



**PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)**

Financial Center, Pasay City, Metro Manila 1308

REQUEST FOR THE SUBMISSION OF BEST OFFERS

[RE: RENOVATION OF GSIS CEBU BRANCH OFFICE BUILDING]

The Government Service Insurance System (GSIS) is conducting Negotiated Procurement, under Two Failed Biddings, for the *Renovation of GSIS Cebu Branch Office Building* located at Leon Kilat Street, Barangay Kalubihan, Cebu City, with the Approved Budget for the Contract (ABC) of Four Million Five Hundred Thousand Pesos (Php4,500,000.00).

The Negotiations for said Project was conducted on 16 June 2017 and 21 June 2017 at the GBAC Conference Room, Level 2 Core G, GSIS Central Office, Financial Center, Pasay City and simultaneously at the GSIS Cebu Branch Office, Leon Kilat Street, Barangay Kalubihan, Cebu City via video conference.

Upon completion of Negotiations, the GSIS now invites prospective bidders/contractors to submit their Best Offers to any of the following addresses on **07 July 2017, 12:00NN:**

- a. GBAC Secretariat, Level 2 Core G, GSIS Central Office, Financial Center, Pasay City; or
- b. GSIS Cebu Branch Office, Leon Kilat Street, Barangay Kalubihan, Cebu City

Bidders/Contractors must submit the following documents enclosed in a **SEALED** envelope:

- a) Letter of Conformity to be printed in the bidder's letterhead
- b) Duly completed Bill of Quantities
- c) Duly completed Detailed Unit Price Analysis
- d) Cash Flow
- e) Bid Security

Kindly refer to the Notice of Conduct of Negotiated Procurement (NCNP), which was posted at Philgeps website, GSIS' website and bulletin board on 07 June 2017, for the **prescribed forms, Plans/Drawings, Bill of Quantities, Detailed Unit Price Analysis and other details about the Project.**

Furthermore, attached is the revised Terms of Reference based on the discussion during the Negotiations for said project.

The Opening of Best Offers will be on **07 July 2017, 1:30PM**, at the GBAC Conference Room, Level 2 Core G, GSIS Central Office, Financial Center, Pasay City and simultaneously at the GSIS Cebu Branch Office, Leon Kilat Street, Barangay Kalubihan, Cebu City via video conference.

The bidder/contractor with the Single or Lowest Calculated Quotation shall be required to submit the additional documents. Kindly refer to the attached Additional Requirements which were also indicated in the posted Notice of Conduct of Negotiated Procurement (NCNP) and Supplemental Notice dated 16 June 2017.

Thank you.

EDUARDO V. FERNANDEZ

Chairperson

GBAC for Infrastructure & Information Technology

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TERMS OF REFERENCE

RENOVATION OF GSIS CEBU BRANCH OFFICE BUILDING

I. GENERAL NOTES AND CONDITIONS:

1. The general conditions and provisions of the Terms of Reference and the contract not in conflict with these Specifications and the drawings form part of and are included in this section of these Specifications.
2. The Contractor shall guarantee the GSIS that he is capable of completing the work as specified in the approved plans, scope of work and specifications, bill of materials and contract for the **Renovation of GSIS Cebu Branch Office Building**.
3. The Contractor shall be properly and fully qualified to perform the class of work provided herein, and that he is properly licensed, equipped, organized and finance to perform such work. The Contractor shall perform all work in accordance with all conditions stipulated in the contract.
4. The Contractor shall provide experienced and qualified manpower, tools, materials and equipment which are capable of producing the quality and quantity of work required to complete the project as specified in the approved scope of work and specifications, within time as specified in the approved contract.
5. The Contractor shall undertake all the contingencies and other necessary works to complete the project as it is intended by the GSIS authorized representative. Bid tendered shall be deemed complete in all aspects of the work.
6. Contract documents, agency estimate, instructions, drawings, scope of work and specifications shall be considered as one, such that whatever is called for by any of the documents shall be binding as if called for by all. In case of discrepancy between the Drawings and Specifications, the former shall prevail.
7. The Contractor shall comply with GSIS service and operational requirements regarding occasional and reasonable work stoppage due to dust and noise problems.
8. Initial indoctrination regarding security, safety, GSIS house rules, plans for maintaining continued job cleanup, ingress and egress for the Contractor's employees shall be conducted by the BMD with the Contractor, end user and other concerned parties.
9. Prohibitions:
 - a. Smoking shall not be allowed within the building, work, and storage area.
 - b. Drinking of liquor shall not be allowed within the site.
 - c. Gambling of any type is strictly prohibited within the site.
 - d. Carrying of items determined by GSIS as "deadly instrument" is strictly prohibited within the site.
 - e. Workers are not allowed to eat within the project work area.
10. Washing area (to be determined by GSIS) and facilities (to be provided by the Contractor) shall be maintained for sanitation purposes.
11. The Contractor is required to provide its workers with safety harness, goggles, facemasks or shields when performing welding works.

12. All employees of the Contractor at the jobsite shall wear T-shirts marked with Contractor's company name and valid company I.D.
13. Dust-producing material shall be removed from the project site as directed by the GSIS.
14. Stairways, passageways and all access ways shall be kept free from construction materials and obstructions at all times.
15. The Contractor shall thoroughly clean the project site including all areas disturbed by renovation activities to the full satisfaction of the GSIS.
16. All works shall comply with applicable regulations of authorities having jurisdiction on the project
17. Standards of Material: The materials to be replaced shall serve as the minimum standard as to the size, strength, quality or class of the replacement materials.
18. The visible silence of these Specifications and the Drawings to any detail, or noticeable omission from them of a detailed description concerning any materials shall be regarded to mean that "only materials of first class quality shall be used.
19. The Contractor shall, within ten (10) days after issuance of Notice to Proceed submit to GSIS for approval a list of materials proposed to be used in the project, including samples. All materials and equipment installed without prior approval of GSIS shall bear the risk of rejection.
20. The work shall be executed in a workmanlike manner and in accordance with the best practices employed in modern construction/installations.
 - a. All materials to be supplied and installed shall be brand new free from defects and must conform to the specifications.
 - b. The CONTRACTOR shall execute all works in compliance with the requirements of the Scope of Works and Terms and Conditions and all parts and materials shall be subjected to inspection and acceptance by GSIS, through the Building and Maintenance Department (BMD).
 - c. The SUPPLIER shall strictly observe the sanitation, safety and security rules and regulations of the GSIS in the execution of this project.
 - d. The SUPPLIER shall be fully responsible for safety, protection, security and convenience of its personnel, third parties and the public at large as well as its works, equipment, installation and the like to affect by the implementation of this project.
 - e. Any damage to the system, facilities and equipment of the GSIS due to the negligence, theft or pilferage, directly or indirectly caused by the SUPPLIER personnel shall be immediately repaired, restored or replaced by the SUPPLIER for its account. Any repair, restoration or replacement made by the GSIS for the same purpose shall be deducted from any payable account of the Supplier.
 - f. The GSIS shall fully settle the charges due upon Acceptance of the Project by the BMD.
 - g. All materials and labor supplied and execution of all works shall be guaranteed for one (1) year with a certification of guarantee issued by the supplier upon acceptance by the GSIS.
21. Only competent and efficient workers shall be employed by the Contractor and shall, upon written request of the GSIS, remove from the project site any employee who, in the opinion of GSIS, is incompetent or who obstruct the progress of the work.

22. The Contractor shall be responsible for all injury to persons and damage to GSIS and other property caused by the execution of the works and shall be liable for any claims against GSIS on account of such injury and / or damage.
23. The Contractor shall likewise provide necessary precaution to protect the property of the Owner against rain or other stormy weather condition and / or theft. The Contractor shall be liable for any such damage or loss.
24. Electricity and water consumption must be on a sub-metering basis. The costs for consumed electricity and water must be deducted from the Contractor's final billing.

II. GENERAL SCOPE OF WORKS

In consideration of the scope of works (i.e. specifications and plans of the project), the CONTRACTOR shall supply all labor, materials and equipment and shall perform all necessary works to complete the renovation of the GSIS Cebu Branch Office Buildings. All works shall include, but shall not be limited to the following:

A. GENERAL REQUIREMENTS:

1. Mobilization/Demobilization
2. Safety and Health
3. Permit

B. PAINTING WORKS:

1. Painting, repainting and repair of cracks of exterior surfaces of main building, dormitory, genset house & Manager's residence, and retouch of interior surfaces and painting CR ceiling (Gypsum Board)
 - 1.1 Masonry Putty
 - 1.2 Permacoat Latex
 - 1.3 Semi-gloss Latex
 - 1.4 Epoxy Primer
 - 1.5 Epoxy Enamel
 - 1.6 Epoxy Reducer
 - 1.7 Painting Tools, Sand paper, Brush, Tinting Color, etc

C. REHABILITATION OF COMFORT ROOMS:

1. TOILET AND SHOWER PARTITION
 - 1.1 Removal and reinstallation of existing toilet partition and shower enclosure.
 - 1.2 Supply of missing cubicle door with accessories.
 - 1.3 Supply of shower enclosure (1 divider & 2 door w/ fix wall).
 - 1.4 Hardware and Fixing.
2. TOILET FIXTURES AND FITTINGS
 - 2.1 Dismantling and installation of toilet/urinal/wash basin fixtures and fittings
 - 2.2 Replacement of new closet flushometer valve
 - 2.3 Replacement of new urinal flush valve (push button)

- 2.4 Supply of missing toilet bowl cover, new
 - 2.5 Supply of new lavatory auto push faucet
 - 2.6 Replacement of crack toilet bowl
 - 2.7 Replacement of crack undercounter wash basin
 - 2.8 Replacement of wash basin with pedestal
 - 2.9 Floor drain 4"x4"
 - 2.10 Other Accessories
 - a. P-trap with strainer
 - b. Flexible hose 1/2" x 1/2"
 - c. Shut-off valve 1/2" x 1/2"
 - d. GI Tee/Elbow and GI Nipple
 - e. Tapelone Tape
3. FLOOR TILES (Removal and replacement of existing tiles to include necessary topping, grout and other preparation of all comfort rooms)
- 3.1 Chipping & removal of existing tiles and concrete topping
 - 3.2 40cm x 40cm Ceramic Tiles
 - 3.3 Tile adhesives
 - 3.4 Tile Grout
 - 3.5 Concrete resurfacing prior to installation of tiles
 - a. Portland Cement
 - b. White Sand
 - 3.6 Accessories
4. WALL TILES (Removal and replacement of existing tiles to include necessary topping, grout and other preparation of all comfort rooms)
- 4.1 Chipping & removal of existing tiles and concrete topping
 - 4.2 40cm x 40cm Ceramic Tiles
 - 4.3 Tile adhesives
 - 4.4 Tile Grout
 - 4.5 Concrete resurfacing prior to installation of tiles
 - a. Portland Cement
 - b. White Sand
 - 4.6 Accessories
5. RE-CEILING WORKS
- 5.1 Removal of existing acoustic ceiling board and other damaged ceiling materials, etc.
 - 5.2 Main Tee 1" x 1-1/2" x 12'
 - 5.3 Cross Tee 1" x 1" x 4'
 - 5.4 Cross Tee 1" x 1" x 2'
 - 5.5 Acoustic Ceiling Board 5/8" x 2' x 2'
 - 5.6 Gypsum Board 12mm thk x 1.2mts x 2.4mts (Moisture Resistant)
 - 5.7 Hanger Rod #6 x 1mts
 - 5.8 Accessories (rivets, rod, wires, etc)
6. Waterproofing of 2nd and 3rd floor Comfort Room
- 6.1 Cleaning and drying of concrete slab prior to the application of water proofing materials
 - 6.2 Application of 1st and 2nd coat polyurethane waterproofing
 - 6.3 Installation of fiber matting reinforcement

- 6.4 Application of two (2) coats of polyurethane waterproofing membrane
- 6.5 Flood Testing
- 7. Other Related Works
 - 7.1 Rehabilitation of Door Panel and Door Accessories
 - a. Repair of Door Panel
 - b. Lever type locksets
 - c. Double action hinges to loose pin hinges
 - d. Door Closer
 - 7.2 Bevelled Facial Mirror 1.0mts x 2.6mts
 - 7.3 Bevelled Facial Mirror 1.0mts x 1.0mts
 - 7.4 Crystallization of all granite lavatory countertop

D. ROOF WORKS

- 1. Multicell Polycarbonate Sheet, 8mm thk x 0.60 mts W x 3.2 mts Length
 - a. U-connector
 - b. U-cap
 - c. S/S Fastener
 - d. Aluminum Flashing
 - e. Silicon Sealant
- 2. Steel Framing and purlins
 - a. 2.0mm thk x 50mm x 50mm tubular steel
- 3. Painting Works
- 4. Hardware and Fixing

E. REWATERPROOFING WORKS

- 1. ROOF DECK SLAB AT OVERHEAD WATER TANK
 - 1.1 Chipping of existing concrete topping and removal of existing waterproofing
 - 1.2 Cleaning, drying prior to application of waterproofing primer
 - 1.3 Application of 1st and 2nd polyurethane waterproofing membrane
 - 1.4 Installation of fiber matting reinforcement.
 - 1.5 Application of two (2) coats polyurethane waterproofing membrane
 - 1.6 Flood Testing
 - 1.7 Provide 2"thk concrete topping with wire mesh
 - a. Portland cement
 - b. White sand
 - c. Reinforced concrete mesh #10 x 2" x 2" hole
- 2. PLANT BOXES
 - 2.1 Removal of existing waterproofing
 - 2.2 Cleaning, drying prior to application of waterproofing primer
 - 2.3 Application of 1st and 2nd coat polyurethane waterproofing
 - 2.4 Installation of fiber matting reinforcement
 - 2.5 Application of two (2) coats of polyurethane waterproofing membrane
 - 2.6 Flood Testing
- 3. REPAIR OF ROOFDECK AND TERRACE CONCRETE FLASHING

- 3.1 Chipping and removal of existing concrete flashing
- 3.2 Repair of waterproofing membrane
- 3.3 Provision of aluminum skirting with wire mesh, hardwares and fixing
- 3.4 Application of liquid applied waterproofing paints at least 2 coats
- 3.5 Provide concrete plastering at least 2" thickness.
 - a. Portland cement
 - b. White Sand

F. PLUMBING WORKS

1. Repair and declogging of sanitary pipeline.
2. Declogging of drainage system includes catch basin.
3. Declogging of downspouts.

G. PREVENTIVE MAINTENANCE OF CISTERN TANK

1. Cleaning of concrete surfaces
2. Replacement of Float Switch

H. PREVENTIVE MAINTENANCE OF OVERHEAD STEEL WATER TANK

1. Cleaning of interior & exterior of overhead tank
2. Painting of Metal frame and exposed pipes
3. Replacement of float switch

I. ELECTRICAL WORKS, REPLACEMENT OF FIXTURES, ACCESSORIES, etc. (MAIN BUILDING)

1. Supply and installation of floor mounted convenience outlet
2. Supply and installation of wall mounted convenience outlet
3. Supply and installation of 1-gang 1-way switch
4. Supply and installation of 2-gang 1-way switch
5. Supply and installation of 3-gang 1-way switch
6. Supply and installation of 3 way switch
7. Supply and installation of 1x6w LED Cool Day Light on aluminum recessed type fixtures on all comfort rooms and kitchen
8. Supply and installation of LED 8" Aluminum recessed type fixture, 960lm, 2700k, Warm White at the lobby
9. Supply and installation of emergency lights
10. Supply and installation of exit lights
11. Replacement of busted Fluorescent light (40W) the same as existing
12. Supply and installation of 3W LED Warm White 2700k circular downlight
13. Supply and installation of fluorescent fixture single (box type) 40W
14. Supply and installation of LED perimeter light 30W, 3650LM, 6500k
15. Replacement of defective ACCU circuit breaker enclosure (NEMA 3R) outdoor type
16. Replacement of defective FCU Controller Analog Type
17. Supply and installation of flexible conduit
18. Supply and installation of 3.5sq.mm. THHN wire
19. Supply and installation of flexible metallic conduit
20. Supply and installation 60 amps MCCB

21. Supply and installation 75 amps MCCB
22. Supply and installation 100 amps MCCB

J. TESTING AND EVALUATION OF EXISTING FIRE PROTECTION SYSTEM

The Contractor shall submit testing and evaluation/recommendation report; and if requires rehabilitation/repair, bill of quantities and scope of work to be undertaken to restore the Fire Protection System to a good working condition shall also be submitted by the Contractor.

K. CHECK-UP AND DIAGNOSTIC OF GENSET

Testing, check-up and diagnostic of the existing Generator Set. The Contractor shall provide GSIS its full testing and check-up and diagnostic report and shall submit testing and evaluation/recommendation report; if requires rehabilitation/repair, bill of quantities of parts and consumables and scope of work to be undertaken to restore the Generator Set in good working condition shall also be submitted by the Contractor.

L. REPLACEMENT OF WATER PUMP MOTORS

1. Water Pump motors (2.5HP, single phase 230V)
2. Water Pump motor controller (2 pump operation)

III. SPECIFICATIONS

Under these specifications, together with the plans, the contractor shall supply all labor, materials, tools and equipment, and perform all necessary works to complete the Renovation of Cebu Branch Office (BO) building. All works shall include, but shall not be limited to the following:

1. Painting/repainting of exterior surfaces of main building, dormitory, generator house & Manager's residence; and repair of cracks and painting of affected interior surfaces.
 - a. All concrete walls, columns and ceilings surfaces to be painted/repainted shall be smooth, properly cleaned and free from dirt prior to the application of one coat flat latex and two coats of semi-gloss latex paint finished.
 - b. All wooden surfaces to be repainted shall be smooth, properly cleaned and free from dirt prior to the application of one coat application of flat wall enamel and two coats application of semi-gloss enamel paint. Woodwork finishes shall be sandpapered between coats.
 - c. All metal surfaces shall be painted with at least one coat application of epoxy primer and two coats of application of epoxy enamel paint.
 - d. Putty shall be finely applied prior to the final coatings. The standard Color Scheme for Branch Offices shall be:
 - Exterior Main walls – Grey rock-in
 - Exterior Pedestal – Mud pie
 - Interior walls – Winter morning

2. Rehabilitation of Comfort Room

- a. Missing toilet dividers/doors and hardware/fittings to be supplied shall be the same with the existing and/or equivalent.
- b. Toilet flushometer valve to be replaced shall be the same with the existing and/or equivalent.
- c. Lavatory faucet to be used shall be with two shut-off control with lift-rod control.
- d. Toilet bowl, urinal bowl and wash basin to be replaced shall be the same with the existing and/or equivalent.
- e. Toilet bowl cover to be used shall fit the existing toilet bowl.

3. TILE WORKS

- a. Supply and installation of floor and wall tiles of all comfort room including wash tubs.
 - Chipping of existing floor and wall tiles prior to the application of waterproofing materials.
 - Concrete topping with a cement ratio to fine-screened white sand of 1:3
 - Supply and installation of 400 mm x 400 mm ceramic floor tiles.
 - Provision of tile adhesives and tile grouts.
 - Submission of tile swatches subject to approval by GSIS-BMD representative/s.

4. CEILING WORKS:

- a. Acoustic Ceiling Board to be used shall be 60 cm x 60 cm x 5/8" fine fissured on existing ceiling metal frames with 6 mm hanger spaced at 120 cm x 120 cm on center.
- b. Gypsum board shall be 12 mm thick moisture shield on existing ceiling metal frame, painted.

5. Re-Waterproofing of plant boxes at roof deck slab along overhead tank, and 2nd & 3rd floor comfort rooms flooring.

- a. Removal of existing waterproofing, concrete topping and existing floor tiles (comfort room).
- b. Cleaning and drying prior to application of waterproofing primer.
- c. Application of two (2) coats of polyurethane-based liquid applied waterproofing membrane.

TECHNICAL DATA

PROPERTY	RESULTS
Form	Liquid Polyurethane
Color	Grey, White

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Density	1.40 kg/liter
Solid Content	80% by Weight, 80% by volume
Tensile Strength	>4 MPa
Elongation at break	>800%
Adhesion (Pull-off) strength	>2 MPa
Service Temperature	-30DegreeCentigrade to +90Degree Centigrade

- d. Installation of fiber matting while the 2nd coats of polyurethane-based liquid applied waterproofing membrane is still sticky.
 - e. Application of two (2) coats polyurethane waterproofing-based liquid applied membrane to yield a total thickness of 1.8 mm to 2.0 mm thick.
 - f. Flood testing for 48 hours
 - g. GSIS representative(s) should be present during this activity.
6. Preventive maintenance and repair of minor damages of cistern tank (check leaks, connectors, clogs, and clots / cleaning and clearing of concrete surfaces / replacement of float switch / plugging of holes and application of patch to the concrete water cistern as needed).
 7. Preventive maintenance and repair of minor damages of overhead steel water tank (3,000 US gals) (check of all connectors, clogs, and clots, painting of exposed pipes and metal frame, re-painting of metal surfaces, replacement of float switch and repairable leaks, cleaning of interior and exterior of overhead tank).
 8. Roof Work (Please see Attached Drawing).
 9. Electrical Works (Main building)
 - a. Floor Mounted Convenience Outlet shall be duplex, 15A, 2-pole, 3-wire, universal type, parallel slots and with ground slot, pop up mechanism with aluminum wall box
 - b. Wall mounted Convenience Outlet shall be duplex, 15A, 2-pole, 3-wire, universal type, parallel slots and with ground slot.
 - c. Water pump motor (2.5HP) with water pump motor controller.
 - d. Switches shall be 15A, 250V.
 - e. Molded Case Circuit Breaker shall have 18-22KAIC rating
 - f. Lighting Fixtures
 - 1) Pin lights in CR's and lobby area shall be 1x6watts LED Cool Day Light on aluminum recessed type fixture.
 - 2) Pin lights at the lobby with LED 8" Aluminum Recessed type fixture by, 960lm, 2700k, WW.
 - 3) Emergency lights to be used shall be wall mounted with 5 hours operating time, 48 hours charging time, ABS Plastic Material, 2x1watts LED Lamp.

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- 4) Exit Lights shall be ceiling/wall mounted, double sided, electro galvanized steel with epoxy powder-coated fitting construction and fire-retardant molded acrylic diffuser, with 2watts LED lamp.
 - 5) 3 Watts LED Circular Swivel Downlight, Warm White 2700 kelvin, 480lm and 220volts-60 Hz..
 - 6) Defective perimeter lights located at the back and side of main building shall include re-wiring. On existing perimeter light post to be used shall be LED light, LSL-30WDL 6500K, 30W, 220-240V- 50/60Hz, 3650lm light output.
- g. Circuit Breaker Enclosure shall be NEMA 3R Outdoor Type.
 - h. FCU Controller shall be Analog Type.
 - i. Flexible Conduit shall be 1/2" diameter.
 - j. Electrical wire shall be 3.5mm² THHN stranded copper wire.

IV. SUBMITTALS

The contractor shall submit required submittals for approval by the GSIS during the pre-construction meeting to be attended by the BMD and GSIS Cebu Branch Office:

Item	Material/Submittal
1. Painting	Sample color for: <ol style="list-style-type: none"> 1. concrete surface 2. wooden surface 3. duco finish for door jamb 4. other paint finishes
2. Toilet fixtures	Manufacturer's technical data/brochure of the following fixtures: <ol style="list-style-type: none"> 1. Water closet 2. Urinal 3. Wash basin 4. Fixtures and fittings 5. Flushometer valve 6. Urinal flush valve 7. Lavatory faucet 8. Wash basin 9. Wash basin with pedestal And sample of the following: <ol style="list-style-type: none"> 1. Floor drain 2. P-trap with strainer 3. Shut-off valve 4. Floor tile 5. Wall tile
3. Ceiling	Manufacturer's technical data/brochures and sample of: <ol style="list-style-type: none"> 1. acoustic ceiling board 2. gypsum board

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	<ol style="list-style-type: none"> 3. Hanger rod 4. T-runner
4. Waterproofing	<p>Manufacturer's technical data/brochures and sample of finished water proofing application for</p> <ol style="list-style-type: none"> 1. Comfort room 2. Roof deck slab at overhead water tank 3. Plant boxes 4. Terrace
5. Roof	Manufacturer's technical data/brochure and sample of polycarbonate sheet.
6. Electrical works	Manufacturer's technical data/brochures and sample of circuit breakers, lighting fixtures for office areas, wires, devices and conduits
7. Water pump motor and controller	Manufacturer's technical data/brochure

Acceptable samples will be returned and may be used in the work.

V. TERMS AND CONDITIONS

1. Completion of the Works is required within one hundred ten (110) calendar days from the start date indicated in the Notice to Proceed.
2. All materials / equipment supplied and execution of all works shall be guaranteed by the CONTRACTOR for one (1) year, upon acceptance by the GSIS.
3. The CONTRACTOR shall, within ten (10) days after issuance of Notice to Proceed submit to GSIS for approval a list of materials proposed to be used in the project, including samples. All materials and equipment installed without prior approval of GSIS shall be at the risk of rejection.
4. The CONTRACTOR shall submit product catalog and/or shop drawings from the manufacturer's standard layout, details and installation for GSIS approval, prior to installation and roughing-ins of cables, conduits and fixtures. Submitted shop drawings shall be based on the actual measurements and conditions of the site. The CONTRACTOR shall submit to the GSIS Five (5) copies of "AS-BUILT" drawings upon completion of the project.
5. Payment will be made as follows:
 - a. Payments of 15% Mobilization fee after request of the CONTRACTOR and submission of Surety Bond in the amount equivalent to mobilization fee.
 - b. Monthly progress billings, after submission of required documents by the CONTRACTOR.

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- c. Full payment upon 100% completion and upon issuance of Certificate of Acceptance.
- d. All payments will be subjected ten percent (10%) retention fee and five percent (5 %) creditable VAT and two percent (2 %) Expanded Withholding Tax.
- e. Ten percent (10%) retained payment will be released 30 days after the acceptance and submission of the Warranty Security.
- f. The penalty for each day of delay shall be one-tenth (1/10) of one percent (1%) of the total unperformed works.

VI. KEY PERSONNEL

The Contractor shall deploy Key Personnel with the following designations/roles/functions and qualifications:

Full Time:

- i. Resident Engineer – Licensed Civil Engineer with at least five (5) years of experience as Resident Engineer in similar project.
- ii. General Foreman – Construction Foreman with at least five (5) years of experience in similar project.
- iii. Safety Officer – Safety Officer with a Certificate of Training issued by or in coordination with BWC or DOLE.

Must be available if their services are needed:

- iv. Lead Electrician – Master Electrician (licensed) with at least five (5) years of experience in similar project to ensure safety of the implementation of electrical works, including the electrical system safety prior to dismantling works in coordination with the Safety Office.
- v. Administrative Staff – College Graduate with at least one (1) year experience in similar project.
- vi. Project Manager – shall serve as the CONSTRUCTION TEAM LEADER in-charge of Construction. All communications regarding the implementation of the Project shall pass through the Construction Team Leader. The Construction Team Leader shall be licensed Civil Engineer or Architect with at least five (5) years of experience as Project Manager in similar project.
- vii. Electrical Engineer – Licensed Electrical Engineer with at least five (5) years experience as Electrical Engineer in similar project.
- viii. Quantity Surveyor/Engineer - licensed Civil Engineer or Architect with at least two (2) years of experience as Quantity

A full time Resident Engineer may assume another designation/role/function provided that this person meets the required qualification/s, as follows:

- Resident Engineer may also be the Project Manager; or
- Resident Engineer may also be the Safety Officer; or
- Resident Engineer may also be the Quantity Surveyor.

The Lead Electrician may also assume the role/function of an Electrical Engineer provided that this person meets the required qualification/s.

However, the following are the designations/roles/functions that shall be assumed/performed only by different individuals:

- General Foreman
- Administrative Staff

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ADDITIONAL REQUIREMENTS

Legal Documents

1. Appropriate Registration Certificate from the:
 - Securities and Exchange Commission
 1. **For Corporation**
Certificate of Registration; or Certificate of Incorporation; or Certificate of Filing of Amended Articles of Incorporation
 2. **For Partnership:**
Certificate of Registration; or Certificate of Partnership; or Certificate of Filing of Amended Articles of Partnership
 - Department of Trade and Industry (DTI), for sole proprietorship
 - Cooperative Development Authority (CDA), for cooperatives
2. Business Permit/Mayor's Permit for CY 2017 issued by the city or municipality where the principal place of business of the prospective bidder is located
3. Valid Tax Clearance per Executive Order 398 (s. 2005), as finally reviewed and approved by the BIR.

Note: In case of Joint Venture, all parties to the Joint Venture shall submit the above-cited documents.

Technical Documents

4. Valid PhilGEPS Registration Certificate. In case of Joint Venture, all parties to the Joint Venture shall submit the said document.
5. Statement of **All On-Going** Government and Private Contracts, including contracts awarded but not yet started, if any.

Statement of **Completed** Government and/or Private Contract or Contracts within the past ten (10) years prior to the deadline for the submission and receipt of bids/quotations.
6. Valid PCAB License with at least Category C or D for General Building and Registration Particular for at least Category Small B for Building or Industrial Plant. If a bidder/contractor will participate in the bidding/Negotiated Procurement individually, a contractor's Individual PCAB License must be submitted pursuant to Section 37 of RA 4566. If several bidders/contractors will participate in the bidding/ Negotiated Procurement as a Joint Venture, a Joint PCAB License must be submitted pursuant to Section 38 of RA 4566
7. Prospective bidder's computation of its Net Financial Contracting Capacity (NFCC) at least equal to the approved budget for the contract to be bid

Financial Document

8. Audited financial statements for CY 2016, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.

9. Valid Joint Venture Agreement

Other Technical Documents

10. Project Requirements, which shall include the following:

- a. Organizational chart for the contract to be bid;
- b. Duly accomplished and signed List of Contractor's Key Personnel to be assigned to the contract to be bid

Full Time:

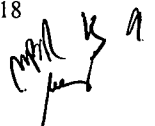
- i. Resident Engineer – Licensed Civil Engineer with at least five (5) years of experience as Resident Engineer in similar project.
- ii. General Foreman – Construction Foreman with at least five (5) years of experience in similar project.
- iii. Safety Officer – Safety Officer with a Certificate of Training issued by or in coordination with BWC or DOLE.

Must be available if their services are needed:

- iv. Lead Electrician – Master Electrician (licensed) with at least five (5) years of experience in similar project to ensure safety of the implementation of electrical works, including the electrical system safety prior to dismantling works in coordination with the Safety Office
- v. Administrative Staff – College Graduate with at least one (1) year experience in similar project.
- vi. Project Manager – shall serve as the CONSTRUCTION TEAM LEADER in-charge of Construction. All communications regarding the implementation of the Project shall pass through the Construction Team Leader. The Construction Team Leader shall be licensed Civil Engineer or Architect with at least five (5) years of experience as Project Manager in similar project.
- vii. Electrical Engineer – Licensed Electrical Engineer with at least five (5) years experience as Electrical Engineer in similar project.
- viii. Quantity Surveyor/Engineer - licensed Civil Engineer or Architect with at least two (2) years of experience as Quantity

A full time Resident Engineer may assume another designation/role/function provided that this person meets the required qualification/s, as follows:

- Resident Engineer may also be the Project Manager; or
- Resident Engineer may also be the Safety Officer; or
- Resident Engineer may also be the Quantity Surveyor.



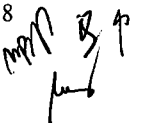
The Lead Electrician may also assume the role/function of an Electrical Engineer provided that this person meets the required qualification/s.

However, the following are the designations/roles/functions that shall be assumed/performed only by different individuals:

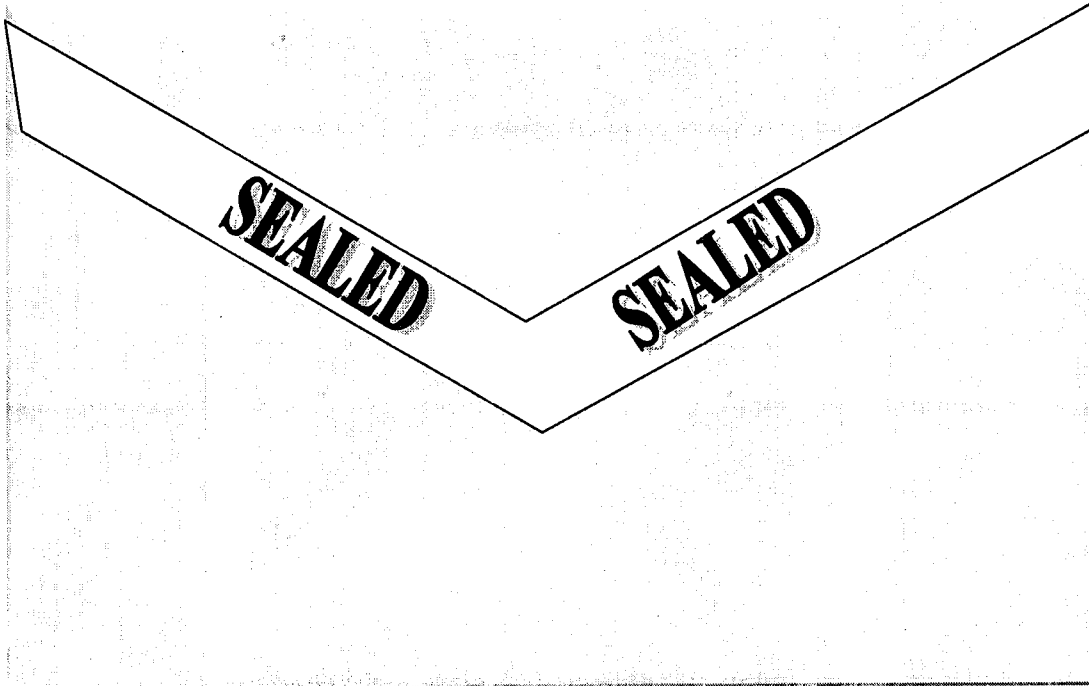
- General Foreman
- Administrative Staff

- c. Duly signed Bio-Data of Contractor's Key Personnel
- d. Duly notarized Affidavit of Commitment from the bidder's Key Personnel
- e. 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 maybe
- f. Duly signed Construction Schedule, S-Curve and PERT-CPM Network Diagram
- g. Duly signed Manpower Schedule
- h. Duly signed Construction Methods in narrative form
- i. Certificate of Site Inspection issued by the Manager, GSIS Cebu Branch Office or his/her authorized representative.

11. Omnibus Sworn Statement in accordance with Section 25.2 of the RIRR of RA 9184 and using the form prescribed in the Notice of Conduct of Negotiated Procurement/Request for Submission of Best Offers. Submit a Notarized Secretary's Certificate, *if required/applicable*. In case of sole proprietorship, submit a special power of attorney if the proprietor/owner has assigned/appointed a person to, on his/her behalf, represent the company in the bidding/Negotiated Procurement of GSIS and sign all documents pertaining to the project to be bid.



SEALING AND MARKING



Name of the Project: RENOVATION OF GSIS CEBU BRANCH OFFICE BUILDING

Name, Address & Contact Details of the Bidder: _____

Place of Submission: _____

Date of Submission: 07 July 2017

Note: The bidder's envelope containing the required documents must be properly SEALED.

The bidder is also requested to submit another sealed envelope containing the required documents.

Handwritten signature or initials in the bottom right corner of the page.