



# **OFFICE OF THE SOLICITOR GENERAL**

OSG Building, 134 Amorsolo St., Legaspi Village, Makati City  
Tel. No. 8988-1674 local 777; 8836-3314/Telefax No. 8813-1174

## **Supply and Labor for the Repair and Renovation of the Rented Offices of Six (6) Legal Divisions Located at APMC Building and Montepino Building Extension Offices of the Office of the Solicitor General (OSG)**

Government of the Republic of the Philippines

**2<sup>nd</sup> Batch Repair & Renovation  
(OSG PR No. 020-11-165)**

**Sixth Edition  
July 2020**

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# *Glossary of Acronyms, Terms, and Abbreviations*

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

**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.

**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])

**CDA** - Cooperative Development Authority.

**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.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

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

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**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]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**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.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**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.

**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.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***



Republic of the Philippines

## Office of the Solicitor General

OSG Bldg. 134 Amorsolo St., Legaspi Village, Makati City  
Tel No. 8988-1674 loc. 777; & 8836-3314; Telefax No. 8813-11-74  
Website: www.osg.gov.ph

### INVITATION TO BID FOR

Supply and Labor for the Repair and Renovation of the Rented Offices of Six  
(6) Legal Divisions Located at APMC Building and Montepino Building  
Extension Offices of the Office of the Solicitor General

1. The **Office of the Solicitor General**, through the **R.A. 11465 GAA FY 2020** intends to apply the sum of **One Million Two Hundred Thousand Pesos (Php1,200,000.00)** for **Lot 1 – Felix Bautista Division**, **Three Hundred Thousand Pesos (Php300,000.00)** for **Lot 2 – Serafin Hilado Division**, **One Million Five Hundred Thousand Pesos (Php1,500,000.00)** for **Lot 3 – Juan Liwag Division**, **Eight Hundred Thousand Pesos (Php800,000.00)** for **Lot 4 – Francisco Chavez Division**, **Three Hundred Thousand Pesos (Php300,000.00)** for **Lot 5 – Querube Makalintal Division**, and **One Million Five Hundred Thousand Pesos (Php1,500,000.00)** for **Lot 6 – Ignacio Villamor Division / OSG PR No. 020-11-165** being the ABC to payments under the contract for each lot. Bids received in excess of the Approved Budget for the contract (ABC) for each lot shall be automatically rejected at bid opening.
2. The **OSG** now invites bids for the above Procurement Project. Delivery of the Goods & Services is required and **will commence upon receipt of NTP** for a **one hundred twenty (120) working days** (after office hours only), holidays, Saturdays and Sundays, to complete the scope of works. Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, 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 a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **OSG** and inspect the Bidding Documents at the address given below during **Monday to Friday 8:00am to 5:00pm**.

5. A complete set of Bidding Documents may be acquired by interested Bidders from Monday to Friday, between 8:00am to 5:00pm starting **1 December 2020** until 12:00 noon of **21 December 2020**, from the 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 **One Thousand Pesos (Php1,000.00) for Lot 1, Five Hundred Pesos (Php500.00) for Lot 2, One Thousand Five Hundred Pesos (Php1,500.00) for Lot 3, Five Hundred Pesos (Php500.00) for Lot 4, Five Hundred Pesos (Php500.00) for Lot 5, and One Thousand Five Hundred Pesos (Php1,500.00) for Lot 6**. Interested bidders may purchase the bidding documents by depositing the amount of **One Thousand Pesos (Php1,000.00) for Lot 1, Five Hundred Pesos (Php500.00) for Lot 2, One Thousand Five Hundred Pesos (Php1,500.00) for Lot 3, Five Hundred Pesos (Php500.00) for Lot 4, Five Hundred Pesos (Php500.00) for Lot 5, and One Thousand Five Hundred Pesos (Php1,500.00) for Lot 6** with the **OSG Trust Fund 101 Account Number 1802-1016-23**, Office of the Solicitor General, Land Bank of the Philippines, Paseo de Roxas Branch, Makati City and submitting the proof of deposit at [fms@osg.gov.ph](mailto:fms@osg.gov.ph), or by paying directly with the Cashier's Office at the Office of the Solicitor General, 134 Amorsolo Street, Legaspi Village, Makati City.
6. The **OSG** will hold a Pre-Bid Conference open to prospective bidders on **9 December 2020 @ 1:30pm** at the **9<sup>th</sup> Floor, Padilla Hall, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** and/or through video conferencing or webcasting *via* **Microsoft Teams**.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **1:25pm** of **21 December 2020**. **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 14.
9. Bid opening shall be on **1:30pm** of **21 December 2020** at the **9<sup>th</sup> Floor, Padilla Hall, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** and/or *via* **Microsoft Teams**. Bids will be opened in the presence of the bidders' representatives who choose to personally attend the activity.
10. Prospective Bidders are required to submit (1) one additional hard copy of their bid as allowed in **ITB** Clause 15.

Also, for purposes of videoconferencing, prospective bidders are advised to provide their email addresses not later than thirty (30) minutes before the activity at the email address below. While the BAC can conduct face-to-face pre-bid conference and opening of the bids amidst the quarantine imposed by the National Government, prospective bidders are enjoined to send only one (1) representative so that health and safety protocols can be properly observed.

11. The **OSG** 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

**Christian D. Buat**

ADMIN Division – Procurement Section / BAC Sec

**Office of the Solicitor General**

OSG Building, 134 Amorsolo St., Legaspi Village, Makati City 1229

E-mail Address: [osg.procurement@gmail.com](mailto:osg.procurement@gmail.com)

Tel No. (02) **8988-1674** loc. **777** / (02) **8836-3314** / Telefax No. (02) **8813-1174**

Website: [www.osg.gov.ph](http://www.osg.gov.ph)

13. You may visit the following websites:

For downloading of Bidding Documents: [www.osg.gov.ph/procurement](http://www.osg.gov.ph/procurement)

Date of Issue: *December 1, 2020*



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**JOSEPH L. GUEVARRA**  
Assistant Solicitor General  
Chairperson, Bids and Awards Committee

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

## 1. Scope of Bid

The Procuring Entity, the **Office of the Solicitor General**, wishes to receive Bids for the **Supply and Labor for the Repair and Renovation of the Rented Offices of Six (6) Legal Divisions Located at APMC Building and Montepino Building Extension Offices of the Office of the Solicitor General**, with identification number **OSG PR No. 020-11-165**.

The Procurement Project **Supply and Labor for the Repair and Renovation of the Rented Offices of Six (6) Legal Divisions Located at APMC Building and Montepino Building Extension Offices of the Office of the Solicitor General** is composed of **6 Lots**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2020** in the amount of **Five Million Six Hundred Thousand Pesos (Php5,600,000.00)**

2.2. The source of funding is:

a. NGA, the **General Appropriations Act**.

## 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 Manuals 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 **IB** 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 verified and accepted the general requirements of this Project, including 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, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, 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 or Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have at least one (1) contract similar to the Project (SLCC) the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of 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, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

7.1. The Procuring Entity prescribes 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 and either at its physical address and/or through videoconferencing/webcasting} 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 VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **two (2) years** prior to the deadline for the submission and receipt of bids.
- 10.3. 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. Similar to the required authentication above, 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.

## **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 VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. 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. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:

- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the 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.
- 13.2. Payment of the contract price shall be made in:
- a. Philippine Pesos.

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> 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**.
- 14.2. The Bid and bid security shall be valid until **120 calendar days from date of opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## **15. 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 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.

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

16.1. 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**.

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

17.1. 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 of 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.

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

## **18. Domestic Preference**

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

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

19.1. The Procuring 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 the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as

the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

21.1. 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	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</li> <li>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	No further instructions.
12	The price of the Goods shall be quoted DDP to the <b><i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i></b> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php24,000.00 for Lot 1, Php 6,000.00 for Lot 2, Php 30,000.00 for Lot 3, Php16,000.00 for Lot 4, Php6,000.00 for Lot 5, &amp; Php30,000.00 for Lot 6</b> <i>[two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php60,000.00 for Lot 1, Php15,000.00 for Lot 2, Php75,000.00 for Lot 3, Php40,000.00 for Lot 4, Php15,000.00 for Lot 5, &amp; Php75,000.00 for Lot 6</b> <i>[five percent (5%) of ABC]</i> if bid security is in Surety Bond.</li> </ol>
19.3	The project will be awarded separately under a contract for each lot with an ABC of <b>One Million Two Hundred Thousand Pesos (Php1,200,000.00) for Lot 1 – Felix Bautista Division, Three Hundred Thousand Pesos (Php300,000.00) for Lot 2 – Serafin Hilado Division, One Million Five Hundred Thousand Pesos (Php1,500,000.00) for Lot 3 – Juan Liwag Division, Eight Hundred Thousand Pesos (Php800,000.00) for Lot 4 – Francisco Chavez Division, Three Hundred Thousand Pesos (Php300,000.00) for Lot 5 – Querube Makalintal Division, and One Million Five Hundred Thousand Pesos (Php1,500,000.00) for Lot 6 – Ignacio Villamor Division</b> inclusive of all government taxes and charges.
20.2	Must present the licenses and certifications required in the Terms of Reference.
21.2	Must present the additional documents required in the Terms of Reference.

## ***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.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to 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 of RA No. 9184.

## 4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

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

## *Section V. Special Conditions of Contract*

## Special Conditions of Contract

GCC Clause	
1	<p>“The service required by the Contract shall be rendered at the <b><i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i></b> as well as in other properties rented by the OSG as its office premises. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered to <b><i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i></b>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered to <b><i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i></b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is the <i>Supplies Section of the Administrative Division</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>

	<p>e.training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>



	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Payments are governed by the necessary auditing and accounting rules. Payment terms are also indicated in the Terms of Reference.
4	No further instructions.

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
	<b>Supply and Labor for the Repair and Renovation of the Rented Offices of Six (6) Legal Divisions Located at APMC Building and Montepino Building Extension Offices of the Office of the Solicitor General</b>			The CONTRACTOR has <b>one hundred twenty (120) working days</b> (after office hours only), holidays, Saturdays and Sundays, to complete the scope of works and will commence upon the receipt of the Notice to Proceed (NTP) from the Bids and Awards Committee (BAC)
1.	Lot 1: Felix Bautista Division			
2.	Lot 2: Serafin Hilado Division			
3.	Lot 3: Juan Liwag Division			
4.	Lot 4: Francisco Chavez Division			
5.	Lot 5: Querube Makalintal Division			
6.	Lot 6: Ignacio Villamor Division			

## ***Section VII. Technical Specifications***

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

**TERMS OF REFERENCE  
OFFICE OF THE SOLICITOR GENERAL**

**Supply and Labor for the Repair and Renovation of the Rented Offices of Six (6) Legal Divisions Located at APMC Building and Montepino Building Extension Offices of the Office of the Solicitor General (OSG)**

**A. TERMS OF REFERENCE**

The OSG intends to repair and renovate the offices of six (6) legal divisions, located at APMC Building, 136 Amorsolo St. and Montepino Building, 138 Amorsolo St. corner Gamboa St., Legaspi Village, San Lorenzo, Makati City, which are its rented offices adjacent to the OSG Main Building.

The OSG shall employ the services of a **CONTRACTOR** to provide labor and materials for the repair/renovation of said offices:

Item	Specification / Particular	Statement of Compliance
1	The Approved Budget for the Contract (ABC) for the repair/renovation is <b>Php5,600,000.00</b> , including 12% VAT and payment for the business and other permits required for this project, which shall be applied for and obtained by the <b>CONTRACTOR</b> .	
2	<p>The <b>CONTRACTOR</b> may request an advance payment as mobilization funds in the amount not exceeding <b>15%</b> of the contract price, upon submission to and acceptance by the OSG of an irrevocable letter of credit of equivalent value. The balance is subject to progress payments under the following conditions.</p> <p><b>a)</b> The <b>CONTRACTOR</b> shall submit a Statement of Work Accomplished (SWA), subject to the verification and certification by the OSG.</p> <p><b>b)</b> The first progress payment shall only be paid to the <b>CONTRACTOR</b> upon completion of the twenty percent (20%) of the work, as certified by the building administrator, inspection committee, and end-user or its representative.</p> <p><b>c)</b> The progress payment is subject to the retention of ten percent (10%) of the total amount due the contractor and shall be retained from every progress payment until the fifty percent (50%) of the value of work, as determined by the OSG, is completed. If after 50% of the value of work is completed, and the work is satisfactorily done and on schedule, no additional retention shall be made; otherwise, the 10% retention shall be imposed. The total retention money shall be released upon the final acceptance by the OSG of the work.</p>	
3	The OSG shall check/inspect the <b>CONTRACTOR's</b> works upon every submission of SWA and shall notify the <b>CONTRACTOR</b> of	

	any defect/s that will be found. The <b>CONTRACTOR</b> shall immediately correct/repair the notified defect/s at the <b>CONTRACTOR'S</b> expense and without additional costs to the original contract amount.	
<b>4</b>	If the <b>CONTRACTOR</b> refuses or fails to satisfactorily complete the work within the specified contract time, then an amount equal to at least <b>one-tenth (1/10) of one percent of the cost of unperformed portion of the work for every day of delay</b> shall be paid by the <b>CONTRACTOR</b> or deducted from any money due the <b>CONTRACTOR</b> .	
<b>5</b>	The <b>CONTRACTOR</b> shall ensure that the materials to be used for the renovation/repair are of good quality and subject to inspection by the OSG building administrator or its representative. All materials for construction/fabrication must be new unless otherwise specified to reuse existing materials.	
<b>6</b>	The <b>CONTRACTOR</b> has <b>one hundred twenty (120) working days</b> (after office hours only), holidays, Saturdays and Sundays, to complete the scope of works and will commence upon the receipt of the Notice to Proceed (NTP) from the Bids and Awards Committee (BAC).	
<b>7</b>	The <b>CONTRACTOR</b> shall submit a company profile with latest office address, contact number/s, website, and email address.	
<b>8</b>	The <b>CONTRACTOR</b> shall submit a work plan/schedule specifying the number of workers per day, the number of workdays per week, and the number of working hours per week.	
<b>9</b>	No employer-employee relationship shall arise between the <b>CONTRACTOR</b> and/or its workers on one hand and the <b>OSG</b> on the other. The <b>OSG</b> shall not be liable or accountable for any accident and injury which may occur to any worker or personnel of the <b>CONTRACTOR</b> during the performance of the work services mentioned herein whether the injuries or accidents occurred inside or outside the premises of the OSG, or any loss or damage whatsoever and shall save the OSG harmless therefrom.	
<b>10</b>	The <b>CONTRACTOR</b> shall be responsible for any loss or damage that may be incurred upon the properties of OSG during the performance of the works or for injury to any person caused by unreasonable or negligent act or omission of the <b>CONTRACTOR</b> or its workers, whether such act is intentional or not.	
<b>11</b>	The OSG shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary, due to force majeure or any fortuitous events or for failure on the part of the <b>CONTRACTOR</b> to carry out valid orders given by OSG or to perform any provisions of the contract, or due to adjustment of plans to suit office conditions as found necessary during construction.	
<b>12</b>	Applicable provisions of the Government Procurement Reform Act (RA No. 9184) and its Implementing Rules and Regulations shall form a part of these Terms of Reference (TOR).	

## B. SCOPE OF WORKS

### LOT 1 – FELIX BAUTISTA DIVISION

Third Floor, APMC Building

ABC: ₱ 1,200,000.00

Description	Quantity	Unit/s	Statement of Compliance
1. Mobilization	1	Lot	
2. Dismantling of the wall partitions at center of the division.	1	Lot	
3. Dismantling of door at pantry	1	Lot	
4. Reception Area			
a. Supply and installation of glass on top of the table. (See attached plan/lay-out).	1	Lot	
5. Conference Room Area			
a. Upholstery of the foam of the chairs with the same color as the original.	1	Lot	
6. Pantry Area			
a. Supply and installation of wooden sliding door.	1	Lot	
b. Supply and installation of wooden cabinet for utensils, refrigerator, cabinets, microwave and other kitchen appliances (see attached plan/lay-out).	1	Lot	
c. Table is attached to the wall, with four (4) high chairs below the table.	1	Lot	
d. Supply and installation of three (3) hanging lights at the table area.	1	Lot	
7. Center of the Division			
a. Supply and installation of modular glass/whole glass cubicles for three (3) lawyers and (3) three secretaries (see attached picture/plan/lay-out).	1	Lot	
b. Construction of L-shape type built-in tables with overhead cabinet on top and built-in cabinet on the right side. (See attached picture).	1	Lot	
8. Construction of a higher wall in lawyer cubicle no. 2 located beside the pantry.	1	Lot	
9. Records Room			
a. Supply and installation of sliding wooden door.	1	Lot	
b. Re-painting of the wall of the record room.	1	Lot	
10. Re-painting of the entire office, including the old cubicles.	1	Lot	
	1	Lot	
11. Supply, installation and relocation of existing electrical outlets and wirings in all new lawyers and legal secretaries' cubicles, including the conference room and the pantry. Note: A representative from Administrative Service	1	Lot	

will check the installation.			
12. Hauling of debris and other scrap materials during and after the renovation/construction.	1	Lot	
13. Demobilization	1	Lot	
14. Supply and installation of cabling and other wirings related to internet connection. Note: An IT representative will check the installation of structured cabling and other wirings related to internet connection.	1	Lot	

**LOT 2 – SERAFIN HILADO DIVISION**  
**Fifth Floor, APMC Building**  
**ABC: ₱ 300,000.00**

Description	Quantity	Unit/s	Statement of Compliance
1. Mobilization	1	Lot	
2. Re-painting of the following: b. Wall of the division	1	Lot	
3. Re-painting of the following: c. Conference Room	1	Lot	
d. ASG Room	1	Lot	
e. Stock room	1	Lot	
f. Room # 1	1	Lot	
g. Room # 2	1	Lot	
h. Room # 3	1	Lot	
i. Room # 4	1	Lot	
4. Repainting of Hallway	1	Lot	
5. Repainting of Ceiling	1	Lot	
6. Repainting of Baseboard/Cornices/Doors	1	Lot	
7. Repainting of all cabinets in the Divisions	1	Lot	
Note: Color as per approved by end-user.			
8. Hauling of debris and other scrap materials during and after renovation/construction.	1	Lot	
9. Demobilization	1	Lot	



**LOT 3 – JUAN LIWAG DIVISION**  
**Sixth Floor, APMC Building**  
**ABC: ₱ 1, 500,000.00**

Description	Quantity	Unit/s	Statement of Compliance																			
1. Mobilization 2. Dismantling of the following: a. Existing cubicle/work station of ASG Secretary (1) b. Existing wall along Gamboa wing (1) c. Existing ten (10) lawyer’s areas along Adelantado wing and Amorsolo wing. d. Existing six (6) secretary cubicles/work stations, both wings.	1 18	Lot Sets																				
3. Supply and Installation of Modular partition for Lawyers and Legal Secretaries with Built-in Table;  <table border="1" data-bbox="169 891 954 1317"> <thead> <tr> <th data-bbox="169 891 411 936">No. of Panel</th> <th data-bbox="411 891 663 936">Size</th> <th data-bbox="663 891 954 936">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="169 936 411 981"></td> <td data-bbox="411 936 663 981"></td> <td data-bbox="663 936 954 1142" rowspan="3">11 lawyers</td> </tr> <tr> <td data-bbox="169 981 411 1048">see actual size and quantity</td> <td data-bbox="411 981 663 1048"></td> </tr> <tr> <td data-bbox="169 1048 411 1115">see sketch plan</td> <td data-bbox="411 1048 663 1115"></td> </tr> <tr> <td data-bbox="169 1115 411 1160"></td> <td data-bbox="411 1115 663 1160"></td> <td data-bbox="663 1142 954 1317" rowspan="4">11 secretaries and 1 ASG secretary (legal)</td> </tr> <tr> <td data-bbox="169 1160 411 1205"></td> <td data-bbox="411 1160 663 1205"></td> </tr> <tr> <td data-bbox="169 1205 411 1249"></td> <td data-bbox="411 1205 663 1249"></td> </tr> <tr> <td data-bbox="169 1249 411 1317"></td> <td data-bbox="411 1249 663 1317"></td> </tr> </tbody> </table> <p data-bbox="264 1357 954 1462"><b>Note:</b> All modular partition is full fabric, color code option 1- L2520 and option 2 CM-06 in case the first option is not available.</p>	No. of Panel	Size	Description			11 lawyers	see actual size and quantity		see sketch plan				11 secretaries and 1 ASG secretary (legal)							1	Lot	
No. of Panel	Size	Description																				
		11 lawyers																				
see actual size and quantity																						
see sketch plan																						
		11 secretaries and 1 ASG secretary (legal)																				
4. Re-arrangement and widening of Records Room (see attached size of record room). a. Supply, installation and fabrication of two (2) sets of doors for the records room, including accessories. b. Re-painting of all existing open shelves at records room. c. Supply and installation of cabinet at pantry	1   1   1	Lot   Lot   Lot																				
5. Re-varnishing of ASG room 5.1 Double-walled, varnish (color as per approved by end –user) 5.2 Panel door 6. Re-varnishing of conference room adjacent to ASG room. 6.1 Double-walled, re-varnish with two (2) panel	1   1   1	Unit   Unit   Unit																				

doors complete with accessories.			
7. Painting of entire cemented walls of the division. Note: include baseboards and cornices; color as per approved by end-user.	1	Unit	
8. Construction, refurbishing and painting of existing pantry with cabinets, including, hinges and handles.	1	Lot	
9. Replacement of defective acoustic ceiling.	1	Lot	
10. Supply, installation, and relocation of existing electrical outlets and wirings in all lawyers' and legal secretaries' cubicles/work stations, including the conference room and the pantry. Note: A representative of Administrative Service will only supervise and check the installation.	1	Lot	
11. Hauling of debris and other scrap materials during and after renovation/construction.	1	Lot	
12. Demobilization	1	Lot	
13. Supply and installation of structure cabling. Note: An IT representative will check the installation of structured cablings and other wirings related to internet connection.	1	Lot	

**LOT 4 – FRANCISCO CHAVEZ DIVISION  
THIRD FLOOR MONTEPINO BLDG.  
ABC: ₱ 800,000.00**

Description	Quantity	Unit/s	Statement of Compliance
1. Mobilization	1	Lot	
2. Dismantling of the following: a. Conference room wall (all sides of conference room and door) (3) b. ASG room (1) and ASG door (2) c. Existing wooden stockroom area (1)	6	Units	
3. Re-arrangement of existing modular partition for lawyers and secretaries modular (see attached new lay-out) 11 lawyers and 11 secretaries. Note size of cubicles for lawyers (2m x 2m), size of cubicles for secretaries (1.5m x 1.2m).	22	Units	
4. Re-location of ASG Room and installation of new ASG room with installation of sliding glass wall partition with both fixed glass on both sides adjacent to conference room. Include glass strips and two-way mirror.	1	Lot	

5. Installation of new frosted glass wall conference room with one-side strips.	1	Lot	
6. Supply, fabrication and installation of a new wooden partition, one (1) L-type for the ASG secretary.	1	Lot	
7. Supply, Installation of L –type for the ASG secretary with OSG logo in the background.	1	Lot	
8. Construction of ASG Room.	1	Lot	
9. Repair and painting of existing pantry	1	Unit	
10. Re-painting of all cemented wall.	1	Unit	
11. Replacement of lights luminaire.	1	Unit	
12. Relocation of airconditioning unit from existing location to the new location.	1	Unit	
13. Supply, installation and relocation of existing electrical outlets and wirings in all lawyers and legal secretaries’ cubicles, including the conference room and the pantry. Note: A representative of Administrative Service will only supervise and check the installation.	1	Lot	
14. Hauling of debris and other scrap materials during and after renovation/construction.	1	Lot	
15. Demobilization	1	Lot	
16. Supply and installation of cabling and other wirings related to internet connection. Note: An IT representative will check the installation of structured cablings and other wirings related to internet connection.	1	Lot	

**LOT 5 – QUERUBE MAKALINTAL DIVISION**

**Third Floor, APMC Building**

**ABC: ₱ 300,000.00**

<b>Description</b>	<b>Quantity</b>	<b>Unit/s</b>	<b>Statement of Compliance</b>
1. Mobilization	1	Lot	
2. Supply, installation and fabrication of wooden cabinets with doors. (See attached drawing of the cabinet). a. Painting of wooden cabinets. Note: Color will be approved by the end-user. b. Inclusive of doors and door accessories (handles, hinges etc.)	30	sets	

c. Installation and assembly of the wooden cabinets shall be within the premises of the division.  Note: all wooden cabinets should be ¾” marine plywood.			
Note: Color will be the same as the existing color of the cabinets at the division.			
3. Hauling of debris and other scrap materials during and after construction.	1	Lot	
4. Demobilization	1	Lot	

**LOT 6 – IGNACIO VILLAMOR DIVISION**  
**Fifth Floor, APMC Building**  
**ABC: ₱1,500,000.00**

Description	Quantity	Unit/s	Statement of Compliance																			
1. Mobilization 2. Dismantling of the following: a. Existing cubicle of ASG Secretary (1) b. Existing two (2) lawyers’ rooms beside ASG secretary c. Existing nine (9) lawyers’ and secretaries’ areas along Adelantado wing and Gamboa wing. d. Dismantling of existing conference room (1). e. Dismantling of the front wall of the records (1). f. Dismantling of wall beside ASG secretary (1).	1 15	Lot Sets																				
3. Supply and installation of modular partition for lawyers and legal secretary and ASG Secretary with built-in table. 4. Transfer and repair of existing tables	1	Lot																				
<table border="1"> <thead> <tr> <th>No. of Panel</th> <th>Size</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td rowspan="3">11 Lawyers</td> </tr> <tr> <td>see actual size and quantity</td> <td></td> </tr> <tr> <td>see attached sketch plan</td> <td></td> </tr> <tr> <td></td> <td></td> <td rowspan="4">11 Legal Secretaries/ 1 ASG Secretary</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	No. of Panel	Size	Description			11 Lawyers	see actual size and quantity		see attached sketch plan				11 Legal Secretaries/ 1 ASG Secretary									
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<p>Note: All modular partition is full fabric, color code option 1 is DA -32 and option 2 is XF-07 in case the first option is not available.</p>			
<p>5. Supply and installation of new conference room size 4.2 meters x 4.0 meters. (See attached plan)</p> <p>a. Revarnishing of the new conference room.</p> <p>b. Supply and installation of door with accessories.</p> <p>6. Reinstallation of storage room /record room size 7.0meters x 4.2 meters. (See attached plan)</p> <p>a. Supply, installation and fabrication of Two (2) sets of doors for the records room, including accessories.</p> <p>b. Re-painting of all existing open shelves at records room.</p> <p>c. Revarnishing of storage room.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>Lot</p> <p>Lot</p> <p>Lot</p> <p>Lot</p> <p>Lot</p>	
<p>7. Re-varnishing of ASG room</p> <p>6.1 Double-walled, varnish (color as per approved by end –user), including existing cabinets.</p> <p>6.2 Panel door</p> <p>8. Re-painting of entire cemented walls of the division. Note: include baseboards and cornices.</p> <p>9. Construction and painting of existing pantry with cabinets, including hinges and handles.</p> <p>10. Relocation of the existing Internet DATA per request by the end-user to another location, to be assisted by an IT representative.</p> <p>11. Supply, installation, and relocation of existing electrical outlets and wirings in all lawyers’ and legal secretaries’ cubicles, including the conference room and the pantry. Note: Note: A representative of Administrative Service will only supervise and check the installation.</p> <p>12. Hauling of debris and other scrap materials during and after renovation/construction.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>Lot</p> <p>Unit</p> <p>Unit</p> <p>Unit</p> <p>Unit</p> <p>Lot</p> <p>Lot</p>	
<p>13. Demobilization</p> <p>14. Supply and installation of structural cabling and other additional wirings related to internet connection.</p> <p><b>Note:</b> An IT representative will check the installation of structured cablings and other wirings related to internet connection.</p>	<p>1</p> <p>1</p>	<p>Lot</p> <p>Lot</p>	

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) 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;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (f) 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**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) 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**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

- (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder’s computation of Net Financial Contracting

Capacity (NFCC);

**OR**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

- (m) If applicable, a duly signed joint venture agreement (JVA) 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.

**Other documentary requirements under RA No. 9184 (as applicable)**

- (n) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

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- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).



