



Republic of the Philippines  
City of Tagbilaran  
City Hall, Tagbilaran City, 6300

**INVITATION TO BID FOR  
Procurement of Infra (Proposed Renovation of City Economic Enterprise Office)**

The City Government of Tagbilaran, through the **AO No. 17-08 for FY 2018**, intends to apply the sum of **One Million Four Hundred Twelve Thousand Three Hundred Seventy Pesos and 12/100 Only (PhP 1,412,370.12)** being the Approved Budget for the Contract (ABC) to payments under the contract for **ITB No. 1811-437**. Bids received in excess of the ABC shall be automatically rejected.

The City Government of Tagbilaran now invites bids for the Renovation of **Proposed Renovation of City Economic Enterprise Office, Integrated Bus Terminal, Dampas District, Tagbilaran City; I. General Requirements, II. Safety and Health, III. Removal & Dismantling of Existing (Wall, Ceiling, Door & Floor), IV. Finishing Works (Wall, Ceiling & Floor), V. Doors & Windows, VI. Toilet, VII. Painting Works, VIII. Electrical Works**. Completion of the Works is required within **75 Calendar Days**. Bidders should have completed, within TEN (10) years from the date of submission and receipt of bids, a single contract that is similar to the contract to be bid and must be at least fifty percent (50%) of the ABC of the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II Instruction to Bidders.

Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.

Interested bidders may obtain further information from the Local Government Unit of Tagbilaran City, Bohol and inspect the Bidding Documents at the address given below during office hours.

A complete set of Bidding Documents may be purchased by interested Bidders on **November 22, 2018 – December 13, 2018** from the address below and upon payment of a non-refundable fee for the Bidding Documents in the amount of Five Thousand Pesos (**PhP 5,000.00**).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the Procuring Entity's website: [www.tagbilaran.gov.ph](http://www.tagbilaran.gov.ph), provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

The City Government of Tagbilaran will hold a **Pre-Bid Conference on November 29, 2018 at 2:00 PM** at **CEO Conference Room, CEO Building, Upper Calceta St., Cogon Dist., Tagbilaran City**, which shall be open to all interested bidders.

Bids must be delivered to the address below on or before **December 13, 2018 at 1:30 PM** at **CEO Conference Room, CEO Building, Upper Calceta St., Cogon Dist., Tagbilaran City, Bohol**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

**Bid Opening will be on December 13, 2018, 2:00 PM** at **CEO Conference Room, CEO Building, Upper Calceta St., Cogon Dist., Tagbilaran City**. Bids will be opened in the presence of the bidders' representatives who choose to attend. Late bids shall not be accepted.

The City Government of Tagbilaran reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

Ms. Rosemarie P. Palma  
Head BAC Secretariat  
City Engineering Building  
Upper Calceta Street, Tagbilaran City  
Tel.No. (038) 411-2072  
Telefax No. (038) 422-8049

  
**Ms. CATHELYN O. TORREMOCHA**  
BAC Chairman



# Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is <b>Local Government Unit of Tagbilaran City, Bohol.</b></p> <p>The name of the Contract is <b><u>Procurement of Infra – Proposed Renovation of City Economic Enterprise Office.</u></b></p> <p>The identification number of the Contract is <b><u>ITB No. 1811-437.</u></b></p>
2	<p>The Funding Source is: <b>Continuing Appropriation</b> in the amount of <b>(Php 1,412,370.12)</b></p> <p>The name of the Project is <b><u>ITB No. 1811-437 Procurement of Infra – (Proposed Renovation of City Economic Enterprise Office).</u></b></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.
5.4(a)	No further instructions.
5.4(b)	For this purpose, a contract shall be considered “similar” to the contract to be bid if it has the same major categories of work.
8.1	“Subcontracting is not allowed.”
8.2	“Not applicable.”
9.1	The Procuring Entity will hold a <b>Pre-bid Conference</b> for this Project on <b><u>November 29, 2018 at 2:00 PM at CEO Conference Room, CEO Building, Upper Calceta Street, Cogon District, Tagbilaran City.</u></b>
10.1	<p>The Procuring Entity’s address is:</p> <p><b>City Government of Tagbilaran c/o Ms. Cathelyn O. Torremocha BAC Chairman Bids and Awards Committee Tagbilaran City</b></p> <p><b>Tel. No. 411-2222 Loc. 135 Fax No. 422-8049 <u>bac2013tagbilaran@yahoo.com.ph</u></b></p>
10.4	No further instructions.
12.1	No further instructions.
12.1(a)(ii)	The bidder’s <b>Single Largest Completed Contract (SLCC)</b> similar to the contract to be bid should have been completed within ten (10) years prior to the deadline for the submission and receipt of bids.
12.1(a)(iii)	No further instructions.

12.1(b)(ii.2)	<p>The minimum work experience requirements for key personnel are the following:</p> <table border="0"> <thead> <tr> <th><u>Key Personnel</u></th> <th><u>General Experience</u></th> <th><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td>Project Engineer</td> <td>Building Construction</td> <td>Building Construction</td> </tr> <tr> <td>Supervising Engineer</td> <td>Building Construction</td> <td>Building Construction</td> </tr> <tr> <td>Foreman</td> <td></td> <td></td> </tr> <tr> <td>Skilled Laborer</td> <td></td> <td></td> </tr> <tr> <td>Unskilled Laborer</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project Engineer	Building Construction	Building Construction	Supervising Engineer	Building Construction	Building Construction	Foreman			Skilled Laborer			Unskilled Laborer		
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12.1(b)(iii.3)	<p>The minimum major equipment requirements are the following:</p> <table border="0"> <thead> <tr> <th><u>Equipment</u></th> <th><u>Capacity</u></th> <th><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td>Electric Drill</td> <td></td> <td></td> </tr> <tr> <td>Welding Machine</td> <td></td> <td></td> </tr> <tr> <td>Baby Grinder</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	Electric Drill			Welding Machine			Baby Grinder								
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13.1	“No additional Requirements”																		
13.1(b)	<p>This shall include all of the following documents:</p> <ol style="list-style-type: none"> <li>1) Bid prices in the Bill of Quantities;</li> <li>2) 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; and</li> <li>3) Cash flow by quarter or payment schedule.</li> </ol>																		
13.2	The ABC is <b><u>One Million Four Hundred Twelve Thousand Three Hundred Seventy Pesos and 12/100 Only (PhP 1,412,370.12)</u></b> . Any bid with a financial component exceeding this amount shall not be accepted.																		
14.2	“No further instructions.”																		
15.4	No further instruction.																		
16.1	The bid prices shall be quoted in Philippine Pesos.																		
16.3	No further instructions.																		
17.1	Bids will be valid until <b>April 12, 2019</b> .																		
18.1	<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>1. The amount of not less than <b>Php 28,247.40</b> (2% of ABC), if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2. The amount of not less than <b>Php 70,618.50</b> (5% of ABC) if bid security is in Surety Bond.</li> </ol>																		
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20.3	<p>Each Bidder shall submit (1) original and (2) copies of the first and second components of its bid.</p> <p>All pages of the bidding documents submitted must be signed by the bidder or authorized representative.</p>																		

21	<p>Bids must be delivered to <b>CEO Conference Room, CEO Building, Upper Calceta Street, Cogon District, Tagbilaran City.</b></p> <p>The deadline for submission of bids is <b><u>December 13, 2018 at 1:30PM.</u></b></p>
24.1	<p>The place of bid opening is <b><u>CEO Conference Room, CEO Building, Upper Calceta Street, Cogon District, Tagbilaran City.</u></b></p> <p>The date and time of bid opening is <b><u>December 13, 2018 at 2:00 PM.</u></b></p>
24.2	No further instructions.
24.3	No further instructions.
27.3	<p>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.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for the contract to be awarded to the Bidder.</p>
27.4	No further instructions.
28.2	Valid PCAB license.
31.4(f)	<p>List additional contract documents relevant to the Project that may be required by existing laws.</p> <ol style="list-style-type: none"> <li>1.) Construction Schedule and S-curve.</li> <li>2.) Manpower Schedule.</li> <li>3.) Construction Methods.</li> <li>4.) Equipment Utilization Schedule.</li> <li>5.) Construction Safety and health program approved by the Department of Labor and Employment</li> <li>6.) PERT/CPM or other acceptable tools of project scheduling.</li> </ol>