WP- 01 : General Construction Package

PRE-BID CONFERENCE

Date and Time

PROPOSED PROJECT NAME

Perspective View of the Project
CONTENTS

1. THE CONSTRUCTION PROJECT TEAM
2. PROJECT DESCRIPTION
3. PROJECT OVERVIEW
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7. SCHEDULE / MILESTONE
8. BIDDING GUIDELINES
1. The Construction Project Team

Owner’s Company Name and Logo

Owner’s names or representatives

Designer’s Company Name and Logo

Project Management Company Name and Logo

Names

Names
2. Project Description

Describe the project briefly: The Proposed Name of the project is a 3 storey building with a basement. It has a gross floor area of approximately 6,000 sq.m.
Attach more project views, Interior and exterior
3. Project Overview

General Construction Package.

1. Project Site Development
2. Civil and Structural Works
3. Architectural Works
   • Interior Finishing Works
   • Exterior Finishing Works
4. Electrical and Auxiliary Works
5. Sanitary and Plumbing Works
6. Fire Protection Works
7. Mechanical Works.
4. Scope of Work

I. PRELIMINARY

1. Mobilization and Demobilization
2. Permit and Licenses
   • Environmental Clearance
   • Environmental and Natural Resources Department Permit to Cut trees.
   • Barangay Clearance
   • Zoning Clearance/Location Clearance
   • Building Permit
   • Plumbing and Sanitary Permit
   • Mechanical Permit
4. Scope of Work

I. PRELIMINARY (Continuation)...

- Electrical Permit
- Fire Safety
- Certificate of Electrical Inspection
- Mechanical Permit to Operate
- Occupancy Permit

3. Survey and Layout
4. Scope of Work

I. PRELIMINARY (Continuation)

4. Existing Utilities and Structures
   • Site Access
   • Site Acceptance as Found
   • Protection of adjacent structures and buildings (provision of soil stabilization based on geotechnical data)
   • Protection, Diversion of Existing Mains, Utilities and Services

5. Insurances and Bonds
   • Performance bond
   • Surety bond
4. Scope of Work

01. PRELIMINARY (Continuation)...

- Contractor’s All Risk Insurance (CARI)
- Guarantee/Warranty Bond

6. Contractor’s Site Management

7. Safety and Security


9. Temporary Site Facilities
   - Site Offices (Contractors, Owner’s Representative, Project Management)
   - Maintenance of Toilet Facilities
   - Temporary hoarding, canopies and walkways.
4. Scope of Work

- Regular housekeeping (provision on disposal of debris)

02. EARTHWORKS

1. Removal or cutting of existing trees
2. Removal of all underground utilities
3. Excavation (provision on disposal and dump site area)

03. CONCRETE WORKS

1. Concrete
2. Reinforcing Steel bars
4. Scope of Work

03. CONCRETE WORKS (Continuation..)

3. Formworks, scaffolding and shoring

04. MASONRY WORKS
05. METAL INSTALLATION
06. THERMAL AND MOISTURE PROTECTION
07. DOORS
08. WINDOWS, CURTAIN WALL, LOUVER, SKYLIGHT AND CANOPY
09. FINISHES
10. CASEWORKS AND SPECIALTIES
4. Scope of Work

11. FIRE PROTECTION
12. PLUMBING WORKS
13. HVAC
14. ELECTRICAL WORKS
15. ELECTRONIC SAFETY AND SECURITY
16. TESTING AND COMMISSIONING

For Item 11 to 16, the owner may opt to deduct from the contract of the General Contractor. The cost of deduction shall be based on the declared amount in the Bill of Quantities.
DIRECT CONTRACTORS PROVIDED BY THE OWNER

1. Supply and installation of Structured Cabling System
2. Supply and installation of Telephone System
3. Supply and Installation of CCTV
4. Supply and installation of Fire Detection and Alarm System
5. Supply and installation of Public Address (PA System)
6. Supply of Pumps
7. Supply of Lighting Fixtures
8. Supply of Plumbing Fixtures
9. Supply and installation of Elevator Equipment
10. Supply of Air-conditioning equipment

• The General Contractor will supply and install the roughing-ins for CCTV, PA System, and Fire Alarm, Detection System and Telephone.

• The General Contractor will install the Owner supplied materials and equipment (OSME) as stated in items 6, 7, 8 and 10.
5. Bid Documents Composition

1. Tender Documents – One(1) Bound
   1.1 General Conditions
   1.2 Technical Specifications
      1.2.1 General Requirements
      1.2.2 Civil
      1.2.3 Architectural
      1.2.4 Specialties
      1.2.5 Masonry
      1.2.6 Electrical
      1.2.7 Mechanical
      1.2.8 Thermal and Moisture Protection
      1.2.9 Plumbing
      1.2.10 Fire Protection
      1.2.11 Openings
      1.2.12 Wood and Plastic components
      1.2.13 Finishes

2. Bill of Quantities – One(1) Bound
5. Bid Documents Composition (Continuation…)

3. Bid Drawing Plans – A0 Size
4. Bid Bulletins (If Issued)
   4.1 General Conditions
   4.2 Technical Specifications
      4.2.1 General Requirements
      4.2.2 Civil
      4.2.3 Other trades

Additional Bid Documents to be issued as Bid Bulletin

1. Contract Agreement Template
2. Bill of Quantities (B.O.Q)
3. Geotechnical investigation Report
4. Foundation As-Built Drawing of the two adjacent structures
6. Construction Project Guidelines

1. Project Site Access

Aerial View of the project showing the access rout of the site
6. Construction Project Guidelines (continuation..)

2. Temporary Facilities and utilities
   2.1 Provide temporary fence around the construction site with pre-painted roofing sheets on steel frames and at least 2.4 meters in height.
   2.2 Provide site office for contractors, owner representative and project management team.
   2.3 Contractor must provide and maintain toilet facilities for staff and workers.
   2.4 Contractor must provide and maintain site service connection for telephone, water and electricity.

3. Vicinity or Campus Rules
   3.1 No stay-in workers inside the campus
   3.2 No smoking inside the campus.
   3.3 Contractor must provide wash bay for trucks leaving the site.
6. Construction Project Guidelines ( continuation..)

3.4 Contractor must provide security guards for the entire construction duration
3.5 Must provide house keeping for the whole construction duration
3.6 Contractor must provide wash bay for trucks leaving the site.
3.7 Concrete pouring must be scheduled night time only.
3.8 Contractor must restore at it’s own expense all the damages for existing structure, facilities caused by the construction.
6. Construction Project Guidelines (continuation..)

4. Temporary Fence Lay-out / Plan and Staging Area

- Attach drawing plan showing the staging area, temporary fence lay-out (broken lines) and components, this must be approved by the owner.

- This inclusion is very important during the bidding process, there are projects experiencing some issues and claims due to incomplete details for temporary fence.

Attach drawing here! With short description of temporary fence
4. Environmental, Health and Safety

- Mention the local Authority for safety, environmental and health. The contractor must comply all requirements of issuing agency.
7. Schedule / Milestone

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<td>2. Submission of queries – deadline</td>
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<td>9. Construction Project Start</td>
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<td>10. Construction Project Hand over</td>
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8. Bidding Guidelines

1. Bidders must submit two (2) sets of proposal, each set contain 1 Technical and 1 Financial proposal (sealed envelopes).

2. Technical proposal shall contain the following;
   - Project schedule.
   - QA/QC Plan.
   - EHS Plan.
   - Manpower loading schedule.
   - Equipment loading schedule.
   - Project site organizational chart with CV of site personnel.
   - List of suppliers and sub contractors.
   - Construction methodology.

3. Financial proposal shall contain the following;
   - Form of Tender.
   - Bill of Quantities (B.O.Q.) using the issued bid form templates and E-file stored in CD.
   - Daywork schedule.

The Validity of the bid is ninety (90) calendar days from the date of bid submission.
8. Bidding Guidelines (Continuation..)

4. Bonds and Insurances
   Performance bond : 20% of Contract Amount
   Surety bond : 10% of Contract Amount
   Contractor’s All Risk Insurance : 100% of Contract Amount
   Guarantee/Warranty : 10% of Contract Amount

   Bonds are callable upon demand

   (please consult your legal/financial advisor in dealing with bonds and insurance)

5. Accepted bonding companies
   Company A
   Company B
   Company C
Please submit your SEALED BIDS to:

Name of Owner/ Representative
Role
Address

Date and Time of submission : Date and Time

Late bids will not be accepted