

INSTRUCTION TO BIDDERS

PROJECT : **CONSTRUCTION OF 2 STOREY HALFWAY HOME CENTER AND 1 STOREY LEARNING CENTER**
OWNER : **GOOD NEIGHBORS INTERNATIONAL PHILIPPINES, INC.**
LOCATION : District II, Municipality of Gigmoto, Catanduanes

1. SCOPE OF WORK

The **BIDDER** shall be fully responsible for all the supervision, labor, materials (except owner-furnished materials, if any), tools, implements, equipment and site facilities, including all the preparations needed to complete the **ABOVE-MENTIONED PROJECT**, all in accordance with the plans, specifications and bid documents. The **GOOD NEIGHBORS INTERNATIONAL PHILIPPINES (GNIP)**, however, reserves the right to delete some portions of this scope of work for awarding to other specialty contractors.

2. DRAWING AND SPECIFICATIONS

All the drawings, specifications and bid documents may be obtained only at the time and place indicated in the Bid Invitation. **BIDDERS** shall comply with all the conditions stipulated therein and all these documents will form part of the final contract.

All Bid Items that are vague, conflicting, or has no detail should be clarified during the bidding, if not, it is understood that the bidder already considered the cost in his overall bid even if the bidder leaves those bid items without any amount.

3. SITE INSPECTION

All taken together, the restrictions and/or limitations at the site and all the adjacent structures, the staging area, the weather, the sub-surface condition, the extent of disturbance, the human nature, the works hazards, the materials storages, the means and access and disposal, the facilities needed, the difficulties of work, the existing rules and regulations of the site and any special accommodations necessary to complete the project at this specific site should be thoroughly studied therefore the proposal sum shall already consider and reflect all such affecting conditions.

4. PREPARATION OF BIDS

The following shall be followed; otherwise, proposals shall be rejected or considered as unacceptable:

- 4.1 Bid Envelope shall contain nothing but the following:

The Contractor's Proposal, Copy of ITB, Bid Breakdown, Manpower Schedule and Equipment. Bidder's representative shall initial at the left side of each page of these documents.

BIDDERS are required to accomplish these sheets in conformity with the guide attached herewith

- 4.2 The BIDDERS legal name and business address shall be stated in full.
- 4.3 The bidder guarantees his bid to be good for a period of sixty (60) workings days after submission of bids.
- 4.4 It is the bidder's responsibility to see to it that his proposal is received at the proper time. Any proposal received after the scheduled submission time will be returned to the bidder unopened. This will be a close bidding.
- 4.5 No claim for extra cost shall be entertained by the OWNER for negligence or inadvertence on the OWNER's part or the Contractor's part in furnishing or obtaining all necessary data and clarifications respectively.
- 4.6 The bid amount in the proposal shall be quoted in words as well as in figures. In case of discrepancy between prices quoted in words and those in figures, the words shall prevail.
- 4.7 Special care should be exercised in the preparation of bids. All design and prices shall be fully and clearly set forth.

6. CONSTRUCTION SCHEDULE

The work shall be completed and ready for acceptance by the OWNER within the period of ninety (90) calendar days for Halfway Home Care Facility and forty five (45) calendar days for Learning Center.

The Winning BIDDER shall brief the OWNER in detail their contemplated WORK PROGRAM & PROCEDURES and necessary coordination work to ensure proper work execution.

The BIDDER is enjoined to fill in the Contractor's Proposal Form the number of calendar days he requires to complete the project. Earlier time completion will be an important factor in the evaluation of bids.

7. AWARD OR REJECTION OF BIDS

The contract will be awarded to the most advantageous BIDDER per the Owner's evaluation. The OWNER's decision is final. The BIDDER to whom the award is made will be notified at the earliest possible date. The OWNER however reserves the right to: 1) reject any and all

bids to waive any formality; and 2) accept such bids as may be considered advantageous to the OWNER as determined by the OWNER.

8. ERRORS IN BID

BIDDERS or their authorized agents are expected to examine the drawings, specifications including correlation with plans of other trades, and all other instructions pertaining to the work which will be opened for their inspection. Failure to do so will be at the BIDDER's own risk and he cannot secure relief on the plea of error in the bids. In case of error in the extension of prices, the unit prices will govern.

9. CLARIFICATIONS

When discrepancies in, or omissions from the contract documents are found, also when in doubt as to their meaning, for further clarification and quotations regarding the plan and specifications, notify the OWNER in writing or email five (5) days before the date set forth in receiving bids.

Address to: **MR. ARNEL H. SALBATONA**
Good Neighbors International Philippines
502-505 JocFer Building, Barangay Holy Spirit, Commonwealth Avenue
Quezon City
T-(02) 442 7936
M- 0905 999 0367
E-procurement@goodneighbors.ph

10. CHANGES BEFORE AWARD OF CONTRACT

Should the OWNER elect to make some changes on the plans and/or scope of work prior to award of the contract to the Winning BIDDER, corresponding adjustments on the lump sum bid proposal shall be made based on the submitted unit bid prices subject to any discount given by the Winning BIDDER to the OWNER.

11. BONDS

No bonds to be required from the BIDDERS

12. PERMIT

All licenses, fees, permits and other permits necessary for the turn-over/completion of the construction works shall be secured/obtained by the CONTRACTOR.

13. TAXES

The bid shall include all national and local taxes which are applicable to the work contemplated.

14. TERMS OF PAYMENT

14.1 A downpayment of ten percent (30%) of the contract sum shall be released two (3) working days reckoned from the date of the signing of contract. The downpayment shall be liquidated on the progress billing on pro-rata basis.

14.2 Balance thru progress billing based on the value of work accomplished less ten (10%) percent retention and repayment of downpayment, as well as any deductive charges as endorsed/evaluated and approved by the OWNER.

14.3 The ten (10%) percent retention shall be released sixty (60) days after the issuance of the Certificate of Final Inspection and Acceptance signed by the OWNER.

15. CONTRACTORS PERSONNEL, WORKMEN AND SUBCONTRACTORS

The Winning BIDDER is not an employee of the OWNER, Neither shall the personnel, workmen or subcontractors of the Winning BIDDER. Hence, the OWNER shall not in anyway be liable or responsible for any employee or subcontractor of the Winning BIDDER.

16. SHOP DRAWING

Winning BIDDER will be responsible in the preparation of shop drawings on items not clearly shown on plans, and items that needs necessary details. The OWNER should be notified in advance whenever planning or progress of work is likely to be delayed due to these revisions, details, or conflicts on plans.

The Winning BIDDER in coordination with the Construction in charge will be responsible in seeking the approval of the OWNER/DESIGNER for the Shop Drawings.

17. CLEANING AND DISPOSAL OF DEBRIS

The GENERAL CONTRACTOR shall be responsible in maintaining the general cleanliness and sanitation of the working area at all times.

18. WATER AND ELECTRICITY

Water and Electricity Consumption during the construction shall be borne by the CONTRACTOR

19. BID SUBMISSION

Bid Proposal in sealed envelope should be reached to the Procurement Unit of Good Neighbors International Philippines Head Office located at Unit 502-505, JocFer Building,

Commonwealth Avenue, Barangay Holy Spirit, Quezon City, on or before May 29, 2017, 5:00 PM.

Bid Envelope shall be legal size brown envelope bearing the Bidder's name, sealed and addressed as follows:

BID FOR THE CONSTRUCTION OF 2 STOREY HALFWAY HOME CENTER AND 1 STOREY LEARNING CENTER

THE BIDDING COMMITTEE

GOOD NEIGHBORS INTERNATIONAL PHILIPPINES

ATTENTION: MR. ARNEL H. SALBATONA

Unit 502-505 JocFer Building, Barangay Holy Spirit

Commonwealth Avenue, Quezon City

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COMPANY NAME

BIDDER'S REPRESENTATIVE

Company Address

Representative's Designation

