



Office of the President
NATIONAL HOUSING AUTHORITY



**INVITATION TO BID
INFRASTRUCTURE/CIVIL WORKS
For**

**RENOVATION OF NHA CANTEEN AT NHA MAIN COMPOUND, DILIMAN,
QUEZON CITY**

1. The **National Housing Authority (NHA)**, through the Corporate Budget approved by the NHA Board for CY 2021 intends to apply the sum of **₱3,995,231.11** being the Approved Budget for the Contract (ABC) to payments under the contract for **Ref. No. 2021-08-029 (INFRA): Renovation of NHA Canteen at NHA Main Compound, Diliman, Quezon City**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NHA through the **Central Bids and Awards Committee (CBAC)** now invites bids for the hereunder Works:

Name of Contract : Renovation of NHA Canteen
Ref. No. : 2021-08-029 (INFRA)
Location : NHA Main Compound, Diliman, Quezon City
Approved Budget for
the Contract (ABC) : ₱3,995,231.11
Source of Fund : Corporate Receipts
Contract Duration : 76 Calendar Days
Required PCAB
License : Category "C & D" and "Small B" for Building


Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instruction to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
4. Interested bidders may obtain further information from CBAC and inspect the Bidding Documents at **2nd Floor, NHA Main Building, National Housing Authority, Elliptical Road, Diliman, Quezon City** from **9:00 a.m. to 4:00 p.m.** The Central BAC Secretariat may be contacted at Tel/Fax No. 8929-8016/8928-8272 or through nha.centralbac@gmail.com/ centralbac@nha.gov.ph.
5. A complete set of Bidding Documents may be acquired by interested bidders who can show proof of authority to secure bid documents for the specific project duly notarized and Official Company ID upon submission of Letter of Intent (LOI), presentation of PCAB License, Contract Agreement and Certificate of Completion/Acceptance for completed similar project/s and upon cash payment of non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱5,000.00** starting on **August 24-September 17, 2021 (9:00 a.m. to 4:00 p.m.)** at the Treasury Department, 2nd Floor NHA Main Building, Diliman, Quezon City from 10:00 a.m. to 3:00 p.m. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and NHA's official website nha.gov.ph, provided that bidders shall pay the applicable fee for the Bidding Documents on or before the submission of bids.

6. The NHA will hold a **Pre-Bid Conference** on **September 3, 2021, 9:30 a.m.** through videoconferencing/webcasting via zoom application, which shall be open to all bidders.
7. Bids must be duly received by the CBAC through manual submission at the office address as indicated below.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15.
9. Bid opening shall be on **September 17, 2021, 9:30 a.m. at Training Room, 2nd Floor, GSD/COSDD Building, NHA Main Compound Diliman Quezon City.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The NHA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Engr. Miguel J. Arevalo
*Acting Division Manager, Building and Grounds Maintenance Security Division/
General Services Department
Tel No. 8921-5977*


ROMUEL P. ALIMBOYAO
Regional Manager, Region IV Office/
Chairperson, Central Bids and Awards Committee
NATIONAL HOUSING AUTHORITY
Elliptical Road, Diliman, Quezon City

BID DATA SHEET (BDS)

ITB Clause	<p>The clauses herein stated correspond to the clauses of Section II. Instruction to Bidders (ITB).</p> <p>The amendments or specific instructions/details in the Instruction to Bidders (ITB) are made in the Bid Data Sheet (BDS). The conditions of the BDS qualify the ITB. In case of conflict, the provisions of BDS shall prevail over the ITB.</p>										
1	<p>The PROCURING ENTITY is the National Housing Authority (NHA).</p> <p>The name of the Project and Reference No. is:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">2021-08-029 (INFRA)</td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 60%;">Renovation of NHA Canteen at NHA Main Compound, Diliman, Quezon City</td> <td style="width: 10%;"></td> </tr> </table>			2021-08-029 (INFRA)	-	Renovation of NHA Canteen at NHA Main Compound, Diliman, Quezon City					
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2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through Corporate Budget for the Contract approved by the governing Board for CY 2021 in the amount of:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Ref. No.</th> <th style="width: 5%;"></th> <th style="width: 60%;">Name of Project</th> <th style="width: 10%;">ABC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2021-08-029 (INFRA)</td> <td style="text-align: center;">-</td> <td>Renovation of NHA Canteen at NHA Main Compound, Diliman, Quezon City</td> <td style="text-align: right;">₱3,995,231.11</td> </tr> </tbody> </table>			Ref. No.		Name of Project	ABC	2021-08-029 (INFRA)	-	Renovation of NHA Canteen at NHA Main Compound, Diliman, Quezon City	₱3,995,231.11
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4.	Corrupt, fraudulent practices - No further instructions.										
5.1	Bidding is restricted to eligible bidders.										
5.2	<p>The Bidder must have completed, a single largest contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the National Statistics Office consumer price index.</p> <p>For this purpose, similar contracts shall refer to Renovation Works.</p>										
7.1	<p>Subcontracting is allowed.</p> <p>NOTE: The Contractor shall undertake not less than fifty percent (50%) of the contracted work with its own resources.</p> <p>The Subcontractors must meet the following eligibility criteria:</p> <ul style="list-style-type: none"> a) Must have completed project/s similar to the project under bidding. b) Possess valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the work to be sub-contracted. 										
8.	The NHA will hold a Pre-Bid Conference for this Project on September 3, 2021, 9:30 a.m. through video conference / web casting via zoom application.										

	<p>The Procuring Entity's address is:</p> <p>MARCELINO P. ESCALADA, JR. General Manager</p> <p>Attention to:</p> <p>ROMUEL P. ALIMBOYAO Chairperson, Central BAC NATIONAL HOUSING AUTHORITY 2nd Floor, Main Building, NHA, Elliptical Road, Diliman, Quezon City 8929-8272</p>
9.	<p>Bidders may request for clarification on and/or interpretation of any part of Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the ITB, at least ten (10) calendar days before the deadline set for the deadline of Submission and Opening of Bids.</p>
10.1	<p>BIDDERS SHOULD USE ALL NHA PRESCRIBED FORMS IN THE PREPARATION/SUBMISSION OF BIDS.</p> <p>The FIRST ENVELOPE shall contain the ELIGIBILITY and TECHNICAL documents, as follows:</p> <p>The Bidder may submit the Contractor's Registration Certificate (CRC) and Contractor's Profile issued by the Central BAC <u>in lieu</u> of the Eligibility Documents itemized hereunder, provided that its eligibility documents on file with the Central BAC have been maintained current and updated at the time of the opening of bids and the Contractor meets the minimum requirements of the bidding.</p> <p>ELIGIBILITY DOCUMENTS –</p> <p><u>Class "A" Documents:</u></p> <p>a) Registration Certificate from the Securities and Exchange Commission (SEC) supported with Articles of Incorporation, By-Laws and Amendments, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or any proof of such registration as stated in the Bidding Documents;</p> <p>b) Mayor's/Business Permit issued by the city or municipality where the principal place of business of the bidder, for the latest applicable quarter or whole year (Paid up to 3rd Quarter of 2021);</p> <p>In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed, provided that the renewed permit shall be submitted as a post-qualification requirement.</p>

- c) Valid Tax Clearance for the current year per Executive Order 398, Series of 2005 **as finally reviewed and approved by the BIR.**
- d) Statement of all its **COMPLETED** government and private contracts using Form **SF-INFR-16**. The statement shall include, for each contract, the following:
- i. name of the contract;
 - ii. date of the contract;
 - iii. contract duration;
 - iv. owner's name and address;
 - v. nature of work;
 - vi. contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
 - vii. total contract value at award;
 - viii. date of completion;
 - ix. total contract value at completion
 - x. the statement shall be supported with contracts/agreements, Notices of Award and/or Notices to Proceed issued by the owners; and
 - xi. Certificate of Owner's Acceptance and/or Constructors Performance Evaluation Summary (CPES) Final Rating and/or Certificate of Satisfactory Completion.
- e) **Statement of all its ON-GOING** government and private contracts, including contracts awarded but not yet started, if any using Form **SF-INFR-15**. The statement shall include, for each contract, the following:
- i. name of the contract;
 - ii. date of the contract;
 - iii. contract duration;
 - iv. owner's name and address;
 - v. nature of work;
 - vi. contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
 - vii. total contract value at award;
 - viii. estimated completion time;
 - ix. percentages of planned and actual accomplishments;
 - x. value of outstanding works; and
 - xi. the statement shall be supported by the Notices of Award (NOAs) and/or Notices to Proceed (NTPs) issued by the owners.
- f) **Valid Philippine Contractors Accreditation Board (PCAB) License** and Registration for the **type and cost** required of the contracts;
- g) **Audited Financial Statements** of the Contractor - these include the following:
- I. Independent Auditor's Report for **FY 2020 (IN MY OPINION...)**;
 - II. Income Tax Return for **FY 2020**;
 - III. Balance Sheet for **FY 2020**; and
 - IV. Income Statement, and showing, among others, the total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the applicable preceding calendar year (**2020**); and

h) The bidder's computation for its Net Financial Contracting Capacity **(NFCC)**;

i) Updated PhilGEPS Platinum Certificate (if any);

Class "B" Document:

a) If applicable, valid Joint Venture Agreement (JVA) or, in lieu thereof, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid using Form **SF-INFR-22**. A Special PCAB License is required for bidders with Joint Venture Agreement.

The **TECHNICAL DOCUMENTS** shall include the following documents:

a.) **Bid Security** as to form, amount, validity period and supporting documents prescribed herein **(BDS)**

b.) Project Requirements, which shall include the following:

b.1 **Organizational Chart** for the contract to be bid showing specific names of key personnel and positions pledged for the project duly signed by the authorized signatory;

b.2 List of **Contractor's Personnel** (*viz*, Project Manager, Project Engineers, Materials, Electrical, Sanitary, and Cost Engineers, Construction Safety Officer and Foremen, etc.), to be assigned to the contract to be bid using Form **SF-INFR-48**, supported with their complete qualification and experience data sheets, PRC Licenses, and **Certificate of Training** for the Safety Officer issued by/in coordination with BWC/DOLE; and

b.3 List of **Contractor's Equipment Units**, which are owned, leased, and/or under purchase agreements, supported with proofs of ownership such as Official Receipts of purchase/acquisition, Deeds of Sale, Lease Contracts, and/or Certification of Availability of Equipment from the equipment lessor/vendor for the duration of the project using Form **SF-INFR-49**;

c) Notarized Sworn Statement in accordance with Section 25.2(b)(iv) of the IRR of RA 9184 and using the form prescribed in Section IX. Bidding Forms to include statement for:

1. Ownership/corporation;
2. Authority of signatory;
3. Not "blacklisted" or barred from bidding;
4. Authenticity of documents;
5. Authority granted to NHA to verify all the documents submitted;
6. Disclosure of no relationship;
7. Compliance with existing labor laws and standards;
8. Bidder's responsibilities (**specific for the project**); and

	<p>9. No pecuniary interests 10. Failure to perform or deliver any obligations and undertakings</p> <p>OWNERSHIP/CORPORATION should be appropriately supported with a Corporate Secretary's Certificate or other documents designating the authorized participation in the bidding.</p> <p>The authorized representative must have <u>NOTARIZED AUTHORITY</u> from the Bidder/Firm to submit bid, as follows:</p> <p><u>FOR CORPORATION:</u> a Notarized Corporate Secretary's Certificate; and</p> <p><u>FOR SOLE PROPRIETORSHIP:</u> a notarized Authority from the Proprietor.</p>																
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10.4	Using Form SF-INFR-48, the <u>minimum key personnel requirement</u> (for this project) are: <ol style="list-style-type: none"> 1. 1-Project Engineer/ Architect 2. 1-Safety Officer 3. 1-Construction Foreman 																
10.5.	Using Form SF-INFR-49, the <u>minimum equipment requirement/capacity</u> (for this project) are: <table border="1" data-bbox="400 1223 1474 1458"> <thead> <tr> <th>No.</th> <th><u>No. Units</u></th> <th><u>Equipment/ Description</u></th> <th><u>Min. Capacity of Equipment</u></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>1 pc.</td> <td>Chipping Gun</td> <td>2,300 B.P.M.</td> </tr> <tr> <td>2.</td> <td>1 unit</td> <td>Elf Truck</td> <td>3 cu.m.</td> </tr> <tr> <td>3.</td> <td>4 sets</td> <td>Scaffolding</td> <td>Good for 2-storey</td> </tr> </tbody> </table>	No.	<u>No. Units</u>	<u>Equipment/ Description</u>	<u>Min. Capacity of Equipment</u>	1.	1 pc.	Chipping Gun	2,300 B.P.M.	2.	1 unit	Elf Truck	3 cu.m.	3.	4 sets	Scaffolding	Good for 2-storey
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11.	The FINANCIAL PROPOSAL shall include the following documents: <ol style="list-style-type: none"> a) Lump Sum Bid Prices in the prescribed BID FORM duly signed and sealed by the Bidder; b) Schedule of Rates in the prescribed form duly signed and sealed by the Bidder; c) Detailed Estimates/Computation in coming up with the unit costs duly signed and sealed by the Bidder; d) Cash Flow by the Quarter & Payments Schedule using Form SF-INFR-56. 																
11.1	The ABC is ₱3,995,231.11 . Any bid with a financial component exceeding this amount shall not be accepted.																
12.	No further instructions.																
13.	All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances																

	as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.
14.2	The bid prices shall be quoted in Philippine Pesos.
15.1	<p>Bid Security The bidder shall be given the option to post a Bid Securing Declaration OR any other form of Bid Security as follows:</p> <ol style="list-style-type: none"> 1. 2% of the ABC, if bid security is in the form of cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; 2. 5% of the ABC, if bid security is in the form of Surety/Bidder's Bond and callable upon demand; or 3. Any combination of the foregoing proportionate to the share of form with respect to total amount of security. <p>If in the form of a surety bond, the bid security must be supported by an (a) Official Receipt (OR); (b) Certificate from the Insurance Commission that the surety or insurance company is authorized to issue such security, and (c) required exact amount of documentary stamps equivalent to the amount paid for the item as stated in the Official Receipt.</p> <p>The bidder may also opt to submit a <i>Notarized Bid Securing Declaration</i> in lieu of the Bid Securities mentioned above using the prescribed form. (USING THE LATEST BID SECURING DECLARATION ATTACHED HEREWITH)</p> <p>There is no need to submit a Certificate from the Insurance Commission for surety bond issued by the Government Service and Insurance System (GSIS).</p>
15.2	The Bid Security shall be valid for 120 calendar days from the date of the opening of bids. Any bid not accompanied by an acceptable Bid Security shall be rejected by the Procuring Entity as non-responsive.
16.	<p>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.</p> <p>All duplicates or reproduced copies must be stamped certified true copies and originally signed.</p> <p>Bidders should strictly follow the process of sealing, marking and signing of bids as detailed in Sections 16 of the ITB - Format and Signing of Bids and Sealing and Marking of Bids, respectively. The CBAC will not assume responsibility for misplaced and premature opening of the bid for bids that are not properly sealed and marked.</p> <p>TABS OR EARS must be provided for easier checking of documents. The Eligibility, Technical and Financial Documents required for submission shall be arranged sequentially in a folder as listed.</p>

	<p>Unsealed or unmarked bid envelopes shall be rejected, but improperly sealed and marked shall be accepted, provided that the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The Central BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, for its premature opening.</p>
17.	<p>The Address for Submission of Bids is:</p> <p>Training Room 2nd Floor, GSD/COSDD Building NHA Main Compound, Diliman, Quezon City.</p> <p>The date and time of Bid Opening is: Immediately after the deadline of submission of bids (or as stated in the Invitation to Bid or announced during the Pre-bid Conference).</p>
18	<p>The Place of Bid Opening is:</p> <p>Training Room 2nd Floor, GSD/COSDD Building NHA Main Compound, Diliman, Quezon City.</p> <p>The date and time of Bid Opening is: Immediately after the deadline of submission of bids (or as stated in the Invitation to Bid or announced during the Pre-bid Conference).</p>
20 & 21.	<p>Within a <u>non-extendible period of five (5) calendar days</u> from receipt by the Bidder of the notice from the CBAC that it submitted the Lowest Calculated Bid (LCB), the Bidder shall submit the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Latest Income Tax (Form 1701 or 1702) 2. Business Tax (Form 2550-M/2550-Q) returns (Value Added Tax – VAT), filed thru Electronic Filing and Payment System (EFPS); <p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payments System (EFPS) shall be accepted.</p> <p>NOTE: The latest income and business tax returns are those within the last six (6) months preceding the date of bid submission.</p> <p>Failure of the Bidder declared as Lowest Calculated Bid (LCB) to duly submit the requirements under this Clause or a finding against the veracity of such shall be ground for forfeiture of the Bid Security and disqualification of the Bidder for award.</p> <p>The LCB shall submit tax returns (income tax and business tax returns) filed through the Electronic Filing and Payments System (EFPS).</p> <p>For the Business Tax Returns (VAT or Percentage Tax Returns), the last applicable six (6) months are <u>February 2021 – July 2021</u></p>

	Award of contract to the Bidder with the Lowest Calculated and Responsive Bid (LCRB) shall be at its submitted or calculated bid, WHICHEVER IS LOWER.
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Special Conditions of Contract (SCC)

<p>GCC Clause</p>	<p>The clauses herein stated correspond to the clauses of Section IV. General Conditions of Contract (GCC).</p> <p>Amendments or specific instructions/details in the General Conditions of the Contract (GCC) are made in the Special Conditions of Contract (SCC). The conditions of the SCC qualify the GCC. In case of conflict, the provisions of SCC shall prevail over the GCC.</p>
<p>1</p>	<p>The Procuring Entity's Representative is:</p> <p style="text-align: center;">MIGUEL J. AREVALO Acting Division Manager, BGMSD-GSD</p> <p>The Site is located in NHA Main Compound, Diliman, Quezon City as shown in the vicinity plan.</p> <p>Bids shall be valid 120 calendar days from the date of the opening of bids in accordance with the provisions under Section 28 of IRR of RA 9184:</p> <p style="padding-left: 40px;"><i>“28.1. Bids and bid securities shall be valid for a reasonable period as determined by the HoPE concerned, which shall be indicated in the Bidding Documents, but in no case shall the period exceed one hundred twenty (120) calendar days from the date of the opening of bids.</i></p> <p style="padding-left: 40px;"><i>28.2. Should it become necessary to extend the validity of the bids and bid securities beyond one hundred twenty (120) calendar days, the Procuring Entity concerned shall request in writing all those who submitted bids for such extension before the expiration date therefor. Bidders, however, shall have the right to refuse to grant such extension without forfeiting their bid security.”</i></p> <p>The Intended Completion Date is 76 calendar days from the date of receipt of the Notice to Proceed.</p> <p>The Contractor shall submit a detailed construction schedule to the NHA's Representative within ten (10) calendar days after issuance of the Notice to Proceed for approval of procuring entity.</p> <p>The applicable Liquidated Damages is at least one tenth (1/10) of a percent of the cost of the unperformed portion for every day of delay.</p> <p>The total amount of liquidated damages shall not exceed ten percent (10%) of the amount of the contract. Once the accumulated amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the NHA shall rescind the Contract, without prejudice to other courses of action and remedies open to it.</p> <p>The Funding Source is the Government of the Philippines.</p>

	<p>The ABC is INCLUSIVE of VAT. For uniformity, the bidders SHOULD INCLUDE the cost of VAT in their bids.</p> <p>PROVISIONAL SUMS (PS), if included in the Schedule of Rates (Bill of Quantities) and Official Quantities of the Schedule of Bid Rates should not be changed/altered by the bidder. Bids with any changes/revisions in the specified amount/s for Provisional Sums and Official Quantities shall be considered non-responsive/non-complying and, thus, shall be subject to automatic disqualification.</p> <p>Bid modification is not allowed.</p>
2.	There are no different dates for completion of the Works by section.
3.	The Start Date is not later than the 7 th day from receipt of the Notice to Proceed (NTP) together with the duly executed contract.
4.	<p>The Contractor shall employ the following Key Personnel (<i>List key personnel by name and designation</i>):</p> <p>The minimum key personnel requirement (for this project) are:</p> <ol style="list-style-type: none"> 1. 1-Project Engineer/ Architect 2. 1-Safety Officer 3. 1-Construction Foreman
5.	<p>The Procuring Entity shall give possession of all parts of the Site to the Contractor within seven (7) days upon receipt of the Notice to Proceed.</p> <p>The Performance Security shall be submitted within the prescribed period as stated in the Notice of Award (NOA).</p> <p>If the Performance Security is in the form of a surety bond, it must be supported by a Certificate from the Insurance Commission that the bonding company is authorized to issue such security and an Official Receipt of Payment.</p> <p>The Performance Security shall be in the following amount:</p> <p><u>10% of the Contract Price</u>, if the performance security is in the form of cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank;</p> <p><u>30% of the Contract Price</u>, if the performance security is in the form of a Surety Bond callable upon demand; or</p> <p>Any combination of the foregoing proportionate to the share of form with respect to total amount of security.</p> <p>If in the form of a surety bond, the Performance Security must be supported by an Official Receipt (OR), a Certificate from the Insurance Commission that the surety or insurance company is authorized to issue such security and required documentary stamps corresponding to the amount paid for the item.</p>
6.	The site investigation reports are None.

7.2	<p>Warranty against Structural Defects/Failures;</p> <p>For Permanent Structures (15 years) and Semi-Permanent Structures (5 years), refer to section 62.2.3.2 of the IRR of RA 9184.</p>
8.	<p>Subcontracting is allowed. However, the Contractor shall undertake not less than 50% of the contracted work with its own resources.</p>
10.	<p>No day works are applicable to the contract.</p>
11.	<p>The Works shall consist of the following:</p> <p>General Requirements: Mobilization/ Demobilization</p> <p>Removing/ Chipping Works: Chipping/Removing of Existing Floor Tiles, Chipping/Removing of Ext. Stucco Finish Wall and Int. Wall Claddings, Removal of Existing Walls and Kitchen Counter, Disposal of Chipped/Removed Materials</p> <p>Finishing Works: CHB Laying, Plastering, Painting Works, Refurbishment of Windows and Window Frames (Steel), Tile Works, Trellis at Exit Door</p> <p>Carpentry Works: Ceiling Works, Replacement of Doors, Cladding</p> <p>Roofing Works: Refurbishment/Replacement of Dilapidated Roofing Sheets, Gutter w/ PVC #4 Downspout, Roof Parapet</p> <p>Kitchen Equipment: Modular Stainless Kitchen Set, Refurbishment of Existing Ventilation System</p> <p>Storm Drainage Works: Excavation, Storm Drainage Wall and Flooring, Catch Basin, Manhole, Storm Drainage PVC Pipes</p> <p>Plumbing and Sanitary Works: Replacement of Plumbing and Sanitary lines (pipes and fittings)</p> <p>Electrical Works: Electrical Rough-ins, Wire and Fixtures</p>
11.2	<p>The Contractor shall submit the Program of Work to the NHA's Representative within fifteen (15) calendar days from delivery of the Letter of Acceptance (Date of Acknowledgement and Conformity to the Notice of Award).</p> <p>The period between Program of Work updates is thirty (30) calendar days.</p> <p>The amount to be withheld for late submission of an updated Program of Work is ₱30,000.00.</p>

13.	The amount of the <u>advance payment</u> is 15% of the total contract price to be made in lump sum upon mobilization in the site.
14.	Materials and equipment delivered on site but not completely put in place shall not be included in payment.
15.1	The date by which operating and maintenance manual and “as built” drawings are required is two weeks after the final completion of the contract.
15.2	The amount to be withheld for failing to produce “ as built ” drawings and/or operating and maintenance manuals by the date required is ₱30,000.00.