



SOCIAL SECURITY SYSTEM

PHILIPPINE BIDDING DOCUMENTS

Sixth Edition

Procurement of INFRASTRUCTURE PROJECTS

**RENOVATION AT SSS MAKATI BUILDING –
MAKATI PROCESSING CENTER,
NCR SOUTH LEGAL DEPARTMENT
& SSC COMMISSIONERS OFFICES**

ITB-SSS-CIVIL-2025-002

Government of the Republic of the Philippines

APRIL 2025



EMILY M. BELTRAN
TWG Chairperson

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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.

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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.

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Section I. Invitation to Bid



Invitation to Bid
ITB-SSS-CIVIL-2025-002

***RENOVATION AT SSS MAKATI BUILDING –
MAKATI PROCESSING CENTER, NCR SOUTH LEGAL DEPARTMENT
& SSC COMMISSIONERS OFFICES***

<i>Approved Budget for the Contract (ABC) & Source of Fund</i>	<i>Delivery/ Completion Period</i>	<i>Price of Bid Documents (non- refundable)</i>	<i>Schedule of Activities Date/Time</i>	
			<i>Pre-bid Conference</i>	<i>Deadline of submission and receipt of bids</i>
Lot 1 – Renovation at SSS Makati Building - Makati Processing Center ABC: ₱ 2,635,151.00 Source of Fund: Approved 2025 Budget under Others (Investment Income) - Capital Outlay with Code PAP 2025-0366 of the Annual Procurement Plan (APP)	Within Seventy-Five (75) calendar days upon receipt of Notice to Proceed and Job Order	₱3,000.00	May 02, 2025 (Thursday) 2:30pm	May 15, 2025 (Thursday) 2:00pm
Lot 2 – Renovation at SSS Makati Building - NCR South Legal Department ABC: ₱ 2,777,500.00 Source of Fund: Approved 2025 Budget under Others (Investment Income) - Capital Outlay with Code PAP 2025-0367 of the Annual Procurement Plan (APP)	Within Sixty (60) calendar days upon receipt of Notice to Proceed and Job Order	₱3,000.00		
Lot 3 – Renovation at SSS Makati Building – SSC Commissioners Offices ABC: ₱ 16,000,000.00 Source of Fund: Approved 2025 Corporate Operating Budget-Capital Outlay with Code PAP 2025-0368 of the Annual Procurement Plan (APP)	Within One Hundred Fifty (150) calendar days upon receipt of Notice to Proceed and Job Order	₱12,500.00		

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1. The ***SOCIAL SECURITY SYSTEM (SSS)*** now invites bids for the above Procurement Project. Completion of the Works is required **within the period indicated above. 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 the last item 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 23 April 2024 up to the scheduled submission & opening 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 Management 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 30 April 2025, 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.

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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; 8709-7198 local 3421 & 3422

Email – bac@sss.gov.ph

12. Bidding documents may be downloaded from the PROCUREMENT tab at www.sss.gov.ph starting 23 April 2025.



THE CHAIRPERSON
BIDS & AWARDS COMMITTEE

ref.: itb-sss-civil-2025-002- Renovation at SSS Makati Building

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Section II. Instructions to Bidders

1. **Scope of Bid**

The Procuring Entity, *Social Security System* wishes to receive Bids for the **Renovation at SSS Makati Building-Makati Processing Center, NCR South Legal Department & SSC Commissioners Offices**, with identification number ITB-SSS-CIVIL-2025-002.

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 2025* in the amount of :

Lot 1 - Renovation at SSS Makati Building- Makati Processing Center	: ₱ 2,635,151.00
Lot 2 - Renovation at SSS Makati Building- NCR South Legal Department	: ₱ 2,777,500.00
Lot 3 - Renovation at SSS Makati Building- SSC Commissioners Offices	: ₱ 16,000,000.00

2.2. The source of funding is: Approved 2025 Budget under Others (Investment Income)-Capital Outlay with Codes (PAP) 2025-0366 (Renovation at SSS Makati Building-Makati Processing Center) and 2025-0367 (Renovation at SSS Makati Building-NCR South Legal Department), and Approved 2025 Corporate Operating Budget-Capital Outlay with Code (PAP) 2025-0368 (Renovation at SSS Makati Building- SSC Commissioners Offices) of the 2025 Annual Procurement Plan.

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

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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 from the Date of the Bid Opening**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid. The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

- 18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. 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

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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 bids</p>												
7.1	No further instruction.												
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 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 Manager* (CE/Architect)</td><td>5 years</td><td>Construction / Renovation Works</td></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><i>* required for Lot 3 – SSC Commissioners Offices</i></p> <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 Manager* (CE/Architect)	5 years	Construction / Renovation Works	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 Manager* (CE/Architect)	5 years	Construction / Renovation Works											
Project Engineer / Architect	5 years	Construction / Renovation Works											
Foreman	5 years	Construction / Renovation Works											
10.5	<p>The minimum major equipment required for the project are as follows:</p> <p>a) Delivery Truck</p> <p>Equipment and hand tools necessary for the completion of the project shall be made available on site (by the winning bidder / contractor).</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 2% of ABC if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit:</p> <p>Lot 1 - ₱ 52,703.02 Lot 2 - ₱ 55,550.00</p>												

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	<p>Lot 3 - ₱ 320,000.00</p> <p>b. The amount of not less than 5% of ABC if bid security is in Surety Bond:</p> <p>Lot 1 - ₱ 131,757.55</p> <p>Lot 2 - ₱ 138,875.00</p> <p>Lot 3 - ₱ 800,000.00</p>
19.2	Partial bids are allowed. The infrastructure projects under bidding are comprised of 3 lots. Bidder shall have the option of submitting a proposal on any or all lots and the evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
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) for corporation including Articles of Incorporation and General Information Sheet (GIS), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document 2. 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 Statements 5. 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 prior to the submission & opening of bids 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	One (1) year from project completion up to final acceptance or the defects liability period, the contractor shall undertake the repair works, at his own expense, of any damage to the infrastructure on account of the use of materials of inferior quality, within ninety (90) calendar days from the time the HoPE has issued an order to undertake repair.
8	<p>Data Privacy Act of 2012</p> <p>The bidder and its implementation partner/s, including its personnel who shall be assigned to the project, must comply with the pertinent provisions of Republic Act No. 10173 (Data Privacy Act of 2012), its Implementing Rules and Regulations (IRR), or any subsequent official issuance/guideline on Data Privacy, if applicable.</p> <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</p>

	<p>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> <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>
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	<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> <p>19. BINDING EFFECT. The Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.</p>
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	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.

	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.										
13	Advance payment is not allowed .										
14	<p>Progress payment may be made in four (4) progress 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>30% or more work accomplishment.</td></tr><tr><td>2nd Billing</td><td>50% or more work accomplishment</td></tr><tr><td>3rd Billing</td><td>75% or more work accomplishment</td></tr><tr><td>4th or 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 put in place shall not be included for payment.</p> <p>Processing of all payments shall commence upon submission of the complete required documents by the CONTRACTOR, as follows:</p> <ul style="list-style-type: none">a. Billing Letter from Contractorb. Statement of Work Accomplished/Progress Billingc. Contractor's Affidavit on payment of laborers and materials and all indebtedness connected with the project as of current billingd. Pictures (colored), before, during and after construction of items of worke. As-Built Plans (to be submitted only for the final billing/payment)f. Sworn Contractor's Quit Claim (for release of retention) <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	30% or more work accomplishment.	2 nd Billing	50% or more work accomplishment	3 rd Billing	75% or more work accomplishment	4 th or 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	30% or more work accomplishment.										
2 nd Billing	50% or more work accomplishment										
3 rd Billing	75% or more work accomplishment										
4 th or 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

LOT 1 – RENOVATION AT SSS MAKATI BUILDING-MAKATI PROCESSING CENTER

I. GENERAL SPECIFICATIONS

A. WORKMANSHIP

The work throughout shall be executed in the best and most thorough manner under the direction of and to the satisfaction of the SSS Engineer or Representative who will interpret the meaning of the drawings and specifications and shall have the authority to reject any works and materials, which in their judgment, are not in full accordance therewith required phases of work shall be done by skilled and competent men who are engaged or specialized in the type of work specified.

B. SITE EXAMINATION

Prospective bidders are required to conduct site inspection before the submission and opening of bid to determine all incidental materials and activities that are necessary to be furnished and executed to complete the project.

Examine the site premises and all conditions apparent and visible therein. Consider all such conditions that may affect work. Measure every existing work/structure at site. Verify all given dimensions and deviations in the plans/drawings and Bill of Quantities. It shall be understood that the work covers all exposed external surface regardless of measurements made.

C. PROTECTION OF WORK AND PROPERTY

The contractor shall ensure protection of existing structures, properties and other areas not affected by the work specified. Any damage incurred during the activity shall be restored/repaid by the Contractor at their own expense, and it shall be done in a satisfactory and approved manner.

Place warning signs where work is being undertaken. Remove work materials damaged by failure to provide protection, and replace with new work materials at no cost to the Owner.

D. SUBMITTALS

The Contractor shall submit samples of finishes, furnished materials and equivalent materials for approval of SSS Implementing Unit prior to installation or application.

E. QUALITY OF MATERIALS

All materials shall be new, free from defects, passed and conformed to International Standard and Philippine Standard set forth by Bureau of Product Standards - Department of Trade and Industry.

F. CLEANING

Leave premises clean, neat and orderly. Remove all excess materials, soil, used containers, tools, equipment and supplies out of the SSS premises during the progress of work and upon completion of work.

G. AS-BUILT PLAN AND ELECTRONIC FILE

Three (3) sets as-built plans (11" x 17" or A3 paper size) duly signed and sealed by the Contractor's Civil Engineer or Architect for civil-architectural plans, Electrical Engineer for electrical plans, Mechanical Engineer for mechanical plans and Electronics and Communications Engineer for structured cabling (voice and data) plans.

The contractor shall likewise submit electronic file copy of as-built plans using AutoCAD software

or other compatible CAD software.

II. SCOPE OF WORKS AND MATERIAL SPECIFICATIONS

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.

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.

A. SCOPE OF WORKS

1. General Requirements

- 1.1 Reproduction of construction plans and preparation/printing of signed-and-sealed as-built plans, securing of Permit (MaCEA).
- 1.2 Relocation of affected employees (c/o SSS).
- 1.3 Temporary board-up/site enclosure using fiber cement board on metal studs, protective covering for furniture/equipment and other safety requirements (i.e. signage, fire extinguisher, medicine kit, etc.)
- 1.4 Demolition/Removal of existing floor tiles, & other items affected by the renovation works.
- 1.5 Hauling & Disposal of debris, waste/unusable materials, etc.

2. Site Preparation

- 2.1 Repair/restoration of partition/walls/floor corners affected by demolition works.

3. Civil/Architectural Works

- 3.1 Paint works
 - 3.1.1 Painting of Drywall Partition (WF-01)
 - 3.1.2 Painting of Masonry/Concrete partition and existing column (WF-02)
 - 3.1.3 Repair and Repainting of 300mm x 300mm acoustic ceiling
 - 3.1.4 Repair and Repainting of wooden doors (office of Dept. manager, Pantry, Conference room)
 - 3.1.5 Repair and Repainting of analog framed glass door including cleaning of glass panels (Hallway)
- 3.2 Floor Finishes
 - 3.2.1 Supply & Installation, 300mm x 300mm vinyl floor tile
- 3.3 Specialty Works
 - 3.3.1 Supply & Installation of Vinyl frosted sticker
 - 3.3.2 Supply & Installation of Sunscreen roller shades
 - 3.3.3 Supply & Installation of Indoor ceiling mounted acrylic signage
 - 3.3.4 Supply & Installation of indoor wall/door mounted acrylic signage

4. Electrical Works (w/ separate scope of works)

5. Structured Cabling (w/ separate scope of works incorporated in the drawing plan)

B. MATERIAL SPECIFICATIONS

PARTICULARS	MATERIAL SPECIFICATION/DESCRIPTION	REMARKS
1. CIVIL / ARCHITECTURAL WORKS		
Painting of Fiber Ceiling	<p>Primer: Acrylic or Latex primer Paint: Acrylic latex paint No. of coats: 2</p> <p>SURFACE PREPARATION</p> <ul style="list-style-type: none">• Ensure the fiber cement board surface is clean, dry, and free from dust, dirt, grease, and oil.• Lightly sand the surface with fine-grit sandpaper to smoothen and remove any rough edges.• Use and appropriate filler to fill any gaps, cracks, or imperfections. Allow the filler to dry completely and sand it smooth.• Apply one coat of primer using brush, roller, or spray. Ensure even coverage.• Allow the acrylic or latex primer to dry.• Apply the first coat using brush, roller, or spray. Ensure even coverage without runs or sags.• Allow the first coat to dry.• Apply a second coat for full coverage and durability.	Submit sample/swatch and/or brochure
Painting of wooden doors	<p>Primer: Lacquer Primer Surfacer Putty: Lacquer spot putty Topcoat: Automotive Lacquer No. of coats: 2</p> <p>SURFACE PREPARATION</p> <ul style="list-style-type: none">• Ensure the wooden door is clean, dry, and free from dust, dirt, grease and oil.• Apply wood putty of fillers to fill cracks, holes, and uneven areas.• Let it dry completely (follow product drying time)• Sand the wood door using 120-grit sandpaper to smoot out the putty and roughen the surface.• Progress to finer grits (240-320-grit) for a smoother finish.• Wipe off dust with a tack cloth or clean, dry cloth.• Use masking tape, used papers, or plastic sheets to protect areas not to be painted. E.g. hinges, handles• Apply 1 coat of lacquer primer surfacer as primer• Lightly sand the primed surface with 400 grit sandpaper for smoothness.• Apply first coat let it dry and apply the second and final coat.	Submit sample/swatch and/or brochure

	Apply Clear topcoat to protect the paint use matte finish.	
Painting of wall surfaces (interior)	<p>Primer: Acrylic or Latex primer Paint: High quality latex paint Color: As specified in Architectural drawings Surface imperfection: Suitable putty No. of coats: 2</p> <p>SURFACE PREPARATION</p> <ul style="list-style-type: none"> • Inspect the wall for any damage, cracks or loose materials. • Clean the surface thoroughly to remove any dirt, dust, grease, or other contaminants. Use a stiff brush effective cleaning. • Remove any efflorescence (white powdery substance) with a wire brush or muriatic acid solution. • Repair any cracks, holes, or damaged mortar joints using appropriate patching materials or mortar. • Allow repairs to dry and cure completely. • Sand down any rough areas or raised patches to create a smooth and even surface. • Remove any sanding dust with a brush or damp cloth. • Apply a suitable primer to the entire surface. • Mask off any adjacent surfaces, fixtures, or areas not to be painted using masking tape or paper sheeting. • Ensure the masonry surface is completely dry and before applying primer and paint. 	Submit sample/swatch and/or brochure
Painting of Aluminum powder coated frames	<p>Primer: Etching Primer Top Coat: Lacquer paint</p> <p>REPAINTING OF ALUMINUM POWDER COATED FRAMES:</p> <ul style="list-style-type: none"> • Thoroughly clean the aluminum frame to remove any dirt, grease, or contaminants. Use a mild detergent solution and a soft cloth or sponge to wipe down the surface. Rinse with clean water and allow it to dry completely. • Apply a suitable degreasing agent to eliminate any residual oils or grease that might interfere with the adhesion of the paint. • Lightly sand the powder-coated surface using fine-grit sandpaper (220-320 grit). 	Submit sample/swatch and/or brochure



	<ul style="list-style-type: none"> • After sanding, thoroughly remove all dust and debris using a tack cloth or a vacuum cleaner w/ brush attachment. • Apply an etching primer specifically designed for aluminum surfaces. • Mask off any areas of the glass to avoid unwanted paints using masking tape, plastic sheeting or paper. • Apply paint using Paint sprayer and allow each coat to dry completely before applying for the next coat. 	
Vinyl tiles flooring	- Homogeneous vinyl tiles flooring, 300mm x 300mm x 3mm thick -Vinyl tile adhesive	Submit sample/swatch and/or brochure
Acrylic Indoor Signage	INDOOR SIGNAGE: 3mm Thick Acrylic plastic base (White) COLOR: CERULEAN CASCADE OR SIMILAR (RGB: 43,79,155) Ceiling Mounted Signage: - ADMINISTRATIVE SECTION (1 SET) - MEMBERSHIP AND OPERATIONS ACCOUNTING SECTIONS (1 SET) - SICKNESS, MATERNITY AND EC REIMBURSEMENT SECITON (1 SET) - DEAT, DISABILITY & RETIREMENT SECTION (1 SET) Wall/Door mounted Signage: - OFFICE OF THE DEPARTMENT HEAD (1 SET) - CONFERENCE ROOM (1 SET) - ELECTRICAL & DATA CABINET ROOM (1 SET) - FIRE EXIT (1 SET) - NO SMOKING (1 SET) - RESTRICTED (1 SET)	Submit sample/swatch and/or brochure
2. ELECTRICAL WORKS (w/ separate materials specifications)		
3. STRUCTURED CABLING (w/ separate material specifications incorporated in drawings/plans)		

III. ELECTRICAL WORKS

A. 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.

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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 Ground - Green 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 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.

B. ELECTRICAL MATERIAL SPECIFICATIONS:

1. CONDUITS & FITTINGS

Materials	Specifications
a. IMP pipe with coupling	15mmØ
b. uPVC pipe	20mmØ

2. BOXES / GUTTERS WITH COVERS

Materials	Specifications
a. Junction Box	steel sheet gauge 16
b. Utility Box	2" x 4", steel sheet gauge 16



3. WIRES / CABLES & DEVICES

Materials	Specifications
a. 3.5 mm ² b. Convenience outlet	THHN/ THWN stranded wire, lead free Wide series, Duplex, 15Amp, 230VAC, 3-prong, parallel slot, w/ grounding, complete with plate and cover.

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

Materials	Specifications
a. Conduit support b. Conduit clamp c. Mounting of conduit	Threaded bar with Grip Anchor U-bolts/ strapped Angular bar, 1 ¼' x 1 ¼" x ¼"

C. SCOPE OF WORKS:

ELECTRICAL WORKS

- a. 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.
- b. 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.
- c. 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.
- d. Dismantling of all electrical wiring system, outlet/ devices, and other layout not necessary and affected by the renovation works
- e. Chipping of floors and walls to embed the conduit of Normal and UPS power layout from workstation area riser-up above ceiling line.
- f. Roughing-ins of PVC pipe layout shall be embedded on the floors and walls complete with boxes, fittings and wiring system.
- g. Use IMC pipe for the roughing-ins of circuit homerun layout above ceiling line to distribution panel complete with hangers/ support bracket with appropriate boxes and fittings.
- h. Supply and install of new electrical wiring and layout materials for the power supply of UPS/ Normal outlets of the new workstation layout complete with essential wiring system and standard accessories:

- i. Circuit homerun for the UPS power circuit shall be tapped to the existing UPS Distribution Panel (UPSDP), while the Normal power circuit homerun shall be tapped to the existing LPA at the at electrical room .
- j. Retain the existing mounting/ location of the lighting fixtures, sprinkler heads, air-con diffusers, detectors and other devices in the area.
- k. Supply and install of conduit support/ hangers and shall be rigidly secured with appropriate fittings using appropriate materials.
- l. 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.
- m. 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.
- n. Testing and commissioning of the electrical wiring system, fixtures and other devices.

IV. STRUCTURED CABLING WORKS

- 1. Supply necessary materials manpower, tools and technical personnel for the full implementation of the project
- 2. Installation, cable pulling, termination and testing for 176 data/voice from patch panels and information outlets
- 3. Installation/Termination of 8 runs CAT5E Solid UTP Cable from existing SSS data cabinet going to New Network data cabinet.
- 4. Tagging of PVC pipes and pull boxes for proper identification for New Network Data Cabinet.
- 5. Conduits and hangers should be installed with proper supports (prefabricated or special fabrication if necessary)
- 6. Provision of appropriate size of pull boxes in between 50 meters length of conduit and/or no more than two 90 degrees bends for the telco entrance facility
- 7. Any other materials necessary to complete the project but not included in the BOQ shall be the accountability of the supplier without additional cost to SSS. Onsite inspection prior to submission of proposal (optional)
- 8. Any damages incurred during the implementation of the project shall be in the account of the contractor and should be restored to its original appearance without cost to SSS or building owner
- 9. Termination, commissioning, tagging and submission of test result of data and voice outlet

V. WARRANTY

The defects liability period shall be one (1) year from the project completion up to Final Acceptance by the SSS. During this period, the Contractor shall undertake the repair works, at his own expense, of any damage to the works on account of the use of materials of inferior quality, within ninety (90) days from the time the SSS has issued an order to undertake repair.

LOT 2 – RENOVATION AT SSS MAKATI BUILDING – NCR SOUTH LEGAL DEPARTMENT

I. GENERAL SPECIFICATIONS

A. WORKMANSHIP

The work throughout shall be executed in the best and most thorough manner under the direction of and to the satisfaction of the SSS Engineer or Representative who will interpret the meaning of the drawings and specifications and shall have the authority to reject any works and materials, which in their judgment, are not in full accordance therewith required phases of work shall be done by skilled and competent men who are engaged or specialized in the type of work specified.

B. SITE EXAMINATION

Prospective bidders are required to conduct site inspection before the submission and opening of bid to determine all incidental materials and activities that are necessary to be furnished and executed to complete the project.

Examine the site premises and all conditions apparent and visible therein. Consider all such conditions that may affect work. Measure every existing work/structure at site. Verify all given dimensions and deviations in the plans/drawings and Bill of Quantities. It shall be understood that the work covers all exposed external surface regardless of measurements made.

C. PROTECTION OF WORK AND PROPERTY

The contractor shall ensure protection of existing structures, properties and other areas not affected by the work specified. Any damage incurred during the activity shall be restored/repaired by the Contractor at their own expense, and it shall be done in a satisfactory and approved manner.

Place warning signs where work is being undertaken. Remove work materials damaged by failure to provide protection and replace with new work materials at no cost to the Owner.

D. SUBMITTALS

The Contractor shall submit samples of finishes, furnished materials and equivalent materials for approval of SSS Implementing Unit prior to installation or application.

E. QUALITY OF MATERIALS

All materials shall be new, free from defects, passed and conformed to International Standard and Philippine Standard set forth by Bureau of Product Standards - Department of Trade and Industry.

F. CLEANING

Leave premises clean, neat and orderly. Remove all excess materials, soil, used containers, tools, equipment and supplies out of the SSS premises during the progress of work and upon completion of work.

G. AS-BUILT PLAN AND ELECTRONIC FILE

Three (3) sets as-built plans (11" x 17" and A3 paper size) duly signed and sealed by the Contractor's Civil Engineer or Architect for civil-architectural plans, Electrical Engineer for electrical plans, Mechanical Engineer for mechanical plans and Electronics and Communications Engineer for structured cabling (voice and data) plans.

The contractor shall likewise submit electronic file copy of as-built plan using AutoCAD software or other compatible CAD software.

II. SCOPE OF WORKS AND MATERIAL SPECIFICATIONS

Materials and work deemed necessary to complete the project but not specifically mentioned in the Specifications, working drawings or in the other contracts 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.

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.

A. SCOPE OF WORKS

1. General Requirement / Site Preparation

- 1.1. Preparation/printing of architectural and engineering as-built plans/drawings signed and sealed by the contractor's Architect and/or engineer including submission of electronic copy, securing of permit (MaCEA)
- 1.2. Temporary board-up/site enclosure using metal studs, fiber cement boards with complete accessories including safety signages
- 1.3. Temporary facilities (warehouse & barracks) including temporary utilities connections (water/electrical)
- 1.4. Dismantling and hauling/transportation of modular furniture from SSS Chino Roces Branch to Makati Office and re-assembly after completion of civil works
- 1.5. Dismantling and transfer of modular furniture, chairs, tables and steel shelves from existing office to the project site, (both of which are located on the Second Floor of SSS Makati Building), including re-assembly after substantial completion of renovation works at the project site
- 1.6. Dismantling Works (dismantling of existing doors, counter cabinets, drywall and glass partitions)
- 1.7. Dismantling of existing laminated flooring
- 1.8. Hauling and disposal of debris and waste materials

2. Civil and Architectural Works

- 2.1. Installation of 300mm x 300mm x 3mm thk vinyl floor tiles at Office Area
- 2.2. Installation of new double wall drywall partition on metal framing
- 2.3. Replacement of ceiling boards and cladding using fiber cement board (re-use existing frame)
- 2.4. Repair of existing built-in cabinets (wood boards, cabinet doors, door pulls and hinges)
- 2.5. Replacement of laminate of existing built-in cabinet

3. Specialty Works

- 3.1. Supply and installation of GD-01 (1800mm W x 2400mm H), Double Leaf Frameless Glass Doors (12mm thk tempered clear glass) with H-Type Stainless Steel Door Handles 1200mm L x 1" Dia. and Lockset. Complete w/ Patch Fittings, Hardware & Accessories and stainless steel door stopper with rubber bumper
- 3.2. Supply and installation of GD-02 (900mm W x 2400mm H), Single Leaf Frameless Glass Doors (12mm thk tempered clear glass) with H-Type Stainless Steel Door Handles 1200mm L x 1" Dia. and Lockset. Complete w/ Patch Fittings, Hardware & Accessories and stainless steel door stopper with rubber bumper
- 3.3. Supply and installation of GD-03 (900mm W x 2400mm H), Single Leaf Frameless Glass Doors (12mm thk tempered clear glass) with H-Type Stainless

- Steel Door Handles 1200mm L x 1" Dia. and Lockset. Complete w/ Patch Fittings, Hardware & Accessories and stainless steel door stopper with rubber bumper
- 3.4. Supply and installation of GP-01 (2121 mm W x 2400mm H), Glass Wall Partitions 12mm thk tempered fixed clear glass panel on powder coated aluminum perimeter framing and frameless on interior panel Repair of existing built-in cabinets (wood boards, cabinet doors, door pulls and hinges)
 - 3.5. Supply and installation of GP-02 (2142 mm W x 2400mm H), Glass Wall Partitions 12mm thk tempered fixed clear glass panel on powder coated aluminum perimeter framing and frameless on interior panel
 - 3.6. Supply and installation of GP-03 (3800 mm W x 2400mm H), Glass Wall Partitions 12mm thk tempered fixed clear glass panel on powder coated aluminum perimeter framing and frameless on interior panel
 - 3.7. Supply and installation of WD-01 (900mm W x 2100mm H), Hollow Core Wood Door with Jamb, HPL Wood Grain Laminated Finish with Lever Type Door Lock Set, Door Closer and Hinges
 - 3.8. Installation of frosted sticker and vinyl cut-out stickers
 - 3.9. Installation of sunscreen roller shades
 - 3.10. Installation of office signages

4. Painting Works

- 4.1. Re-painting of existing drywall partitions
- 4.2. Re-painting of existing concrete/masonry walls and columns
- 4.3. Painting of newly installed ceiling boards
- 4.4. Painting of newly installed drywall partitions

5. Electrical Works (w/ separate scope of works)

6. Mechanical Works (w/ separate scope of works)

7. Structured Cabling Works (w/ separate scope of works)

B. MATERIAL SPECIFICATIONS

PARTICULARS	DESCRIPTION	REMARKS
1.Civil / Architectural Works		
Drywall Partition, double wall	- 6mm thick fiber cement board - 2" x 3" metal studs and tracks	Metal framing anchored on floor and ceiling
Replacement of ceiling boards and cladding	- 300mm x 300mm x 6mm thick acoustic type ceiling board - re-use existing frame	Ensure proper alignment and provide necessary support/anchorage
Repair of existing built-in cabinets	- 20mm thick marine plywood - stainless steel cabinet door pulls and hinges	Submit certification of stainless steel SUS304
Replacement of laminate of existing built-in cabinet	- High pressure laminate - Wood grain finish	Submit sample / swatch and/or brochure
Vinyl tiles flooring (FF-01)	-300mm x 300mm x 3mm thick vinyl tiles flooring - Vinyl tile adhesive	Submit sample / swatch and/or brochure
Surface preparation for vinyl works: - Clean off loose materials such as dust, rust, old adhesive or anything that can be manually		

<p>removed by using a broom, a chisel, scraper, sandpaper or steel brush.</p> <p>- Repair voids, cracks, nicks, holes, etc. with the proper patching/sealant material or same material as the surface finish.</p> <p>All areas to be vinyl must be dry and thoroughly clean.</p>		
2. Specialty Works		
Double Leaf Glass Door (GD-01)	<ul style="list-style-type: none"> - 1800mm W x 2400mm H - 12mm thk tempered clear glass on FD 100 top and bottom frame with H-Type Stainless Steel Door Handles 1200mm L x 1" Dia. and Lockset. Complete w/ Patch Fittings, Hardware & Accessories, w/ stainless steel door stopper with rubber bumper 	<p>Submit sample/brochure /swatches for the following:</p> <ul style="list-style-type: none"> - Aluminum frame - Lockset - Door handle - Door stopper
Single Leaf Glass Door (GD-02 & GD-03)	<ul style="list-style-type: none"> - 900mm W x 2400mm H - 12mm thk tempered clear glass on FD 100 top and bottom frame with H-Type Stainless Steel Door Handles 1200mm L x 1" Dia. and Lockset. Complete w/ Patch Fittings, Hardware & Accessories, w/ stainless steel door stopper with rubber bumper 	
Glass Wall Partition (GP-01, GP-02 & GP-03)	<ul style="list-style-type: none"> - 2121mm W x 2400mm H (GP-01) - 2142mm W x 2400mm H (GP-02) - 3800mm W x 2400mm H (GP-03) - 12mm thk tempered fixed clear glass panel on powder coated aluminum perimeter framing and frameless on interior panel 	
Wood Door (WD-01)	<ul style="list-style-type: none"> - 900 mm W x 2100mm H - Hollow core wood door with jamb, HPL Wood Grain Laminated Finish with Lever Type Door Lock Set, Door Closer and Hinges 	<p>Submit sample/brochure /swatches for the following:</p> <ul style="list-style-type: none"> - HPL - Lockset - Hinges
Frosted sticker and vinyl cut-out stickers	<ul style="list-style-type: none"> - 3M quality or approved equal 	Submit sample / swatches and/or brochure
Sunscreen roller shades	<p>Hardware and Mechanism:</p> <ul style="list-style-type: none"> - Roll-up Polyester/Polymer Shade - Chain Operated roller system with #10 plastic bead chain operating loop 	



	<ul style="list-style-type: none">- 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) <p>Sunscreen Fabric Specifications:</p> <ul style="list-style-type: none">- Composition : 30% Polyester, 70% PVC- Openness Factor : 1%- Width : 200cm / 250cm- 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	Submit mock-up units, fabric sample and brochure
Office signages	<p>Ceiling mounted signage:</p> <ul style="list-style-type: none">- 3mm thick white acrylic plastic with laser cut font in vinyl sticker field in SSS Cerulean Cascade or similar color- Mounting: aluminum tubular with clip <p>Wall mounted signage:</p> <ul style="list-style-type: none">- 3mm thick white acrylic plastic with laser cut font in vinyl sticker field in SSS Cerulean Cascade or similar color- Mounting: heat resistant double sided tape	Submit mock-up units
3. Painting Works		
Existing drywall partitions, concrete / masonry walls and columns (WF 01)	<ul style="list-style-type: none">- Flat latex primer (1 coat)- Acry color- Semi-gloss latex topcoat (2 coats)- Masonry putty / body filler & hardener	Submit paint swatches and/or brochure
Existing concrete / masonry walls and columns (WF 01)	(surface preparation for wallpaper finish) <ul style="list-style-type: none">- latex primer (1 coat)- semi-gloss latex (1 coat)	
New drywall partitions (WF 02)	<ul style="list-style-type: none">- Flat latex primer (1 coat)	



	<ul style="list-style-type: none">- Acry color- Semi-gloss latex topcoat (2 coats)- Skimcoat / putty & fiber glass mesh tape
New ceiling boards (CF 01	<ul style="list-style-type: none">- Flat latex primer (1 coat)- Semi-gloss latex topcoat (2 coats)- Skimcoat / putty & fiber glass mesh tape

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.

- 4. **Electrical Works** (w/ separate material specifications)
- 5. **Mechanical Works** (w/ separate material specifications)
- 6. **Structured Cabling Works** (w/ separate material specifications)

III. ELECTRICAL WORKS

A. 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
Ground - Green 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 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.

B. ELECTRICAL MATERIAL SPECIFICATIONS:

1. CONDUITS & FITTINGS

Materials	Specifications
a. uPVC pipe	20mmØ
b. Intermediate Metal Conduit (IMC)	15mmØ

2. BOXES / GUTTERS WITH COVERS

Materials	Specifications
a. Junction Box	steel sheet gauge 16
b. Utility Box	2" x 4", steel sheet gauge 16

3. WIRES / CABLES & DEVICES

Materials	Specifications
a. Wire	3.5 mm ² THHN/THWN stranded wire, lead free
b. Lighting Fixtures	<p>Recessed Panel Light, 60-85watts LED, 100 L/W, 600x1200mm, 230VAC, 60Hz., 50,000 burning hour complete with standard accessories</p> <p>Recessed Down Lighting Fixture, Recessed Type, Spun Aluminum with 12watts LED Lamp, 230VAC, 60Hz. E-27, 4" dia. Clear</p>

a. Convenience outlet	glass cover, 50,000 burning hour complete with standard accessories
b. Switch	Duplex outlet wide series, 230VAC, 3-prong, parallel slot, w/ grounding, complete with face plate and cover. Single outlet wide series, 230VAC, 3-prong, parallel slot, w/ grounding, complete with face plate and cover. One-gang switch wide series, 15A, 230VAC complete with face plate and cover
c. Emergency Light	Two-gang switch wide series, 15A, 230VAC complete with face plate and cover Rechargeable Emergency Light, 2x3-5watt min. LED, 4AH min., 4-6VDC, Warm White, with Sealed Lead Acid Battery

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

Materials	Specifications
a. Conduit support	Threaded bar with Grip Anchor
b. Conduit clamp	U-bolts/ strapped
c. Mounting of conduit	Angular bar, 1 ¼’ x 1 ¼” x ¼”

C. SCOPE OF WORKS:

ELECTRICAL WORKS:

- a. 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.
- b. 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.
- c. 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.
- d. Dismantling of all electrical lighting fixtures, down lighting fixtures, wiring system, switches/ devices, and other layout not necessary and affected by the renovation works
- e. Supply and installation of new electrical wiring layout materials for the power supply of the following fixtures and devices:

- Recessed Panel Light, 60-85watts LED, 100 L/W, 600x1200mm, 230VAC, 60Hz.
 - Down Lighting Fixture, Recessed Type, Spun Aluminum with 12watts LED Lamp, E-27, 4" dia. Clear glass cover
 - Convenience Outlet wide series, duplex/ single, 3-prong, 230V, 60Hz
 - One-gang/ two-gang switch wide series, 15A, 230VAC
 - Rechargeable Emergency Light, 2x3-5watt min. LED, 4AH min., 4-6VDC, Warm White, with Sealed Lead Acid Battery
- f. The roughing-ins for Normal power outlet layout shall be embedded on the floors and walls using PVC pipe. Use IMC pipe for the above ceiling roughing-ins and circuit homerun layout going to panel board at electrical room.
 - g. The roughing-ins for the lighting and conduit layout shall be in IMC pipe complete with boxes and rigidly secured with appropriate fittings and appropriate materials.
 - h. The new Normal power wiring layout shall be tapped to the existing Lighting/ Power Panel (LPP) at the electrical/ machine room.
 - i. The new UPS power wiring layout shall be tapped to the existing UPS Distribution Panel at the electrical room.
 - j. Chipping works of floors and walls to embed the conduit of Normal and UPS power layout from workstation area riser-up above ceiling line. Restoration of all affected by chipping works during project implementation.
 - k. Supply and install of conduit support/ hangers and shall be rigidly secured with appropriate fittings using appropriate materials.
 - l. 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.
 - m. 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.
 - n.
 - n. Testing and commissioning of the electrical wiring system, fixtures and other devices.

IV. MECHANICAL WORKS

SECTION I: GENERAL PROVISIONS

1.0 SUMMARY

This section includes the scope of work, system description and general requirements to complete the air-conditioning systems of the project.

2.0 GENERAL REQUIREMENTS:

The contract drawings indicate the extent and general arrangement of the air conditioning systems. If departures from the drawings are deemed necessary, details of such departures and the reasons therefore shall be submitted to the Engineer and/or his representative for approval. No such departures shall be made without the prior written approval of the Engineer or his authorized representative.

2.1 APPLICABLE STANDARDS: All materials, machinery, and equipment shall be of the required quality used in good commercial and trade practice and

shall be essentially the standard products of reputable manufacturers. The acceptability of these items including their workmanship and method of installation shall be established by the following:

- a. Philippine National Standard (PNS)
- b. The Philippine Mechanical Engineering Code.
- c. The Philippine Electrical Code.
- d. Fire Code of the Philippines.
- e. Building code of the Philippines
- f. American Society of Heating, Refrigerating & AC Engineers (ASHRAE).
- g. American Society of Mechanical Engineer (ASME).
- h. National Fire Protection Associations (NFPA).
- i. Air Moving and Conditioning Association (AMCA).

2.2 EQUIPMENT SCHEDULE: As soon as practicable, after date of the award of the contract, a complete schedule of the equipment proposed for installation shall be submitted for the approval of the Engineer showing dimensions and arrangement of the equipment necessary clearances. The schedule shall include catalogs, diagrams, and drawings. In the event any items or equipment contained in the schedule fails to comply with the specifications, such item may be rejected. If applicable

2.3 SHOP DRAWINGS: As soon as practicable, after award of the contract and prior to installation, complete shop drawings, showing the sizes and the type of equipment, together with complete duct and piping layout and electrical connections shall be submitted to the Engineer for approval. If applicable

2.4 AS-BUILT PLANS: "As -Built" drawings is required prior to issuance of certificate of completion. "As -Built" drawings shall be furnished the building owner. The As-Built plan shall be of 20" x 30" blueprint, signed and sealed by a Professional Mechanical Engineer. The As-Built plans shall include all contract drawings with the necessary revisions and modifications resulting in change from the original drawings, supplemented by such schematic, isometric, or other types of drawings as may be necessary to provide a clear understanding of installed systems "AS-BUILT".

2.5 LOCAL LAWS AND ORDINANCES: Aside from herein specified, the equipment and materials to be furnished and the installation of the systems shall conform to local laws, codes and other ordinances that are in force. If necessary, the contractor shall secure a permit to install from authorized agency having a jurisdiction over the place of installation and before final acceptance by the Owner a final certificate of inspection and a permit to operate the system shall be secured from the same government agency. Fees and other expenses due on these permits shall be borne by the contractor.

2.6 All tools, equipments, safety gadgets, medical kits shall be provided to ensure safety of the personnel and property against accidents and any untoward incidents that may affect the execution of the project.

3.0 COORDINATION OR WORK DONE BY OTHER TRADES:

3.1 It shall be the responsibility of this Contractor to closely coordinate his work with other trade concern to avoid conflicts and to insure the smooth and proper installation of the project.

- 3.2 This contractor shall carefully check space requirements to make sure that his equipment, air ducts, pipes, dampers, motor controllers, etc. can be installed in the space allotted for the same.

4.0 TECHNICAL PUBLICATIONS

The Contractor shall furnish the Owner three (3) copies of the maintenance and operational manual upon completion of the project. The manual shall be bound between hard covers and shall contain but is not limited to the installation and operating instruction, maintenance procedures, illustrations and drawings, detailed descriptions, tests, adjustments, safety precautions and parts list.

5.0 GUARANTEE AND SERVICE

The air conditioning equipment 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 the warranty period after acceptance and upon proper notice, the Contractor shall rectify all deficiencies including replacement of parts or the entire units without additional cost to the Owners/SSS, if such deficiencies have been caused directly or indirectly by inferior materials, faulty workmanship and/or defective design or parts. Expendable items such as oil, refrigerant, belts, filters, etc., are included in this one-year guarantee. During the guarantee period the Contractor shall perform free quarterly cleaning and servicing for all installed units and free monthly inspection for the proper and efficient operation of the system.

6.0 HOUSE KEEPING

Any damaged incurred during the activity shall be restored or repaired by the Contractor at his own expense and shall be done at the satisfaction of the client or SSS. Paint dropping and other stains relative to the project shall be removed from all areas. During the process of the work and on the completion of the project, the Contractor shall remove from premises all dirt, debris, rubbish, and waste materials caused by him in the performance of his work. He shall remove all tools, scaffolding and surplus materials after completion and acceptance of the work. All affected areas that will be damage for the access of roughing-in installation shall restored at its original state or conditions.

SECTION II: MECHANICAL WORKS

DESCRIPTION OF MECHANICAL WORKS:

The mechanical works shall be the relocation of fourteen (14) units of 4-way supply air diffusers at the proposed NCR South Legal Department.

BASIC MATERIALS AND METHODS:

1. Thickness list of sheet metal for the ductwork is as follows:

Dimension longest side (mm.)	Galvanized Sheet Metal Thickness (all four sides) (mm.)	Minimum reinforcing angle size and longitudinal spacing between transverse joints and intermediate reinforcing (mm.)
Up to 300	0.50	None required
325 to 450	0.60	None required
475 to 750	0.60	25 x 25 x 3 at 1200
775 to 1050	0.80	25 x 25 x 3 at 1200
1075 to 1350	0.80	38 x 38 x 3 at 1200
1375 to 1500	1.00	38 x 38 x 3 at 1200
1525 to 2150	1.00	38 x 38 x 3 at 1200
2175 to 2450	1.20	38 x 38 x 6 at 1200
Over 2450	1.20	50 x 50 x 6 at 1200

- Ducts tapped to the existing ducting system shall be braced and reinforced with angles, supported and securely anchored to the building in an approved manner so as to be quiet and completely vibration free.
- Existing 4-way diffusers shall be repainted and restored to its original color. Location shall be based on the approved plans/ drawings.
- Curved elbows shall have a centerline radius of not less than 1-1/2 times width of the duct.
- Flexible round ducts if will be used shall be fully annealed aluminum formed into a multi- ply corrugation and encased with 25-mm. thick fiberglass having a reinforced aluminum foil vapor barrier.
- Square diffusers shall be suitable for horizontal installation with fixed diffusion pattern. They shall be equipped with guide vanes for efficient and uniform flow of air into them and shall be fabricated form 22 gauge BI sheets.
- All ducts carrying cooled and dehumidified air shall be insulated. The duct surface should first be degreased using methylated spirits or acetone before application of insulation. Insulation shall be polyolefin with 50mm thickness.
- All new ducting works shall be isolated to the existing ducting before testing. Smoke testing shall be conducted to the newly installed system. No leaks shall appear during testing and all leaks shall be repaired and test repeated.

V. STRUCTURED CABLING WORKS

- Supply necessary materials manpower, tools and technical personnel for the full implementation of the project
- Installation, cable pulling, termination and testing for 48 data/voice from patch panels and information outlets
- Tagging of PVC pipes and pull boxes for proper identification for New Network Data Cabinet.
- Conduits and hangers should be installed with proper supports (prefabricated or special fabrication if necessary)
- Provision of appropriate size of pull boxes in between 50 meters length of conduit and/or no more than two 90 degrees bends for the telco entrance facility
- Any other materials necessary to complete the project but not included in the BOQ shall be the accountability of the supplier without additional cost to SSS. Onsite inspection prior to submission of proposal (optional)

7. Any damages incurred during the implementation of the project shall be in the account of the contractor and should be restored to its original appearance without cost to SSS or building owner
8. Termination, commissioning, tagging and submission of test result of data and voice outlet

VI. WARRANTY

The defects liability period shall be one (1) year from the project completion up to Final Acceptance by the Social Security System (SSS). During this period, the Contractor shall undertake the repair works, at his own expense, of any damage to the works on account of the use of materials of inferior quality, within (90) days from the time that SSS has issued an order to undertake repair.

LOT 3 – RENOVATION AT SSS MAKATI BUILDING – SSC COMMISSIONERS OFFICES

I. GENERAL SPECIFICATIONS

A. WORKMANSHIP

The work throughout shall be executed in the best and most thorough manner under the direction of and to the satisfaction of the SSS Engineer or Representative who will interpret the meaning of the drawings and specifications and shall have the authority to reject any works and materials, which in their judgment, are not in full accordance therewith required phases of work shall be done by skilled and competent men who are engaged or specialized in the type of work specified.

B. SITE EXAMINATION

Prospective bidders are required to conduct site inspection before the submission and opening of bid to determine all incidental materials and activities that are necessary to be furnished and executed to complete the project.

Examine the site premises and all conditions apparent and visible therein. Consider all such conditions that may affect work. Measure every existing work/structure at site. Verify all given dimensions and deviations in the plans/drawings and Bill of Quantities. It shall be understood that the work covers all exposed external surface regardless of measurements made.

C. PROTECTION OF WORK AND PROPERTY

The contractor shall ensure protection of existing structures, properties and other areas not affected by the work specified. Any damage incurred during the activity shall be restored/repaired by the Contractor at their own expense, and it shall be done in a satisfactory and approved manner.

Place warning signs where work is being undertaken. Remove work materials damaged by failure to provide protection and replace with new work materials at no cost to the Owner.

D. SUBMITTALS

Prior to commencement of the project, the contractor shall submit Construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the Department of Labor and Employment, and PERT/CPM.

The Contractor shall submit samples of finishes, furnished materials and equivalent materials for approval of SSS Implementing Unit prior to installation or application.

E. QUALITY OF MATERIALS

All materials shall be new, free from defects, passed and conformed to International Standard and Philippine Standard set forth by Bureau of Product Standards - Department of Trade and Industry.

F. CLEANING

Leave premises clean, neat and orderly. Remove all excess materials, soil, used containers, tools, equipment and supplies out of the SSS premises during the progress of work and upon completion of work.

G. AS-BUILT PLAN AND ELECTRONIC FILE

Three (3) sets as-built plans (11" x 17" and A3 paper size) duly signed and sealed by

the Contractor's Civil Engineer or Architect for civil-architectural plans, Electrical Engineer for electrical plans, Mechanical Engineer for mechanical plans and Electronics and Communications Engineer for structured cabling (voice and data) plans.

The contractor shall likewise submit electronic file copy of as-built plan using AutoCAD software or other compatible CAD software.

II. SCOPE OF WORKS AND MATERIAL SPECIFICATIONS

Materials and work deemed necessary to complete the project but not specifically mentioned in the Specifications, working drawings or in the other contracts 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.

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.

A. SCOPE OF WORKS

1. GENERAL REQUIREMENTS/SITE PREPARATION

- 1.1 Reproduction of construction plans and preparation/printing and submission of signed-and-sealed as-built plans, securing of permit.
- 1.2 Dismantling of drywall and glass partitions, ceiling, floor finishes, wallpaper, doors & jambs, floor & wall tiles, plumbing fixtures, electrical fixtures and accessories, furniture, etc. and chipping works (roughing-ins)
- 1.3 Temporary Facilities (barracks/warehouse)
- 1.4 Board-up/site enclosure using metal studs and fiber cement board including site protection and safety signages
- 1.5 Cleaning/clearing, hauling and disposal of debris and waste materials

2. MASONRY WORKS

- 2.1 Replacement of damaged / affected floor tiles at reception/waiting area; leveling of flooring and restoration works (reception, staff area & toilets)
- 2.2 Replacement of floor and wall tiles at toilets (Commissioners Offices & boardroom toilets)
- 2.3 Leveling of flooring, restoration / repair of damaged portions and those affected by demolition & chipping works
- 2.4 Re-polishing / re-grouting of lavatory counter
- 2.5 Application of Cementitious waterproofing (toilets)

3. CARPENTRY WORKS

- 6.1 Installation of new drywall partitions (waiting area, conference room, boardroom, pantry, commissioners' offices), including baseboard and cornice same with existing profile/design and restoration of damaged / affected portions. Provide support above the ceiling.
- 6.2 Replacement of cabinet under perimeter window including baseboard, window sill mouldings/claddings
- 6.3 Supply and installation of Modular Cabinets (Commissioners Offices)

4. ARCHITECTURAL WORKS

- 4.1 Installation of new ceiling using Acoustic board on CMT powder-coated aluminum and fiber cement board on metal furring system
- 4.2 Installation of vinyl floor tiles at hallway / staff area
- 4.3 Installation of carpet tiles at PCEO, Commissioner's offices and boardroom

- 4.4 Replacement of wallpaper at Commissioners offices, hallway/staff area and boardroom
- 4.5 Installation of high pressure laminates on 6mm plywood backing at boardroom (refer to plan)

5. WOODEN DOOR, GLASS DOOR AND GLASS PARTITION

- 5.1 Supply and Installation of Wooden Doors and Jambs complete with lock set, door closer, hardware and accessories:
 - WD-01 : Flush type hollow core single leaf wood door with jamb with bottom louver, lever type lockset and door closer complete with hardware and accessories, 900mm x 2150mm, (toilets)
 - WD-02 : Flush type hollow core single leaf wood door with jamb, with vision glass and bottom louver, cylindrical lockset and door closer complete with hardware and accessories, 1000mm x 2150mm (Pantry)
- 5.2 Supply and Installation of Glass Door and Glass Partition including accessories:
 - GP-01 : GP - 01 Glass Partition 12mm thick tempered clear glass on FD 100, powder coated finish with vinyl frosted sticker and GD-01 Frameless Double-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker, ±3760mm x 2680mm (Main Entrance)
 - GD-01 : GD-01 Frameless Double-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker, 1800mm x 2100mm (Boardroom)
 - GP-02 : GP-02 Glass Partition 12mm thick tempered clear glass on FD 100, powder coated finish with vinyl frosted sticker and GD-02 Frameless Single-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker, ±4194mm x 2680mm (Hearing Room, Conference Room)
 - GD-02 : GD-02 Frameless Single-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker, ±2160mm x 2680mm (Commissioners' Office)
 - GP-03 : GP-03 Glass Partition 12mm thick tempered frameless clear glass on FD 100, powder coated finish with vinyl frosted sticker and GD-03 Frameless Single-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker, 960mm x 2680mm (Commissioners & Chairman's Office)
 - GD-03 : GD-03 Frameless Single-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker, 960mm x 2680mm (Commissioners & Chairman's Office)

GP-04 : GP-03 12mm thick tempered clear glass in powder coated
GD-04 aluminum frame with transom & vinyl frosted sticker and
GD-03 Double-Leaf 12mm thk tempered clear glass door in
aluminum powder coated frame with stainless steel door
handles H-type complete with patch fittings, hardwares and
accessories with vinyl frosted sticker and Awning window in
aluminum frame powder coated finish with 6mm thk clear
glass complete with hardwares and accessories
±10114mm x 2680mm (Entrance to Commissioners Office)

6. PAINTING WORKS

- 6.1 Surface preparation (sanding, application of putty, skimcoat, primer)
- 6.2 Painting of Drywall Partition
- 6.3 Painting of masonry wall and column
- 6.4 Painting of ceiling (Boardroom, Conference Room, waiting/reception area, pantry, toilets)
- 6.5 Painting of doors and jamb, cabinets, baseboard, cornices, cladding and mouldings (duco finish)
- 6.6 Re-varnishing of office tables, guest chairs, side tables, back tables and center tables at Commissioner’s Offices

7. SPECIALTY WORKS

- 7.1 Supply and installation of sunscreen roller shades on perimeter windows
- 7.2 Supply and installation of signages
- 7.3 Supply and installation of Facial Mirror at toilets

8. PLUMBING AND SANITARY WORKS

- 8.1 Supply and installation of plumbing and sanitary fixtures complete with fittings and accessories
- 8.2 Installation of new waterline and waste/sewerline

9. ELECTRICAL WORKS (refer to attached documents)

10. STRUCTURED CABLING WORKS (refer to attached documents)

B. MATERIAL SPECIFICATIONS

PARTICULARS	DESCRIPTION	REMARKS
A. WALLS		
1. Drywall partition (Commissioners office, waiting area, conference room, boardroom, pantry)	- 6mm thick Fiber Cement Board on metal framing - metal track 35mm x 76mm x 0.60mm - metal studs 50 x 75mm x 0.60mm - includes blind rivet, fiber glass mesh tape, screw, tox and overhead support	- submit sample for approval
2. Wallpaper (Commissioners Office, Hallway / waiting area, Conference Room)	- vinyl wallpaper, 0.3mm thick, vinyl, washable, premium quality - adhesive	- submit sample for approval
3. Wall Tiles (toilets)	- 600mm x 600mm wall tiles, porcelain - tile adhesive - grout	- submit sample for approval



4. Baseboard, Mouldings, cladding	- Accent wall tile: color for approval As per existing design profile	- submit sample for approval
5. Window cladding (Room 9)	As per existing design profile	- submit sample for approval
6. Column Cladding (Boardroom)	High Pressure Laminates (HPL), 1.0mm thick, premium quality	- submit sample for approval
B. CEILING		
1. Acoustic ceiling (Commissioners Offices, Hallway and staff area)	Acoustic ceiling board on powder coated aluminum Tee runner suspended ceiling Fine Fissured Lay-in 600mm x 600mm x 16mm RH99 Humiguard Plus CMT – Main Runner Tee 1" x 1-1/2" CMT – Cross Tee 1" x 1" CMT – Wall Angle 1" x 1" Full-threaded hanger rod 6mm x 1.2m length including twisted hanger, expansion bolt, nuts and washers'	- submit sample for approval - Submit sample for approval
2. Fiber Cement Board Ceiling (Boardroom, Conference room, Reception/ waiting area, pantry, toilets)	- 6mm thick Fiber Cement Board on suspended metal furring system Carrying channel 12mm x 38mm x 5m, ga. 25 Double furring Channel 19mm x 50mm x 5m, ga. 26 Wall Angle 25mm x 25mm x 3m, ga. 26 Accessories: W-clip, Expansion shield 3/8", threaded Bolt 3/8", Hanger Bracket, etc. As per existing design profile	- Submit sample for approval - Submit sample for approval - Submit sample for approval - Submit sample for approval
5. Cornice		
C. FLOOR FINISHES		
1. Vinyl Floor tiles (Hallway and staff area)	- 300mm x 300mm x 3mm thick vinyl floor tiles - Powerbond Adhesive	- submit sample for approval
2. Carpet Tile (Commissioners offices, Boardroom, Conference room)	500mm x 500mm x 7mm thick - Powerbond Adhesive	- submit sample for approval
3. Floors Tiles (Reception & Waiting Area)	- granite tiles as per existing design profile	- submit sample for approval

4. Floor Tiles (toilets)	<ul style="list-style-type: none"> - 600mm x 600mm floor tiles, porcelain, non-skid - tile adhesive - grout 	- submit sample for approval
5. Waterproofing (toilets)	- Flexible Cementitious waterproofing; 2 components: liquid bonding agent & powder	- submit sample for approval
D. CABINETS		
1. Perimeter cabinet (Commissioner Rm-7)	- 12mm thk. Marine plywood complete with concealed hinge and necessary hardwares and accessories	-as indicated on the plan (submit samples for approval)
2. Modular Cabinet (Commissioners Offices)	<ul style="list-style-type: none"> - 20mm thk marine plywood in 1mm thk High Pressure Laminate (HPL) finish - Color: (White and Walnut refer to plan) - Concealed hinge and necessary hardwares and accessories 	-as indicated on the plan (submit samples for approval)
E. DOORS & PARTITION		
1. Wooden Doors (Toilets, pantry)	<ul style="list-style-type: none"> - WD-01 Flush Type Hollow Core Single Leaf wood door with jamb, with bottom louver, lever type lockset and door closer, complete with hardware and accessories (900mm x 2150mm) - WD-02 Flush Type Hollow Core Single Leaf wood door with jamb, with vision glass and bottom louver, cylindrical lockset and door closer, complete with hardware and accessories (1000mm x 2150mm) 	<ul style="list-style-type: none"> -as indicated on the plan - submit sample for approval - Door Closer – submit sample for approval - Door lockset – submit sample for approval - Door Handle, Stainless Steel – submit sample for approval
Glass Door and Glass Partition	<p><u>Main Entrance, Boardroom</u></p> <ul style="list-style-type: none"> - GP-01 Glass partition 12mm thick tempered clear glass on FD 100, powder coated finish with frosted sticker - GD-01 Frameless Double-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker <p><u>Hearing Room, Conference Room</u></p> <ul style="list-style-type: none"> - GP-02 Glass Partition 12mm thick tempered clear glass on FD 100, powder coated finish with vinyl frosted sticker; - GD-02 Frameless Single-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker 	<ul style="list-style-type: none"> - As indicated on the plan (submit sample / brochure for approval) - Door handle – submit sample for approval - Tempered glass – submit sample for approval

	<p><u>Commissioners' Room</u></p> <ul style="list-style-type: none"> - GP-03 Glass Partition 12mm thick tempered frameless clear glass on FD 100, powder coated finish with vinyl frosted sticker; - GD-03 Frameless Single-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker <p><u>Main Entrance-Commisisoners Office</u></p> <ul style="list-style-type: none"> - GP-04 12mm thick tempered clear glass in powder coated aluminum frame with transom & vinyl frosted sticker; - GD-04 Double-Leaf 12mm thk tempered clear glass door in aluminum powder coated frame with stainless steel door handles H-type complete with patch fittings, hardwares and accessories with vinyl frosted sticker and Awning window in aluminum frame powder coated finish with 6mm thk clear glass complete with hardwares and accessories 	
F. SPECIALTY WORKS		
1. Sunscreen Roller Shades	<ul style="list-style-type: none"> -Roll-up Polyester /Polymer Shade -Chain Operated Roller System -#10 Plastic Bead Chain Operating Loop -Universal Mounting Brackets (Includes Hardware and Accessories). Provide Head Rail where Applicable. -Extruded Aluminum Roller Tube Made with Alloy 6063-T5 -Standard Roll (White Color – Series 5000) <p>Sunscreen Fabric Specifications:</p> <ul style="list-style-type: none"> - Composition : 30% Polyester, 70% PVC - Openness Factor : 1% - Width : 200cm / 250cm - 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 10 	-Submit sample for approval

2. Indoor Signages	Wall/Door mounted signage (refer to plan) - 5mm thk Stainless steel plate - Text: refer to plan - Dimension: refer to plan - Mounting / anchorage: refer to plan - Requirement: 14 sets	-submit sample for approval
	Door Mounted signage (Toilet) - Plastic plate & Clear acrylic cover - 3M vinyl acrylic sticker - Text & Color: refer to plan - Signage dimensions: refer to plan - Mounting / anchorage : refer to plan - Requirement: 2 sets	-submit sample for approval
3. Facial Mirror (toilets)	- Bevelled 6mm thick with marine plywood backing, 800mm x 2000mm	- Submit sample for approval

G. PLUMBING & SANITARY FIXTURES		
1. Pipes and Fittings		
Waste and sewerline Piping	- uPVC, Series 1000 (Orange), 2" dia, 4" dia and fittings (Wye, Tee, Elbow, C.O, coupling, reducer, etc), Size depends on the design / plan	- submit sample for approval
Water Piping	- PPR Pipe PN20, 1/2" dia, 3/4" dia, 1" dia. and fittings (Tee, Reducer, Adaptor, etc.), Size Depends on the Design/Plan	- Submit sample for approval
2. Sanitary Fixtures and Accessories		
Water closet	- Watercloset with tank (two piece) coupled 3/6 LPF push button with soft closing seat and cover L690 x W370 x H785mm complete with fittings & accessories	- submit brochure for approval
Urinal	- Top inlet wall hung urinal L400 x W300 x H700mm, white	- submit brochure for approval
Flush valve	- Sloan lever type flush valve (urinal) silent, exposed diagram type	
Handheld Bidet	- Bidet, B00603 Model, Stainless Steel, Handheld with Hose including complete fittings and accessories.	- submit sample for approval
Lavatory Faucet	- Stainless Steel Single Lever Faucet including pop-up drain, p-trap, flexible hose, complete with fittings & accessories	- Submit sample for approval
Tissue Paper holder	- Stainless steel paper holder with lid	- Submit sample for approval



Shower set	- Single lever handle wall mounted bath faucet and 3-function hand shower set, stainless steel, complete with fittings and accessories	- Submit sample for approval
Floor Drain	- Stainless steel, 4" x 4"	- submit sample for approval
Soap Holder	- Stainless steel soap holder	- Submit sample for approval
Floor Drain	- Stainless steel, 4" x 4"	- submit sample for approval
P-trap	- Stainless 304	- submit sample for approval
Gate Valve	- 32mm Brass Finish Gate valve	- Submit sample for approval
Angle valve	- 1/2" stainless	- Submit sample for approval
H. PAINTING WORKS		
1. Surface Preparation of all painting works	Includes sanding, application of putty, skim coat, primer	
2. Drywall partition (new)	- 1 coat Permacoat Latex paint - 2 Coats Semi-Gloss Latex Paint - Masonry putty Preparation for wallpaper installation: - skim coat - Permacoat Latex paint	- submit color swatches for approval
Existing Walls	- 2 Coats Semi-Gloss Latex Paint / low odor flatwall enamel paint	- submit color swatches for approval
3. Masonry Wall & column	- 1 coat permacoat latex Paint - 2 Coats Semi-Gloss Latex Paint - Masonry putty	- submit color swatches for approval
4. Fiber cement board Ceiling	- 1 Coat Primer Permacoat Flat Latex Paint - Gypsum Putty - 2 Coats Semi-Gloss Latex Paint	- submit color swatches for approval
5. Doors and jambs, cabinets, baseboard, cornice, mouldings/cladding (Duco finish)	- 2 Coats Lacquer Primer Surfacer - Lacquer spot putty - 2-3 coats automotive lacquer paint (by spray) for top coat or until desired sheen is achieved	- submit color swatches for approval
Existing cabinets	2-3 coats automotive lacquer paint (by spray) for top coat or until desired sheen is achieved	
6. Office tables, guest chairs, side tables, back tables, center tables, etc	Varnish finish as per existing - oil wood stain - lacquer sanding sealer - Clear gloss lacquer - or Polyurethane varnish	- submit color swatches for approval

	- apply 2-3 coats for final coating of desired sheen by brush, roller or spray	
7. Other Surfaces	As per existing finishes	- submit color swatches for approval

III. ELECTRICAL WORKS

A. 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 270º 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
 Ground - Green 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 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.

B. ELECTRICAL MATERIAL SPECIFICATIONS:

1. CONDUITS & FITTINGS

Materials	Specifications
c. IMC pipe	15mmØ
d. uPVC pipe	20mmØ
e. Flexible Metal Conduit (FMC)	15mmØ

2. BOXES / GUTTERS WITH COVERS

Materials	Specifications
c. Junction Box	steel sheet gauge 16
d. Utility Box	2" x 4", steel sheet gauge 16

3. WIRES / CABLES & DEVICES

Materials	Specifications
d. Wire	3.5 mm2, THHN/ THWN stranded wire, lead free
e. Lighting Fixtures	<p>Recessed Panel Light, 60-85watts LED, 100 L/W, 600x1200mm, 230VAC with built-in driver, 50,000 burning hour, aluminum housing, complete with standard accessories</p> <p>Recessed Panel Light, 6-12watts LED, 230V, 60Hz., 4" dia. with built-in driver, 50,000 burning hour, aluminum housing, complete with standard accessories</p> <p>Down Lighting Fixture, Recessed Type, Spun Aluminum with 12watts LED Lamp, E-27, 150mm dia. Clear glass cover</p> <p>Strip light 9-12watts, 230VAC, 60Hz., Daylight/ Warm White comple with appropriate driver</p>
f. Convenience outlet	
g. Switch	Duplex, 15Amp, 230VAC, 3-prong, parallel slot, w/ grounding, complete with plate and cover.

h. Exhaust Fan	<p>One-gang/ two-gang/ three-gang switch wide series, 15A, 230VAC complete with face plate and cover</p> <p>Ceiling mounted 12"x12", 40watts min., 230VAC, 60Hz complete with grill shutter/ louver</p>
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4. CONDUIT SUPPORT & OTHER MISCELLANEOUS & INCIDENTAL MATERIALS REQUIRED TO COMPLETE THE INSTALLATION

Materials	Specifications
d. Conduit support	Threaded bar with Grip Anchor
e. Conduit clamp	U-bolts/ strapped
f. Mounting of conduit	Angular bar, 1 ¼' x 1 ¼" x ¼"

C. 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. 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.
4. Dismantling of all electrical lighting fixtures, down lighting fixtures, wiring system, devices, and other layout not necessary and affected by the renovation works
5. Supply and installation of new Lighting Fixtures for the replacement of the existing Troffer type at Commissioner’s staff area and offices:

- Panel Light, 60-85watts LED, 100 L/W, 600x1200mm, 230VAC with built-in driver, complete with essential wiring system and standard accessories.
 - Panel Light, 6-12watts LED, 230, 60Hz., 4" dia. with built-in driver, 50,000 burning hour, aluminum housing complete with standard accessories
 - Strip light 9-12watts, 230VAC, 60Hz. Daylight/ warm white, complete with appropriate driver.
 - The power supply shall be tapped to the nearest existing circuit using the same circuit homerun.
6. Supply and installation of new Down Lighting Fixtures to replace the existing/ old down light at commissioner's toilet :
- Down Lighting Fixture, Reessed Type, Spun Aluminum with 12watts LED Lamp, E-27, 4" dia. Clear glass cover.
 - The power supply shall be tapped to the nearest existing circuit using the same circuit homerun.
7. The roughing-ins for Normal power outlet layout shall be embedded on the floors and wall using PVC pipe, use IMC pipe for the above ceiling layout going to panel board at electrical room. (**Note:** Power supply of duplex outlet for the new workstation layout shall be tapped to the existing Lighting Power Panel at AHU machine room)
8. The roughing-ins for the relocation/ re-alignment of lighting layout shall be in flexible metal conduit (FMC) complete with boxes and rigidly secured with appropriate fittings and appropriate materials.
9. Supply and installation of new electrical wiring layout materials for the following:
- Relocation, re-alignment and re-circuiting of the new lighting layout at commissioner's and staff area and shall be tapped to the nearest existing lighting circuits.
 - Replacement and relocation of exiting control switches at commissioner's office
 - New lighting fixtures at Board room, Mini Board room, Pantry and hallway including relocation/ replacement of switches.
 - The power supply shall be tapped to the nearest existing circuit using the same circuit homerun.
10. Replacement of the existing feeder wire of each circuit homerun going to the panel at electrical room/ machine room (**Note:** The contractor may reutilize the existing conduit of the feeder line layout or circuit home run going to the panel)
11. Replacement of existing duplex outlets at commissioner's offices, board room, mini-board room, pantry and hallway area. The powers supply shall be re-utilized.
12. Replacement of Exhaust fan, outlets and switches at commissioner's toilet.
13. Replacement of exiting outlet not reflected in the plan at main lobby, board room, mini-board room, pantry and hallway.
14. Supply and install of conduit support/ hangers and shall be rigidly secured with appropriate fittings using appropriate materials.
15. 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.

16. 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.
17. Testing and commissioning of the electrical wiring system, fixtures and other devices.

IV. STRUCTURED CABLING

1. Supply necessary materials manpower, tools and technical personnel for the full implementation of the project
2. Installation, cable pulling, termination and testing for 48 data/voice from patch panels and information outlets
3. Conduits and hangers should be installed with proper supports (prefabricated or special fabrication if necessary)
4. Any other materials necessary to complete the project but not included in the BOQ shall be the accountability of the supplier without additional cost to SSS. Onsite inspection prior to submission of proposal (optional)
5. Any damages incurred during the implementation of the project shall be in the account of the contractor and should be restored to its original appearance without cost to SSS or building owner
6. Termination, commissioning, tagging and submission of test result of data and voice outlet

V. WARRANTY

The defects liability period shall be one (1) year from the project completion up to Final Acceptance by the Social Security System (SSS). During this period, the Contractor shall undertake the repair works, at his own expense, of any damage to the works on account of the use of materials of inferior quality, within (90) days from the time that SSS has issued an order to undertake repair.

Section VII. Drawings



LOT 1 – RENOVATION AT SSS MAKATI BUILDING – MAKATI PROCESSING CENTER



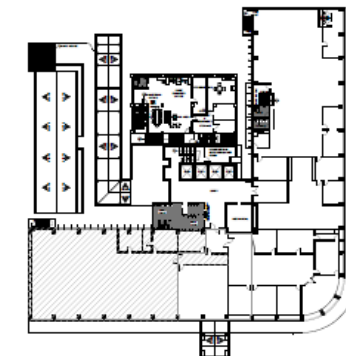
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A-01 NOT TO SCALE



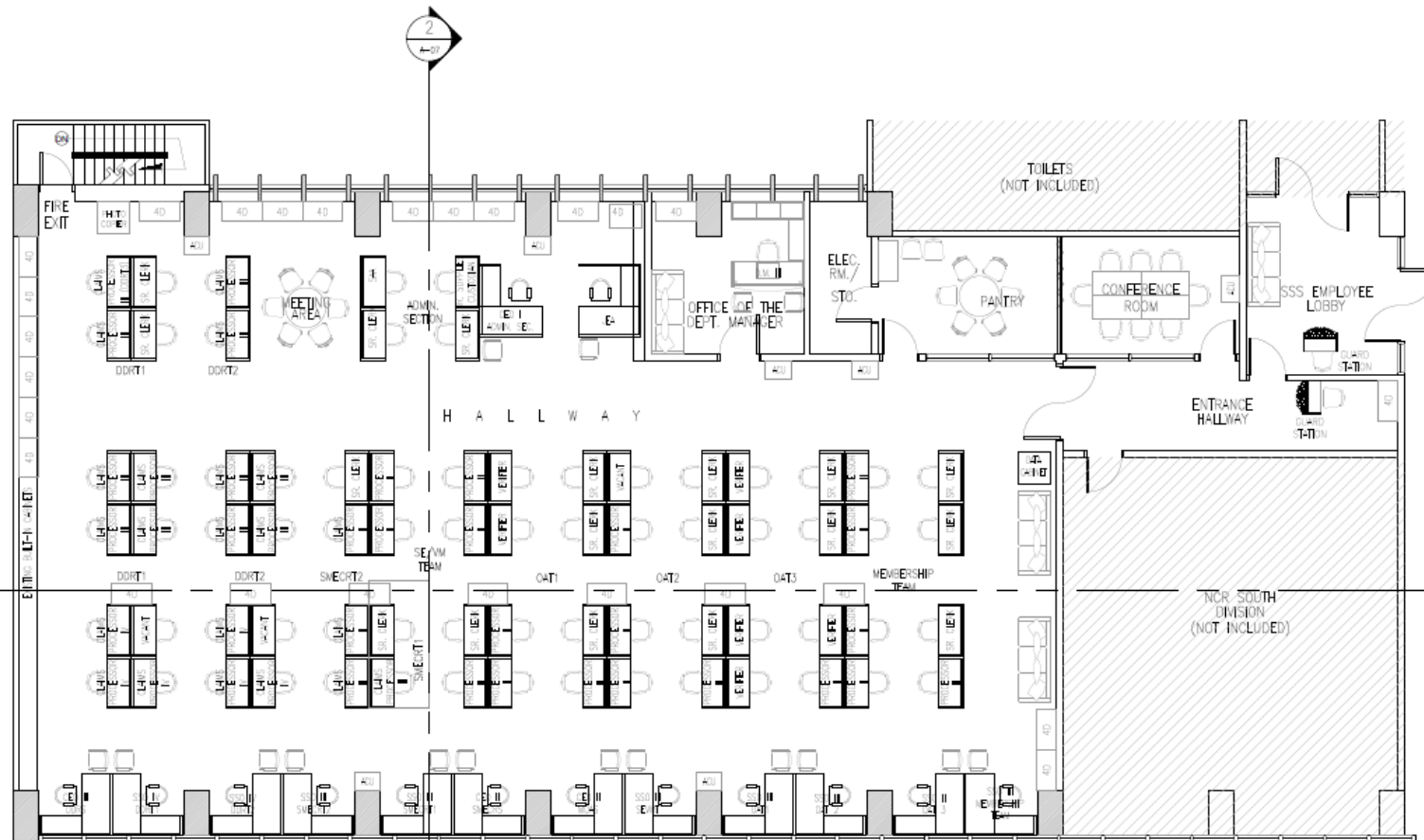
2 VICINITY MAP
A-01 NOT TO SCALE

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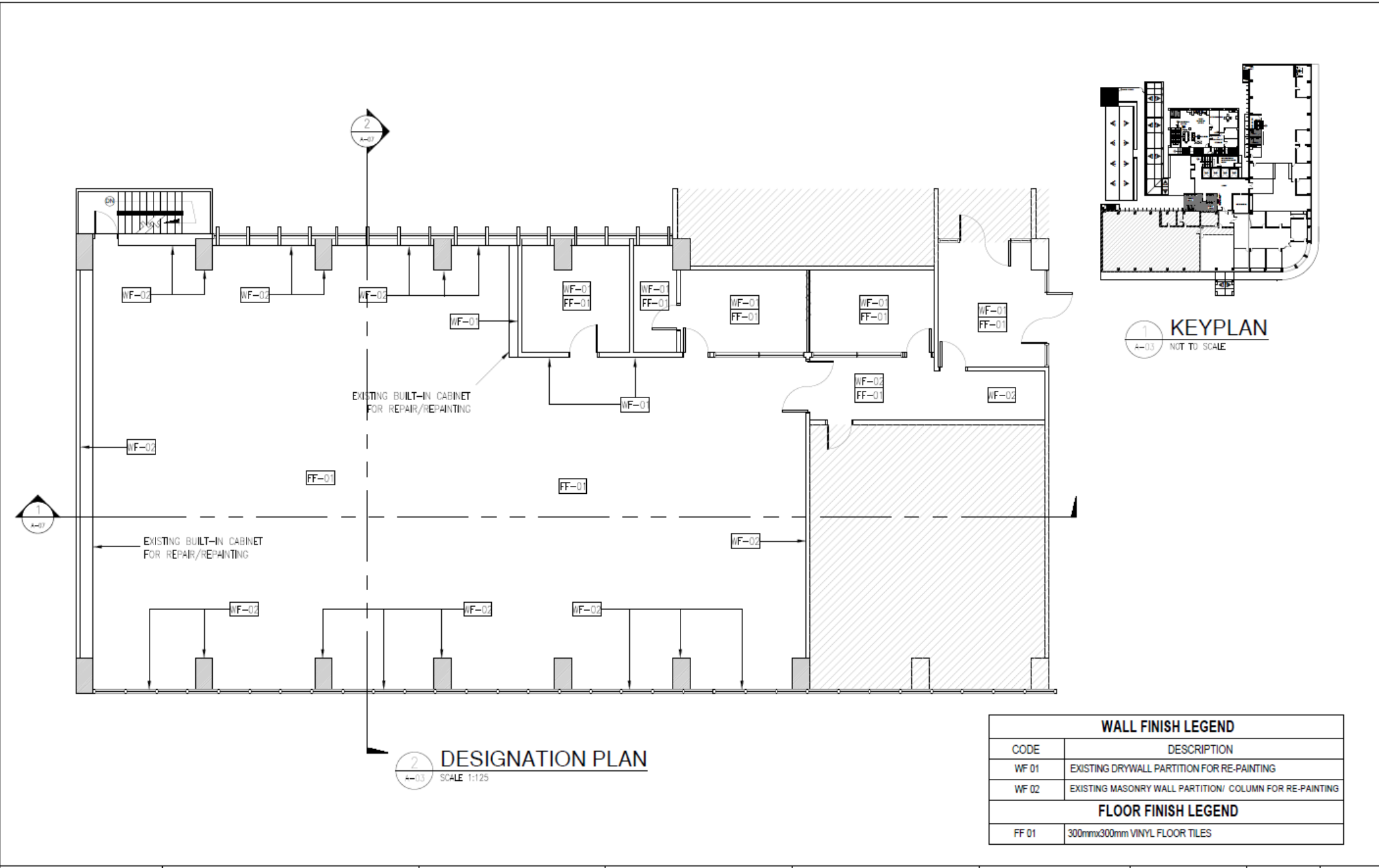


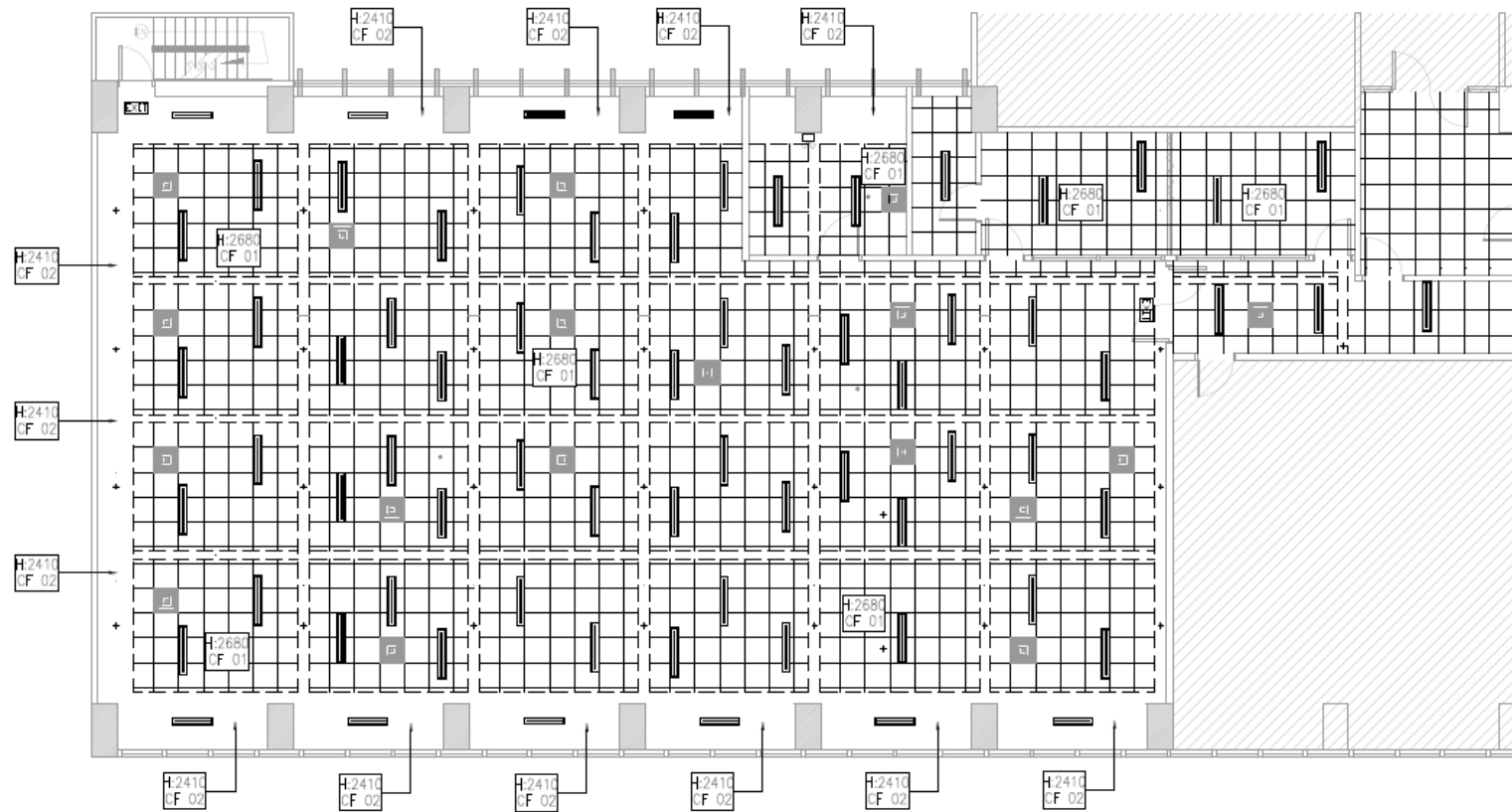
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A-02
KEYPLAN
NOT TO SCALE



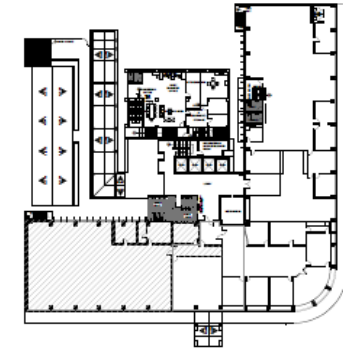
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A-02
PROPOSED FLOOR PLAN
SCALE 1:125

OFFICE/SECTION/TEAM	NO. OF PERSONNEL (PLANTILLA)
OFFICE OF THE DEPARTMENT MANAGER	2
ADMINISTRATIVE SECTION	5
MEMBERSHIP AND OPERATIONS	1
ACCOUNTING SECTION	
MEMBERSHIP TEAM	9
OPERATIONS ACCOUNTING TEAM I (OAT1)	9
OPERATIONS ACCOUNTING TEAM II (OAT2)	8
OPERATIONS ACCOUNTING TEAM III (OAT3)	9
SELF-EMPLOYED AND VOLUNTARY MEMBERS TEAM (SEVM TEAM)	7
SICKNESS, MATERNITY AND EC REIMBURSEMENT SECTION	1
SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM I (SMECRT1)	3
SICKNESS, MATERNITY AND EC REIMBURSEMENT TEAM II (SMECRT2)	5
DEATH, DISABILITY AND RETIREMENT	1
DEATH, DISABILITY AND RETIREMENT TEAM I (DDRT1)	11
DEATH, DISABILITY AND RETIREMENT TEAM II (DDRT2)	10
DEATH, DISABILITY AND RETIREMENT TEAM III (DDRT3)	1
TOTAL NO. OF PERSONNEL	82
ADDITIONAL WORKSTATIONS (VACANT)	3



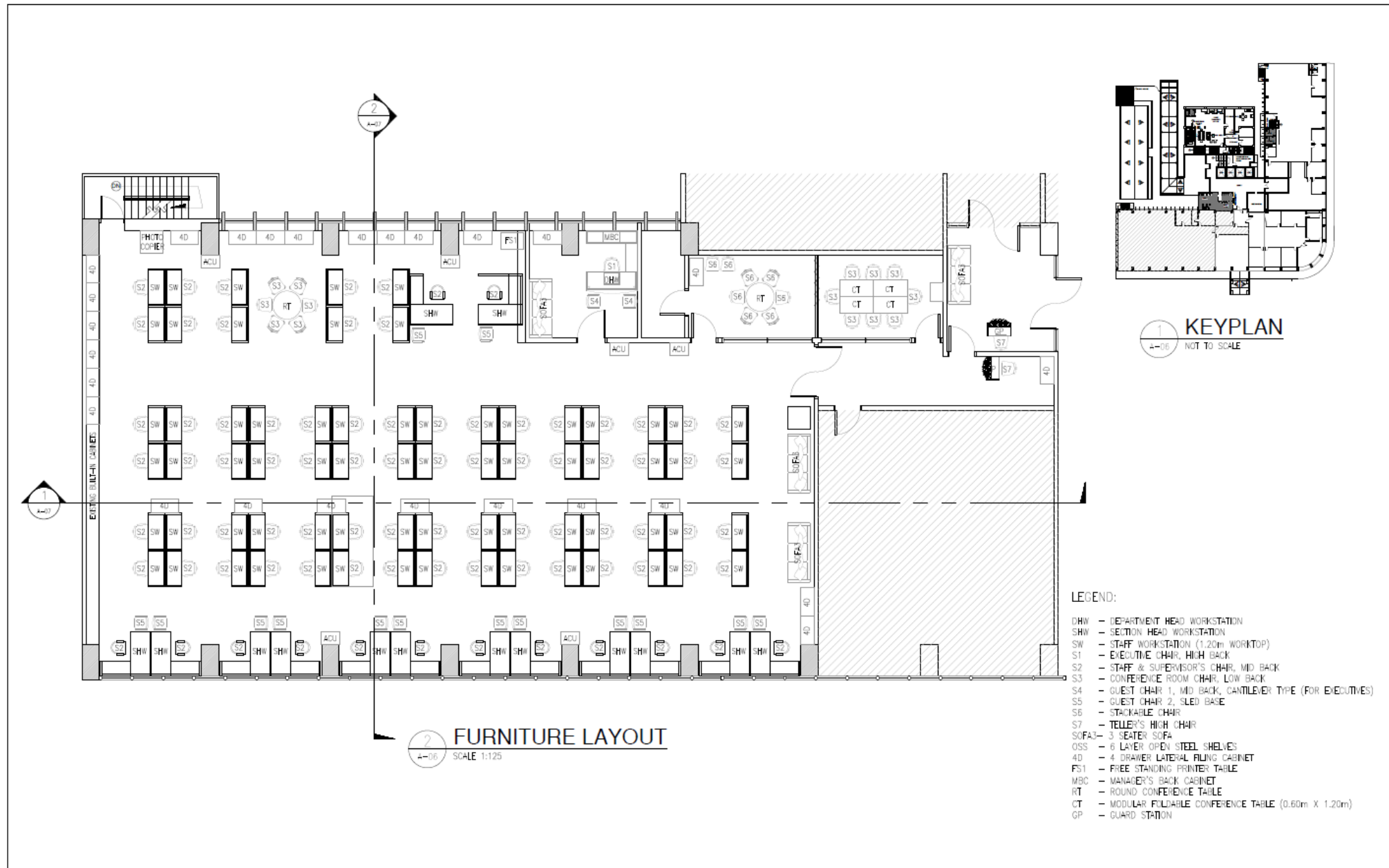


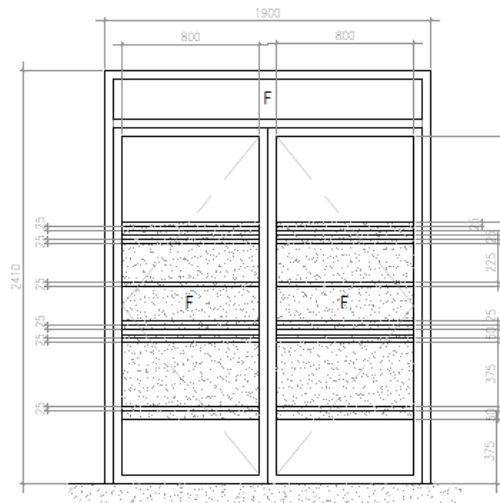
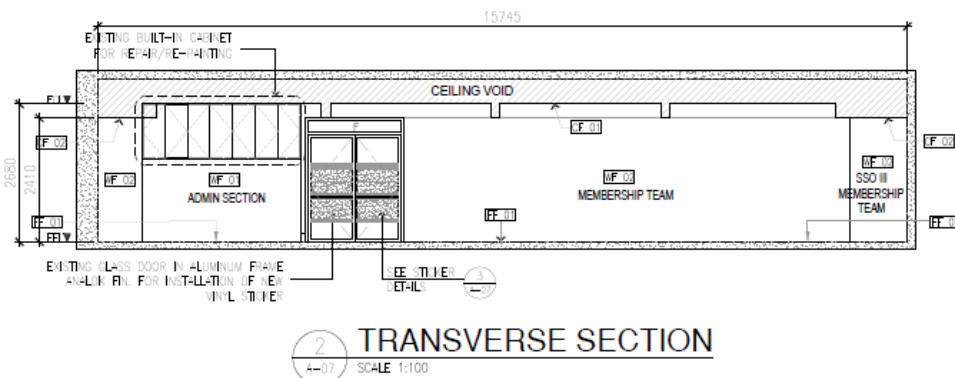
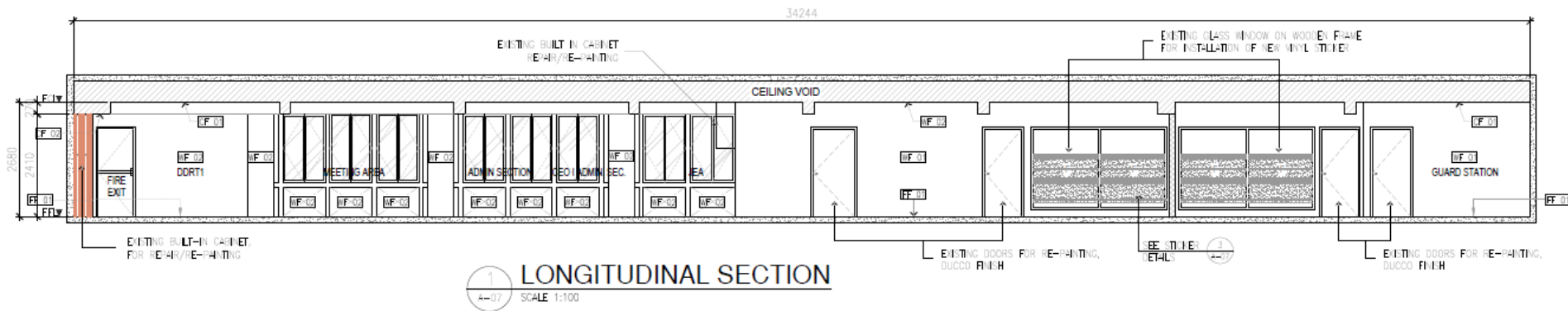
1 REFLECTED CEILING PLAN
A-05 SCALE 1:125



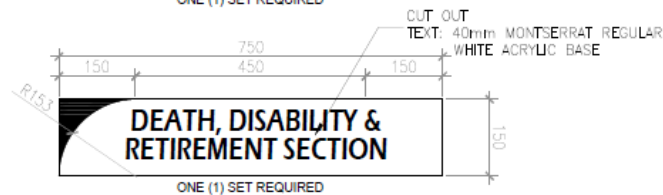
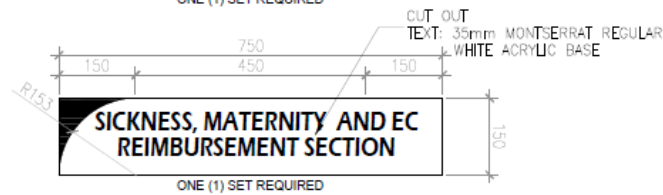
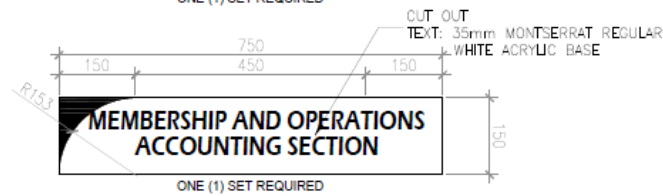
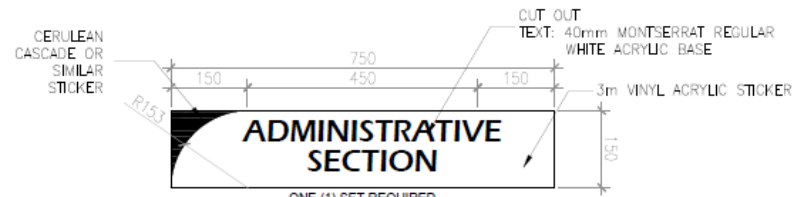
1 KEYPLAN
A-05 NOT TO SCALE

LIGHTING SCHEDULE	
	EXISTING SMOKE DETECTOR
	EXISTING SPRINKLER HEAD
	EXISTING 300MMX300MM RECESSED MOUNTED LIGHTING FIXTURE
	EXISTING 300mmx300mm ACOUSTIC TILE ON PLYWOOD BACKING FOR RE-PAINTING & REPAIR OF DAMAGED PORTION
	EXISTING CEILING VENT
	EMERGENCY EXIT LIGHT
CEILING HEIGHT LEGEND	
	FFL TO CEILING HEIGHT
	FFL TO CEILING HEIGHT
CEILING FINISH LEGEND	
	EXISTING 300mmx300mm TILE ON PLYWOOD BACKING FOR RE-PAINTING & REPAIR OF DAMAGED PORTION
	EXISTING DROP CEILING FOR RE-PAINTING & REPAIR OF DAMAGED PORTION



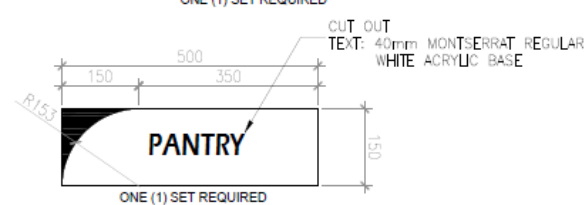
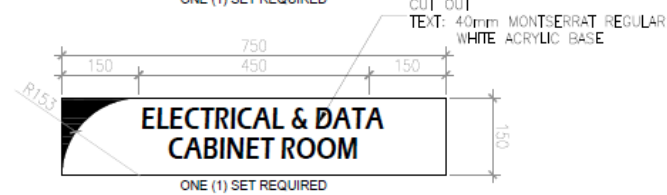
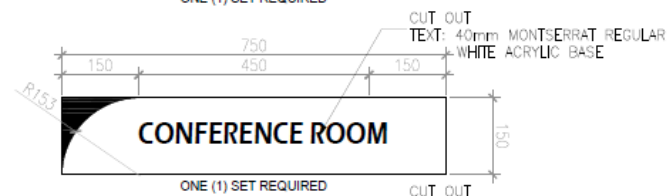
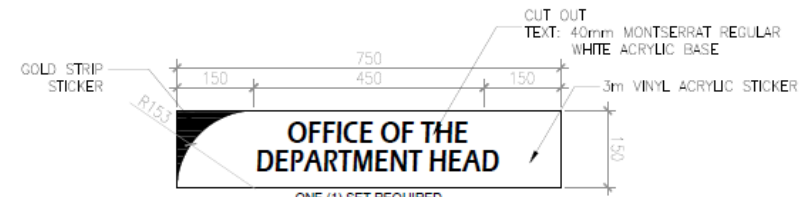


LEGEND:	
WALL TYPE	
CODE	DESCRIPTION
WF 01	EXISTING DRYWALL PARTITION FOR RE-PAINTING
WF 02	EXISTING MASONRY WALL PARTITION/ COLUMN FOR RE-PAINTING
FLOOR FINISH	
FF 01	300mmx300mm VINYL FLOOR TILES
CEILING FINISH	
CF 01	EXISTING 300mmx300mm TILE ON PLYWOOD BACKING FOR RE-PAINTING & REPAIR OF DAMAGED PORTION
CF 02	EXISTING DROP CEILING FOR RE-PAINTING & REPAIR OF DAMAGED PORTION



SIGNAGE PANEL : 3mm THK WHITE ACRYLIC PLASTIC BASE
 USE : *CERULEAN CASCADE OR SIMILAR (RGB: 43,79,155), 3M VINYL ACRYLIC STICKER (AS INDICATED IN THE PLAN)
 SIGNAGE TEXT : MONTERRAT REGULAR - VARIES
 ANCHORAGE : ALUMINUM TUBULAR W/ CLIP

1
 4-08 SCALE 1:10 M
**INDOOR SIGNAGES
 CEILING MOUNTED**



SIGNAGE PANEL : 3mm THK WHITE ACRYLIC PLASTIC BASE
 USE : CERULEAN CASCADE OR SIMILAR (RGB: 43,79,155), WHITE, RED 3M VINYL ACRYLIC STICKER (AS INDICATED IN THE PLAN)
 SIGNAGE TEXT : MONTERRAT REGULAR
 ANCHORAGE : HEAT RESISTANT DOUBLE SIDED TAPE (VERIFY ACTUAL CONDITION, REQUIREMENT & DIRECTIONAL SIGN)

USE: 3mm THK WHITE ACRYLIC PLASTIC WITH LASER CUT FONT FROM 3mm VINYL STICKER FIELD IN SSS CERULEAN CASCADE OR SIMILAR COLOR. **AUXILIARY TAG**
 MOUNT WITH DOUBLE SIDED ADHESIVE TAPE FOR FIXED INSTALLATION AND "VELCRO" WITH ADHESIVE FOR OCCASIONAL MOUNTING

2
 4-08 SCALE 1:10 M
**INDOOR SIGNAGES
 WALL/DOOR MOUNTED**

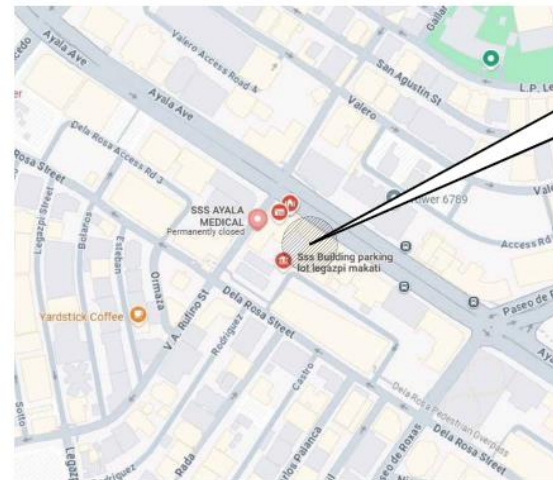
LOT 2 – RENOVATION AT SSS MAKATI BUILDING – NCR SOUTH LEGAL DEPARTMENT



1
A-01

EXISTING SITE PHOTOS

NOT TO SCALE

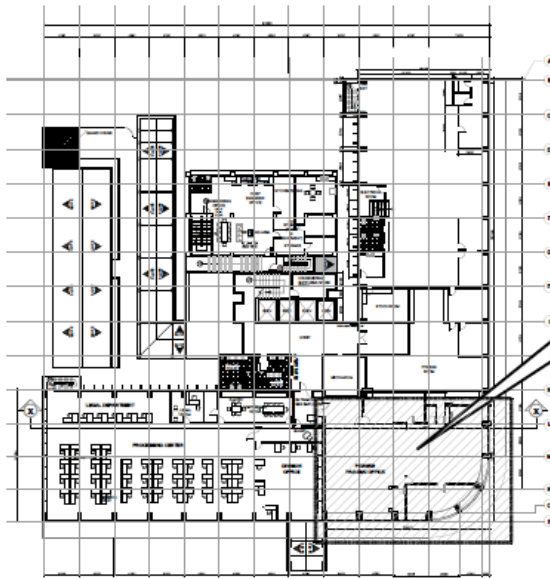


2 VICINITY MAP
A-01 NOT TO SCALE

SSS MAKATI BLDG
2/F 6782 SSS Makati Building, Ayala
Ave., cor. V.A. Rufino St., Makati City

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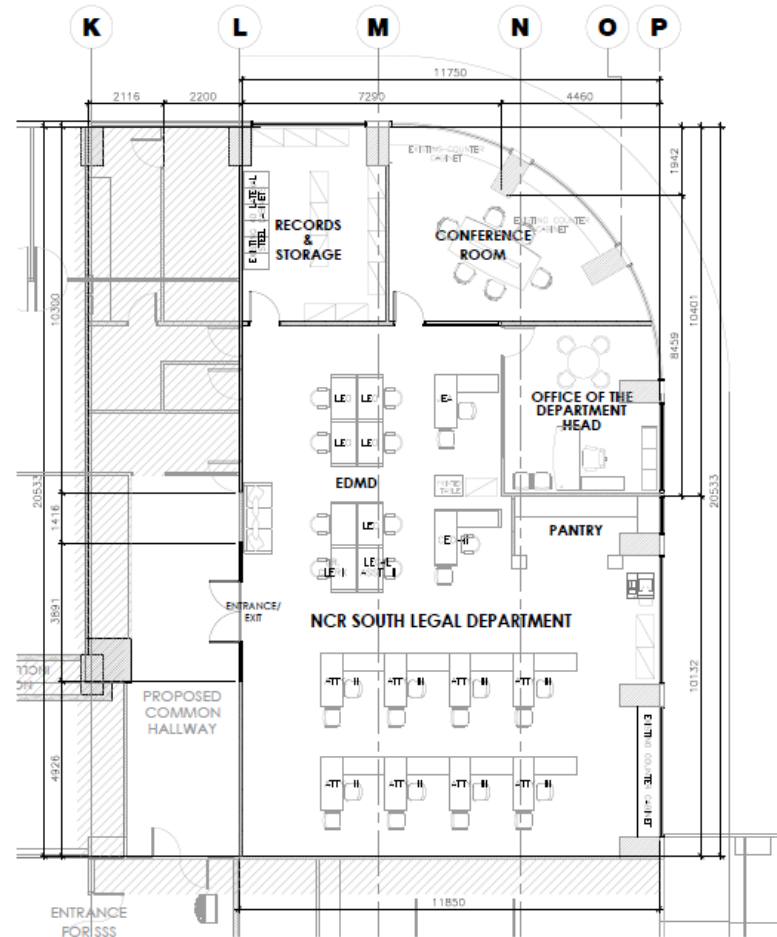
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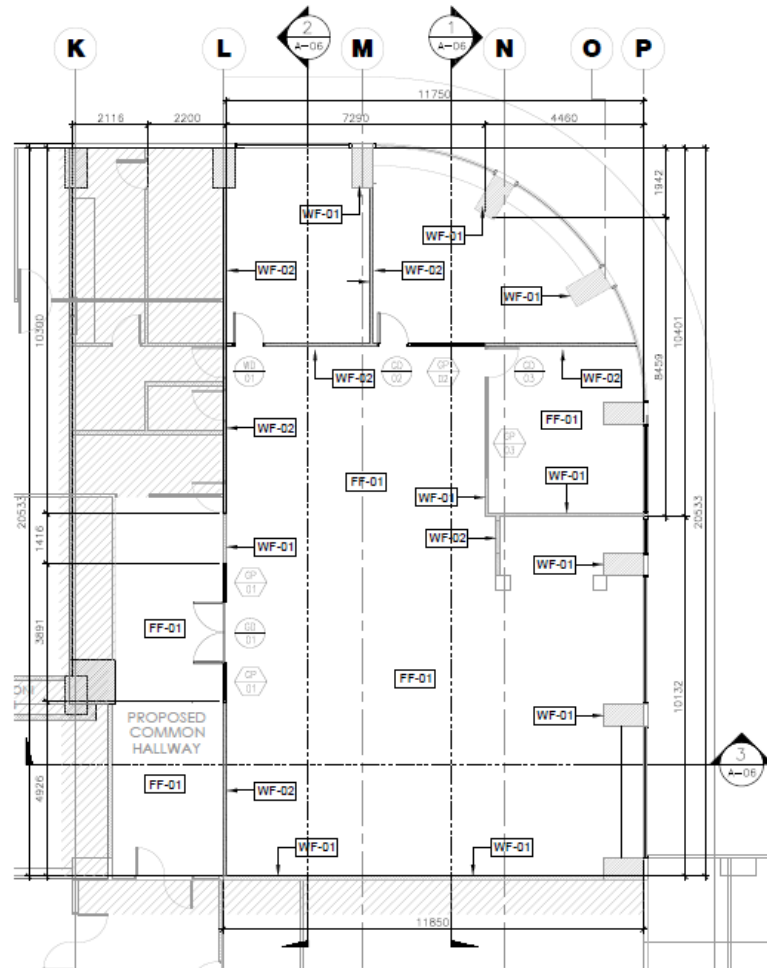
PROPOSED OFFICE TRANSFER
NCR SOUTH LEGAL DEPARTMENT
2F MAKATI BUILDING (FORMER PAG-IBIG OFFICE)

2/F KEY PLAN
SCALE 1:650 M.

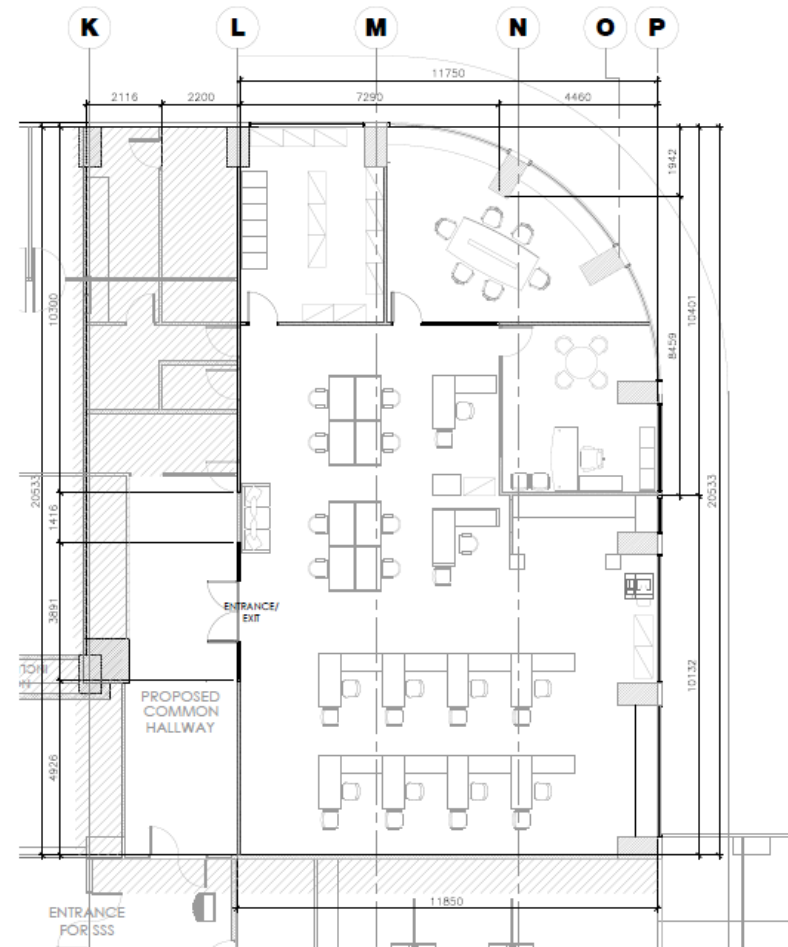
NCR SOUTH LEGAL DEPARTMENT	
DEPARTMENT MANAGER III	1
ATTORNEY III	5
ATTORNEY II	3
JUNIOR EXECUTIVE ASSISTANT	1
LEGAL ASSISTANT II	1
SENIOR CLERK	1
SUBTOTAL	12
EMPLOYER DELINQUENCY MONITORING DEPT.	
CEO II	1
LEGAL ENFORCEMENT OFFICER	5
SUBTOTAL	6
TOTAL	18



PROPOSED FLOOR PLAN
SCALE 1:150 M.

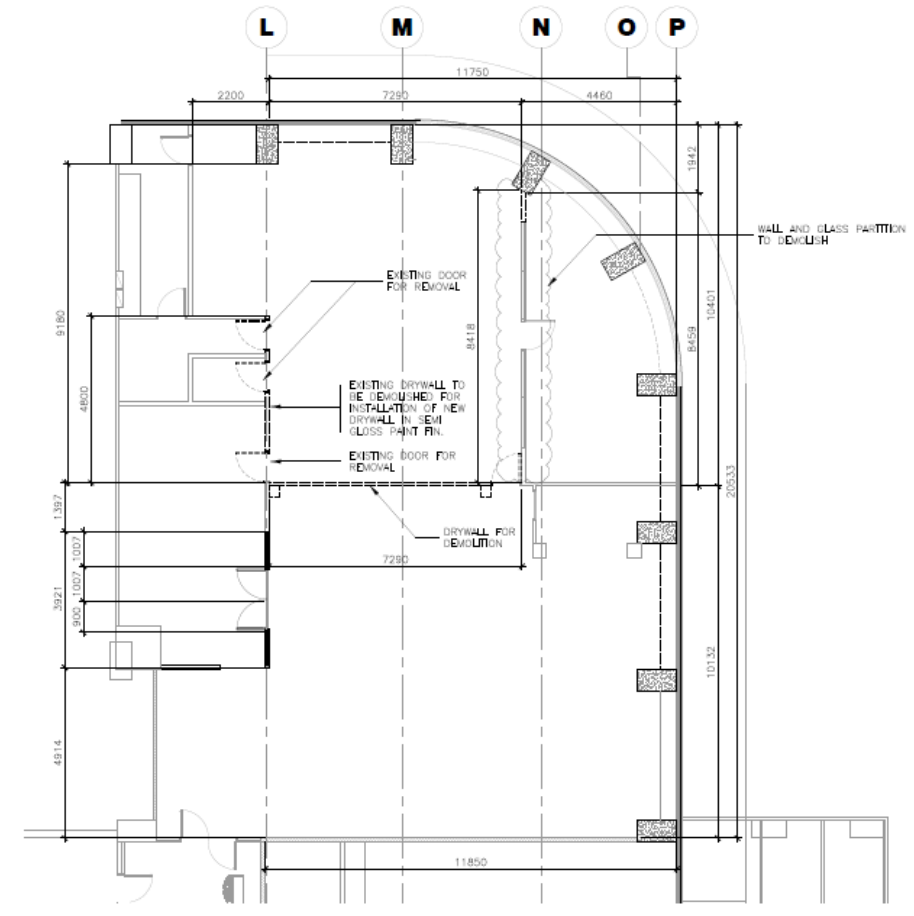
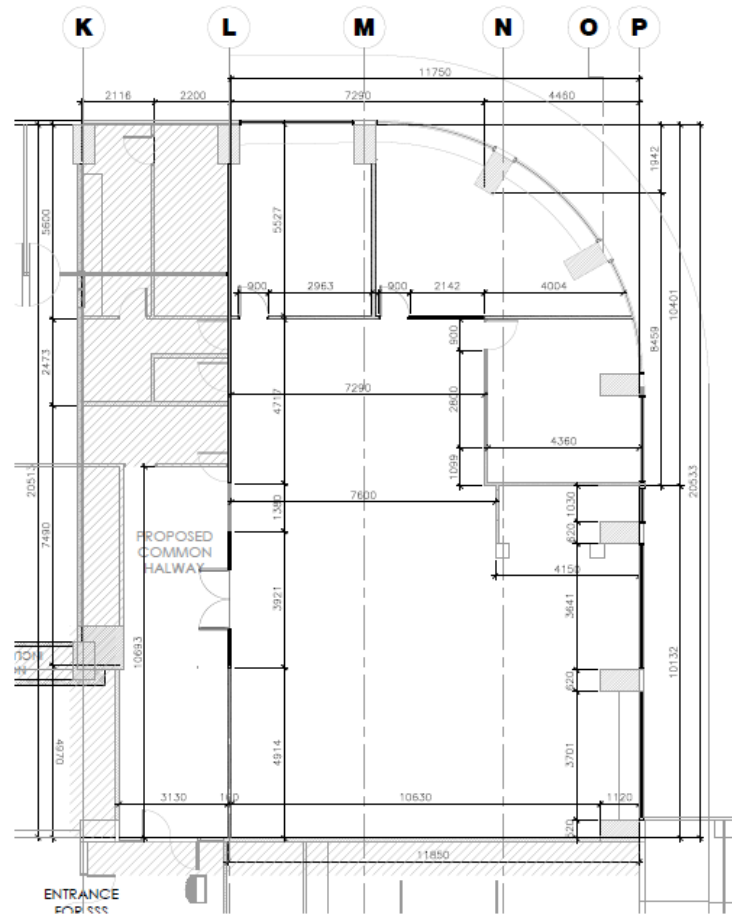


1 DESIGNATION PLAN
A-03 SCALE 1:150 M.



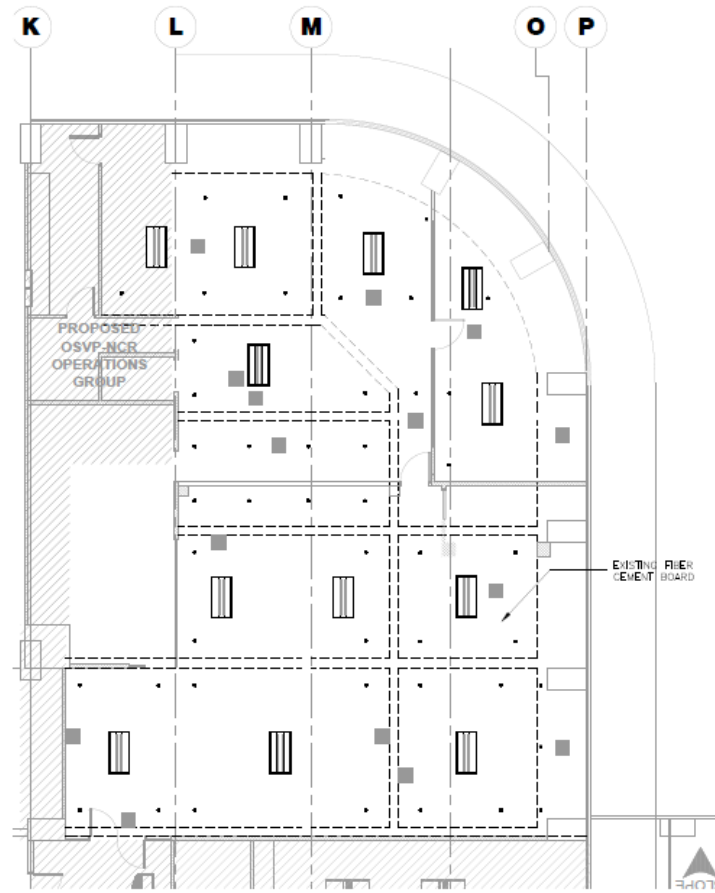
2 FURNITURE LAYOUT
A-03 SCALE 1:150 M.

WALL TYPE	
CODE	DESCRIPTION
WF 01	EXISTING MASONRY WALL/ DRYWALL PARTITION IN PAINT FINISH
WF 02	NEW DRYWALL PARTITION IN PAINT FINISH
FLOOR TYPE	
FF 01	300mm x 300mm VINYL FLOOR TILE

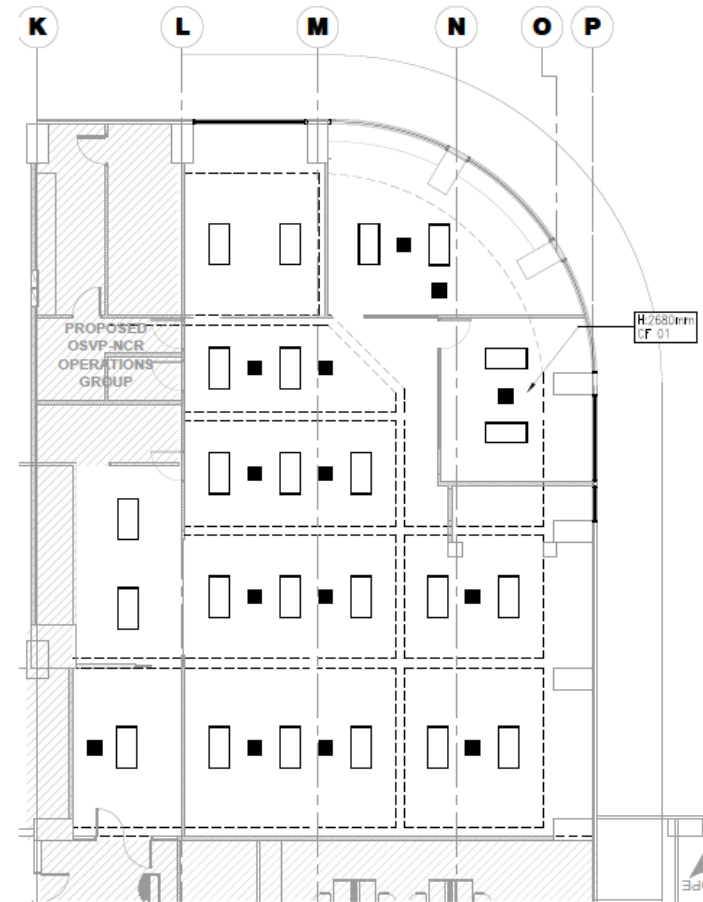


WALL HATCH LEGEND:

- EXISTING WALLS
- EXISTING WALLS/ PARTITIONS/ CLADDING/ CABINET FOR DEMOLITION

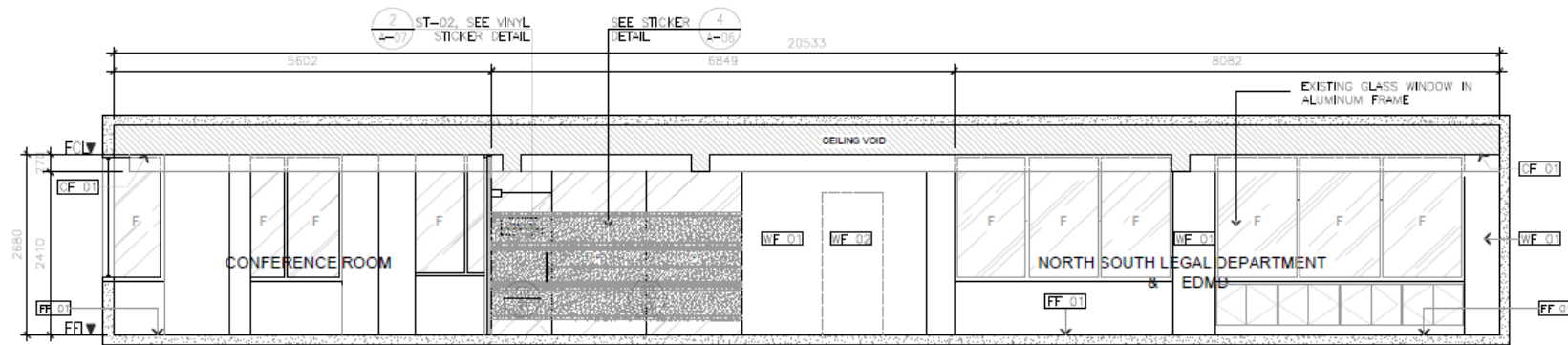


1
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EXISTING REFLECTED CEILING PLAN
 SCALE 1:150 M.

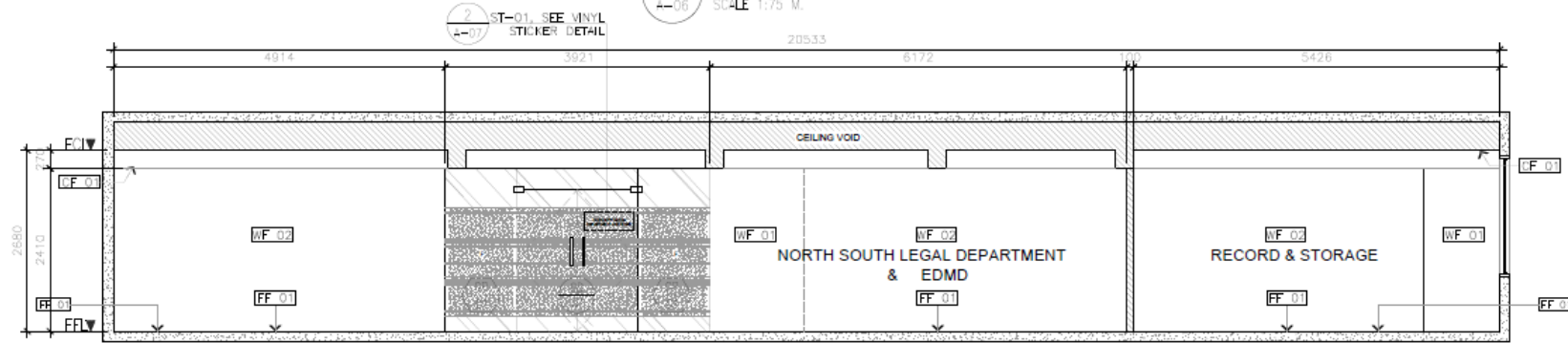


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 A-05
PROPOSED REFLECTED CEILING PLAN
 SCALE 1:150 M.

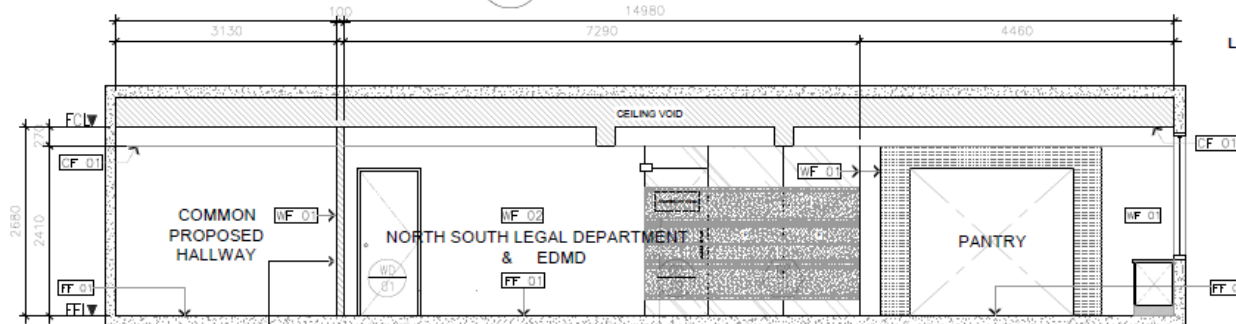
LIGHTING SCHEDULE	
	600mm x 1200mm PANEL LIGHTING FIXTURE
CEILING HEIGHT LEGEND	
	FFL TO CEILING HEIGHT
CEILING FINISH LEGEND	
	NEW FIBER CEMENT BOARD ON RE-USED FRAMING, PAINTED FINISH



TRANSVERSE SECTION -1



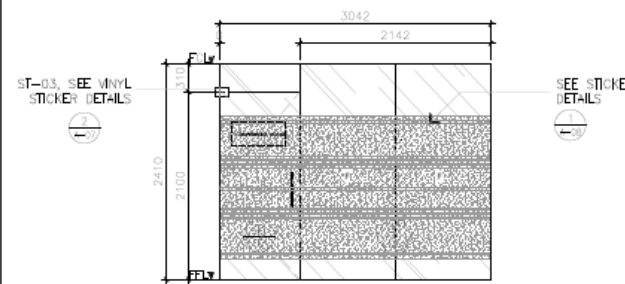
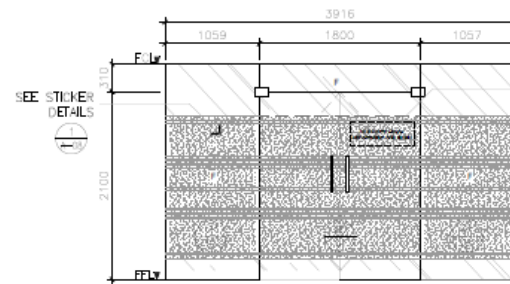
LONGITUDINAL SECTION -1



LONGITUDINAL SECTION -2

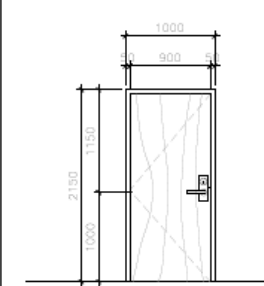
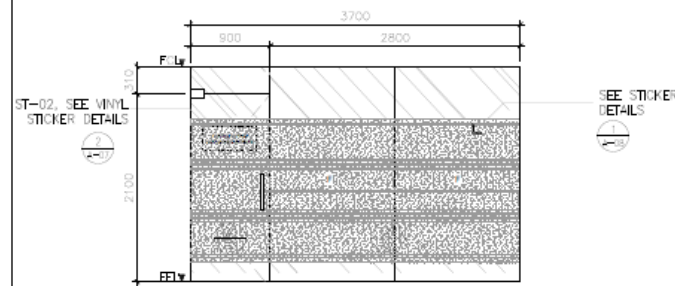
LEGEND:

LEGEND:	
WALL TYPE	
CODE	DESCRIPTION
WF 01	EXISTING MASONRY WALL/ DRYWALL PARTITION IN PAINT FINISH
WF 02	NEW DRYWALL PARTITION IN PAINT FINISH
FLOOR FINISH	
FF 01	300mm x 300mm VINYL FLOOR TILE
CEILING FINISH	
CF 01	FIBER CEMENT BOARD ON RE-USED FRAMING, PAINTED FINISH



<div> <div>01</div> <div>01</div> </div>	DESIGNATION: GLASS DOOR 01	<div> <div>01</div> <div>01</div> </div>	DESIGNATION: GLASS PARTITION 01
	DESCRIPTION: FRAMELESS DOUBLE LEAF SWING DOOR, 12mm thick TEMPERED CLEAR, GLASS DOOR		DESCRIPTION: 12mm thick TEMPERED FRAMELESS CLEAR GLASS, POWDERED COATED FIN.
	w/ STAINLESS STEEL DOOR HANDLE H-TYPE		WITH VINYL FROSTED STICKER AS SHOWN
	COMPLETE w/ PATCH FITTINGS, LOCKSET, HARDWARE & ACCESSORIES w/ VINYL FROSTED STICKER AS SHOWN		
1 SET/S	LOCATION: ENTRANCE DOOR	1 SET/S	LOCATION: ENTRANCE DOOR

<div> <div>02</div> <div>02</div> </div>	DESIGNATION: GLASS DOOR 02	<div> <div>02</div> <div>02</div> </div>	DESIGNATION: GLASS PARTITION 02
	DESCRIPTION: FRAMELESS SINGLE LEAF SWING DOOR, 12mm thick TEMPERED CLEAR, GLASS DOOR		DESCRIPTION: 12mm thick TEMPERED FRAMELESS CLEAR GLASS, POWDERED COATED FIN.
	w/ STAINLESS STEEL DOOR HANDLE H-TYPE		WITH VINYL FROSTED STICKER AS SHOWN
	COMPLETE w/ PATCH FITTINGS, LOCKSET, HARDWARE & ACCESSORIES w/ VINYL FROSTED STICKER AS SHOWN		
1 SET/S	LOCATION: CONFERENCE ROOM	1 SET/S	LOCATION: ENTRANCE DOOR



<div> <div>03</div> <div>03</div> </div>	DESIGNATION: GLASS DOOR 03	<div> <div>03</div> <div>03</div> </div>	DESIGNATION: GLASS PARTITION 03
	DESCRIPTION: FRAMELESS SINGLE LEAF SWING DOOR, 12mm thick TEMPERED CLEAR, GLASS DOOR		DESCRIPTION: 12mm thick TEMPERED FRAMELESS CLEAR GLASS, POWDERED COATED FIN.
	w/ STAINLESS STEEL DOOR HANDLE H-TYPE		WITH VINYL FROSTED STICKER AS SHOWN
	COMPLETE w/ PATCH FITTINGS, LOCKSET, HARDWARE & ACCESSORIES w/ VINYL FROSTED STICKER AS SHOWN		
1 SET/S	LOCATION: OFFICE OF THE DEPARTMENT HEAD	1 SET/S	LOCATION: OFFICE OF THE DEPARTMENT HEAD

<div> <div>01</div> <div>01</div> </div>	DESIGNATION: WOOD DOOR 01	<div> <div>01</div> <div>01</div> </div>	DESIGNATION: WOOD DOOR 01
	DESCRIPTION: FLUSH HOLLOW CORE WOOD DOOR		DESCRIPTION: FLUSH HOLLOW CORE WOOD DOOR
	WITH LEVER TYPE LOCKSET & DOOR CLOSER, COMPLETE WITH HARDWARES & ACCESSORIES		WITH LEVER TYPE LOCKSET & DOOR CLOSER, COMPLETE WITH HARDWARES & ACCESSORIES
1 SET/S	LOCATION: RECORDS & STORAGE ROOM	1 SET/S	LOCATION: RECORDS & STORAGE ROOM

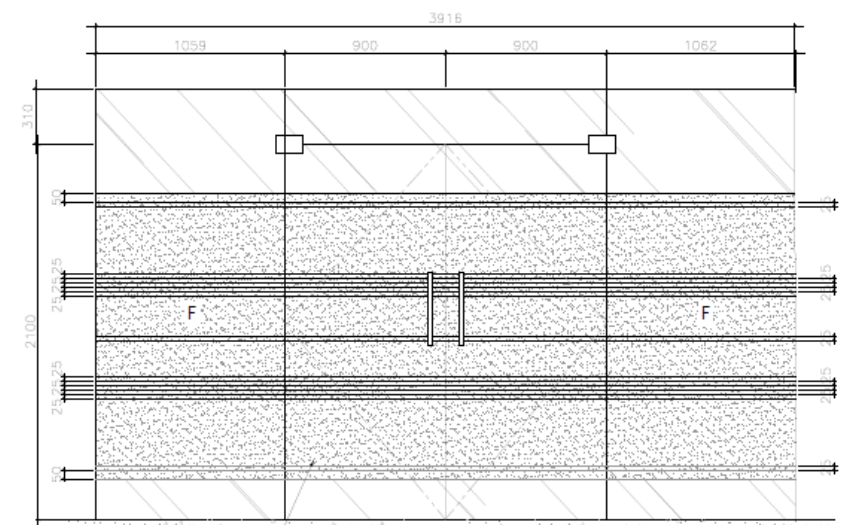
1 SCHEDULE OF DOORS

A-07 SCALE 1:100 M.

ST-01	NCR SOUTH LEGAL DEPARTMENT AND EDMD	1 SET	3M CUT-OUT STICKER
			COLOR : CERULEAN CASCADE (RGB 43,79,155)
			FONT : ARIAL NARROW
			LOCATION : MAIN ENTRANCE
ST-02	OFFICE OF THE DEPARTMENT HEAD	1 SET	3M CUT-OUT STICKER
			COLOR : CERULEAN CASCADE (RGB 43,79,155)
			FONT : ARIAL NARROW
			LOCATION : BRANCH HEAD'S OFFICE
ST-03	CONFERENCE ROOM	1 SET	3M CUT-OUT STICKER
			COLOR : CERULEAN CASCADE (RGB 43,79,155)
			FONT : ARIAL NARROW
			LOCATION : CONFERENCE ROOM

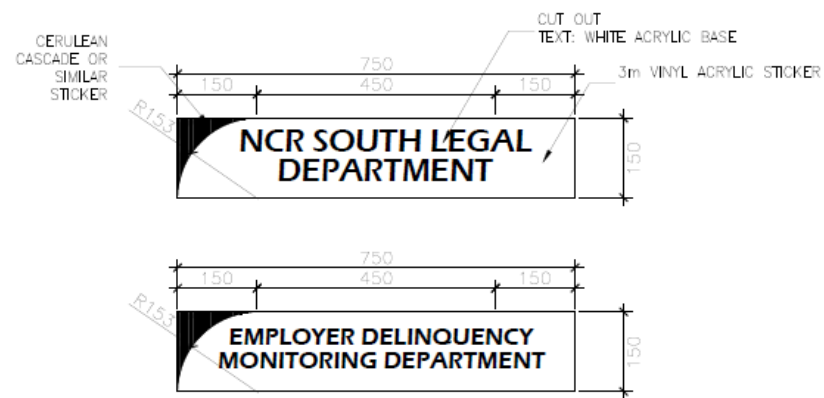
2 VINYL STICKER GLASS DOOR SIGNAGE

A-07 SCALE 1:15 M.



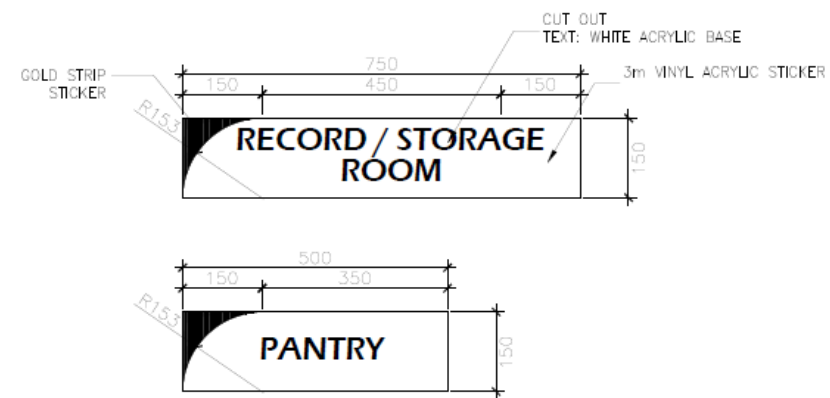
3 FROSTED STICKER DETAIL (TYPICAL) AT FIXED GLASS WALL & GLASS DOOR

A-07 SCALE 1:100 M.



SIGNAGE PANEL : 3mm THK WHITE ACRYLIC PLASTIC BASE
 USE : *CERULEAN CASCADE OR SIMILAR (RGB: 43,79,155), 3M VINYL ACRYLIC STICKER (AS INDICATED IN THE PLAN)
 SIGNAGE TEXT : 40mm MONTERRAT REGULAR - VARIES
 ANCHORAGE : ALUMINUM TUBULAR W/ CUP

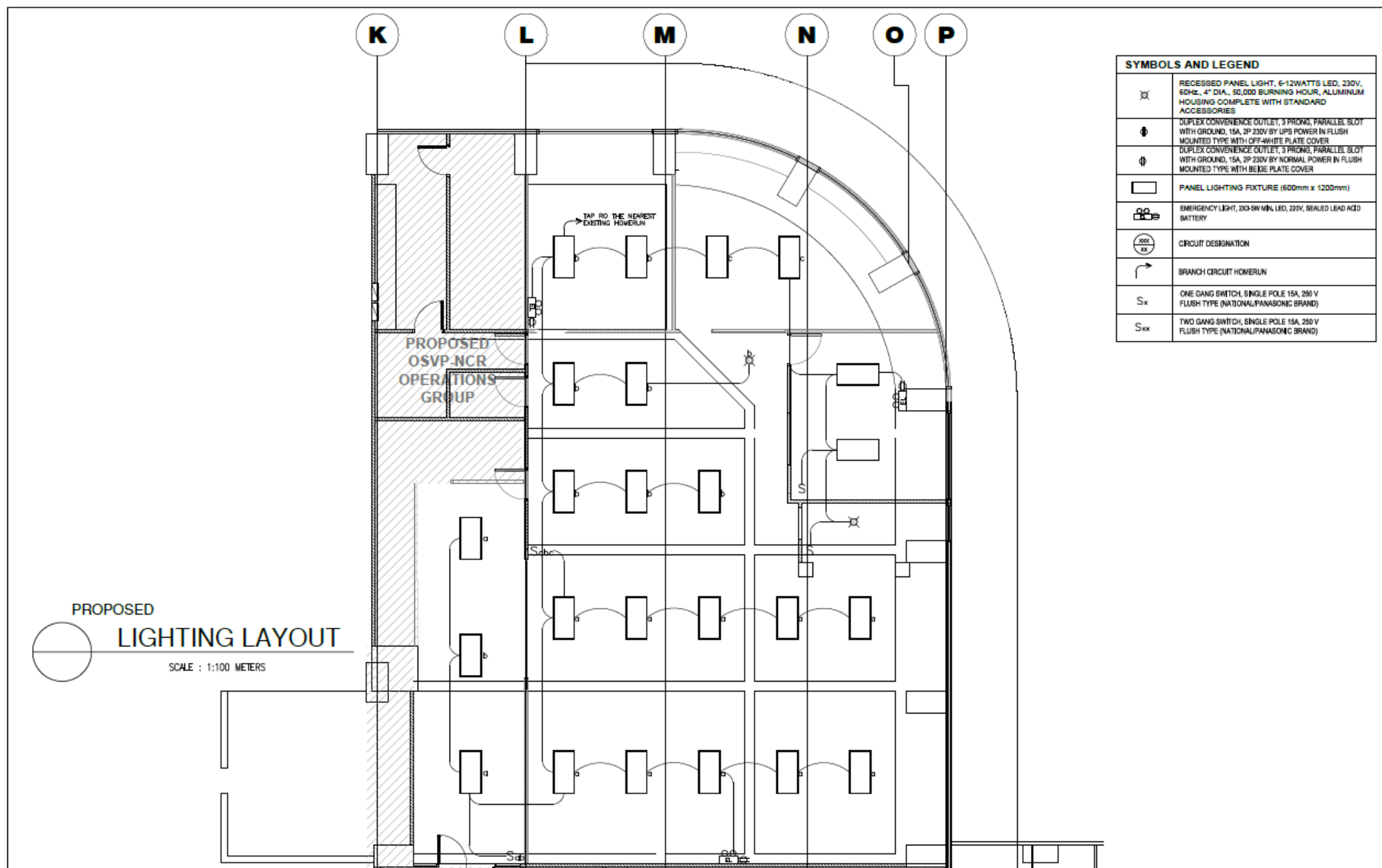
1
 4-08 SCALE 1:10 M
**INDOOR SIGNAGES
 CEILING MOUNTED**

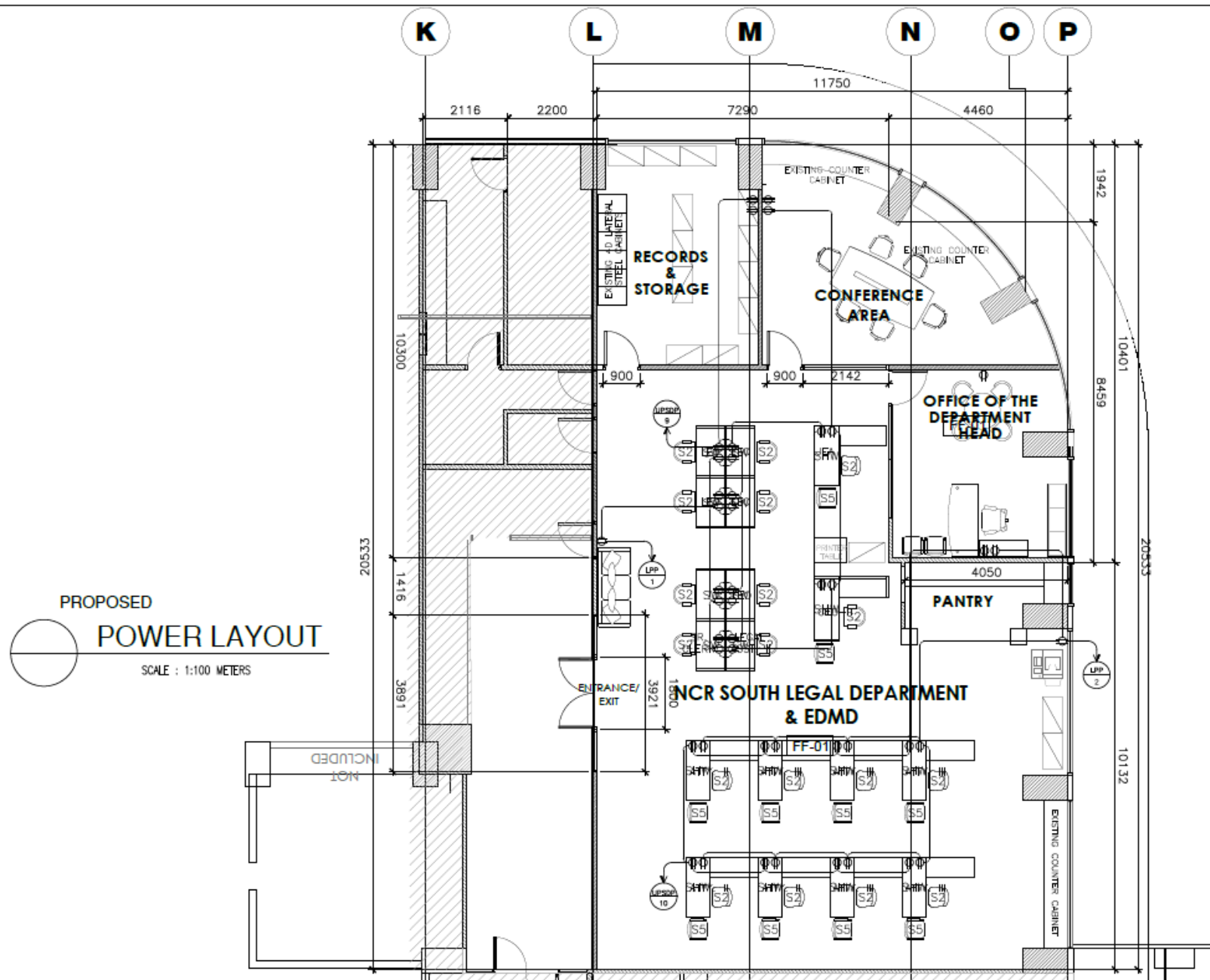


SIGNAGE PANEL : 3mm THK WHITE ACRYLIC PLASTIC BASE
 USE : CERULEAN CASCADE OR SIMILAR (RGB: 43,79,155), WHITE, RED 3M VINYL ACRYLIC STICKER (AS INDICATED IN THE PLAN)
 SIGNAGE TEXT : 40mm MONTERRAT REGULAR
 ANCHORAGE : HEAT RESISTANT DOUBLE SIDED TAPE (VERIFY ACTUAL CONDITION, REQUIREMENT & DIRECTIONAL SIGN)

AUXILLIARY TAG
 USE: 3mm THK WHITE ACRYLIC PLASTIC WITH LASER CUT FONT FROM 3m VINYL STICKER FIELD IN SSS CERULEAN CASCADE OR SIMILAR COLOR.
 MOUNT WITH DOUBLE SIDED ADHESIVE TAPE FOR FIXED INSTALLATION AND "VELCRO" WITH ADHESIVE FOR OCCASIONAL MOUNTING

2
 4-08 SCALE 1:10 M
**INDOOR SIGNAGES
 WALL/DOOR MOUNTED**





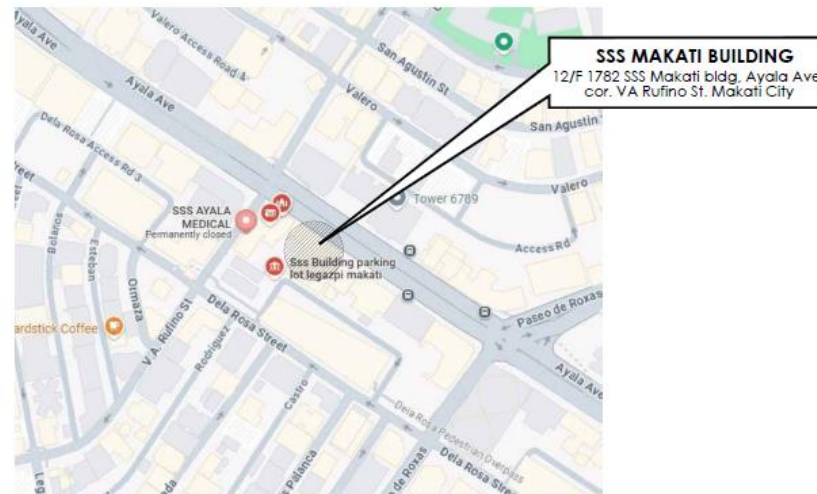
LOT 3 – RENOVATION AT SSS MAKATI BUILDING – SSC COMMISSIONERS OFFICES



1
A-01

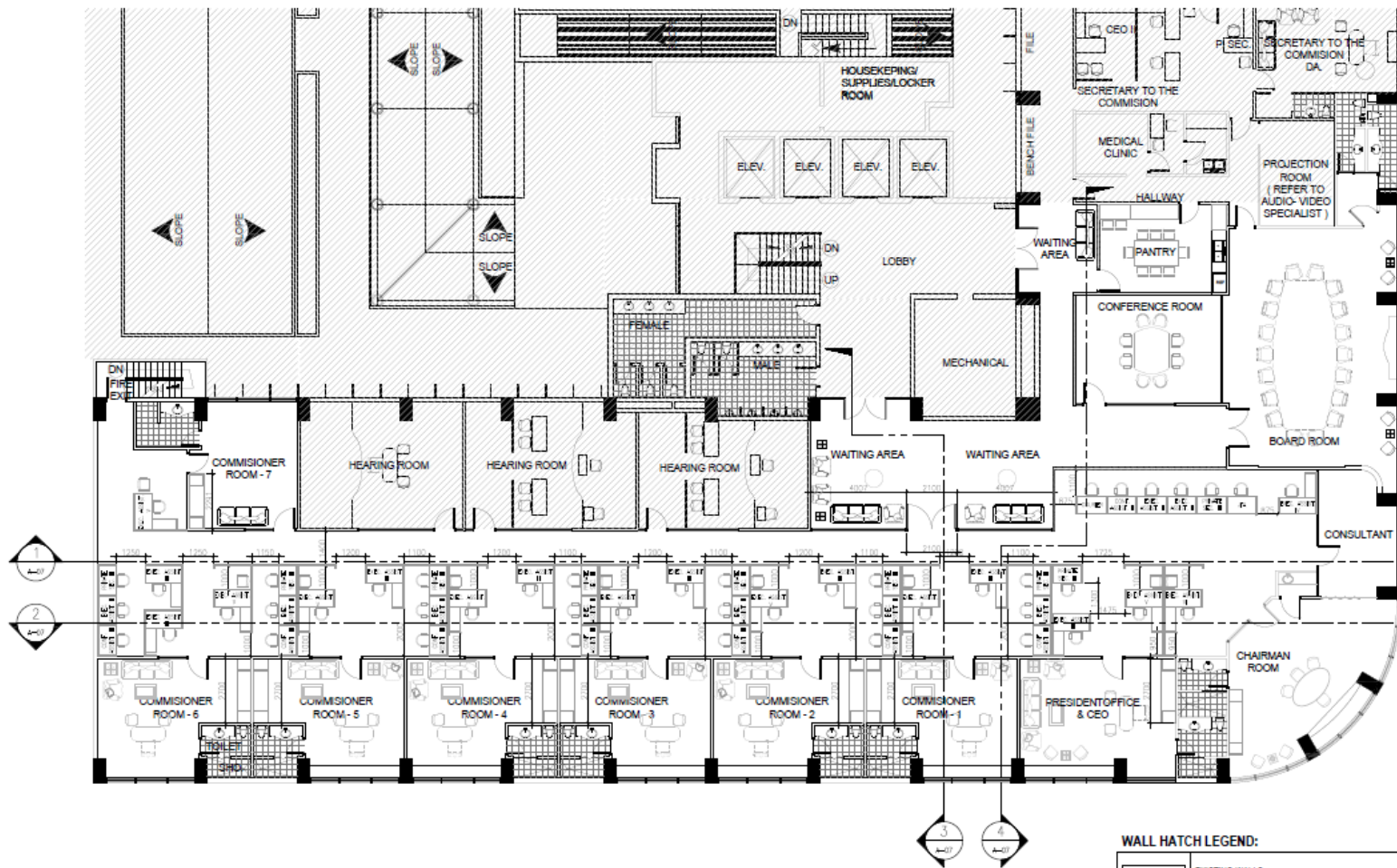
EXISTING SITE PHOTOS

NOT TO SCALE

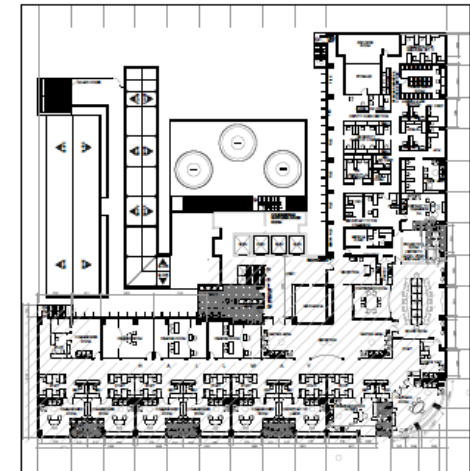


2 VICINITY MAP
A-01 NOT TO SCALE

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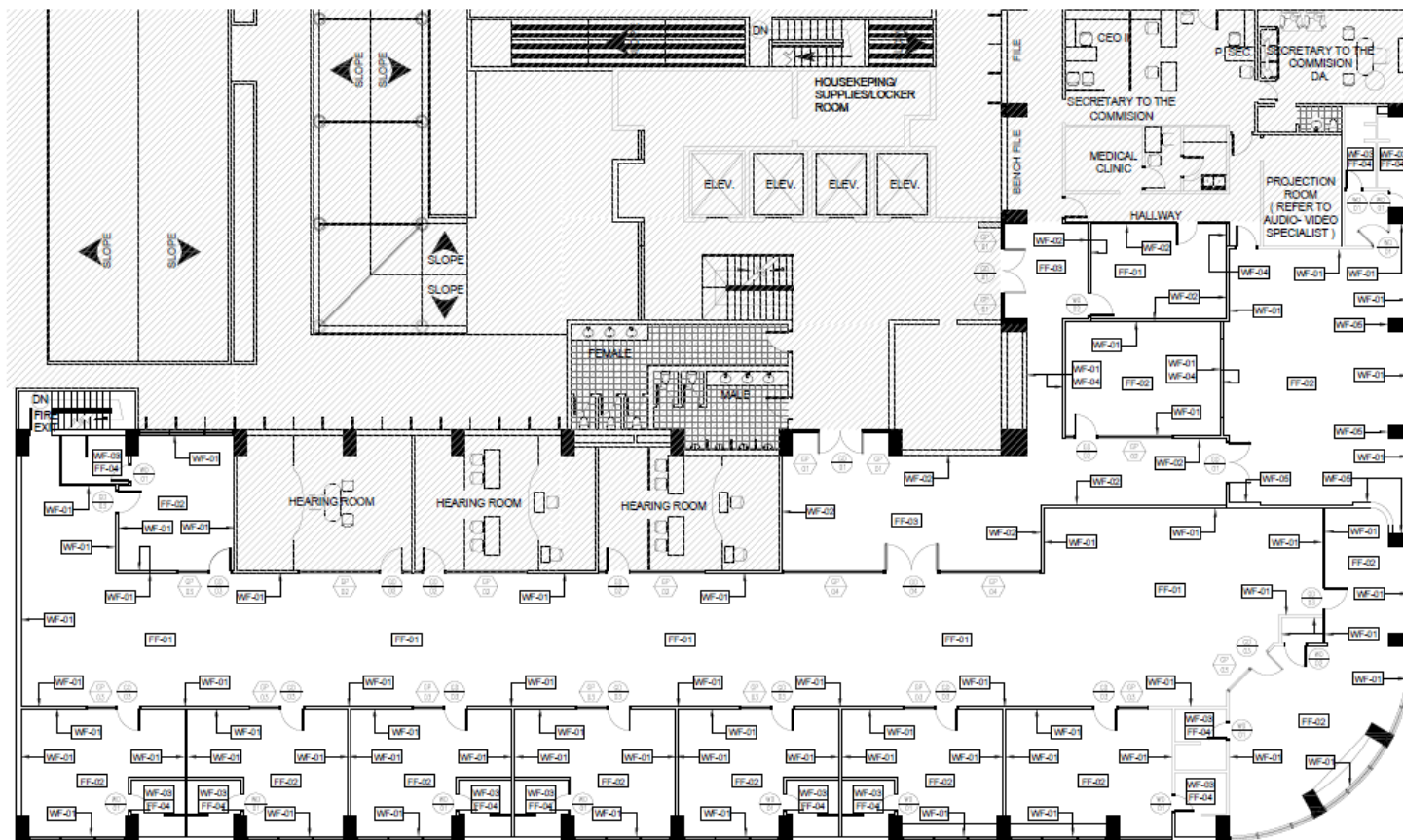


2 PROPOSED FLOOR PLAN
SCALE 1:200

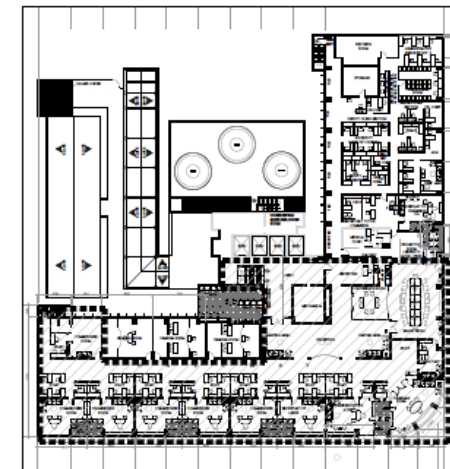


1 KEYPLAN
NOT TO SCALE

OFFICE/SECTION/TEAM	NO. OF PERSONNEL	
EXECUTIVE ASSISTANT VI	3M	1
JUNIOR TECHNICAL ASSISTANT	1M	1
EXECUTIVE ASSISTANT IV	5NM	2
EXECUTIVE ASSISTANT V	2M	8
EXECUTIVE ASSISTANT II	3NM	8
PRIVATE SECRETARY III	4NM	9
EXECUTIVE ASSISTANT III	4NM	8
CONFIDENTIAL ASSISTANT III	2NM	8
COURIER	1NM	1
TOTAL NO. OF PERSONNEL		46



2 DESIGNATION PLAN
SCALE 1:200



1 KEYPLAN
NOT TO SCALE

LEGEND:

WALL TYPE

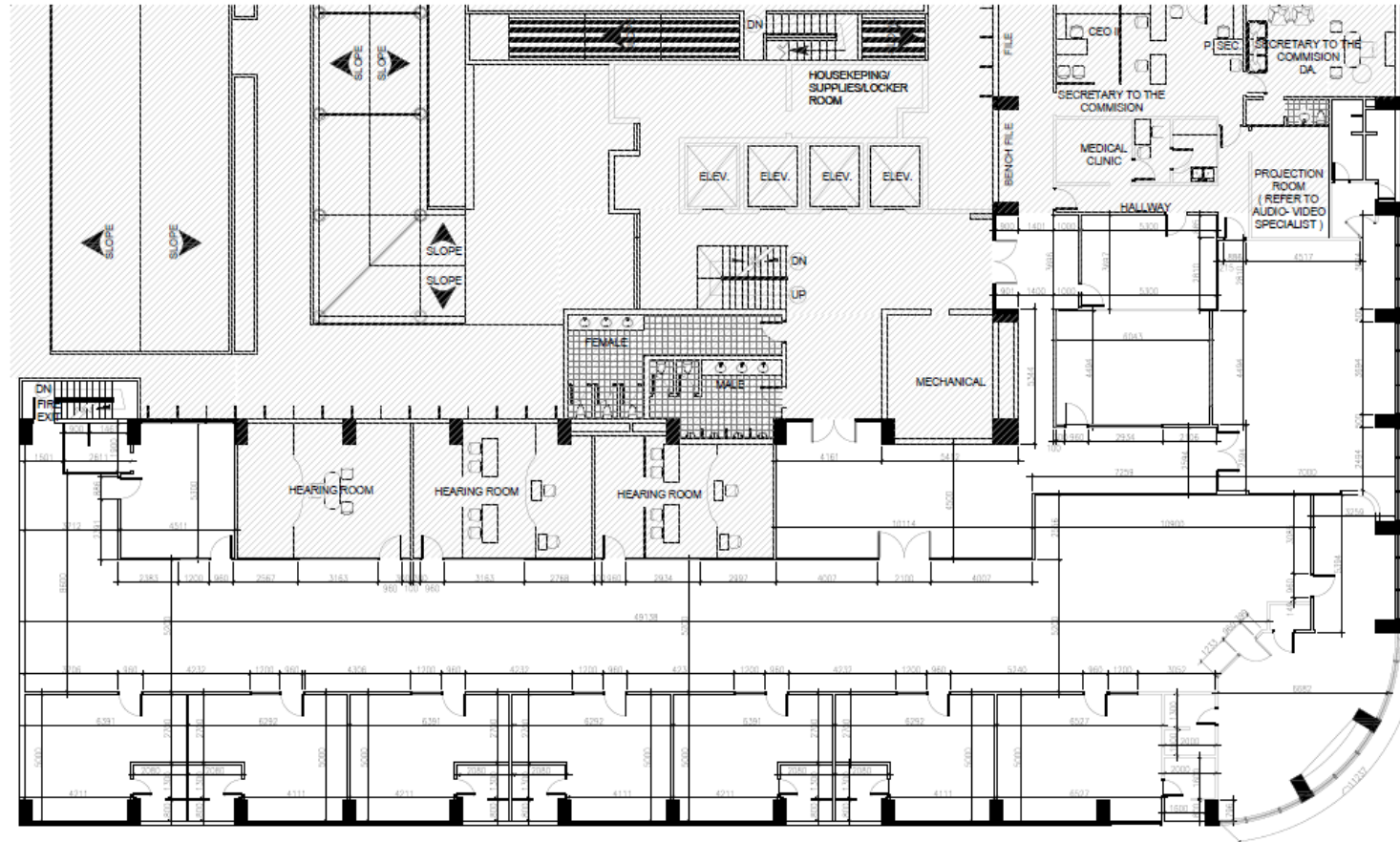
CODE	DESCRIPTION
WF 01	EXISTING MASONRY WALL/ DRYWALL PARTITION IN WALLPAPER FINISH
WF 02	EXISTING MASONRY WALL/ DRYWALL PARTITION IN PAINT FINISH
WF 03	600mmx600mm CERAMIC WALL TILES PORCELAIN FINISH
WF 04	INSTALLATION OF NEW DRYWALL PARTITION
WF 05	HIGH PRESSURE LAMINATED FINISH (WALNUT)

FLOOR FINISH

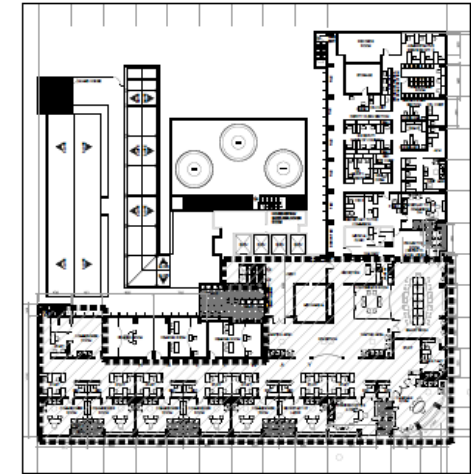
FF 01	300mm x 300mm VINYL FLOOR TILE
FF 02	600mm x 600mm x 7mm THK CARPET TILE
FF 03	EXISTING 600mmx600mm CERAMIC FLOOR TILES
FF 04	600mmx600mm NON SKID PORCELAIN FLOOR TILES

CEILING FINISH

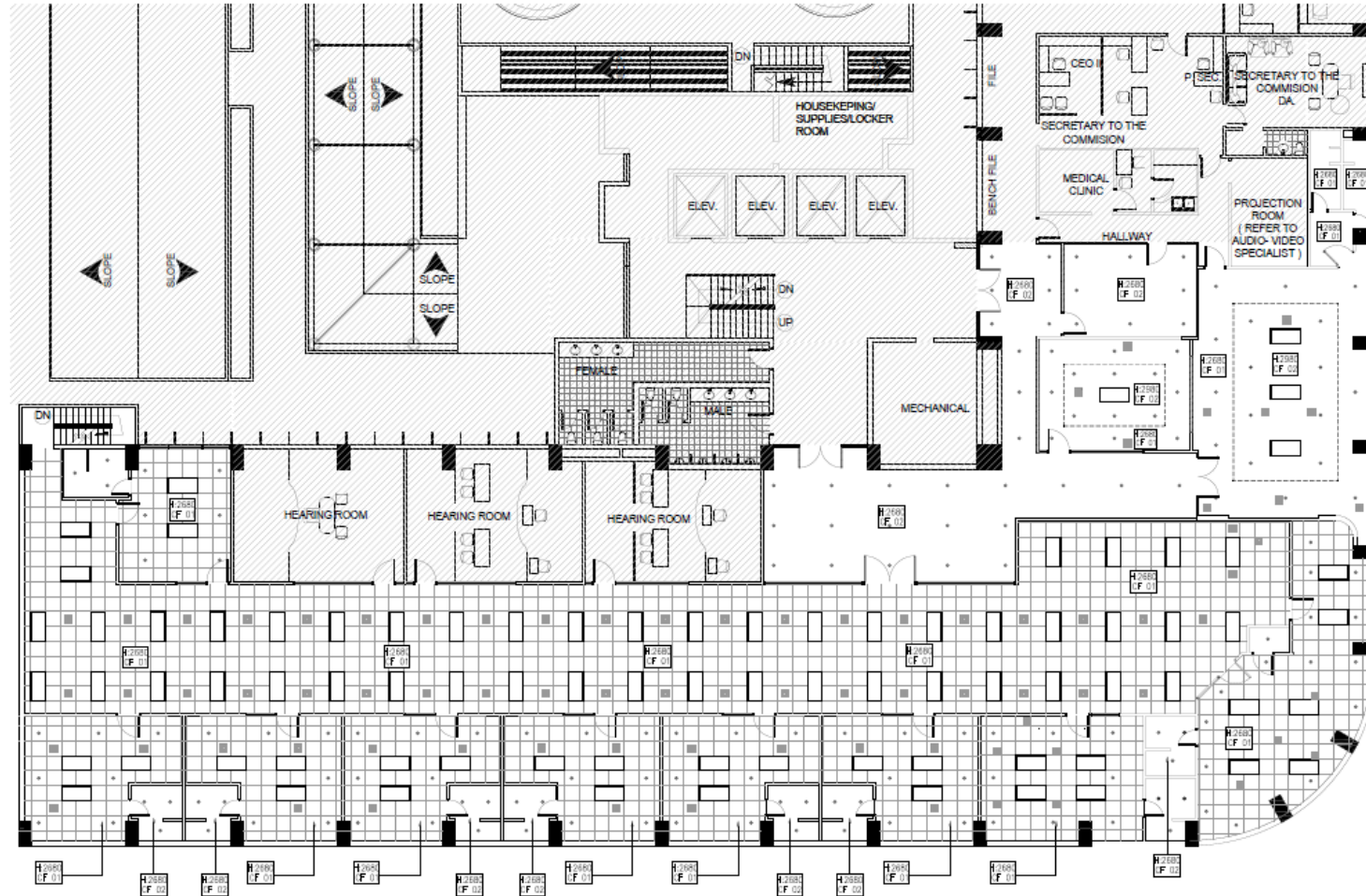
CF 01	600mmx 600mm ACOUSTIC TILE ON CMT POWDER-COATED ALUMINUM
CF 02	FIBER CEMENT BOARD ON METAL FRAMING, PAINTED FINISH



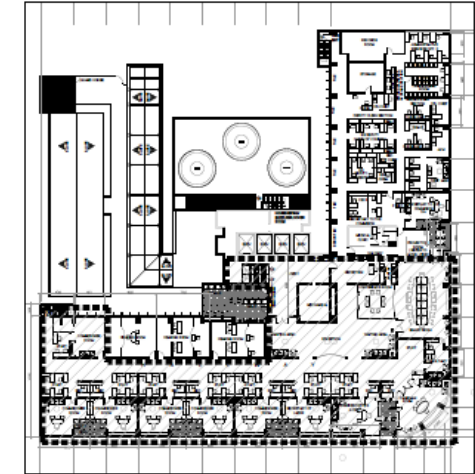
2 DIMENSION PLAN
SCALE 1:200



1 KEYPLAN
NOT TO SCALE

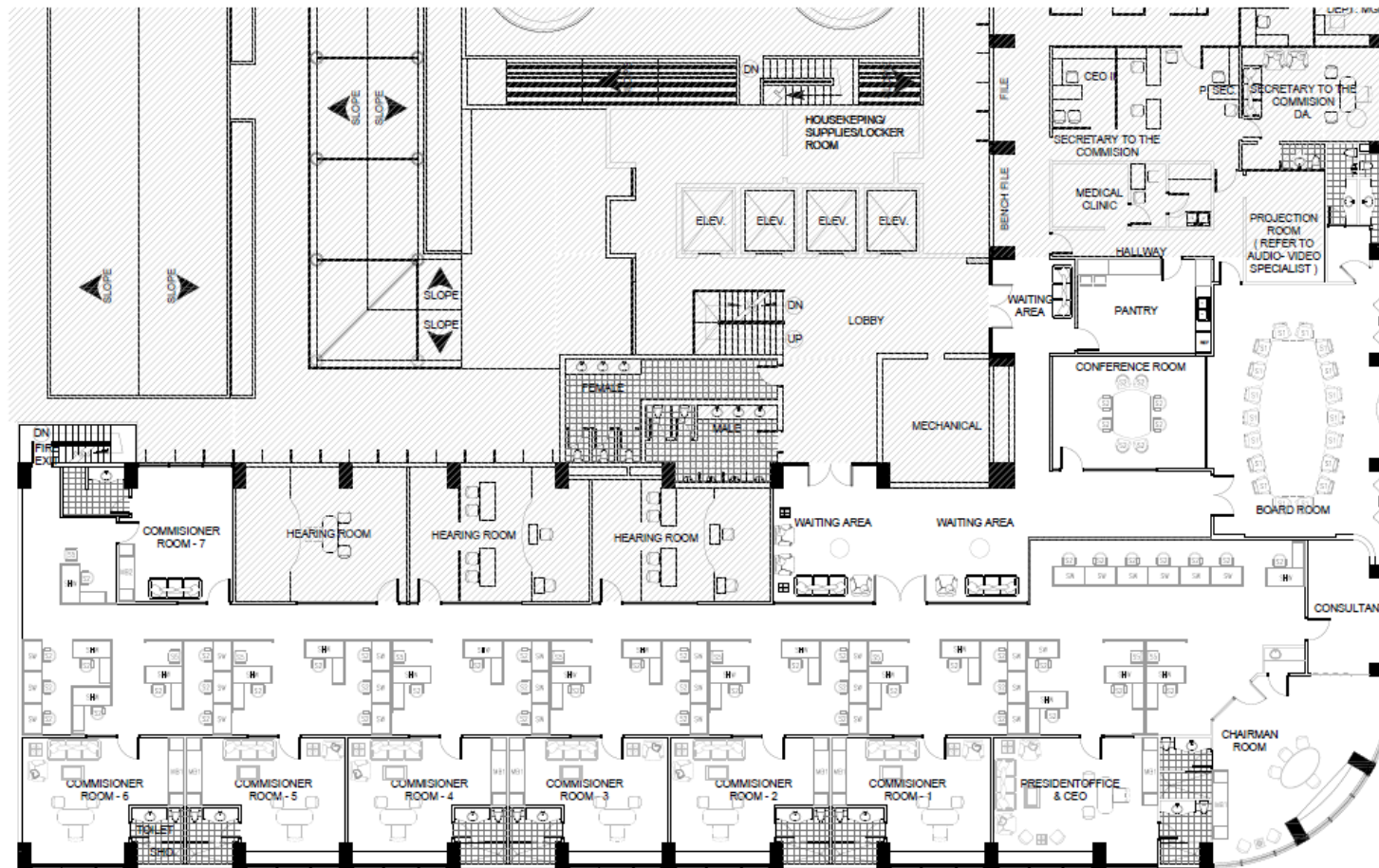


2 REFLECTED CEILING PLAN
SCALE 1:200

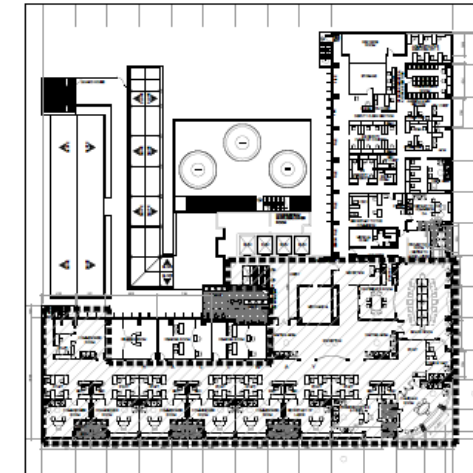


1 KEYPLAN
NOT TO SCALE

LIGHTING SCHEDULE	
	150mm dia. SURFACE MOUNTED LED DOWNLIGHT FIXTURE
	PANEL LIGHTING FIXTURE (600mm x 1200mm)
	LED STRIP LIGHT
	EXISTING CEILING VENT
CEILING HEIGHT LEGEND	
	FFL. TO CEILING HEIGHT
	FFL. TO CEILING HEIGHT
CEILING FINISH LEGEND	
	600mm x 600mm ACOUSTIC TILE ON CMT POWDER-COATED ALUMINUM
	FIBER CEMENT BOARD ON METAL FRAMING, PAINTED FINISH



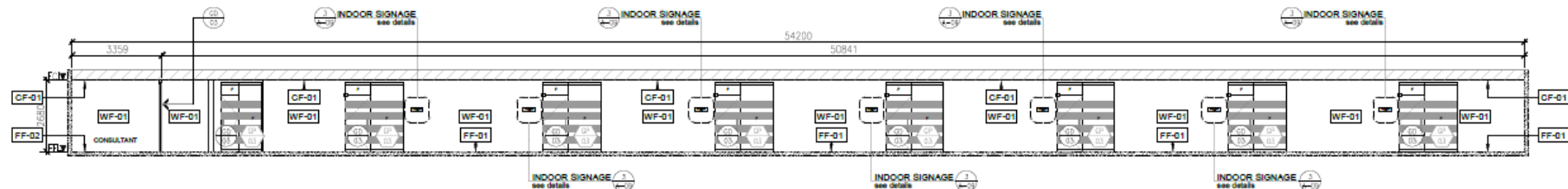
2 FURNITURE PLAN
A-06 SCALE 1:200



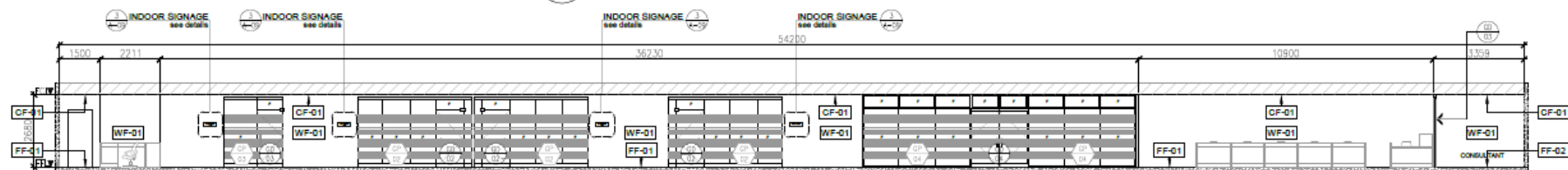
1 KEYPLAN
A-01 NOT TO SCALE

LEGEND:

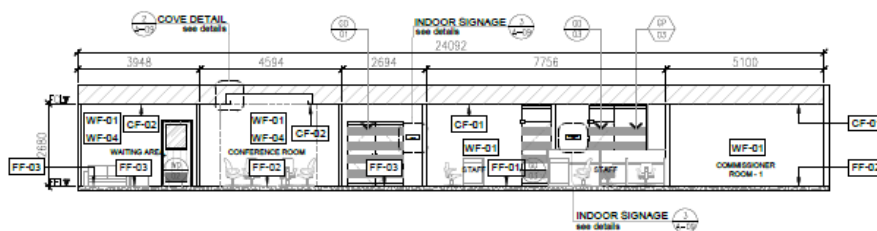
- DHW - DEPARTMENT HEAD WORKSTATION
- SHW - SECTION HEAD WORKSTATION
- SW - STAFF WORKSTATION (1.20m WORKTOP)
- S1 - EXECUTIVE CHAIR, HIGH BACK
- S2 - STAFF & SUPERVISOR'S CHAIR, MID BACK
- S3 - CONFERENCE ROOM CHAIR, LOW BACK
- S4 - GUEST CHAIR 1, MID BACK, CANTILEVER TYPE (FOR EXECUTIVES)
- S5 - GUEST CHAIR 2, SLED BASE
- S6 - STACKABLE CHAIR
- S7 - TELLER'S HIGH CHAIR
- SOFA3 - 3 SEATER SOFA
- OSS - 6 LAYER OPEN STEEL SHELVES
- 4D - 4 DRAWER LATERAL FILING CABINET
- FS1 - FREE STANDING PRINTER TABLE
- MBC - MANAGER'S BACK CABINET
- RT - ROUND CONFERENCE TABLE
- CT - MODULAR FOLDABLE CONFERENCE TABLE (0.60m X 1.20m)
- GP - GUARD STATION



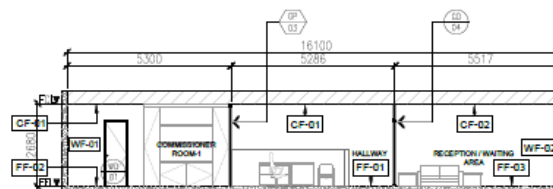
1 LONGITUDINAL SECTION -1
A-07 SCALE 1:170



2 LONGITUDINAL SECTION -2
A-07 SCALE 1:170

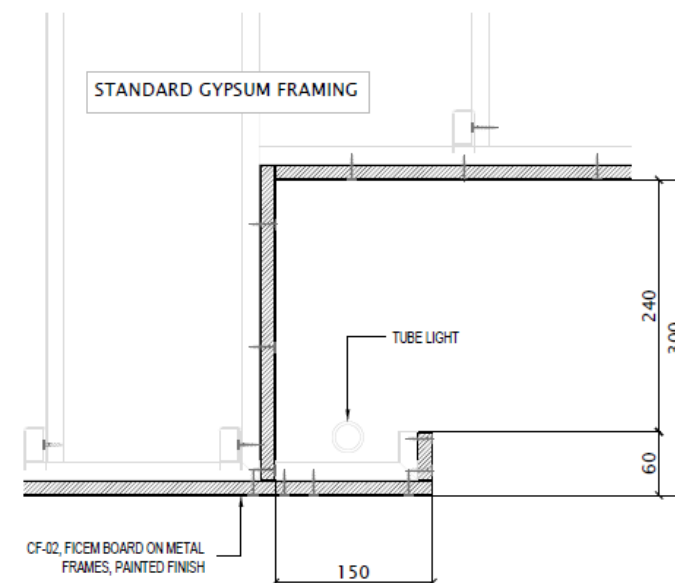
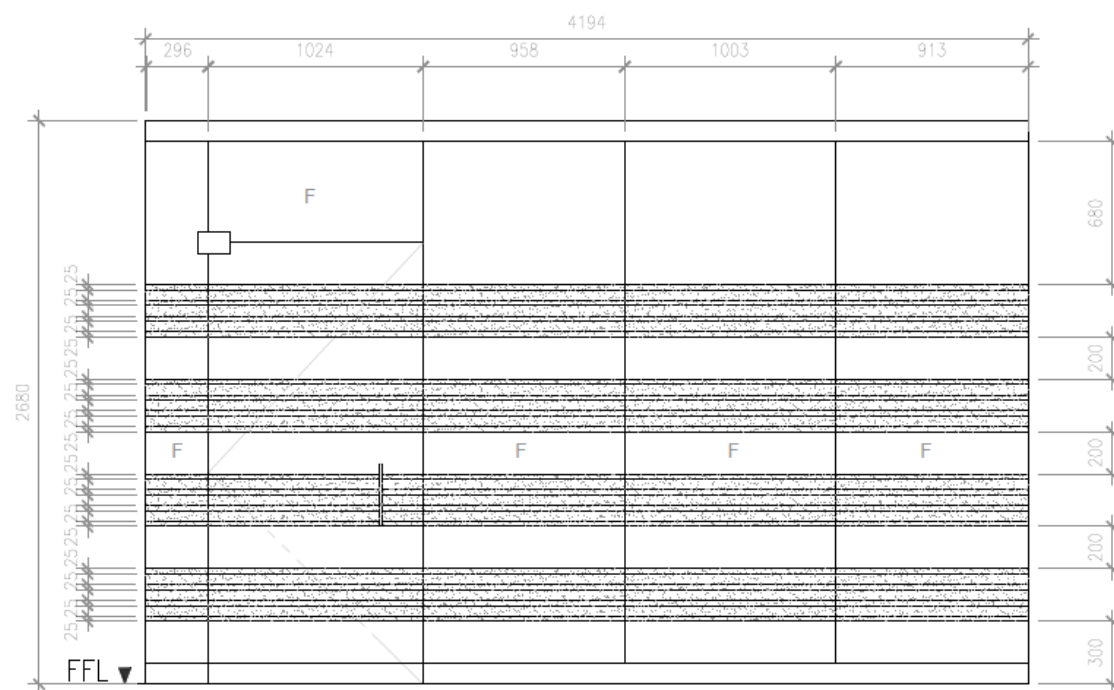


3 TRANSVERSE SECTION -1
A-07 SCALE 1:170



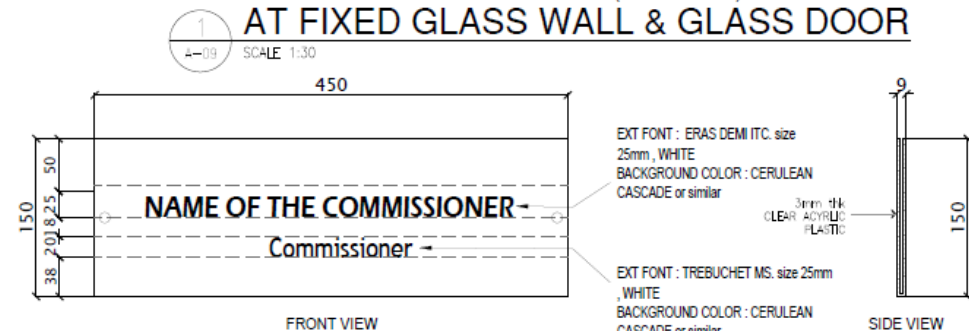
4 TRANSVERSE SECTION -2
A-07 SCALE 1:170

LEGEND:	
WALL TYPE	
CODE	DESCRIPTION
WF 01	EXISTING MASONRY WALL/ DRYWALL PARTITION IN WALLPAPER FINISH
WF 02	EXISTING MASONRY WALL/ DRYWALL PARTITION IN PAINT FINISH
WF 03	600mmx600mm CERAMIC WALL TILES PORCELAIN FINISH
WF 04	INSTALLATION OF NEW DRYWALL PARTITION
WF 05	HIGH PRESSURE LAMINATED FINISH (WALNUT)
FLOOR FINISH	
FF 01	300mm x 300mm VINYL FLOOR TILE
FF 02	100mm x 500mm x 7mm THK CARPET TILE
FF 03	EXISTING 600mmx600mm CERAMIC FLOOR TILES
FF 04	600mmx600mm NON SKID PORCELAIN FLOOR TILES
CEILING FINISH	
CF 01	600mmx 600mm ACOUSTIC TILE ON CMT POWDER-COATED ALUMINUM
CF 02	FIBER CEMENT BOARD ON METAL FRAMING, PAINTED FINISH



2 COVE DETAIL
A-09 SCALE 1:5

FROSTED STICKER DETAIL (TYPICAL) AT FIXED GLASS WALL & GLASS DOOR



PRINTED NAME TAG ON CARDBOARD PAPER TO BE
INSERTED IN THE ACRYLIC PLASTIC HOLDER

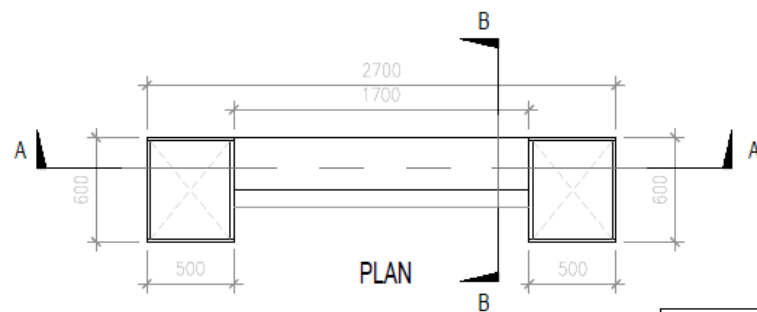
INDOOR SIGNAGES WALL/DOOR MOUNTED

The diagram illustrates the layout of a courtroom. At the top center is the **NAME OF THE COMMISSIONER** (Commissioner). To the right of the Commissioner is the **NAME OF THE PRESIDENT** (President). Below the Commissioner is the **NAME OF THE CHAIRMAN** (Chairman). To the right of the Chairman is the **HEARING ROOM**. Below the Chairman is the **CONFERENCE ROOM**. To the right of the Conference Room is the **BOARD ROOM**. The layout is symmetrical, with the Commissioner and President at the top, the Chairman and Hearing Room in the middle, and the Conference Room and Board Room at the bottom.

WHITE LETTERINGS & FIGURES WITH CERULEAN CASCADE (RGB: 43,79,155) OR SIMILAR
BACKGROUND ON PLASTIC PLATE & 3/8" THK CLEAR ACRYLIC COVER
PROVIDED w/ 4-PCS STAND-OFF BOLT ON COVER
TYPE OF STICKER: 3M
TEXT HEIGHT: 20mm

TOILET DOOR MOUNTED SIGNAGES

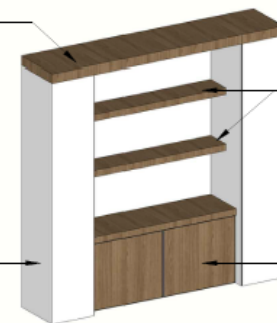
SIGNAGE PANEL	: 3mm THK CLEAR ACRYLIC PLASTIC FOLDED TO HOLD THE INSERTED PRINTED TAG
SIGNAGE TEXT	: 25mm ERAS DEMI ITC FONT
ANCHORAGE	: 30mm ERAS DEMI ITC FONT : 2pcs STAND-OFF BOLT ON COVER



20mm THK MARINE PLYWOOD IN 1mm HIGH PRESSURE LAMINATE FINISH (WALNUT)

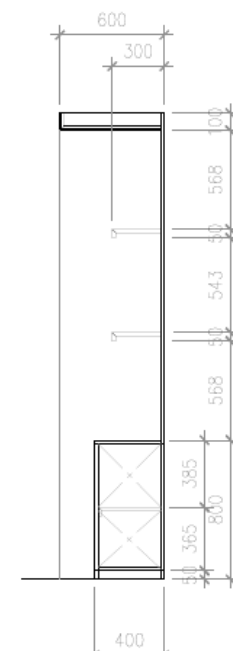
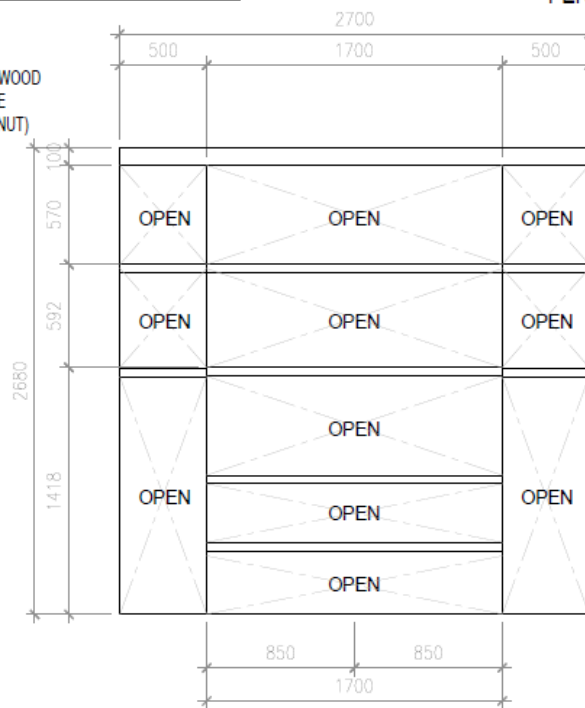
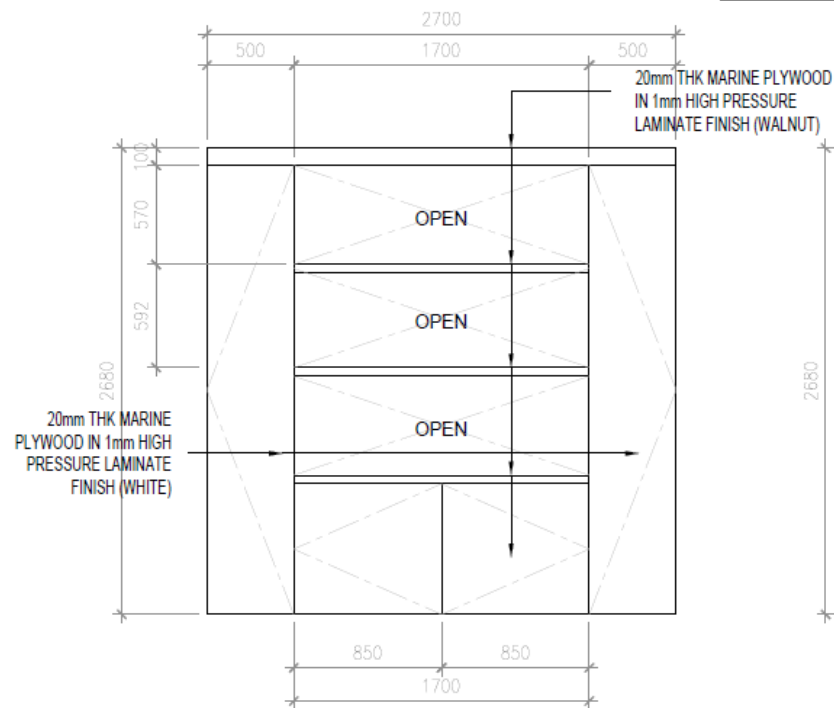
20mm THK MARINE PLYWOOD IN 1mm HIGH PRESSURE LAMINATE FINISH (WHITE)

20mm THK MARINE PLYWOOD IN 1mm HIGH PRESSURE LAMINATE FINISH



20mm THK MARINE PLYWOOD IN 1mm HIGH PRESSURE LAMINATE FINISH (WALNUT)

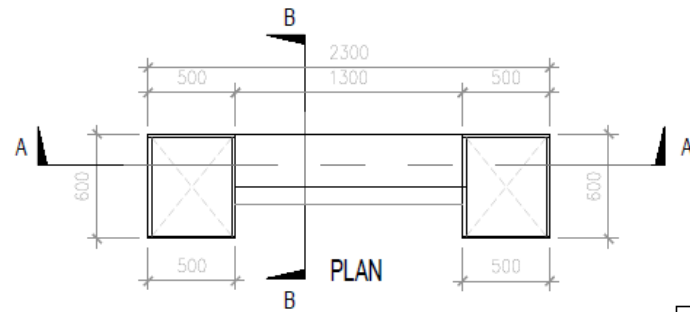
20mm THK MARINE PLYWOOD IN 1mm HIGH PRESSURE LAMINATE FINISH (WALNUT)



DETAIL

BUILT-IN MODULAR CABINET 1 (MB1)

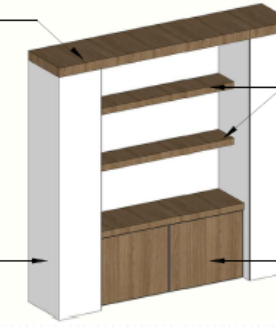
1
4-10
SCALE 1:170



20mm THK MARINE PLYWOOD IN
1mm IN HIGH PRESSURE LAMINATED FINISH

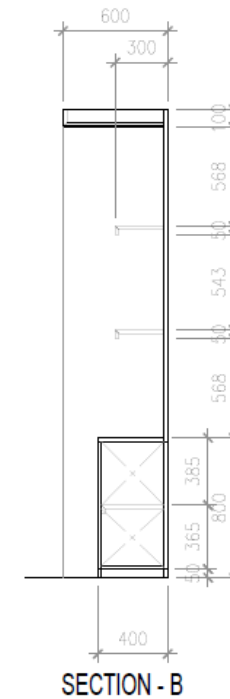
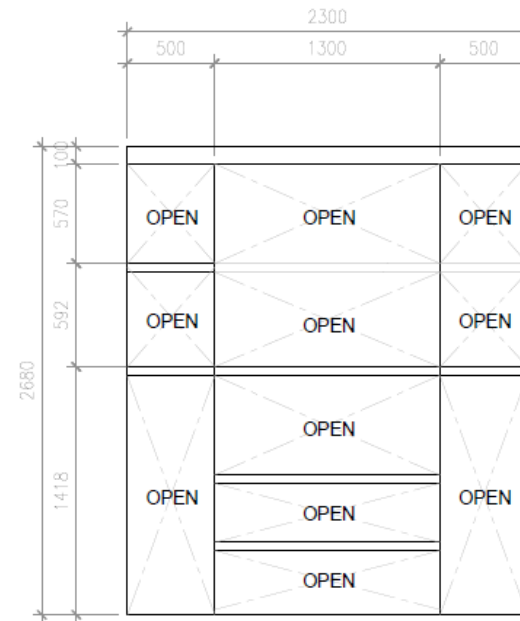
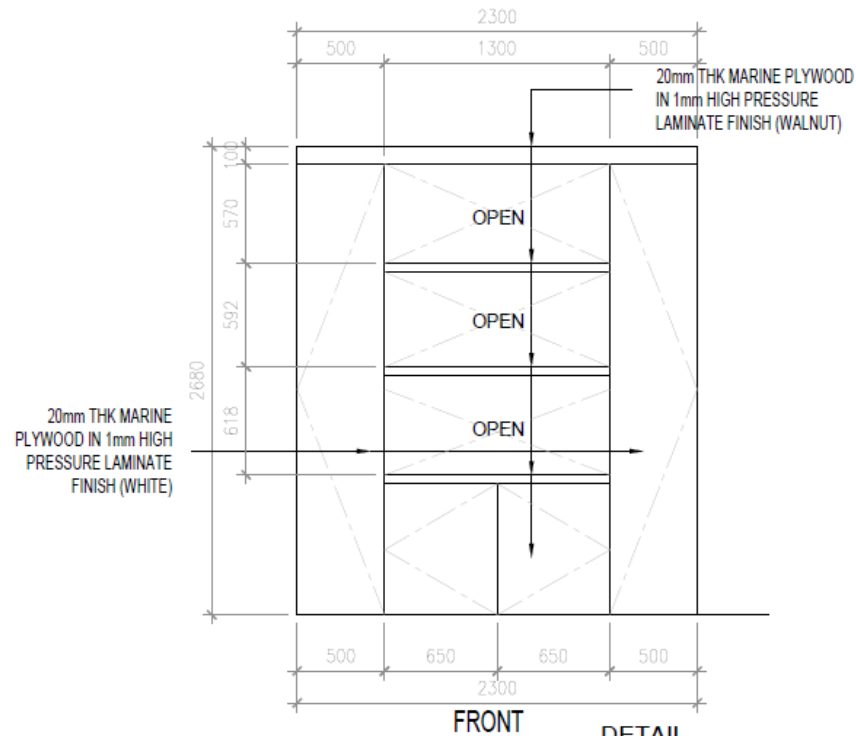
20mm THK MARINE PLYWOOD IN 1mm
HIGH PRESSURE LAMINATE FINISH
(WALNUT)

20mm THK MARINE PLYWOOD IN 1mm
HIGH PRESSURE LAMINATE FINISH
(WHITE)

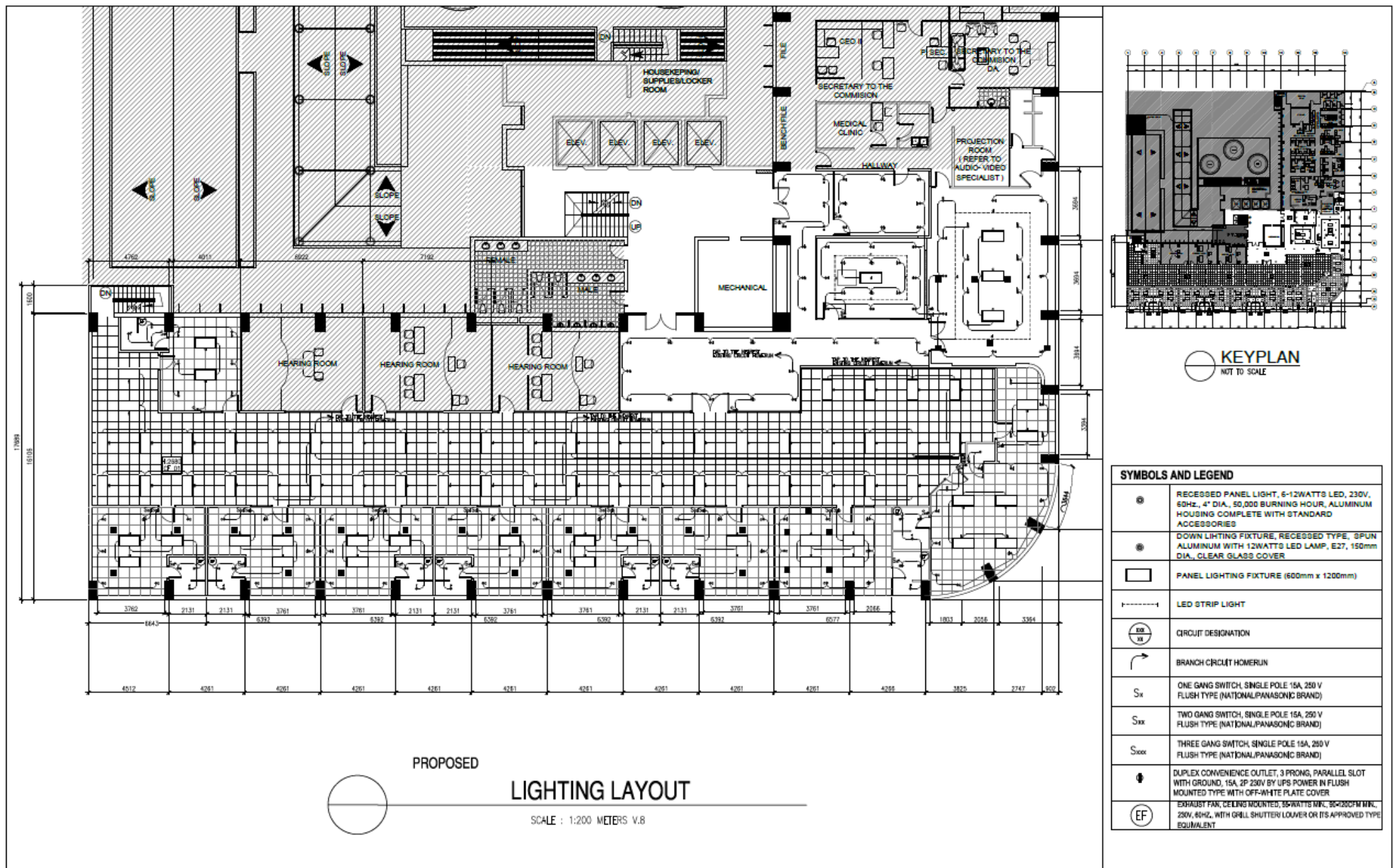


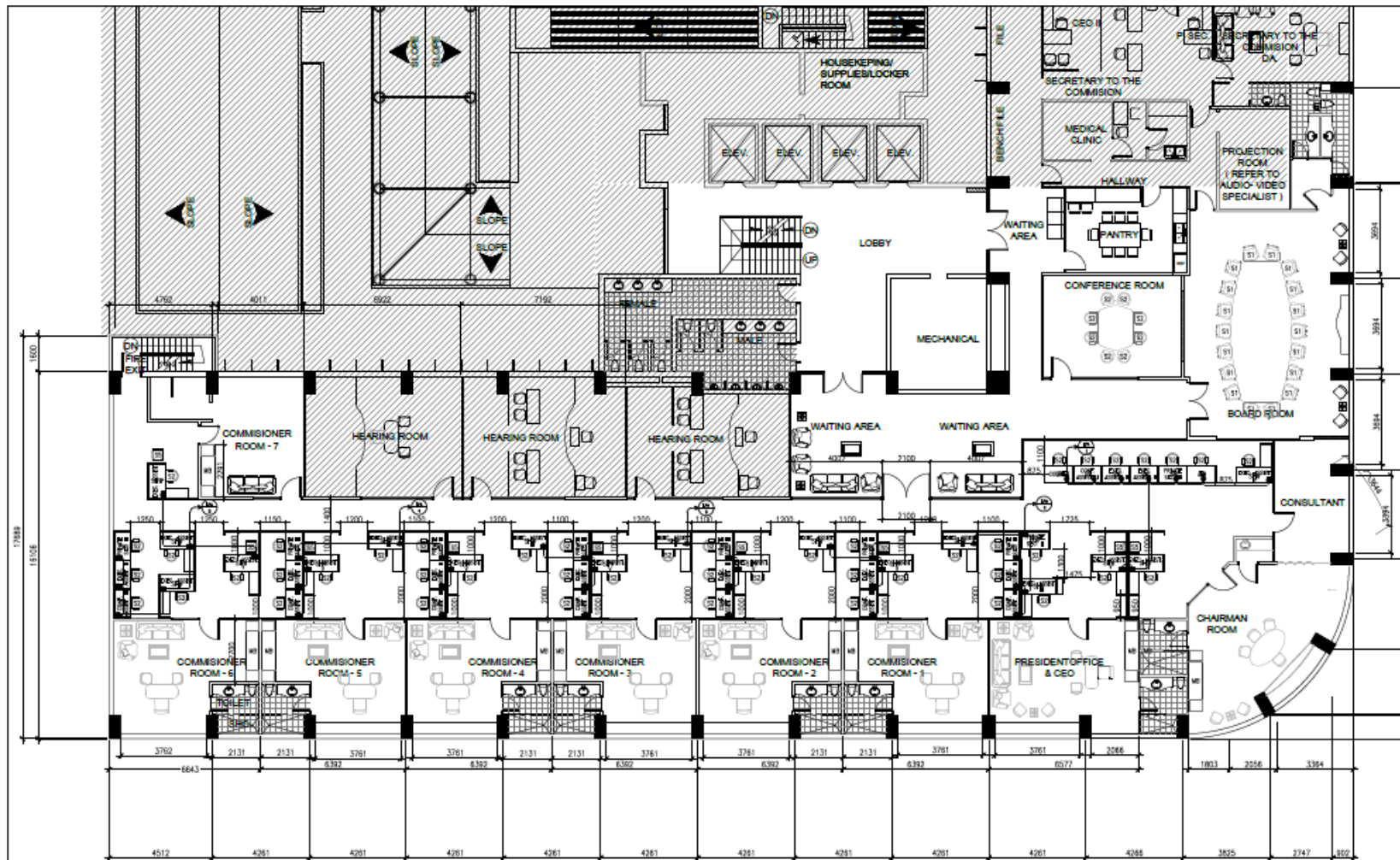
20mm THK MARINE PLYWOOD
IN 1mm HIGH PRESSURE
LAMINATE FINISH (WALNUT)

20mm THK MARINE PLYWOOD
IN 1mm HIGH PRESSURE
LAMINATE FINISH (WALNUT)



1
2-11
SCALE 1:170
DETAIL
BUILT-IN MODULAR CABINET 2 (MB2)

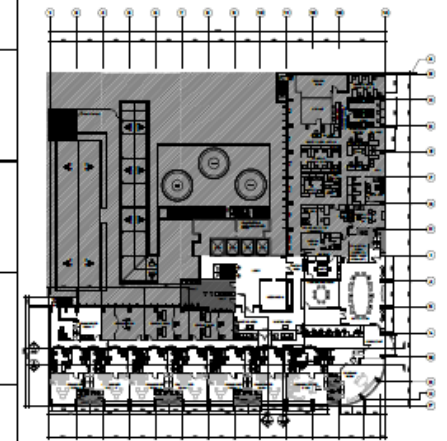




PROPOSED

CONVENIENCE OUTLET LAYOUT

SCALE : 1:200 METERS V.8



KEYPLAN
NOT TO SCALE

SYMBOLS AND LEGEND

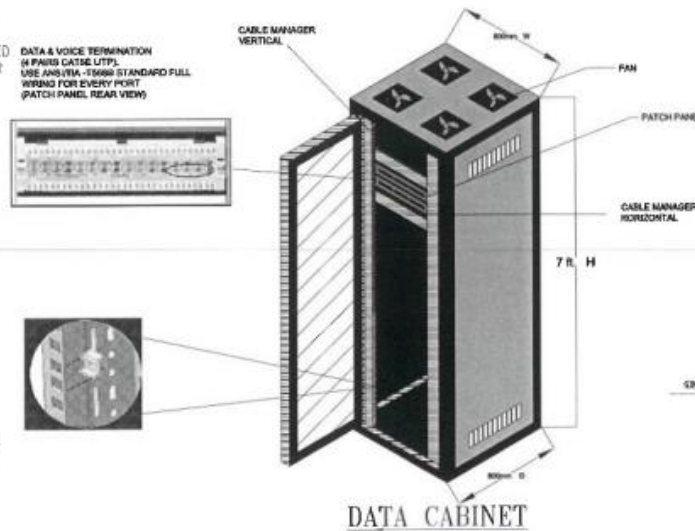
	RECESSED PANEL LIGHT, 6-12WATTS LED, 230V, 60Hz, 4" DIA., 50,000 BURNING HOUR, ALUMINUM HOUSING COMPLETE WITH STANDARD ACCESSORIES
	DOWN LIGHTING FIXTURE, RECESSED TYPE, SPUN ALUMINUM WITH 12WATTS LED LAMP, E27, 150mm DIA., CLEAR GLASS COVER
	PANEL LIGHTING FIXTURE (600mm x 1200mm)
	LED STRIP LIGHT
	CIRCUIT DESIGNATION
	BRANCH CIRCUIT HOMERUN
	ONE GANG SWITCH, SINGLE POLE 15A, 250 V FLUSH TYPE (NATIONAL/PANASONIC BRAND)
	TWO GANG SWITCH, SINGLE POLE 15A, 250 V FLUSH TYPE (NATIONAL/PANASONIC BRAND)
	THREE GANG SWITCH, SINGLE POLE 15A, 250 V FLUSH TYPE (NATIONAL/PANASONIC BRAND)
	DUPLEX CONVENIENCE OUTLET, 3 PRONG, PARALLEL SLOT WITH GROUND, 15A, 2P 230V BY UPS POWER IN FLUSH MOUNTED TYPE WITH OFF-WHITE PLATE COVER
	EXHAUST FAN, CEILING MOUNTED, 55WATTS MFL, 56420CFM MFL, 230V, 60Hz, WITH GRILL SHUTTER LOUVER OR ITS APPROVED TYPE EQUIVALENT

GENERAL NOTES/SCOPE OF WORKS:

1. ALL WORKS HEREIN SHALL BE EXECUTED IN ACCORDANCE WITH THE PROVISION OF LATEST EDITION OF THE PHILIPPINE ELECTRICAL CODE THE RULES AND REGULATION OF LOCAL GOVERNMENT CITY AND THE REQUIREMENTS OF THE CLIENT.
2. DATA & VOICE WIRING STANDARDS SHALL BE MET AND IT SHALL BE AND SHALL BE SEPARATED FROM ANY OTHER BUILDING OR POWER WIRING, TO PREVENT HUMMING AND ELECTRONIC INTERFERENCE(EMI) TO MEET OR EXCEED THE EIA/TIA 568B CABLING STANDARD.
3. SUPPLY NECESSARY MATERIALS, MANPOWER, TOOLS AND TECHNICAL PERSONNEL FOR THE FULL IMPLEMENTATION OF THE PROJECT.
4. 3"x2" CABLE TRAY/TRUNKING OVER THE CEILING SHALL BE INSTALLED WITH PROPER SUPPORT AT 1.5M INTERVALS.
5. SUPPLY AND CABLE PULLING OF CAT5E-SOLID UTP CABLES FOR 148 VOICE/DATA NODES, FROM THE EXISTING (DP)NETWORK CABINET LOCATED AT 11TH FLOOR RECORD ROOM TO HORIZONTAL DISTRIBUTIONS.
6. WHENEVER NECESSARY PROVIDE PULL BOX OF PROPER SIZE AND DIMENSION ALTHOUGH NOT INDICATED IN THE PLAN.
7. SUPPLY OF 6 PCS. CAT5E PATCH PANELS FOR DATA AND VOICE
8. SUPPLY OF 3 PCS. 19 INCH HORIZONTAL STEEL CABLE MANAGER (1U)
9. ANY OTHER MATERIALS NECESSARY TO COMPLETE THE PROJECT BUT NOT INCLUDED IN THE BOQ SHALL BE THE ACCOUNTABILITY OF THE SUPPLIER WITHOUT ADDITIONAL COST TO SSS.
10. ANY DAMAGES INCURRED DURING THE IMPLEMENTATION OF THE PROJECT SHALL BE IN THE ACCOUNT OF THE CONTRACTOR AND SHALL BE RESTORED TO ITS ORIGINAL APPEARANCE WITHOUT COST TO SSS OR BUILDING OWNER
11. COMPUTERIZED TAGGING, TERMINATION, TESTING, AND COMMISSIONING OF ALL DATA AND VOICE OUTLETS.
12. TURNOVER AND SUBMISSION OF AS-BUILT PLAN AND DOCUMENTATION.

LEGEND FOR DATA & VOICE:

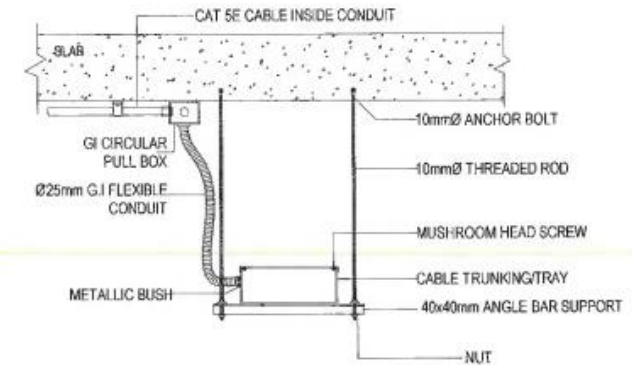
- CABLE TRUNKING 3" x 8" G.I. W/ COVER
- ☒ PULL BOX/SQUAREBOX
- ▼ CAT5E DATA & VOICE OUTLET W/ DUPLEX FACE PLATE
- OVER THE CEILING PVC PIPES
- - - FLOORING EMBEDDED PVC PIPES
- ▢ NETWORK CABINET
- ▼ CAT5E DATA OUTLET W/ SINGLE PORT FACE PLATE (CEILING MOUNTED)
- ▢ CAT5E POP-UP OUTLET DATA & VOICE W/ DUPLEX FACE PLATE



NOTES:

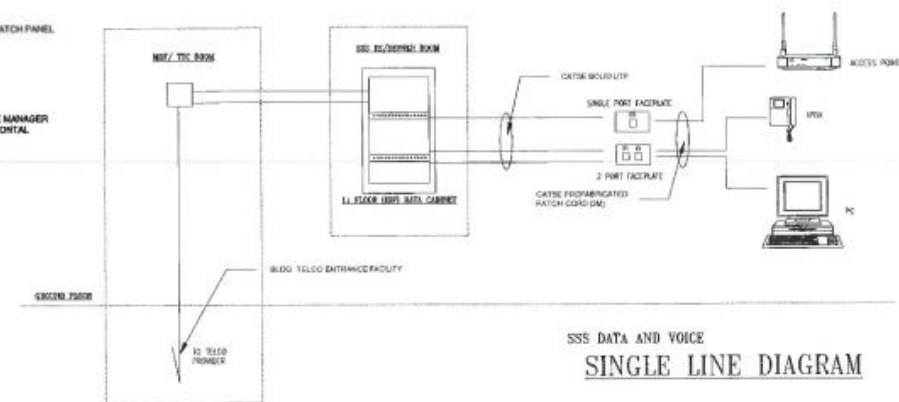
1. THE PURPOSE OF THIS SCHEMATIC IS TO PROVIDE A GENERAL CONCEPT AND THIS PRINCIPLE OF THE PROPOSED CABLING SYSTEM.
2. MAXIMUM NUMBERS OF UTPCABLE IN CONDUIT FOR SECONDARY HORIZONTAL DISTRIBUTION SHALL BE.
3. CONTRACTOR SHALL PROVIDE BOXES FOR EVERY BEND.
4. ALL CONDUITS AND WIREWAYS SHALL BE PROTECTED AGAINST DAMAGES BY THE ENTRANCE OF WATER AND FOREIGN MATTER DURING CONSTRUCTION. ALL ENDS OF CONDUIT SHALL BE PROPERLY PLUGGED TO EXCLUDE MOISTURE AND DUST IMMEDIATELY AFTER THE CONDUITS ARE PLACED.
5. ALL PIPES AND FITTINGS ON EXPOSED WORK SHALL BE SUPPORTED AND SECURED BY MEANS OF C-CHANNELS AND CLAMPS.
6. WHENEVER NECESSARY PROVIDE PULL BOX OF PROPER SIZE AND DIMENSION ALTHOUGH NOT INDICATED IN THE PLAN.

CONDUIT		CABLE PER PIPE	
mm dia.	inch. dia.	Cat5e	Cat6
15	1/2"	1 - 3	1 - 2
20	3/4"	4 - 6	3 - 4
25	1"	7 - 10	5 - 6
32	1 1/4"	11 - 13	7 - 9
38	1 1/2"	14 - 17	10 - 14



TYPICAL DETAILS FOR CONDUIT CONNECTION TO TRUNKING

SCALE: NTS



SSS DATA AND VOICE
SINGLE LINE DIAGRAM

Section VIII. Bill of Quantities

etl

PROJECT : RENOVATION AT SSS MAKATI BUILDING - LOT 1: MAKATI PROCESSING CENTER
LOCATION : 2/F SSS Makati Building, 6782 Ayala Ave., cor. V.A. Rufino St., Makati City
PROJECT IDENTIFICATION NO. : ITB-SSS-CIVIL-2025-_____

LOT 1 - MAKATI PROCESSING CENTER

BILL OF QUANTITIES FORM												
ITEM NO.	DESCRIPTION	QTY	UNIT	MATERIALS		LABOR & EQPT		TOTAL MAT'L LABOR AND EQPT COST	MOB. / DEMOB.	MARK-UP	VAT	TOTAL COST
				UNIT COST	AMOUNT	UNIT COST	AMOUNT					
(A)	(B)	(C)	(D)	(E)	(F) C x E	(G)	(H) C x G	(I) F + H	(J) % x I	(K) % x J	(L) % x (J + K)	(M) J + K + L
I.	GENERAL REQUIREMENTS											
	1.0	Reproduction of construction plans and preparation/printing of signed-and-sealed as-built plans including plans for MaCEA permit	1.0	lot	-		-	-			-	-
	2.0	Temporary board-up/site enclosure using flocm board on metal studs, protective covering for furniture/equipment and other safety requirements (i.e. signage, fire extinguisher, medicine kit, etc)	1.0	lot	-		-	-			-	-
	3.0	Demolition/Removal of existing floor tiles, & other items affected by the renovation works	1.0	lot			-	-			-	-
	5.0	Hauling & Disposal of debris, waste/unusable materials, etc.	1.0	lot			-	-			-	-
	SUB TOTAL - I.GENERAL REQUIREMENTS											0.00
II.	SITE PREPARATION											
	2.0	Repair/restoration of partition/walls/floor corners affected by demolition works	1.0	lot	-		-	-			-	-
	SUB TOTAL - II.SITE PREPARATION											0.00
III.	CIVIL/ARCHITECTURAL											
	1.0	PAINT WORKS										
	1.1	Painting of Drywall Partition (WF-01)	102.5	sq.m.	-		-	-			-	-
	1.2	Painting of Masonry/Concrete partition and existing column (WF-02)	262.5	sq.m.	-		-	-			-	-
	1.2	Repair and Repainting of 300mm x 300mm acoustic ceiling	445.2	sq.m.	-		-	-			-	-
	1.3	Repair and Repainting of Wood Doors (Office of Dept Manager, Pantry, Conference room)	3.0	sets	-		-	-			-	-
	1.4	Repair and Repainting of analok framed glass door including cleaning of glass panels (Hallway)	1.0	set	-		-	-			-	-
	2.0	FLOOR FINISHES										
	2.1	Supply & Installation, 300mmX300mm Vinyl Floor tile (FF-01 General Office)	441.0	sq.m.	-		-	-			-	-
	3.0	SPECIALTY WORKS										
	3.1	Supply & Installation of Vinyl Frosted sticker	95.7	sq.ft	-		-	-			-	-
	3.2	Supply & Installation of Sunscreen roller shades	641.6	sq.ft	-		-	-			-	-
	3.3	Supply & Installation of Indoor ceiling mounted acrylic signage	4.0	sets	-		-	-			-	-
	3.4	Supply & Installation of Indoor wall/door mounted acrylic signage	7.0	sets	-		-	-			-	-
	SUB TOTAL - III.CIVIL ARCHITECTURAL											0.00

ITEM NO.	DESCRIPTION	QTY	UNIT	MATERIALS		LABOR & EQPT		TOTAL MAT'L, LABOR AND EQPT COST	MOB. / DEMOB.	MARK-UP	VAT	TOTAL COST
				UNIT COST	AMOUNT	UNIT COST	AMOUNT					
IV.	STRUCTURED CABLING											
	1.0 Cabling Components											
	1.1 Cat5E Information Outlet	176	pcs.		-		-	-			-	-
	1.2 Cat5E Patch Panel 24 Ports	10	pcs.		-		-	-			-	-
	1.3 Cable Manager Horizontal	8	pcs.		-		-	-			-	-
	1.4 Modular Faceplate 2 - Port	86	pcs.		-		-	-			-	-
	1.5 Modular Faceplate 1 - Port (305m/spool)	4	pcs.		-		-	-			-	-
	1.6 Cat5E UTP Cable 4 -Pair Solid, 24WG	15	spool		-		-	-			-	-
	1.7 UTP Patch Cords 3 (meters)	90	pcs.		-		-	-			-	-
	1.8 UTP Patch Cords 1 (meters)	90	pcs.		-		-	-			-	-
	1.9 IDF Network Data Cabinet	1	lot		-		-	-			-	-
	2.0 Roughing-Ins											
	2.1 Cable raceway,PVC Pipes and EMT pipes including telco entrance facility from SSS EE Room to Bldg. telco demarcation, amco box, pull-box, support hangers threaded rod, connectors,couplings G.I. wire, etc.	1.0	lot		-		-	-			-	-
	2.2 Others(Freight/hotel accomodation/medical expenses)	1.0	lot		-		-	-			-	-
	1.0 Structured Cabling works (w/ separated detailed cost estimates)	1.0	lot		-		-	-			-	-
	SUB TOTAL - IV. STRUCTURED CABLING											0.00
V.	ELECTRICAL											
	1.0 Conduits & Fittings											
	1.1 15mmØ IMC Pipe with coupling	98	L		-		-	-			-	-
	1.2 20mmØ PVC Pipe with hub	127	L		-		-	-			-	-
	1.3 15mmØ IMC locknut and bushing	196	sets		-		-	-			-	-
	1.4 20mmØ PVC Adapter with locknut and bushing	238	sets		-		-	-			-	-
	1.5 15mmØ IMC Elbow with coupling	36	ea		-		-	-			-	-
	1.6 Junction Box Deep type GA#16	88	ea		-		-	-			-	-
	1.7 Utility Box Deep type GA#16	106	ea		-		-	-			-	-
	1.8 3.5mm2 THHN/ THWN stranded wire, Lead Free	15	rolls		-		-	-			-	-
	1.9 Convenience Outlet wide series, duplex, 3-prong, 230V, 60Hz, parallel slot with ground complete with plate and cover	175	set		-		-	-			-	-
	1.10 Dismantling of all existing electrical wiring system, outlets/ devices and other layout not necessary and affected by renovation works	1	lot		-		-	-			-	-
	1.11 Chipping works for floors and walls to embed the conduit of Normal and UPS power layout from workstation area riser-up above ceiling line. Restoration of all affected by chipping works during project Implementation.	1	lot		-		-	-			-	-
	1.12 Conduits/ supports, other incidental miscellaneous items and consumable materials and other related works and activities to complete the project.	1	Lot		-		-	-			-	-
	SUB TOTAL - V. ELECTRICAL											0.00

ITEM NO.	DESCRIPTION	QTY	UNIT	MATERIALS		LABOR & EQPT		TOTAL MAT'L, LABOR AND EQPT COST	MOB. / DEMOB.	MARK-UP	VAT	TOTAL COST
				UNIT COST	AMOUNT	UNIT COST	AMOUNT					
TOTAL PROJECT COST												0.00

A&C is P2,635,151.00. Any bid with financial component exceeding this amount shall be considered non-responsive.

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. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-responsive:
 - If item is given for free, indicate dash (-), zero (0) or free
- Bidders 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, SQ.M** (unit of measure) in BOQ form
- 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)
 - 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 No.:

Date

PROJECT : RENOVATION AT SSS MAKATI BUILDING - LOT 2: NCR SOUTH LEGAL DEPARTMENT

LOCATION : SSS MAIN OFFICE, EAST AVENUE, DILIMAN, QUEZON CITY

PROJECT IDENTIFICATION NO. : ITB-SSS-CIVIL-2025-_____

LOT 2 - NCR SOUTH LEGAL DEPARTMENT

BILL OF QUANTITIES FORM												
ITEM NO.	DESCRIPTION	QTY	UNIT	MATERIALS		LABOR & EQPT		TOTAL MAT'L, LABOR AND EQPT COST	MOB. / DEMOB.	MARK-UP	VAT	TOTAL COST
				UNIT COST	AMOUNT	UNIT COST	AMOUNT					
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
					C x E		C x G	F + H	% x I	% x J	% x (J + K)	J + K + L
I	GENERAL REQUIREMENTS											
1.1	Preparation/printing of architectural and engineering as-built plans/drawings signed and sealed by the contractor's Architect and/or Engineer including submission of electronic copy, and plans for MaCEA Permit	1.00	lot		0.00		-	-			-	-
	TOTAL COST – GENERAL REQUIREMENTS											-
II	SITE PREPARATION											
2.1	Temporary board-up/site enclosure using metal studs, fiber cement boards with complete accessories including safety signages	1.00	lot		0.00		-	-			-	-
2.2	Temporary facilities (warehouse/barracks) including temporary utilities connections (water/electrical)	1.00	lot		0.00		-	-			-	-
2.3	Dismantling and hauling/transportation of modular furniture from SSS Chino Roces Branch to Makati Office and re-assembly after completion of civil works	1.00	lot		0.00		-	-			-	-
2.4	Dismantling and hauling of modular furniture, chairs, tables and steel shelves from 2F SSS Makati Office to project site and re-assembly after completion of civil works	1.00	lot		0.00		-	-			-	-
2.5	Dismantling Works (Dismantling of existing doors, counter cabinets, drywall and glass partitions)	1.00	lot		0.00		-	-			-	-
2.6	Dismantling of existing laminated flooring	1.00	lot		0.00		-	-			-	-
2.7	Hauling and disposal of debris and waste materials	1.00	lot		0.00		-	-			-	-
	TOTAL COST – SITE PREPARATION											-
III	CIVIL AND ARCHITECTURAL WORKS											
3.1	Installation of 300mm x 300mm x 3mm thk vinyl floor tiles at Office Area	289.95	sq.m.		0.00		-	-			-	-
3.2	Installation of new double wall drywall partition on metal framing	98.93	sq.m.		0.00		-	-			-	-
3.3	Replacement of ceiling boards and cladding using fiber cement board (re-use existing frame)	303.13	sq.m.		0.00		-	-			-	-
3.4	Repair of existing built-in cabinets (wood boards, cabinet doors, door pulls and hinges)	1.00	lot		0.00		-	-			-	-
3.5	Replacement of laminate of existing built-in cabinet	1.00	lot		0.00		-	-			-	-
	TOTAL COST – CIVIL AND ARCHITECTURAL WORKS											-
IV	SPECIALTY WORKS											
4.1	GD-01 (1800mm W x 2400mm H), Double Leaf Frameless Glass Doors (12mm thk tempered clear glass) with H-Type Stainless Steel Door Handles 1200mm L x 1" Dia. and Lockset. Complete w/ Patch Fittings, Hardware & Accessories, w/ stainless steel door stopper with rubber bumper	1.00	set		0.00		-	-			-	-
4.2	GD-02 (900mm W x 2400mm H), Single Leaf Frameless Glass Doors (12mm thk tempered clear glass) with H-Type Stainless Steel Door Handles 1200mm L x 1" Dia. and Lockset. Complete w/ Patch Fittings, Hardware & Accessories, w/ stainless steel door stopper with rubber bumper	1.00	set		0.00		-	-			-	-
4.3	GD-03 (900mm W x 2400mm H), Single Leaf Frameless Glass Doors (12mm thk tempered clear glass) with H-Type Stainless Steel Door Handles 1200mm L x 1" Dia. and Lockset. Complete w/ Patch Fittings, Hardware & Accessories, w/ stainless steel door stopper with rubber bumper	1.00	set		0.00		-	-			-	-

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				UNIT COST	AMOUNT	UNIT COST	AMOUNT					
4.4	GP-01 (2121 mm W x 2400mm H), Glass Wall Partitions 12mm thk tempered fixed clear glass panel on powder coated aluminum perimeter framing and frameless on interior panel	1.00	set		0.00		-	-			-	-
4.5	GP-02 (2142 mm W x 2400mm H), Glass Wall Partitions 12mm thk tempered fixed clear glass panel on powder coated aluminum perimeter framing and frameless on interior panel	1.00	set		0.00		-	-			-	-
4.6	GP-03 (3800 mm W x 2400mm H), Glass Wall Partitions 12mm thk tempered fixed clear glass panel on powder coated aluminum perimeter framing and frameless on interior panel	1.00	set		0.00		-	-			-	-
4.7	WD-01 (900mm W x 2100mm H), Hollow Core Wood Door with Jamb, HPL Wood Grain Laminated Finish with Lever Type Door Lock Set, Door Closer and Hinges	1.00	set		0.00		-	-			-	-
4.8	Installation of frosted sticker and vinyl cut-out stickers	18.72	sq.m.		0.00		-	-			-	-
4.9	Installation of sunscreen roller shades	531.88	sq.ft.		0.00		-	-			-	-
4.10	Installation of office signages	1.00	lot		0.00		-	-			-	-
	TOTAL COST – SPECIALTY WORKS											-
V	PAINTING WORKS											
5.1	Re-painting of existing drywall partitions	54.11	sq.m.		0.00		-	-			-	-
5.2	Re-painting of existing concrete/masonry walls and columns	135.12	sq.m.		0.00		-	-			-	-
5.3	Painting of newly installed ceiling boards	303.13	sq.m.		0.00		-	-			-	-
5.4	Painting of newly installed drywall partitions	163.46	sq.m.		0.00		-	-			-	-
	TOTAL COST – PAINTING WORKS											-
VI	ELECTRICAL WORKS											
6.1	15mmØ IMC Pipe with coupling	65	L		0.00		-	-			-	-
6.2	20mmØ PVC Pipe with hub	35	L		0.00		-	-			-	-
6.3	15mmØ Flexible Metallic Conduit (FMC)	26	m		0.00		-	-			-	-
6.4	15mmØ Flexible Metallic Conduit (FMC) straight connector with lock nut	52	set		0.00		-	-			-	-
6.5	15mmØ IMC locknut and bushing	120	set		0.00		-	-			-	-
6.6	20mmØ PVC Adapter with locknut and bushing	40	set		0.00		-	-			-	-
6.7	15mmØ IMC Elbow with coupling	10	ea		0.00		-	-			-	-
6.8	Junction Box Deep type GA#16	160	ea		0.00		-	-			-	-
6.9	Utility Box Deep type GA#16	56	ea		0.00		-	-			-	-
6.10	3.5mm ² THHN/ THWN stranded wire, Lead Free	6	rolls		0.00		-	-			-	-
6.11	Panel Light, 60-85watts LED, 100 L/W, 600x1200mm, 230VAC, complete with essential wiring system and standard accessories	24	set		0.00		-	-			-	-
6.12	Down Lighting Fixture, Recessed Type, Spun Aluminum with 12watts LED Lamp, E-27, 4" dia. Clear glass cover, complete with essential wirings and standard accessories	2	set		0.00		-	-			-	-
6.13	Convenience Outlet wide series, duplex, 3-prong, 230V, 60Hz, parallel slot with ground complete with plate and cover	45	set		0.00		-	-			-	-
6.14	Convenience Outlet wide series, single, 3-prong, 230V, 60Hz, parallel slot with ground complete with plate and cover	5	set		0.00		-	-			-	-
6.15	One-gang switch wide series, 15A, 230VAC complete with face plate and cover	6	set		0.00		-	-			-	-
6.16	Two-gang switch wide series, 15A, 230VAC complete with face plate and cover	1	set		0.00		-	-			-	-
6.17	Rechargeable Emergency Light, 2x3-5watt min. LED, 4AH min., 4-6VDC, Warm White, with Sealed Lead Acid Battery	5	set		0.00		-	-			-	-
6.18	Dismantling of all existing electrical wiring system, outlets/ devices and other layout not necessary and affected by renovation works	1	lot		0.00		-	-			-	-

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6.19	Chipping works for floors and walls to embed the conduit of Normal and UPS power layout from workstation area riser-up above ceiling line. Restoration of all affected by chipping works during project implementation.		1	lot		0.00		-	-			-	-
6.20	Conduits/ supports, other incidental miscellaneous items and consumable materials and other related works and activities to complete the project.		1	lot		0.00		-	-			-	-
	TOTAL COST – ELECTRICAL WORKS												-
VII	MECHANICAL WORKS												
7.1	GI Sheet Gauge 22 (.7mm), 4ft x 8ft or 1.2m x 2.4m		20	sheet		0.00		-	-			-	-
7.2	Polyolefin Duct Insulation 25mm thick		56	sq.m.		0.00		-	-			-	-
7.3	Supply Air Diffuser, 600mm x 600mm or 24"(repainting only and re-use)		14	pc		0.00		-	-			-	-
7.4	Dismantling of existing supply duct		1	lot		0.00		-	-			-	-
7.5	Hangers, Miscellaneous and accessories		1	lot		0.00		-	-			-	-
7.6	Testing and Commissioning		1	lot		0.00		-	-			-	-
	TOTAL COST – MECHANICAL WORKS												-
VIII	STRUCTURED CABLING												
8.1	Cat5E Information Outlet		48	pc		0.00		-	-			-	-
8.2	Cat5E Patch Panel 24 Ports		2	pc		0.00		-	-			-	-
8.3	Horizontal Steel Cable Manager		2	pc		0.00		-	-			-	-
8.4	Modular Faceplate 2 - Port		23	pc		0.00		-	-			-	-
8.5	Modular Faceplate 1 - Port		2	pc		0.00		-	-			-	-
8.6	Cat5E UTP Cable 4 -Pair Solid, 24WG (305 meters per spool)		6	spool		0.00		-	-			-	-
8.7	UTP Patch Cords (3 meters) Stranded		25	pc		0.00		-	-			-	-
8.8	UTP Patch Cords (1 meter) Stranded		25	pc		0.00		-	-			-	-
8.9	Cable raceway,PVC Pipes and EMT pipes from the new Data Cabinet going to the horizontal distribution, amco box, pull-box, support hangers threaded rod, connectors,couplings,G.I. wire, etc.		1	lot		0.00		-	-			-	-
8.10	Testing and Commissioning		1	lot		0.00		-	-			-	-
	TOTAL COST – STRUCTURED CABLING												-
	TOTAL PROJECT COST												0.00

ABC is ₱2,777,500.00. Any bid with financial component exceeding this amount shall be considered non-responsive.

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. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-responsive:
 - if item is given for free, indicate dash (-), zero (0) or free
- 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, SQ.M** (unit of measure) in BOQ form
- All documents must be signed, and each and every page thereof must be initialed by the duly authorized representative/s of the Bidder

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6. Mark-up shall include the following:
6.1 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)
6.2 Contingencies, Miscellaneous Expenses and Contractor's Profit margin
7. 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 No.:

Date

TITLE : RENOVATION AT SSS MAKATI BUILDING - LOT 3: SSC COMMISSIONERS OFFICES
LOCATION : 12TH floor, SSS Makati Building, 6782 Ayala Ave., Makati City
PROJECT IDENTIFICATION NO.: ITB-SSS-CIVIL-2025-_____

LOT 3 - SSC COMMISSIONERS OFFICES

BILL OF QUANTITIES FORM												
ITEM NO.	DESCRIPTION	QTY	UNIT	MATERIALS		LABOR & EQPT		MOB/ DEMOB	DIRECT COST	INDIRECT COST	VAT	TOTAL COST
				UNIT COST	AMOUNT	UNIT COST	AMOUNT					
(A)	(B)	(C)	(D)	(E)	(F) C x E	(G)	(H) C x G	(I) % x (F+H)	(J) F + H + I	(K) % x J	(L) % x (J + K)	(M) J + K + L
1.	GENERAL REQUIREMENTS											
	1.1 Reproduction of construction plans and preparation and printing of signed and sealed As-built plans; securing of permit	1.00	lot	-	-		0.00		0.00		0.00	0.00
	TOTAL COST - GENERAL REQUIREMENTS											0.00
2.	SITE PREPARATION											
	2.1 Demolition / dismantling of drywall partitions, masonry wall, glass partitions, ceiling, floor finishes, wallpapers, roller shades/blinds, doors & jambs, cabinets, floor & wall tiles, plumbing fixtures & accessories, electrical fixtures & accessories, furniture, cladding, pipings & accessories, etc.and chipping works (roughing-ins)	1.00	lot	-	-		0.00		0.00		0.00	0.00
	2.2 Temporary Facilities (barracks / warehouse)	1.00	lot		0.00		0.00		0.00		0.00	0.00
	2.3 Board-up, site protection and safety signages	1.00	lot		0.00		0.00		0.00		0.00	0.00
	2.4 Cleaning, clearing, hauling & disposal of debris and waste materials	1.00	lot		-		0.00		0.00		0.00	0.00
	TOTAL COST - SITE PREPARATION											0.00
3.	MASONRY WORKS											
	3.1 Replacement of damaged/affected floor tiles at reception/waiting area; Leveling of flooring and restoration works (reception, staff area & toilets) (porcelain tiles, tile adhesive, grout, portland cement, sand & gravel, etc.)	1.00	lot		0.00		0.00		0.00		0.00	0.00
	3.2 Floor Tiles, 600mm x 600mm porcelain (toilets) (porcelain tiles, tile adhesive, grout, etc.)	51.00	m²		0.00		0.00		0.00		0.00	0.00
	3.3 Wall Tiles, 600mm x 600mm porcelain (toilets) (porcelain tiles, tile adhesive, grout, etc.)	210.00	m²		0.00		0.00		0.00		0.00	0.00
	3.4 Repolishing / regrouting of lavatory counter	1.00	lot		0.00		0.00		0.00		0.00	0.00
	3.5 Cementitious waterproofing (toilets)	73.00	m²		0.00		0.00		0.00		0.00	0.00
	TOTAL COST -MASONRY WORKS											0.00
4.	CARPENTRY WORKS											
	4.1 Drywall Partition (waiting area, conference room, boardroom, pantry, commissioners Offices), including baseboard and cornice same with existing profile, and restoration of damaged/affected portions (metal track 35mm x 76mm x 0.60 thick , metal studs 50mm x 75mm x 0.60mm thick, Fiber cement board 6mm thk, fibercement screw, blind rivet, fiberglass mesh tape, screw with tox)	220.00	m²		0.00		0.00		0.00		0.00	0.00
	4.2 Replacement of cabinet along perimeter window, baseboard, cornice and window sill mouldings/cladding at Rm-7	1.00	lot		0.00		0.00		0.00		0.00	0.00
	4.3 Supply and installation of Modular Cabinets (refer to drawing) Dimension: 2700L x 600D x 2680Hmm Top - 20mm thk. Marine plywood in 1mm white HPL finish Two tall cabinet - 20mm thk marine plywood in 1mm thk white HPL finish Two Open shelves - 20mm thk marine plywood in 1mm thk walnut HPL finish Base cabinet - 20mm thk marine plywood in 1mm thk walnut HPL finish concealed hinge (12 pcs), hardwarea and accessories	8.00	units		0.00		0.00		0.00		0.00	0.00

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				UNIT COST	AMOUNT	UNIT COST	AMOUNT					
4.4	Supply and installation of Modular Cabinets (refer to drawing) Dimension: ±2300L x 600D x 2680Hmm Top - 20mm thk. Marine plywood in 1mm white HPL finish Two tall cabinet - 20mm thk marine plywood in 1mm thk white HPL finish Two Open shelves - 20mm thk marine plywood in 1mm thk walnut HPL finish Base cabinet - 20mm thk marine plywood in 1mm thk walnut HPL finish concealed hinge (12 pcs), hardwares and accessories	1.00	unit		0.00		0.00		0.00		0.00	0.00
	TOTAL COST - CARPENTRY WORKS											0.00
5.	ARCHITECTURAL WORKS											
5.1	Acoustic ceiling board on CMT powder-coated aluminum T-runner suspended ceiling (Commissioners Offices, Hallway & staff Area) (Acoustic Board, Fine Fissured design, 2' x 2' x 5/8" thk. ; CMT - Main Tee 1" x 1 1/2" x 12'; CMT - Cross Tee 1" x 1" x 2'; CMT - Wall angle 1" x 1" x 10'; Hanger Rod, #8; Powerload & Drive Pin (threaded); Steel angle 50mm x 50mm x 6mm thk; Concrete Nail, 1")	600.00	m²		0.00		0.00		0.00		0.00	0.00
5.2	Ficem board on metal furring system (boardroom, conference room, reception, waiting area, pantry, toilets) (fiber cement board 6mm; carrying channel 12mm x 38mm x 5m ga 25; double furring channel 19mm x 50mm x 5m ga. 26; wall angle 25mm x 25mm ga. 26; w-clip double; expansion shield 3/8"; threaded bolt 3/8"; hanger bracket; blind rivet; fiber cement screw; mesh tape 2"; ready mix putty, etc.)	280.00	m²		0.00		0.00		0.00		0.00	0.00
5.3	Vinyl tiles 300mm x 300mm x 3mm thick (Hallway, staff area)	320.00	m²		0.00		0.00		0.00		0.00	0.00
5.4	Carpet Tiles 500mm x 500mm x 7mm thick (Commissioners Offices, boardroom, conference room)	375.00	m²		0.00		0.00		0.00		0.00	0.00
5.5	Wallpaper, 0.3mm thick, vinyl, washable, high quality (Commissioners Offices, Hallway, staff area, boardroom, conference room) - Surface preparation includes sanding, skim coat and primer application	826.00	m²		0.00		0.00		0.00		0.00	0.00
5.6	High Pressure Laminates 1.0mm thick, premium quality on 6mm thick plywood (Boardroom)	20.00	m²		0.00		0.00		0.00		0.00	0.00
	TOTAL COST - ARCHITECTURAL WORKS											0.00
6.	WOODEN DOOR, GLASS DOOR AND GLASS PARTITION											
6.1	Wooden Doors and jambs											
WD-01	Flush Type Hollow Core Single Leaf wood door with jamb, with bottom louver, lever type lockset and door closer, complete with hardware and accessories, 900mm x 2150mm (toilets)	12.00	sets		0.00		0.00		0.00		0.00	0.00
WD-02	Flush Type Hollow Core Single Leaf wood door with jamb, with vision glass and bottom louver, cylindrical lockset and door closer, complete with hardware and accessories, 1000mm x 2150mm (Pantry)	2.00	sets		0.00		0.00		0.00		0.00	0.00
6.2	Glass Door and Glass partition											
GP - 01	Glass Partition 12mm thick tempered clear glass on FD 100, powder coated finish with vinyl frosted sticker and GD-01 Frameless Double-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker, ±3760mm x 2680mm (Main Entrance)	2.00	sets		0.00		0.00		0.00		0.00	0.00
GD-01	Frameless Double-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker, 1800mm x 2100mm (Boardroom)	1.00	set		0.00		0.00		0.00		0.00	0.00

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				UNIT COST	AMOUNT	UNIT COST	AMOUNT					
	GP-02 Glass Partition 12mm thick tempered clear glass on FD 100, powder coated finish with vinyl frosted sticker and GD-02 Frameless Single-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker, #4194mm x 2680mm (Hearing Room, Conference Room)	4.00	sets		0.00		0.00		0.00		0.00	0.00
	GP-03 Glass Partition 12mm thick tempered frameless clear glass on FD 100, powder coated finish with vinyl frosted sticker and GD-03 Frameless Single-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker, #2160mm x 2680mm (Commissioners' Office)	9.00	sets		0.00		0.00		0.00		0.00	0.00
	GD-03 Frameless Single-Leaf Door with transom, 12mm thk tempered clear glass with stainless steel door handle H-type complete with patch fittings, hardwares & accessories with vinyl frosted sticker, 960mm x 2680mm (Commissioners & Chairman's Office)	2.00	sets		0.00		0.00		0.00		0.00	0.00
	GP-04 12mm thick tempered clear glass in powder coated aluminum frame with transom & vinyl frosted sticker and GD-04 Double-Leaf 12mm thk tempered clear glass door in aluminum powder coated frame with stainless steel door handles H-type complete with patch fittings, hardwares and accessories with vinyl frosted sticker and WDW-01 Awning window in aluminum frame powder coated finish with 6mm thk clear glass complete with hardwares and accessories #10114mm x 2680mm (Entrance to Commissioners Office)	1.00	sets		0.00		0.00		0.00		0.00	0.00
	TOTAL COST - WOODEN DOOR, GLASS DOOR AND GLASS PARTITION											0.00
7.	PAINTING WORKS											
	7.1 Drywall Partition (permacoat latex primer; permacoat semi-gloss latex paint; ready mix putty; misc.)	110.00	m²		0.00		0.00		0.00		0.00	0.00
	7.2 Existing masonry wall & column (permacoat latex primer; permacoat semi-gloss latex paint; ready mix putty; misc.)	130.00	m²		0.00		0.00		0.00		0.00	0.00
	7.3 Ceiling (Boardroom, Conference room, reception / waiting area, pantry and toilets) (permacoat latex primer; permacoat semi-gloss latex paint; ready mix putty; misc.)	280.00	m²		0.00		0.00		0.00		0.00	0.00
	7.4 Doors, jambs, cabinets, baseboard, cornices and mouldings, cladding (duco finish) (automotive lacquer primer surfacer; automotive lacquer paint; lacquer spot putty; lacquer flo; lacquer thinner; tinting color; misc.)	1.00	lot		0.00		0.00		0.00		0.00	0.00
	7.5 Revamishing of tables and chairs (office tables, guest chairs, side tables, back tables, center tables, etc.) at Commissioners Offices	1.00	lot		0.00		0.00		0.00		0.00	0.00
	TOTAL COST - PAINTING WORKS											0.00
8.	SPECIALTY WORKS											
	8.1 Roller shades	1,465.00	sqft		0.00		0.00		0.00		0.00	0.00
	8.2 Indoor and directional Signages (Commissioners, Hearing Room, Boardroom, Conference Room, Boardroom toilets) - Commissioners, Hearing Room, Boardroom, Conference Room (14 sets) - Boardroom toilets (2 sets)	1.00	lot		0.00		0.00		0.00		0.00	0.00
	8.3 Bevelled Facial Mirror, 6mm thick with marine plywood backing -800mm x 2000mm	11.00	units		0.00		0.00		0.00		0.00	0.00
	TOTAL COST - SPECIALTY WORKS											0.00

ITEM NO.	DESCRIPTION	QTY	UNIT	MATERIALS		LABOR & EQPT		MOB/ DEMOB	DIRECT COST	INDIRECT COST	VAT	TOTAL COST
				UNIT COST	AMOUNT	UNIT COST	AMOUNT					
9.	PLUMBING WORKS											
	9.1 Water closet tank type (two piece), coupled 3/6 LPF push button with soft closing seat and cover L690 x W370 x H785mm complete with fittings & accessories	11.00	sets		0.00		0.00		0.00		0.00	0.00
	9.2 Top inlet wall hung Urinal L400 x W300 x H700mm, white	1.00	unit		0.00		0.00		0.00		0.00	0.00
	9.3 Sloan levertype flush valve (urinal) silent, exposed diaphragm type, chrome-plated	1.00	unit		0.00		0.00		0.00		0.00	0.00
	9.4 Lavatory stainless steel faucet, including pop-up drain, p-trap, flexible hose, angle valve complete with fittings & accessories	11.00	sets		0.00		0.00		0.00		0.00	0.00
	9.5 Stainless tissue holder	11.00	sets		0.00		0.00		0.00		0.00	0.00
	9.6 Stainless soap holder	11.00	sets		0.00		0.00		0.00		0.00	0.00
	9.7 Bidet, Stainless Steel, handheld with complete fittings & accessories	11.00	sets		0.00		0.00		0.00		0.00	0.00
	9.8 Single lever handle wall mounted bath faucet and 3-function hand shower set, stainless steel, complete with fittings and accessories	9.00	set		0.00		0.00		0.00		0.00	0.00
	9.9 Stainless Towel Bar 600mm	9.00	set		0.00		0.00		0.00		0.00	0.00
	9.10 P-trap stainless	11.00	set		0.00		0.00		0.00		0.00	0.00
	9.11 Angle valve stainless, 1/2"	11.00	set		0.00		0.00		0.00		0.00	0.00
	9.12 Gate valve, 32mm stainless	11.00	set		0.00		0.00		0.00		0.00	0.00
	9.13 Floor Drain 4" x 4" stainless	22.00	pcs		0.00		0.00		0.00		0.00	0.00
	9.14 Waterline and tapping to existing water supply line, pressure and leak test, including fittings and consumables	1.00	lot		0.00		0.00		0.00		0.00	0.00
	9.15 Waste & sewerline and tapping to existing sewerline, flow and leak test, including fittings and consumables	1.00	lot		0.00		0.00		0.00		0.00	0.00
	TOTAL COST - PLUMBING WORKS											0.00
10.	ELECTRICAL WORKS											
	1.0 Conduits & Fittings											
	1.1 15mmØ IMC Pipe with coupling	98	L		0.00		0.00		0.00		0.00	0.00
	1.2 20mmØ PVC Pipe with hub	127	L		0.00		0.00		0.00		0.00	0.00
	1.3 15mmØ IMC locknut and bushing	196	sets		0.00		0.00		0.00		0.00	0.00
	1.4 20mmØ PVC Adapter with locknut and bushing	238	sets		0.00		0.00		0.00		0.00	0.00
	1.5 15mmØ IMC Elbow with coupling	36	ea		0.00		0.00		0.00		0.00	0.00
	1.6 Junction Box Deep type GA#16	88	ea		0.00		0.00		0.00		0.00	0.00
	1.7 Utility Box Deep type GA#16	106	ea		0.00		0.00		0.00		0.00	0.00
	1.8 3.5mm2 THHN/ THWN stranded wire, Lead Free	15	rolls		0.00		0.00		0.00		0.00	0.00
	1.9 Convenience Outlet wide series, duplex, 3-prong, 230V, 60Hz, parallel slot with ground complete with plate and cover	175	set		0.00		0.00		0.00		0.00	0.00
	1.10 Dismantling of all existing electrical wiring system, outlets/ devices and other layout not necessary and affected by renovation works	1	lot		0.00		0.00		0.00		0.00	0.00
	1.11 Chipping works for floors and walls to embed the conduit of Normal and UPS power layout from workstation area riser-up above ceiling line. Resoration of all affected by chipping works during project implementation.	1	lot		0.00		0.00		0.00		0.00	0.00
	1.12 Conduits/ supports, other incidental miscellaneous items and consumable materials and other related works and activities to complete the project.	1	Lot		0.00		0.00		0.00		0.00	0.00
	TOTAL COST - ELECTRICAL WORKS											0.00
11.	STRUCTURED CABLING WORKS											
	1.0 Cabling Components											
	1.1 Cat5E Information Outlet	148	pc		0.00		0.00		0.00		0.00	0.00
	1.2 Cat5E Patch Panel 24 Ports	6	pc		0.00		0.00		0.00		0.00	0.00
	1.3 Modular Faceplate 1 - Port	8	pc		0.00		0.00		0.00		0.00	0.00
	1.4 Modular Faceplate Duplex - Port	57	pc		0.00		0.00		0.00		0.00	0.00
	1.5 Pop-up Modular Faceplate Duplex-Port	13	pc		0.00		0.00		0.00		0.00	0.00

ITEM NO.	DESCRIPTION		QTY	UNIT	MATERIALS		LABOR & EQPT		MOB/ DEMOB	DIRECT COST	INDIRECT COST	VAT	TOTAL COST
					UNIT COST	AMOUNT	UNIT COST	AMOUNT					
1.6	1 RU (19") Horizontal Cable Manager		3	pc		0.00		0.00		0.00		0.00	0.00
1.7	Cat5E UTP Patch Cord (1 meter)		78	spool		0.00		0.00		0.00		0.00	0.00
1.8	Cat5E UTP Cable 4 -Pair Solid, 24WG (305 meters per spool)		38	spool		0.00		0.00		0.00		0.00	0.00
2.0	Roughing-ins												
2.1	Cable tray/trunking 3" x 8" (1.5mm) G.I., PVC Pipes including pull-box, support hangers threaded rod, connectors, fittings, etc.		1	lot		0.00		0.00		0.00		0.00	0.00
	TOTAL COST - STRUCTURED CABLING WORKS												0.00
	TOTAL PROJECT COST												0.00

ABC is P16,000,000.00. Any bid with financial component exceeding this amount shall be considered non-responsive.

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. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-responsive:
 - if item is given for free, indicate dash (-), zero (0) or free
- 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, SQ.M (unit of measure) in BOQ form
- 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)
 - 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 No.:

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 Certificate of Platinum Registration and Membership (Platinum Membership) (all pages);

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 five (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”

efl

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.

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FORMS

etl

Bid Form for the Procurement of Infrastructure Projects

BID FORM

LOT 1 - RENOVATION AT SSS MAKATI BUILDING – MAKATI PROCESSING CENTER

Date: _____

Project Identification No.: ITB-SSS-CIVIL-2025-002

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: LOT 1 – RENOVATION AT SSS MAKATI BUILDING – MAKATI PROCESSING CENTER
- 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.

efl

- 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 LOT 1 – RENOVATION AT SSS MAKATI BUILDING – MAKATI PROCESSING CENTER of the SSS.

- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of _____

Date: _____

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

etl

Bid Form for the Procurement of Infrastructure Projects

BID FORM

LOT 2 - RENOVATION AT SSS MAKATI BUILDING – NCR SOUTH LEGAL DEPARTMENT

Date: _____

Project Identification No.: ITB-SSS-CIVIL-2025-002

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: LOT 2 – RENOVATION AT SSS MAKATI BUILDING – NCR SOUTH LEGAL DEPARTMENT;
- 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.

etl

- 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 LOT 2 – RENOVATION AT SSS MAKATI BUILDING – NCR SOUTH LEGAL DEPARTMENT of the SSS.

- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of _____

Date: _____

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

etl

Bid Form for the Procurement of Infrastructure Projects

BID FORM

LOT 3 - RENOVATION AT SSS MAKATI BUILDING – SSC COMMISSIONERS OFFICES

Date: _____

Project Identification No.: ITB-SSS-CIVIL-2025-002

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: LOT 3 – RENOVATION AT SSS MAKATI BUILDING – SSC COMMISSIONERS OFFICES;
- 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.

efl

- 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 LOT 3 – RENOVATION AT SSS MAKATI BUILDING – SSC COMMISSIONERS OFFICES of the SSS.

- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of _____

Date: _____

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

etl

Bid Securing Declaration Form

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

BID SECURING DECLARATION

LOT 1 - RENOVATION AT SSS MAKATI BUILDING – MAKATI PROCESSING
CENTER

Project Identification No.: ITB-SSS-CIVIL-2025-002

To: **SOCIAL SECURITY SYSTEM**

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]

etl

Bid Securing Declaration Form

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

BID SECURING DECLARATION

LOT 2 - RENOVATION AT SSS MAKATI BUILDING – NCR SOUTH LEGAL DEPARTMENT

Project Identification No.: ITB-SSS-CIVIL-2025-002

To: SOCIAL SECURITY SYSTEM

I/We, the undersigned, declare that:

- 4. 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.
- 5. 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.
- 6. 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]

etl

Bid Securing Declaration Form

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

BID SECURING DECLARATION

LOT 3 - RENOVATION AT SSS MAKATI BUILDING – SSC COMMISSIONERS
OFFICES

Project Identification No.: ITB-SSS-CIVIL-2025-002

To: **SOCIAL SECURITY SYSTEM**

I/We, the undersigned, declare that:

- 7. 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.
- 8. 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.
- 9. 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]

etl

Contract Agreement Form for the
Procurement of Infrastructure Projects (Revised)

[not required to be submitted with the Bid, but it shall be submitted within ten (10) days
after receiving the Notice of Award]

CONTRACT AGREEMENT
ITB-SSS-CIVIL-2025-002

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.:

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- 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____.

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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____.

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

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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 *[Name of Bidder]* with office address at *[address of Bidder]*;

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *RENOVATION AT SSS MAKATI BUILDING – MAKATI PROCESSING CENTER, NCR SOUTH LEGAL DEPARTMENT & SSC COMMISSIONERS OFFICES* 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 AT SSS MAKATI BUILDING – MAKATI PROCESSING CENTER, NCR SOUTH LEGAL DEPARTMENT & SSC COMMISSIONERS OFFICES* 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;

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[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[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 AT SSS MAKATI BUILDING – MAKATI PROCESSING CENTER, NCR SOUTH LEGAL DEPARTMENT & SSC COMMISSIONERS OFFICES*.
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

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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 AT SSS MAKATI BUILDING – MAKATI PROCESSING CENTER, NCR SOUTH LEGAL DEPARTMENT & SSC COMMISSIONERS OFFICES 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. _____
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Series of _____

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STATEMENT OF ALL ON-GOING 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

Name of the contract	Owner’s Name and Address, Contact Person/s and Contact Details	Date of the contract (date of signing/ execution)	Nature of Work	Contractor’s Role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation	Total Contract Value at Award	Date of Completion or Estimated Completion Time	Total Contract Value at Completion, if applicable	Percentages of Planned and Actual accomplishments, if applicable	Value of Outstanding Works, if applicable
ON-GOING									
CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY									

(Signature Over Printed Name)

Authorized Representative

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT TO BE BID
EQUIVALENT TO AT LEAST 50% OF THE ABC
LOT 1 - RENOVATION AT SSS MAKATI BUILDING – MAKATI PROCESSING CENTER**

Name of the contract	Owner’s Name and Address, Contact Person/s and Contact Details	Date of the contract (date of signing/ execution)	Nature of Work	Contractor’s Role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation	Total Contract Value at Award	Date of Completion or Estimated Completion Time	Total Contract Value at Completion, if applicable	Percentages of Planned and Actual accomplishments, if applicable	Value of Outstanding Works, if applicable

(Signature Over Printed Name)

Authorized Representative

NOTE:

- 1. SLCC should be project without Non-Disclosure Agreement (NDA)**
- 2. The statement of the Bidder’s SLCC shall be supported by the following:**
 - **Notice of Award and/or Notice to Proceed;**
 - **Project Owner’s Certificate of Final Acceptance issued by the Owner; or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory.**
 -

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT TO BE BID
EQUIVALENT TO AT LEAST 50% OF THE ABC
LOT 2 - RENOVATION AT SSS MAKATI BUILDING – NCR SOUTH LEGAL DEPARTMENT**

Name of the contract	Owner’s Name and Address, Contact Person/s and Contact Details	Date of the contract (date of signing/ execution)	Nature of Work	Contractor’s Role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation	Total Contract Value at Award	Date of Completion or Estimated Completion Time	Total Contract Value at Completion, if applicable	Percentages of Planned and Actual accomplishments, if applicable	Value of Outstanding Works, if applicable

(Signature Over Printed Name)

Authorized Representative

NOTE:

- 3. SLCC should be project without Non-Disclosure Agreement (NDA)**
- 4. The statement of the Bidder’s SLCC shall be supported by the following:**
 - **Notice of Award and/or Notice to Proceed;**
 - **Project Owner’s Certificate of Final Acceptance issued by the Owner; or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory.**

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT TO BE BID
EQUIVALENT TO AT LEAST 50% OF THE ABC
LOT 3 - RENOVATION AT SSS MAKATI BUILDING – SSC COMMISSINOERS OFFICES**

Name of the contract	Owner’s Name and Address, Contact Person/s and Contact Details	Date of the contract (date of signing/ execution)	Nature of Work	Contractor’s Role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation	Total Contract Value at Award	Date of Completion or Estimated Completion Time	Total Contract Value at Completion, if applicable	Percentages of Planned and Actual accomplishments, if applicable	Value of Outstanding Works, if applicable

(Signature Over Printed Name)

Authorized Representative

NOTE:

- 5. SLCC should be project without Non-Disclosure Agreement (NDA)**
- 6. The statement of the Bidder’s SLCC shall be supported by the following:**
 - **Notice of Award and/or Notice to Proceed;**
 - **Project Owner’s Certificate of Final Acceptance issued by the Owner; or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory.**

Formula in the Computation of NFCC

LOT 1 - RENOVATION AT SSS MAKATI BUILDING – MAKATI PROCESSING CENTER

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

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Formula in the Computation of NFCC

LOT 2 - RENOVATION AT SSS MAKATI BUILDING – NCR SOUTH LEGAL DEPARTMENT

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

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Formula in the Computation of NFCC

LOT 3 - RENOVATION AT SSS MAKATI BUILDING – SSC COMMISSIONERS OFFICES

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

etl

(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date:

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

CONTRACT PROJECT : Lot 1 - Renovation At SSS Makati Building – Makati Processing Center

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)

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(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date:

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

CONTRACT PROJECT : Lot 2 - Renovation At SSS Makati Building – NCR
South Legal Department
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 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

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Page No. :
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Series of :

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

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(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date:

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

CONTRACT PROJECT : Lot 3 - Renovation At SSS Makati Building – SSC Commissioners Offices

COMPANY/FIRM : _____

ADDRESS : _____

BANK/FINANCING INSTITUTE : _____

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)

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Republic of the Philippines

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