



SOCIAL SECURITY SYSTEM

PHILIPPINE BIDDING DOCUMENTS

Sixth Edition

Procurement of INFRASTRUCTURE PROJECTS

**RENOVATION OF FIXED INCOME
INVESTMENTS DIVISION (FIID) AND
ALTERNATIVE INVESTMENTS
DIVISION (AID)
(RE-ADVERTISEMENT)**

ITB-SSS-CIVIL-2024-018

**Government of the Republic of the Philippines
OCTOBER 2024**

A blue ink signature of JHosell Kenneth P. Ramos.

JHOSELL KENNETH P. RAMOS
TWG Chairperson

TABLE OF CONTENTS

Glossary of Terms, Abbreviations, and Acronyms.....4

Section I. Invitation to Bid6

Section II. Instructions to Bidders.....9

1. Scope of Bid10

2. Funding Information10

3. Bidding Requirements.....10

4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices10

5. Eligible Bidders.....10

6. Origin of Associated Goods11

7. Subcontracts11

8. Pre-Bid Conference11

9. Clarification and Amendment of Bidding Documents.....11

10. Documents Comprising the Bid: Eligibility and Technical Components11

11. Documents Comprising the Bid: Financial Component12

12. Alternative Bids12

13. Bid Prices12

14. Bid and Payment Currencies12

15. Bid Security.....13

16. Sealing and Marking of Bids.....13

17. Deadline for Submission of Bids13

18. Opening and Preliminary Examination of Bids13

19. Detailed Evaluation and Comparison of Bids.....13

20. Post Qualification.....14

21. Signing of the Contract14

Section III. Bid Data Sheet..... 15

Section IV. General Conditions of Contract 18

1. Scope of Contract.....19

2. Sectional Completion of Works19

3. Possession of Site19

4. The Contractor’s Obligations19

5. Performance Security19

6. Site Investigation Reports20

7. Warranty.....20

8. Liability of the Contractor.....20

9. Termination for Other Causes20

10. Dayworks20

11. Program of Work.....20



12. Instructions, Inspections and Audits21

13. Advance Payment.....21

14. Progress Payments21

15. Operating and Maintenance Manuals.....21

Section V. Special Conditions of Contract..... 22

Section VI. Specifications 28

Section VII. Drawings..... 29

Section VIII. Bill of Quantities 38

Section IX. Checklist of Technical and Financial Documents..... 59



Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

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.

CDA – Cooperative Development Authority.

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])

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.

Contractor – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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]).

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.

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.

PCAB – Philippine Contractors Accreditation Board.

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.

SSS – Social Security System.

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.



Section I. Invitation to Bid





REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City
Tel. Nos. (632)8709-7198
E-mail: ussaptayo@sss.gov.ph*Website <http://www.sss.gov.ph>

Invitation to Bid
ITB-SSS-Civil-2024-018

RENOVATION OF FIID AND AID
(RE-ADVERTISEMENT)

Approved Budget for the Contract (ABC) & Source of Fund	Delivery/ Completion Period	Price of Bid Documents (non- refundable)	Schedule of Activities Date/Time	
			Pre-bid Conference	Deadline of submission and receipt of bids
₱ 2,991,000.00 Approved 2024 Corporate Operating Budget under Capital Outlay included in the APP Update for the month of April (4 th Update) with Code PAP 2024-0286	Within Ninety (90) calendar days upon receipt of Notice to Proceed and Job Order	₱3,000.00	October 15, 2024 (Tuesday) 10:40 a.m.	October 29, 2024 (Tuesday) 2:00 p.m.

1. The **SOCIAL SECURITY SYSTEM (SSS)** now invites bids for the above Procurement Project. **Completion of the Works is required within ninety (90) calendar days upon receipt of Notice to Proceed and Job Order. Bidders should have completed within five (5) years prior to 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).
2. Bids received in excess of the ABC shall be automatically rejected at Bid opening.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from SSS and inspect the Bidding Documents at the address in item 11 of the ITB from Monday to Friday, 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders **starting 07 October 2024 up to the scheduled submission & receipt of bids** from the address stated in the last item of the ITB and upon payment of the applicable fee for the Bidding Documents, in the amount specified above.

The mode of payment will be on a cash basis payable at the SSS Cash Department, SSS Main Bldg., Ground floor, upon accomplishment of SSS Form R-6. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the SSS, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The SSS will hold a Pre-Bid Conference on the date and time specified above at the Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City which shall be open to prospective bidders, but attendance shall not be mandatory. **To ensure completeness and compliance of bids, bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents.**

The Pre-Bid Conference will be conducted through online conference using Microsoft Teams. Kindly e-mail us on or before 14 October 2024, through e-mail address bac@sss.gov.ph, the following:

- a. Name of the representative and e-mail address; and**
- b. Technical and administrative queries.**

7. Bids must be duly received by the BAC Secretariat at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City on the deadline specified above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the **ITB** Clause 14.

Bid opening shall be on the date and time specified above at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

8. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time on the immediately succeeding business day in Quezon City.
9. The SSS 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.
10. The SSS assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS BAC guarantees that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.
11. For further information, please refer to:

Bids & Awards Committee

The Secretariat

2nd Flr., SSS Main Bldg., East Ave., Diliman, Q.C.
Tel # (632) 8922-1070; 8920- 6401 local 5492 & 6382
Email – bac@sss.gov.ph

12. Bidding documents may be downloaded from the **PROCUREMENT** tab at www.sss.gov.ph starting **07 October 2024**.


THE CHAIRPERSON
BIDS & AWARDS COMMITTEE

ref.: itb-sss-civil-2024-018-Renovation of FIID and AID (readv)



Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, *Social Security System* wishes to receive Bids for the **Renovation of FIID and AID (Re-Advertisement)**, with identification number ITB-SSS-Civil-2024-018.

The Procurement Project (referred to herein as “Project”) is for the construction of Works, as described in Section VI (Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *CY 2024* in the amount of Two Million Nine Hundred Ninety-One Thousand Pesos (**₱ 2,991,000.00**).

2.2. The source of funding is: Approved 2024 Corporate Operating Budget under Capital Outlay included in the APP Update for the month of April (4th Update) with Code PAP 2024-0286 of the APP.

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 Manual 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 invitation to bid 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 inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) 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, Coercive, and Obstructive Practices

The Procuring Entity, as well as the Bidders and Contractors, 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. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated 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.

7. Subcontracts

- 7.1. 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 **Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City** and/or through online conference using **Microsoft Teams** 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 IX. Checklist of Technical and Financial Documents**.
- 10.2. 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. 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.



- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

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 IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. 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. Alternative Bids

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

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.
- 14.2. 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 reckoned from the date of the submission and opening of bids. 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**. 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.

- 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. The Procuring Entity's 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 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** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.



19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

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**.



Section III. Bid Data Sheet

A handwritten signature in blue ink, consisting of a stylized 'J' followed by a series of loops and a horizontal stroke.

Bid Data Sheet

ITB Clause										
5.2	<p>For this purpose, contracts similar to the Projects refers to contracts which have the same major categories of work, which shall be comprised of:</p> <p>a) Civil-architectural, electro-mechanical and structured cabling works as detailed in the Specifications and Bill of Quantities (BOQ) Form, and</p> <p>b) Completed within (5) five years prior to the submission and opening of bid</p>									
7.1	Subcontracting is not allowed.									
10.3	<p>PCAB License and Registration:</p> <p>License Category : C&D Size Range : Small B Classification : General Building</p> <p>The bidder shall have at least five (5) years of experience in construction/ renovation works, as indicated in the BOQ and Specifications.</p>									
10.4	<p>The key personnel for the project must meet the required minimum years of experience set below:</p> <table><tr><th>Key Personnel</th><th>Required no. of years of relevant work experience</th><th>Field of Experience</th></tr><tr><td>Project Engineer/Architect</td><td>5 years</td><td>Construction / Renovation Works</td></tr><tr><td>Foreman</td><td>5 years</td><td>Construction / Renovation Works</td></tr></table> <p>Except for the Foreman, all key personnel should be PRC-registered engineers / architects in good standing.</p>	Key Personnel	Required no. of years of relevant work experience	Field of Experience	Project Engineer/Architect	5 years	Construction / Renovation Works	Foreman	5 years	Construction / Renovation Works
Key Personnel	Required no. of years of relevant work experience	Field of Experience								
Project Engineer/Architect	5 years	Construction / Renovation Works								
Foreman	5 years	Construction / Renovation Works								
10.5	<p>Major equipment required for the project are as follows:</p> <p>a) 1 unit – mini dump truck or delivery truck</p> <p>Note: List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project.</p>									
12	No further instruction.									
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than ₱ 59,820.00 (2% of ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than ₱ 149,550.00.00 (5% of ABC), if bid security is in Surety Bond.</p>									



19.2	Partial bids are not allowed.
20	<p>The Lowest Calculated Bidder shall submit the following:</p> <ol style="list-style-type: none">1. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document2. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;3. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)4. Latest Audited Financial Statements5. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS);6. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months filed electronically (EFPS);
21	No further instruction



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.

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 Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

3. Possession of Site

3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

5. Performance Security

5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than 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.



- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

7. Warranty

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

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

9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

10. Dayworks

Subject to the guidelines on Variation Order in Annex "E" of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor's Bid shall be used for small additional amounts of work only when the Procuring Entity's Representative has given written instructions in advance for additional work to be paid for in that way.

11. Program of Work

- 11.1. The Contractor shall submit to the Procuring Entity's Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.



- 11.2. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. Instructions, Inspections and Audits

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

13. Advance Payment

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex "E" of the 2016 revised IRR of RA No. 9184.

14. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

15. Operating and Maintenance Manuals

- 15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the **SCC**.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.



Section V. Special Conditions of Contract



Special Conditions of Contract

GCC Clause	
2	No sectional completion date
3.1	The Procuring Entity shall give possession of all parts of the Site to the Contractor for the duration of the Contract which shall commence upon receipt of the Notice to Proceed and Contract/Job Order.
6	No further instruction
7.2	The defects liability period shall be one (1) year from the project completion up to Final Acceptance by the SSS.
8	<p>Liability of the Contractor</p> <p>1. CONFIDENTIALITY. Neither party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information, acquired from an information holder in connection with the performance of this Contract, unless: (i) the information is known to the disclosing party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing party, (ii) the information is disclosed to the disclosing party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.</p> <p>The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the Agreement.</p> <p>2. MERGER AND CONSOLIDATION. In case of merger, consolidation or change of ownership of the CONTRACTOR with other company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under the Agreement.</p> <p>3. FORCE MAJEURE. SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that CONTRACTOR's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.</p> <p>For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which CONTRACTOR could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by CONTRACTOR. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p>



	<p>If a force majeure situation arises, CONTRACTOR shall promptly notify SSS in writing of such condition and the cause thereof. Unless otherwise directed by SSS in writing, CONTRACTOR shall continue to perform its obligations under this Agreement as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.</p> <p>4. NON-ASSIGNMENT. CONTRACTOR shall not assign its rights or obligations under this Agreement, in whole or in part, except with SSS's prior written consent. CONTRACTOR shall not subcontract in whole or in part the PROJECT and deliverables subject of this Agreement without the written consent of SSS.</p> <p>5. WAIVER. Failure by either party to insist upon the other strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of the Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.</p> <p>6. CUMULATIVE REMEDIES. Any and all remedies granted to the parties under the applicable laws and the Contract shall be deemed cumulative and may therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.</p> <p>7. NO EMPLOYER-EMPLOYEE RELATIONSHIP. It is expressly and manifestly understood and agreed upon that the employees of CONTRACTOR assigned to perform the PROJECT are not employees of SSS. Neither is there an employer-employee relationship between SSS and CONTRACTOR.</p> <p>The Agreement does not create an employer-employee relationship between SSS and the CONTRACTOR including its personnel; that the services rendered by the personnel assigned by CONTRACTOR to SSS in the performance of its obligation under the contract do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The CONTRACTOR hereby acknowledges that no authority has been given by SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to CONTRACTOR's employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. The CONTRACTOR shall, at all times, exercise supervision and control over its employees in the performance of its obligations under the contract.</p> <p>8. PARTNERSHIP. Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party.</p>
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	<p>9. COMPLIANCE WITH SS LAW. CONTRACTOR shall report all its employees to SSS for coverage and their contributions, as well as, all amortizations for salary/education/calamity and other SSS loans shall be updated. Should CONTRACTOR fail to comply with its obligations under the provisions of the SS Law and Employees' Compensation Act, SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from CONTRACTOR's receivables under this Agreement.</p> <p>Further, prescription does not run against SSS for its failure to demand SS contributions or payments from CONTRACTOR. Moreover, CONTRACTOR shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to SSS.</p> <p>10. COMPLIANCE WITH LABOR LAWS. CONTRACTOR, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.</p> <p>It is agreed further, that prior to the release of any payment by SSS to SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all monies due to all its employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by CONTRACTOR and that he/she assumed full responsibility thereof.</p> <p>11. COMPLIANCE WITH TAX LAWS. CONTRACTOR shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to SSS within the duration of the Contract, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon. Failure by CONTRACTOR to comply with the foregoing shall entitle SSS to suspend payment of the Contract Price.</p> <p>As required under Executive Order (EO) 398, s. 2005, CONTRACTOR shall submit income and business tax returns duly stamped and received by the BIR, before entering and during the duration of this Agreement. CONTRACTOR, through its responsible officer, shall also certify under oath that it is free and clear of all tax liabilities to the government. CONTRACTOR shall pay taxes in full and on time and that failure to do so will entitle SSS to suspend or terminate this Agreement.</p> <p>12. LIQUIDATED DAMAGES. If CONTRACTOR fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.</p>
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	<p>13. HOLD FREE and HARMLESS. SUPPLIER agrees to defend, indemnify, and hold SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition,</p> <p>CONTRACTOR agrees to indemnify SSS for any damage as a result of said implementation.</p> <p>SUPPLIER hereby assumes full responsibility for any injury, including death, loss or damage which may be caused to SSS’ employees or property or third person due to CONTRACTOR’s employees’ fault or negligence, and further binds itself to hold SSS free and harmless from any of such injury or damage. SSS shall not be responsible for any injury, loss or damage which CONTRACTOR or any of its employees may sustain in the performance of CONTRACTOR’s obligations under this Agreement.</p> <p>14. SETTLEMENT OF DISPUTES. If any dispute or difference of any kind whatsoever shall arise between SSS and CONTRACTOR in connection with or arising out of this Agreement, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>If after thirty (30) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either SSS or CONTRACTOR may give notice to the other Party of its intention to commence arbitration, in accordance with RA No. 876, otherwise known as the “Arbitration Law” and RA No. 9285, otherwise known as the “Alternative Dispute Resolution Act of 2004,” in order to settle their disputes.</p> <p>No arbitration in respect of this matter may be commenced unless such notice is given.</p> <p>Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Agreement unless they otherwise agree.</p> <p>15. VENUE OF ACTIONS. In the event court action is necessary in order to promote Arbitration, such action shall be filed only before the proper courts of Quezon City, to the exclusion of all other venues.</p> <p>16. GOVERNING LAW. The Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.</p> <p>17. AMENDMENTS. This Agreement may be amended only in writing and executed by the parties or their duly authorized representatives.</p> <p>18. SEPARABILITY. If any one or more of the provisions contained in the contract or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid illegal or unenforceable term of provision.</p>
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	19. BINDING EFFECT. The Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.						
10	Dayworks are applicable at the rate shown in the Contractor’s original Bid.						
11.1	The Contractor shall submit the Program of Work to the Engineering and Facilities Management Department (EFMD) within five (5) calendar days after the conduct of pre-construction meeting.						
11.2	<p>The Program of Work update must be submitted within seven (7) calendar days from notice of change in the general methods, arrangements, order, and timing for all the activities, if any.</p> <p>Ten percent (10%) of the progress billing will be withheld on top of applicable ten percent (10%) retention money for late submission of an updated Program of Work.</p>						
13	Advance payment is not allowed.						
14	<p>Progress payment may be made in two (2) billings and upon written request by the Contractor, following the matrix below:</p> <table><tr><th>PROGRESS PAYMENT</th><th>BASIS OF PAYMENT</th></tr><tr><td>1st Billing</td><td>50% or more work accomplishment.</td></tr><tr><td>Final Billing</td><td>One hundred percent (100%) completion of the project and upon issuance of Certificate of Completion as certified by the EFMD</td></tr></table> <p>Materials and equipment delivered on the site but not completely installed shall not be included for payment.</p> <p>The retention money and the cumulative value of the work previously certified and paid for shall be deducted from the progress payments as prescribed in item 5 of Annex E of the Revised IRR of RA 9184.</p>	PROGRESS PAYMENT	BASIS OF PAYMENT	1 st Billing	50% or more work accomplishment.	Final Billing	One hundred percent (100%) completion of the project and upon issuance of Certificate of Completion as certified by the EFMD
PROGRESS PAYMENT	BASIS OF PAYMENT						
1 st Billing	50% or more work accomplishment.						
Final Billing	One hundred percent (100%) completion of the project and upon issuance of Certificate of Completion as certified by the EFMD						
15.1	The contractor must submit the “as built” drawings within fourteen (14) calendar days from the completion of the project.						
15.2	SSS shall pay the Final Billing when the “as built” drawings and other required documents are submitted.						



Section VI. Specifications



I. SCOPE OF WORKS AND MATERIALS SPECIFICATION

The work contemplated under this contract shall consist of furnishing of all materials, labor, plant, tools and equipment, work permits including the satisfactory performance of all work necessary for the complete execution of all the work as shown on the plans, specifications and other contract documents.

Scope of Works:

- 1. Civil / Architectural Works
 - 1.1 Supply & installation of floor Tiles
 - 1.1.1 Composite vinyl planks flooring, 150mm x 900mm x 3mm thick, wood grain finish (OVP-FIID & AID Offices)
 - 1.1.2 Homogeneous vinyl tiles flooring, 300mm x 300mm x 3mm thick (Staff Area/ Hallway)
 - 1.2 Ceiling Works
 - 1.2.1 Replacement of existing damaged acoustic ceiling tiles, 300mm x 300mm including affected area by the renovation work (Executive/Staff Area/ Hallway)
 - 1.2.2 Replacement of existing damaged acoustic ceiling boards, fine fissured, 600mm x 1200mm x 5/8" thick including affected area by the renovation work (Executive/Staff Area/ Hallway)
 - 1.2.3 Repair / Levelling of sagged ceiling including necessary supports (Executive/Staff Area)
 - 1.3 Installation of single face drywall cladding (Executive/Staff Area)
 - 1.4 Supply, Delivery & Installation of Glass Doors/Partitions w/ vinyl frosted stickers and cut-out vinyl sticker signage (FIID & AID Entrance, OVP-FIID & AID, Hallway, Partition-FIID & AID)
 - 1.5 Supply & Installation of wall paper (OVP-FIID & AID)
 - 1.6 Painting Works
 - 1.6.1 Painting of Pebble Washout Surface (Posts/Columns)
 - 1.6.2 Painting of Plain Wall Surface (Executive/Staff Area)
 - 1.6.3 Painting of Ceiling (Executive/Staff Area)
 - 1.6.4 Painting of Window Frames (Executive/Staff Area)
 - 1.6.5 Painting of Ceiling Aircon Diffusers (Executive/Staff Area)
 - 1.7 Supply, Delivery & Installation of Sunscreen Roller Shades
- 2. Electrical Works (w/ separate technical specifications)
- 3. Structured Cabling Works (w/ separate technical specifications incorporated in the drawing)

Materials Specification:

PARTICULARS	DESCRIPTION	REMARKS
1.Civil / Architectural Works		
1.1Floor Tiles		
1.1.1Vinyl planks flooring	- Composite vinyl planks flooring, 150mm x 900mm x 3mm thick, wood grain finish -Vinyl tile adhesive	Submit sample/swatch and/or brochure
1.1.2Vinyl tiles flooring	- Homogeneous vinyl tiles flooring, 300mm x 300mm x 3mm thick -Vinyl tile adhesive	
1.2Ceiling Works		
1.2.1Acoustic ceiling tiles	- acoustic ceiling tiles, 300mm x 300mm - adhesive	Submit sample and brochure
1.2.2Acoustic ceiling boards	- acoustic ceiling board, fine fissured, 300mm x 1200mm x 5/8" thick	
1.3Single face drywall	-Fiber Cement Board 1.2m x 2.4m x	-Submit sample for approval -Repair/Replacement of existing

cladding	6mm thick -Blind Rivet, Fiber glass Mesh Tape, Fiber Cement screw, Screw with tox	studs/frames
1.4Glass Doors & Partitions		
1.4.1 GD-01/GD-02/GD-03/GD-04, single leaf door	0.90m x 2.15m, 12mm thick tempered clear glass, single leaf door w/ FD-100 top & bottom aluminum frame in powder coated finish complete w/ fittings, stainless steel handle, locksets, hardwares & accessories w/ vinyl frosted sticker and cut-out vinyl sticker signage	Submit sample/brochure or swatches for the following: -aluminum frame -locksets -door handle -vinyl sticker
1.4.2 GSF-01/GSF-02/GSF-03/GSF-04/GSF-05/GSF-06/GSF-07/GSF-08/GSF-09 glass panels/transom	12mm thick tempered clear glass panels/transom, w/ aluminum frame in powder coated finish w/ vinyl frosted sticker and cut-out vinyl sticker signage	
1.5Wall Paper	-0.3mm thick vinyl wall paper -vinyl wall paper adhesive	Submit sample/swatch and/or brochure
1.6Painting Works		
1.6.1Painting of Pebble Washout Surface (Posts/Columns)	-Concrete Sealer, clear gloss (2 coats)	Submit paint color swatches and/or brochure
1.6.2Painting of Plain Wall Surface (Executive/Staff Area)	-flat latex primer (1 coat) -semi-gloss latex topcoat (2 coats) -gypsum putty	
1.6.3Painting of Ceiling	-flat latex primer (1 coat) -semi-gloss latex topcoat (2 coats) -gypsum putty	
1.6.4Painting of Window Frames (Executive/Staff Area)	-QDE, black topcoat (2 coats) -putty	
1.6.5Painting of Ceiling Aircon Diffusers 600mm x 600mm (Executive/Staff Area)	-Automotive lacquer primer (1 coat) -Automotive lacquer topcoat (2 coats) -putty	
Surface preparation for painting works: - Clean off loose materials such as dust, rust, old paint or anything that can be manually removed by using a broom, a chisel, scraper, sandpaper or steel brush. - Repair voids, cracks, nicks, holes, etc. with the proper patching/sealant material or same material as the surface finish. - All areas to be painted must be dry and thoroughly clean.		
1.7Sunscreen Roller Shades	Hardware and Mechanism: - Roll-up Polyester/Polymer Shade - Chain Operated roller system with #10 plastic bead chain operating loop - Universal mounting brackets (includes hardwares and accessories). - Provide headrail where applicable. - Extruded aluminum roller tube made with alloy 6063-T5 Standard Roll - (White Color – Series 5000) Sunscreen Fabric Specifications: - Composition : 30% Polyester, 70% PVC - Openness Factor : 1% - Width : 200cm / 250cm	Submit mock-up unit, fabric sample and brochure

	<ul style="list-style-type: none">- Length : Approx. 30m/roll- Thickness : 1.08mm- Weight: 810g/m2 ±5%- Tensile Strength : warp 291.5kg/weft 100.3kg- Tearing Strength : warp 10.9kg /weft 5.8kg- UV Blockage : 98%- Fire Rating : U.S.A. NFPA 701- Color Fastness (AATCC16-2003): Class 4.5- Environmental Certifications : Oeko-Tex ® Standard 100	
2.Electrical Works (w/ separate technical specifications)		
3.Structured Cabling Works (w/ separate technical specifications incorporated in the drawing plan)		

Materials and work deemed necessary to complete the project but not specifically mentioned in the Specifications, working drawings or in the other contract documents are inferred and shall be supplied, installed and rendered by the contractor without extra cost to the owner. Such material shall be of the highest quality available, installed and applied in workmanlike manner at prescribed or appropriate locations.



ELECTRICAL WORKS

I. GENERAL CONDITIONS:

1. All electrical works shall comply with the plan and specification in accordance with the latest edition of the Philippine Electrical Code (PEC).
2. Rough-in layout concealed between walls and exposed above ceiling shall be IMC and/or Polyvinyl Chloride (PVC) pipes and properly secured with clamps / mounting supports.
3. PVC pipe fitting layout shall be provided with appropriate PVC adapter with locknut and glued with PVC solvent and properly anchored with clamps / supports.
4. Minimum size of conduit to be used shall be 15 mm diameter.
5. Minimum size of conduit for long runs exceeding 270° bends shall be 20 mm diameter and pull box shall be provided as necessary.
6. Color coding for wiring installations shall be as follows:

For Normal Power Circuits-	Line 1 - Black wire, 230 VAC
	Line 2 - Red wire
For UPS Power Circuits -	Line 1 - White wire, 220 VAC
	Line 2 - White wire
	Ground - Green wire
7. Color coding for receptacle outlet device plate covers shall be as follows:

For Normal Power Circuit -	Beige color
For UPS Power Circuits -	White color
8. All new wiring installations shall be tested and measured parameters shall be recorded and submitted accordingly.
9. Receptacle outlets shall be installed 300mm above finished floor level.
10. Labeling / marking for the proposed branch circuit as indicated in the drawing and panel board directory prior to turnover to the owner.
11. All materials and equipment to be use shall be brand new and must be of the approved type and intended application.
12. Prepare load schedule for all new installation, if necessary incorporate with the existing load schedule and provide legible markings between new and existing schedule of loads.



II. ELECTRICAL / MECHANICAL MATERIAL SPECIFICATIONS:

1. CONDUITS & FITTINGS

Materials	Specifications
a. uPVC Pipe Neltex, Emerald, Atlanta or its approved equivalent	20mmØ
b. Plastic Moulding	20mm x 3m/L
c. Aluminum Threshold	100mm x 3m/L

2. BOXES / GUTTERS WITH COVERS

Materials	Specifications
a. Junction Box	uPVC 4" x 4"
b. Utility Box (Tailee)	uPVC 2" x 4"

3. WIRES / CABLES & DEVICES

Materials	Specifications
a. 3.5 mm ²	THHN/ THWN stranded wire, lead free
b. Convenience outlet	Duplex, 15Amp, 230VAC, 3-prong, parallel slot, w/ grounding, flush mounted, complete with plate and cover Pop-up Outlet Duplex, 15Amp, 230VAC, 3-prong, parallel slot, w/ grounding, flush mounted, complete with plate and cover
c. Switch	Single pole, 15Amp, 230VAC, 60Hz., complete with plate and cover (one, two & three gang face plate cover)
d. Rechargeable Portable Emergency Light	2 x 3-5 watt LED, 230V, 60 minutes (min.) back-up time

4. CONDUIT SUPPORT & OTHER MISCELLANEOUS & INCIDENTAL MATERIALS REQUIRED TO COMPLETE THE INSTALLATION

Materials	Specifications
a. Conduit clamp	2-eye metal clamp or approved equivalent



5. MECHANICAL WORKS

Materials	Specifications
a. GI Sheet	Gauge 22 (.7mm), 4ft x 8ft or 1.2m x 2.4m
b. Insulation	Polyolefin Duct Insulation 50mm thick
c. Air Diffuser	600mm x 600mm or 24"
d. Air-Grille Diffuser	1000mm x 300mm

III. SCOPE OF WORKS: Electrical Works

1. The service provider/ contractor is required to conduct site inspection together with the Building Administration and EFMD Engineer or SSS representative to determine the nature and extent of necessary works, materials, services and consider these are essential and incidental requirement in the implementation of the project.
2. The contractor shall be responsible for the thorough coordination with the concern parties and, secure of all necessary work permits that maybe required of the project.
3. All works shall be properly coordinated with the Building Owner or SSS representative to discuss all phases of the works/ activities.
4. Any changes and / or modifications of the materials specification and work orders shall be subject to discussion with involve parties to address any conflicts before proceeding of the said changes prior to the approval of the Building Owner and the SSS representative.
5. Supply and install of new electrical wiring and layout materials for the power supply of the following equipment, fixtures and devices:
 - Convenience outlet, Duplex, 3-prong
 - Switches
 - Portable Emergency Light
6. Supply and install of new electrical materials for the following layout:
 - Use Plastic Moulding for the exposed wall and ceiling layout
 - Use Aluminum Threshold for floor layout
7. Relocation / Re-circuiting of individual switches and Lightings including volume control of paging system complete with essential wiring system and standard accessories, as indicated in the plan.
8. Relocation and re-alignment of existing lighting fixtures and diffusers as shown in the electrical plan.
9. Relocation of Emergency light at hallway complete with essential wiring system and standard accessories, as indicated in the plan.
10. Dismantling of all electrical/ mechanical materials and other existing layout not necessary to the new office design/ layout. All dismantled materials shall be turn-over to the assign SSS representative for proper safekeeping
11. Mechanical Works:
 - Supply and Install of additional (2) pcs. air diffuser with ducting to be tapped / connected to the existing air duct distribution and other necessary duct layout.
 - Supply and Install additional (4) air-grille diffuser for air return.



12. Relocation of existing diffuser (re-use), Supply and install of additional duct with support/ hangers and shall be rigidly secured with appropriate fittings using appropriate materials.
13. All areas affected during implementation of the project by chipping / boring, dismantling works and other related activities shall be restored to original condition at the owner's satisfaction at no additional cost to the SSS.
14. Supply of labor, materials and devices that are essential to complete the project. may it be mention or not in the Terms of Reference (TOR), specified or not in Bill of Quantity (BOQ) and proposed plan layout.

OTHER WORKS

Any damaged incurred during the activity shall be restored / repaired by the Contractor at his own expense and shall be done in a satisfactory and approved manner. Paint dropping and other stains relative to the project shall be removed from all areas.

IV. STANDARD OF MATERIALS

All materials to be used in this installation shall be of high quality, free to any defect and of proven acceptability for the purpose it is intended for application. It shall conform to the latest applicable standards of the following:

- Electrical Code
- Philippine ASTM and NSC
- PEC and NEC

4.1 Raceways, Conduit Pipes and Fittings

4.1.1 Polyvinyl Chloride (PVC)

PVC conduits conforming to recognized standards for conduit as manufactured by Matsushita or approved equal.

4.1.2 Outlet Boxes and Covers

Terminations of pipes to outlet boxes shall be provided with suitable fitting and other devices especially designed for the purpose.

Receptacles : 2" x 4" x 2.5"

Pull Boxes : depends on the number of conductor to occupy the boxes

4.2 Conductors, Wires and Cables

All wires and cables shall be copper, soft drawn and annealed with ninety-eight (98%) percent conductivity. For power systems, the conductors shall be thermoplastic and insulated to withstand a working pressure rated at 230 Volts, THHN/THWN type as indicated in the drawings. The feeder lines to panel boards shall be heat and moisture resistant, with size as indicated in the drawings.

The minimum size to be used in the installation shall be #3.5 mm sq. except for the controls where #2.0 mm sq. may be allowed. All conductors from sizes of #3.5 mm sq. or larger shall be stranded for additional flexibility while in transit inside pipe.

All wires and cables described above shall be of reputable manufactures.

4.3 Electrical and Wiring Devices

4.3.1

Wall receptacles shall be of conventional type with an ampere rating of 15A, 230V, duplex, flush mounted. The mounting height shall be 300 mm above floor finish. It shall be as manufactured by National, Jimbo, Toshiba or approved equal.

4.3.2 Wall Plates for Switches and Receptacles

Wall plates for receptacles, in regards to colors shall be the sole choice of the Engineer. The brand shall be the same as specified above.

4.4 Standard of Workmanship

The workmanship required in this section shall be the generally accepted engineering practice standard of safety. Defective workmanship shall be redone outright without extra cost to the Owner. Conduit installations, boxes, fittings and accessories shall conform to the requirements of the Philippine Electrical Code and other standards required locally.

During installation, due to precautions shall be observed to protect the conduit and thread from mechanical injuries. The conduit ends shall be sealed in approved manner during the installation whenever the work is interrupted.

Conduit shall be checked for freedom from obstruction by pulling galvanized wire through the entire run of the conduit. The galvanized wire shall be maintained inside the pipe until the conductors have been pulled permanently. Termination boxes for conduits shall be free from dirt and other debris which may cause obstructions.

All joints between lengths of conduit shall be water tight with red lead paints or other approved sealing agent.

Conduit shall be held firmly on pipe termination by a pair of locknut and bushing. All outlets shall be truly centered, plumb and leveled. Any discrepancy on outlet location between the electrical plans and the architectural plans shall be submitted to the attention of the Engineer.

Wiring method in general shall be installed inside rigid steel conduit as required in the plan; no such wire shall be pulled inside the pipe if the conduit system is not complete in all aspect, so that the conductor will be protected from damages and abrasion.

Conductors terminated in any kind of outlet box shall have at least 150 mm of wire extended free from the box as allowance for splicing. Color coding shall be observed throughout the installation to provide easy identifications.

Installation of lighting fixtures, wall mounted receptacles and switches shall be given due care as to prevent contact of live wire parts to respective fixtures.

Conductor joints or splices will only be allowed in boxes and should be properly insulated by means of a wire nut fitted to the size of conductor being joined. Splices will never be tolerated inside pipe.

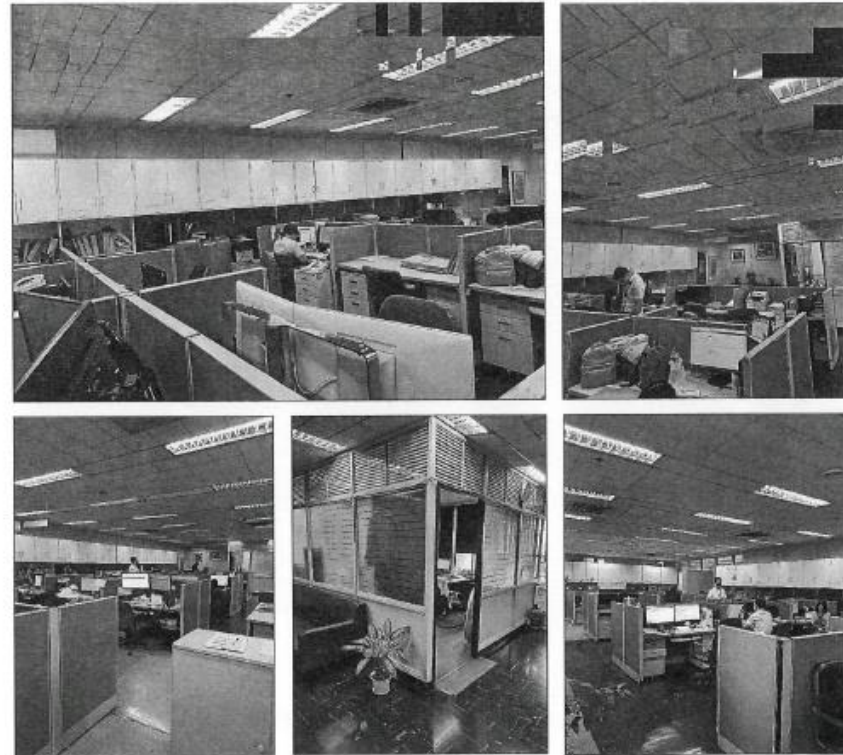
4.5 Guarantee

All materials and accessories furnished/installed under this part of the specifications shall be guaranteed for a period of one (1) year from date of acceptance thereof, and materials and equipment furnished shall be free from any defects in the materials, workmanship and design. At any time within one year after acceptance and upon proper notice the Contractor shall rectify any and all deficiencies including replacement of parts or the entire units without additional cost to the Owners, if such deficiencies have been caused directly or indirectly by inferior materials, faulty workmanship and/or defective design or parts. Expendable items are included in this one-year guarantee. During the guarantee period the Contractor shall perform free monthly inspection for the proper and efficient operation of the electrical system.



Section VII. Drawings

A handwritten signature in blue ink, consisting of a stylized 'J' followed by a series of loops and a horizontal stroke.



1
A-00
EXISTING SITE PHOTOS
NOT TO SCALE

TABLE OF CONTENTS

ARCHITECTURAL

A-00	SITE PHOTOS/TABLE OF CONTENTS
A-01	PROPOSED FLOOR PLAN
A-02	DESIGNATION PLAN
A-03	DIMENSION PLAN
A-04	FURNITURE LAYOUT
A-05	REFLECTED CEILING PLAN
A-06	SECTIONS
A-07	SCHEDULE OF GLASS STOREFRONT
A-08	SCHEDULE OF GLASS STOREFRONT
A-09	SCHEDULE OF DOORS
A-10	FROSTED STICKER DETAILS, GLASS DOOR SIGNAGE
A-11	FROSTED STICKER DETAILS, GLASS DOOR SIGNAGE

ELECTRICAL

E-01	PROPOSED LIGHTING LAYOUT
E-02	PROPOSED POWER LAYOUT

MECHANICAL

ME-01	PROPOSED SUPPLY AIR DUCT LAYOUT
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AUXILIARY / STRUCTURED CABLING

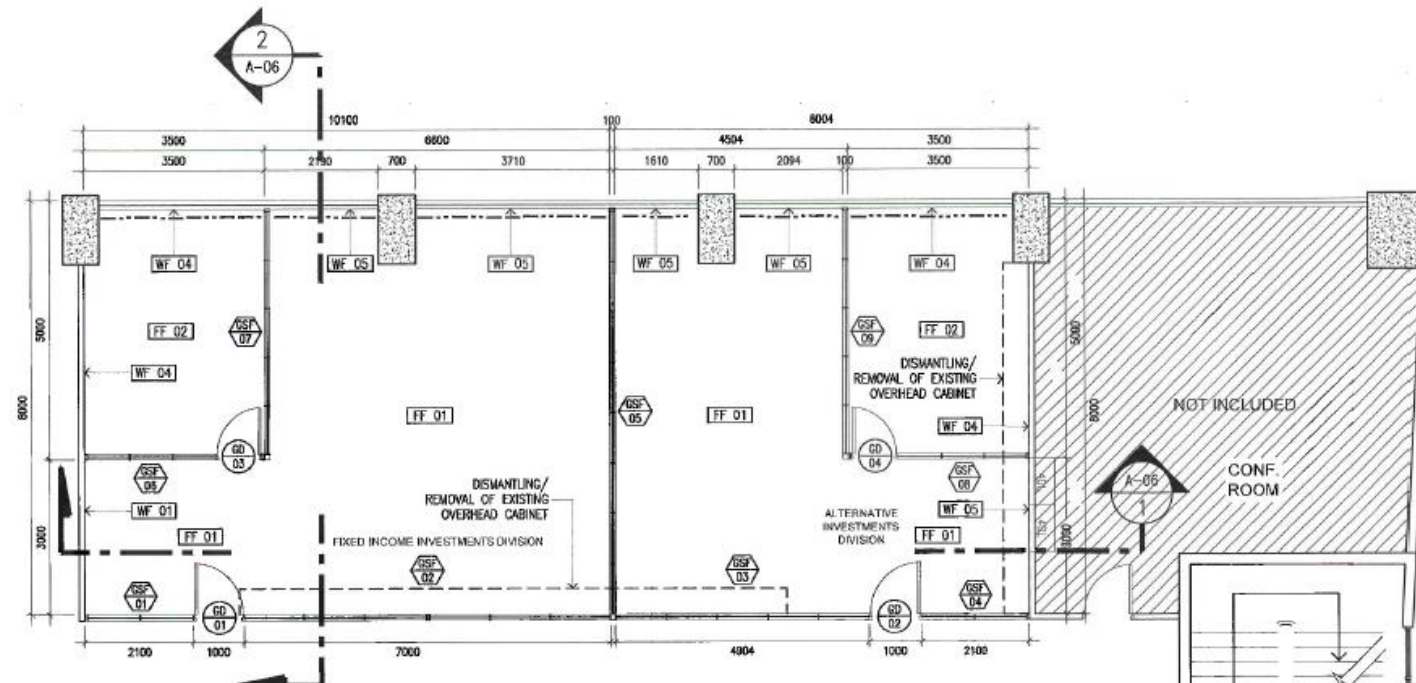
Aux-01	AUXILIARY / STRUCTURED CABLING PLAN
--------	-------------------------------------

 ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT SOCIAL SECURITY SYSTEM	PROJECT TITLE: RENOVATION OF FIID AND AID	RECOMMENDING APPROVAL:  WENDELINO V. CONBOY JR. ACTING HEAD, GENERAL SERVICES DIVISION AND CONCURRENT ACTING HEAD, EFMD	APPROVED BY:  DOREEN M. DASMARINAS VP, PROCUREMENT MANAGEMENT DIVISION AND CONCURRENT ACTING HEAD, ADMINISTRATION GROUP	ENGINEERING SECTION DESIGNED & DRAWN BY: Joseph Kenneth P. Ramos - Sr. Architect REVIEWED BY: Michael A. Selye - SSO V, CAT CHECKED BY: Stephen P. Yap - CEO IV, Engr Section	SHEET CONTENT: SITE PHOTOS TABLE OF CONTENTS	ALL DRAWINGS MUST BE VERIFIED ON SITE BY THE ARCHITECT. ALL DISCREPANCIES SHOULD BE REPORTED IMMEDIATELY TO THE ARCHITECT AND PROJECT MANAGER. CONTRACTORS ARE TO PRINTING AND GARRY SHAW DRAWING TO THE ARCHITECT PRIOR TO COMMENCEMENT OF WORKS.	SHEET NO. A-00 DATED FEB. 17, 2024
	LOCATION: 7th Floor, SSS Main Building, East Avenue, Diliman, Quezon City						





ALTERNATIVE INVESTMENTS DIVISION (AID)		
DIVISION HEAD	(VP)	1
JUNIOR TECHNICAL ASSISTANT	(JTA)	1
SUPERVISORY (WORKSTATION)		4
NON SUPERVISORY (WORKSTATION)	(NS)	4
TOTAL		10

 ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT SOCIAL SECURITY SYSTEM	PROJECT TITLE: RENOVATION OF FIID AND AID	RECOMMENDING APPROVAL:  WENDELINO V. COMBOY JR. ACTING HEAD, GENERAL SERVICES DIVISION AND CONCURRENT ACTING HEAD, EFMD	APPROVED BY:  DORENDA M. DASMARINÁS AP, PROCUREMENT MANAGEMENT DIVISION AND CONCURRENT ACTING HEAD, ADMINISTRATION GROUP	ENGINEERING SECTION DESIGNED & DRAWN BY:  Michael A. Salvo - SSO V. CAT CHECKED BY:  Stephen P. Yap - CEO IV, Engr's Section	SHEET CONTENT: PROPOSED FLOOR LAYOUT	ALL CHANGES MUST BE REQUESTED ON SET BY THE CONTRACTORS. ALL DISCREPANCIES SHOULD BE REPORTED IMMEDIATELY TO THE ARCHITECT AND PROJECT MANAGER. CONTRACTORS ARE TO PREPARE AND SUBMIT SHOP DRAWINGS TO THE ARCHITECT PRIOR TO COMMENCEMENT OF WORK.	SHEET NO. A-01 DATE: FEB. 17, 2024
	LOCATION: 7th Floor, SSS Main Building, East Avenue, Diliman, Quezon City						



LEGEND	
WALL TYPE: EXISTING MASONRY DRYWALL PARTITION NEW DRY WALL - LOW PARTITION NEW DRY WALL - FULL HEIGHT PARTITION	FLOOR FINISH: FF 01 300MM x 600MM VINYL FLOOR TILES FF 02 150MM x 300MM VINYL PLANKS, WOOD GRAIN FINISH
WALL FINISH: WF 01 EXISTING DRYWALL/MASONRY WALL TO BE RETAINED, PAINT FINISH WF 02 NEW DRY WALL - LOW PARTITION (1.80 M HL), PAINT FINISH WF 03 NEW DRY WALL - FULL HEIGHT PARTITION, PAINT FINISH WF 04 EXISTING DRY WALL - REMOVAL/DISMANTLING OF WALL FINISH AND TO BE REPLACED WITH FIBER BOARD, WALL PAPER FINISH WF 05 EXISTING DRY WALL - REMOVAL/DISMANTLING OF WALL FINISH AND TO BE REPLACED WITH FIBER BOARD, PAINT FINISH	GLASS WINDOWS WITH SUNSCREEN ROLLER SHAVES & VINYL FROSTED STICKER

 <div>ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT</div>	PROJECT TITLE:	RECOMMENDING APPROVAL:	APPROVED BY:	ENGINEERING SECTION	SHEET CONTENT:	ALL DRAWINGS MUST BE VERIFIED OR SET BY THE CONTRACTOR. ALL REVISIONS SHOULD BE REPORTED IMMEDIATELY TO THE ARCHITECT AND PROJECT MANAGERS.	SHEET NO.
	RENOVATION OF FIID AND AID	<div> WENDELINO V. COMBOY JR. ACTING HEAD, GENERAL SERVICES DIVISION AND CONCURRENT ACTING HEAD, EFMD</div>	<div> DORENDA M. DASMARIÑAS VP, PROCUREMENT MANAGEMENT DIVISION AND CONCURRENT ACTING HEAD, ADMINISTRATION GROUP</div>	<div>DESIGNED & DRAWN BY: Jhosel Kenneth P. Ramos - S-Architect</div> <div>REVIEWED BY: Michael A. Salas - SSO V. CAT</div> <div>CHECKED BY: Stephen P. Yap - CEO IV, Engrg Section</div>	DESIGNATION PLAN	CONTRACTORS ARE TO PREPARE AND SUBMIT SHOP DRAWINGS TO THE ARCHITECT PRIOR TO COMMENCEMENT OF WORK.	A-02
SOCIAL SECURITY SYSTEM	LOCATION: 7th Floor, SSS Main Building, East Avenue, Diliman, Quezon City						DATE: FEB. 17, 2024






ENGINEERING AND
FACILITIES
MANAGEMENT
DEPARTMENT

SOCIAL SECURITY SYSTEM

RECOMMENDING APPROVAL:

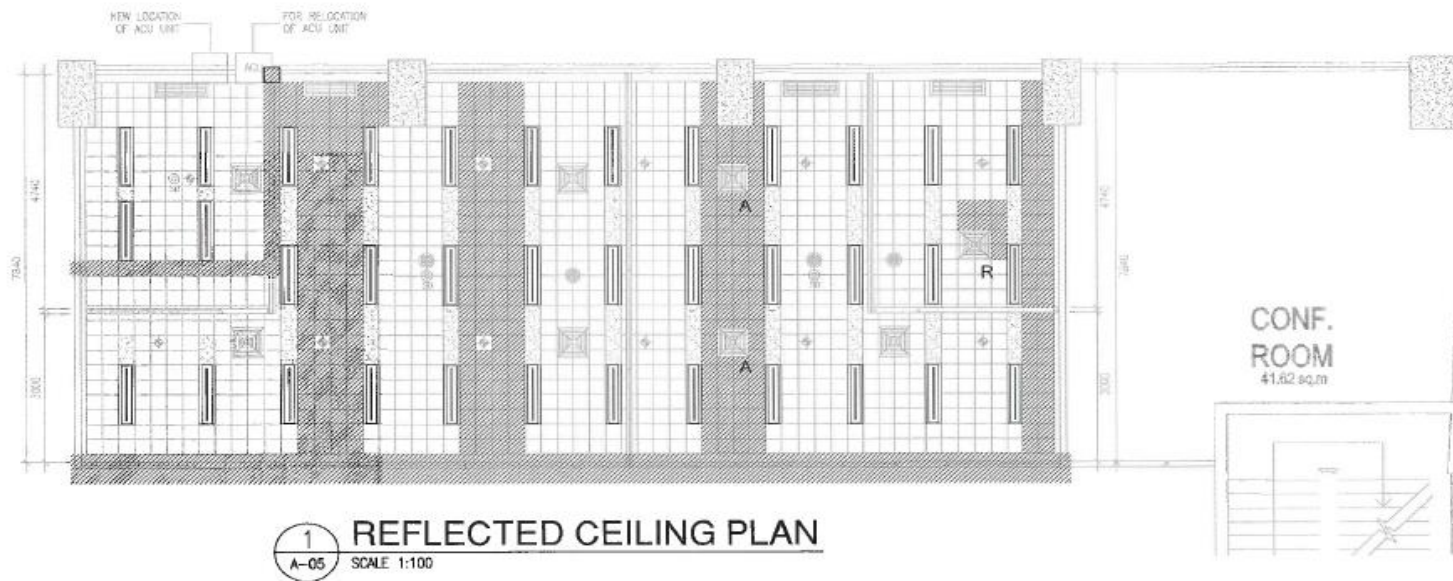
[Signature]

WENDELINO V. COMBOY JR.
ACTING HEAD, GENERAL SERVICES DIVISION AND
CONCURRENT ACTING HEAD, USMC

APPROVED BY: 
DORENDAM. DASMARINAS
VP, PROCUREMENT MANAGEMENT DIVISION AND
CONCURRENT ACTING HEAD, ADMINISTRATION GROUP

ENGINEERING SECTION	
DESIGNED & DRAWN BY:	Josef Kenneth P. Ramon - Sr. Architect
REVIEWED BY:	Michael A. Sotelo - SSO V, CAT
CHECKED BY:	Stephen P. Yap - CEO III, Engrg Section

<p>ALL DRAWINGS MUST BE VERIFIED ON SITE BY THE CONTRACTOR. ALL DISCREPANCIES SHOULD BE REPORTED IMMEDIATELY TO THE ARCHITECT AND PROJECT MANAGERS.</p> <p>CONTRACTORS ARE TO PREPARE AND SUBMIT SHOP DRAWINGS TO THE ARCHITECT PRIOR TO COMMENCEMENT OF WORKS.</p>	<p>SHEET NO.</p> <p>A-04</p> <p>DATE:</p> <p>FEB. 17, 2024</p>
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- LEGEND:
- (EXISTING) LIGHTING FIXTURE
 - (EXISTING) SMOKE DETECTOR
 - (EXISTING) SPRINKLER HEAD
 - (EXISTING) PUBLIC ADDRESS SPEAKER
 - (EXISTING) A/C SUPPLY DIFFUSER
 - (ADDITIONAL) A/C SUPPLY DIFFUSER
 - (EXISTING) 300mmx300mm ACOUSTIC CEILING BOARD
 - (NEW) 300mmx300mm ACOUSTIC CEILING BOARD
 - (NEW) ACOUSTIC CEILING BOARD REFER TO ACTUAL SIZE ON SITE

CONF.
ROOM
41.62 sq.m



PROJECT TITLE:
RENOVATION OF FIID AND AID
LOCATION: 7th Floor, SSS Main Building, East Avenue, Diliman, Quezon City

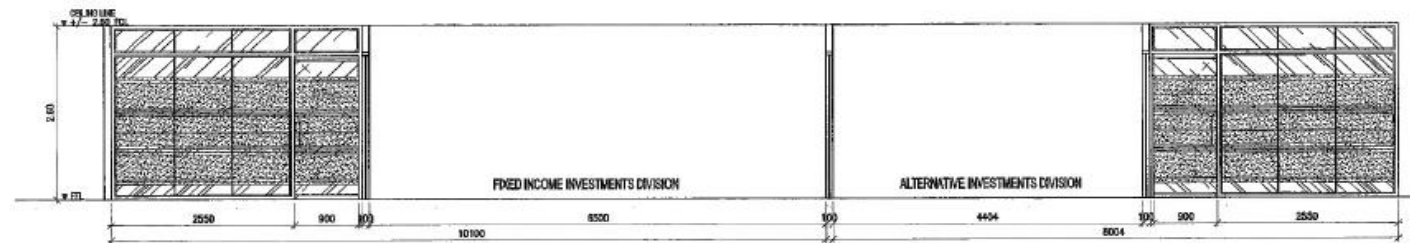
RECOMMENDING APPROVAL:
[Signature]
WENDOLINO V. COMBON, JR.
ACTING HEAD, GENERAL SERVICES DIVISION AND
CONCURRENT ACTING HEAD, BMD

APPROVED BY:
[Signature]
DOREDA M. DASMARIÑAS
VP, PROCUREMENT MANAGEMENT DIVISION AND
CONCURRENT ACTING HEAD, ADMINISTRATION GROUP

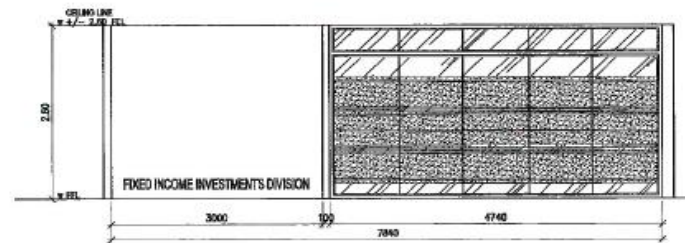
ENGINEERING SECTION
DESIGNED & DRAWN BY:
Jocell Kenneth P. Rance - Sr. Architect
REVIEWED BY:
Michael A. Salvo - SSO V. CAT
CHECKED BY:
Stephen P. Yap - CED IV, Engg. Section

SHEET CONTENT:
REFLECTED CEILING PLAN

ALL DRAWINGS MUST BE
VERIFIED ON SITE BY THE
CONTRACTOR.
ALL DISCREPANCIES SHOULD
BE REPORTED IMMEDIATELY
TO THE ARCHITECT AND
PROJECT MANAGER.
CONTRACTORS ARE TO
PRINTING AND SHARP SHIP
DRAWINGS TO THE
ARCHITECT PRIOR TO
COMMENCEMENT OF WORK.
SHEET NO.
A-05
DATE:
FEB. 17, 2024



1 LONGITUDINAL SECTION
A-06 SCALE 1:75 M



2 TRANSVERSE SECTION
A-06 SCALE 1:75 M



ENGINEERING AND
FACILITIES
MANAGEMENT
DEPARTMENT

SOCIAL SECURITY SYSTEM

PROJECT TITLE:
RENOVATION OF FIID AND AID
LOCATION: 7th Floor, SSS Main Building, East Avenue, Diliman, Quezon City

RECOMMENDING APPROVAL:

WENDELINO V. COMBOY JR.
ACTING HEAD, GENERAL SERVICES DIVISION AND
CONJUNCT ACTING HEAD, EPMO

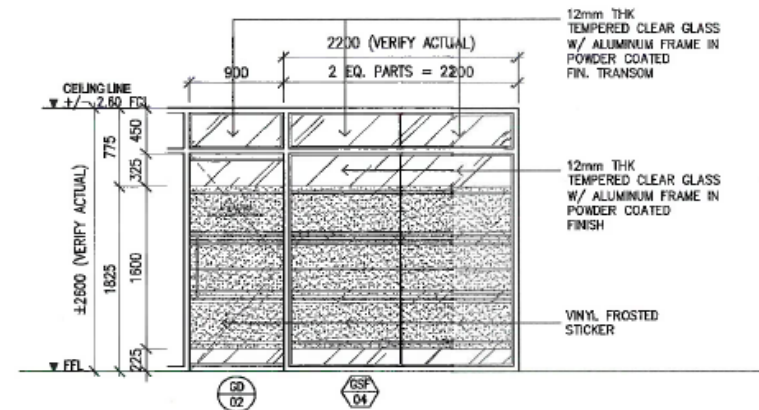
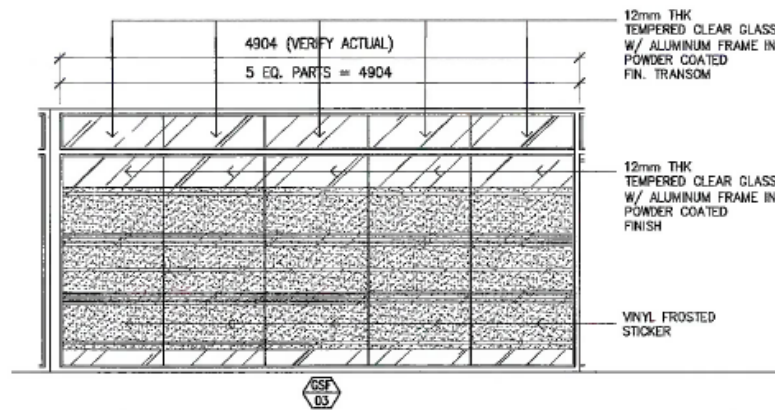
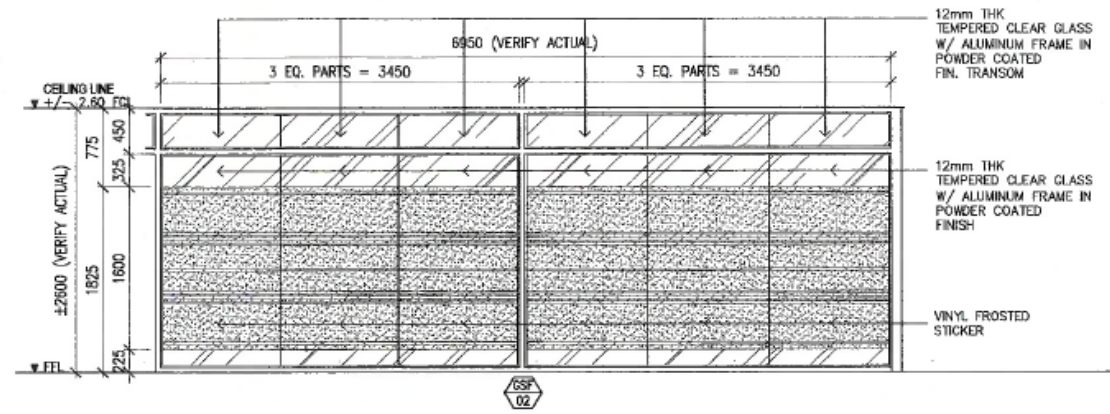
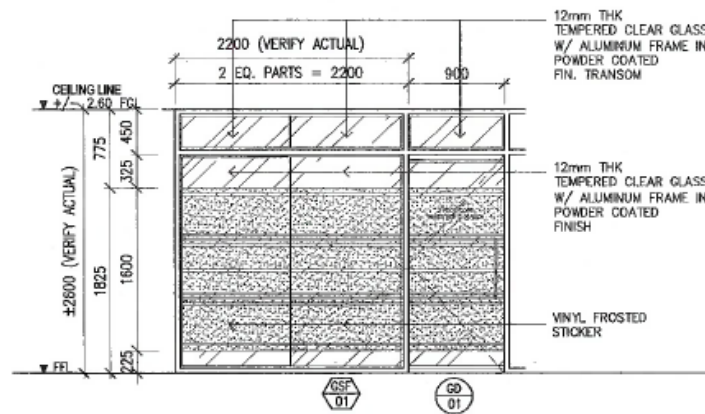
APPROVED BY:

DORENDA M. DASMARINÁS
VP, PROCUREMENT MANAGEMENT DIVISION AND
CONJUNCT ACTING HEAD, ADMINISTRATION GROUP

ENGINEERING SECTION
DESIGNED & DRAWN BY:
Jhosel Kenneth P. Ramos - Sr. Architect
REVIEWED BY:
Michael A. Salas - SSO V.CAT
CHECKED BY:
Stephan P. Yap - CEO IV, Engr Section

SHEET CONTENT:
SECTIONS

ALL DRAWINGS MUST BE
FORWARDED TO THE
CONTRACTOR'S
AS REPRESENTED BY THE
BE REPORTED IMMEDIATELY
TO THE ARCHITECT AND
PROJECT MANAGERS.
CONTRACTORS ARE TO
PROTECT AND MAINTAIN
DRAWINGS TO THE
ARCHITECT PRIOR TO
COMMENCEMENT OF WORKS.
SHEET NO.
A-06
DATE:
FEB. 17, 2024



1 SCHEDULE OF GLASS STOREFRONT A-07 SCALE 1:50



PROJECT TITLE:
RENOVATION OF FIID AND AID

LOCATION: 7th Floor, SSS Main Building, East Avenue, Diliman, Quezon City

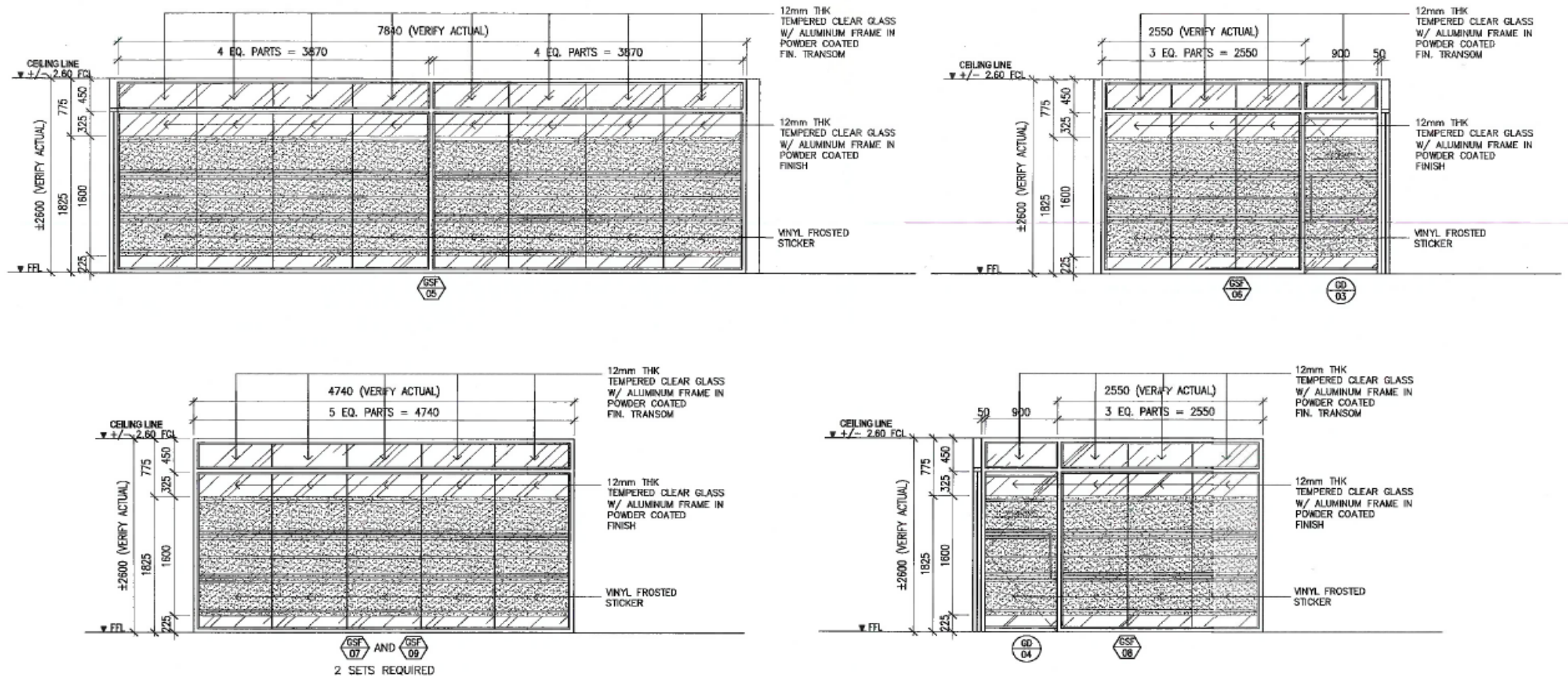
RECOMMENDING APPROVAL:
[Signature]
WENDELINO V. COMBOY JR.
ACTING HEAD, GENERAL SERVICES DIVISION AND
CONCURRENT ACTING HEAD, EPMU

APPROVED BY:
[Signature]
DOREANDA M. DASMARIÑAS
VP, PROCUREMENT MANAGEMENT DIVISION AND
CONCURRENT ACTING HEAD, ADMINISTRATION GROUP

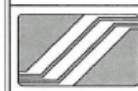
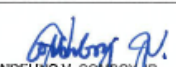
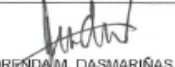
ENGINEERING SECTION
DESIGNED & DRAWN BY:
Jhonell Kenneth P. Ramon - B. Architect
REVIEWED BY:
Michael A. Salayo - SSO V, CAT
CHECKED BY:
Stephen P. Yap - CEO IV, Engrg Section

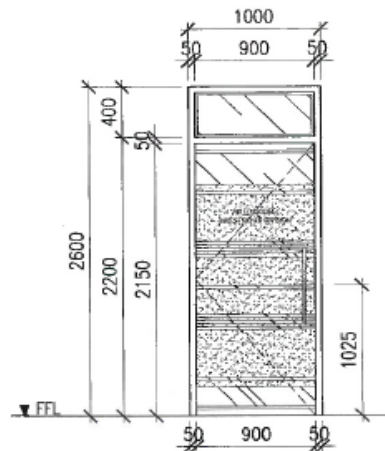
SHEET CONTENT:
SCHEDULE OF GLASS
STOREFRONT

ALL DRAWINGS MUST BE
VERIFIED ON SITE BY THE
CONTRACTOR.
ALL DIMENSIONS SHOWN
ARE REPORTED UNLESS NOTED
TO THE ARCHITECT AND
PROJECT MANAGERS.
CONTRACTORS ARE TO
PROTECT AND SHIELD SHOP
DRAWINGS TO THE
ARCHITECT PRIOR TO
COMMENCEMENT OF WORK.
DATE:
FEB. 17, 2024
SHEET NO.
A-07

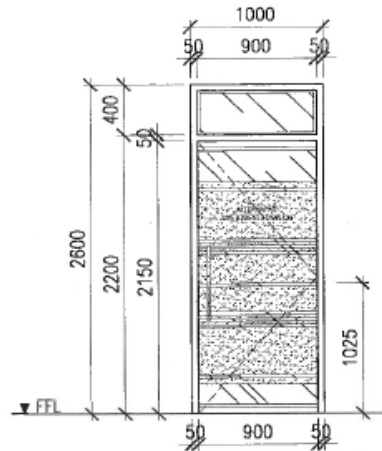


1 SCHEDULE OF GLASS STOREFRONT A-08 SCALE 1:50

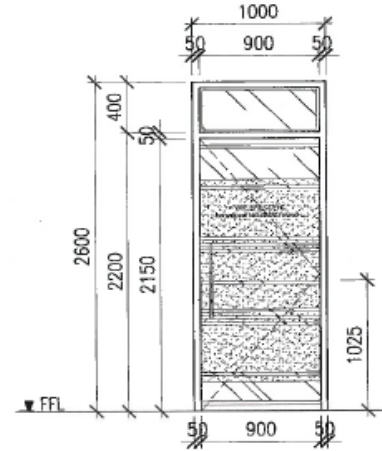
 <p>ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT SOCIAL SECURITY SYSTEM</p>	<p>PROJECT TITLE: RENOVATION OF FIID AND AID</p> <p>LOCATION: 7th Floor, SSS Main Building, East Avenue, Diliman, Quezon City</p>	<p>RECOMMENDING APPROVAL:  WENDELINO V. COMBOY JR. ACTING HEAD, GENERAL SERVICES DIVISION AND CONCURRENT ACTING HEAD, EPMD</p>	<p>APPROVED BY:  DORENDAM. DASMARINAS VP, PROCUREMENT MANAGEMENT DIVISION AND CONCURRENT ACTING HEAD, ADMINISTRATION GROUP</p>	<p>ENGINEERING SECTION DESIGNED & DRAWN BY: Jhosell Kenneth P. Ramos - Sr. Architect REVIEWED BY: Michael A. Salvo - SSD V. CAT CHECKED BY: Stephen P. Yap - CEO IV, Engrg. Section</p>	<p>SHEET CONTENT: SCHEDULE OF GLASS STOREFRONT</p>	<p>ALL DRAWINGS MUST BE VERIFIED ON SITE BY THE CONTRACTOR. ALL DISCREPANCIES SHOULD BE REPORTED IMMEDIATELY TO THE ARCHITECT AND PROJECT MANAGER. CONTRACTORS ARE TO PROVIDE AND SHIP SHIP DRAWINGS TO THE ARCHITECT PRIOR TO COMMENCEMENT OF WORK. SHEET NO. A-08 DATE: FEB. 17, 2024</p>
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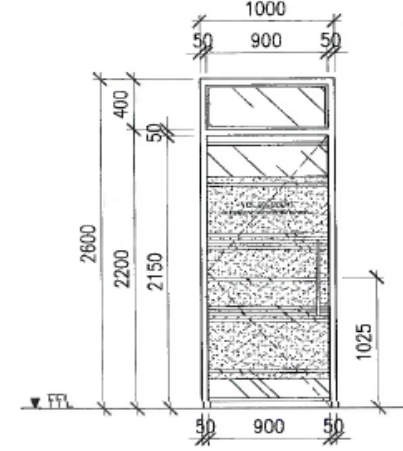
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1 SET REQ'D	LOCATION: FIID ENTRANCE



<div> <div>GD</div> <div>02</div> </div>	DESIGNATION: GLASS DOOR 02
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1 SET REQ'D	LOCATION: AID ENTRANCE



<div> <div>GD</div> <div>03</div> </div>	DESIGNATION: GLASS DOOR 03
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1 SET REQ'D	LOCATION: OVP FIID



<div> <div>GD</div> <div>04</div> </div>	DESIGNATION: GLASS DOOR 04
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1 SET REQ'D	LOCATION: OVP AID

1 SCHEDULE OF DOORS

A-09 SCALE 1:40



ENGINEERING AND
FACILITIES
MANAGEMENT
DEPARTMENT

SOCIAL SECURITY SYSTEM

PROJECT TITLE:
RENOVATION OF FIID AND AID
LOCATION: 7th Floor, SSS Main Building, East Avenue, Diliman, Quezon City

RECOMMENDING APPROVAL:

WENDELINO V. COMBOTO JR.
ACTING HEAD, GENERAL SERVICES DIVISION AND
CONCURRENT ACTING HEAD, EFMD

APPROVED BY:

DOREANDA M. DASMARIÑAS
VP, PROCUREMENT MANAGEMENT DIVISION AND
CONCURRENT ACTING HEAD, ADMINISTRATION GROUP

ENGINEERING SECTION

DESIGNED & DRAWN BY:
Jesualdo Kenneth P. Ramos - Sr. Architect
REVIEWED BY:
Michael A. Salas - SRO V, CAT
CHECKED BY:
Stephen P. Yap - CEO IV, Engrg Section

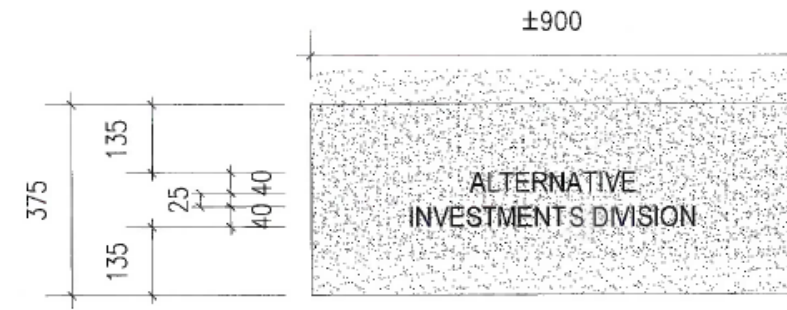
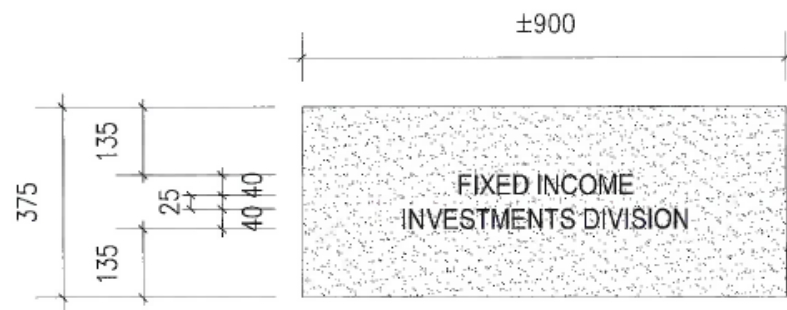
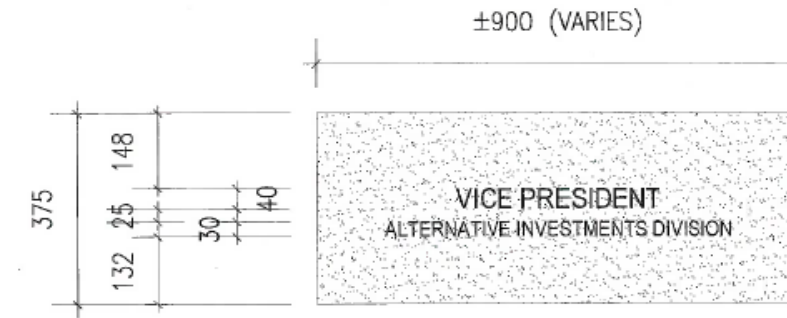
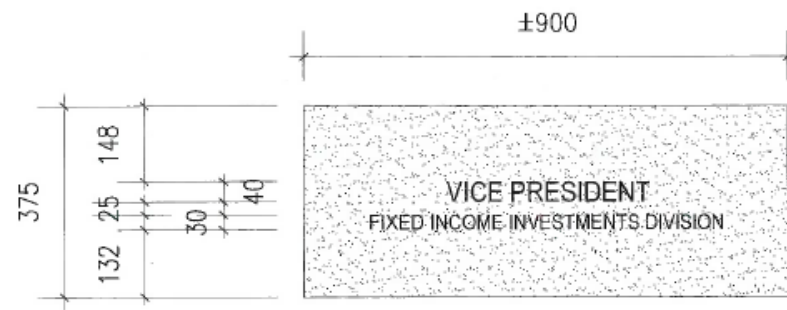
SHEET CONTENT:

SCHEDULE OF GLASS
DOORS


ALL DRAWINGS MUST BE
VERIFIED ON SITE BY THE
CONTRACTOR.
ALL DIMENSIONS SHOULD
BE REPORTED IMMEDIATELY
TO THE ARCHITECT AND
PROJECT MANAGERS.
CONTRACTORS ARE TO
PROVIDE AND CARRY OUT
DRAWINGS TO THE
ARCHITECT PRIOR TO
COMMENCEMENT OF WORK.

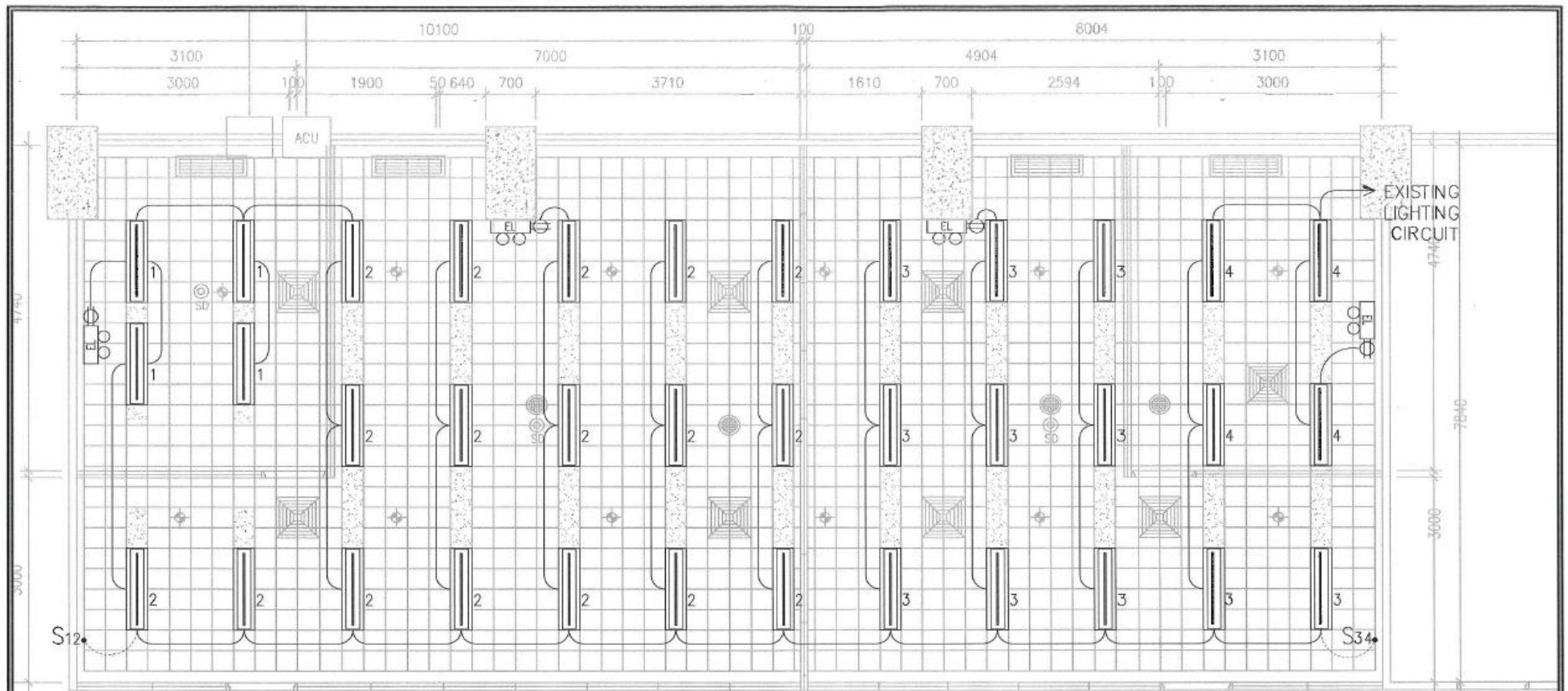
SHEET NO.
A-09
DATE:
FEB. 17, 2024

48





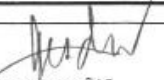
1
A-11
TYPICAL
VINYL CUT-OUT STICKER GLASS DOOR SIGNAGE
SCALE 1:10

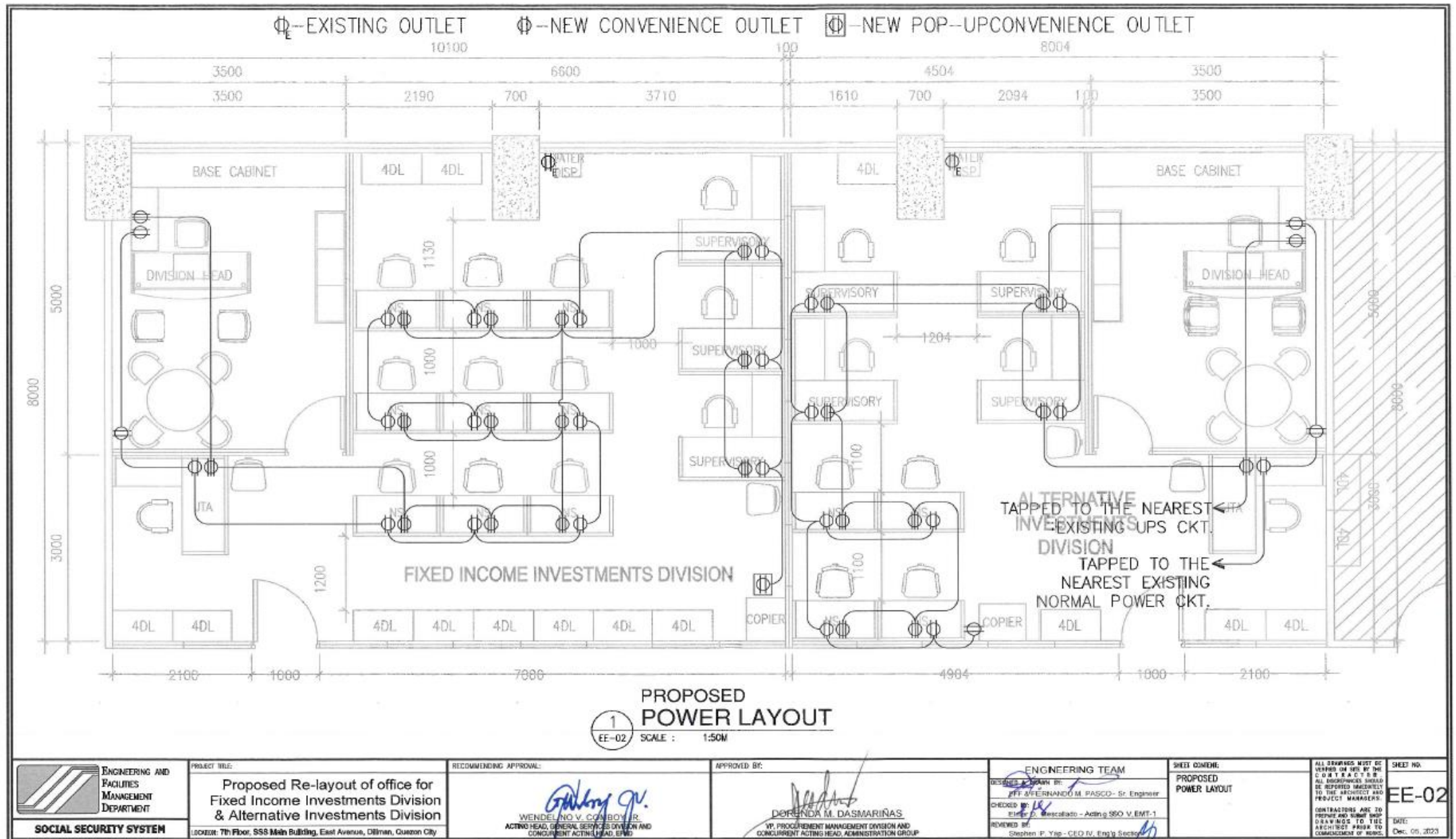
 <p>ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT SOCIAL SECURITY SYSTEM</p>	<p>PROJECT TITLE: RENOVATION OF FIID AND AID</p> <p>LOCATION: 7th Floor, SSS Main Building, East Avenue, Diliman, Quezon City</p>	<p>RECOMMENDING APPROVAL:</p> <p><i>[Signature]</i> WENDELINO V. COMBOLAR ACTING HEAD, GENERAL SERVICES DIVISION AND CONCURRENT ACTING HEAD, EPMD</p>	<p>APPROVED BY:</p> <p><i>[Signature]</i> DORENEA M. DASMARINAS VP, PROCUREMENT MANAGEMENT DIVISION AND CONCURRENT ACTING HEAD, ADMINISTRATION GROUP</p>	<p>ENGINEERING SECTION</p> <p>DESIGNED & DRAWN BY: Jesud Hazareth P. Ramos - Jr. Architect</p> <p>REVIEWED BY: Michael A. Salvo - SSO V. CAT</p> <p>CHECKED BY: Stephen P. Yap - CEO IV, Engrg. Section</p>	<p>SHEET CONTENT:</p> <p>FROSTED STICKER DETAIL VINYL CUT-OUT STICKER GLASS DOOR SIGNAGE</p>	<p>ALL DRAWINGS MUST BE VERIFIED ON SITE BY THE CONTRACTOR. ALL DISCREPANCIES SHOULD BE REPORTED IMMEDIATELY TO THE ARCHITECT AND PROJECT MANAGERS. CONTRACTORS ARE TO PRINT AND SHIP UP DRAWINGS TO THE ARCHITECT PRIOR TO COMMENCEMENT OF WORKS.</p> <p>SHEET NO. A-11</p> <p>DATE: FEB. 17, 2024</p>
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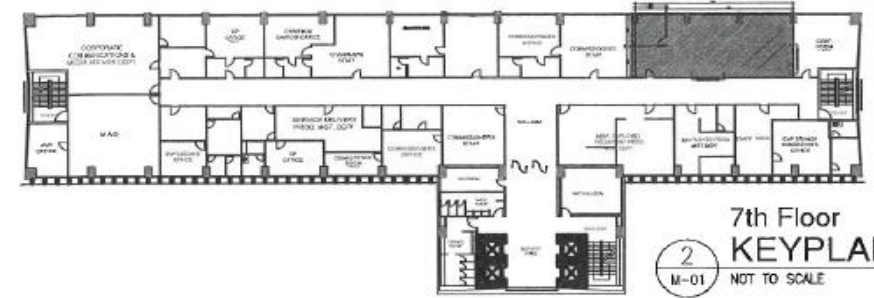


NEW LIGHTING CONFIGURATION

PROPOSED
LIGHTING LAYOUT
1
EE-01 SCALE : 1:50M

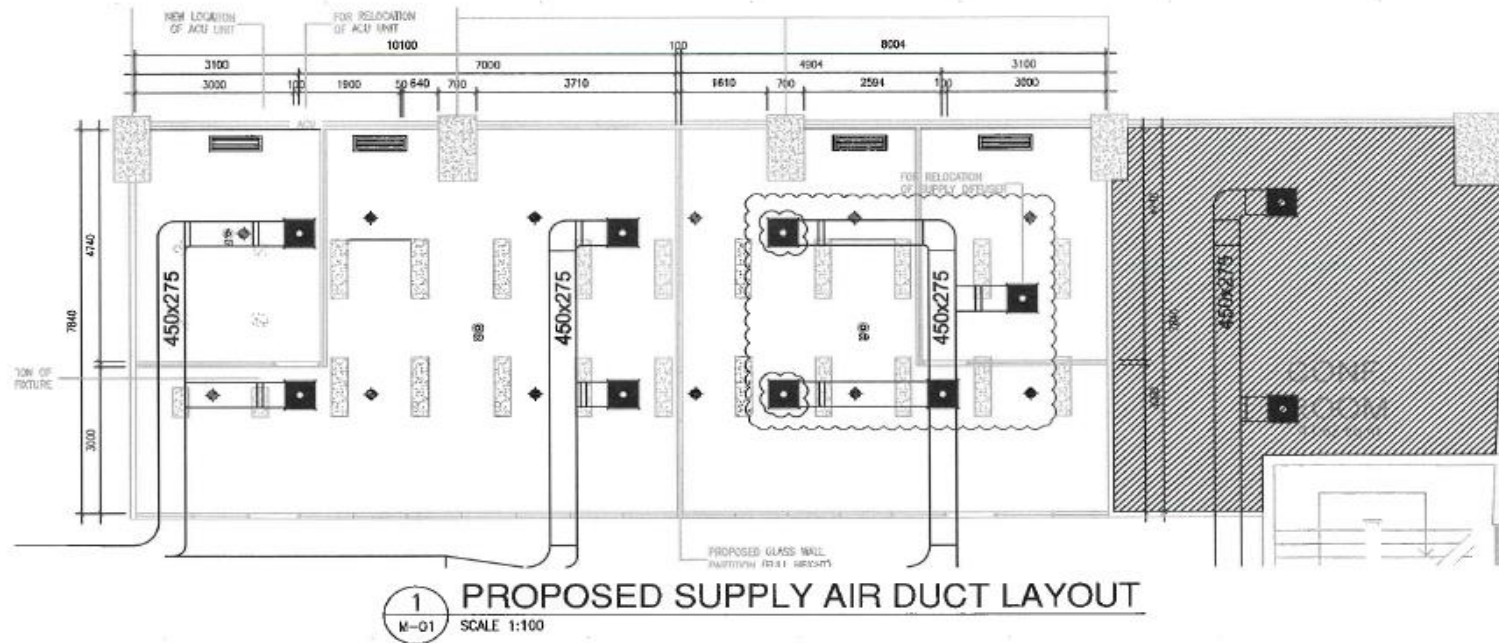
 <p>ENGINEERING AND FACILITIES MANAGEMENT DEPARTMENT SOCIAL SECURITY SYSTEM</p>	<p>PROJECT TITLE: Proposed Re-layout of office for Fixed Income Investments Division & Alternative Investments Division LOCATION: 7th Floor, SSS Main Building, East Avenue, Diliman, Quezon City</p>	<p>RECOMMENDING APPROVAL:  WENDELINO V. COMBOY JR. ACTING HEAD, GENERAL SERVICES DIVISION AND CONCURRENT ACTING HEAD, EPMD</p>	<p>APPROVED BY:  DORENDA M. DASMARINAS VP, PROCUREMENT MANAGEMENT DIVISION AND CONCURRENT ACTING HEAD, ADMINISTRATION GROUP</p>	<p>ENGINEERING TEAM DESIGNED & DRAWN BY: EFF & FERNANDO M. PASCO - Sr. Engineer CHECKED BY: Elmido M. Mercado - Acting SSO V, BMT-1 REVIEWED BY: Stephen P. Yap - CEO IV, Engrg Section</p>	<p>SHEET CONTENT: PROPOSED LIGHTING LAYOUT</p>	<p>ALL DRAWINGS MUST BE VERIFIED ON SITE BY THE CONTRACTOR. ALL DISCREPANCIES SHOULD BE REPORTED IMMEDIATELY TO THE ARCHITECT AND PROJECT MANAGERS. CONTRACTORS ARE TO PREPARE AND SUBMIT SHOP DRAWINGS TO THE ARCHITECT PRIOR TO COMMENCEMENT OF WORK. SHEET NO. EE-01 DATE: Dec. 05, 2023</p>
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LEGEND:

- (EXISTING) LIGHTING FIXTURE
- (EXISTING) SMOKE DETECTOR
- (EXISTING) SPRINKLER HEAD
- (EXISTING) PUBLIC ADDRESS SPEAKER
- (EXISTING) A/C SUPPLY DIFFUSER
- (NEW) A/C SUPPLY DIFFUSER
- (NEW) 1000mmx300mm CEILING RETURN DIFFUSER
- (NEW) 300mmx1200mm (VERIFY) ACOUSTIC CEILING BOARD



PROJECT TITLE:
**Proposed Re-layout of office for
Fixed Income Investments Division
& Alternative Investments Division**

LOCATION: 7th Floor, SSS Main Building, East Avenue, Diliman, Quezon City

RECOMMENDING APPROVAL:

WENDELINO V. COMBOY, JR.
ACTING HEAD, GENERAL SERVICES DIVISION AND
CONCURRENT ACTING HEAD, EPMO

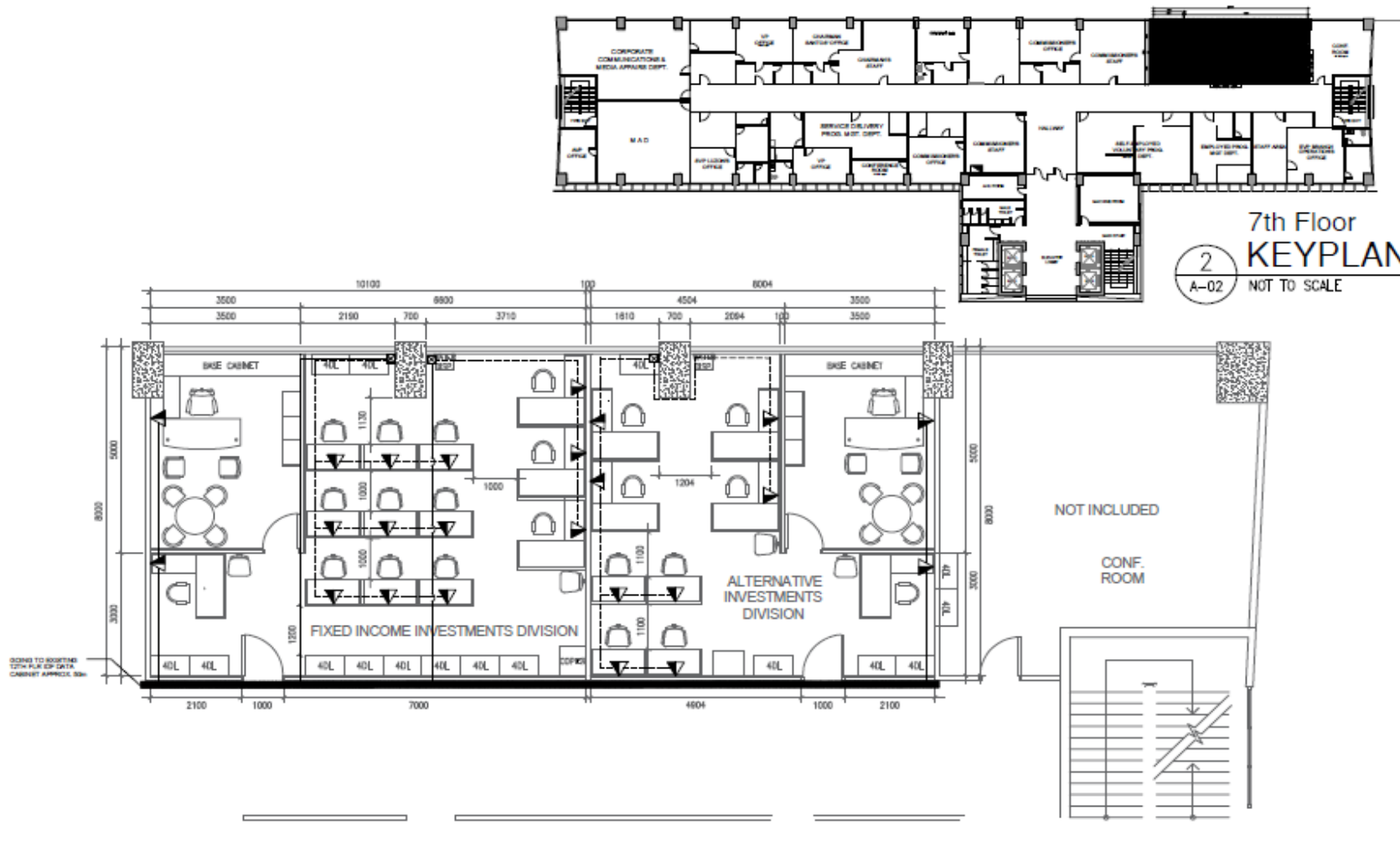
APPROVED BY:

DORENDIA M. DASMARINÁS
VP-PROCUREMENT MANAGEMENT DIVISION AND
CONCURRENT ACTING HEAD, ADMINISTRATION GROUP

ENGINEERING SECTION
DESIGNED & DRAWN BY:
Stephan P. Yap - Sr. Engineer
REVIEWED BY:
Checked by:
Stephan P. Yap - CEO IV, Engr. Section

SHEET CONTENT:
**PROPOSED SUPPLY AIR
DUCT LAYOUT**

ALL DRAWINGS MUST BE
REVISED ON SITE BY THE
C.O.D.S. & A.C.T.O.S.
ALL ASSURANCES SHOULD
BE REPORTED IMMEDIATELY
TO THE ARCHITECT AND
PROJECT MANAGERS.
CONTRACTORS ARE TO
PREPARE AND SUBMIT SHOP
DRAWINGS TO THE
ARCHITECT PRIOR TO
COMMENCEMENT OF WORKS.
SHEET NO.
M-01
DATE:
JAN. 17, 2024



PROJECT TITLE:
**PROPOSED RENOVATION
FIXED INCOME INVESTMENTS DIVISION & ALTERNATIVE INVESTMENTS DIVISION**

APPROVED BY:
LEO CALIXTO C. ABAYON
DEPARTMENT MANAGER II, NCD

APPROVED FOR IMPLEMENTATION:
MARIVIC S. VILLARAMA
CONCURRENT ACTING HEAD, IT SUPPORT
SERVICES DIVISION

NOSS-MONCR
DESIGNED & DRAWN BY:
Marta Albert C. Cuyda, CMT II
CHECKED BY:
Michael Madlong, Concurrent Acting BEO IV, MONCR
REVIEWED BY:
Emmylou G. Cesar, Concurrent Acting CEO II

SHEET CONTENT:
DATA & VOICE LAYOUT

SHEET NO.
AUX-01
DATE:
FEB 28, 2024

Section VIII. Bill of Quantities



PROJECT : RENOVATION OF FIID AND AID
LOCATION :7th Floor, SSS Main Building, East Avenue, Diliman, Quezon City

BILL OF QUANTITIES FORM

ITEM	DESCRIPTION	QTY.	UNIT	MATERIALS		LABOR & EQUIPMENT		MOB. / DEMOb.	TOTAL DIRECT COST	MARK-UP	VAT	TOTAL COST
				UNIT COST	TOTAL	UNIT COST	TOTAL					
(A)	(B)	(C)	(D)	(E)	(F) (C * E)	(G)	(H) (C * G)	(I) % * (F+H)	(J) (F + H + I)	(K) % * (J)	(L) 12% * (J+K)	(M) (J + K + L)
1	General Requirements / Site Preparation											
1.1	Reproduction of construction plans and preparation/printing of signed-and-sealed as-built plans	1.00	lot		-		-		-		-	-
1.2	Temporary board-up/site enclosure, protective covering for furniture/equipment and other safety requirements (i.e. signages)	1.00	lot		-		-		-		-	-
1.3	Demolition/Dismantling/Stripping/Removal of existing floor tiles, walls/partitions, ceiling, overhead cabinets & other items affected by the renovation works	1.00	lot		-		-		-		-	-
1.4	Hauling & Disposal of waste materials	1.00	lot		-		-		-		-	-
	sub-tota 1 -General Requirements										=	-
2	Civil / Architectural Works											
2.1	Supply & installation of floor Tiles											
2.1.1	Composite vinyl planks flooring, 150mm x 900mm x 3mm thick, wood grain finish (OVP-FIID & AID Offices)	35.00	sq.m.		-		-		-		-	-
2.2.2	Homogeneous vinyl tiles flooring, 300mm x 300mm x 3mm thick (Staff Area/ Hallway)	122.00	sq.m.		-		-		-		-	-
2.2	Ceiling Works											
2.2.1	Replacement of existing damaged acoustic ceiling tiles, 300mm x 300mm including affected area by the renovation work (Executive/Staff Area/ Hallway)	60.00	sq.m.		-		-		-		-	-
2.2.2	Replacement of existing damaged acoustic ceiling boards, fine fissured, 300mm x 1200mm x 5/8" thick including affected area by the renovation work (Executive/Staff Area/ Hallway)	10.00	sq.m.		-		-		-		-	-
2.2.3	Repair / Levelling of sagged ceiling including necessary supports (Executive/Staff Area)	146.00	sq.m.		-		-		-		-	-
2.3	Installation of single face drywall cladding (Executive/Staff Area)	35.00	sq.m.		-		-		-		-	-
2.4	Supply, Delivery & Installation of Glass Doors/Partitions											
2.4.1	GD-01/GD-02/GD-03/GD-04, 0.90m x 2.15m, 12mm thick tempered clear glass, single leaf door w/ FD-100 top & bottom aluminum frame in powder coated finish complete w/ fittings, stainless steel handle, locksets, hardware & accessories w/ vinyl frosted sticker and cut-out vinyl sticker signage (FIID & AID Entrance, OVP-FIID & AID)	4.00	sets		-		-		-		-	-

ITEM	DESCRIPTION	QTY.	UNIT	MATERIALS		LABOR & EQUIPMENT		MOB. / DEMOB.	TOTAL DIRECT COST	MARK-UP	VAT	TOTAL COST
				UNIT COST	TOTAL	UNIT COST	TOTAL					
(A)	(B)	(C)	(D)	(E)	(F) (C * E)	(G)	(H) (C * G)	(I) % * (F+H)	(J) (F + H + I)	(K) % * (J)	(L) 12% * (J+K)	(M) (J + K + L)
2.4.2	GSF-01/GSF-02/GSF-03/GSF-04/GSF-05/GSF-06/GSF-07/GSF-08/ GSF-09, 12mm thick tempered clear glass panels/transom, w/ aluminum frame in powder coated finish w/ vinyl frosted sticker and cut-out vinyl sticker signage (Hallway, Partition-FIID & AID, OVP-FIID & AID)	102.82	sq.m.		-		-		-		-	-
2.5	Supply & Installation of wall paper (OVP-FIID & AID)	27.20	sq.m.		-		-		-		-	-
2.6	Painting Works											
2.6.1	Painting of Pebble Washout Surface (Posts/Columns)	21.32	sq.m.		-		-		-		-	-
2.6.2	Painting of Plain Wall Surface (Executive/Staff Area)	53.20	sq.m.		-		-		-		-	-
2.6.3	Painting of Ceiling (Executive/Staff Area)	146.00	sq.m.		-		-		-		-	-
2.6.4	Painting of Window Frames (Executive/Staff Area)	18.00	sq.m.		-		-		-		-	-
2.6.5	Painting of Ceiling Aircon Diffusers (Executive/Staff Area)	6.00	sets		-		-		-		-	-
2.7	Supply, Delivery & Installation of Sunscreen Roller Shades	474.00	sq.ft.		-		-		-		-	-
	sub-tota 2 -Civil / Architectural Works										=	-
3	Electrical Works											
3.1	Conduits & Fittings											
3.1.1	20mmØ PVC Pipe with hub	31.00	L		-		-		-		-	-
3.1.2	20mmØ PVC Adapter with locknut & bushing	16.00	sets		-		-		-		-	-
3.1.3	20mm Plastic Moulding	12.00	L		-		-		-		-	-
3.1.4	Aluminum Threshold (100mm x 3m/ L)	1.00	L		-		-		-		-	-
3.2	Boxes / Gutters with cover											
3.2.1	Utility Box, Surface mounted (Tailee box)	7.00	ea		-		-		-		-	-
3.2.2	Junction Box Deep type GA # 16	16.00	ea		-		-		-		-	-
3.3	Wires / Cables											
3.3.1	3.5mm² THHN/ THWN stranded wire, Lead Free	3.00	rolls		-		-		-		-	-
3.3.2	Convenience Outlet, Duplex, 15A, 230V, 3-prong w/ grounding, flush mounted, parallel slot,	55.00	sets		-		-		-		-	-
3.3.3	Pop-up Outlet, Duplex, 15A, 230V, 3-prong w/ grounding, flush mounted, parallel slot,	1.00	sets		-		-		-		-	-
3.3.4	Air-con outlet for window type w/ grounding, flush mounted, complete w/ cover	1.00	sets		-		-		-		-	-
3.3.5	Rechargeable Emergency Light, 2 x 3-5watt min. LED, 4AH min., 4-6VDC, Warm White, with Sealed Lead Acid Battery complete with plate and cover	4.00	sets		-		-		-		-	-
3.3.6	Two gang switch, single pole, 15A, 250V, flush type	2.00	sets		-		-		-		-	-

ITEM	DESCRIPTION	QTY.	UNIT	MATERIALS		LABOR & EQUIPMENT		MOB. / DEMOB.	TOTAL DIRECT COST	MARK-UP	VAT	TOTAL COST
				UNIT COST	TOTAL (C * E)	UNIT COST	TOTAL (C * G)					
(A)	(B)	(C)	(D)	(E)	(F) (C * E)	(G)	(H) (C * G)	(I) % * (F+H)	(J) (F + H + I)	(K) % * (J)	(L) 12% * (J+K)	(M) (J + K + L)
3.4	Dismantling of all wiring devices and other existing layout not necessary for the new layout	1.00	lot		-		-		-		-	-
3.5	Relocation and re-alignment of the existing lighting fixtures / Switches as indicated in the plan	1.00	lot		-		-		-		-	-
3.6	Mechanical Works Supply, Delivery and Installation Supply Air Duct											
3.6.1	GI Sheet - Gauge 22 (.7mm), 4ft x 8ft or 1.2m x 2.4m	8.00	sheets		-		-		-		-	-
3.6.2	Insulation - Polyolefin Duct Insulation 50mm thick	23.00	m²		-		-		-		-	-
3.6.3	Supply Air Diffuser - 600mm x 600mm or 24"	2.00	pcs		-		-		-		-	-
3.6.4	Supply and Installation of Air-Grille Diffuser-1000mm x 300mm	4.00	pcs		-		-		-		-	-
3.6.5	Relocation of existing dumper (re-use)	1.00	pcs		-		-		-		-	-
3.6.6	Dismantling of existing supply duct	1.00	lot		-		-		-		-	-
3.6.7	Hangers, Miscellaneous and accessories	1.00	lot		-		-		-		-	-
3.6.8	Testing and Commissioning	1.00	lot		-		-		-		-	-
3.7	Conduits / supports, other incidental miscellaneous items and consumable materials and other related works and activities to complete the installation. Relocation of switches & Control Paging system / Relocation of Emergency light at hallway Replacement of blank cover (outlet) / Chipping flooring	1.00	lot		-		-		-		-	-
	sub-tota 3 -Electrical Works										=	-
4	Structured Cabling Works											
4.1	Cabling Components											
4.1.1	Cat 5E Onformation Outlet	48.00	pcs		-		-		-		-	-
4.1.2	Cat 5E Patch Panel 24 Ports	2.00	pcs		-		-		-		-	-
4.1.3	Modular Faceplate 2-port	24.00	pcs		-		-		-		-	-
4.1.4	Cat 5E UTP Cable 4-Pair Solid, 24AWG (305 meters/roll)	10.00	rolls		-		-		-		-	-

ITEM	DESCRIPTION	QTY.	UNIT	MATERIALS		LABOR & EQUIPMENT		MOB. / DEMOB. (I) % * (F+H)	TOTAL DIRECT COST (J) (F + H + I)	MARK-UP (K) % * (J)	VAT (L) 12% * (J+K)	TOTAL COST (M) (J + K + L)
				UNIT COST (E)	TOTAL (F) (C * E)	UNIT COST (G)	TOTAL (H) (C * G)					
(A)	(B)	(C)	(D)	(E)	(F) (C * E)	(G)	(H) (C * G)	(I) % * (F+H)	(J) (F + H + I)	(K) % * (J)	(L) 12% * (J+K)	(M) (J + K + L)
4.2	Roughing-ins				-		-		-		-	-
4.2.1	2" x 4" cable raceway, PVC pipes, Amco box, pull-box connectors, support hangers, couplings, miscellaneous, etc.	1.00	lot		-		-		-		-	-
	sub-tota 4 - Structured Cabling Works										=	-
TOTAL BID COST (Σtotals 1, 2, 3, 4)											=	-

GENERAL CONDITIONS:

- For uniformity and evaluation purposes, a bidder shall adhere to the herein prescribed format of BOQ, specifically in the formula for computation, given quantity and exclusive pay items. Any deviation from the format shall be a ground for disqualification of bid.
- Fill up all required items/field in the BOQ form (yellow shaded cells). If item is given for free, indicate zero (0) value. Failure to indicate value on the required items/field in the BOQ form (yellow shaded cells) shall mean outright disqualification of bid and considered non-responsive.
- Each bidder shall be provided with hard copy of the BOQ Form (attached in the PBD) and an electronic copy for faster and easier encoding. The hard copy shall serve as the bidder's reference as to completeness of work items, quantity, formula, format, etc. in the BOQ Form considering that the electronic copy is prone to alterations during encoding. Any discrepancy on the contents (specially on the quantity and inclusive pay items) between the hard copy and electronic, the contents of the hard copy shall prevail.
- Bidder are not allowed to include any pay items that were not indicated in the form supplied Bill of Quantities. In instances where necessary work items are inadvertently left out in BOQ Form, a bidder should make a written query to the Bids and Awards Committee so that the same shall be addressed in the Bid Bulletin which will be issued to all participating bidders.
- Bidders shall include in the detailed estimate the breakdown of materials & labor for quantities specified in lot (unit of measure) in BOQ.
- All documents must be signed, and each and every page thereof must be initialed by the duly authorized representative/s of the Bidder.
- Mark-up shall include the following:
 - Overhead expenses such as office expenses, supervision, transportation allowances, and financing costs (Premium on CARI, Bid Security, Performance Security, Surety for advance payment, Warranty bond, etc.)
 - Contingencies, Miscellaneous Expenses and Contractor's Profit margin
- It is the responsibility of the Bidder to check the arithmetical computation provided herein.

Submitted by:

(Name of Bidder / Company Name)

Prepared by:

(Company Representative - Signature over printed name)

Address:

Telephone #:

Date:

Section IX. 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 5 years period prior to the submission and opening of Bids; **and**
- ☐ (d) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**
- ☐ (e) 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**
- ☐ (f) **Project Requirements, which shall include the following:**
- ☐ a. Organizational chart for the contract to be bid;
- ☐ b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
- ☐ c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- ☐ (g) 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

- ☐ (h) The prospective bidder’s audited financial statements, showing, among others, the prospective bidder’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (i) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC).

Class “B” Documents

- ☐ (j) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence;
or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (k) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- ☐ (l) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (m) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- ☐ (n) Cash Flow by Quarter.

IMPORTANT REMINDERS

- A) Each and every page of the Bid Forms, under Section VIII: Checklist of Technical and Financial Documents hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- B) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C) Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D) Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:
- a) The first three individually sealed envelopes shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
- Envelop (1): ORIGINAL – Eligibility Requirements and Technical Component
Envelop (2): COPY1 – Eligibility Requirements and Technical Component
Envelop (3): COPY2 – Eligibility Requirements and Technical Component
- b) The next three individually sealed envelopes shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
- Envelop (4): ORIGINAL – Financial Component
Envelop (5): COPY1 – Financial Component
Envelop (6): COPY2 – Financial Component
- c) Bidders shall enclose, seal and mark the following:
- Envelop (7): Envelope (1) and Envelope (4) enclosed in one sealed envelope marked “ORIGINAL–BID”
- Envelop (8): Envelope (2) and Envelope (5) enclosed in one sealed envelope marked “COPY1–BID”
- Envelop (9): Envelope (3) and Envelope (6) enclosed in one sealed envelope marked “COPY2–BID”



- d) Envelopes (7) to (9) shall then be enclosed in a single sealed, signed final/outer envelope/package/box
- e) All envelopes (Envelopes (1) to (9) and the final/outer envelope/package/box) shall indicate the following:
 - addressed to the Procuring Entity’s BAC
 - name and address of the Bidder in capital letters
 - name of the contract/project to be bid in capital letters
 - bear the specific identification/reference code of this bidding process
 - bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids

THE CHAIRPERSON

BIDS AND AWARDS COMMITTEE

2ND FLOOR, SSS MAIN BUILDING

EAST AVENUE, DILIMAN, QUEZON CITY

NAME OF BIDDER : _____

ADDRESS : _____

- E) Bids submitted after the deadline shall only be marked for recording purpose, shall not be included in the opening of bids, and shall be returned to the bidder unopened.



FORMS



Bid Form for the Procurement of Infrastructure Projects

BID FORM

Renovation of FIID and AID

Date: _____

Project Identification No.: ITB-SSS-Civil-2024-018

To: SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City

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: Renovation of FIID and AID (Re-Advertisement);
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: (insert information);
- d. The discounts offered and the methodology for their application are: (insert information);
- e. 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 and reflected in the detailed estimates,
- f. Our Bid shall be valid within the period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of [insert percentage amount] percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/conform 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 Renovation of FIID and AID (Re-Advertisement) of the Social Security System.

- 1. 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: _____

GPPB Resolution No. 16-2020, dated 16 September 2020

Bid Securing Declaration Form

Renovation of FIID and AID (Re-Advertisement)

REPUBLIC OF THE PHILIPPINES) CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: ITB-SSS-Civil-2024-018

To: SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City

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 Infrastructure Projects (Revised)

CONTRACT AGREEMENT
RENOVATION OF FIID AND AID (RE-ADVERTISEMENT)
ITB-SSS-CIVIL-2024-018

THIS AGREEMENT made between:

SOCIAL SECURITY SYSTEM, a government-owned and controlled corporation created pursuant to Republic Act No. 11199, with principal office address at SSS Building, East Avenue, Diliman, Quezon City, represented herein by its Approving Authority and (Position of Approving Authority), (Name of Approving Authority) and (Position of Signatory), (Name of signatory), duly authorized pursuant to Administrative Order _____, _____ (pertaining to Approving Authority) (Annex “A”) and Office Order _____, _____ (Annex “B”) (pertaining to signatories), hereinafter referred to as the “SSS”;

- a n d -

(NAME OF CONTRACTOR), of legal age, Filipino, single/married, with principal address at _____, hereinafter referred to as the “Contractor”.

If corporation

(NAME OF CONTRACTOR), a corporation duly created and existing pursuant to the laws of the Republic of the Philippines, with principal office address at _____, represented herein by its (Position of Signatory), (Name of Signatory), duly authorized pursuant to _____, _____, hereinafter referred to as the “Contractor”.

WHEREAS, the Entity is desirous that the Contractor execute [name and identification number of contract] (hereinafter called “the Works”) and the Entity has accepted the Bid for [contract price in words and figures in specified currency] by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

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.:
 - a. Philippine Bidding Documents (PBDs);
 - i. Drawings/Plans;



- ii. Specifications;
- iii. Bill of Quantities;
- iv. General and Special Conditions of Contract;
- v. Supplemental or Bid Bulletins, if any

- b. Contractor’s 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;

- c. Performance Security;
- d. Notice of Award of Contract; and the Bidder’s conforme thereto; and
- e. 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 SSS 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.

<p><i>[Insert Name and Signature]</i></p> <p><i>[Insert Signatory’s Legal Capacity]</i></p> <p style="text-align: center;"><i>for:</i></p> <p>SSS</p>	<p><i>[Insert Name and Signature]</i></p> <p><i>[Insert Signatory’s Legal Capacity]</i></p> <p style="text-align: center;"><i>for:</i></p> <p><i>[Insert Name of Supplier]</i></p>
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(In case of double acknowledgment)

SIGNED IN THE PRESENCE OF:

(Name of Certifying officer as to availability of funds)
(Position of Certifying Officer)
(Department/Office of Certifying Officer)

FUNDS AVAILABLE:

APP No.: _____

FIRST ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in _____, Philippines, on this _____ day of _____ personally appeared:

Name	Competent Evidence of Identity	Date/Place of Issue

known to me to be the same person who executed the foregoing Agreement, consisting of _____ (____) pages, including this page and excluding annexes, and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed as well as the free and voluntary act and deed of the principal he/she /they represent/s in this instance.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

SIGNED IN THE PRESENCE OF:

SECOND ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in _____, Philippines, on this _____ day of _____ personally appeared:

Name	Competent Evidence of Identity	Date/Place of Issue

known to me to be the same person who executed the foregoing Agreement, consisting of _____ (____) pages, including this page and excluding annexes, and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed (if corporation to include succeeding phrase) as well as the free and voluntary act and deed of the principal he/she /they represent/s in this instance.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

Omnibus Sworn Statement (Revised)

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 [insert 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 [insert 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 [insert 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 Renovation of FIID and AID of the Social Security System 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 Renovation of FIID and AID of the Social Security System, as shown in the attached [state title of attached documents showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);];

- 3. [insert 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. [insert 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, Procurement Agent if engaged, 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 *[insert Name of Bidder]* is related to the **Head of the Procuring Entity, Procurement Agent if engaged, 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 *[insert Name of Bidder]* is related to the **Head of the Procuring Entity, Procurement Agent if engaged, 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. *[insert Name of Bidder]* complies with existing labor laws and standards; and
8. *[insert 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 *Renovation of FIID and AID (RE-ADVERTISEMENT)*.
9. *[insert 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]

GPPB Resolution No. 16-2020, dated 16 September 2020



SECRETARY'S CERTIFICATE

I, <NAME OF CORPORATE SECRETARY>, of legal age, <Civil Status>, Filipino citizen and with business at <Company Address>, after being duly sworn, hereby depose and state that:

- 1. I am the Corporate Secretary of < insert COMPANY NAME>, a Corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office at < insert Office Address>.
- 2. As the Corporate Secretary, I have custody and access to the records of the Corporation.
- 3. I am familiar with the facts herein certified and duly authorized to certify the same.
- 4. I hereby certify that during a regular meeting of the Board of Directors of the Corporation held on <Date of Meeting>, at which meeting a quorum was present, the following Resolution/s was/were unanimously passed, approved and adopted:

- a) RESOLVED that < insert COMPANY NAME>, authorized and empowered the following to participate in the bidding for the Renovation of FIID and AID (Re-Advertisement) of the SOCIAL SECURITY SYSTEM:

NAME POSITION/DESIGNATION SIGNATURE

- 1.
- 2.

- b) RESOLVED FURTHER that, if awarded the Contract, the following is/are granted full power and authority to enter into contract with the SOCIAL SECURITY SYSTEM:

NAME POSITION/DESIGNATION SIGNATURE

- 1.
- 2.

- c) RESOLVED FURTHERMORE that, the designated representative/s of the Corporation has/have the full power to perform any and all acts necessary and/or to represent the Corporation as fully and effectively as the Corporation might do if personally present, and hereby satisfying and confirming all the said representative/s shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ____ at <CITY>.

NAME & SIGNATURE of Corporate Secretary

SUBSCRIBE AND SWORN to before me this __ day of ____ at <CITY>, affiant having exhibited to me his/her <Government Issued ID and details [issued by, date and place issued if applicable]>).

Doc No. _____
Page No. _____
Book No. _____
Series of _____

STATEMENT OF ALL ITS ON-GOING GOVERNMENT AND PRIVATE
CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT



FORM-06

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO
THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC
WITH ATTACHED SUPPORTING DOCUMENTS (i.e. P.O/CONTRACTS)

NAME OF CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS

NOTE: SLCC SHOULD BE PROJECTS WITHOUT NON-DISCLOSURE
AGREEMENT (NDA)



Formula in the Computation of NFCC

Renovation of FIID and AID (Re-Advertisement)

NAME OF COMPANY

NFCC = 15 (Current Assets – Current Liabilities) – Value of All Outstanding Works under On-going Contracts including Awarded Contracts yet to be started)

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
TOTAL		

Value of Outstanding Works under On-going Contracts:

CONTRACT DESCRIPTION	TOTAL CONTRACT AMOUNT AT AWARD	PERCENTAGE OF PLANNED AND ACTUAL ACCOMPLISHMENT	ESTIMATED COMPLETION TIME
TOTAL			

Use additional sheet/s, if necessary

FORMULA:

15 (_____ – _____) – _____ = _____
Current Assets minus Current Liabilities minus Total Outstanding Works NFCC

P _____
NFCC

Prepared and Submitted by:

Signature over Printed Name



(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date:

Social Security System (SSS)
SSS Main Building, East Avenue
Diliman, Quezon City

CONTRACT PROJECT :
COMPANY/FIRM :
ADDRESS :
BANK/FINANCING :
INSTITUTION :
ADDRESS :
AMOUNT :

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance by the Social Security System.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of (Name of Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

The committed line of credit cannot be terminated or cancelled without the prior written approval of Social Security System.

Name and Signature of Authorized Financing Institution Office

Office Designation

Concurred by:

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor) Authorized Representative

Official Designation

SUBSCRIBED AND SWORN TO BEFORE ME this day of at Philippines, Affiant exhibited to me his/her competent Evidence of Identity (as defines by the 2004 Rules on Notarial Practice issued on at , Philippines.

NOTARY PUBLIC

Doc No. :
Page No. :
Book No. :
Series of :

(Note: The amount committed should be machine validated in the Certificate itself)



