

INVITATION TO BID

Design and Build of DEVMH-EMPC Building of Floor Area 100 Sqm (Compose of Cooperative Office, Convenience store & Storage area) with 2nd floor provision

THE MANAGEMENT AND BOARD OF DIRECTORS OF DON EMILIO DEL VALLE MEMORIAL HOSPITAL – EMPC INVITES ALL PROSPECTIVE BIDDERS TO APPLY AND PLACE THEIR LOWEST BID FOR THE Design and Build of DEVMH-EMPC Building of Floor Area 100 Sqm (Compose of Cooperative Office, Convenience store & Storage area) with 2nd floor provision.

PROJECT TITLE : Design And Build of DEVMH-EMPC Building of Floor Area 100 Sqm (Compose of Cooperative Office, Convenience store & Storage area) with 2nd floor provision

COMPLETION OF WORKS : 150 calendar days

APPROVED BUDGET FOR THE CONTRACT : 2,500,000.00

BID DOCUMENT FEE : Php 300.00

Significant time and deadline of bidding activities are as follows:

Issuance of Bidding Documents	: August 27-28, 2026
Pre-Bid Conference	: September 1, 2026 @ 3:00PM
Deadline for the Submission of Bids	: September 2, 2026 @ 3:30PM
Opening of Bids	: September 2, 2026 @ 4:00PM
Post Qualification and Awarding	: September 4, 2026
Notice to Proceed	: September 5, 2026
Venue	: Chief Nurse Office

The cooperative shall issue hard copies of bidding documents upon payment of the non-refundable fee stated above. Prospective bidders shall pay the amount on or before the submission of bids. Prospective bidders shall submit duly accomplished bidding documents sealed inside an envelope to the cooperative.

BID PROPOSAL FORM

Name of Bidder: _____

Address of Bidder: _____

Contact Number: _____

1. Bid Proposal:

Description of Requirement/ Project	Approved Budget for the Contract (ABC), inclusive of all applicable taxes and other charges	Total Bid Price, inclusive of all applicable taxes and other charges
Design And Build of DEVMH- EMPC Building of Floor Area 100 Sqm (Compose of Cooperative Office, Convenience store & Storage area) with 2nd floor provision	Php 2,500,000.00 Any bid with bid proposal exceeding the amount shall not be accepted	<i>Amount in Words</i> <i>Amount in Figures</i>

2. Submit separate documents for the Bill of Materials

3. The undersigned bidder carefully examined, understand and agree the provision of the project as per EMPCFORM 3

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]

[Position/Designation]

[Date]

Project Title : **Design And Build of DEVMH-EMPC Building of Floor Area 100 Sqm (Compose of Cooperative Office, Convenience store & Storage area) with 2nd floor provision**

Location : **DEVMH Compound, Bood, Ubay, Bohol**

Estimated Project Cost : **Php 2,500,000.00**

TERMS OF REFERENCE

SUMMARY OF WORKS

A. General Requirements

I. Mobilization/Demobilization

- The work consists of the mobilization and demobilization of the contractor's forces and equipment necessary for performing the work required under the contract.

II. Permits and Licenses

- Process and submit Building Permit, Electrical Permit, and Occupancy Permit and other pre-requisite permits such as Fire Safety Evaluation Clearance (FSEC) and Fire Safety Inspection Certificate (FSIC).

III. Health, Safety & Environment Control (Complete PPE, Safety Equipment & Devices & Safety Accessories and Signages)

- Safety/warning signage must be placed by the contractor on the construction area with clear demarcation of construction zones to prevent unauthorized access.
- Detours and Closures: Provide directions for alternate routes and notice of any closed areas.
- Hazard Notifications: Provide signs indicating potential dangers in construction areas (e.g., "Hard Hat Area," "No Entry").
- Emergency Information: Clear guidance on emergency exits and procedures during construction.
- Fall Protection: Always use safety harnesses and guardrails.
- Weather Conditions: Avoid dismantling in high winds, rain, or extreme temperatures.
- Team Communication: Maintain clear communication among team members and DEVMH-COOP Representative team to coordinate movements and tasks.

IV. As-Built (Record) Drawings & Related Documents

- Submit one (1) completed set of signed and sealed as-built plans (whiteprint copy) (*at least 20 inches x 30 inches Paper size in desired minimum scale*) and softcopy (*Editable File.dwg and 3D Model.skp/cad/etc*) and Powerpoint Presentation and/or Walkthrough Presentation.
- Submit one (1) set of electronic files of signed and sealed as-built plans (CADD editable file)
- The drawings shall be supplemented with descriptive specification as appropriate to clearly record the exact form and content of work described in this specification and on the drawings.

B. Site Preparation Works

I. Site Clearing and Grubbing

- The site preparation includes all activities necessary to ready the construction area for building works. The contractor shall ensure that the site is cleared and ready for foundation work as per the architectural and engineering designs.
- All debris, vegetation, and unsuitable materials shall be properly disposed of in designated areas to maintain a clean and safe working environment.

II. Survey Control and Setting out

- The Contractor shall be responsible in setting out reference lines, elevations (lines and grades) prior and during the execution of the Works. All references shall be maintained and protected by the Contractor at his own expense. Disturbed references shall be restored to its original position without extra cost.
- Contractor shall set out the works and employ methods, procedures, and appropriate plant or equipment to ensure that excavations and construction shall be completed within the tolerance specified in the Contract. The setting out and installation of all works shall follow the approved drawings except for approved site variations. The Contractor shall work from established datum for finish floor levels as indicated and shown on drawings.

C. Earthworks

I. Excavation

- All excavation shall be performed by the Contractor to the excavation lines, grades and slopes and profiles shown in the drawings. Excavation beyond the normal limits shall not be paid for.

II. Backfilling Including Compaction

- Fill and backfill materials shall consist of suitable materials from excavation or from approved borrow areas, and shall be free from roots, wood scraps, vegetations, and other extraneous materials and from large clods of earth or stones greater than 100mm. Backfilling may only proceed when concrete has sufficiently cured. Observe enough care during backfilling not to disturb or damage the newly placed concrete.

III. Gravel Bedding

- The gravel bedding should be made from hard, durable particles like crushed stone or gravel, and a filler like sand or mineral matter.

D. Structural & Concrete Works

I. General

Provide all labor, materials, equipment, transportation, and services required to complete all work.

- Work includes but is not limited to:
 - Column Footing
 - Wall Footing
 - Column
 - Roof Beam and Cantilever Beam
 - Stiffener Columns and Lintel Beams at Door and Window Openings
 - Concrete Formworks & Scaffoldings

II. Standards

- Except as modified by governing Codes and by Contract Documents, comply with the provisions and recommendations of the following, latest Edition:
 - ANSI American National Standards Institute
 - ASTM American Society for Testing of Materials
 - ACI American Concrete Institute
 - NBCP National Building Code of the Philippines and its revised IRR
 - NSCP National Structural Code of the Philippines

III. Concrete

- Structural Concrete – Monolithic concrete pouring using concrete strength 3,500 psi, class AA ready mix or job mixed concrete together with the concrete cylinder sample for testing materials.
- Concrete mix shall be subject to adjustment to attain the required strength or desired mix consistency, subject to approval of the Hospital Engineer.
- Portland cement, Type 1
- Manufactured or river-run gravel for structural concrete, $\frac{3}{4}$ "max properly graded"
- Washed sand for structural concrete
- Water: Use potable water free from alkaline or deleterious substance that may affect the strength of concrete. Use of rain water will not be permitted.
- All materials shall be free from clay, lumps or any deleterious object or matter that will impair the strength of concrete.
- Mixing shall be thoroughly done in a mixer of an approved size and type to insure a uniform distribution of the materials throughout the mass.
- Site-Mixed Concrete (Job mixed concrete) - All structural concrete shall be machine-mixed for at least 1 ½ minutes after all materials including water are in the mixing drum. No hand mixing shall be allowed, except in case of emergency of breakdown during pouring operations.
- Concrete shall be placed only after all formworks, materials to be embedded, and preparation of surface involved in the placing have been inspected and approved by the Hospital Engineer. The Contractor shall provide equipment and shall employ methods that

will minimize separation of aggregates from the concrete mix. Concrete in columns shall be placed in one continuous operation. Concrete in girders, beams and slabs in superstructures shall be poured in a monolithic and continuous manner. No construction joint shall be allowed on any part of the structure without the approval of the Hospital Engineer.

- Slump of concrete shall not exceed 3 inches
- Placement of concrete shall be in accordance to standard norms, when using portable concrete mixers.
- Cure concrete sprinkling water and wetted continuously for 7-day period.

IV. Steel Reinforcements

- Reinforcing bars shall conform to ASTM Specifications A-615. All mild steel for Columns Footing, Footing Tie Beam and Beam shall be high grade deformed bars, Grade 40.
- For 10mm and smaller bars use intermediate grade deformed bars, Grade 40. **Grade 60 for 16mm dia. and above and PNS Grade 40 for 12mm dia and below.**
- Supply, fabricate and install reinforcing steel as shown on Drawings. Placing of steel reinforcements shall be in accordance with current industry (local) code (or ACI-347).
- Secure the reinforcements using #16 G.I. tie wires.
- Steel reinforcement shall be provided together with all the necessary tie wires, spacers, support and other necessary devices.
- Steel reinforcements shall be free from mill scales, rusts, oils, contamination that will impair the bonding property to concrete. All materials must be free from defects such as cracks, excessive rust, or surface flaws that may compromise their structural integrity.

V. Structural Steel, Metal Works

- ***Soil investigation (at least two bore holes) should be conducted to determine soil bearing capacity (applicable even for One storey structure).***
- Provide all labor, materials, equipment, transportation, and services required to complete all work.
- Roof framing: Trusses/Rafters shall be constructed, erected, and properly anchored to the roof beams or columns
- Materials steel and metals for the Works shall meet the requirements
- All steels shall be primed with epoxy-based paint with -2- finish coats, color sample must be submitted to DEVMH-EMPC BOD for approval. Substrate preparation shall meet the requirements of the applicable Clauses of the Steel Structures Painting Council, for industrial type of construction. All surfaces shall be free from mill scale, rusts, oils or any contaminants detrimental to adhesion of paint.
- Welding works shall be in accordance with Structural Welding Code
- All Works under this item shall be subject to verification by the Engineer prior to commencement of fabrication.

E. Masonry Works

I. General

- For the Walls and Partitions shown on the detailed drawings requiring hollow blocks, ensure wall are vertically plumb and horizontally level, and true to alignment within acceptable tolerance.

- Cement to be used for mortar and grout shall be Type 1 Portland Cement Conforming
- Reinforcing steel shall be lapped 30 bar diameters minimum where spliced bars shall be separated by one bar diameter or wired together.
- Provision of door and window openings on existing CHB walls must be done with the use of electric concrete cutter to prevent impacts that might result to cracks on the existing walls. Lintel beams shall be constructed to support the remaining CHB walls above door and window headers.
- Deliver to site CHB units undamaged and free from breakage to edges or corners.
- Concrete hollow block units shall be nominal 100 x 200 x 400 or 150 x 200 x 400 (as indicated in plan) stretcher blocks, all cells grouted with steel reinforcements shown on Drawings, (700min) psi when tested to applicable ASTM Standards and Industry norms.
- Mix proportion for grouting and setting bed shall be 1: 4 (Cement: sand), maximum proportion. The Contractor shall make necessary adjustments to suit project requirements without extra cost.
- Damaged unit masonry shall not be used.
- The Contractor shall provide and maintain extra units or numbers at site without extra cost
- All masonry units and associated materials shall satisfy test requirements of ASTM C190, C140), non- load bearing test.

II. Rendering to CHB or Concrete Surfaces

- All surfaces to be rendered or cement plastered shall be clean from any loose material or contamination to provide strong bond between plaster and the surface.
- Mix proportion shall be made to provide a strong and consistent mix, free from cracking due to rapid hydration of plaster mix.
- Tampering of previously mix concrete will not be permitted.
- All surfaces to receive paint finish shall be smooth whilst surfaces to receive tiles shall be rough to provide better adhesion or bond.

F. Architectural Works

- I. Carpentry Works
- II. Wall Paint Finishes
- III. Sealant for Horizontal and Vertical Wall Gaps
- IV. Wall and Floor Tile Finishes
- V. Doors and Windows
- VI. Specialty Works

VII. Roofing Works

- Signages (logo, letter signage)
 - Signage
 - “OFFICE”

"CONVENIENCE STORE"

"TOILET ROOM"

- "STORAGE AREA"

Floor tiles on office room, hallways shall be 60cm x 60cm glazed granite tiles, and Floor tiles on toilet should be 60cm x 60cm (unglazed)

VIII. Safety Directional Signage - "EXIT" and "ENTRANCE"

G. Plumbing Works

Provide all labor, materials and equipment and perform all the work necessary for the complete execution of all the Work.

- Sanitary and Waterline Piping Works
 - Furnish and install complete water distribution system including incoming supply pipes and connections, pipes, valves, faucets, accessories, etc.
 - Storage, delivery, protection before installation and connection of sanitary line accessories.
 - Connections from existing water supply and existing drainage
 - Pressure testing of the installed water distribution system.
 - Furnish and install all required consumable materials and materials tube installed.
 - Investigation of all conflicts of this work and coordination with other trades.
 - Main sewerline shall be connected to the septic tank

Drainage System

- The Storm Drainage Network shall accommodate the magnitude of peak rates of surface run-off including drainage coming from the buildings. The system shall be capable of handling the design flows routing to the designated outfall.
- Plumbing Fixtures, Toilet & Sink Accessories
 - * Submit samples for approval prior to installation"
 - ** Faucets, valves & other accessories
 - Wall-mounted, Semi-recessed Ceramic Soap Holder
 - Wall Hung with Half Pedestal Lavatory w/ Complete Fittings & Accessories
 - Stainless Steel for toilets
 - Stainless Steel Lavatory Faucet,
 - Flexible Hose 1/2"x1/2"x16"
 - Angle Valve 1 Way x 1/2"
 - Angle Valve 2 Way x 1/2"
 - Stainless Steel Floor Drain, 6"x6"

H. Electrical Works

Provide all labor, materials and equipment and perform all the work necessary for the complete execution of all the Work.

- Panel Boards and Circuit Breakers
- Conduit, Boxes and Fitting
- Wires and Cables
- Wiring Devices
- Lighting Fixtures
- **Use LED 15 watts fluorescent lighting for office room,**

I. Fire Protection Works

Provide all labor, materials and equipment and perform all the work necessary for the complete execution of all the Work.

- ABC Dry Powder Portable Fire Extinguishers (5kg Capacity)
 - Supply and installation of 5kg ABC Dry Chemical Fire Extinguishers
 - Wall mounting bracket with appropriate anchors and fasteners
 - Conduct proper labeling, visual inspection and tagging as per standard protocols

J. Construction Management, Rules and Regulations

- Site Management
 - All construction activities on-site shall be managed by the appointed coop-representative/BOD
 - The Contractor shall be informed of the designated representative when requesting approval to mobilize to the site.
 - The appointed coop-representative/BOD shall assist and coordinate with Contractors to ensure effective communication and implementation of safety practices and procedures throughout the contract duration.
 - The coop-representative and BOD shall conduct regular inspections and audits of the Contractor's work practices and safety management systems in collaboration with the Contractor.
 - Contractor is expected to demonstrate that safety is an integral part of their operations and not a flexible component that can be compromised for commercial reasons.
 - Safety shall be the first agenda item in all formal meetings convened by the BOD with the Contractor(s).
- Contractor's Superintendence and Personnel
 - The Contractor shall provide necessary and continuous superintendence throughout the execution of the Works, and for as long as deemed necessary by the BOD, to fulfill obligations under the Contract.
 - Superintendence shall be handled by competent personnel with adequate knowledge of the construction methods, safety practices, and accident prevention techniques required for the safe and proper execution of the Works.
 - The Contractor shall employ only qualified, skilled, and experienced personnel for their respective trades or roles.
 - The coop-representative/BOD may require the removal of any person from the Site, including the Contractor's Representative, who:
 - a. Persists in misconduct
 - b. Is incompetent or negligent in duty
 - c. Violates any provision of the Contract
 - d. Displays behavior prejudicial to safety, health, or environmental protection
 - If such removal occurs, the Contractor shall immediately appoint a suitable replacement.
- Progress Reports
 - Monthly progress reports shall be prepared by the Contractor and submitted in three (3) copies to the DEVMH-EMPC BOD
 - The first report shall cover the period ending the first week after the Commencement Date.
 - Each report shall include the following:
 - a. Photographs and descriptions detailing progress at each stage, including fabrication, delivery, and installation
 - b. Records of on-site personnel and equipment
 - c. Copies of quality assurance documents, material test results, and certificates
 - d. Safety statistics, including incidents and environmental or public-related activities
 - e. Comparison of actual vs. planned progress, highlighting risks to completion and proposed corrective measures
- Request for Inspection

- Inspections or checks by the DEVMH-EMPC BOD during the progress of work shall not relieve the Contractor of any responsibility.
- The DEVMH-EMPC BOD is entitled to inspect, examine, and test materials and workmanship at any stage of manufacture, fabrication, or preparation, and to monitor progress.
- The Contractor shall notify the DEVMH-EMPC BOD in advance before any work is covered up or put out of view.
- The DEVMH-EMPC BOD shall perform the required inspection, examination, measurement, or testing without unreasonable delay or inform the Contractor if it is unnecessary.
- The Contractor shall submit a written request for final inspection to the DEVMH-EMPC BOD at least seven (7) days prior to project inspection and turn-over.

Progress Billings, Final Billing, and Payments

- a. The Contractor shall submit progress billings to the DEVMH-COOP, through its authorized representative, based on the actual accomplishments for the billing period, together with all required supporting documents.
- b. Progress billings shall be submitted by the Contractor to the DEVMH-COOP, only upon reaching specified work accomplishment percentage thresholds as determined and verified
- c. The DEVMH-COOP BOD, shall inspect, verify, and evaluate the reported accomplishments and determine the amount eligible for payment in accordance approved Bill of Materials
- d. Progress payments shall be based on the actual quantities of work completed, inspected, and accepted by the DEVMH-COOP. Materials delivered, stockpiled, or stored on-site or off-site but not yet permanently incorporated into the structure shall strictly NOT be included or considered for progress billing.
- e. The DEVMH-COOP may revise, withhold, adjust, or disallow any previously claimed or certified accomplishment found to be inaccurate, unsupported, defective, incomplete, overestimated, or inconsistent with actual project accomplishments, based on subsequent inspection, verification, or audit findings.
- f. Upon completion of the Project and issuance of the Certificate of Completion and/or acceptance by the DEVMH-COOP, the Contractor shall submit its Final Billing together with all documents required under the Contract and applicable government rules and regulations.
- g. Final payment shall be made only after verification and acceptance of all completed works, rectification of all identified defects, submission of complete project records and close-out documents, and compliance.

GENERAL GUIDELINES

- All construction works shall be undertaken by Contractor in accordance with existing laws and all other applicable rules and regulations.
- The Contractor shall be responsible in setting out reference lines, elevations (lines and grades) prior and during the execution of the works. All references shall be maintained and protected by the Contractor at his own expense.
- The Contractor shall carry out the Works properly and in accordance with this Contract. The Contractor shall provide all supervision, labor, Materials, Plant and Equipment, which may be required.
- The Contractor shall commence execution of the Works on the Start Date and shall carry out the Works in accordance with the approved PERT/CPM network diagram submitted by the Contractor, as updated with the approval of the DEVMH-EMPC BOD, and shall complete the Works by the Intended Completion Date.
- The Contractor shall be responsible for the safety of all activities on the Site.
- During on-going construction and before the turn-over of the project, DEVMH-EMPC BOD shall inspect the Works undertaken by Contractor.

- No variation order shall be undertaken unless verified by DEVMH-EMPC BOD and approved by DEVMH-EMPC BOD.
- Contractor shall not cover or block stub-outs (cleanouts, water source, exhaust, sewer, drainage, etc.) when not utilized. Said stub-outs shall at all times be free of obstructions and easily accessible.
- Contractor shall secure a utility tapping permit prior to tapping from utility provision.
- Electricity and water consumed during construction shall be charged to Contractor.
- DEVMH-EMPC BOD reserve the right to inspect the Works at any time.
- In event of force majeure, the contractor shall rectify, replace or build the unfinished projects when it is not yet completed and accepted w/o additional cost for the DEVMH-EMPC
- Contractor shall comply with the Construction House Rules of this Hospital.
- **Provide frequent and regular inspections of the job sites by competent persons**
 - **Competent person means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to prompt corrective measures to eliminate them.**

Having examined the Bidding Documents with its Terms of Reference the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- I/We certify/confirm that we comply with the eligibility requirements.
- I/We offer to execute the Works for this Contract in accordance with the Bidding Documents
- If our bid is accepted, I/we commit to enter to a contract and provide a performance security.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]

[Position/Designation]

[Date]