



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

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

|   |                 |  |                  |
|---|-----------------|--|------------------|
| <b>IB No:</b>   | 24-02-4682      | <b>Date:</b>   | June-27-2024     |
| <b>PR No:</b>   | GAA-24-01-18610 | <b>Date:</b>   | February-01-2024 |
| <b>Source of Funds:</b>                                   |                 |  |                  |
| <b>Total ABC:</b>   |                 | Php 1,400,000.00   |                  |
| <b>Time, Date &amp; Venue of Pre-bid Conference:</b>      |                 | July 05, 2024, 9:00 AM at Videoconferencing (MS Teams)               |                  |
| <b>Time and Date of Submission of Bids:</b>               |                 | July 17, 2024, 09:00 AM  |                  |
| <b>Time, Date &amp; Venue of Opening Bids:</b>            |                 | July 17, 2024, 9:30 AM at DOST-ASTI and Videoconferencing (MS Teams) |                  |
| <b>Date of availability of Complete Set of Documents:</b> |                 | June 28, 2024  |                  |
| <b>Deadline of Potential Bidder's Clarifications:</b>     |                 | July 08, 2024  |                  |
| <b>Deadline of ASTI's Supplemental Bid Bulletin:</b>      |                 | July 10, 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   | <b>Replacement and Repair of Roofing and Insulation of the DOST-ASTI Building</b><br>1. BACKGROUND and OBJECTIVES<br><br>1.1. The Advanced Science and Technology Institute is seeking qualified and competent bidders for the replacement of DOST-ASTI Roof and application of waterproof on the parapet and ceiling slab above the CSD area, to repair and prevent water leaks that exist in the roofing of the building.<br>1.2. Work shall include supervision, supply, delivery, installation, and services necessary to properly conduct and implement the works. | 1   | lot  | 1400000.00      | 1,400,000.00     |

1.3. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges.

## 2. LOCATION

2.1. DOST-ASTI Building, ASTI Entrance Rd, Diliman, Quezon City, 1800 Metro Manila.

## 3. DELIVERY AND PROJECT DURATION

3.1. The project duration covering the replacement of roof and application of waterproofing on DOST-ASTI roof shall be for a period of sixty (60) calendar days upon the issuance of Notice to Proceed.

3.2. The contractor shall provide a 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.

## 4. GENERAL REQUIREMENTS

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

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

4.3. 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.

4.4. 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.

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

4.6. 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.

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

4.8. 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.

4.9. Properly manage all packaging materials and

waste generated during the project in accordance with local regulations and locations specified by the end-user.

## 5. SCOPE OF WORKS

5.1. Mobilization/Demobilization. Scaffolding, PPE and Caution Signages; Roofing sheets and Bended roofing materials, Roofing Insulation materials.

5.2. Waterproofing of parapet and ceiling slabs above CSD area.

5.2.1. Cleaning of surface areas on the ceiling slab above CSD area.

5.2.2. Chipping of loose concrete and grinding of linear cracks, cleaning and drying of the surface.

5.2.3. Application of Industrial Concrete Epoxy Cement on cracks by injection of waterproofing materials.

5.2.4. Application of Crack Filler on linear cracks and window gaps.

5.2.5. Drying and Sanding the surface to prepare for the Waterproof Paint with an approximate area of 40 square meters.

5.2.6. Applying Waterproof Paint on all concrete surface above CSD Area (Parapet Wall and Ceiling Slabs - Positive and Negative side) with an approximate area of 40 square meters.

5.2.7. Application of final coating of Elastomeric paint.

5.3. Roof, Insulation and Gutters

5.3.1. Removal of existing Roofing Sheets and Bended Roofing Materials (Ridge Roll, Valley Gutter, Box End Flashing and Wall Flashing) by segment with an approximate area of 650 square meters.

5.3.2. Removal of exposed Insulation Materials with an approximate length of 650 linear meters and place them in black garbage bags.

5.3.3. Installation of new 10mm Double-sided Bubble Insulation.

5.3.4. Rehabilitation of Roofing Gutters (Stainless Roof Gutters - Ga.# 0.60mm x 8").

5.3.5. Installation of new Roofing Sheets (Rib Type Ga.# 0.60mm x 1m Color Green) and Bended Roofing Materials (Ridge Roll Ga # 0.60mm x 24" x 8' Color Green, Valley Gutter Ga.# 0.60mm Color Green, Box End Flashing Ga.# 0.60mm x 30" x 8' Color Green and Wall Flashing Ga# 0.60 mm x 16" x 8' Color Green).

5.3.6. Application of Roofing Silicon Sealant and cleaning of Downspout

5.4. Dimensions given above may vary depending on the size and design. Minimum variations (+/- 10%) shall be accepted by the end-user.

5.5. All the materials needed for this project shall be able to cover the total area of the roof of the DOST-ASTI building.

5.6. Technical Specification are indicated in the BOQ/BOM.

5.7. Program of Work and Construction Safety and Health Program are indicated as reference and attachment to this project.

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

## 6. PROJECT CONDITIONS

6.1. 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.

6.2. Occupied Premises: The building undergoing inside Roof replacement and Parapet waterproofing is occupied. Take necessary precautions to ensure the safety and comfort of the occupants throughout the project.

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

## 7. WARRANTY

7.1. The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified. The contractor further guarantees that if, during a period of one (1) year from the date of the certificate of completion and acceptance of the work, any workmanship defects will be repaired by the contractor at his expense.

7.2. 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.

## 8. RESPONSIBILITIES OF THE CONTRACTOR

8.1. 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.

8.2. 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.

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

8.4. 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.

8.5. 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.

8.6. 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.

8.7. 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.

8.8. 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.

8.9. 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.

## 9. SUBMITTALS

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

9.2. 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:

9.2.1. Item descriptions and specifications

9.2.2. Quantities required

9.2.3. Brand names (if applicable)

9.2.4. Prices

9.2.5. Total cost breakdown

9.3. Contractors are required to submit a detailed construction schedule that outlines the timeline for project completion, including key milestones and deadlines. This schedule should include the following:

9.3.1. Start and end dates for each phase of the project

9.3.2. Sequence of tasks and activities

9.3.3. Contingency plans for potential delays or disruptions

9.4. 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:

9.4.1. Safety policies and procedures specific to the

project

9.4.2. Training records for workers on safety protocols

9.4.3. Hazard assessments and mitigation strategies

9.4.4. Emergency response plans

9.4.5. Safety equipment and Personal Protective Equipment (PPE) protocols

9.5. 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:

9.5.1. Test results/Report for leak test/s

9.5.2. 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.

9.5.3. Warranty Certificate of Five (5) years against poor workmanship and defects traceable to materials.

## 10. PROGRESS PAYMENT

10.1. Advance Payment for Mobilization

10.1.1. 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.

10.2. 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

## 11. SUSPENSION OF WORK

11.1. 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.

## 12. LIQUIDATED DAMAGES

12.1. Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount to 1/10 of 1% of the cost of the unperformed portion for everyday delay. Once the cumulative number of liquidated

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| damages reaches 10% of the amount of the contract, DOST-ASTI shall rescind the contract, without prejudice to other courses of action and remedies open to it. |  |  |  |  |
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| <b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):</b> |  |
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| <b>Php 1,400,000.00</b> |
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| <b>RESERVATION CLAUSE</b> |
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| 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. |
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