

**RENOVATION OF CONTROL POINT AND RELOCATION OF
KADAKLAN RANGER STATION,
JOHN HAY RESERVATION AREA, BAGUIO CITY**

1. PROJECT DESCRIPTION AND LOCATION

1.1 The project : Renovation of Control Point and Relocation of Kadaklan Ranger Station are located at Kadaclan Village particularly within the John Hay Reservation Area (JHRA).

2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **Six Hundred Ninety Nine Thousand Seven Hundred Eighty Five Pesos (PhP 699,785.00)**.

3. SCOPE OF WORKS

The following are the scope of works for the project with a contract duration not exceeding thirty (30) calendar days:

- 3.1 Carpentry Works
- 3.2 Pre-painted metal sheets
- 3.3 Painting works
- 3.4 Electrical Works
- 3.5 Project Billboard
- 3.6 Construction Safety and Health

4. MINIMUM REQUIRED KEY PERSONNEL

| Key Personnel | General Experience | Relevant Experience |
|--------------------|--------------------------------------|---------------------|
| Project Engineer | General Construction and Engineering | Minimum of 3 years |
| Materials Engineer | General Construction and Engineering | Minimum of 3 years |
| Safety Officer | General Construction and Engineering | Minimum of 3 years |
| Foreman | General Construction and Engineering | Minimum of 3 years |

5. MINIMUM REQUIRED TOOLS AND/OR EQUIPMENT

| Equipment | Number of Units |
|----------------|-----------------|
| 2. Drill | 1 unit |
| 4. Edger | 1 unit |
| 5. Minor tools | 1 lot |

6. LIST OF ADDITIONAL CONTRACT DOCUMENTS RELEVANT TO THE PROJECT:

- 6.1 Construction schedule and S-curve;
- 6.2 Manpower schedule;
- 6.3 Equipment utilization schedule;
- 6.4 PERT/CPM; and
- 6.5 Approved Construction Safety and Health Program (CSHP)

All documents stated above shall be required from the winning bidder and shall be submitted after the issuance of the Notice of Award but not later than the signing of the Contract

7. SITE INSPECTION.

A site inspection shall be conducted accordingly.

8. CONTRACTOR'S RESPONSIBILITIES

The Contractor shall:

- 8.1 Provide all supervision, labor, materials, and equipment as required.
- 8.2 Commence execution of the works within seven (7) days upon issuance of the Notice To Proceed and shall complete them by the required Completion Date.
- 8.3 Be responsible for the safety of all activities on the Site.
- 8.4 Carry out all instructions of the JHMC's Representative through its implementing unit and shall comply with the applicable laws where the Site is located.
- 8.5 Employ the key personnel required for the Works. The JHMC will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.
- 8.6 If the JHMC's Representative asks the Contractor to remove a member of the Contractor's staff or work force, for justifiable cause, the Contractor shall ensure that the person leaves the Site within one (1) day and has no further connection with the Work in this Contract.
- 8.7 Abide at all times by all labor laws, including child labor related enactments, and other relevant rules.
- 8.8 Should anything of historical or other interest or of significant value be unexpectedly discovered on the Site, it shall be the property of the JHMC. The Contractor shall notify the JHMC's Representative of such discoveries and carry out the JHMC's Representative's instructions in dealing with them.

- 8.9 Properly and safely dispose outside Camp John Hay all construction wastes and debris generated from the project. All salvageable construction materials shall be inventoried and hauled to the JHMC designated site at the JHSEZ.
- 8.10 All excess materials delivered to the site but not used or installed shall form part of the property of JHMC.

9. LIQUIDATED DAMAGES

- 9.1 The Contractor shall pay liquidated damages to the Procuring Entity for each day that the Completion Date is later than the Intended Completion Date. The applicable liquidated damages is at least one-tenth (1/10) of a percent of the cost of the unperformed portion for every day of delay. The total amount of liquidated damages shall not exceed ten percent (10%) of the amount of the contract. The Procuring Entity may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the Procuring Entity may rescind or terminate this Contract, without prejudice to other courses of action and remedies available under the circumstances.
- 9.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Engineer of the Procuring Entity shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate.

10. OTHER REQUIREMENTS:

- a. Pre-construction:
- i. Construction Environment Management Plan (CEMP);
 - ii. Applicable JHSEZ Permits
- b. During Construction:
Submit weekly accomplishment and monthly employment reports.
- c. Post-construction Requirements:
Provide as-built plans for the project, one (1) set original CAD drawing printed in A3, two (2) sets photocopy, and electronic CAD file if there are changes to the original plans. The date by which "as built" drawings are required is fifteen (15) days after completion of the project. The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is 1/100th of one percent of the Contract amount for every day of delay.

CHECKLIST OF REQUIREMENTS

First Envelope :

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| Eligibility Requirements: | Tab |
| For prospective Bidders who are registered in the PhilGEPS under Platinum category: PhilGEPS Certificate of Registration and Membership | E-1 |
| For prospective Bidders who opt to submit Class "A" Documents: Legal Documents (Class "A" Documents): | |
| a. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives | E-1 |
| b. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR. | E-2 |
| c. Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR). | E-3 |
| d. Audited Financial Statements for FY2018 | E-4 |

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| Technical Documents: | |
| Valid 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. | T-1 |
| Bid security in the prescribed form, amount and validity period as prescribed in Section II Clause 18.1 of the Bidding Documents. | T-2 |
| Omnibus Sworn Statement | T-3 |
| Construction methodology | T-4 |
| Organizational Chart for the contract to be bid | T-5 |

Second Envelope:

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| Financial Documents: | |
| Bid Form | F-1 |
| Summary / Lump sum bid prices in the prescribed Bid Form. | F-2 |
| Detailed Estimates indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid in the Detailed Unit Price Analysis (DUPA) Form. | F-3 |
| Cash flow by the quarter and payments schedule. | F-4 |

GUIDELINES IN PREPARING THE DETAILED UNIT PRICE ANALYSIS (DUPA)

1. All items of work to be used in preparing the DUPA shall be consistent with the design, plans and specifications prepared by JHMC.
2. For uniformity in the preparation of the Financial Proposal, the DUPA shall be an integral part of the Bidding Documents.
3. All bids shall be composed of the Direct Cost and Indirect Cost.

3.1. DIRECT COST

3.1.1. **MATERIAL COST.** Cost of materials to be used in doing the work item called for, which shall include, among others, the following:

- 3.1.1.1. Cost at source, including processing, crushing, stockpiling, loading, royalties, local taxes, construction and/or maintenance of haul roads, etc.
- 3.1.1.2. Expenses for hauling to project site.
- 3.1.1.3. Handling expenses.
- 3.1.1.4. Storage expenses.
- 3.1.1.5. Allowance for waste and/or losses.

3.1.2. LABOR COST

- 3.1.2.1. Salaries and wages, as authorized by the Department of Labor and Employment.
- 3.1.2.2. Fringe benefits, such as vacation and sick leaves, benefits under the Workmen's Compensation Act, SSS contributions, allowances, 13th month pay, bonuses, etc.

3.1.3. EQUIPMENT EXPENSES

- 3.1.3.1. Rental rates of equipment shall be based on the prevailing "Association of Carriers and Equipment Lessors, (ACEL) Inc." approved for use by the DPWH-CAR. Rental rates of equipment not indicated in the ACEL booklet shall be taken from the rental rates used by the proponent. The make, model and capacity of the equipment should be indicated in the detailed unit cost analysis.
- 3.1.3.2. Mobilization and demobilization shall be treated as a separate pay item. It shall be computed based on the equipment requirements of the project stipulated in the bidder's proposal.

3.2. INDIRECT COST

3.2.1. OVERHEAD

- 3.2.1.1. Cost to cover office supplies.
- 3.2.1.2. Premium on Contractor's All Risk Insurance (CARI).
- 3.2.2. Contingencies. These includes expenses for coordination meetings, ground breaking, inauguration ceremonies and other unforeseen events.
- 3.2.3. Miscellaneous Expenses. Expenses for laboratory tests for quality control.
- 3.2.4. Contractor's Profit.

Notes:

1. All sub-items under the General Requirements shall not be subjected to OCM mark-up.
2. The following items under the General Requirements shall not be subjected to Contractor's profit mark-up:
 - a) Mobilization and Demobilization; and
 - b) Permits and clearances

Project Name:
Location:

**RENOVATION OF CONTROL POINT AND RELOCATION OF
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John Hay Reservation Area, Baguio City

DETAILED UNIT PRICE ANALYSIS

| Item No. 1 | General Requirements | Quantity | Unit | Unit Price | Amount |
|---|-----------------------------|----------|------|------------|--------|
| 1.1 | Mobilization/Demobilization | 1 | Lot | | |
| 1.2 | Permits and clearances | 1 | Lot | | |
| Direct Cost: (a+b+c) | | | | | |
| Indirect Cost: | | | | | |
| Contractor's Profit (Except Items 2.1 and 2.6) | | | | | |
| Withholding Taxes | | | | | |
| Sub-Total 1: (Sum of Direct and Indirect Cost) | | | | | |

| Item No. 2 | Item Description | Unit of Measure: | Daily Rate | No. of Working Days | Amount |
|---|----------------------|------------------|------------|--------------------------|----------------|
| 2.1 | Sub-Item Description | | | | |
| a. | Labor | No. of Personnel | | | |
| | xxxxxxx | xx | xxxx.xx | xx | <u>#VALUE!</u> |
| | | | | Total Labor Cost: | <u>#VALUE!</u> |
| b. | Equipment | No. of Unit/s | Daily Rate | No. of Working Days | Amount |
| | xxxxxxx | xx | xxxx.xx | xx | <u>#VALUE!</u> |
| | | | | Total Equipment Rentals: | <u>#VALUE!</u> |
| c. | Materials | Quantity | Unit | Unit Price | Amount |
| | xxxxxxx | xx | xxxx.xx | xx | <u>#VALUE!</u> |
| | | | | Total Material Cost: | <u>#VALUE!</u> |
| Direct Cost: (a+b+c) | | | | | |
| Indirect Cost: | | | | | |
| Overhead | | | | | |
| Contingencies | | | | | |
| Miscellaneous | | | | | |
| Contractor's Profit | | | | | |
| Withholding Taxes | | | | | |
| Sub-Total 2.1: (Sum of Direct and Indirect Cost) | | | | | |
| 2.2 | Sub-Item Description | Unit of Measure: | Daily Rate | No. of Working Days | Amount |
| a. | Labor | No. of Personnel | | | |
| | xxxxxxx | xx | xxxx.xx | xx | <u>#VALUE!</u> |
| | | | | Total Labor Cost: | <u>#VALUE!</u> |
| b. | Equipment | No. of Unit/s | Daily Rate | No. of Working Days | Amount |
| | xxxxxxx | xx | xxxx.xx | xx | <u>#VALUE!</u> |
| | | | | Total Equipment Rentals: | <u>#VALUE!</u> |
| c. | Materials | Quantity | Unit | Unit Price | Amount |
| | Materials | Quantity | Unit | Unit Price | Amount |
| | xxxxxxx | xx | xxxx.xx | xx | <u>#VALUE!</u> |
| | | | | Total Material Cost: | <u>#VALUE!</u> |
| Direct Cost: (a+b+c) | | | | | |
| Indirect Cost: | | | | | |
| Overhead | | | | | |
| Contingencies | | | | | |
| Miscellaneous | | | | | |

| | |
|--|---|
| | Contractor's Profit |
| | Withholding Taxes |
| | Sub-Total 2.2: (Sum of Direct and Indirect Cost) |
| | Item 2. Total Cost: |
| | Item 2.Unit Cost: |