



**ASTI-FM 03-11**  
**REV 2/30 APR 2024**

**DOST-ASTI Bids and Awards Committee**  
**Invitation to Bid (Public Bidding)**

<b>IB No:</b>	24-06-4872	<b>Date:</b>	August-01-2024
<b>PR No:</b>	GAA-24-06-19319	<b>Date:</b>	June-03-2024
<b>Source of Funds:</b>			
<b>Total ABC:</b>	Php 770,000.00		
<b>Time, Date &amp; Venue of Pre-bid Conference:</b>	August 09, 2024, 9:00 AM at Videoconferencing (MS Teams)		
<b>Time and Date of Submission of Bids:</b>	August 22, 2024, 09:00 AM		
<b>Time, Date &amp; Venue of Opening Bids:</b>	August 22, 2024, 9:30 AM at DOST-ASTI and Videoconferencing (MS Teams)		
<b>Date of availability of Complete Set of Documents:</b>	August 02, 2024		
<b>Deadline of Potential Bidder's Clarifications:</b>	August 12, 2024		
<b>Deadline of ASTI's Supplemental Bid Bulletin:</b>	August 15, 2024		
<b>Delivery Schedule:</b>			

The *Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI)*, through its Bids and Awards Committee (BAC), hereby invites all interested Bidders to submit their bids for the *item/s* listed below. *Section II. Instructions to Bidders (ITB) of the DOST-ASTI Bidding Documents provides information necessary for bidders to prepare responsive bids, in accordance with the requirements of DOST-ASTI. The ITB likewise provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and award of contract.*

Bidding will be conducted through open competitive bidding procedures *using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.*

A complete set of *DOST-ASTI Bidding Documents may be acquired by interested Bidders on the date and address given on this document, and upon payment of the applicable fee, pursuant to the latest Guidelines issued by the Government Procurement Policy Board. Further, the DOST-ASTI Bidding Documents may be accessed through the DOST-ASTI website (<https://asti.dost.gov.ph/>).*

For further inquiries, *you may contact the DOST-ASTI BAC Secretariat at telephone number +63 2 8249-8500 / +63 2 8426-9755 local 1206/1212 or send your message to bac-sec@asti.dost.gov.ph .*

Respectfully,

**BAYANI BENJAMIN R. LARA**  
*BAC Chairperson*

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>Repair of ASTI Building Exterior Wall Cracks</b></p> <p>1. BACKGROUND and OBJECTIVES</p> <p>1.1. DOST-ASTI is seeking qualified and competent bidders for the repair of exterior wall cracks on DOST-ASTI building.</p> <p>1.2. Work shall include supervision, supply, delivery, installation, and services necessary to properly conduct and implement the works.</p> <p>2. LOCATION</p> <p>2.1. DOST-ASTI Building, UP Technology Park</p>	1	lot	770000.00	770,000.00

Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City 1101.

### 3. DELIVERY AND PROJECT DURATION

3.1. The project duration covering the repair of DOST-ASTI Building exterior wall cracks shall be for a period of sixty (60) calendar days upon the issuance of Notice to Proceed.

3.2. The contractor shall provide list of manpower, materials and equipment and work plan shown in the Gantt Chart for a detailed schedule of activities and deliveries.

3.3. Any request for delivery and time extension shall be for valid reasons or of unforeseen circumstances subject to approval, in writing, by DOST-ASTI which must be submitted before the end of the contract.

### 4. APPROVED BUDGET FOR THE CONTRACT

4.1. The total Approved Budget for the Contract (ABC) for this procurement is Seven Hundred Seventy Thousand Pesos (₱770,000.00), inclusive of all applicable government taxes and other charges.

### 5. QUALIFICATION OF CONTRACTOR

5.1. The CONTRACTOR must have at least five (5) years of similar and/or relevant experience related to this Terms of Reference, reckoned from the date of registration with the Department of Trade and Industry (DTI) for sole proprietorships; Securities and Exchange Commission (SEC) for corporations and partnerships; or Cooperative Development Authority (CDA) for cooperatives.

5.2. Prospective bidders should have a valid PCAB license for "Building and/or Industrial Plant" with at least "Small B"; and special PCAB license, if bidding as Joint Venture.

5.3. The CONTRACTOR must have completed at least three (3) similar and/or relevant projects in the last three (3) years.

5.4. The CONTRACTOR shall assign Key Technical Personnel such as Project Manager, Project Supervisor, Civil Engineer, Safety Officer and Foreman until the duration of the project.

5.4.1. The Project Manager shall serve as the representative of the CONTRACTOR. All communications with the CONTRACTOR shall be through the Project Manager. The Project Manager must have at least Five (5) years' experience in similar or related work to the project. The Project Manager must be a licensed Architect or a licensed Engineer.

5.4.2. The CONTRACTOR must have a Certified Safety Officer (CSO) with at least three (3) years' experience in similar or related work to the project and a valid Certification as Safety Officer.

5.5. The Contractor must have the necessary equipment, tools, facilities and other means necessary to perform the contract in accordance with the herein

scope of works.

## 6. GENERAL REQUIREMENTS

6.1. The Bid is deemed to have been based on current data, including physical conditions at the site. The Contractor acknowledges and warrants that it has inspected and examined the site and their surroundings, and has satisfied itself by submitting its Bid as to the requirements of the work and materials necessary for the completion of the works, and the means of access to the site, the accommodation it may require, and that it has obtained for itself, all necessary information as to risks, contingencies and other circumstances which may have influenced or affected its Bid. No increase in cost or extension of time will be considered for failure to familiarize, inspect and examine the site condition.

6.2. The Contractor will provide technical supervision, skilled manpower, tools, equipment, and suitable highest quality materials within the specified period to complete the project.

6.3. Provide coordination and collaborative works with DOST-ASTI to complete respective works in accordance with approved specifications and method of installation.

6.4. Provide all materials necessary to complete the work although not specifically mentioned in the specifications, working drawings or in other contract documents without extra cost the DOST-ASTI.

6.5. Comply with all applicable Environmental, Health and Safety requirements and regulations required by law. Responsible for the safety requirements (safety shoes, vest, hard hat, safety harness, lifeline) and provision of fire extinguishers and all other fire protection provisions in working areas.

6.6. Ensure the materials of high quality and workmanship needed to complete and render ready for acceptance by DOST-ASTI.

6.7. Temporary facilities/barracks shall be of the expense of the service provider at the approved location of the end-user required for use of his/her workers and storage of tools and materials and shall maintain sanitary operable conditions, all in conformity of the local regulations, if necessary. Ensure all materials are stored in a secure, weatherproof area on-site and off the ground to prevent moisture damage.

6.8. Protect and maintain in the required acceptable conditions of all repairs works and accessories during construction until hand over.

6.9. Ensure that the performance, appearance, and proper functioning of the works are not affected by any movements, structural integrity, settlement, or deflection in the building structure.

6.10. Properly manage all packaging materials and waste generated during the project in accordance with local regulations and locations specified by the end-user.

## 7. SCOPE OF WORKS

7.1. Mobilization, scaffolding, Personal Protective Equipment (PPE) and caution signages, materials

7.2. Removal, restoration and hauling works

7.2.1. Removal of hardware, electrical equipment plates, mechanical grilles and louvers, lighting fixture trim, and other items that may affect the work and Removal of exterior wall loose plastering

7.2.2. Installation of expansion bolts

7.2.3. Application of epoxy bonding agent

7.2.4. Installation of 4' x 8' steel matting (2"x2" ga. 14) - Welding of wire mesh/steel matting on the specified location on the plan

7.2.5. Restoration - Plastering of Walls and restoring the exterior wall of the building where visible cracks are present.

7.2.5.1. The new plastering shall be of the same thickness as the existing plaster on exterior walls. The total plastering area for repair is 225.54 square meters which is approximately ten (10%) percent of the entire building's exterior surface.

7.2.6. Painting works

7.2.6.1. Surface Preparation - All surfaces including masonry wall shall be thoroughly cleaned, puttyed, sandpapered, rubbed and polished; masonry wall shall be treated with Neutralizer.

7.2.6.2. All exposed finish hardware, lighting fixtures and accessories, glass and the like shall be adequately protected so that these are not stained with paint and other painting materials prior to painting works. All other surfaces endangered by stains and paint marks should be taped and covered with craft paper.

7.2.6.3. Painting schedule

7.2.6.3.1. Exterior - Exterior Concrete or Masonry Painted - Three (3) coats weatherproof paint masonry plain semi-gloss finish. The color of the paint shall match the existing paints in the exterior walls.

7.2.6.4. Painting works shall only cover the total area of new plastering which is 225.54 square meters which is approximately ten (10%) percent of the entire building's exterior surface.

7.2.7. Clean excess coating materials, and coating materials deposited on surfaces not indicated to receive coatings, as construction activities of this section progress; do not allow to dry.

7.2.8. Re-install hardware, electrical equipment plates, mechanical grilles and louvers, lighting fixture trim, and other items that have been removed to protect from contact with the repair.

7.2.9. Relocate to original position any equipment and fixtures moved to allow application of coatings.

7.2.10. Hauling & Disposal of debris

7.3. All the materials needed for this project shall be able to cover the total required area of the project.

7.4. Technical Specifications are indicated in the Bill of Quantities (BOQ) /Bill of Materials (BOM).

7.5. Program of Work and Construction Safety and Health Program are indicated as reference and

attachment to this project.

7.6. All accessories, equipment, tools and machines needed in removal/dismantling, installation, and completion of the repair shall be of the expense of the contractor.

7.7. The work shall comply with the applicable requirements of the latest versions/ editions of the following codes, specifications and regulations:

7.7.1. National Building Code of the Philippines (NBCP)

7.7.2. American National Standard Institute (ANSI)

7.7.3. American Standard for Testing Materials (ASTM)

7.8. The work to be done under this Scope of Works consists of the Removal, Restoration, and Hualing Works of this contract, at the subject premises and all work materials incidental to the proper completion of the installation, except those portions of the work which are expressively stated to be done by others. All works shall be in accordance with the governing Codes and Regulations and with this Scope of Works, except to materials and workmanship specify the required standards for the furnishing of all labor, materials, and appliances necessary to complete the installation of the work specified herein and included on the Drawings. The Scope of Works is intended to provide a broad outline of the required equipment but is not intended to include all details of design and construction.

## 8. PROJECT CONDITIONS

8.1. Site Access: The contractor shall provide a list of service personnel and tools needed for the project. Any personnel not listed shall not gain access to the site.

8.2. Occupied Premises: The building undergoing inside repair of external wall cracks. Take necessary precautions to ensure the safety and comfort of the occupants throughout the project.

8.3. Weather Considerations: Prepare for potential weather-related delays and take appropriate measures to protect materials from adverse weather conditions.

## 9. WARRANTY

9.1. The Contractor shall guarantee the following works done to be free from defects for a period of five (5) years reckoned from the date of acceptance of the project. Form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

9.2. Exclusions: This warranty does not cover damages or defects resulting from improper maintenance, misuse, natural disasters, or any modifications or alterations made by parties other than the supplier.

9.3. Service Level Agreement:

9.3.1. Within the warranty period, from the date

of acceptance, the Contractor shall guarantee the work to be free from the following defects:

9.3.1.1. Discoloration of surface on the applied areas due to efflorescence and related factors;

9.3.1.2. Cracks on the surface that are not due to force majeure.

9.3.2. Every year within the warranty period, the Contractor shall perform the following services:

9.3.2.1. Conduct semi-annual inspection of the façade/areas as specified in the contract to ensure that the said areas are free from above-mentioned defects; and

9.3.2.2. Submit report certifying satisfactory conditions of the facade/areas as specified in the contract.

## 10. RESPONSIBILITIES OF THE CONTRACTOR

10.1. The principal features of the work do not in any way limit the responsibilities of the Contractor to the general description of his/her scope of work. He/she shall perform all the work fully and make operational to the intent of the project.

10.2. The Contractor shall be responsible for the proper execution and coordination of his/her work. He/she shall schedule and program all necessary work activities according to the specified completion period.

10.3. The Contractor shall observe the required standards of safety and procedures and that its contract and workers shall be properly insured against all risks.

10.4. The Contractor is not allowed to erect quarters for workers within the DOST-ASTI premises; sleeping is also not allowed. Contractor's workers are limited to the designated working area only. Loitering around and inside the premises is not allowed.

10.5. The Contractor shall be responsible for clearing and cleaning of the designated project site of unused materials, leftovers, wastes and other debris at the site outside the premises. A daily inspection of the work area shall be conducted by DOST-ASTI's authorized representative to ensure that the working area and storage area assigned to the Contractor is always clean and in order.

10.6. The Contractor shall protect adjacent area against any damage by his/her employees, or by his/her materials, equipment, and tools during the execution of the work. Any damage done by him/her employees shall be repaired at his own expense, without additional compensation beyond the contract.

10.7. Permits, Laws, Ordinances and Standards – the installation provided for and specified herein shall comply with laws and regulations of the local government unit and any government agency having jurisdiction. All necessary permits and other requirements shall be secured for the account of the Contractor. Said requirements shall be turned over to DOST-ASTI upon project completion.

10.8. The Contractor shall assign full-time Engineer/Architect as Project-In-Charge (PIC) for the project to supervise the works mentioned herein. The

PIC shall be a certified registered Civil Engineer or Architect designated for the project by the Contractor.

10.9. All other items of work not specifically mentioned but are necessary to complete the work in accordance with the plans and specifications and other related documents shall be provided by the Contractor at no additional cost to DOST-ASTI.

#### 11. Minimum equipment and tools requirement

11.1. The Contractor shall provide tools but not limited to the following equipment during construction:

11.1.1. Scaffoldings and gondola, complete set with accessories (i.e. platform/catwalk, caster wheels, etc.); and

11.1.2. Power Tools (i.e. Chipping Gun, Electric Portable Grinder/Drill, Portable Jack Hammer, Electric Sander/Planer, Welding Machine/Oxy Acetylene, Air Compressor for painting).

11.1.3. Hauling Equipment

#### 12. SUBMITTALS

12.1. The Contractor's All-Risk Insurance (CARI) shall be submitted to DOST-ASTI within ten (10) calendar days upon receipt of Notice of Award to be issued by the BAC Secretariat.

12.2. Contractors must provide a comprehensive Bill of Materials that outlines all materials, products, and equipment required for the successful execution of the project. The BOM/BOQ should include the following details:

12.2.1. Item descriptions and specifications

12.2.2. Quantities required

12.2.3. Brand names (if applicable)

12.2.4. Prices

12.2.5. Total cost breakdown

12.3. The Contractor shall, within seven (7) calendar days after issuance of Notice to Proceed, submit the revised and/or updated Project Bar Chart/S-Curve, PERT/CPM Network Diagram and Construction Methodology for the Owner's approval.

12.4. Contractors must provide evidence of their commitment to maintaining a safe and healthy work environment throughout the project. This includes compliance with all relevant construction safety and health regulations and guidelines. Submission should encompass:

12.4.1. Safety policies and procedures specific to the project

12.4.2. Hazard assessments and mitigation strategies

12.4.3. Emergency response plans

12.4.4. Safety equipment and PPE protocols

12.5. The Contractor is required to submit to ASTI, weekly Project Status Report reflecting photos, total manpower, completed works done within the week, actual accomplishment compared to the approved target accomplishment and weather reports.

12.6. Prior to issuance of the Certificate of Completion (COC), the following shall be submitted to

DOST-ASTI. DOST-ASTI reserves the right not to issue a Certificate of Satisfactory Performance based on non-submission of any of the items below:

12.6.1. Final Project Report including photo documentation before, during and after implementation works. Each photo-documentation should have the date and time stamps in jpg-format.

**13. PAYMENT CONDITIONS**

**13.1. Advance Payment for Mobilization**

13.1.1. DOST-ASTI may allow advance payment not to exceed fifteen percent (15%) of the contract amount as mobilization cost, subject to the submission of irrevocable standby letter of credit or bank guarantee or surety bond.

13.2. The Contractor may submit a request for payment of work accomplished. Such request for payment shall be verified and certified by DOST-ASTI's Representative. Except as otherwise stipulated in the Contract, materials and equipment delivered on site but not completely put in place shall not be included for payment.

**14. SUSPENSION OF WORK**

14.1. DOST-ASTI shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary due to force majeure of any fortuitous events or for failure on the part of Contractor to correct bad conditions which are unsafe for workers or for general public, to carry out valid orders given by DOST-ASTI or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The Contractor shall immediately comply with such order to suspend the work wholly or partly. In light of the suspension, the contractor shall provide a revised timeline for the remaining tasks, considering potential delays. Additionally, include a brief impact analysis on milestones.

**15. LIQUIDATED DAMAGES**

15.1. DOST-ASTI shall observe liquidated damages for infrastructure projects pursuant to Section 9 of Annex "E" or Contract Implementation Guidelines for the Procurement of Infrastructure Projects of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 770,000.00**

**RESERVATION CLAUSE**

The Advanced Science and Technology Institute reserves the right to accept or reject any proposal, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.