



CAVITE STATE UNIVERSITY

BIDDING DOCUMENTS

for

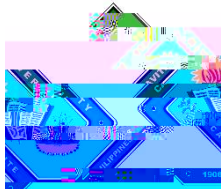
Repair and Improvement of Planning and IDO Office - 2nd Posting

CvSU-BAC-INFRA-23-021

June 2023

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CAVITE STATE UNIVERSITY

INVITATION TO BID FOR Repair and Improvement of Planning and IDO Office 2nd Posting

CvSU-BAC-INFRA-23-021

1. The *Cavite State University*, through the *Corporate Budget - Fund 164* to apply the sum of *Four Million Nine Hundred Ninety-Six Thousand Nine Hundred Twenty-Three Pesos & 68/100 (4,996,923.68)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Repair and Improvement of Planning and IDO Office – 2nd Posting (CvSU-BAC-INFRA-23-020)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Cavite State University* now invites bids for the above Procurement Project. Completion of the Works is required *210 Calendar Days*. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non- and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *BAC Secretariat* and inspect the Bidding Documents from *8am to 5pm, Monday to Thursday at CvSU, Indang, Cavite*.
5. A complete set of Bidding Documents may be acquired by interested bidders on *June 8, 2023 to July 6, 2023; 8:00AM – 5:00PM* from given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Five Thousand Pesos (5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The *Cavite State University* will hold a Pre-Bid Conference¹ on *June 15, 2023; 1:00 PM; Conference Room, Hostel Tropicana, Cavite State University, Indang, Cavite* which shall be open to prospective bidders.

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.

7. Bids must be duly received by the BAC Secretariat through *manual submission* at the office address as indicated below on or before **July 6, 2023; 9:00 AM; BAC Office, Administration Building, Cavite State University, Indang, Cavite.**
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 15.
9. Bid opening shall be on **July 6, 2023; 1:30 PM at S.L. Lasap Hall, Administration Building, Cavite, State University, Indang, Cavite.** Bids will be opened in the presence of the
10. The **Cavite State University** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to [TJETo99(a)-5(nn99(a)(b)17(l)-4ri08872 -0.00001)-4BT

MICHELLE A. SANTOS

BAC Secretary

CAVITE STATE UNIVERSITY

Indang, Cavite

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Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Cavite State University* invites Bids for the *Repair and Improvement of Planning and IDO Office – 2nd Posting* with Project Identification Number *CvSU-BAC-INFRA-23-021*.

Works, as described in Section VI (Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *Fund 164* in the amount of *Four Million Nine Hundred Ninety-Six Thousand Nine Hundred Twenty-Three Pesos & 68/100 (4,996,923.68)*.

2.2. The source of funding is: *Fund 164*

3. Bidding Requirements

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

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

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

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and

or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidder

5.2. The Bidder must have an expemh3nh31ID 0/La1g

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

Documents Comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

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

14. Bid and Payment Currencies

14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discr

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause		
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <i>Size range of Small B</i>	
7.1	[Specify the portions of Works and the maximum percentage allowed to be subcontracted, which shall not be significant or material components of the Project as determined by the Procuring Entity.] N/A	
10.3	[Specify if another Contractor license or permit is required.] N/A	
10.4	The key personnel must meet the required minimum years of experience set below:	
	KEY PERSONNEL	EXPERIENCE
	1. Project Engineer and/or Resident Civil Engineer (Licensed)	Minimum 3 years experience of general construction
	2. Electrical Engineer (Licensed)	
	3. Master Electrician (Licensed)	
	4. Master Plumber (Licensed)	
	5. Foreman, Skilled Workers and Laborer	
10.5	The minimum major equipment requirements are the following:	
	EQUIPMENT	NO. OF UNITS
	1. Utility Vehicle	Minimum of 2 units
	2. Welding Machine	Minimum of 2 units
	3. Tile Cutter/Masonry Drill/Grinder/Bar Cutter	At least 2 units each as needed
	4. Demolition Hammer	At least 1 unit
	5. Bagger Mixer	At least 1 unit
12	[Insert Value Engineering clause if allowed.] N/A	
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than <i>Ninety-Nine Thousand Nine Hundred Thirty-Eight Pesos & 47/100 (99,938.47) (2%) of ABC</i> , if bid security irrevocable letter of credit; b. The amount of not less than <i>Two Hundred Forty-Nine Thousand Eight Hundred Forty-Six Pesos & 18/100 (249,846.18) (5%) of ABC</i> if bid security is in Surety Bond.	
19.2	<i>Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</i>	

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

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

6. Site Investigation Reports

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

7. Warranty

- 7.1. In case 8-5(s)6(e)-5()-3579.92 Tm0 g[6tm00 1 108.02 607.35 Tm0 g2.92] TeW*7Tf

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
2	<i>[If different dates are specified for completion of the Works by section, i.e. “sectional completion,” these dates should be listed here.]</i>
4.1	<i>[Specify the schedule of delivery of the possession of the site to the Contractor, whether full or in part.]</i>
6	The site investigation reports are: <i>[list here the required site investigation reports.]</i>
7.2	<i>[Select one, delete the other.]</i>

[In case of permanent structures, such as buildings of types 4 and 5 as

Section VI. Specifications

Notes on Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or

Differences between the standards specified and the proposed alternative standards shall be Representative at least twenty-eight (28) days prior to the date when the Contractor desires Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

These notes are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.

Section VII. Drawings

[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]

*Please see separate attachment
for the Plans*

Section VIII. Bill of Quantities

Notes on the Bill of Quantities

Objectives

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CHECKLIST OF BIDDING REQUIREMENTS
INFRASTRUCTURE PROJECTS / CIVIL WORKS

Bidding Forms

Bid Form for the Procurement of Infrastructure Projects

[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the PBDs, 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 PBDs;
- c. The total price of our Bid 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.

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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 Special Power of Attorney, whichever is applicable;];

3.

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:]*

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

*Key Personnel Supporting
Documents*

Contract Reference: CvSU-BAC-INFRA-23-021
Project Title: REPAIR AND IMPROVEMENT OF PLANNING AND IDO OFFICE – 2nd POSTING

KEY PERSONNEL BIO DATA

1.

1.

SEALING OF ENVELOPES - FORMAT



