



## PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: (02) 8789 – 7662

[www.pnoc.com.ph](http://www.pnoc.com.ph)

[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

### INVITATION FOR NEGOTIATED PROCUREMENT TWO FAILED BIDDINGS

#### Rehabilitation of Existing Administration Building Reference No. 2022-05-109

1. In view of the of the two (2) failed biddings, the Philippine National Oil Company (PNOC) invites suppliers to participate in the negotiation for the **Rehabilitation of Existing Administration Building**;
2. The PNOC intends to apply the sum of **Two Million Ninety Thousand Pesos (2,090,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the aforesaid provision with the Terms of Reference hereof;
3. The PNOC now invites interested contractors to submit and negotiate initial offer for the abovementioned project on **09 June 2022 at 10:00 A.M.** at the *PNOC Bldg. 6, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City* or *via videoconference*;
4. Negotiation 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 R.A. 5183.
5. Following completion of the negotiations, the best and final offer based on the technical and financial requirements, including the pre-requisite documentary requirements enumerated in Annex A hereof must be duly received by the BAC Secretariat at the address below on or before the deadline of submission, **21 June 2022 (10:00 A.M.)**. Late submissions shall not be accepted.
6. The PNOC reserves the right to accept or reject any proposal, to annul the negotiation process, and to reject all proposals at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected negotiation participant or participants.

7. You may refer to the BAC Secretariat at the contact details below for further information or clarification.

Thank you.

**The Secretariat**

**Bids and Awards Committee**

**Philippine National Oil Company**

G/F PNOC Bldg. 6, Energy Center, Rizal Drive,

Bonifacio Global City, Taguig City

Tel. Nos.: 8789 – 7605

Fax Nos.: 8812 – 6041 / 8840 – 1440

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*Evangelina B. Albaytar 4 of 22*

**MS. EVANGELINE B. ALBAYTAR**

Chairperson

Bids and Awards Committee

*[Signature]*

# Checklist of Documentary Requirements

## I. TECHNICAL COMPONENT ENVELOPE

### Legal Documents

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

### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- (d) General Building (GB-1) Category C PCAB License or Special PCAB License in case of Joint Ventures; **and** registration for the type and cost of the contract to be bid; **and**
- (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (f) Project Requirements, which shall include the following:
  - a. Organizational chart for the proposal;
  - b. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the proposal, with their complete qualification and experience data;
- (g) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

### Financial Documents

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

### ***Class "B" Documents***

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

## II. FINANCIAL COMPONENT ENVELOPE

- (j) Original of duly signed and accomplished Proposal Form; **and**

### Other documentary requirements under RA No. 9184

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

## II – Additional Documents

- A. The Latest Income/Business Tax Returns
- B. Site Inspection Certificate
- C. Other appropriate documents as maybe required by the Technical Working Group.

# Specifications

## I. SCOPE OF WORK

The contractor shall provide all necessary labor, tools, materials, equipment, and necessary supervision and technical expertise to execute and complete the rehabilitation of the existing Administration Building at the PNOC Industrial Park. The services to be performed shall include, but not be limited to the following:

### **Civil and Architectural works:**

1. Mobilization.
2. Dismantle existing ceiling boards and frames.
3. Dismantle existing roofs and gutters.
4. Dismantle existing roof wood trusses.
5. Remove existing floor carpets at offices and hallways.
6. Remove existing floor tiles in comfort rooms and pantry.
7. Replace wooden trusses with fabricated single pitch steel trusses with pre-approval of a registered civil engineer.
8. Install new G.I. roof long span 0.5 mm thickness with color white.
9. Supply and install fire-retardant ceiling board on a light metal frame.
10. Provide a 600 X 600 mm ceiling manhole.
11. Supply and install new tiles at offices, restrooms, and hallways.
12. Rehabilitate existing glass door at the Main Entrance, CFEMD Division Chief office, and Conference side door.
13. Supply and installation of wooden flush doors and door jambs including door lockset and door closer for offices, restrooms, and storage room.
14. Supply and install new toilet partitions for male and female restrooms.
15. Repair or replacement of dilapidated/broken windows including window blinds.
16. Replace roof gutters and downspouts.
17. Provide cashier window on hallway near the front entrance.
18. Replace all partition walls with fireproof drywall.
19. Painting of ceiling, interior, and exterior walls of the buildings.
20. Supply and install a new floor tiles for the hallway and offices.
21. Supply and install new floor and wall tiles for restrooms and pantry.
22. Remove and construct a new sink table and cabinet at the pantry.
23. Supply and install door name plates for room identification.

### **Electrical works:**

1. Remove existing lighting fixtures, wires, wiring devices, and conduits.
2. Conceal all electrical wirings using Electrical Metallic Tubing (EMT) pipes.
3. Perform rewiring works for lighting and power supply, and local area network (LAN) wiring system of offices.
4. Replace existing circuit protection devices such as panel boards and circuit breakers.
5. Supply and install recessed LED lights for offices, and LED circular lights for hallways, restrooms, and storage room.

**Note: Illumination per room should comply with the minimum standard requirements as stated in the Philippine Electrical Code (300 LUX/office room).**

6. Supply and install lighting switches and convenience outlets as a replacement on the existing wiring devices.
7. Supply and install four (4) unit exhaust fans for restrooms, pantry, and storage room.

**Plumbing and Sanitary works:**

1. Remove existing plumbing fixtures
2. Supply and install plumbing pipes.
3. Conceal all plumbing and sanitary pipes.
4. Supply and install new plumbing fixtures (water closet, lavatories, urinal, bidet, floor drain, lavatories faucet) for the restrooms.
5. Supply and install new kitchen sink including kitchen faucet.
6. Tap the new kitchen sink to the existing sanitary line.

**II. LABOR REQUIREMENTS:**

1. The Contractor must have a minimum of two (2) years of working experience in architectural/civil works, plumbing, sanitary, and electrical works especially on construction and renovation project.
2. Contractor must assign a Site Engineer to serve as Supervisor who will directly coordinate with the PNOC representative.
3. The Site Engineer, the Safety Officer, and Foreman must be at the project site whenever work is being performed.
4. The minimum work experience requirements for key personnel of the contractor are the following:

Key Personnel	General Experience	Relevant Experience
Civil Engineer or Architect	Minimum 2 years experience in construction management	Minimum 1 year experience in general construction or related projects
Safety officer	Minimum 2 years experience as a safety officer. (with valid certifications)	Minimum 1 year experience in general construction or related projects
Foreman	Minimum 2 years experience as a foreman	Minimum 1 year in general construction
Tile setter	Minimum 2 years as a tile setter	Minimum 1 year in tile works
Welder	Minimum 2 years as a welder fabricator	Minimum 1 year in fabrication of roof trusses
Carpenter	Minimum 2 years as a carpenter	Minimum 1 year in general construction or related project
Electrician	Minimum 2 years as Electrician	Minimum 1 year in building wiring works

Plumber	Minimum 2 years as Plumber	Minimum 1 year in general construction or related project
Painter	Minimum 2 years as a Painter	Minimum 1 year in general construction or related project
Ceiling Installer	Minimum 2 years as a Ceiling Installer	Minimum 1 year in construction projects, especially in ceiling installation.

### III. MATERIALS REQUIREMENTS:

#### **A. Civil and Architectural works:**

##### 1. Floor tiles

- 600 x 600 mm ceramic tiles for offices and hallway (dirty white)
- 300 x 300 mm ceramic tiles for restrooms flooring (non-slip, gray color)
- 300 x 600 mm ceramic tiles for restroom walls (gloss finish, white color)
- 300 x 300 mm ceramic tiles for kitchen sink table (gloss finish, white color)

##### 2. Ceiling

- Fiber Cement Board (4.5 mm thickness)
- G.I Metal stud, metal furring (double), carrying channel and wall angle (0.6 mm thickness, 5 meters length)

##### 3. Concrete hollow blocks (4 inches)

##### 4. Cement

##### 5. Drywall

- Fire retardant (12.7 mm thickness, 4 feet X 8 feet)
- Metal furring (98 X 32 X 5 mm, 1 mm thickness, 5 meters length)

##### 6. Rebar (10 mm)

##### 7. Roof trusses

- The area to be covered is 252 m<sup>2</sup>
- Designed should be signed and approved by a registered civil engineer.
- The material should comply with the minimum standard requirements as stated in the Philippine National Standard for steel bars (PNS 59).
- Materials should be coated with red oxide paint as a primer.

##### 8. G.I long span color roof and accessories (0.5 mm thickness, white color).

##### 9. G.I roof gutters (0.5 mm thickness) smoke stainless.

##### 10. Roof insulation (P.E foam, heat rejected aluminum, 10 mm double sided, 1 meter X 50 meter)

##### 11. Cashier window with PNOC sticker (4 X 3 feet, ½ inch thick, frosted glass with PNOC Sticker)

##### 12. Korean window blinds (refer to attached key plan).

##### 13. Fabricated kitchen cabinet

##### 14. Doors and Door jambs.

- Door closer and door lock set for glass doors at the main door of the building and side door of the conference room.

- Flush wooden doors and door jambs (dimensions are based on existing provision) for offices, pantry, restrooms, and storage room.
  - Doors should have door closers and door locks.
15. Paint and painting materials for;
    - Interior walls (458 m<sup>2</sup>)
    - Exterior walls (151 m<sup>2</sup>)
    - Ceiling (187 m<sup>2</sup>)
    - Parapet wall (30.5 m<sup>2</sup>)
    - Drywall (54 m<sup>2</sup>)
    - Baseboard (28 m<sup>2</sup>)
    - Primer (latex paint, one coat)
    - Finishing paint (semi-gloss latex, acrylic-based, two coat)
  16. Office nameplate for office identification
    - Font type (Optima)
    - Font size (4 inches)
    - Nameplate materials (Engrave to PVC)
  17. Restroom partition wall (pin louver toilet partition wall)
  18. Consumables
    - Blind rivet (5/32 X ¾)
    - Black screw 1 inch
    - Welding rods
    - Cutting disc 4 inch diameter
    - Grinding disc 4 inch diameter
    - Tex screw
    - Water stop sealant
    - Drill bit (5/32)
    - Hinges (3 inch)
    - Tile adhesive
    - Gravel and Sand
    - G.I wire (Gauge 16)

**B. Electrical works:**

1. Conductor wires for lighting and power supply (3.5 mm<sup>2</sup> THHN copper wire)
2. Local area network cables for local area network (CAT 5E)
3. Electrical conduit pipes and fittings (Electrical Metallic Tubing “EMT”)
4. Lighting fixtures (color rendering index should be 5000K to 6000K)
  - LED light (recessed type, 2 X 18 watts T8 on industrial type prismatic louver)
  - LED light (recessed type, 2 X 18 watts T8 on industrial type prismatic louver, with battery pack 2 hrs. back time capacity)
  - LED circular light (18 Watts, recessed type)
  - LED circular light (18 watts, with battery pack 2 hrs. backup time capacity, recess type)
  - LED bulbs and receptacles (9 watts)
  - LED bulbs (2 watts, warm white)
5. Wiring devices



- Switches (1 gang, 2 gang, 3 gang) 10 Amps capacity
  - Duplex convenience outlets 15 Amps capacity
  - Air conditioning outlet
  - Circuit breaker and panelboard (refer to attached load schedule)
  - Wall-mounted exhaust fans for restrooms, storage room and, Pantry (300 watts)
6. Consumables
- Electrical tape
  - Wire nut (for American wire gauge # 12-14)
  - Octagon box (4 inch, galvanize)
  - Electrical metallic tubing connectors
  - Electrical metallic tubing Straight connector with bushing
  - Hanger and support

**C. Plumbing and Sanitary works:**

1. PVC & PPR pipes and fittings
- 25 mm diameter pipes and fittings for Kitchen sink connection for sewer tapping
  - 75 mm diameter pipes and fittings for downspout
  - 100 mm diameter pipes and fittings for sewer line
  - Elbow 4 inches diameter (90°, 45°)
  - Elbow 3 inches diameter (90°, 45°)
  - Elbow 2 inches diameter (90°, 45°)
  - PVC Y- Connector (4 inch X 2 inch)
  - PVC Y- Connector (4 inch X 4 inch)
  - Floor cleanout (4 inches diameter)
  - PPR TEE coupling ½ inch
  - PPR elbow ½ inch (90°)
2. Plumbing fixtures
- Lavatories
  - Urinal
  - Water closet (push button, dual flush)
  - Kitchen sink (stainless 304)
  - Faucets (lavatory and kitchen)
  - Floor drains (stainless 304)
  - Bidet (stainless 304)
  - Tissue and soap holder
  - PPR gate valves (12.7 mm)
  - Angle valve (1 way and 2 way) 12.7 mm
3. PPR pipe 20 mm diameter for water supply
4. Consumables
- Teflon
  - PVC solvent

- PVC Clamp
- Flexible hose ½ inch

#### IV. BILL OF QUANTITIES

The contractor may refer to the table below for the preparation of the Bill of Quantities.

Item No.	Description	Qty	Unit	Unit Cost	Total Cost
1	General Requirements				
	Mobilization/Demobilization				
	Permits and Licenses				
	Safety Requirements				
				Subtotal	
2	Materials				
A.	Material for Civil & Architectural works				
	Roof trusses for the area 252 m <sup>2</sup>				
	G.I. long span color roof and accessories for the area 252 m <sup>2</sup>				
	G.I. roof gutters (304 stainless)				
	Roof insulation (1 m X 50 m)/roll				
	Ceiling board and frame for the area of 187 m <sup>2</sup>				
	Doors, Door jambs, and accessories. 6 sets of 80 cm width 4 sets of 70 cm width				
	Drywall and furring for the area of 54 m <sup>2</sup>				
	Pin louver restroom partition wall complete with hinges and lockset				
	Korean window blinds				
	Cashier window with PNOC sticker				
	Fabricated kitchen cabinet				
	Office nameplate for office identification				
	Ceramic tiles for offices floor, Hallways, Restroom walls & floor, Kitchen table.				
	Painting works for interior walls, exterior walls, and ceiling (area of 881 m <sup>2</sup> )				
	Rebar (10mmØ, 7.5 m)				

	Cement				
	Concrete hollow blocks				
B.	Electrical works				
	Copper wire 3.5 mm <sup>2</sup> THHN (lighting and power system)				
	Local area network cable (CAT 5E)				
	Electrical conduit pipes and fittings (Electrical Metallic Tubing "EMT")				
	Flexible metal conduit (FMC, ½ inch)				
	LED circular light (18 Watts)				
	LED circular light 18 watts (with battery pack)				
	LED LIGHT (2 x 18W T8 on Industrial type prismatic louver)				
	LED LIGHT (2 x 18W T8 on Industrial type prismatic louver) with battery pack				
	LED bulbs light (9 Watts)				
	LED circular light (2 Watts)				
	ACU outlet				
	Duplex convenience outlets				
	Switch (1 gang)				
	Switch (2 gang)				
	Switch (3 gang)				
	Main Circuit breaker				
	Wall-mounted exhaust fans				
	Electrical consumables (octagon box, Electrical tape, Wire-nut, locknut and bushing, EMT connectors, FMC connectors, Hanger and support)				
C.	Plumbing works				
	PVC pipes and fittings for plumbing and sanitary line				
	PVC pipes and fittings for sewer line				
	PVC pipes and fittings for downspouts				
	PPR pipes and fittings for water supply.				
	Clean-out cup				
	Plumbing fixtures (lavatories, urinals, water closet, kitchen sink)				

	and faucet, floor drains, bidet, valves and flexible hoses)				
				Subtotal	
3	Labor Cost				
	Site Engineer				
	Safety Specialist				
	Foreman				
	Skilled personnel (Electrician, Plumber, Welder, Tile setter, Ceiling installer, Painter, Mason				
				Subtotal	
4	Equipment				
	Hand tools and Power tools				
				Subtotal	
5	Mark up				
6	Total Project Cost				
7	Value Added Tax				
8	TOTAL PROJECT COST (Inclusive of all taxes)				

## V. PROJECT EXECUTION REQUIREMENTS:

### A. Methodology Requirement

1. The contractor shall perform the works as follows:

#### Civil and Architectural works:

- Dismantle all ceiling frames, ceiling boards, including lighting fixtures and wires.
- Remove existing G.I roofing, wooden trusses, and roof gutters.
- Replace and fabricate steel trusses.
- Install new G.I roofing.
- Install new roof gutters and downspouts.
- Remove all floor and wall tiles in restrooms and pantry area.
- Dismantle and remove floor carpets at offices and hallway.
- Remove existing wooden baseboard.
- Install new 600 x 600 mm ceramic floor tiles for offices and hallway.
- Prepare walls in restrooms for installation of ceramic wall tiles.
- Install 300 x 300 mm floor tiles including floor drain on restroom and pantry.

- Install 300 x 600 mm wall tiles on the male and female restroom.
- Install restroom partition door.
- Install new ceiling: Use 4.5 mm Fiber cement boards on light metal frames.
- Cut ceiling board in provision for the installation of lighting fixtures/
- Provide 600 x 600 mm manhole.
- Rehabilitate existing glass doors at the main entrance and side conference area.
- Install new wooden doors including door jamb and locksets.
- Paint ceiling, interior, and exterior walls. (all painting materials and chemicals to be used should have a material data sheet)
- Paint baseboard.
- Install cashier window.
- Rehabilitate sink table, including kitchen cabinet.
- Haul and properly dispose of debris outside PIP: Hauling permit should be acquired.

Mechanical works:

- Remove existing plumbing fixtures in the restrooms.
- Layout PPR pipeline for water provision on the restroom.
- Layout PVC pipeline for plumbing fixtures connected to the existing sewer line.
- Conceal all plumbing pipes.
- Install new plumbing fixtures on the male and female restroom.
- Install new kitchen sink and kitchen faucet.
- Topping of kitchen sink drainage to the existing sewer line.
- Install new downspout from roof gutters going to catch basin.

Electrical works:

- Remove existing lighting fixtures, wires, wiring devices, and conduits.
- Rewire lighting and power supply including local area network.
- Conceal all electrical wirings using electrical metallic tubing (EMT) pipes and flexible metal conduit (FMC).
- Install new circuit breaker and panel board.
- Install new wiring devices (switch and convenience outlet)
- Install new lighting fixtures.
- Install 4 units of wall-mounted exhaust fans at the pantry, storage room, and restrooms.

2. For the roofing, tiles and paint, the Contractor shall first mock-up 3 selective colors or design for approval of PNOC before installation.

**B. General Conditions**

1. A joint inspection must be conducted by the Contractor and PNOC Representatives on the specific works to be done for the project.

2. The Bidder is required to inspect and examine the site and the surroundings of the proposed project to arrive at an estimate of the labor, materials, and equipment necessary to carry out the work.
3. The contractor is required to secure the required surety, performance, and guarantee bonds prior to the commencement of work.
4. The contractor shall secure all necessary permits before starting the activity.
5. The contractor is required to submit the following items subject to the approval of PNOC within 15 days after issuance of Notice To Proceed:
  - a. Construction Methodology/Detailed Plan
  - b. Inspection and Test Plan
  - c. BOQ with Weighted Percentage
  - d. Manpower Histogram
  - e. Tools and Equipment Histogram
  - f. Work Schedule and S-Curve; and
  - g. Safety Program

Failure to secure approval of the foregoing items after 15 days from the issuance of Notice to Proceed will be subject to a penalty of 1/10 of 1% of the total project cost per day of delay.

6. The winning contractor shall attend a scheduled kickoff meeting before the start of the project.
7. The contractor shall comply with the following requirements prior to execution of works:
  - a. PNOC Industrial Park Work Permit System; and
  - b. Safety and Health Orientations of all personnel to be conducted by PIP HSSE Officer.Violating PNOC work permit process will be subject to a penalty of 1/10 of 1% of the total project cost.
8. The contractor must conduct proper planning and safety orientation meetings with all personnel involved in the work prior to commencement.
9. The contractor shall coordinate with the PNOC representative for the topping and isolation of the power supply for the equipment to be used.
10. Contractor shall conduct testing and commissioning of supply devices and equipment as witnessed by PNOC representative.
11. The contractor is required to coordinate all activities and work relative to the project with the PNOC representative for proper monitoring and coordination.
12. The contractor shall commence work on the agreed Start Date and shall carry out the work in accordance with the program of work submitted by the CONTRACTOR, as approved by the PNOC representative, and complete the project by the completion date as indicated in the TOR
13. The contractor shall be liable for all accident claims and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.
14. The contractor shall hold PNOC and its personnel free from any and all liabilities for damages arising from injuries or liabilities to persons or

damages to property occasioned by any act or omissions of the contractor including any and all expenses which may be incurred by PNOC and its personnel in the defense of any claim, action or suit.

15. The cost of any and all rework and/or restoration of damaged properties due to the Contractor's poor workmanship or negligence shall be borne by the contractor.
16. The Contractor must comply with RA 11058, DOLE DO 198-18, OSHS, and other requirements to include, among others, the use of personal protective equipment by all workers, installation of safety signage, proper ID, and observe PNOC Industrial Park rules and regulations on safety, security, and environment.
17. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOC, as represented by its engineers and supervisors who will jointly interpret the meaning of the scope of work and its conditions and shall have the power to reject any work, method of accomplishing every part of work and material used which in their judgment are not fully in accordance with the specifications and/or description as provided in the scope of work and are deemed to be disadvantageous to PNOC.
18. The Contractor shall be liable for all direct and consequential damages arising out of any failure to perform the work in accordance with the schedule and with terms and conditions of the contract documents.
19. The Contractor shall submit to PIP representative Daily Accomplishment Report for construction monitoring purposes.
20. The Park operations shall be given priority on the phasing of works. The Contractor should therefore coordinate with the PIP representative and/or Duty Supervisor regarding the scheduling and phasing of works so as not to interrupt the Park operations during project implementation.
21. Contractor shall be liable for all fire and accident claims, and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.
22. The contractor is required to submit the following documents:
  - a. Inspection certificate (to be issued during site inspection)
  - b. Product data and brochure (for the supplied materials and equipment)
  - c. As-built plan (signed and sealed by registered Architect/Engineers)

### **C. Site Possession**

1. The Contractor shall confirm that he has inspected the site where the work will be performed; that he is fully aware of the conditions which might affect the nature, extent, and cost of the work required; that PNOC shall in no way be responsible for any costs or expenses which may be incurred on account of the failure of the Contractor to make an accurate examination of present and/or assessment of future factors that may affect the cost of execution.

2. The Park Management Department shall designate a specific area to be used by the CONTRACTOR as a temporary facilities/storage area/administration area in connection with the project.
3. The Contractor shall provide a kilowatt-hour sub-meter for monitoring electrical consumption during project execution.
4. Tapping of equipment and other related work shall be properly coordinated with the PNOC representative for the provision of electrical power sources for the equipment to be used.
5. The contractor shall provide a temporary office facility located in the motorpool area for the relocation of PNOC employees.
6. The Contractor shall examine all the issued documents relating to the work and must have verified all existing conditions at the site. No consideration will be given for any alleged misunderstanding or misinterpretation of the specifications and materials to be used or work to be done.
7. All works shall be properly coordinated with Park Management Department.

**VI. PROJECT DURATION**

Work should be completed within ONE HUNDRED TWENTY (120) calendar days reckoned from the date of receipt of the Notice to Proceed.

Work should start from 8:00 AM – 5:00 PM weekdays and weekends including holidays

*NOTE: Delays due to work stoppage ordered by PNOC shall not be counted against the set completion date.*

**VII. WARRANTY PROVISIONS**

The warranty shall be One (1) year reckoned from the date of final turn-over and acceptance.

**VIII. DEFINITION OF SIMILAR PROJECTS**

A Project that involves renovation and rehabilitation of buildings.

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

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

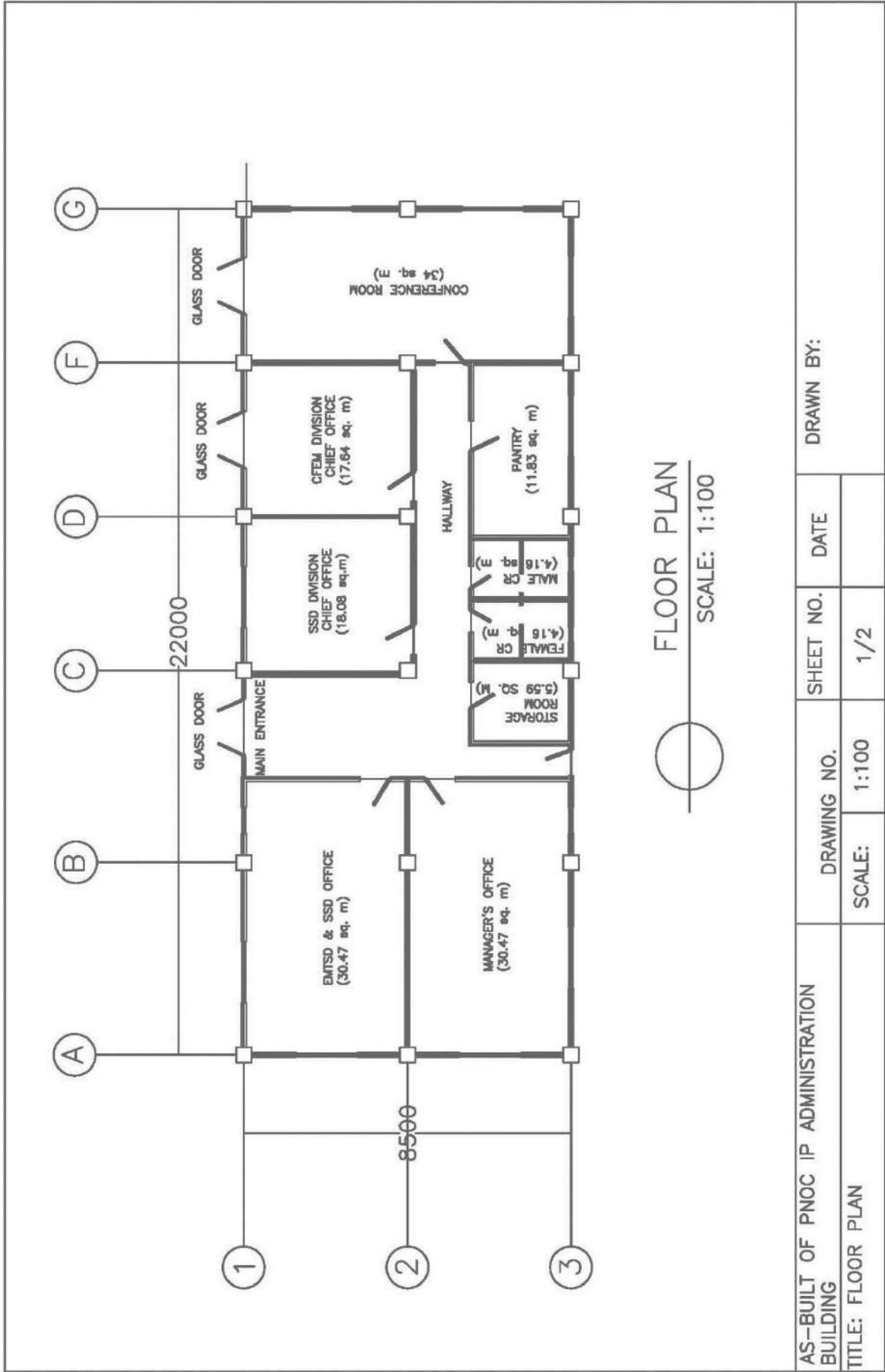
Signature: \_\_\_\_\_

Duly authorized to sign the Proposal for and behalf of:

\_\_\_\_\_

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





AS-BUILT OF Pnoc IP ADMINISTRATION BUILDING

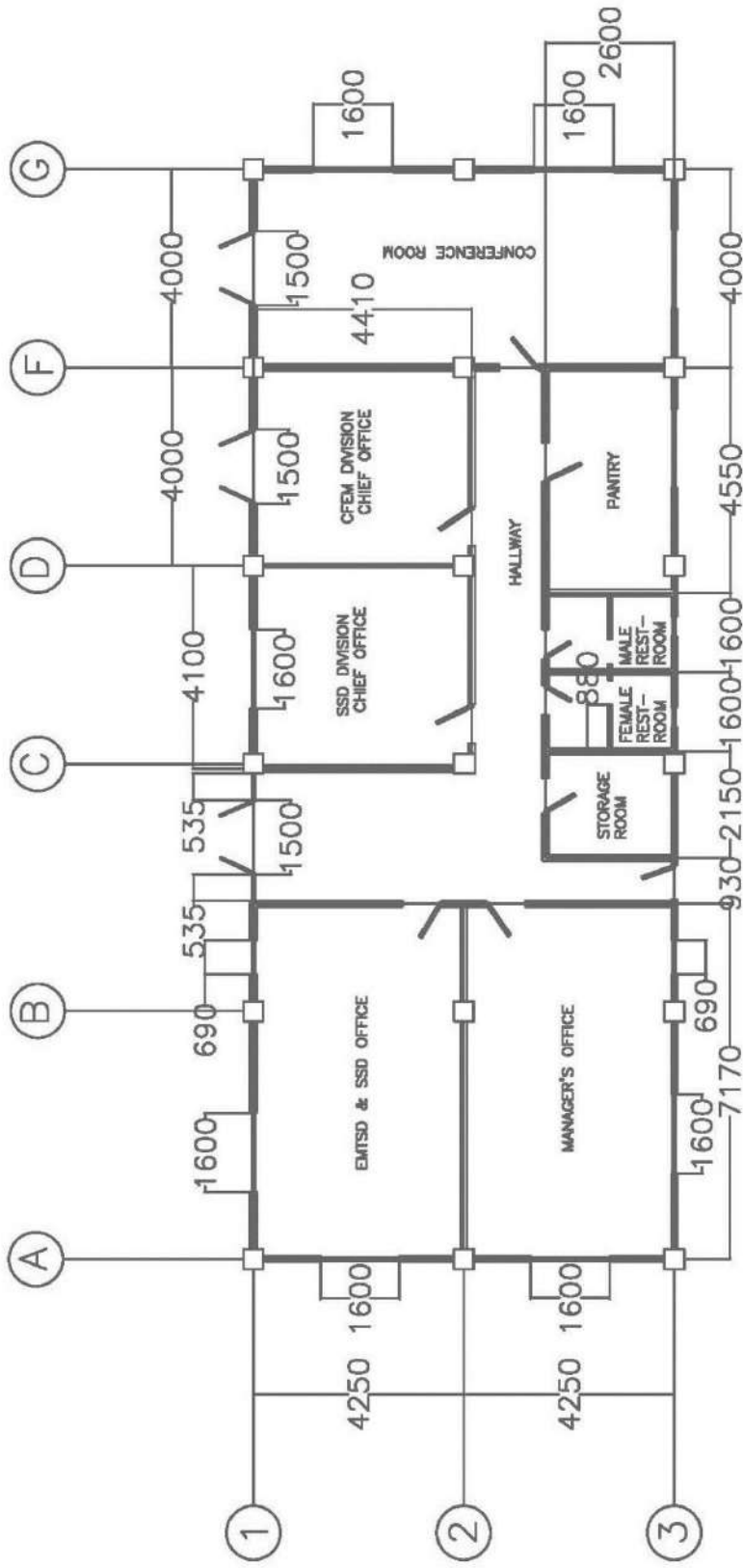
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SHEET NO. DATE 1/2

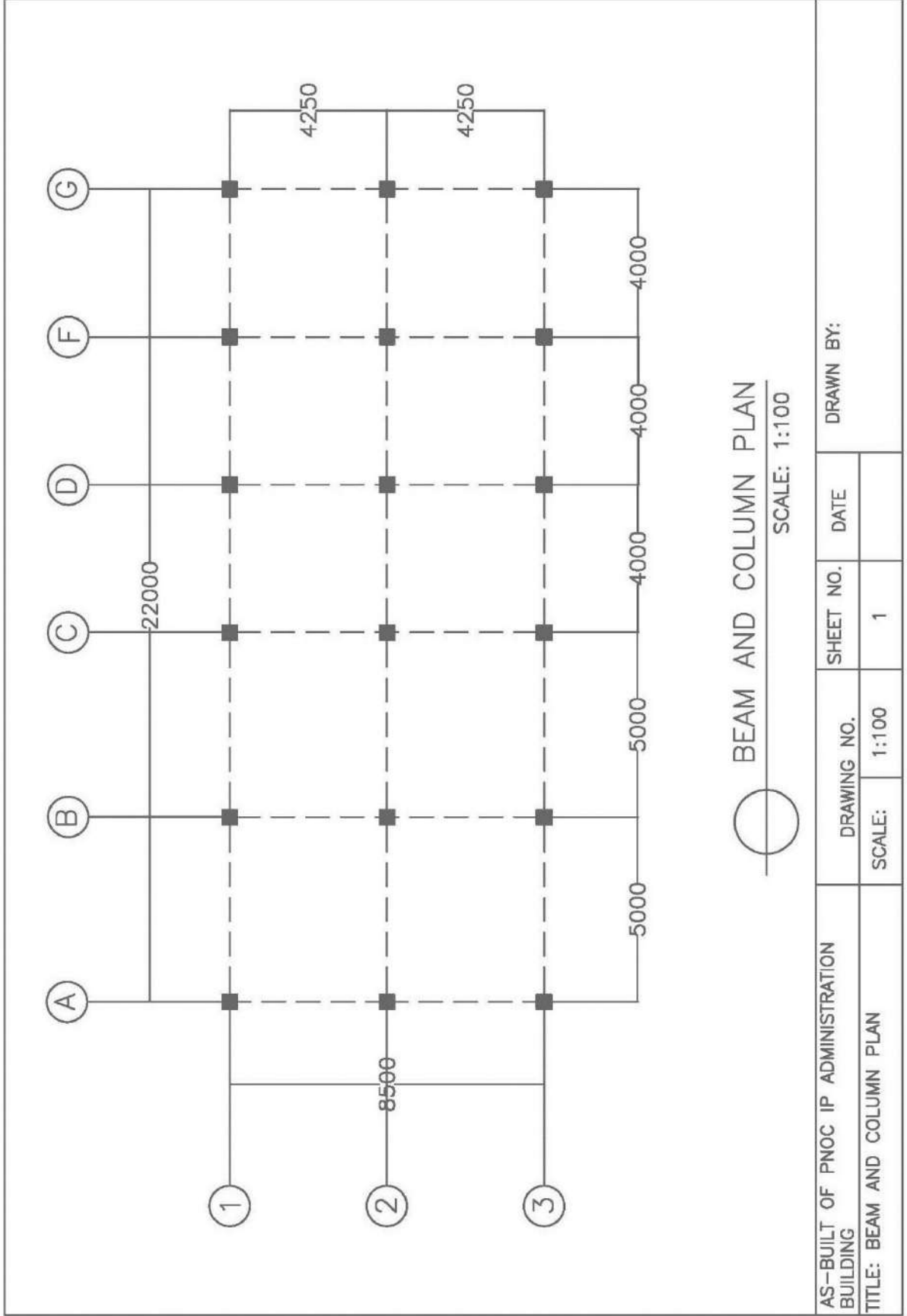
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FLOOR PLAN  
SCALE: 1:100



**FLOOR PLAN**  
 SCALE: 1:100

AS-BUILT OF PNOG IP ADMINISTRATION BUILDING TITLE: FLOOR PLAN	DRAWING NO.	SHEET NO.	DATE	DRAWN BY:
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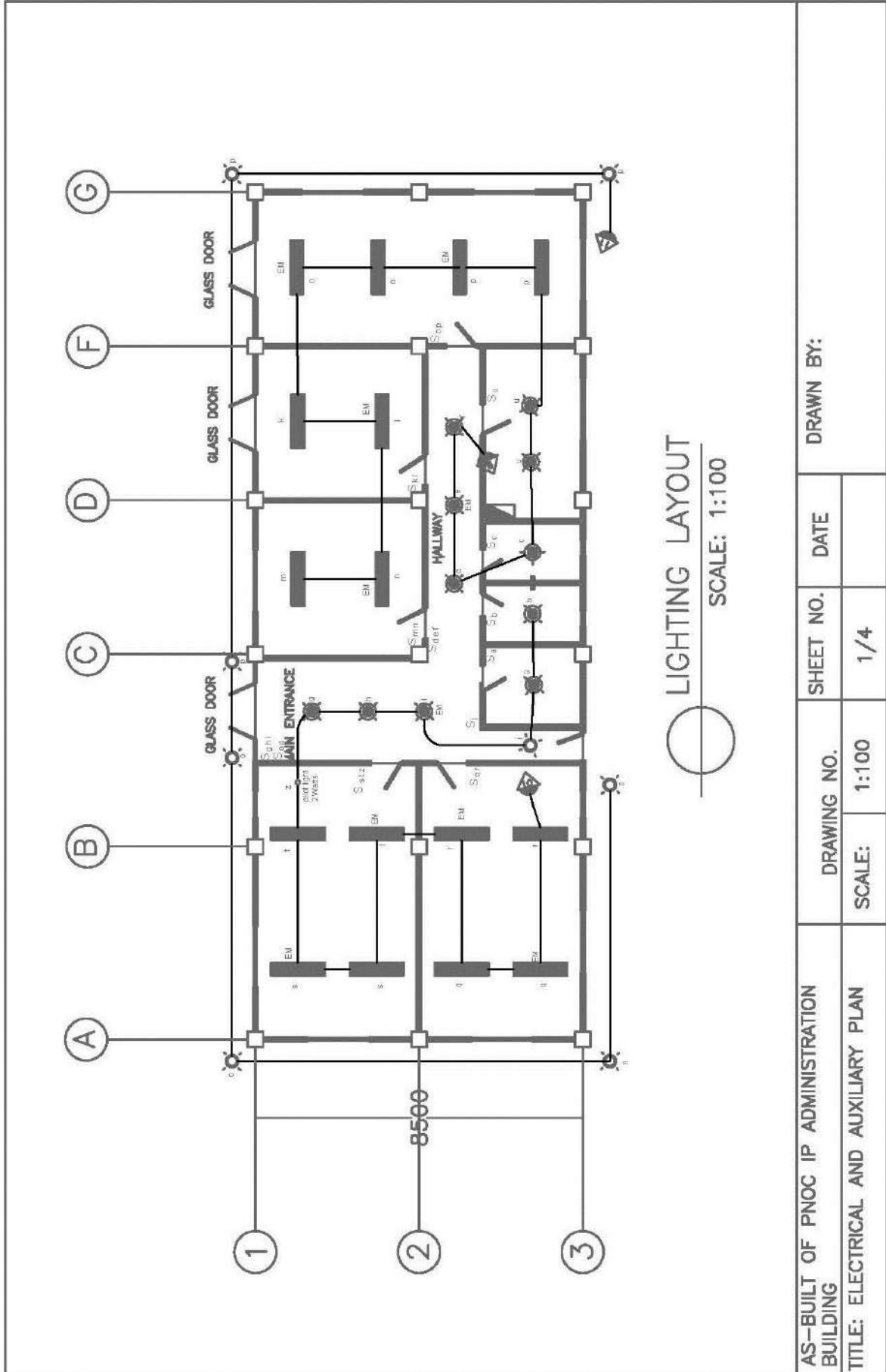


BEAM AND COLUMN PLAN



SCALE: 1:100

AS-BUILT OF PNOG IP ADMINISTRATION BUILDING	DRAWING NO.	SHEET NO.	DATE	DRAWN BY:
	SCALE: 1:100	1		
TITLE: BEAM AND COLUMN PLAN				



LIGHTING LAYOUT  
 SCALE: 1:100

AS-BUILT OF PNOG IP ADMINISTRATION BUILDING

TITLE: ELECTRICAL AND AUXILIARY PLAN

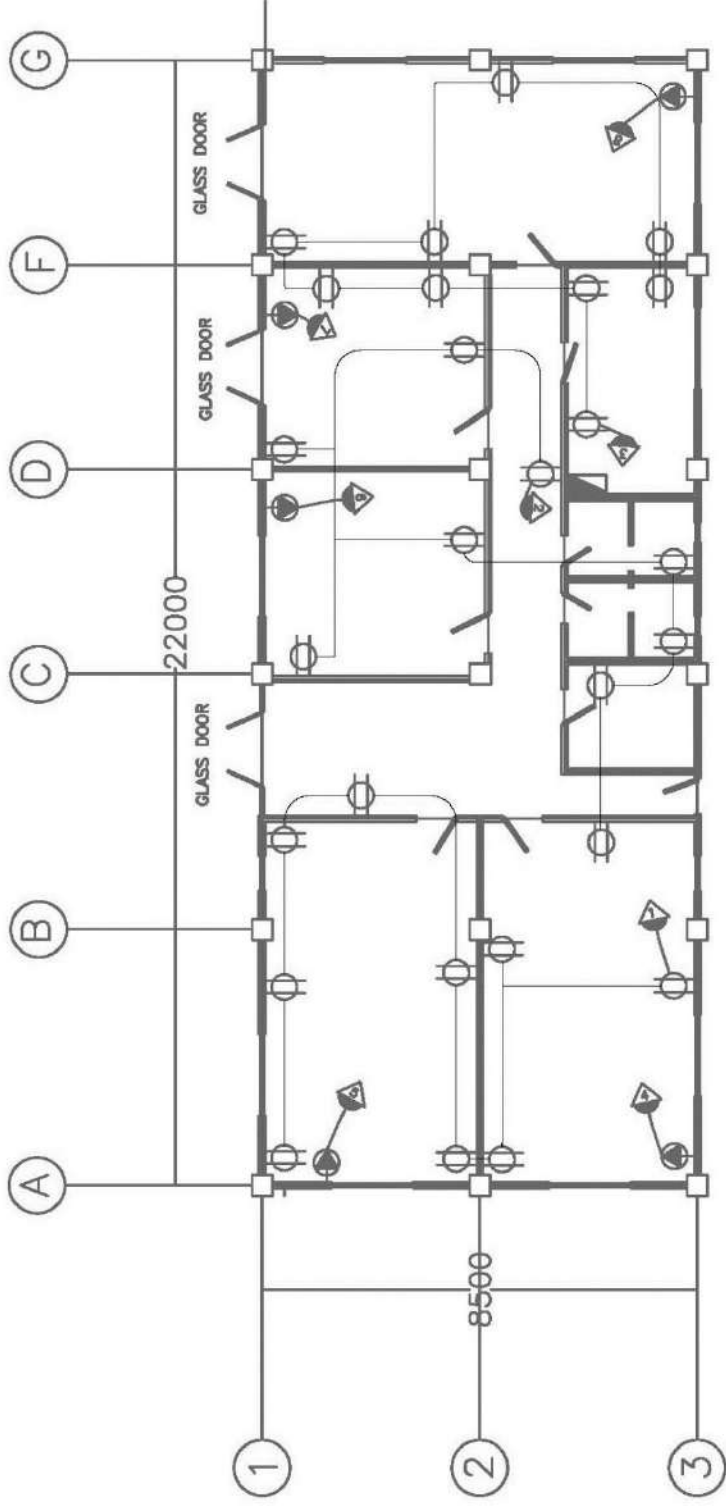
DRAWING NO.

SCALE: 1:100

SHEET NO.

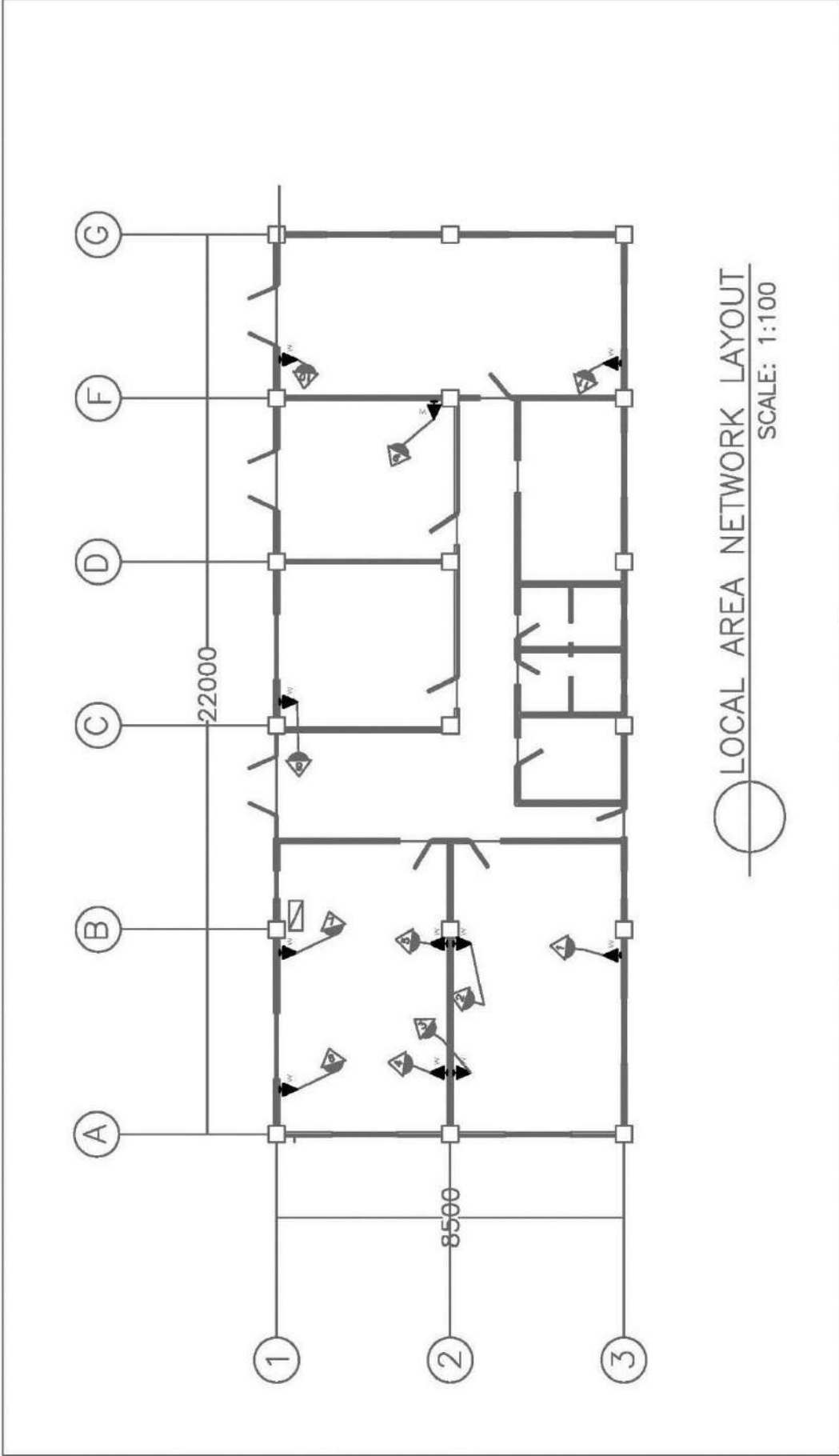
DATE

DRAWN BY:



POWER LAYOUT  
SCALE: 1:100

AS-BUILT OF Pnoc IP ADMINISTRATION BUILDING	DRAWING NO.	SHEET NO.	DRAWN BY:		
			DATE		
TITLE: ELECTRICAL AND AUXILIARY PLAN	SCALE: 1:100	2/4			



○ LOCAL AREA NETWORK LAYOUT  
SCALE: 1:100

AS-BUILT OF PNOC IP ADMINISTRATION BUILDING	DRAWING NO.	SHEET NO.	DATE	DRAWN BY:
	SCALE: 1:100	3/4		
TITLE: ELECTRICAL AND AUXILIARY PLAN				

# SCHEDULE OF LOADS

MAIN DISTRIBUTION PANEL  
 SURFACE MOUNTED WITH SWING DEAD FRONT COVER  
 MAIN: 125 A T MAIN CIRCUIT BREAKER 230V, 2 WIRE, 60Hz, 1Ø  
 2 - #30 mm THHN IN 1 mmØ RSC

CKT. NO.	No. OF OUTLET	LOAD DESCRIPTION	VOLTAGE (V)		LOAD (VA)	CURRENT (A)	POLE (Ø)	CKT. BREAKER (A.T)	WIRE'S AND CONDUIT
			(V)	(VA)					
1	9	CONVENIENCE OUTLET	230 V	1,620	7 A	1Ø	30 A.T	2- #3.5mm <sup>2</sup> THHN in 20mmØ EMT	
2	9	CONVENIENCE OUTLET	230 V	1,620	7 A	1Ø	30 A.T	2- #3.5mm <sup>2</sup> THHN in 20mmØ EMT	
3	9	CONVENIENCE OUTLET	230 V	1,620	7 A	1Ø	30 A.T	2- #3.5mm <sup>2</sup> THHN in 20mmØ EMT	
4	1	2 HP ACU	230 V	1,492	6.48 A	1Ø	30 A.T	2- #3.5mm <sup>2</sup> THHN in 20mmØ EMT	
5	1	2 HP ACU	230 V	1,492	6.48 A	1Ø	30 A.T	2- #3.5mm <sup>2</sup> THHN in 20mmØ EMT	
6	1	2 HP ACU	230 V	1,492	6.48 A	1Ø	30 A.T	2- #3.5mm <sup>2</sup> THHN in 20mmØ EMT	
7	1	2 HP ACU	230 V	1,492	6.48 A	1Ø	30 A.T	2- #3.5mm <sup>2</sup> THHN in 20mmØ EMT	
8	1	3 TR ACU	230 V	8,766	38.2 A	1Ø	40 A.T	2- #5.5mm <sup>2</sup> THHN in 20mmØ EMT	
9	14	LIGHTING CIRCUIT	230 V	1,400	6.09 A	1Ø	30 A.T	2- #3.5mm <sup>2</sup> THHN in 20mmØ EMT	
10	15	LIGHTING CIRCUIT	230 V	1,500	6.52 A	1Ø	30 A.T	2- #3.5mm <sup>2</sup> THHN in 20mmØ EMT	
11	7	LIGHTING CIRCUIT	230 V	700	3.04 A	1Ø	30 A.T	2- #3.5mm <sup>2</sup> THHN in 20mmØ EMT	
12	1	SPARE	230 V			1Ø	30 A.T		
<b>TOTAL</b>				23,114	100.83 A				

### FOR FEEDER

$$\begin{aligned}
 J_L &= I_L + (125\% \times I_L) \\
 &= 100.83 + (38.2 \times 1.25) \\
 J_L &= 148.68 \text{ AMP}
 \end{aligned}$$

USE: 2 - 50mm<sup>2</sup> THHN COPPER WIRE  
 ON 50mm Ø RSC PIPE

### FOR PROTECTION

$$\begin{aligned}
 J_L &= I_L + (250\% \times I_L) \\
 &= 100.83 + (2.5 \times 38.2) \\
 J_L &= 158.13 \text{ AMP}
 \end{aligned}$$

USE: 175 A T, 1Ø, 230V, for main circuit breaker

AS-BUILT OF PNOG IP ADMINISTRATION BUILDING

DRAWING NO.

SCALE: 1:100

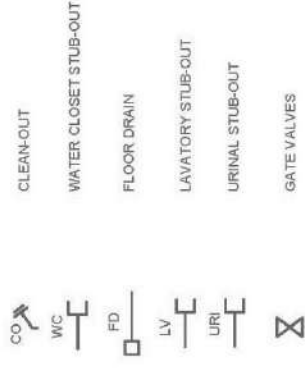
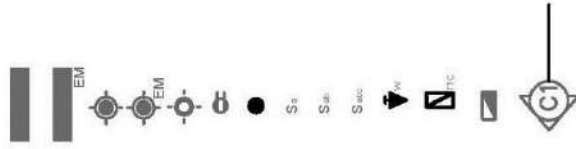
SHEET NO. DATE

4/4

DRAWN BY:

TITLE: ELECTRICAL AND AUXILIARY PLAN

# LEGEND



AS-BUILT OF PNOG IP ADMINISTRATION BUILDING

TITLE: LEGEND

DRAWN BY:

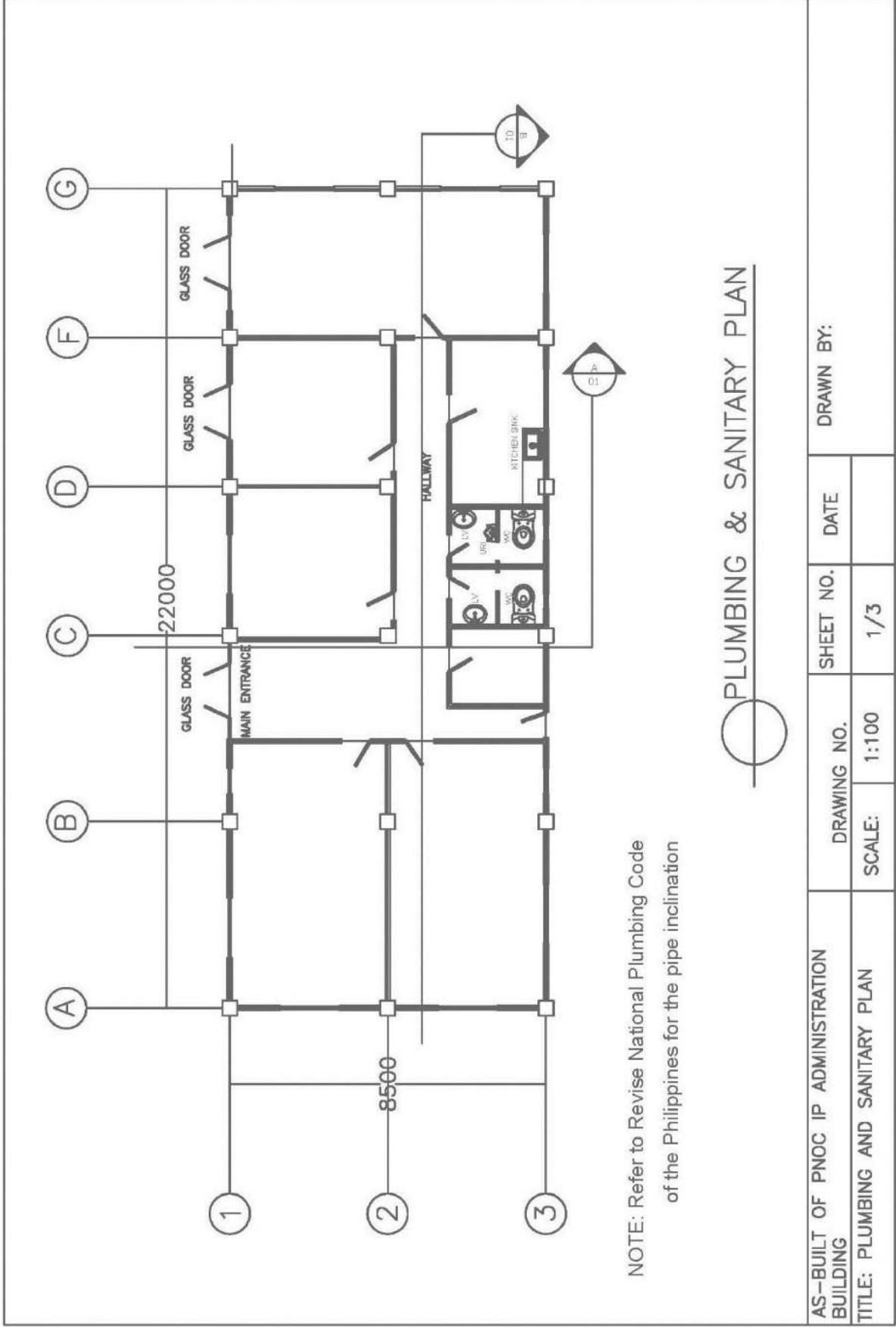
SHEET NO.

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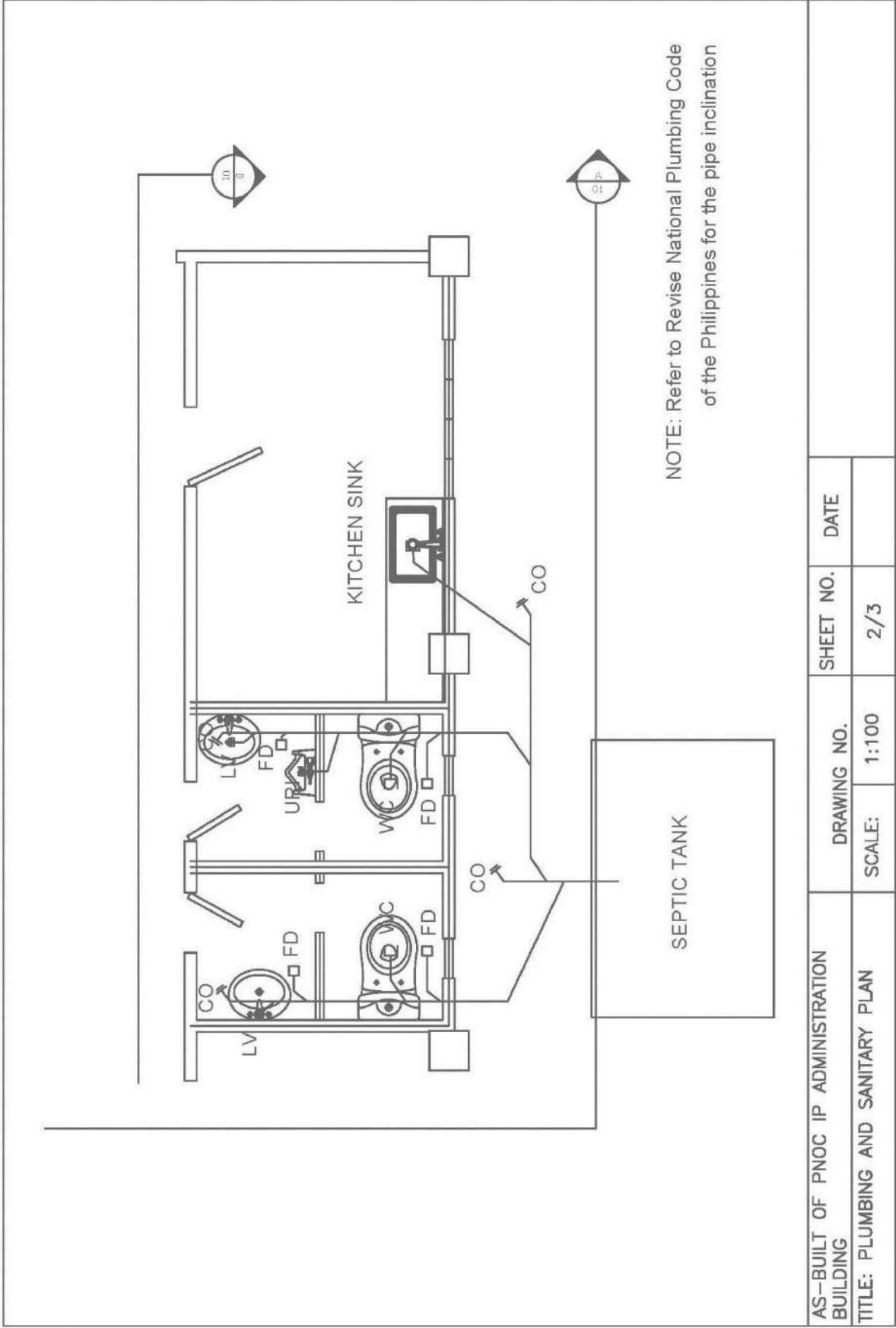
DATE

SCALE: 1:100





PLUMBING & SANITARY PLAN



AS-BUILT OF PNOC IP ADMINISTRATION BUILDING

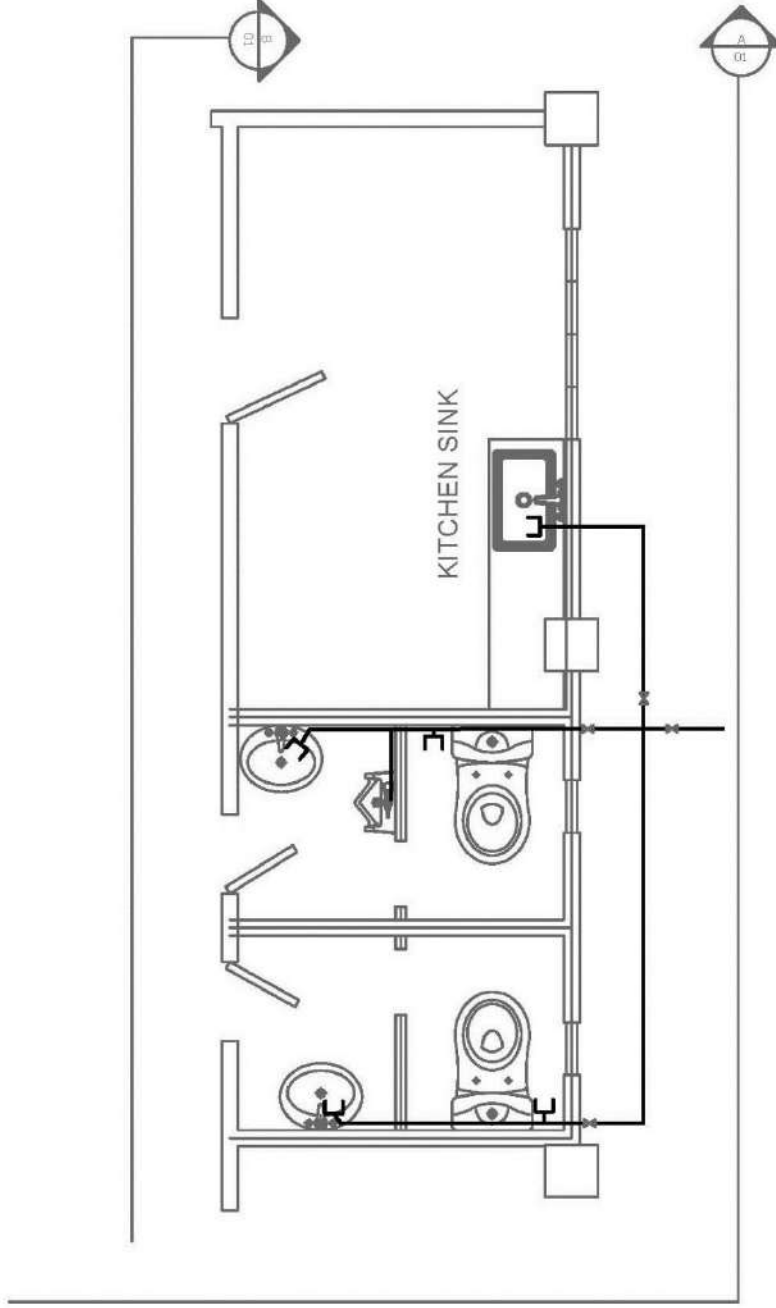
TITLE: PLUMBING AND SANITARY PLAN

DRAWING NO. 1:100

SCALE: 1:100

SHEET NO. 2/3

DATE



NOTE: Refer to Revise National Plumbing Code of the Philippines for the pipe inclination

AS-BUILT OF PNOG IP ADMINISTRATION  
BUILDING

TITLE: PLUMBING AND SANITARY PLAN

DRAWN BY:

DATE

SHEET NO.  
3/3

DRAWING NO.

SCALE: 1:100



## PROPOSAL FORM

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

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

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

Having examined the Invitation for Negotiated Procurement – Two Failed Biddings (NP-TFB) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the invitation, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the Specifications;
- c. The total price of our Proposal in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total proposal price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our proposal shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Proposal is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines for this purpose;
- h. We understand that this Proposal, 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 Proposal or any other Proposal 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 proposal, 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 Proposal Form, including the Bill of Quantities, shall be a ground for the rejection of our proposal.

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

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

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

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

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

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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

### AFFIDAVIT

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

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

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

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

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

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

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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

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

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

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

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project

Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

*[Insert signatory's legal capacity]*

Affiant



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

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

**NAME OF NOTARY PUBLIC**

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

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

Roll of Attorneys No. \_\_\_\_\_

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

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

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

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

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

Series of \_\_\_\_\_

**NET FINANCIAL CONTRACTING CAPACITY**

Current Assets	_____
<b>Less:</b> Current Liabilities	_____
Total	_____
Multiply by K	<b>15</b>
Total	_____
<b>Less:</b> Value of All Outstanding Works	_____
<b>Net Financial Contracting Capacity</b>	=====

---

Net Financial Contracting Capacity (NFCC)

**NFCC** = at least equal to the Approved Budget

= [(current assets - current liabilities) (K) - (value of all outstanding works or projects under on-going contracts, including awarded contracts yet to started

Name of Company: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
signature over printed name

## Format of Curriculum Vitae (CV) for Key Personnel

Proposed Position					
<b>Personal Information</b>					
Name of Staff					
Address			Contact No.		Email Address
Date of Birth		Citizenship		Civil Status	
<b>Work Experience (start from the current employment, add rows if necessary)</b>					
AGENCY / COMPANY NAME <small>(Write in full)</small>	INCLUSIVE DATES <small>(mm/dd/yy)</small>		Total Number of Experience <small>(Number of Years and Months)</small>	POSITION TITLE <small>(Write in full)</small>	JOB DESCRIPTION
	From	To			
<b>Professional Licenses, Certificates, Other Credentials</b>					
Title					Date Received

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

\_\_\_\_\_ Day/Month/Year  
*[Signature of staff member and authorized representative of the firm]*

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

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

**STATEMENT OF ALL: (i) ONGOING CONTRACTS (GOVERNMENT AND PRIVATE) AND; (ii) AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that \_\_\_\_\_ **(Bidder)** \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts:

Date of the Contract	Contracting Party	Name of Contract	Nature of Contract	Amount of Contract	Contract Duration	

\_\_\_\_\_ Name and Signature of Authorized Representative

\_\_\_\_\_ Date

\*Instructions:

- a) 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 **DEADLINE OF SUBMISSION OF BIDS**.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) **“Name of Contract”**. Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. *Example: “Construction of Ports, Harbor, etc.”*

STATEMENT OF SIGNLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

This is to certify that \_\_\_\_\_ **(Bidder)** \_\_\_\_\_ has completed the below-listed contract within five (5) years prior the deadline of submission and opening of bids.

Date of the Contract	Contracting Party	Name of Contract	Nature of Contract	Amount of Contract	Contract Duration	Issuance Date of Certification Satisfactory Service

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

\*Notes:

- a) Cut-off date as of **DEADLINE OF SUBMISSION OF BIDS**.
- b) **“Name of Contract”**. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. *Example: “Construction of Ports, Harbor, etc.”*

**LIST OF CONTRACTOR'S PERSONNEL**

I hereby declare that the following key personnel enumerated below, with attached resume/bio-data, including valid PRC License, for the various positions/functions, are available for the project applied for:

Position of Key Personnel	Name	No. of Key Personnel	Similar Experience in the Position (years)	Similar and Related Experience (Years)	Attachments	Annex(es)

**NOTE: Please refer to the Bid Data Sheet for Minimum Qualification Requirements**

Name of Firm/Applicant	<small>signature over printed name</small> Authorized Signing Official	Date
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## LIST OF CONTRACTOR'S EQUIPMENT UNITS

I hereby declare that the following equipment listed below which are owned, leased or under purchase agreement are in good operating condition and are available for the duration of the project:

Description (Type, Model, Make)	No. of Unit(s)	Capacity Output	Owned, Leased and/or Under Purchase Agreement	Submitted Proof of Ownership / Leased / Purchase Agreement	Other Information (As Applicable)				
					Manufacturer	Engine Serial No.	Chassis No. / Name of Vessel	Location	Status

1. Indicate if owned or leased as listed in the Checklist/Bidding Documents. For owned equipment, as required, submit proof of ownership (i.e. deed of sale, sales invoice, official receipt). For Heavy Equipment and other Vehicles submit LTO Certificate of Registration and valid Official Receipt. For leased equipment, submit duly notarized copy of lease contract together with a copy of the Owner's (Lessor's) proof of ownership.

\_\_\_\_\_  
Name of Firm/Applicant

signature over printed name  
\_\_\_\_\_  
Authorized Signing Official

\_\_\_\_\_  
Date