



# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement of New Fit-out Construction for UCPB Savings Prosperidad Branch Lite**

*Bid Reference No.: ITB-BBD-PROS-001-27-09-  
2023*

**Government of the Republic of the Philippines**

*Approved Budget for the Contract is Six Million Three  
Hundred Thousand Pesos Only (Php6,300,000.00)*

**Sixth Edition  
July 2020**

A handwritten signature in blue ink, consisting of a large, stylized 'S' or 'P' shape with a loop at the end.

# Preface

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

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

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

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

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

**CPI** – Consumer Price Index.

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.

*Section I. Invitation to Bid*



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A handwritten signature in black ink, consisting of a large loop and a vertical line.



# Invitation to Bid for

## Procurement of New Fit-out Constructions for UCPB Savings Prosperidad Branch Lite

1. The *UCPB Savings Bank*, through the *Approved Corporate Budget for year 2023* intends to apply the sum of *Six Million Three Hundred Thousand Pesos Only (Php6,300,000.00)*, inclusive of all applicable taxes and other charges, including insurance coverage and performance security bond (if applicable) being the Approved Budget for the Contract (ABC) to payments under the contract for *New Fit-out Construction for UCPB Savings Prosperidad Branch Lite (ITB-BBD-PROS-001-27-09-2023)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *UCPB Savings, Inc. (UCPBS)* now invites bids for the above Procurement Project. Completion of the Works is required **35 Calendar Days**. 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 *UCPB Savings, Inc.* and inspect the Bidding Documents at the address given below from *Monday to Friday 8:30 AM to 3:00PM or thru UCPB Savings Website*.
5. A complete set of Bidding Documents may be acquired by interested bidders on Monday 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 Ten Thousand Pesos Only (Php10,000.00)*. It may also be downloaded free of charge from the website of the procuring entity. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *via soft or hard copy of the official receipt issued by UCPB Savings Branch*.

Instructions to bidders on payment of bid documents:

- a. The payment for the Bid Documents shall be limited to Cash or Manager's/ Cashier's Check payable to UCPB Savings. Personal checks shall not be accepted.
  - b. The *Bidder is required to enclose the cover page of this Invitation to Bid (ITB)* in order to properly determine which, bid document, the bidder is paying for at *UCPB Savings – Kalayaan Branch, 106 Neptune Street, Kalayaan Avenue corner Makati Avenue, Makati City or any UCPB Savings branches*;
  - c. It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that the Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The *UCPB Savings, Inc.* will hold a Pre-Bid Conference<sup>1</sup> on **October 06, 2023 (Friday) at 1:30PM** via Microsoft Teams, which shall be open to prospective bidders.

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (Php1,000,000) where the Procuring Entity may not hold a pre-bid conference.




7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address as indicated below, on or before 11:30AM of **October 20, 2023(Friday)**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on **October 20, 2023 (Friday) at 1:30 PM** via Microsoft Teams. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **UCPB Savings, Inc. (UCPBS)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**Christopher L. Suntay**  
*OIC – Procurement Unit*  
**UCPB Savings, Inc.**  
*2nd and 3rd Floor OF Bank Center Building*  
*1000 Liwasang Bonifacio, 1000 Manila City*  
*Trunk line number: (02) 8555-1018 loc. 1005*  
*Email Address: [bacsecretariat@ucpbsavings.com](mailto:bacsecretariat@ucpbsavings.com)*

12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.ucpbsavings.com>

[Date of Issue]

  
\_\_\_\_\_  
**DANTE R. CORTEZ**  
BAC Chairperson

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



## 1. Scope of Bid

The Procuring Entity, **UCPB Savings, Inc. (UCPBS)** invites Bids for the *New Fit-out Construction of UCPB Savings Prosperidad, Branch Lite*, with Project Identification Number *ITB-BBD-PROS-001-27-09-2023*

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 *Year 2023* in the amount of *Six Million Three Hundred Thousand Pesos Only (Php6,300,000.00) inclusive of all applicable taxes and other charges, including insurance coverage, if applicable.*

2.2. The source of funding is:

- a. GOCC and GFIs, the proposed Corporate Operating Budget Y2023.

## 3. Bidding Requirements

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

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

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

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current

prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

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

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

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

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

## 7. **Subcontracts**

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

The Procuring Entity has prescribed that:

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.

- 7.1. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.2. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.3. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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

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

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

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the

Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

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

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

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

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

## **12. Alternative Bids**

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

### 13. Bid Prices

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

### 14. Bid and Payment Currencies

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

a. 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 **December 30, 2023**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 16. Sealing and Marking of Bids

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

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

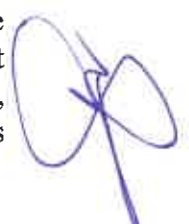
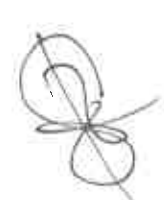
If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive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

### 17. Deadline for Submission of Bids

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

### 18. Opening and Preliminary Examination of Bids

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

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

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

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## 20. Post Qualification

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

## 21. Signing of the Contract

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



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



## Bid Data Sheet

ITB Clause	
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <b>New Fit-out Construction of UCPB Savings Prosperidad Branch Lite</b>
7.1	Subcontracting is not allowed
10.3	<i>No Further Instructions</i>
10.4	The key personnel must meet the required minimum years of experience set below: <b>NOTE: Except for the foreman, all key personnel should be PRC-registered/Certified and in good standing.</b> Experience: This should cover the past five (5) years of experience
10.5	The minimum major equipment requirements are the following:  <u>None</u>
12	<i>No Further Instructions</i>
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than <b>Php126,000.00(2% of ABC)</b> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than <b>Php315,000.00(5% of ABC)</b> if bid security is in Surety Bond.
19.2	<i>Partial bid is not allowed. The renovation and repair project are packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</i>
20	<i>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</i> <i>Note: The latest income and business tax returns are those within the last six months preceding the date of bid.</i>
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and Scurve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

***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

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

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

## 4. The Contractor's Obligations

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

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

## 5. Performance Security

5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both

parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.

- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **6. Site Investigation Reports**

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

## **7. Warranty**

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

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

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

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

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

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

## **10. Day works**

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 Day works rates in the Contractor's Bid shall be used for small additional amounts of work only when the Procuring Entity's Representative has given written instructions in advance for additional work to be paid for in that way.

## **11. Program of Work**

- 11.1. The Contractor shall submit to the Procuring Entity's Representative for approval the said Program of Work showing the general methods, arrangements,

order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the SCC.

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

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

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

## **13. Advance Payment**

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

## **14. Progress Payments**

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

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

- 15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the SCC.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the SCC from payments due to the Contractor.

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




# Special Conditions of Contract

GCC Clause																
2	No additional / special condition															
4.1	The contractor shall complete all works within forty five (35) calendar days; reckoned from the date of winning bidder acceptance of the Notice of Award for the New Fit-out Construction of UCPB Savings Prosperidad Branch Lite Project.															
6	The site investigation reports are: <i>Weekly Progress Work Report</i>															
7.2	<i>In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures: Fifteen (15) years.</i>															
10	Dayworks are applicable at the rate shown in the Contractor’s original Bid.															
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within <b>5</b> days of delivery of the Notice of Award.															
11.2	No further instructions.															
13	The amount of the advance payment is <b>15% of the total contract price as mobilization fee.</b>															
14	Materials and equipment delivered on the site but not completely put in place shall not be included for payment. <table><tr><th>Billing Period</th><th>Percentage of Completion</th><th>Percentage of Release</th></tr><tr><td>1<sup>st</sup></td><td>advance payment</td><td>15%</td></tr><tr><td>2<sup>nd</sup></td><td>30%</td><td>15%</td></tr><tr><td>3<sup>rd</sup></td><td>60%</td><td>30%</td></tr><tr><td>4<sup>th</sup></td><td>100%</td><td>40% (Final Payment upon acceptance subject to 10% retention based from the Contract Price )</td></tr></table>	Billing Period	Percentage of Completion	Percentage of Release	1 <sup>st</sup>	advance payment	15%	2 <sup>nd</sup>	30%	15%	3 <sup>rd</sup>	60%	30%	4 <sup>th</sup>	100%	40% (Final Payment upon acceptance subject to 10% retention based from the Contract Price )
Billing Period	Percentage of Completion	Percentage of Release														
1 <sup>st</sup>	advance payment	15%														
2 <sup>nd</sup>	30%	15%														
3 <sup>rd</sup>	60%	30%														
4 <sup>th</sup>	100%	40% (Final Payment upon acceptance subject to 10% retention based from the Contract Price )														
15.1	No further instructions.															
15.2	No further instructions.															

## ***Section VI. Specifications***

### **SCOPE OF WORK AND SPECIFICATIONS**

**PROJECT : PROPOSED FIT OUT CONSTRUCTION OF USB PROSPERIDAD  
BRANCH LITE**

**LOCATION : OLIVERIO COMMERCIAL BUILDING, NATIONAL HIGHWAY,  
PATIN-AY, PROSPERIDAD, AGUSAN DEL SUR**

**SUBJECT : TERMS OF REFERENCE/SCOPE OF WORKS**

**ABC : P 6,300,000.00**

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The Contractor shall hold all obligations, duties and responsibilities necessary to the successful completion of the contract assigned to or be undertaken by the Contractor, including all labor, materials, equipment and services, other incidentals and furnishings thereof in accordance with the drawings, specifications and all addenda prepared by USB.

#### **TERMS OF REFERENCE/SCOPE OF WORKS:**

##### **A. MAJOR WORKS INCLUDED BUT NOT LIMITED TO THE FOLLOWING:**

###### **1. GENERAL REQUIREMENTS**

- a. Bonds and Certificates
- b. Permits & other submittals
- c. Supervision and Housekeeping
- d. Mobilization / Demobilization
- e. Temporary Facilities and Utilities
- f. As-built Plans
- g. Local Power Installation of KWHR Meter
- h. Local Water Installation of Meter

###### **2. DEMOLITION & SITE PREPARATIONS**

- a. Demolition/Site preparation to implement the plans
- b. Hauling of Debris
- c. Hauling and dismantling of existing FFEs and equipment
- d. Soil Poisoning / Termite Treatment (Vault Area)

###### **3. CONCRETING & MASONRY WORKS**

- a. CHB walls
  - a. 150mm CHB walls 350 PSI
  - b. 100mm CHB Walls 350 PSI
- b. Concrete Mix (4000 psi) for cash vault with high early strength admixture
- c. 16mm dia spaced at 250mm b.w.o.c.
- d. Concrete Mix (3000 psi) for genset mounting pad
- e. Formworks
- f. Plastering
- g. Grade/Upstand/Lintel Beams
- h. Concrete Testing

#### 4. STEEL WORKS

- a. 12mm thk Steel Plate for Cash Vault Ceiling/Wall & Flooring
- b. 2" x 2" angle bars for ACCU mounting bracket
- c. Metal Decking @ Cash Vault
- d. 2x2 tubular sub frame @ every 200 genset steel gate
- e. KWHR Meter Grills with abloy padlock
- f. Water Meter Grills with abloy padlock
- g. Outdoor ACU Cage with abloy padlock

#### 5. CARPENTRY WORKS

- a. Built in Cabinets/ Counters/Shelves incl. all accessories (including Hardwares & accessories)
  - Pantry Cabinets & Counters/Eating counter
  - Back Cabinet w/ Printer Niche
  - Data Cabinet & ITD Rack (Steel)
  - Staff Locker and Electrical Cabinet
  - Counter Table Inside Vault
  - Teller Counter with BOO Table
  - MA/CS Table
  - BM Table/BLO Table
  - LS Table
  - Slip Form Counter
  - Guard's Podium
  - Lighted Logoe.
- b. Termite treatment

#### 6. FINISHES

- a. Flooring (inclusive of tile grout, grout sealer, tile adhesive, etc.)
  - FF-02 = 600x600 White Tile (Banking Area)
  - FF-03 = 300x300 Mariwasa Romana White (pantry)
  - FF-04 = 200x200 Mariwasa Romana White unglazed (T&B)
  - FF-05 = Carpet rolled broadloom type bassalt gray by SMJ (BM)
  - FF-06 = 300x300 Homogenous Vinyl Tile Apo White (Cash Vault/Records vault)
- b. Ceiling (inclusive of metal furring, rivet, black screw, etc.)
  - 12mm thk 2ft x 4ft acoustic ceiling
  - 6mm fiber cement board for toilet
- c. Walls
  - 20mm thk. Salt & pepper Granite countertop (kitchen counter)
- d. Paints
  - Interior Walls (semi-gloss)
  - Ducco Finish of pantry cabinets & Accent Wall and Ceiling
  - Flat latex for gypsum and ficem ceiling
  - Exterior Walls (egg-shell)
  - Doors QDE

#### 7. DOORS & WINDOWS (including hardwares and finishes)

**\*INCLUDING ALL ACCESSORIES SUCH AS DOOR STOPPERS AND CLOSERS**

- a. D1 - Façade Storefront glass & door
- b. D2 - 44mm Single leaf wooden swing door w/ concealed hinges
- c. D3 - 44mm Single leaf wooden swing door w/ kick plate (Toilet)
- d. D4 - 44mm Single leaf wooden swing door (Back Office)
- e. D5 - 44.5 mm thk. Fire rated standard steel door w/ peephole (Record's Room)
- f. D6 - 44.5 mm thk. Fire rated standard steel plate flush hollow core metal door with peephole, pushlock and abloy padlock

- g. GW1 - Low Partition with Frame Glass (BLO)
- h. GW2 - Low Partition with Frame Glass (BLO)
- i. 12mm frosted glass 1.5m x 1.5m for teller divider
- j. Frosted sticker (as indicated in the schedule of D & W)

## 8. PLUMBING WORKS

- a. Water distribution System pipes/ fittings
- b. Sanitary System pipes/ fittings
  - HCG water closet & lavatory (white) with full pedestal
  - Frameless Facial Mirror
  - Hand Bidet including double angle valves
  - Teka Brand Pantry Sink (single-tub)
  - Kasch Pantry Faucet
  - s/s floor drains
  - Brass hose bibb for Slop Sink
  - HCG Toilet paper holder
  - Grease Trap @ kitchen counter
  - 1 1/2" aircon drain pipe
  - Tapping point to existing water/sewer lines
  - testing of existing plumbing lines and epoxy sealing
  - HCG waterless urinal

## 9. ELECTRICAL WORKS

- a. Electrical Service Entrance
- b. Power Distribution and Lighting System
- c. Telephone and Data communication system
- d. Others
  - T5 led light with diffuser
  - LED downlight
  - Emergency lights
  - Fire Exit light
  - PANEL BOARDS
  - SECURITY SYSTEM - Rough-in
  - MISCELLANEOUS ELECTRICAL WORKS
  - CCTV system(CCTV Roughing-ins)
  - Firealarm System (Roughing-Ins)
  - TELCO roughing-ins (PLDT & GLOBE)

## 10. MECHANICAL WORKS

- a. Airconditioning works
- b. Exhaust and Oscillating Fans system
- c. 1 unit- 1.5Hp Split Type ACU
- d. 2 units - 2.5Hp Split Type ACU
- e. Generator Set 20KVA, gasoline type, portable type, single phase, with industrial plug and isolation breaker

## 11. FURNISHING WORKS

- b. Signages
  - ATM wall signages
  - Horizontal signages
  - Flag signages including footings
- c. Bank Decals



- Main glass door decal
- Toilet door acrylic sign (male/female, PWD)
- Open/Close acrylic sign
- Clearing cut-off sign in acrylic decal holder with date and time included
- Please Count Your Money sign in acrylic decal holder
- Priority Lane sign in acrylic decal holder
- Fire Exit
- ATM façade decals

## **B. OTHER WORKS AND REQUIREMENTS / CONDITIONS:**

1. The Contractor shall secure and pay all required permits, fees, licenses and taxes and comply with all laws and local ordinances and related government regulations in connection with the project. *Included herein are signing of plans for processing of necessary permits.*
2. The Contractor shall submit PERT/CPM; Construction Schedule reflecting all activities needed to complete the project, their sequence and duration.
3. The Contractor's coordinator, supervisor/leadman, safety officer and workers are required to attend a briefing to fully discuss the guidelines and other concerns, prior to commencement of work to be conducted by the Physical Security Office.
4. The Contractor should have a Safety Officer at the project site at all times.
5. The Contractor shall submit sample/s of materials/fixtures for approval by USB before fabrication/installation.
6. Defective works and materials may be rejected by USB at any time before the final acceptance of the work and rebuild/replace in accordance with the plan and specifications with the resulting expenses chargeable to his account.
7. The Contractor shall employ a competent supervisor acceptable to USB who will supervise the work on a full-time basis.
8. The Contractor shall not employ minor workers and will hire qualified and competent equipment operators.
9. The Contractor shall complete all works within THIRTY FIVE (35) CALENDAR DAYS; reckoned from the date of winning bidder acceptance of the Notice of Award for the PROPOSED NEW FIT-OUT CONSTRUCTION OF USB PROSPERIDAD Branch Lite Project.
10. Employees are prohibited to use mobile phones during construction hours as it may cause distraction and impinge employees' spatial awareness, recognition of hazards and operation of dangerous equipment.
11. It is also prohibited to use dangerous drugs and any form of non-prescription medications, alcoholic drinks, as well as reporting to work under their influence. Those involved in distributing or accepting any form of illegal drugs or alcohol on the job site will be terminated.
12. An employee on any type of prescription medication must notify his/her supervisor before starting work for the day. All employees on the job site are subject to drug testing for reasonable suspicion, as determined by the Contractor or the Bank. The Contractor is responsible for administering drug tests. Employees testing positive in a drug test will be terminated.

- 13. Smoking on construction premises is prohibited at all times. No horseplay will be tolerated and No fighting. All involved will be subject to being removed from the site.
- 14. Similarly, No firearms or weapons are allowed on the job site.
- 15. Employees shall work fully-clothed or Contractor may provide them uniforms and with proper identification (I.D.). Sleeveless shirts, tank tops, half shirts **are not** permitted.
- 16. Hard hats meeting ANSI standard specifications are required for all personnel requiring access to the job site. "Bump caps" are prohibited. ANSI standards are also adopted for Eye and Face protection, Hand and Arm protection equipment.
- 17. Employees must wear ear plugs and/or earmuffs while working in areas posted with noise warning signs, or while working with or near tools or equipment which generate sufficient noise to make normal conversation difficult.
- 18. Contractors shall ensure that there is adequate supply of drinking water for their employees. Contractors shall provide single use cups.
- 19. All trash, debris, including hazardous waste (spills) must be removed from the immediate work area as the work progresses and should be placed in trash bags, sacks or appropriate container before disposal.
- 20. Upon completion of works, the Contractor shall remove all temporary structures and surplus materials before leaving the premises. All old materials removed from the site shall be carefully piled up (in the manner stated in item B.18 above, including those that fall from Contractor's vehicles) and disposed by the Contractor.
- 21. The Contractor shall be fully responsible for the safety of his men and clearly understands and agrees that no employer-employee relationship shall exist between the Contractor's men and the USB. Any damage caused by the Contractor or his men to any property of the USB or injury or death to a third party shall be the sole responsibility of the Contractor and the latter shall pay the cost or shoulder the burden thereof.
- 22. The USB shall be free and made harmless from any and all kind of claims, damages, liabilities arising from the Contractor's non-compliance with the requirement of the Workmen's compensation, Social Security and other labor laws.
- 23. Other terms, regulations and conditions shall follow the Revised IRR of R.A. 9184.

C. Payment Terms

UCPB Savings manner of Payment to the contractor shall be on four progressive billings depending on the Determined percentage completion. Schedule of payments as follows:

Billing Period	Percentage of Completion	Percentage of Release
1 <sup>st</sup>	advance payment	15%
2 <sup>nd</sup>	30%	15%
3 <sup>rd</sup>	60%	30%
4 <sup>th</sup>	100%	40% (Final Payment upon acceptance subject to 10% retention based from the Contract Price )

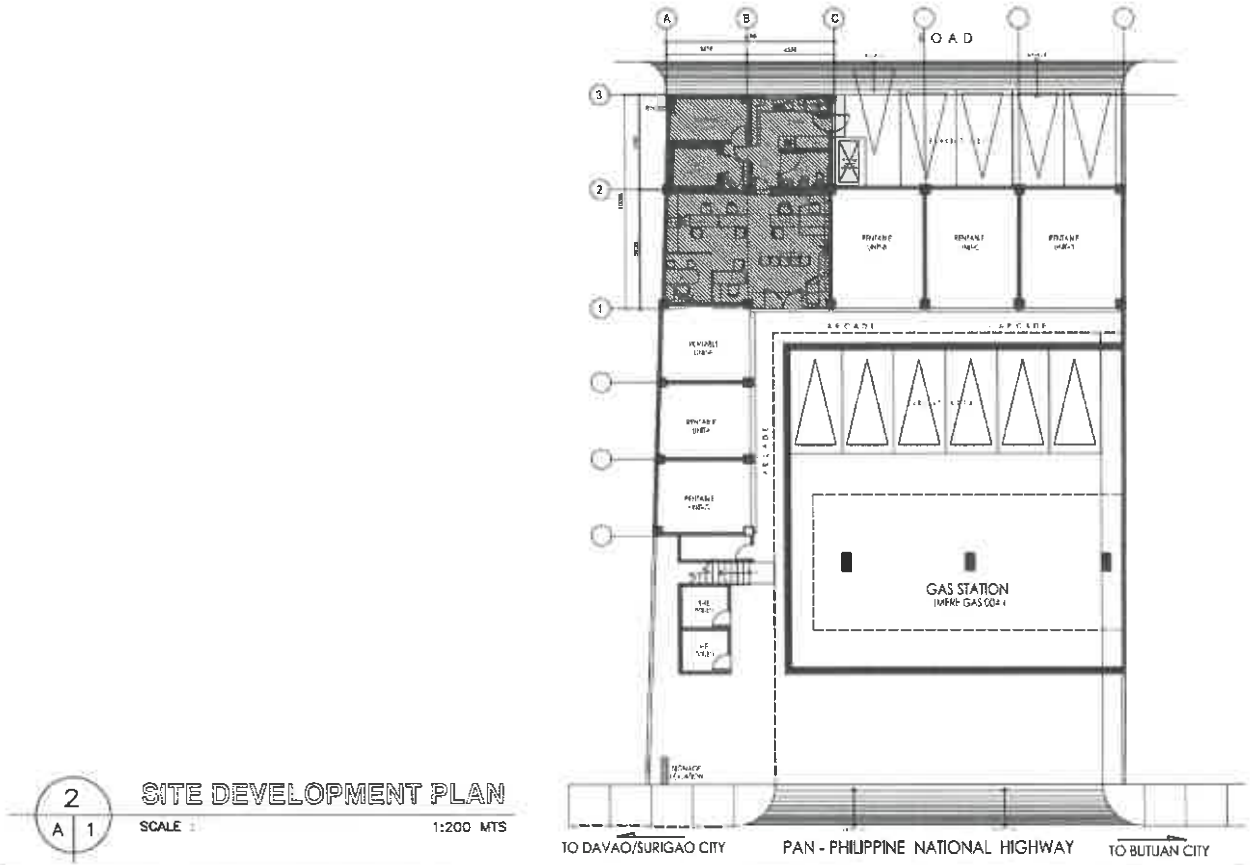
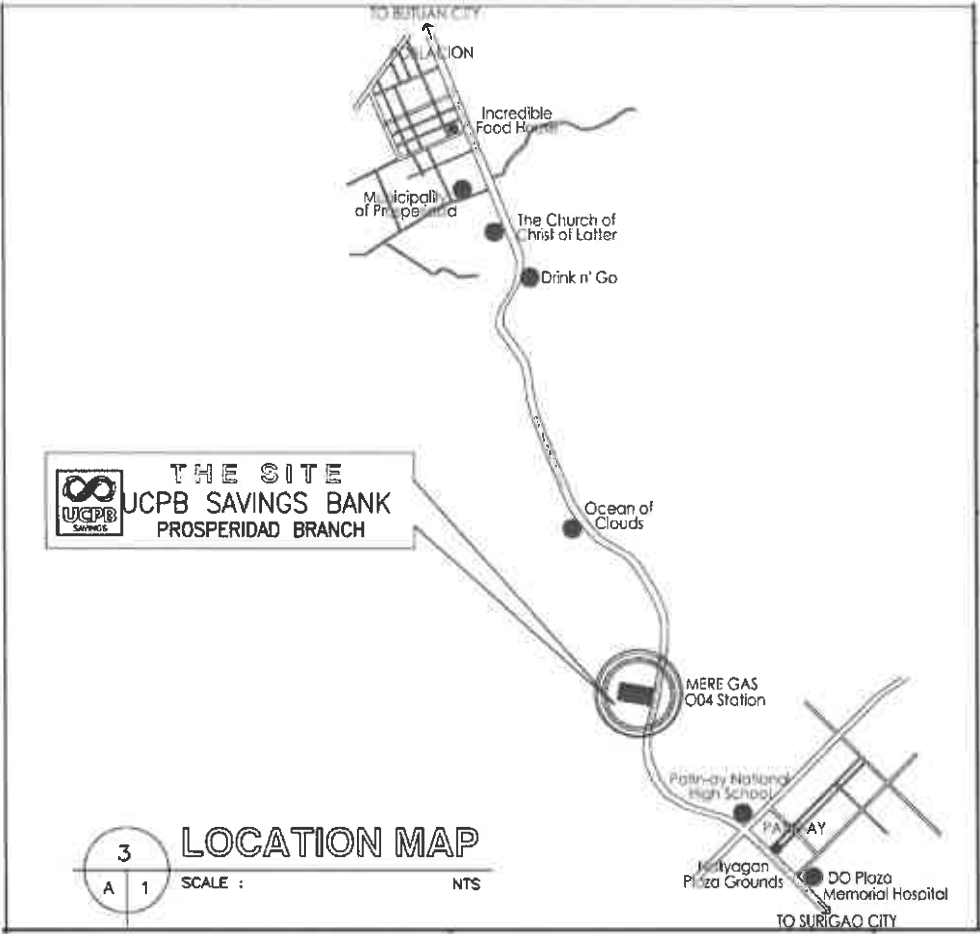


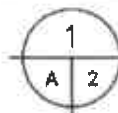
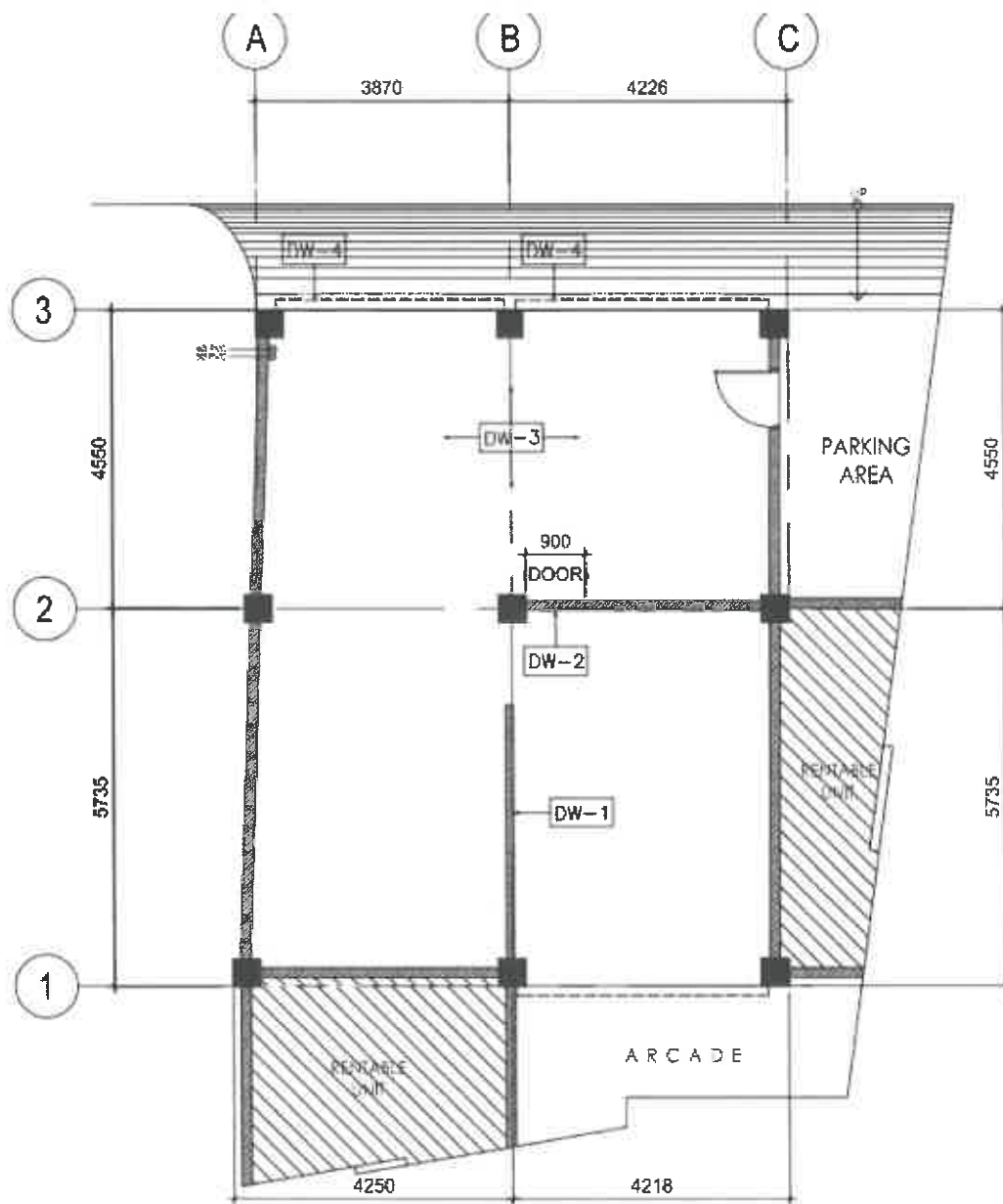
Further, neither the final certificate nor the final payment, nor any provision of the contract document shall relieve the Contractor of the responsibility for faulty materials and workmanship. It shall, moreover, remedy any defects thereof, and for any damages caused to other works resulting there from, within a period of one (1) year after the completion of works. The USB shall give notice of any defect/s found with reasonable promptness. If the Contractor refuses or fails to complete the project within the specified time plus any time extension duly granted, the Contractor shall pay USB, by way of liquidated damages, the amount equivalent to one tenth of one percent (1/10 of 1%) of the cost of the unperformed portion of the works for each lapse calendar day of delay until the project is completed and accepted or taken over by the USB as stated in the Revised IRR Annex E of R.A.9184.



*Section VII. Drawings*

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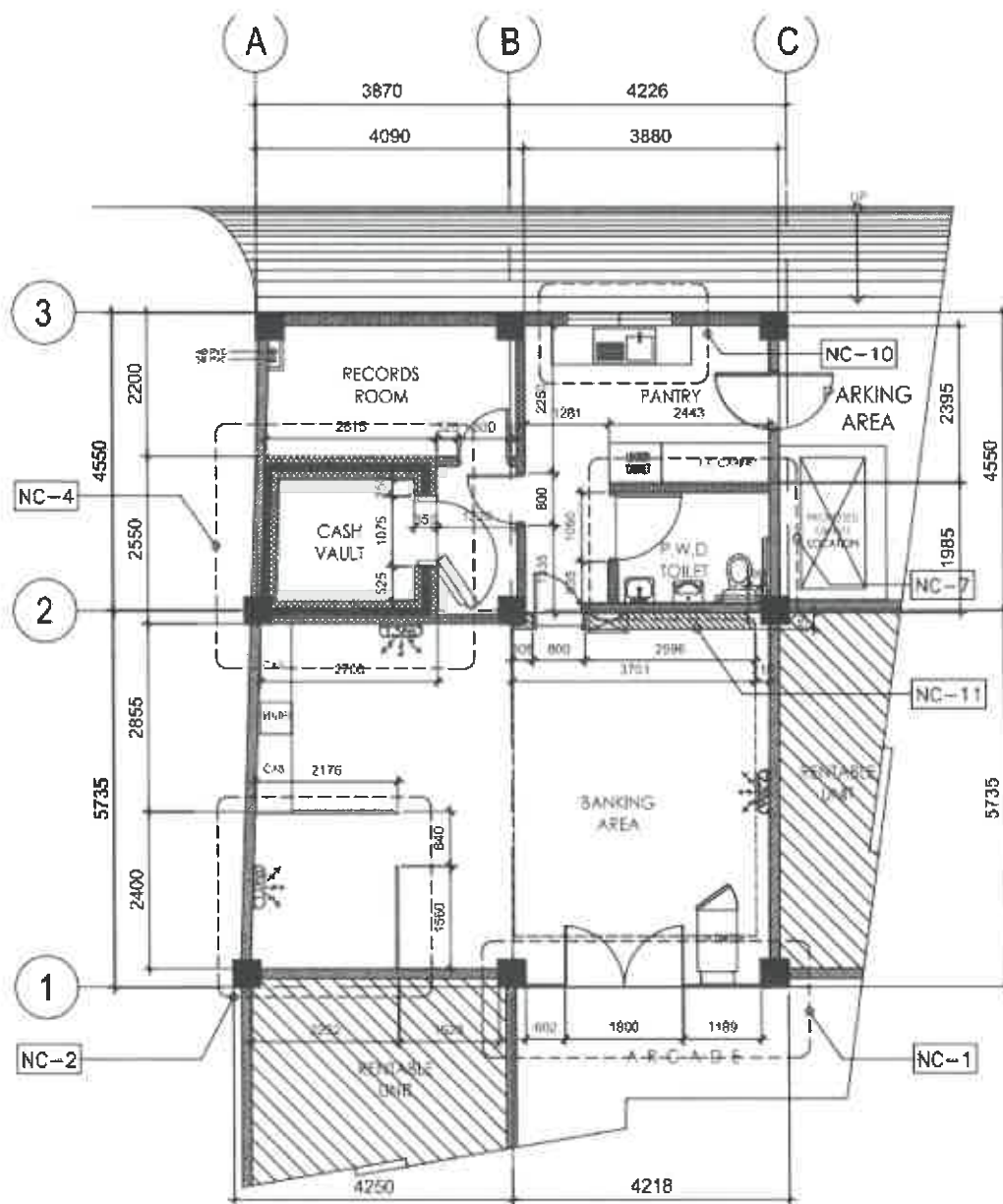




AS FOUND PLAN

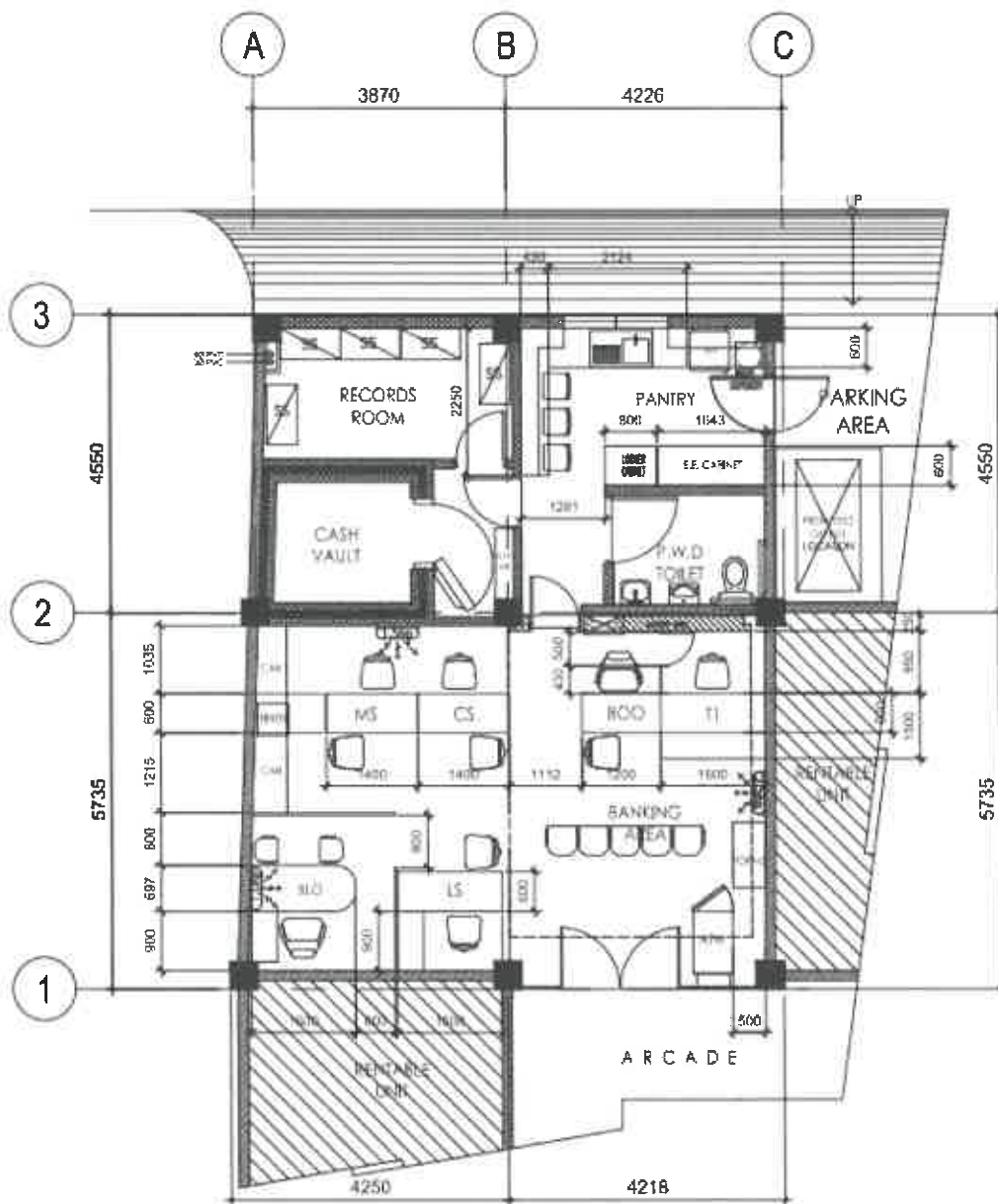
SCALE :

1:80 MTS



INTERIOR FLOOR AREA= 76.51M2

GROUND FLOOR :  
DIMENSIONAL PLAN  
SCALE : 1:80 MTS



3  
A 2

PROPOSED FURNITURE LAYOUT

SCALE : 1:80 MTS

*Section VIII. Bill of Quantities*


BILL OF QUANTITIES

Project Title : USB PROSPERIDAD BRANCH LITE						
Location	OLIVERIO COMML. BLDG., NATIONAL HIGHWAY, PROSPERIDAD, AGUSAN DEL SUR INSTRUCTIONS TO THE BIDDER: 1. PLEASE INDICATE N.A FOR NOT APPLICABLE WORK ITEMS. 2. PLEASE PRINT ALL PAGES.					
No.	ITEM	Unit	QTY	UNIT COST	TOTAL	
1.00	General Requirements					
1.01	Bonds and Certificates	lot	1.00	-	P	-
1.02	Permits & other submittals	lot	1.00	-	P	-
1.03	Supervision and Housekeeping	lot	1.00	-	P	-
1.04	Mobilization / Demobilization	lot	1.00	-	P	-
1.05	Temporary Facilities and Utilities	lot	1.00	-	P	-
1.06	As-built Plans	lot	1.00	-	P	-
1.07	Local Power Installation of KWHR Meter	lot	1.00	-	P	-
1.08	Local Water Installation of Meter	lot	1.00	-	P	-
1.09	Others (please specify)					
Sub Total					P	-
2.00	DEMOLITION & SITE PREPARATIONS					
2.01	Demolition/Site preparation to implement the plans	lot	1.00	-	P	-
2.02	Hauling of Debris	lot	1.00	-	P	-
2.03	Hauling and dismantling of existing FFEs and equipment	lot	1.00	-	P	-
2.04	Soil Poisoning / Termite Treatment (Vault Area)	lot	1.00	-	P	-
2.05	Others (please specify)					
Sub total					P	-
3.00	CONCRETING & MASONRY WORKS					
3.01	CHB walls					
	b. 150mm CHB walls 350 PSI	sqm	43.17	-	P	-
	c. 100mm CHB Walls 350 PSI	sqm	39.19	-	P	-
3.02	Concrete Mix (4000 psi) for cash vault with high early strength admixture 16mm dia spaced at 250mm b.w.o.c.	cum	13.00	-	P	-
3.03	Concrete Mix (3000 psi) for genset mounting pad	cum	1.03	-	P	-
3.04	Formworks	sqm	98.68	-	P	-
3.05	Plastering	sqm	142.62	-	P	-
3.06	Grade/Upstand/Lintel Beams	m³	1.53	-	P	-
3.07	Concrete Testing	lot	1.00	-	P	-
3.08	Others (please specify)					
Sub Total					P	-



4.00	Steel Works					
4.01	12mm thk Steel Plate for Cash Vault Ceiling/Wall & Flooring	m <sup>2</sup>	51.56	-	P	-
4.02	2" x 2" angle bars for ACCU mounting bracket	pcs	12.00	-	P	-
4.03	Metal Decking @ Cash Vault	m <sup>2</sup>	6.89	-	P	-
4.04	2x2 tubular sub frame @ every 200 genset steel gate	pcs	10.00	-	P	-
4.05	KWHR Meter Grills with abloy padlock	lot	1.00	-	P	-
4.06	Water Meter Grills with abloy padlock	lot	1.00	-	P	-
4.07	Outdoor ACU Cage with abloy padlock	lot	1.00	-	P	-
	Sub Total				P	-
5.00	Carpentry Works					
5.01	Built in Cabinets/ Counters/Shelves incl. all accessories (including Hardwares & accessories)					
	a. Pantry Cabinets & Counters/Eating counter	m2	40.48	-	P	-
	b. Back Cabinet w/ Printer Niche	m2	25.76	-	P	-
	c. Data Cabinet & ITD Rack (Steel)	m2	10.89	-	P	-
	e. Staff Locker and Electrical Cabinet	m2	13.31	-	P	-
	f. Counter Table Inside Vault	m2	6.93	-	P	-
	g. Teller Counter with BOO Table	m2	8.09	-	P	-
	h. MA/CS Table	m2	10.40	-	P	-
	i. BM Table/BLO Table	m2	7.51	-	P	-
	j. LS Table	m3	5.20	-	P	-
	k. Slip Form Counter	m4	4.00	-	P	-
	i. Guard's Podium	m2	3.88	-	P	-
	j. Lighted Logo	lot	1.00	-	P	-
5.02	Termite treatment	lot	1.00	-	P	-
	Sub total				P	-
6.00	Finishes					
6.01	Flooring (inclusive of tile grout, grout sealer, tile adhesive, etc.)					
	a. FF-02 = 600x600 White Tile (Banking Area)	sqm	21.02	-	P	-
	b. FF-03 = 300x300 Mariwasa Romana White (pantry)	sqm	13.01	-	P	-
	c. FF-04 = 200x200 Mariwasa Romana White unglazed (T&B)	sqm	30.49	-	P	-
	d. FF-05 = Carpet rolled broadloom type bassalt gray by SMJ (BM)	sqm	7.92	-	P	-
	e. FF-06 = 300x300 Homogenous Vinyl Tile Apo White (Cash Vault/Records vault)	sqm	19.40	-	P	-
6.02	Ceiling (inclusive of metal furring, rivet, black screw, etc.)					
	a. 12mm thk 2ft x 4ft acoustic ceiling	sqm	129.24	-	P	-
	b. 6mm fiber cement board for toilet	sqm	4.52	-	P	-
6.03	Walls					
	a. 20mm thk. Salt & pepper Granite countertop (kitchen counter)	sqm	1.47	-	P	-
6.04	Paints					
	a. Interior Walls (semi-gloss)	sqm	215.99	-	P	-
	b. Ducco Finish of pantry cabinets & Accent Wall and Ceiling	sqm	44.12	-	P	-
	c. Flat latex for gypsum and ficem ceiling	sqm	79.25	-	P	-
	d. Exterior Walls (egg-shell)	sqm	57.50	-	P	-
	e. Doors QDE	sqm	12.71	-	P	-

6.05	Others(please specify)						
<b>Sub total</b>						<b>P</b>	-
<b>7.00</b>	<b>Doors and Windows including hardware and finishes</b>						
	<b>INCLUDING ALL ACCESSORIES SUCH AS DOOR STOPPERS AND CLOSERS</b>						
7.01	D1 - Façade Storefront glass & door	unit	1.00	-	<b>P</b>		-
7.02	D2 - 44mm Single leaf wooden swing door w/ concealed hinges	unit	1.00	-	<b>P</b>		-
7.03	D3 - 44mm Single leaf wooden swing door w/ kick plate (Toilet)	unit	1.00	-	<b>P</b>		-
7.04	D4 - 44mm Single leaf wooden swing door (Back Office)	unit	1.00	-	<b>P</b>		-
7.04	D5 - 44.5 mm thk. Fire rated standard steel door w/ peephole (Record's Room)	unit	1.00	-	<b>P</b>		-
7.06	D6 - 44.5 mm thk. Fire rated standard steel plate flush hollow core metal door with peephole, pushlock and abloy padlock	unit	1.00	-	<b>P</b>		-
7.07	GW1 - Low Partition with Frame Glass (BLO)	unit	2.00	-	<b>P</b>		-
7.08	GW2 - Low Partition with Frame Glass (BLO)	unit	2.00	-	<b>P</b>		-
7.11	12mm frosted glass 1.5m x 1.5m for teller divider	unit	1.00	-	<b>P</b>		-
7.12	Frosted sticker (as indicated in the schedule of D & W)	sqm	8.60	-	<b>P</b>		-
7.13	Others(please specify)						
<b>Sub total</b>						<b>P</b>	-
<b>9.00</b>	<b>Plumbing Works</b>						
9.01	Water distribution System pipes/ fittings	lot	1.00	-	<b>P</b>		-
9.02	Sanitary System pipes/ fittings	lot	1.00	-	<b>P</b>		-
	a. HCG water closet & lavatory (white) with full pedestal	sets	1.00	-	<b>P</b>		-
	b. Frameless Facial Mirror	sets	1.00	-	<b>P</b>		-
	c. Hand Bidet including double angle valves	sets	1.00	-	<b>P</b>		-
	d. Teka Brand Pantry Sink (single-tub)	pcs	1.00	-	<b>P</b>		-
	e. Kasch Pantry Faucet	pcs	1.00	-	<b>P</b>		-
	f. s/s floor drains	pcs	1.00	-	<b>P</b>		-
	g. Brass hose bibb for Slop Sink	pcs	1.00	-	<b>P</b>		-
	h. HCG Toilet paper holder	pcs	1.00	-	<b>P</b>		-
	i. Grease Trap @ kitchen counter	lot	1.00	-	<b>P</b>		-
	j. 1 1/2" aircon drain pipe	lot	1.00	-	<b>P</b>		-
	k. Tapping point to existing water/sewer lines	lot	1.00	-	<b>P</b>		-
	l. testing of existing plumbing lines and epoxy sealing	lot	1.00	-	<b>P</b>		-
	m. HCG waterless urinal	lot	1.00	-	<b>P</b>		-
9.03	Others						
<b>Sub total</b>						<b>P</b>	-
<b>10.00</b>	<b>ELECTRICAL WORKS</b>	sq m					
10.01	a. Electrical Service Entrance	lot	1.00	-	<b>P</b>		-
10.02	b. Power Distribution and Lighting System	lot	1.00	-	<b>P</b>		-
10.03	c. Telephone and Data communication system	lot	1.00	-	<b>P</b>		-
10.04	d. Others						
	1. T5 led light with diffuser	pcs	27.00	-	<b>P</b>		-
	2. LED downlight	pcs	30.00	-	<b>P</b>		-
	3. Emergency lights	pcs	6.00	-	<b>P</b>		-
	4. Fire Exit light	pcs	2.00	-	<b>P</b>		-
	5. PANEL BOARDS	lot	1.00	-	<b>P</b>		-
	7. SECURITY SYSTEM - Rough-in	lot	1.00	-	<b>P</b>		-

	8. MISCELLANEOUS ELECTRICAL WORKS	lot	1.00	-	P	-
	9. CCTV system(CCTV Roughing-ins)	lot	1.00	-	P	-
	10. Firealarm System (Roughing-Ins)	lot	1.00	-	P	-
	11. TELCO roughing-ins (PLDT & GLOBE)	lot	3.00	-	P	-
	Subtotal				P	-
11.00	MECHANICAL WORKS	sq m				
11.01	a. Airconditioning works	lot	1.00	-	P	-
11.02	b. Exhaust and Oscillating Fans system	lot	5.00	-	P	-
11.03	c. 1.5Hp Split Type ACU	set	1.00	-	P	-
11.04	d. 2.5Hp Split Type ACU	set	2.00	-	P	-
11.05	e. Generator Set 20KVA, gasoline type, portable type, single phase, with industrial plug and isolation breaker	set	1.00	-	P	-
	Subtotal				P	-
12.00	OTHERS					
12.01	Signages(indoor and outdoor)	pcs	2.00	-	P	-
12.02	Decals (For ATM Façade, Tempered Glass, Etc.)	pcs	1.00	-	P	-
	Subtotal				P	-
	TOTAL BEFORE PROFIT AND TAXES				P	-
	PROFIT/MARKUP/CONTINGENCIES			0.30	P	-
	TAXES			0.12	P	-
	GRAND TOTAL				P	-


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

Two handwritten signatures are located in the bottom right corner of the page. The top signature is written in blue ink and appears to be a stylized 'P' or 'B'. The bottom signature is written in black ink and is more complex, with multiple loops and a long horizontal stroke extending to the right.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

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

#### Financial Documents

- ☐ (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

### *Class "B" Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

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

*Other documentary requirements under RA No. 9184*

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

*Section IX. Bidding Forms*




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, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. 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 or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state “None”) ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.



The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

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

Legal capacity: \_\_\_\_\_

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

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

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


**Bid Form# \_\_\_\_\_ 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing 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.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

*[Jurat]*

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


Bid Form# \_\_\_\_\_ Secretary’s Certificate

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of [Name of Bidder], a corporation duly organized and existing under and by virtue of the law of the PHILIPPINES, DO HERBY CERTIFY that:

I am familiar with the facts herein certified and duly authorized to certify the same:

At the meeting of the Board of Directors of the Corporation duly convened and held on \_\_\_\_\_ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and rare in full force and effect on the date hereof

“RESOLVED, that (Name of Bidder), as it hereby is/are, authorized to participate in the bidding of (Name of the Project), and that if awarded the project shall enter into a contract with the UCPB Savings, Inc.; and in connection therewith hereby appoint (Name of Representative/s), acting as duly authorized and designated representatives of [Name of Bidder], is/are granted full power and authority to do effectively as the (Designation of the Representative/s) might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

Name of Representatives	Designation	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

RESOLVED FURTHER THAT, the [Name of Bidder] hereby authorizes its representative/s to:

- 1. Execute a waiver of jurisdiction whereby the [Name of Bidder] hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- 2. Execute a waiver that the [Name of Bidder] shall not seek and obtain writ of injunctions or prohibition or restraining order against the UCPB Savings, Inc. (UCPBS) or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

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

\_\_\_\_\_  
CORPORATE SECRETARY



SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ at \_\_\_\_\_, Metro Manila, affiant exhibiting to me his respective [Government Issued ID] with expiry date on \_\_\_\_\_.

**NOTARY PUBLIC**

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

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

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

*Series of 2023*


**Bid Form# \_\_\_\_ 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

**[Jurat]**

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



**Bid Form# \_\_\_\_\_ Statement of all Ongoing Contracts**

**Statement of all Ongoing Government and Private Contracts Including Contracts  
Awarded but not yet Started**

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

Business Address : \_\_\_\_\_

Name of Contract/ Project Cost	Owners Name Address Telephone nos.	Nature of Work	Bidders Role		Date Awarded  Date Started Date of Completion	% Accomplishment	
			Description	%		Planned	Actual
Government							
Private							
						Total Cost	

Note: This statement will be verified during the Post Qualification Stage through any of the following evidence not limited to:

- Notice of Award and/or Contract/ Purchase Order
- Official Receipt/ Sales Invoice
- Notice to Proceed issued by the owner
- Certificate of Accomplishment signed by the owner or authorized representative
- Verification with the clients

\_\_\_\_\_  
Signature over printed name of Company Authorized Representative

\_\_\_\_\_  
Name and Designation (in print)

\_\_\_\_\_  
Date



**Bid Form# \_\_\_\_\_ Statement of Single Largest Completed Contract**

**Statement of Single Largest Completed Contract Similar to the Contract to be Bid**

This is to certify that (Company) \_\_\_\_\_ has following completed contracts for the period of CY 2019 – 2022

Date of the Contract	Contracting Party	Name of Contract	Amount of Contract	Date of Delivery/End-User's Acceptance	Date of Official Receipt


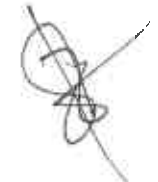
Note: This statement will be verified during the Post Qualification Stage through any of the following evidence not limited to:

- Notice of Award and/or Contract/ Purchase Order
- Official Receipt/ Sales Invoice
- Notice to Proceed issued by the owner
- Certificate of Accomplishment signed by the owner or authorized representative
- Verification with the clients

\_\_\_\_\_  
Signature over printed name of Company Authorized Representative

\_\_\_\_\_  
Name and Designation (in print)

\_\_\_\_\_  
Date

NET FINANCIAL CONTRACTING CAPACITY (NFCC) STATEMENT

Summary of the bidder assets and liabilities on the basis of the income tax return and audited financial statement stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collection agent, for the immediately preceding year. The computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

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

	Amount
Current Assets	
Minus: Current Liabilities	
Sub-total	
Multiplied by 15	
Sub-total	
Minus: Value of outstanding contracts	
NCFF	

\_\_\_\_\_  
Signature over printed name of Company Authorized Representative

\_\_\_\_\_  
Name and Designation (in print)

\_\_\_\_\_  
Date


Republic of the Philippines



Government Procurement Policy Board

**UCPB SAVINGS, INC.**  
**PROCUREMENT REQUEST FORM (PRF)**



FOR: Prosperidad Branch Lite (Procurement Unit) PRF Control No.: \_\_\_\_\_

Please procure the item/s listed below. Item/s requisitioned is necessary and will be used for the purpose stated.

- ☐ Initial requisition and within the Fixed Assets, Furniture, Fixtures and Equipment Policy (FFFE)  
☐ Replacement of Unserviceable Item. Attached is ITD Evaluation Report dated \_\_\_\_\_  
☐ Not within FFFE  
☐ Additional Items: Number of Existing Units \_\_\_\_\_ Allowed number of units per FFFE \_\_\_\_\_  
☒ Others (please specify): \_\_\_\_\_

Nature of Procurement:

- ☒ Goods and Services ☐ Civil Works ☐ Consultancy

Mode of Procurement in accordance with the approved APP: \_\_\_\_\_

**PURPOSE:** Procurement of New Fit out Construction of USB Prosperidad Branch Lite

Item Description and/or Technical Specifications/Scope of Works/Terms of Reference	Qty	Estimated Cost		Stock Position Sheet (if applicable)			
		Unit Cost	Total	Balance on Hand	Mo. Ave. Usage	This Requisition	Est. Mo./s to Use
New fit-out Construction for USB- Prosperidad BL		P6,300,000.00	P6,300,000.00				

Prepared By: (End-User/ Project Owner)

*Rosemarie Gaile M. Alcuetas*  
**Rosemarie Gaile M. Alcuetas**  
 (Signature over Printed Name)

Unit: BBD

Contact No.: 09171331109

Email Address: [RMAlcuetas@ucpbsavings.com](mailto:RMAlcuetas@ucpbsavings.com)

Date Prepared: 09/27/2023

Endorsed By:

*Emmanuel R. Macario-Baso*  
**EMMANUEL R. MACARIO-BASO**  
 (Signature over Printed Name)

*Nanette R. Villanueva-Bash*  
**NANETTE R. VILLANUEVA-BASH**  
 (Signature over Printed Name)

Approved By:

*Ma Catalina M. Cruz - BBD Head*  
**MA CATALINA M. CRUZ - BBD HEAD**  
 (Signature over Printed Name)

*Lizette Margaret Mary J. Racela-PCeo*  
**LIZETTE MARGARET MARY J. RACELA-PCEO**  
 (Signature over Printed Name)

**BUDGET/FUNDS AVAILABILITY:**

Budget Year	Account	Amount	Chargeable Unit/Department	Certified By	Date Certified
2023	CAPEX	PHP 6,300,000.00	Prosperidad Branch Lite	<i>Nanette R. Villanueva</i> Nanette R. Villanueva	

**CERTIFICATE OF ACCEPTANCE**

I hereby certify to have accepted each and every article delivered/service rendered by as listed in the attached Invoice No. \_\_\_\_\_ dated \_\_\_\_\_ which has/have been inspected and was/were found to be in accordance with the specifications stipulated under Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_

Name of Property Supply Officer: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

**DISTRIBUTION:** ORIGINAL COPY- COA, DUPLICATE- BAC SECRETARIAT, TRIPLICATE- ACCOUNTING UNIT, 4- REQUISITIONING UNIT (PHOTOCOPY)

USB Form No. 02-47-2022 (May 2022)