

employee by the owner/bidder (if sole proprietorship) and by the Corporate Secretary or Chairman of the BOD, if a corporation, partnership or joint venture) (Certification attached in the (SPA);

b) Included in the Organizational Chart for the Contract to be bid;

c) One of the Contractor's personnel to be assigned to the contract to be bid.

11. Duly signed Construction Schedule and S-curve;

12. Duly signed PERT/CPM;

13. Duly signed Construction Methods in Narrative Form on how the contractor will undertake the works under the contract;

14. Duly signed Manpower Schedule;

15. Duly signed Equipment Utilization Schedule;

16. Duly signed Construction Safety and Health Program (to be approved by DOLE prior to contract signing);

17. Duly signed and notarized Affidavit of Site Inspection. (please refer to **FORM 10: AFFIDAVIT OF SITE INSPECTION**);

**Note:** For the conduct of Site Inspection, bidders are required to bring their technical personnel. Technical personnel must be a licensed Civil Engineer. Affidavit of Site Inspection must be duly conformed/noted by Engr. Benjamin Hannycel T. Nuyda, PDISS Director.

10.4 The Bidder's key personnel must meet the required minimum qualification and work experience requirements set below:

<i>Key Personnel</i>	<i>Qualification and Experience</i>
1. Supervising Project Engineer	<ul style="list-style-type: none"> <li>Registered Civil Engineer;</li> <li>With at least five (5) years of experience in the construction industry; and</li> <li>Shall <b>render full time services</b> for this Project until its completion and turn-over.</li> </ul>
2. Instrumentation and Control Technician	<ul style="list-style-type: none"> <li>Electronics Technology graduate with certificate of training in instrumentation and controls;</li> <li>With at least three (3) years of experience as Instrumentation and Control Technician;</li> <li>Shall render services as required for this Project.</li> </ul>
3. Materials Engineer	<ul style="list-style-type: none"> <li>DPWH accredited Materials Engineer;</li> <li>With at least three (3) years of experience as Materials Engineer; and</li> <li>Shall render services as required for this Project.</li> </ul>
4. Master Electrician	<ul style="list-style-type: none"> <li>Must be a Registered Master Electrician;</li> <li>With at least three (3) years of experience as Master Electrician ; and</li> <li>Shall render services for this Project</li> </ul>

5. Master Plumber	<ul style="list-style-type: none"> <li>• Must be a Registered Master Plumber;</li> <li>• With at least three (3) years of experience as Master Plumber; and</li> <li>• Shall render services for this Project</li> </ul>
6. Safety & Health Officer	<ul style="list-style-type: none"> <li>• Accredited safety practitioner by the DOLE;</li> <li>• With at least three (3) years of experience as Safety Officer in the construction industry;</li> <li>• Completed Construction Occupational Safety and Health (COSH) Training; and</li> <li>• Shall render full-time services for this Project.</li> </ul>
7. Foreman	<ul style="list-style-type: none"> <li>• At least High School Graduate;</li> <li>• With at least three (3) years of experience as Foreman in the construction industry; and</li> <li>• Shall render full-time services for this Project until its completion and turn-over</li> </ul>

Each of the Bidder's Key Personnel must be supported by the following documents:

- Accomplished CV or Bio-Data with their complete qualification and work experience data;
- Valid Professional License issued by Professional Regulation Commission (PCR) and if for renewal, submit a copy of the recently expired Professional Identification Card and official receipt as proof of payment for the application for renewal;
- Valid Certificate of Accreditation as Materials Engineer issued by DPWH;
- Certificate of Training on Construction Occupational Safety and Health (COSH) issued by a DOLE accredited training center/agency for the Safety Officer.

**NOTE:** DESIGNATION OF KEY PERSONNEL TO MORE THAN ONE OF THE ABOVE STATED PROFESSIONS IS NOT ALLOWED EXCEPT FOR MATERIALS ENGINEER.

10.5

The minimum major equipment requirements are the following:

<i>Equipment</i>	<i>Number of Units</i>
Backhoe, 0.8 cu.m.	1
Plate Compactor	2
Various Handtools	enough
Welding Machine (Electric Driven/DC Output)	1
Bar Cutter	1
Bar Bender 42mm	1
Submersible Water pump	1
Concrete Vibrator	1
One Bagger Mixer	1

- Failure of the bidder to state a complete technical description of the pledged equipment and the specific location, whether owned, leased or under purchased agreement shall result in the bidder's disqualification

11.1	<p>Bidders shall submit the following documents using the prescribed forms;</p> <ol style="list-style-type: none"> <li>1. Original of duly signed and accomplished Financial Bid Form (please refer to <b>FORM 1: BID FORM</b>);</li> <li>2. Original of duly signed Bill of Quantities;</li> <li>3. Duly accomplished Detailed Estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid. (Please refer to <b>BREAKDOWN OF DETAILED ESTIMATES FORMAT</b>);</li> <li>4. Cash Flow by Quarter and Payment Schedule.</li> </ol> <p><b>NOTE:</b> BIDS NOT ADDRESSING OR PROVIDING ALL THE REQUIRED ITEMS IN THE BIDDING DOCUMENTS INCLUDING, WHERE APPLICABLE, BILL OF QUANTITIES, SHALL BE CONSIDERED NON-RESPONSIVE AND, THUS, AUTOMATICALLY DISQUALIFIED. IN THIS REGARD, WHERE A REQUIRED ITEM IS PROVIDED, BUT NO PRICE IS INDICATED, THE SAME SHALL BE CONSIDERED AS NON-RESPONSIVE, BUT SPECIFYING A ZERO (0) OR A DASH (-) FOR THE SAID ITEM WOULD MEAN THAT IT IS BEING OFFERED FOR FREE TO THE GOVERNMENT (SECTION 32.2.1.A OF THE 2016 REVISED IRR OF RA 9184).</p>
12	No further instructions.
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> <ol style="list-style-type: none"> <li>a. The amount of not less than <u>Fifty Eight Thousand Five Hundred Pesos (Php58,500.00)</u> [Two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>b. The amount of not less than <u>One Hundred Forty Six Thousand Two Hundred Fifty Pesos (Php146,250.00)</u> [Five percent (5%) of ABC] if bid security is in Surety Bond.</li> </ol> <p><b>NOTE:</b> 1. THE SURETY COMPANY SHALL NOT BE INCLUDED IN THE GPPB'S NEGATIVE LIST OF INSURERS PURSUANT TO GPPB GUIDELINES FOR THE ESTABLISHMENT OF NEGATIVE LIST OF SURETY AND/OR INSURANCE COMPANIES.</p>
16	<p>Each Bidder shall submit <i>ONE (1) SET (Envelope A)</i> <b>original copy</b> and <i>ONE (1) SET (Envelope B)</i> <b>second copy</b>, of the first and second components of its bid.</p> <p>Requirements of the Catanduanes State University for MARKING AND SEALING OF BIDS are part of the Bidding Documents, Section XI.</p> <p>For online submission of bids, the Bidder shall submit an electronic copy of its Bid (Eligibility, Technical and Financial Documents including all required Bidding Forms), which must be digitally signed.</p>

	An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus automatically disqualified.
19.2	Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20	<p>Bidder shall submit the following documents within a non-extendible period of five (5) calendar days from receipt of the Notice of Post-Qualification Evaluation from the BAC:</p> <ul style="list-style-type: none"> <li>a. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);</li> <li>b. Original Copy of the Legal Documents such as DTI/SEC Registration Certificate, Business Permit, Tax Clearance Certificate and PCAB License. Said documents will be returned after verification and validation.</li> </ul>
21	<p>List of additional contract documents:</p> <ul style="list-style-type: none"> <li>a. Company Profile;</li> <li>b. Contractors All Risk Insurance (CARI);</li> <li>c. Construction Schedule and S-curve;</li> <li>d. PERT/CPM;</li> <li>e. Manpower Schedule;</li> <li>f. Equipment Utilization Schedule;</li> <li>g. Construction Methods in narrative form on how the contractor will undertake the works under the contract;</li> <li>h. Construction Safety and Health Program (to be approved by DOLE prior to contract signing).</li> </ul>