

DOC. NO. 3

FINANCIAL COMPONENT

PHILIPPINE BIDDING DOCUMENTS
(As Harmonized with Development Partners)

Procurement for the

**MODERNIZATION OF TWO (2) UNITS PASSENGER
ELEVATORS IN THE HIGHER EDUCATION DEVELOPMENT
CENTER (HEDC) BUILDING**

Location: HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City

Government of the Republic of the Philippines

**Fifth Edition
August 201**

PBD-Infra-2020-02



BID STRUCTURE
FINANCIAL COMPONENT
(Second Envelope)

Submitted by: _____
Authorized Signatory/Bidder's Representative

Designation

Date: _____

Procurement for the
MODERNIZATION OF TWO (2) UNITS PASSENGER ELEVATORS
IN THE HIGHER EDUCATION DEVELOPMENT CENTER (HEDC) BUILDING
 Location: HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quèzon City

FOR : **ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO**
 Executive Director IV
 Chairperson, Bids and Awards Committee (BAC)
 Commission on Higher Education

This Financial Bid Structure Proposal forms part of our bid for the above-mentioned project, and compliments/supplements our bid price offer for the same.

DESCRIPTION	Sample Form(s)	MARKINGS IN THE PROPOSAL
13.1 (a), page 21, PBD Infra-2020-01: Financial Bid Form, which includes Bid Prices and the Bill of Quantities in accordance with ITB Clauses 15.1 and 15.3;	<i>FC-1</i>	Annex-A
(b) Any other documents related to the Financial Component of the bid as stated in the BDS.		
(i). Duly signed form of Contract Agreement	<i>FC-2</i>	Annex-B
(ii). Duly signed Summary of Bids	<i>FC-3</i>	Annex-C
(iii). Duly signed Bill of Quantities	<i>FC-4</i>	Annex-D
(iv). Duly signed Detailed/Breakdown of Estimates	<i>FC-5</i>	Annex-E
(v). Duly signed Detailed Unit Price Analysis (DUPA)	<i>FC-6</i>	Annex-F
(vi). Duly Signed Cash Flow by Quarter and Payments Schedule	<i>FC-7</i>	Annex-G

BID FORMS
FINANCIAL COMPONENT
(Second Envelope)



Financial Bid Form

Bid Form

Date: _____

IB¹ N^o: _____

To: *[name and address of PROCURING ENTITY]*

Address: *[insert address]*

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered below is: *[insert information]*;

The discounts offered and the methodology for their application are: *[insert information]*;

- (c) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;

¹ If ADB, JICA and WB funded projects, use IFB.
 PBD_INFR_2020-02
 Elevator Modernization
 CHED-CO

- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- (j) **We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].**
- (k) **We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.**

Name: _____

In the capacity of: _____

Signed: _____

Duly authorized to sign the Bid for and on behalf of: _____

Date: _____



Form of Contract Agreement

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the "Entity") and *[name and address of Contractor]* (hereinafter called the "Contractor").

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called "the Works") and the Entity has accepted the Bid for *[insert the amount in specified currency in numbers and words]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
 - (a) General and Special Conditions of Contract;
 - (b) Drawings/Plans;
 - (c) Specifications;
 - (d) Invitation to Bid;
 - (e) Instructions to Bidders;
 - (f) Bid Data Sheet;
 - (g) Addenda and/or Supplemental/Bid Bulletins, if any;
 - (h) Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - (i) Eligibility requirements, documents and/or statements;
 - (j) Performance Security;
 - (k) Notice of Award of Contract and the Bidder's conforme thereto;
 - (l) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the

Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.

4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Contractor).

Binding Signature of Procuring Entity

Binding Signature of Contractor

[Addendum showing the corrections, if any, made during the Bid evaluation should be attached with this agreement]



SUMMARY OF BID

**MODERNIZATION OF TWO (2) PASSENGER ELEVATORS
IN THE HEDC BUILDING**

Item No.	Scope of Works	Bid Amount
1.	GENERAL REQUIREMENTS	
2.	EQUIPMENT	
3.	SITE WORKS	
	Total Direct Cost	
	Mobilization/Demobilization	
	OCM	
	Contractor's Profit	
	Total Indirect Cost	
	Tax	
	TOTAL BID AMOUNT	

Submitted by:

Name of the Representative of the Bidders : _____
Signature over Printed Name

Position : _____

Company Name of Bidder : _____

Date: _____

BILL OF QUANTITIES (BOQ)

Project Title : Modernization of two(2) Passenger Elevators in the HEDC Building
 Location : HEDC Building, C.P. Garcia Avenue, UP Diliman, Quezon City
 Subject : BILL OF QUANTITIES

Item No.	Description	Quantity	Unit	Unit Cost	Total Cost
1.0	GENERAL REQUIREMENTS				
	1.1 Temporary facilities/utilities including temporary Office, board ups, power supply, water supply and Others necessary to the work	1.00	lot		
	1.2 Supply and installation of billboards for project identification including mounting frames and stands	1.00	lot		
	1.3 Hauling, delivery and unloading of equipment to the jobsite	1.00	lot		
	1.4 Bonds, insurances, government permits	1.00	lot		
	1.5 Construction Health and Safety	1.00	lot		
1. Total General Requirements >>>					
2.0	EQUIPMENT				
	2.1 Supply and installation of elevator equipment parts for the upgrading/retrofitting and remodeling of two (2) units passenger type elevator, 1,000kgs capacity, 1.0m/sec rated speed with 4 stops/4 door openings. The modernization covers the supply and installation of the following: main control cabinet system, traction machine, steel rope, new encoder, automatic rescue device, car opening panel, hall button and hall position indicator, elevator hall door lock cable, shaft switch/elevator leveling sensor, traveling cable, communication cable, leveling plate, leveling magnetic, stable switch, voice announcement, arrival chime, car door mechanical hanger operator, landing door mechanical hanger, car roof inspection box and cable, pit inspection box, car ceiling/flooring/walls, speed governor and overload device alarm protection.	2.00	sets		
2. Total Equipment >>>					
3.0	SITE WORKS				
	3.1 Dismantling of elevator parts, disposal and site clearing	1.00	lot		
	3.2 Civil Works and restoration of damage portion of the building	1.00	lot		
	3.3 Water proofing	15.00	m ²		
	3.4 Painting	80.00	m ²		
	3.5 Electro mechanical installation, testing & commissioning	1.00	lot		
3. Total Site Works >>>					

a) Total Direct Cost (Item No: 1+2+3)	
b) Total Indirect Cost	
	Mob/Demob
	OCM
	Profit
c) VAT	12.00%
Grand Total Cost (a + b + c) >>>>	

Submitted by:

Name of the Representative of the Bidders : _____

Signature over Printed Name

Position : _____

Company Name of Bidder : _____

Date: _____

Project : Modernization of two(2) Passenger Elevators in the HEDC Building
 Title
 Location : HEDC Building, C.P. Garcia Avenue, UP Diliman, Quezon City
 Subject : DETAILED BREAKDOWN OF ESTIMATES

Item No.	Description	Qty	Unit	Unit Cost				Total Cost
				Mat'l	Eqpt	Labor	Mat.+Eqpt + Labor	
1.0	GENERAL REQUIREMENTS							
	1.1 Temporary facilities/utilities including temporary Office, board ups, power supply, water supply and Others necessary to the work, complete	1.00	lot					
	1.2 Supply and installation of billboards for project identification including mounting frames and stands, complete	1.00	lot					
	1.3 Hauling, delivery and unloading of equipment to the jobsite	1.00	lot					
	1.4 Bonds, insurances, government permits, complete	1.00	lot					
	1.5 Construction Health and Safety	1.00	lot					
1. Total General Requirements >>>								
2.0	EQUIPMENT							
	2.1 Supply and installation of elevator equipment parts for the upgrading/retrofitting and remodeling of two (2) units passenger type elevator, 1,000kgs capacity, 1.0m/sec rated speed with 4 stops/4 door openings. The modernization covers the supply and installation of the following: main control cabinet system, traction machine, steel rope, new encoder, automatic rescue device, car opening panel, hall button and hall position indicator, elevator hall door lock cable, shaft switch/elevator leveling sensor, traveling cable, communication cable, leveling plate, leveling magnetic, stable switch, voice announcement, arrival chime, car door mechanical hanger operator, landing door mechanical hanger, car roof inspection box and cable, pit inspection box, car ceiling/flooring/walls, speed governor and overload device alarm protection.	2.00	sets					
2. Total Equipment >>>								
3.0	SITE WORKS							
	3.1 Dismantling of elevator parts, disposal and site clearing	1.00	lot					

	3.2	Civil Works and restoration of damage portion of the building	1.00	lot					
	3.3	Water proofing	15.00	m ²					
	3.4	Painting	80.00	m ²					
	3.5	Electro mechanical installation, testing & commissioning	1.00	lot					
	3. Total Site Works >>>								

a) Total Direct Cost (Item No. 1+2+3)		
b) Total Indirect Cost		
Mobilization/Demobilization		
OCM		
Profit		
c) VAT	12.00%	
Grand Total Cost (a + b + c)		

Submitted by:

Name of the Representative of the Bidders : _____
Signature over Printed Name

Position : _____

Company Name of Bidder : _____

Date: _____

DETAILED UNIT PRICE ANALYSIS (DUPA)

Date : June 1, 2020					
Project : Modernization of two(2) Passenger Elevators in HEDC Building					
Location : CHED CENTRAL OFFICE, HEDC BLDG., UP-DILIMAN, QUEZON CITY					
Item No.	Description	Unit	Quantity	Unit Cost (Pesos)	Amount (Pesos)
DUPA-2	1. General Requirements 1.2 Supply and installation of billboards for project identification including mounting frames and stands,				
A	MATERIALS				
				SUB-TOTAL	
				UNIT COST/ ITEM	
B	LABOR COST	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
C	EQUIPMENT RENTAL	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
D	Total Direct Cost (TDC)	(A+B+C)			
E	Unit Cost (UC) = TDC/Quantity	(D/ Quantity)			

DETAILED UNIT PRICE ANALYSIS (DUPA)

Date	: June 1, 2020				
Project	: Modernization of two(2) Passenger Elevators in HEDC Building				
Location	: CHED CENTRAL OFFICE, HEDC BLDG., UP-DILIMAN, QUEZON CITY				
Item No.	Description	Unit	Quantity	Unit Cost (Pesos)	Amount (Pesos)
DUPA-3	1.General Requirements 1.3 Hauling, delivery and unloading of equipment to the jobsite				
A	MATERIALS				
				SUB-TOTAL	
				UNIT COST/ ITEM	
B	LABOR COST	Number	Rate/day	Number of Days	
				UNIT COST/ ITEM	
C	EQUIPMENT RENTAL	Number	Rate/day	Number of Days	
E-1					
				SUB-TOTAL	
				UNIT COST/ ITEM	
D	Total Direct Cost (TDC)	(A+B+C)			
E	Unit Cost (UC) = TDC/Quantity	(D/ Quantity)			

DETAILED UNIT PRICE ANALYSIS (DUPA)

Date	: June 1, 2020				
Project	: Modernization of two(2) Passenger Elevators in HEDC Building				
Location	: CHED CENTRAL OFFICE, HEDC BLDG., UP-DILIMAN, QUEZON CITY				
Item No.	Description	Unit	Quantity	Unit Cost (Pesos)	Amount (Pesos)
DUPA-4	1. General Requirements 1.4 Bonds, insurances, government permits				
A	MATERIALS				
				SUB-TOTAL	
				UNIT COST/ ITEM	
B	LABOR COST	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
C	EQUIPMENT RENTAL	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
D	Total Direct Cost (TDC)	(A+B+C)			
E	Unit Cost (UC) = TDC/Quantity	(D/ Quantity)			

DETAILED UNIT PRICE ANALYSIS (DUPA)

Date	: June 1, 2020				
Project	: Modernization of two(2) Passenger Elevators in HEDC Building				
Location	: CHED CENTRAL OFFICE, HEDC BLDG., UP-DILIMAN, QUEZON CITY				
Item No.	Description	Unit	Quantity	Unit Cost (Pesos)	Amount (Pesos)
DUPA-5	1. General Requirements 1.5 Construction Health and Safety				
A	MATERIALS				
				SUB-TOTAL	
				UNIT COST/ ITEM	
B	LABOR COST	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
C	EQUIPMENT RENTAL	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
D	Total Direct Cost (TDC)	(A+B+C)			
E	Unit Cost (UC) = TDC/Quantity	(D/ Quantity)			

DETAILED UNIT PRICE ANALYSIS (DUPA)

Date : June 1, 2020					
Project : Modernization of two(2) Passenger Elevators in HEDC Building					
Location : CHED CENTRAL OFFICE, HEDC BLDG., UP-DILIMAN, QUEZON CITY					
Item No.	Description	Unit	Quantity	Unit Cost (Pesos)	Amount (Pesos)
DUPA-6	2. EQUIPMENT				
A	MATERIALS				
	2.1 Supply and installation of elevator equipment parts for the upgrading/retrofitting and remodeling of two (2) units passenger type elevator, 1,000kgs capacity, 1.0m/sec rated speed with 4 stops/4 door openings. The modernization covers the supply and installation of the following: main control cabinet system, traction machine, steel rope, new encoder, automatic rescue device, car opening panel, hall button and hall position indicator, elevator hall door lock cable, shaft switch/elevator leveling sensor, traveling cable, communication cable, leveling plate, leveling magnetic, stable switch, voice announcement, arrival chime, car door mechanical hanger operator, landing door mechanical hanger, car roof inspection box and cable, pit inspection box, car ceiling/flooring/walls, speed governor and overload device alarm protection				
				SUB-TOTAL	
				UNIT COST/ ITEM	
B	LABOR COST	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
C	EQUIPMENT RENTAL	Number	Rate/day	Number of Days	

				SUB-TOTAL	
				UNIT COST/ ITEM	
D	Total Direct Cost (TDC)	(A+B+C)			
E	Unit Cost (UC) = TDC/Quantity	(D/ Quantity)			

DETAILED UNIT PRICE ANALYSIS (DUPA)

Date	: June 1, 2020				
Project	: Modernization of two(2) Passenger Elevators in HEDC Building				
Location	: CHED CENTRAL OFFICE, HEDC BLDG., UP-DILIMAN, QUEZON CITY				
Item No.	Description	Unit	Quantity	Unit Cost (Pesos)	Amount (Pesos)
DUPA-9	3. SITE WORKS 3.3 Water proofing				
A	MATERIALS				
				SUB-TOTAL	
				UNIT COST/ ITEM	
B	LABOR COST	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
C	EQUIPMENT RENTAL	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
D	Total Direct Cost (TDC)	(A+B+C)			
E	Unit Cost (UC) = TDC/Quantity	(D/ Quantity)			

DETAILED UNIT PRICE ANALYSIS (DUPA)

Date	: June 1, 2020				
Project	: Modernization of two(2) Passenger Elevators in HEDC Building				
Location	: CHED CENTRAL OFFICE, HEDC BLDG., UP-DILIMAN, QUEZON CITY				
Item No.	Description	Unit	Quantity	Unit Cost (Pesos)	Amount (Pesos)
DUPA-10	3. SITE WORKS 3.4 Painting				
A	MATERIALS				
				SUB-TOTAL	
				UNIT COST/ ITEM	
B	LABOR COST	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
C	EQUIPMENT RENTAL	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
D	Total Direct Cost (TDC)	(A+B+C)			
E	Unit Cost (UC) = TDC/Quantity	(D/ Quantity)			

DETAILED UNIT PRICE ANALYSIS (DUPA)

Date	: June 1, 2020				
Project	: Modernization of two(2) Passenger Elevators in HEDC Building				
Location	: CHED CENTRAL OFFICE, HEDC BLDG., UP-DILIMAN, QUEZON CITY				
Item No.	Description	Unit	Quantity	Unit Cost (Pesos)	Amount (Pesos)
DUPA-11	3. SITE WORKS 3.5 Electro mechanical installation, testing & commissioning				
A	MATERIALS				
				SUB-TOTAL	
				UNIT COST/ ITEM	
B	LABOR COST	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
C	EQUIPMENT RENTAL	Number	Rate/day	Number of Days	
				SUB-TOTAL	
				UNIT COST/ ITEM	
D	Total Direct Cost (TDC)	(A+B+C)			
E	Unit Cost (UC) = TDC/Quantity	(D/ Quantity)			

Cash Flow by Quarter and Payment Schedule

Contract Name : Modernization of Two (2) passenger Elevators in the HEDC Building
 Location : C.P. Garcia Ave., UP Diliman, Quezon City

PARTICULAR	YEAR						
	3 rd QUARTER			4 th QUARTER			
	MONTH 1	MONTH 2	MONTH 3	MONTH 4	-	-	
ACCOMPLISHMENT							
CASH FLOW							
CUMULATIVE ACCOMPLISHMENT							
CUMULATIVE CASH FLOW							

Submitted by:

Name of the Representative of the Bidder: _____
 (Signature over printed name)

Position: _____

Date : _____

**BAC CHECKLIST
FOR THE FINANCIAL REQUIREMENTS**



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Standard Form Number: SF-INFR-30

BAC Checklist for the Financial Requirements

BIDDER: _____ Date _____
 ADDRESS: _____
 NAME OF REPRESENTATIVE: _____ Tel. No.: _____

**PROJECT: "PROCUREMENT FOR THE MODERNIZATION OF TWO (2) UNITS PASSENGER ELEVATORS
 IN THE HIGHER EDUCATION DEVELOPMENT CENTER (HEDC) BUILDING"**

**Approved Budget for the Contract (ABC)
 P 3,200,000.00**

Location:
 ▪ HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City

The **Financial Component** (SECOND ENVELOPE) shall contain the following:

DESCRIPTION	Form No.	Annex	COMPLIED	NOT COMPLIED	REMARKS
13.1 (a), page 21, PBD Infra-2020-01: Financial Bid Form, which includes Bid Prices and the Bill of Quantities in accordance with ITB Clauses 15.1 and 15.3;	FC-1	A			
(b) Any other documents related to the Financial Component of the bid as stated in the BDS					
i. Duly signed form of Contract Agreement	FC-2	B			

ii. Duly signed Summary of Bids	FC-3	C	COMPLIED	NOT COMPLIED	REMARKS
DESCRIPTION	Form No.	Annex			
iii. Duly signed Bill of Quantities	FC-4	D			
iv. Duly signed Detailed/Breakdown of Estimates	FC-5	E			
v. Duly signed Detailed Unit Price Analysis (DUPA)	FC-6	F			
vi. Duly Signed Cash Flow by Monthly and Payments Schedule	FC-7	G			

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: () Complying

() Non-Complying

Evaluated by:

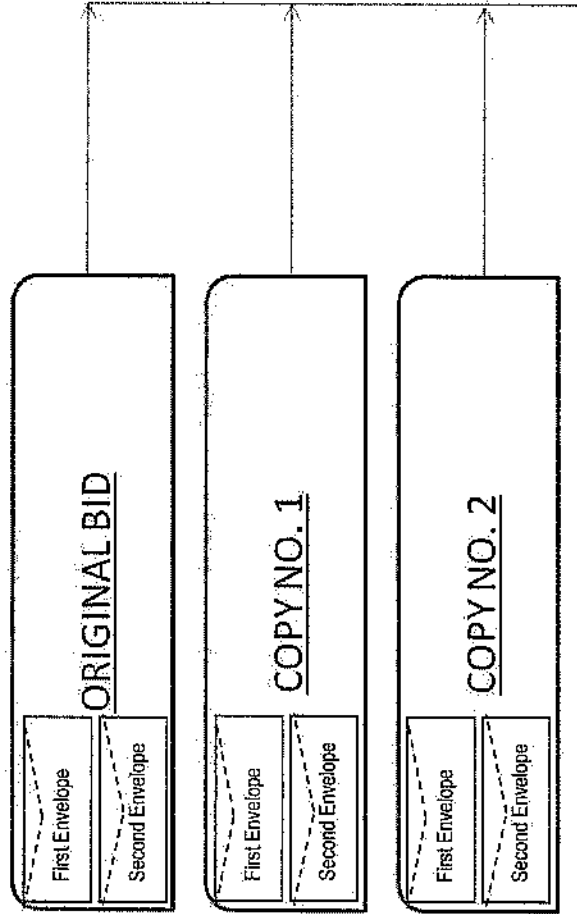
BAC TECHNICAL WORKING GROUP FOR INFRASTRUCTURE

ENGR. JUAN F. PURIRAN, JR.
Head

ELISEO P. MADLANGSAKAY
Member

JOSHUA PAUL D. HENSON
Member

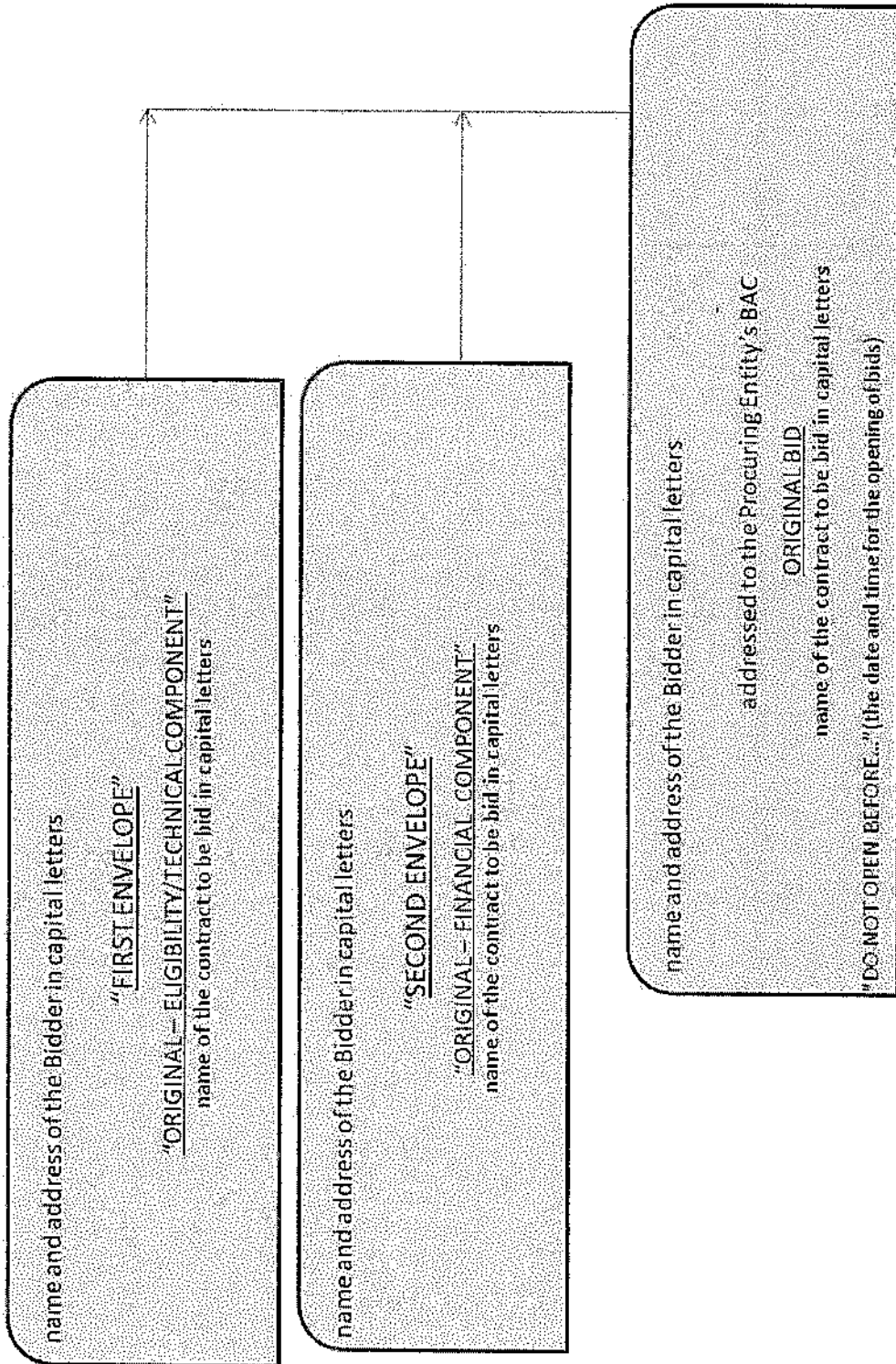
Sealing and Marking of Bids



name and address of the Bidder in capital letters
addressed to the Procuring Entity's BAC
name of the contract to be bid in capital letters
"DO NOT OPEN BEFORE..." (the date and time for the opening of bids)

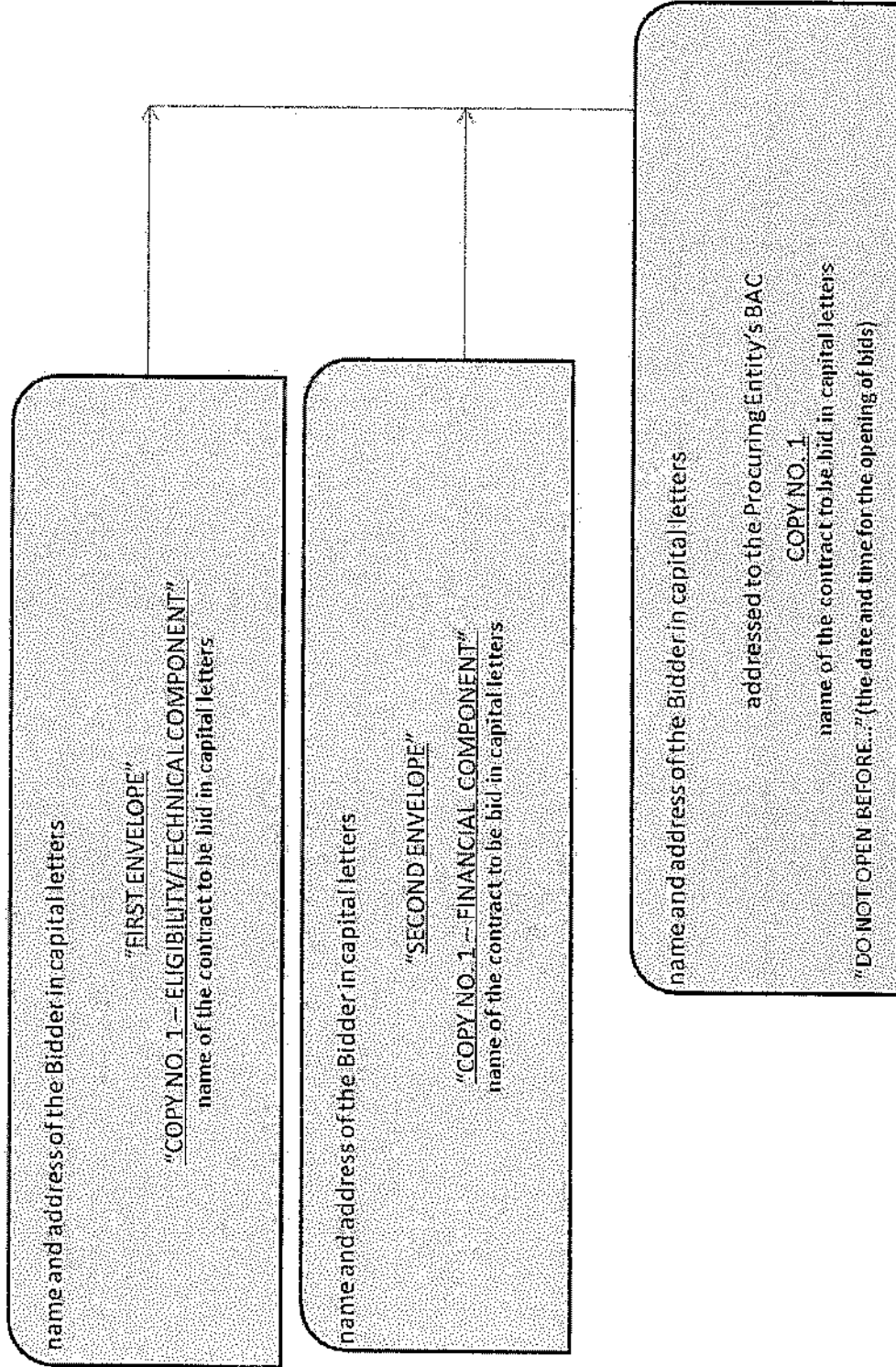
These envelopes containing the original and the copies shall then be enclosed in one single envelope.

Sealing and Marking of Bids for Original



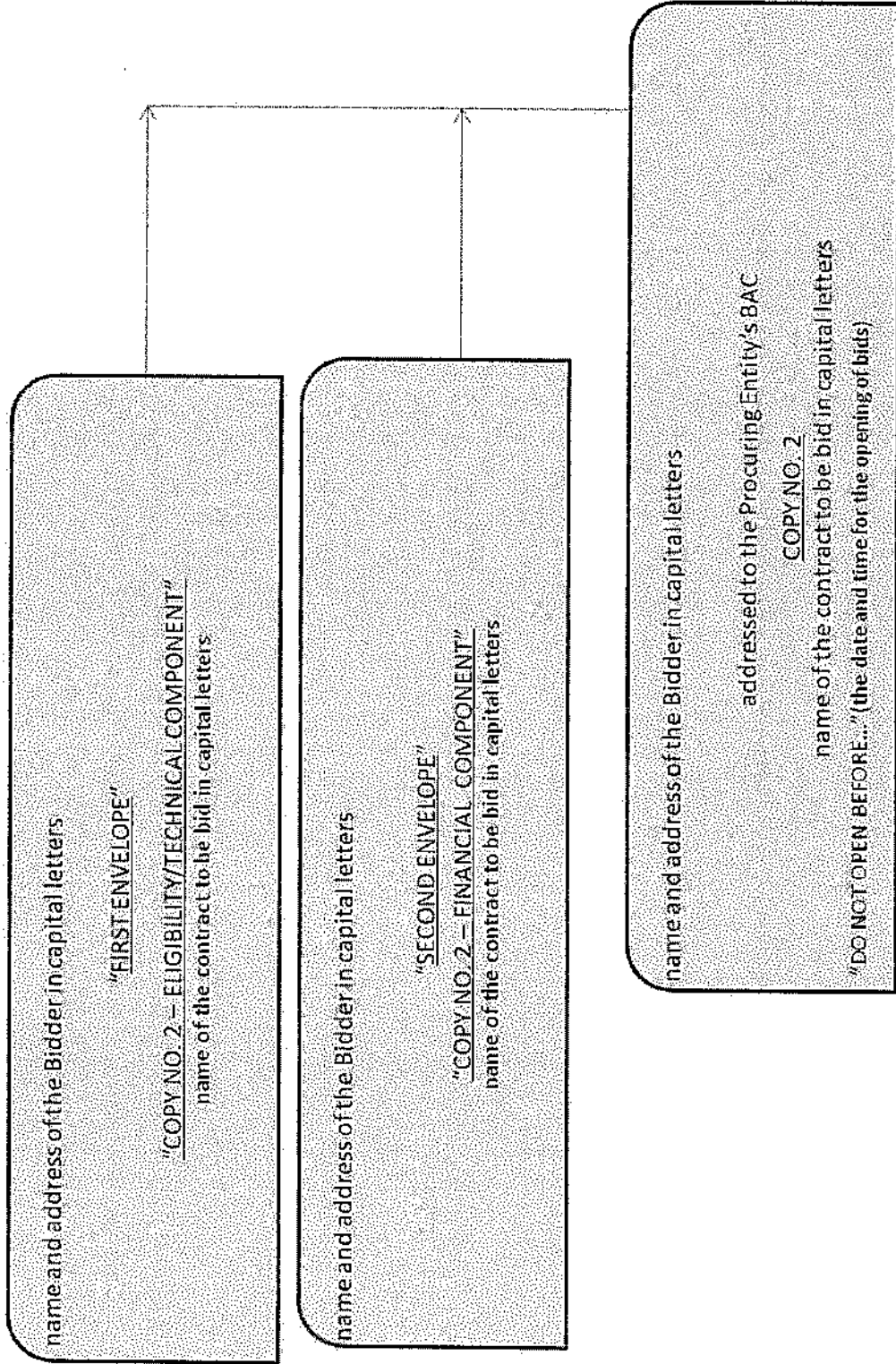
The original and the number of copies of the Bid as indicated in the BDS shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.

Sealing and Marking of Bids for Copy No. 1



The original and the number of copies of the Bid as indicated in the BDS shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.

Sealing and Marking of Bids for Copy No. 2



The original and the number of copies of the Bid as indicated in the BDS shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.