



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel./Fax: 31010037



Section VI. Specifications

Lot 1: PROJECT NO. 7

WAITING AREA, INFO, ENTRY FOYER, GROUND AND SECOND FLOOR OF MAIN BUILDING

Lot 2: PROJECT NO. 8

WAITING AREA, KIOSK, DOCUMENTARY STAMP, SECURITY OFFICE, GROUND FLOOR ANNEX BUILDING, BRIDGE BETWEEN MAIN AND ANNEX BUILDING, AND ROOF OF THE RATING DIVISION

BIDDERS/ CONTRACTORS RESPONSIBILITIES

The Bidder is responsible for the following:

The Bidder/ contractor, by act of submitting his proposal, acknowledges that he has inspected the site and determined the general characteristic, site conditions, daily activities of the agency and requirements of the project and the conditions cited;

Costs and expenses incurred directly or indirectly by Bidders in the preparation of their proposals shall be borne by them;

The procuring entity shall not assume any responsibility regarding erroneous interpretation or conclusion by Bidders from the data furnished by the agency;

The PRC shall call Bidders/ Contractors to a conference prior to the date of submission of proposals to clarify any provision in the TOR or matters which the Bidder may raise pertinent to the TOR;

Prior to submission of proposals, it is assumed that the Contractor is familiar with all existing laws, decrees, ordinances rules and regulations pertinent to the project, and responsible for taking all steps to examine the TOR as to all circumstances affecting their proposals and the obligation to be borne by them. Failure to do so shall be at the Bidder's risk;

Must have taken steps to carefully examine all of the Bidding Documents;

Must have made an estimate/ evaluation of the facilities available and needed for this project;

Ensuring that it is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;

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Ensuring that 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;

Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;

Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/ or to represent the Bidder in the bidding, with duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation.

Complying with the disclosure provision under Section 47 of the Act in relation to other provisions of RA 3019.

Complying with existing labor laws and standards, if applicable.

ELIGIBILITY CRITERIA

Qualification Process

- The Bidder shall be a Construction Firm and Filipino owned Company.
- The Contractor must have experience in the construction of similar project with at least ten (10) years of continuous existence in the construction industry.
- Bidder must have completed a project of similar type worth Five Million Pesos (Php5,000,000.00) Present evidence portfolio and endorsement from Clients.
- The Bidder shall have requirements prescribed for Construction firm as provided for in RA 9184.
- Must have licenses from the Construction Regulation Agencies, Mayor's Permit and PCAB certificate, license of Medium A, Category B
- The Contractor must submit regulatory compliance/ requirements but not limited to:
 - Latest Tax clearance, ITR, Business Tax Returns
 - DTI Registration or SEC and PhilGeps Registration
 - Certificate of Good Standing from Social Security System (SSS), Philhealth and Pag-IBIG



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g) The Contractor must submit a list of all its on-going government and/ or private contracts within the last five years including contracts awarded but not yet started, if any, showing therein the following but shall not be limited to:

- Name of Projects
- Start and End of Construction
- Amount of Project
- Services Rendered
- Certificate of Completion
- Certificate of Acceptance

h) The Contractor must submit a certification of proven integrity and certification with no proven construction negligence from the Philippine Contractors Association (PCA)

i) The contractor should have not incurred a negative slippage of more than 15% in any of its awarded construction project for the last five (5) years.

j) The Contractor must provide an adequate temporary facility for its personnel at the site and must secure the perimeter and provide security and safety of people conducting business at the site.

Organization

a) The Contractor shall submit its detailed organizational chart which should indicate an established Organization Structure to show its capacity to undertake the Project.

b) The Contractor must provide a list of its equipment complement that will be deployed at the construction/ project site.

Sec. 4 of RA 3019 Anti-Graft and Corrupt Practices Act – Prohibition on Private Individuals

(a) It shall be unlawful for any person having family or close personal relation with any public official to capitalize or exploit or take advantage of such family or close personal relation by directly or indirectly requesting or receiving any xxx contract with the government xxx.




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GENERAL CONDITIONS

- 1.1 All works under these specifications and to be applied in all sections of this project shall be done in good workmanship and must conform with the standard practice and the satisfactory performance of all works necessary to complete the above mentioned project.
- 1.2 All works hereunder shall conform with the applicable requirements of the 2004 Revised Implementing Rules and Regulations of the National Building Code (PD 1096) and all other referral code such as the Architectural, Electrical, Sanitary and the Fire Code of the Philippines.
- 1.3 All works hereunder shall conform with the laws, rules and local ordinances of the area having jurisdiction on the Project.
- 1.4 All works shall be under the supervision of the Architect/ Head of the Infrastructure Committee of the PRC or his duly authorized representative. The Contractor, shall comply with all the plans, detailed drawings and these specifications. Any change thereof shall be as per interpretation of the Architect/ Head of Infrastructure Committee of the PRC or his duly authorized representative.
- 1.5 The Contractor, if he is not a licensed Architect or Engineer, shall have a licensed Architect or Civil Engineer under his employ to carry out and supervised the project according to the plans and specifications.
- 1.6 All materials to be used or installed in this project shall be brand new and with the manufacturers seal unbroken at the time of delivery and acceptance.
- 1.7 All materials found to be defective or not fit are subject to rejection and are required to be removed in the site to avoid being used or installed intentionally or unintentionally.
- 1.8 All changes or request for change order shall be approved by the Procuring Entity in a written form and no actual changes shall be done unless written request are approved by the Owner and the Architect or his duly authorized representative.
- 1.9 Before proceeding to the next part within every division, an inspection or approval of the Architect or his duly authorized representative shall be secured.



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1.10 If there are discrepancies between the plans, and any other drawings or these specifications, the matter shall be brought to the attention of the Architect/ Head of Infrastructure Committee of the PRC or his duly authorize representative immediately for final dispositions

1.11 For changes and additions in every division or section of the works in this project the Contractor must submit to the Architect/ Head of Infrastructure Committee of the PRC, a true to scale shop drawings showing the changes and must secure approval thereof.

1.12 The Architect/ Head of the Infrastructure Committee of the PRC shall designate a place for the field Office and Storage of materials, whenever it may be necessary to change this designated storage place, the Contractor shall promptly move to the new location. The storage shall be adequately protected from damage.

1.13 Contractor shall coordinate his works with other Contractor in order to perform a well orchestrated works to avoid or cause delay to other Sub Contractors. Damage done to the works of other Contractor shall be repaired or paid by the one who caused the damage.

1.14 Alternate materials is allowed provided such alternate is approved by the Architect/ Head of the Infrastructure Committee of the PRC. The Contractor shall justify the cause of the change or use of alternate materials.

1.15 The Contractor shall have security guards and safety officers under his employ to ensure public safety in and around the construction/ storage areas

1.16 The Contractor shall conduct a periodic or at least weekly removal of generated debris from the construction.

2.0 EARTHWORKS

2.1 All works in this division are subject to the General Conditions, the Contractor is therefore required to refer thereto.

2.2 The area within the limits shown as the drawings shall be cleared of trees, bush, vegetation rubbish and other perishable matters. In clearing the site preparatory to excavating, only such shrubs and trees that are in the way of the construction shall be removed.



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2.3 The works include earthworks operations in connection with structural excavation trenching, filling, backfilling, compaction and soil poisoning within the lot.

2.4 Filling materials shall be of approved type free from roots, stumps and foreign materials and spread evenly before compaction.

2.5 Selected top fill materials shall be place where specified and indicated on the plan and shall consist of gravel.

2.6. Lines, Grades and Benchmarks:

A.) The CONTRACTOR shall accurately stake out the line of the structure included in the Project and establish grades thereof, after which approval by the project officer shall be secured before any excavation work.

B.) The CONTRACTOR shall construct two (2) permanent benchmark of previously known elevation near or within the site of construction for the purpose of determining any settlement that may occur during the progress of construction. Weekly reading shall be taken for at least five (5) points in the buildings. A permanent record of the weekly reading shall be kept at the construction. Site monthly report thereof shall be submitted to the Architect/ Head of the Infrastructure Committee of the PRC.

2.7. Excavations:

A.) Bottoms for piers and footing, shall be approximately level, clean and clear of loose materials and the lower section true to size

B) No footing shall rest on fill. Any exposed excavation shall be backfilled as directed by the Architect/ Head of the Infrastructure Committee of the PRC, using full of same proportion as specified for footings and foundations.

C) All excavations shall be inspected and approved before pouring of concrete, laying underground services for placing select fill materials.

2.8 Backfilling, Filling and Grading:

A) After forms have been removed from footing piers foundation



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and columns, etc. and when concrete work is enough to resist pressures resulting from fill, backfilling may then be done.

B) Before placing fill materials, the surface upon which it will be placed shall be cleared of all bush roots, vegetable matter, debris, scarified and thoroughly wetted to insure good bonding between the ground.

C) All filling shall be placed thoroughly in layers not exceeding nine inches (9") in thickness, with each layer being thoroughly compacted and rammed by wetting, damping, rolling.

3.0 REINFORCED CONCRETE

3.1. All works under this division are subject to the General Condition and the Contractor is required to refer thereto.

3.2. Cement shall be an approved brand of Portland cement conforming to ASTM Specifications. Reinforcing Bars shall be deformed bars of billet steel conforming to ASTM specifications.

3.3. Concrete aggregates shall conform to the latest Specification for Concrete Aggregates. Sand and gravel shall be clean, hard, uncoated grains, free from deleterious substances and shall range in size from course to fine.

3.4. Concrete Hollow Blocks shall be in modular dimensions unless otherwise indicated or specified. Blocks shall standard machine vibrated and shall have fine and even texture and well defined edge.

3.5. Bars at masonry walls shall be 10 mm and 12 mm with vertical bars spaced at every 0.60 m. on centers and horizontal bars shall be placed at every 3 layers.

3.6. Forms shall have sufficient strength and maintained rigidly in correct position. It shall be tight to prevent loss of mortar from the concrete

3.8. Water used in mixing concrete shall be clean and free from other injurious amounts of oils, acids, alkaline, organic materials or other substances that may be deleterious to concrete and steel.

3.9. Reinforcing Bars shall conform to the requirements of ASTM standard specifications (A 15-625) and to specification to minimum requirements for the deformed steel bars of concrete reinforcement (A 305-56).




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3.10 Concrete shall be Ready-Mix and shall have a 15-day, or less cylinder strength of 3,000 psi, for all concrete work, unless otherwise indicated in the plans. Concrete mortar mixing shall begin within 30 minutes after the cement has been added to the aggregates.

4.0 CARPENTRY AND WOODWORKS

4.1 All works under this division are subject to the General Conditions and the Contractor are required to refer thereto.

4.2 Lumber shall be of approved quality of their respective kinds for the various parts of the work and shall be well seasoned, free from loose knots, shakes or other imperfections impairing its strength or appearance.

4.3 Door jambs, heads, or other openings where so indicated shall have frames of dimensions and shapes as shown on the drawings. All woods directly in contact with concrete or masonry shall be anchored with nails and painted with one coat of solignum all around the contact area.

4.4 All framing for the finishing work shall be done with close, tight well-fitted joints, and all exposed frames shall be smoothly planned in the most skillful manner.

4.5 All exposed lumber shall be smoothly dressed and all lumber or wood works embedded in concrete masonry shall be given generous coating of solignum.

4.6 Execute carpentry in best, substantial, workmen like manner. Erect framing true to line, levels and dimensions, squared, aligned, plumed, well spliced and nailed, and adequately braced.

4.7 Do not install mill works, sashes, jambs and molding until concrete and masonry work have been cured and will not released moisture harmful to woodwork.

5.0 MOISTURE PROTECTION ON ROOF DECK

5.1 All works hereunder are subject to the General Condition and the Contractor of this Division are required to refer thereto.

5.2 All roof deck slab surface shall be applied by six (6) coats Bostik Powermix cementitious water proofing and or its equivalent.



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5.3 All Canal-gutters near zocalo wall, shall have an slope of 1/16" per feet towards the downspout and must be applied by six (6) coats of Bostik Power mix or its equivalent.

5.4 Down Spouts embedded in concrete shall be PVC S-100 mm.

5.5 All Deck floor level/ Horizontal drain pipe shall have a slope of 1/16" per feet towards the downspout.

6.0 ELECTRICAL WORKS

6.1 All works under this division are subject to the General Conditions and the Contractor are required to refer thereto.

6.2 Scope of Works;

A.) Supply and installation of the main and sub-feeders from electrical panel boards, gutter, pool box and accessories box as required.

B.) Supply of wiring devices, receptacles, outlets, switches, etc. complete with suitable cover plates as per specifications.

C.) Supply and installation for all branch feeders circuits from panel boards up to all outlets, switches, controls or other loads; other wiring as shown in plans.

D.) Installation of all materials such as lighting fixtures and electrical control.

E.) Ground system as per Electrical Engineering Code requirements.

6.3 All works hereunder shall be under the supervision of a licensed Electrical Engineer or Master Electrician.

6.4 Power service shall be 230 volts, single phase.

6.5 All wires shall be protected and shall be laid inside solid approved pvc pipe conduit.

6.6 No wires shall be drawn into a raceway until it is with all necessary fittings, boxes, and supports. Connections shall be securely fastened such as not to loosen under vibration and normal strain. All connections, splices shall be made with approved method.



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7.0 SANITARY AND PLUMBING WORKS

- 7.1 Install fixtures and accessories in locations directed in accordance with the manufacturer's instructions, minimizing pipe fittings.
- 7.2 Vertical pipes shall be secured strongly by hooks to building framing. Provide suitable bracket at the floors from which they start. Horizontal pipes shall be supported by well secured strap hangers.
- 7.3 The CONTRACTOR shall perform all additional work or repair in case of omission or error. He shall replace materials and repair damages at no extra cost to the procuring entity.
- 7.4 The joints shall be sealed to prevent leaking. Teflon tape shall be used for all exposed waterline connections;
- 7.5 Soil and waste pipes shall be pitched at a minimum slope of two percent.
- 7.6 Underground pipes shall be laid true to line and grade on a stable foundation, each section of pipe properly bedded to prevent settling or connections to be disturbed. A gravel based 12" deep and twice the width of the pipe shall be rolled and tamped under and around the pipe.

8.0 PAINTING WORKS

- 8.1 All works under this division shall be subject to the General Conditions and the Contactor on this section are required to refer thereto.
- 8.2 Painting works covers complete painting and finishing of wood, plasters, concrete, metal or other surfaces exterior and interior of the building.
- 8.3 All paint and accessory materials incorporated in or forming a part thereof shall be subject to the prior approval and selection for color, tint, finish or shade by the Architect/ Head of Infrastructure Committee of the PRC or his authorized representative.
- 8.4 The scope of works covers complete painting and finishing of woods, plasters, concrete / masonry, metal or other surfaces exterior or interior of building.



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8.5 Painting of all surfaces, except as otherwise specified shall be 3 coat works of BOYSEN paints or its equivalent.

8.6 No work shall be done under conditions that are unsuitable for the production of good results, nor at any time when plastering is in progress or being cured, or not dry.

8.7 Before proceeding with any painting or finishing, thoroughly clean, sand, and seal if necessary by removing from all surfaces all dust, grease, dirt or other foreign substances which would affect either the satisfactory execution or permanency of the work.

8.8 In cases of presence of high alkaline condition, neutralize surfaces by washing with zinc sulphate solution. Allow to dry thoroughly, brush free of crystals before painting.

8.9 The Contractor of this division shall have his own storage away from the other storage, and the paint material shall be covered at all times and safeguards taken to prevent fire.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE RENOVATION OF PRC CENTRAL OFFICE BUILDING

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY