

Republic of the Philippines CITY GOVERNMENT OF SAN CARLOS Province of Negros Occidental

BIDS AND AWARDS COMMITTEE (BAC)

BIDDING DOCUMENTS

FOR

Purchase Request No. 18-25-06-0984

Approved Budget of the Contract (ABC): ₱ 7,850,500.00

Contract Name:

PURCHASE AND INSTALLATION OF 7,800 LINEAL METER OF PRE-PAINTED G.I.
RIBTYPE ROOFING AT SAN CARLOS CITY PUBLIC MARKET, BRGY. IV
SAN CARLOS CITY, NEGROS OCCIDENTAL
(TOTAL AREA = 7,800 Sq.m; ROOF THICKNESS = 0.50 mm)

With Terms of Reference (TOR) and Project Plan

(First Envelope: Eligibility and Technical Components)

ADDRESS CONTACT NO. EMAIL AD					
	_	DATE OF	SUBMISS	ION	

INSTRUCTIONS TO BIDDERS

- Please submit sets of documents completely in two separate envelopes:
 The First Envelope (Original, Copy 1 and Copy 2) containing Eligibility & Technical Documents
 The Second Envelope (Original, Copy 1 and Copy 2) containing Financial Documents.
- 2. Check that all annexes are in accordance with the prescribed format and submit it in chronological order.
- 3. Submit your completed bid documents on or before the time of the opening of bids mentioned below.
- 4. Electronic submission and receipt of bids is not available pending compliance with GPPB Resolutions.

Compliance of the above is for mutual advantage, i.e. to facilitate a complete and thorough evaluation of your bid documents.

SCHEDULES

Schedule/Place of Pre-bid Conference

JULY 10, 2025 @ 8;30 AM BAC Secretarial Office 2F City Hall Building

Schedule/Place of Bid Opening

JULY 22, 2025 @ 1;30 PM BAC Secretarial Office 2F City Hall Building

Nonrefundable fee of Bidding Documents @ ₱ 10,000.00

Bid and Awards Committee City of San Carlos

Contract Name: PURCHASE AND INSTALLATION OF 7,800 LINEAL METER OF PRE-PAINTED G.I. RIBTYPE ROOFING AT SAN CARLOS CITY PUBLIC MARKET, BRGY. IV

Location of the Contract: San Carlos City, Negros Occidental

CHECKLIST OF ELIGIBILITY AND TECHNICAL PROPOSALS/REQUIREMENTS

- 1. PHILGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of R.A 9184 Platinum Membership
- 2. Joint Venture Agreement (JVA), if applicable
- 3. Net Financial Contracting Capacity (NFCC) based on the data submitted to the BIR thru its EFPS or Committed Line of Credit (CLCC) from a Universal or Commercial Bank
- 4. Duly Notarized Statement of all on-Going Government and Private Contracts
- 5. Duly Notarized Statements of:
 - a. At least three (3) Completed Similar Contracts (Government or Private) for the last five (5) years.
 - b. Single Largest Completed Contract (SLCC) at least 50% of the total ABC.
- 6. PCAB License
- 7. Project Requirements:
 - a. Organizational Chart for the contract to be bid
 - List of Contractor's Personnel (Civil Engineer, Skilled laborers [to include Mason, Welder, and Carpenter], and Manual laborers) to be assigned to the contract to be bid with their complete qualification and experience data
 - c. List of Contractor's Equipment (owned, leased and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project) to be assigned to the contract to be bid, with their complete qualification and experience data.
 - d. Duly Notarized Affidavit of Site Inspection (Please see attached Form)
- 8. Bid Security in any of the following forms:
 - a) Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of the City Treasurer of San Carlos City.

:Two percent (2%) of the ABC

b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank. :Two percent (2%) of the ABC

 c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. :Fiver percent (5%) of the ABC

d) Any combination of the foregoing

:Proportionate to share form with respect to total amount of security

- e)Bid Securing Declaration
- Omnibus Sworn Statement in accordance with Sec. 25.3 (Please see attached Form)

Contract Name: PURCHASE AND INSTALLATION OF 7,800 LINEAL METER OF PRE-PAINTED G.I. RIBTYPE ROOFING AT SAN CARLOS CITY PUBLIC MARKET, BRGY. IV

Location of the Contract: San Carlos City, Negros Occidental

1. PHILGEPS (Certificate of Registration and Membership in accordance with Section 8.5.2 Of R.A 9184 - Platinum Membership)



Contract Name: PURCHASE AND INSTALLATION OF 7,800 LINEAL METER OF PRE-PAINTED G.I. RIBTYPE ROOFING AT SAN CARLOS CITY PUBLIC MARKET, BRGY. IV

Location of the Contract: San Carlos City, Negros Occidental

2. JOINT VENTURE AGREEMENT (JVA), IF APPLICABLE



Contract Name: PURCHASE AND INSTALLATION OF 7,800 LINEAL METER OF PRE-PAINTED G.I. RIBTYPE ROOFING AT SAN CARLOS CITY PUBLIC MARKET, BRGY. IV

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3. NECC BASED ON THE DATA SUBMITTED TO THE BIR THRU ITS EFPS OR COMMITTED LINE OF CREDIT (CLC) FROM A UNIVERSAL OR COMMERCIAL BANK



Contract Name: PURCHASE AND INSTALLATION OF 7,800 LINEAL METER OF PRE-PAINTED G.I. RIBTYPE ROOFING AT SAN CARLOS CITY PUBLIC MARKET, BRGY. IV

Location of the Contract: San Carlos City, Negros Occidental

4. DULY NOTARIZED STATEMENT OF ALL ON-GOING GOVERNMENT AND



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5. DULY NOTARIZED STATEMENST OF:

- A. At least three (3) Completed Similar Contracts (Government or Private) for the last five (5) years.
- B. Single Largest Completed Contract (SLCC) at least 50% of the total ABC.

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Location of the Contract: San Carlos City, Negros Occidental

7. PROJECT REQUIREMENTS:

- a. Organizational Chart for the contract to be bid
- b. List of Contractor's Personnel (Civil Engineer, Skilled laborers [to include Mason, Welder, and Carpenter], and Manual laborers) to be assigned to the contract to be bid with their complete qualification and experience data
- c. List of Contractor's Equipment (owned, leased and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project) to be assigned to the contract to be bid, with their complete qualification and experience data.
- d. Duly Notarized Affidavit of Site Inspection (Please see attached Form)

Name of the Procuring Entity

Contract Reference Number Name of the Contract Location of the Contract

Standard Form Number: SF-INFR-51 Revised on: August 11, 2004

AFFIDAVIT OF SITE INSPECTION

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I, (Representative of the Bidder)	, of legal a	age, <u>civ</u>	il status	<mark>_Fili</mark> pino ar	nd residing
at (Address of the Representative)	under o	ath, hereby	depose ar	nd say:	
That I am the(Position in the Bidder)	of the (Name of the	Bidder)	, with off	ice
at(Address of the Bidder) ,;					
That I have inspected the site for (Nar	me of the Cor	itract)		, located	dat
at (Location of the Contract);					
That I am making this statement as part of the	requirement	for the Tech	nnical Prop	osal of the	:
(Name of the Bidder) for	(Name of th	e Contract)			
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IN FAITH WHEREOF, I hereby affix my signature , Philippines.	tnis	day or		, 20	at
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SUBSCRIBED AND SWORN TO before me this		_, day of	AFFIAN		ے affiant
Exhibiting to me his/her Community Tax Certific	cate No				issued
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Series of					

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8. BID SECURITY IN ANY OF THE FOLLOWING FORMS:

a) Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of the City Treasurer of San Carlos City. :Two percent (2%) of the ABC

b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank. Two percent (2%) of the ABC

c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such :Fiver percent (5%) of the ABC

security.

Proportionate to share form with respect to total amount of security

d) Any combination of the foregoing

e) Bid Securing Declaration

REPUBLIC OF THE PHILIPPINES CITY OF SAN CARLOS, NEGROS OCCIDENTAL) S.S.

BID SECURING DECLARATION

Project Identification No. / Purchase Request (PR) No.: 18-25-06-0984

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:
 - 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]

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9. OMNIBUS SWORN STATEMENT IN ACCORDANCE WITH SECTION 25.3

for

Purchase Request (PR) No. 18-25-06-0984

REPUBLIC OF THE PHILIPPINES)

CITY OF SAN CARLOS, NEGROS OCCIDENTAL) S.S.

AFFIDAVIT

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

1. [Select one, delete the other:]

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

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

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], 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 [Name of the Project] of the [Name of the Procuring Entity], 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. [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. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;



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(TOTAL AREA = 7,800 Sq.m; ROOF THICKNESS = 0.50 mm)

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(Second Envelope: Financial Component)

SUBMITTED BY ADDRESS CONTACT NO. EMAIL AD						
	-	D	ATE OF S	LIBMISSIC	N	

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Location of the Contract: San Carlos City, Negros Occidental

CHECKLIST OF FINANCIAL PROPOSALS/REQUIREMENTS

- 1. Duly Signed Form of Bid
- 2. Duly Signed Bid Price in the Bill of Quantities (BOQ) Containing the total bid amount.
- 3. Duly Signed Detailed Estimates
- 4. Duly Signed Cash flow by quarter and payment schedule

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Contract Name: PURCHASE AND INSTALLATION OF 7,800 LINEAL METER OF PRE-PAINTED G.I. RIBTYPE ROOFING AT SAN CARLOS CITY PUBLIC MARKET, BRGY, IV

Location of the Contract: San Carlos City, Negros Occidental

1. DULY SIGNED BID FORM

Date:

Project Identification / Purchase Request No.: 18-25-06-0984

To: [name and address of Procuring Entity]

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

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: [insert name of contract];
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: [insert information];
- d. The discounts offered and the methodology for their application are: [insert information];
- e. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of [insert percentage amount] percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- 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
- We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- 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.

Nume.	
Legal Capacity:	
Signature:	
Duly authorized to sign the Bid for and behalf of:	
Date:	

Contract Name: PURCHASE AND INSTALLATION OF 7,800 LINEAL METER OF PRE-PAINTED G.I. RIBTYPE ROOFING AT SAN CARLOS CITY PUBLIC MARKET, BRGY. IV

Location of the Contract: San Carlos City, Negros Occidental

((Columns (1), (2) and (3) are to be Procuring Entity)	filled up by	the		are to be filled up by the dder)
	DESCRIPTION	UNIT	QTY	UNIT PRICE (PESOS) AMOUNT (PE	
	(1)	(2)	(3)	(4)	(5)
Į	Mobilization	LotBIN	1.0	In words: Pesos In figures: PHP	In words: Pesos In figures: PHP
П	Roofing Works	Sq.m	7,800	In figures: PHP	In words: Pesos In figures: PHP
Ш	Demobilization	Lot	1.0	In words: Pesos In figures: PHP	In words: Pesos In figures: PHP
	10%	111		TOTAL BID COST	In words: Pesos
			112	PIN	In figures: PHP

Submitted by:		
Name of the Representative of the Bidder	Date:	
Position		
Name of the Ridder Company		

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3. DULY SIGNED DETAILED ESTIMATES



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4. DULY SIGNED CASH FLOW BY QUARTER AND PAYMENT SCHEDULE



APPROVAL PAGE

PURCHASE AND INSTALLATION OF 7,800 LINEAL METER OF PRE-PAINTED G.I. RIBTYPE ROOFING AT SAN CARLOS CITY PUBLIC MARKET, BRGY. IV

(P 7,850,500.00)

TERMS OF REFERENCE

City of San Carlos

Province of Negros Occidental

Prepared by:

John Heur C. Virtucio

Englyleer I

Reviewed by:

Restor E. Nomenzo

CGDH-1 (City Engineer)

Approved by:

Renato Y. Gustilo

City Mayor

Republic of the Philippines

City of San Carlos

Province of Negros Occidental

CITY ENGINEERING DEPARTMENT

TERMS OF REFERENCE

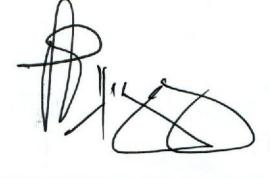
PURCHASE AND INSTALLATION OF 7,800 LINEAL METER OF PRE-PAINTED G.I. RIBTYPE ROOFING AT SAN CARLOS CITY PUBLIC MARKET, BRGY. IV

(P 7,850,500.00)

A) 1/20 Jan

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A. Background

The City Government through the City Engineering Department continuously repairs, rehabilitate and improve its Commercial buildings especially the City Public Market that supports local businesses, farmers and artisans in our local economy. The edifice serves as a community hub that fosters social interaction and community engagement. It also provides access to fresh, often locally sourced food and other diverse products including unique and specialty items that are essential to our everyday life.

B. General Objectives

The objective of this project is remove and replace the dilapidated Roofing of the Public Market for the following reasons:

- ✓ Safety: Prevents accidents from structural collapses of falling debris.
- ✓ Waterproofing: Stops water leaks, reducing damage to interior belongings
- Energy Efficiency: New roofs can improve insulation, reducing heating/ cooling costs.
- ✓ Property value: Enhances the overall value and appearance of the property.
- ✓ Prevention for further damage. Addresses underlying issues, preventing more extensive repairs

C. The Bidder

The bidder should have an experience in the construction of buildings in which installation of Roofing is included in their scope of works.

D. The Requirements

1. Scope of Works

General Conditions

- ➤ The project covers the Removal and Replacement Pre-Painted G.I. Roofing at San Carlos City Public Market.
- All plans and specifications shall be provided by the end-user.
- > The work to be executed in this project shall include the following:
 - 1. **Mobilization** includes the setting up of Support Facility or Temfacil, preparing and transporting of equipment, tools, materials and personnel to the construction site. It also includes the Removal of existing Roof.
 - Roofing Works Installation of 7,800 Lineal meter of Pre-painted G.I. Ribtype Roofing with the following Specifications:
 - a) Roofing: 0.5mm thick x 1.02m x Long Span Pre-painted G.I. Rib-type

1/2

- b) Ridge Roll: 0.5mm thick Pre-painted G.I.
- c) Valley Gutter: 0.5mm thick Pre-painted G.I.
- d) Cap Wall Flashing: 0.5mm thick Pre-painted G.I.

Roofing Works also includes the application of waterproofing on the existing concrete gutters, Sealants and Touch up Paints.

- 3. Demobilization involves the Disassembling and dismantling of the temporary facilities, Disposal and Hauling of the dilapidated roof and Clearing/Cleaning up of the project site to ensure safe and efficient project closeout.
- The contractor shall make sure that the existing adjacent structures shall be protected from damage during construction.
- All workmanship and materials used in the project shall be of quality standard and in accordance with the technical specifications, plans, and other requirements
- All workmanship, materials and fixtures shall be subjected for inspection by the Engineer /Project in charged that may check and ask for samples of materials to be used for the said project
- Construction safety and health protocols should be observed at all times by the contractor during the duration of the project.
- Clean up of the construction site after the project shall be the responsibility of the contractor

Material Specifications

7,800	lin.m.	0.5mm thk x 1.02m x L. S- Ribtype (G.I. PRE-PAINTED)
138	pcs	0.5mm thk x 0.610m x 2.44m- Ridge Roll (G.I. PRE- PAINTED)
38	pcs	0.5mm thk x 0.610m x 2.44m- Valley Gutter (G.I. PRE- PAINTED)
79	pcs	0.5mm thk x 0.915m x 2.44m- Cap Wall Flashing (G.I. PRE- PAINTED)
37	pcs	0.5mm thk x 1.22m x 2.44m- Cap Wall Flashing (G.I. PRE- PAINTED)
18	pcs	0.5mm thk x 1.22m x 2.44m- Cap Wall Flashing (G.I. PRE- PAINTED)
90,000	pcs	Tekscrew
25,000	pcs	Blind Rivets 1/2" x 1/8"

25,000

Jan 1

60	tubes	Silicone Sealant
5	Gal	Touch up paint
20	pcs	Steel Cutting Disc 4"
20	gals	Cementitious Waterproofing Membrane
10	bags	Portland Cement
15	kg	Concrete Nails Assorted
5	gals	Roof Sealant

E. Delivery / Completion

Delivery/completion shall be within 150 Working days.

F. Man Power Requirement

Manpower for the project shall be at least of the following;

- a. One Civil Engineer
- b. Skilled Laborers
- c. Manual Laborers

G. Warranty

Warranty shall be for a period of one year from the turn-over of the completed project.

H. Payment Scheme

The city has allocated a budget of Seven Million, Eight hundred Fifty thousand, Five hundred Pesos (7,850,500.00Php) for the project. The winning bidder shall be paid in accordance with **R.A.** 9184 and other relevant laws.

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