

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



## BILL OF QUANTITIES

PROJECT : Design and Build - Renovation and Rehabilitation of Fifth Floor  
 LOCATION : Sandiganbayan Centennial Building, Commonwealth Avenue, Quezon City  
 OWNER : SANDIGANBAYAN

The bidder shall be responsible for the accuracy and completeness such that, all items of work, quantities, materials, plant, tools, equipment and labor including Testing, Commissioning, Adjusting of all Systems to complete the Project, in accordance with the PBD and TOR, are covered in his Bid. Please see attached Bill of Quantities Cost Estimate Guide.

NOTE: Prices include miscellaneous costs, contingencies, profit and 12% VAT.

ITEM DESCRIPTION	UNIT	QUANTITY	TOTAL COST	UNIT COST
<b>A. PRE-DESIGN PHASE</b>				
1. Structural Integrity Assessment				
2. Comprehensive Site Analysis				
<b>B. DESIGN PHASE</b>				
1. Preliminary Architectural Design Concept				
2. Detailed Architectural and Engineering Design				
<b>C. CONSTRUCTION PHASE</b>				
<b>I. GENERAL REQUIREMENTS</b>				
A. Mobilization and Demobilization				
B. Temporary Facilities				
1. Field office, warehouse and bunkhouse				
2. Maintenance of facilities				
C. Permits for building construction to Occupancy				
Permit including Environmental Performance Report and management Outline required by the Department of Natural Resources (DENR)				
Environmental Mangement Bureau (EMB)				
D. Support equipment such as lifting equipment				
E. Provisional sum for preferred share to utilities (Water, power and drainage)				
F. Billboard/signboard				
G. Health and Safety				
<b>TOTAL GEN. REQUIREMENTS</b>				
<b>II. SITEWORKS</b>				
Demolition of concrete and dry walls and proper disposal of debris				
<b>TOTAL SITEWORKS</b>				
<b>II. CIVIL &amp; ARCHITECTURAL WORKS</b>				
<b>A. Concreting works</b>				
a. Concrete (4,000 psi/3,000 psi)				
b. Rebars				
c. Forms and scaffoldings				
And all other materials, accessories and incidentals necessary to complete the works.				
<b>Subtotal Concreting Works</b>				
<b>B. Masonry Works</b>				
CHB 6"/4"				
Plastering				
Topping works				
Lintel beams				
Stiffner column				
Doors or windows opening plastering				
Pre cast concrete moulding				
And all other materials, accessories and incidentals necessary to complete the works.				
<b>Subtotal Masonry Works</b>				
<b>C. Finishes</b>				
<b>1. Floor finishes</b>				
a. vitrified floor tiles				
b. laminated flooring				
And all other materials, accessories and incidentals necessary to complete the works.				
<b>Subtotal Floor Finishes</b>				

ITEM DESCRIPTION	UNIT	QUANTITY	TOTAL COST	UNIT COST
<b>2. Ceiling Finishes</b>				
a. 12 mm thick Gypsum Board				
b. 19mm x 600mm x 600mm Acoustic Board				
c. 6mm thick Marine Plywood				
d. Rubbed Concrete Finish				
e. Light Through, Egg Crate Diffuser, Prismatic Light Diffuser				
And all other materials, accessories and incidentals necessary to complete the works.				
<b>Subtotal Ceiling Finishes</b>				
<b>3. Wall Finishes</b>				
a. Gypsum Board Wall Portion				
b. Plain Cement				
c. Wood Slats				
d. Wood Panelling				
e. Granito Tile Wall Finish				
f. Decorative Cement Board				
And all other materials, accessories and incidentals necessary to complete the works.				
<b>Subtotal Wall Finishes</b>				
<b>D. Carpentry Works</b>				
1. Cabinets/Shelves				
2. Counter				
3. Wood Lattice				
4. Cornices/Mouldings				
5. Baseboard				
6. Wooden Handrail				
And all other materials, accessories and incidentals necessary to complete the works.				
<b>Subtotal Carpentry Works</b>				
<b>E. Roofing Works</b>				
1. Roof Framing and Purlins				
2. Ga #24 Prepainted longspan roofing sheet including accessories				
3. Roof Insulation				
And all other materials, accessories and incidentals necessary to complete the works.				
<b>Subtotal Roofing Works</b>				
<b>F. Waterproofing/Damp Proofing</b>				
1. 3-ply Membrane Waterproofing				
2. Polythelene Moisture Barrier sheet including accessories				
3. Roof Insulation				
And all other materials, accessories and incidentals necessary to complete the works.				
<b>Subtotal Waterproofing / Damp Proofing</b>				
<b>G. Metal Works</b>				
1. Stair Railings				
2. Balcony/Court Railings				
3. Steel Gratings				
4. Ladder Rungs				
And all other materials, accessories and incidentals necessary to complete the works.				
<b>Subtotal Metal Works</b>				
<b>H. Miscellaneous Works</b>				
1. Toilet/shower Partition				
2. Tile Counter/cabinet (100mm x 100mm)				
3. Tile Counter Top/Splash Board (150mm x 150mm)				
4. Facial Mirror w/ plywood backing				
5. Seal & Signages (Reflectorized/acrylic)				
6. Staircase and accessories				
7. Disabled Grab Bar				
And all other materials, accessories and incidentals necessary to complete the works.				
<b>Subtotal Miscellaneous Works</b>				

ITEM DESCRIPTION	UNIT	QUANTITY	TOTAL COST	UNIT COST
<b>I. Doors and Windows</b>				
1. Doors				
a. Panel Door w/ Glass				
b. Panel Door (sizes varies)				
c. Flush Hollow Core Door				
d. Flush Hollow Core Door w/ Glass Slat				
e. Fire Exit Steel Door with Panic Device				
f. Full Louver Wood Door				
g. Full Louver Steel Door				
h. PVC Toilet Bar Door				
i. Steel Door				
j. Half Louver Wood Door				
h. W.I. Grille Door				
And all other materials, accessories and incidentals necessary to complete the works.				
			<b>Subtotal Doors</b>	
2. Windows				
a. Fixed Glass Window on Aluminum Frame				
b. Sliding Glass Window on Aluminum Frame				
c. Steel Casement Window				
And all other materials, accessories and incidentals necessary to complete the works.				
			<b>Subtotal Windows</b>	
3. Jambs and Hardware				
And all other materials, accessories and incidentals necessary to complete the works.				
			<b>TOTAL DOORS &amp; WINDOWS</b>	
<b>J. Painting/Varnishing Works</b>				
1. Painting				
2. Varnishing				
3. Tile Coat				
4. Duco Paint				
5. Epoxy Painting				
6. Wooden Handrail				
And all other materials, accessories and incidentals necessary to complete the works.				
			<b>Subtotal Painting/Varnishing Works</b>	
			<b>TOTAL CIVIL &amp; ARCHITECTURAL WORKS</b>	
<b>III. PLUMBING WORKS</b>				
1. Sewer Line				
a. CI Pipes and Fittings				
b. Miscellaneous Items such as Plumbing Oakum, Epoxy A&B, Hanger, Pipe Clamp, Pipe Sleeves, Trust Block, Paint				
And all other materials, accessories and incidentals necessary to complete the works.				
			<b>Subtotal Sewer Line</b>	
2. ACU Drain				
a. PVC Pipes and Fittings				
b. FCU Drain				
c. Miscellaneous Items such as hanger, Pipe Sleeves, Enamel Paint, PVC Solvent Cement, Insulation, Ledge Drain				
And all other materials, accessories and incidentals necessary to complete the works.				
			<b>Subtotal ACU Drain</b>	
3. PVC Vent Pipeline				
a. PVC Pipes and Fittings				
b. Miscellaneous Items such as hanger, Enamel Paint, PVC Solvent Cement				
And all other materials, accessories and incidentals necessary to complete the works.				
			<b>Subtotal PVC Vent Pipeline</b>	
4. Cold Water Supply System				
a. GI Pipes and Fittings				
b. Valves				
b. Miscellaneous Items such as Teflon Tape and Gasket Cement				
And all other materials, accessories and incidentals necessary to complete the works.				
			<b>Subtotal Cold Water Supply System</b>	
5. Drainage System				
a. Downspout				
PVC Pipes and Fittings				

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ITEM DESCRIPTION	UNIT	QUANTITY	TOTAL COST	UNIT COST
Miscellaneous Items such as Hanger, Pipe Clamp/Bracket, PVC Solvent				
b. Roof Drain/Strainer				
Roof Drain				
Ledge Drain				
<i>Subtotal Roof Drain / Strainer</i>				
6. Plumbing Fixtures				
a. Water Closet				
b. Lavatory complete with Fittings and accessories				
c. Urinal complete with Fittings and accessories				
d. Toilet Paper Holder				
e. Soap Holder				
f. Shower set 1 valve diverter stainless				
g. Pantry Sink				
h. Sink				
i. SS Faucet 1/2"				
j. Floor Drain				
k. Liquid Soap Dispenser				
l. Towel Bar				
m. Robe Hook				
And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Plumbing Fixtures</i>				
<b>TOTAL PLUMBING/SANITARY WORKS</b>				
<b>IV. MECHANICAL WORKS</b>				
1. Airconditioning Equipment				
a. Water Closet				
b. Lavatory complete with Fittings and And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Airconditioning Equipment</i>				
2. Ventilation Equipment				
a. Water Closet				
b. Lavatory complete with Fittings and And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Ventilation Equipment</i>				
3. Air Distribution System				
a. Water Closet				
b. Lavatory complete with Fittings and And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Air Distribution System</i>				
4. Refrigerant Pipings, electricals, drains, hangers, brackets, etc. (Packaged)				
a. Water Closet				
b. Lavatory complete with Fittings And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Refrigerant Pipings</i>				
5. Fire alarm and Suppression System				
a. Pipes and Fittings And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Pipes and Fittings</i>				
b. Valves and Alarm Switches				
Valves (Gate, Pressure Relief, Check, Globe)				
Vortex Plate				
Pressure Gauge				
Water Flow Switch				
Test Manifold				
Monitor/Supervisory Switch				
Sprinkler Wrench (Ordinary & Recessed)				
Sight Glass				
Sprinkler Wrench (Ordinary & Recessed)				
Inspector Test Connection				
And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Valves and Alarm Switches</i>				

ITEM DESCRIPTION	UNIT	QUANTITY	TOTAL COST	UNIT COST
c. Sprinkler Heads				
Pendent, Upright and Sidewall Type				
Sprinkler Plate Recessed				
And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Sprinkler Heads</i>				
d. Fire Hose Cabinets				
Fire Hose Cabinet Complete w/ Accessories				
Fire Alarm Check Valve Assembly				
And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Fire Hose Cabinets</i>				
e. Conduits, Fittings and Boxes				
<i>Subtotal Conduits, Fittings and Boxes</i>				
f. Wires and Cables				
1.25 sq.mm. TF Wire				
3.5 sq.mm. THW Wire				
And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Wires and Cables</i>				
g. Equipment Devices				
Photoelectric Smoke Detector				
Electronic Heat Detector, 135°F				
Fire Alarm Bell, 6", 24 VDC				
Manual Pull Station, Single Action with Telephone Jack				
Surge Suppressor for FACP				
Testing and Commissioning				
And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Equipment Devices</i>				
f. Miscellaneous Materials				
Pipe Hangers and Brackets				
Consumables				
And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Miscellaneous Materials</i>				
<b>TOTAL MECHANICAL WORKS INCLUDING FIRE ALARM AND SUPPRESSION SYSTEM</b>				
<b>V. ELECTRICAL WORKS</b>				
1. Distribution Feeders, Risers and Panel Board				
a. Conduits, Fitting, Gutters & Boxes				
b. Wires and Cables				
c. Panel Boards, MTS & KW-HR Meter				
And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Distribution Feeders, Risers and Panel Board</i>				
2. Power System (Equipment Power Wiring & Receptacles)				
a. Conduits, Fitting, Gutters & Boxes				
b. Wires and Cables				
c. Equipment Protective Devices				
d. Wiring Devices				
And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Power System (Equipment Power Wiring &amp; Receptacles)</i>				
3. Lighting System				
a. Conduits, Fitting, Gutters & Boxes				
b. Wires and Cables				
c. Wiring Devices				
d. Disconnect Switch				
e. Lighting Fixtures				
And all other materials, accessories and incidentals necessary to complete the works.				
<i>Subtotal Airconditioning Equipment</i>				

<b>VI. AUXILLIARY WORKS INCLUDING ICT</b>				
1. Telephone and Intercom System				
a. Conduits, Fitting, & Boxes				
b. House Cable				
c. Equipment and Devices				
And all other materials, accessories and incidentals necessary to complete the works.				
<b>Subtotal Distribution Feeders, Risers and Panel Board</b>				
2. ICT				
And all other materials, accessories and incidentals necessary to complete the works.				
<b>Subtotal AUXILLIARY WORKS INCLUDING ICT</b>				
<b>TOTAL AMOUNT</b>				

Submitted By:

Name of Bidder's Representative:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date :

\_\_\_\_\_

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

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**Bid Form**

Date: \_\_\_\_\_  
 Invitation to Bid No: \_\_\_\_\_

**To: SANDIGANBAYAN**  
 Commonwealth Avenue  
 cor. Batasan Road  
 Quezon City

**Through: PROCUREMENT SERVICE**  
*Bids and Awards Committee IX*  
 2nd Floor, PS Complex, RR Road  
 Cristobal St., Paco, Manila

We, the undersigned, declare that:

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

Item No.	Qty	Item / Description	Total Price
1	1 Lot	<i><b>Design and Build of the Renovation and Rehabilitation of the 5<sup>th</sup> Floor of the Sandiganbayan Centennial Building</b></i>	

**TOTAL PRICE IN WORDS**

Item No. 1: \_\_\_\_\_

The **Final Bid Price** is net of any discount offered.

- (c) Our Bid shall be valid for a period of [insert number] days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of [insert percentage amount] percent of the Contract Price for the due performance of the Contract;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: [insert information];



- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- (j) We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- (k) We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_  
In the capacity of: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_  
Date: \_\_\_\_\_

**Form of Contract Agreement**

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

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

Binding Signature of Procuring Entity

\_\_\_\_\_

Binding Signature of Contractor

\_\_\_\_\_

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

Omnibus Sworn Statement

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

AFFIDAVIT

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

1. *Select one, delete the other:*

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

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

2. *Select one, delete the other:*

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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

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

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

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

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

Telephone No/s.: \_\_\_\_\_  
Fax No/s.: \_\_\_\_\_  
E-mail Add/s.: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_

It is understood that notices/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from \_\_\_\_\_ receipt thereof.

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

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

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

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

**NAME OF NOTARY PUBLIC**

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

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

**Roll of Attorney's No.** \_\_\_\_\_

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

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

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

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

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

**Series of** \_\_\_\_\_.

**\*The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice, also required to submit/attached a photocopy of identification card used.**

Note:

*“Sec. 12. Competent Evidence of Identity – The phrase “competent evidence of identity” refers to the identification of an individual based on:*

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;



**Bid-Securing Declaration**

**(REPUBLIC OF THE PHILIPPINES)**

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

**X-----X**

**Invitation to Bid: *Public Bidding No. 18-002-9:***

***Design and Build of the Renovation and Rehabilitation of the 5<sup>th</sup> Floor of the  
Sandiganbayan Centennial Building***

**To: SANDIGANBAYAN**

Commonwealth Avenue  
cor. Batasan Road  
Quezon City

**Through: PROCUREMENT SERVICE**

*Bids and Awards Committee IX  
2nd Floor, PS Complex, RR Road  
Cristobal St., Paco, Manila*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

- b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
- c. I am/we are declared as the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

**[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]**

**[Insert signatory's Legal capacity]**

Affiant

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

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

**NAME OF NOTARY PUBLIC**

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

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

**Roll of Attorney's No.** \_\_\_\_\_

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

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

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

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

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

**Series of** \_\_\_\_\_.

**\*The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice, also required to submit/attached a photocopy of identification card used.**

*"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:*

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

# LIST OF KEY PERSONNEL PROPOSED TO BE ASSIGNED TO THE CONTRACT (FOR DESIGN)

"Annex E-1"

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

	Project (Licensed Architect)	Structural Engineer	Civil Engineer	Professional Electrical Engineer	Professional Mechanical Engineer	Sanitary Engineer	Environmental Specialist /Engineer	Electronics and Communications Engineer
1. Name								
2. Address								
3. Date of Birth								
4. Employed Since								
5. Relevant Experience								
(a) Description; (b) Number of Years								
6. Previous Employment								
7. Education								
8. PRC License								
9. Cost of Biggest Project Handled								
10. Years of Experience in Proposed Position								

Note: This List must be supported by individual resumes of all personnel and photocopy of PRC Licenses of the Engineers.

Submitted by : \_\_\_\_\_

(Printed Name & Signature of Authorized Representative)

Designation : \_\_\_\_\_

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

**LIST OF KEY PERSONNEL PROPOSED TO BE ASSIGNED TO THE CONTRACT (FOR CONSTRUCTION)**

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

	Project (Licensed Architect)	Project (Civil Engineer)	Professional Electrical Engineer	Professional Mechanical Engineer	Sanitary Engineer	Safety Officer
11. Name						
12. Address						
13. Date of Birth						
14. Employed Since						
15. Relevant Experience						
(a) Description; (b) Number of Years						
16. Previous Employment						
17. Education						
18. PRC License/ Accreditation from DOLE- OHSC (for the Health and Safety Officer)						
19. Cost of Biggest Project Handled						
20. Years of Experience in Proposed Position						

**Note: This List must be supported by individual resumes of all personnel and photocopy of PRC Licenses of the Engineers.**

Submitted by : \_\_\_\_\_  
 (Printed Name & Signature of Authorized Representative)  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

**"Annex F"**

**LIST OF EQUIPMENT, OWNED OR LEASED AND/OR UNDER PURCHASE AGREEMENT, PLEDGED TO THE PROPOSED CONTRACT**

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

Description	Model/Year	Capacity/Performance/Size	Plate No.	Motor No./ Body No.	Location	Condition	Proof of Ownership/ Lessor/Vendor
<b>A. Owned</b>							
i.							
ii.							
iii.							
iv.							
v.							
<b>B. Leased</b>							
i.							
ii.							
iii.							
iv.							
v.							
<b>C. Under Purchase Agreement</b>							
i.							
ii.							
iii.							
iv.							
v.							

**Note:** This List must be supported by proof of ownership, lease and/or purchase agreement. For lease and purchase agreement, proof of ownership from the lessor or certification of availability of equipment from the vendor for the duration of the project.

Submitted by : \_\_\_\_\_

*(Printed Name & Signature of Authorized Representative)*

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



**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID**

Business Name  
Business Address

[illegible]

Note: This statement shall be supported by:

1. Any of the following (Notice of Award/ Contract /Notice to Proceed); and
2. Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating (minimum Satisfactory Rating).
3. Similar contracts shall refer to any contract in both design and construction with a contract amount of **Php 30,275,409.50**.

Submitted by : \_\_\_\_\_

Designation : \_\_\_\_\_

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

\_\_\_\_\_  
(Printed Name & Signature of Authorized Representative)

**STATEMENT OF ALL ONGOING GOVERNMENT & PRIVATE CONSTRUCTION CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

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

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

1. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:  
The day before the deadline of submission of bids.

2. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

Submitted by : \_\_\_\_\_  
(Printed Name & Signature of Authorized Representative)  
Designation : \_\_\_\_\_  
Date : \_\_\_\_\_



**Format of Curriculum Vitae (CV) for Proposed Professional Staff**

---

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]*

\_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

---

### **Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

---

### **Languages:**

*[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

---

### **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

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

*[Signature of staff member and authorized representative of the firm]*

*Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**“Annex J”**

**KEY PERSONNEL’S AFFIDAVIT OF COMMITMENT TO WORK ON THE CONTRACT**

1. I \_\_\_\_\_ have committed my services for the position of

*(Name of  
Professional/Individual)*

\_\_\_\_\_ for the Contract if it is awarded to the Bidder.

*(Key Personnel Position)*

2. I, therefore, commit to assume the said position for the Contract once it is awarded to the Bidder, and I shall employ the best care, skill, and ability to perform the duties of such position in accordance with the Conditions of Contract, Specifications, Drawings, and other provisions of the Contract Agreement. I am aware that I have to stay in the jobsite for the duration of my assignment.

3. I do not allow the use of my name to enable the Bidder to qualify for the Contract without my commitment to assume the said position, since I understand that to do so shall be a sufficient ground for my disqualification from this Contract and future biddings of the Sandiganbayan.

4. I submit, and certify as true and correct, the following information:

a. Name : -

b. Date of Birth : -

c. Nationality : -

d. Profession : -

e. PRC License No. and Date of Validity : -

f. Employment Record and Work Experience Relevant to the Project : (Please fill in the table below; use additional sheet(s) if necessary)

<i>i. Project Name &amp; Location</i> <i>ii. Project Owner’s Name &amp; Address</i> <i>iii. Employer’s Name and Address</i> <i>iv. Position</i> <i>i.</i>	<i>i. Project Description</i> <i>ii. Total Project Cost</i>	<i>i. Part of Project Handled</i> <i>ii. Cost of Part</i>	<i>i. Start Date of the Project</i> <i>ii. Completion Date of the Project</i> <i>iii. Total Period of Engagement to the Project</i>
Completed Projects: (see example below)			
<i>i. Road Repair in Orani, Bataan</i> <i>ii. Municipality of Orani / Orani, Bataan</i>	<i>i. Pavement Maintenance Works</i> <i>ii. Php1,000,000.00</i>	<i>i. Surveying Works</i> <i>ii. Incidental cost to the project</i>	<i>i. January 1, 2016</i> <i>ii. April 30, 2016</i> <i>iii. Four (4) months</i>

On-going Projects: (see example below)			
i. Road Repair in Dinalupihan, Bataan ii. Municipality of Dinalupihan / Din., Bataan	i. Pavement Maintenance Works ii. Php2,000,000.00	i. Surveying Works ii. Incidental cost to the project	i. January 1, 2017 ii. N/A iii. Four (4) months

\_\_\_\_\_  
Name and Signature of Professional/Individual Committing to the Contract

\_\_\_\_\_  
Date

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

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2018  
at \_\_\_\_\_, Philippines. Affiant/s is/are personally known to me  
and was/were identified by me through competent evidence of identity as defined in the 2004  
Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of  
government identification card used], with his/her photograph and signature appearing thereon,  
with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2018.

**N.B.** One (1) person shall only have one (1) position/ designation.

**JOINT VENTURE AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

➤

➤ This **JOINT VENTURE AGREEMENT** (hereinafter referred to as the "Agreement"), entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ City, Philippines by and among:

➤ \_\_\_\_\_, a domestic corporation duly organized, registered and existing under and by virtue of the laws of the Republic of the Philippines, with office address at \_\_\_\_\_, represented by its \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "\_\_\_\_\_";

- and -

➤ \_\_\_\_\_, a domestic corporation duly organized, registered and existing under and by virtue of the laws of the Republic of the Philippines, with office address at \_\_\_\_\_, represented by its \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "\_\_\_\_\_";

- and -

➤ \_\_\_\_\_ a foreign corporation organized and existing under and by virtue of the laws of \_\_\_\_\_, represented by its \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "\_\_\_\_\_";

(Henceforth collectively referred to as the "**Parties**")

**WITNESSETH: That**

**WHEREAS**, the Procurement Service (PS) has recently published an Invitation to Apply for Eligibility and to Bid for the Supply and Delivery of \_\_\_\_\_ for the \_\_\_\_\_;

**WHEREAS**, the parties have agreed to pool their resources together to form the "\_\_\_\_\_ Joint Venture", hereinafter referred to as the Joint Venture, under the laws of the Philippines, for the purpose of participating in the abovementioned procurement of PS-DBM;

NOW, THEREFORE, for and in consideration of the foregoing premises and the covenants hereto set forth, the Parties have agreed as follows:

## ARTICLE I

### ORGANIZATION OF THE JOINT VENTURE

SECTION 1. Formation – The Parties do hereby agree and bind themselves to establish, form and organize a Joint Venture pursuant to the laws of the Republic of the Philippines, in order for the JV to carry on the purposes and objectives for which it is created;

SECTION 2. Name – The name and style under which the JV shall be conducted is  
“ \_\_\_\_\_ ”;

SECTION 3. Principal Place of Business – The JV shall maintain its principal place of business at  
\_\_\_\_\_ ;

SECTION 4. Preparation and Documentation – The Parties shall secure and/or execute such certifications, documents, deeds and instruments as may be required by the laws of the Republic of the Philippines for the realization of the JV and in compliance with the Project. Further, they shall do all other acts and things requisite for the continuation of the JV pursuant to applicable laws;

SECTION 5. The Joint Venture shall be represented by the \_\_\_\_\_ in all biddings, related procurement transactions and other official dealings that it shall enter into with the PS-DBM and third parties, such transactions to include, among others, the submission of eligibility documents, bids, registration documents obtaining bonds, performing the principal contract in the event that the contract is awarded in favor of the Joint Venture, receipt of payment for goods delivered, and similar and related activities.

SECTION 6. The period of the Joint Venture shall begin upon execution of this Agreement and shall continue until the complete performance of its contractual obligations to PS-DBM, as described in Article II hereof, or upon its termination for material breach of any term or condition of this Agreement, by service of a written statement in English on the other Party, not less than 90 days prior to the intended date termination

## ARTICLE II PURPOSE

SECTION 1. The primary purpose of the Joint Venture is to participate in the public bidding to be conducted by the DBM-PS Bids and Awards Committee for the supply and delivery of  
\_\_\_\_\_ for the \_\_\_\_\_ .

SECTION 2. If the above-described contract/s is/are awarded to the Joint Venture, the Joint Venture shall undertake the performance thereof to PS-DBM, and such other incidental activities necessary for the completion of its contractual obligations.

## ARTICLE III SOLIDARY LIABILITY OF THE PARTIES

SECTION 1. In the performance of the contract/s that may be awarded to the Joint Venture by the PS-DBM, and all other related activities/obligations, as described in Article II hereof, the Parties bind themselves jointly and solidarily, in the concept of solidarily debtors, subject to the right of reimbursement, as provided in the relevant provisions of the Civil Code of the Philippines.

**ARTICLE IV  
CONTRIBUTION AND OTHER ARRANGEMENTS**

SECTION 1. Contribution – The Parties shall contribute the amount of \_\_\_\_\_  
(Php ) to support the financial requirements of the Joint Venture, in the following proportion:

A.	-	P	.00
B.	-	P	.00
TOTAL		P	.00

Additional contributions to the Joint Venture shall be made as may be required for contract implementation. In addition, \_\_\_\_ shall contribute any labor and contract management requirements.

SECTION 2. Profit Sharing – The share of the Parties to the JV from any profit derived or obtained from the implementation and execution of the Project shall be distributed pro rata to each, in accordance with the contribution and resources each has provided to the JV;

SECTION 3. Liquidation and Distributions – Any sum remaining after deducting from the total of all moneys or benefits received for the performance of the contract, all costs incurred by the JV after award of the contract for the Project pursuant to the accounting practices established for the JV, shall be distributed in accordance with the relative balances in the accounts of each Party pursuant to Sec.1 of this Article upon completion, final accounting, termination and liquidation of the JV. In the event of liquidation and termination of JV, and after taking into account the shares of the Parties in all income, gain, deductions, expenses, and losses, should the account of a Party contain a negative balance, such Party shall contribute cash to the JV sufficient to restore the said balance to zero;

SECTION 4. Sharing of Burden of a Net Loss – In case a net loss is incurred, additional contributions shall be made by the Parties in accordance with their respective shares.

**ARTICLE V  
MISCELLANEOUS PROVISIONS**

SECTION 1. The provisions of the Instructions to Bidders, Supplemental Bid Bulletin, and other bidding documents issued by the PS-DBM in relation to the contract described in Article II hereof, shall be deemed incorporated in this Agreement and made an integral part thereof.

SECTION 2. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

SECTION 3. The Parties herein are duly represented by their authorized officers.

SECTION 4. Governing Law - This Agreement shall be governed by and construed according to the laws of the Republic of the Philippines. Venue of any court action arising from this Agreement shall be exclusively laid before the proper court of the \_\_\_\_\_, Philippines.

IN WITNESS WHEREOF, the parties have set their hands and affixed their signatures on the date and place first above-stated.

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

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

Signed in the Presence of:

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

#### ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.  
PROVINCE OF (in the case of Municipality)

This instrument refers to a Joint Venture Agreement consisting of \_\_\_\_\_ pages, including the page on which this Acknowledgement is written, and signed by the parties and their instrumental witnesses.

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s exhibited to me his/her [insert type of government identification card used\*], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

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

#### NAME OF NOTARY PUBLIC

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

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

Roll of Attorney's No. \_\_\_\_\_

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

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

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

#### Note:

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;



Republic of the Philippines



Government Procurement Policy Board