

PHILIPPINE  
PORTS  
AUTHORITY



PORT MANAGEMENT OFFICE - MARINDUQUE/QUEZON

PORT OPERATION BUILDING BRGY. TALAO-TALAO, PORT AREA, LUCENA CITY, PHILIPPINES

**MAINTENANCE OF PHYSICAL  
PORT FACILITIES  
PORT OF LUCENA, LUCENA CITY  
  
BID DOCUMENTS**

(MRQ-M2019-05)

# BIDDING DOCUMENTS

for

## *MAINTENANCE OF PHYSICAL FACILITIES, Port of Lucena, Lucena City*

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## ***Instructions for Submission of Bids***

Philippine Ports Authority  
Port Management Office of Marinduque/Quezon  
(PMO-Marquez)

BIDS AND AWARDS COMMITTEE FOR ENGINEERING PROJECTS

INSTRUCTIONS FOR SUBMISSION OF BIDS

Name of Project: **Maintenance of Physical Port Facilities**  
**Port of Lucena, Lucena City**

- I. Bidders shall submit to the Bids and Awards Committee, through the Secretariat, their Bids on or before the published deadline. Bids submitted/received after the published deadline shall be marked "LATE" and shall not be accepted.
- II. Bidders shall submit their bids using the forms specified in the Bidding Documents in **two (2) sealed envelopes**, and which shall be submitted simultaneously. (Section 25 of the 2016 revised IRR of RA 9184)
- III. The **First Envelope** shall contain the technical component of the bid including the eligibility requirements, or **Technical Bid** for short. The **Technical Bid** shall therefore be composed of two parts, as follows:
  - A) **Part A - Eligibility requirements.** Please refer to the Eligibility Statement Form for the eligibility requirements and instructions.
  - B) **Part B - Project requirements.** This shall contain the following documents:
    1. Bid Security
    2. Organizational chart for the contract to be bid
    3. List of contractor's key personnel with their complete qualification and experience data
    4. List of contractor's equipment units supported by certification of availability of equipment
    5. Omnibus Sworn Statement.
    6. Certificate of Site Inspection
      - The site inspection must be conducted by the Bidder's President/General Manager/Authorized Managing Officer or by the Project Manager or Project Engineer pledged/committed by the Bidder to the project to be bid.
      - For this project, the Certificate of Site Inspection shall be issued by **RAUL A. LIBATIQUE, ACTING ESD MANAGER, PMO-MARQUEZ.**
- IV. The **Second Envelope** shall contain the financial component of the bid, or **Financial Bid** for short, and shall have the following documents:
  1. Bid proposal in the prescribed form
  2. Bid prices in the Bill of Quantities in the prescribed form
  3. Detailed estimates
  4. Summary sheet indicating the unit prices of construction materials, labor rates and equipment rental rates used in coming up with the bid.
  5. Cash flow by quarter and payment schedule
- V. Bidders shall submit their Bids using the Forms supplied in the Bidding Documents. Bidders must use and properly accomplished all supplied forms without alterations to their format. Substitute forms shall not be accepted. Bidders shall fill out all the supplied forms very legibly and shall likewise attach clear and legible copies of supporting documents. Any interlineations, erasures or overwriting to the entries on the forms shall be valid only if signed or initialed by the authorized signatory.

VI. Pages in the Technical Bid shall be paged as follows:

1. Part A - Eligibility requirements. The paging on the eligibility statements including attached documents thereto shall be A1, A2, A3 and so on.
2. Part B - Project requirements. The paging on the project requirements including attached documents thereto shall be B1, B2, B3 and so on.

VII. All pages of the Financial Bid including attached documents thereto shall be chronologically paged (1, 2, 3, and so on) and initialed/signed by the authorized signatory at the right bottom corner of each and every page.

By affixing the initial/signature at the right bottom corner of each and every page of the Technical Bid and Financial Bid, the authorized signatory acknowledges that he/she prepared the requirements/bid himself/herself or the same were prepared under his/her direct supervision.

VIII. Bidders shall use legal size bond paper in their Technical and Financial Bids, except original copies of documents from other agencies/entities that must be attached to the Technical and Financial Bids.

IX. The Technical and Financial Bids shall be provided with "cover" and "table of contents", samples of which are attached in Section VIII (Bidding Forms) of this Bidding Documents.

X. Bidders shall submit eight (8) sets (one original and 7 clear copies) each of the Technical Bid and Financial Bid. All sets/copies shall be properly book bound with hard cover. Screw-bound, ring-bound, combo-bound, fastener-bound or stapler-bound are not acceptable. Failure to comply with these requirements shall be ground for disqualification/failure of Bid.

1. The Technical Bid – The eligibility requirements (Part A) and the technical/project requirements (Part B) shall be consolidated into one properly bound book which shall be denominated as the "Technical Bid".

The original and seven (7) copies of the Technical Bid shall be placed in one (1) envelope (or properly wrapped together), duly sealed and marked as "Envelope No. 1 - Technical Bid".

2. The original and seven (7) copies of the Financial Bid shall be placed in another envelope (or properly wrapped together), duly sealed and marked as "Envelope No. 2 - Financial Bid".

3. The envelopes containing the Technical and Financial Bid shall then be placed in a single envelope (or properly wrapped together), duly sealed and with the following markings:

- a) Name of the Contract to be Bid
- b) Name and address of Bidder
- c) Name and address of Procuring Entity
- d) Shall bear the warning "DO NOT OPEN BEFORE (the scheduled time and date of the opening of bids)".

XI. Bidders or their duly authorized representatives are enjoined to attend the opening of the Bids, the date and time of which are indicated in the Invitation to Bid. Bidders' authorized representatives should present a written authority (from the concerned Bidder-Firm) to be allowed to attend the meetings/proceedings. Failure to present the written authority shall result to non-recognition of the bidders' representatives during BAC meetings/proceedings.

XII. For samples of the Bidding Documents, visit the GPPB website at [www.gppb.gov.ph](http://www.gppb.gov.ph).

XIII. For further clarification regarding the above instructions, please visit or call the Contact Person/s indicated in the Invitation to Bid.

***Section I - Invitation to Bid***



## INVITATION TO BID

The Philippine Ports Authority – Port Management Office of Marinduque/Quezon (PMO MarQuezon), through its Bids and Awards Committee for Engineering Projects, invites contractors registered with and classified by the Philippine Contractors Accreditation Board (PCAB) to bid for the hereunder contract:

- A. Name of Contract : Maintenance of Physical Port Facilities
- B. Location : Port of Lucena, Lucena City
- C. Contract Identification/  
Reference Number : MRQ-M2019-05
- D. Brief Description : The project involves the repair/maintenance of the port physical facilities of the Port of Lucena, Lucena City
- E. Required Equipment (Owned/Leased):
  - 1 unit - elf type, 6-wheeler
  - 1 unit - bar cutter
  - 1 unit - bar bender
  - 1 unit - tile cutter
  - 1 unit - electric drill
  - 1 unit - electric grinder
- F. Approved Budget for the Contract (ABC): PHP 2,992,032.93
- G. Source of Fund: PPA Corporate Fund, CY 2019 PPA Budget
- H. Contract Duration: 90 calendar days
- I. Required PCAB Registration Particulars: At least "Small B" for Building

Only those contractors with PCAB Registration of at least "Small, 'B' for Building" will be issued Bidding Documents, and upon payment of non-refundable cost of the documents in the amount of P5,000.00. Interested contractors are required to present a certified copy of their PCAB license and registration when purchasing the Bidding Documents.

Prospective bidders should possess a valid PCAB license and registration particulars applicable to the type and cost of the contract to be bid, have key personnel and equipment available for the prosecution of the contract as listed in Item E above, and must have completed at least one (1) contract that is similar to the contract to be bid, and with the same major categories of work as the contract to be bid, and whose value is at least 50% of the approved budget for the contract to be bid, updated to current prices using the PSA consumer price indices. Prospective bidders must likewise meet the other eligibility, technical/project and financial requirements and other requirements stated in the Eligibility Statement Forms and the Bidding Documents.

Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criteria as specified in the 2016 Revised IRR of RA 9184, otherwise known as the "Government Procurement Reform Act."

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

The schedule of procurement activities is as follows:

Procurement Activities	Schedule		
	Time	Date	Venue
1. Period of availability/issuance of Bidding Documents		September 14 to October 10, 2019	PMO MarQuez Conference Room, Port Operations Building, Brgy. Talao-Talao, Port Area., Lucena City
2. Pre-Bid Conference	9:00 AM	September 27, 2019	-do-
3. Deadline of submission and receipt of Bids	9:00 AM	October 10, 2019	-do-
4. Opening and Examination of Bids	10:30 AM	October 10, 2019	-do-

Bidders must submit their bids on the date, time and place specified in the above schedule. Late bids will not be accepted. All bids must be accompanied by a bid security in any of the forms and corresponding amount stated in the Bidding Documents. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Philippine Ports Authority – PMO MarQuez 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 Section 41 of RA 9184 and its revised IRR, without thereby incurring any liability to the affected bidder or bidders. The Philippine Ports Authority- PMO MarQuez assumes no responsibility whatsoever to compensate or indemnify the bidders of any expenses incurred in the preparation of their bids.

For further information, please call or contact Engr. Joel D. Gamet, Secretariat Head, at telephone no. (042) 785-1250 or visit the Philippine Ports Authority – PMO MarQuez at Port Operations Building, Brgy. Talao-Talao, Port Area, Lucena City.

SHERWIN LEMUEL A. CHAVEZ  
BAC Chairperson

*Period of Posting in the PhilGEPS & PPA websites and PMO MarQuez bulletin board: September 14 – 20, 2019*