



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT

**DANGEROUS DRUGS BOARD**

31 October 2019

## **SUPPLEMENTAL BULLETIN/ ANNOUNCEMENT**

**RE: Bid Reference No. 6575655**

**ADDENDUM NO. 2019-2: Construction of Dangerous Drugs Board Extension Office 6<sup>th</sup> Floor South Insula Condominium Complex, Timog Avenue, Quezon City**

In accordance with Section 22.5 (Supplemental/Bid Bulletins) of the 2016 IRR of RA 9184 and in response to some clarifications made by prospective bidders during the Pre-Bid Conference conducted on October 30, 2019, the DDB Bids and Awards Committee hereby issue the following addendum to modify/amend items in the Bidding Documents:

- Checklist of Requirements for Bidders
  1. Tab E (Project Requirements) - To delete Item 9 to read as follows: *“Performance Security in any of the following forms & amounts in accordance with ITB Clause 31.2”*.
  2. To amend Tab H, I, J, K and L with no prescribed format:
    - Tab H - Duly signed and priced Bill of Quantities
    - Tab I - Duly signed and priced Detailed Estimates
    - Tab J - Cash Flow by the Quarter and Payment Schedule
    - Tab K - Detailed Unit Price Analysis
    - Tab L - back-up quantity computation sheet/tally sheet as programmed
  3. Tab M to be read as follows: *“Soft copy in USB of the duly priced Bill of Quantities and Detailed Estimates using Microsoft Excel”*.

The Bidding Documents is amended accordingly.

For information and guidance of all concerned.

**Atty. PHILIP JOSEF T. VERA CRUZ**  
Chief, Legal Division/ BAC Chairman

## CHECKLIST OF REQUIREMENTS FOR BIDDERS

**ELIGIBILITY, TECHNICAL, AND FINANCIAL REQUIREMENTS SHOULD BE APPROPRIATELY SIGNED AND PROPERLY TABBED AS FOLLOWS:**

### **Class “A” Documents**

#### **ELIGIBILITY DOCUMENTS ENVELOPE**

#### **Eligibility Documents:**

#### **TAB A**

##### **Legal**

- Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration stated in the BDS
- PhilGEPS Registration Certificate
- Mayor’s/Business Permit or its Equivalent Document
- Tax Clearance
- Phil Contractors Accreditation Board (PCAB) License & Registration

#### **TAB B**

##### **Technical**

- Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. (Supported with NOA or NTP or Contract issued by the owners, and Certificate of Good Standing)
- Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid, in accordance with ITB Clause 5.4. (Equivalent to at least 50% of the ABC)
- Statement of government and private construction contracts completed which are similar in nature and complexity to the contract to be bid. (Supported with Contract, CPES/or Cert. of Completion, Certificate of Final Acceptance)

#### **TAB C**

##### **Financial**

- Audited Financial Statement, stamped received by BIR.
- Net Financial Contracting Capacity (NFCC) Computation

**Class “B” Documents**

- If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566.

**TAB D**

**Technical documents:**

1. Bid Security in the prescribed form, amount, and validity

a. Cash, Cashier’s/Manager’s Check, bank draft or irrevocable letter of credit (2% of the ABC)
b. Surety Bond accompanied by a Certification coming from an authorized Insurance Commission (5% of the ABC)
c. Bid Securing Declaration

**TAB E**

2. Project Requirements:

1. Organizational chart for the contract to be bid		
2. Proposed Construction Schedule and S-Curve		
3. PERT-CPM Network Diagram		
4. Proposed Manpower Schedule		
5. List of Contractor’s Key Personnel for the Project with qualifications & work experience. Supported with the following:		
(a.) CV for all proposed key personnel		
(b.) Photocopy of Valid PRC license/s and PTR		
(c.) Photocopy of the Certificate of Completion of the Construction Safety and Health Training of Safety Officer		
6. Duly signed narrative description of Construction Methodology that will be conducted for the project		
7. Equipment Utilization Schedule		
8. Construction Safety and Health Program		

**TAB F**

3. Omnibus Sworn Statement executed by the bidder, or its duly authorized representative.



## FINANCIAL DOCUMENTS ENVELOPE

<b><u>TAB G</u></b>	Duly signed Financial Bid Form
<b><u>TAB H</u></b>	Duly signed and priced Bill of Quantities (No prescribed format)
<b><u>TAB I</u></b>	Duly signed and priced Detailed Estimates (No prescribed format)
<b><u>TAB J</u></b>	Cash Flow by the Quarter and Payment Schedule (No prescribed format)
<b><u>TAB K</u></b>	Detailed Unit Price Analysis (No prescribed format)
<b><u>TAB L</u></b>	Back-up quantity computation sheet/tally sheet as programmed (No prescribed format)
<b><u>TAB M</u></b>	Soft copy in <b>USB</b> of the duly priced Bill of Quantities and Detailed Estimates using Microsoft Excel.

### NOTES:

- 1. Each bidder shall submit one original or certified true copy of the original and two (2) additional copies of the first (Eligibility/Technical) and second (Financial) components of its bid duly signed by the authorized representative of the bidder.*
- 2. Any missing document in the above mentioned checklist is a ground for outright rejection of the bid.*
- 3. In case of discrepancies between this checklist and the bidding documents, the latter shall prevail.*
- 4. Any bid submitted after the deadline for submission and receipt of bids prescribed by the DDB shall be declared "late" and shall not be accepted.*
- 5. All envelopes must be properly sealed and marked. All documents must be tabbed according to the checklist above.*
- 6. Representatives are also required with Authorization Letter from the company before the formal opening of bids.*