

Republic of the Philippines  
Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**

DOST Cpd., General Santos Ave., Bicutan, Taguig City  
Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167  
<http://www.itdi.dost.gov.ph>



CERTIFICATION  
INTERNATIONAL  
ISO 9001:2008  
IP/4218/09/02/625

**PROJECT :** REPAIR/RENOVATION AND MAINTENANCE OF ITDI BUILDINGS AND FACILITIES

**LOCATION:** DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

**OWNER :** Industrial Technology Development Institute (ITDI)

**SUBJECT :** BID BULLETIN NO. 1

**Date :** November 3, 2014

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This Bid Bulletin No. 1 is being issued to Bidders for their information and guidance in the preparation of their bids and shall be taken into consideration in their proposal. This bid bulletin will form part of the contract for this project.

**1. Governing Rules:**

Bidding and contract award for the above project shall be governed by the Revised Implementing Rules and Regulations of RA 9184, 2009 and the Philippine Bidding Documents (PBD), Fourth Edition, December 2010. Any discrepancy between the General Conditions and RA 9184, R.A 9184 shall prevail, with latest amendments per GPPB Resolution No. 25-2013.

**2. Marking and Sealing of Bids**

- a. Contents of sealed envelope marked "**ORIGINAL BID**"  
Sealed Envelope 1 marked "**Original – Eligibility & Technical Proposal**"  
Sealed Envelope 2 marked "**Original – Financial Proposal**"
- b. Contents of sealed envelope marked "**COPY NO. 1**"  
Sealed Envelope 1 marked "**Copy No. 1 – Eligibility & Technical Proposal**"  
Sealed Envelope 2 marked "**Copy No. 1 – Financial Proposal**"
- c. Contents of sealed envelope marked "**COPY NO. 2**"  
Sealed Envelope 1 marked "**Copy No. 2 – Eligibility & Technical Proposal**"  
Sealed Envelope 2 marked "**Copy No. 2 – Financial Proposal**"
- d. The sealed outer envelopes marked "**ORIGINAL BID**", "**COPY NO. 1** and "**COPY NO. 2** shall be enclosed in **one single envelope/package**.
- e. All envelopes shall contain the following:

**PROJECT: REPAIR/RENOVATION AND MAINTENANCE OF ITDI BUILDINGS AND FACILITIES**

(NAME AND ADDRESS OF BIDDER IN CAPITAL LETTER)

**TO: THE INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE (ITDI)**

**MS. LYDIA M. ABLAÑA**  
**ITDI-BAC CHAIRMAN-INFRA**  
**Metrology Building, DOST Compound**  
**Bicutan, Taguig City**

**"DO NOT OPEN BEFORE: November 14, 2014, 9:00 A.M**

### 3. Items to be considered in the preparation of Bid

- 3.1 Bid Proposal shall be in Philippine currency.
- 3.2 The bid shall be signed on each and every page by the duly authorized signatory of the bidder. Items with erasures on the bid should bear the initials of the authorized signatory.
- 3.3 Bidders shall submit a Bid Securing Declaration AND at least one (1) other Bid Security, the amount of which shall be equal to a percentage of the ABC in accordance with the following schedule:

Forms of bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a) Cash or Cashier's/manager's check issued by a Universal or Commercial Bank	Two percent (2%)
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, if issued by a foreign bank	
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	Five percent (5%)
d) Any combination of the foregoing	Proportionate to share of form with respect to total amount of security

- 3.4 To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post at least two (2) performance security taken from two (2) categories below the amount of which shall be equal to a percentage of the total contract price in accordance with the following schedule:

Forms of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
a) Cash or Cashier's/manager's check issued by a Universal or Commercial Bank	Goods and Consulting Services - Five Percent (5%)
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, if issued by a foreign bank	Infrastructure Projects – Ten percent (10%)
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	Thirty percent (30%)
d) Any combination of the foregoing	Proportionate to share of form with respect to total amount of security

- 3.5 The detailed breakdown shall contain the quantities, unit costs and sub-totals as indicated in the form provided. No lot quantities should be indicated on any of the items. The breakdown of bid costs shall be submitted in hard copy and CD as part of the Financial Component.
- 3.6 All bidders should conduct actual site investigation. For this project, the Certificate of Site Inspection should be signed by VICTORIA HAGAD. The Certificate of Site Inspection shall be included in the envelope for Technical Components.
- 3.7 Contractors should have temporary facilities at an area designated by ITDI representatives.

- 3.8 Utilities (water and electricity) shall be paid by the contractor; sub-meters to be provided and installed by contractor.
  - 3.9 Hauling/Disposal of debris from the project to an area outside the DOST Compound is the responsibility of the contractor. Reusable materials shall be surrendered to the ITDI.
  - 3.10 Over time work until night time and on weekends needs request so that ITDI can issue the necessary permits. Likewise, all personnel, materials and equipment should be listed for issuance of gate pass.
  - 3.11 All personnel are required to wear ID and uniform while working inside ITDI compound.
  - 3.12 Progress billing shall be accompanied by photographs. It must be submitted in 2 original copies.
  - 3.13 15% Advance Payment may be requested by contractor after issuance of Notice to Proceed to the winning bidder.
4. Project Duration: One Hundred Twenty (120) Calendar days.
  5. **Submission of Bids: November 14, 2014, between 8:30 A.M. to 9:00 A.M.**

Bids submitted beyond 9:00 A.M. will no longer be accepted.

**Opening of envelopes 9:00 A.M.;** Metrology Conference Room, 2<sup>nd</sup> Floor Metrology Building, ITDI, Bicutan Taguig City.

## 6. Questions/clarifications not raised during Pre-bid conference

- 6.1 Questions/clarifications should be made in writing, addressed to the BAC Chair-Infra.
- 6.2 In the written query, company name and the project name should be indicated.
- 6.3 Additional bid bulletin, if any, will be issued regarding the matter.

## 7. Scope of Work

### National Metrology Division (NMD)

#### 1. *Complete renovation of comfort room for Men & Women left & right wing*

- e. Installation of brand new under counter top lavatory eight (8) units, four (4) urinals and its accessories and other materials needed (HCG or American Standard)
- m. Removal of aluminum partition at shower room at Men & Women Comfort room at Left wing and Right wing side.
- n. Supply and Installation of Sliding smoked glass partition at Shower room at Left and Right wing at He & She Comfort room
- o. Repair of Metal door at Left/Right wing @ He & She Comfort Room
- p. Application of waterproofing (elastomeric paint) at flooring before the installation of floor tiles in all comfort room to be repaired in ITDI Buildings

#### 2. *Repair of Hallway at 2<sup>nd</sup> Floor*

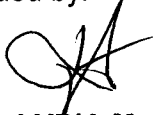
- a. Dismantling/Removal of ceiling, electrical wiring, wire connection for internet at Hallway 2<sup>nd</sup> floor with that was infested by termites with a cross section of 40 cm x 40 cm x 65 linear meter.
- b. Supply and Installation of wooden gutter for the cover of electrical wirings and pipe system with a cross section of 40 cm x 40cm x 65 linear meter.
- c. Supply and Installation of vertical & horizontal stud (metal furring)
- d. Supply and Installation of cornice and casing (same as original)
- e. Supply and Installation of cement ficemboard or hardiflex for ceiling
- f. Painting works for wooden gutter, cornice and casing (2 coats)
- g. Re-installation of wire cables for internet and paging system at new wooden gutter

**Environmental and Biotechnology Division (EBD)**

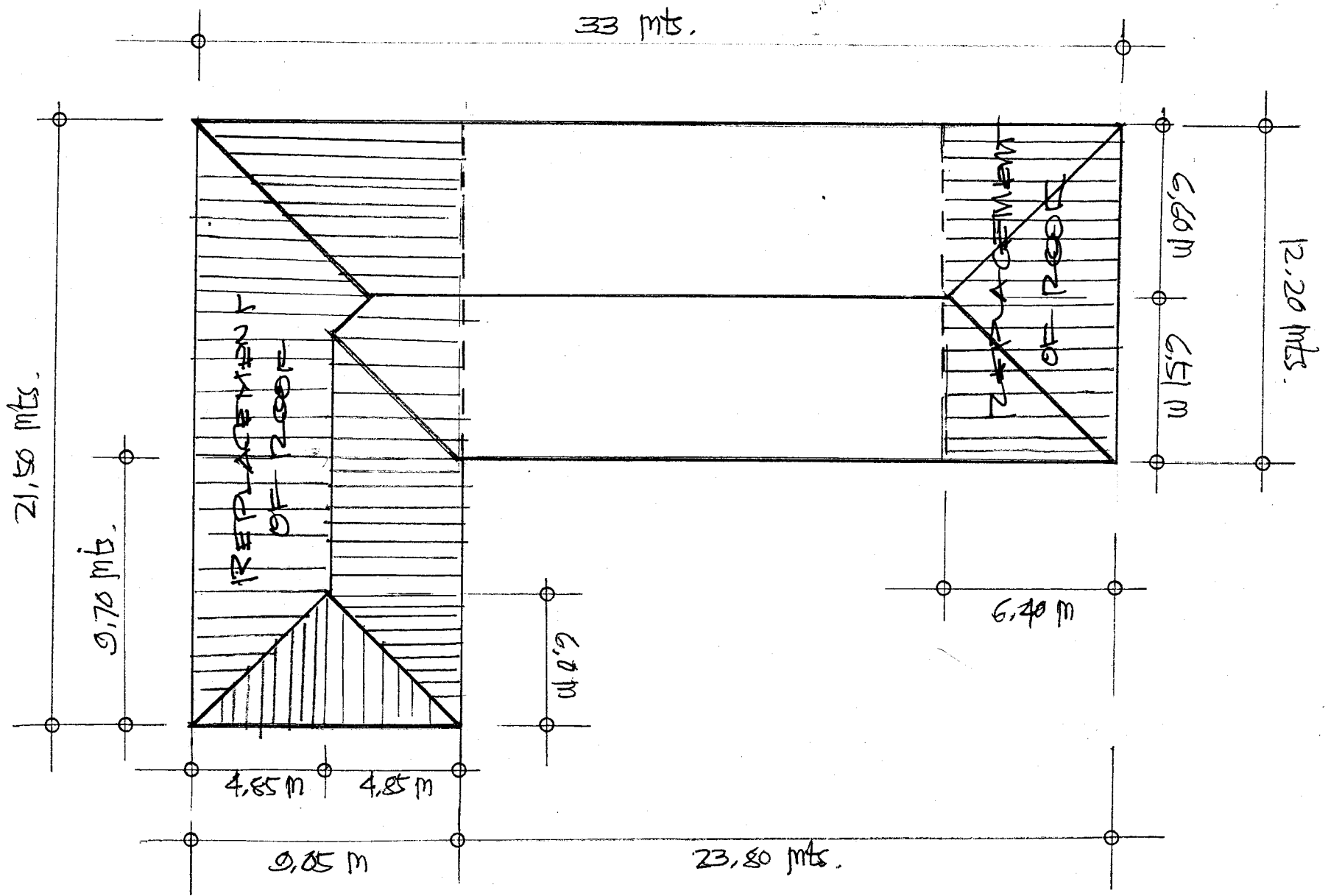
- c. Replacement of Tri-wave roof with an area of 300 sq.m (Roof Plan attached)

The above information will form an integral part of the bid document already issued to you. All other information will remain the same. For your information and guidance.

Issued by:



**MS. LYDIA M. ABLAÑA**  
ITDI-BAC Chairman-Infra



⊙ ROOF PLAN ⊙