



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



BIDS AND AWARDS COMMITTEE

Double Dragon Tower, DD Meridian Park Avenue

EDSA Extension, Pasay City

Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement for the Retrofitting of the Department of Foreign Affairs (DFA) Headquarters
Reference : PB-IN-01-2025
ABC : PhP 2,383,752,198.00
Date : 12 March 2025

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the following information on the above-named project:

1. Adjusted Schedules of Procurement Activities

Activity	Old Schedule	New Schedule
Deadline for Submission and Receipt of Bids	23 April 2025, Wednesday, 9:00 AM	25 April 2025, Friday, 9:00 AM
Bid Opening	23 April 2025, Wednesday, 10:00 AM	25 April 2025, Wednesday, 10:00 AM
Post Qualification	28 April 2025, Monday, 10:00 AM	30 April 2025, Wednesday, 10:00 AM

2. Updates in the Scope of Works

Old Version	New Version
Item VI. Contractor's Qualification	
Qualifications : 1. Philippine Contractors Accreditation Board (PCAB) member with license category of AAAA or AAA. General Building GB-1. 2. Must have constructed, renovated or retrofitted an office building with at least six (6) storeys with a minimum gross area of 24,000 square meters. 3. Has a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. Similar	Qualifications : 1. Philippine Contractors Accreditation Board (PCAB) member with license category of AAAA or AAA. General Building GB-1. 2. Must have constructed, renovated or retrofitted a building with at least six (6) storeys with a minimum gross area of 24,000 square meters. 3. Has a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. Similar

Old Version	New Version
<p>projects can either be a Retrofitting or a New Building Construction project. However, Bidders submitting a New Building Construction project as their SLCC must also provide a Portfolio demonstrating experience in Retrofitting projects completed within the past ten (10) years, with a minimum contract cost of Php 150,000,000.00.</p> <p>4. With at least 10 years' experience in infrastructure projects. Note: The number of years shall be based on the first issued date of PCAB Registration</p> <p>5. At least ISO 9001 Certified.</p> <p>6. No derogatory report from the National Intelligence Coordinating Agency (NICA).</p> <p>Note: The DFA, in coordination with the NICA, will conduct a comprehensive background check on all prospective bidders for the DFA Retrofitting Project. At any stage in the bidding process, any participating bidder/s may be disqualified in case of a derogatory report from the NICA.</p> <p>Derogatory Report/Record - A "derogatory record" refers to any adverse or negative information on the company. This could include pending cases or any adverse decisions in a criminal, civil or administrative case.</p>	<p>projects can either be a Retrofitting or a New Building Construction project. However, Bidders submitting a New Building Construction project as their SLCC must also provide a Portfolio demonstrating experience in <u>a Retrofitting project</u> completed within the past <u>Twelve (12) years</u>, with a minimum contract cost of Php 150,000,000.00.</p> <p>4. With at least <u>12 years' experience</u> in infrastructure projects. Note: The number of years shall be based on the first issued date of PCAB Registration</p> <p>5. At least ISO 9001 Certified.</p> <p>6. No derogatory report from the National Intelligence Coordinating Agency (NICA).</p> <p>Note: The DFA, in coordination with the NICA, will conduct a comprehensive background check on all prospective bidders for the DFA Retrofitting Project. At any stage in the bidding process, any participating bidder/s may be disqualified in case of a derogatory report from the NICA.</p> <p>Derogatory Report/Record - A "derogatory record" refers to any adverse or negative information on the company. This could include pending cases or any adverse decisions in a criminal, civil or administrative</p>
<p>VII. The key personnel must meet the required minimum years of experience set below: Revision of relevant experience descriptions to exclude the term '<u>office</u>' for the following personnel:</p> <ol style="list-style-type: none"> 1. Quantity Surveyor or Cost Engineer / Project Scheduler 2. Project Architect 3. Project Civil Engineer 4. Project Mechanical Engineer 5. Project Electrical Engineer 6. Safety Officer 7. Document Controller <p>To read as: <i>At least five (5) years of experience in preparing construction schedules of office buildings or similar civil works.</i></p>	

Attached is a copy of the updated Scope of Works with the above information already incorporated in the document.

3. Requiring ISO 9001 Certification for Bidders

ISO 9001 is an internationally recognized standard for Quality Management Systems (QMS). It provides a framework for the construction industry to ensure consistent project quality, focusing on customer satisfaction and continuous improvement.

ISO 9001 plays a crucial role in the construction sector by establishing effective quality management systems and ensuring the overall health and safety of construction projects.

Mandates and Regulations:

- [DPWH Department Order No. 110, Series of 2024 \(July 26, 2024\):](#)
Subject: *Implementation of ISO 9001:2015 Certification Requirement for Large 'A', Medium 'B', and Medium 'A' Contractors in the Procurement of Infrastructure Projects of the Department.*
Paragraph 5: *"To promote competition and ensure a level playing field, in compliance with Administrative Order No. 44, Series of 2021, which directs all National Government Agencies (NGAs) to adopt and implement the National Competition Policy, the ISO 9001:2015 Certification requirement shall become mandatory starting Calendar Year (CY) 2025."*
- [Philippine Contractors Accreditation Board \(PCAB\) Board Resolution No. 195, Series of 2014:](#)
Subject: *Requirements of ISO 9001 Certification for Category AAA.*
Paragraph 5: *"The Board resolves to require all contractors with License Category 'AAA' to be certified to the version of ISO 9001 existing at the time of ISO registration by Contracting Fiscal Year 2015-2016."*

Aligning with the Department's objectives in Scope of Works item II and considering the regulatory framework above, **DFA-OAMSS, as the end-user, deems it essential to retain the ISO 9001 certification requirement** within Contractor Qualification item VI.4.

Requiring ISO 9001 certification is a critical step in ensuring the successful Retrofitting of the DFA Headquarters. It provides assurance of a robust QMS, mitigates risks, demonstrates competence, and contributes to long-term value and sustainability. This requirement aligns with our commitment to delivering a high-quality building that meets our needs and exceeds expectations.

4. Requirements from Joint Ventures

During the opening of the bids, the Joint Venture must submit a **Special PCAB License** for acting in the capacity of such joint venture in accordance with Section 38 of Republic Act No. 4566.

Each partner in the JVA must submit all Legal Eligibility Documents:

1. Registration Certificate from SEC;
2. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
3. Valid Tax Clearance Certificate.

For the information and guidance of all concerned.

A handwritten signature in blue ink, appearing to read 'Edgar B. Badajos', is positioned above a horizontal line.

EDGAR B. BADAJOS

Assistant Secretary
and BAC Chairperson

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

SCOPE OF WORKS
RETROFITTING OF THE DFA HEADQUARTERS
ABC: 2,383,752,198.00

Item No.					
I.	<p>Background:</p> <p>The Department of Foreign Affairs (DFA) building located at 2330 Roxas Blvd., Pasay City is formerly the headquarters of the Asian Development Bank. The building was uniquely designed in a striking and bold brutalist style in the 1970s by Ar. Cresencio De Castro. Currently, the DFA building is recognized as a heritage site and is one of the few remaining architectural structures in the Philippines having an asymmetrical balance design featuring a raw, industrial facade.</p> <p>The Department of Foreign Affairs (DFA) needs major retrofitting due to its near expiry lifespan and structural integrity. Palafox Associates (Designer) submitted the contract documents complete with specifications and drawings for the full retrofitting project for the Department.</p>				
II.	<p>Objectives:</p> <p>The retrofitting and rehabilitation of the DFA Headquarters which aim to enhance functionality, safety, and efficiency through comprehensive upgrades, including the creation of additional office and common area spaces, and sustainability-focused and environmentally-friendly improvements.</p> <p>The Department is in need of a reputable construction company (a AAAA or AAA PCAB License Category), with experience in major renovation and repair projects, that will provide reliable and efficient work with the deployment of skilled manpower, materials, equipment, and supervision. The project aims to:</p> <ol style="list-style-type: none">1. Give its occupants safe and convenient working environment;2. Ensure safe working conditions at the DFA premises, preventing injury and loss of life;3. Comply with statutory requirements such as the National Building Code, Fire Code of the Philippines, and other related codes/laws;4. Retrofit and upgrade the building's structural members and components;5. Update the current electro-mechanical equipment to prevailing industry standards;6. Upgrade its Air-conditioning System (Centralized and Variable Refrigerant Flow (VRF) system);7. Preserve the building's façade in respect to its heritage; and8. Prolong the DFA Building's life expectancy. <p>Note: PCAB Categorization - Classification Table (Board Resolution No. 201, Series of 2017 General Building, GB-1 (Building or Industrial Plant))</p> <table><tr><th>Category</th><th>Financial Capacity Minimum Network/Equity</th></tr><tr><td>AAAA</td><td>Php 1,000,000,000.00</td></tr></table>	Category	Financial Capacity Minimum Network/Equity	AAAA	Php 1,000,000,000.00
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AAAA	Php 1,000,000,000.00				

	<table><tr><td>AAA</td><td>Php 180,000,000.00</td></tr></table>	AAA	Php 180,000,000.00	
AAA	Php 180,000,000.00			
		Statement of Compliance		
III.	<p>Coverage:</p> <p>In accordance with the program of works, plans, and technical specifications attached in the bid documents, the project will cover the following:</p> <p>1. FACILITIES FOR THE CONSULTANTS AND PROJECT MANAGEMENT TEAM (PMT)</p> <p>Works include the following facilities for Consultants and PMT:</p> <ul style="list-style-type: none">a. Field office, meeting rooms and living quarters, including toilets;b. Medical room and first aid facilitiesc. Furniture/fixtures, equipment and appliances for the field office;d. Operation and maintenance for the field officee. Vehicles with operation and maintenancef. Survey and photographic equipment, and communication facility. <p>2. PRE-CONSTRUCTION TESTS AND SUBMISSIONS</p> <p>Works include the following but not limited to:</p> <ul style="list-style-type: none">a. Formulation of demolition plans including safety measures;b. Submission and payment of demolition permits;c. Conduct Pre-design survey and reports,d. Secure, produce, and cover the costs for construction drawings and all other related documents required for the issuance of the building permit, as well as any additional permits and clearances necessary for the project.e. Submission and payment of Construction and Permitting Drawings and other necessary documents or activities for the issuance of the following:<ul style="list-style-type: none">i. Building Permit,ii. Sanitary Permit,iii. Mechanical Permit,iv. Electrical Permit,v. Zoning Permit,vi. Demolition permit;vii. Fire Safety Clearance andviii. other applicable permits and clearances;f. Submission, conduct and payment of Environmental Impact Assessment Survey and Environmental Compliance Certificate; andg. Submission and payment of Meralco bill deposit in favor of the Department of Foreign Affairs.h. Secure Contractors' All Risk Insurance (CARI) or General Liability Insurance;i. Site Tests			

	<p>i. Conduct and provide Geotechnical Investigation Report for building permit purposes if necessary or not applicable.</p> <p>3. GENERAL REQUIREMENTS</p> <p>Works include, but not limited to, the following:</p> <ul style="list-style-type: none"> a. Offices, workshops, storage and workmen accommodation for contractor, b. Medical room and first aid facilities, c. Acquire all pertinent permits, licenses, and clearances including payment of taxes and other fees due to local/national government/regulatory units and private entities; d. Project Billboard and its installation as prescribed by DPWH DO no. 30 series 2012; e. Occupational safety and health program; f. Mobilization/demobilization; g. Provision for unforeseen items of works; h. Support equipment; i. Temporary fence and protection; j. Temporary Storage: responsible for supplying and installing new roofing, including all necessary structural components such as GI pipes, steel tubular columns, beams, and C-purlins, for the designated temporary storage facilities at the DFA Basketball Court and other areas designated by the DFA. This responsibility also includes providing two (2) units of well-ventilated prefabricated container houses or equivalent, specifically tailored for the storage of records and non-records. Each unit must have a minimum size of 6 meters (L) x 2.438 meters (W) x 2.591 meters (H): <ul style="list-style-type: none"> a. Walls: 50mm Expandable Polystyrene (EPS) Sandwich Panels b. Roof: One whole roof with 60mm PU (Polyurethane) insulation c. Door: High quality steel door d. Flooring: 18mm fiber cement board and pvc finish e. Window: 2 sets Aluminum windows f. Lighting: 2 sets LED lights with housing g. Electrical: Embedded wires with 2 lights, 1 switch, 2 sockets, 1 electric distribution box h. Stacking: can stack a total of 3 container houses combined. k. Personal Protective Equipment (PPE) for the contractor's personnel, PMT, DFA personnel and guests; and l. General Scaffolding and Shoring: Provide and install general scaffolding and shoring as required for the project. Ensure all scaffolding and shoring comply with safety standards and regulations to provide a secure and stable working environment. <p>4. SUBMISSION OF REPORTS AND OTHER DOCUMENTS</p>	
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	<ul style="list-style-type: none"> a. Program Evaluation and Review Technique (PERT) or Critical Path Method (CPM); b. Bar Chart; c. Manpower and Equipment Schedules; d. Monthly Cash Flows; e. Monthly Work Accident and Incident Report (WAIR) f. S-curve; g. Daily Weather Chart/ Report; h. Material and equipment testing results as needed; i. Monthly accomplishment report; j. Structural Design and Analysis if applicable; k. Approved Construction Drawings; l. Approved Technical Specifications and Mutually agreed cost Estimates; m. Temporary utility permits; n. Building Permit, Sanitary Permit, Mechanical Permit, Electrical Permit, Zoning Permit, Fire Safety Permit, and other applicable permits and clearances. <p>5. REMOVAL OF STRUCTURES/OBSTRUCTIONS AND DISPOSAL OF CONSTRUCTION DEBRIS AND HAZARDOUS MATERIALS NOT LIMITED TO ALL OTHER ITEM NECESSARY FOR THE COMPLETION OF WORK.</p> <p>The works include, but not limited to the following:</p> <ul style="list-style-type: none"> a. Prepare a complete demolition plan illustrating involved in demolition, procedure to be carried out, equipment and tools to be used, and how much debris to be cleaned up. b. Removal of the following, but not limited to: <ul style="list-style-type: none"> a. Facade (including walls and windows); b. External fire exit cladding; c. Fire exit steel doors, handrails, nosing, and checkered plates; d. Fire hose cabinets; e. Drinking fountains; f. Floors and wall tiles; g. Wall demolition for two (2) new elevator landing door entrance and machine room slab at 6th Floor, South Wing Annex Building; h. Old authentication areas near Gate 3; i. Interior Concrete Hollow Block (CHB) wall and drywall partition (including doors); j. Roofing, trusses, and ceiling boards to be specified by the designer; k. Sanitary/plumbing works and mirrors (existing fixtures and piping); l. Unused elevator hall indicator boxes; m. Debris guard; n. Electrical works (existing generators, transformers, panel boards, lighting fixtures, conduits, and wirings); 	
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	<ul style="list-style-type: none"> o. Mechanical works (existing air conditioning system including chiller pumps and pipes, ducting, Pre-cooling Air Handling Units (PAHUs), exhaust blowers, split type AC and window type AC. p. As specified in the plans and specifications and as actual conditions of the site require. q. Two (2) unit Elevators at the Main Building. <ul style="list-style-type: none"> c. Removal of hazardous materials such as asbestos minerals, radioactive substances, flammable materials and petroleum contamination if applicable. d. Safety measures for site workers, supervisors, operators and engineers to be advised of potential hazards. e. Secure proper permits related to Demolition works; f. Hauling of demolition debris. <p>6. PLAIN AND REINFORCED CONCRETE WORKS</p> <p>Works include structural concrete, Reinforcing Steel Bars (RSB), Forms, and False works as specified in the plans and specifications.</p> <p>7. STRUCTURAL RETROFITTING WORKS</p> <p>Works include surface preparation (chipping, grinding, & v-cutting, epoxy bonding & mortar application) and application or installation of appropriate structural retrofitting technology from sub-basement to roof deck columns and beams as specified in the plans and specification.</p> <p>8. MASONRY WORKS</p> <p>Works include laying of 200 mm thick, 150 mm thick. and 100 mm thick. CHB only (it also includes reinforcing steel bars, mortar and filler for laying) as specified in the plans and specifications.</p> <p>9. FACADE WORKS</p> <p>Works include installation, plastering, painting, and leak testing of exterior wall and interior wall including columns and beams as specified in the plans and specification.</p> <p>10. FABRICATED MATERIALS</p> <p>Works include fabrication and installation with complete frames, hardware and accessories as specified in the plans and specifications, but not limited to, the following:</p> <ul style="list-style-type: none"> a. wooden doors; b. metal doors; c. glass doors; d. windows; e. Reception counters; 	
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- f. Signages (DFA seal and signage, room and wayfinding signages);
and
- g. Steel louvers

11. FINISHING WORKS

Works include as specified in the plans and specifications of the following:

- a. floor finishes,
- b. wall finishes,
- c. ceiling finishes,
- d. stair finishes,
- e. wheel stopper;
- f. Elevator finishes;
- g. Elevator hall indicator box; and
- h. Roofing works

12. PAINTING WORKS

Works include painting works as specified in the plans and specifications, but not limited to the following:

- a. exterior walls,
- b. interior walls,
- c. parking signage,
- d. ceiling boards,
- e. roofing,
- f. doors,
- g. external and internal fire exit; and
- h. concrete ceiling

13. WATER PROOFING WORKS

Works include application as required waterproofing as specified in the plans and specifications. Conduct leak testing on areas where waterproofing is applied.

14. SANITARY AND PLUMBING WORKS

Works include as specified in the plans and specifications, but not limited to the following:

- 1. All sewer and vent line pipes and fittings including accessories;
- 2. Storm drainage system (including concrete and PVC pipes, fittings, drains, catch basins, manholes, supports, consumables and other miscellaneous items);
- 3. Water supply system and re-piping works including support and other accessories;
- 4. Plumbing fixtures (complete with fittings and accessories);
- 5. AHU and Fan Coil Unit (FCU) drain piping;
- 6. Sewage Treatment Plant (STP) including system involved; and
- 7. Reflecting pool fountain and pumping equipment for sanitary.

15. ELECTRICAL WORKS

Works included as specified in the plans and specifications. Installation of service entrance (from concrete pedestal to transformer, transformer to Automatic Transfer Switch (ATS), ATS to Main Distribution Panel (MDP) and generator to ATS; feeder/sub-feeder cables (from MDP to Distribution Panel or DP), DP to lighting & power panels and power panels to Enclosed Circuit Breakers (ECBs); power and lighting system; lighting fixtures (including necessary supports, boxes and dropped flexible metal conduit); wiring devices; panel boards, generator sets and ECB panel boards, transformers and ECBs, and grounding and lightning protection system

16. MECHANICAL WORKS

1. Works include supply, delivery and installation of all chilled water systems and Variable Refrigerant Flow (VRF); Air conditioning and ventilation; Ventilation system as specified in the plans and specifications.
2. Converting existing Air Handling Unit (AHU) and AHU rooms into Built-up AHU. following works, but not limited to:
 - a. Dismantling and preservation of existing AHU.
 - b. Waterproofing and insulation of AHU room.

17. ELEVATOR WORKS

Works include the following:

1. Main Building Elevators:
 - a. Total replacement of Elevators 1 and 4 as specified in the plans and specification or equivalent;
 - b. Replacement of the elevator landing doors and entrance sills of elevators 2, 3, 5 and 6 at all floors;
 - c. Repair of all elevator hall lanterns;
 - d. Replacement of Elevator 2, 3, 5, and 6 floor finishes;
 - e. Replacement of all elevator door jambs at all floors;
 - f. Relocation of elevators' intercom/telephone from current security control room to new CCTV/control room;
 - g. Installation of supervisory panel to be located at BMS room.
2. South Wing Elevators:
 - a. Additional floor stops as specified in the plans and specification. Includes but not limited to, the following:
 - elevator railing extension;
 - civil works necessary to accommodate the elevator top car cage and traction machines;
 - supply and installation of additional hall operating panel; and,
 - Installation of additional Elevator door entrances and jambs at 6th Floor.

- b. Installation of supervisory panel to be located at BMS Room;
- c. Buffing works on the retained landing doors and jambs;
- d. Replacement of interior finishes; and,
- e. Necessary adjustments on the location and/or electrical connections of the Control Panel.

18. FIRE PROTECTION SPRINKLER SYSTEM

Works include installation of sprinkler piping, black steel pipe schedule 40; pipework ancillaries; floor control valves, OS and Y valves 175 psi rating; fire brigade connection DN150 with check valve, valve pit Fire Department connection; Fire Hose Cabinet (FHC), fire extinguishers; sprinkler heads; fire and jockey pumps and miscellaneous works as specified in the plans and specifications.

19. AUXILIARY WORKS

Works include supply, delivery and installation of all structured cabling system; access control system; fire alarm and detection system; Cable Television (CATV) system; Closed Circuit Television (CCTV) system; Public Address (PA)/Background Music (BGM) system; Audio/Video System; and Building Management System (BMS) as specified in the plans and specifications.

20. RESTORATION WORKS

Works include, but not limited to, the following:

- 1. Marble tiles (floors and walls);
- 2. Existing Ceiling at main lobby;
- 3. Damaged walls and floors caused by removal of fixtures such as drinking fountains, elevator hall indicators, fire alarm initiating devices, electrical devices, and others of similar in nature;
- 4. Exterior and interior fire exit stairs;
- 5. Exterior gate; and
- 6. Perimeter walls; color match to facade.

21. PWD FACILITIES

Works include installation of PWD ramps, railings and other necessary facilities required by the Batas Pambansa Blg. 344.

22. PRESERVATION AND MAINTENANCE OF ELECTRO-MECHANICAL EQUIPMENT AND AUDITORIUM INCLUDING FOUR RENOVATED RESTROOMS.

Works includes the preservation of the following equipment and facilities to be specified by the End user:

- a. Air Handling Units (AHU) and their components such as motor, evaporator coil, control panel, pulleys, motorized three-way valves, gate valves, pressure and temperature gauges, etc. AHUs will be converted into built up type;

	<ul style="list-style-type: none"> b. Chillers (1 unit of 500 TR Trane and 250 TR Midea Chiller); c. Chilled water and condenser pumps; d. Bottled Type Cooling towers; e. Elevator Machines, Control Panels, and Cage of Passenger Elevators (PE) 2, 3, 5 and 6 at Main Building, and PE 1 and 2 at South Wing Annex (SWA Building); f. Fire pumps and jockey pumps; g. Submersible pumps at Sub-basement; h. Auditorium LED screens; i. Audio and Video System inside the Auditorium; j. Four (4) newly renovated restrooms near the Auditorium; and <ul style="list-style-type: none"> i. Men's toilets on the ground floor and second floor; and ii. Women's toilets on the ground floor and second floor. k. Split type AC of Bulwagang Apolinario Mabini (DFA Auditorium) <p>23. CONTINGENCY COST FOR UNFORESEEN WORKS</p> <p>Retrofitting an existing structure is complex, and unforeseen works may arise during demolition or construction. These may include hidden structural issues, unforeseen site conditions, or other challenges not evident during the initial assessment. A contingency cost has been allocated to address such unforeseen works efficiently and minimize project delays and cost overruns.</p> <p>24. POST CONSTRUCTION</p> <p>Provide electronic and hard copies of post-construction documents, including but not limited to the following. Quantities of these documents will be specified upon awarding:</p> <ul style="list-style-type: none"> 1. As-built drawings including editable Computer Aided Design (CAD); 2. Warranties; 3. Operation manuals; 4. Discharge permit; 5. Permit to Operate; 6. Occupancy Permit; 7. Fire Safety Inspection Certificate; 8. Maintenance schedule plans for building and equipment; and 9. Other related documents needed by the end-user. 	
IV	<p>Scope of Work</p> <p>Name of Project: RETROFITTING OF THE DFA HEADQUARTERS Location: DFA Main Building, 2330 Roxas Blvd. Pasay City, Philippines 1300 Duration: Thirty-six (36) months from the issuance of Certificate of Mobilization by the Department. Source of funds: MYCA-BMB-D-23-0000087</p> <p>Technical Specifications for the Retrofitting of the DFA Headquarters:</p> <ul style="list-style-type: none"> 1. Facilities of the Consultants and Project Management Team; 	

	<div>2. General Requirements;</div> <div>3. Architectural and Civil Works;</div> <div>4. Structural Works;</div> <div>5. Mechanical Works;</div> <div>6. Fire Protection Works;</div> <div>7. Electrical and Lighting Works;</div> <div>8. Electronics and Communications Works; and</div> <div>9. Sanitary/ Plumbing Works</div>									
V	<div>Drawings/Plans and Technical Specification</div> <div>To be provided by the End-user upon official request of the Bidders via e-mail.</div> <div>oamss.engineering@dfa.gov.ph</div>									
VI	<div>Qualifications</div> <div>The General Contractor shall comply with the following minimum requirements:</div> <div><div>1. Philippine Contractors Accreditation Board (PCAB) member with license category of AAAA or AAA. General Building GB-1.</div><div>2. Must have constructed, renovated or retrofitted a building with at least six (6) storeys with a minimum gross area of 24,000 square meters.</div><div>3. Has a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. Similar projects can either be a Retrofitting or a New Building Construction project. However, Bidders submitting a New Building Construction project as their SLCC must also provide a Portfolio demonstrating experience in a Retrofitting project completed within the past Twelve (12) years, with a minimum contract cost of Php 150,000,000.00.</div><div>4. With at least 12 years' experience in infrastructure projects.<div>Note: The number of years shall be based on the first issued date of PCAB Registration</div></div><div>5. At least ISO 9001 Certified.</div><div>6. No derogatory report from National Intelligence Coordinating Agency (NICA).</div></div> <div><div>Note: The DFA, in coordination with the NICA, will conduct a comprehensive background check on all prospective bidders for the DFA Retrofitting Project. At any stage in the bidding process, any participating bidder/s may be disqualified in case of a derogatory report from the NICA.</div></div> <div><div>Derogatory Report/Record - A "derogatory record" refers to any adverse or negative information on the company. This could include pending cases or any adverse decisions in a criminal, civil or administrative case.</div></div>									
VII.	<div>The key personnel must meet the required minimum years of experience set below:</div> <table><tr><th>KEY PERSONNEL</th><th>QTY.</th><th>GENERAL EXPERIENCE</th><th>RELEVANT EXPERIENCE</th></tr><tr><td>Project Manager (PM)</td><td>1</td><td>Licensed Architect or Civil Engineer by the</td><td>At least ten (10) years of</td></tr></table>	KEY PERSONNEL	QTY.	GENERAL EXPERIENCE	RELEVANT EXPERIENCE	Project Manager (PM)	1	Licensed Architect or Civil Engineer by the	At least ten (10) years of	
KEY PERSONNEL	QTY.	GENERAL EXPERIENCE	RELEVANT EXPERIENCE							
Project Manager (PM)	1	Licensed Architect or Civil Engineer by the	At least ten (10) years of							

		Professional Regulation Commission (PRC) for at least ten (10) years.	experience in office building construction and office fit-out .
Construction Manager (CM)	1	Licensed Architect or Civil Engineer by the Professional Regulation Commission (PRC) for at least ten (10) years.	At least ten (10) years of experience in office building construction and office fit-out.
Quantity Surveyor or Cost Engineer / Project Scheduler:	1	licensed Architect, Civil Engineer, Electrical Engineer, Mechanical Engineer, Sanitary Engineer, or Geodetic Engineer by the Professional Regulation Commission (PRC)	At least five (5) years of experience in preparing construction schedules of buildings or similar civil works.
Project Architect	1	Licensed Architect by the Professional Regulation Commission (PRC) for at least five (5) years.	At least five (5) years of experience in building construction and office fit-out.
Project Civil Engineer:	1	Licensed Civil Engineer by the Professional Regulation Commission (PRC) for at least five (5) years.	At least five (5) years of experience in building construction and office fit-out.
Project Mechanical Engineer	1	Licensed Mechanical Engineer by the Professional Regulation Commission (PRC) for at least five (5) years.	At Least five (5) years of experience in building construction and office fit-out .
Project Electrical Engineer	1	Licensed Electrical Engineer by the Professional Regulation Commission (PRC) for at least five (5) years.	At least five (5) years of experience in building construction and office fit-out .
Safety Officer	1	Certified Safety Officer. - Must have the necessary Construction Safety and Health Training and Certification from the Occupational Safety and Health Center of the	At least five (5) years of experience as a safety officer or safety engineer for building projects or similar civil works.

			Department of Labor and Employment or from its accredited training providers.		
	Document Controller	1	Bachelor's degree in a relevant field (e.g., Business Administration, Information Management, or a related discipline).	At least five (5) years of experience in document control for building projects.	
	Foreman	1	At least 10 years experience	At least 10 years experience Building Construction as Foreman	
VIII	Site Inspection The Work shall be based on the existing data and physical condition at the worksite including temporary storage facilities, utility lines, nearby roads and access points. No increase in cost or extension of time will be considered for failure to inspect and examine the worksite and site condition. The bidders for this contract must secure a Certificate of Site Inspection from OAMSS-EMD prior to the opening of bids and said certificate shall form part of the bid documents to be submitted. In the Certificate of Site Inspection, the bidder acknowledges and warrants to have inspected and examined the sites and their surroundings and has satisfied itself by submission of its Bid Offer as to the nature of the work and materials necessary for the completion of the project, the means of access to the site, the accommodation that may be required and all necessary risks, contingencies and other circumstances which may influence or affect the Bid Offer.				
IX	Following additional documents shall form part of the bid documents to be submitted: 1. Certificate of Site Inspection issued by the End-user; 2. Project Risk Management (identifying risk and applying mitigating Factors that will affect the execution of the project.); 3. HIRAC (Hazard Identification risk assessment and Control Measure); 4. Budget Management Plan - Monthly Cash Flow for the consumption of the procuring entity; - Cash flow on how to finance the project attaching proof of evidence aside from the NFCC. 5. Bill of Quantity (Upon official request of the bidders to end-user) 6. Detailed Unit Price Analysis (DUPA) (Upon official request of the bidders to end-user) Note: The contractor shall submit the Quarterly submission of their updated NFCC during the duration of contract.				

X	<p>Contractor's minimum major equipment requirements.</p> <table border="1" data-bbox="316 268 1177 1041"> <thead> <tr> <th>No.</th><th>Equipment (Owned/Leased)</th><th>Quantity</th></tr> </thead> <tbody> <tr><td>1</td><td>Dump truck 10 cu.m.</td><td>1</td></tr> <tr><td>2</td><td>Service vehicle/truck</td><td>1</td></tr> <tr><td>3</td><td>Backhoe with attachments 0.50.-1.00 cu.m.</td><td>1</td></tr> <tr><td>4</td><td>Generator Set 300-350 kw with fuel</td><td>1</td></tr> <tr><td>5</td><td>Truck Mounted Crane, 25 Tons</td><td>1</td></tr> <tr><td>6</td><td>Concrete Vibrator</td><td>2</td></tr> <tr><td>7</td><td>Engine Plate Compactor</td><td>1</td></tr> <tr><td>8</td><td>Welding Machine Unit, 300 amp</td><td>4</td></tr> <tr><td>9</td><td>One Bagger Concrete Mixer</td><td>2</td></tr> <tr><td>10</td><td>Construction elevator</td><td>1</td></tr> <tr><td>11</td><td>Construction gondola</td><td>1</td></tr> <tr><td>12</td><td>Tower or Mobile Crane</td><td>1</td></tr> </tbody> </table> <p>Notes: List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the projects, as the case may be.</p>	No.	Equipment (Owned/Leased)	Quantity	1	Dump truck 10 cu.m.	1	2	Service vehicle/truck	1	3	Backhoe with attachments 0.50.-1.00 cu.m.	1	4	Generator Set 300-350 kw with fuel	1	5	Truck Mounted Crane, 25 Tons	1	6	Concrete Vibrator	2	7	Engine Plate Compactor	1	8	Welding Machine Unit, 300 amp	4	9	One Bagger Concrete Mixer	2	10	Construction elevator	1	11	Construction gondola	1	12	Tower or Mobile Crane	1	
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XI.	<p>Contractor's Obligations</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> The General Contractor shall be overall in charge of the entirety of the project. This includes the responsibility for coordinating and managing all subcontractors and specialty contractors involved in the project. Specifically, this includes but is not limited to: <ul style="list-style-type: none"> Mechanical Contractor Electrical Contractor Plumbing Contractor Fire Protection Contractor Specialty Contractor Audio/Visual Contractor Coating Contractor Individual Contractor Trade Contractor <p>All these contractors shall operate under the responsibility and supervision of the General Contractor to ensure seamless project execution and compliance with project specifications and timelines.</p>																																								

	2. Ensure that skilled and experienced craftsmen will undertake the renovation and repair works to assure first class quality, appearance and durability of the completed work.	
	3. Attend meetings weekly with the Project Manager (PM) at the Contractor's expense, as well as additional meetings as instructed by PM.	
	4. Provide, at Contractor's expense, transportation costs of DFA representatives to inspect and witness onsite testing of items of work or equipment manufactured and supplied by manufacturers.	
	5. Collaborate with the submission of progress reports with photographs to PM and Designer, at the Contractor's expense.	
	6. Secure and pay the necessary permits, licenses, clearances and , and other documents or tests as required by the National Building Code and other related laws, rules and regulations, and bear all costs, duties, fees and other charges thereof.	
	7. Provide a team of licensed professionals to supervise daily the work progress at the site. Assign a well-trained Safety Officer tasked to check, implement and monitor safety precautions during construction. The team must coordinate with the Department's Project Management Team. Provide Key personnel stated in SCC 6.5.	
	8. Provide a minimum of Five (5) copies each of printed and electronic copies of complete "as built" plans including editable CAD files, Bill of Quantities, maintenance manuals and procedures as requirement for final acceptance.	
	9. Provide reports, shop drawings, cost estimates and other necessary documents to be requested for any variation order to be made for assessment, review and approval of the DFA.	
	10. Prepare an inventory report to determine serviceable and unserviceable items and equipment acquired during the Works as validated by the DFA. Coordinate with DFA for its proper disposal.	
	11. Coordinate with DFA in the conduct of inspection for punch listing of work not conforming to contract specifications, if any, prior to turnover to the Department and issuance of Certificate of Acceptance.	
	12. Provide shop drawings in one (1) electronic copy in editable CAD and pdf format in a hard drive, two (2) white copies in A3 size drawings before starting the fabrication or installation of any work as may be required in the technical specifications and/or as instructed by DFA.	
	13. Provide mock-up tests stated in the technical specifications of the designer at the Contractor's expense. Coordinate mock-up test conditions and	

	procedures with DFA prior to the test. Modifications if deemed necessary are subject for evaluation and re-testing until required results are gained.	
	14. Be responsible for the application of temporary electric and water services for the construction site under the contractor's name and own expense. Pay the electric and water consumption incurred during the project directly to the utility companies, and be responsible for the re-application of electric and water services under the Department's name upon completion and prior to the turn-over of the project without additional cost to the Department.	
	15. Be solely responsible for the protection, security and safety of their personnel, third parties, equipment, installation, the public, and others. The contractor shall deploy security guards at all entrances and exits of the construction site of the Retrofitting of the DFA Headquarters.	
	16. Restore any damaged equipment, facilities, furnishings, fixtures, and other relevant items under Item III, Coverage No. 22: Preservation and Maintenance of Electro-Mechanical Equipment and Auditorium, including the Four Renovated Restrooms. Any replaced items must be of equal or superior quality and require prior approval from the DFA.	
	17. Provide trained Safety Officers in coordination with the PM. The Contractor shall take overall responsibility on site safety. The Safety Officer shall brief the people on-site at the start of the project regarding the safety standards on site and impose all safety procedures.	
	18. Submit a Construction Safety and Health Program (SHP) approved by the Department of Labor and Employment (DOLE). Additionally, submit a Work Accident and Incident Report (WAIR) by the 25th of each month and an Annual Safety Report.	
	19. Provide necessary protection, including sheet piles, temporary shoring, barricades, sufficient warning lights, danger signals, and other signs, if needed, against harm or damage to adjacent properties, persons, shrubs, trees, lawns, structures, and utilities therein.	
	20. Ensure that the permanent connections to the local utility lines for water, drainage, electrical and sewer lines including materials, equipment, facilities, fees, and/or work are in proper working order until issuance of Certificate of Acceptance.	
	21. Be liable for any direct or indirect loss or damage to the DFA as a result of gross negligence or willful misconduct on the part of the Contractor, or on the part of any person or firm acting on behalf of the Contractor, in carrying the project. The Contractor shall be responsible for the repair, restoration and the charges, fees or costs incurred due to damages or loss.	
	22. Comply with and strictly observe all laws on workers' health and safety, welfare, compensation for injuries.	

	23. Solely responsible for the construction personnel's work at night, on Sundays, Holidays and Overtime shall be strictly governed by pertinent laws and regulations. Costs and expenses associated shall be paid by the Contractor and to be included in the bid offer.	
	24. Provide a minimum two years warranty against defective materials and equipment reckoned from the issuance of Certificate of Completion and Acceptance by the Department.	
	25. Submit to the DFA, through the PM, for checking the schedule of all hardware, complete with specifications, to be purchased by the Contractor before ordering them.	
	26. Shall not undertake any additional work beyond the approved scope of works without obtaining prior written approval from DFA.	
	<p>27. Provide on-site office and facilities including the following;</p> <ul style="list-style-type: none"> a. On-site office maintenance and relocation. Offices shall be of sufficient square meters of floor area, and shall include potable water supply, electric power supply, toilet and kitchen facilities, and air-conditioning units throughout. Field office shall be elevated high enough from the ground to prevent flooding during rainy seasons; b. Immediately adjacent to the office, a suitable parking area shall be provided and maintained; c. Office furniture to include adequate standard office tables with lockable drawers, and chairs with foam or cushion, filing cabinets and shelves; Conference room (with conference table and chairs for use of the project team) d. Internet connectivity; e. Photocopier including photocopying consumables either exclusive or shared site; f. Electric and water system at the on-site office; g. Basic pantry supplies; and h. Computers, software and office equipment including printers and scanners. 	
	<p>27. Provide storage/sheds facilities with the following requirements:</p> <ul style="list-style-type: none"> a. storage and sheds for stockpiling of cement, steel bars, hardware and other construction materials intended for the project; and b. Storage for cement stored in an elevated platform and properly enclosed to protect from weather. 	
	28. Provide barracks bunk houses for temporary shelter and or sleeping quarters for their construction personnel. It must be properly maintained for the duration of the project.	
	29. Provide an adequate number of container vans or equivalent storage facilities exclusively for the DFA use to store records, supplies, and other items throughout the project. These facilities must be located within the DFA property but outside the	

	building site, ensuring they are well-ventilated, pest-free, and easily accessible to DFA personnel.	
	30. Provide temporary sanitary facilities such as toilets and lavatories for use during construction period. It shall be maintained at all times until completion of the project.	
	31. Remove and dispose, upon completion of work, all temporary offices, sanitary facilities, storage, bunk houses, staging, equipment, scaffoldings, paint containers, scraps, and debris.	
	32. Comply with and strictly observe all laws on workers' health and safety, welfare, compensation for injuries.	
	33. Identification, dismantling, hauling, and proper disposal of hazardous waste materials.	
	34. Authorize the Department of Foreign Affairs (DFA) to utilize designated areas within the building as temporary staging or storage areas for the disposal of records and property, upon receipt of a written notice from the DFA. Appropriate security measures, including surveillance and restricted access, must be implemented to prevent theft or unauthorized access.	
XII	<p>Ownership and Confidentiality of Data</p> <p>The Contractor shall ensure that all data and information obtained in the course of the project is strictly confidential</p> <p>The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Department prior to the commencement of the services including period thereafter.</p>	
XIII	<p>Liability Clauses:</p> <ol style="list-style-type: none"> 1. The Contractor shall be liable for any direct or indirect loss or damage to the Department in case of gross negligence or willful misconduct on its part, in carrying out the retrofitting of DFA Headquarter. 2. The Department has the right to unilaterally cancel the contract and impose a penalty should the Department find that the Retrofitting of DFA Headquarter works is not in accordance with standard practice and/or noncompliant with standard procedures, plans and technical specification 	
XIV	<p>Intellectual Property Rights</p> <p>The Contractor shall ensure all intellectual rights over the outcome of the project and its component shall belong to the Department.</p>	
XV	Warranty Security	

	The Contractor shall provide warranty security against defects in the workmanship for a period of two (2) years starting from the date of issuance of Certificate of Completion and Acceptance by the Department.	
XVI	<p>Project Duration</p> <p>The duration of the project shall be thirty-six (36) months from the issuance of Certificate of Mobilization by the Department.</p>	
XVII	<p>Progress Billing Submission:</p> <ol style="list-style-type: none"> 1. Progress Billing Invoice: <ul style="list-style-type: none"> ● Detailed invoice outlining the work completed to date. ● Itemized breakdown of costs, including labor, materials, and equipment. 2. Progress Report: <ul style="list-style-type: none"> ● Narrative report describing the work completed during the billing period. ● Photographic documentation of progress. ● Summary of any issues encountered and resolutions implemented. 3. Work Accomplishment Report: <ul style="list-style-type: none"> ● Percentage completion of each item in the Bill of Quantities (BOQ). ● Comparison of actual progress against the planned schedule. ● Submission of Statement of Work Accomplished (SWA) ● Submission of As-built drawings complete with signatories as required by DFA and/or by DFA assigned Project Manager. 4. Supporting Documents: <ul style="list-style-type: none"> ● Delivery receipts and invoices for materials. ● Timesheets or labor reports. ● Equipment usage logs. 5. Inspection and Testing Reports: <ul style="list-style-type: none"> ● Copies of inspection reports. ● Test results for materials and workmanship. 6. Change Orders and Variation Orders: <ul style="list-style-type: none"> ● Approved change orders or variation orders with corresponding cost implications. 7. Updated Project Schedule: <ul style="list-style-type: none"> ● Revised project schedule reflecting progress and any adjustments. ● Explanation of any deviations from the original schedule. 8. Safety and Compliance Documentation: <ul style="list-style-type: none"> ● Safety reports and records. ● Construction safety and health program (SHP) approved by Department of Labor and Employment (DOLE) including every 25th of the month for Work Accident and Incident Report (WAIR). ● Compliance certificates and permits obtained during the billing period. 9. Certification of Work Completion: <ul style="list-style-type: none"> ● Certification from the site supervisor or project manager confirming the completion of work items included in the billing. 10. Retention and Withholding: <ul style="list-style-type: none"> ● Acknowledgment of any retention or withholding amounts as per the contract terms. 11. Lien Waivers or Releases: <ul style="list-style-type: none"> ● Partial lien waivers or releases for work completed and paid for in the current billing period. 	

	<div>12. Tax Compliance Documents:<ul style="list-style-type: none">● Proof of tax payments related to the work being billed (if applicable)</div>																													
	<div><div>Terms of Payment</div><div>1. Billing must not exceed the following Multi-Year Contractual Authority (MYCA-BMB-D-23-0000087) threshold. However, any unbilled amount from the previous year can be carried over for up to one year from the date of approved General Appropriations Act (GAA):</div><table><tr><th>Year</th><th>Amount Authorized (in Php)</th></tr><tr><td>2024</td><td>444,612,000.00</td></tr><tr><td>2025</td><td>508,888,879.00</td></tr><tr><td>2026</td><td>715,125,659.00</td></tr><tr><td>2027</td><td>715,125,660.00</td></tr><tr><td>Total</td><td>2,383,752,198.00</td></tr></table><div>2. Progress Billing shall be as follows:</div><table><tr><th>Item No.</th><th>Progress Billing</th><th>Percentage</th><th>Description</th></tr><tr><td>1</td><td>First Progress Billing</td><td>10% of the Contract Price</td><td>Upon submission of the following approved permits:<ul style="list-style-type: none">● Building Permit● Demolition Permit● Notice of Construction● Mechanical Permit- HVAC- Fire Protection● Electrical Permit● Electronics Permit● Plumbing and Sanitary Permit● Surety Bond</td></tr><tr><td>2</td><td>Second Progress Billing</td><td>5% of the Contract Price</td><td>Upon mobilization and complete set-up of Temporary Facilities</td></tr><tr><td>3</td><td>Third Progress Billing</td><td>10% of the Contract Price</td><td>Upon completion of 20% of total Work Accomplishment</td></tr></table></div>	Year	Amount Authorized (in Php)	2024	444,612,000.00	2025	508,888,879.00	2026	715,125,659.00	2027	715,125,660.00	Total	2,383,752,198.00	Item No.	Progress Billing	Percentage	Description	1	First Progress Billing	10% of the Contract Price	Upon submission of the following approved permits: <ul style="list-style-type: none">● Building Permit● Demolition Permit● Notice of Construction● Mechanical Permit- HVAC- Fire Protection● Electrical Permit● Electronics Permit● Plumbing and Sanitary Permit● Surety Bond	2	Second Progress Billing	5% of the Contract Price	Upon mobilization and complete set-up of Temporary Facilities	3	Third Progress Billing	10% of the Contract Price	Upon completion of 20% of total Work Accomplishment	
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	4	Fourth Progress Billing	10% of the Contract Price	Upon completion of 30% of total Work Accomplishment
	5	Fifth Progress Billing	10% of the Contract Price	Upon completion of 40% of total Work Accomplishment
	6	Sixth Progress Billing	10% of the Contract Price	Upon completion of 50% of total Work Accomplishment
	7	Seventh Progress Billing	10% of the Contract Price	Upon completion of 60% of total Work Accomplishment
	8	Eighth Progress Billing	10% of the Contract Price	Upon completion of 70% of total Work Accomplishment
	9	Ninth Progress Billing	15% of the Contract Price	Upon completion of 100% of total Work Accomplishment
	10	Tenth Progress Billing	10% of the Contract Price	Retention Money
	<p>The retention money shall be released:</p> <p>Upon submission by the Contractor of the required warranty security, as stated in these Technical Specifications; or the issuance of the Certificate of Final Acceptance by OAMSS one (1) year after the completion of the project.</p> <p>3. The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice and complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>4. All payments shall be inclusive of all applicable taxes and other lawful charges.</p>			

Note:

Bidders must state compliance to each of the provisions in the Scope of Works, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statement of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples,

independent test data etc. as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a)(ii) and/or GCC Clause 2.1 (a)(ii).

Conformé;

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]