



**SOCIAL SECURITY SYSTEM**

**PHILIPPINE BIDDING DOCUMENTS**

**Sixth Edition**

**Procurement of  
INFRASTRUCTURE  
PROJECTS**

**RENOVATION AT SSS MAIN OFFICE  
BUILDING – TREASURY DIVISION  
(RE-ADVERTISEMENT)**

**ITB-SSS-CIVIL-2025-009**

**Government of the Republic of the Philippines**

**JULY 2025**

A blue ink signature of Jhosell Kenneth P. Ramos, written in a cursive style.

**JHOSELL KENNETH P. RAMOS**  
**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.

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

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

**GOP** – Government of the Philippines.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**SSS** – Social Security System.

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

**UN** – United Nations.



## ***Section I. Invitation to Bid***





***Invitation to Bid***  
**ITB-SSS-CIVIL-2025-009**

**RENOVATION AT SSS MAIN OFFICE BUILDING –  
TREASURY DIVISION  
(RE-ADVERTISEMENT)**

Approved Budget for the Contract (ABC) & Source of Fund	Delivery/ Completion Period	Price of Bid Documents (non- refundable)	Schedule of Activities Date/Time	
			Pre-bid Conference	Deadline of submission and receipt of bids
Lot 1 – Renovation at SSS Main Office Building – Treasury Division  <b>₱ 7,277,000.00</b>  Approved 2025 Corporate Operating Budget under Capital Outlay of the Annual Procurement Plan (APP) with Code (PAP) 2025-0365	Within One Hundred Fifty (150) calendar days upon receipt of Notice to Proceed and Job Order	<b>₱8,000.00</b>	August 07, 2025 (Thursday) 2:30 p.m.	August 21, 2025 (Thursday) 2:00 p.m.

1. The ***SOCIAL SECURITY SYSTEM (SSS)*** now invites bids for the above Procurement Project. **Completion of the Works is required within One Hundred Fifty (150) Calendar Days. 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 30 July 2025 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 06 August 2025, through e-mail address [bac@sss.gov.ph](mailto:bac@sss.gov.ph), the following:**

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

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

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

8. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time on the immediately succeeding business day in Quezon City.
9. The SSS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. The SSS assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS BAC guarantees that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.
11. For further information, please refer to:

**Bids & Awards Committee**

**The Secretariat**

2nd Flr., SSS Main Bldg., East Ave., Diliman, Q.C.

Tel # (632) 8922-1070; 8709-7198 local 3422/3424

Email – [bac@sss.gov.ph](mailto:bac@sss.gov.ph)

12. Bidding documents may be downloaded from the PROCUREMENT tab at [www.sss.gov.ph](http://www.sss.gov.ph) starting **30 July 2025**.

  
**THE VICE-CHAIRPERSON**  
**BIDS & AWARDS COMMITTEE**

*ref.: itb-sss-civil-2025-009- Renovation at SSS Main Building – Treasury Division (Re-Ad)*



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



## 1. Scope of Bid

The Procuring Entity, *Social Security System* wishes to receive Bids for the **Renovation at SSS Main Office Building – Treasury Division (Re-Advertisement)**, with identification number ITB-SSS-CIVIL-2025-009.

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

Renovation at SSS Main Office Building- : ₱ 7,277,000.00  
Treasury Division

2.2. The source of funding is: Approved 2025 Corporate Operating Budget– Capital Outlay with Code (PAP) 2025-0365 (Renovation at SSS Main Building-Treasury Division) 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 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***



# 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; and b) Completed within (5) five years prior to the submission and opening of bid</p>									
7.1	No further instruction.									
10.3	<p>PCAB License and Registration:</p> <p>License Category : C &amp; 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.</p>									
10.4	<p>The key personnel for the project must meet the required minimum years of experience set below:</p> <table><tr><th>Key Personnel</th><th>Required no. of years of relevant work experience</th><th>Field of Experience</th></tr><tr><td>Project Engineer/Architect</td><td>5 years</td><td>Construction / Renovation Works</td></tr><tr><td>Foreman</td><td>5 years</td><td>Construction / Renovation Works</td></tr></table> <p><b>Except for the Foreman, all key personnel should be PRC-registered engineers / architects in good standing.</b></p>	Key Personnel	Required no. of years of relevant work experience	Field of Experience	Project Engineer/Architect	5 years	Construction / Renovation Works	Foreman	5 years	Construction / Renovation Works
Key Personnel	Required no. of years of relevant work experience	Field of Experience								
Project Engineer/Architect	5 years	Construction / Renovation Works								
Foreman	5 years	Construction / Renovation Works								
10.5	<p>The minimum major equipment required for the project are as follows:</p> <p>a) Truck b) Electric Drill</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 <i>2% of ABC</i> if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit:  ₱ 145,540.00</p> <p>b. The amount of not less than <i>5% of ABC</i> if bid security is in Surety Bond:  ₱ 363,850.00</p>									



19.2	Partial bid is not allowed. The infrastructure project under bidding 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"> <li>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</li> <li>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;</li> <li>3. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)</li> <li>4. Latest Audited Financial Statements</li> <li>5. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS);</li> <li>6. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months prior to the submission &amp; opening of bids filed electronically (EFPS);</li> </ol>
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 <b>Procuring Entity</b> shall give possession of all parts of the Site to the Contractor for the duration of the Contract which shall commence upon receipt of the Notice to Proceed and Contract/Job Order.
6	No further instruction
7.2	The defects liability period shall be one (1) year from the project completion up to Final Acceptance by the Engineering and Facilities Management Department (EFMD). 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.
8	<p><b>Data Privacy Act of 2012</b></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><b>Liability of the Contractor</b></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</p>





	<p>have been avoided with the exercise of reasonable diligence by CONTRACTOR. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>If a force majeure situation arises, CONTRACTOR shall promptly notify SSS in writing of such condition and the cause thereof. Unless otherwise directed by SSS in writing, CONTRACTOR shall continue to perform its obligations under this Agreement as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.</p> <p>4. <b>NON-ASSIGNMENT.</b> 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. <b>WAIVER.</b> 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. <b>CUMULATIVE REMEDIES.</b> 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. <b>NO EMPLOYER-EMPLOYEE RELATIONSHIP.</b> 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. <b>PARTNERSHIP.</b> 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. <b>COMPLIANCE WITH SS LAW.</b> 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. <b>COMPLIANCE WITH LABOR LAWS.</b> 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. <b>COMPLIANCE WITH TAX LAWS.</b> 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. <b>LIQUIDATED DAMAGES.</b> 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. <b>HOLD FREE and HARMLESS.</b> SUPPLIER agrees to defend, indemnify, and hold SSS free and harmless from any and all claims, damages, expenses, fines,</p>
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	<p>penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition,</p> <p>CONTRACTOR agrees to indemnify SSS for any damage as a result of said implementation.</p> <p>SUPPLIER hereby assumes full responsibility for any injury, including death, loss or damage which may be caused to SSS' employees or property or third person due to CONTRACTOR's employees' fault or negligence, and further binds itself to hold SSS free and harmless from any of such injury or damage. SSS shall not be responsible for any injury, loss or damage which CONTRACTOR or any of its employees may sustain in the performance of CONTRACTOR's obligations under this Agreement.</p> <p>14. SETTLEMENT OF DISPUTES. If any dispute or difference of any kind whatsoever shall arise between SSS and CONTRACTOR in connection with or arising out of this Agreement, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>If after thirty (30) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either SSS or CONTRACTOR may give notice to the other Party of its intention to commence arbitration, in accordance with RA No. 876, otherwise known as the "Arbitration Law" and RA No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004," in order to settle their disputes.</p> <p>No arbitration in respect of this matter may be commenced unless such notice is given.</p> <p>Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Agreement unless they otherwise agree.</p> <p>15. VENUE OF ACTIONS. In the event court action is necessary in order to promote Arbitration, such action shall be filed only before the proper courts of Quezon City, to the exclusion of all other venues.</p> <p>16. GOVERNING LAW. The Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.</p> <p>17. AMENDMENTS. This Agreement may be amended only in writing and executed by the parties or their duly authorized representatives.</p> <p>18. SEPARABILITY. If any one or more of the provisions contained in the contract or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid illegal or unenforceable term or 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	<p>The Program of Work update must be submitted within seven (7) calendar days from notice of change in the general methods, arrangements, order, and timing for all the activities, if any.</p> <p>Ten percent (10%) of the progress billing will be withheld on top of applicable ten percent (10%) retention money for late submission of an updated Program of Work.</p>										
13	Advance payment is not allowed.										
14	<p>Progress payment may be made in 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>1<sup>st</sup> Billing</td><td>30% or more work accomplishment. (Equivalent to 30% or more of the Contract Cost)</td></tr><tr><td>2<sup>nd</sup> Billing</td><td>50% or more work accomplishment (Equivalent to 50% or more of the Contract Cost)</td></tr><tr><td>3<sup>rd</sup> Billing</td><td>75% or more work accomplishment (Equivalent to 75% or more of the Contract Cost)</td></tr><tr><td>4<sup>th</sup> 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"><li>a. Billing Letter from Contractor</li><li>b. Statement of Work Accomplished/Progress Billing</li><li>c. Contractor's Affidavit on payment of laborers and materials and all indebtedness connected with the project as of current billing</li><li>d. Pictures (colored), before, during and after construction of items of work especially for embedded items</li><li>e. As-Built Plans (to be submitted only for the final billing/payment)</li><li>f. Sworn Contractor's Quit Claim (for release of retention)</li></ul> <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 <sup>st</sup> Billing	30% or more work accomplishment. (Equivalent to 30% or more of the Contract Cost)	2 <sup>nd</sup> Billing	50% or more work accomplishment (Equivalent to 50% or more of the Contract Cost)	3 <sup>rd</sup> Billing	75% or more work accomplishment (Equivalent to 75% or more of the Contract Cost)	4 <sup>th</sup> 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 <sup>st</sup> Billing	30% or more work accomplishment. (Equivalent to 30% or more of the Contract Cost)										
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3 <sup>rd</sup> Billing	75% or more work accomplishment (Equivalent to 75% or more of the Contract Cost)										
4 <sup>th</sup> 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***



## **RENOVATION AT SSS MAIN OFFICE BUILDING - TREASURY DIVISION (RE-ADVERTISEMENT)**

### **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" 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/Site Preparation**

- 1.1 Reproduction of construction plans and preparation/printing of signed-and-sealed as-built plans
- 1.2 Temporary board-up/site enclosure using fiber cement board with printed tarpaulin cover, protective covering for furniture/equipment and other safety requirements (i.e. signage, fire extinguisher, medicine kit)
- 1.3 Demolition/dismantling/stripping/removal of existing floor tiles, walls/partitions, ceiling, doors, cabinets & other items affected by the renovation works
- 1.4 Restoration of damaged portion of walls/ceiling affected by demolition works
- 1.5 Hauling and disposal of debris, unusable/waste materials, etc.

#### **2. Civil-Architectural Works**

##### **2.1 Floor/Wall tiles**

- 2.1.1 Supply & installation, Composite vinyl planks flooring, 150mm x 900mm x 3mm thick, wood grain finish (VP Office)
- 2.1.2 Supply & installation, FF-01, Homogeneous vinyl tiles flooring, 300mm x 300mm x 3mm thick (General Office, DM-III Offices, VP Panty, Records Room, Lobby/Waiting area)
- 2.1.3 Supply & installation, FF-02, Floor Tiles, 600mm x 600mm, Porcelain Tiles (VP Toilet)
- 2.1.4 Supply & installation, FF-03, Carpet floor tiles, 500mm x 500mm x 7mm thick (Conference Room)
- 2.1.5 Supply & installation, WF-03, Wall Tiles, 600mm x 600mm, Porcelain Tiles (VP Toilet)

##### **2.2 Painting Works**

- 2.2.1 Painting of Masonry Wall surfaces (General Office)
- 2.2.2 Painting of Drywall Surfaces (General Office)
- 2.2.3 Painting of Ceiling (General Office, Pantry, VP toilet, Stairwell)
- 2.2.4 Painting of window frames (Office-window side)
- 2.2.5 Painting of Ceiling Aircon Diffuser/Return Grills (General Office)

##### **2.3 Ceiling Works**

- 2.3.1 Supply & Installation, 6mm thick Fiber cement board w/ Single Face HPL





- ceiling on suspended metal furring system (Lobby/Waiting Area)
- 2.3.2 Supply & Installation, 6mm thick Fiber cement board ceiling on suspended metal furring system (VP Toilet & Pantry, Conference Room)
- 2.3.3 Supply & Installation, 6mm thick Fiber cement board ceiling (Stairwell)
- 2.3.4 Replacement of existing corrugated sheet with painted 6mm thick 300mm x 300mm cut ficem board on tee runners (General Office)
- 2.3.5 Supply & Installation, 600mm x 600mm acoustic board on powder coated tee runners (Lobby, VP Office)
- 2.4 Drywall Partitions
  - 2.4.1 Supply & Installation, single face cladding using 6mm fiber cement board (Office-Window Side)
  - 2.4.2 Supply & Installation, double face drywall partition using 6mm fiber cement board on metal framing (Manager's office)
  - 2.4.3 Supply & Installation, low partition double face drywall partition using 6mm fiber cement board on metal framing in high pressure laminated finish (CMD Cashier)
  - 2.4.4 Supply & Installation, low partition double face drywall partition using 6mm fiber cement board on metal framing in high pressure laminated finish (SSCD transaction counter)
- 2.5 Special finishes
  - 2.5.1 Supply & installation, High Pressure Laminated (HPL) finish on 6mm thick ficem board
  - 2.5.2 Supply & installation, Wood Plastic Composite (WPC) indoor Panel on 6mm thick fiber cement board
- 2.6 Specialty Works
- 2.7 Doors
  - 2.7.1 Supply & Installation, Door & Jamb, WD-01, 0.9m x 2.15m, Single leaf flush hollow core wood door w/ bottom louver, wooden jamb, in duco paint finish, including cylindrical lockset & door closer w/ complete hardware & accessories (Pantry & OVP Toilet)
  - 2.7.2 Supply & Installation, WD-02, 0.9Mm x 2.15m, Single Leaf flush hollow core wood door w/ bottom louver, wooden jamb, in duco paint finish, including cylindrical lockset & door closer, 6mm THK tempered vision glass w/ complete hardware & accessories (Stock room)
  - 2.7.3 Supply & Installation, Door & Jamb, WD-03, 0.9Mm x 2.15m, Single leaf flush hollow core wood door, wooden jamb, in duco paint finish, including cylindrical lockset & door closer, w/ complete hardware & accessories (CMD Cashier)
  - 2.7.4 Supply & Installation, Door & Jamb, WD-04, 0.7Mm x 2.1m, Single leaf louvered wooden door w/ KD solid wood frame, wooden jamb, in duco paint finish including cylindrical lockset & door closer, w/ complete hardware & accessories (Electromechanical room)
  - 2.7.5 Supply & Installation, 0.9m x 2.15m Flush hollow core Steel Door Steel Door & Jamb painted finish, SD-01, complete w/ hardware & accessories (Fire exit)
- 2.8 Glass Doors and Glass partitions/Frosted sticker



- 2.8.1 Supply and Installation, GD-01, 1.50m x 2.10m, 12mm thick tempered clear glass, double leaf swing door on FD-100 top & bottom aluminum frame including jamb, powder coated finish complete w/ fittings, 1"Ø H-type stainless steel handle 0.60m length, locksets, hardware & accessories (Lobby/Waiting Area)
- 2.8.2 Supply and Installation, GD-02, 0.90m x 2.10m, 12mm thick tempered clear glass, double leaf swing door on FD-100 top & bottom aluminum frame including jamb, powder coated finish complete w/ fittings, 1"Ø H-type stainless steel handle 0.60m length, locksets, hardware & accessories (Department manager offices, OVP, and conference room)
- 2.8.3 Supply and Installation, GP-01 - 12mm thk tempered, frameless clear glass on FD 100, aluminum powder coated finish (Lobby entrance, Main lobby cashier & SSCD Cashier)
- 2.8.4 Supply and Installation, GP-01 - 10mm thk transom clear tempered glass on FD 100, aluminum powder coated finish (Lobby entrance)
- 2.8.5 Supply and Installation, GP-02 - 12mm thk tempered, frameless clear glass on FD 100, aluminum powder coated finish (Main lobby entrance)
- 2.8.6 Supply and Installation, GP-02 - 10mm thk transom clear tempered glass on FD 100, aluminum powder coated finish (Main Lobby entrance)
- 2.8.7 Supply and Installation, GP-03 - 12mm thk tempered, frameless clear glass on FD 100, aluminum powder coated finish (Main lobby entrance)
- 2.8.8 Supply and Installation, GP-03 - 10mm thk transom clear tempered glass on FD 100, aluminum powder coated finish (Main Lobby entrance)
- 2.8.9 Supply and Installation, GP-04 - 10mm thk tempered, frameless clear glass on FD 100, aluminum powder coated finish (Main lobby entrance)
- 2.8.10 Supply and Installation, GP-05 - 10mm thk tempered, frameless clear glass on FD 100, aluminum powder coated finish (Main lobby entrance)
- 2.8.11 Supply and Installation, GP-06 - 10mm thk tempered, frameless clear glass on FD 100, aluminum powder coated finish (conference room)
- 2.8.12 Installation of cut out vinyl Frosted Sticker (Glass Partitions, Glass Doors)
- 2.9 Cabinetry
  - 2.9.1 Supply & Installation, overhead countertop, high pressure laminated board including hardware & accessories (OVP Pantry)
  - 2.9.2 Supply & Installation, Overhead countertop, Marine plywood in high pressure laminated finish including hardware & accessories (General Pantry)
  - 2.9.3 Supply & installation, one piece lavatory counter (Solid surface) w/ built-in under counter cabinet
- 2.10 Emergency Exit Steel Stair
  - 2.10.1 Supply & Installation, Steel Stairs (Emergency Exit)
- 2.11 Acrylic window/Wallpaper/Signage/Roller shades
  - 2.11.1 Supply & Installation, 6mm thk high quality clear acrylic (Main lobby - SSCD & CMD Cashiers)
  - 2.11.2 Supply & Installation of wall paper (VP Office, Conference Room)
  - 2.11.3 Supply and Installation of Ceiling Mounted Acrylic Office Signage 3mm thk on Stainless Steel Signage Hanger with adjustable Clip/Clamp (General Office)





2.11.4 Supply & Installation of Sunscreen Roller Shades (Office-Window Side)

- 2.12 Water Proofing  
2.12.1 Supply & Installation, Polyurethane Water Proofing (Toilets only) – 2 coats

- 2.13 Plumbing Roughing-ins - Supply & Installation (VP Toilet)  
2.13.1 Waterline Plumbing Roughing-ins pipes & fittings including chipping works, excavation, tapping to existing waterline, restoration, water leak/pressure testing  
2.13.2 Sanitary Line Plumbing Roughing-ins pipes & fittings including chipping works, excavation, tapping to existing sanitary line, restoration, water leak/flow testing

2.14 Plumbing Fixtures - Supply and installation of plumbing fixtures (VP Toilet)

3. Electro-Mechanical Works (with separate technical specifications)
4. Structured Cabling Works (with separate technical specifications incorporated in drawings/ plans)

B. MATERIAL SPECIFICATIONS

PARTICULARS	DESCRIPTION	REMARKS
1. CIVIL-ARCHITECTURAL WORKS		
1.1 Floor/Wall Tiles		
Vinyl planks flooring	- Composite vinyl planks flooring, 150mm x 900mm x 3mm thick, wood grain finish -Vinyl tile adhesive	Submit sample/swatch and/or brochure
Vinyl tiles flooring	- Homogeneous vinyl tiles flooring, 300mm x 300mm x 3mm thick -Vinyl tile adhesive	Submit sample/swatch and/or brochure
Carpet Flooring	- 500mm x 500mm x 7mm thick Carpet Tiles	Submit sample/swatch and/or brochure
Porcelain Floor/Wall Tiles	Size: 600mm x 600mm Material: Porcelain Thickness: As specified in plan	Submit sample/swatch and/or brochure
1.2 Ceiling Works		
Acoustic Ceiling	Material: Acoustic board, fine fissured design Size: 2' x 2' x 5/8"  FRAMING SYSTEM Main Tee: 1" x 1-1/2" Cross Tee: 1" x 1" x 2' Cross Tee: 1" x 1" x 4' Wall angle: 1" x 1" Clip: Twisted J-Clip Anchor: Ø10mm grip anchor	Submit sample/swatch and/or brochure



PARTICULARS	DESCRIPTION	REMARKS
	Tension Rod: Ø10mm Full threaded Rod	
Fiber Cement Board Ceiling	Material: Fiber cement board (moister resistant) Thickness: 4.5mm  FRAMING SYSTEM Carrying channel: 12mm x 38 x 5m G.24 Framing: Double furring 19mm x 50mm x 5m G.25 Wall angle: 25mm x 25mm x 3m, G.25 Clip: W-clip, double	Submit sample/swatch and/or brochure
1.3 Masonry Walls/Drywall Partitions/ Doors/ Cabinets/ Counter / Stairs		
CHB Wall including plastering	- 100mm / 150mm thk. Concrete Hollow Blocks, Non-load bearing blocks w/ class A mortar - Cement, Portland - Sand, Screened - Gravel, Crushed - Deformed Steel Reinforcing Bars, Grade 40	Submit sample/swatch and/or brochure
Single/Double-Face Drywall partition	Metal studs, 35mm x 76mm x 3m x 0.60mm Metal track, 50mm x 75mm x 3m x 0.60mm Fiber Cement Board 6mm x 1.2m x 2.4m Blind Rivet Fiber glass Mesh Tape Fiber Cement screw Screw with tox	Submit sample/swatch and/or brochure
Wooden Door & Jamb	-WD-01, 0.9m x 2.15m, Single leaf flush hollow core wood door w/ bottom louver, wooden jamb, in duco paint finish, including cylindrical lockset & door closer w/ complete hardware & accessories  -WD-02, 0.90m x 2.15m, Single Leaf flush hollow core wood door w/ bottom louver, wooden jamb, in duco paint finish, including cylindrical lockset & door closer, 6mm THK tempered vision glass w/ complete hardware & accessories  -WD-03, 0.9Mm x 2.15m, Single leaf flush hollow core wood door, wooden jamb, in duco paint finish, including cylindrical lockset & door closer, w/ complete hardware & accessories  -WD-04, 0.7Mm x 2.1m, Single leaf louvered wooden door w/ KD solid wood frame, wooden jamb, in duco paint finish including cylindrical lockset & door closer, w/ complete hardware & accessories	Submit sample/swatch and/or brochure
WPC indoor panel	Material: Wood Plastic Composite Size: 25mm x 155mm x 2900mm (per panel) Finish: Wood grain texture  Must be Termite Resistant, Moisture resistant, and easy to clean.	Submit sample/swatch and/or brochure





PARTICULARS	DESCRIPTION	REMARKS
Overhead Countertop	-20mm thick marine plywood in in HPL finish including standard hardware & accessories	Submit sample/swatch and/or brochure
Fire Exit Steel Stairs	Handrail: -Ø25mm G.I. Pipe hairline finish Baluster: -Ø15mm Aluminum round bar primed & painted finish Tread: -300mmx6mm THK aluminum checkered plate Stringer: -6mm THK Aluminum plate primed & painted finish  Cantilever stair landing support: -2"x2"x 6mm thk angle bar -Ø16mm chemical bolt	Submit sample/swatch and/or brochure
Steel Door	Door type: Single leaf, Single swing Material: three hour fire rated steel, GA.16 Dimension: 900mm x 2150mm Inclusion: Jamb, Panic bar and door closer	Submit sample/swatch and/or brochure
PolyUrethane Water Proofing (PU-D)	Color: Gray Adhesion to concrete: >1.2MPA Shore A Hardness: >40 Crack Bridging: up to 2mm Elongation at break: up to 400% Specific Gravity: 1.35kg/L Solid Content: at least 60% Toxicity: Non-Toxic Flammability: Non-Flammable	Submit sample/swatch and/or brochure
1.4 Glass Doors/Partitions/Vinyl Frosted Sticker		
Glass Doors	GD-01, 1.50m x 2.10m, 12mm thick tempered clear glass, double leaf swing door on FD-100 top & bottom aluminum frame including jamb, powder coated finish complete w/ fittings, 1"Ø H-type stainless steel handle 0.60m length, locksets, hardware & accessories w/ vinyl frosted sticker and cut-out vinyl sticker signage  GD-02, 0.90m x 2.10m, 12mm thick tempered clear glass, double leaf swing door on FD-100 top & bottom aluminum frame including jamb, powder coated finish complete w/ fittings, 1"Ø H-type stainless steel handle 0.60m length, locksets, hardwares & accessories w/ vinyl frosted sticker and cut-out vinyl sticker signage	Submit sample/swatch and/or brochure
Glass Partitions/Transom	Perimeter Glass partition: - 12mm thick tempered clear glass panels in aluminum frame powder coated finish w/ vinyl frosted sticker	Submit sample/swatch and/or brochure





PARTICULARS	DESCRIPTION	REMARKS
	- 10mm thick tempered clear glass transom in aluminum frame powder coated finish  Interior Glass Partition: - 10mm thick tempered clear glass panels in aluminum frame powder coated finish w/ vinyl frosted sticker  - 10mm thick tempered clear glass transom in aluminum frame powder coated finish	
Frosted Sticker	-vinyl frosted sticker	Submit sample/swatch and/or brochure
CMD & SSCD window	Material: Clear Acrylic Thickness: 6mm  - High quality - Scratch resistant - Non-Yellowing	Submit sample/swatch and/or brochure
<b>1.5 Wall Paper/WPC/Acrylic Signages/Sunscreen Roller Shades</b>		
Wall Paper	-0.3mm thick vinyl wall paper -vinyl wall paper adhesive	Submit sample/swatch and/or brochure
High Pressure Laminated finish (WF-04)	Material: High Pressure Laminate finish: Wood grain texture thickness: 1.0mm  on 6mm thick ficem board	Submit sample/swatch and/or brochure
WPC Finish	Wood Plastic Composite (WPC) Size: 25mm x 155mm x 2900mm (per panel) Finish: Wood grain texture  Must be Termite Resistant, Moisture resistant, and easy to clean	Submit sample/swatch and/or brochure
Acrylic Signage	-Ceiling Mounted Acrylic Office Signage 3mm thk on Stainless Steel Signage Hanger with adjustable Clip/Clamp	Submit sample/swatch and/or brochure
Sunscreen Roller Shades	Hardware and Mechanism: - Roll-up Polyester/Polymer Shade - Chain Operated roller system with #10 plastic bead chain operating loop - Universal mounting brackets (includes hardware/accessories). - Provide head rail where applicable. - Extruded aluminum roller tube made with alloy 6063-T5 Standard Roll - (White Color – Series 5000)  Sunscreen Fabric Specifications: - Composition : 30% Polyester, 70% PVC - Openness Factor : 1% - Width : 200cm / 250cm	Submit sample/swatch and/or brochure





PARTICULARS	DESCRIPTION	REMARKS
	- 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	
<b>1.6 Plumbing Roughing-ins</b>		
Waterline Plumbing Roughing-ins	Pipe: Poly Propylene Pipes (PPR - PN20) & Fittings, heavy duty Fittings: PPR – PN20 Valves: Brass or Stainless Steel Ball, w/ PPR connection Accessories: Use compatible pipe clips, hangers, and supports Joining: Heat fusion method  Quality Assurance <ul style="list-style-type: none"> <li>• Ensure that all vertical and horizontal pipe runs are securely anchored.</li> <li>• Conduct hydrostatic pressure testing at 1.5 times its working pressure.</li> </ul> Adhere to National Plumbing Code of The Philippines (NPCP) for design and installation.	Submit sample/swatch and/or brochure
Sanitary Plumbing Roughing-ins	Pipe: Unplasticized polyvinyl chloride (uPVC), series 1000(orange) & fittings, heavy duty Fittings: Unplasticized polyvinyl chloride (uPVC) Accessories: Use compatible pipe clips, hangers, and supports Joining: Solvent 400cc Slope: 1% (Minimum), 2% (Maximum) P-trap: Unplasticized polyvinyl chloride (uPVC), G.I. (for lavatory)  Quality Assurance <ul style="list-style-type: none"> <li>• Ensure that all vertical and horizontal pipe runs are securely anchored.</li> <li>• Insulate pipes that pass through areas exposed to temperature variations to prevent condensation.</li> <li>• Conduct Gravity/Water leak testing.</li> </ul> Adhere to National Plumbing Code of the Philippines (NPCP) for design and installation.	Submit sample/swatch and/or brochure
1.7 Plumbing Fixtures	-Water Closet, Tank Type, rimless with soft closing seat and cover including fittings & accessories (690L x 370W x 790H)	Submit sample/swatch and/or brochure



PARTICULARS	DESCRIPTION	REMARKS
	-Handheld Bidet, stainless coated including accessories -Lavatory , under counter type, including fittings & accessories -Lavatory including pop up drain, lavatory faucet, p-trap, flexible hose, angle valve with complete fittings and accessories -Hand Soap Dispenser, automatic -Hand Dryer, automatic -Toilet Roll Dispenser, jumbo -Facial Mirror	
1.8 Painting Works		
Painting of Plain Wall Surface	Primer: Acrylic or Latex primer Paint: High quality latex paint Color: As specified in Architectural drawings Surface imperfection: Suitable putty No. of coats: 2  SURFACE PREPARATION <ul style="list-style-type: none"><li>• Inspect the wall for any damage, cracks or loose materials.</li><li>• Clean the surface thoroughly to remove any dirt, dust, grease, or other contaminants. Use a stiff brush effective cleaning.</li><li>• Remove any efflorescence (white powdery substance) with a wire brush or muriatic acid solution.</li><li>• Repair any cracks, holes, or damaged mortar joints using appropriate patching materials or mortar.</li><li>• Allow repairs to dry and cure completely.</li><li>• Sand down any rough areas or raised patches to create a smooth and even surface.</li><li>• Remove any sanding dust with a brush or damp cloth.</li><li>• Apply a suitable primer to the entire surface.</li><li>• Mask off any adjacent surfaces, fixtures, or areas not to be painted using masking tape or paper sheeting.</li><li>• Ensure the masonry surface is completely dry and before applying primer and paint.</li></ul>	Submit paint color swatches and/or brochure
Painting of Ceiling	Primer: Acrylic or Latex primer Paint: Acrylic latex paint No. of coats: 2  SURFACE PREPARATION <ul style="list-style-type: none"><li>• Ensure the fiber cement board surface is clean, dry, and free from dust, dirt, grease, and oil.</li></ul>	





PARTICULARS	DESCRIPTION	REMARKS
	<ul style="list-style-type: none"><li>• Lightly sand the surface with fine-grit sandpaper to smoothen and remove any rough edges.</li><li>• Use and appropriate filler to fill any gaps, cracks, or imperfections. Allow the filler to dry completely and sand it smooth.</li><li>• Apply one coat of primer using brush, roller, or spray. Ensure even coverage.</li><li>• Allow the acrylic or latex primer to dry.</li><li>• Apply the first coat using brush, roller, or spray. Ensure even coverage without runs or sags.</li><li>• Allow the first coat to dry.</li><li>• Apply a second coat for full coverage and durability.</li></ul>	
Painting of Window Frames	-QDE, black topcoat (2 coats) -putty	
Painting of Wooden Doors & Cabinet, Duco Finish	-lacquer primer (1 coat) -automotive lacquer topcoat (3 coats) -lacquer putty	
Painting of Ceiling Aircon Diffusers 600mm x 600mm	-lacquer primer (1 coat) -Automotive lacquer topcoat (2 coats) -putty  Surface preparation:  -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.	
2. ELECTRO-MECHANICAL WORKS (with separate technical specifications)		
3. STRUCTURED CABLING WORKS (with separate specifications incorporated in plans/drawings)		

**III. 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.





## **ELECTRICAL WORKS**

## I. GENERAL CONDITIONS:

1. All electrical works shall comply with the plan and specification in accordance with the latest edition of the Philippine Electrical Code (PEC).
2. Rough-in layout concealed between walls and exposed above ceiling shall be IMC and/or Polyvinyl Chloride (PVC) pipes and properly secured with clamps/ mounting supports. Exposed conduit must be RSC.
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 & UPS Power Circuits-  
 Lines - Red, Black, Yellow & Blue  
 Neutral - White

7. Name tagging for plate covers of receptacle outlet device shall be follows:

For Normal Power Circuit - NORMAL POWER

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 as applicable and provide legible markings within the new and existing schedule of loads panel directory.

## II. ELECTRICAL MATERIAL SPECIFICATIONS:

## 1. CONDUITS & FITTINGS

Materials	Specifications
a) uPVC Pipe	20mmØ
b) Flexible Metallic Conduit (FMC)	20mmØ
c) Intermediate Metal Conduit (IMC)	20mmØ

## 2. BOXES / GUTTERS WITH COVERS

Materials	Specifications
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a. Junction Box	steel sheet gauge 16
b. Utility Box	2" x 4", steel sheet gauge 16 uPVC Plastic Box (Tailee)
c. Wire Gutter	(2500x350x300)mm, GA #16 w/cover

3. WIRES / CABLES & DEVICES

Materials	Specifications
a. 3.5 mm <sup>2</sup> , 5.5 mm <sup>2</sup> , 8.0 mm <sup>2</sup>	THHN/ THWN stranded wire, lead free
b. Convenience Outlet	<b>Duplex convenience outlet</b> , 3 prong, parallel slot with ground, 15a, 2P, 230v  <b>Pop-Up Duplex convenience outlet</b> , 3 prong, parallel slot with ground, 15a, 2P, 230v  <b>Single convenience outlet</b> , 3 prong, parallel slot with ground, 15a, 2P, 230v, for Portable Emergency Light, Exit/ Fire Exit Signages cover
c. Switch	<b>Switch, single pole</b> , 15A, 250V, flush type (one, two & three gang)
d. Lighting Fixtures	<b>Panel Light 300X1200mm</b> , Wattage: 42 watts Working voltage & frequency: 175-265 Volts & 60Hz Color: Daylight Luminous Flux: 4,200 lm Type: Recessed Type  <b>Panel Light 600 X 600mm</b> Wattage: 42 watts Working voltage & frequency: 175-265 Volts & 60Hz Color: Daylight Luminous Flux: 4,200 lm Type: Recessed Type  <b>Panel Downlight</b> WATTAGE: 12 WATTS WORKING VOLTAGE & FREQUENCY: DRIVER AC 85-265 VOLTS & 60HZ COLOR: DALYLIGHT TYPE: RECESSED TYPE DIAMETER: 6"
e. Rechargeable Portable Emergency Light	Emergency Light, 2x3-5W min. LED, 220V, sealed LED acid battery
f. Entrance/Exit/Fire Exit Signage	Entrance/Exit Light 3-5watts (minimum) LED, 220VAC
g. Exhaust Fan	Exhaust fan, ceiling mounted, 55-watts min., 90-120cfm min., 230v, 60hz., with grill shutter/ louver or its approved type equivalent



h. Air-curtain	Air-curtain, 120Watts, 1Phase, 220Volts, 60Hz.,
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4. CIRCUIT BREAKERS / PANEL BOARDS

Materials	Specifications
a) Emergency Lighting/ Power Panel (ELPP)	Main: 70AT, 3P, 230V, 18kAIC min, 60Hz Branches: 16- 20A, 2P, 230V, 10kAIC min., 60Hz Nema 1, surface Mounted, Industrial Type, w/ grounding terminal block, powder coated gray paint
b) UPS	Main: 50AT, 3P, 230V, 18kAIC min., 60Hz Branches: 12- 20AT, 2P, 230V, 18kAIC min., 60Hz Nema 1, surface Mounted, Industrial Type, w/ grounding terminal block, powder coated gray paint

5. 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”

III ELECTRICAL SCOPE OF WORKS:

- 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.
- 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.
- All works shall be properly coordinated with the Building Owner or SSS representative to discuss all phases of the works/ activities.
- 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.
- The following layout materials to be used:
 

Intermediate Metallic Conduit

PVC conduit

- Feeder and sub-feeder layout
  - for concealed and above ceiling layout
  - switches shall be mounted embedded on the wall



- 6 Supply and install of new metering system and electrical panel board complete with essential wiring system, terminal lags and other standard accessories, as indicated in the plan.
  - Emergency Lighting/ Power Panel (ELPP)
  - UPS
- 7 Supply and install of new electrical wiring and layout materials for the power supply of the following equipment, fixtures and devices as indicated in the plans:
  - Duplex Convenience Outlet, 3-prong, parallel slot with grounding terminal
  - Pop-Up Duplex Convenience Outlet, Duplex, 3-prong parallel slot
  - Convenience Outlet, Single, 3-prong parallel slot, for normal power outlet
  - Lighting Fixtures with Switches
  - Portable Emergency Light
  - Entrance/Exit and Fire Exit Signage
  - Exhaust Fan
- 8 Chipping & restoration works for electrical conduit chute that may be indirect to the raceway of the new installed modular tables.
- 9 Supply and install of conduit support/ hangers and shall be rigidly secured with appropriate fittings using appropriate materials.
- 10 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.
- 11 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.
- 12 Prepare and submission of blue print as-built plans in standard size (20inx30in) duly signed and sealed by the Professional Practitioners (Electrical/ Mechanical Engineer).
- 13 Testing and commissioning of the electrical wiring system, fixtures and other devices.

#### **IV OTHER WORKS**

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

#### **V PERMITS AND FEES**

- 1 The work under this contract shall be in accordance to the latest requirements of the following:

- Philippine National Building Code
- Philippine Electrical Code
- Local Utility Company

Nothing contained in these specifications or shown on the drawings shall be construed as to conflict with the National and Local ordinances and these mentioned ordinances are hereby made part of this specification.

- 2 All permits and electrical fees required in this work shall be obtained by and at the expense of the contractor. The Engineer shall be furnished by the contractor, the copy of the final certificate of electrical completion and approval by the government authorities.
- 3 During the progress of work, the contractor shall keep a record of all changes where the actual installation differs from that shown in the contract drawings. Upon completion, the contractor shall finalize the "as-built" drawings on tracing paper and submit to the Engineer for approval before reproduction.

#### **VI SUBMITTALS**

- 1 Manufacturer's data, shop drawings and samples required for the specific materials shall be submitted for approval to the Engineer prior to procurement and delivery to job site.



- 2 Manufacturer’s data shall be descriptive item catalog cut which shall include the manufacturer’s name, trade name, model number, name plate data, and others.
- 3 Shop drawings when required shall show type, size, sectional view, installation details, and elementary and wiring diagrams.
- 4 A certified test results for specific items when deemed necessary shall be submitted to the Engineer by the Contractor.
- 5 Manufacturer’s data or samples should be submitted of the following items:
  - Conduits and Fittings
  - Boxes and Accessories
  - Wires and Cables
  - Other items required by the Engineer

**VII STANDARD OF MATERIALS**

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

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

**1 Raceways, Conduit Pipes and Fittings**

- 1.1 Polyvinyl Chloride (PVC)  
PVC conduits conforming to recognized standards for conduit as manufactured by Matsushita or approved equal.
- 1.2 Outlet Boxes and Covers  
Terminations of pipes to outlet boxes shall be provided with suitable fitting and other devices especially designed for the purpose.  
Receptacles : 2” x 4” x 2.5”  
Pull Boxes : depends on the number of conductor to occupy the boxes

**2 Conductors, Wires and Cables**

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

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

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

**3 Electrical and Wiring Devices**

- 3.1 Wall Receptacles  
Wall receptacles shall be of conventional type with an ampere rating of 15A, 230V, duplex, flush mounted. The mounting height shall be 300 mm above floor finish. It shall be as manufactured by National or approved equivalent.
- 3.2 Wall Plates for Switches and Receptacles  
Wall plates for receptacles, in regards to colors shall be the sole choice of the Engineer. The brand shall be the same as specified above.



**4 Standard of Workmanship**

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

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

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

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

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

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

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

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

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

**5 Material Testing and Workmanship**

5.1     Grounding  
All exposed non-current carrying parts of Electrical Equipment and apparatus shall be properly grounded by means of ground rod driven one (1) meter below the ground level or connect to existing cold water pipe line. All metal conduit system and other parts required at ground potential shall be efficiently grounded. All panel boards' cabinet shall likewise be solidly grounded.

5.2     Materials and Workmanship Tests  
All wiring system has to be tested for shorts and grounds after the installation has been completed. The Contractor shall furnish all necessary apparatus and testing equipment and will have to make good whatever deficiencies may be found. Test shall be conducted in the presence of the authorized representative of the Owner or the Engineer.

**6 Guarantee**

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





## **MECHANICAL WORKS**

### **SECTION I: GENERAL PROVISIONS**

#### **1. SUMMARY**

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

#### **2. 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. 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. 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. 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. 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 air-conditioning units shall be window type. The window type air-conditioning units shall be 2HP, inverter type.

WORKS INCLUDED:

In general, the work under this section shall include but is not limited to the following principal items:

- a) Relocation of existing window type air conditioning unit, complete with standard accessories per proposed plan layout with the following equipment details:

UNIT NUMBER	COOLING CAPACITY	TYPE	REMARKS
RAC 101	2 HP	WINDOW TYPE AC	EXISTING UNIT
RAC 102	2 HP	WINDOW TYPE AC	FOR RELOCATION
RAC 103	2 HP	WINDOW TYPE AC	FOR RELOCATION
RAC 104	2 HP	WINDOW TYPE AC	EXISTING UNIT
RAC 105	2 HP	WINDOW TYPE AC	EXISTING UNIT
FCU 101	3TR	FLOOR MOUNTED AC	EXISTING UNIT

- b) Relocation of existing window type air-conditioning unit, mounting bracket, drain pipe and other necessary accessories.
- c) Relocation of existing three (3) Air Cooled Condensing Units (ACCU), mounting bracket, refrigerant pipes and other necessary accessories to the proposed relocation area. Pipe leak test, charging of refrigerant and testing of AC units after the relocation of the ACCU.
- d) Fabricated platforms, mounting brackets, supports and other metal structures shall be painted with epoxy primer and finish with QDE paint suitable for outdoor application. Provide rubber pads for all mounting platforms.





- e) Supply and installation of materials and other services not mentioned but are necessary to be rendered to complete the installation of electro-mechanical equipment and facilities and all other works/services.
- f) Conduct appropriate testing and commissioning of all air-conditioning unit and make sure that all mechanical and electrical parameters are operating in good working condition. Submit complete report of equipment operation supported with measured and recorded electrical and mechanical parameters obtained during the testing and commissioning.
- g) Supply and installation of ceiling exhaust fans at pantry and toilet area.
- h) Supply and installation of air curtains at entrance/exit doors.

**SECTION III: DUCTING WORKS**

**DESCRIPTION OF DUCTING WORKS:**

The ducting works shall be the relocation of twenty six (26) units of 4-way supply air diffusers at Treasury Division.

**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

2. 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.
3. The new 4-way diffusers shall be 600x600 mm, 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 bonderized after fabrication and finished with baked-on enamel paint. Diffuser shall have a removable core. Each diffuser shall be provided with an opposed blade damper.
4. The 4-way diffusers that will be re-used will be refurbished and re-painted based on SSS requirements.
5. Curved elbows shall have a centerline radius of not less than 1-1/2 times width of the duct.
6. 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.
7. 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.
8. 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.
9. 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.





**SECTION IV: FIRE PROTECTION WORKS**

**DESCRIPTION OF FIRE PROTECTION WORKS:**

The fire protection works include the relocation of the existing sprinkler heads as per approved Reflected Ceiling Plan (RCP) layout.

**DESCRIPTION OF WORKS:**

In general, the work under this section shall include but is not limited to the following principal items:

- 1. Supply and installation of new branchlines for the new fire protection layout. Dismantling of existing branchlines and sprinkler heads.
- 2. Supply and installation of fifty seven (57) pieces pendent sprinkler heads.

**BASIC MATERIALS AND METHODS:**

**1. SPRINKLER HEADS**

Sprinkler heads shall be pendent type, 155°F or 68°C rating, 5.6K, Quick Response Type with escutcheon plate UL, FM certified.

**2. PIPING**

Pipes shall be Black Iron Pipe, Schedule 40, ASTM A53, ERW, suitable for a working pressure of a maximum 300psi.

**3. HANGERS AND SUPPORTS**

Hangers shall be clevis hangers with approved sizes as per NFPA Standards.

**4. PAINTING AND FINISHING**

All pipings shall be painted with red oxide primer with two (2) coats of International Red Enamel finish by the fire protection contractor.

**5. TESTING AND COMMISSIONING**

All piping shall be pressure tested at 1½ times the design working pressure. The pressure shall be held for 24 hours, and no pressure loss shall appear at the end of this period. All leaks shall be repaired and test repeated.



**STRUCTURED CABLING WORKS**

**Technical Specifications**

**Treasury Division Structured Cabling**

(Ground Floor, SSS Main Building, East Avenue, Diliman, Quezon City)

Item	Specification	Statement of Compliance
	<b>Delivery and installation:</b>	
1	CAT5E Information Outlet – 224pcs.	
2	CAT5E Patch Panel 24 ports- 10 pcs	
3	Modular Faceplates single port – 4 pcs.	
4	Modular Faceplates 2 ports – 102 pcs.	
5	Modular Faceplates 4 ports – 4 pc.	
6	CAT5E UTP Cable solid – 25 rolls	
7	Cable Manager (Horizontal) – 5 pcs.	
8	Cat5e RJ-45 UTP Patch Cable(3 meters) – 110 pcs.	
9	Fiber Optic Cable Patch Panel – 2pcs.	
10	Fiber Optic Cable 6 core – 120 meters	
11	LC-LC Fiber Optic Patch cable(3 meters) – 12 pcs.	
12	42U Network Cabinet 800mm W x 800mm D x 7 ft. H, Power strip with 12 pcs 3-pronged 220 v., 2 pcs exhaust fan on Top Frame & Vertical cable manager on both sides	
13	Roughing-ins (2x4" Raceway Cables,PVC Pipes, Utility box, pull-box connectors, support hangers, couplings, miscellaneous, etc.)	
14	Mobilization/ Demobilization, Labor, Mark up and VAT for the installation of the above items.	
15	Supply necessary materials manpower, tools and technical personnel for the full implementation of the project	
16	Roughing-ins Installed over the ceiling shall be cable raceway 2"x4"(1.5mm) G.I. on others, may use PVC pipes.	
17	Provision of two 1.5" PVC pipe for Supply and cable pulling of 24 CAT5e solid UTP cable to serve as tie cable from old data cabinet going to new data cabinet	
18	Provision of two 1.5" PVC pipe for cable pulling of 6 core fiber and termination(LC-LC) end-to-end as source link of network switches from new data cabinet to SSS Server room	
19	Supply and cable pulling of CAT5e solid UTP cables for 224 voice and data nodes, from Network Cabinet to Horizontal Distributions	
20	Whenever Necessary, provide pull-box of proper size and dimension although not indicated in the plan.	
21	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)	
22	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	
23	Termination, commissioning, computerized tagging and submission of test result of all data and voice outlet	
24	Turnover and submission of as built plan and documentation.	
25	Delivery Terms - Within Forty Five (45) calendar days from the receipt of Notice to Commence by NCD	
26	Payment Terms - One-time payment upon complete delivery and acceptance of the goods. The payment shall be subject to retention of Withholding Tax and other applicable taxes in accordance with existing Laws and BIR Rules and Regulations, to be remitted directly to the BIR by the SSS	






## *Section VII. Drawings*




RENOVATION AT SSS MAIN OFFICE BUILDING – TREASURY DIVISION  
(RE-ADVERTISEMENT)


MAIN LOBBY



MAIN LOBBY



HALLWAY



2

EXISTING TREASURY DIVISION  
INTERIOR PERSPECTIVES

SCALE

NTS

1

PROPOSED TREASURY DIVISION  
INTERIOR PERSPECTIVES

SCALE

NTS

3

VICINITY MAP

SCALE

NTS

SSS MAIN BUILDING  
EAST AVENUE, DILIMAN  
QUEZON CITY

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AUXILIARY

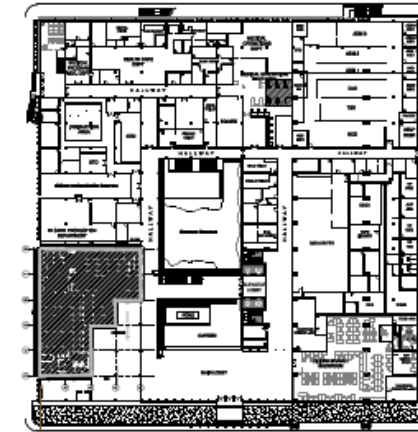
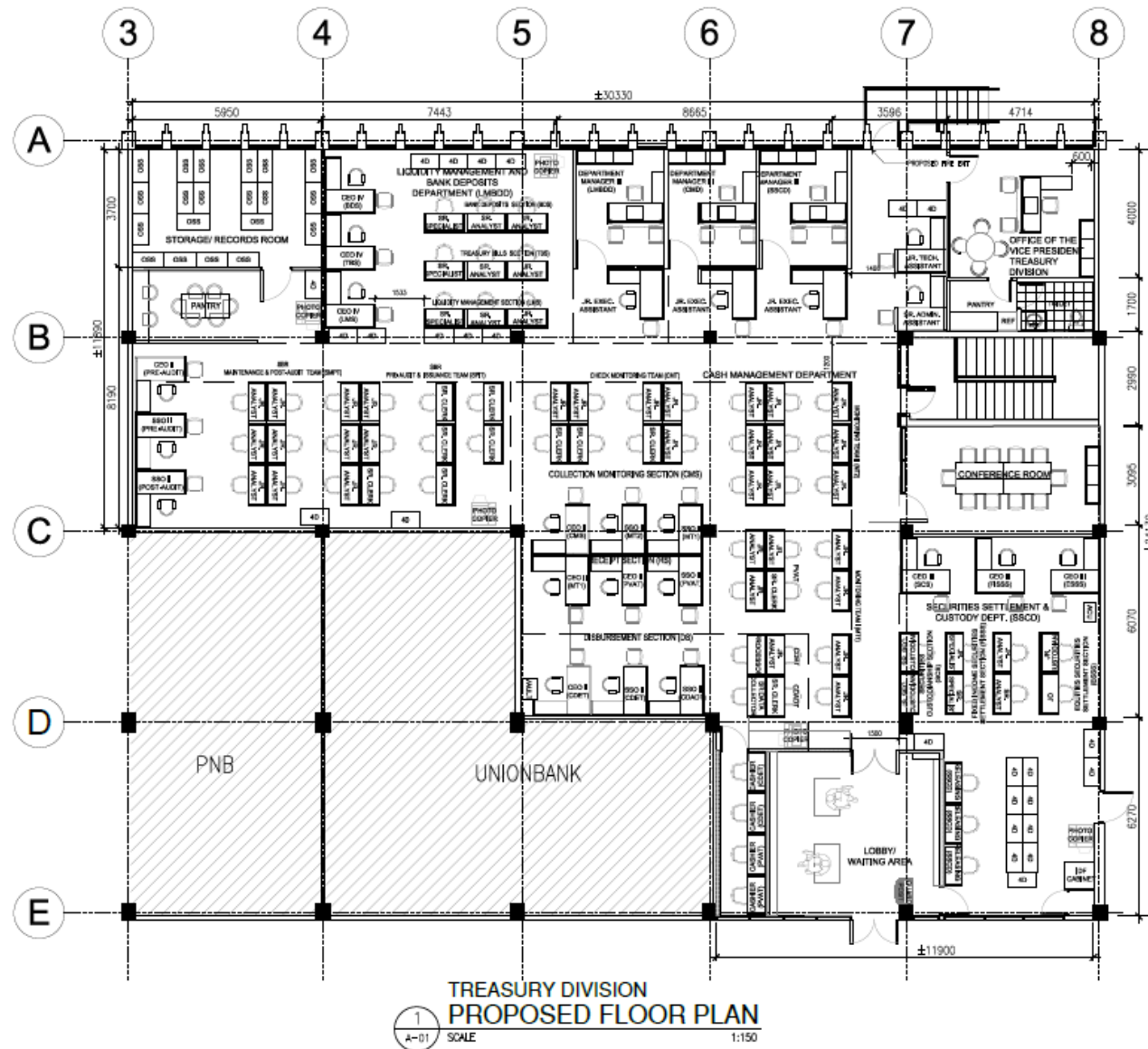
ECE-01 FIBER OPTIC CABLE LAYOUT

ECE-02 VOICE & DATA LAYOUT

ECE-03 DATA CABINET SPECIFICATION

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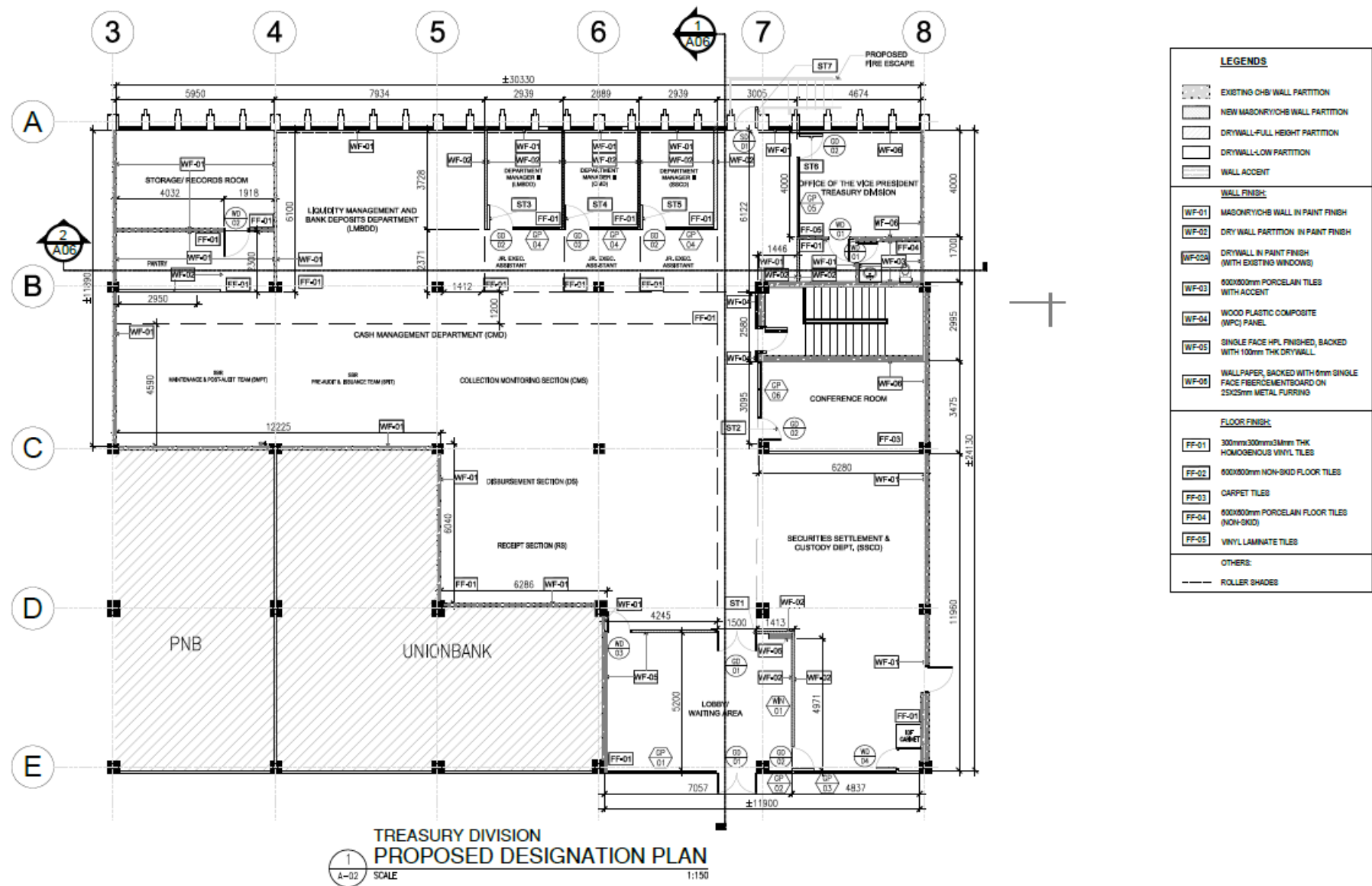




**1 KEY PLAN**  
A-01 SCALE NTS

PLANTILLA OF PERSONNEL		
<b>TREASURY DIVISION</b>		
VICE PRESIDENT (VP)	1	
JUNIOR TECHNICAL ASSISTANT (JEA)	1	
SENIOR ADMINISTRATIVE ASSISTANT (SAA)	1	
<b>TOTAL</b>	<b>3</b>	
<b>SECURITIES SETTLEMENT &amp; CUSTODY DEPARTMENT (SSCD)</b>		
DEPARTMENT MANAGER (DM)	1	
SUPERVISORY (WORKSTATION) (CEO II, IV & SSO III)	3	
JUNIOR EXECUTIVE ASSISTANT (JEA)	1	
NON-SUPERVISORY (NON-CLIENT ORIENTED) (SWI)	8	
NON-SUPERVISORY (TRANSACTION COUNTERS) (SW3)	3	
<b>TOTAL</b>	<b>16</b>	
<b>LIQUIDITY MANAGEMENT &amp; BANK DEPOSIT DEPARTMENT (LMBDD)</b>		
DEPARTMENT MANAGER (DM)	1	
SUPERVISORY (WORKSTATION) (CEO II, IV & SSO III)	3	
JUNIOR EXECUTIVE ASSISTANT (JEA)	1	
NON-SUPERVISORY (NON-CLIENT ORIENTED) (SWI)	9	
NON-SUPERVISORY (TRANSACTION COUNTERS) (SW3)	0	
<b>TOTAL</b>	<b>14</b>	
<b>CASH MANAGEMENT DEPARTMENT (CMD)</b>		
DEPARTMENT MANAGER (DM)	1	
SUPERVISORY (WORKSTATION) (CEO II, IV & SSO III)	12	
JUNIOR EXECUTIVE ASSISTANT (JEA)	1	
NON-SUPERVISORY (NON-CLIENT ORIENTED) (SWI)	46	
NON-SUPERVISORY (TRANSACTION COUNTERS) (SW3)	4	
<b>TOTAL</b>	<b>64</b>	
<b>GRAND TOTAL</b>	<b>97</b>	

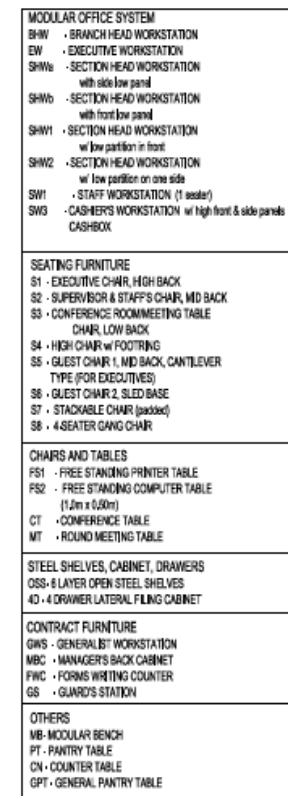








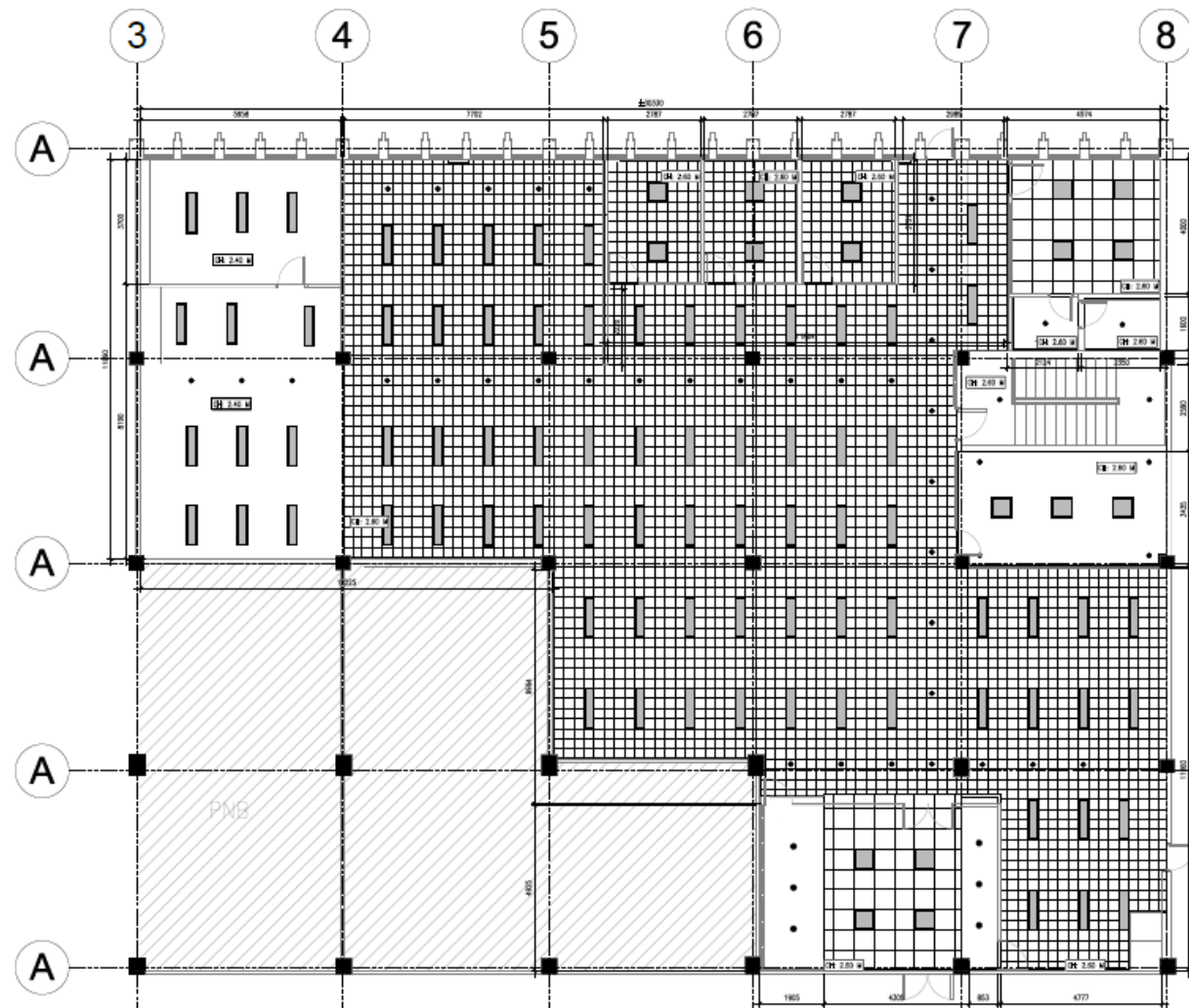




TREASURY DIVISION  
PROPOSED FURNITURE LAYOUT

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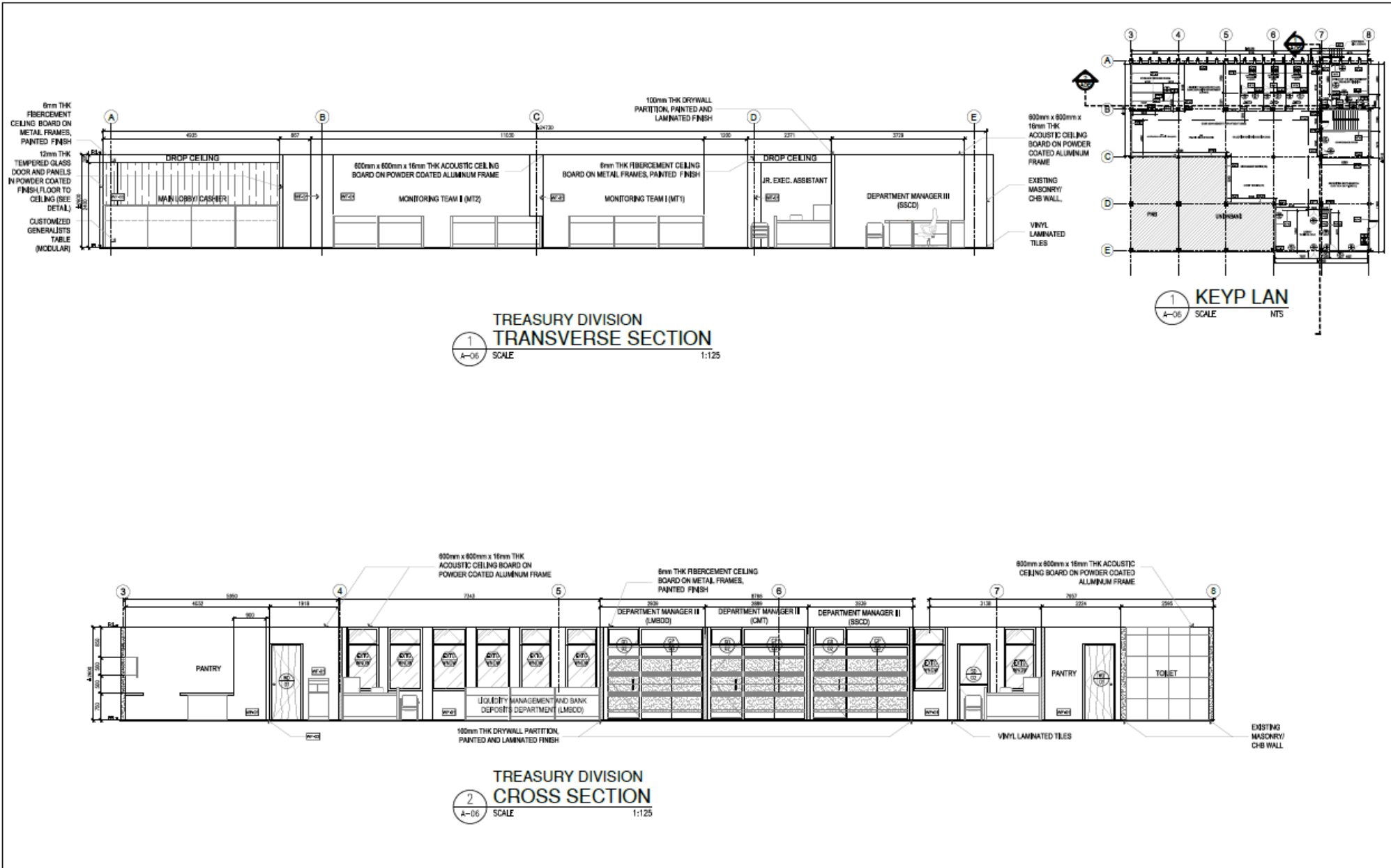




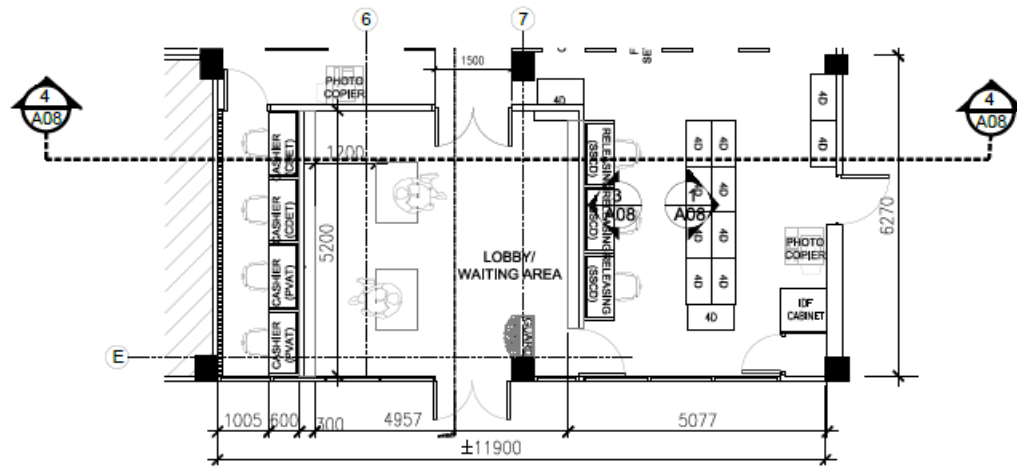
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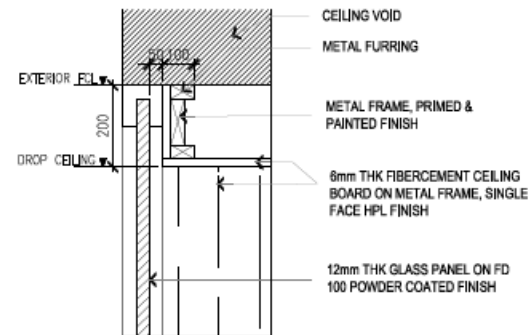




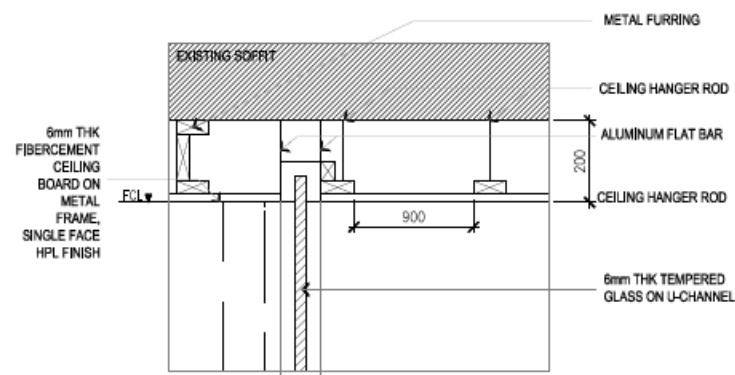




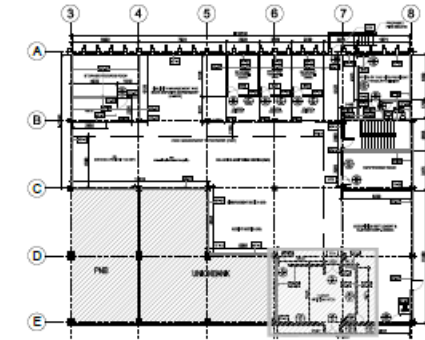
**CASHIERS  
FLOOR PLAN**  
1  
A-07 SCALE 1:100



**TYPICAL GLASS PANEL TERMINATION  
SPOT DETAIL**  
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A-07 SCALE 1:50



**SSCD VIEWING GLASS  
SPOT DETAIL**  
3  
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**KEY PLAN**  
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A-07 SCALE NTS  
MAIN LOBBY/ CMD CASHIER

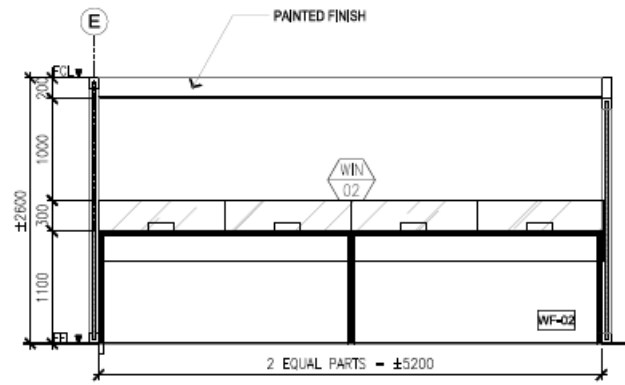


**MAIN LOBBY/ SSCD COUNTERS**

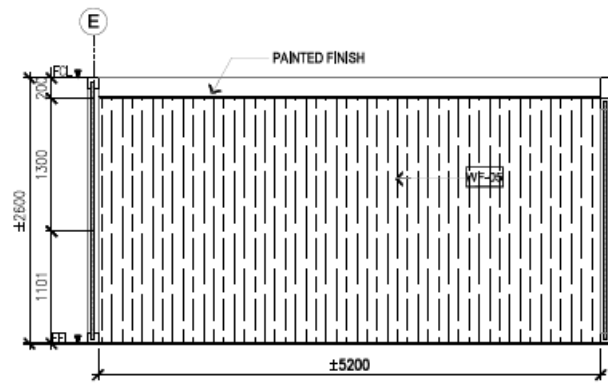


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INTERIOR PERSPECTIVE**  
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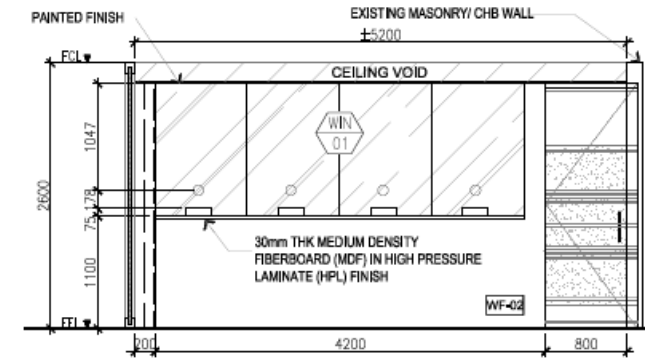




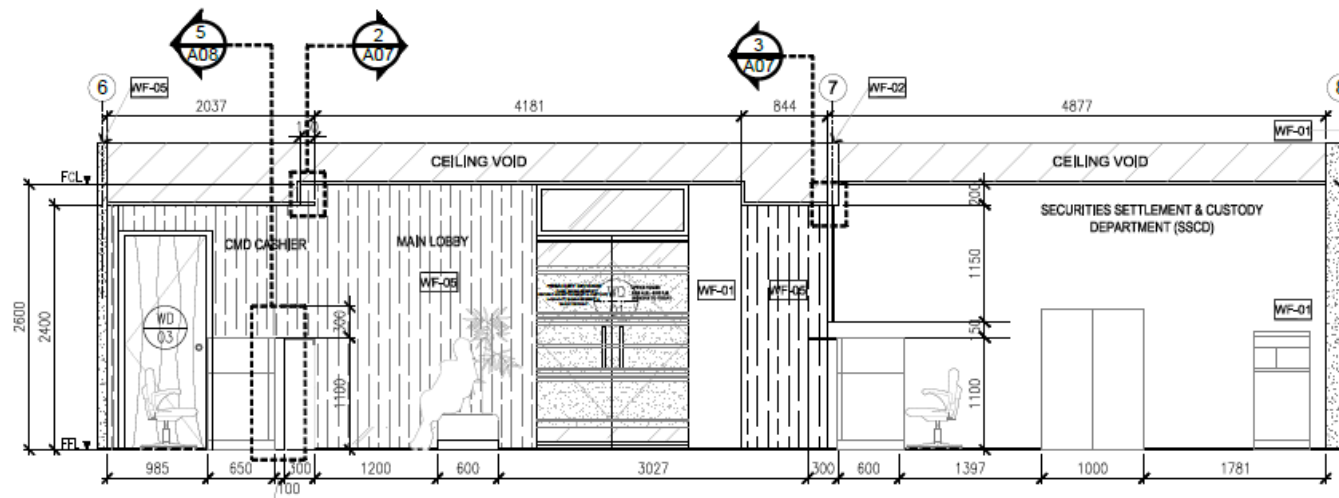
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CMD CASHIERS  
INTERIOR ELEVATION



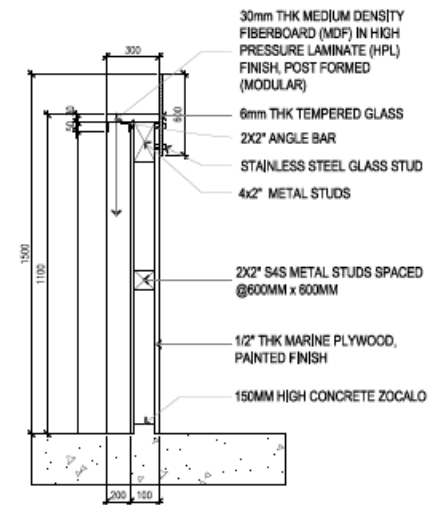
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INTERIOR ELEVATION



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INTERIOR ELEVATION

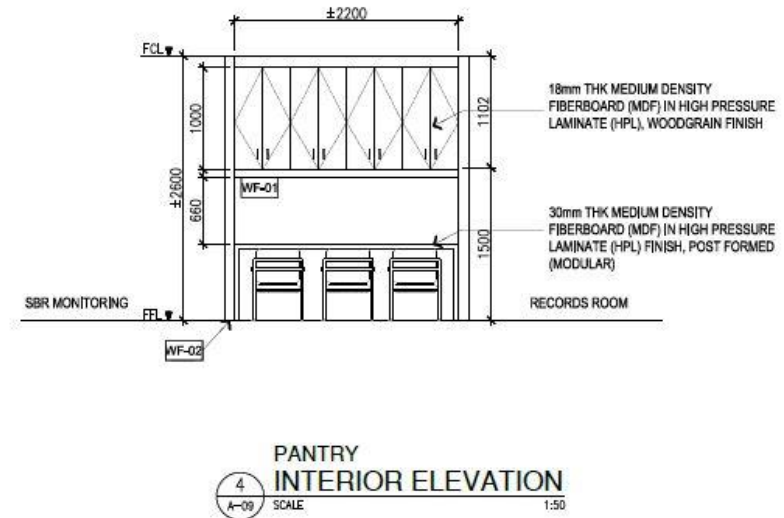
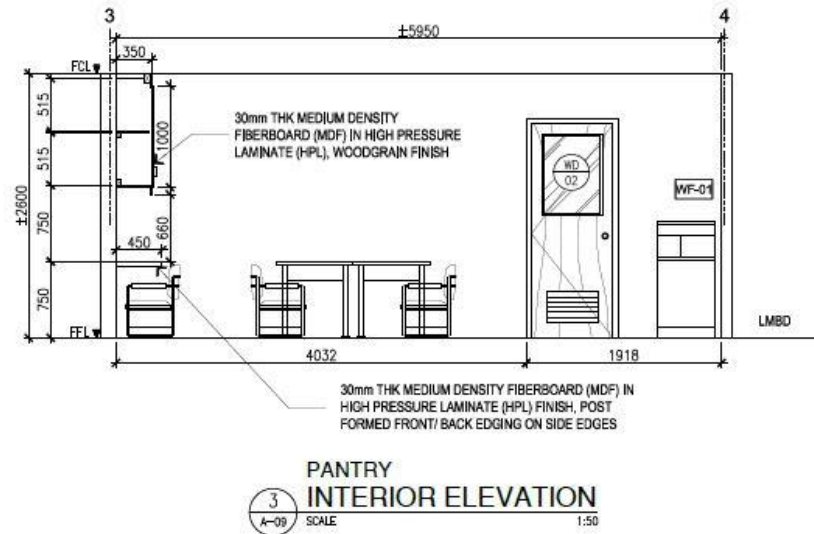
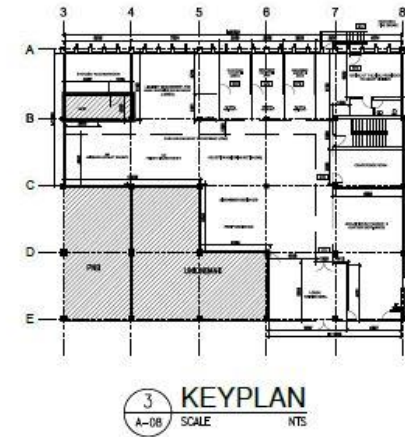
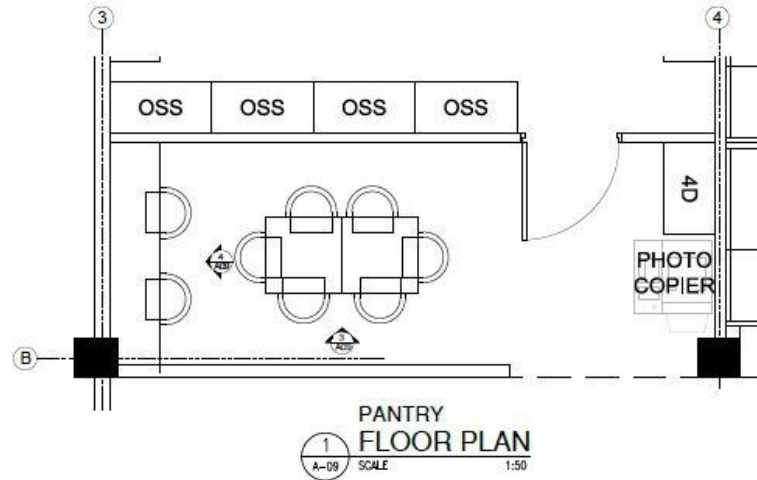


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CROSS SECTION



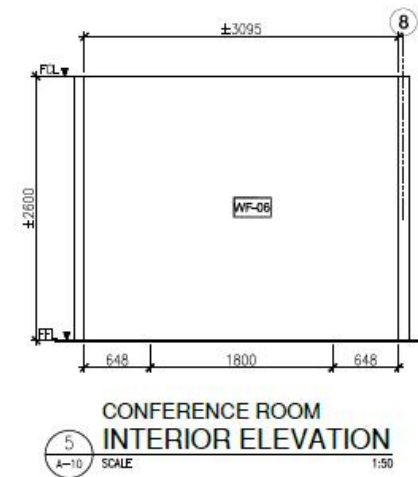
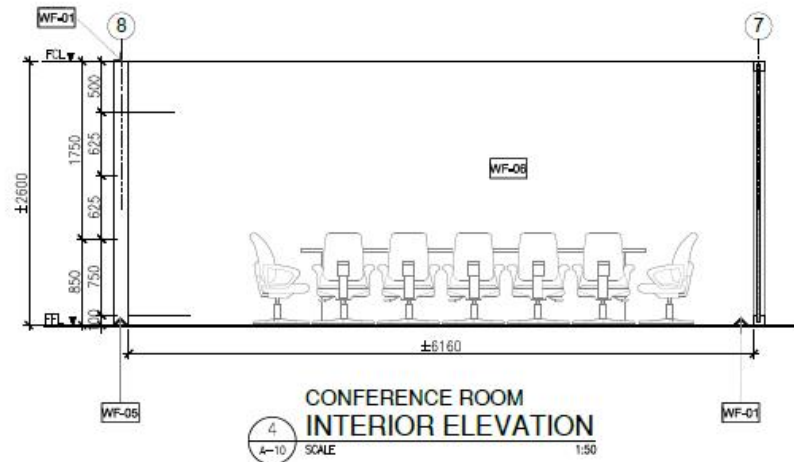
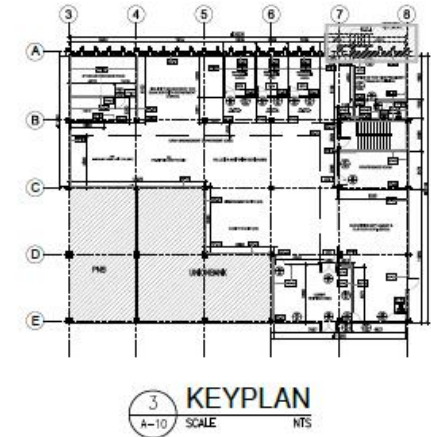
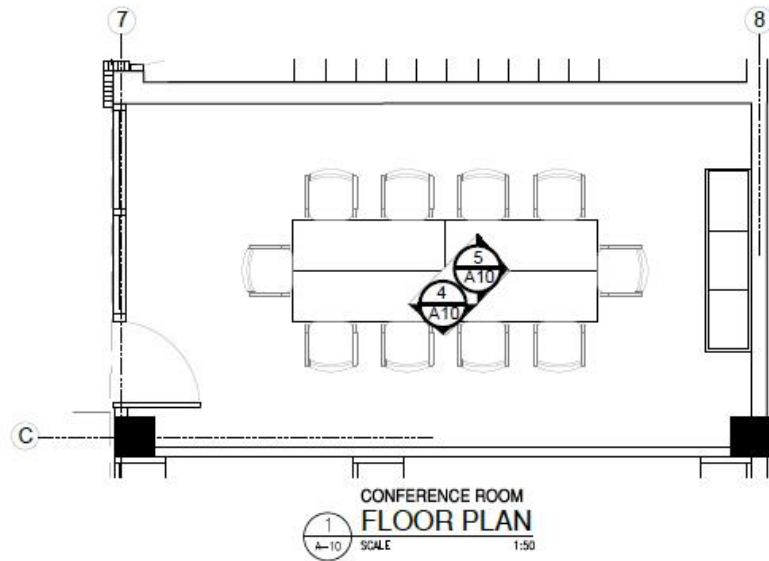
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SPOT DETAIL





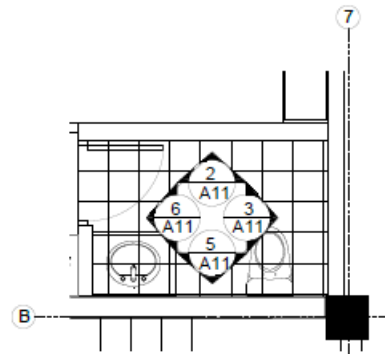
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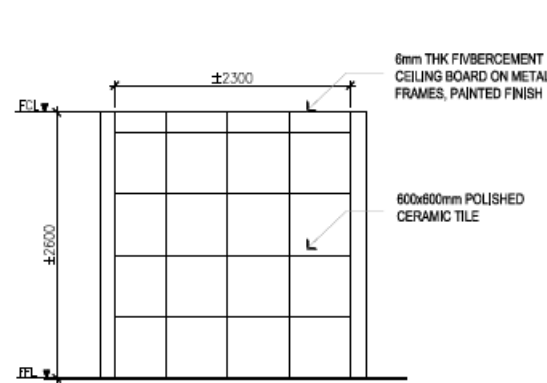


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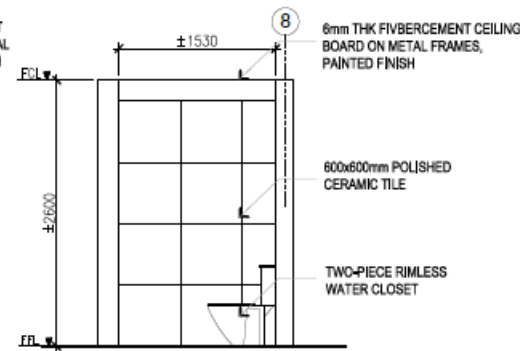




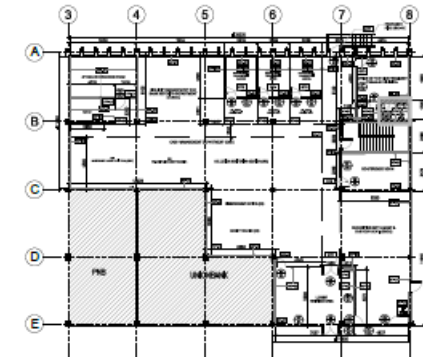
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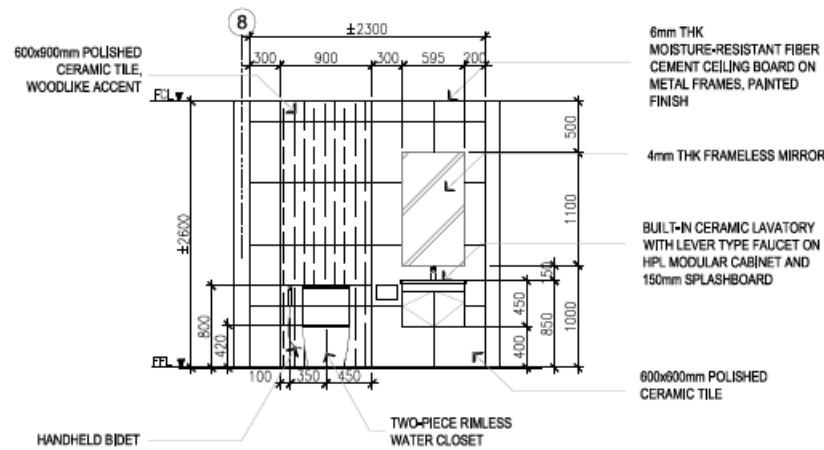
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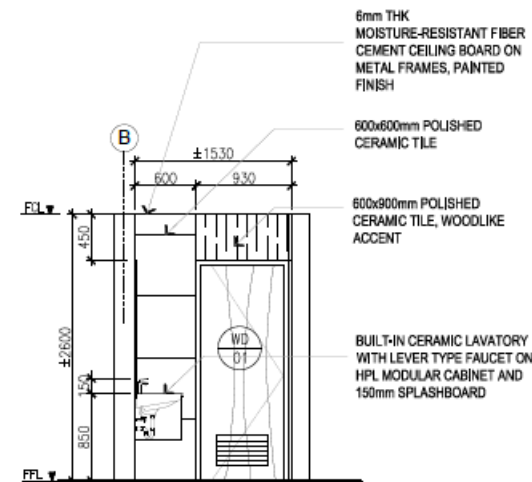
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4  
A-11  
KEYPLAN  
SCALE NTS



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OVP RESTROOM  
INTERIOR ELEVATION  
SCALE 1:50



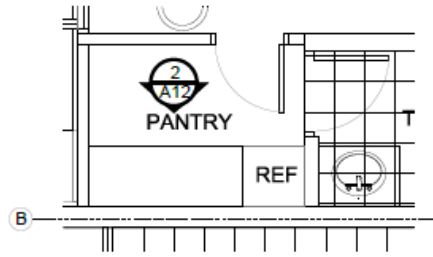
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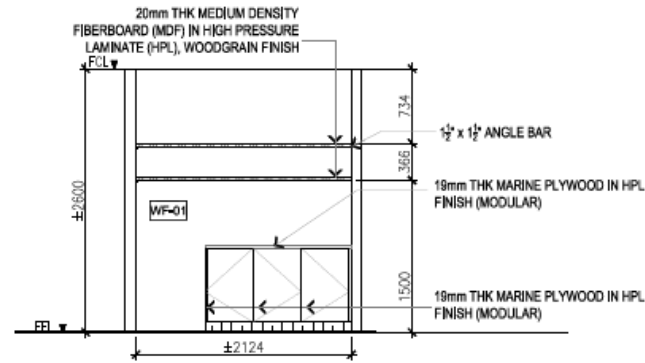
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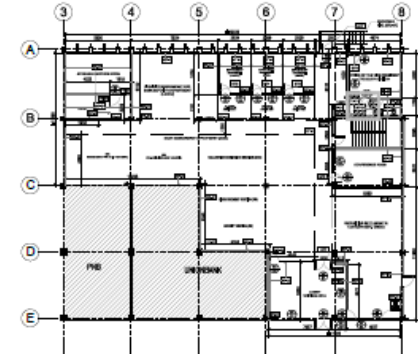




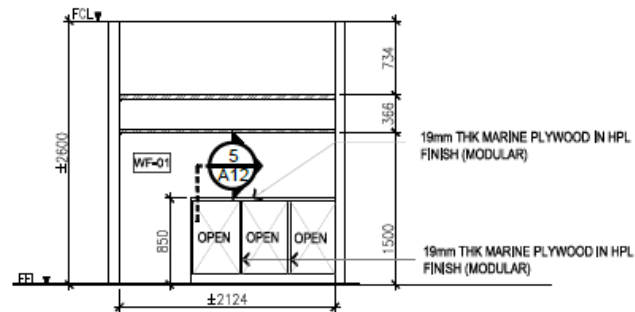
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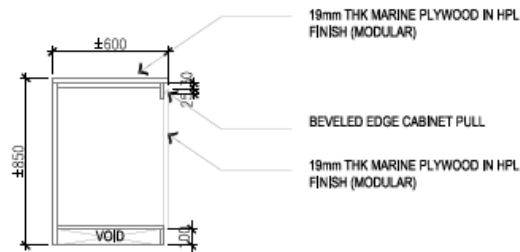
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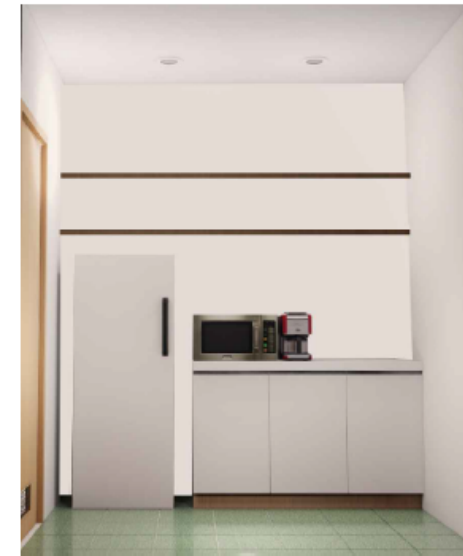
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A-12 SCALE NTS



**OVP PANTRY  
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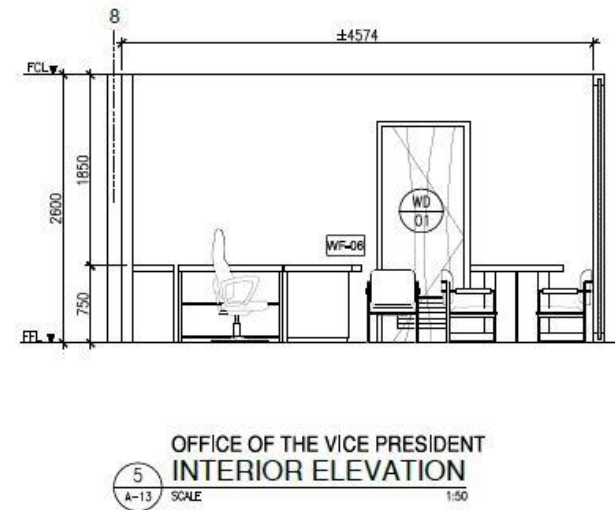
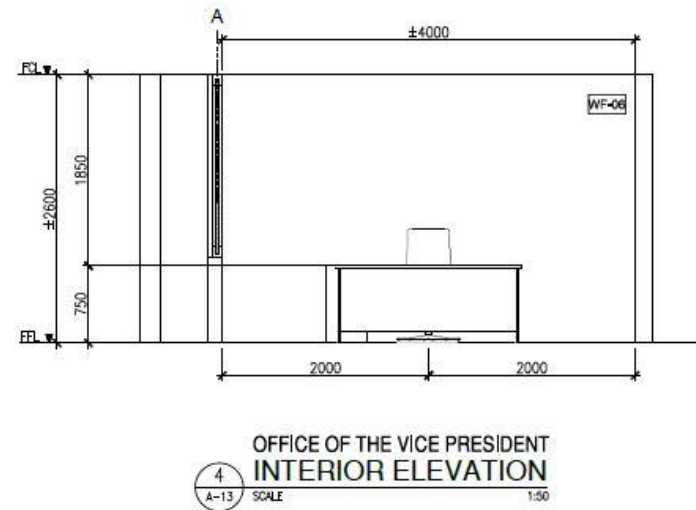
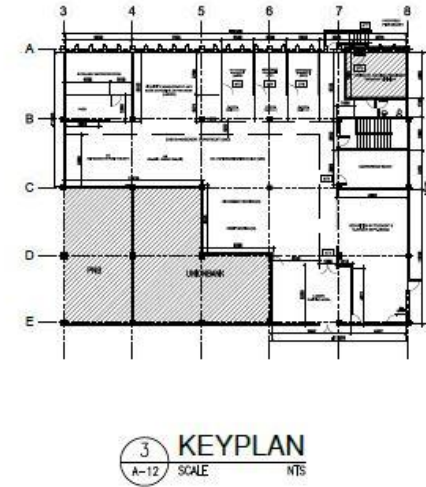
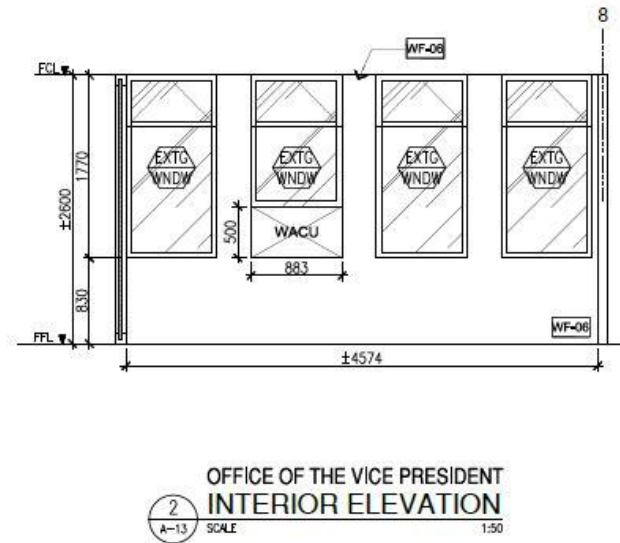
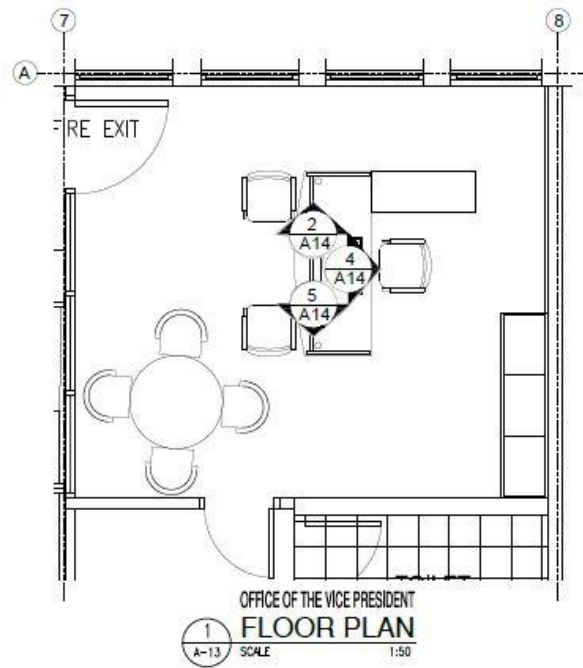
**OVP PANTRY  
MODULAR CABINET DETAIL**  
5  
A-12 SCALE 1:50



**OVP PANTRY  
INTERIOR PERSPECTIVE**  
6  
A-12 SCALE NTS

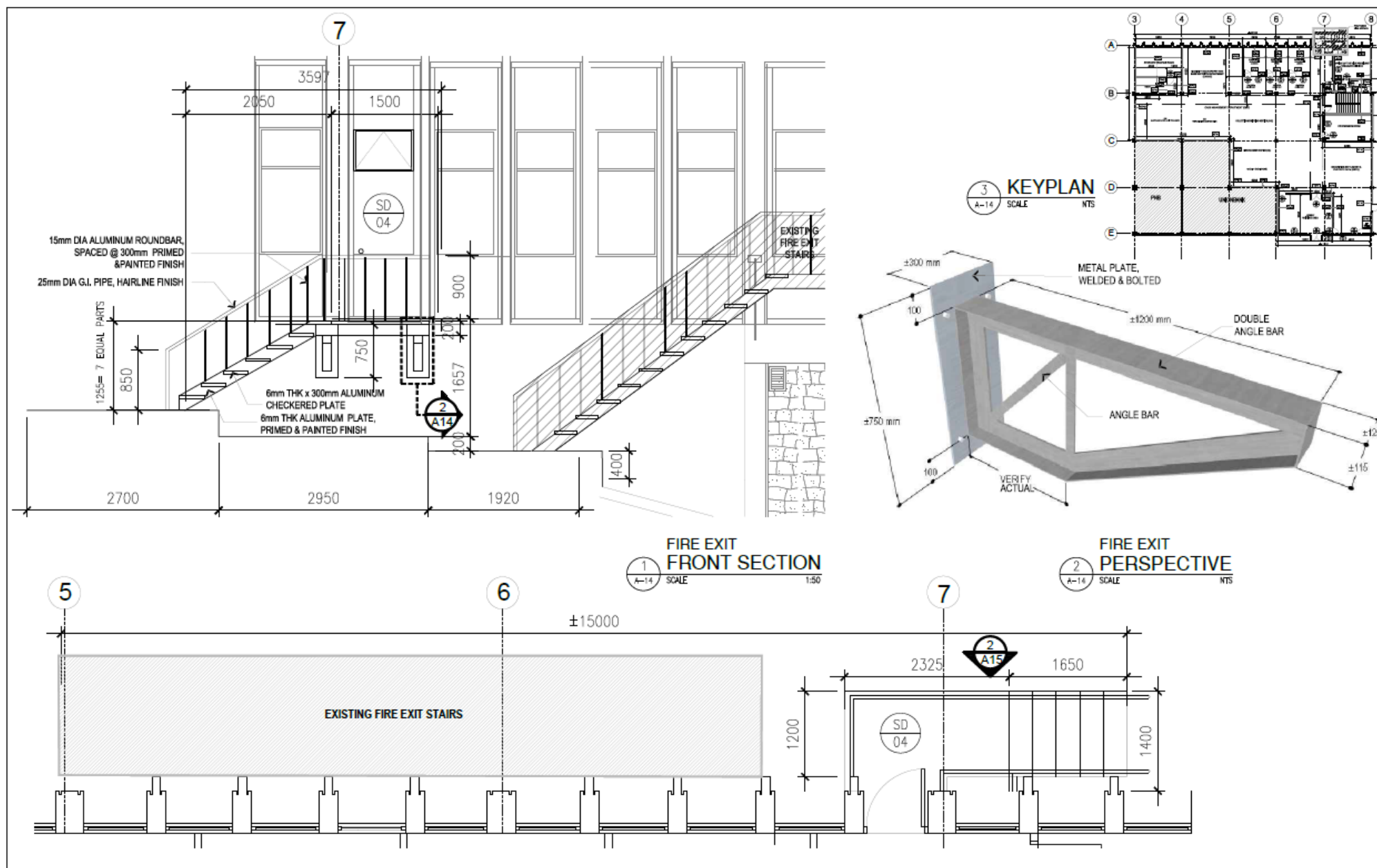
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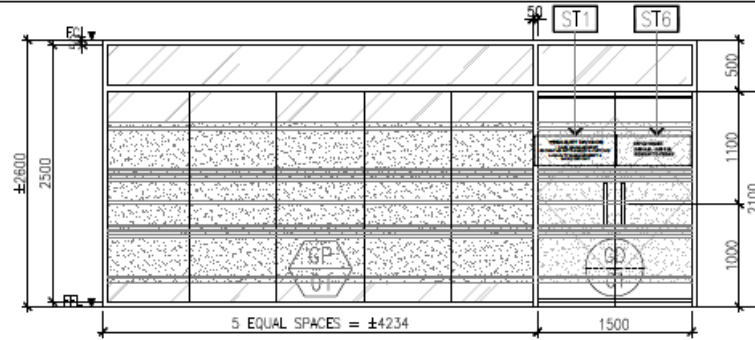


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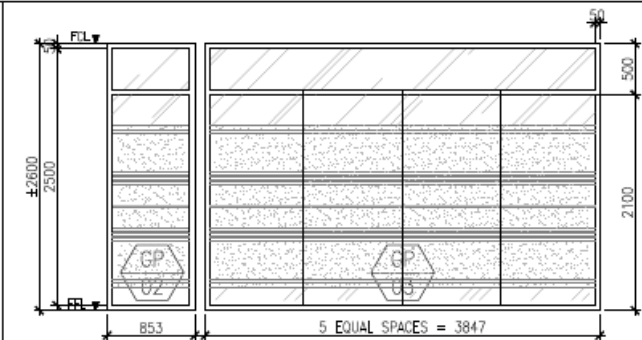




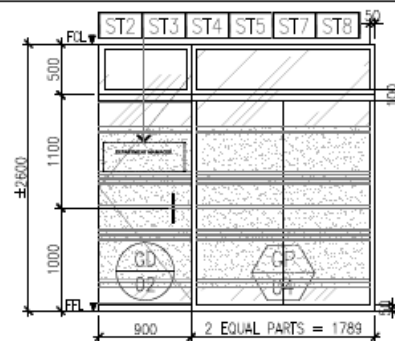




<div> <div>GD</div> <div>01</div> </div>	DESIGNATION: GLASS DOOR 01
	DESCRIPTION: DOUBLE LEAF SWING GLASS DOOR
	12mm THK TEMPERED CLEAR GLASS, FRAMELESS ON FD 100
	POWDERCOATED FINISH w/ H-TYPE STAINLESS STEEL DOOR HANDLE
	PATCH FITTINGS, HARDWARES & ACCESSORIES
2 SETS	w/ VINYL FROSTED STICKER AS SHOWN
	LOCATION: SSS LOBBY ENTRANCE, MAIN LOBBY CASHIER & SSCD CASHIER

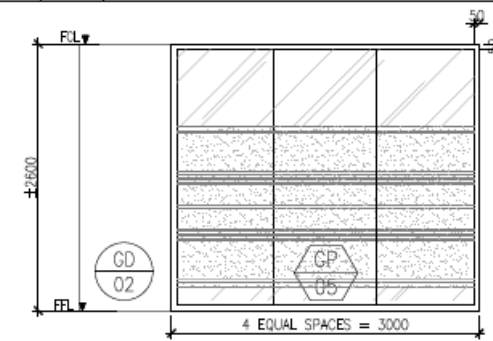


<div> <div>GP</div> <div>01</div> </div>	DESIGNATION: GLASS PARTITION 01, 02, 03
	DESCRIPTION: 12mm thk TEMPERED FRAMELESS CLEAR GLASS ON FD 100,
	TRANSOM: 10mm thk TEMPERED FRAMELESS CLEAR GLASS ON FD 100
	POWDER COATED FINISH w/ VINYL
	FROSTED STICKER AS SHOWN
AS SHOWN	LOCATION: MAIN LOBBY ENTRANCE



<div> <div>GD</div> <div>02</div> </div>	DESIGNATION: GLASS DOOR 02
	DESCRIPTION: SINGLE LEAF SWING GLASS DOOR
	12mm THK TEMPERED CLEAR GLASS, FRAMELESS ON FD 100
	POWDERCOATED FINISH w/ H-TYPE STAINLESS STEEL DOOR HANDLE
	PATCH FITTINGS, HARDWARES & ACCESSORIES
6 SETS	w/ VINYL FROSTED STICKER AS SHOWN
	LOCATION: DEPARTMENT MANAGER'S OFFICE, OFFICE OF THE VICE PRESIDENT, CASHIERS' AREA, CONFERENCE ROOM

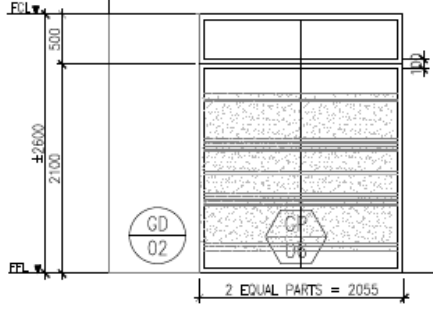
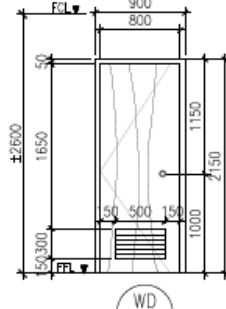
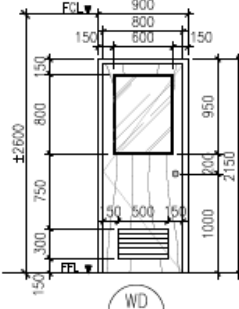
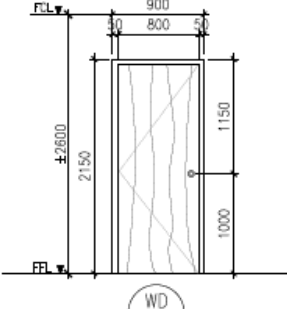
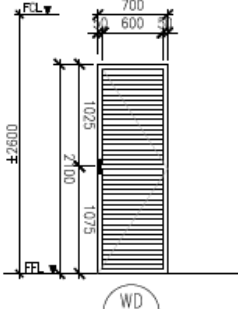
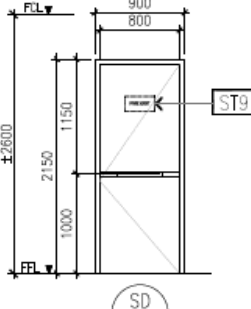
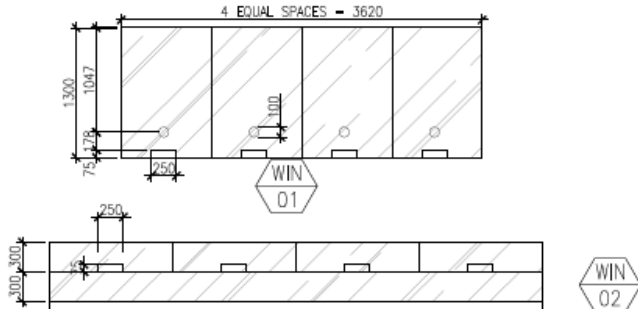
<div> <div>GP</div> <div>04</div> </div>	DESIGNATION: GLASS PARTITION 04
	DESCRIPTION: 10mm thk TEMPERED, FRAMELESS CLEAR GLASS ON
	FD 100, POWDER COATED FINISH w/ VINYL FROSTED STICKER AS
	SHOWN
	LOCATION: DEPARTMENT MANAGER'S OFFICE
3 SETS	



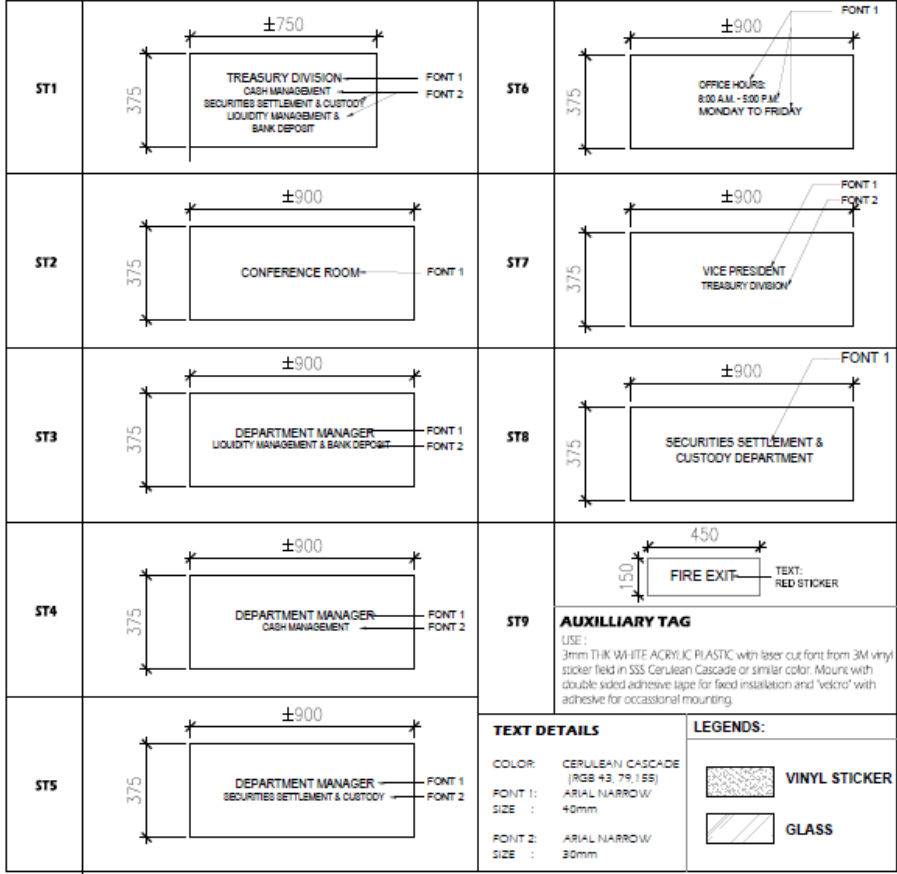
<div> <div>GP</div> <div>05</div> </div>	DESIGNATION: GLASS PARTITION 05
	DESCRIPTION: 10mm thk TEMPERED, FRAMELESS CLEAR GLASS ON FD 100, POWDER
	COATED FINISH w/ VINYL FROSTED STICKER AS SHOWN
1 SET	LOCATION: OFFICE OF THE VICE PRESIDENT

*[Signature]*

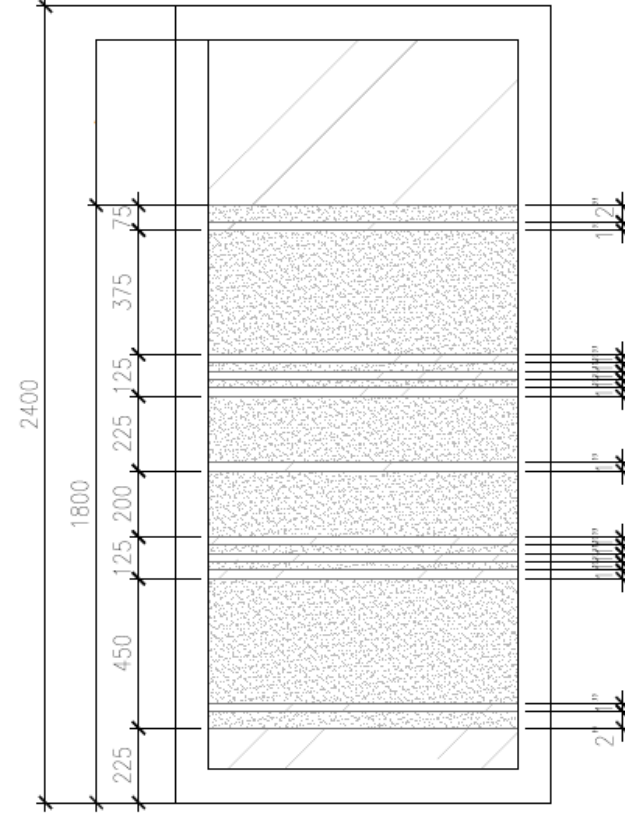


			
<div><div>GP 06</div><div>DESIGNATION: GLASS PARTITION 06 DESCRIPTION: 10mm thk TEMPERED, FRAMELESS CLEAR GLASS ON FD 100, POWDER COATED FINISH w/ VINYL FROSTED STICKER AS SHOWN</div></div> <div><div>1 SETS</div><div>LOCATION: CONFERENCE ROOM</div></div>	<div><div>WD 01</div><div>DESIGNATION: WOOD DOOR 01 DESCRIPTION: FLUSH HOLLOW CORE WOOD DOOR w/ BOTTOM LOUVER, CYLINDRICAL LOCKSET &amp; DOOR CLOSER, COMPLETE w/ HARDWARES &amp; ACCESSORIES</div></div> <div><div>2 SETS</div><div>LOCATION: PANTRY &amp; TOILET (OFFICE OF THE VICE PRESIDENT)</div></div>	<div><div>WD 02</div><div>DESIGNATION: WOOD DOOR 02 DESCRIPTION: FLUSH HOLLOW CORE WOOD DOOR w/ BOTTOM LOUVER, CYLINDRICAL LOCKSET, DOOR CLOSER &amp; 10mm THK TEMPERED VISION GLASS COMPLETE w/ HARDWARES &amp; ACCESSORIES</div></div> <div><div>1 SET</div><div>LOCATION: STOCK ROOM</div></div>	
			
<div><div>WD 03</div><div>DESIGNATION: WOOD DOOR 03 DESCRIPTION: FLUSH HOLLOW CORE WOOD DOOR w/ CYLINDRICAL LOCKSET &amp; DOOR CLOSER, COMPLETE w/ HARDWARES &amp; ACCESSORIES</div></div> <div><div>1 SET</div><div>LOCATION: CMD &amp; PVAT CASHIER</div></div>	<div><div>WD 04</div><div>DESIGNATION: WOOD DOOR 04 DESCRIPTION: DOUBLE LEAF LOUVERED WOOD DOOR w/ KD SOLID WOOD FRAMES, STAINLESS STEEL DOOR HANDLE &amp; LOCK, COMPLETE w/ HARDWARES &amp; ACCESSORIES</div></div> <div><div>1 SET</div><div>LOCATION: ELECTRICAL/MECHANICAL ROOM</div></div>	<div><div>SD 02</div><div>DESIGNATION: STEEL DOOR 01 DESCRIPTION: FLUSH HOLLOW CORE STEEL DOOR w/ PANIC DEVICE, COMPLETE w/ HARDWARES &amp; ACCESSORIES</div></div> <div><div>1 SET</div><div>LOCATION: FIRE EXIT</div></div>	<div><div>WIN 01 WIN 02</div><div>DESIGNATION: WINDOW 01 &amp; WINDOW 02 DESCRIPTION: 12mm thk NON-SCRATCH CLEAR ACRYLIC ON FD 100, POWDER COATED FINISH w/ VINYL FROSTED STICKER AS SHOWN</div></div> <div><div>AS SHOWN</div><div>LOCATION: MAIN LOBBY (SSCD &amp; CMD CASHIERS)</div></div>





1  
TREASURY DIVISION  
SIGNAGE TEXT DETAILS  
SCALE 1:15



2  
TREASURY DIVISION  
VINYL STICKER LAYOUT  
SCALE 1:15

*[Signature]*



## GENERAL NOTES

1. ALL ELECTRICAL WORKS HEREIN SHALL BE DONE IN ACCORDANCE WITH THE PROVISIONS OF THE LATEST EDITION OF THE PHILIPPINE ELECTRICAL CODE (PEC), LAWS AND ORDINANCES OF THE LOCAL CODE ENFORCING AUTHORITIES AND REQUIREMENT OF THE LOCAL POWER AND TELEPHONE COMPANY.
2. SERVICE POWER SHALL BE 230 VOLTS, THREE PHASE, 3 WIRES + 1 GROUND, 60 HZ.
3. SMALLEST BRANCH CIRCUIT WIRE SHALL BE 3.5 MM<sup>2</sup> THHN FOR POWER AND LIGHTING AND SHALL BE INSULATED FOR 600 VOLTS.
4. WHENEVER NECESSARY PROVIDE PULL BOX OF PROPER SIZE AND DIMENSION ALTHOUGH NOT INDICATED IN THE PLAN.
5. ALL BRANCH CIRCUIT SHALL BE INSTALLED AS INDICATED IN THE PLAN. INDIVIDUAL BRANCH CIRCUIT HOMERUNS SHALL NOT BE COMBINED IN THE SAME CONDUIT.
6. ALL SWITCHES, PANEL BOARDS, LIGHTING FIXTURES AND ALL NON-CURRENT CARRYING METAL PARTS SHALL BE PROPERLY GROUNDED IN ACCORDANCE WITH THE LATEST EDITION OF THE PEC.
7. ROUGHING-IN CONDUITS SHALL BE OF APPROVED TYPE AND APPLICATION, RSC EXPOSED, IMC AND PVC FOR LATERAL AND EMBEDDED LAY-OUT.
8. THE ELECTRICAL CONTRACTOR IS REQUIRED TO VISIT AND SURVEY THE SITE TO ASCERTAIN THE LOCAL CONDITION THAT MAY AFFECT DURING THE IMPLEMENTATION OF THE PROJECT.
9. ALL AREA AFFECTED BY THE CHIPPING/REMOVAL WORKS SHALL BE PATCHED OR RESTORED TO ITS ORIGINAL AESTHETIC CONDITION.
10. MOUNTING HEIGHTS SHALL BE AS FOLLOWS:
 

PANELBOARD	----	1.40 m ABOVE FINISHED FLOOR
SWITCHES	----	1.40 m ABOVE FINISHED FLOOR
CONVENIENCE OUTLETS	----	0.30 m ABOVE FINISHED FLOOR (FOR WALL MOUNTED)
	----	MODULAR RACEWAY (ON MODULAR WORKSTATIONS)
11. ALL ELECTRICAL WORKS HEREIN SHALL BE DONE UNDER THE SUPERVISION OF DULY LICENSED ELECTRICAL ENGINEER OR MASTER ELECTRICIAN.

## SYMBOLS & LEGEND:

	DUPLEX CONVENIENCE OUTLET, 3 PRONG, PARALLEL SLOT WITH GROUND, 15A, 2P, 230V BY UPS POWER IN FLUSH MOUNTED TYPE WITH OFF-WHITE PLATE COVER
	DUPLEX CONVENIENCE OUTLET, 3 PRONG, PARALLEL SLOT WITH GROUND, 15A, 2P, 230V BY NORMAL POWER IN FLUSH MOUNTED TYPE WITH BEIGE PLATE COVER
	POP-UP DUPLEX CONVENIENCE OUTLET, 3 PRONG, PARALLEL SLOT WITH GROUND, 15A, 2P, 230V BY UPS POWER IN FLUSH MOUNTED TYPE WITH OFF-WHITE PLATE COVER
	POP-UP DUPLEX CONVENIENCE OUTLET, 3 PRONG, PARALLEL SLOT WITH GROUND, 15A, 2P, 230V BY NORMAL POWER IN FLUSH MOUNTED TYPE WITH BEIGE PLATE COVER
	RECESSED MOUNTED (300 X 1200)mm, 42 WATTS, 175-265 VOLTS & 60HZ, COLOR: DAYLIGHT, LUMINOUS FLUX: 4,200 LM.
	RECESSED MOUNTED (600 X 600)mm, 42 WATTS, 175-265 VOLTS & 60HZ, COLOR: DAYLIGHT, LUMINOUS FLUX: 4,200 LM.
	RECESSED MOUNTED, 12 WATTS, DRIVER AC, 85-265 VOLTS & 60HZ, DAYLIGHT, DIAMETER: 6"
	EXHAUST FAN, CEILING MOUNTED, 55-WATTS MIN., 90-120CFM MIN., 230V, 60HZ., WITH GRILL SHUTTER/ LOUVER OR ITS APPROVED TYPE EQUIVALENT
	ENTRANCE/EXIT LIGHT, 3-WATTS (MINIMUM) LED, 220VAC.
	EMERGENCY LIGHT, 2X3-5W MIN. LED, 220V, SEALED LEAD ACID BATTERY
	DISTRIBUTION PANEL
	ECB, NEMA 3R ENCLOSURE, INDUSTRIAL TYPE (OUTDOOR)
	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)
	CIRCUIT DESIGNATION
	BRANCH CIRCUIT HOMERUN
	SPECIALIZED OUTLET, 3 PRONG, PARALLEL SLOT WITH GROUND, 15A, 2P, 230V

*[Signature]*







(ELPP): 70AT/100AF MAIN, THREE PHASE, 230VAC, 60Hz, 18kAIC, SURFACE MOUNTED, BOLT-ON CB NEMA I TYPE (PROPOSED)

CIRCUIT NO.	BRANCH CIRCUIT				LOAD DESCRIPTION	SWITCHES				NO. OF OUTLETS	VOLT AMPERE	AMPERE			SIZE OF WIRES AND CONDUITS
	AT	POLE	IAC	VOLT		S <sub>1</sub>	S <sub>2</sub>	S <sub>3</sub>	S <sub>4</sub>			AB	CA	BC	
1	20	2	10	230	C.O. CASHIER, LOBBY AND RECEIVING	-	-	-	-	9	1,620	7.04			2-#3.5.0mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
2	20	2	10	230	L.O. CASHIER, LOBBY AND RECEIVING	-	-	3	-	45	649	2.82			2-#3.5.0mm <sup>2</sup> THHN WIRE IN 20mm <sup>8</sup> PVC PIPE
3	20	2	10	230	C.O. DISBURSEMENT SECTION	-	-	-	-	9	1,620		7.04		2-#3.5.0mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
4	20	2	10	230	C.O. RECEIPT SECTION	-	-	-	-	12	2,160		9.39		2-#3.5.0mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
5	20	2	10	230	C.O. MONITORING TEAM	-	-	-	-	9	1,620			7.04	2-#3.5.0mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
6	20	2	10	230	C.O. MONITORING TEAM	-	-	-	-	10	1,800			7.83	2-#3.5.0mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
7	20	2	10	230	C.O. MONITORING TEAM	-	-	-	-	10	1,800	7.83			2-#3.5.0mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
8	20	2	10	230	C.O. MONITORING TEAM	-	-	-	-	9	1,620	7.04			2-#3.5.0mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
9	20	2	10	230	C.O. PANTRY & OSS	-	-	-	-	11	1,980		8.61		2-#3.5.0mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
10	20	2	10	230	C.O. LMBDO	-	-	-	-	10	1,800		7.83		2-#3.5.0mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
11	20	2	10	230	C.O. DM II (LMBDO, CMT & SSCD)	-	-	-	-	11	1,980			8.61	2-#3.5.0mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
12	20	2	10	230	C.O. SSCD & CONFERENCE ROOM	-	-	-	-	13	2,340			10.17	2-#3.5.0mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
13	20	2	10	230	L.O. SSCD, DISBURSEMENT SECTION & COLLECTION MONITORING SECTION	-	-	1	-	56	1,260	5.48			2-#3.5.0mm <sup>2</sup> THHN WIRE IN 20mm <sup>8</sup> PVC PIPE
14	20	2	10	230	L.O. OSS, SSCD, PANTRY, OSS, DM III (LMBDO, CMT & SSCD), CR,	10	3	-	-	65	1,465	6.37			2-#3.5.0mm <sup>2</sup> THHN WIRE IN 20mm <sup>8</sup> PVC PIPE
15	20	2	10	230	C.O. AIR-CURTAIN	-	-	-	-	2	500		2.17		2-#3.5.0mm <sup>2</sup> THHN WIRE IN 20mm <sup>8</sup> PVC PIPE
16	20	2	10	230	SPARE	-	-	-	-	-	500		2.17		-
TOTAL :						10	3	1	-	227	24,714	36.58	37.21	33.65	3-#14.0mm <sup>2</sup> THHN WIRE 1-#5.5mm <sup>2</sup> THHN IN GROUND IN 20mm <sup>8</sup> MC PIPE

COMPUTATION:

TOTAL COMPUTED LOAD:  
= 37.21 X 1.732 X 80%  
= 51.56 AMPS

SIZE OF DISCONNECT, WIRES AND CONDUIT  
= 1.25(51.56)  
= 64.45 AMPS

MAIN: 70 AMPS, THREE PHASE, 230VAC, 60Hz, 18 kAIC  
USE : 3-#14.0mm<sup>2</sup> THHN WIRE  
1-#5.5mm<sup>2</sup> THHN IN GROUND IN 20mm<sup>8</sup> MC PIPE

(UPSDP): 50AT/100AF MAIN, THREE PHASE, 230VAC, 60Hz, 18kAIC, SURFACE MOUNTED, BOLT-ON CB NEMA I TYPE (PROPOSED)

CIRCUIT NO.	BRANCH CIRCUIT				LOAD DESCRIPTION	NO. OF OUTLETS	VOLT AMPERE	AMPERE			SIZE OF WIRES AND CONDUITS
	AT	POLE	IAC	VOLT				AB	CA	BC	
1	20	2	10	230	CASHIER, LOBBY AND RECEIVING	8	1,440	6.26			2-#3.5mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
2	20	2	10	230	SSCD & CONFERENCE ROOM	12	2,160	9.39			2-#3.5mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
3	20	2	10	230	DISBURSEMENT SECTION	9	1,620		7.04		2-#3.5mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
4	20	2	10	230	C.O. RECEIPT SECTION	12	2,160		9.39		2-#3.5mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
5	20	2	10	230	C.O. MONITORING TEAM	9	1,620			7.04	2-#3.5mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
6	20	2	10	230	C.O. MONITORING TEAM	10	1,800			7.83	2-#3.5mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
7	20	2	10	230	C.O. MONITORING TEAM	9	1,620	7.04			2-#3.5mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
8	20	2	10	230	C.O. MONITORING TEAM	9	1,620	7.04			2-#3.5mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
9	20	2	10	230	C.O. LMBDO	12	2,160		9.39		2-#3.5mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
10	20	2	10	230	C.O. DM III (LMBDO, CMT & SSCD)	9	1,620		7.04		2-#3.5mm <sup>2</sup> THHN WIRE 1-3.5mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> PVC PIPE
11	20	2	10	230	SPARE	-	1,800			7.83	-
12	20	2	10	230	SPARE	-	1,800			7.83	-
TOTAL :						99	17,820	29.73	32.86	30.53	3-#8.0mm <sup>2</sup> THHN WIRE 1-5.0mm <sup>2</sup> THHN GROUND IN 20mm <sup>8</sup> MC PIPE

COMPUTATION:

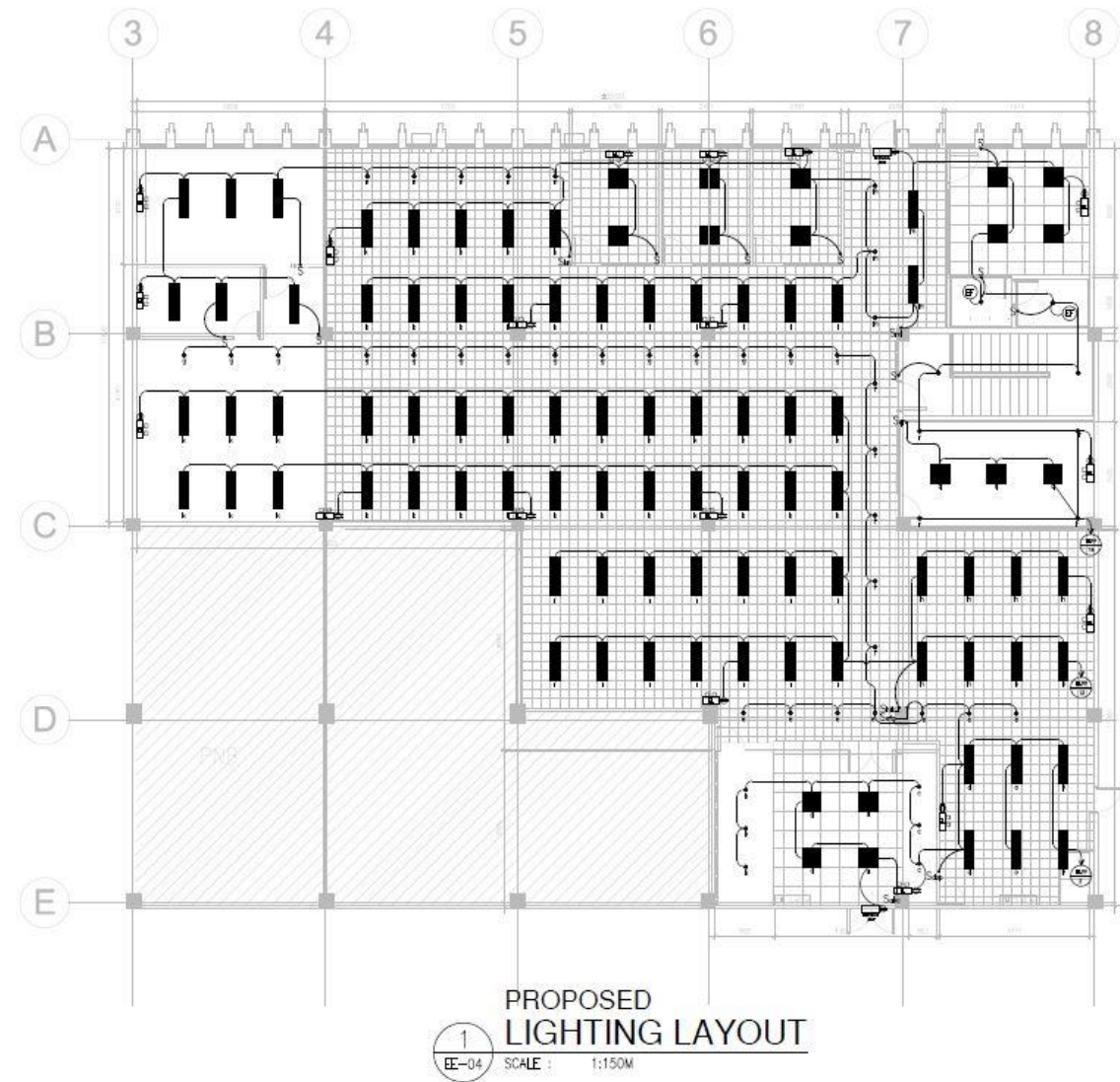
TOTAL COMPUTED LOAD:  
= 32.86 X 80%  
= 26.29 AMPS

SIZE OF DISCONNECT, WIRES AND CONDUIT  
= 1.25(26.29)  
= 32.86 AMPS

MAIN: 50 AMPS, THREE PHASE, 230VAC, 60Hz, 18 kAIC  
USE : 3-#8.0mm<sup>2</sup> THHN/THWN STRANDED WIRE WITH  
1-#5.0mm<sup>2</sup> THHN/THWN IN 20mm<sup>8</sup> MC PIPE

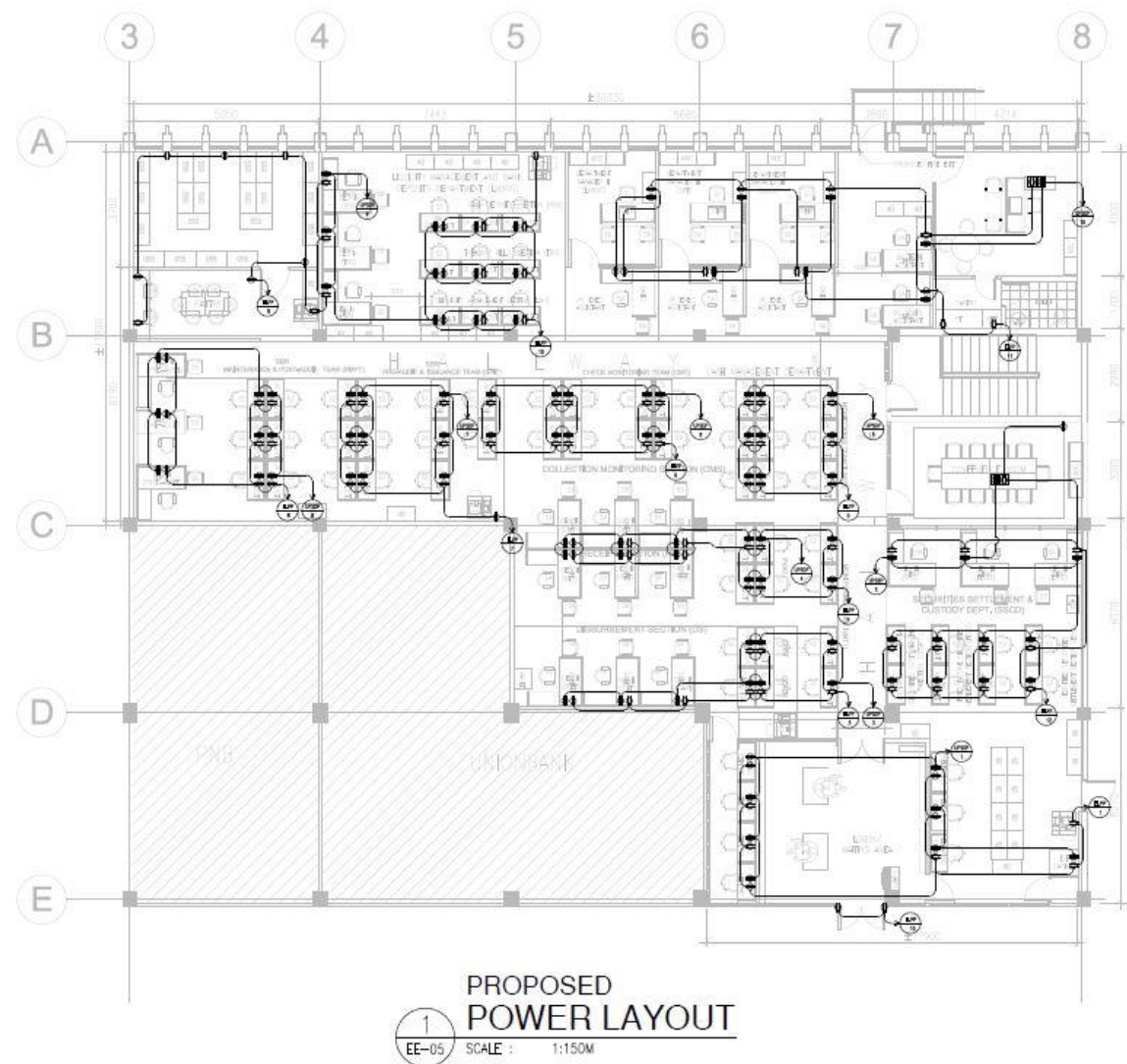
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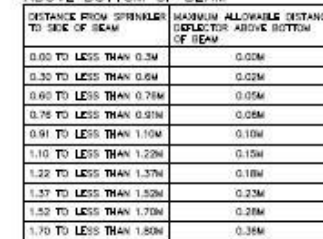




*[Signature]*



1. ALL WORKS HEREIN INCLUDED SHALL BE EXECUTED ACCORDING TO THE PROVISION OF THE FIRE CODE OF THE PHILIPPINES AND NFPA.
2. THE WORK SHALL BE EXECUTED IN CLOSE COORDINATION WITH ALL TRADES.
3. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR THE EXACT LOCATION AND DIMENSIONS OF ALL REQUIRED WALL AND FLOOR OPENINGS.
4. PIPE SUPPORT, HANGERS AND BRACINGS SHALL BE OF THE APPROVED TYPE AND SHALL BE INDEPENDENT FROM CEILINGS AND DUCT SUPPORTS.
5. ALL PIPING SHALL BE HYDROTESTED AT 200 psi FOR 2 HOURS BY THE FIRE PROTECTION CONTRACTOR. HYDROSTATIC TESTS SHALL BE DONE ACCORDING TO NFPA STANDARDS.
6. ALL PIPINGS SHALL BE PAINTED WITH RED OXIDE PRIMER AND 2 COATS OF RED ENAMEL FINISH BY THE FIRE PROTECTION CONTRACTOR
7. SPRINKLER TEMP. RATING SHALL BE 155F FOR ORDINARY ROOMS
8. PROVIDE STEEL PIPE SLEEVES ON PIPE PENETRATING CONCRETE WALLS.
9. PIPE MATERIAL-BLACK IRON PIPE SCHEDULE 40, ASTM A53, ERW



DETAIL OF SPRINKLER HEADS MOUNTING  
LOCATED ABOVE / BOTTOM OF BEAMS

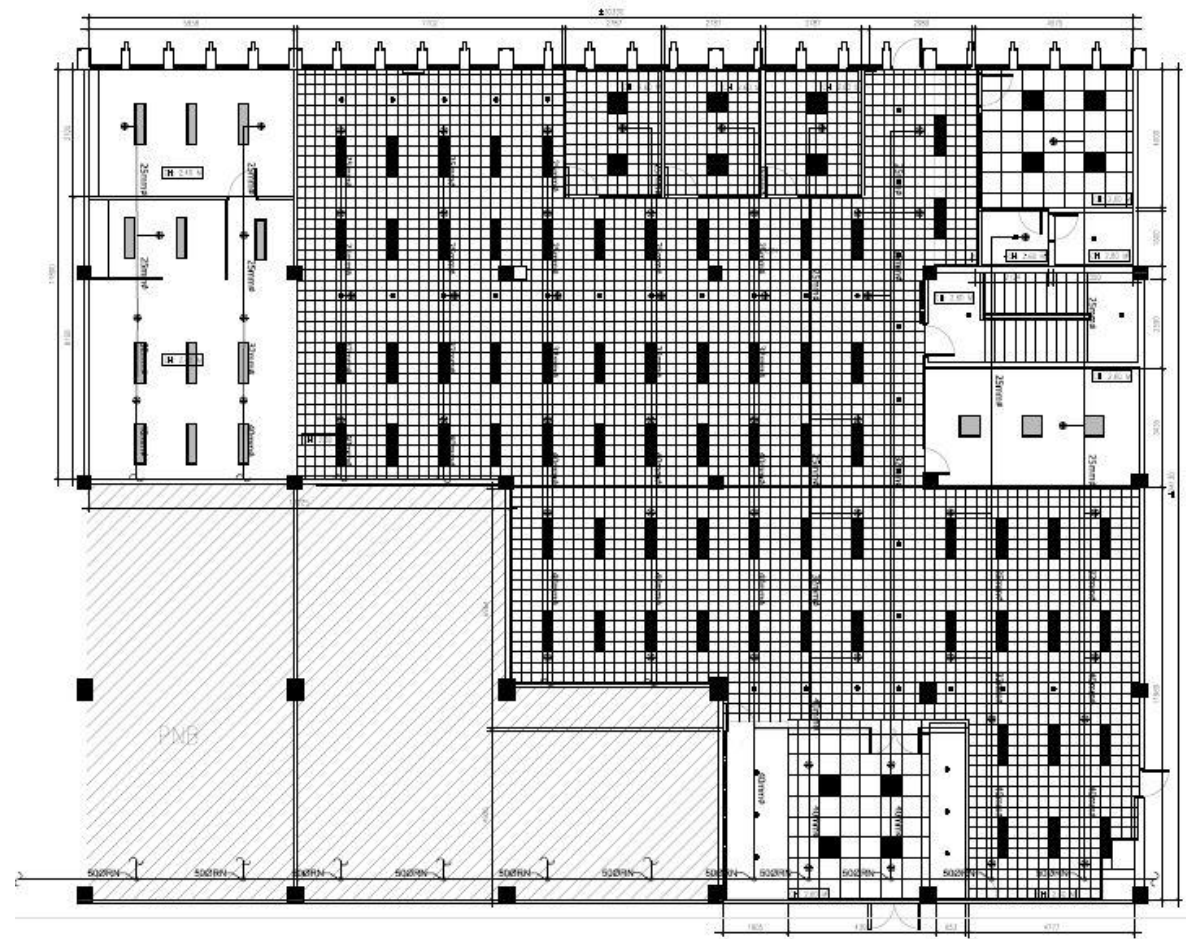


PPE SIZE 10" (Jelly)	ROD DIA. 8" (Jelly)	B	C	A MAX.	W x T	K x L
50	9.85	111.12	143	69.30	25 x 3	M10 x 85
75	12.7	105.0	165.1	30.23	40 x 5	M12 x 115
100	15.9	133.35	40	33.27	40 x 5	M12 x 130
150	19.1	176.12	257	50.00	40 x 5	M16 x 190

### 3 DETAIL OF PIPE HANGER

M-02 SCALE: NTS





1 PROPOSED FIRE PROTECTION LAYOUT  
FP-02 SCALE 1:150

*[Signature]*



## GENERAL NOTES: MECHANICAL WORKS

- ALL MECHANICAL DESIGN AND INSTALLATION WORKS SHALL BE IN ACCORDANCE WITH THE LATEST ASHRAE, SMACNA STANDARDS, PSME CODE, NATIONAL BUILDING CODE AND THE CITY ORDINANCES.
- THE TOTAL SCOPE OF WORK SHALL INCLUDE ALL WORKS DESCRIBED IN PLANS AND LISTED IN THE TECHNICAL SPECIFICATIONS FOR MECHANICAL WORKS.
- THE WORKS SHALL BE EXECUTED IN CLOSE COORDINATION WITH ALL TRADES SUPERVISED BY ENGINEERING PRACTITIONER.
- ALL AIR CONDITIONED SPACES SHALL BE MAINTAINED AT 22°C TO 24°C Db @ 50% ±5 RH.
- CONTRACTOR/SUPPLIER SHALL INSTALL ALL EQUIPMENT IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATION.
- THIS CONTRACTOR SHALL BE RESPONSIBLE FOR ALL THE BALANCING, TESTING AND COMMISSIONING OF THE WHOLE VENTILATION AND AIR CONDITIONING SYSTEM AS INSTALLED.
- ALL POWER WIRINGS UP TO CIRCUIT BREAKER SHALL BE BY ELECTRICAL CONTRACTOR AND FROM CIRCUIT BREAKER TO EQUIPMENT BY MECHANICAL CONTRACTOR, SEE NOTE UNDER SEQUENCE OF OPERATION.
- VERIFY LOCATION OF THERMOSTAT IN COORDINATION TO ARCHITECTURAL LOCATION.
- APPROVIDE PIPE SLEEVES FOR ALL PIPING PASSING THROUGH BUILDING STRUCTURE.
- PIPE INSULATION SHALL BE 15mm THK ELASTOMERIC RUBBER FOR DRAIN LINES AND 25mm THK ELASTOMERIC RUBBER WITH VAPOR BARRIER FOR REFRIGERANT LINES.
- PIPE ALL EQUIPMENT CONDENSATE DRAIN LINE TO THE NEAREST FLOOR DRAIN, DRAIN STUB-OUT OR CATCH BASIN PROVIDED BY THE PLUMBING CONTRACTOR. USE MINIMUM OF 25mm, POC DRAIN LINE.
- ALL REFRIGERANT PIPE SHALL BE TYPE "L" HARD DRAWN COPPER TUBING FOR 5TR AND TYPE "M" FOR BELOW 5TR.
- PITCH ALL HORIZONTAL REFRIGERATION LINE WITH A MINIMUM OF 13mm IN 3m IN THE DIRECTION OF REFRIGERANT FLOW.
- PROVIDE OIL TRAP WHEN EVER FAN COIL UNIT ELEVATION IS BELOW THE ACCU.
- USE THE NEXT BIGGER SIZE REFRIGERANT PIPE WHEN THE TOTAL EQUIVALENT LENGTH IS MORE THAN 25M.
- ALL INCIDENTAL MATERIALS AND SERVICES ESSENTIAL TO THE COMPLETION OF THE PROJECT SHALL BE PROVIDED AND RENDERED AT THE CONTRACTOR'S LIABILITY AND RESPONSIBILITIES.
- APPROPRIATE MOUNTING AND SUPPORTS SHALL BE PROVIDED TO RIGIDLY SECURE ALL INSTALLATION.
- ALL EXHAUST FANS TO BE CONNECTED TO A FLEXIBLE DUCT PIPE THEN, TAPPED TO EXISTING EXHAUST STUB-OUT PROVISION.

## MECHANICAL LEGEND & ABBREVIATION

ACCU	AIR-COOLED CONDENSING UNIT	⊗	REFRIGERANT PIPE RISER	EF	EXHAUST FAN
FCU	FAN COIL UNIT	⊕	CEILING MOUNTED EXHAUST FAN	AC	AIR CURTAIN
←J→	AIR FLOW	—	AIR-CURTAIN	CFM	CUBIC FEET PER MINUTE
■	4-WAY DIFFUSER	KW	KILOWATTS	PH	PHASE
XX	FAN COIL UNIT	V	VOLTS	HZ	HERTZ
XXX	EQUIPMENT NUMBER	HP	HORSE POWER	N	BRAND NEW UNIT

## EQUIPMENT SCHEDULE: VENTILATING FANS

DESIGNATION	TYPE	DESCRIPTION	SUPPLY AIR CFM	MOTOR RATINGS WATTS	FAN EFFICIENCY (MINIMUM)	DME	ELECTRICAL CHARACTERISTICS			LOCATION		REMARKS
							VOLTS	PHASE	HERTZ	FLOOR	AREA SERVED	
EF 101 - N	EXHAUST FAN	CEILING TYPE W/ SHUTTER	200 (MINIMUM)	30-50	80	DIRECT	230	1	60	GF	PANTRY	PROPOSED UNIT
EF 102 - N	EXHAUST FAN	CEILING TYPE W/ SHUTTER	200 (MINIMUM)	30-50	80	DIRECT	230	1	60	GF	TOILET	PROPOSED UNIT
AC 101/102 - N	AIR CURTAIN	3M EFFECTIVE DISTANCE	700 (MINIMUM)	80-120	80	DIRECT	230	1	60	GF	ENTRANCE/EXIT	PROPOSED UNIT

## ROOM AIR - CONDITIONER

DESIGNATION	DESCRIPTION	COOLING CAPACITY		BRAND	SERIAL NUMBER	LOCATION		REMARKS
		HP	RT			FLOOR LEVEL	AREA SERVED	
RAC 1	WINDOW TYPE	2HP	5.21	PANASONIC	_____	GF	LMRD OFFICE AREA	EXISTING UNIT
RAC 2	WINDOW TYPE	2HP	5.21	PANASONIC	_____	GF	DM-II LMRD	FOR RELOCATION
RAC 3	WINDOW TYPE	2HP	5.21	PANASONIC	_____	GF	DM-II CMT	FOR RELOCATION
RAC 2	WINDOW TYPE	2HP	5.21	PANASONIC	_____	GF	DM-II SSCD	EXISTING UNIT
RAC 3	WINDOW TYPE	2HP	5.21	PANASONIC	_____	GF	VP OFFICE	EXISTING UNIT

## MATERIAL SPECIFICATIONS

MATERIALS	SPECIFICATIONS
01. DUCTWORKS, SHEET METAL	A/C : GA. 22 G.L., GALFAN, GALVA BOND OR APPROVED EQUAL
02. DUCT INSULATION	A/C : 25MM THK POLYURETHAN DUCT INSULATION
03. DUCT INS. ADHESIVE	NON- FLAMMABLE
04. SUPPLY CEILING DIFFUSER	4-WAY CEILING DIFFUSER
05. DUCT TAPE	ALUMINUM, 25MM WIDE
06. DUCT SEALANT	NON-FLAMMABLE, WATER BASE SEALANT
07. FLEX. ROUND DUCT	150mm Dia. "WIRE-MOLD" WITH FIBERGLASS INSULATION
08. SUPPLY AIR GRILLE	4-WAY, FIXED BLADE
09. RETURN AIR GRILLE	SINGLE DEFLECTION, FIXED BLADE

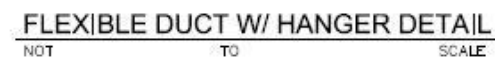
1  
M-01

## GENERAL NOTES & EQUIPMENT SCHEDULE

SCALE: NTS

*[Signature]*





1 MISCELLANEOUS DETAILS  
M-02 SCALE: NTS

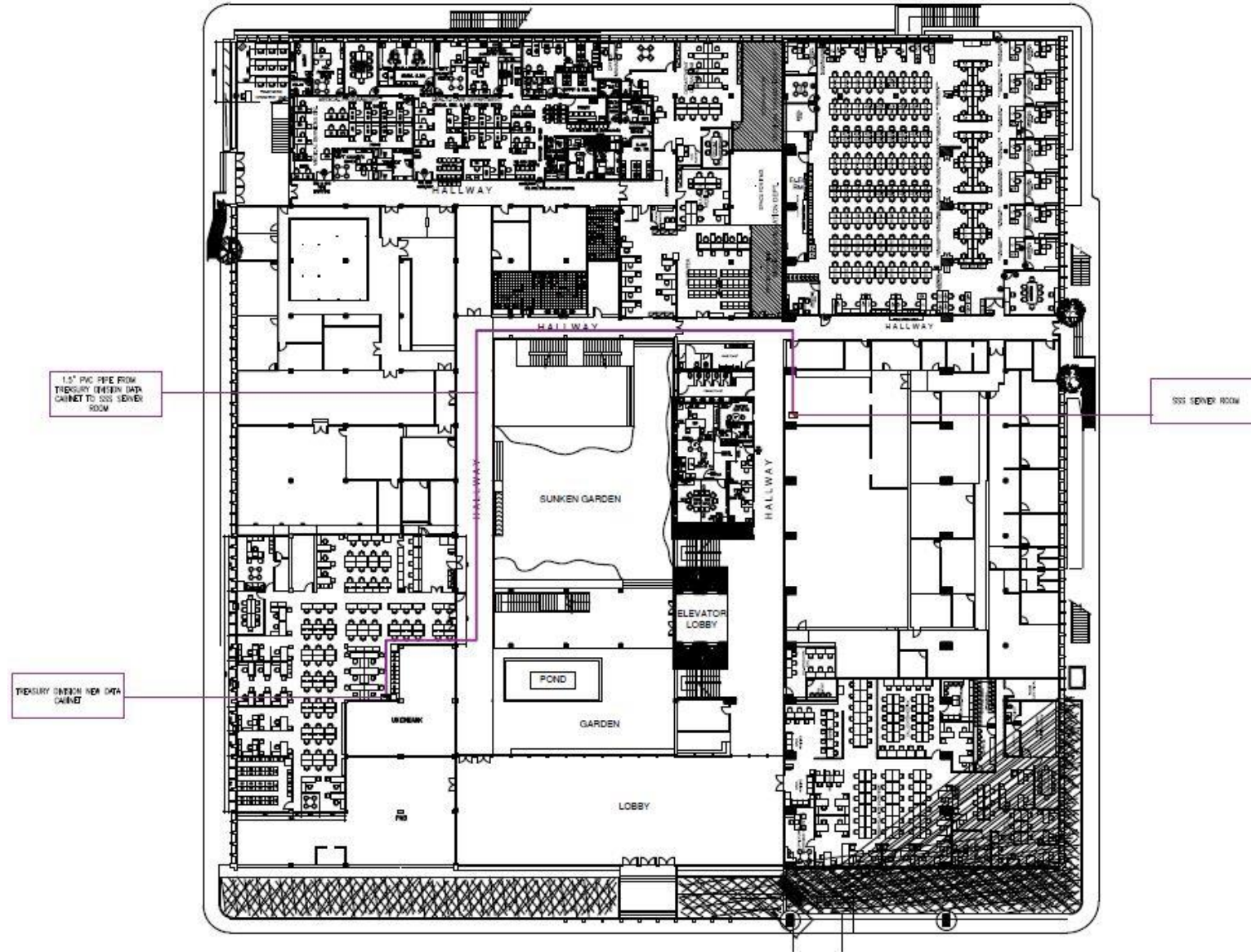




1 PROPOSED MECHANICAL LAYOUT  
M-03 SCALE 1:150

*[Signature]*





*[Handwritten signature]*





- PVC IN CABLE RACKWAYS WITH TUBES
- PIPE FROM OLD DATA CABINET TO NEW DATA CABINET
- PIPE FROM SSS SERVER ROOM TO NEW DATA CABINET
- PULL BOX/SQUARE BOX
- OVER THE CEILING PIPES
- FLOOR MOUNTED PIPES
- ▽ 4 PORT DATA OUTLET W/ FACE PLATE
- ▽ 2 PORT DATA/VOICE OUTLET W/ FACE PLATE
- ▽ CM SINGLE DATA OUTLET W/ FACE PLATE (CEILING MOUNTED)
- NEW DATA CABINET

#### GENERAL NOTES/SCOPE OF WORKS:

1. SUPPLY NECESSARY MATERIALS: MARKING, TUBES AND TERMINAL INFORMATION FOR THE FULL IMPLEMENTATION OF THE PROJECT.
2. ROUTING-HAS INSTALLED OVER THE BUILDING SHALL BE CABLE RACKWAY 2"X4"X6"X8" ON OTHERS MAY USE PVC PIPES.
3. SUPPLY OF NETWORK CABINET 42U (ROOM 4 ROOM 3, 4, 5, 6, 7, 8) WITH 12 PORTS, 24 PORTS, 48 PORTS, 96 PORTS, 192 PORTS, 384 PORTS, 768 PORTS, 1536 PORTS, 3072 PORTS, 6144 PORTS, 12288 PORTS, 24576 PORTS, 49152 PORTS, 98304 PORTS, 196608 PORTS, 393216 PORTS, 786432 PORTS, 1572864 PORTS, 3145728 PORTS, 6291456 PORTS, 12582912 PORTS, 25165824 PORTS, 50331648 PORTS, 100663296 PORTS, 201326592 PORTS, 402653184 PORTS, 805306368 PORTS, 1610612736 PORTS, 3221225472 PORTS, 6442450944 PORTS, 12884901888 PORTS, 25769803776 PORTS, 51539607552 PORTS, 103079215104 PORTS, 206158430208 PORTS, 412316860416 PORTS, 824633720832 PORTS, 1649267441664 PORTS, 3298534883328 PORTS, 6597069766656 PORTS, 13194139533312 PORTS, 26388279066624 PORTS, 52776558133248 PORTS, 105553116266496 PORTS, 211106232532992 PORTS, 422212465065984 PORTS, 844424930131968 PORTS, 1688849860263936 PORTS, 3377699720527872 PORTS, 6755399441055744 PORTS, 13510798882111488 PORTS, 27021597764222976 PORTS, 54043195528445952 PORTS, 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*Section VIII. Bill of Quantities*



RENOVATION AT SSS MAIN OFFICE BUILDING – TREASURY DIVISION (RE-ADVERTISEMENT)

PROJECT : RENOVATION AT SSS MAIN OFFICE BUILDING - TREASURY DIVISION (RE-ADVERTISEMENT)  
LOCATION : Ground Floor, SSS Main Building, East Avenue, Diliman, Quezon City  
ITB Reference No. : ITB-SSS-CIVIL-2025-00

BILL OF QUANTITIES FORM												
ITEM	DESCRIPTION	QTY.	UNIT	MATERIALS		LABOR & EQUIPMENT		MOB. / DEMOB. (I) 1% * (F+H)	TOTAL DIRECT COST (J) (F + H + I)	MARK-UP (K)	VAT (L) 12% * (J+K)	TOTAL COST (M) (J + K + L)
				UNIT COST (E)	TOTAL (F) (C * E)	UNIT COST (G)	TOTAL (H) (C * G)					
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
I.	GENERAL REQUIREMENTS / SITE PREPARATION											
1.0	Reproduction of construction plans and preparation/printing of signed-and-sealed as-built plans	1.00	lot		-		-	-	-		-	-
2.0	Temporary board-up/site enclosure using 6mm thick fcm board in metal frames, protective covering for furniture/equipment and other safety requirements (i.e. signages, fire extinguisher, medicine kit/first aid kit)	1.00	lot		-		-	-	-		-	-
3.0	Demolition/Dismantling/Stripping/Removal of existing items											
	3.1 Existing corrugated sheet ceiling (general office)	27.40	sq.m.		-		-	-	-		-	-
	3.2 Existing wall/floor tiles	563.00	sq.m.		-		-	-	-		-	-
	3.3 Existing doors, cabinets & other item affected by the renovation works	1.00	lot		-		-	-	-		-	-
	3.4 Existing drywall partition	169.78	sq.m.		-		-	-	-		-	-
	3.5 Existing Ceiling for replacement	83.20	sq.m.		-		-	-	-		-	-
4.0	Repair/Restoration of damaged portion of walls/ceiling affected by demolition works	1.00	lot		-		-	-	-		-	-
5.0	Hauling & Disposal of debris, waste/unusable materials, etc.	1.00	lot		-		-	-	-		-	-
	Subtotal I -General Requirements / Site Preparation											-
II.	CIVIL-ARCHITECTURAL WORKS											
1.0	Water Proofing											
1.1	Supply and Installation, Application of PolyUrethane Water proofing (Toilets only) - 2 coats	3.80	sq.m.		-		-	-	-		-	-
2.0	Carpentry Works											
2.1	Ceiling Works											
2.1.1	Supply & Installation, 6mm thick Fiber cement board on suspended metal furring system w/ Single Face HPL ceiling (Lobby/Waiting Area)	15.30	sq.m.		-		-	-	-		-	-
2.1.2	Supply & Installation, 6mm thick Fiber cement board ceiling on suspended metal furring system (VP Toilet & Pantry, Conference room)	27.90	sq.m.		-		-	-	-		-	-
2.1.3	Supply & Installation, 6mm thick Fiber cement board ceiling on existing framing (Stairwell)	15.70	sq.m.		-		-	-	-		-	-
2.1.4	Replacement of existing corrugated sheet with Painted 4.5mm thick 300mmX300mm cut fcm board on tee runners (General Office)	27.40	sq.m.		-		-	-	-		-	-
2.1.5	Supply & Installation, 600mm x 600mm acoustic board on powder coated tee runners (Lobby, VP office)	40.00	sq.m.		-		-	-	-		-	-
2.2	Drywall Partitions											
2.2.1	Supply & Installation, single face cladding using 6mm fiber cement board (Office-Window Side)	39.00	sq.m.		-		-	-	-		-	-
2.2.2	Supply & Installation, double face drywall partition using 6mm fiber cement board on metal framing (Manager's office)	81.43	sq.m.		-		-	-	-		-	-
2.2.3	Supply & Installation, low partition double face drywall partition using 6mm fiber cement board on metal framing in high pressure laminated finish (CMD Cashier)	5.22	sq.m.		-		-	-	-		-	-
2.2.4	Supply & Installation, low partition double face drywall partition using 6mm fiber cement board on metal framing in high pressure laminated finish (SSCD transaction counter)	4.34	sq.m.		-		-	-	-		-	-
2.3	Cabinetry											
2.3.1	Supply & Installation, overhead countertop, high pressure laminated board including hardwares & accessories (VVP Pantry)	1.00	set		-		-	-	-		-	-
2.3.2	Supply & Installation, Overhead Cabinet, MDF board in high pressure laminated finish including hardwares & accessories (General Pantry)	1.00	set		-		-	-	-		-	-
2.3.3	Supply & Installation, one piece lavatory counter (Solid surface) w/ built-in undercounter cabinet (VP Toilet)	1.00	set		-		-	-	-		-	-





ITEM	DESCRIPTION	QTY.	UNIT	MATERIALS		LABOR & EQUIPMENT		MOB. / DEMOB.	TOTAL DIRECT COST	MARK-UP	VAT	TOTAL COST
				UNIT COST	TOTAL (F) (C * E)	UNIT COST	TOTAL (H) (C * G)					
(A)	(B)	(C)	(D)	(E)	(F) (C * E)	(G)	(H) (C * G)	(I) 1% * (F+H)	(J) (F + H + I)	(K)	(L) 12% * (J+K)	(M) (J + K + L)
<b>3.0</b>	<b>Architectural Finishes</b>											
3.1	Floor/Wall tiles											
3.1.1	Supply & installation, Composite vinyl planks flooring, 150mm x 900mm x 3mm thick, wood grain finish (VP Office)	18.70	sq.m.		-		-	-	-		-	-
3.1.2	Supply & installation, FF-01, Homogeneous vinyl tiles flooring, 300mm x 300mm x 3mm thick (General Office, DM-III Offices, VP Pantry, Records Room, Lobby/Waiting area)	501.10	sq.m.		-		-	-	-		-	-
3.1.3	Supply & installation, FF-02, Floor Tiles, 600mm x 600mm, Porcelain Tiles (VP Toilet)	3.60	sq.m.		-		-	-	-		-	-
3.1.4	Supply & installation, FF-03, Carpet floor tiles, 500mm x 500mm x 7mm thick (Conference Room)	22.20	sq.m.		-		-	-	-		-	-
3.1.5	Supply & installation, WF-03, Wall Tiles, 600mm x 600mm, Porcelain Tiles (VP Toilet)	18.20	sq.m.		-		-	-	-		-	-
3.2	Painting Works											
3.2.1	Repainting of Masonry Wall Surfaces (General Office)	263.90	sq.m.		-		-	-	-		-	-
3.2.2	Painting of Drywall Wall Surfaces (General Office)	225.36	sq.m.		-		-	-	-		-	-
3.2.3	Painting of Ceiling (General Office, Pantry, VP Toilet, Stairwell)	459.60	sq.m.		-		-	-	-		-	-
3.2.4	Painting of Window Frames (Office-Window Side)	16.20	sq.m.		-		-	-	-		-	-
3.2.5	Painting of Ceiling Aircon Diffuser/Return Grills (General Office)	36.00	sets		-		-	-	-		-	-
3.3	Special Finishes											
3.3.1	Supply & Installation, High Pressure Laminated (HPL) finish on 6mm thk ficem board (CMD & SSCD Cashiers)	17.07	sq.m.		-		-	-	-		-	-
3.3.2	Supply & Installation, Wood Plastic Composite (WPC) indoor Panel on 6mm thk ficem board (Vault Room)	7.44	sq.m.		-		-	-	-		-	-
<b>4.0</b>	<b>Specialty Works</b>											
4.1	Doors											
4.1.1	Supply & Installation, Door & Jamb, WD-01, 0.9m x 2.15m, Single leaf flush hollow core wood door w/ bottom louver, wooden jamb, in duco paint finish, including cylindrical lockset & door closer w/ louver, wooden jamb, in duco paint finish, including cylindrical lockset & door closer, 6mm THK	2.00	set		-		-	-	-		-	-
4.1.2	Supply & Installation, WD-02, 0.9Mm x 2.15m, Single Leaf flush hollow core wood door w/ bottom louver, wooden jamb, in duco paint finish, including cylindrical lockset & door closer, 6mm THK	1.00	set		-		-	-	-		-	-
4.1.3	Supply & Installation, 0.9m x 2.15m Flush hollow core Steel Door & Jamb, SD-01, complete w/ hardware & accessories (Electro/Mech Room)	1.00	set		-		-	-	-		-	-
4.1.4	Supply & Installation, Door & Jamb, WD-03, 0.9Mm x 2.15m, Single leaf flush hollow core wood door, wooden jamb, in duco paint finish, including cylindrical lockset & door closer, w/ complete hardware &	1.00	set		-		-	-	-		-	-
4.1.5	Supply & Installation, Door & Jamb, WD-04, 0.7Mm x 2.1m, Single leaf louvered wooden door w/ KD solid wood frame, wooden jamb, in duco paint finish including cylindrical lockset & door closer, w/	1.00	set		-		-	-	-		-	-
4.1.6	Supply & Installation, 0.9m x 2.15m Flush hollow core Steel Door Steel Door & Jamb painted finish, SD-01, complete w/ hardware & accessories (Fire exit)	1.00	set		-		-	-	-		-	-
4.2	Steel Stair											
4.2.1	Supply & Installation, Steel Stairs (Emergency Exit)	1.00	lot		-		-	-	-		-	-
4.3	Glass Doors/Partitions/Vinyl Frosted Sticker											
4.3.1	Supply and Installation, GD-01, 1.50m x 2.10m, 12mm thick tempered clear glass, double leaf swing door on FD-100 top & bottom aluminum frame including jamb, powder coated finish complete w/	2.00	set		-		-	-	-		-	-
4.3.2	Supply and Installation, GD-02, 0.90m x 2.10m, 12mm thick tempered clear glass, double leaf swing door on FD-100 top & bottom aluminum frame including jamb, powder coated finish complete w/	6.00	set		-		-	-	-		-	-
4.3.3	Supply and Installation, GP-01 - 12mm thk tempered, frameless clear glass on FD 100, aluminum powder coated finish (Lobby entrance, Main lobby cashier & SSCD Cashier)	8.89	sq.m.		-		-	-	-		-	-
4.3.4	Supply and Installation, GP-01 - 10mm thk transom clear tempered glass on FD 100, aluminum powder coated finish (Lobby entrance)	2.12	sq.m.		-		-	-	-		-	-
4.3.5	Supply and Installation, GP-02 - 12mm thk tempered, frameless clear glass on FD 100, aluminum powder coated finish (Main lobby entrance)	1.79	sq.m.		-		-	-	-		-	-
4.3.6	Supply and Installation, GP-02 - 10mm thk transom clear tempered glass on FD 100, aluminum powder coated finish (Main lobby entrance)	0.43	sq.m.		-		-	-	-		-	-
4.3.7	Supply and Installation, GP-03 - 12mm thk tempered, frameless clear glass on FD 100, aluminum powder coated finish (Main lobby entrance)	8.08	sq.m.		-		-	-	-		-	-
4.3.8	Supply and Installation, GP-05 - 6mm thk tempered clear glass on aluminum powder coated frame finish (conference room)	14.83	sq.m.		-		-	-	-		-	-
4.3.9	Supply and Installation, GP-03 - 10mm thk transom clear tempered glass on FD 100, aluminum powder coated finish (Main Lobby entrance)	1.92	sq.m.		-		-	-	-		-	-



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				UNIT COST	TOTAL (F) (C * E)	UNIT COST	TOTAL (H) (C * G)					
(A)	(B)	(C)	(D)	(E)	(F) (C * E)	(G)	(H) (C * G)	(I) 1% * (F+H)	(J) (F + H + I)	(K)	(L) 12% * (J+K)	(M) (J + K + L)
4.3.10	Supply and Installation, GP-04 - 10mm thk tempered, frameless clear glass on FD 100, aluminum powder coated finish (Main lobby entrance)	13.95	sq.m.		-		-	-	-		-	-
4.3.11	Supply and Installation, GP-05 - 10mm thk tempered, frameless clear glass on FD 100, aluminum powder coated finish (Main lobby entrance)	7.80	sq.m.		-		-	-	-		-	-
4.3.12	Supply and Installation, GP-06 - 10mm thk tempered, frameless clear glass on FD 100, aluminum powder coated finish (conference room)	5.79	sq.m.		-		-	-	-		-	-
4.3.13	Installation of cut out vinyl Frosted Sticker (Glass Partitions, Glass Doors)	37.61	sq.m.		-		-	-	-		-	-
4.4	<b>Clear Acrylic window</b>											
4.4.1	Supply & Installation, 6mm thk high quality clear acrylic on FD100, aluminum powder coated finish (Main lobby - SSCD & CMD Cashiers)	7.83	sq.m.		-		-	-	-		-	-
4.5	<b>Wall Paper</b>											
4.5.1	Supply & Installation of wall paper (VP Office, Conference Room)	73.12	sq.m.		-		-	-	-		-	-
4.6	<b>Acrylic Signages &amp; Sunscreen Roller shades</b>											
4.6.1	Supply and Installation of Ceiling Mounted Acrylic Office Signages 3mm thk on Stainless Steel Signage Hanger with adjustable Clip/Clamp (General Office)	8.00	sq.ft.		-		-	-	-		-	-
4.6.2	Supply & Installation of Sunscreen Roller Shades (Office-Window Side)	418.63	sq.ft.		-		-	-	-		-	-
5.0	<b>Plumbing Works</b>											
5.1	<b>Plumbing Roughing-ins Supply &amp; Installation</b>											
5.1.1	Waterline Plumbing Roughing-ins pipes & fittings including chipping works, excavation, tapping to existing waterline, restoration, water leak/pressure testing (VP Toilet)	1.00	lot		-		-	-	-		-	-
5.1.2	Sanitary Line Plumbing Roughing-ins pipes & fittings including chipping works, excavation, tapping to existing sanitary line, restoration, water leak/flow testing (VP Toilet)	1.00	lot		-		-	-	-		-	-
5.2	<b>Plumbing Fixtures Supply &amp; Installation (Toilet M/F - OVP)</b>											
5.2.1	Water Closet, Tank Type, including fittings & accessories	1.00	unit		-		-	-	-		-	-
5.2.2	Handheld Bidet, stainless coated including accessories	1.00	unit		-		-	-	-		-	-
5.2.3	Lavatory including pop up drain, lavatory faucet, p-trap, flexible hose, angle valve with complete fittings and accessories	1.00	unit		-		-	-	-		-	-
5.2.4	Hand Soap Dispenser, automatic	1.00	unit		-		-	-	-		-	-
5.2.5	Hand Dryer, automatic	1.00	unit		-		-	-	-		-	-
5.2.6	Toilet Roll Dispenser, jumbo	1.00	unit		-		-	-	-		-	-
5.2.7	1.1m x 0.595m Fascial Mirror	1.00	unit		-		-	-	-		-	-
5.2.8	4" S/S Floor Grating with stainless steel with cover	1.00	unit		-		-	-	-		-	-
	<b>Subtotal II -Civil / Architectural Works</b>											-
III.	<b>ELECTRICAL WORKS</b>											
1.0	<b>Conduits &amp; Fittings</b>											
1.1	20mmØ IMC Pipe	1.00	lot		-		-	-	-		-	-
1.2	20mmØ IMC complete fittings and accessories such as but not limited to:	1.00	lot		-		-	-	-		-	-
	a. coupling adapter/connector											
	b.elbow											
	c. locknut and bushing											
1.3	20mmØ PVC Pipe	1.00	lot		-		-	-	-		-	-
1.4	20mmØ Flexible Metal Conduit (FMC)	1.00	lot		-		-	-	-		-	-
1.5	20mmØ PVC& FMC complete fittings and accessories such as but not limited to:	1.00	lot		-		-	-	-		-	-
	a. coupling adapter/connector											
	b.elbow											
	c. locknut and bushing											



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				UNIT COST	TOTAL (F) (C * E)	UNIT COST	TOTAL (H) (C * G)					
(A)	(B)	(C)	(D)	(E)	(F) (C * E)	(G)	(H) (C * G)	(I) 1% * (F+H)	(J) (F + H + I)	(K)	(L) 12% * (J+K)	(M) (J + K + L)
2.0	Boxes											
2.1	PVC Junction Box w/ plate cover	1.00	lot		-		-	-	-		-	-
2.2	Utility Box (4X2) Deep Type , GA #18	1.00	lot		-		-	-	-		-	-
3.0	Wires / Cables											
3.1	3.5mm2 THHN wire (lead free)	1.00	lot		-		-	-	-		-	-
3.2	5.5mm2 THHN wire (lead free)	1.00	lot		-		-	-	-		-	-
3.3	8.0mm2 THHN wire (lead free)	1.00	lot		-		-	-	-		-	-
3.4	14.0mm2 THHN wire (lead free)	1.00	lot		-		-	-	-		-	-
4.0	Wiring Devices/ Lighting Fixtures											
4.1	Panel Light 300X1200mm	80.00	Sets		-		-	-	-		-	-
	Wattage: 42 watts											
	Working voltage & frequency: 175-265 Volts & 60Hz											
	Color: Dallylight											
	Luminous Flux: 4,200 lm											
	Type: Recessed Type											
4.2	Panel Light 600 X 600mm	17.00	Sets		-		-	-	-		-	-
	Wattage: 42 watts											
	Working voltage & frequency: 175-265 Volts & 60Hz											
	Color: Dallylight											
	Luminous Flux: 4,200 lm											
	Type: Recessed Type											
4.3	Panel Downlight	48.00	Sets		-		-	-	-		-	-
	Wattage: 12 watts											
	Working voltage & frequency: Driver AC 85-265 Volts & 60Hz											
	Color: Dallylight											
	Type: Recessed Type											
	Diameter: 6"											
4.4	Emergency Light, 2x3-5W min. LED, 220V, sealed LED acid battery	17.00	Sets		-		-	-	-		-	-
4.5	Exhaust fan, ceiling mounted, 55-watts min., 90-120cfm min., 230v, 60hz., with grill	2.00	Sets		-		-	-	-		-	-
	shutter/ louver or its approved type equivalent											
4.6	Alr-curtain, 120Watts, 1Phase, 220Volts, 60Hz.,	2.00	Sets		-		-	-	-		-	-
4.7	Entrance/Exit Light 3-5watts (minimum) LED, 220VAC	2.00	Sets		-		-	-	-		-	-
4.8	Single convenience outlet, 3 prong, parallel slot with ground, 15a, 2P, 230v	21.00	Sets		-		-	-	-		-	-
4.9	Duplex convenience outlet, 3 prong, parallel slot with ground, 15a, 2P, 230v	212.00	Sets		-		-	-	-		-	-
4.10	Pop-up duplex convenience outlet, 3 prong, parallel slot with ground, 15a, 2P, 230v	2.00	Sets		-		-	-	-		-	-
4.11	One gang, switch, single pole, 15A, 250V, flush type	10.00	Sets		-		-	-	-		-	-
4.12	Two gang, switch, single pole, 15A, 250V, flush type	3.00	Sets		-		-	-	-		-	-
4.13	Three gang, switch, single pole, 15A, 250V, flush type	4.00	Sets		-		-	-	-		-	-
5.0	Circuit Breakers & PanelBoard											
5.1	ELPP	1.00	lot		-		-	-	-		-	-
	Main: 70A, 3P, 230V, 18kAIC min., 60Hz											
	Branches: 16- 20A, 2P, 230V, 18kAIC min., 60Hz											
	Nema 1, surface Mounted, Industrial Type, w/ grounding terminal block,powder coated											
	gray paint											
5.2	UPS	1.00	lot		-		-	-	-		-	-
	Main: 50A, 3P, 230V, 18kAIC min., 60Hz											
	Branches: 12- 20A, 2P, 230V, 18kAIC min., 60Hz											
	Nema 1, surface Mounted, Industrial Type, w/ grounding terminal block,powder coated											
	gray paint											



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				UNIT COST	TOTAL	UNIT COST	TOTAL					
(A)	(B)	(C)	(D)	(E)	(F) (C * E)	(G)	(H) (C * G)	(I) 1% * (F+H)	(J) (F + H + I)	(K)	(L) 12% * (J+K)	(M) (J + K + L)
6.0	<b>Relocation Works</b>											
	Relocation of affected smoke detector and loudspeaker for the paging system including wiring, conduit and volume complete with accessories that necessary for the completion of relocation works	1.00	lot		-		-	-	-		-	-
7.0	<b>Incidental Works and Materials including labor</b>											
	Supply and installation of incidental works and materials needed including labor that necessary to complete the project.	1.00	lot		-		-	-	-		-	-
8.0	<b>Restoration of affected electrical works</b>											
	All areas affected during implementation of the electrical works by chipping/ boring, dismantling works and other related activities shall be restored to original condition at the owner's satisfaction	1.00	lot		-		-	-	-		-	-
9.0	<b>Miscellaneous Items</b>											
	Supply and installation of miscellaneous and consumable materials such as but not limited to the following:	1.00	lot		-		-	-	-		-	-
	a. Conduit support / Hangers, boxes Electrical Tape, mica tube, screw, bolts & nuts, fittings, clamps, and the like materials											
	b. Chipping & restoration works for electrical conduit chute that may be indirect to the raceway of the new installed modular tables											
	<b>Subtotal III - Electrical Works</b>											-
<b>IV.</b>	<b>MECHANICAL WORKS</b>											
1.0	<b>GI Sheet</b>											
1.1	Gauge 22 (.7mm), 4ft x 8ft or 1.2m x 2.4m	1.00	lot		-		-	-	-		-	-
2.0	<b>Insulation</b>											
2.1	Polyolefin Duct Insulation 25mm thick	1.00	lot		-		-	-	-		-	-
3.0	<b>Supply Air Diffuser</b>											
3.1	600mm x 600mm or 24" (repainting only and re-use)	26.00	pcs		-		-	-	-		-	-
4.0	Dismantling of existing supply duct.	1.00	lot		-		-	-	-		-	-
5.0	Hangers, Miscellaneous and accessories	1.00	lot		-		-	-	-		-	-
6.0	Testing and Commissioning	1.00	lot		-		-	-	-		-	-
7.0	Relocation of one (1) unit Window-type Airconditioner	1.00	lot		-		-	-	-		-	-
	<b>Subtotal IV. - Mechanical Works</b>											-
<b>V.</b>	<b>FIRE PROTECTION WORKS</b>											
1.0	<b>Sprinkler Heads</b>	57.00	sets		-		-	-	-		-	-
	Pendent, 155°F or 68°C											
	Black Iron (BI) pipes and fittings											
	Dismantlig of existing sprinkler heads and branchlines											
	Hangers and supports											
	Testing and commissioning											
	<b>Subtotal V. - Fire Protection Works</b>											-
<b>VI.</b>	<b>STRUCTURED CABLING WORKS</b>											
1.0	<b>Cabling Components</b>											
	Cat5E information outlet	224.00	pcs		-		-	-	-		-	-
	Cat5E Patch Panel 24 ports	10.00	pcs		-		-	-	-		-	-
	Modular faceplate single port	4.00	pcs		-		-	-	-		-	-
	Modular faceplate 2 - ports	102.00	pcs		-		-	-	-		-	-
	Modular faceplate 4 - port	4.00	pcs		-		-	-	-		-	-





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				UNIT COST	TOTAL	UNIT COST	TOTAL					
(A)	(B)	(C)	(D)	(E)	(F) (C * E)	(G)	(H) (C * G)	(I) 1% * (F+H)	(J) (F + H + I)	(K)	(L) 12% * (J+K)	(M) (J + K + L)
	Cat5E UTP Cable 4 - Pair solid, 24WG	1.00	lot		-		-	-	-		-	-
	Cable Manager (Horizontal)	5.00	pcs		-		-	-	-		-	-
	Cat5e RJ-45 UTP Patch Cable - 3 meters	1.00	lot		-		-	-	-		-	-
	Fiber optic Cable patch panel	2.00	pcs		-		-	-	-		-	-
	Fiber Optic Cable 6 core	1.00	lot		-		-	-	-		-	-
	LC-LC Fiber optic patch cable - 3 meters	12.00	pcs		-		-	-	-		-	-
	Network Cabinet 42U (800mm x 800mm x 7ft) with power strip, 12 pcs, 3 - pronged 220v, C.O., Exhaust fan on top frame and vertical cable manager.	1.00	set		-		-	-	-		-	-
2.0	<b>Roughin ins</b>											
	2x4" raceway cables, PVC pipe, 1x1" and 2x2", utility box, pull-box connectors, support hangers, coupling, miscellaneous, etc.	1.00	lot		-		-	-	-		-	-
	<b>Subtotal VI - Structured Cabling Works</b>											-
	<b>TOTAL BID COST (Σtotals I, II, III, IV, V, VI) (Must not exceed the Total ABC P7,277,000.00)</b>											-

**GENERAL CONDITIONS:**

- For uniformity and evaluation purposes, a bidder shall adhere to the herein prescribed format of BOQ, specifically in the formula for computation, given quantity and exclusive pay items. Any deviation from the format shall be a ground for disqualification of bid.
- Fill up all required items/field in the BOQ form (yellow shaded cells). If item is given for free, indicate zero (0) value. Failure to indicate value on the required items/field in the BOQ form (yellow shaded cells) shall mean outright disqualification of bid and considered non-responsive.
- Please use the soft copy of BOQ Form provided to the bidders. 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.
- All documents must be signed, and each and every page thereof must be initialed by the duly authorized representative/s of the Bidder.
- Mark-up shall include the following:
  - Overhead expenses such as office expenses, supervision, transportation allowances, and financing costs (Premium on CARI, Bid Security, Performance Security, Surety for advance payment, Warranty bond, etc.)
  - Contingencies, Miscellaneous Expenses and Contractor's Profit margin
- It is the responsibility of the Bidder to check the arithmetical computation provided herein.

Submitted by:

\_\_\_\_\_  
(Name of Bidder / Company Name)

Prepared by:

\_\_\_\_\_  
(Company Representative - Signature over printed name)

Address:

Telephone #:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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



# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS 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);

#### Notes:

- a. Omission of any of the aforesaid provision in the OSS shall be considered “FAILED”
- b. Wrong entry of the project name in the GPP-prescribed form shall be considered “FAILED”
- c. If bidding as JV, all partners must submit the documents.

**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

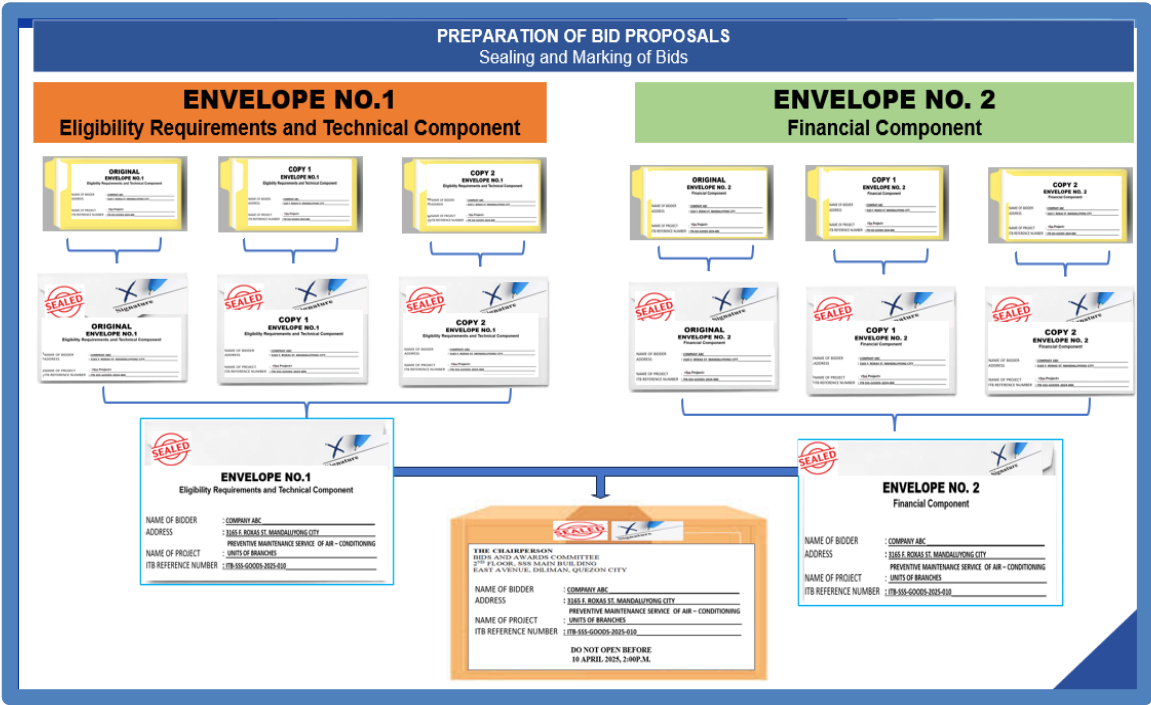
- ☐ (l) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (m) Duly accomplished Detailed Estimates, indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid for quantities specified in LOT, sq.m. (unit of measure) in BOQ;  
**and**
- ☐ (n) Cash Flow by Quarter.





IMPORTANT REMINDERS

• PREPARATION OF BID PROPOSALS (Sealing and Marking of Bids)



- A. Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- B. Each Bidder is required to submit one (1) original and two (2) duplicate copies (Copy No. 1 and Copy No. 2) of the first (technical and eligibility documents) and second (financial) components of its bid. In the event of any discrepancy between the original and the copies, the original shall prevail.
- C. Original and the number of copies of the Bid shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.  
All envelopes shall:
  - bear the name and address of the Bidder in capital letters;
  - contain the name of the contract to be bid in capital letters;
  - bear the specific identification of this bidding process indicated in the IB.
- D. The bidder shall enclose the original of the technical component described in the Checklist of Technical and Financial Documents in one sealed envelope marked as “ORIGINAL-TECHNICAL COMPONENT”. Duplicate copies (Copy 1 and Copy 2) of the technical component shall be similarly sealed duly marking the envelopes as “COPY NO. 1 - TECHNICAL COMPONENT” and “COPY NO. 2– TECHNICAL COMPONENT”. These envelopes containing the original and the copies shall then be enclosed in one single envelope marked as “ENVELOPE NO. 1 -TECHNICAL COMPONENT”.
- E. The bidder shall enclose the original of the financial component described in the Checklist of Technical and Financial Documents in one sealed envelope marked as “ORIGINAL-FINANCIAL COMPONENT”. Duplicate copies (Copy 1 and Copy 2) of the financial component shall be similarly sealed duly marking the envelopes as “COPY NO. 1 - FINANCIAL COMPONENT” and “COPY NO. 2– FINANCIAL



COMPONENT”. These envelopes containing the original and the copies shall then be enclosed in one single envelope marked as “ENVELOPE NO. 2 -FINANCIAL COMPONENT”.

- F. The ENVELOPE NO. 1 -TECHNICAL COMPONENT and ENVELOPE NO. 2 - FINANCIAL COMPONENT shall then be enclosed in one single envelope with the following markings:
- addressed to the Procuring Entity’s BAC;
  - bear the name and address of the Bidder in capital letters;
  - contain the name of the contract to be bid in capital letters;
  - bear the specific identification of this bidding process indicated in the IB; and
  - bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with IB.

**THE CHAIRPERSON**

BIDS AND AWARDS COMMITTEE

2<sup>ND</sup> FLOOR, SSS MAIN BUILDING

EAST AVENUE, DILIMAN, QUEZON CITY

NAME OF BIDDER : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

- G. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.
- H. Each and every page of the **Bid Forms/Price Schedule(s)/Bid Breakdown**, 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.
- I. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.



FORMS





Bid Form for the Procurement of Infrastructure Projects

BID FORM

RENOVATION AT SSS MAIN OFFICE BUILDING-TREASURY DIVISION  
(RE-ADVERTISEMENT)

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

Project Identification No.: ITB-SSS-CIVIL-2025-009

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: **(Insert name of contract)**;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
  - a) The total price of our Bid in words and figures, excluding any discounts offered below is: **(insert information)**;
  - b) The discounts offered and the methodology for their application are: **(insert information)**;
  - c) 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,
  - d) 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;
  - e) 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;
  - f) 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;
  - g) 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
  - h) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.





- i) 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 Main Office Building –Treasury Division of the SSS.
  
- j) We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

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

Legal capacity:\_\_\_\_\_

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

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

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



**Bid Securing Declaration Form**

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

**BID SECURING DECLARATION**

**RENOVATION AT SSS MAIN OFFICE BUILDING-TREASURY DIVISION  
(RE-ADVERTISEMENT)**

**Project Identification No.: ITB-SSS-CIVIL-2025-009**

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]*  
*[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*  
*[Insert signatory's legal capacity]* Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

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





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

CONTRACT AGREEMENT

ITB-SSS-CIVIL-2025-009

THIS AGREEMENT made between:

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

- a n d -

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

If corporation

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - a. Philippine Bidding Documents (PBDs);
    - i. Drawings/Plans;
    - ii. Specifications;





- iii. Bill of Quantities;
  - iv. General and Special Conditions of Contract;
  - v. Supplemental or Bid Bulletins, if any
- b. Contractor's bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
- Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- c. Performance Security;
- d. Notice of Award of Contract; and the Bidder's conforme thereto; and
- e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The SSS agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*  
 for:

SSS

*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*  
 for:

*[Insert Name of Supplier]*





(In case of double acknowledgment)

SIGNED IN THE PRESENCE OF:

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

FUNDS AVAILABLE:

APP No.: \_\_\_\_\_

FIRST ACKNOWLEDGMENT

Republic of the Philippines )  
\_\_\_\_\_ ) S.S.

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

Name	Competent Evidence of Identity	Date/Place of Issue

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

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

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_\_\_.





SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

SECOND ACKNOWLEDGMENT

Republic of the Philippines )  
\_\_\_\_\_ ) S.S.

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

Name	Competent Evidence of Identity	Date/Place of Issue

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

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

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_\_\_.





Omnibus Sworn Statement (Revised)

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

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of *[insert Name of Bidder]* with office address at *[address of Bidder]*;

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

2. *Select one, delete the other:*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of *[insert Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *RENOVATION AT SSS MAIN OFFICE BUILDING – TREASURY DIVISION (RE-ADVERTISEMENT)* 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 MAIN OFFICE BUILDING – TREASURY DIVISION (RE-ADVERTISEMENT)* of the *SOCIAL SECURITY SYSTEM*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[insert Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[insert Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the **Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;**



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

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

7. *[insert Name of Bidder]* complies with existing labor laws and standards; and
8. *[insert Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a) Carefully examining all of the Bidding Documents;
  - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *RENOVATION AT SSS MAIN OFFICE BUILDING – TREASURY DIVISION (RE-ADVERTISEMENT)*.
9. *[insert Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s.1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

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





REPUBLIC OF THE PHILIPPINES]  
NAME OF CITY] S.S

**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 <COMPANY NAME>, a Corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office at <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 <COMPANY NAME>, authorized and empowered the following to participate in the bidding for the RENOVATION AT SSS MAIN OFFICE BUILDING – TREASURY DIVISION (RE-ADVERTISEMENT) of the SOCIAL SECURITY SYSTEM:

NAME      POSITION/DESIGNATION      SIGNATURE

- 1.
- 2.

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

NAME      POSITION/DESIGNATION      SIGNATURE

- 1.
- 2.

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

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

\_\_\_\_\_  
NAME & SIGNATURE of Corporate Secretary

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

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_





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

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





STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO  
THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC  
WITH ATTACHED CERTIFICATE OF FINAL COMPLETION OR CPES  
EVALUATION

NAME OF CONTRACT	COMPLETION PERIOD	AMOUNT OF CONTRACT	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS

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





Formula in the Computation of NFCC

RENOVATION AT SSS MAIN OFFICE BUILDING-TREASURY DIVISION  
(RE-ADVERTISEMENT)

NAME OF PROJECT

NAME OF COMPANY

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

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
TOTAL		

Value of Outstanding Works under On-going Contracts:

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

Use additional sheet/s, if necessary

FORMULA:

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

P                                       
NFCC

Prepared and Submitted by:

Signature over Printed Name





(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date:

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

CONTRACT PROJECT : RENOVATION AT SSS MAIN OFFICE  
BUILDING – TREASURY DIVISION  
(RE-ADVERTISEMENT)

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)





