resolution for partnerships, corporations, and/or joint ventures or an original copy of the Special Power of Attorney for sole proprietorships, whichever is applicable).</p>
<p><b><u>Financial Documents</u></b></p>	
<input type="checkbox"/>	<p>(i) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).</p>
<p>Bidders must submit a computation of its NFCC, which must be at least equal to the ABC to be bid.</p> <p>The minimum amount of the NFCC computation is Ninety Million Nine Thousand Pesos (₱90,009,000.00)</p> <p>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 to be bid.</p> <p>The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.</p> <p style="text-align: center;"><b><i>Class "B" Documents</i></b></p>	
<input type="checkbox"/>	<p>(j) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence <b>or</b></p>

**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

	<p>duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.</p> <p>Each partner of the joint venture shall submit their respective valid and updated PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the 2016 Revised IRR of R.A. 9184.</p> <p>For purposes of post-qualification, all partners of the joint venture shall be requested to submit all of the following valid/updated Class “A” Eligibility Documents:</p> <ol style="list-style-type: none"> <li>1. SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or CDA Registration Certificate for cooperatives;</li> <li>2. Valid Mayor’s Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;</li> <li>3. Valid Tax Clearance Certificate;</li> <li>4. PCAB License and Registration; and</li> <li>4. Latest AFS, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.</li> </ol> <p>The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: <i>Provided</i>, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.</p>
<b>II. FINANCIAL COMPONENT OF THE BID</b>	
<input type="checkbox"/>	(k) Original of duly signed and accomplished Financial Bid Form; <b><u>and</u></b>
<u>Other documentary requirements under RA No. 9184</u>	
<input type="checkbox"/>	(l) Original of duly signed Bid Prices in the Bill of Quantities; <b><u>and</u></b>
<input type="checkbox"/>	(m) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; <b><u>and</u></b>
<input type="checkbox"/>	(n) Cash Flow by Quarter and payment schedule.

## ***Section IX. Bidding Forms***

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## **Bid Form for the Procurement of Infrastructure Projects**

*[shall be submitted with the Bid]*

---

### **BID FORM**

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

Project Identification No. : \_\_\_\_\_

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

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

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. 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, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>[1]</sup> for this purpose;
- h. 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;
- i. 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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- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

**Contract Agreement Form for the  
Procurement of Infrastructure Projects (Revised)**

*[not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the  
Notice of Award]*

---

**CONTRACT AGREEMENT**

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

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called “the Works”) and the Entity has accepted the Bid for *[contract price in words and figures in specified currency]* 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 as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. Philippine Bidding Documents (PBDs);
    - i. Drawings/Plans;
    - ii. Specifications;
    - iii. Bill of Quantities;
    - iv. General and Special Conditions of Contract;
    - v. Supplemental or Bid Bulletins, if any;
  - b. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

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 the Procuring Entity’s bid evaluation;

- c. Performance Security;
- d. Notice of Award of Contract and the Bidder’s conforme thereto; and
- e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*

for:  
*[Insert Procuring Entity]*

*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*  
for:  
*[Insert Name of Supplier]*

**Acknowledgment**

*[Format shall be based on the latest Rules on Notarial Practice]*

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for and in City of \_\_\_\_\_, Philippines, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared:

**NAME**

**ID ISSUED AT/ON**

\_\_\_\_\_  
\_\_\_\_\_

known to me and known to be the same person who execute the foregoing instrument consisting of \_\_\_\_\_ (\_\_) pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his/her free and voluntary act and deed and that of the Corporation/Sole Proprietorship he/she represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Doc No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_\_\_.

## **Omnibus Sworn Statement**

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

### **AFFIDAVIT**

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

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

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

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

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

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

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. ***Select one, delete the rest:***

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

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- 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.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_.

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

**NAME OF NOTARY PUBLIC**

Serial          No.          of          Commission

\_\_\_\_\_



***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

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 \_\_\_\_\_

**BID SECURING DECLARATION FORM**

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

**BID SECURING DECLARATION**  
**Project Identification No.: *[Insert number]***

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

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 procurement 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 the written demand by the procuring entity 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 No. 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; and
  - c. I am/we are declared 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 OR ITS  
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. \_\_\_\_\_ 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 \_\_\_\_\_

**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

**STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS**

Kindly supply the required information in the spaces provided.

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_\_\_\_. Page \_\_\_\_\_ of \_\_\_\_.

Name of Contract/Location/ Project/Contract Cost	a. Owner Name b. Address c. Telephone Nos.	Nature of work	Contractor's Role		a. Contract Duration b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works
			Description	%		Plan ned	Actual	
<b><u>Government:</u></b>								
<b><u>Private:</u></b>								
Total Cost:								

\_\_\_\_\_  
[Printed Name & Signature of the Authorized Rep.]

\_\_\_\_\_  
[in the capacity of] (Please indicate position of Authorized Rep.)

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

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

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

*(Please indicate name of company)*

**NOTE:**

*The aforesaid statement should include those contracts awarded but not yet started.*

*Further, bidders should indicate "None" or "No On-going Government and/or Private Contracts" if they do not have any on-ongoing government and/or private contracts in the corresponding rows and/or column, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid.*

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

**RELEVANT STATEMENT OF ALL ON-GOING, COMPLETED, AWARDED BUT NOT YET STARTED DESIGN/ DESIGN AND BUILD  
GOVERNMENT AND PRIVATE CONTRACTS**

Kindly supply the required information in the spaces provided.

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_\_\_\_. Page \_\_\_\_\_ of \_\_\_\_.

Name of Contract/Location/ Project/Contract Cost	a. Owner Name b. Address c. Telephone Nos.	Nature of work	Contractor's Role		a. Contract Duration b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works
			Description	%		Plan ned	Actual	
<b><u>Government:</u></b>								
<b><u>Private:</u></b>								
Total Cost:								

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

*[Printed Name & Signature of the Authorized Rep.]*

*[in the capacity of] (Please indicate position of Authorized Rep.)]*

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

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

*(Please indicate name of company)*

**NOTE:**

*The aforesaid statement should include those contracts awarded but not yet started.*

*Further, bidders should indicate "None" or "No On-going Government and/or Private Contracts" if they do not have any on-ongoing government and/or private contracts in the corresponding rows and/or column, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid.*

***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

**STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT**

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_\_\_\_. Page \_\_\_\_\_ of \_\_\_\_\_.

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Nature of Work	Amount of Contract adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;	Date of Completion

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)*

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

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

*(Please indicate name of company)*

**NOTE:**

*Bidders shall submit and attach a copy of the end-user's acceptance or official receipt(s) or sales invoice.*

**DETAILED COST ESTIMATE**



***Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility***

## DESIGN AND BUILD FOR THE CONSTRUCTION OF COAST GUARD FIRST RESPONDER AND NURSING SERVICE FACILITY

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_\_\_\_. Page \_\_\_\_ of \_\_\_\_.

[illegible]

*[Printed Name & Signature of the Authorized Rep.]*

*[in the capacity of] (Please indicate position of Authorized Rep.)*

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

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

*(Please indicate name of company)*

**Design and Build for the Construction of Coast Guard First Responder and Nursing Service Facility**

**NFCC COMPUTATION**

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_\_\_\_. Page \_\_\_\_ of \_\_\_\_.

LOT No.	DESCRIPTION	ABC
1	Design and Build for Construction of Coast Guard First Responder and Nursing Service Facility	Ninety Million Nine Thousand Pesos (₱90,009,000.00)

DETAILS	AMOUNT
Current Assets	
Minus	
Current Liabilities	
Difference of Current Assets and Current Liabilities	
Multiplied by	
K	15
Total (Product)	
Minus	
Total value of all outstanding contracts, including those awarded but not yet started	
Total NFCC Computation	

\_\_\_\_\_  
[Signature of the Authorized Rep.]

\_\_\_\_\_  
[in the capacity of] (Please indicate position of Authorized Rep.)]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
(Please indicate name of company)

[1] currently based on GPPB Resolution No. 09-2020

## DIAGRAM FOR THE SEALING AND MARKING OF BIDS

