

INSTRUCTION TO BIDDERS

PROJECT : CONSTRUCTION OF THREE (3) STOREY TEV/VOC BUILDING
OWNER : **GOOD NEIGHBORS INTERNATIONAL PHILIPPINES, INC.**
LOCATION : Barangay San Isidro, Rodriguez, Rizal

1. SCOPE OF WORK

- 1.1 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

- 2.1 Bid plans are available for Php2,000.00 per set.
- 2.2 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.
- 2.3 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

- 3.1 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:

- 4.1.a Expression of Interest (EOI)
- 4.1.b The Contractor's Proposal
- 4.1.c Copy of Invitation to Bid (ITB)
- 4.1.d Bid Breakdown and Detailed Estimates
- 4.1.e Construction Schedule/ S-Curve
- 4.1.f Manpower and Equipment Utilization Schedule
- 4.1.g Construction Methods
- 4.1.h Organizational Chart for the Contract
- 4.1.i Cash Flow by Quarters and Payment Schedule
- 4.1.j Affidavit/ Certification of Site Inspection and
- 4.1.k Bidder's representative shall initial at the left side of each page of these documents.

- 4.2 The BIDDERS legal name and business address shall be stated in full.
- 4.3 The BIDDERS guarantees his bid to be good for a period of sixty (60) working 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.
- 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.

5. CONSTRUCTION SCHEDULE

- 5.1 The work shall be completed and ready for acceptance by the OWNER within the period of [120] calendar days.
- 5.2 The Winning BIDDER shall brief the OWNER in detail their contemplated WORK PROGRAM & PROCEDURES and necessary coordination work to ensure proper work execution.
- 5.3 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.

6. AWARD OR REJECTION OF BIDS

- 6.1 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.

7. ERRORS IN BID

- 7.1 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.

8. CLARIFICATIONS

- 8.1 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: **BID AND AWARD COMMITTEE**
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](mailto:procurement@goodneighbors.ph)

9. CHANGES BEFORE AWARD OF CONTRACT

- 9.1 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.

10. BONDS

- 10.1 Bonds are to be required from the CONTRACTOR.

11. PERMIT

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

12. TAXES

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

13. TERMS OF PAYMENT

- 13.1 A downpayment of thirty percent (30%) of the contract sum shall be released three (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.
- 13.2 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.
- 13.3 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.

14. PENALTY

- 14.1 In case of failure to fully (100%) complete the above scope works on time, the CONTRACTOR shall pay the **GNIP** the amount in PESOS equivalent to one percent (1%) of the total contract price for every calendar day of delay until the issuance of the Certificate of Final Inspection and Acceptance. However, if the delay in the completion of the project is due to reasons beyond the contractor's control or not of its own making, the contractor shall be entitled to corresponding adjustments in their work schedule.

15. CONTRACTORS PERSONNEL, WORKMEN AND SUBCONTRACTORS

- 15.1 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

- 16.1 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.
- 16.2 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

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

18. WATER AND ELECTRICITY

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

19. BID SUBMISSION

19.1 Bid Proposal in sealed envelope should be reached to Good Neighbors International Philippines Head Office located at Unit 502-505, JocFer Building, Commonwealth Avenue, Barangay Holy Spirit, Quezon City, on or before November 24, 2017, 5:00 P.M.

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

BID FOR THE CONSTRUCTION OF THREE (3) STOREY TEC/VOC BUILDING
THE BIDDING COMMITTEE
GOOD NEIGHBORS INTERNATIONAL PHILIPPINES
ATTENTION: MR. ARNEL H. SALBATONA
Unit 502-505 JocFer Building, Barangay Holy Spirit
Commonwealth Avenue, Quezon City

OWNER: **GOOD NEIGHBORS INTERNATIONAL PHILIPPINES**

COMPANY NAME

BIDDER'S REPRESENTATIVE

Company Address

Representative's Designation