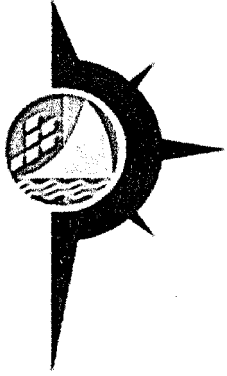


PHILIPPINE  
PORTS  
AUTHORITY



# RENOVATION OF ELEVATOR LOBBIES AND HALLWAYS, PPA CORPORATE BLDG., SOUTH HARBOR, PORT AREA, MANILA

**BID DOCS  
BAC-PGCS-152-2022**

# Table of Contents

Glossary of Acronyms, Terms, and Abbreviations.....	3
Section I. Invitation to Bid.....	6
Section II. Instructions to Bidders.....	9
1. Scope of Bid.....	10
2. Funding Information.....	10
3. Bidding Requirements.....	10
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	10
5. Eligible Bidders.....	10
6. Origin of Goods.....	11
7. Subcontracts.....	11
8. Pre-Bid Conference.....	11
9. Clarification and Amendment of Bidding Documents.....	11
10. Documents comprising the Bid: Eligibility and Technical Components.....	11
11. Documents comprising the Bid: Financial Component.....	12
12. Bid Prices.....	12
13. Bid and Payment Currencies.....	13
14. Bid Security.....	13
15. Sealing and Marking of Bids.....	13
16. Deadline for Submission of Bids.....	13
17. Opening and Preliminary Examination of Bids.....	14
18. Domestic Preference.....	14
19. Detailed Evaluation and Comparison of Bids.....	14
20. Post-Qualification.....	15
21. Signing of the Contract.....	15
Section III. Bid Data Sheet.....	16
Section IV. General Conditions of Contract.....	18
1. Scope of Contract.....	19
2. Advance Payment and Terms of Payment.....	19
3. Performance Security.....	19
4. Inspection and Tests.....	19
5. Warranty.....	20
6. Liability of the Supplier.....	20
Section V. Special Conditions of Contract.....	21
Section VI. Schedule of Requirements.....	26
Section VII. Technical Specifications.....	27
Section VIII. Checklist of Technical and Financial Documents.....	51
<b>Section IX. Bidding Forms .....</b>	<b>54</b>

# Glossary of Acronyms, Terms, and Abbreviations

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.



## INVITATION TO BID

### FOR THE RENOVATION OF ELEVATOR LOBBIES AND HALLWAYS, PPA CORPORATE BLDG., SOUTH HARBOR, PORT AREA, MANILA

The Philippine Ports Authority, through the Corporate Budget of the Authority for CY 2022, intends to apply the sum of **P7,622,964.31** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Renovation of Elevator Lobbies and Hallways, PPA Corporate Bldg., South Harbor, Port Area, Manila (BAC PGCS-152-2022) (Early Procurement)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Philippine Ports Authority now invites bids for the above Procurement Project. Completion of the project is required within One Hundred Twenty (120) calendar days from the receipt by the successful bidder of the Notice to Proceed. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

Prospective Bidders may obtain further information from the Philippine Ports Authority Bids and Awards Committee (BAC) and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m., Monday to Friday.

A complete set of Bidding Documents may be acquired by interested Bidders on **25 January 2022** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand (P10,000.00) Pesos**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

The Philippine Ports Authority's Bids and Awards Committee will hold a Pre-Bid Conference on **02 February 2022 at 10:00 a.m.** at the PPA Function Room, 7th Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila, and/or through video conferencing or webcasting via zoom, which shall be open to all prospective bidders.

Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **15 February 2022 at 9:00 a.m.** Late bids shall not be accepted.


All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

Bid opening shall be on **15 February 2022 at 10:00 a.m.** at the 7th Floor, PPA Building, A. Bonifacio Drive, South Harbor, Port Area, Manila. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The Philippine Ports Authority reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

BAC Secretariat, Philippine Ports Authority  
5th Floor, PPA Bldg., A. Bonifacio Drive,  
South Harbor, Port Area, Manila  
Telephone Nos. 8 527-47-35  
8 527-83-56 to 83 loc. 539  
PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)  
PhilGEPS Website: [www.philgeps.gov.ph](http://www.philgeps.gov.ph)



**MARK JON S. PALOMAR**  
Chairperson, PPA Head Office Bids and Awards  
Committee for the Procurement of Goods and  
Consultancy Services (HO-BAC-PGCS)

## ***Section II. Instructions to Bidders***



## **1. Scope of Bid**

The Procuring Entity, PHILIPPINE PORTS AUTHORITY wishes to receive Bids for the **Renovation of Elevator Lobbies and Hallways, PPA Corporate Bldg., South Harbor, Port Area, Manila**, with identification number **BAC-PGCS-152-2022**.

The Procurement Project (referred to herein as “Project”) is composed of a single lot, the details of which are described in Section VII (Technical Specifications).

## **2. Funding Information**

2.1. The Philippine Ports Authority through its corporate budget for the Calendar Year (CY) 2022 in the amount of **SEVEN MILLION SIX HUNDRED TWENTY TWO THOUSAND NINE HUNDRED SIXTY FOUR PESOS AND 31/100 (Php7,622,964.31)**.

2.2. The source of funding is the Corporate Budget of the PHILIPPINE PORTS AUTHORITY.

## **3. Bidding Requirements**

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

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

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2 Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3 Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.
- 5.4 The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

- 7.1 The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a Pre-Bid conference for this Project on the specified date and time and either at its physical address at the PPA Function Room, 7<sup>th</sup> Floor, PPA Building, Bonifacio Drive, South Harbor, Port Area, Manila and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1 The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2 The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.

- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination

in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid for One Hundred Twenty (120) calendar days from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

Each bidder shall submit one copy of the first and second components of the Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

### **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. Contract for the Interior Renovation/Fit-out.</li> <li>b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>[Manila]</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than One Hundred Fifty Two Thousand Four Hundred Fifty Nine Pesos and 29/100 (Php152,459.29), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than Three Hundred Eighty One Thousand One Hundred Forty Eight Pesos and 22/100 (Php381,148.22) if bid security is in Surety Bond.</li> </ul>
15	<p>Each Bidder shall submit <b>ONE (1) original and SIX (6) copies</b> of its Technical and Financial Components of its Bid in two (2) separate sealed bid envelopes, which should be submitted simultaneously. Each of the bid documents should be individually sealed.</p> <p>All bid documents shall be book-bound with hard cover and properly labelled with index tabs. Failure to comply with the said requirements is a ground for automatic disqualification of the bidder.</p>
19.3	Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20.1	No additional requirements.
21.1	No additional requirements.

## ***Section IV. General Conditions of Contract***



## **1. Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## **2. Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the SCC.

## **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

|

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>Philippine Ports Authority Head Office, Manila</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; and</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract.</li> </ol> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p>

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of ten (10) years after the last day of manufacturing of the specific model.

Spare parts or components shall be supplied as promptly as possible, but in any case, within two (2) months of placing the order.

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity  
Name of the Supplier  
Contract Description  
Final Destination

	<p>Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	The terms of payment shall be as follows:

	<ul style="list-style-type: none"> <li>• 35% upon completion of the corresponding percentage of renovation works.</li> <li>• 35% upon completion of another 35% of renovation works.</li> <li>• 30% upon full completion of renovation works and delivery of furniture and fixtures. Certificate of Completion &amp; Acceptance shall be provided by the procuring entity/end-user for purposes of payment.</li> </ul>
4	<p>The inspection and tests that will be conducted are:</p> <p><b><u>PAINTING</u></b></p> <ol style="list-style-type: none"> <li>1. All works and materials supplied under this Specification shall be subject to inspection by the Engineer.</li> <li>2. The Contractor shall correct such works or replace such materials found defective under these Specifications at his own expense.</li> </ol> <p><b><u>ELECTRICAL WORKS</u></b></p> <p>TESTING OPERATIONS</p> <p>When the electrical installation is completed, the Contractor shall test the installed electrical materials and equipment in the presence of Registered Electrical Engineer or Master Electrician. The system shall be free from any defects, shorts or grounds. The Contractor at no extra cost shall furnish all necessary instruments and personnel required for the testing.</p>

## ***Section VI. Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description<sup>1</sup></b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
	Renovation of Elevator Lobbies and Hallways, PPA Corporate Bldg., South Harbor, Port Area, Manila			Within one hundred twenty (120) calendar days from receipt of the Notice to Proceed.

---

<sup>1</sup> Subject to the Plans/Drawings, Technical Specifications (Annexes "A" to "D") and the Bill of Quantities as attached in the Terms of Reference.



## ***Section VII. Technical Specifications***

## Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A</i></p>

		<p><i>statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
	<p><b>RENOVATION OF ELEVATOR LOBBIES AND HALLWAYS, PPA CORPORATE BLDG., SOUTH HARBOR, PORT AREA, MANILA</b></p>	
	<p><b>SCOPE OF WORK</b></p>	

	<ol style="list-style-type: none"> <li>1. Selective Demolition, Removal, Disposal and Cleaning Works</li> <li>2. Finishes</li> <li>3. Painting</li> <li>4. Electrical Works</li> </ol>	
	<p><b>SELECTIVE DEMOLITION, REMOVAL, DISPOSAL AND CLEANING WORKS</b></p> <p><b>DESCRIPTION</b></p> <p>The work includes the furnishing of all labor, materials and equipment required to carry out the demolition, removal and cleaning of selected existing walls and floors, finishes and installed items as indicated on the plans and as directed by the Engineer.</p> <p>The Contractor shall submit the proposed methodology or procedure of demolition/removal work with complete inventory of materials for removal, to the Engineer for approval, before the execution of the Works.</p> <p>The Contractor shall keep the approved working area clean and safe and the disposal of debris and materials shall be as directed by the Engineer. All material with value that is not subject for reinstallation shall be turned-over to PPA-ASD.</p> <p><b>GENERAL PROVISIONS</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall be deemed to have satisfied himself of the site conditions, and to have included in his unit prices provision for all risks that may arise during or in connection with the work.</li> <li>2. The demolition shall be carried out by approved methods and equipment as approved in writing by the Engineer and after obtaining the written permission of the concerned authorities.</li> <li>3. The Contractor shall provide suitable equipment, skilled labor and appropriate temporary works such as scaffoldings to ensure safety in his demolition works as well as in the adjacent area and offices.</li> <li>4. The Contractor shall avoid any loud/disturbing noise from any demolition scheme during office hours.</li> <li>5. Common area outside the approved working area shall always be cleaned and safe for the benefits of other building users.</li> </ol>	

	<p>6. All materials with value shall be placed on the approved location by the authority while the construction debris shall be disposed in accordance to prevailing local safety standards and as directed by the Engineer.</p> <p><b>INTERFERENCE WITH OFFICE OPERATIONS</b></p> <p>During the execution of the work, the Contractor shall not interfere with office operation unless approved by the authority.</p> <p><b>EXECUTION</b></p> <p>Prior to the commencement of the demolition work, the Engineer shall submit to the Contractor a list in which all the materials to be salvaged and overhauled, as property of PPA, and the description of the location of their storage. Materials embedded in concrete units shall not be salvaged.</p> <p>The Contractor shall separate materials to be salvaged from debris. Salvaged materials shall be loaded, transported and unloaded by the Contractor at the specified locations.</p> <p>The Contractor may dump debris on areas procured and prepared at his own expense. In this case, safety measures shall be undertaken in the transporting, unloading, covering and others as requested by the Engineer.</p> <p><b>SAFETY</b></p> <p>At the end of each day's work, the Contractor shall keep the workplace in safe condition and clean so that no part is in danger of falling or creating hazard to personnel or equipment.</p>	
	<p><b>FINISHES</b></p> <p><b>General</b></p> <p>General Requirements contain provisions and requirements essential to these Specifications; and apply to this section, whether or not referred to herein.</p> <p><b>Scope of Work</b></p> <p>The work covered by this section consist of furnishing all labor, materials, equipment, tools and incidentals necessary to undertake, complete all finishing works and painting for the buildings as indicated on the drawings and as specified herein.</p> <p>Wall, floor, ceiling and other finishing works shall include but are not limited to the following:</p>	

### **3.01 WALL**

#### **Interior**

- a. Wall paint finish with Semi-Gloss Latex Paint.
- b. Wood Grain Laminates on 19mm Thick Ordinary Plywood Backing

Locations are shown in the plans and elevations.

#### **Painting Works**

##### **a. Surface Preparation**

Surface to be painted should be clean and dry, free from oil, grease, dirt, dust, contaminants, and all loose grit and mortar.

Without mesh:

1st Coat: Latex Wall Covering Sealer

2nd and 3rd Coat: Latex on all Covering Basecoat

4th Coat: Semi-Gloss Latex Wall Covering Topcoat

With mesh:

1st Coat: Latex Wall Covering Sealer

2nd Coat: Latex Wall Covering Basecoat  
Reinforcing Membrane: Fiberglass Matting

3rd and 4th Coat: Latex Wall Covering Basecoat

5th Coat: Semi-Gloss Latex Wall Covering Topcoat

### **3.02 FLOORS**

Supply and installation of the following floor finishes.  
Details and locations are shown in the plan.

1. FF1 – 1200mm X 600mm Ceramic Floor Tile Color to be Selected  
Locations are shown in the plan.
2. FF2 - 600mm X 600mm Ceramic Floor Tile Color to be Selected

	<p>Locations are shown in the plan.</p> <p>3. 4mm x 12mm Stainless Steel Strip Locations are shown in the plan.</p> <p>a. Floor tiles shall be color varies and as shown on the drawings or to be designated by the Architect.</p> <p>b. Portland Cement, sand, water and adhesive shall conform with the requirements.</p> <p>c. Floor tiles shall be delivered in the manufacturer's original unbroken packages or containers that are labeled plainly with the manufacturer's name and brand. Containers shall be grade scaled. Materials shall be stored in dry weather tight enclosures, and shall be handled in a manner that will prevent the inclusion of foreign materials and damage by water or dampness.</p> <p><b>EXECUTION</b></p> <p><b>Floor Tiles</b></p> <p>a. Mortar Preparation</p> <p>Mortar mix proportion and preparation shall be in accordance with the requirements.</p> <p>b. Surface Preparation</p> <p>Surfaces to receive the tiles shall be clean, free of dust, dirt, oil, grease, and other deleterious substances. Floor tile operations in spaces receiving wall tile shall not be started until wall tile installation has been completed. Before tile is applied with a dryset mortar bed, the structural floor shall be tested for levelness or uniformity of slope by flooding it with water. Areas where the water ponds shall be filled and leveled with mortar and shall be retested before the setting bed is applied.</p> <p>c. Placing of Setting Beds and Floor Tile</p> <p>Mortar setting beds shall have a minimum thickness of 20mm for floors. The structural concrete slab shall be soaked thoroughly with</p>	
--	---	--

clean fresh water on the day before the setting bed is to be applied. Immediately preceding the application of the setting bed, the structural slab shall again be wetted thoroughly, but no free water shall be permitted to remain on the surface.

A skim coat of neat Portland cement mortar shall then be applied not more than 4mm thick. The mortar shall be spread until its surface is true and even and thoroughly compacted, either level or sloped uniformly for drainage, as the case requires. A setting bed, as large as can be covered with tile before the mortar has reached its initial set, shall be placed on one operation; but in the event that more setting mortar has been placed than can be covered, the unfinished portion shall be removed and cut back to a clean beveled edge.

All mounted tiles shall be soaked in clean water a minimum of one hour before they are set. Absorptive mounted tile shall be dampened by placing sheets on a wetted cloth in a shallow pan before setting. No free water shall remain on the tiles at the time of setting. Before the initial set has taken place in the setting bed, a skim coat of neat Portland cement mortar, 0.7mm to 1.6mm thick, shall be trowelled or brushed over the setting bed and/or the back of the tile, or a thin layer of Portland cement, 0.79mm to 2mm thick, may be hand-dusted uniformly over the setting bed and worked lightly with a trowel or brush until thoroughly damp.

The tiles shall then be pressed firmly upon the setting bed, and beaten into the mortar until true and even with the plane of the finished floor line. Beating and leveling shall be completed within one hour after placing tiles or sheets. Borders and defined lines shall be laid before the field or body of the floor. Where floor drains are provided, the floors shall be sloped to drain properly to the drains. Intersections and returns shall be formed accurately.

Cutting of tile, where necessary, shall be done along the outer edges of the floor. As far as practicable, no tiles of less than half size shall be used. Cutting and drilling of tiles shall be done neatly without marring the tile surfaces. The cut edges of tile against trim, bases, thresholds, pipes,



built-in fixtures, and similar surfaces shall be ground and jointed carefully. Tile shall fit closely and neatly at all plumbing fixtures and around electrical outlets, pipes and fittings so that cover plates or escutcheons will overlap the tiles properly. Tiles shall be secured firmly in place and loose tiles or tiles sounding hollow shall be removed and replaced. All lines shall be kept straight, parallel, and true, and all finished surfaces brought to true and even planes. The inner edges of borders shall be kept straight and, where practicable, shall form right angles at all returns. The paper and glue shall be removed from mounted tile, without using excess water, within one hour after installing the tiles.

Joints shall be parallel and uniform in width, plumb, level and in alignment. End joints in broken-joint work shall be made as far as practicable, on the center lines of adjoining tiles. Except in special arrangement and design, as indicated or specified, square tiles shall be set with straight joints, and oblong tiles shall be set with broken joints.

Joint widths shall be uniform and spaced to accommodate the tile in the given spaces with a minimum of cutting. Tiles shall be wetted, if they have become dry, before applying grout. Joints 3.2 mm or less in width shall be grouted with a neat Portland cement grout of the consistency of thick cream. Other joints shall be pointed with mortar consisting of one part Portland cement and two parts pointing sand.

The grout or mortar for joints on floors shall be white Portland cement or as specified by the Engineer. Grout pointing mortar shall be forced into joints by using trowel, brush or finger application. Before the grout or mortar sets, the joints of cushion edge tile shall be struck or tooled to the depth of the cushion, filling all skips or gaps, and the joints of square edged tiles shall be filled completely flush with their surface. Dark cement shall not be seen through grouted white joints.

All surplus mortar or grout shall be removed before it has set or hardened.

d. Cleaning and Curing

Floors shall be covered with waterproofed paper with all joints lapped at least 96 mm and allowed to damp cure for at least 72 hours before foot traffic is permitted thereon.

All completed tile work shall be thoroughly sponged and washed diagonally across joints, and finally polished with clean, dry cloth. Acid cleaning of unglazed tile, when necessary, shall not be done within ten days after setting the tile. All metal shall be covered with approved grease and the tile shall be wetted with clean water, before tile is cleaned with 10% muriatic acid solution. After acid cleaning, the tile shall be flushed with clean water, and the grease coating on metal shall be removed.

Finished tile floors shall be covered with clean building paper before foot traffic is permitted on them. Board walkways shall be placed on floors that are to be continuously used as passage ways by workmen. Thresholds shall be covered with boards. Tiles vertical outside corners (external angles) shall be protected with board corners strips in areas used as passage by workmen.

### **3.03 CEILING**

1. CF-1 – Existing Gypsum board ceiling. To Be Repainted with Flat Latex Paint White Finish

Locations are shown in the plan.

2. CF-2 – 600mm x 600 mm Non-Sag Acoustic Board on Powder Coated Aluminum T-runner

Locations are shown in the plan.

### **3.04 DOORS**

- D-1** - 12mm thk. Clear tempered glass with Embedded U-channel Frame at Top, Bottom and Sides Attached to wall with Frosted Sticker; provide Stainless Steel Full Height handle (W 3.52 M. X H 2.60 M.)

Locations is shown in the plan

	<p><b>D-2</b> - 12mm thk. Clear tempered glass with Embedded U-channel Frame at Top, Bottom and Sides Attached to wall with Frosted Sticker; provide Stainless Steel Full Height handle (W 3.21 M. X H 2.60 M.)</p> <p>Locations is shown in the plan.</p> <p><b>EXISTING DOORS</b> – Wood Grain Laminates on 6mm Thick Ordinary Plywood Backing</p> <p>Locations are shown in the plans and elevations.</p> <p><b>3.05 GLASS PANEL</b></p> <p><b>GP- 1</b> -12mm thk. Clear tempered glass with Embedded U-channel Frame at Top, Bottom and Sides Attached to wall with Frosted Sticker (W 3.21 M. X H 2.6 M.)</p> <p>Locations are shown in the plan.</p>	
	<p><b>PAINTING</b></p> <p><b>GENERAL</b></p> <p>General Requirements contain provisions and requirements essential to these Specifications; and apply to this section, whether or not referred to herein.</p> <p><b>SCOPE OF WORK</b></p> <p>This Section covers the surface preparation, coating materials and application of coatings systems required for the Works.</p> <p>The work shall consist of furnishing of all labor, materials, equipment and other incidentals necessary for the supply of painting materials and the complete painting of surfaces as shown on the drawings in accordance with this Specification and as directed by the Engineer.</p> <p>The term paint as hereinafter used includes emulsion paints, varnishes, oils, pigments, thinner and dryers.</p> <p>All exposed metal surfaces, except metal surfaces embedded in concrete, shall be painted unless otherwise specified.</p> <p><b>STANDARD</b></p> <p>The following publications listed below, but referred to thereafter</p>	

by basic designation only, forms a part of these Specifications to the extent indicated by the reference thereto:

Steel Structures Painting Council (SSPC) U.S. Specification JIS K 5628 Red-lead Zinc Chromate Anti-Corrosive Paint.

#### SUBMITTAL

1. The Contractor shall submit work method statements with lists of materials to the Engineer for approval twenty-eight days before the starting of works. This statement shall include following items:
  - a. Type of paint and manufacturer
  - b. Manufacturer's specifications
  - c. Storage and delivery of materials
  - d. Surface preparation
  - e. Finish painting and drying
  - f. Touch-up painting, if any
  - g. Equipment
2. The Contractor, before placing order for the painting materials, shall submit to the Engineer for approval samples of materials. No placing of orders for material shall be made without his approval.

#### STORAGE AND DELIVERY

1. The Contractor shall deliver all material to the site in the original labeled sealed cans and containers, with labels intact and seal unbroken.
  - a. Seals shall remain unbroken until after inspection and acceptance of material by the Engineer.
  - b. The Contractor shall deliver materials in ample quantities sufficiently in advance of the need to avoid any delay or interruptions in the works.
2. Paint in thinner shall be stored in accordance with the approved manufacturer's instructions.
  - a. All regulations required for storage of paint shall be observed and all necessary safety signs required by governing codes shall be posted.
  - b. Any damage caused by failure to exercise proper precautions in paint storage shall be repaired.

## MATERIAL REQUIREMENTS

### PAINT

Paints for the protective coating system shall be the product of a manufacturer approved by the Engineer.

Paints for exterior finish must be with tile like durability and elegance, fast drying, solvent based acrylic, highly suitable for coastal or polluted areas with excellent anti-fungus properties and alkali resistance.

100% Acrylic, water based, quick-drying, easy to clean-up and environmentally friendly, resist dirt, stains, alkali, water, humidity, algae, mold and mildew growth and highly durable paint for interior finish.

An all-purpose synthetic quick dry paint for all types of wood and metal surfaces. It has high gloss, good color retention and outstanding durability.

For pipes, valves and equipment, galvanized and ungalvanized ferrous metal, use a 100% acrylic gloss paint, has excellent resistance to ultraviolet rays and resists chalking, cracking and color fading, dries fast and environmentally friendly.

### SCHEDULE OF PAINTING

Architectural Items	
Interior Finishes Location of the various finishes are listed in the Finish Schedule on the drawings or else will be confirmed by PPA	
1. On primer and coated metal two coats of interior semi-gloss enamel or as indicated in the Schedule finish	Red Oxide Primer Quick Dry Enamel
2. On Gypsum Board	
First Coat	Flat Latex Paint
Three Coats	Semi-gloss Latex Paint
3. On Wood	
First Coat Enamel under coater	Flat wall Enamel

	Second & Third Coat Exterior enamel	Quick Drying Enamel	
	4. Varnish Finish		
	First Coat Second	Varnish Finish	
	c. Non – Architectural Items (Piping, valves, equipment, etc.)		
	1. Piping, valves, equipment etc. in rooms are to be painted		
	2. Galvanized pipes and ducts		
	Primer – one coat	Red Oxide Primer, Quick Dry Enamel	
	Finish – one coat		
	3. Black steel pipes		
	Primer – one coat	Red Oxide Primer, Quick Dry Enamel	
	Finish – one coat		
	4. Mechanical Items		
	a. Ungalvanized ferrous metal Primer – one coat	Red Oxide Primer, Quick Dry Enamel	
	Finish – one coat		
	b. Galvanized ferrous metal Primer – one coat	Red Oxide Primer, Quick Dry Enamel	
	Finish – one coat		
	c. Submerged galvanized ferrous metal Primer – one coat	Red Oxide Primer,	
	d. Buried miscellaneous ferrous surface valves, & flanged joints (excl. pipe) Primer – one coat	Red Oxide Primer,	
	<b>EXECUTION</b>		
	<b>SURFACE PREPARATION OF STEEL</b>		
	1. Steel surfaces shall be cleaned as follows:		
	a. All round welds, burrs and sharp surface projections shall be ground smooth and all weld		

	<p>splatter shall be removed prior to blast cleaning.</p> <ul style="list-style-type: none"> <li>b. Sand abrasives, if used, shall be clean, and free from salt and extraneous matter. The sand shall pass through a 2.0mm test sieve, and be substantially retained on a 0.18mm test sieve, with at least 25 percent retained on a 0.355mm test sieve.</li> <li>c. Metallic abrasive, if used, shall be sharp, hard and free from dust, and shall pass through a 1.8 mm test sieve.</li> <li>d. Blast cleaning operations shall not be conducted on surfaces that will be wet after blasting and before coating, or when the surfaces are less than 10°C above degree points, or when the relative humidity of the air is greater than 95 percent.</li> <li>e. Any oil, grease, soil, dust or other foreign matter deposited on the cleaned surfaces shall be removed prior to painting. In the event that rusting occurs after completion of the surface preparation, the surfaces shall be cleaned again in accordance with the specified method.</li> <li>f. Particular care shall be taken to prevent the contamination of other corrosive chemicals before the application of the paint. Such contamination shall be removed from the cleaned surface by flash blasting and the paint applied immediately.</li> <li>g. Care shall be taken to prevent contamination of cleaned and painted surfaces by cleaning operations in an adjacent area.</li> <li>h. Surfaces not to be painted shall be suitably protected from the effects of cleaning and painting operations.</li> </ul> <p><b>SURFACE PREPARATION OF WOOD</b></p> <ul style="list-style-type: none"> <li>1. Wood surfaces shall be sanded to a fresh surface. Surface mould where present, shall be removed by washing, rubbing down and burning off as necessary. Resinous exudation and large knots shall be removed and replaced with filler or other materials approved by the Engineer.</li> </ul>	
--	---	--

	<p>2. Parts of timber to be enclosed in walls shall always be primed unless already impregnated. Priming shall be brushed on and a minimum of two coats applied to end grain. When the priming paint is hard, all cracks, holds, open joints, etc. shall be made good with hard stopping and rubbed down with fine abrasive paper. Priming of joinery shall be applied only on site after the Engineer has approved such joinery and before it is fixed. For internal surfaces primer coats shall be carefully flatted.</p> <p><b>SURFACE PREPARATION FOR GYPSUM BOARD SURFACES</b></p> <p>Shall be dry and clean prior to application of the specified first-coat material. Oil, grease, or rust stains shall be carefully removed by the use of suitable solvent. Wire brushing will not be permitted. After the first coat has become dry and prior to application of finish coats, touch-up coats shall be applied to suction spots.</p> <p><b>ALUMINUM FRAMES FOR DOORS AND WINDOWS</b></p> <p>All metal surfaces shall undergo pre-treatment process which includes: desmutting, water-rinsing, degreasing/etching, water rinsing, zinc phosphating, water rinsing and acid rinsing.</p> <p>Powder coating application, shall be factory applied and shall be done in one operation using an electro-static powder gun. The materials to be coated should be well connected to earth. Coating thickness should be kept to a minimum of 60 microns for exposed areas. On details which are to be treated mechanically after coating (drilling, sawing, etc.), the coating film must not exceed 100 microns.</p> <p>The powder coating shall be oven cured in the range of 20 minutes at 220° C (metal temperature measured on the area with greatest metal thickness). The temperature variation in the oven should not exceed +/- 10° C.</p> <p><b>Handling</b></p> <p>Coated items should be cooled to no less than 40° Centigrade before handling. Precautions should be taken to avoid damages on the finished coating during stacking, storing and transportation.</p> <p><b>Storage and Delivery</b></p> <p>Inspect materials delivered to the site for damage. Unload and store with minimum handling. Provide storage space</p>	
--	--	--



in dry location with adequate ventilation, free from dust or water and easily accessible for inspection and handling. Store materials neatly on the floor, properly stacked on non-absorptive strips or wood platforms. Protect finished surfaces during shipping and handling using manufacturer's standard method.

#### WOOD REPAIR

Badly decayed areas shall be removed and repaired. Areas and pieces decayed beyond repair shall be replaced with new pieces that match originals in all respects. Moderately decayed areas, weathered, or gouged wood shall be patched with approved patching compounds, and shall be sanded smooth. The source or cause of wood decay shall be identified and corrected prior to application of patching materials. Wet wood shall be completely dried to a moisture content not exceeding 12 percent, as measured by a moisture meter, to its full depth before patching, unless otherwise authorized. Wood that is to be patched shall be clean of dust, grease, and loose paint.

##### 1. Epoxy Wood Repair

Epoxy wood repair materials shall be applied in accordance with manufacturer's written instructions. Health and safety instructions shall be followed in accordance with the manufacturer's instructions. Clean mixing equipment shall be used to avoid contamination. Mix and proportions shall be as directed by the manufacturer. Batches shall be only large enough to complete the specific job intended. Patching materials shall be completely cured before painting or reinstallation of patched pieces.

##### 2. Epoxy Consolidant and Epoxy Paste

Epoxy liquid wood consolidant shall be used:

1. To penetrate and impregnate deteriorated wood sections in order to reinforce wood fibers that have become softened or absorbent.
2. As a primer for areas that are to receive epoxy paste filler. Epoxy paste shall be used to fill areas where portions of wood are missing such as holes, cracks, gaps, gouges, and other voids.

#### MIXING AND THINNING

Mixing and thinning of paint shall be done in accordance with the approved manufacturer's printed instructions. The pot life of each paint as stated by the manufacturer shall not be exceeded.

#### WEATHER CONDITION

The paint shall not be applied when the relative humidity is above 85 percent. The paint shall not be applied in rain, wind, fog, dust or mist.

#### APPLICATION

Workmanship shall be first class in every respect. All work shall be done in a workmanship manner so that the finished surfaces shall be free from runs, chop, ridges, waves, laps and unnecessary brush marks. All coats shall be applied in such manner as to produce an even film of uniform thickness. Edges, corners, crevices, welds and rivets shall receive special attention to ensure that they receive an adequate thickness of paint.

All painting shall be done by thoroughly experienced workmen.

Safety regulations shall be adhered to at all times, including the wearing of respirators by persons engaged on assisting in spray painting. Adjacent areas and installation shall be protected by the use of cloths or other approved precautionary measures.

Plain enamel and varnish shall be applied carefully with good clean brushes or approved spraying equipment, except that the initial coat on any surface shall be applied with brush. Sufficient time shall be allowed between coats to assure thorough drying and each coat shall be in proper condition before receiving the next coat.

Sanding and dusting as required shall be performed between coats in varnishing work. Finish coat shall be smooth and free from runs, sags, and other defects. Exterior paint shall not be applied during rainy days.

All paint when applied shall provide a satisfactory film and smooth, even surface. Paint shall be thoroughly stirred and kept at a uniform consistency during application. Powdered metallic pigments added at the time of use shall be mixed by adding the powder in small increments to about one-third of the base paint or vehicle, with thorough mixing to obtain a smooth paste. The remainder of the base paint shall then be thoroughly stirred in.

Different brands of emulsion paints shall not be mixed prior to

	<p>application of the materials.</p> <p>Where necessary to suit conditions of surface temperature, weather and method of application, the package paint may be thinned immediately prior to application in accordance with the approved manufacturer's directions, but not in excess of 125 cc of suitable thinner per liter (one pint per gallon). Before using, the paint shall be mixed to a uniform consistency and shall be stirred frequently during application.</p> <p>Paints other than water-thinned paints shall be applied only to surfaces which are completely free of moisture as determined by sight or touch and only such combinations of humidity to be painted as will cause evaporation rather than condensation.</p> <p>Surfaces which have been cleaned, pretreated and/or otherwise been prepared for painting shall be primed or painted with one coat of finish paint as soon as practicable after such preparation has been completed, but in any event prior to any deterioration of the prepared surfaces.</p> <p>The first coat of paint on all exterior surfaces shall be applied by brush. Interior prime coats and all other subsequent coats on either exterior or interior surfaces may be applied by brush or spray. Whenever spraying is permitted all areas inaccessible to spray painting shall be coated by brushing or other suitable means. Brushes to be used for application of water-emulsions shall be soaked in water for a period of 2 hours prior to use.</p> <p>All cloths and cotton waste which might constitute a fire hazard shall be placed in closed metal containers or destroyed at the end of each day.</p> <p>Upon completion of the work, all staging, scaffolding, and containers shall be removed from the site or destroyed in a manner approved by the Engineer. Paint spots, or stains upon adjacent surfaces shall be removed and the entire job left clean and acceptable to the Engineer.</p> <p>No smoking shall be permitted in the vicinity where painting is going on.</p> <p><b>TOUCH-UP PAINTING</b></p> <p>Touch-up painting shall be done with the same paint as used for the original coat. The resulting minimum dry film shall be the same as for the original coat.</p> <p>Touch-up painting shall include cleaning and painting of field</p>	
--	--	--

	<p>connections, welds and all damaged or defective paint and rusted areas.</p> <p>During touch-up painting, only loose, cracked, brittle or non-adherent paint shall be removed during cleaning. All exposed edges shall be feathered. Touch-up painting shall be performed in a manner which will minimize damage to sound paint. Rust spots shall be thoroughly cleaned and edges of the existing paint shall be scraped back to sound material.</p> <p><b>DRYING</b></p> <ol style="list-style-type: none"> <li>1. No primer or paint shall be forced to be dried under conditions which will cause cracking, wrinkling, blistering, formation of pores which would detrimentally affect the condition of the paint.</li> <li>2. No drier shall be added to the paint unless specified in the approved manufacturer's instructions.</li> <li>3. Painted surfaces shall be protected from dust, dirt, and the elements of the weather until dry to the fullest extent practicable.</li> <li>4. After drying, any areas of paint damaged from any cause shall be removed, the surface again prepared and then touched-up with the same paint and to the same thickness as the undamaged areas as specified in subsection 4.14.3.7 above.</li> </ol> <p><b>HANDLING</b></p> <ol style="list-style-type: none"> <li>1. Precautions shall be taken to minimize damage to paint films resulting from stacking for drying.</li> <li>2. Paint which is damaged in handling shall be scraped off and touched-up with the same paint and in the same thickness as was previously applied to the damaged area at Contractor's expense.</li> </ol> <p><b>INSPECTION</b></p> <ol style="list-style-type: none"> <li>1. All works and materials supplied under this Specification shall be subject to inspection by the Engineer.</li> <li>2. The Contractor shall correct such works or replace such materials found defective under these Specifications at his own expense.</li> </ol>	
--	--	--

	<p><b>ELECTRICAL WORKS</b></p> <p><b>SCOPE OF WORK</b></p> <p>The work to be done shall consist of furnishing, delivering and installing electrical materials/fixtures completed in accordance with all the details of the electrical works as shown on the drawings including materials, labor, tools and equipment and all incidental works as found necessary.</p> <p>Refer to electrical plans/drawings for location and extent of work involved.</p> <p><b>GENERAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>a) All works shall be done in accordance with the requirements of the publications and agencies having jurisdiction, as well as the requirements of the approved standards. <ul style="list-style-type: none"> <li>1. National Fire Protection Association - (NFPA)</li> <li>2. National Electrical Manufacturer Association - (NEMA)</li> <li>3. Underwriter Laboratories, Inc. - (UL)</li> <li>4. Philippine Electrical Code - (PEC) Philippine National Standard - (PNS)</li> <li>5. Federation Specification: Circuit Breaker, Molded Case, Branch Circuit and Service</li> <li>6. American National Standard Institute - (ANSI)</li> <li>7. American Society for Testing and Materials - (ASTM)</li> <li>8. Illuminating Engineering Society - (IES)</li> <li>9. Light Emitting Diode – (LED)</li> </ul> </li> <li>b) The electrical power will be connected to the existing supply. The supply voltages shall be 220 volt, three phase (3Ø), and 60 hertz.</li> <li>c) The Contractor shall employ a licensed Registered Electrical Engineer or Master electrician to perform or supervise for the conduct of continuous inspection of all electrical work.</li> </ul>	
--	--	--

- d) The Contractor shall first obtain approval from the Authority before procurement, fabrication or delivery of electrical materials to the site. Partial submittals will not be acceptable and will be returned without review. Submittals shall include the Manufacturer's Name, Trade Name, Place of Manufacture, Catalog Model or Number, Nameplate Data, Size, Layout Dimensions, Capacity, Project Specification and Paragraph Reference, Technical Society Publication References and other information necessary to establish contract compliance of each item to be furnished.
- e) The materials and equipment to be furnished shall be standard products of reputable manufacturer engaged in the reproduction of such materials and equipment.
- f) All permits and electrical fees required for this work shall be obtained at the expense of the Contractor. The Contractor shall furnish the Engineer-in-Charge, the final Certificates of Inspections and approval from the proper government authorities after the completion of work. The Contractor shall prepare all as- built plans and all other paper works as required by the enforcing authorities.
- g) The Contractor shall furnish and install electrical materials as shown in the drawings. A Licensed Electrical Engineer or Master Electrician is required to implement the installation of the electrical system. A licensed electrical contractor shall oversee/conduct for the installation of main circuit breaker.
- h) Electrical installation shall conform to the requirements of Philippine Electrical Code (PEC) and the other approved standards.
- i) The contractor shall install all electrical works with the supervision of the qualified Registered Electrical Engineer (REE) or Master Electrician. All electrical installation applications regardless of capacity and voltage whether new, addition or revision shall be accompanied by electrical plans signed and sealed by a duly licensed Professional Electrical Engineer (PEE).

#### **MATERIAL REQUIREMENTS**

All materials shall be brand new for the approved type meeting for all the requirements of the Philippine Electrical Code and bearing the Philippine Standard Agency (PSA) mark.

## PRODUCTS

### WIRES AND CABLES

The conductor material to be furnished and installed shall be copper wire Heat-Resistant Thermoplastic (THHN/THWN-2). All conductors shall be rated 600 volts insulation and shall be standard for all sizes.

### CONDUIT AND FITTINGS

Underground PVC conduit shall be polyvinyl chloride with concrete covered. It shall be manufactured to schedule 40 outside diameter. All fittings and bends shall be solvent bonded using manufacturers recommended product.

PIN LIGHT, Recessed Mounted, Cool White, LED15 WATT, LED

### Switches:

Wiring terminals shall be screw-type, side-wired. Switches shall be rated quiet-type AC only, 230 volts, with current rating and number of poles indicated

### WALL SWITCHES AND PLATES

Wall switches in general shall be rated 10 amperes at 230 volts or with ampere and voltage ratings as required. Switches shall be flush mounting and of the rocker type, spring operated. The type of switches shall be tumbler operation and the color, plating and appearance of wall plates shall be as selected by the Engineer. Appropriate samples shall be submitted prior to purchase of wall switches and face plates.

### WORKMANSHIP

The work throughout shall be executed in the best and most thorough manner under the direction of and at the satisfaction of the Registered Electrical Engineer or Master Electrician, who will interpret the intent meaning of the drawings and specification and shall have the power to reject any work and materials which in his judgment, are not in full accordance therewith.

### TESTING OPERATIONS

	<p>When the electrical installation is completed, the Contractor shall test the installed electrical materials and equipment in the presence of Registered Electrical Engineer or Master Electrician. The system shall be free from any defects, shorts or grounds. The Contractor at no extra cost shall furnish all necessary instruments and personnel required for the testing.</p> <p><b>GUARANTEE</b></p> <p>Upon completion and before final acceptance of the work, the Contractor shall furnish the Engineer a written guarantee stating that all works executed are free from defects on materials and workmanship. The guarantee shall be for a period of one year from the date of the final acceptance. Any work that becomes defective during the said period shall be corrected / replaced by the Contractor at his own expense in a manner satisfactory to the Authority.</p>	
	<p><b>WARRANTY</b></p> <ul style="list-style-type: none"> <li>• One (1) year warranty on manufacturer defects from the date of receipt by the winning bidder of the Certificate of Completion and Acceptance.</li> <li>• Winning bidder shall provide free labor and replacement of parts within the said warranty period.</li> <li>• Within the warranty period, the supplier shall within seventy two (72) hours from notice, replace or repair the defective goods or parts thereof at no cost to PPA</li> </ul>	
	<p>All other provisions stated in the Terms of Reference not included herein.</p>	



## **TERMS OF REFERENCE**

### **RENOVATION OF ELEVATOR LOBBIES AND HALLWAYS, PPA CORPORATE BLDG., SOUTH HARBOR, PORT AREA, MANILA**

#### **1. OBJECTIVES**

The Philippine Ports Authority seeks to renovate the Head Office particularly the Elevator Lobbies and Hallways to keep up with the times, boost productivity and provide a conducive workplace for the employees. Since 2007, this is the first time that PPA will be undergoing office renovations.

#### **2. SCOPE OF WORK**

One (1) lot comprises the following components:

- A. Selective Demolition, Removal, Disposal and Cleaning Works
- B. Finishes
- C. Painting
- D. Electrical Works

#### **3. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is **Seven Million Six Hundred Twenty-Two Thousand Nine Hundred Sixty-Four and 31/100 (P7,622,964.31) Pesos.**

#### **4. PLANS/DRAWINGS, TECHNICAL SPECIFICATIONS AND BILL OF QUANTITIES (BOQ)**

- A. Selective Demolition, Removal, Disposal and Cleaning Works (*See Annex A*)
- B. Finishes (*See Annex B*)
- C. Painting (*See Annex C*)
- D. Electrical Works (*See Annex D*)

#### **5. PROJECT DURATION**

- Project must be completed within one hundred twenty (120) calendar days from the receipt of Notice to Proceed.

*PPA 1007-2007*

## 6. WARRANTY

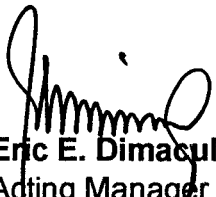
- One (1) year warranty on manufacturer defects from the date of receipt by the winning bidder of the Certificate of Completion and Acceptance.
- Winning bidder shall provide free labor and replacement of parts within the said warranty period.
- Within the warranty period, the supplier shall within seventy two (72) hours from notice, replace or repair the defective goods or parts thereof at no cost to PPA.

## 7. PAYMENT

- 35% upon completion of the corresponding percentage of renovation works.
- 35% upon completion of another 35% of renovation works.
- 30% upon full completion of renovation works and delivery of furniture and fixtures. Certificate of Completion & Acceptance shall be provided by the procuring entity/end-user for purposes of payment.

## 8. OTHER REQUIREMENTS

Must have completed a single contract similar to the contract to be bid whose value must be at least equivalent to fifty percent (50%) of the ABC. For this purpose, a similar contract means contract for the Interior Renovation/Fit-out.



**Eric E. Dimaculangan**  
Acting Manager  
Administrative Services Department



**Elvis R. Medalla**  
Acting Manager  
Port Planning and Design Dept.

**ITEM 01 : SELECTIVE DEMOLITION, REMOVAL, DISPOSAL AND CLEANING WORKS**

**DESCRIPTION**

The work includes the furnishing of all labor, materials and equipment required to carry out the demolition, removal and cleaning of selected existing walls and floors, finishes and installed items as indicated on the plans and as directed by the Engineer.

The Contractor shall submit the proposed methodology or procedure of demolition/removal work with complete inventory of materials for removal, to the Engineer for approval, before the execution of the Works.

The Contractor shall keep the approved working area clean and safe and the disposal of debris and materials shall be as directed by the Engineer. All material with value that is not subject for reinstallation shall be turned-over to PPA-ASD.

**GENERAL PROVISIONS**

1. The Contractor shall be deemed to have satisfied himself of the site conditions, and to have included in his unit prices provision for all risks that may arise during or in connection with the work.
2. The demolition shall be carried out by approved methods and equipment as approved in writing by the Engineer and after obtaining the written permission of the concerned authorities.
3. The Contractor shall provide suitable equipment, skilled labor and appropriate temporary works such as scaffoldings to ensure safety in his demolition works as well as in the adjacent area and offices.
4. The Contractor shall avoid any loud/disturbing noise from any demolition scheme during office hours.
5. Common area outside the approved working area shall always be cleaned and safe for the benefits of other building users.
6. All materials with value shall be placed on the approved location by the authority while the construction debris shall be disposed in accordance to prevailing local safety standards and as directed by the Engineer.

**INTERFERENCE WITH OFFICE OPERATIONS**

During the execution of the work, the Contractor shall not interfere with office operation unless approved by the authority.

**EXECUTION**

Prior to the commencement of the demolition work, the Engineer shall submit to the Contractor a list in which all the materials to be salvaged and overhauled, as property of

PPA, and the description of the location of their storage. Materials embedded in concrete units shall not be salvaged.

The Contractor shall separate materials to be salvaged from debris. Salvaged materials shall be loaded, transported and unloaded by the Contractor at the specified locations.

The Contractor may dump debris on areas procured and prepared at his own expense. In this case, safety measures shall be undertaken in the transporting, unloading, covering and others as requested by the Engineer.

## **SAFETY**

At the end of each day's work, the Contractor shall keep the workplace in safe condition and clean so that no part is in danger of falling or creating hazard to personnel or equipment.

**ITEM 02 : FINISHES****General**

General Requirements contain provisions and requirements essential to these Specifications; and apply to this section, whether or not referred to herein.

**Scope of Work**

The work covered by this section consist of furnishing all labor, materials, equipment, tools and incidentals necessary to undertake, complete all finishing works and painting for the buildings as indicated on the drawings and as specified herein.

Wall, floor, ceiling and other finishing works shall include but are not limited to the following:

**2.01 WALL****Interior**

- a. Wall paint finish with Semi – Gloss Latex Paint.
- b. Wood Grain Laminates on 19mm Thick Ordinary Plywood

**Backing**

Locations are shown in the plans and elevations.

**Painting Works**

- a. Surface Preparation

Surface to be painted should be clean and dry, free from oil, grease, dirt, dust, contaminants, and all loose grit and mortar.

Without mesh:

1st Coat: Latex Wall Covering Sealer

2nd and 3rd Coat: Latex on all Covering Basecoat

4th Coat: Semi-Gloss Latex Wall Covering Topcoat

With mesh:

1st Coat: Latex Wall Covering Sealer

2nd Coat: Latex Wall Covering Basecoat  
Reinforcing Membrane: Fiberglass Matting

3rd and 4th Coat: Latex Wall Covering Basecoat

5th Coat: Semi-Gloss Latex Wall Covering Topcoat

## 2.02 FLOORS

Supply and installation of the following floor finishes. Details and locations are shown in the plan.

1. **FF-1 - 1200mm X 600mm Ceramic Floor Tile Color to be Selected**  
Locations are shown in the plan.
  2. **FF-2 - 600mm X 600mm Ceramic Floor Tile Color to be Selected**  
Locations are shown in the plan.
  3. **4mm x 12mm Stainless Steel Strip**  
Locations are shown in the plan.
- a. Floor tiles shall be color varies and as shown on the drawings or to be designated by the Architect.
  - b. Portland Cement, sand, water and adhesive shall conform with the requirements.
  - c. Floor tiles shall be delivered in the manufacturer's original unbroken packages or containers that are labeled plainly with the manufacturer's name and brand. Containers shall be grade scaled. Materials shall be stored in dry weather tight enclosures, and shall be handled in a manner that will prevent the inclusion of foreign materials and damage by water or dampness.

## EXECUTION

### Floor Tiles

- a. Mortar Preparation

Mortar mix proportion and preparation shall be in accordance with the requirements.

- b. Surface Preparation

Surfaces to receive the tiles shall be clean, free of dust, dirt, oil, grease, and other deleterious substances. Floor tile operations in spaces receiving wall tile

shall not be started until wall tile installation has been completed. Before tile is applied with a dryset mortar bed, the structural floor shall be tested for levelness or uniformity of slope by flooding it with water. Areas where the water ponds shall be filled and leveled with mortar and shall be retested before the setting bed is applied.

c. Placing of Setting Beds and Floor Tile

Mortar setting beds shall have a minimum thickness of 20mm for floors. The structural concrete slab shall be soaked thoroughly with clean fresh water on the day before the setting bed is to be applied. Immediately preceding the application of the setting bed, the structural slab shall again be wetted thoroughly, but no free water shall be permitted to remain on the surface.

A skim coat of neat Portland cement mortar shall then be applied not more than 4mm thick. The mortar shall be spread until its surface is true and even and thoroughly compacted, either level or sloped uniformly for drainage, as the case requires. A setting bed, as large as can be covered with tile before the mortar has reached its initial set, shall be placed on one operation; but in the event that more setting mortar has been placed than can be covered, the unfinished portion shall be removed and cut back to a clean beveled edge.

All mounted tiles shall be soaked in clean water a minimum of one hour before they are set. Absorptive mounted tile shall be dampened by placing sheets on a wetted cloth in a shallow pan before setting. No free water shall remain on the tiles at the time of setting. Before the initial set has taken place in the setting bed, a skim coat of neat Portland cement mortar, 0.7mm to 1.6mm thick, shall be trowelled or brushed over the setting bed and/or the back of the tile, or a thin layer of Portland cement, 0.79mm to 2mm thick, may be hand-dusted uniformly over the setting bed and worked lightly with a trowel or brush until thoroughly damp.

The tiles shall then be pressed firmly upon the setting bed, and beaten into the mortar until true and even with the plane of the finished floor line. Beating and leveling shall be completed within one hour after placing tiles or sheets. Borders and defined lines shall be laid before the field or body of the floor. Where floor drains are provided, the floors shall be sloped to drain properly to the drains. Intersections and returns shall be formed accurately.

Cutting of tile, where necessary, shall be done along the outer edges of the floor. As far as practicable, no tiles of less than half size shall be used. Cutting and drilling of tiles shall be done neatly without marring the tile surfaces. The cut edges of tile against trim, bases, thresholds, pipes, built-in fixtures, and similar surfaces shall be ground and jointed carefully. Tile shall fit closely and neatly at all plumbing fixtures and around electrical outlets, pipes and fittings so that cover plates or escutcheons will overlap the tiles properly. Tiles shall be secured firmly in place and loose tiles or tiles sounding hollow shall be removed and replaced. All lines shall be kept straight, parallel, and true, and all finished surfaces brought to true and even planes. The inner edges of borders shall be kept straight and, where practicable, shall form right angles at all returns. The paper and glue shall be removed from mounted tile,

without using excess water, within one hour after installing the tiles.

Joints shall be parallel and uniform in width, plumb, level and in alignment. End joints in broken-joint work shall be made as far as practicable, on the center lines of adjoining tiles. Except in special arrangement and design, as indicated or specified, square tiles shall be set with straight joints, and oblong tiles shall be set with broken joints.

Joint widths shall be uniform and spaced to accommodate the tile in the given spaces with a minimum of cutting. Tiles shall be wetted, if they have become dry, before applying grout. Joints 3.2 mm or less in width shall be grouted with a neat Portland cement grout of the consistency of thick cream. Other joints shall be pointed with mortar consisting of one part Portland cement and two parts pointing sand.

The grout or mortar for joints on floors shall be white Portland cement or as specified by the Engineer. Grout pointing mortar shall be forced into joints by using trowel, brush or finger application. Before the grout or mortar sets, the joints of cushion edge tile shall be struck or tooled to the depth of the cushion, filling all skips or gaps, and the joints of square edged tiles shall be filled completely flush with their surface. Dark cement shall not be seen through grouted white joints.

All surplus mortar or grout shall be removed before it has set or hardened.

**d. Cleaning and Curing**

Floors shall be covered with waterproofed paper with all joints lapped at least 96 mm and allowed to damp cure for at least 72 hours before foot traffic is permitted thereon.

All completed tile work shall be thoroughly sponged and washed diagonally across joints, and finally polished with clean, dry cloth. Acid cleaning of unglazed tile, when necessary, shall not be done within ten days after setting the tile. All metal shall be covered with approved grease and the tile shall be wetted with clean water, before tile is cleaned with 10% muriatic acid solution. After acid cleaning, the tile shall be flushed with clean water, and the grease coating on metal shall be removed.

Finished tile floors shall be covered with clean building paper before foot traffic is permitted on them. Board walkways shall be placed on floors that are to be continuously used as passage ways by workmen. Thresholds shall be covered with boards. Tiles vertical outside corners (external angles) shall be protected with board corners strips in areas used as passage by workmen.

## **2.03 CEILING**

### **CF-1 – Existing Gypsum board ceiling.**

To Be Repainted with Flat Latex Paint White Finish  
Locations Are Shown in The Plan.



**CF-2** – 600mm X 600mm Non-Sag Acoustic Board on Powder Coated Aluminum T-runner  
Locations are shown in the plan.

## **2.04 DOORS**

**D-1** - 12mm thk. Clear tempered glass with Embedded U-channel Frame at Top, Bottom and Sides Attached to wall with Frosted Sticker; provide Stainless Steel Full Height handle (W 3.52 M. X H 2.60 M.)

Locations is shown in the plan.

**D-2** - 12mm thk. Clear tempered glass with Embedded U-channel Frame at Top, Bottom and Sides Attached to wall with Frosted Sticker; provide Stainless Steel Full Height handle (W 3.21 M. X H 2.60 M.)

Locations is shown in the plan.

**EXISTING DOORS** - Wood Grain Laminates on 6mm Thick Ordinary Plywood Backing

Locations are shown in the plans and elevations.

## **2.05 GLASS PANEL**

**GP-1** - 12mm thk. Clear tempered glass with Embedded U-channel Frame at Top, Bottom and Sides Attached to wall with Frosted Sticker (W 3.21 M. X H 2.6 M)

Locations are shown in the plan.

**ITEM 03: PAINTING****GENERAL**

General Requirements contain provisions and requirements essential to these Specifications; and apply to this section, whether or not referred to herein.

**SCOPE OF WORK**

This Section covers the surface preparation, coating materials and application of coatings systems required for the Works.

The work shall consist of furnishing of all labor, materials, equipment and other incidentals necessary for the supply of painting materials and the complete painting of surfaces as shown on the drawings in accordance with this Specification and as directed by the Engineer.

The term paint as hereinafter used includes emulsion paints, varnishes, oils, pigments, thinner and dryers.

All exposed metal surfaces, except metal surfaces embedded in concrete, shall be painted unless otherwise specified.

**STANDARD**

The following publications listed below, but referred to thereafter by basic designation only, forms a part of these Specifications to the extent indicated by the reference thereto:

Steel Structures Painting Council (SSPC) U.S. Specification JIS K 5628 Red-lead Zinc Chromate Anti-Corrosive Paint.

**SUBMITTAL**

1. The Contractor shall submit work method statements with lists of materials to the Engineer for approval twenty eight days before the starting of works. This statement shall include following items:
  - a. Type of paint and manufacturer
  - b. Manufacturer's specifications
  - c. Storage and delivery of materials
  - d. Surface preparation
  - e. Finish painting and drying
  - f. Touch-up painting, if any
  - g. Equipment
2. The Contractor, before placing order for the painting materials, shall submit to the Engineer for approval samples of materials. No placing of orders for material shall be made without his approval.

**STORAGE AND DELIVERY**

1. The Contractor shall deliver all material to the site in the original labeled sealed cans and containers, with labels intact and seal unbroken.
  - a. Seals shall remain unbroken until after inspection and acceptance of material by the Engineer.
  - b. The Contractor shall deliver materials in ample quantities sufficiently in advance of the need to avoid any delay or interruptions in the works.
2. Paint in thinner shall be stored in accordance with the approved manufacturer's instructions.
  - a. All regulations required for storage of paint shall be observed and all necessary safety signs required by governing codes shall be posted.
  - b. Any damage caused by failure to exercise proper precautions in paint storage shall be repaired.

## MATERIAL REQUIREMENTS

### PAINT

Paints for the protective coating system shall be the product of a manufacturer approved by the Engineer.

Paints for exterior finish must be with tile like durability and elegance, fast drying, solvent based acrylic, highly suitable for coastal or polluted areas with excellent anti-fungus properties and alkali resistance.

100% Acrylic, water based, quick-drying, easy to clean-up and environmentally friendly, resist dirt, stains, alkali, water, humidity, algae, mold and mildew growth and highly durable paint for interior finish.

An all-purpose synthetic quick dry paint for all types of wood and metal surfaces. It has high gloss, good color retention and outstanding durability.

For pipes, valves and equipment, galvanized and ungalvanized ferrous metal, use a 100% acrylic gloss paint, has excellent resistance to ultraviolet rays and resists chalking, cracking and color fading, dries fast and environmentally friendly.

### SCHEDULE OF PAINTING

Architectural Items	
Interior Finishes Location of the various finishes are listed in the	

Finish Schedule on the drawings or else will be confirmed by PPA	
1. On primer and coated metal two coats of interior semi-gloss enamel or as indicated in the Schedule finish	Red Oxide Primer Quick Dry Enamel
2. On Gypsum Board	
First Coat	Flat Latex Paint
Three Coats	Semi-gloss Latex Paint
3. On Wood	
First Coat Enamel under coater	Flat wall Enamel
Second & Third Coat Exterior enamel	Quick Drying Enamel
4. Varnish Finish	
First Coat Second	Varnish Finish
c. Non – Architectural Items (Piping, valves, equipment, etc.)	
1. Piping, valves, equipment etc. in rooms to be painted are	
2. Galvanized pipes and ducts	
Primer – one coat	Red Oxide Primer, Quick Dry Enamel
Finish – one coat	
3. Black steel pipes	
Primer – one coat	Red Oxide Primer, Quick Dry Enamel
Finish – one coat	
4. Mechanical Items	
a. Ungalvanized ferrous metal Primer – one coat	Red Oxide Primer, Quick Dry Enamel
Finish – one coat	
b. Galvanized ferrous metal Primer – one coat	Red Oxide Primer, Quick Dry Enamel
Finish – one coat	
c. Submerged galvanized ferrous metal	Red Oxide Primer,
Primer – one coat	
d. Buried miscellaneous ferrous	Red Oxide Primer,

surface	valves, & flanged joints (excl. pipe) Primer – one coat	
---------	--	--

## EXECUTION

### SURFACE PREPARATION OF STEEL

1. Steel surfaces shall be cleaned as follows:
  - a. All round welds, burrs and sharp surface projections shall be ground smooth and all weld splatter shall be removed prior to blast cleaning.
  - b. Sand abrasives, if used, shall be clean, and free from salt and extraneous matter. The sand shall pass through a 2.0mm test sieve, and be substantially retained on a 0.18mm test sieve, with at least 25 percent retained on a 0.355mm test sieve.
  - c. Metallic abrasive, if used, shall be sharp, hard and free from dust, and shall pass through a 1.8 mm test sieve.
  - d. Blast cleaning operations shall not be conducted on surfaces that will be wet after blasting and before coating, or when the surfaces are less than 10°C above degree points, or when the relative humidity of the air is greater than 95 percent.
  - e. Any oil, grease, soil, dust or other foreign matter deposited on the cleaned surfaces shall be removed prior to painting. In the event that rusting occurs after completion of the surface preparation, the surfaces shall be cleaned again in accordance with the specified method.
  - f. Particular care shall be taken to prevent the contamination of other corrosive chemicals before the application of the paint. Such contamination shall be removed from the cleaned surface by flash blasting and the paint applied immediately.
  - g. Care shall be taken to prevent contamination of cleaned and painted surfaces by cleaning operations in an adjacent area.
  - h. Surfaces not to be painted shall be suitably protected from the effects of cleaning and painting operations.

### SURFACE PREPARATION OF WOOD

1. Wood surfaces shall be sanded to a fresh surface. Surface mould where present, shall be removed by washing, rubbing down and burning off as necessary. Resinous exudation and large knots shall be removed and replaced with filler or other materials approved by the Engineer.
2. Parts of timber to be enclosed in walls shall always be primed unless already impregnated. Priming shall be brushed on and a minimum of two coats applied to end grain. When the priming paint is hard, all cracks, holds, open joints, etc. shall be made good with hard stopping and rubbed down with fine abrasive paper. Priming of joinery shall be applied only on site after the Engineer has approved such joinery and before it is fixed. For internal surfaces primer coats shall be carefully flatted.

### SURFACE PREPARATION FOR GYPSUM BOARD SURFACES

Shall be dry and clean prior to application of the specified first-coat material. Oil, grease, or rust stains shall be carefully removed by the use of suitable solvent. Wire brushing will not be permitted. After the first coat has become dry and prior to application of finish coats, touch-up coats shall be applied to suction spots.

### ALUMINUM FRAMES FOR DOORS AND WINDOWS

All metal surfaces shall undergo pre-treatment process which includes: desmutting, water-rinsing, degreasing/etching, water rinsing, zinc phosphating, water rinsing and acid rinsing.

Powder coating application, shall be factory applied and shall be done in one operation using an electro-static powder gun. The materials to be coated should be well connected to earth. Coating thickness should be kept to a minimum of 60 microns for exposed areas. On details which are to be treated mechanically after coating (drilling, sawing, etc.), the coating film must not exceed 100 microns.

The powder coating shall be oven cured in the range of 20 minutes at 220° C (metal temperature measured on the area with greatest metal thickness). The temperature variation in the oven should not exceed +/- 10° C.

#### Handling

Coated items should be cooled to no less than 40° Centigrade before handling. Precautions should be taken to avoid damages on the finished coating during stacking, storing and transportation.

#### Storage and Delivery

Inspect materials delivered to the site for damage. Unload and store with minimum handling. Provide storage space in dry location with adequate ventilation, free from dust or water and easily accessible for inspection and handling. Store materials neatly on the floor, properly stacked on non-absorptive strips or wood platforms. Protect finished surfaces during shipping and handling using manufacturer's standard method.

### WOOD REPAIR

Badly decayed areas shall be removed and repaired. Areas and pieces decayed beyond repair shall be replaced with new pieces that match originals in all respects. Moderately decayed areas, weathered, or gouged wood shall be patched with approved patching compounds, and shall be sanded smooth. The source or cause of wood decay shall be identified and corrected prior to application of patching materials. Wet wood shall be completely dried to a moisture content not exceeding 12 percent, as measured by a moisture meter, to its full depth before patching, unless otherwise authorized. Wood that is to be patched shall be clean of dust, grease, and loose paint.

### 1. Epoxy Wood Repair

Epoxy wood repair materials shall be applied in accordance with manufacturer's written instructions. Health and safety instructions shall be followed in accordance with the manufacturer's instructions. Clean mixing equipment shall be used to avoid contamination. Mix and proportions shall be as directed by the manufacturer. Batches shall be only large enough to complete the specific job intended. Patching materials shall be completely cured before painting or reinstallation of patched pieces.

### 2. Epoxy Consolidant and Epoxy Paste

Epoxy liquid wood consolidant shall be used:

1. To penetrate and impregnate deteriorated wood sections in order to reinforce wood fibers that have become softened or absorbent.
2. As a primer for areas that are to receive epoxy paste filler. Epoxy paste shall be used to fill areas where portions of wood are missing such as holes, cracks, gaps, gouges, and other voids.

## MIXING AND THINNING

Mixing and thinning of paint shall be done in accordance with the approved manufacturer's printed instructions. The pot life of each paint as stated by the manufacturer shall not be exceeded.

## WEATHER CONDITION

The paint shall not be applied when the relative humidity is above 85 percent. The paint shall not be applied in rain, wind, fog, dust or mist.

## APPLICATION

Workmanship shall be first class in every respect. All work shall be done in a workmanship manner so that the finished surfaces shall be free from runs, chop, ridges, waves, laps and unnecessary brush marks. All coats shall be applied in such manner as to produce an even film of uniform

## ANNEX C

thickness. Edges, corners, crevices, welds and rivets shall receive special attention to ensure that they receive an adequate thickness of paint.

All painting shall be done by thoroughly experienced workmen.

Safety regulations shall be adhered to at all times, including the wearing of respirators by persons engaged on assisting in spray painting. Adjacent areas and installation shall be protected by the use of cloths or other approved precautionary measures.

Plain enamel and varnish shall be applied carefully with good clean brushes or approved spraying equipment, except that the initial coat on any surface shall be applied with brush. Sufficient time shall be allowed between coats to assure thorough drying and each coat shall be in proper condition before receiving the next coat.

Sanding and dusting as required shall be performed between coats in varnishing work. Finish coat shall be smooth and free from runs, sags, and other defects. Exterior paint shall not be applied during rainy days.

All paint when applied shall provide a satisfactory film and smooth, even surface. Paint shall be thoroughly stirred and kept at a uniform consistency during application. Powdered metallic pigments added at the time of use shall be mixed by adding the powder in small increments to about one-third of the base paint or vehicle, with thorough mixing to obtain a smooth paste. The remainder of the base paint shall then be thoroughly stirred in.

Different brands of emulsion paints shall not be mixed prior to application of the materials.

Where necessary to suit conditions of surface temperature, weather and method of application, the package paint may be thinned immediately prior to application in accordance with the approved manufacturer's directions, but not in excess of 125 cc of suitable thinner per liter (one pint per gallon). Before using, the paint shall be mixed to a uniform consistency and shall be stirred frequently during application.

Paints other than water-thinned paints shall be applied only to surfaces which are completely free of moisture as determined by sight or touch and only such combinations of humidity to be painted as will cause evaporation rather than condensation.

Surfaces which have been cleaned, pretreated and/or otherwise been prepared for painting shall be primed or painted with one coat of finish paint as soon as practicable after such preparation has been completed, but in any event prior to any deterioration of the prepared surfaces.

The first coat of paint on all exterior surfaces shall be applied by brush. Interior prime coats and all other subsequent coats on either exterior or interior surfaces may be applied by brush or spray. Whenever spraying is permitted all areas inaccessible to spray painting shall be coated by brushing or other suitable means. Brushes to be used for application of water-emulsions shall be soaked in water for a period of 2 hours prior to use.

All cloths and cotton waste which might constitute a fire hazard shall be placed in closed metal containers or destroyed at the end of each day.



Upon completion of the work, all staging, scaffolding, and containers shall be removed from the site or destroyed in a manner approved by the Engineer. Paint spots, or stains upon adjacent surfaces shall be removed and the entire job left clean and acceptable to the Engineer.

No smoking shall be permitted in the vicinity where painting is going on.

### TOUCH-UP PAINTING

Touch-up painting shall be done with the same paint as used for the original coat. The resulting minimum dry film shall be the same as for the original coat.

Touch-up painting shall include cleaning and painting of field connections, welds and all damaged or defective paint and rusted areas.

During touch-up painting, only loose, cracked, brittle or non-adherent paint shall be removed during cleaning. All exposed edges shall be feathered. Touch-up painting shall be performed in a manner which will minimize damage to sound paint. Rust spots shall be thoroughly cleaned and edges of the existing paint shall be scraped back to sound material.

### DRYING

1. No primer or paint shall be forced to be dried under conditions which will cause cracking, wrinkling, blistering, formation of pores which would detrimentally affect the condition of the paint.
2. No drier shall be added to the paint unless specified in the approved manufacturer's instructions.
3. Painted surfaces shall be protected from dust, dirt, and the elements of the weather until dry to the fullest extent practicable.
4. After drying, any areas of paint damaged from any cause shall be removed, the surface again prepared and then touched-up with the same paint and to the same thickness as the undamaged areas as specified in sub-section 4.14.3.7 above.

### HANDLING

1. Precautions shall be taken to minimize damage to paint films resulting from stacking for drying.
2. Paint which is damaged in handling shall be scraped off and touched-up with the same paint and in the same thickness as was previously applied to the damaged area at Contractor's expense.

### INSPECTION

1. All works and materials supplied under this Specification shall be subject to inspection by the Engineer.
2. The Contractor shall correct such works or replace such materials found defective under these Specifications at his own expense.

**ITEM 04 : ELECTRICAL WORKS****SCOPE OF WORK**

The work to be done shall consist of furnishing, delivering and installing electrical materials/fixtures completed in accordance with all the details of the electrical works as shown on the drawings including materials, labor, tools and equipment and all incidental works as found necessary.

Refer to electrical plans/drawings for location and extent of work involved.

**GENERAL REQUIREMENTS**

- a) All works shall be done in accordance with the requirements of the publications and agencies having jurisdiction, as well as the requirements of the approved standards.
  1. National Fire Protection Association - (NFPA)
  2. National Electrical Manufacturer Association - (NEMA)
  3. Underwriter Laboratories, Inc. - (UL)
  4. Philippine Electrical Code - (PEC)  
Philippine National Standard - (PNS)
  5. Federation Specification:  
Circuit Breaker, Molded Case, Branch  
Circuit and Service
  6. American National Standard Institute - (ANSI)
  7. American Society for Testing and Materials - (ASTM)
  8. Illuminating Engineering Society - (IES)
  9. Light Emitting Diode - (LED)
- b) The electrical power will be connected to the existing supply. The supply voltages shall be 220 volt, three phase (3Ø), and 60 hertz.
- c) The Contractor shall employ a licensed Registered Electrical Engineer or Master electrician to perform or supervise for the conduct of continuous inspection of all electrical work.
- d) The Contractor shall first obtain approval from the Authority before procurement, fabrication or delivery of electrical materials to the site. Partial submittals will not be acceptable and will be returned without review. Submittals shall include the Manufacturer's Name, Trade Name, Place of Manufacture, Catalog Model or Number, Nameplate Data, Size, Layout Dimensions, Capacity, Project Specification and Paragraph Reference, Technical Society Publication References and other information necessary to establish contract compliance of each item to be furnished.
- e) The materials and equipment to be furnished shall be standard products of reputable manufacturer engaged in the reproduction of such materials and equipment.
- f) All permits and electrical fees required for this work shall be obtained at the expense of the Contractor. The Contractor shall furnish the Engineer-in-Charge, the final Certificates

of Inspections and approval from the proper government authorities after the completion of work. The Contractor shall prepare all as-built plans and all other paper works as required by the enforcing authorities.

- g) The Contractor shall furnish and install electrical materials as shown in the drawings. A Licensed Electrical Engineer or Master Electrician is required to implement the installation of the electrical system. A licensed electrical contractor shall oversee/conduct for the installation of main circuit breaker.
- h) Electrical installation shall conform to the requirements of Philippine Electrical Code (PEC) and the other approved standards.
- i) The contractor shall install all electrical works with the supervision of the qualified Registered Electrical Engineer (REE) or Master Electrician. All electrical installation applications regardless of capacity and voltage whether new, addition or revision shall be accompanied by electrical plans signed and sealed by a duly licensed Professional Electrical Engineer (PEE).

### **MATERIAL REQUIREMENTS**

All materials shall be brand new for the approved type meeting for all the requirements of the Philippine Electrical Code and bearing the Philippine Standard Agency (PSA) mark.

### **PRODUCTS**

#### **WIRES AND CABLES**

The conductor material to be furnished and installed shall be copper wire Heat-Resistant Thermoplastic (THHN/THWN-2). All conductors shall be rated 600 volts insulation and shall be standard for all sizes.

#### **CONDUIT AND FITTINGS**

Underground PVC conduit shall be polyvinyl chloride with concrete covered. It shall be manufactured to schedule 40 outside diameter. All fittings and bends shall be solvent bonded using manufacturers recommended product.

PIN LIGHT, Recessed Mounted, Cool White, LED15 WATT, LED

Switches:

Wiring terminals shall be screw-type, side-wired. Switches shall be rated quiet-type AC only, 230 volts, with current rating and number of poles indicated

#### **WALL SWITCHES AND PLATES**

Wall switches in general shall be rated 10 amperes at 230 volts or with ampere and voltage ratings as required. Switches shall be flush mounting and of the rocker type, spring operated. The type of switches shall be tumbler operation and the color, plating and appearance of wall plates shall be as selected by the Engineer. Appropriate samples shall be submitted prior to purchase of wall switches and face plates.

### **WORKMANSHIP**

The work throughout shall be executed in the best and most thorough manner under the direction of and at the satisfaction of the Registered Electrical Engineer or Master Electrician, who will interpret the intent meaning of the drawings and specification and shall have the power to reject any work and materials which in his judgment, are not in full accordance therewith.

### TESTING OPERATIONS

When the electrical installation is completed, the Contractor shall test the installed electrical materials and equipment in the presence of Registered Electrical Engineer or Master Electrician. The system shall be free from any defects, shorts or grounds. The Contractor at no extra cost shall furnish all necessary instruments and personnel required for the testing.

### GUARANTEE

Upon completion and before final acceptance of the work, the Contractor shall furnish the Engineer a written guarantee stating that all works executed are free from defects on materials and workmanship. The guarantee shall be for a period of one year from the date of the final acceptance. Any work that becomes defective during the said period shall be corrected / replaced by the Contractor at his own expense in a manner satisfactory to the Authority.




CAF No. 92-2021

Date Oct. 7, 2021

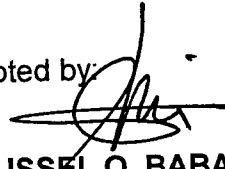
## CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that, in accordance with Sec. 86 of Presidential Decree (P.D.) 1445, funds in the amount of **FOURTEEN MILLION PESOS (Php 14,000,000.00)** are available under the 2021 Corporate Operating Budget (COB) per Board Resolution No. 3038 to cover the Public Bidding for **Renovation of Elevator Lobby (7th Floor), Walls, Floors and Installation of Frameless Access Door** for PPA Head Office with APP Code No. BAC-PGCS-087-2021. Funds for this purpose are chargeable against the allocated budget to Administrative Services Department (ASD) under Furniture, Fixture and Equipment.

Certified by:

  
**ABIMAR B. BONGA**  
Acting FCMSD-Manager

Noted by:

  
**RUSSEL Q. BABADILLA**  
Acting Manager, Controllershship Dept.

**BILL OF QUANTITIES**  
**INTERIOR RENOVATION OF ELEVATOR LOBBIES & HALLWAYS**  
PPA Corporate Bldg. South Harbor, Port Area, Manila



NO. (1)	DESCRIPTION OF WORK (2)	UNIT (3)	QTY. (4)	UNIT PRICE (Pesos) (5)	AMOUNT (Pesos) (4) x (5)
<b>BILL NO. 1</b>	<b>GENERAL EXPENSES</b>				
1.01	Mobilization, demobilization and cleaning	lot	1		
1.02	Provide Construction Safety and Health Program in the execution of the project including stringent Covid-19 protocols per Engineering circular No. 01-2020, and Construction Guidelines for Project Implementation during the period of Public Health Emergency, approved by PDCB and CIAP (as indicated in the Bid Documents)	mos.	4		
<b>TOTAL FOR BILL NO. 1</b>					

Bidder's Authorized Signature

**BILL OF QUANTITIES**  
**INTERIOR RENOVATION OF ELEVATOR LOBBIES & HALLWAYS**  
PPA Corporate Bldg. South Harbor, Port Area, Manila



NO. (1)	DESCRIPTION OF WORK (2)	UNIT (3)	QTY. (4)	UNIT PRICE (Pesos) (5)	AMOUNT (Pesos) (4) x (5)
<b>BILL NO. 2</b>	<b>REMOVAL &amp; DISPOSAL WORKS</b>				
2.01	Remove and dispose existing floor tiles including surface preparation	sq.m.	824		
2.02	Demolish and dispose portion of existing CHB wall including cement plaster finish for the embedded emergency cabinet	sq.m.	7		
2.03	Remove existing ceiling including electrical materials and accessories	sq.m.	535		
<p style="text-align: center;"><i>Note: All removed materials with value shall be turn-over to the Authority as directed and approved by the Engineer</i></p>					
<b>TOTAL FOR BILL NO. 2</b>					

Bidder's Authorized Signature

**BILL OF QUANTITIES**  
**INTERIOR RENOVATION OF ELEVATOR LOBBIES & HALLWAYS**  
PPA Corporate Bldg. South Harbor, Port Area, Manila



NO. (1)	DESCRIPTION OF WORK (2)	UNIT (3)	QTY. (4)	UNIT PRICE (Pesos) (5)	AMOUNT (Pesos) (4) x (5)
<b>BILL NO. 3</b>	<b>INTERIOR RENOVATION OF ELEVATOR LOBBIES &amp; HALLWAYS</b>				
3.01	Supply and install wood grain finish laminates including plywood backing and other accessories	sq.m.	153		
3.02	Supply and apply flat latex paint for ceiling including surface preparation	sq.m.	360		
3.03	Supply and apply semi-gloss paint paint including surface preparation	sq.m.	272		
3.04	Supply and install 1.2m x 0.6m ceramic floor tiles finish	sq.m.	353		
3.05	Supply and install 0.6m x 0.6m ceramic floor tiles finish	sq.m.	512		
3.06	Supply and install 0.6m x 0.6m non-sag acoustic board on powder coated aluminum T-runner including accessories	sq.m.	496		
3.07	Supply and install 12mm thk. Clear tempered glass door with embedded U-Channel frame at top, bottom and sides with frosted sticker and other accessories	lot.	1		
3.08	Supply, fabricate and install stainless steel strip	l.m.	89		
3.09	Supply, deliver and install electrical materials and accessories	lot.	1		
<b>TOTAL FOR BILL NO. 3</b>					

**Bidder's Authorized Signature**



## ***Section VIII. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) 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**

- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) 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

- ☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

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

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating the following:

- a. that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful; and
- b. failure to enter into JVA in the event of a contract award shall be a ground for bid disqualification and subsequent forfeiture of the bid security.

#### **Other documentary requirements under RA No. 9184 (as applicable)**

- ☐ (i) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

## **II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

Bid Form for the Procurement of Goods  
[shall be submitted with the Bid]

---

**BID FORM**

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

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

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said PBDs for the sum of [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. 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 or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: \_\_\_\_\_



**Price Schedule for Goods Offered from Within the Philippines**  
**[shall be submitted with the Bid if bidder is offering goods from within the Philippines]**

---

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

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

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

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

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

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 Goods (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 the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of  
PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and  
[name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the  
other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services,  
particularly [brief description of goods and services] and has accepted a Bid by the Supplier  
for the supply of those goods and services in the sum of [contract price in words and figures in  
specified currency] (hereinafter called “the Contract Price”).

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 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 integral part of this Agreement, viz.:

- i. Philippine Bidding Documents (PBDs);
  - i. Schedule of Requirements;
  - ii. Technical Specifications;
  - iii. General and Special Conditions of Contract; and
  - iv. Supplemental or Bid Bulletins, if any

- ii. 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;

- iii. Performance Security;

- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and

- v. 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 hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above 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]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

---

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years for the second offense, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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]

# **NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION**

- A. The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).

		Year 20
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current asset minus current liabilities) (15)] minus the 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

NFCC = Php \_\_\_\_\_

K = 15

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

\_\_\_\_\_  
Name of Supplier/Distributor/Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

**STATEMENT OF THE BIDDER'S ONGOING GOVERNMENT AND PRIVATE CONTRACTS,  
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

This is to certify that \_\_\_\_\_ has the following ongoing government and private contracts, including contracts awarded but not yet started:

NAME OF THE CONTRACT	DATE OF THE CONTRACT	CONTRACT DURATION	OWNER'S NAME & ADDRESS	KINDS OF GOODS/SERVICES DELIVERED	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	DATE OF DELIVERY

**\*PROOF OF CONTRACT TO BE PRESENTED AT POST-QUALIFICATION.**

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

\_\_\_\_\_  
Date



**STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC)  
SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that \_\_\_\_\_ has completed the following:

NAME OF THE CONTRACT	DATE OF THE CONTRACT	CONTRACT DURATION	OWNER'S NAME & ADDRESS	KINDS OF GOODS	AMOUNT OF COMPLETED CONTRACT/S	DATE OF DELIVERY	END USER'S ACCEPTANCE OR OFFICIAL RECEIPT(S) OR SALES INVOICE ISSUED FOR THE CONTRACT*

\*TO BE ATTACHED TO THE STATEMENT

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

\_\_\_\_\_  
Date