

BID BULLETIN NO. 1

PROCUREMENT FOR THE DESIGN AND FIT-OUT OF THE INTERIORS OF THE PHILIPPINE INNOVATION HUB BUILDING, MARIKINA (2ND PUBLIC BIDDING)

(PROJECT REFERENCE NO. MR24-10-135)

Please be advised of the following queries and clarifications raised during the Pre-Bid Conference held on February 28, 2025, and through the official email that we accept until March 3, 2025:

QUERIES	CLARIFICATION/AMENDMENT
Amendment of the prescribed format for the Statement of All Ongoing Government and Private Contracts Including Contracts Awarded But Not Yet Started, If Any, Whether Similar or Not in Nature and Complexity to the Contract to be Bid	➤ Please see the attached Annex "A" for the prescribed format.
Section III. Bid Data Sheet	<p>Additional Clause of Section III. Bid Data Sheet Clause 10.2:</p> <p>In the submission of bids, the first envelope (Technical Proposal) shall contain all the required documents for infrastructure projects under Section 25.2(b) of the IRR of R.A 9184 and the following additional documents:</p> <ul style="list-style-type: none">i. Preliminary Conceptual Design Plans in accordance with the degree of details specified by the procuring entity;ii. Design and construction methods;iii. List of design and construction personnel, to be assigned to the contract to be bid, with their complete qualification and experience data; andiv. Value engineering analysis of design and construction method. <p>The second envelope (Financial Proposal) shall contain all the required documents for infrastructure projects under Section 25.3 of the IRR of R.A 9184 and the following additional documents:</p>

	<p>i. Lump sum bid prices, which shall include the detailed engineering cost, in the prescribed Bid Form;</p> <p>ii. Detailed estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid; and</p> <p>iii. Cash flow by the quarter and payments schedule.</p>																		
Revision of the Section VIII. Bill of Quantities	Please see the attached Annex "B" for the Revised Bill of Quantities.																		
Site Inspection Certificate	The end-user required the Certificate of Site Inspection to be included in submitting the Technical and Eligibility Documents.																		
Detailed Financial Bid Form	Please see Annex "C" for the revised Detailed Financial Bid Form																		
<p>Discrepancies Between BOQ and Annexes</p> <p>The Bill of Quantities (BOQ) appears to differ from the annexes in terms of quantities and scope for several items. Kindly confirm whether the BOQ or the annexes shall prevail, or if both documents should be concurrently used for reference.</p> <p>If both are to be followed, please provide the exact quantities required for furnishings, furniture, and interior fit-out items, including specific details such as the measurements for the kitchen counter, the dimensions for the cafe bar, and the sizes of cabinets and storage units.</p>	<p>For purposes of consistency, the BOQ shall follow the Revised Bill of Quantities attached as Annex "B".</p> <p>Please note the updated breakdown of cost per phase (% of the Total Contract Price):</p> <table border="1" data-bbox="857 1016 1403 1288"> <thead> <tr> <th>Phase</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>Pre-Design</td> <td>10%</td> <td>5%</td> </tr> <tr> <td>Design</td> <td>10%</td> <td>5%</td> </tr> <tr> <td>Completion and approval of Bill of Quantities</td> <td>15%</td> <td>5%</td> </tr> <tr> <td>Delivery of furniture and fixtures</td> <td>50%</td> <td>75%</td> </tr> <tr> <td>Project Closeout</td> <td>15%</td> <td>10%</td> </tr> </tbody> </table>	Phase	From	To	Pre-Design	10%	5%	Design	10%	5%	Completion and approval of Bill of Quantities	15%	5%	Delivery of furniture and fixtures	50%	75%	Project Closeout	15%	10%
Phase	From	To																	
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Design	10%	5%																	
Completion and approval of Bill of Quantities	15%	5%																	
Delivery of furniture and fixtures	50%	75%																	
Project Closeout	15%	10%																	
<p>2. Appliance and Equipment Specifications</p> <p>Restroom Ceiling Fan: Please provide the detailed specifications (size, power requirements, placement, etc.) for the ceiling fan indicated for the restroom.</p> <p>TV and Computer Specifications: Kindly provide the minimum specifications and models (if applicable) for the TV and computers to be installed.</p> <p>Other Appliances: Please clarify the required specifications for other appliances such as refrigerators, coffee machines, and any additional kitchen or office equipment.</p>	<p>The bidder shall recommend the necessary appliances and equipment and the corresponding specifications. These shall also be incorporated in the design to be submitted as part of Phase 1 deliverables. Meanwhile, here are the minimum specifications:</p> <table border="1" data-bbox="857 1628 1403 1832"> <thead> <tr> <th>Appliance / Equipment</th> <th>Specifications</th> </tr> </thead> <tbody> <tr> <td>TV</td> <td>Smart TV, with display size at least 55"</td> </tr> <tr> <td>Computer</td> <td>With operating system</td> </tr> <tr> <td>Refrigerator</td> <td>Inverter-type, 24 cu. ft.</td> </tr> </tbody> </table> <p>Since the project involves design and fit-out, the provider shall ensure that the equipment / appliances will satisfy the purpose of the facility and its individual spaces.</p>	Appliance / Equipment	Specifications	TV	Smart TV, with display size at least 55"	Computer	With operating system	Refrigerator	Inverter-type, 24 cu. ft.										
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<p>3. Furniture and Fixture Details</p> <p>For a precise cost estimation, we request detailed information on the sizes and design</p>	<p>- Since the project involves design and fit-out, the provider shall ensure that the furniture and fixtures will</p>																		

<p>requirements for tables, desks, and other furnishings per area.</p> <p>In the case of the locker room, the plans do not consistently indicate the presence of lockers on all floors, although the annexes suggest otherwise. Please confirm the minimum required number of lockers per floor.</p>	<p>satisfy the purpose of the facility and its individual spaces.</p> <ul style="list-style-type: none"> - The bidder shall recommend the necessary furniture and fixtures. These shall also be incorporated in the design to be submitted as part of Phase 1 deliverables.
<p>4. Legibility of Plans and Area Measurements</p> <p>The provided plans are not sufficiently legible, particularly concerning the measurements of areas such as the parking lot and landscaping. We kindly request a clearer version of the plans that includes precise dimensions.</p>	<ul style="list-style-type: none"> - The provider is required to inspect the facility to clarify the area measurements indicated in the floor plan provided in the bidding documents.
<p>5. "Other Works" Scope Clarification</p> <p>The scope for "Other Works" related to parking spaces and landscaping is not clearly defined in the current documents. Please provide detailed minimum requirements and the exact quantities or measurements expected for these areas.</p>	<p>The parking lot and the landscaping requirements shall be proposed and included in the design to be submitted by the provider and subsequent delivery/implementation of works.</p> <p>The provider is required to inspect the facility to clarify the area measurements.</p>
<p>The prospective bidder asks for the exact location of the project? And who will assist them on the site?</p>	<p>The facility is located at #36 Russet St., SSS Village, Marikina City.</p> <p>For the site inspection, prospective bidders may contact Mr. Jerahmeel Chen through e-mail at innovation@ndc.gov.ph.</p>
<p>2. Who is the prospective bidder looking for site inspection? Do they need to secure a site inspection certificate and put it on the bidding docs?</p>	<p>For the site inspection, prospective bidders may contact Mr. Jerahmeel Chen through e-mail at innovation@ndc.gov.ph.</p> <p>While prospective bidders can inspect the facility until March 10, 2025, however, the end-user and the BAC will not entertain any queries relative to the project.</p> <p>The end-user will issue the Certificate of Site Inspection, which shall form part of the Bid Documents.</p>
<p>3. Any local permits need to be secured for this renovation?</p>	<p>The provider shall secure the necessary permits, as needed.</p>
<p>4. The project is not included on the election ban?</p>	<p>Pursuant to the GPPB Circular No. 01-2024 Annex "A" Section 4.1 (a) of the GPPB Resolution No. 09-2024 to wit:</p> <p><i>PEs are allowed to proceed with the commencement and completion of Procurement Activities during the Election Period. However, the release, disbursement, and expenditure of public funds by the PEs pursuant to COMELEC Resolution Nos. 10999 and 11060, specifically the issuance of a Notice of Award, are prohibited for the following Procurement Projects (Prohibited Projects)</i></p>

	<p><i>starting 28 March 2025 (Friday) until 11 May 2025 (Sunday):</i></p> <p><i>a. All kinds of Public Works and Housing-related Projects, except those provided in Section 4.2.1 and Section 4.2.3 of this Circular respectively;...</i></p> <p><i>4.2 The following Procurement Projects are excepted from the application of the prohibition provided in Item 4.1 of this Circular, thus:</i></p> <p><i>(4.2.1) For Public Works:</i></p> <p><i>(b) Work undertaken by contract through public bidding or negotiated contract awarded before 28 March 2025;</i></p>
<p>5. 15% downpayment is applicable upon contract or NTP for the said project? which should be given before we can proceed with the design works?</p>	<p>Please refer to the Section IV. General Conditions of the Contract, Item 13.</p>
<p>Section X. Checklist of Technical and Financial Documents</p>	<p>Please see the attached Annex "D" Revised Checklist of Technical and Financial Documents</p>

Additional requirement:

The winning bidder shall provide interior staging for at least two (2) floors for the projected launch of the facility tentatively scheduled in April 2025. Interior staging shall include adding or placement of temporary furniture and fixtures for demo purposes.

Reminders:

- Bidders must also provide a soft copy of the Detailed Financial Bid in **Microsoft Excel** format showing the formula used in the computation of the costs.
- The **USB** containing the soft copy of the detailed financial bid should be enclosed in the financial envelope.
- Deadline of submission of bid will be on March 12, 2025 at 10:00 a.m. (7th floor NDC clock) on the 7th floor NDC Building. **Late bids will not be accepted.**
- The Opening of Bids shall be on March 12, 2025 11:00 a.m. at the ABB Hall, NDC Building.
- Complete eligibility documents shall bear tabs identifying/separating each of the required eligibility, technical and financial documents.

For further inquiries, you may coordinate with our Bids and Awards Committee Secretariat at 8840-4838 loc. 224.

This **BID BULLETIN No. 1** is issued this 5th day of March 2025 for the guidance and information of all concerned.

(ORIGINALLY SIGNED)
AGM LEOPOLDO JOHN F. ACOT
Chairperson
Bids and Awards Committee

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

ANNEX "B"

BILL OF QUANTITIES

PROCUREMENT FOR THE DESIGN, AND FIT-OUT OF INTERIORS OF THE PHILIPPINE INNOVATION HUB BUILDING, MARIKINA (2ND PUBLIC BIDDING) MR24-10-135

No.	Particulars	% of Bid / Contract Price	UNIT	TOTAL BID AMOUNT
1	<p>Completion of Pre-Design Phase</p> <p>Site inspection Report</p> <p>Develop Initial Design Concepts and present 3 design concepts/studies for all areas</p> <p>All drawings shall be presented in A1 format and reports in A3 / A4 prints</p> <p>Submit initial Detailed Unit Price Analysis (DUPA)</p> <p>Detailed Program of Works & Gantt Chart</p>	5%	1 LOT	<hr/>
2	<p>Completion of Design Phase</p> <p>Completion and approval of final interior design 3D rendered perspectives, & schematics</p> <p>Detailed shop drawings for all approved furniture & fixtures</p> <p>Approval of materials, finishes, & other design elements</p>	5%	1 LOT	<hr/>

No.	Particulars	% of Bid / Contract Price.	UNIT	TOTAL BID AMOUNT
3	<p>Completion and approval of Bill of Quantities (BOQ) – An accurate and detailed list of all materials and resources required for the project.</p> <p>Completion and approval of Detailed Unit Price Analysis (DUPA) – A breakdown of costs for each item or service required for the project.</p>	5%	1 LOT	<hr/>
4	<p>Delivery, supply, and installation of furniture, fixtures and other fit-out components</p>	75%	1 LOT	<hr/>
	<p>GENERAL</p> <p>INTERIOR LANDSCAPING (decorative plants, green garden)</p> <p>- Design and install interior landscaping (decorative plants, green garden) elements that enhance the aesthetic and environmental quality of the entire building. This includes selecting and maintaining indoor plants, planters, and greenery that</p>			

complement the interior design of every

room/space, improve air

quality, and create a calming atmosphere.

- The design should be low maintenance and incorporate sustainable practices.

BASIC WASTE

MANAGEMENT

1 LOT

- Provide and install waste bins in all strategic locations inside the facility. This should include waste segregation bins for recyclables, non-recyclables, and organic waste.

- The system should be easy to use, strategically placed

throughout the facility, and comply with local

environmental regulations.

The supplier should ensure that waste disposal processes are efficient and environmentally responsible.

**INTERIOR SIGNAGE /
WAYFINDER**

1 LOT

- Design and install interior signage and wayfinding systems to assist visitors and staff in navigating the facility.

- This includes directional signs, room labels, safety signs, and visual cues that are clear, easy to read, and consistent with the building's overall design theme.

- The signage should be durable and placed in strategic locations for maximum visibility.

**CONFERENCE ROOMS
/ OFFICES / RETAIL
AREA / CAFE / LOBBY**

1 LOT

**TV PRESENTATION SET-
UP (MOVEABLE WITH
CASTERS OR WALL-
MOUNTED)**

- Provide and install 12 TV presentation setups, either wall-mounted or moveable on casters, depending on the space and functional requirements. These setups will include flat-screen displays, appropriate mounting

hardware, and cable management solutions.

- The units should be easy to move (if on casters) and sturdy enough for frequent use. The presentation systems should also be compatible with the building's audio-visual infrastructure and allow for seamless connectivity to laptops and other devices.

GALLERIES /
FUNCTION HALLS /
LAUNCH ROOM

1 LOT

PROJECTOR SET-UP

- Provide and install 5 high quality projectors for presentation and meeting spaces within the facility. The projectors should be compatible with modern devices, offer high-resolution display quality, and be suitable for both small and large rooms.

- The installation will include ceiling or wall mounts (where applicable), appropriate cabling, and connectivity options such as HDMI, VGA, or wireless connections. The setup must also ensure optimal positioning for clear, sharp images and be user-

friendly for seamless
operation during
presentations.

LOBBY / LIVELIHOOD
OFFICE / CAFE / ADMIN
OFFICE / GOVT AGENCIES /
CLINIC / RETAIL AREA /
OFFICES / SERVER ROOM /
LIBRARY

1 LOT

DESKTOP COMPUTER SET-
UP

- The supplier will provide and install 20 high-performance desktop computers suitable for a variety of tasks, including administrative work, design, and data processing. Each desktop computer should include a modern multi-core processor, ample RAM, SSD storage for fast performance, and essential connectivity ports (USB, HDMI, etc.).

- The supplier is responsible for ensuring that the computers are fully operational, network-ready, and include user-friendly peripherals like a monitor, keyboard, and mouse.

**INCLUSION - licensed
software**

LIVELIHOOD OFFICE /
ADMIN OFFICE / GOVT
AGENCIES / OFFICES / CO-
WORKING SPACES

1 LOT

PRINTER/SCANNER
/PHOTOCOPIER

- Provide and install a 10
multi-functional device that
combines printing,
photocopying, and scanning
capabilities.

- These devices should also
include a user-friendly
interface with network
connectivity (Wi-Fi and
Ethernet) for seamless
integration into the office
network, enabling remote
printing and scanning.

GENERAL

OFFICE SUPPLIES /
CONSUMABLES

1 LOT

- The supplier will provide a
comprehensive range of
essential office supplies and
consumables required for
daily operations. This
includes, but is not limited to,
paper (various sizes and
types), pens, pencils,
highlighters, markers, sticky
notes, notebooks, folders,
binders, staplers, paper clips,

tape, and other general stationery.

- All items should be of high quality, durable, and compatible with the existing office equipment to ensure seamless productivity.

15 FILING CABINETS

35 IN/OUT TRAYS

59 Sets OFFICE SUPPLIES:

- staplers, scotch tape w/ dispenser, scissors, rulers, folders, envelopes, white board markers, pens, pencils, notebooks, bond paper (A4, legal, short)

CAFE/PANTRY SUPPLIES

1 LOT

FLATWARE / DINNERWARE / GLASSWARE

- Provide a complete set of flatware, dinnerware, and glassware to accommodate staff and guest dining needs.

- All items should be of commercial-grade quality, ensuring longevity and ease of cleaning.

- The design and material should complement the aesthetic of the pantry or dining area, with an emphasis

on functional yet elegant styles.

- refrigerator, freezer, industrial range, range hood ; microwave oven

Locations:

- GF Cafe: 50 pax
- 2F Coffee Bar/Pantry: 24pax
- 3F Coffee Bar/Pantry: 24pax
- 4F Coffee Bar: 24pax

98 Sets FLATWARE:

- teaspoon, spoon, fork, dinner knife

122 FLATWARE: teaspoon

98 Sets DINNERWARE:

- goblet, coffee cups, saucers

122 Sets GLASSWARE:

- goblet, coffee cups, saucers

15 Sets SERVING TRAYS:

- flat serving trays, big bowls

3 Sets KITCHEN TOOLS:

- knives, chopping board, can opener, kitchen organizer

PARKING AREA DESIGN,
DEVELOPMENT AND
EXECUTION

1 LOT

LANDSCAPING DESIGN
AND EXECUTION

1 LOT

ROOF DECK LANDSCAPE
DESIGN AND EXECUTION
(Solar panels are already
provided)

1 LOT

CAFE/PANTRY EQUIPMENT

1 LOT

KITCHEN APPLIANCE

- Provide essential kitchen appliances suitable for daily office use. This will include a refrigerator, microwave, coffee maker, and toaster.

- These appliances should be durable, energy-efficient, and easy to operate. All appliances should be designed to meet basic office kitchen requirements, ensuring convenience and functionality for staff during meal preparation and breaks.

4 Industrial Coffee Machine

3 Sets: Microwave Oven,
Oven Toaster, 2-door
Refrigerator

2 EXTRA Refrigerators: Clinic
and maintenance room

8 Water Dispenser

- GF: cafe, maintenance,
livelihood

- M: clinic, govt agencies,

- 2F: pantry

- 3F: pantry

- 4F: coffee bar

5 Final Payment (Project Closeout) 10% 1 LOT _____

Final Inspection, Acceptance, and Submission of Completion Report

Acceptance of all works by NDC

Delivery of all warranty documents of all equipment, furniture, and fit-outs; Operating and maintenance manual; and As-built drawings

Issuance of the Certificate of Completion by the NDC

TOTAL BID PRICE (VAT inclusive)

PHP _____

ANNEX "C"

DETAILED FINANCIAL BID FORM

PROCUREMENT FOR THE DESIGN, AND FIT-OUT OF INTERIORS OF THE PHILIPPINE INNOVATION HUB BUILDING, MARIKINA (2ND PUBLIC BIDDING)

No.	Particulars	% of Bid / Contract Price	UNIT	TOTAL BID AMOUNT
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No.	Particulars	% of Bid / Contract Price	UNIT	TOTAL BID AMOUNT
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4	<p>Delivery, supply, and installation of furniture, fixtures and other fit-out components</p>	75%	1 LOT	<hr/>
	GENERAL			
	<p>INTERIOR LANDSCAPING (decorative plants, green garden)</p> <p>- Design and install interior landscaping (decorative plants, green garden) elements that enhance the aesthetic and environmental quality of the entire building. This includes selecting and maintaining indoor plants, planters, and greenery that complement the interior design of every room/space, improve air quality, and create a calming atmosphere.</p>			

- The design should be low maintenance and incorporate sustainable practices.

BASIC WASTE MANAGEMENT

1 LOT

- Provide and install waste bins in all strategic locations inside the facility. This should include waste segregation bins for recyclables, non-recyclables, and organic waste.

- The system should be easy to use, strategically placed throughout the facility, and comply with local environmental regulations. The supplier should ensure that waste disposal processes are efficient and environmentally responsible.

INTERIOR SIGNAGE / WAYFINDER

1 LOT

- Design and install interior signage and wayfinding systems to assist visitors and staff in navigating the facility.

- This includes directional signs, room labels, safety signs, and visual cues that are clear, easy to read, and consistent with the building's overall design theme.

- The signage should be

durable and placed in strategic locations for maximum visibility.

CONFERENCE ROOMS / OFFICES / RETAIL AREA / CAFE / LOBBY TV PRESENTATION SET-UP (MOVEABLE WITH CASTERS OR WALL-MOUNTED)

1 LOT

- Provide and install 12 TV presentation setups, either wall-mounted or moveable on casters, depending on the space and functional requirements. These setups will include flat-screen displays, appropriate mounting hardware, and cable management solutions.

- The units should be easy to move (if on casters) and sturdy enough for frequent use. The presentation systems should also be compatible with the building's audio-visual infrastructure and allow for seamless connectivity to laptops and other devices.

GALLERIES / FUNCTION HALLS / LAUNCH ROOM

1 LOT

PROJECTOR SET-UP

- Provide and install 5 high quality projectors for presentation and

meeting spaces within the facility. The projectors should be compatible with modern devices, offer high-resolution display quality, and be suitable for both small and large rooms.

- The installation will include ceiling or wall mounts (where applicable), appropriate cabling, and connectivity options such as HDMI, VGA, or wireless connections. The setup must also ensure optimal positioning for clear, sharp images and be user-friendly for seamless operation during presentations.

LOBBY / LIVELIHOOD
OFFICE / CAFE / ADMIN
OFFICE / GOVT AGENCIES /
CLINIC / RETAIL AREA /
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LIBRARY

1 LOT

DESKTOP COMPUTER SET-
UP

- The supplier will provide and install 20 high-performance desktop computers suitable for a variety of tasks, including administrative work, design, and data processing. Each desktop computer should include a modern multi-core processor, ample RAM, SSD storage for fast performance, and essential connectivity ports (USB, HDMI, etc.).

- The supplier is responsible for ensuring that the computers are fully

operational, network-ready, and include user-friendly peripherals like a monitor, keyboard, and mouse.

INCLUSION - licensed software

LIVELIHOOD OFFICE /
ADMIN OFFICE / GOVT
AGENCIES / OFFICES / CO-
WORKING SPACES

1 LOT

PRINTER/SCANNER
/PHOTOCOPIER

- Provide and install a 10 multi-functional device that combines printing, photocopying, and scanning capabilities.

- These devices should also include a user-friendly interface with network connectivity (Wi-Fi and Ethernet) for seamless integration into the office network, enabling remote printing and scanning.

GENERAL

1 LOT

OFFICE SUPPLIES /
CONSUMABLES

- The supplier will provide a comprehensive range of essential office supplies and consumables required for daily operations. This

includes, but is not limited to, paper (various sizes and types), pens, pencils, highlighters, markers, sticky notes, notebooks, folders, binders, staplers, paper clips, tape, and other general stationery.

- All items should be of high quality, durable, and compatible with the existing office equipment to ensure seamless productivity.

15 FILING CABINETS

35 IN/OUT TRAYS

59 Sets OFFICE SUPPLIES:

- staplers, scotch tape w/ dispenser, scissors, rulers, folders, envelopes, white board markers, pens, pencils, notebooks, bond paper (A4, legal, short)

1 LOT

CAFE/PANTRY SUPPLIES

FLATWARE / DINNERWARE
/ GLASSWARE

- Provide a complete set of flatware, dinnerware, and glassware to accommodate staff and guest dining needs.

- All items should be of commercial-grade quality, ensuring longevity and ease of cleaning.

- The design and material should complement the

aesthetic of the pantry or dining area, with an emphasis on functional yet elegant styles.

- refrigerator, freezer, industrial range, range hood ; microwave oven

Locations:

- GF Cafe: 50 pax

- 2F Coffee Bar/Pantry: 24pax

- 3F Coffee Bar/Pantry: 24pax

- 4F Coffee Bar: 24pax

98 Sets FLATWARE:
teaspoon, spoon, fork, dinner knife

122 FLATWARE: teaspoon

98 Sets DINNERWARE:
goblet, coffee cups, saucers

122 Sets GLASSWARE:
goblet, coffee cups, saucers

15 Sets SERVING TRAYS:
flat serving trays, big bowls

3 Sets KITCHEN TOOLS:
knives, chopping board, can opener, kitchen organizer

PARKING AREA DESIGN,
DEVELOPMENT AND
EXECUTION

1 LOT

LANDSCAPING DESIGN
AND EXECUTION

1 LOT

ROOF DECK LANDSCAPE
DESIGN AND EXECUTION

1 LOT

(Solar panels are already provided)

CAFE/PANTRY EQUIPMENT

1 LOT

KITCHEN APPLIANCE

- Provide essential kitchen appliances suitable for daily office use. This will include a refrigerator, microwave, coffee maker, and toaster.

- These appliances should be durable, energy-efficient, and easy to operate. All appliances should be designed to meet basic office kitchen requirements, ensuring convenience and functionality for staff during meal preparation and breaks.

4 Industrial Coffee Machine

3 Sets: Microwave Oven, Oven Toaster, 2-door Refrigerator

2 EXTRA Refrigerators: Clinic and maintenance room

8 Water Dispenser

- GF: cafe, maintenance, livelihood

- M: clinic, govt agencies,

- 2F: pantry

- 3F: pantry

- 4F: coffee bar

5	Final Payment (Project Closeout)	10%	1 LOT	
	Final Inspection, Acceptance, and Submission of Completion Report			
	Acceptance of all works by NDC			
	Delivery of all warranty documents of all equipment, furniture, and fit-outs; Operating and maintenance manual; and As-built drawings			
	Issuance of the Certificate of Completion by the NDC			
TOTAL BID PRICE (VAT inclusive)				PHP _____

PREPARED AND SUBMITTED BY:

Name of Bidder

Designation of Bidder

Company

ANNEX "D"

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE	
<i>Class "A" Documents</i>	
<u>Legal Documents</u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
<u>Technical Documents</u>	
<input type="checkbox"/>	(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
<input type="checkbox"/>	(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; and <u>Note: Note: Attach a copy of the: 1) Notice of Award, Notice to Proceed, and/or official receipt(s) ; and 2) Certificate of Final Acceptance/Certificate of Satisfactory Completion. All the SLCC required documents should be issued by the client for the specified SLCC.</u>
<input type="checkbox"/>	(d) Philippine Contractors Accreditation Board (PCAB) License, Classification of General Building - 1 at least Category B with Size Range of Medium A, Special PCAB License in case of Joint Ventures and registration for the type and cost of the contract to be bid; and
<input type="checkbox"/>	(e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or original copy of Notarized Bid Securing Declaration; and
<input type="checkbox"/>	(f) Project Requirements, which shall include the following:
<input type="checkbox"/>	a. Organizational chart for the contract to be bid;
<input type="checkbox"/>	b. List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
<input type="checkbox"/>	c. 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 project, as the case may be; and
<input type="checkbox"/>	(g) Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

<i>Financial Documents</i>	
<input type="checkbox"/>	(h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).
<i>Class "B" Documents</i>	
<input type="checkbox"/>	(i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is <i>already in existence</i> or 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.
<p>In the submission of bids, the first envelope (Technical Proposal) shall contain all the required documents for infrastructure projects under Section 25.2(b) of the IRR of R.A 9184 and the following additional documents:</p> <p><input type="checkbox"/> i. Preliminary Conceptual Design Plans in accordance with the degree of details specified by the procuring entity;</p> <p><input type="checkbox"/> ii. Design and construction methods;</p> <p><input type="checkbox"/> iii. List of design and construction personnel, to be assigned to the contract to be bid, with their complete qualification and experience data; and</p> <p><input type="checkbox"/> iv. Value engineering analysis of design and construction method.</p>	
II. FINANCIAL COMPONENT ENVELOPE	
<input type="checkbox"/>	(j) Original of duly signed and accomplished Financial Bid Form; and
<i>Other documentary requirements under RA No. 9184</i>	
<input type="checkbox"/>	(k) Original of duly signed Bid Prices in the Bill of Quantities; and
<input type="checkbox"/>	(l) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and
<input type="checkbox"/>	(m) Cash Flow by Quarter.
<p>The second envelope (Financial Proposal) shall contain all the required documents for infrastructure projects under Section 25.3 of the IRR of R.A 9184 and the following additional documents:</p> <p><input type="checkbox"/> i. Lump sum bid prices, which shall include the detailed engineering cost, in the prescribed Bid Form;</p> <p><input type="checkbox"/> ii. Detailed estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid; and</p> <p><input type="checkbox"/> iii. Cash flow by the quarter and payments schedule.</p>	