



ONE ASEAN
ONE RESPONSE

INVITATION TO BID
FOR THE RENOVATION WORK FOR THE ASEAN SATELLITE WAREHOUSE
IN CAMP AGUINALDO, QUEZON CITY, METRO MANILA, THE PHILIPPINES

1. The ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) invites bidders to apply for the contract for the renovation work for the ASEAN Satellite Warehouse in Camp Aguinaldo, Quezon City, the Philippines with the sum of **Five Million and One Hundred Thousand Pesos (Php 5,100,000)** being the approved budget. All work is expected to be completed by 31 January 2019. Bids received in excess of the approved budget shall be automatically rejected at the bid opening. Bidders should have completed a contract similar to the project. The description of an eligible bidder is contained in the bidding documents, particularly, in the Terms of Reference.
2. A complete set of Bidding Documents shall be purchased by interested bidders on 30 July to 3 August 2018 by sending a letter of intent through email to admin@ahacentre.org and upon payment of a non-refundable fee in the amount of **One Hundred US Dollar (USD 100)** before the bank charges deposited to the AHA Centre's bank account in Jakarta.
3. The pre-bid conference shall be held at the Office of Civil Defense in Camp Aguinaldo, Quezon City, Metro Manila, on 3 August 2018 at 10.00 AM (PST) starting with a site inspection. Bidders who fail to attend the pre-bid conference as scheduled, can still participate during the bidding proper. However, it will mean a waiver of their rights to question any provision of the bidding package.

4. Sealed bids must be duly received by the AHA Centre through the Bids and Awards Committee of the Office of Civil Defense of the Philippines on or before 8 August 2018 at 10.00 AM (PST).
5. Bids opening shall be on 8 August 2018 at 10.00 AM (PST) at NDRRMC Conference Room, 3rd Floor, NDRRMC Operations Center Building, Camp General Emilio Aguinaldo, Quezon City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the aforementioned address. Late bids shall not be accepted.
6. The AHA Centre reserves the right to accept or reject any or all bids and to annul the bidding process any time before the award of contract, without incurring any liability to the attached bidders.
7. For further information, please refer to:

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Adelina Kamal

Executive Director



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Terms of Reference

Specification for the Renovation Work for the ASEAN Satellite Warehouse in Camp Aguinaldo, Quezon City, Metro Manila, the Philippines

Background

The Disaster Emergency Logistics System of ASEAN (DELSA) Phase II – Satellite Warehouse project is an ASEAN regional initiative funded by the Government of Japan through Japan-ASEAN Integration Fund (JAIF), implemented by the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) hosted by the Office of Civil Defense of the Philippines. The project aims to provide the last mile solution in strengthening the ASEAN's preparedness to respond to disasters.

One of the key components of the project is the establishment of satellite warehouses. The satellite warehouse is intended to bring closer the assistance to affected countries by prepositioning relief items in the most prone or strategic location within the region. The satellite warehouse in Camp Aguinaldo, Metro Manila, the Philippines, is designed to ensure that ASEAN can respond within hours across the Philippine archipelago during emergencies as well as outside the Philippines within the ASEAN region. In this connection, the AHA Centre invites qualified contractors to undertake renovation work as specified in Annex. 1. Description of Work.

The Site: Existing Warehouse in Camp Aguinaldo, Quezon City

- Name of the Warehouse: Warehouse No. 17
- Location: Logcom, Camp Aguinaldo, Quezon City
- Original date of construction: 1950
- Number of Floors: 1 storey
- Warehouse Capacity: W20m x D42m x H11.2m (highest point) / H6.0m (lowest point / lamp height)
- Trucks manoeuvring space between road/gate Paving access road 7.4m wide

- Door size: 2 double steel sliding doors: 1 front door (W4.8 m x H3.5 m) with 7°slope and 1 side door on the east side of the warehouse (W4.8 m x H3.5 m) with 33°slope.

Objective

Provide renovation work to Warehouse No. 17 in Camp Aguinaldo, Quezon City according to agreed standards and specifications.

Time Limits

The AHA Centre is expected to award the contract no later than 31 August 2018. All work is expected to be completed by 31 January 2019.

Type of Contract

It is an item rate contract signed between the AHA Centre and the Contractor. The Contractor shall be paid for the actual quantity and quality of the work done, as measured at the site on the rates quoted by the Contractor. The AHA Centre shall pay on the basis of the certificate issued by the Joint Committee for the Establishment of the Satellite Warehouse in the Philippines.

Progress Chart

Contractor shall prepare a progress chart and submit for approval to the Joint Committee for the Establishment of the Satellite Warehouse within 15 days of award of work. The approved milestones in the progress chart will serve as the basis for assessing the work progress and as the reference for releasing term payments. The Contractor must achieve the progress of work as follows:

After 60 days – 50%

After 90 days – 70%

After 120 days – 100%.

Representatives of the Joint Committee for the Establishment of Satellite Warehouse shall have access, at all reasonable times, to the site to monitor the progress.

Payment Term

Payment for this renovation work will be disbursed in stages by the AHA Centre with the schedule detailed as follows:

- 10% of the total contract amount will be transferred as down payment after the contract signing;
- 40% of the total contract amount will be transferred after the completion of 50% of the renovation work as proofed with the certificate of work completion from the Joint Committee;
- 20% of the total contract amount will be transferred after the completion of 70% of the renovation work as proofed with the certificate of work completion from the Joint Committee;
- 20% of the total contract amount will be transferred after the completion of 100% of the renovation work as proofed with the certificate of work completion from the Joint Committee;
- The AHA Centre will retain 10% of the total contract amount for the duration of the defects liability period of one year; and
- The Contractor will provide a performance bond of 5% of the total contract amount.

Cost Estimation

The approved budget for the contract is PHP 5,100,000 (five million and one hundred thousand Pesos).

*The Contractor should include in the amount of tender all taxes payable to the Government of the Philippines. No further claims to this amount shall be entertained, at any stage.

**The Contractor shall not claim any extras for fluctuation (rise and fall) of prices of labour and material and the contract price shall not be subjected to any rise or fall in prices.

Qualification

- Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership or, if a joint venture, of each party, thereto constituting the Tender;

- Details of experience and past performance of the Contactor on works of a similar nature within the past three years, and details of current work in hand and other contractual commitments;
- The qualifications and experience of key personnel proposed for administration and execution of the Contract, both on and off-site.

Duties

1. Vendors must submit a proposal covering the following information/documents:
 - General Information/Profile
 - Work portfolio
 - Job completion certificates
 - Name/s of key personnel for administration and execution of the Contract, both on and off-site.
2. The following scope of work must be described in the proposal:
 - I. Demolition
 - a. Removal of existing metal louvres at the front and rear part of the building
 - b. Removal of existing roofing sheets
 - c. Chipping of existing concrete path walk
 - d. Demolition/removal of existing louvre blocks, CHB wall and window screens
 - II. Concrete Works
 - a. Concreting of ramps, footings, columns, beam and canopy as shown on plan
 - b. Construction of service road at the side of the building as shown on plan
 - c. Installing concrete paving space for loading and unloading in the open space and for car parking
 - III. Masonry Works
 - a. Laying and plastering of 6" non-load bearing CHB on new RC beam at the front part of the warehouse
 - IV. Roofing sheets and accessories
 - a. Supply and installation of GA. 24 pre-painted ribbed type long span roofing sheets
 - b. Supply and installation of GA. 24 pre-painted ridge roll and flashings
 - c. Supply and installation of 50mm thk 2-sided aluminium PE foam
 - V. Polycarbonate sheet

- a. Supply and installation of 6mm thk twin wall polycarbonate sheet complete with accessories
 - b. Supply and installation of 50mm x 50mm tubular framing in an automotive paint finish
- VI. Windows
- a. Supply and installation of windows as shown on the plan
- VII. Painting Works
- a. Repainting of existing CHB walls, columns, beams, trusses, purlins
 - b. Painting of new concrete beam, columns and CHB wall
 - c. Painting of polycarbonate sheet tubular framing
 - d. Supply and application of rubber paint (1 layer of primer and 3 layers of topcoat)
- VIII. Provision of formworks and scaffoldings
- IX. Electrical Works
- a. Supply and installation of lighting fixtures and wiring devices
 - b. Supply and installation of wires and cables
 - c. Supply and installation of conduit and boxes
 - d. Supply and installation of panel board
 - e. Testing and commissioning
- X. Roll-up doors
- a. Supply and installation of motorised roll-up doors, GA20 galvanised iron with push button and remote control
- XI. Supply and installation of stainless steel built-up letters as shown on the plan
- XII. Construction of 4m x 4m office room inside of the building
- XIII. Setting up a water supply installation, sewage installation, and toilet equipment
- XIV. Installing turbine ventilators
- XV. Other civil works recommended by the Contractor
3. Prepare budget with detail estimated cost breakdown.

Bidding Procedures

1. Bidders shall comply with all the eligibility requirements. Bids shall be evaluated based on technical and financial requirements and shall be subjected to a post qualification. Sealed bids shall be received by the AHA Centre at the address of the Office of Civil Defense of the Philippines during the Bidding proper.

2. The Bidding Proper and the opening of bids shall be on 8 August 2018 at 10.00 AM, Philippine Standard Time (PST). The venue shall be announced during the pre-bid conference.
3. Bid documents can be purchased by sending a letter of intent through email to admin@ahacentre.org from 23 to 30 July 2018. Only interested bidders (and/or authorised representative/s) who paid the non-refundable fee of **One Hundred US Dollar (USD 100)** are allowed to participate in the pre-bid conference.
4. Site inspection and pre-bid conference shall be held at the Office of Civil Defense of the Philippines in Camp Aguinaldo, Quezon City, Metro Manila, on 3 August 2018 at 10.00 AM (PST). Bidders who fail to attend the Pre-Bid Conference as scheduled can still participate during the Bidding proper. However, it will mean a waiver of their right to question any provision of the Bidding Package.
5. The AHA Centre reserves the right to accept or reject any or all bids and to annul the bidding process any time before the award of the contract, without incurring any liability to the attached bidders.

Bidding Schedule

- 30 Jul – 3 Aug 2018 : Advertisement (5 days)
- 03-Aug-18 : Site inspection at Camp Aguinaldo, Manila (coordinated by OCD)
- Pre-Bid Meeting at Camp Aguinaldo, Manila (coordinated by OCD)
- 08-Aug-18 : Submission and Opening of Bid Tenders (Joint Committee)
- 09-Aug-18 : Post Qualification Activity
- 10-Aug-18 : Recommendation and determination of the award by the Joint Committee
- 20-Aug-18 : Bidding result announcement
- 28-Aug-18 : Award of contract
- 30-Aug-18 : Notice to Proceed