

**RE-BIDDING OF  
OPERATION AND MAINTENANCE SERVICES FOR THE  
NEW CLARK CITY SPORTS COMPLEX IN NATIONAL GOVERNMENT  
ADMINISTRATIVE CENTER, NEW CLARK CITY, TARLAC**

**BID BULLETIN NO. BAC-G-OM 2021- 001**

This Bid Bulletin clarifies the queries that were raised during the Pre-Bid Conference, with online coverage, held on 08 October 2021 at 10:00 AM at the BCDA Corporate Center and queries sent through e-mail by prospective bidders, as well as other matters relative to the **Rebidding of Operation And Maintenance Services for the New Clark City Sports Complex in National Government Administrative Center, New Clark City, Tarlac.**

**I. General Queries**

Queries	Clarification/s
1. Can you please provide details on the air-con system used (e.g. chiller system)?	Please refer to Annex D of the Bidding Documents showing the electrical systems and layouts of the NGAC Sports Facilities. In addition, the aircon systems for the subject sports facilities under this Project are also found in <b>Annex A</b> of this Bid Bulletin.
2. Can you please provide a detailed equipment list (includes quantity, data and specifications)?	Please refer to Section VI.B of the Bidding Documents for the list of <b>minimum</b> required tools and equipment for the operations and maintenance services. This is also included in <b>Annex B</b> of this Bid Bulletin.
3. What are the expected details/ data bidders have to provide on Tab E (Schedule of Requirements)?	Tab E (Schedule of Requirements) must be duly signed by the bidder's authorized representative and hereby commits to comply and deliver the requirements of the project, see attached updated form in <b>Annex E</b> of this Bid Bulletin. <b>(Please see a separate document titled Annex "E")</b>

4. Who are the nominated key personnel for this Project?	<ol style="list-style-type: none"> <li>1. Facilities Manager</li> <li>2. Deputy Facilities Manager</li> <li>3. Administrative Assistant</li> <li>4. Facilities Engineer (Mechanical)</li> <li>5. Facilities Engineer (Electrical)</li> <li>6. Facilities Engineer (Electronics and Communications)</li> </ol>
<b>Other Queries/Clarifications</b>	
1. How safe are the bid documents from viruses once they are opened during the bid opening?	BCDA is following a strict health protocol and has put in place a disinfection procedure/area to disinfect all external documents. Thus, BCDA assures the bidders that the Bid Documents are safe during the Bid Opening.
2. Can bidders purchase the bid documents, pay the bid and performance securities, etc. online?	<p>Bidders may purchase the bidding documents, pay the bid security, and Performance Security online using a bank-to-bank fund transfer method. Interested bidders shall inform BAC-G via email that it chooses to transact thru aforementioned online. BAC-G will coordinate with the bidder and provide the necessary steps and procedures to be followed in paying online. Once online payment is verified, BCDA shall issue an Official Receipt (OR) and email a scanned copy of the OR to the bidder, which it shall acknowledge upon receipt of the scanned OR. The Bidder can claim the original copy of the OR from the BCDA cashier during regular business hours afterwards.</p> <p>The bidder must include a copy of the (scanned) OR in the submission of its bid documents.</p>
3. How will BAC-G conduct the post-qualification during the ECQ/ MECQ/ GCQ?	The BAC-G TWG and representatives shall conduct the post-qualification activities provided under the Revised IRR of RA 9184 and GPPB Resolutions with utmost care and mindful of all the precautionary measures and health

	<p>safety protocols that the government enjoins to be observed. The TWG will conduct validation of documents in the bidder's place of business <b>or</b> conduct interviews with the key officers of the bidder via video conferencing. For this purpose, the bidder shall submit the email addresses of its concerned officers and managers to be interviewed prior to the post qualification.</p> <p>Also, the bidder must ensure that the original copies of the bid documents submitted to BCDA shall be disinfected prior to its inspection by the BAC-G. The bidder shall prepare and reserve a well-ventilated and spacious room, making social and physical distancing possible, where the inspection of the said original documents will be held.</p> <p>Finally, BAC-G TWG/representatives and bidder's representatives are enjoined to wear a facial mask, in good health condition, and maintain physical distance during the post qualification process.</p>
4. Can the bidders be provided an easy access to the building premises of BCDA?	<p>Kindly log in to StaySafe via the internet when you enter BTC premises. Likewise, BCDA recommends that bidders register to StaySafe prior to entering BCDA premises.</p> <p>The representative is also required to present his/her vaccination card <b>or</b> RT-PCR negative test result valid for 72 hours before he/she can be allowed inside the BCDA office</p>



## II. Other Clarifications

- a. The Approved Budget for the Contract (ABC) for this Project is **Ninety-Eight Million Nine Hundred Thousand Pesos (Php98,900,000.00)**, inclusive of all applicable government taxes and fees.
- b. Bids received in excess of the ABC for each lot shall be automatically rejected at the bid opening.
- c. A complete set of Bidding Documents may be acquired by interested Bidders at the BCDA Corporate Center located at 2<sup>nd</sup> Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City starting **01 October 2021 (Friday)** except Saturdays, Sundays and Holidays **until 09:00AM of 22 October 2021 (Friday)**. However, only those who purchased the bidding documents upon the payment of a non-refundable fee amounting to Fifty Thousand Pesos (Php 50,000.00), pursuant to the latest Guidelines issued by the GPPB, can submit bid proposals and participate in the bidding.
- d. The bidders must be registered with PhilGEPS under Platinum Membership or submit Class "A" Documents, otherwise the bidders will be rated failed which shall result in declaring them as "ineligible".

In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.

- e. The bid documents can be accessed from the PhilGEPS and BCDA website.
- f. Submit the FORM - Statement of ALL Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

The Statement of All Ongoing Contracts shall indicate, for each contract, the following:

1. name of the contract;

2. date of the contract;
  3. contract duration
  4. owner's name and address;
  5. kinds of Goods;
  6. amount of contract and value of outstanding contracts; and
  7. date of delivery.
- g. The requirement for the "Statement of all Ongoing Contracts" is merely a "statement/list" of all ongoing contracts. It refers to a list to be made by the bidder relative to all of its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.

The actual submission of these documents is required during the conduct of the post qualification activity to the bidder declared with the lowest calculated bid.

- h. 1) A Single Largest Completed Contract (SLCC) similar to the Project must be equivalent to at least fifty (50%) percent of the ABC; or
- 2) At least two (2) similar Completed Contracts with a total aggregate amount equivalent to at least fifty (50%) percent of the ABC and the largest of these similar contracts must be equivalent to at least twenty-five (25%) percent of the ABC;

To be supported by any of the following documents: (in accordance with Clause 5.4 of the BDS):

- End User's Acceptance; **Or**
  - Sales Invoice; **Or**
  - Official Receipt of the last payment received.
- i. The bidders must follow and be guided by the checklist of requirements (**Annex C**) as discussed during the pre-bid conference. The bidders must also use the revised forms as prescribed in the 6th edition of the Philippine Bidding Documents such as 1) Ongoing and Completed Contracts, 2) Statement of Single Largest Completed Contract, 3) Bid Form, 4) Bid Securing Declaration, and 5) Omnibus Sworn Statement. These are all attached herewith as **Annex D**.
- j. A bid bulletin will be posted in PhilGEPS and BCDA website on **15 October 2021 (Friday)**. However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email and allowed to submit bid proposals for this Project.
- k. The computation of the Bid Security shall be based on the Approved Budget for the Contract (ABC).
- l. The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of Bid Security, up to the post qualification. It is important to note, however, that although the Bid Securing Declaration does not require cash, its

enforcement shall include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.

- m. NFCC Computation shall be based on the audited Financial Statements for the year 2020, using the computation provided in the Instruction to Bidders, and should be at least equivalent to the ABC.
- n. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

### III. Reminders

- a. To avoid disqualification, please comply with the eligibility requirements, technical proposal, and financial bid requirements, as indicated in the Bidding Documents and Bid Bulletin/s issued for this project. The causes for disqualification have been presented during the Pre-bid Conference for the interested bidders to become aware of the guidelines for the **Re-Bidding of Operations and Maintenance (O&M) Services for the New Clark City Sports Complex, New Clark City, Tarlac.**
- b. BCDA adheres to the "No-Contact Rule". All clarifications shall be made in writing and addressed to the BAC-G Secretariat.
- c. Visiting or calling the members of the BAC-G, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- d. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- e. Each and every page of the Bid Form must be appropriately signed by the bidder or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- f. All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification Evaluation, and signing of the contract.
- g. The BAC-G expects the bidders to exercise due diligence in going through the bidding documents so that they can prepare their bids intelligently.
- h. The following documents are required to be NOTARIZED, which should be duly sworn to and include complete information on the PTR No., MCLE No., Authority or Commission Number, etc. of the Notary Public:
  - 1. Omnibus Sworn Statement (Revised) (**Annex D**)
  - 2. Bidder's Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement)
  - 3. Bid Securing Declaration (**Annex D**)

- i. Per the 6th Edition of the Philippine Bidding Documents, the bidders must submit the Bid Form for the Procurement of Goods (**Annex D**).
- j. The Pre-bid Conference and the Opening of Bids are hybrid events. Bidders may choose to attend them online via zoom or attend in person at the BTC Office.

For those attending in person, the following guidelines must be followed:


- Only one (1) representative per interested bidder is allowed to attend the Pre-bid Conference and Opening of Bids and will be required to follow the BCDA Health Protocol for Visitors;
  - Visitors are required to download the contact tracing app, i.e. StaySafe PH;
  - The representative is required to present his/her vaccination card **or** RT-PCR negative test result valid for 72 hours before he/she can be allowed inside the BCDA office;
  - Compliance to social distancing, wearing of face masks, body temperature screening inside BCDA office; and
  - Observers/ representatives who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature, and sneezing are advised not to proceed to the BCDA Office since they will not be allowed to enter the BCDA premises.
- k. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
  - l. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

**Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.**

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

**Issued on 15 October 2021 (Friday).**

#### **BIDS AND AWARDS COMMITTEE FOR GOODS**

  
**JOSHUA M. BINGCANG**  
Chairperson

## **ANNEX A**

**Please see the Mechanical Plans of the NGAC Sports Facilities  
(separate document)**



**ANNEX B:**  
**MINIMUM LIST OF TOOLS AND EQUIPMENT**

	<b>EQUIPMENT</b>	<b>QUANTITY</b>
	<b>Electrical</b>	
1	Precision Screwdriver Set	2
2	Hexagon T Wrench (600v)	4
3	Electrical Plier (600v) 10"	1
4	Electrical Plier (600v) 12"	1
5	Cutting Plier	1
6	Long Nose Plier (600v)	1
7	Skinning Knife	1
8	Hack Saw	1
9	UNI T-Cable Tester	1
10	Clamp Tester	2
11	Fusion Machine	1
12	Heavy duty Rechargeable	1
13	Tape Measure (5m)	1
14	Infrared Thermo Gun	1
	<b>B Plumbing</b>	
1	Portable Hand Snake (Drain Auger)	1
2	Hand Snake (Full Drain)	1
3	PVC Cutter	1
4	Pipe Wrench 24	1
5	Pipe Wrench 12"	1
6	Pipe Wrench 8"	1
7	Pipe Pliers	1
8	Riveter	1
9	Pruning Shear, Small	1
10	Pruning Shear, Big	1
11	Chain Black	1
12	Claw Bar	1
13	Claw Hammer	1
	<b>C Mechanical</b>	
1	Socket Wrench (10-32)	16

2	Open Wrench (6-32)	16
3	Allen Wrench Small (1.5 - 10mm)	6
4	Allen Wrench Flower (long)	6
5	Allen Wrench Long	6
6	Hand Vice Grip (10R)	1
7	Chain or Strap Wrench	1
8	Mechanical Plier	1
9	Screw Driver Set (6 pcs.)	6
10	Grease Gun	1
11	Gauge Set for Bladder Tank	1
<b>D Landscaping and Site Development</b>		
1	Wet and Dry Vacuum	10
2	Drill Bits (2 sets)	4
3	Garden Hose with Connector	2
4	Power Spray	1
5	Electric Sprayer	1
6	Manual Lawn Mower	1
7	Gas Lawn Mower	1
8	Snipper	1
9	Rake	2
10	Finishing Trowel	2
11	Trowel	1
12	Shovel	2
13	Chisel	1
14	Bolo Knife	1
15	Aluminum Telescopic Ladder 24s	1
16	Aluminum A Ladder	1
17	Brush Cutter	3
18	Two-Way Radios	15
19	Flexible Steel Leaf Rake	10
20	Wheelbarrow	4
21	Golf Cart	2
<b>E Cleaning Supplies</b>		
1	Floor Polisher	10

2	Hand Trolley / Housekeeping Cart	10
3	Mop Squeezer	20
4	Soft Broom	70
5	Dust Pan	70
6	Trash Bin Cart	20
7	Mop Handle with Mop Head	70
8	Janitorial Belt Bag	70
9	Plastic Spray Gun	80
10	Toilet Plunger	10
11	Wet Floor Sign	20
12	Glass Cleaner (Squeegee)	50
13	Long Broom (for cobwebs)	30
14	Broomstick	40
15	Cleaning Supplies for Swimming Pool (Athletes' Village)	1

## ANNEX C

### CHECKLIST OF REQUIREMENTS

Each and every page of the Bid Form, including the Schedule of prices, under Section VIII hereof, shall be signed (full signature) by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid. They must be PROPERLY TABBED, as follows:

ELIGIBILITY AND TECHNICAL COMPONENT (First Envelope)	
<b>TAB A</b>	<p><b>PhilGEPS Certificate of Registration under Platinum Membership</b> (all pages); or</p> <p><b>Class “A” Eligibility Documents:</b> or,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Registration Certificate from Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives</li> <li><input type="checkbox"/> Current &amp; Valid Mayor’s/Business Permit, if expired a copy of the expired Mayor’s Permit and the Official Receipt as proof that the bidder has applied for renewal of the permit issued by the city or municipality where the principal place of business of the prospective bidder is located</li> <li><input type="checkbox"/> Valid Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR</li> </ul> <p><i>Note:</i></p> <p>In case the bidder opted to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184</p>

**TAB  
B**

**(SF-G&S-19A) Statement of all its ongoing government and private contracts**, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and

**(SF-G&S-19B) Statement of Single Largest Completed Contract (SLCC)** similar in nature to the contract to be bid equivalent to at least fifty (50%) percent of the ABC; or at least two (2) similar Completed Contracts with a total aggregate amount equivalent to at least fifty (50%) percent of the ABC and the largest of these similar contracts must be equivalent to at least twenty five (25%) percent of the ABC within **five (5) years** from the date of submission and receipt of bids .

The two (2) statements required shall indicate for each contract the following:

- ☐ name of the contract;
- ☐ date of the contract;
- ☐ contract duration;
- ☐ owner's name and address;
- ☐ kinds of Goods;
- ☐ For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- ☐ For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- ☐ date of delivery; and
- ☐ end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

**Note:**

☐ The Statement of all ongoing contracts requirement is merely a "statement" of all ongoing contracts. It refers to a "statement" to be made by the bidder relative to all its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.

☐ The Statement of SLCC to be submitted by the bidder shall attach **ANY** of the following proof:

- ❖ end user's acceptance; or
- ❖ official receipt of the last payment received; or
- ❖ sales invoice

<b>TAB C</b>	<p><b>Bid Security in ANY of the following:</b></p> <p><input type="checkbox"/> <b>Cash or Cashier's/Manager's Check</b> issued by a Universal or Commercial Bank (2% of the ABC) or;</p> <p><input type="checkbox"/> <b>Bank Draft/Guarantee or Irrevocable Letter of Credit</b> issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (2% of the ABC) or;</p> <p><input type="checkbox"/> <b>Surety Bond</b> with a Certificate from the Insurance Commission (5% of the ABC); or</p> <p><input type="checkbox"/> <b>Notarized Bid Securing Declaration</b></p> <p>Note:</p> <p>The bid security shall be valid for one hundred twenty (120) calendar days from the date of bid opening.</p>
<b>TAB D</b>	<b>Conformity with Technical Specifications, Section VII</b>
<b>TAB E</b>	<b>Conformity with Schedule of Requirements, Section VI</b>
<b>TAB F</b>	<p><b>Notarized Omnibus Sworn Statement</b> in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184, and using the form prescribed in Section VIII. Bidding Forms</p> <p>Note: The Omnibus Sworn Statement shall be accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable</p>
<b>TAB G</b>	<p><b>Audited Financial Statements</b>, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or it's duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of submission of bid.</p>

<b>TAB H</b>	<p><b>Computation of Net Financial Contracting Capacity (NFCC)</b> in accordance with ITB Clause 5 (Section IX, Bidding Forms) <b>OR Committed Line of Credit</b> from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.</p> <p>FORMULA:</p> <p>NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p>
<b>TAB I</b>	<p><b>Joint Venture Agreement (JVA)</b> in case the joint venture is already in existence, or</p> <p><b>Duly Notarized Statements</b> from all the potential joint venture partners in accordance with Section 23.1(b) of the 2016 Revised IRR of RA 9184, if applicable.</p> <p><b>Each partner</b> of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents <b>by any</b> of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.</p>
<b>Other documentary requirements under RA No. 9184, as applicable:</b>	
<b>TAB J</b>	<p>(For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos) <b>Certification from the relevant government office of their country</b> stating that Filipinos are allowed to participate in government procurement activities for the same item or product.</p>
<b>TAB K</b>	<p><b>Certification from the DTI</b> if the Bidder claims preference as a Domestic Bidder or Domestic Entity</p>

**FINANCIAL COMPONENT (Second Envelope)**

<p><b>TAB L</b></p>	<p><b>Original of duly signed and accomplished Financial Bid Form; and, Original of duly signed and accomplished Price Schedule/s</b></p> <p><b>Note:</b></p> <p><i>Financial Proposal is INCLUSIVE of VAT and all applicable taxes and fees and Bids received in excess of the ABC shall be automatically rejected on bid opening.</i></p>
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## ANNEX D

Sample Forms: Goods and Services for Ongoing and Completed Contracts  
*Statement of All Ongoing Government and Private Contracts*  
*Including Contracts Awarded but not yet Started*

SF-G&S-19A

**Statement of All Ongoing Government and Private Contracts**  
**Including Contracts Awarded but not yet Started**

Business Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<u>Government Contracts:</u>							
1.							
2.							
<u>Private Contracts:</u>							
1.							
2.							
Total Amount:							

\*Continue in a separate sheet if necessary..

Submitted by : \_\_\_\_\_  
Signature over Printed Name of Authorized Representative

Date : \_\_\_\_\_

**Note:**

- ☐ If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- ☐ The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

SF-G&S-19B

**Statement of Single Largest Completed Contract (SLCC)  
Similar in Nature to the Contract to be Bid**

Business Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Date of Delivery

Submitted by : \_\_\_\_\_  
Signature over Printed Name of Authorized Representative

Date : \_\_\_\_\_

**Note:**

This statement shall be supported by **ANY** of the following:

- ☐ End User's Acceptance; or
- ☐ Official Receipt of the last payment received; or
- ☐ Sales Invoice

The statements required shall indicate for each contract the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of Goods;
- **For Statement of SLCC** - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- date of delivery; and end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

**Note:**

- The **Statement of SLCC** to be submitted by the bidder shall attach **ANY** of the following proof:
  1. end user's acceptance; or
  2. official receipt of the last payment received; or
  3. sales invoice

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- A. Carefully examining all of the Bidding Documents;
- B. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- C. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- D. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any**

payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**Bid Securing Declaration Form**  
**[shall be submitted with the Bid if bidder opts to provide this form of bid security]**

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

**BID SECURING DECLARATION**

**Project Identification No.: [Insert number]**

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

**Bid Form for the Procurement of Goods**

***[shall be submitted with the Bid]***

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**BID FORM**

**Date :** \_\_\_\_\_

**Project Identification No. :** \_\_\_\_\_

**To:** *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of

of agent Currency Commission or gratuity

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(if none, state "None") ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_



## **ANNEX E**

### **Revised Schedule of Requirements**

**(Please see a separate document title Annex “E”)**