

**SITE VISIT GUIDELINES FOR THE  
CONTRACT PACKAGE CP106: ELECTROMECHANICAL SYSTEMS AND  
TRACK WORKS OF THE METRO MANILA SUBWAY PROJECT**

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**I. VENUE AND COVERAGE**

Site visit will be conducted on May 26, 2020 and May 27, 2020. Assembly time and place will be at 5:45AM and 14<sup>th</sup> floor Triumph Square Building 1618 Quezon Avenue, Quezon City, respectively. Site visit shall include inspection of the following:

1. Location of 17 stations:
  - a. East Valenzuela Station
  - b. Quirino Station
  - c. Tandang Sora Station
  - d. North Avenue Station
  - e. Quezon Avenue Station
  - f. East Avenue Station
  - g. Anonas Station
  - h. Katipunan Station
  - i. Ortigas North Station
  - j. Ortigas South Station
  - k. Kalayaan Station
  - l. BGC Station
  - m. Lawton Station
  - n. Senate Station
  - o. FTI Station
  - p. NAIA T3 Station
  - q. Bicutan Station
  
2. Depot Area

**II. OBJECTIVES**

1. To allow bidders to validate their understanding of the Bidding Documents, specifically the Works Requirements;
2. To enable Bidders to conduct or complete due diligence with respect to the contract under bid vis-à-vis the existing conditions of the subject systems, areas, premises, and objects of the contracts; and
3. To enable bidders to familiarize themselves with the existing system conditions of the subject systems, areas, premises, and objects of the contracts.

### **III. REQUEST TO CONDUCT SITE VISIT**

1. Bidders who intend to conduct site visits shall address their requests to the Chairperson, Bids and Awards Committee (BAC). Requests should be accompanied by a duly accomplished Confirmation Form (Form A).

MR. ARIEL R. CUNANAN  
THE CHAIRPERSON  
SPECIAL BIDS AND AWARDS COMMITTEE,  
Procurement Service  
PS Complex, RR Road  
Cristobal, 662 Paco, Manila 1007 Philippines

*Telephone No.: 8-290-6300 & 8-290-6400*

*Facsimile No. Local 8050*

*Email Address: pd8@ps-philgeps.gov.ph & www.ps-philgeps.gov.ph/home*

2. This form shall be submitted to the Procurement Service (PS) BAC through its Secretariat through fax and email at least three (3) working days before the desired date and time for the site visit in the following address/contact numbers:

SPECIAL BIDS AND AWARDS COMMITTEE

*Telephone No.: 8-290-6300 & 8-290-6400*

*Facsimile No. Local 8050*

*Email Address: pd8@ps-philgeps.gov.ph & www.ps-philgeps.gov.ph/home*

3. Only formal requests, duly received by the PS BAC shall be given due course.
4. The PS-BAC shall forward the copy of request including the duly accomplished Confirmation Form to the Department of Transportation (DOTr) End-User for proper coordination and to carry a Safety Induction prior to access to site, if necessary. The DOTr End-User Unit shall confirm with the Bidder its request and schedule to conduct the site visit.
5. A maximum of three (3) representatives per Bidder will be allowed to join the site visit. In the absence of any of the representatives indicated in Form A, alternate representatives may be allowed to join the site visit in place of the absent representatives.

### **IV. ATTIRE**

Bidder's representatives who will be joining the site visit are required to wear proper attire as follows:

1. Bidders are encouraged to wear Casual Attire.

**V. CONDUCT OF SITE VISIT/INSPECTION**

1. Duly designated authorized PS/DOTr and OCG-JV personnel will assist in the conduct of the site visit.
2. PS/DOTr personnel, including its contractors and service providers, who are working on-site, as well as the members of the BAC, the Technical Working Group (TWG), BAC Secretariat, OCG-JV and/or DOTr End-User unit will not entertain and answer questions from Bidders. Bidders are therefore advised to send their queries in writing and address the same to the PS BAC Chairperson.
3. In order to facilitate the orderly conduct of the site visit and for easy mobility, bidders are encouraged not to bring heavy or bulky materials, equipment, or gadgets. The materials, equipment or gadgets in the list submitted by the Bidder will be subject to the inspection and approval of DOTr.
4. All representatives should wear proper identification tags at all times during the activity.
5. Taking of videos and photographs during the site visit is allowed, provided that these shall only be used by the Bidders, and only for purposes of the subject procurement process.
6. The Bidders' representatives shall ensure that the activity area is clean and in order upon leaving the premises. All waste materials used by the Bidder's representatives must be completely cleaned up by the said representatives.
7. The Bidders shall be responsible for the conduct of its representative at all times. Bidders shall not hold DOTr liable for any injury or loss suffered by them or their personnel while conducting site visit. However, any damage or loss suffered by the DOTr as a result of the actions of the bidder's personnel shall be charged against the said Bidder.
8. Bidders are not allowed to request for documents, records manuals and the like during the site visit. All documents, record manuals, and similar documents must be requested in writing and addressed to the PS BAC, and they shall be issued through a supplement/bid bulletin in the websites of the PS and DOTr
9. Minutes of the site visit will not be prepared. Any statement made by any official, employee, personnel and/or contractor of PS, DOTr, and OCG-JV shall not be binding nor render any effect with respect to the subject procurement process or project unless the same is addressed or contained in a duly promulgated supplement/bid bulletin.
10. Unless otherwise amended by a subsequent issuance, the provisions in these guidelines shall continue to apply.

**CONFIRMATION FORM**  
**CONTRACT PACKAGE CP06: E&M and Track Works**  
**OF METRO MANILA SUBWAY PROJECT**

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Bidder's Name: \_\_\_\_\_

*The Bidder hereby nominates the following authorized representative/s to participate in the site visit for the above-mentioned project and undertakes to abide by the Guidelines for the Site Visit as provided by PS, and DOTr.*

**List of Personnel to Enter the Facility**

Maximum of ten (3) representatives per Bidder

	NAME	DESIGNATION	EMAIL ADDRESS	CONTACT NO.	PREFERRED DATE (26 MAY OR 27 MAY)	SIGNATURE
1						
2						
3						

**Alternate Representatives**

(In the absence of the above-mentioned representatives):

	NAME	DESIGNATION	EMAIL ADDRESS	CONTACT NO.	PREFERRED DATE (26 MAY OR 27 MAY)	SIGNATURE
1						
2						
3						

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Name and Signature of Authorized Representative

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Date

Attachments:

Copy of one company ID of each of the representatives, preferably, or any Government-issued ID.