





CAVITE STATE UNIVERSITY

BIDDING DOCUMENTS

for

Improvement of Electrical Power System of Five-Storey Academic Building at CvSU Bacoor Campus

CvSU-BAC-INFRA-24-016

May 2024

TABLE OF CONTENTS

GLOSSARY OF

TERMS, ABBREVIATIONS, AND ACRONYMS

SECTION II. INSTRUCTIONS TO BIDDERS

1.	Scope of Bid.....	10
2.	Funding Information	10
3.	Bidding Requirements.....	10
4.	Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices	10
5.	Eligible Bidders.....	10
6.	Origin of Associated 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	12
11.	Documents Comprising the Bid: Financial Component	12
12.	Alternative Bids	12
13.	Bid Prices	13
14.	Bid and Payment Currencies	13
15.	Bid Security.....	13
16.	Sealing and Marking of Bids.....	13
17.	Deadline for Submission of Bids.....	13

6.	Site Investigation Reports	20
7.	Warranty.....	20
8.	Liability of the Contractor.....	20
9.	Termination for Other Causes.....	20
10.	Dayworks	20
11.	Program of Work.....	21
12.	Instructions, Inspections and Audits	21
13.	Advance Payment.....	21
14.	Progress Payments	21
15.	Operating and Maintenance Manuals.....	21

SECTION V. SPECIAL CONDITIONS OF CONTRACT

SECTION VI. SPECIFICATIONS

SECTION VII. DRAWINGS

SECTION VIII. BILL OF QUANTITIES

Glossary of Terms, Abbreviations, and Acronyms

ABC



CAVITE STATE UNIVERSITY

INVITATION TO BID FOR

Improvement of Electrical Power System of Five-Storey Academic Building at CvSU Bacoor Campus CvSU-BAC-INFRA-24-016

1. The *Cavite State University*, through the *Corporate Budget* to apply the sum of *Six Million Nine Hundred Ninety-Nine Thousand Nine Hundred Eighty-Seven Pesos & 96/100 (6,999,987.96)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Improvement of Electrical Power System of Five-Storey Academic Building at CvSU Bacoor Campus (CvSU-BAC-INFRA-24-016)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Cavite State University* now invites bids for the above Procurement Project. Completion of the Works is required *150 Calendar Days*. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non- and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *BAC Secretariat* and inspect the Bidding Documents from *8am to 5pm, Monday to Thursday at CvSU, Indang, Cavite*.
5. A complete set of Bidding Documents may be acquired by interested bidders on *May 29, 2024 to June 26, 2024; 8:00 AM – 5:00 PM* from given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Ten Thousand Pesos (10,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The *Cavite State University* will hold a Pre-Bid Conference¹ on *June 5, 2024; 8:00 AM; S.L. Lasap Hall, Administration Building, Cavite State University, Indang, Cavite*, which shall be open to prospective bidders.

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

7. Bids must be duly received by the BAC Secretariat through *manual submission* at the office address as indicated below on or before **June 26, 2024; 12:00 NN; Procurement Office, Administration Building, Cavite State University, Indang, Cavite.**
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 15.
9. Bid opening shall be on **June 26, 2024; 2:00 PM, S.L. Lasap Hall, Administration Building, Cavite State University, Indang, Cavite.** Bids will be opened in the presence
10. The **Cavite State University** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

MICHELLE A. SANTOS
BAC Secretary
CAVITE STATE UNIVERSITY
Indang, Cavite
(046) 889-6373
0933-155-3084
bacinfra@cvsu.edu.ph

12. You may visit the following websites:

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Cavite State University* invites Bids for the

13. Bid Prices

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

14. Bid and Payment Currencies

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

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

15. Bid Security

15.1. 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**.

15.2. The Bid and bid security shall be valid until *one hundred twenty (120) calendar days from date of bid opening*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its 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 to the given website 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.

17. Deadline for Submission of Bids

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**.

18. Opening and Preliminary Examination of Bids

18.1. 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** 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.

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. *passed* -discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS**

Section III. Bid Data Sheet

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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.

2. Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause

Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity Representative at least twenty-eight (28) days prior to the date when the Contractor desires

Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

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

Section VII. Drawings

[Insert here a list of

Section VIII. Bill of Quantities

Notes on the Bill of Quantities

Objectives

The objectives of the Bill of Quantities are:

- a. to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
- b. when a Contract has been entered into, to provide a priced Bill of Quantities for use

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

Signature Box

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents.

Bidding Forms

Bid Form for the Procurement of Infrastructure Projects

[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

To: [name and address of Procuring Entity]

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

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;

- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

Bid Securing Declaration Form

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

Group, and the BAC Secretariat, the head of the Project Management Office or the end-user

Contract Reference: CvSU-BAC-INFRA-23-016
Project Title: Improvement of Electrical Power System of Five-Storey Academic Building at CvSU Bacoor Campus

Key Personnel's Certificate of Employment

DR. HERNANDO D. ROBLES

SEALING OF ENVELOPES - FORMAT



