



# **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 of Labor and Materials for the Repair of the Leased Office Spaces of Three (3) Legal Divisions and the Planning Division of the Office of the Solicitor General**

Government of the Republic of the Philippines

(OSG PR No. 021-09-165)

**Sixth Edition  
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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 of Labor and Materials for the Repair of the Leased Office Spaces of Three (3) Legal Divisions and the Planning Division of the Office of the Solicitor General

1. The **Office of the Solicitor General**, through the **R.A. 11518 GAA FY 2021** intends to apply the sum of **One Million Five Hundred Thousand Pesos (Php1,500,000.00) for Lot 1 – Felix Angelo Bautista Division, One Million Five Hundred Thousand Pesos (Php1,500,000.00) for Lot 2 – Querube Makalintal Division, One Million Five Hundred Thousand Pesos (Php1,500,000.00) for Lot 3 – Arturo A. Alafriz Division, and Five Hundred Thousand Pesos (Php500,000.00) for Lot 4 – Planning Division / OSG PR No. 021-09-165** 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 sixty (60) 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 **5 November 2021** until 12:00 noon of **22 November 2021**, 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 Million Five Hundred Thousand Pesos (Php1,500,000.00)** for **Lot 1 – Felix Angelo Bautista Division**, **One Million Five Hundred Thousand Pesos (Php1,500,000.00)** for **Lot 2 – Querube Makalintal Division**, **One Million Five Hundred Thousand Pesos (Php1,500,000.00)** for **Lot 3 – Arturo A. Alafriz Division**, and **Five Hundred Ninety-Four Thousand Six Hundred Thirty-Eight Pesos (Php500,000.00)** for **Lot 4 – Planning Division**. Interested bidders may purchase the bidding documents by depositing the amount of **One Thousand Five Hundred Pesos (Php1,500.00)** for **Lot 1**, **One Thousand Five Hundred Pesos (Php1,500.00)** for **Lot 2**, **One Thousand Five Hundred Pesos (Php1,500.00)** for **Lot 3**, and **Five Hundred Pesos (Php500.00)** for **Lot 4** 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 **10 November 2021 @ 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 **22 November 2021**. **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 **22 November 2021** 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: <https://osg.gov.ph/page?call=proc-biditems>

Date of Issue: *November 4, 2021*

  

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**SHARON E. MILLAN-DECANO**  
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 of Labor and Materials for the Repair of the Leased Office Spaces of Three (3) Legal Divisions and the Planning Division of the Office of the Solicitor General**, with identification number **OSG PR No. 021-09-165**.

The Procurement Project **Supply of Labor and Materials for the Repair of the Leased Office Spaces of Three (3) Legal Divisions and the Planning Division of the Office of the Solicitor General** is composed of **4 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 2021** in the amount of **Five Million Pesos (Php5,000,000.00)**

2.2. The source of funding is:

a. NGA, the **General Appropriation 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 of 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 twenty-five percent (25%) 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 one contract.
- 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> <ul style="list-style-type: none"> <li>a. For the procurement of Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.</li> <li>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>
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> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>Php30,000.00 for Lot 1, Php 30,000.00 for Lot 2, Php 30,000.00 for Lot 3, &amp; Php10,000.00 for Lot 4</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>Php75,000.00 for Lot 1, Php75,000.00 for Lot 2, Php75,000.00 for Lot 3, &amp; Php25,000.00 for Lot 4</b> <i>[five percent (5%) of ABC]</i> if bid security is in Surety Bond.</li> </ul>
19.3	The project will be awarded under a contract for each lot with an ABC of <b>One Million Five Hundred Thousand Pesos (Php1,500,000.00) for Lot 1 – Felix Angelo Bautista Division, One Million Five Hundred Thousand Pesos (Php1,500,000.00) for Lot 2 – Querube Makalintal Division, One Million Five Hundred Thousand Pesos (Php1,500,000.00) for Lot 3 – Arturo A. Alafriz Division, and Five Hundred Thousand Pesos (Php500,000.00) for Lot 4 – Planning 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	No further instructions.

## ***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.
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 of Labor and Materials for the Repair of the Leased Office Spaces of Three (3) Legal Divisions and the Planning Division of the Office of the Solicitor General</b>			The <b>CONTRACTOR</b> has <b>sixty (60) 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 Angelo Bautista Division			
2.	Lot 2: Querube C. Makalintal Division			
3.	Lot 3: Arturo A. Alafriz Division			
4.	Lot 4: Planning 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 of Labor and Materials for the Repair of the Leased Office Spaces of Three (3) Legal Divisions and the Planning Division of the Office of the Solicitor General**

**The Office of the Solicitor General (OSG)** intends to repair the leased office spaces of three (3) legal divisions and the planning division, located at APMC Building, Amorsolo St., Legaspi Village, San Lorenzo, Makati City, adjacent to the OSG’s main building..

The **OSG** shall employ the services of a **CONTRACTOR** to provide labor and materials for the repair of said office spaces:

Item	Specification / Particular	Statement of Compliance								
1	The Approved Budget for the Contract (ABC) for the repair is <b>FIVE MILLION PESOS (Php 5,000,000.00)</b> including 12% VAT and payment for the business and other permits required for this purpose, which shall be applied for by the <b>CONTRACTOR</b> .									
2	<p>To guarantee the performance by the winning bidder of its obligations under the contract, it shall post a performance security prior to the signing of the contract. The performance security shall be in an amount not less than the required percentage of the total contract price in any of the following forms and in accordance with the following schedule:</p> <table border="1" data-bbox="339 1294 1225 1993"> <thead> <tr> <th data-bbox="339 1294 794 1429">Form of Performance Security</th> <th data-bbox="794 1294 1225 1429">Amount of Performance Security (Not less than the required percentage of the Total Contract Price)</th> </tr> </thead> <tbody> <tr> <td data-bbox="339 1429 794 1529">a) Cash or cashier’s/manager’s check issued by a Universal of Commercial Bank.</td> <td data-bbox="794 1429 1225 1529">5%</td> </tr> <tr> <td data-bbox="339 1529 794 1798">b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; <i>Provided, however,</i> that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td> <td data-bbox="794 1529 1225 1798">5%</td> </tr> <tr> <td data-bbox="339 1798 794 1993">c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td data-bbox="794 1798 1225 1993">30%</td> </tr> </tbody> </table>	Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)	a) Cash or cashier’s/manager’s check issued by a Universal of Commercial Bank.	5%	b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; <i>Provided, however,</i> that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	5%	c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	30%	
Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)									
a) Cash or cashier’s/manager’s check issued by a Universal of Commercial Bank.	5%									
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; <i>Provided, however,</i> that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	5%									
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	30%									

<b>3</b>	The <b>OSG</b> shall pay the <b>CONTRACTOR</b> in accordance with the following schemes/schedules:	
	Particulars	Remarks/Conditions
	First release	15% of the Total Contract Price <i>per lot</i> , less 5% warranty deposit, computed based on the progress billing. The amount represents the mobilization fund. The <b>CONTRACTOR</b> shall submit a written request after the Contract is duly signed and notarized.
	Second release	15% of the Total Contract Price <i>per lot</i> , less 5% warranty deposit, computed based on the progress billing. The percentage of accomplishment must be at least 30% <i>per lot</i> (corresponding to the 15% mobilization fund and 15% Total Contract Price <i>per lot</i> ). The <b>CONTRACTOR</b> shall submit a Statement of Work Accomplished (SWA) subject to the verification and certification by the <b>OSG</b> .
	Third release	20% of the Total Contract Price <i>per lot</i> , less 5% warranty deposit, computed based on the progress billing. The percentage of accomplishment must be at least 50% <i>per lot</i> . The <b>CONTRACTOR</b> shall submit an SWA subject to the verification and certification by the <b>OSG</b> .
	Fourth release	20% of the Total Contract Price <i>per lot</i> , less 5% warranty deposit, computed based on the progress billing. The percentage of accomplishment must be at least 70% <i>per lot</i> . The <b>CONTRACTOR</b> shall submit an SWA subject to the verification and certification by the <b>OSG</b> .
	Fifth release	30% of the Total Contract Price <i>per lot</i> , less 5% warranty deposit, computed based on the progress billing. The percentage of accomplishment must be at 100% <i>per lot</i> . The <b>CONTRACTOR</b> shall submit an SWA subject to the verification and certification by the <b>OSG</b> .
Sixth release	5% warranty deposit of the Total Contract Price. For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. <sup>2</sup>	

<sup>1</sup> The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

4	The <b>OSG</b> shall check/inspect the <b>CONTRACTOR's</b> works upon every submission of an SWA and shall notify the <b>CONTRACTOR</b> of any defects that are 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.	
5	Where the <b>CONTRACTOR</b> refuses or fails to satisfactorily complete the work within the specified contract time, 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 based on calendar days</b> shall be paid by the <b>CONTRACTOR</b> or deducted from any money due the <b>CONTRACTOR</b> .	
6	The <b>CONTRACTOR</b> shall ensure that the materials to be used for the repair are of good quality and subject to inspection by the <b>OSG</b> . All materials for construction/fabrication should be <b>new</b> unless otherwise specified to reuse/reconstruct existing materials.	
7	The <b>CONTRACTOR</b> has <b>sixty (60) 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). The <b>CONTRACTOR</b> shall follow the health and safety measures, including the physical closure of the covered office spaces, to be imposed by the <b>OSG</b> and/or the concerned Building Administrator. The days during which the covered office spaces were physically closed as part of health and safety measures shall be excluded from the sixty (60) working days (after office hours only), holidays, Saturdays and Sundays, to complete the scope of works.	
8	The <b>CONTRACTOR</b> shall submit a work plan/schedule specifying the number of workers per day, the number of workdays per week, the number of work hours per week, and the projected completed works, corresponding to the cumulative 30%, 50%, 70% and 100% of scope of works per lot, as duly approved by the <b>OSG</b> .	
9	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/or injury which may occur to any worker or personnel of the <b>CONTRACTOR</b> during the performance of the works mentioned herein, whether the injury or accident occurred inside or outside the premises of the <b>OSG</b> .	
10	The <b>CONTRACTOR</b> shall be responsible for any loss or damage that may be incurred upon the properties of <b>OSG</b> 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. The <b>OSG</b> shall not be liable for any loss or damage whatsoever and the <b>CONTRACTOR</b> shall save the <b>OSG</b> harmless therefrom.	
11	The <b>OSG</b> 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 the <b>OSG</b> or to perform any provisions of the contract, or due to adjustment of	

	plans to suit office conditions as found necessary during the construction.	
<b>12</b>	Applicable provisions of the Government Procurement Reform Act (RA No. 9184) and its Implementing Rules and Regulations (IRR) shall form a part of the Terms of Reference (TOR).	

## SCOPE OF WORKS

**LOT 1 (FELIX ANGELO BAUTISTA DIVISION)**  
**3<sup>rd</sup> Floor, APMC Building (Unit 3C and 3D, APMC Building)**  
**ABC: ₱ 1,500,000.00**

Description	Quantity	Unit/s	Statement of Compliance
<b>1.</b> Mobilization	1	Lot	
<b>2.</b> Dismantling of the following: 2.1 Removal of overhang cabinets 2.2 Disassembly and pull-out of reception partition 2.3 Disassembly and removal of existing swing door partitions.	1	Lot	
<b>3.</b> Refinish and resurface reception counter; supply, fabrication, and installation of solid surface	1	Lot	
<b>4.</b> Supply, fabrication, and installation of drywall partition with glass at reception area	1	Lot	
<b>5.</b> Remodel fixed office central partition.	1	Lot	
<b>6.</b> Surface preparation of existing office partitions, ready to receive wood laminate finish	1	Lot	
<b>7.</b> Supply, fabrication, and installation of laminated wood finish for all existing and remodeled office partitions.	1	Lot	
<b>8.</b> Supply, fabrication, and installation of required backing / substrate for finishing materials such as laminates and solid surface	1	Lot	
<b>9.</b> Full enclosure of office 1	1	Lot	
<b>10.</b> Wall surface preparation of enclosed office 1, ready to receive wallpaper (general area side)	1	Lot	
<b>11.</b> Supply, fabrication, and installation of drywall partition from floor to ceiling at records area.	1	Lot	
<b>12.</b> Supply, fabrication, and installation of door + jamb at records area	1	Lot	
<b>13.</b> Relocation and installation of existing overhung cabinet at the pantry area + fabrication of false wall	1	Lot	
<b>14.</b> Supply, fabrication, and installation of frameless glass (200mm) on existing office partitions and remodeled office partition	1	Lot	
<b>15.</b> Restoration and preparation of existing floor ready			



<p>to receive new floor covering</p> <p><b>16.</b> Supply, fabrication, and installation of vinyl floor covering</p>	<p>1</p> <p>1</p>	<p>Lot</p> <p>Lot</p>	
<p><b>17.</b> Painting Works on the following:</p> <p>a. Surface preparation of walls at office 1</p> <p>b. Supply and application of paint finish on interior side walls of office 1</p> <p>c. Surface preparation existing office desks to receive new wood stain</p> <p>d. Supply and application of wood stain finish based on approved color stain</p> <p>e. Surface preparation of existing ceiling boards and t-runners (for verification)</p> <p>f. Supply and application of paint finish on existing ceiling boards and powder coat finish on existing t-runners (for verification)</p> <p>g. Preparation, supply, and application of paint finish or wood stain on door + jamb</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>Lot</p> <p>Lot</p> <p>Lot</p> <p>Lot</p> <p>Lot</p> <p>Lot</p>	
<p><b>18.</b> Specialty Works:</p> <p>a. Supply and installation of wallpaper at Office 1 (exterior side wall)</p> <p>b. Supply and replacement of damaged wallpaper section at reception area</p> <p>c. Fabrication of Lawyers' L-shape desks</p> <p><b>19.</b> General cleaning and turnover of works</p> <p>Other works not stipulated here nor indicated on plans but, it is deemed necessary for the completion of the project should be coordinated by the General Contractor to the client and Interior Designer and should be turned –over assist by the General Contractor.</p> <p><b>NOTE: Please refer to attached drawings</b></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>	

**LOT 2 (QUERUBE C. MAKALINTAL DIVISION)**  
**3<sup>RD</sup> Floor Unit 3A and 3B, APMC Building**  
**ABC: ₱ 1,500,000.00**

<b>Description</b>	<b>Quantity</b>	<b>Unit/s</b>	<b>Statement of Compliance</b>
<b>1.</b> Mobilization <b>2.</b> Dismantling of the following: 2.1 Dismantling of door and door jamb between ASG Office and Conference Room. 2.2 Low wall (solid wall side) at Atty. Kristoffer Madrid's cubicle 2.3 Door in storage area, in front of Fire Exit door 2.4 Lawyer's cubicle in front of Atty. Juno's secretary	1 1	Lot Lot	
<b>3.</b> Supply, fabrication, and installation of long table with drawers for ASG secretary; include varnished finish; color is the same as existing wall partitions (See attached drawing). <b>4.</b> Supply, fabrication, and installation of cabinets (1000mm L x 48mm W x 2000mm H) include varnished finished; color is the same as existing wall partitions (see attached drawing) <b>5.</b> Relocation of electrical system in the pantry area <b>6.</b> Supply, fabrication, and installation of ASG display cabinets (2000mm L x 50mm W x 2000mm H); include varnished finished; color is the same as existing wall partitions (See attached drawing) <b>7.</b> Supply/replacement, fabrication, and installation of dry wall partition between ASG office and conference room (in lieu of dismantling of door jamb and door) <b>8.</b> Demobilization and hauling of debris and scrap materials	1 58 1 3 1 1	Unit Units Lot Units Unit Unit	

**LOT 3 (ARTURO A. ALAFRIZ DIVISION)**  
**4<sup>TH</sup> Floor Unit 4A and 4B, APMC Building**  
**ABC: ₱ 1,500,000.00**

<b>Description</b>	<b>Quantity</b>	<b>Unit/s</b>	<b>Statement of Compliance</b>
<b>1.</b> Mobilization <b>2.</b> Dismantling of the following: @ Unit 4A and 4B 2.1 Wall between Room No 1 and Room no. 2 @ Unit 4A 2.2 Wall between Room no 4 and Room No 5 @ Unit 4A	1 1	Lot Lot	
<b>3.</b> Supply, fabrication, and installation of drywall partition between lounge area and secretary	1	Unit	

cubicles			
<b>4.</b> Supply, fabrication, and installation of acrylic glass 6mm thk at ASG Secretary with receiving hole (for COVID-19 prevention) Note: size will vary due to the fabrication of ASG Secretary's cubicle.	1	lot	
<b>5.</b> Supply, fabrication, and installation of new modular cubicles with tables for <b>ten (10)</b> secretaries at Unit 4- B(see Attached lay-out) <b>Note:</b> Height is 1.2m for each cubicle	10	Units	
<b>6.</b> Supply, fabrication, and installation of <b>three (3)</b> new, drywall partition for six (6) lawyers with doors, same as the existing wall partition enclosure, (tables will be provided by the OSG) at Unit 4B. Note: Height is 1.7m for each cubicle.	3	Units	
<b>7.</b> Supply, fabrication, and installation of <b>(9) nine</b> sets bookshelves in each of the lawyer's room. Note: all book shelves are open and small size cabinets only (see attached drawings)	9	Units	
<b>8.</b> Supply, fabrication, and installation of door/cover of filing cabinet (existing cabinet at storage; see attached location at storage room)	1	Unit	
<b>9.</b> Supply, fabrication, and installation of <b>one (1 ) dry wall partition (gypsum board)</b> lawyer room beside server room at Room B with door.	1	Unit	
<b>10.</b> Supply, fabrication, and installation of <b>three (3)</b> new lawyers' room at ROOM 4-A	3	Units	
<b>11.</b> Supply, fabrication, and installation of <b>one (1) ASG Room</b> (see attached plan) at Room 4-A	1	Unit	
<b>12.</b> Supply, fabrication, and installation of <b>one (1) conference</b> room (see attached plan/lay-out) at Room 4-A.	1	Unit	
<b>13.</b> Supply, fabrication, and installation of <b>one (1)</b> set ASG Secretary table (see attached plan/lay-out) at room 4-B	1	Unit	
<b>14.</b> Supply, fabrication, and installation of <b>two (2)</b> new filing cabinets in the storage area (See attached drawing)	2	Units	
<b>15.</b> Supply, fabrication, and installation of new small cabinet above the copier machine area.	1	Unit	
<b>16.</b> Repair of ASG room			
<b>a.</b> Provide accent wood at the back of ASG table with pre-fab cabinet table (see attached design)	1	Unit	
<b>b.</b> Interior design (fiber wood wallpaper) in front of ASG Room	1	Unit	
<b>c.</b> Supply, fabrication, and installation of mirror at opposite side of window. (see attached design)	1	unit	
<b>d.</b> Supply, fabrication, and installation of pre-fab	1	unit	

<p>drawer at window side (see attached design)</p> <p><b>17.</b> Supply, fabrication, and installation of one (1) powder-coated sliding window in the conference room</p> <p><b>18.</b> Repair and construction of one (1) document room and one (1) records room</p> <p><b>19.</b> Repair of pantry with cabinets, including plumbing works, hinges, and handles</p> <p><b>20.</b> Supply, fabrication, and installation of door at pantry</p> <p><b>21.</b> Supply, fabrication, and installation of wood plank and based board at ASG room only at Unit 4-A</p> <p><b>22.</b> Supply, fabrication, and installation of drywall partition beside the pantry and ASG CR room</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>Unit</p> <p>Unit</p> <p>Unit</p> <p>Unit</p> <p>Unit</p> <p>Unit</p>	
<p><b>23.</b> Painting of the following:</p> <p><b>23.1</b> Concrete walls of the division with baseboard at Unit 4-A.</p> <p><b>23.2</b> ASG room</p> <p><b>23.3</b> Conference room</p> <p><b>23.4</b> Records room/shelves beside the two (2) new lawyers room.</p> <p><b>23.5</b> Pantry</p> <p><b>23.6</b> Lawyers' cubicles</p> <p><b>23.7</b> ASG secretary cubicle</p> <p><b>23.8</b> Stockroom/shelves at Unit 4-A</p> <p><b>23.9</b> Doors.</p> <p><b>23.10</b> Walls between 4a and 4b</p> <p><b>23.11</b> Walls affected during the repairs.</p> <p><b>23.12</b> Filing cabinet covers</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>9</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>Units</p> <p>Unit</p> <p>Lot</p> <p>Lot</p> <p>Lot</p> <p>Lot</p> <p>Lot</p>	
<p><b>24.</b> Supply, installation, and relocation of existing electrical outlets and wirings in all lawyers' room, ASG room, conference room, and legal secretaries' cubicles, including the conference room and the pantry.</p> <p><b>Note:</b> OSG Administrative Division representative will only check the installation.</p>	<p>1</p>	<p>Lot</p>	
<p><b>25.</b> Supply, installation, and relocation of internet cabling, PLDT wiring and other wirings.</p> <p><b>Note:</b> OSG IT representative will only check the installation.</p>	<p>1</p>	<p>Lot</p>	
<p><b>26.</b> Hauling of debris and other scrap materials.</p>	<p>1</p>	<p>Lot</p>	
<p><b>27.</b> Demobilization</p>	<p>1</p>	<p>Lot</p>	

**LOT 4 (PLANNING DIVISION)**  
**Ground Floor, APMC Building**  
**ABC: ₱ 500,000.00**

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>Statement of Compliance</b>
<b>1</b>	Mobilization	1	lot	
<b>2</b>	Supply, fabrication, and installation of modular partition with glass on top (Color : Blue same as Internal Audit color of existing modular)			
	4.5cm series Fabric with glass			
	<b>Dimensions</b>			
	H170 x W150 x 4.5cm	1	unit	
	H170 x W110 x 4.5cm	1	unit	
	H170 x W140 x 4.5cm	1	unit	
	H120 x W140 x 4.5cm	4	unit	
	H120 x W110 x 4.5cm	3	unit	
	<b>Table Top Work Top</b>			
	<b>MDF Board 2.5mm thickness</b>			
	W 110 x D60	3	unit	
	W 120 x D60	2	Unit	
	W 75 x D60	6	Unit	
	W 45 x D120	1	Unit	
	STABILIZER	4	Unit	
<b>3</b>	Supply, installation, and relocation of existing electrical outlets and wirings in all lawyers and legal secretaries cubicle including the conference room	1	Lot	
<b>4</b>	Supply, installation of cabling and other wirings related to internet connection to server	1	Lot	
<b>5</b>	Hauling of debris and others scrap materials	1	Lot	
<b>6</b>	Demobilization	1	Lot	

***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.

**25 FINANCIAL COMPONENT ENVELOPE**

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



