



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT-
TWO FAILED BIDDINGS
NP-2FB-2025-01**

RENOVATION OF ECC-OSHC REU 10 CAGAYAN DE ORO OFFICE

1. In view of the two (2) failed biddings, the **Employees' Compensation Commission (ECC)**, through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to participate in the Negotiation for the **Renovation of ECC-OSHC REU 10 Cagayan De Oro Office** in accordance with Section 35.1 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009, otherwise known as the "New Government Procurement Act".
2. The Approved Budget for the Contract is One Million One Hundred Eighty Thousand Pesos (Php1,180,000.00) inclusive of all applicable taxes, to wit:

Lot No.	Item Description	ABC
Lot 1	Renovation of ECC-OSHC REU 10 Cagayan De Oro Office	₱1,180,000.00

3. Interested Bidders may obtain further information from the ECC BAC-Secretariat at the address and contact numbers given below starting May 22, 2025;

BAC Secretariat
3rd Floor ECC Building
355 Sen. Gil Puyat Avenue Makati City
Tel. No. 8899-4251 local 204
Email Address: chua_ac@ecc.gov.ph

4. The schedule of the negotiated procurement activities are as follows:

ACTIVITIES	SCHEDULE
Advertisement/ Posting of Request for Quotation / Start of Availability of Request for Quotation	Starting May 22, 2025
Pre-Negotiation Conference	May 26, 2025 (Monday), 10:00 A.M. 4 th Floor DED Conference Room

ACTIVITIES	SCHEDULE
	Interested bidders may attend the Pre-Negotiation Conference in-person or online via Google Meet
Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	May 29, 2025 (Thursday), 1:00 P.M.
Opening of Quotations	May 29, 2025 (Thursday), 1:30 P.M. 4 th Floor DED Conference Room

5. Interested Bidders shall submit the documents listed in Annex A – Checklist of Documents, in sealed envelopes, labeled as **Negotiated Procurement – Renovation of ECC-OSHC REU 10 Cagayan De Oro Office**. The envelope labels should also contain the name, address and contact details of the bidder:

6. The ECC reserves the right to accept or reject any bid/proposal, annul the bidding process, and to reject all bids/proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

SGD

ATTY. EVELYN R. RAMOS
Chairperson, ECC-BAC

Technical Specifications

A. GENERAL CONDITIONS

- A. 1. The Project Title is **Renovation of REU 10 ECC-OSHC OFFICE**
- A. 2. The scope of work covered within this specification is the **Renovation of the ECC/OSHC Cagayan De Oro office** including the supply of all materials, equipment, and systems, as well as the performance of all necessary labor and processes, in accordance with the Plans and Specifications furnished by the Architect/Engineer, with the rules, regulations and restrictions implemented by ECC, and with the laws and regulations mandated by the Local and National Authorities.
- A. 3. This specification is intended to cooperate with the Plans and drawings. In case of doubt or any discrepancies found in the figures or drawings, they shall be brought to the attention of the Architect/Engineer for clarification and final decision.
- A. 4. Should the contractor fail to verify or clarify discrepancies, errors, conflict or omission in the drawings and specifications, it shall be deemed that the contractor has included in the preparation of his bid the necessary works, materials or items needed to satisfy the general scope of works.
- A. 5. The Contractor shall be responsible for checking all items and units as indicated on the Plans and Specifications and its supply and installation. Any substandard material that does not conform to the specifications shall not be accepted.
- A. 6. The Contractor shall strictly follow the standard protocol for the supply and installation of specified materials such that the Manufacturer's Direction shall be the primary reference to be followed.
- A. 7. The Contractor is not limited to the scope of works listed. They should verify all plans and actual conditions for the necessity of work.

B. **APPROVED BUDGET FOR THE CONTRACT**

The Approved budget for the contract is **PHP 1,180,000.00**

C. **PRELIMINARIES**

C.1. **Mobilization**

The Contractor shall thoroughly inspect the existing job site conditions and apply for all pertinent permits before the onset of mobilization works for the ECC/OSHC office.

- a. Preparation of logistics of contractor's equipment and tools.
- b. Transportation & communication necessary for the delivery of materials, equipment and tools.
- c. Setting up of Temporary Facilities within the vicinity of the project site, if necessary.
- d. Setting up of necessary water and power lines required for the project.
- e. Proper and safety storage of materials and equipment.

C.2 Demobilization

The Contractor shall be responsible for the removal and legal disposal of all demolition and construction waste materials and for maintaining the cleanliness and orderliness of the project site.

- a. During the renovation period, cleaning of construction site and removal of dust, rubbish and debris from the site shall be done in a daily basis unless otherwise directed; do not allow accumulations inside or outside the building.
- b. Removal and hauling of materials, tools, equipment, and temporary facilities from the project site.
- c. Final deep cleaning and disinfection of all surfaces or unit of work on project site by reputable building maintenance company is pre-requisite to final acceptance.

D. SCOPE OF WORKS

D.1 ARCHITECTURAL WORKS

The Contractor shall be responsible for the Architectural works in accordance with the Plans and Specifications.

- a. Supply and installation of drywall partitions in standard metal tracks and stud support
- b. Application of painting on all drywall partitions with at least (2) layers of coating as specified.
- c. Supply and installation of Acoustic Rockwool insulation on drywall partitions as indicated in the plan.
- d. Supply and installation of Wooden doors including door jambs, door accessories, and hardware as specified in the Door Schedule.
- e. Supply and installation of all Glass Doors, Windows and Wall with complete hardware and accessories.
- f. Supply and installation of Acoustic folding partition as indicated in plan.

SPECIFICATIONS

i. Gypsum Drywall Systems

❖ Performance Requirements

- A. Refer to Supplier's technical specifications for description, required equipment, application, and testing procedures, etc. Submit sample for Architect's approval.

B. Fasteners:

Attachment of steel stud to steel track

- i. Pan head type "S" framing screws or any suitable material.

❖ Delivery, Storage, and Handling

- A. Deliver materials in original packages, containers, or bundles bearing brand name, applicable standard designation, and Manufacturer's name.
- B. Store material under roof and keep dry. Stack gypsum board flat and protect from damage.

❖ Execution

- A. Layout the floor tracks. Secure this using suitable anchoring method.
- B. Install the metal studs to the tracks spacing from 0.40 meter, use blind rivets or screws. No horizontal bracing needed if the studs are spaced 0.40 m and the height does not exceed 3.00 meters. Thus, making the installation economical and durable.
- C. Install the Gypsum board or fiber cement board using drywall screws based on the design thickness.

B. Rockwool Insulation.

- ❖ For thermal and sound insulation, with inherent fire resistance. 50mm material thickness. Rockwool or approved equivalent.
Application: For all types of drywall installations requiring sound insulation.

C. Doors

❖ Wooden Doors

- A. Performance Requirements
 - i. Verify specifications according to Manufacturer and submit samples subject to the approval of the Architect/Engineer.
 - ii. Flush Doors: Submit sample for Architect's approval.
- B. Delivery, Storage, and Handling
 - i. Do not have doors delivered to building site until after plaster, cement, and taping compound are dry. If doors are to be stored at job-site for more than one week, seal top and bottom edges if not factory sealed.
 - ii. Store flat on a level surface in a dry, well-ventilated building. Cover to keep clean but allow air circulation.
 - iii. Handle with clean gloves and do not drag doors across one another or across other surfaces.
 - iv. Do not subject doors to abnormal heat, dryness, or humidity or sudden changes therein. Condition doors to average prevailing humidity of locality before hanging.

D. Paints and Coatings

❖ Performance Requirements

All paint materials shall be delivered on the job-site in their original containers with labels and seals unbroken. Manufacturer or brand of painting materials to be used shall either be **Davies, Boysen, or an approved equal**. All schedule/mixing shall strictly follow the manufacturer's instructions and specifications. Submit swatches/samples for Architect's approval.

A. Paint Applications

- i. White and Tinted Ready-Mix Paint: Finished coat on wood, metal, and concrete surface
- ii. Latex-based / Acrylic Emulsion Paint, Flat, White, and Tinted: For exterior & interior concrete and masonry surfaces and properly primed wood and metals.
- iii. Elastomeric Paint: For application on interior & exterior masonry.

B. Lacquer

Lacquer shall be clear gloss, solid nitrocellulose base specifically formulated for use in the tropics. It shall exhibit fast solvent release and dries to a hard but flexible film with a high gloss effect.

C. Sanding Sealer

Sanding sealer shall be quality for wood surfaces that provides a non-absorbent base for color treatment which are applied on it. It shall exhibit hold out and sealing properties, fast drying and easy to smooth by sandpaper.

D. Glazing Putty

Putty shall be an alkyd-type product for filling minor surface unevenness.

❖ Execution

A. Surface Preparation

i. Surface Examination

- No exterior paint or interior finishing shall be done under conditions which may jeopardize the quality or appearance of the painting or finishing.

ii. Preparation

- All surface to receive paint should be cleaned and in proper condition. Wood work shall be sandpapered and dusted clean. All knot holes, pitch pockets, or sappy portions shall be shellacked or sealed with knot-sealer.
- Nail holes, cracks or defects shall be carefully puttied after the first coat with putty matching color of the stain or paint.

iii. Interior Woodwork

- Finishes shall be sandpapered between coats. Cracks, holes, or imperfections in plaster shall be filled with patching plaster and smoothed off to match adjoining surfaces.

iv. Plaster or Masonry

- Masonry or plaster shall be completely dried before any sealer or paint is applied.
- After the primer sealer coat is dried, all visible suction spots shall be toughed up before the succeeding coats are applied.
- Work shall not be continued until after all spots have been sealed. In the presence of high alkali conditions, surfaces shall be washed to neutralize the alkali.

B. Application

- i. Paints when applied by brush shall be non-fluid, and thick enough to lay down an adequate film of wet paint. Brush marks shall be flawed out after the application of paint.

- ii. Paints prepared for application by roller must be similar to brushing paint. It must be non-sticky when thinned to spraying viscosity to break up easily into droplets.
- C. Workmanship
 - i. All works shall be performed by experienced and skilled craftsmen to assure finished work of first class quality, appearance and durability.
 - ii. All paints and other coatings shall be mixed and applied strictly in accordance with the manufacturers printed instructions.
- D. Storage
 - i. All materials to be used under this Item shall be stored in a single place to be designated by the Architect/ Engineer and such place shall be kept neat and clean at all times.
 - ii. Necessary precautions to avoid fire must be observed by removing oily rags, waste, etc. at the end of daily work.
- E. Cleaning
 - i. All cloths and cotton waste which are fire hazards shall be placed in metal container or destroyed at the end of daily works.
 - ii. Upon completion of work, all staging, scaffolding, and paint containers shall be removed and disposed.
 - iii. Paint drips, oil, or stains on adjacent surfaces shall be removed and the entire job left clean and acceptable to the supervising Architect or Engineer.

E. Glass and Glazing (For Doors, Windows, and Walls)

❖ Performance Requirements

- A. Caulking, Sealing and Glazing Compound: Perimeter sealing of aluminum window frames shall be silicone sealant transparent or approved equivalent.
- B. Caulking and Weather Stripping: Rubberized vinyl for all aluminum windows.
- C. Refer to drawings for glass schedule, sizes, dimension, and location.

❖ Preparation and Installation

- A. Safety precautions and procedures shall be observed in determining the sizes and in providing the required clearances by measuring the actual opening to receive the glass.
- B. All glass shall be accurately cut to fit openings and set with equal bearing on the entire width of plane.
- C. Movable items or parts shall be kept in a closed and locked position until after the glazing compound has thoroughly set.
- D. All glass sheets shall be bedded, back puttied, secured in place and face puttied. Secure glass in aluminum frame with non-corrosive clips except where glazing beads are required.
- E. Place spring wire or angle glazing clips and run face putty. Remove excess putty from other side flush with edge of rebate.
- F. Apply a thin layer of putty to rebate and set glass. Apply putty by pressing into an even bed secured.
- G. Apply putty in uniformly straight lines, parallel with inside of glazing rebate, with accurately formed bevels and clean-cut corners then remove excess putty from glass and frames.

- H. Corners shall be carefully made. All excess putty shall be removed and surfaces left clean.
- I. Glass breakage caused in executing the work or by faulty installation shall be replaced by the Contractor without extra cost.
- J. Improperly installed glass that does not fully meet the requirements of its grade, will not be accepted and shall be replaced without extra cost.

F. Acoustic Folding Partition

- ❖ Performance Requirements
 - i. Acoustic partitions provide soundproofing between spaces and improve privacy.
 - ii. Refer to drawings for the acoustic partition, sizes, dimensions, and location.
 - iii. Seal Gaps: For optimal sound control, ensure that there are no gaps or leaks in ceilings and partitions.

E. DELIVERABLES/SUBMITTALS

E.1 The Bidder shall prepare and submit for the purpose of the Bill of Quantities (BOQ) in this contract, a detailed estimate in accordance with the limit available on the Approved Budget for the Contract.

E.2 The Contractor shall prepare and submit the As-built plans duly signed and sealed by the corresponding Architect/ Engineer in the same sheet size and scale as the original drawings in three (3) A3 copies. Electronic Copies of the As-built contract drawings shall also be submitted. The *.PDF format files shall be delivered with the CAD Files.

F. PROJECT DURATION

The project duration is forty-five (45) calendar days. Each project phase must be completed within the prescribed duration to avoid commensurate penalties.

Stages of Work	Duration
Architectural Works	40 calendar days
Preparation of As-Built Plans	5 calendar days

G. QUALIFICATIONS REQUIREMENT

The ECC will engage in an Engineering Firm with a valid PCAB License and registration with at least "Small B" (size range) that has been established for at least five (5) years and must have experience in Renovation works of similar nature or greater complexity as the proposed project. The Contractor will provide a core team of experienced and competent technical personnel to deliver the services required for the project. Also, the Contractor shall be responsible for all the plans and documents related to the scope of services and during the implementation of the project.

Key Staff	Minimum Qualifications
1. Project in Charge (1)	Licensed Architect/ Civil Engineer with at least three (3) years of experience in the construction industry.
2. Safety Officer (1)	Certified by an accredited safety organization in Construction Occupational Safety and Health as prescribed by the Department of Labor and with at least three (3) years experience in the construction industry.
3. Foreman (1)	Must have at least five (5) years of experience in the construction/renovation of office buildings or in a project of similar nature or greater magnitude or scope as the proposed project.

H. MODE OF PAYMENT

The Contractor shall be paid based upon submission and acceptance of the complete set of deliverables per stage of the Project based on the following schedule:

DELIVERABLES	WEIGHT PERCENTAGE
Mobilization	15%
Architectural Works	70%
Acceptance	15%
Total	100%

Pursuant to Annex “F” of the Revised IRR of RA No. 9184, the Government, as it considers fair and reasonable, may allow advance payment to the Contractor in the amount which shall not exceed fifteen percent (15%) of the contract amount to cover the cost of mobilization, subject to the submission of an irrevocable standby letter of credit issued by a Universal or Commercial Bank and of an equal amount to the advance payment.

I. RESPONSIBILITIES OF THE CONTRACTOR

I.1 The Contractor shall be liable to any contractor and/or sub-contractor, for any damages caused as a result of acts or omissions of the latter that violate the Contract of Documents and which were approved by the Contractor without the knowledge and consent of the ECC.

I.2 The Contractor shall pay the amount equivalent to One-Tenth of One Percent (1/10 of 1%) of the total Service Fee as Liquidated Damages for each calendar day of delay or refusal to perform its obligation under the Contract Agreement in addition to the actual loss or damages which the ECC may prove. Such amount shall be deducted from any money due or which may become due to the Contractor or collected from the Performance Security posted by the Contractor, whichever is more convenient to the ECC.

I.3 If the Contractor shall violate any of the Terms and Conditions of the Contract Agreement or shall neglect to perform any of their work, duties, functions, responsibilities, or obligations stipulated therein, or for any other cause shall not carry the tasks in an acceptable manner and by reason thereof, the ECC suffers damage and losses, the Contractor shall be assessed a penalty in the amount equivalent to Ten Percent (10%) of the total Service Fee in addition to the actual loss or damages as determined/proven by ECC.

I.4 The Contractor shall hold the ECC free from all claims, liabilities, losses, and suits arising from error in design, error in plans and other errors relative to its services.

I **CERTIFY** that I/We have read the Technical Specifications of this project: **Renovation of the ECC-OSHC REU 10 Cagayan De Oro Office with Reference no. NP-2FB-2025-01** and I/We **commit to deliver all the specifications enumerated therein:**

Name: _____

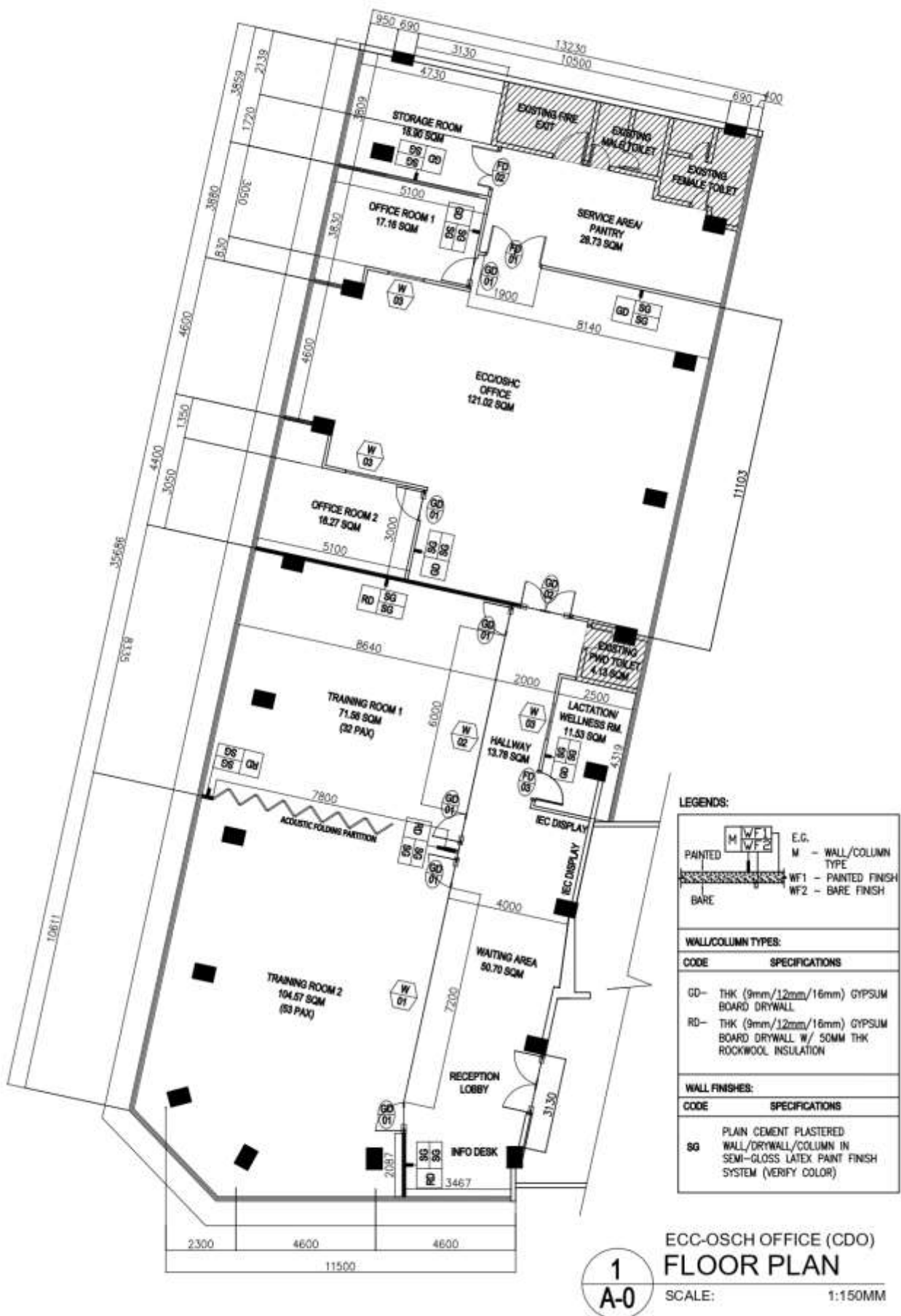
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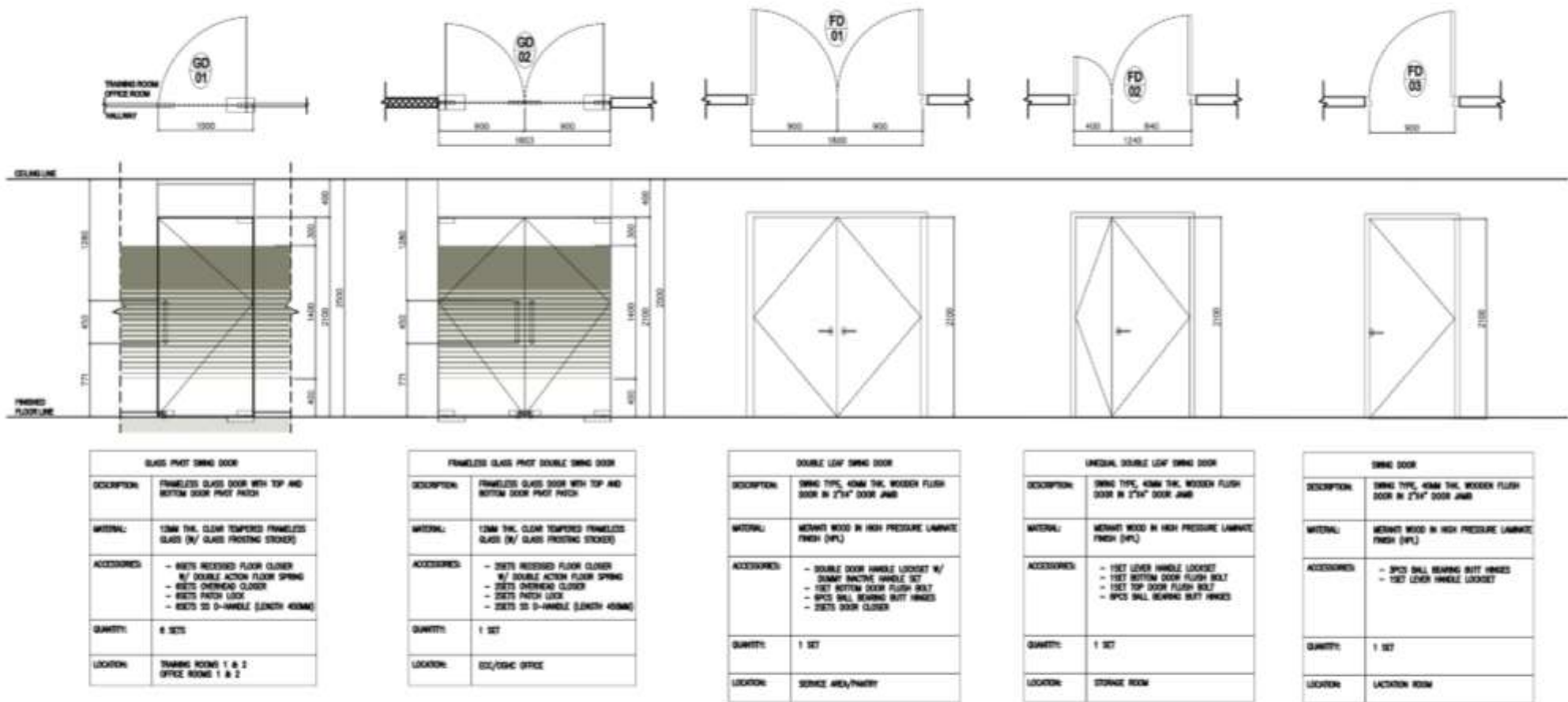
Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Drawings



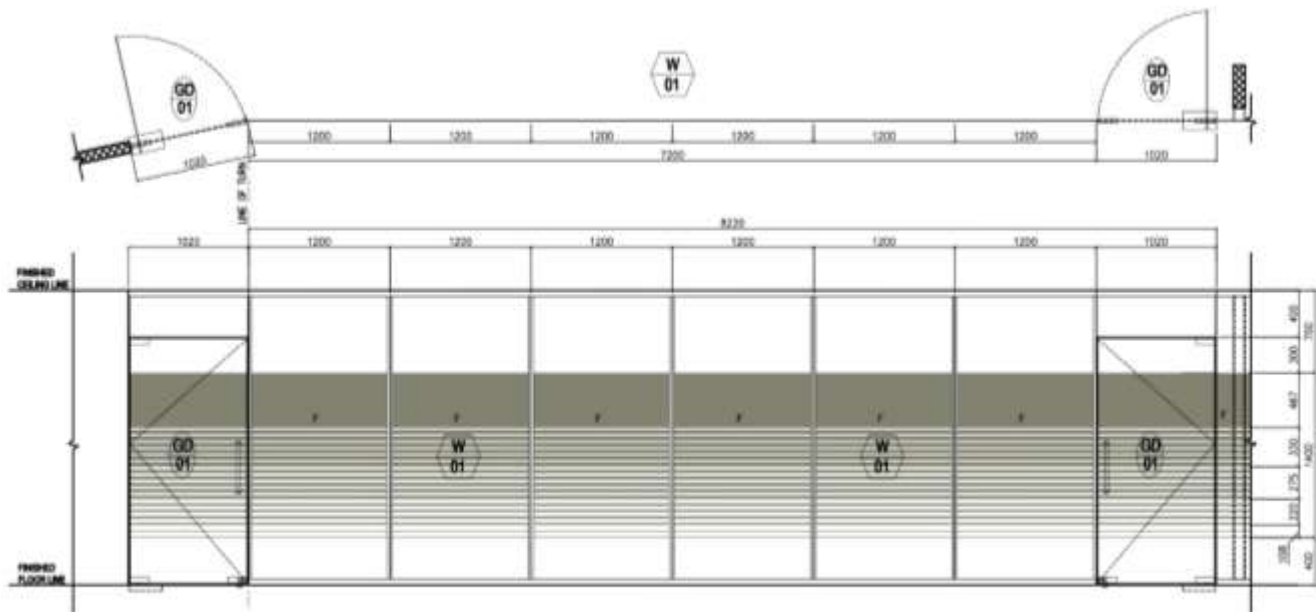


1
A-1

ECC-OSCH OFFICE (CDO) DOOR SCHEDULE

SCALE:

1:60MM

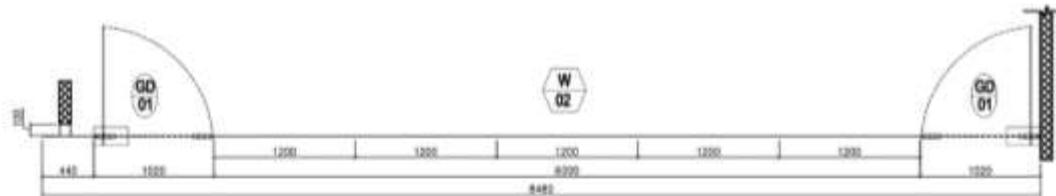


GLASS WALL PARTITION	
DESCRIPTION:	12MM THK. CLEAR TEMPERED GLASS (W/ GLASS FROSTING STICKER) IN ALUMINUM FRAMING SYSTEM (WHITE POWDERCOAT)
QUANTITY:	6 SETS - 1200MM X 2500MM X 12MM THK. CLEAR TEMPERED GLASS
ACCESSORIES:	ALUMINUM T CHANNEL BETWEEN GLASS FRAMES ALUMINUM U CHANNEL
LOCATION:	TRAINING ROOM 2

ECC-OSCH OFFICE (CDO) WINDOW SCHEDULE

SCALE: 1:60MM

1
A-2

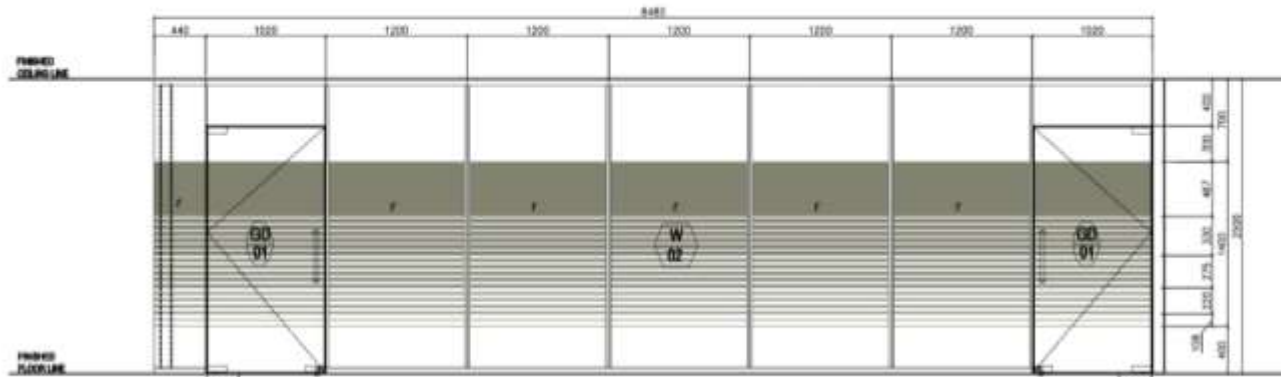


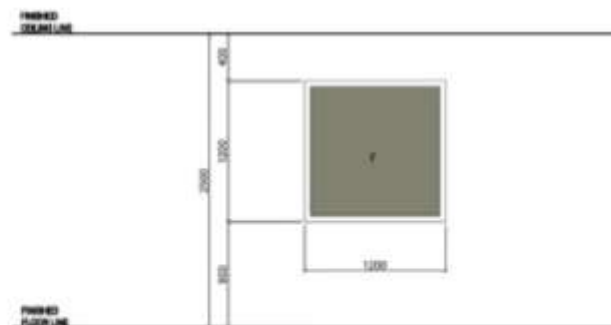
GLASS WALL PARTITION	
DESCRIPTION:	12MM THK. CLEAR TEMPERED GLASS (W/ GLASS FROSTING STICKER) IN ALUMINUM FRAMING SYSTEM (WHITE POWDERCOAT)
QUANTITY:	5 SETS - 1200MM X 2500MM X 12MM THK. CLEAR TEMPERED GLASS 1 SET - 440MM X 2500MM X 12MM THK. CLEAR TEMPERED GLASS 2 SETS - 100MM X 2500MM X 12MM THK. CLEAR TEMPERED GLASS
LOCATION:	TRAINING ROOM 1

ECC-OSCH OFFICE (CDO) WINDOW SCHEDULE

SCALE: 1:60MM

1
A-2





FIXED GLASS PICTURE WINDOW	
DESCRIPTION:	6MM THK. WHITE FROSTED TEMPERED GLASS IN ALUMINIUM FRAMING SYSTEM
QUANTITY:	3 SETS - 1200MM X 1200MM X 6MM THK. WHITE FROSTED TEMPERED GLASS
LOCATION:	LACTATION/WELLNESS ROOM; OFFICE RM 1&2

ECC-OSCH OFFICE (CDO)

1
A-3

WINDOW SCHEDULE

SCALE: 1:60MM

BILL OF QUANTITIES

RENOVATION OF ECC-OSHC REU 10 CAGAYAN DE ORO CITY

Corrales Avenue corner Yacapin Street, Cagayan De Oro City

PROJECT: RENOVIATION OF REU 10 ECC-OSHC Office							
LOCATION: CAGAYAN DE ORO							
Item	Description	Quantity	Unit	Material Cost+Cost of Minor Tools	Labor Cost	Unit Cost	Total Cost
1.00	PRELIMINARIES						
A	Renovation Permit	1.00	lot				
B	Safety Requirements, PPE	1.00	lot				
C	Scaffoldings Rental	1.00	lot				
D	Barracks and Warehousing	1.00	mo				
F	Mobil Demob	1.00	lot				
Sub Total :	PRELIMINARIES						
2.00	WALL FINISH (With metal framing of 100mm x 50mm x 0.5mm thk)						
A	Dry Wall						
	Storage Room	26.32	sq.m				
	Office Room 1	32.08	sq.m				
	Service Area/Pantry	32.79	sq.m				
	ECC/OSHC Office						
	Office Room 2	32.08	sq.m				
	Lactation/Wellness Room	43.43	sq.m				
B	Acoustic Insulation (50kg x 50mm thick)						
	Training Room 1	22.00	sq.m				
	Training Room 2	4.82	sq.m				
Sub Total :	WALL FINISH						
3.00	GLASS WALL						
A	Supply and installation of glass wall including all fixing accessories, use of tools, hardware, and equipment, and all necessary items to complete the works in accordance with the drawings and specifications						
	W-01: 12mm thk. Clear Tempered Glass (with Glass Frosting Sticker) in Aluminum Framing System (White Powdercoat)						
	Training Room 2	1.00	set				
	W-02: 12mm thk. Clear Tempered Glass (with Glass Frosting Sticker) in Aluminum Framing System (White Powdercoat)						
	Training Room 1	1.00	set				
Sub Total :	GLASS WALL						
4.00	ACOUSTIC FOLDING PARTITION	9.10	sq.m				
Sub Total :	ACOUSTIC FOLDING PARTITION						
5.00	PANEL DOORS						
	Supply and installation of Doors including all fixing accessories, use of tools, hardware, and equipment, and all necessary items to complete the works in accordance with the drawings and specifications.						
A	Flush Door						
	FD-01: 1800mm x 2100mm Double Leaf Swing Door with Complete Accessories						
	Service Area/Pantry	1.00	set				
	FD-02: 840mm and 400 x 2100mm Unequal Double Leaf Swing Door with Complete Accessories						
	Storage Room	1.00	set				
	FD-03: 900mm x 2100mm Flush Door with Complete Accessories						
	Lactation/ Wellness Room	1.00	set				
B	Glass Door						
	GD-01: 1000mmW x 2100mmH, Frameless Glass Pivot Swing Door						
	Office Room 1	1.00	set				
	Office Room 2	1.00	set				
	Training Room 1	2.00	sets				
	Training Room 2	2.00	sets				
	GD-02: 1803mmW x 2100mmH, Frameless Glass Pivot Double Swing Door						
	ECC/OSHC office	1.00	set				
Sub Total :	PANEL DOORS						

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

PROJECT: RENOVATION OF REU 10 ECC-OSHC Office		CAGAYAN DE ORO					
LOCATION:							
Item	Description	Quantity	Unit	Material Cost+Cost of Minor Tools	Labor Cost	Unit Cost	Total Cost
6.00	WINDOWS						
A	Supply and installation of windows including all fixing accessories, use of tools, hardware, and equipment, and all necessary items to complete the works in accordance with the drawings and specifications						
	W-03 1200mmW x 1200mmH Fixed Glass Picture Window Aluminum Framed; 6mm thk White Frosted Tempered Glass						
	Office Room 1	1.00	set				
	Office Room 2	1.00	set				
	Lactation/Wellness Room	1.00	set				
Sub Total :							
7.00	PAINTING WORKS (Semi-Gloss Latex Paint including surface preparation)						
A	Interior Wall						
	Storage Room	26.32	sq.m				
	Office Room 1	32.08	sq.m				
	Service Area/Pantry	32.79	sq.m				
	ECC/OSHC Office						
	Office Room 2	32.08	sq.m				
	Lactation/Wellness Room	43.43	sq.m				
Sub Total :							
PAINTING WORKS							
Total							

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

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) Philippine Contractors Accreditation Board (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 contract to be bid;
- ☐ b. List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
- ☐ c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- ☐ (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 audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (i) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- ☐ (j) 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 bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (k) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- ☐ (l) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (m) 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**
- ☐ (n) Cash Flow by Quarter.

Bid Form for the Procurement of Infrastructure Projects

[shall be submitted with the Bid]

Project Identification No. : **NP-2FB-2025-01**

Date : _____

To: The Employees' Compensation Commission (ECC)

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: **Renovation of the ECC-OSHC REU 10 Cagayan De Oro Office;**
- 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:

_____; PhP
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid 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 Bid shall be valid within the period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. 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, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines¹ for this purpose;
- h. 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;
- i. 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
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. 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

¹ currently based on GPPB Resolution No. 09-2020

for the [Name of Project] of the [Name of the Procuring Entity].

- I. 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: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

**NFCC COMPUTATION FOR ELIGIBILITY CHECK
FOR CY 2023 or 2024**

	Amount
I. CURRENT ASSETS	
II. LESS: CURRENT LIABILITIES	
III. NET WORKING CAPITAL (I – II)	
IV. NET WORKING CAPITAL x 15	
V. LESS: VALUE OF ALL OUTSTANDING OR UNCOMPLETED PORTIONS OF THE PROJECTS UNDER ONGOING CONTRACTS, INCLUDING AWARDED CONTRACTS YET TO BE STARTED, COINCIDING WITH THE CONTRACT TO BE BID	
VI. NET FINANCIAL CONTRACTING CAPACITY (NFCC)	

The values of the domestic bidder's current assets and current liabilities shall be based on **the latest Audited Financial Statements** submitted to the BIR (with stamp received by BIR).

Submitted by:

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Tel. No./Cellphone No./Email Address: _____

Date: _____

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT/S SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ has the following completed contracts similar to the project – Renovation of the ECC-OSHC REU 10 Cagayan De Oro Office:

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Date of Delivery/ End-User's Acceptance	Date of Official Receipt	Bidder is A. Manufacturer B. Supplier C. Distributor
	Business Name: Contact Person: Contact No.: Email Address:						
	Business Name: Contact Person: Contact No.: Email Address:						

Printed Name and Signature of Authorized Representative

Date

***Instructions:**

- a) Cut-off date as of: (i) Up to the day before the deadline of submission of bids.
- b) In the column under "Dates", indicate the dates of Delivery/ End-user's Acceptance and Official Receipt.
- c) "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: "Supply and Delivery of Generator Set"

STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that _____ has the following ongoing contracts and awarded but not yet started contracts:

Date of the Contract	Contracting Party		Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Bidder is A. Manufacturer B. Supplier C. Distributor
	Business Name: Contact Person: Contact No.: Email Address:						
	Business Name: Contact Person: Contact No.: Email Address:						

Printed 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: **i. The day before the 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: "Supply and Delivery of Generator Set"

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: [Insert number]

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

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 procurement 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 the 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 No. 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; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

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

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Contract Agreement Form for the Procurement of Infrastructure Projects (Revised)

[not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

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 *[contract price in words and figures in specified currency]* 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 as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. Philippine Bidding Documents (PBDs);
 - i. Drawings/Plans;
 - ii. Specifications;
 - iii. Bill of Quantities;
 - iv. General and Special Conditions of Contract;
 - v. Supplemental or Bid Bulletins, if any;
 - b. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

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;
 - c. Performance Security;
 - d. Notice of Award of Contract and the Bidder's conforme thereto; and
 - e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

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 (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

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]